INDIAN WELLS COUNTRY CLUB COMMUNITY FIRE ACCESS MAINTENANCE DISTRICT (FAMD) NO. 1

REGULAR BOARD MEETING AGENDA FOR OCTOBER 8, 2020

1:30 p.m.
This Meeting will be held via Video/Teleconference

AGENDA
INDIAN WELLS COUNTRY CLUB COMMUNITY
FIRE ACCESS MAINTENANCE DISTRICT NO. 1
REGULAR BOARD MEETING
October 8, 2020 at 1:30 PM
(Hosted Virtually due to COVID-19)

Join Zoom Meeting:
https://us02web.zoom.us/j/84139339653?pwd=ZnNDa21rM2NFWXE5Zk9CdHJGeHREQT09

Meeting ID: 841 3933 9653
Passcode: 664338
You can also dial in:
+1 669 900 6833 US (San Jose)

CALL TO ORDER OF THE FAMD, ROLL CALL
Chairman - Larry Bonafide
Vice Chairman – Howard Klein
Secretary – Margaret "Marge" Barry
Board Member - Tony Trocino
Board Member – Charlie Jones
IWCC Representative – Monica Davis

PLEDGE OF ALLEGIANCE

1. **Approval of the Final Agenda – October 8, 2020**
2. **Approval of the DRAFT Meeting Minutes – July 30, 2020** **Pgs. 1-4**

PUBLIC COMMENTS

All persons wishing to address the FAMD Board should fill out a Blue Public Comment Request form in advance and hand it to the FAMD District Manager. At the appropriate time, please come forward to the podium and state your name for the record. Speakers are limited to three minutes. Parties are encouraged to submit their comments in writing with any attachments or exhibits they wish for the FAMD Board to review, preferably 24 hours prior to the meeting. Speakers can then use their three-minutes to summarize the key points of their comments. Please note that you may address the FAMD Board on an agenda item at the time it is discussed, but only after being recognized by the Chairman.

Under the Brown Act, the FAMD Board should not take action on or discuss matters raised during the public comment portion of the agenda which are not listed on the agenda. FAMD Board Members may refer such matters to staff for information or to be placed on a subsequent agenda for consideration. Notwithstanding the foregoing, FAMD Board Members and staff may briefly respond to statements made or questions posed during public comment, if such responses do not constitute any deliberation.

CONSENT CALENDAR

All matters listed on the Consent Calendar are routine and will be enacted by one vote. There will be no separate discussion of these items unless members of the FAMD Board or audience request that specific items be removed from the Consent Calendar for separate discussion and action. Financial matters will be indicated as budgeted or non-budgeted below.

3. Warrants and Demands – July-September 2020	Pgs. 5-14
4. Financial Reports – July-September 2020	Pgs. 15-17

SECURITY REPORT

5. Director of Security report July-September – DOS	Pgs. 18-24
6. FAMD Seasonal Staffing/Consideration – DOS	Pgs. 25

OLD BUSINESS

7. Storm Water and Debris Mitigation Project Update	Verbal

NEW BUSINESS

8. Agreement Revision Desert Resort Management/Consideration	Pgs. 26-33
9. Holiday Décor Proposals	Pgs. 34-39
10. Manitou Basin Change Orders/Consideration	Pgs. 40-42

DISTRICT MANAGERS REPORT

11. Managers' Report	Verbal

BOARD MEMBER COMMENTS

Chairperson
Vice Chairperson
Secretary
Board Member
Board Member
IWCC Representative

ADJOURNMENT

As of:
March 5, 2020

INDIAN WELLS COUNTRY CLUB COMMUNITY
FIRE ACCESS MAINTENANCE DISTRICT #1

BOARD OF DIRECTORS

			Term Ends
Name:	Larry “Bear” Bonafide	**(Chair)**	February 28, 2021
Phone:	(760) 345-8316		
Email:	larrybonafide@verizon.net		
Name:	Howard Klein	**(Vice Chair)**	February 28, 2021
Phone:	(760) 345-6290		
	(213) 308-5001 cell		
Email:	rimeinhk@aol.com		
Name:	Margaret “Marge” Barry	**(Secretary)**	February 28, 2022
Phone:	(760) 772-0404		
	(760) 219-3100 cell		
Email:	mbarry6130@aol.com		
Name:	Charlie Jones	**(Director)**	February 28, 2021
Phone:	(760) 200-0491		
Email:	COJ1939@gmail.com		
Name:	Tony Trocino	**(Director)**	February 28, 2022
Phone:	(760) 610-1751		
Email:	trotony7@dc.rr.com		
Name:	Monica Davis	**(IWCC Rep)**	
Phone:	(760) 834-6012		
Email:	Monica.Davis@clubcorp.com		

FIRE ACCESS MAINTENANCE DISTRICT NO. 1
INDIAN WELLS, CALIFORNIA
BOARD OF DIRECTORS MEETING
July 30, 2020

Upon due notice given and received, a meeting of the Fire Access Maintenance District No. 1 Board of Directors was held on Thursday, July 30, 2020, at 1:30 p.m. and held virtually on zoom due to COVID-19.

ROLL CALL

PRESENT: Chairman - Larry Bonafide, Vice Chair – Howard Klein, Secretary - Margaret "Marge" Barry Director – Charlie Jones, IWCC Rep – Monica Davis & Director - Tony Trocino

ALSO

PRESENT: John Walters, (FAMD District Manager) DRM-Associa, Landon Burt (Assistant District Manager), DRM-Associa & Tanya Williams, (Management Analyst/City of Indian Wells)

APPROVAL OF FINAL AGENDA

A motion as made by Vice Chair Klein, seconded by Director Jones to approve the Final July 30, 2020 Agenda as presented.

MOTION: Jones
SECOND: Klein

AYES: All
NOES: None

APPROVAL OF MEETING MINUTES

Minutes of the June 11, 2020 Board Meeting were approved as presented.

MOTION: Jones
SECOND: Trocino

AYES: All
NOES: None

PUBLIC COMMENTS

Nothing Currently.

WARRANTS AND DEMANDS

A motion was made and seconded to approve the Warrants and Demands for June- July 2020.

MOTION: Klein
SECOND: Berry

DRAFT

AYES: All
NOES: None

FINANCIAL REPORTS
A motion was made and seconded to approve the Financial Report for June 2020. Passing unanimously.

MOTION: Klein
SECOND: Barry

AYES: All
NOES: None

SECURITY REPORTS
Nothing Currently.

OLD BUSINESS
Storm Water and Debris Mitigation Project – Tanya Williams, Management Analyst/City of Indian Wells updated the Board on the Storm Water and Debris Mitigation Project. She stated that the project hit some delays and that there is an anticipated start date of Aug 17. The City is still working with their contractor and the golf course to finalize a few details before construction can begin. The largest delays are a result of the need to relocate the irrigation line that was identified as well as electrical wiring that currently runs along that line. Tanya stated she would be providing a project update after the FAMD meeting and asked Sibel, the project manager from Granite, to provide an updated project schedule that outlines the remainder of the project assuming the Aug 17 start date.

NEW BUSINESS
2020-2021 FY Requisitions- Consideration/Approval:
The FAMD Policy Manual requires the approval of a requisition of funds for any expenditure $5,000.00 or more or for any regular service provider, i.e. monthly or quarterly. In accordance with this policy, District Manager has prepared the 2020/2021 expenditure requisitions for planned expenditures. A motion was made and seconded to approve the 2020-2021 FY-Considerations/approvals. District Manager also made note that Spectrum and Time Warner were one in the same. This passing unanimously.

ABDI - $8,700.00
Allied/Universal Protection Service - $820,767.00
AMS/Protect Me - $45,000.00
Best, Best & Krieger, L.L.P. - $33,500.00
BRS Roofing - $5,000.00
Coachella Valley Water District - $9,300.00
Conserve Landcare - $37,780.00
Associa - Desert Resort Management/Associa OnCall - $86,304.00
Frontier - $10,000.00
Horizon Lighting - $5,000.00
M&M Sweeping & Drain Cleaning, Inc. - $107,828.00
Powerful Pest Management - $5,000.00
Segal's Aquatics - $8,800.00

Southern California Edison - $8,950.00
Spectrum/Time Warner - $6,010.00
Staples - $9,000.00
Three Phase Electric - $14,000.00

MOTION: Trocino
SECOND: Bonafide

AYES: All
NOES: None

DRM Associa- Extension of Professional Services 20-21:
A motion was made and seconded to approve DRM- Associa's second extension of professional services for 20-21 FY in the amount of $86,304.00. Passing unanimously.

MOTION: Trocino
SECOND: Klein

AYES: All
NOES: None

M&M Agreement Addendum-Consideration/Approval:
A motion was made and seconded to approve the M&M Sweeping/Drain Cleaning Agreement Addendum in the amount of $43,140.00 and Change Order in the Amount of $1,800.00 for FY 19-20. This passing unanimously.

MOTION: Klein
SECOND: Barry

AYES: All
NOES: None

Allied Universal Addendum and Change Order:
A motion was made and seconded to approve the Allied Universal Agreement Addendum in the amount of $800,650.51 for FY 19-20 and $820,767.00 for FY 20-21. Also Change Order in the Amount of $16,548.51 for FY 19-20. This passing unanimously.

MOTION: Klein
SECOND: Barry

AYES: All
NOES: None

DRAFT

Kimley - Horn Invoice:
A motion was made and seconded to approve the Kimley -Horn Invoice for engineering services in connection with construction of new debris basin in the Manitou Springs area of the FAMD. Passing unanimously.

MOTION: Bonafide
SECOND: Trocino

AYES: All
NOES: None

MANAGEMENT REPORT
The report was a verbal update. Noted was the scheduling of removing 3 pine trees by Conserve Landcare from the exit lane area at the Manitou Gate.

ADJOURNMENT
There being no more business, a motion was made and seconded to adjourn the meeting at 1:53 PM.

NEXT MEETING
The next regularly scheduled meeting of the Fire Access Maintenance District Board to be held at 1:30 p.m., on October 8, 2020 via teleconference/Zoom Meeting.

Respectfully Submitted,
Landon Burt, Assistant District Manager,

Attested to: _____ Date: October 8, 2020

Margaret "Marge" Barry, FAMD Secretary

DRAFT

FIRE ACCESS MAINTENANCE DISTRICT (FAMD)
07/03/2020 WARRANT LIST

CHECK #	DATE	INVOICE #	VENDOR NAME/DESCRIPTION	INVOICE AMT	CHECK TOTAL
58212	7/3/2020		COACHELLA VALLEY WATER DIST.		
		152597-419098	6/20 FAMD UTILITIES	340.60	**340.60**
58213	7/3/2020		CONSERVE LANDCARE		
		30668	5/20/20 FAMD EXTRA LANDSCAPE SERVICES	1,800.00	**1,800.00**
58214	7/3/2020		TIME WARNER CABLE		
		0024103062320	6/20 FAMD CLUB GATEHOUSE INTERNET & PHONE SERVICE	266.96	
		0024111062320	6/20 FAMD MANITOU GATEHOUSE INTERNET & PHONE SERVICE	261.96	**528.92**

3 checks in this report

TOTAL FAMD WARRANTS 58212-58214: 2,669.52

005

FIRE ACCESS MAINTENANCE DISTRICT (FAMD)
07/10/2020 WARRANT LIST

CHECK #	DATE	INVOICE #	VENDOR NAME/DESCRIPTION	INVOICE AMT	CHECK TOTAL
58239	7/10/2020		COACHELLA VALLEY WATER DIST.		
		155649-422592	6/20 FAMD UTILITIES	50.18	
	7/10/2020		COACHELLA VALLEY WATER DIST.		
		313223-844958	6/20 FAMD UTILITIES	31.63	**81.81**
58240	7/10/2020		CONSERVE LANDCARE		
		30956	6/25/20 FAMD EXTRA LANDSCAPE SERVICES	345.00	
		30957	6/22/20 FAMD EXTRA LANDSCAPE SERVICES	90.00	**435.00**
58241	7/10/2020		DESERT RESORT MANAGEMENT INC.		
		DRM070546	5/20 FAMD MANAGEMENT SERVICES REIMBURSABLES	593.04	
		DRM070547	5/20 FAMD MANAGEMENT SERVICES REIMBURSABLES	100.85	**693.89**
58242	7/10/2020		FRONTIER		
		345-1307	6/20 FAMD LANDLINE PHONE SERVICE	572.17	**572.17**
58243	7/10/2020		STAPLES, INC.		
		2554121071	6/20 FAMD OFFICE SUPPLIES	346.71	
		2542081871	6/20 FAMD OFFICE SUPPLIES	251.20	
		2544881151	6/20 FAMD OFFICE SUPPLIES	66.14	**664.05**
58244	7/10/2020		STAPLES, INC.		
		2554180781	6/20 FAMD OFFICE SUPPLIES	32.31	**32.31**

6 checks in this report

TOTAL FAMD WARRANTS 58239-58244: 2,479.23

006

FIRE ACCESS MAINTENANCE DISTRICT (FAMD)
07/17/2020 WARRANT LIST

CHECK #	DATE	INVOICE #	VENDOR NAME/DESCRIPTION	INVOICE AMT	CHECK TOTAL
58341	7/17/2020		AMS		
		84317	6/22/20 FAMD SECURITY GATE ACCESS REPAIR SERVICES	195.43	
	7/17/2020		AMS		
		83288	6/15/20 FAMD SECURITY GATE ACCESS REPAIR SERVICES	120.00	
		83304	6/17/20 FAMD SECURITY GATE ACCESS REPAIR SERVICES	120.00	**435.43**
58342	7/17/2020		BEST, BEST & KRIEGER, L.L.P.		
		880229	6/20 FAMD LEGAL SERVICES	765.20	**765.20**
58343	7/17/2020		DESERT RESORT MANAGEMENT INC.		
		DRM070996	6/20 FAMD MANAGEMENT SERVICES	5,942.00	**5,942.00**
58344	7/17/2020		DESERT RESORT MANAGEMENT INC.		
		474401	1/27-6/16/20 FAMD MAINTENANCE REPAIR SERVICES	2,996.00	
		474402	6/4/20 FAMD MAINTENANCE REPAIR SERVICE	355.77	
		469102	5/26/20 FAMD MAINTENANCE REPAIR SERVICE	156.61	**3,508.38**
58345	7/17/2020		M & M SWEEPING, INC.		
		50019	6/20 FAMD STREET SWEEPING SERVICE	5,380.00	**5,380.00**

5 checks in this report

TOTAL FAMD WARRANTS 58341-58345: 16,031.01

007

FIRE ACCESS MAINTENANCE DISTRICT (FAMD)
07/24/2020 WARRANT LIST

CHECK #	DATE	INVOICE #	VENDOR NAME/DESCRIPTION	INVOICE AMT	CHECK TOTAL
58376	7/24/2020		SPARKLETTS DRINKING WATER		
		14583030070120	7/20 FAMD GATEHOUSE DRINKING WATER	136.49	**136.49**

1 checks in this report

TOTAL FAMD WARRANTS 58376: 136.49

008

FIRE ACCESS MAINTENANCE DISTRICT (FAMD)
08/07/2020 WARRANT LIST

CHECK #	DATE	INVOICE #	VENDOR NAME/DESCRIPTION	INVOICE AMT	CHECK TOTAL
58435	8/7/2020		COACHELLA VALLEY WATER DIST.		
		152597-419098	7/20 FAMD UTILITIES	400.07	
	8/7/2020		COACHELLA VALLEY WATER DIST.		
		155649-422592	7/20 FAMD UTILITIES	48.81	
		313223-844958	7/20 FAMD UTILITIES	31.63	**480.51**
58436	8/7/2020		CONSERVE LANDCARE		
		30943	6/7/20 FAMD EXTRA LANDSCAPE SERVICES	3,375.00	
		30942	6/7/20 FAMD EXTRA LANDSCAPE SERVICES	2,455.00	**5,830.00**
58437	8/7/2020		FRONTIER		
		345-1307	7/20 FAMD LANDLINE PHONE SERVICE	559.36	
		345-1306	7/20 FAMD LANDLINE PHONE SERVICE	224.03	**783.39**
58438	8/7/2020		HUGH HOARD,INC DBA H&H HEATING		
		81681	6/20 FAMD CLUB & MANITOU GUARDHOUSES A/C SERVICE	200.00	**200.00**
58439	8/7/2020		KIMLEY-HORN AND ASSOCIATES,INC		
		16842237	5/20 FAMD ENGINEERING SERVICES	4,800.00	**4,800.00**
58440	8/7/2020		SOUTHERN CALIFORNIA EDISON CO.		
		2-04-020-2624	7/20 FAMD UTILITIES	662.19	
		2-01-570-2145	7/20 FAMD UTILITIES	444.97	**1,107.16**
58441	8/7/2020		TIME WARNER CABLE		
		0024103072320	7/20 FAMD CLUB GATEHOUSE INTERNET & PHONE SERVICE	266.96	
		0024111072320	7/20 FAMD MANITOU GATEHOUSE INTERNET & PHONE SERVICE	261.96	**528.92**

7 checks in this report

TOTAL FAMD WARRANTS 58435-58441: 13,729.98

009

FIRE ACCESS MAINTENANCE DISTRICT (FAMD)
08/14/2020 WARRANT LIST

CHECK #	DATE	INVOICE #	VENDOR NAME/DESCRIPTION	INVOICE AMT	CHECK TOTAL
58460	8/14/2020		SPARKLETTS DRINKING WATER		
		14583030080120	8/20 FAMD GATEHOUSE DRINKING WATER	136.49	**136.49**

1 checks in this report

TOTAL FAMD WARRANTS 58460: 136.49

010

FIRE ACCESS MAINTENANCE DISTRICT (FAMD)
08/21/2020 WARRANT LIST

CHECK #	DATE	INVOICE #	VENDOR NAME/DESCRIPTION	INVOICE AMT	CHECK TOTAL
58510	8/21/2020		DESERT RESORT MANAGEMENT INC.		
		462488	2/10/20 FAMD MAINTENANCE REPAIR SERVICE	337.78	
	8/21/2020		DESERT RESORT MANAGEMENT INC.		
		461014	4/24/20 FAMD MAINTENANCE REPAIR SERVICE	149.75	**487.53**
58511	8/21/2020		GRANITE CONSTRUCTION COMPANY		
		1861018	6/20 FAMD BASIN DESILTING SERVICE	5,209.59	**5,209.59**
58512	8/21/2020		M & M SWEEPING, INC.		
		49842	5/20 FAMD DRAIN CLEANING MAINTENANCE	5,520.00	
		50018	6/20 FAMD DRAIN CLEANING MAINTENANCE	1,670.00	**7,190.00**
58513	8/21/2020		STAPLES, INC.		
		2564562071	6/20 FAMD OFFICE SUPPLIES	286.95	
		2569527231	7/20 FAMD OFFICE SUPPLIES	275.82	
		2571623581	7/20 FAMD OFFICE SUPPLIES	265.16	
		2580842471	7/20 FAMD OFFICE SUPPLIES	185.35	
		2560721541	6/20 FAMD OFFICE SUPPLIES	90.49	
		2565340871	6/20 FAMD OFFICE SUPPLIES	19.37	
		2580655311	7/20 FAMD OFFICE SUPPLIES	15.28	**1,138.42**
58514	8/21/2020		WILLDAN ASSOCIATES		
		002-23093	8/20 FAMD ON-CALL ENGINEERING SERVICES	750.00	**750.00**

5 checks in this report

TOTAL FAMD WARRANTS 58510-58514: 14,775.54

011

FIRE ACCESS MAINTENANCE DISTRICT (FAMD)
09/04/2020 WARRANT LIST

Voucher	Date	Vendor	Invoice	Description	Invoice Net
70023	09/04/2020	BEST, BEST & KRIEGER, L.L.P.	883691	7/20 FAMD LEGAL SERVICES	624.60
70024	09/04/2020	COACHELLA VALLEY WATER DIST.	152597-419098	8/20 FAMD UTILITIES-45301 CLUB DRIVE	410.34
70024	09/04/2020	COACHELLA VALLEY WATER DIST.	313223-844958	8/20 FAMD UTILITIES-45065 MANITOU DR	246.84
70025	09/04/2020	FRONTIER	345-1306	8/20 FAMD LANDLINE PHONE SERVICE	225.35
70025	09/04/2020	FRONTIER	345-1307	8/20 FAMD LANDLINE PHONE SERVICE	569.88
70026	09/04/2020	HORIZON LIGHTING, INC.	223638	7/20 FAMD LIGHTING REPAIR SERVICES	545.60
70027	09/04/2020	SOUTHERN CALIFORNIA EDISON CO.	2-01-570-2145	8/20 FAMD UTILITIES-45301 CLUB DRIVE	436.78
70027	09/04/2020	SOUTHERN CALIFORNIA EDISON CO.	2-04-020-2624	8/20 FAMD UTILITIES-45400 MANITOU DR	668.19
70028	09/04/2020	STAPLES	2593973811	7/20 FAMD OFFICE SUPPLIES	68.43
70029	09/04/2020	THREE PHASE ELECTRIC, INC	50776	4/20 FAMD LIGHTING & ELECTRICAL MAINTENANCE SVCS	225.64
70029	09/04/2020	THREE PHASE ELECTRIC, INC	52192	5/20 FAMD LIGHTING & ELECTRICAL MAINTENANCE SVCS	95.00
70029	09/04/2020	THREE PHASE ELECTRIC, INC	62995	6/20 FAMD LIGHTING & ELECTRICAL MAINTENANCE SVCS	130.83
70030	09/04/2020	TIME WARNER CABLE	0024103082320	8/20 FAMD CLUB GATEHOUSE INTERNET & PHONE SERVICE	266.96
70030	09/04/2020	TIME WARNER CABLE	0024111082320	8/20 FAMD MANITOU GATEHOUSE INTERNET & VOICE SVC	261.96
70031	09/04/2020	UNITED BROTHERS CONCRETE, INC.	11564	1/20 FAMD CURB & GUTTER REPAIR-76740 SANDPIPER	2,500.00
				TOTAL FAMD WARRANTS 70023-70031	**7,276.40**

FIRE ACCESS MAINTENANCE DISTRICT (FAMD)
09/11/2020 WARRANT LIST

Voucher	Date	Vendor	Invoice	Description	Invoice Net
70035	09/11/2020	COACHELLA VALLEY WATER DIST.	155649-422592	8/20 FAMD UTILITIES-45105 MANITOU	50.18
70036	09/11/2020	M & M SWEEPING, INC.	59214	7/20 FAMD STREET SWEEPING SERVICE	5,380.00
70036	09/11/2020	M & M SWEEPING, INC.	59395	8/20 FAMD STREET SWEEPING SERVICE	5,380.00
70037	09/11/2020	UNIVERSAL PROTECTION SERVICE	10312179	6/26-7/30/20 FAMD SECURITY SERVICES	74,149.60
70037	09/11/2020	UNIVERSAL PROTECTION SERVICE	10409459	7/31-8/27/20 FAMD SECURITY SERVICES	60,376.21
70038	09/11/2020	UNIVERSAL PROTECTION SERVICE	10200822	5/29-6/25/20 FAMD SECURITY SERVICES	60,029.50
				TOTAL FAMD WARRANTS 70035-70038	**205,365.49**

FIRE ACCESS MAINTENANCE DISTRICT (FAMD)
09/18/2020 WARRANT LIST

Voucher	Date	Vendor	Invoice	Description	Invoice Net
70076	09/18/2020	BEST, BEST & KRIEGER, L.L.P.	885789	8/20 FAMD LEGAL SERVICES	603.90
70077	09/18/2020	SPARKLETTS DRINKING WATER	14583030090120	9/20 FAMD GATEHOUSE DRINKING WATER	136.49
				TOTAL FAMD WARRANTS 70076-70077	**740.39**

Revenue and Expenditure by Fund

CITY OF INDIAN WELLS

Fiscal Year: 2020 Through Period: 13

		2020 Budget	June Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
FUND: 209 FIRE ACCESS MAINT. DISTRICT							
REVENUES							
209.00.00.04111.000	Current Secured Property Tax	348,238.00	353,283.57	353,283.57	0.00	(5,045.57)	101.45
209.00.00.04112.000	Current Unsecured Property Tax	9,474.00	7,710.84	7,710.84	0.00	1,763.16	81.39
209.00.00.04113.000	Prior Year Property Tax	7,016.00	264.75	264.75	0.00	6,751.25	3.77
209.00.00.04114.000	Supplemental Roll Prop. Tax	162.00	1,649.38	1,649.38	0.00	(1,487.38)	1,018.14
209.00.00.04121.000	Property Taxes Penalties & Interest	538.00	0.00	0.00	0.00	538.00	0.00
209.00.00.04211.000	Fire Access Maint. Assessments	1,200,000.00	1,215,167.33	1,215,167.33	0.00	(15,167.33)	101.26
209.00.00.04311.000	Misc. Permits	750.00	1,110.00	1,110.00	0.00	(360.00)	148.00
209.00.00.04511.000	Investment Earnings	11,788.00	40,767.00	40,767.00	0.00	(28,979.00)	345.83
209.00.00.04615.000	Homeowner's Prop. Tax Relief	3,000.00	1,566.47	1,566.47	0.00	1,433.53	52.22
209.00.00.04863.000	Misc. Revenue	1,500.00	3,104.37	3,104.37	0.00	(1,604.37)	206.96
	TOTAL REVENUES	1,582,466.00	1,624,623.71	1,624,623.71	0.00	(42,157.71)	102.66
EXPENDITURES							
209.86.01.05310.000	Professional Services	148,000.00	97,008.34	97,008.34	0.00	50,991.66	65.55
209.86.01.05330.000	Other Contracted Services	806,600.00	792,718.50	792,718.50	0.00	13,881.50	98.28
209.86.01.05420.000	Utilities	17,900.00	14,179.81	14,179.81	0.00	3,720.19	79.22
209.86.01.05440.000	Building & Grounds Maintenance	118,750.00	94,208.60	94,208.60	0.00	24,541.40	79.33
209.86.01.05450.000	Infrastructure	107,500.00	118,832.25	118,832.25	0.00	(11,332.25)	110.54
209.86.01.05520.000	Communications	17,000.00	15,818.04	15,818.04	0.00	1,181.96	93.05
209.86.01.05610.000	Office Expense	9,200.00	10,325.82	10,325.82	0.00	(1,125.82)	112.24
209.86.01.05630.000	Operating Materials	2,200.00	1,685.86	1,685.86	0.00	514.14	76.63
209.86.01.05650.000	Minor Equipment	15,000.00	13,673.48	13,673.48	0.00	1,326.52	91.16
209.86.01.05916.000	Indirect Costs	15,000.00	15,000.00	15,000.00	0.00	0.00	100.00
209.93.99.06731.000	Construction Contracted	3,550.00	0.00	0.00	0.00	3,550.00	0.00
209.93.99.06731.002	Roadway Repairs	213,798.00	10,983.00	10,983.00	0.00	202,815.00	5.14
209.96.09.06731.000	Construction Contracted	0.00	28,323.78	28,323.78	0.00	(28,323.78)	0.00
209.99.01.06731.000	CIP-Budget Only	63,520.00	0.00	0.00	0.00	63,520.00	0.00
	TOTAL EXPENDITURES	1,538,018.00	1,212,757.48	1,212,757.48	0.00	325,260.52	78.85
	EXCESS OF REVENUES OVER EXPENDITURES	44,448.00	411,866.23	411,866.23	0.00	(367,418.23)	926.62

Beginning Fund Balance 07/01/2019:	$2,548,017.40
Year-To-Date Revenues Over Expenditures:	+ $411,866.23
Ending Fund Balance 6/30/2020:	$2,959,883.63*

* Subject to change due to FY 2019/20 year end close.

Comparative Expenditure and Revenue Report

CITY OF INDIAN WELLS
June 2020

FUND: 209 FIRE ACCESS MAINT. DISTRICT

		FY 2019/20	FY 2018/19
REVENUES			
209.00.00.04111.000	Current Secured Property Tax	353,283.57	322,972.36
209.00.00.04112.000	Current Unsecured Property Tax	7,710.84	7,835.88
209.00.00.04113.000	Prior Year Property Tax	264.75	3,605.34
209.00.00.04114.000	Supplemental Roll Prop. Tax	1,649.38	1,861.77
209.00.00.04121.000	Property Taxes Penalties & Interest	0.00	1,363.85
209.00.00.04211.000	Fire Access Maint. Assessments	1,215,167.33	1,212,320.17
209.00.00.04311.000	Misc. Permits	1,110.00	550.00
209.00.00.04511.000	Investment Earnings	40,767.00	86,217.00
209.00.00.04615.000	Homeowner's Prop. Tax Relief	1,566.47	1,970.95
209.00.00.04863.000	Misc. Revenue	3,104.37	144,330.82
	TOTAL REVENUES	1,624,623.71	1,783,028.14
EXPENDITURES			
209.86.01.05310.000	Professional Services	97,008.34	128,760.06
209.86.01.05330.000	Other Contracted Services	792,718.50	821,852.00
209.86.01.05420.000	Utilities	14,179.81	14,923.48
209.86.01.05440.000	Building & Grounds Maintenance	94,208.60	68,263.77
209.86.01.05450.000	Infrastructure	118,832.25	102,469.88
209.86.01.05520.000	Communications	15,818.04	15,858.28
209.86.01.05610.000	Office Expense	10,325.82	8,664.83
209.86.01.05630.000	Operating Materials	1,685.86	1,572.60
209.86.01.05650.000	Minor Equipment	13,673.48	0.00
209.86.01.05916.000	Indirect Costs	15,000.00	15,000.00
209.93.99.06731.002	Roadway Repairs	10,983.00	109,649.00
209.96.09.06731.000	Construction Contracted	28,323.78	0.00
209.96.18.06731.000	Construction Contracted	0.00	121,480.00
209.99.02.06731.000	Construction Contracted	0.00	15,000.00
	TOTAL EXPENDITURES	1,212,757.48	1,423,493.90
	EXCESS OF REVENUES OVER EXPENDITURES	411,866.23	359,534.24

GRAND TOTALS

TOTAL REVENUES	1,624,623.71	1,783,028.14
TOTAL EXPENDITURES	1,212,757.48	1,423,493.90
EXCESS OF REVENUES OVER EXPENDITURES	411,866.23	359,534.24

FAMD #1

INDIAN WELLS COUNTRY CLUB COMMUNITY

SECURITY REPORT

Paul A. Stotesbury
Site Security Director
Summer Summary, 2020

BURGLARS ARRESTED

On September 30, 2020, Deputy Joshua Smith e-mailed me to confirm that the suspects in our residential break in cases have been arrested. See attached Press Release. I commend our residents who contributed video tapes of the suspects and the diligent work of Deputy J. Smith and his Special Enforcement Team.

<u>August</u>

Burglary series, 2 break ins, 2 attempts, 1 golf club theft from driveway

<u>July</u>

No significant activity

<u>June</u>

Suspicious female knocking on door, RSO called and arrested

<u>May</u>

Golf cart hit, knocked off Club gate exit arm, Information to DRM and AMS repaired

Posted on: September 30, 2020

Residential "Cat" Burglary Arrests

RIVERSIDE COUNTY SHERIFF'S DEPARTMENT

Sheriff Chad Bianco

Press Release:	Residential "Cat" Burglary Arrests		
Station Area:	Palm Desert		
Written Date:	September 30, 2020	**Time:**	2:15 PM
Incident Date:	August 5 - 28, 2020	**Time:**	10:00 PM - 4:00 AM
Incident Location:	Numerous locations: Indian Wells, Rancho Mirage, Indio		
Reporting Officer:	Sergeant Christopher Ternes		
File Number(s):	J202410005, J202440017, S202180031		

Details:

Palm Desert Station Burglary Suppression Unit (BSU) conducted further investigation regarding several residential "Cat" burglaries that occurred between the dates of August 05, 2020 to August 28, 2020 in the communities of Indian Wells and Rancho Mirage. The following locations were identified as being burglarized by the same suspects: 45000 block of Club Drive and 76000 block of Iroquois Drive, Indian Wells. 20 block of Alicante Circle, Rancho Mirage and the 42000 block of Incante Place, city of Indio. The victims were inside their residences when the suspects entered and removed property from within the residences. After a lengthy investigation and the service of several search warrants, BSU members identified the suspects as, Edward Parsons, 44 years of Palm Springs and Felix Najera, 43 years of Indio.

Tools

RSS

Notify Me®

View Archived

Categories

- All Categories
- Cabazon Station
- Coroner
- Gang Task Force
- Hemet Station
- Jurupa Valley Station
- Lake Elsinore Station
- Moreno Valley Station
- Palm Desert Station
- Perris Station
- San Jacinto Station
- Sheriff's Administration
- Southwest Station
- Special Investigations Bureau
- Thermal Station

On September 29, 2020, BSU with the assistance of the Palm Desert Business District Team, located and arrested Parsons in the 5200 block of Ramon Road, Palm Springs. On September 30, 2020, BSU with the assistance of the Indian Wells Special Enforcement Team located and arrested Najera in the 82000 block of Indio Bouvard, Indio. Both Parson and Najera were in possession of stolen property, associated with the victims. Parsons and Najera were transported to the Riverside County Jail in Indio for the (3) counts of residential "cat" burglaries, one count of residential burglary, and one count of attempted residential burglary.

Cat burglaries garner a heightened level of concern from the law enforcement community because of the elevated level of risk for the victims. The potential for a dangerous encounter between the homeowner/victim and the suspect is significantly higher in these types of crimes. The Riverside County Sheriff's Department would like to remind you to lock your doors and windows when practical, even when you are home, to assist with keeping you and your family safe.

The Riverside County Sheriff's Department is asking anyone with additional information regarding this investigation to contact Deputy Joshua Smith (760) 836-1600 or call anonymously at (760) 341-STOP (7867) and reference incidents J202410005, J202440017, S202180031 and Indio Police Department incident # 20081-2467.

For media inquiries regarding this incident please contact the Media Information Bureau.

Edward Parsons

Felix Najera

Next ⇒
Driving Under the Influence (DUI) Saturation Patrol

Other News in Palm Desert Station

Driving Under the Influence (DUI) Saturation Patrol

Posted on: September 22, 2020

FAMD #1

INDIAN WELLS COUNTRY CLUB COMMUNITY

SECURITY REPORT

Paul A. Stotesbury
Site Security Director
September, 2020

BURGLARS ARRESTED

On September 30, 2020, Deputy Joshua Smith e-mailed me to confirm that the suspects in our residential break in cases have been arrested. See attached Press Release. I commend our residents who contributed video tapes of the suspects and the diligent work of Deputy J. Smith and his Special Enforcement Team.

September 3, 2020	**Issue between Caregiver Company and resident. Family and Caregiver Company will handle.**
September 6, 2020	**Unknown subject struck Manitou Gate exit arm. DRM notified and AMS repaired.**

FIRE DEPARTMENT/ PARAMEDICS

RESPONSES – 14 **TRANSPORTS - 4**

RSO RESPONSE

ROUTINE PATROL – 39 **CALLS FOR SERVICE – 4**

OPEN GARAGE DOOR - 31 **OPEN OTHER DOORS - 4**

TRANSPONDERS SOLD - 41

Stats for 20 20

Event	Jan.	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Access Denied	0	0	0	1	1	0	0	0	0				2
Alarm Checks-Security	7	8	4	7	5	16	4	3	4				58
Animal Control on site	0	0	0	1	0	0	0	0	0				1
Animal Issues	1	0	1	1	1	0	0	0	0				4
Burglaries	0	0	0	0	0	0	0	2	0				2
Thefts	0	0	0	0	0	0	0	1	0				1
Garage Doors Open	23	24	27	18	30	13	16	41	31				223
A Shift up to 1400 hrs	0	0	0	0	0	0	0	1	0				1
B Shift up to 2200 hrs	14	8	8	3	9	1	5	6	24				78
C shift after 2200 hrs	9	16	19	15	21	12	11	34	7				144
Doors Open (Other)	7	3	0	1	4	4	5	1	4				29
Golf Cart Issues	0	1	0	0	1	0	1	0	0				3
Homeowner Assist/Welfare Check	3	2	7	6	4	3	4	1	5				35
Landscape/Light Issues	1	0	1	0	0	0	1	1	2				6
Medical Response / Fire Dept.	16	9	14	7	5	6	12	12	14				95
Noise Issues	1	0	0	3	2	1	1	3	8				19
Other - Domestic Issue	0	0	0	0	0	1	0	0	0				1
Parking Issues	1	2	0	0	1	0	0	0	1				5
Public Utility Issue	2	1	1	0	1	0	1	1	1				8
Process Servers	3	15	3	1	2	4	10	4	5				47
Property Issues/Damage	1	1	1	0	1	3	2	0	1				10
Realtor Issues	0	0	0	0	0	0	0	0	0				0
Sheriff on Site	31	30	25	49	42	53	39	52	39				360
Alarm Response/Call In	18	14	15	20	11	16	12	11	4				121
Routine Patrol	13	16	10	29	31	37	27	41	35				239
Suspicious Events	3	5	5	3	1	4	3	2	5				31
Traffic/Street Issues	0	0	0	0	0	0	0	0	1				1
Vandalism	0	0	0	0	0	0	0	0	0				0
Vendor Issues	0	0	0	1	2	0	0	1	1				5
Water Issues	5	1	5	3	7	10	6	14	18				69

Indian Wells Country Club FAMD #1
Security Staffing Report

	September, 2020							
	Employee Name	Length of Service at Allied Universal in Months	Length of Service at IWCCC in Months	Position	Scheduled Work Days	Scheduled Work Hours	Total Scheduled Hours/Day	Total Scheduled Hours/Week
1	Blake, Brandon	23	22	Security Officer	Thurs/Mon	6am-2pm	8	40
2	Bridges-Smith, Jy-Ya	1	1	Security Officer	Wed/Sun	2pm-10pm	8	40
3	Cabanilla, Danny	12	12	Security Officer	Fri/Mon	2pm - 10pm	8	40
4	Casarez, Jose	33	30	Security Officer	Sun/Thurs	2pm-10pm	8	40
5	Gonzales, Sue	85	130	Security Senior Supervisor	Sun/Thurs	6am-2pm	8	40
6	Grantham, Charles	5	5	Security Officer	Fri-Mon	10pm-6am	8	40
7	Hosamane, Mahinder	84	135	Security Supervisor	Sun/Thurs	10pm-6am	8	40
8	Lara, Marvin	85	84	Security Supervisor	Mon/Sat	6am - 2pm	8	40
9	Maestas, Branden	1	1	Security Officer	Fri/Tues	10pm-6am	8	40
10	Neazer, Alexis	5	5	Security Officer	Sat	6am -2pm	8	8
11	Pollock, Carissa	2	2	Security Officer	varies	2pm - 10pm	16	16
12	Rios, Eric	66	66	Security Supervisor	Tues/Sat	2pm-10pm	8	40
13	Sandoval, Andrea	27	20	Security Officer	Sat-Wed	6am-2pm	8	40
14	Stotesbury, Paul	61	25	Site Security Supervisor	Mon- Fri	Varies	8	40
15	Uggiano, Michael	1	1	Security Supervisor	Tues/Sat	10pm-6am	8	40
16	Villa, Alberto	85	115	Security Officer	Mon- Fri	6am-2pm	8	40
17								
18								
19	Interim/Temp Rover	30	25	Security Officer	varies		8	8
	TOTALS	**606**	**679**					552
	AVERAGES	**35.65**	**39.94**					

Change	**Change**

Speed Trailer Data
May 2018

Day	Date	Location	0-20 ●	21-25 ◊	26-30 □	31-35 Δ	36-40 *	41-45 x	46-50 *	51+ ●	Total	Time
Fri	9/1	E/B Iroquois										6am-8pm
Sat		S/B Manitou	SPEED TRAILER DAMAGED NO REPORT									7am-8pm
Sun		S/B Club	Replacement Ordered									7am-8pm
Mon		NB Manitou										7am-8pm
Tues		S/B Club										6am-8pm
Wed		W/B Iroquois										7am-8pm
Thurs		N/B Manitou										7am-8pm
Fri		E/B Iroquois										7am-8pm
Sat		S/B Manitou										6am-9pm
Sun		S/B Club										7am-8pm
Mon		NB Manitou										6am-8pm
Tues		S/B Club										7am-8pm
Wed		W/B Iroquois										
Thurs		N/B Manitou										7am-9pm
Fri		E/B Iroquois										7am-8pm
Sat		S/B Club										7am-8pm
Sun		S/B Club										7am-8pm
Mon		NB Manitou										7am-9pm
Tues		S/B Iroquois										7am-9pm
Wed		W/B Iroquois										7am-8pm
Thurs		N/B Manitou										7am-2pm
Fri		NB Manitou										
Sat		SB Club										
Sun		WB Iroquois										
Mon		NB Manitou										
Tues		EB Iroquois										
Wed		SB Manitou										
Thurs		SB Club										
Fri		NB Manitou										
Sat		SB Club										
Sun		Totals										
Totals	App.	%										
%												

INDIAN WELLS COUNTRY CLUB

MEMORANDUM

TO: District Manager & FAMD #1 Board of Directors
FROM: Paul A. Stotesbury, Site Security Director
SUBJECT: Season Staffing, November, 1, 2020
DATE: October 1, 2020

HISTORY: The season normally starts on November 1st of each year. This entails the additional staffing (48hrs.) at the Manitou Gate, for of a 2nd guard on the swing shift for 8-hours, 6 days a week, plus the Sunday 8-hour shift approved at the November 8, 2018 Board Meeting.

OBSERVATION:

The amount of gate traffic has been decreased with the implementation of the COVID 19 regulations. Additionally, there is the possibility of fewer residents returning for the winter season.

RECOMMENDATION #1:

Institute the normal staffing as budgeted for the Season on November 1, 2020. With the addition of the 8-hour Sunday shift as approved by the Board in November 8, 2018 Board Meeting.

RECOMMENDATION #2:

Delay the implementation of the Season schedule until a review of activity is made. Upon the identification of staffing needs by the FAMD #1 District Manager and the Site Security Director, staffing would be increased as required up to the Season approved 648 hours.

STAFF REPORT

DATE: October 8, 2020

TO: Honorable FAMD Board Members

FROM: Management

SUBJECT: FAMD Management Services Contract Amendment

SUMMARY:

City Attorney has drafted an agreement, attached herein, that amends FAMD's Management Services contract with Desert Resort Management. The purpose of the amendment is to allow DRM to enter into and seek reimbursement for contracts with third party vendors for services incidental to DRM's performance under the Management Services contract. In the past, DRM has attempted to submit invoices seeking reimbursement for services performed by third party vendors such as Lock Shop and California Steeplejack, but has not been reimbursed because the Management Services contract does not allow for reimbursement for third party contracts. This amendment is designed to rectify that issue.

To address this problem, we amended Exhibit "A" to include performance of incidental tasks as part of DRM's scope of services and therein authorized DRM to contract with third party vendors for those services. We also amended the Schedule of Fees in Exhibit "C" to allow for reimbursement for contracts with third party vendors.

This amendment does not increase the total amount, by which DRM's compensation shall not exceed per month. Currently, this amount is set at $5,942 per month.

RECOMMENDATIONS:

The City has reviewed the attached agreement and confirms that the amendments are an acceptable means of allowing DRM to contract with and seek reimbursement for third party vendor services.

District Manager recommends that the FAMD Board of Directors approve this amendment so that DRM-Associa can function in a more efficient way when it comes to unforeseen maintenance issues concerning the FAMD.

AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT FOR MANAGEMENT SERVICES BETWEEN FIRE ACCESS MAINTENANCE DISTRICT NO. 1 OF THE CITY OF INDIAN WELLS AND DESERT RESORT MANAGEMENT, INC.

1. Parties and Date.

This Amendment No. 2 to the Professional Services Agreement for Management Services is made and entered into as of this _____ day of May, 2020, by and between Fire Access Maintenance District No. 1 of the City of Indian Wells ("FAMD") and Desert Resort Management, Inc., a California Corporation with its principal place of business at 42-635 Melanie Place, Ste. 103, Palm Desert, CA 92211("Consultant"). FAMD and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

2. Recitals.

2.1 Agreement. FAMD and Consultant have entered into an agreement entitled "Professional Services Agreement Management Services" dated July 1, 2018 ("Agreement") for the purpose of retaining the services of Consultant to provide labor, materials, tools, equipment, services, and incidental and customary work necessary to provide FAMD with professional management services.

2.2 Amendment. The City and Consultant desire to amend the Agreement to authorize Consultant to enter into and seek reimbursement for contracts with third party vendors for the performance of services and tasks incidental to Consultant's performance of services under the Agreement, where it is not feasible and/or efficient for FAMD to enter into a contract for said services with a the third party vendor and where the annual total of such contract prices does not exceed $5,000.00.

2.3 Amendment Authority. This Amendment No. 2 is authorized pursuant to Section 3.5.16 of the Agreement.

3. Terms.

3.1 Section 3.3.1 of the Agreement is hereby amended to read as follows:

"3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed Six Thousand Six Hundred Forty-Two Dollars ($6,642.00) per month, plus specified expenses described in Exhibit "B" without written approval of FAMD's Finance Department. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement."

3.2 Exhibit "A" of the Agreement is hereby deleted in its entirety and replaced with

Exhibit "A" attached hereto and incorporated herein by reference.

3.3 Exhibit "C" of the Agreement is hereby deleted in its entirety and replaced with Exhibit "C" attached hereto and incorporated herein by reference.

3.4 Continuing Effect of Agreement. Except as amended by this Amendment No. 2, all other provisions of the Agreement remain in full force and effect and shall govern the actions of the parties under this Amendment No. 2. From and after the date of this Amendment No. 2, whenever the term "Agreement" or "Contract" appears in the Agreement, it shall mean the Agreement as amended by this Amendment No. 2.

3.5 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 2.

3.6 Severability. If any portion of this Amendment No. 2 is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.7 Counterparts. This Amendment No. 2 may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

SIGNATURE PAGE FOR AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT FOR MANAGEMENT SERVICES BETWEEN FIRE ACCESS MAINTENANCE DISTRICT NO. 1 OF THE CITY OF INDIAN WELLS AND DESERT RESORT MANAGEMENT, INC.

IN WITNESS WHEREOF, the Parties have entered into this Amendment No. 2 to the Professional Services Agreement for Management Services as of the day and year first above written.

FIRE ACCESS MAINTENANCE DISTRICT NO. 1

Approved By:

_____
Larry Bonafide
FAMD #1 Board Chairman

_____
Date

Attested By:

_____
Anna Grandys
Board Clerk

Approved as to Form:

_____
Jeffrey S. Ballinger
Board Counsel

DESERT RESORT MANAGEMENT, INC.

_____
Signature

_____
Name

_____
Title

_____
Signature

_____
Name

_____
Title

Exhibit "A"
Scope & Schedule of Services

Administration Management Company shall perform the following Management duties:

1. Make investigations and recommendations regarding the affairs and operations of the FAMD and regarding all contracts and the proper performance of obligations pertaining to the FAMD.

2. Investigate complaints in relation to matters concerning the administration of the FAMD and in regard to the service maintained by public utilities and other parties.

3. Exercise general supervision over FAMD properties, which are under the control and jurisdiction of the Board.

4. Retain official records for the FAMD and submit copies of same to City liaison as required by the FAMD manual.

5. Prepare specifications and oversee bid requirements as specified in the FAMD manual and prepare resulting contracts. In the event that the preparation of specifications and bid requirements is for an expertise such as drainage installations, road repairs and concrete curbing, management shall not be expected to house this level of information internally but may request involvement of FAMD engineer or city staff in preparation and evaluation of specifications and proposals.

6. Prepare the Board information packets for the monthly Board meetings.

7. Submit to the Indian Wells City Clerk's office the Board meeting notices and agendas in accordance with the State law.

8. Attend Board of Directors meetings and take minutes on behalf of the Board Secretary, obtaining Board Secretary's signature on final, approved minutes.

9. Prepare mailing of bi-annual newsletter to properties in the FAMD if requested by board. If photocopying is done by DRM, the cost shall be at the per copy rate as found in Exhibit C.

10. Prepare for approval by the Board and submittal to the City Finance Director necessary financial documents as required in the FAMD Manual, including the annual budget and Capital Improvement Plan and preparation of paperwork associated with creation of and approval of the requisitions associated with the budgetary process.

11. Submit FAMD invoices to City Finance Department no less than semi-monthly and in accordance with the requirements of the FAMD Manual.

12. Review and report to the Board on the monthly Financial Statements prepared by the City Finance Department.

13. Supervise contractors engaged by the FAMD.

14. Attend up to one additional Ad Hoc Committee meeting per month if requested. Additional attendance if requested shall be at the hourly rate as found in Exhibit C.

15. Prepare Personal Services Agreements for any ongoing maintenance vendor for the FAMD for submission to FAMD general counsel for review and approval.

16. Perform such tasks and services as are incidental to and necessary for completion of the services listed herein in a professional and timely manner. Such tasks may include, but are not limited to locksmith services and flagpole maintenance services. Where it is not feasible and/or efficient for FAMD to contract directly with a third party vendor for such services, DRM may contract with third party vendors for completion of such tasks described by this paragraph where the total annual contracted for amount of such contracts does not exceed $5,000.00.

EXHIBIT "C"
SCHEDULE OF FEES

1. Supplies. Agent shall be reimbursed at the following rates for materials and supplies:

a.	Postage	Current United States Postal Service rates and costs.
b.	Printed Materials, Assessment Billing Supplies, and Office Supplies	Actual cost.
c.	Certified Letters	$15.00 handling charge per letter.
d.	Copying	$ .15 per copy. Board packets of up to 100 pages per packet are included at no charge.
e.	Faxing	$2.00 per page beyond 30 pages per month.
f.	Gate Programming/Keys/Cards	N/A as performed Security.
g.	Mailings/Handling	$.10 per unit plus postage costs to prepare mailings for newsletters, minutes, annual meeting material, audits and/or budgets. $ .25 per unit plus postage for inserts in monthly billing statements.
h.	Scanning	Charge only for special projects

2. Labor. Agent shall be reimbursed at the following labor rates for services performed on behalf of Association that are not specifically described in the Management Agreement. Such items would include, but not be limited to agreed upon special projects, meeting attendance in excess of monthly board meetings, property inspections beyond one time per week, court appearances, depositions, hearings, record research, etc.

a.	Principals	$225.00 per hour
b.	Management	$125.00 per hour
c.	Computer Service & Support	$125 per hour
d.	Clerical	$ 40.00 per hour, 2 hour minimum
e.	Contested Delinquency Matters	$ 75.00 per hour
f.	Construction/Repair Contract Administration	As negotiated
g.	Holiday / Weekend Meeting	$250.00 per hour

3. Miscellaneous. Agent shall be reimbursed at the following rates:

a.	Document storage of previous	$30.00 per box—Annually year's records. Only if Applicable
b.	Investments	N/A as City handles
c.	Mailing labels, if requested	$20.00 per set $40.00 per set (over 100)
d.	1099's & W 2's	$20.00 per page if applicable
e.	DE 542 Forms	$400.00 Annual Fee if applicable
f.	Elections	No charge if administered by the City of Indian Wells. Per applicable labor rates, postage, photocopying etc. if administered by Agent.
g.	Third Party Vendors	Actual cost up to $5,000.00 per year

STAFF REPORT

DATE: October 8, 2020

TO: Honorable FAMD Board Members

FROM: Management

SUBJECT: 2020/2021 Holiday Lighting Proposals

SUMMARY:

Premier Lighting Innovations and Al and Luis Christmas Lighting have submitted 2020-21 Holiday Lighting proposals for the Manitou and Club Gates. They each have extensive knowledge in the lighting industry and have served the Coachella Valley for a combined 35 years.

District Manager has prepared the 2020/2021 Holiday Lighting Proposals for consideration and approval.

Premier Lighting Innovations - $9,377.00
Al and Luis Christmas - $6,360.00

RECOMMENDATIONS:

District Manager recommends the Board approve the 2020/2021 submitted approval by Premier Lighting Innovations in the amount of $9,377.00. Although Premier has come in at a higher rate District Manager feels this would be the best option for the FAMD. The past Holiday Lighting Vendor cost the FAMD **$7,950.00**.

Premier Lighting Innovations

PO Box 13927, Palm Desert CA 92255
www.PremierLightingInnovations.com Phone: **760-469-4099**
Email: Dan@premierlightinginnovations.com

Lighting Proposal 2020

To: Landon Burt / John Walters-Clark	**Estimate Date** 10/2/20
Project Name: Indian Wells Country Club / FAMD	
	How did you hear about us?
Email: LBurt@drminternet.com	
Phone:760.346.1161	

Sales Associate: Dan Williams **Date** 10/2/20

Job Description		Price
MANITOU GATE		
Install approximately 110 l.f. of C-9 LED lights on the front perimeter only of the guardhouse roof line.	$3.85 l.f.	$ 423.50
Installation of 4 36" lighted decorated wreaths 1 on each gate Premier Lighting Innovations. Wreaths will be fully decorated with new product and match all Garland.	$325 Ea	$ 1,300.00
Install 2 strands of decorated / lighted garland on each gate a total of 8 strands provided by Premier Lighting Innovations.	$145 Ea	$ 1,160.00
Install LED warm white mini lights on 4 trees 2 in front of guardhouse and 2 behind guardhouse. All lighting to be tightly spaced at no more than 4" spacing.	$325.00 ea	$ 1,300.00
Install LED warm white mini lights on 3 larger / oversized trees to the left of the main entry in planter area. Same spacing as referred to above.	$475.00 ea	$ 1,425.00
Install C-9 LED lighting "Indian Wells" monument sign.	$1.95 l.f.	$ 175.00
Install 1 decorated / lighted 60" Wreath on the front of the guardhouse window to match all other decorations. This Wreath may block guardhouse line of sight.	495.00 Ea	$ 495.00
50% deposit required upon proposal acceptance as we will immediately start decorating the Wreaths and Garland.		

CLUB DRIVE GATE		
Install approximately 110 l.f. of C-9 LED lights on the front perimeter only of the guardhouse roof line.	$3.85 l.f.	$ 423.50
Installation of 4 36" lighted decorated wreaths 1 on each gate to match decorated garland and the décor provided by the head of security see attached picture.	$325.00 ea	$ 1,300.00
Install 2 strands of decorated / lighted garland on each gate a total of 8 strands provided by Premier Lighting Innovations.	$145 Ea	$ 1,160.00
Install C-9 LED lighting "Indian Wells" monument sign.	$1.95 l.f.	$ 175.00
Purchase of the C-9 LED bulbs if left up permanently	$485.80	
Maintenace of the purchased bulbs for both guardhouse and the monument sign. This will include us coming out throughout the course of the year and replacing any bulbs that are inoperative.	$495.00 Lump sum	
Premier Lighting provides a 3 year full warranty on all the product to be used for Indian Wells Country Club. ALL LIGHTING WILL BE BRAND NEW. Lighting will not be used on any other jobs between the holiday seasons. Any lighting that remains up year around will not be warrantied.		
Quoted price includes all labor for installation and removal. All power, cables, extentions, Timers and accessories included.		
All Power to be provided by HOA.		

	Subtotal	$ 9,337.00
	Discount	
	Total:	$ 9,337.00
	Deposit	
	Balance Due	$ 9,337.00

I have reviewed and agree to the additional terms and conditions of this work order/contract.

Signature: _____

Installation Date:_____**Time:**_____**Crew:**_____
Deposit Payment:_____**Date:**_____**Method:**_____**Ck.#:**_____
Takedown Date:_____**Crew:**_____**Storage:**_____

We accept Visa, MastercCard, Amex, Cash or Check. A $25 fee for all returned checks will apply.
All Jobs need to be paid in full at time of installation.
A late fee of $25 per week will be applied to all past due accounts. **Thank you for your business!**

Al & Luis Christmas Lighting

A Full-Service Lighting & Decor Co.
53913 Slate dr. Coachella, CA 92236
Email: Alchristmaslighting@yahoo.com
Phone: (760)716.7705

2020 Proposal for Indian Wells Country Club

Landon Burt
Indian Wells Country Club
lburt@drtinternet.com
(760)610-7706

September 13, 2020

- High end products
- Experienced professional designers and installers
- Seventeen years of experience

Manitou Entrance

Main Entrance

Guard House

1. Installation of clear C9 lights 300 ft on the perimeter rooflines of main entrance.
   Per ft: $3.00
   Cost: $900
2. Installation Premium (4) 16” lit decorated garlands, on four gates, beautifully decorated.
   Per Garland: $200
   Cost: $800
3. Installation of (4) 36” decorated wreath for 4 gates, beautifully decorated.
   Per Wreath: $130
   Cost: $520
4. Installation of clear C9 lights for “Indian Wells” monument sign, 20 ft.
   Per ft: $3.00
   Cost: $60
5. Installation of (1) 60” lit wreath beautifully decorated, installed on the front of guardhouse window.
   Cost: $230

6. Installation of warm white LED mini lights on (4) olive trees in front and back of the guardhouse.
   Per Tree: $200
   Cost: $800
7. Installation of warm white LED mini light on (3) one size olive trees on left sides of entry to guardhouse.
   Per tree: $200
   Cost: $600

Indian Wells Country Club – Club Drive Entrance

Main Entrance

Guardhouse

1. Installation of clear C9 lights 210 ft on the perimeter rooflines of main entrance guardhouse.
   Per ft: $3.00
   Cost: $630
2. Installation of (4) Premium 16" lit beautifully decorated garlands, on gates.
   Per Garland: $200
   Cost: $800
3. Installation of (4) 36" beautifully decorated wreath for each gate.
   Per Garland: $130
   Cost: $520
4. Transportation, Installation and removal.
   Cost: $500

Total cost: $6,360

Payment Terms: 50% deposit due prior to installation. Balance due upon installation.

Al & Luis Christmas Lighting will warranty all garland and wreathes for a 2-month period from installation. All calls for repairs after the 2-month warranty due to weather condition beyond our control will be charged at a $60.00 base service call and $4.00 per hour plus material costs. Any damage/theft/or tampering with any of the installed materials will be billed for repair or replacement as necessary.

We are confident that the joint effort between Indian Wells Country Club and Al & Luis Christmas Lighting will bring your guests a more visible and festive ambiance in which to enjoy the upcoming holiday season.

All work would be done to accepted industry standards. The job requires that an appropriate power supply be provided by Indian Wells Country Club to each of the areas to be lit by Al and Luis Christmas Lighting.

Alvaro Garcia
Owner
Al & Luis Christmas Lighting

Alvaro Garcia

Landon Burt

Indian Wells Country Club

STAFF REPORT

DATE: October 9, 2020

TO: Honorable FAMD Board Members

FROM: City Staff Liaison

SUBJECT: Manitou Basins Project

SUMMARY:

In the Fall of 2013 and 2014, the City of Indian Wells experienced severe rain fall events resulting in damage to homes and inaccessible roads in the Fire Access Maintenance (FAMD) area. The FAMD board, in accordance with its charter, embarked on the Manitou Debris Basins Project to capture future storm debris off site and maintain and maintain accessibility to the area for emergency services.

In May 2020, the FAMD awarded the contract to Granite Construction to build the Manitou Basins project following a competitive bidding process for a total contract price of $397,397. At that time, the board also approved a $40,000 contingency above the bid amount in order to account for changes in cost that may occur. Since May, the project has exceeded the allotted contingency amount due to unforeseen issues that needed to be addressed throughout the duration of the project.

Below is a summary and description of those changes and their related cost to date. A full detailed description of each change order is below the table.

The Project Team anticipates that as the project wraps up in the next two weeks, there will be an additional change order relating to replacement of the sprinklers, additional electrical wiring and potentially changes in quantities for the placement of sod. Although Staff is negotiating to minimize these final costs, any additional funding will be communicated through the Sub-Committee and the final approval of these changes will be brought forward to the full Board at a future date.

Change Order Cost Summary		
Change Order 1	Construction Easement	$4,800.00
Change Order 2	Potholing	$5,483.78
Change Order 3	Flexamat	$36,241.86
Change Order 4	Irrigation Line Relocation	$59,116.16
Change Order 5	Laterals	$39,261.44
Change Order 6&7	Electrical & HOA Lighting	$18,774.60
Change Order 8	Slope Design Changes	$4,007.75
Change Order 9	Monolithic Curb Pour	$4,407.89
	TOTAL	**172,093.48**
	Bid Amount	**$397,397**
	NEW PROJECT TOTAL	**$ 569,490.48**

1. Construction Easement
    a. Total Cost: $4,800
        i. This request came during pre-construction from the golf course to prepare a construction easement. The $4,800 was to cover the cost of surveying and preparation of the documents to our engineering firm Kimley-Horn.
2. Potholing
    a. Total Cost: $5,483.78
        i. During pre-construction, Granite identified a main irrigation line running through the proposed design locations of the basins. In order to determine the exact location of the irrigation line, they performed the potholing. This expense covers the time and equipment to perform the work.
3. Geo-Flex Mat
    a. Total Cost: $36,241.86
        i. The original design called for rip-rap, however the golf course requested the use of geo-flex mat in order to protect the safety of golfers. This material helps reduce the likelihood of dangerous fly away balls.
4. Irrigation Line Relocation
    a. Total cost: $59,116.16
        i. The original design did not account for the irrigation line running through the location of the basins. Granite had to remove and relocate the main irrigation line. The expenses in this change order relate to the change in design, time, and additional materials.
5. Laterals Installation
    a. Total Cost: $39,261.44

i. Due to the relocation of the main irrigation line, additional irrigation replacement lines were needed above and beyond the original scope of work. The cost of this work was to also provide the new design for the lateral design.

6. Electrical Work
    a. Electrical Wiring & HOA Lighting: $11,774.6
        i. During the course of construction, when the main irrigation line was identified there was also unknown electrical wiring running along the line. The electrical company Horizon was hired to trace the wires, install junction boxes, and provide a safe mechanism for removing and replacing the wiring during construction. During pre-construction it was also identified that the Manitou Springs HOA lighting was located in the area of construction. Horizon electrical was hired to remove, store, and replace the lighting belonging to the HOA.
7. Horizon Electrical- Trenching $7,000
    a. Total cost: Not to exceed $7,000
        i. During the course of the replacement of the electrical wiring for the main irrigation line, additional trenching was required. Granite Construction was unable to perform this additional work at the time it was needed, therefore we worked with Horizon to complete the necessary trenching. The change order includes time, materials and equipment charges.
8. Slope Design Changes
    a. Total Cost $4,007.75
        i. The original design of the slopes around the cart path was a 2:1. After reviewing in the field, the FAMD requested that the slope be adjusted to a 4:1 to accommodate safety concerns. This work included rebuilding the GPS model and rebuilding the North, East and North East sides of the slope.
9. Monolithic Curb
    a. Total Cost $4,407.89
        i. This additional design change for the curb was added to the cart path for safety reasons to prevent golf carts from falling or rolling into the basin.

RECOMMENDATIONS:

Staff recommends the FAMD Board approve all change orders as listed above, totaling $172,093.48.