



DESERT HEALTHCARE DISTRICT
Finance, Legal, Administration, & Real Estate Committee Meeting
July 9, 2019

A meeting of the Finance, Legal, Administration, & Real Estate Committee of the Desert Healthcare District will be held at 3:00 PM, Tuesday, July 9, 2019, in the conference room on the 2nd floor of the Jerry Stergios Building, 1140 N. Indian Canyon Drive, Palm Springs, California.

AGENDA

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

At this time, comments from the audience may be made on items not listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Committee has a policy of limiting speakers to not more than three minutes. The Committee cannot take action on items not listed on the agenda. Public input may be offered on an agenda item when it comes up for discussion and/or action.

IV. APPROVAL OF MINUTES

1. F&A Minutes – Meeting June 11, 2019 – Pg. 2-4

V. CEO REPORT

VI. CHIEF FINANCIAL OFFICER'S REPORT – Pg. 5

1. LPMP Leasing Update – Pg. 6

Information

VII. FINANCIAL REPORTS

ACTION

1. District and LPMP Financial Statements – Pg. 7-17
2. Accounts Receivable Aging Summary – Pg. 18
3. District - Deposits – Pg. 19-20
4. District - Property tax receipts – Pg. 21
5. LPMP – Deposits – Pg. 22-23
6. District – Check Register – Pg. 24-25
7. Credit Card – Detail of Expenditures – Pg. 26
8. LPMP – Check Register – Pg. 27
9. Retirement Protection Plan Update – Pg. 28
10. Grant Payment Schedule – Pg. 29

VIII. OTHER MATTERS

1. Consideration to Approve Las Palmas Medical Plaza Landscape Service Proposal – Pg. 30-59

ACTION

IX. ADJOURNMENT

If you have any disability which would require accommodation to enable you to participate in this meeting, please email Andrea S. Hayles, Special Assistant to the CEO and Board Relations Officer, at ahayles@dhcd.org or call (760) 323-6110 at least 24 hours prior to the meeting.



DESERT HEALTHCARE DISTRICT
SPECIAL MEETING OF THE FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
June 11, 2019

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews Director Leticia De Lara, MPH Director Arthur Shorr	Chris Christensen, Interim CEO and CFO Stephen Huyck, Accounting Manager Andrea S. Hayles, Clerk to the Board	

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Matthews called the meeting to order at 4 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the agenda.	It was moved and seconded (Director Shorr and Vice-President De Lara) to approve the agenda. Motion passed unanimously.
III. Public Comment	None	
IV. Approval of Minutes 1. F&A Minutes – Meeting May 14, 2019	Chair Matthews asked for a motion to approve the F&A Committee minutes.	It was moved and seconded (Vice-President De Lara, Director Shorr) to approve the minutes. Motion passed unanimously.
V. CEO Report	Chris Christensen, Interim CEO,	
VI. Chief Financial Officer's Report 1. LPMP Leasing Update	Chris Christensen, Interim CEO, explained the completion of the preliminary audit in May. The firm will return in August for the final audit. Mr. Christensen explained that the District has received several candidates for appointments to the F&A Committee. Stephen Huyck, Accounting Manager, described the vacant suites and other occupants requesting moves to larger units. The marketing broker is working to fill the vacancies.	

DESERT HEALTHCARE DISTRICT
SPECIAL MEETING OF THE FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
June 11, 2019

<p>VII. Financial Reports</p> <ol style="list-style-type: none"> 1. District and LPMP Financial Statements 2. Accounts Receivable Aging Summary 3. District – Deposits 4. District – Property Tax Receipts 5. LPMP Deposits 6. District – Check Register 7. Credit Card – Detail of Expenditures 8. LPMP – Check Register 9. Retirement Protection Plan Update 10. Grant Payment Schedule 	<p>Chris Christensen, Interim CEO, described and reviewed the financials with the committee. Investment income was underbudgeted with a greater return than projected. Mr. Christensen highlighted the \$1M for additional grant funding to replenish the Homelessness Initiative fund, which will be brought forward to the Board for consideration at the June 25 meeting. Additional discussions include the property taxes extending the projected revenue.</p> <p>Vice-President De Lara requested a memo section for the stipend line item especially when reimbursement is for multiple months, which ensures transparency given the \$500 limitation.</p>	<p>It was moved and seconded (Vice-President De Lara, Director Shorr) to approve the May 2019 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.</p>
<p>VIII. Other Matters</p> <ol style="list-style-type: none"> 1. Consideration to approve Las Palmas Medical Plaza Landscape Service Proposal 	<p>Chris Christensen, Interim CEO, described the work of the contractor and the need for proper water irrigation and weather tolerant landscape not to exceed \$28k.</p> <p>Although it is not a requirement to obtain additional bids, the committee directed staff to obtain two additional bids before moving forward with Desert Modern Landscape Design.</p>	
<p>IV. Adjournment</p>	<p>Chair Matthews adjourned the meeting at 4:47 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p>



**DESERT HEALTHCARE DISTRICT
SPECIAL MEETING OF THE FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
June 11, 2019**

ATTEST: _____
Mark Matthews, Chair/Treasurer Finance & Administration Committee
Desert Healthcare District Board of Directors

Minutes respectfully submitted by Andrea S. Hayles, Clerk of the Board

DRAFT



Chief Financial Officer's Report

July 9, 2019

Las Palmas Medical Plaza - Property Management:

Occupancy:

See attached unit rental status report.

93.7% currently occupied –

Total annual rent including CAM fees is **\$1,221,881**.

Leasing Activity:

Cohen, Musch, Thomas Medical Group (currently located in 3W-101) is reviewing a draft contract to relocate to suites 1W-105 & 106.

Las Palmas Medical Plaza

Unit Rental Status

As of July 1, 2019

Unit	Tenant Name	Deposit	Lease Dates		Term	Unit Sq Feet	Percent of Total	Monthly Rent	Annual Rent	Rent Per Sq Foot	Monthly CAM	Total Monthly Rent Inclg CAM	Total Annual Rent Inclg CAM
			From	To									
											\$ 0.62		
1W, 104	Vacant					1,024	2.07%						
1W, 105	Vacant					1,060	2.15%						
2W, 107	Vacant					1,024	2.07%						
Total - Vacancies						3,108	6.30%						
Total Suites-33 - 29 Suites Occupied		\$ 58,516.90				49,356	93.7%	\$ 73,276.13	\$ 879,313.56	\$ 1.58	\$ 28,547.28	\$ 101,823.41	\$ 1,221,880.92
Summary - All Units													
Vacant			3,108	6.3%									
Pending			0	0%									
Total			49,356	100%									

DESERT HEALTHCARE DISTRICT
JUNE 2019 FINANCIAL STATEMENTS
INDEX
Preliminary
Year to Date Variance Analysis
Cumulative Profit & Loss Budget vs Actual - Summary
Cumulative Profit & Loss Budget vs Actual - District Including LPMP
Cumulative Profit & Loss Budget vs Actual - LPMP
Balance Sheet - Condensed View
Balance Sheet - Expanded View
Accounts Receivable Aging
Deposit Detail - District
Property Tax Receipts - YTD
Deposit Detail - LPMP
Check Register - District
Credit Card Expenditures
Check Register - LPMP
Grants Schedule

**DESERT HEALTHCARE DISTRICT
YEAR TO DATE VARIANCE ANALYSIS
ACTUAL VS BUDGET
TWELVE MONTHS ENDED JUNE 30, 2019**

Scope: \$25,000 Variance per Statement of Operations Summary

Account	YTD		Over(Under)	Explanation
	Actual	Budget	Budget	
4000 - Income	\$ 8,957,928	\$ 6,761,184	\$ 2,196,744	Interest income (net) from FRF investments \$2,198k; lower NEOPB Grant Income \$15k, higher various \$13k.
4500 - LPMP	\$ 1,203,940	\$ 1,246,966	\$ (43,026)	Lower rental income \$26K; Lower CAM income \$16K; Lower Misc 1k
5000 - Direct Expenses	\$ 1,021,509	\$ 1,624,010	\$ (602,501)	Lower wage expense \$231k due to no CEO salary; lower health insurance related expenses \$48k; lower retirement plan expenses \$33k; lower Board healthcare costs \$79k; higher board stipend expense 19k; Budgeted 340k for election fees, invoiced only 109k creating a 231k difference.
6000-General & Admin Expense	\$ 472,461	\$ 614,016	\$ (141,555)	Lower East Valley office spend \$93k; lower LAFCO assessment expense \$22k; lower mileage reimbursement 8k; lower various \$19k.
6445 - LPMP Expense	\$ 903,983	\$ 1,009,242	\$ (105,259)	Lower lighting expense \$33K; Lower landscaping expense \$24K; Lower marketing/advertising 18k; Lower Deferred Maintenance expense 9k; Lower various net \$21K
6500 - Professional Fees Expense	\$ 782,889	\$ 882,992	\$ (100,103)	Lower Communications & Marketing expense \$167k; higher Legal Expense of \$56k; Higher general professional fees 11k
6700 - Trust Expenses	\$ 125,016	\$ 250,266	\$ (125,250)	RPP actuarial valuation required lower monthly expense accrual
7000 - Grants Expense	\$ 3,632,670	\$ 3,590,004	\$ 42,666	Budget of \$3.5 Million for fiscal year is amortized straight-line over 12-month fiscal year.

Desert Healthcare District
Cumulative Profit & Loss Budget vs. Actual
 July 2018 through June 2019

Preliminary	MONTH			TOTAL		
	Jun 19	Budget	\$ Over Budget	Jul '18 - Jun 19	Budget	\$ Over Budget
Income						
4000 · Income	847,422	563,432	283,990	8,957,928	6,761,184	2,196,744
4500 · LPMP Income	101,823	106,582	(4,759)	1,203,940	1,246,966	(43,026)
4501 · Miscellaneous Income	750	950	(200)	11,387	11,400	(13)
Total Income	949,995	670,964	279,031	10,173,255	8,019,550	2,153,705
Expense						
5000 · Direct Expenses	42,061	176,059	(133,998)	1,021,509	1,624,010	(602,501)
6000 · General & Administrative Exp	37,718	61,251	(23,533)	472,461	614,016	(141,555)
6325 · CEO Discretionary Fund	-	417	(417)	450	5,004	(4,554)
6445 · LPMP Expenses	65,351	85,237	(19,886)	903,983	1,009,242	(105,259)
6500 · Professional Fees Expense	59,793	73,583	(13,790)	782,889	882,992	(100,103)
6700 · Trust Expenses	10,418	20,587	(10,169)	125,016	250,266	(125,250)
Total Expense Before Grants	215,341	417,135	(201,794)	3,306,298	4,385,531	(1,079,233)
7000 · Grants Expense	1,005,964	299,167	706,797	3,632,670	3,590,004	42,666
Net Income	(271,309)	(45,340)	(225,969)	3,234,278	44,013	3,190,265

Desert Healthcare District
Cumulative Profit & Loss Budget vs. Actual
 July 2018 through June 2019

Preliminary	MONTH			TOTAL		
	Jun 19	Budget	\$ Over Budget	Jul '18 - Jun 19	Budget	\$ Over Budget
Income						
4000 · Income						
4010 · Property Tax Revenues	550,348	550,348	-	6,604,176	6,604,176	-
4200 · Interest Income						
4220 · Interest Income (FRF)	130,148	104,000	26,148	1,323,169	1,248,000	75,169
9999-1 · Unrealized gain(loss) on invest	157,519	(100,000)	257,519	922,785	(1,200,000)	2,122,785
Total 4200 · Interest Income	287,667	4,000	283,667	2,245,954	48,000	2,197,954
4300 · DHC Recoveries	1,749	1,583	166	32,751	18,996	13,755
4400 · Grant Income	7,658	7,500	158	75,048	90,000	(14,952)
Total 4000 · Income	847,422	563,431	283,991	8,957,929	6,761,172	2,196,757
4500 · LPMP Income	101,823	106,581	(4,758)	1,203,943	1,246,956	(43,013)
4501 · Miscellaneous Income	750	950	(200)	11,387	11,400	(13)
Total Income	949,995	670,962	279,033	10,173,259	8,019,528	2,153,731
Expense						
5000 · Direct Expenses						
5100 · Administration Expense						
5110 · Wages Expense	50,559	123,071	(72,512)	835,729	1,066,612	(230,883)
5111 · Allocation to LPMP - Payroll	(4,420)	(4,420)	-	(53,040)	(53,040)	-
5112 · Vacation/Sick/Holiday Expense	2,784	6,923	(4,139)	92,841	90,000	2,841
5114 · Allocation to Foundation	(17,668)	(17,668)	-	(212,016)	(212,016)	-
5115 · Allocation to NEOPB	(6,819)	(7,797)	978	(65,110)	(93,564)	28,454
5119 · Allocation to RSS/CVHIP-DHCF	(1,028)	-	(1,028)	(18,953)	-	(18,953)
5120 · Payroll Tax Expense	3,953	9,415	(5,462)	65,951	81,600	(15,649)
5130 · Health Insurance Expense						
5131 · Premiums Expense	1,749	12,182	(10,433)	120,024	141,702	(21,678)
5135 · Reimb./Co-Payments Expense		2,500	(2,500)	4,181	30,000	(25,819)
Total 5130 · Health Insurance Expense	1,749	14,682	(12,933)	124,205	171,702	(47,497)
5140 · Workers Comp. Expense	643	1,292	(649)	8,409	11,194	(2,785)
5145 · Retirement Plan Expense	4,968	9,969	(5,001)	47,285	80,673	(33,388)
5160 · Education Expense	128	625	(497)	3,241	7,500	(4,259)
Total 5100 · Administration Expense	34,849	136,092	(101,243)	828,542	1,150,661	(322,119)
5200 · Board Expenses						
5210 · Healthcare Benefits Expense						
5211 · Health Insurance Expense	(1,177)	9,355	(10,532)	39,127	96,000	(56,873)
5224 · Retired Board - Medical Expense		1,237	(1,237)	2,775	24,844	(22,069)
Total 5210 · Healthcare Benefits Expense	(1,177)	10,592	(11,769)	41,902	120,844	(78,942)
5230 · Meeting Expense	2,611	667	1,944	16,419	8,004	8,415
5235 · Director Stipend Expense	4,700	-	4,700	18,600	-	18,600
5240 · Catering Expense	1,058	333	725	5,011	3,996	1,015
5250 · Mileage Reimbursement Expense	18	42	(24)	1,673	504	1,169
5270 · Election Fees Expense		28,333	(28,333)	109,347	339,996	(230,649)
Total 5200 · Board Expenses	7,210	39,967	(32,757)	192,952	473,344	(280,392)
Total 5000 · Direct Expenses	42,059	176,059	(134,000)	1,021,494	1,624,005	(602,511)
6000 · General & Administrative Exp						
6110 · Payroll fees Expense	155	292	(137)	1,968	3,504	(1,536)
6120 · Bank and Investment Fees Exp	9,222	9,833	(611)	112,676	117,996	(5,320)

Desert Healthcare District
Cumulative Profit & Loss Budget vs. Actual
 July 2018 through June 2019

Preliminary	MONTH			TOTAL		
	Jun 19	Budget	\$ Over Budget	Jul '18 - Jun 19	Budget	\$ Over Budget
6125 • Depreciation Expense	998	1,181	(183)	13,335	14,172	(837)
6126 • Depreciation-Solar Parking lot	15,072	15,072	-	180,864	180,864	-
6130 • Dues and Membership Expense	1,086	2,275	(1,189)	24,593	27,300	(2,707)
6200 • Insurance Expense	1,412	917	495	17,144	11,004	6,140
6300 • Minor Equipment Expense	-	42	(42)	-	504	(504)
6305 • Auto Allowance & Mileage Exp	-	1,017	(1,017)	4,595	12,204	(7,609)
6306 • Staff- Auto Mileage reimb	961	313	648	5,537	3,756	1,781
6309 • Personnel Expense	-	104	(104)	53	1,248	(1,195)
6310 • Miscellaneous Expense	71	42	29	171	504	(333)
6311 • Cell Phone Expense	462	777	(315)	7,469	9,324	(1,855)
6312 • Wellness Park Expenses	-	167	(167)	-	2,004	(2,004)
6315 • Security Monitoring Expense	-	36	(36)	353	432	(79)
6340 • Postage Expense	150	542	(392)	2,771	6,504	(3,733)
6350 • Copier Rental/Fees Expense	394	458	(64)	4,714	5,496	(782)
6351 • Travel Expense	1,577	917	660	8,562	11,004	(2,442)
6352 • Meals & Entertainment Exp	167	417	(250)	4,778	5,004	(226)
6355 • Computer Services Expense	1,182	3,352	(2,170)	34,908	40,224	(5,316)
6360 • Supplies Expense	2,776	1,833	943	23,660	21,996	1,664
6380 • LAFCO Assessment Expense	1,484	5,167	(3,683)	17,808	40,002	(22,194)
6400 • East Valley Office						
6405 • East Valley Office - Rent	550	9,167	(8,617)	3,300	55,002	(51,702)
6410 • East Valley Office - Utilities		7,333	(7,333)	3,203	43,998	(40,795)
Total 6400 • East Valley Office	550	16,500	(15,950)	6,503	99,000	(92,497)
Total 6000 • General & Administrative Exp	37,719	61,254	(23,535)	472,462	614,046	(141,584)
6325 • CEO Discretionary Fund	-	417	(417)	450	5,004	(4,554)
6445 • LPMP Expenses	65,350	85,235	(19,885)	903,985	1,009,218	(105,233)
6500 • Professional Fees Expense						
6516 • Professional Services Expense	40,368	39,167	1,201	480,794	470,004	10,790
6520 • Annual Audit Fee Expense	1,492	1,499	(7)	17,904	17,988	(84)
6530 • PR/Communications/Website	1,118	17,917	(16,799)	48,357	215,004	(166,647)
6560 • Legal Expense	16,816	15,000	1,816	235,836	180,000	55,836
Total 6500 • Professional Fees Expense	59,794	73,583	(13,789)	782,891	882,996	(100,105)
6700 • Trust Expenses						
6711 • Disability Admin. Fee Expense	-	-	-	-	3,222	(3,222)
6720 • Pension Plans Expense						
6721 • Legal Expense	-	167	(167)		2,004	(2,004)
6725 • RPP Pension Expense	10,000	20,000	(10,000)	120,000	240,000	(120,000)
6728 • Pension Audit Fee Expense	418	420	(2)	5,016	5,040	(24)
Total 6720 • Pension Plans Expense	10,418	20,587	(10,169)	125,016	247,044	(122,028)
Total 6700 • Trust Expenses	10,418	20,587	(10,169)	125,016	250,266	(125,250)
Total Expense Before Grants	215,340	417,135	(201,795)	3,306,298	4,385,531	(1,079,233)
7000 • Grants Expense						
7010 • Major Grant Awards Expense	998,306	291,667	706,639	3,557,621	3,500,004	57,617
7027 • Grant Exp - NEOPB	7,658	7,500	158	75,048	90,000	(14,952)
Total 7000 • Grants Expense	1,005,964	299,167	706,797	3,632,669	3,590,004	42,665
Net Income	(271,309)	(45,340)	(225,969)	3,234,278	44,013	3,190,265

Las Palmas Medical Plaza
Cumulative Profit & Loss Budget vs. Actual
 July 2018 through June 2019

Preliminary	MONTH			TOTAL		
	Jun 19	Budget	\$ Over Budget	Jul '18 - Jun 19	Budget	\$ Over Budget
Income						
4500 · LPMP Income						
4505 · Rental Income	73,276	76,024	(2,748)	863,598	889,860	(26,262)
4510 · CAM Income	28,547	30,474	(1,927)	340,345	356,100	(15,755)
4513 · Misc. Income	-	83	(83)	-	996	(996)
4500 · LPMP Income	101,823	106,581	(4,758)	1,203,943	1,246,956	(43,013)
Expense						
6445 · LPMP Expenses						
6420 · Insurance Expense	1,283	1,083	200	15,396	12,996	2,400
6425 · Building - Depreciation Expense	20,647	22,019	(1,372)	249,447	264,228	(14,781)
6426 · Tenant Improvements -Dep Exp	10,926	17,120	(6,194)	193,428	191,838	1,590
6427 · HVAC Maintenance Expense	3,207	1,333	1,874	16,428	15,996	432
6428 · Roof Repairs Expense	-	208	(208)	-	2,496	(2,496)
6431 · Building -Interior Expense	-	208	(208)	12,212	2,496	9,716
6432 · Plumbing -Interior Expense	750	208	542	4,661	2,496	2,165
6433 · Plumbing -Exterior Expense	-	208	(208)	-	2,496	(2,496)
6434 · Allocation Internal Prop. Mgmt	4,420	4,420	-	53,040	53,040	-
6435 · Bank Charges	1,085	917	168	12,602	11,004	1,598
6437 · Utilities -Vacant Units Expense	116	208	(92)	1,871	2,496	(625)
6439 · Deferred Maintenance Repairs Ex	-	1,000	(1,000)	2,974	12,000	(9,026)
6440 · Professional Fees Expense	10,117	10,472	(355)	121,404	125,664	(4,260)
6441 · Legal Expense	-	83	(83)	-	996	(996)
6458 · Elevators - R & M Expense	219	1,000	(781)	11,864	12,000	(136)
6460 · Exterminating Service Expense	180	417	(237)	1,980	5,004	(3,024)
6463 · Landscaping Expense	-	2,250	(2,250)	3,100	27,000	(23,900)
6467 · Lighting Expense	-	2,917	(2,917)	2,250	35,004	(32,754)
6468 · General Maintenance Expense	-	83	(83)	-	996	(996)
6471 · Marketing-Advertising	-	1,458	(1,458)	-	17,496	(17,496)
6475 · Property Taxes Expense	3,831	6,000	(2,169)	69,831	72,000	(2,169)
6476 · Signage Expense	-	250	(250)	116	3,000	(2,884)
6480 · Rubbish Removal Medical Waste E	1,408	1,442	(34)	16,035	17,304	(1,269)
6481 · Rubbish Removal Expense	-	2,123	(2,123)	23,353	25,476	(2,123)
6482 · Utilities/Electricity/Exterior	385	708	(323)	5,172	8,496	(3,324)
6484 · Utilities - Water (Exterior)	329	583	(254)	8,119	6,996	1,123
6485 · Security Expenses	6,447	6,417	30	78,480	77,004	1,476
6490 · Miscellaneous Expense	-	100	(100)	222	1,200	(978)
6445 · LPMP Expenses	65,350	85,235	(19,885)	903,985	1,009,218	(105,233)
Net Income	36,473	21,346	15,127	299,958	237,738	62,220

Desert Healthcare District
Balance Sheet
As of June 30, 2019

Preliminary		Jun 30, 19
ASSETS		
Current Assets		
Checking/Savings		
	1000 · CHECKING CASH ACCOUNTS	2,049,742
	1100 · INVESTMENT ACCOUNTS	58,231,372
	Total Checking/Savings	60,281,114
	Accounts Receivable	16,550
Other Current Assets		
	1270 · Prepaid Insurance -Ongoing	46,333
	1279 · Pre-Paid Fees	9,550
	1281 · NEOPB Receivable	16,906
	1295 · Property Tax Receivable	(214,365)
	Total Other Current Assets	(141,577)
	Total Current Assets	60,156,087
Fixed Assets		
	1300 · FIXED ASSETS	4,902,101
	1335-00 · ACC DEPR	(1,813,287)
	1400 · LPMP Assets	7,193,003
	Total Fixed Assets	10,281,816
Other Assets		
	1700 · OTHER ASSETS	2,773,786
TOTAL ASSETS		73,211,689
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
	2000 · Accounts Payable	95,477
	2001 · LPMP Accounts Payable	2,513
	Total Accounts Payable	97,990
Other Current Liabilities		
	2003 · Prepaid Rents	10,009
	2131 · Grant Awards Payable	2,673,506
	2133 · Accrued Accounts Payable	203,674
	2141 · Accrued Vacation Time	31,110
	2152 · 457B/401A Liability	4,245

Desert Healthcare District
Balance Sheet
As of June 30, 2019

Preliminary			Jun 30, 19
		2186 · Retired BOD Medical - Current	9,067
		2188 · Current Portion - LTD	14,803
		2190 · Investment Fees Payable	27,041
		Total Other Current Liabilities	2,973,456
		Total Current Liabilities	3,071,446
		Long Term Liabilities	
		2170 · RPP - Pension Liability	3,397,793
		2171 · RPP-Deferred Inflows-Resources	2,222,190
		2280 · Long-Term Disability	36,940
		2281 · Grants Payable - Long-term	10,147,646
		2286 · Retirement BOD Medical Liabilit	87,973
		2290 · LPMP Security Deposits	58,517
		Total Long Term Liabilities	15,951,059
		Total Liabilities	19,022,505
		Equity	
		3900 · *Retained Earnings	50,954,906
		Net Income	3,234,278
		Total Equity	54,189,184
		TOTAL LIABILITIES & EQUITY	73,211,689

Desert Healthcare District
Balance Sheet
As of June 30, 2019

Preliminary				Jun 30, 19
ASSETS				
Current Assets				
Checking/Savings				
1000 · CHECKING CASH ACCOUNTS				
1010 · Union Bank - Checking				1,990,824
1046 · Las Palmas Medical Plaza				58,418
1047 · Petty Cash				500
Total 1000 · CHECKING CASH ACCOUNTS				2,049,742
1100 · INVESTMENT ACCOUNTS				
1130 · Facility Replacement Fund				58,006,487
1135 · Unrealized Gain(Loss) FRF				224,885
Total 1100 · INVESTMENT ACCOUNTS				58,231,372
Total Checking/Savings				60,281,114
Accounts Receivable				16,550
Other Current Assets				
1270 · Prepaid Insurance -Ongoing				46,333
1279 · Pre-Paid Fees				9,550
1281 · NEOPB Receivable				16,906
1295 · Property Tax Receivable				(214,365)
Total Other Current Assets				(141,577)
Total Current Assets				60,156,087
Fixed Assets				
1300 · FIXED ASSETS				
1310 · Computer Equipment				82,971
1315 · Computer Software				68,770
1320 · Furniture and Fixtures				33,254
1325 · Offsite Improvements				300,849
1331 · DRMC - Parking lot				4,416,257
Total 1300 · FIXED ASSETS				4,902,101
1335-00 · ACC DEPR				

Desert Healthcare District
Balance Sheet
As of June 30, 2019

Preliminary			Jun 30, 19
		1335 · Accumulated Depreciation	(206,014)
		1336 · Acc. Software Depreciation	(68,191)
		1337 · Accum Deprec- Solar Parking Lot	(1,416,939)
		1338 · Accum Deprec - LPMP Parking Lot	(122,143)
		Total 1335-00 · ACC DEPR	(1,813,287)
		1400 · LPMP Assets	
		1401 · Building	8,705,680
		1402 · Land	2,165,300
		1403 · Tenant Improvements -New	2,168,091
		1404 · Tenant Improvements - CIP	129,550
		1406 · Building Improvements	
		1406.1 · LPMP-Replace Parking Lot	676,484
		1406 · Building Improvements - Other	1,559,534
		Total 1406 · Building Improvements	2,236,018
		1407 · Building Equipment Improvements	350,663
		1409 · Accumulated Depreciation	
		1410 · Accum. Depreciation	(7,169,899)
		1412 · T I Accumulated Dep.-New	(1,392,401)
		Total 1409 · Accumulated Depreciation	(8,562,300)
		Total 1400 · LPMP Assets	7,193,003
		Total Fixed Assets	10,281,816
		Other Assets	
		1700 · OTHER ASSETS	
		1731 · Wellness Park	1,693,800
		1740 · RPP-Deferred Outflows-Resources	1,057,842
		1741 · OPEB-Deferred Outflows-Resourc	22,144
		Total 1700 · OTHER ASSETS	2,773,786
		TOTAL ASSETS	73,211,689
		LIABILITIES & EQUITY	
		Liabilities	

Desert Healthcare District
Balance Sheet
As of June 30, 2019

Preliminary			Jun 30, 19
		Current Liabilities	
		Accounts Payable	
		2000 · Accounts Payable	95,477
		2001 · LPMP Accounts Payable	2,513
		Total Accounts Payable	97,990
		Other Current Liabilities	
		2003 · Prepaid Rents	10,009
		2131 · Grant Awards Payable	2,673,506
		2133 · Accrued Accounts Payable	203,674
		2141 · Accrued Vacation Time	31,110
		2152 · 457B/401A Liability	4,245
		2186 · Retired BOD Medical - Current	9,067
		2188 · Current Portion - LTD	14,803
		2190 · Investment Fees Payable	27,041
		Total Other Current Liabilities	2,973,456
		Total Current Liabilities	3,071,446
		Long Term Liabilities	
		2170 · RPP - Pension Liability	3,397,793
		2171 · RPP-Deferred Inflows-Resources	2,222,190
		2280 · Long-Term Disability	36,940
		2281 · Grants Payable - Long-term	10,147,646
		2286 · Retirement BOD Medical Liabilit	87,973
		2290 · LPMP Security Deposits	58,517
		Total Long Term Liabilities	15,951,059
		Total Liabilities	19,022,505
		Equity	
		3900 · *Retained Earnings	50,954,906
		Net Income	3,234,278
		Total Equity	54,189,184
		TOTAL LIABILITIES & EQUITY	73,211,689

Desert Healthcare District
A/R Aging Summary
As of June 30, 2019

Preliminary							
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	
Mark Matthews	2,165	2,165	2,165	2,165	4,138	12,800	Director Insurance
Sovereign	750	750	-	750	1,500	3,750	Slow Pay
TOTAL	2,915	2,915	2,165	2,915	5,638	16,550	

Desert Healthcare District
Deposit Detail
June 2019

Preliminary			
Type	Date	Name	Amount
Deposit	06/04/2019		3,953
		Jewish Family Service of the Desert (Unused Grant Funds)	(3,203)
Payment	06/04/2019	Sovereign	(750)
TOTAL			(3,953)
Deposit	06/04/2019		1,749
		T-Mobile	(1,749)
TOTAL			(1,749)
Deposit	06/06/2019		1,436,627
		Riverside County Treasurer-	(1,436,627)
TOTAL			(1,436,627)
Deposit	06/17/2019		6,338
		Riverside County Treasurer-	(6,338)
TOTAL			(6,338)
Deposit	06/18/2019		14,102
		Riverside County Treasurer-NEOPB	(7,245)
		Riverside County Treasurer-NEOPB	(6,858)
TOTAL			(14,103)
Deposit	06/24/2019		7,123
		Riverside County Treasurer-NEOPB	(7,123)
TOTAL			(7,123)
Deposit	06/26/2019		96,069
Payment	06/26/2019	Desert Healthcare Foundation-	(96,069)
TOTAL			(96,069)

Desert Healthcare District
Deposit Detail
June 2019

Type	Date	Name	Amount
Deposit	06/28/2019		27,034
		Riverside County Treasurer-	(27,034)
TOTAL			(27,034)
		Total Deposits	1,592,995

DESERT HEALTHCARE DISTRICT											
PROPERTY TAX RECEIPTS FY 2018 - 2019											
RECEIPTS - TWELVE MONTHS ENDED JUNE 30, 2019											
	FY 2017-2018 Projected/Actual						FY 2018-2019 Projected/Actual				
	Budget %	Budget \$	Act %	Actual Receipts	Variance		Budget %	Budget \$	Act %	Actual Receipts	Variance
July	2.5%	\$ 157,242	1.3%	\$ 107,591	\$ (49,652)		2.5%	\$ 165,105	1.3%	\$ 87,106	\$ (77,998)
Aug	1.6%	\$ 100,635	1.7%	\$ 76,625	\$ (24,010)		1.6%	\$ 105,667	1.3%	\$ 88,674	\$ (16,993)
Sep	2.6%	\$ 163,532	2.4%	\$ 149,702	\$ (13,830)		2.6%	\$ 171,709	2.4%	\$ 155,626	\$ (16,083)
Oct	0.0%	\$ -	0.0%	\$ -	\$ -		0.0%	\$ -	0.0%	\$ -	\$ -
Nov	0.4%	\$ 25,159	0.0%	\$ 47,069	\$ 21,910		0.4%	\$ 26,417	0.0%	\$ -	\$ (26,417)
Dec	16.9%	\$ 1,062,958	17.6%	\$ 1,121,658	\$ 58,700		16.9%	\$ 1,116,106	17.8%	\$ 1,177,161	\$ 61,054
Jan	31.9%	\$ 2,006,413	33.0%	\$ 2,097,033	\$ 90,621		31.9%	\$ 2,106,733	19.7%	\$ 1,299,278	\$ (807,456)
Feb	0.0%	\$ -	0.8%	\$ 50,855	\$ 50,855		0.0%	\$ -	13.9%	\$ 918,846	\$ 918,846
Mar	0.3%	\$ 18,869	0.2%	\$ 14,782	\$ (4,087)		0.3%	\$ 19,813	0.7%	\$ 44,532	\$ 24,719
Apr	5.5%	\$ 345,933	5.8%	\$ 371,495	\$ 25,562		5.5%	\$ 363,230	5.9%	\$ 392,745	\$ 29,515
May	19.9%	\$ 1,251,649	19.9%	\$ 1,258,864	\$ 7,215		19.9%	\$ 1,314,232	20.3%	\$ 1,341,271	\$ 27,039
June	18.4%	\$ 1,157,304	16.8%	\$ 1,319,289	\$ 161,985		18.4%	\$ 1,215,169	22.3%	\$ 1,470,000	\$ 254,830
Total	100%	\$ 6,289,695	99.6%	\$ 6,614,963	\$ 325,268		100.00%	\$ 6,604,180	105.6%	\$ 6,975,238	\$ 371,058

Las Palmas Medical Plaza
Deposit Detail - LPMP
June 2019

Preliminary			
Type	Date	Name	Amount
Deposit	06/03/2019		3,854
Payment	06/03/2019	Quest Diagnostics Incorporated	(3,854)
TOTAL			(3,854)
Deposit	06/04/2019		48,735
Payment	06/04/2019	EyeCare Services Partners Management LLC	(6,159)
Payment	06/04/2019	Desert Oasis Healthcare Medical Group	(2,130)
Payment	06/04/2019	Desert Regional Medical Center	(4,903)
Payment	06/04/2019	Tenet HealthSystem Desert, Inc.	(28,052)
Payment	06/04/2019	Tenet HealthSystem Desert, Inc	(5,543)
Payment	06/04/2019	West Pacific Medical Laboratory	(1,947)
TOTAL			(48,735)
Deposit	06/05/2019		24,205
Payment	06/05/2019	Derakhsh Fozouni, M.D.	(5,841)
Payment	06/05/2019	Palmtree Clinical Research	(6,217)
Payment	06/05/2019	Ramy Awad, M.D.	(3,180)
Payment	06/05/2019	Aijaz Hashmi, M.D., Inc.	(2,745)
Payment	06/05/2019	Brad A. Wolfson, M.D.	(3,387)
Payment	06/05/2019	Cure Cardiovascular Consultants	(2,837)
TOTAL			(24,205)
Deposit	06/05/2019		106
Payment	06/05/2019	Ramy Awad, M.D. - Utilities Reimbursement	(106)
TOTAL			(106)
Deposit	06/10/2019		8,782
		Stericycle, Inc.	(43)

Las Palmas Medical Plaza
Deposit Detail - LPMP
June 2019

Type	Date	Name	Amount
Payment	06/10/2019	Desert Family Medical Center	(3,493)
Payment	06/10/2019	Pathway Pharmaceuticals, Inc.	(2,249)
Payment	06/10/2019	Peter Jamieson, M.D.	(2,997)
TOTAL			(8,782)
Deposit	06/18/2019		6,208
Payment	06/18/2019	Cohen Musch Thomas Medical Group	(3,470)
Payment	06/18/2019	Dennis Spurgin, D.C.	(2,738)
TOTAL			(6,208)
Deposit	06/24/2019		4,774
Payment	06/24/2019	Laboratory Corporation of America	(4,774)
TOTAL			(4,774)
		Total Deposits	96,663

Desert Healthcare District
Check Register
June 2019

Preliminary					
Type	Date	Num	Name	Amount	
1000 · CHECKING CASH ACCOUNTS					
1010 · Union Bank - Checking					
General Journal	06/03/2019	12-01	401a payment - 5/31/19 payroll	(1,732)	
General Journal	06/03/2019	12-01	457b payment - 5/31/19 payroll	(2,539)	
Bill Pmt -Check	06/04/2019	15460	Andrea S. Hayles-	(114)	
Bill Pmt -Check	06/04/2019	15461	Blackbaud, Inc.	(16,400)	
Bill Pmt -Check	06/04/2019	15462	Chris Christensen	(72)	
Bill Pmt -Check	06/04/2019	15463	Cooperative Personnel Services	(8,056)	
Bill Pmt -Check	06/04/2019	15464	Evet PerezGil - May Stipend	(500)	
Bill Pmt -Check	06/04/2019	15465	Image Source	(718)	
Bill Pmt -Check	06/04/2019	15466	KaufmanHall	(32,466)	
Bill Pmt -Check	06/04/2019	15467	Leticia De Lara - May Stipend	(500)	
Bill Pmt -Check	06/04/2019	15468	Peter Young.	(6,063)	
Bill Pmt -Check	06/04/2019	15469	Principal Life Insurance Co.	(874)	
Bill Pmt -Check	06/04/2019	15470	Ready Refresh	(48)	
Bill Pmt -Check	06/04/2019	15471	Regents - University of California	(268)	
Bill Pmt -Check	06/04/2019	15472	Shred-It	(90)	
Bill Pmt -Check	06/04/2019	15473	So.Cal Computer Shop	(730)	
Bill Pmt -Check	06/04/2019	15474	Underground Service Alert of Southern Cal	(2)	
Bill Pmt -Check	06/04/2019	15475	Verizon Wireless	(674)	
Bill Pmt -Check	06/04/2019	15476	Zendle, Les- May Stipend, Mileage & Exp Reimb	(599)	
General Journal	06/11/2019	12-03	June 2019 LTD Payment - Jena Marie Van Earl	(1,234)	
Bill Pmt -Check	06/11/2019	15477	Eisenhower Medical Center--	(2,089)	
Bill Pmt -Check	06/11/2019	15478	Find Food Bank, Inc.	(89,178)	
Bill Pmt -Check	06/11/2019	15479	Frazier Pest Control, Inc.	(30)	
Bill Pmt -Check	06/11/2019	15480	Law Offices of Scott & Jackson	(20,816)	
Bill Pmt -Check	06/11/2019	15481	Mangus Accountancy Group, A.P.C.	(500)	
Bill Pmt -Check	06/11/2019	15482	Moss, Levy & Hartzheim LLP	(9,000)	
Bill Pmt -Check	06/11/2019	15483	Staples Credit Plan	(461)	
Bill Pmt -Check	06/11/2019	15484	State Compensation Insurance Fund	(643)	
Bill Pmt -Check	06/11/2019	15485	Time Warner Cable	(240)	
Bill Pmt -Check	06/11/2019	15486	Top Shop	(245)	
Bill Pmt -Check	06/11/2019	15487	Vanessa Smith-	(873)	
Bill Pmt -Check	06/11/2019	15488	Xerox Financial Services	(394)	

Desert Healthcare District
Check Register
June 2019

Preliminary					
Type	Date	Num	Name		Amount
Bill Pmt -Check	06/11/2019	15489	Kelly Wallace		(320)
Bill Pmt -Check	06/11/2019	15490	Rogers, Carole - May Stipend		(500)
Bill Pmt -Check	06/11/2019	15491	Ginny Ehrlich		(309)
Liability Check	06/13/2019		QuickBooks Payroll Service		(25,306)
General Journal	06/14/2019	12-04	401a payment - 6/14/19 payroll		(1,707)
General Journal	06/14/2019	12-04	457b payment - 6/14/19 payroll		(2,520)
Bill Pmt -Check	06/18/2019	15492	Chris Christensen		(120)
Bill Pmt -Check	06/18/2019	15493	CoPower Employers' Benefits Alliance		(1,684)
Bill Pmt -Check	06/18/2019	15494	El Informador del Valle		(230)
Bill Pmt -Check	06/18/2019	15495	Ernest Enterprises		(453)
Bill Pmt -Check	06/18/2019	15496	First Bankcard (Union Bank)		(1,365)
Bill Pmt -Check	06/18/2019	15497	Image Source		(1,148)
Bill Pmt -Check	06/18/2019	15498	Rauch Communication Consultants		(1,838)
Bill Pmt -Check	06/18/2019	15499	The Desert Sun		(888)
Bill Pmt -Check	06/18/2019	15500	Tom Stuebner		(401)
Bill Pmt -Check	06/20/2019	15501	Regional Access Project Foundation		(550)
Bill Pmt -Check	06/20/2019	15502	Vanessa Smith-		(494)
Check	06/25/2019		Service Charge		(222)
Bill Pmt -Check	06/25/2019	15503	Coachella Valley Workforce Excellence Inc		(78,750)
Bill Pmt -Check	06/25/2019	15504	Chris Christensen		(293)
Bill Pmt -Check	06/25/2019	15505	Coachella Valley Workforce Excellence Inc		(13,165)
Bill Pmt -Check	06/25/2019	15506	Cove Communities Senior Association		(50,423)
Bill Pmt -Check	06/25/2019	15507	Ernest Enterprises		(27)
Bill Pmt -Check	06/25/2019	15508	Karen Borja - Jan, Feb, & March Stipends		(1,000)
Bill Pmt -Check	06/25/2019	15509	Martha's Village & Kitchen		(90,403)
Bill Pmt -Check	06/25/2019	15510	Shred-It		(90)
Bill Pmt -Check	06/25/2019	15511	Vanessa Smith-		(383)
Liability Check	06/27/2019		QuickBooks Payroll Service		(25,428)
Check	06/28/2019	Auto Pay	Principal Financial Group-		(798)
Check	06/28/2019	Auto Pay	Principal Financial Group-		(746)
General Journal	06/30/2019	12-11	Record Medical Reimb - June 2019		(23)
General Journal	06/30/2019	12-12	Intuit/QuickBooks		(78)
TOTAL					(499,810)

Desert Healthcare District	
Details for credit card Expenditures	
Credit card purchases - May 2019 - Paid June 2019	

Credit Card Limit - \$5,000							
-----------------------------	--	--	--	--	--	--	--

Chief Executive Officer							
-------------------------	--	--	--	--	--	--	--

Chris Christensen - Chief Financial Officer				
---	--	--	--	--

Routine types of charges:						
----------------------------------	--	--	--	--	--	--

Office Supplies, Dues for membership, Computer Supplies, Meals, Travel including airlines and Hotels, Catering, Supplies for BOD	
--	--

	Statement							
	Month	Total		Expense				
Year	Charged	Charges		Type	Amount	Purpose	Description	Participants
		\$ 1,365.48						
Chris' Statement:								
2019	May	\$ 1,365.48		District				
				GL	Dollar	Descr		
				5160	\$ 28.12	Chris & Donna - CV Storytellers Project: Stories of Homelessness		
				6310	\$ 71.22	Maternity bouquet for staff member		
				6360	\$ 12.95	Conference call expense		
				6360	\$ 1.91	Conference call expense		
				5230	\$ 50.00	Carole - Soroptimist House of Hope		
				6343	\$ 150.00	Courier - May 14th closed session		
				6352	\$ 51.69	Les & Chris lunch meeting		
				6360	\$ 26.97	Conference call expense		
				5160	\$ 100.13	Chris - Desert Health Wellness Awards		
				5230	\$ 59.00	Carole - 2019 DHS State of the City		
				5240	\$ 125.66	Program Committee Catering		
				6360	\$ 11.41	Conference call expense		
				5240	\$ 325.00	Board Workshop Catering		
				6352	\$ 36.71	Les & Chris lunch meeting		
				5240	\$ 314.71	Board Meeting, Closed Session, & Public Hearing Catering		
					\$ 1,365.48			

Las Palmas Medical Plaza
Check Register
June 2019

Preliminary					
Type	Date	Num	Name	Amount	
1000 · CHECKING CASH ACCOUNTS					
1046 · Las Palmas Medical Plaza					
Bill Pmt -Check	06/04/2019	10021	Desert Water Agency	(663)	
Bill Pmt -Check	06/04/2019	10022	Imperial Security	(3,302)	
Bill Pmt -Check	06/11/2019	10023	D.W. Johnston Construction, Inc.	(181,073)	
Bill Pmt -Check	06/11/2019	10024	Frazier Pest Control, Inc.	(180)	
Bill Pmt -Check	06/11/2019	10025	Palm Springs Disposal Services Inc	(2,123)	
Bill Pmt -Check	06/11/2019	10026	Shasta Fire Protection, Inc - VOID	-	
Bill Pmt -Check	06/18/2019	10027	Frontier Communications	(219)	
Bill Pmt -Check	06/18/2019	10028	Imperial Security	(1,573)	
Bill Pmt -Check	06/18/2019	10029	Palmtree Clinical Research, Inc.	(750)	
Bill Pmt -Check	06/18/2019	10030	Southern California Edison	(502)	
Bill Pmt -Check	06/18/2019	10031	Stericycle, Inc.	(1,451)	
Bill Pmt -Check	06/20/2019	10032	Desert Air Conditioning Inc.	(2,398)	
Bill Pmt -Check	06/25/2019	10033	Desert Air Conditioning Inc.	(198)	
Bill Pmt -Check	06/25/2019	10034	Imperial Security	(1,573)	
Bill Pmt -Check	06/25/2019	10035	INPRO-EMS Construction	(10,117)	
Check	06/28/2019		Service Charge	(1,085)	
TOTAL				(207,205)	



MEMORANDUM

DATE: July 9, 2019

TO: F&A Committee

RE: Retirement Protection Plan (RPP)

Current number of participants in Plan:

Active – still employed by hospital	114
Vested – no longer employed by hospital	60
Former employees receiving annuity	<u>8</u>
Total	<u>184</u>

The outstanding liability for the RPP is approximately **\$4.2M** (Actives - \$3.0M and Vested - \$1.2M). US Bank investment account balance \$4.9M. Per the June 30, 2018 Actuarial Valuation, the RPP has an Unfunded Pension Liability of approximately **\$3.3M**. A monthly accrual of \$10K is being recorded each month as an estimate for FY2019.

The payouts, excluding monthly annuity payments, made from the Plan for the Twelve (12) months ended June 30, 2019 totaled **\$501K**. Monthly annuity payments (8 participants) total **\$1.03K** per month.

DESERT HEALTHCARE DISTRICT						
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE						
As of 6/30/19						
TWELVE MONTHS ENDED JUNE 30, 2019						
Grant ID Nos.	Name	Approved Grants - Prior Yrs	Current Yr 2018-2019	6/30/2018 Bal Fwd/New	Total Paid July-June	Open BALANCE
2013-759-BOD-02/26/13	Desert Hot Springs Wellness FDN - Oversampling - HARC -3yr	\$ 30,000		\$ 15,000	\$ -	\$ 15,000
2014-MOU-BOD-11/21/13	Memo of Understanding CVAG CV Link Support	\$ 10,000,000		\$ 10,000,000	\$ -	\$ 10,000,000
2015-866-BOD-4-28-15	The LGBT Center of PS - Desert Low-Cost Counseling Clinic - 3 yr	\$ 140,000		\$ 32,000	\$ 32,000	\$ -
2015-875-BOD-6-23-15	Desert AIDS Project - Sexually Transmitted Infection Clinic - 3 Yr	\$ 800,000		\$ 17,500	\$ 17,500	\$ -
2015-876-BOD-6-23-15	Arrowhead Neuroscience Fndtn-NeuroInterventional & NeuroCritical Care Fellowship 2 Yr	\$ 373,540		\$ 121,401	\$ 84,047	\$ 37,354
2016-886-BOD-9-22-15	B&G Club of Cathedral City - Main Club House Capital Improvements - 1 Yr	\$ 150,000		\$ 15,000	\$ (1,955)	\$ 16,955
	Unexpended funds of Grant #886 (\$15,000 10% Retention)				\$ -	\$ (15,000)
	Unexpended funds of Grant #886 (\$1,955 unused returned)				\$ -	\$ (1,955)
2016-887-BOD-9-22-15	CVEP - Mental Health College & Career Pathways Development Initiative - 2 Yr-ext 9/18	\$ 737,900		\$ 73,790	\$ 73,790	\$ -
2016-889-BOD-10-27-15	HARC - 2016 Community Health Monitor - 3 Yr	\$ 499,955		\$ 49,996	\$ 49,996	\$ -
2016-891-BOD-11-17-15	Jewish Family Services of the Desert - Mental Health Outpatient Treatment - 3 Yr	\$ 570,000		\$ 131,089	\$ 58,500	\$ 72,589
	Unexpended funds from Year 1 of Grant #891			\$ (75,792)		\$ (75,792)
2016-908-BOD-06-28-16	Angel View Support for the Outreach Stabilization Program - 2 Yr	\$ 144,600		\$ 14,460	\$ 12,411	\$ 2,049
	Unexpended funds of Grant #908			\$ (2,049)		\$ (2,049)
2016-920-BOD-10-25-16	LifeStream Blood Bank - Support Protate Cancer Treatment Program	\$ 60,000		\$ 6,000	\$ 6,000	\$ -
2016-927-BOD-12-20-16	SafeHouse of the Desert - "What's Up" Crisis Texting Application - 3 Yr	\$ 679,357		\$ 373,646	\$ 203,807	\$ 169,839
2017-929-BOD-05-23-17	Gilda's Club Desert Cities: HeLP - Healthy Living Program - 1 Yr	\$ 142,000		\$ 14,200	\$ 14,200	\$ -
2017-934-BOD-07-25-17	Well in the Desert - New Vans for Client Pickup & Deliveries	\$ 84,798		\$ 8,480	\$ 8,407	\$ 72
	Unexpended funds of Grant #934				\$ -	\$ (72)
2017-936-BOD-07-25-17	Hidden Harvest - Senior Markets & Healthy Fairs	\$ 95,000		\$ 9,500	\$ 9,500	\$ -
2017-938-BOD-07-25-17	Mizell Senior Center - A Matter of Balance Phase 2 - 2 Yr	\$ 400,300		\$ 220,165	\$ 180,135	\$ 40,030
2017-939-BOD-07-25-17	Loma Linda University - Dream Homes Initiative - 16 months	\$ 178,016		\$ 57,855	\$ 57,844	\$ 11
	Unexpended funds of Grant #939 (\$10.86 unused returned)				\$ 11	\$ (11)
2017-947-BOD-09-26-17	Coachella Valley Volunteers in Medicine - Primary Healthcare & Support Services - 1 Yr	\$ 121,500		\$ 12,150	\$ (4,590)	\$ 16,740
	Unexpended funds of Grant #947 (\$12,150 10% Retention)					\$ (12,150)
	Unexpended funds of Grant #947 (\$4,590 unused returned)					\$ (4,590)
2017-948-BOD-09-26-17	Pegasus Hippo Therapy - Equine Therapy for District Residents - 1 Yr	\$ 93,829		\$ 9,383	\$ 5,855	\$ 3,528
	Unexpended funds of Grant #948			\$ (3,528)		\$ (3,528)
2017-953-BOD-11-28-17	FIND Food Bank - Project Produce - 1 Yr	\$ 387,068		\$ 212,887	\$ 212,887	\$ -
2017-954-BOD-11-28-17	CVRM - Emergency Food, Shelter with Wrap Around Services for West CV Homeless 1Yr	\$ 100,000		\$ 55,000	\$ 55,000	\$ -
2017-955-BOD-11-28-17	Martha's Village & Kitchen - Health in Housing: Emergency Housing With Wrap Around 1Yr	\$ 186,150		\$ 102,383	\$ 102,383	\$ -
2018-960-BOD-02-27-18	Desert Cancer Foundation - Patient Assistance and Suzanne Jackson Breast Cancer	\$ 200,000		\$ 110,000	\$ 90,000	\$ 20,000
2018-962-BOD-03-27-18	EMC - CV Collaborative Program-Antibiotic Resistance Prevention Partnership(3yr w/ 1st yr fur	\$ 55,805		\$ 30,693	\$ 27,202	\$ 3,491
	Unexpended funds of Grant #962					\$ (3,491)
2018-967-BOD-05-22-18	The City of DHS-Public Safety Emergency Response Program - Purchase AEDs	\$ 30,000		\$ 30,000	\$ 27,000	\$ 3,000
2018-968-BOD-05-22-18	One Future Coachella Valley - Health Career Connection Summer Intern at DHCD/F	\$ 7,314		\$ 7,314	\$ 7,314	\$ -
2018-974-BOD-09-25-18	HARC - 2019 Coachella Valley Community Health Survey - 2 Yr		\$ 399,979	\$ 399,979	\$ 179,991	\$ 219,989
2018-980-BOD-10-23-18	Joslyn Wellness Senior Behavioral Health Services Program - 1 Yr		\$ 112,050	\$ 112,050	\$ 100,845	\$ 11,205
2018-981-BOD-10-23-18	Desert Arc Healthcare Program - 1 Yr		\$ 164,738	\$ 164,738	\$ 148,264	\$ 16,474
2018-976-BOD-10-23-18	Ready Set Swim - Desert Healthcare Foundation - 1 Yr		\$ 136,000	\$ 136,000	\$ 136,000	\$ -
2018-979-BOD-11-27-18	FIND Food Bank - Healthy Food First/Pathways Out of Hunger - 1 Yr		\$ 396,345	\$ 396,345	\$ 178,356	\$ 217,989
2019-985-BOD-03-26-19	Coachella Valley Volunteers in Medicine - Primary Healthcare & Support Services - 1 Yr		\$ 121,500	\$ 121,500	\$ 54,675	\$ 66,825
2019-986-BOD-05-28-19	Ronald McDonald House Charities - Temporary Housing & Family Support Services - 1 Yr		\$ 200,000	\$ 200,000	\$ -	\$ 200,000
2019-997-BOD-05-28-19	Martha's Village & Kitchen - Homeless Housing With Wrap Around Services - 1 Yr		\$ 200,896	\$ 200,896	\$ 90,403	\$ 110,493
2019-989-BOD-05-28-19	Pegasus Riding Academy - Cover the Hard Costs of Pegasus Clients - 1 Yr		\$ 109,534	\$ 109,534	\$ 49,290	\$ 60,244
2019-994-BOD-05-28-19	One Future Coachella Valley - Mental Health College & Career Pathway Development - 2 Yr		\$ 700,000	\$ 700,000	\$ 78,750	\$ 621,250
2019-995-BOD-05-28-19	One Future Coachella Valley - HCC Summer Intern at DHCD/F & FIND Food Bank		\$ 14,628	\$ 14,628	\$ 13,165	\$ 1,463
2019-1000-BOD-05-28-19	Voices for Children - Court Appointed Special Advocate Program - 1 Yr		\$ 24,000	\$ 24,000	\$ 10,800	\$ 13,200
2019-1006-BOD-06-25-19	Desert Healthcare Foundation - Homelessness Initiative Collective Fund		\$ 1,000,000	\$ 1,000,000	\$ -	\$ 1,000,000
				\$ -	\$ -	\$ -
TOTAL GRANTS		\$ 16,267,132	\$ 3,579,670	\$ 15,228,192	\$ 2,369,781	\$ 12,821,151
Amts available/remaining for Grant/Programs - FY 2018-19:						
Amount budgeted 2018-2019			\$ 3,500,000		G/L Balance:	6/30/2019
Amount granted through June 30, 2019:			\$ (3,579,670)		2131	\$ 2,673,506
Mini Grants: 972; 973; 975; 983; 987; 1003			\$ (24,000)		2281	\$ 10,147,646
Net adj - Grants not used: 908; 947; 948; 886; 934			\$ 46,049		Total	\$ 12,821,152
Balance available for Grants/Programs			\$ (57,621)		Difference - Rdg	\$ (0)



Date: July 9, 2019

To: Finance & Administration Committee

Subject: Las Palmas Medical Plaza Streetscape Design – Landscape Architect service agreement proposals

Staff Recommendation: Consideration to approve a Las Palmas Medical Plaza landscape design service agreement with Desert Modern Landscape.

Background:

- At the March 26, 2019 Board of Directors meeting, the Board engaged the services of D.W. Johnston to upgrade the fire sprinkler system and infrastructure at the Las Palmas Medical Plaza
- The scope of D.W. Johnston's work involved removing the property's current streetscape to run underground piping, followed by bringing the streetscape back to existing condition.
- The landscape and irrigation system have not been upgraded in several years, with inefficient water conservancy irrigation and limited drought tolerant plant life.
- Upgraded landscape will also provide an increased aesthetic appeal to the property.
- Now would be the appropriate time to consider installing the appropriate landscape.
- The process will require a landscape design be completed by a landscape architect. Chris Mills, Architect, will obtain City of Palm Springs approval of the design, followed by requesting a cost estimate to complete the installation, which will be brought before the Committee at a later date.
- At the June 11, 2019 F&A Committee Meeting, a proposal by Desert Modern Landscape Design was presented to the Committee
- The Committee tabled the item and directed staff to return at the July 9, 2019 F&A Committee Meeting with proposals from two additional landscape architects
- The landscape design proposals from TKD Associates, RGA Landscape Architects, and Desert Modern Landscape are included for your review
- Staff recommends engaging the services of Desert Modern Landscape.
 1. Fees are inclusive of all labor and expenses
 2. Architect recommendation – Landscape design firm for the Stergios Building.

Fiscal Impact:

Landscape Architect – See Fee Schedule included

Landscape Installation – TBD following City of Palm Springs approval and cost estimate completed.



	TKD Associates	RGA Landscapes	Desert Modern Landscape
Streetscape	4,500	19,000	19,900
Parking Lot	3,200	8,900	5,700
Interior Courtyards	2,800	15,500	6,050
Site Analysis/Preliminary Plans	7,800		
Design Development/City Submittal	4,600		
Site Observation	2,400		
Total	\$ 25,300	\$ 43,400	\$ 31,650
Package Discount		\$ 39,060	
Irrigation Design Included?	Yes	No	Yes
Additional Expenses	Billable Hours Reimbursable Expenses	Billable Hours	



TKD ASSOCIATES, INC.
Land Planning Landscape Architecture
Water Conservation

June 21, 2016

Mr. Chris Mills, Architect
Prest Vuksic Architects
44-530 San Pablo Ave, Suite 200
Palm Desert, CA 92260
ChrisM@prestvuksicarchitects.com

RE: Landscape Architectural Proposal for Las Palmas Medical Center, Palm Springs

Dear Chris,

Please find attached our Design Proposal for the Rancho Las Palmas Medical Center.

Our Proposal includes the development of a project Master Plan for City Submittal and Approval, and a breakdown of final construction documents for the various site areas for construction phasing.

As you know we are very familiar with the project site from previous hospital work and the design of the adjacent Wellness Park.

Please feel free to call with any questions.

Sincerely,

Thomas K. Doczi, ASLA

Thomas K. Doczi, ASLA
President

71-711 San Jacinto Drive Suite C
Rancho Mirage, CA 92270
Tel: 760.776.1751
tkd@tkdinc.net



TKD ASSOCIATES INC.

Planning – Landscape Architecture
Water Conservation

**LANDSCAPE ARCHITECTURAL
SERVICES AUTHORIZATION FORM**

June 21st, 2019

Project Name: Las Palmas Medical Plaza at 555 Tachevah
Palm Springs, CA

Client: Desert Health Care District
1140 N Indian Canyon Dr.
Palm Springs, CA 92262

Our firm has been requested to perform design services in regard to your project.
These services are:

Scope of Services: See Exhibit "A"

Fee: See Exhibit "B"

Requested By: Christopher Mills, Architect

Approved By: _____
Authorized Signature

Date: _____

T.K.D. Associates, Inc.
71-711 San Jacinto Drive, Suite C
RANCHO MIRAGE, CA 92270
PHONE: (760) 776-1751 / tomd@tkdinc.net



TKD ASSOCIATES INC.

Land Planning -Landscape Architecture
Water Conservation

Scope of Work "A"

6-21-19

Las Palmas Medical Plaza at 555 Tachevah

Palm Springs, CA

Site Analysis /Project Programming / Preliminary Plans

Site Visit and Project kick-off meeting with Board Members

Discuss goals and Objectives

Identify Landscape Character and Patterns

Prepare Project Base Plans

Site Analysis and Inventory of Existing Plant Material and Irrigation System

Selected Areas:

- Streetscape
- Parking Lot
- Courtyard

Prepare Schematic Landscape Design Concepts for Selected Areas

Color Presentation Plans for Board Review

Meet and Review with Committee Members

Design Development / Master Plan / City Submittal:

Develop Preliminary Project Master Plan

Master Plant Palette and Plant Photos

Prepare Landscape Concept for Selected Areas

Preliminary Water Calculations

Develop Preliminary Construction Cost Estimate

Review with Board

Develop Implementation and Phasing Program

Color Presentation Plan and Plant Palette for HOA Board Review

Presentation to Architect and Board Members

Submittal to City of Palm Springs



TKD ASSOCIATES INC.

Land Planning -Landscape Architecture
Water Conservation

Final Design / Construction Documents:

- Master Planting Plan
- Detailed Planting Plan at Selected Areas (to be determined by Board)
- Plant Removal/ Relocation Plan
- Landscape Lighting Plan and Cut Sheets
- Irrigation Plan
- Water Calculations per DWA
- Planting Details
- Irrigation Details
- Construction Bid Document
- Landscape Maintenance Specifications
- Landscape Design Guidelines for Homeowners
- Prepare final review package for the Common Area Landscape Committee and HOA Board

Site Observation / Field Work:

- Pre-Bid Meeting
- Coordination with Contractor
- Identify and Tag Plants for Removal / Relocation Plan
- On-site review of Proposed Plant Material Locations
- On-Site Review of Irrigation Installation
- Preliminary Walk-through and Punch-List
- Final Review and Walk-through

Deliverables:

Streetscape Master Landscape Plan:	1"= 40', 1"=20'
Parking Lot Planting Plan:	1/8" =1'-0"
Courtyard Planting Plan:	1/8" = 1'-0"
Landscape Lighting Plan and Cut Sheets	
Irrigation Plan:	
Planting Details and Irrigation Details	
Landscape Construction Bid Document	
Project Specifications	



TKD ASSOCIATES INC.

Land Planning -Landscape Architecture
Water Conservation

EXHIBIT "B"

FEE SCHEDULE

Las Palmas Medical Plaza at 555 Tachevah

6-21-19

Palm Springs, CA

Site Analysis / Project Program / Preliminary Plans: \$ 7,800.00

Design Development / Project Master Plan/ City Submittal: \$ 4,600.00

Construction Documents:

Streetscape \$4500.00

Parking Lot \$3200.00

Courtyards \$2800.00

Total Design Fee: \$ 22,900.00

Site Observation: Hourly not to Exceed: \$ 2,400.00

Reimbursable Expenses

(Cost plus 10%)

Copies, Blueprints, Plotting Deliverables

Hourly Fee Schedule:

Landscape Architect \$185.00/hour

Designer I 110.00/hour

Computer Time (CADD) 85.00/hour

Draftsperson 65.00/hour

Secretarial 55.00/hour

Fee Schedule:

Monthly billing based upon percentage of completion.

TKD Associates, Inc.
71-711 San Jacinto Drive, Suite C-2
Rancho Mirage, CA 92270
Phone: (760) 776-1751 / Tkd@tkdinc.net

June 27, 2019

Chris Mills
Prest-Vuksic Architects
44-530 San Pablo Ave., Ste. 200
Palm Desert, CA 92260

Subject: Proposal for Landscape Architecture Services (RFP 8598)
Las Palmas Medical Facility – Palm Springs, CA

Dear Mr. Mills:

RGA Landscape Architects a Design Studio of MSA Consulting, Inc. (MSA) is pleased to provide you with this proposal for Landscape Architecture Services related to Las Palmas Medical Facility project on East Tachevah Drive between North Avenida Palos Verdes and North Via Miraleste in Palm Springs, CA.

The landscape renovation / design will include a three-part approach to the existing facility landscape planting, irrigation and accent lighting. The goal will be to first observe/document the existing landscape and meet with the Owner and/or Owner's representative to discuss their improvement ideas, concerns, phasing and budget. Our landscape renovation proposal scope will include concept design through the creation of construction documents, followed by bidding assistance, construction observation and coordination of as-builts with contractors.

The three project site areas of our proposal will include the following:

- 1) The building perimeter on E. Tachevah Drive and N. Via Miraleste, planters facing parking lot, west walkway and south alley off on N. Via Miraleste.
- 2) Parking lot
- 3) Courtyard areas (1-4)

These areas will be presented as three separate design scope options that can be selected as standalone design packages or as one overall project design package.

Our proposal is based upon your conversations with Ron Gregory, the information provided to us and our understanding of the City of Palm Springs standards and requirements.

SCOPE OF WORK

MSA (Consultant) proposes to perform the following tasks for each of the selected project site areas:

Task Group 1 – Evaluation and Documentation Phase

1.1. Evaluation and Documentation

- Kick-off meeting with the Client and/or to discuss scope, design vision, goals and schedule.
- Review existing site conditions and document where existing plant material is to be removed or to remain and to identify where existing utilities are located to provide proper clearances or screening as needed.

Task Group 2 – Concept Design Phase

2.1. Conceptual Landscape Plans

- Preparation of conceptual design ideas for areas described in the project description above.
 - a). Includes image boards showing proposed design intent.
- Presentation of the conceptual designs to the Client for discussion and comment.
- Preparation of refined concepts and image boards incorporating Client comments received during the concept presentation.
 - a). Includes one refinement of concept design.
- Presentation of final conceptual designs.

Task Group 3 – Design Development Phase

3.1. Preliminary Landscape Plan

- Preparation of a rendered preliminary level design incorporating any comments received during the concept phase.
 - a). Includes proposed plant selections and accent lighting.
 - b). Includes a preliminary estimate of probable construction costs.
- Presentation of the preliminary designs to the Client for discussion and comment.
- Incorporation of any comments from the Client and submittal to the City of Palm Springs for review and comment.
- Coordination of the approval through the City of Palm Springs.

Task Group 4 – Construction Document Phase

4.1. Construction Documents

- Preparation of construction drawing level landscape plans, incorporating any additional comments received in the design development phase, to include the following:
 - a). Planting plan indicating existing plant material that is to remain and all proposed plant material in both common and botanical names, quantities, container sizes and water use requirements.
 - b). Automatic irrigation notes, equipment callouts and water use calculations. (*Irrigation system to be field modified by contractor.*)
 - c). Accent lighting plan limited to the indication of fixture specification, locations, types and quantities only. (*Electrical engineering and panel sizing by others.*)
 - d). Specifications and details.
- Estimate of probable construction costs.
- Coordination of approvals through the City of Palm Springs, Desert Water Agency and Riverside County Agricultural Commissioner. (*See Task Group 5 below for coordination and processing of construction documents.*)

Note: We must be in receipt of a preliminary grading and site plan prior to commencement of construction documents. This plan shall indicate property lines, easements, R.O.W. grades, wet and dry utilities and building footprints.

Task Group 5 – Miscellaneous

5.1. Meetings, Coordination and Processing

Coordinate and meet with Client, Client's design team and Agency staff as needed to prepare and process the landscape design from Conceptual Design Phase through The Landscape Construction Document submittal and processing. We have provided an initial estimated allowance for each selected site area in the fee section below. Should a greater level of effort be required, additional time will be invoiced on an hourly basis.

Task Group 6 – Construction Phase Services

After the completion of construction documents, and when requested by the Client or Client's authorized representative, we will provide the following services invoiced on a time and materials basis:

6.1. Office Based Support Services

- Phone coordination / discussions in support of the project with contractors, the Client or government agencies.

- Office based meetings with the Client or contractor
- Submittal reviews
- RFI (request for information) reviews and responses
- Clarification drawings or exhibits
- Construction document revisions requested by the Client

6.2. Site Evaluations and Meetings

Site evaluations and meetings are provided when requested by the Client or Client's Representative. Site evaluations are limited solely to aesthetic review of landscape and hardscape depicted on construction documents prepared by RGA. Each evaluation will be followed by a written report.

DELIVERABLES

MSA will be developing the following:

Conceptual Design Phase

- Conceptual Design – Rendered (Qty. 1)
- Image Board (Qty. 1)

Design Development Phase

- Preliminary Design – computer generated with planting and accent lighting layout.
- Preliminary Opinion of Probable Construction Costs

Construction Document Phase

- Landscape Construction Document Submittal package including:
 - Planting Plan
 - Automatic Irrigation Notes, Equipment Callouts and Water Use Calculations
 - Accent Lighting
 - Installation Details
- Final Opinion of Probable Construction Costs
- Landscape Specifications

Construction Administration Phase

- Exhibits, plans, contractor RFI responses and office support as requested.

CLIENT RESPONSIBILITIES

This proposal assumes that Client will provide the following:

1. Client, or Client's representative, to provide direction to MSA as necessary.
2. Provide access to site as needed.

EXCLUSIONS

Consulting services relating to any of the following tasks are presently excluded from the agreement. Some items, if required, may be provided by MSA with/or other consultants under separate agreement:

1. All engineering design including, but not limited to, civil, grading, geotechnical, drainage, electrical, hydraulic and structural. RGA may, as part of the stated scope of work, coordinate some engineering services, but it is understood that any engineering will be provided by licensed engineers.
2. Department of Real Estate exhibits and cost estimates.
3. LLMD exhibits and cost estimates.
4. Hardscape design.
5. Irrigation System Design.
6. Off-site improvements.
7. Bid coordination services.

COMPENSATION

Client agrees to compensate Consultant for such services as follows. Costs shown are fixed fee and will be invoiced on a percent complete basis except those identified as hourly or hourly estimates.

Task/Description	Fee
Project Site Area #1	\$19,000
1.1 Evaluation and Documentation	\$2,500
1.2 Conceptual Design Phase.....	\$6,500
1.3 Design Development Phase.....	\$5,500
1.4 Construction Documents Phase.....	\$3,000
1.5 Miscellaneous (est. 10 hours)	\$1,500
1.6 Construction Phase Services	Hourly
<i>Initial here to select Site Area #1</i>	
Project Site Area #2	\$8,900
1.1 Evaluation and Documentation	\$500
1.2 Conceptual Design Phase.....	\$3,000
1.3 Design Development Phase.....	\$2,500
1.4 Construction Documents Phase.....	\$2,000
1.5 Miscellaneous (est. 6 hours)	\$900
1.6 Construction Phase Services	Hourly
<i>Initial here to select Site Area #2</i>	
Project Site Area #3	\$15,500
1.1 Evaluation and Documentation	\$2,500
1.2 Conceptual Design Phase.....	\$5,000
1.3 Design Development Phase.....	\$4,000
1.4 Construction Documents Phase.....	\$3,000
1.5 Miscellaneous (est. 8 hours)	\$1,000
1.6 Construction Phase Services	Hourly
<i>Initial here to select Site Area #3</i>	
All Project Site Areas (reflects 10% discount for concurrent design).....	\$39,060
1.1 Evaluation and Documentation	\$4,950
1.2 Conceptual Design Phase.....	\$13,050
1.3 Design Development Phase.....	\$10,800
1.4 Construction Documents Phase.....	\$7,200
1.5 Miscellaneous (est. 22 hours)	\$3,060
1.6 Construction Phase Services	Hourly
<i>Initial here to select All Site Areas</i>	

The proposed Agreement contained herein, shall be valid until December 31, 2019. The attached Scope and Fee, Standard Contract Provisions, dated January 1, 2019, and supplemental documents, shall be made a part of this Agreement and set out the terms and conditions agreed to between the Parties. Client accepts and shall be bound by the terms of this Agreement when it dates, signs and returns an acknowledgment copy of the Agreement. Scheduling of the Work will commence on receipt of a signed copy of the Agreement and a retainer in the amount of \$3,900.

We hope the above scope and fee are consistent with your requirements. We appreciate the opportunity to offer our services and would be pleased to answer any questions you might have.

Very truly yours,



Tom Miller
Senior Project Manager
RGA Landscape Architects a Design studio of MSA Consulting, Inc.

TM:br

Enclosures
Standard Contract Provisions
Hourly Fee Schedule

X:\Accounting\Desktop\MSA Proposals\Proposal COMMERCIAL Template 06.18.19.docx

Via Electronic Mail

Approved by: MSA Consulting, Inc.

Acknowledgment:

Signature

Contracting Entity

Typed Name

Signature/Title

Date

Typed or Printed Name

Date



CURRENT HOURLY BILLING RATES
April 1, 2019

CLASSIFICATION	HOURLY RATES
<u>Landscape Architecture Services</u>	
Director of Landscape Architecture.....	220.00
Principal Landscape Architect.....	195.00
Landscape Senior Project Manager.....	155.00
Landscape Architect II	155.00
Landscape Architect I	145.00
Landscape Associate III	145.00
Landscape Associate II	130.00
Landscape Associate I	110.00
Senior Administrative Assistant	85.00

The above rates include all labor, materials and incidental expenses such as vehicle mileage, postage, toll calls, and survey materials. Not included are reproduction costs, title company charges, special mailing charges, application, filing or permit fees or survey monuments.

MSA CONSULTING, INC.

STANDARD CONTRACT PROVISIONS

A. The CLIENT and CONSULTANT agree as follows:

1. Client binds himself, his partners, successors, executors, administrators, and assigns to the Consultant to this agreement in respect to all of the terms and conditions of this agreement.
2. Client agrees to compensate Consultant for its Services according to the schedule of payments attached hereto and incorporated herein. Consultant reserves the right to increase the fees set forth at reasonable intervals.
3. Client agrees to provide Consultant with any and all documents necessary to identify the ownership, location and condition of the Property, including, but not limited to, deeds, maps, title information, and permits; and to obtain for Consultant the authorization of the owner to enter upon the Property for the purpose of conducting Consultant's Services thereon.

B. **GENERAL PROVISIONS**

Client and Consultant agree that the following provisions shall be part of this Agreement:

Work Product

4. **Ownership.** Client acknowledges that all original papers, documents, maps, surveys, and other work product of Consultant, and copies thereof, produced by Consultant pursuant to this Agreement, except copies of documents which are required to be filed with public agencies, shall remain the property of Consultant. Consultant shall have the unrestricted right to use any such work product, for any purpose whatsoever, without the consent of Client. Client further acknowledges that its right to utilize the Services and work product performed pursuant to this Agreement will continue only so long as Client is not in default pursuant to the terms and conditions of this Agreement and Client has performed all obligations under this Agreement.

Following payment by Client to Consultant for services rendered and unless otherwise requested by Client, all reports, drawings, maps, specifications and instruments of Consultant's services shall remain in the possession of Consultant for a period of not less than three (3) years, after which time Consultant shall have the right to either deliver all drawings to Client or dispose of all such documents, drawings and related material.

5. **Use of Work Product.** Client agrees not to use or permit any other person to use final maps, exhibits, legal descriptions, surveys, or other work product prepared by Consultant, which Work Product is not final and which is not signed, and stamped or sealed by Consultant. Client agrees that Consultant is not responsible for any such use of non-final Work Product and waives any right to claim liability against Consultant therefore.

Client further agrees that final Work Product is for the sole use of Client for the specific purpose described in this Agreement. Such final Work Product may not be altered or reproduced in any way nor used on any other project or for any other purposes than as specifically authorized by Consultant in writing prior to any such use, alteration, or reproduction.

6. **Changes in Work Product.** In the event the Client agrees to permit or authorizes changes in the documents prepared by Consultant pursuant to this Agreement, to which changes Consultant has not previously consented to in writing, Client acknowledges that such changes and the effects thereof are not the responsibility of Consultant and Client agrees that Consultant is automatically released from any and all liability arising therefrom and further agrees to defend, indemnify and hold harmless Consultant, its officers, directors, principals, agents and employees from and against all claims, demands, damages or costs arising therefrom unless caused by the sole negligence or willful misconduct of Consultant.
7. **Quantities/Costs.** The Consultant makes no representation concerning the estimated quantities and cost figures made in connection with maps, plan, specifications, or drawings other than that all such figures are estimates only and the Consultant shall not be responsible for fluctuations in cost factors or variations from actual cost at the time of construction.
8. **Standard of Care.** The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
9. **No Warranty.** Consultant makes no warranty, either express or implied, as to his findings,

MSA CONSULTING, INC.

STANDARD CONTRACT PROVISIONS

recommendations, specifications, or professional advice except that the work was performed pursuant to generally accepted standards of practice in effect at the time of performance.

10. **Soil Conditions.** Consultant makes no representations concerning soil conditions unless specifically included in writing in this agreement, and he is not responsible for any liability that may arise out of the making or failure to make soil surveys, or subsurface soil tests, or general soil testing.
11. **Copyright.** All Work Product identified in this Agreement as within the Scope of Services of Consultant, shall be deemed protected as if such Work Product was within the protections against third-party use and disclosure of the general copyright law of the United States as well as California, including common law and statutory law, whether or not such Work Product actually is so copyrighted and without regard to whether or not such copyright law actually applies to such Work Product.
12. **Staking Services.** Staking services will be provided at no less than a 4 hour minimum for each jobsite trip.

Contractor Responsibilities

13. **Job Site Conditions.** The Client agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours; and the Client further agrees to defend, indemnify and hold the Consultant harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability arising from the sole negligence of the Consultant.
14. **Utilities.** Plans prepared by the Consultant commonly show the location of existing underground utilities in an approximate way only. Client agrees that in accordance with generally accepted construction practices, the construction contractor shall determine the exact location of all existing utilities before commencing work and shall be fully responsible for any and all damages occasioned by this failure to locate and preserve said utilities.

15. **Potholing Coordination.** Potholing contractor shall be responsible for all damages, safety issues and/or repairs resulting from their work and Consultant shall be held harmless from any claims resulting from contractor's performance.
16. **Construction Observation.** Drawings prepared by Consultant shall be in accordance with currently accepted industry and agency standards. Consultant has no control over the Contractor's means or methods; and unless Consultant is engaged to perform full-time, on-site observation, Consultant cannot represent that the construction is completed in accordance with the approved drawings or appropriate specifications. Unless Consultant is performing full-time, on-site observation, Consultant's responsibility as the Civil Engineer of Record is limited to the design at the onset of construction. The Client agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety, and the Client further agrees to defend, indemnify and hold Consultant harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability arising from the sole negligence of Consultant employees.
17. **Quality of Performance.** Consultant does not guarantee the completion or quality of performance of contract or the completion or quality of performance of contracts by the construction contractor or contractors, or other third parties, nor is the Consultant responsible for their acts or omissions.
18. **Changed Conditions.** In the event Client discovers or becomes aware of changed field or other conditions which necessitate clarification, adjustments, modifications or other changes, Client agrees to notify Consultant and engage Consultant to prepare the necessary clarifications, adjustments, modifications or other changes to Consultant's Services before further activity proceeds. Further, Client agrees that any construction contracts for any project which involves Consultant's Work Product shall include a provision that requires the contractor to notify Client of any changed field or other conditions after which Client shall timely notify Consultant.

MSA CONSULTING, INC.

STANDARD CONTRACT PROVISIONS

Accounting Practices

19. **Time of Billing.** All fees and other charges will be billed monthly and shall be due at the time of billing unless otherwise specified in agreement. A mechanics lien may be filed for any invoice remaining unpaid after ninety (90) days from date of invoice.
20. **Billing Agreement.** Client hereby agrees that the balance as stated on the billing from the Consultant to Client is correct, conclusive and binding on the Client unless Client within ten (10) days from the date of the making of the billing notifies Consultant in writing of the particular time that is alleged to be incorrect.
21. **Late Charges.** A late payment finance charge will be computed at the periodic rate of 1.0% per month, which is an annual percentage rate of 12% and will be applied to any unpaid balance commencing forty-five (45) days after the date of the original invoice.
22. **Payment/Submittal.** Unless otherwise specified in this Agreement, Consultant shall be entitled to payment of all outstanding invoices (85% of total design fee, if fixed price contract) prior to submittal of drawings to review agencies for plan checking. Consultant reserves the right to withhold release of plans until such payments are received.
23. **Payment/Project Termination.** In the event all or any portion of the work prepared or partially prepared by the Consultant be suspended, abandoned, or terminated, the Client shall pay the Consultant for all fees, charges, and services provided for the project, not to exceed any contract limit specified herein. If directed by Client to restart work on project at a later date, Consultant may be entitled to a restart fee to be negotiated prior to start of work.
24. **Payment Contingency.** This Agreement shall not be conditioned upon financing. Client represents that it has adequate funds for the payment of Consultant's fees, and the validity of this Agreement is not dependent upon Client obtaining financing, or on any other condition.
25. **Advance Fees.** Retainers or advance fees shall be credited against final invoice for clients in good standing. Consultant may apply advance fees against any unpaid invoices or client initiated contract overruns.

Additional Services/Compensation

26. **Change of Services.** Client acknowledges that the Services described in Scope of Services, attached, are based upon field and other conditions existing at the time of the execution of this Agreement. Client further acknowledges that clarifications, adjustments, modifications and other changes may be necessary to reflect changed field or other conditions. If Consultant determines that changed field or other conditions reasonably require or otherwise justify the provision of services in addition to those specified in this Agreement (such services to be referred to hereafter as "Additional Services"), Consultant shall by whatever means Consultant deems reasonable under the circumstances attempt to notify Client of the nature of such changed field or other conditions and the need for Additional Services. Regardless if Consultant successfully notifies Client of the changed field or other conditions and the need for Additional Services, Client authorizes Consultant to provide the Additional Services and agrees to pay for same at the hourly fee schedule* set forth attached hereto and incorporated herein by this reference. Any such Additional Services shall be performed subject to the terms and conditions of this Agreement as if specifically provided for herein.
27. **Verbal Requests.** For any work performed which is outside the original Scope of Work of this agreement, when verbally directed by Client's duly authorized representative or agent, the Consultant will be entitled to compensation on a time and materials basis*.
28. **Non-Basic Services.** Contract fees presented in this agreement shall be for scope of services specified. Assistance provided Client after plans are completed such as responding to contractor inquiries, assisting with bidding process, clarifying or interpreting design documents, coordinating with utility companies, providing cost estimates other than as described under Basic Services and providing construction support services other than normal construction staking services, shall be billed as Additional Services in accordance with prevailing hourly fee schedule*.
29. **Meetings/Data Transfers.** Unless specified as a Basic Service in the Scope of Work of this Agreement, meetings and computer data transfers shall be charged as Additional Services in accordance with prevailing hourly fee schedule*. Meetings shall include both client and project team meetings, as well as agency meetings. Data

MSA CONSULTING, INC.

STANDARD CONTRACT PROVISIONS

transfers shall include time spent importing and editing data from project design team members, creating and distributing data files to agencies, client and team members as required.

30. **Fees/Reproduction.** The Client shall pay the costs of checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soils testing fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this agreement. Blueprints and reproductions shall be invoiced to Client at 1.20 times actual cost. Any such fees advanced by Consultant shall be invoiced to Client at 1.05 times actual cost.
31. **Payment for Work after Agency approval.** Any work performed beyond the point of agency approval of the plans, will be performed on an hourly basis*.
32. **Restaking.** In the event that any staking is destroyed, damaged or disturbed by an act of God or parties other than Consultant, the cost of restaking shall be paid for by Client as Additional Services*.
33. **Locating, Referencing or Resetting Monuments.** In the event Consultant is required to locate, reference, or reset any monument in order to comply with section 8771 of the Business and Professions Code, or any other statute, rule, ordinance, or directive, the cost shall be paid by Client as Extra Services*. In addition, Client shall pay all costs incurred in the preparation of documents related to locating, referencing or resetting monuments.
34. **Records of Survey.** Client acknowledges and agrees that if Consultant provides surveying services, which require the filing of a Record of Survey in accordance with Business and Professions Code Section 8762, all costs of preparation, examination and filing of such Record of Survey will be paid for by Client as Extra Services*.

* Additional/Extra Services, if required, shall be subject to the terms and conditions of the Agreement as if specifically provided for herein, and shall be performed on an hourly basis per the hourly rate schedule attached and in addition to any fixed fee agreed upon.

Contractual Disputes/Remedies

35. **Lien Rights.** The terms and provisions of this agreement shall not be construed to alter, waive, or affect any lien or stop notice rights, which the Consultant may have for the performance of services under this agreement.
36. **Statutes of Limitations.** Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Consultant's services are substantially completed.
37. **Defense Costs.** In the event that Client institutes a suit against Consultant because of any failure or alleged failure to perform, error, omission, or negligence, and if such suit is not successfully prosecuted or if it is dismissed, or if verdict is rendered for Consultant, Client agrees to pay Consultant any and all costs of defense, including attorney's fees, expert witnesses fees, and court costs and any and all other expenses of defense which may be needful, immediately following dismissal of the case or immediately upon judgment being rendered in behalf of Consultant.
38. **Litigation Costs.** Should litigation be necessary to enforce any term or provision of this agreement, or to collect any portion of the amount payable under this agreement, then all litigation and collection expenses, witness fees and court costs, and attorney's fees shall be paid to the prevailing party.
39. **Government Delays.** The Consultant is not responsible for delay, nor shall Consultant be responsible for damages or be in default or deemed to be in default by reason of strikes, lockouts, accidents, or acts of God; or the failure of Client to furnish timely information or to approve or disapprove Consultant's work promptly; or delay or faulty performance by Client, other contractors, or governmental agencies; or any other delays beyond Consultant's reasonable control.

MSA CONSULTING, INC. STANDARD CONTRACT PROVISIONS

40. **Consultant's Obligations regarding Project Approvals.** It is agreed Consultant's obligations to Client are to complete services in a timely manner within their control. While Consultant and Client are in mutual agreement to cooperate, and participate in obtaining necessary project approvals, it is agreed that Consultant cannot be liable for local or State government guidelines, regulations and approvals or responsible for the performance of the Client or other consultants, team members or agencies that may affect the outcome or completion date of the project.

41. **Government Changes.** Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including but not limited to permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, and building permits; and Consultant shall only act as an advisor in all governmental relations.

42. **Consultant's Liability.** It is agreed that Consultant's liability to Client and all other parties for claims arising from Consultant's performance or alleged failure to perform the services described in this Agreement shall be limited. The total aggregate liability of Consultant to Client and others shall be limited to the proceeds available from the Consultant's professional liability insurance policy in effect.

Indemnification/Hold Harmless

43. **ALTA Surveys.** Client agrees that in performing requested ALTA surveys in accordance with this Agreement, Consultant may be required to sign a statement or certificate on the survey documents that differs from Consultant's standard format. Client hereby agrees to indemnify and hold Consultant harmless from any and all liability arising from or resulting from the signing of any such different statement.

44. **Job-Site Conditions.** Client agrees to be solely and completely responsible for job-site conditions during the course of Consultant's performance, including safety of all persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and Client further agrees to defend, indemnify and hold Consultant harmless from any and all liability, real or alleged in connection therewith, except liability arising from the sole negligence or willful misconduct of Consultant.

45. **Hazardous Materials Waiver.** Unless otherwise provided in the Agreement, the Consultant and any subconsultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

46. **Civil Engineer of Record.** The civil engineering firm providing construction surveying and/or field observations during construction shall assume the responsibility of Civil Engineer of Record.

Suspension/Termination of Agreement

47. **Stop Work.** If the Client fails to make payments to the Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement. If the Consultant elects to suspend services, prior to suspension of services, the Consultant shall give ten days' written "Stop Work" notice to the Client. In the event of a suspension of services, the Consultant shall have no liability to the Owner for delay or damage caused the Client because of such suspension of services. Before resuming services, the Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

48. **Breach of Contract.** In the event Client fails to pay Consultant within sixty (60) days after invoices are rendered, Client agrees that Consultant shall have the right to consider said default a total breach of this agreement and, upon written notice, the duties, obligations and responsibilities of the Consultant under this agreement are terminated. In such event, Client shall then promptly pay the Consultant for all the fees, charges, and services provided by Consultant.

49. **Termination – Consultant.** The Consultant shall have the right to terminate this agreement without cause, upon ten (10) working days advance written notice to the Client.

MSA CONSULTING, INC.

STANDARD CONTRACT PROVISIONS

50. **Termination – Client.** The Client shall have the right to terminate this agreement without cause, upon ten (10) working days advance written notice to the Consultant.

51. **Termination Payment Provisions.** In the event this agreement is terminated by any party for any reason, the Consultant shall be paid by the Client for all services provided on the time and material basis of work completed and not previously paid for, on the date notice of termination is given. Should dispute arise between the parties as to the work completed by the Consultant the Client shall have the right to audit the cost records and time records of the Consultant to the extent that they relate to the services provided hereunder.

Acceptance and Commencement

52. **Assignment.** Neither the Client nor Consultant shall assign his interest in this agreement without the written consent of the other.

53. **Validity.** In the event any provision of this agreement shall be held to be invalid and unenforceable, the other provisions of this agreement shall be valid and binding on the parties hereto.

54. **Personal Guarantee.** It is the practice of this office, when providing services to closely held corporations, partnerships or limited liability companies, to require the major shareholders, partners or members to assume responsibility for payment of our fees in the event the entity does not have sufficient resources. Your signature on this agreement constitutes your guarantee to be personally liable for all indebtedness incurred in relation to this agreement. Guarantor recognizes, understands, and agrees that this guarantee may not be revoked or rescinded if balance remains owed and outstanding and Guarantor hereby waives his or her subrogation and/or recovery rights.

55. **Communications Risk.** Consultant intends to use state of the art communications devices to the fullest extent possible, i.e., e-mail, document transfer by computer, cellular telephones, and facsimile transfers. The use of such devices under current technology may place your confidences and privileges at risk. The effectiveness involved in use of these devices outweighs the risk of accidental disclosure. Your signature on this agreement constitutes your consent to the use of these devices.

56. **Authority to Enter Agreement.** Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

Elena Adina Peterson
71-755 San Gorgonio Road
Rancho Mirage, California 92270
Cell: (760) 567-1844
e-mail:adinapeterson@yahoo.com
www.desertmodernlandscape.com

**LANDSCAPE ARCHITECTURAL
SERVICES AUTHORIZATION FORM**
June 19th, 2019

Project Name: Las Palmas Medical Plaza
555 E. Tachevah Drive
Palm Springs, CA 92262
Building Perimeter, Streetscape,
West Walkway and South Alley

Client: Desert Healthcare District

Our firm has been requesting to perform design services in regards of The Las Palmas Medical Plaza on 555 E. Tachevah Drive in Palm Springs.
These services are:

Scope of Services: Section "A"
Fee: Section "B"
Requesting By: Dave Johnston

Approved By:

Date:

Authorized Signature

Section "A"
SCOPE OF SERVICES
06-19-19

Las Palmas Medical Plaza, Palm Springs, CA
Building Perimeter, Streetscape, West Walkway and South Alley

Design Development

Discuss Project Character with Client

Discuss Client Goals, Objectives and Uses

Review Existing Site Conditions, Site Analysis and Existing Plant Inventory List

Concept Streetscape Plan along Tachevah Dr.

Concept Streetscape Plan along N. Via Miraleste

Concept Landscape Plan along West Walkway and South Alley

Plant Palette Including Plant Options for Streetscape, West Walkway and South Alley
Review with Client

Construction Documents:

Streetscape Planting Plan along Tachevah Dr. including plant legend, size and quantities

Streetscape Planting Plan along N. Via Miraleste including plant legend, size and quantities

Landscape Plan along West Walkway and South Alley including plant legend, size and quantities

Streetscape, Walkway and South Alley Irrigation Plan including Irrigation modification to existing, water calculations as required to comply with the DWA Model Water Efficient Landscape Ordinance including processing and approval

Streetscape, Walkway and South Alley Planting and Irrigation Details including Specifications per DWA requirements

Streetscape, Walkway and South Alley Submittals to the City of Palm Springs and DWA, including approvals

Streetscape, Walkway and South Alley LED Landscape Lighting Plan including Legend and Installation Specifications

Streetscape, Walkway & South Alley Bid Review, Landscape Observation Services and As-Built

Elena Adina Peterson

71-755 San Geronio Road, Rancho Mirage, California 92270

Cell : (760) 567-1844

e-mail:adinapeterson@yahoo.com

www.desertmodernlandscape.com

Section "B"
PROJECT FEE SCHEDULE

Design Development:

Concept Streetscape Plan along Tachevah Dr.	\$ 1800.00
Concept Streetscape Plan along N. Via Miraleste	\$ 1000.00
Concept Landscape Plan along West Walkway and South Alley	\$ 1500.00

Total Design Development: **\$ 4300.00**

Construction Documents and Approvals:

Streetscape Planting Plan along Tachevah Dr.	\$ 1750.00
Streetscape Planting Plan along N. Via Miraleste	\$ 1250.00
Streetscape Planting Plan along West Walkway and South Alley	\$ 1600.00
Streetscape, West Walkway and South Alley Irrigation Plan	\$ 7000.00
City and DWA Submittals including Approvals	\$ 1750.00
Bid Review and Landscape Observation Services Max 10 Hours	\$ 750.00
Streetscape, West Walkway and South Alley As-Built	\$ 1500.00

Total Design Development: **\$ 15600.00**

Total Fee: **\$19900.00**

Deposit: \$ 3165.00

The following are excluded from scope of services to be provided under the contract:
All engineering plans included but not limited to civil, grading, geotechnical, drainage, electrical, hydraulic and structural
will be provided as required by the client.

If this proposal meets your acceptance, Desert Modern Landscape Design requires a deposit of 30% upon start of work.

Elena Adina Peterson
71-755 San Gorgonio Road, Rancho Mirage, California 92270
Cell : (760) 567-1844
e-mail:adinapeterson@yahoo.com
www.desertmodernlandscape.com

Elena Adina Peterson
71-755 San Gorgonio Road
Rancho Mirage, California 92270
Cell: (760) 567-1844
e-mail:adinapeterson@yahoo.com
www.desertmodernlandscape.com

**LANDSCAPE ARCHITECTURAL
SERVICES AUTHORIZATION FORM**
June 19th, 2019

Project Name: **Las Palmas Medical Plaza**
555 E. Tachevah Drive
Palm Springs, CA 92262
Parking Lot

Client: **Desert Healthcare District**

Our firm has been requesting to perform design services in regards of The Las Palmas Medical Plaza on 555 E. Tachevah Drive in Palm Springs. These services are:

Scope of Services: **Section "A"**
Fee: **Section "B"**
Requesting By: **Dave Johnston**

Approved By:

Date:

Authorized Signature

Design Development

Discuss Project Character with Client

Discuss Client Goals, Objectives and Uses

Review Existing Site Conditions, Site Analysis and Existing Plant Inventory List for Parking Lot

Concept Landscape Plan for Parking Lot

Master Plant Palette Including Plant Options for the Parking Lot
Review with Client

Construction Documents:

Parking Lot Planting Plan including plant legend, size and quantities

Parking Lot Irrigation Plan including Irrigation modification to existing, water calculations as required to comply with the DWA Model Water Efficient Landscape Ordinance including processing and approval

Parking Lot Planting and Irrigation Details including Specifications per DWA requirements

Parking Lot Submittals to the City of Palm Springs and DWA, including approvals

Parking Lot Bid Review and Landscape Observation Services

Parking Lot As-Built

Elena Adina Peterson
71-755 San Geronio Road, Rancho Mirage, California 92270
Cell : (760) 567-1844
e-mail:adinapeterson@yahoo.com
www.desertmodernlandscape.com

Section "B"
PROJECT FEE SCHEDULE

Design Development:

Concept Landscape Plan for Parking Lot	\$ 1300.00
<u>Total Design Development:</u>	\$ 1300.00

Construction Documents and Approvals:

Parking Lot Planting Plan	\$ 1650.00
Parking Lot Irrigation Plan	\$ 1100.00
Parking Lot City and DWA Submittals including Approvals	\$ 550.00
Bid Review and Landscape Observation Services Max 4 Hours	\$ 300.00
Parking Lot As-Built	\$ 800.00

<u>Total Design Development:</u>	\$ 4400.00
---	-------------------

Total Fee:	\$5700.00
	Deposit: \$ 1710.00

If this proposal meets your acceptance, Desert Modern Landscape Design requires a deposit of 30% upon start of work.

Elena Adina Peterson
71-755 San Gorgonio Road, Rancho Mirage, California 92270
Cell : (760) 567-1844
e-mail:adinapeterson@yahoo.com
www.desertmodernlandscape.com

Section "A"
SCOPE OF SERVICES
06-19-19

Las Palmas Medical Plaza, Palm Springs, CA
Interior Courtyards

Design Development

Discuss Project Character with Client

Discuss Client Goals, Objectives and Uses

Review Existing Site Conditions, Site Analysis and Existing Plant Inventory List for Interior Courtyards

Concept Landscape Plan for Interior Courtyards

Plant Palette Including Plant Options for the Interior Courtyards
Review with Client

Construction Documents:

Interior Courtyards Planting Plan including plant legend, size and quantities

Interior Courtyards LED Landscape Lighting Plan

Interior Courtyards Irrigation Plan including Irrigation modification to existing, water calculations as required to comply with the DWA Model Water Efficient Landscape Ordinance including processing and approval

Interior Courtyards Planting and Irrigation Details including Specifications per DWA requirements

Interior Courtyards Submittals to the City of Palm Springs and DWA, including approvals

Interior Courtyards As-Built

Interior Courtyards Bid Review and Landscape Observation Services

Interior Courtyard LED Landscape Lighting Plan including Legend and Installation Specifications

Elena Adina Peterson
71-755 San Geronio Road, Rancho Mirage, California 92270
Cell : (760) 567-1844
e-mail:adinapeterson@yahoo.com
www.desertmodernlandscape.com

Section "B"
PROJECT FEE SCHEDULE

Design Development:

Concept Landscape Plan for Interior Courtyards	\$ 800.00
<u>Total Design Development:</u>	\$ 800.00

Construction Documents and Approvals:

Interior Courtyards Planting Plan	\$ 1600.00
Interior Courtyards LED Landscape Lighting Plan	\$ 500.00
Interior Courtyards Irrigation Plan	\$1500.00
Interior Courtyards City and DWA Submittals including Approvals	\$ 500.00
Bid Review and Landscape Observation Services Max 6 Hours	\$ 450.00
Interior Courtyards As-Built	\$ 700.00
<u>Total Design Development:</u>	\$ 5250.00

Total Fee: **\$6050.00**

Deposit: \$ 1815.00

If this proposal meets your acceptance, Desert Modern Landscape Design requires a deposit of 30% upon start of work.

Elena Adina Peterson
71-755 San Geronio Road, Rancho Mirage, California 92270
Cell : (760) 567-1844
e-mail:adinapeterson@yahoo.com
www.desertmodernlandscape.com