

RESOLUTION NO. 2025-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COACHELLA, CALIFORNIA, APPROVING THE OPENING OF THE BUSINESS LICENSE TECHNICIAN POSITION IN THE FINANCE DEPARTMENT, CLOSING THE ECONOMIC DEVELOPMENT TECHNICIAN POSITION, AND APPROVING THE RELATED JOB DESCRIPTION AND SALARY SCHEDULE ADJUSTMENT

WHEREAS, the Finance Department is responsible for processing business license applications and renewals, short-term rental permits, regulatory licenses, tax collection activities, and providing customer service to businesses operating within the City; and

WHEREAS, the Finance Department is currently utilizing the Economic Development Technician position to oversee business license functions in response to a high volume of applications, renewals, tax collection activities, and customer service inquiries; and

WHEREAS, the department has continued to experience increased workload demands related to updating and processing business licenses, short-term rental permits, and regulatory licenses, as well as performing public counter responsibilities and other routine technical duties; and

WHEREAS, staff has reviewed the duties currently assigned to the Economic Development Technician position and determined that these functions are more appropriately aligned with the Business License Technician classification; and

WHEREAS, reopening the Business License Technician position and closing the Economic Development Technician position will better align the position title and job description with the core functions of business license processing and related finance duties; and

WHEREAS, this change will support efficient and timely processing of business license applications, renewals, short-term rental permits, and regulatory licenses, and improve customer service at the public counter and by phone; and

WHEREAS, the Business License Technician classification will result in an annual salary range of \$68,343.90 to \$87,226.06, and closing the Economic Development Technician position will result in a slight annual savings; and

WHEREAS, the job description for the Business License Technician position is attached hereto as **Exhibit A** and incorporated herein by this reference; and

WHEREAS, the associated salary schedule update reflecting the Business License Technician classification within the Sanitary/Miscellaneous Salary Schedule is attached hereto as **Exhibit B** and incorporated herein by this reference

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the City Council of the City of Coachella, as follows:

Section 1. The City Council hereby approves the opening of the Business License Technician position in the Finance Department and the closure of the Economic Development Technician position in the Finance Department.

Section 2. The City Council approves the Business License Technician job description attached hereto as Exhibit A.

Section 3. The City Council hereby approves the salary schedule for the Business License Technician classification to the Sanitary/Miscellaneous Salary Schedule, as provided in Exhibit B.

Exhibit A: Job Description

Exhibit B: Updated Salary Schedule

PASSED, APPROVED and ADOPTED this 10th day of December 2025.

Steven A. Hernandez
Mayor

ATTEST:

Angela M. Zepeda
City Clerk

APPROVED AS TO FORM:

BEST, BEST & KRIEGER

City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF COACHELLA)

I HEREBY CERTIFY that the foregoing Resolution No. 2025-61 was duly adopted by the City Council of the City of Coachella at a regular meeting thereof, held on the 10th day of December 2025, by the following vote of Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Delia Granados
Deputy City Clerk