



**CATHEDRAL CITY PUBLIC WORKS DEPARTMENT
TITLE VI ACCOMPLISHMENTS AND GOALS REPORT
FISCAL YEAR 2024-2025
PRELIMINARY REPORT- MARCH 2025**

The Title VI Coordinator is required to establish goals for the Public Works Department Title VI Program, monitor progress toward achieving those goals, and report on program accomplishments on an annual basis. This report was completed in March 2025, after the adoption of the Public Works Implementation Plan on March 26, 2025. This preliminary report covers the period from July 1, 2024, through March 31, 2025, to highlight accomplishments related to the adoption of the Title VI Implementation Plan and establish goals for the remainder of the fiscal year. Following this first Accomplishment and Goals Report, all annual reports will be published at the beginning of the fiscal year, so a full year of data from the previous year is available to review. The report is made available to the public on the program's website, www.cathedralcity.gov/departments/engineering/Title-VI.

Fiscal Year 2024-25 Mid-Year Accomplishments

Program Accomplishments in the reporting period include:

- The Public Works Department developed the Public Works Title VI Implementation Plan, which includes formal complaint procedures, and has made the plan available to the public on the program's website. The Implementation Plan was adopted by the City Council on March 26, 2025.
- The Public Works Department created a new public notice in both English and Spanish, to inform the public of their rights. The notice is posted on the program's website, distributed to Title VI Liaisons, and posted in visible locations at City Hall and the Public Works Yard.
- The Public Works Department created updated complaint form and procedure documents in both English and Spanish. The forms are available on the program's website and posted in visible locations at City Hall and the Public Works Yard.
- The Public Works Department developed a Title VI training program for public works employees and planned a rollout of the training requirements. All public works employees in a role with public contact will complete the necessary training within one month of the Title VI Implementation Plan adoption. Training attendance will be logged by the Title VI Specialist to ensure compliance.

Program goals for the next reporting period (April 1, 2025, through June 30, 2025) include:

- Ensure that all Public Works employees have completed the necessary training, and that any new hire employees complete during their orientation.
- Continue to develop the role of the Title VI Liaison to include expanded collaboration with Contractors and Consultants of Title VI assurances included in the city contract documents and agreements for federally funded projects. This includes a focus on expanding public outreach to include materials in both English and Spanish for all projects.
- Work with the HR Department to communicate updated records of public works employees who are certified translators. Continue to work with the HR Department to develop specific procedures for handling interpretation and translation requests, which may include updating Employee Personnel Rules.

This report will be updated after July 1, 2025, to reflect program activities in Fiscal Year 2025-2026.