

Treasurer's Report  
 May 31, 2005

Depository	Term	Matures	Interest Rate	Amount	Market Value	Percent of Total
Petty Cash	On Hand		N/A	\$800	\$800	0.01%
PFF Bank & Trust Checking account	Demand		0.22%	\$255,780	\$255,780	3.42%
Pacific Western Payroll Account	Demand		1.00%	\$121,510	\$121,510	1.62%
Local Agency Investment Fund Total City Funds	Demand		2.86%	<u>\$6,707,385</u>	<u>\$6,707,385</u>	<u>89.66%</u>
				<u>\$7,085,475</u>	<u>\$7,085,475</u>	<u>94.72%</u>
Funds Held in Trust:						
Employee deferred compensation	N/A		N/A	<u>\$395,163</u>	<u>\$395,163</u>	<u>5.28%</u>
Total Funds in the Treasurer's Custody				\$7,480,638	\$7,480,638	100.00%



# STAFF REPORT

June 28, 2005

**TO:** City Council via City Manager  
**FROM:** City Clerk  
**SUBJECT:** Establishing Time and Date for City Council/Redevelopment Meetings

## **RECOMMENDATION**

The City Council adopt Resolution No. 05-16 determining the day and time of City Council/Redevelopment meetings.

## **BACKGROUND**

The City Council by Resolution may set the day, time and place of regular meetings of the City Council/Redevelopment Agency. Since incorporation, the City Council/Redevelopment Agency has held its regular meetings on the 2<sup>ND</sup> and 4<sup>TH</sup> Tuesday at 7:00 p.m. Adoption of Resolution No. 05-16 would establish a time of 6:00 p.m. for City Council/Redevelopment Agency meetings, effective with the next regular meeting.

**RESOLUTION NO. 05-16**

**A RESOLUTION OF THE CITY OF TWENTYNINE PALMS  
DETERMINING THE DAY AND TIME OF CITY COUNCIL MEETINGS**

THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS  
RESOLVES AS FOLLOWS:

Section 1. Regular meetings of the City Council of the City of Twentynine Palms shall be held on the 2nd and 4th Tuesday of each month at the hour of 6:00 p.m., unless the same shall be a legal holiday, in which event such regular meeting shall be held on the next succeeding calendar day.

**PASSED, APPROVED AND ADOPTED** this 28<sup>th</sup> day of June 2005.

---

Dawn Benton Jr., Mayor

ATTEST:

.

---

Charlene L. Sherwood CMC, City Clerk

I hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Twentynine Palms at a regular meeting thereof, held on the 28<sup>th</sup> day of June 2005, by the following vote of the Council:

AYES:           COUNCILMEMBERS:  
NOES:           COUNCILMEMBERS:  
ABSENT:        COUNCILMEMBERS:

---

Charlene L. Sherwood CMC, City Clerk



# STAFF REPORT

June 28, 2005

ATTACHMENT

Resolution No. 05-17

**To: City Council via City Manager**  
**From: Finance Director**  
**Subject: PERS Resolution of Intent**

## RECOMMENDATION

The City Council adopt Resolution Number 05-17 authorizing the above action.

## BACKGROUND

At the beginning of the current fiscal year, the city began to upgrade its retirement options by converting from 2% at 55 to 2.5% at 55. The bulk of the cost of the conversion was borne by the employees using their COLA adjustment and a 1% withholding. This action would be the final installment of the upgrade, a change of the retirement calculation from an average of three years compensation to one year.

This action would bring the City's retirement plan into conformance with most other cities, and aid in our recruitment process for career employees. The cost of the change has been included in the 2005 – 2006 budget.

**RESOLUTION NO. 05-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
TWENTYNINE PALMS, CALIFORNIA  
TO APPROVE AN AMENDMENT TO CONTRACT BETWEEN THE BOARD  
OF ADMINISTRATION  
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
AND THE CITY COUNCIL  
CITY OF TWENTYNINE PALMS**

**WHEREAS**, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

**WHEREAS**, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve and amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

**WHEREAS**, the following is a statement of the proposed change:

To provide Section 20042 (One-Year Final Compensation) for local miscellaneous members.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Twentynine Palms does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System. A copy of the said amendment being attached hereto, as an "Exhibit A" and by this reference made a part hereof.

**PASSED, APPROVED, AND ADOPTED**, by the City Council of the City of Twentynine Palms at a regular meeting held on the 12<sup>th</sup> day of July 2005.

---

Dawn Benton Jr., Mayor

**ATTEST:**

---

Charlene L. Sherwood, CMC, City Clerk

I, Charlene L. Sherwood, CMC, City Clerk of the City of Twentynine Palms, do hereby certify that the foregoing Resolution No. 05-17 was duly and regularly adopted by the City Council at a regular meeting of the City Council on the 28<sup>th</sup> day of June, 2005, by the following vote:

**AYES:            COUNCILMEMBERS:**

**NOES:            COUNCILMEMBERS:**

**ABSENT:        COUNCILMEMBERS:**

**ABSTAIN:       COUNCILMEMBERS:**



# STAFF REPORT

June 28, 2005

ATTACHMENT

Capitalization Policy

**To: City Council via City Manager**  
**From: Finance Director**  
**Subject: Capitalization Policy**

## RECOMMENDATION

The City Council approve the recommended policy.

## BACKGROUND

The auditors, in their report to the City Council last year, suggested that the City update its capitalization policy. Staff has written a policy incorporating the recommendations of the auditors. Staff will be available to answer any questions or concerns.

# **CITY OF TWENTYNINE PALMS**

## **CAPITALIZATION POLICY**

A capitalization policy sets the guidelines an organization will use to distinguish its property, plant and equipment between fixed assets (those assets with significant cost and extended useful life), and all other assets such as supplies, consumable goods and small equipment.

The City of Twentynine Palms establishes the following policy for the capitalization of assets effective with the fiscal year 2004 - 2005:

Expenditures, regardless of the amount, will be considered to be repairs unless they extend the expected life of an asset.

1. Tangible, capital-type items will only be capitalized if they have a value of \$5,000 and an estimated useful life of two years following the date of acquisition.
2. Infrastructure assets will only be capitalized if they have a value of \$25,000 and an expected life of ten years
3. Capitalization thresholds will be applied to individual items rather than to groups of similar items (e.g. desks and tables).
4. Each department will be responsible for its assets that do not meet the capitalization threshold (computers, furniture, maintenance equipment etc.).
5. Capital assets can only be sold or otherwise disposed of by action of the City Council.

# STAFF REPORT

June 28, 2005

**To: City Council via City Manager**  
**From: Finance Director**  
**Subject: Approval of Measure I Five-Year Plan**

## Attachments

- Resolution No. 05-15
- Measure I Five-Year Plan
- Expenditure Strategy

### Recommendation:

The City Council adopt Resolution No. 05-15, establishing the Measure I Five-Year Plan for the Year 2005-2006 through 2009-2010.

### Discussion:

The voters of San Bernardino County passed Measure I in November 1989, and again November 2004, extending the tax, and funds for street improvement for another 30 years. The measure calls for a half-cent sales tax to be used for street and road projects. In the desert and mountain region, the funds are to be used for regional and arterial need (65%) local needs (30%) and elderly and handicapped transportation service (5%). If the regional and arterial needs do not use the 65%, the remainder may be used for local needs. The above percentages do not have to be used each year, but average out over the life of the funding. The elderly and handicapped needs have been met in the past by allocating that portion of the funds to the Morongo Basin Transit Authority.

The Measure I proposition requires each City to maintain a five-year plan that will be updated annually. The current revision is included with this report. The recently completed pavement management study has been incorporated into the current update.

The projects for arterial streets as well as the maintenance and improvement of local streets will enhance traffic flow throughout the City.

**RESOLUTION NO. 05-15**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS, ADOPTING THE MEASURE I FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS**, San Bernardino County voters approved passage of Measure I in November 1989, authorizing San Bernardino Associated Governments, acting as the San Bernardino County Transportation Authority, to impose a one-half of one percent retail transactions and use tax applicable in the incorporated and unincorporated territory of the County of San Bernardino, and

**WHEREAS**, revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plans set forth in Ordinance 89-1 of the Authority, and

**WHEREAS**, Expenditure Plans of the Ordinance require each local jurisdiction receiving revenue from the tax to expend those funds pursuant to a Five-Year Capital Improvement Program adopted by resolution of the local jurisdiction, and

**WHEREAS**, Expenditure Plans of the Ordinance also require each local jurisdiction to annually adopt and update the Five Year Transportation Plan, a copy of which is attached to this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Twentynine Palms hereby adopts the Measure I Five-Year Capital Improvement Program for the fiscal years 2005-2006 through 2009-2010, a copy of which is attached to this resolution.

**PASSED, APPROVED AND ADOPTED** on the 28th day of June 2005.

---

Dawn Benton, Mayor

ATTEST:

---

Charlene Sherwood, City Clerk

I hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Twentynine Palms at a regular meeting thereof, held on the 28th day of June, 2005, by the following vote of the Council:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:

---

Charlene Sherwood, City Clerk

**CITY OF TWENTYNINE PALMS**

**MEASURE I FIVE YEAR PLAN 2006/2010**

<b>YEAR</b>	<b>STREET &amp; LIMITS</b>	<b>IMPROVEMENT</b>	<b>COST ESTIMATE</b>
<b>REGIONAL/ARTERIAL FUNDS</b>			
<b>2005/2006</b>	National Park Drive, Entry and Median	Improve and Landscape	\$350,000
	Highway 62, Sunrise Road to Canyon Road	Widen and install turn lane	\$300,000
	Two Mile Road, Adobe Road to Sunrise Rd	Overlay and widen	\$900,000
	Adobe Rd. at El Paseo	Construct Crosswalk Safety Improvements	\$80,000
	Adobe Road , Amboy Road to Main Gate of Marine Corps Base	Overlay (To be partially reimbursed by Federal ISTEA funds)	\$10,000
	Various locations	Congestion Management Program	\$2,000
<b>2006/2007</b>	Amboy Rd, Adobe Rd to Utah Trail	Overlay	\$188,000
	Adobe Rd, Baseline to Hwy 62	Overlay	\$204,000
<b>2007/2008</b>	Adobe Road, Amboy Rd to Main Gate of USMC Base	Overlay, Curb, Gutters & Sidewalk, City match of Federal Grant	\$600,000
	Various Streets	Slurry Seal Projects	\$85,000
<b>2008/2009</b>	Hatch Rd, Sullivan Rd to Hwy 62	Widen & Berm	\$100,000
	Various Streets	Slurry Seal Projects	\$85,000

<b>CITY OF TWENTYNINE PALMS</b>			
<b>MEASURE I FIVE YEAR PLAN 2006/2010</b>			
<b>YEAR</b>	<b>STREET &amp; LIMITS</b>	<b>IMPROVEMENT</b>	<b>COST ESTIMATE</b>
<b>REGIONAL/ARTERIAL FUNDS</b>			
<b>2009/2010</b>	National Park Dr, Utah Tr to Curve	Reconstruct	\$100,000
	Various Streets	Slurry Seal Projects	\$85,000
		<b>SUBTOTAL</b>	\$3,089,000
<b>LOCAL FUNDS</b>			
<b>2005/2006</b>	Bagley Ave. Split Rock Ave. to Two Mile Rd	Repave,Widen and Berm	\$200,000
	Joe Davis Dr, Desert Knoll Ave to Wainwright Ave	Repave,Widen and Berm	\$100,000
	Timothy Ave, Hwy 62 to Gorgonio Dr	Widen and Berm	\$40,000
	Valle Vista Rd, Adobe Rd to Utah Tr	Overlay	\$120,000
	Various Locations	Pavement	\$35,000

**CITY OF TWENTYNINE PALMS**

**MEASURE I FIVE YEAR PLAN 2006/2010**

<b>YEAR</b>	<b>STREET &amp; LIMITS</b>	<b>IMPROVEMENT</b>	<b>COST ESTIMATE</b>
<b>2006/2007</b>	Homestead Dr, Adobe Rd to Bagley Ave	Repave	\$50,000
	Joe Davis Dr, Utah Tr to the end	Repave	\$50,000
<b>2007/2008</b>	Ocotillo Ave, Gorgonio Dr to Two Mile Rd	Repave,Widen and Berm	\$250,000
	Various Streets	Slurry Seal Projects	\$50,000
<b>2008/2009</b>	Raymond Dr, Adobe Rd to Mesquite Springs Rd	Repave,Widen and Berm	\$150,000
	Ocotillo Ave, Joshua Dr to Gorgonio Dr	Overlay	\$22,000
	Various Streets	Slurry Seal Projects	\$50,000
<b>2009/2010</b>	Encelia, Ave, Gorgonio Dr to End	Overlay	\$117,000
	El Paseo Dr, Mesquite Springs Ave to Smoketree Ave	Overlay	\$160,000
	Various Streets	Slurry Seal Projects	\$50,000
		<b>SUBTOTAL</b>	<b>\$1,444,000</b>

**CITY OF TWENTYNINE PALMS**

**MEASURE I FIVE YEAR PLAN 2006/2010**

<b>YEAR</b>	<b>STREET &amp; LIMITS</b>	<b>IMPROVEMENT</b>	<b>COST ESTIMATE</b>
<b>ELDERLY AND HANDICAPPED FUNDS</b>			
<b>2005/2006</b>	Citywide	Elderly and handicapped transit	\$32,000
<b>2006/2007</b>	Citywide	Elderly and handicapped transit	\$32,000
<b>2007/2008</b>	Citywide	Elderly and handicapped transit	\$32,000
<b>2008/2009</b>	Citywide	Elderly and handicapped transit	\$32,000
<b>2009/2010</b>	Citywide	Elderly and handicapped transit	\$32,000
		<b>SUBTOTAL</b>	\$160,000
		<b>TOTAL</b>	<b>\$4,693,000</b>

**Contact Name:** Ronald Peck

Measure I Revenue Estimate (5 years)

\$3,200,000

Regional/Arterial

\$1,920,000

Local

\$1,120,000

Resolution No. 05-15

E & H Transit

\$160,000

**CITY OF TWENTYNINE PALMS**  
**MEASURE I FIVE YEAR PLAN 2006/2010**


**Contact Name:** Ronald Peck

Resolution No. 05-15

Measure I Revenue Estimate (5 years)	\$3,200,000
Regional/Arterial	\$1,920,000
Local	\$1,120,000
E & H Transit	\$160,000



# STAFF REPORT

June 28, 2005

**To: City Council via City Manager**  
**From: Finance Director**  
**Subject: Loan to Gas Tax Fund**

## RECOMMENDATION

The City Council approve the loan of \$60,000 to the Gas Tax Fund by the Capital Purchases Fund.

## BACKGROUND

The City Council approved the establishment of a Capital Purchases Fund at their June 14 meeting. The purpose of the fund is to provide long-term financing of large items. The fund was started by a donation from the General Fund, and will be sustained by charging interest of 2% over the LAIF rate for loans to other City funds.

The Gas Tax Fund has made two capital purchases this year, and will need to finance the most recent purchase, a front loader, using this new method. The loader cost \$79,196, of which staff requests that \$60,000 will be borrowed and repaid over five years.



## STAFF REPORT

**To:** City Council via Michael Swigart, City Manager  
**From:** Richard Pedersen, City Engineer  
**Date:** June 28, 2005  
**RE:** Twentynine Palms Lighting and Landscaping Assessment District #1, Engineer's Annual Report, and Levy of Assessment for FY 2005-2006

### RECOMMENDATION:

- 1) Adopt Resolution No.05-18, (A Resolution of the City Council of the City of Twentynine Palms Directing the Filing the Annual Report for the Twentynine Palms Landscaping and Lighting Assessment District No. 1)
- 2) Receive and approve the engineer's report as filed or as amended
- 3) Adopt Resolution No.05-19, (A Resolution of the City Council of the City of Twentynine Palms Declaring its intention to order improvements, and to levy and collect assessments pursuant to the Lighting and Landscaping Act of 1972 for Fiscal Year 2005-2006).

### DISCUSSION:

On October 26, 2004, the City Council approved Tentative Tract Map No. 16729 for applicant, Penca Capital, LLC. Per the conditions of approval, the applicant was required to set up a lighting and landscape assessment district. The purpose of the assessment district is to provide a funding mechanism for the ongoing maintenance of the improvements in the public right of way including parkway landscaping, retention basin landscaping, the perimeter block wall and street lighting at the new subdivision.

#### ATTACHEMENTS

- Resolution Initiating Proceedings
- Engineer's Report
- Resolution of Intention

### BACKGROUND:

The Landscaping and Lighting Act of 1972 permits the installation, maintenance and servicing of landscaping and lighting through annual special assessments on real property benefiting from the improvement, such as those described above for Tract 16729.

For levying annual assessments, it is necessary that the City Council adopt the initial resolution describing improvements and ordering the engineer to file a report. (Note: the Engineer's Report has all ready been filed and is made a part of this agenda item for the Council's review and approval). Second, the City Council should approve the report as filed, or the Council may modify and then approve the report, and; third, adopt a resolution of intention to levy assessments and set a date for a public hearing.

The resolution of intention declares to the affected property owners that the City intends to levy and collect assessments within the district for next fiscal year. The resolution also gives notice of the time and place for the public hearing of the proposed assessment.

The annual assessments for each annexed territory or location of the Assessment District are indicated in Part B of the Engineer's Report. There is no increase in the assessments from the original amounts set up for this district for this fiscal year. The recommended procedures comply with all requirements of Proposition 218.

As indicated within the engineer's report, the proposed net amount to be assessed is \$23,740.10 or \$179.85 per parcel per year. The assessment is for Fiscal Year 2005-2006 and will be placed on the tax rolls in August of 2005. The Council may approve the attached report as submitted or amend the report prior to approval.

**FISCAL IMPACT:** There is no financial impact to the City.

**RESOLUTION NO. 05-18**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS DIRECTING THE FILING OF THE ANNUAL REPORT FOR THE CITY OF TWENTYNINE PALMS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO.1

ASSESSMENT DISTRICT NO. 1  
(Pursuant to the Landscaping and Lighting Act of 1972)

The City Council of the City of Twentynine Palms hereby resolves as follows:

Section 1: The City Engineer, the person designated by this Council as the Engineer of Work for Assessment District No. 1, is hereby directed to file an annual report in accordance with provisions of the Landscaping and Lighting Act of 1972.

Section 2: This resolution is adopted pursuant to Section 22622 of the Streets and Highway Code.

APPROVED and ADOPTED this 28th day of June, 2005.

---

DAWN BENTON, MAYOR

ATTEST:

---

CHARLENE L. SHERWOOD CMC, CITY CLERK

I, Charlene L. Sherwood, City Clerk of the City of Twentynine Palms, do hereby certify that the foregoing Resolution No. 05-18 was duly and regularly adopted by the City Council at a regular meeting of the City Council on the 28<sup>TH</sup> day of June, 2005 by the following vote:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:

---

Charlene L. Sherwood, CMC, City Clerk

## **RESOLUTION NO. 05-19**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS DECLARING ITS INTENTION TO ORDER IMPROVEMENTS AND TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2005-2006

ASSESSMENT DISTRICT NO. 1  
(Pursuant to the Landscaping and Lighting Act of 1972)

The City Council of the City of Twentynine Palms hereby resolves as follows:

Section 1: The City Council intends to levy and collect assessments within Assessment District No. 1 during fiscal 2005-2006. The area of land to be assessed is located in the City of Twentynine Palms, San Bernardino County.

Section 2: The improvements to be made in this assessment district are generally described as follows:

Improvements may include but not be limited to, ground cover, shrubbery, and other landscaping, irrigation equipment, separate water meters, street lights, drainage structures and the continued maintenance, operation and servicing of those improvements as deemed necessary.

Section 3: In accordance with this Council's resolution directing the filing of an annual report, the City Engineer, Engineer of Work, has filed with the City Clerk the report required by the Landscaping and Lighting Act of 1972. The City Council has received and reviewed the written report from the Assessment Engineer regarding the proposed levy and assessment for fiscal year 2005-2006. All interested persons are referred to that report for a full and detailed description of the improvement, the boundaries of the assessment district and the proposed assessment upon assessable lots and parcels of land within the assessment district.

Section 4: On Tuesday, the 12th day of July 2005, at the hour of 6:00 O'clock P.M., the City Council will conduct a public hearing on the question of the levy of the proposed annual assessment. The hearing will be held at the Council Chamber of the City Council located at 6136 Adobe Road, City of Twentynine Palms, California.

Section 5: The assessment for all Locations is not proposed to increase from any previous year.

PASSED, APPROVED and ADOPTED this 28th day of June, 2005.

---

DAWN BENTON, MAYOR

ATTEST:

---

CHARLENE L. SHERWOOD, CMC, CITY CLERK

(SEAL)

I, Charlene L. Sherwood, City Clerk of the City of Twentynine Palms, do hereby certify that the foregoing Resolution No. 05-19 was duly and regularly adopted by the City Council at a regular meeting of the City Council on the 28<sup>th</sup> day of June, 2005 by the following vote:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:

---

Charlene L. Sherwood, CMC, City Clerk