

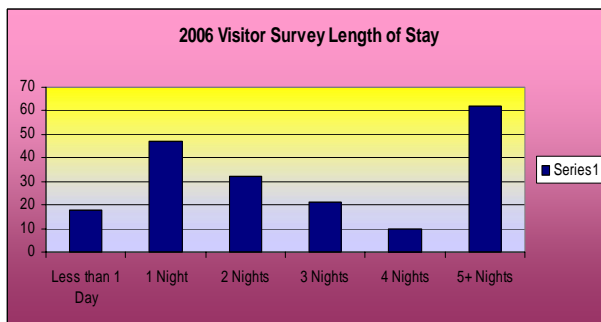
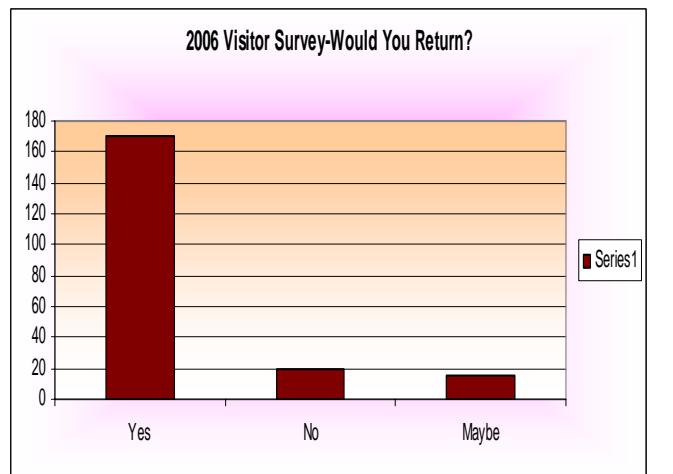
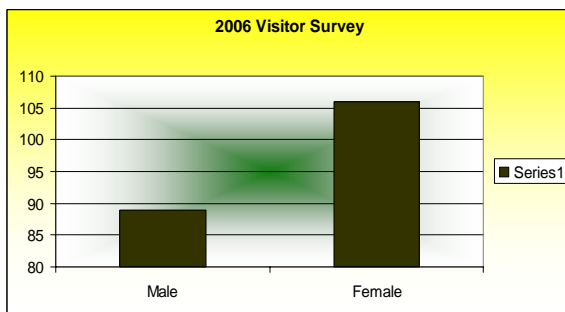
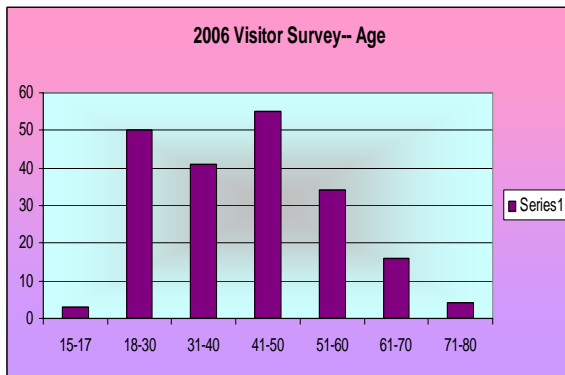
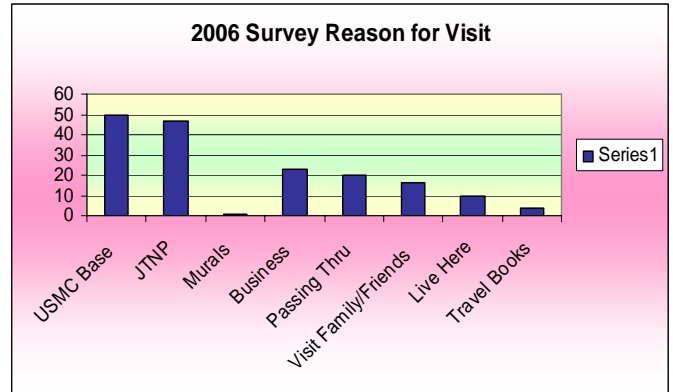
# TWENTYNINE PALMS CHAMBER OF COMMERCE AND VISITORS BUREAU

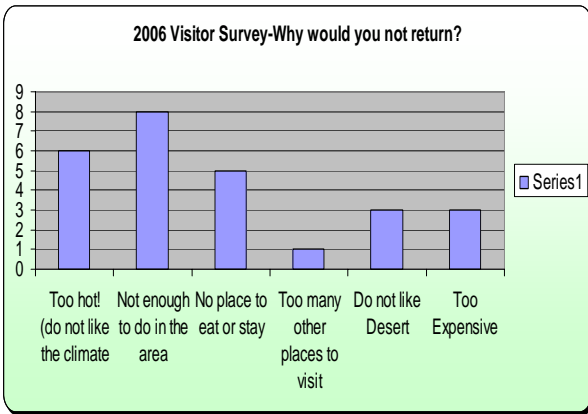
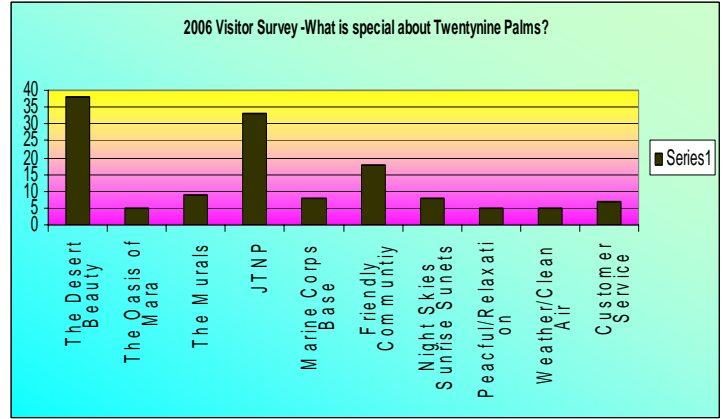
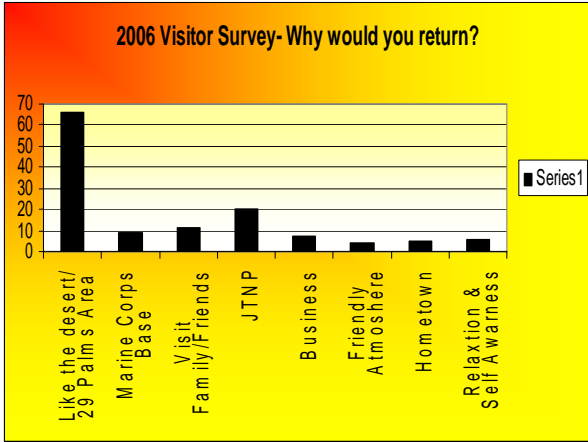
## MONTHLY RECAP REPORT: February 2007

The graphs below represent the results of the Chamber's Visitor Survey that commenced in June 2006 and collected through December 2006.

There were 209 respondents to the survey. Of the 209, 17 respondents lived in Twentynine Palms.

The Chamber Board of Directors elected to continue the survey through July 2007 to gather additional data to develop a more comprehensive visitor profile.

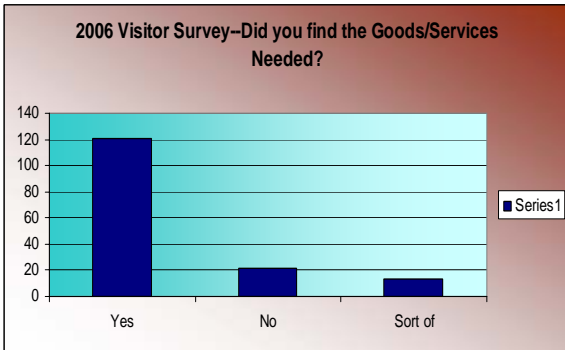




### VISITOR SERVICES

New information/publications available in the Visitor Center include:

- Masonic Information Night brochure;
- New Generation Learning Center brochure;
- 29 Palms Inn, "St. Paddy's Day Melee" brochure;
- Cal-Chamber Business Issues and Legislative Guide;
- 2006-2007 Edition of California Staff Directory;



### Gift Shop -

- Sales in Gift Shop for February 2007: \$251.49

February New Members: 3

Total Chamber Members: 264

Contact Statistics: February 2007:

Phone Calls: **636**

Visitors: **139**

Information Packets: **10**

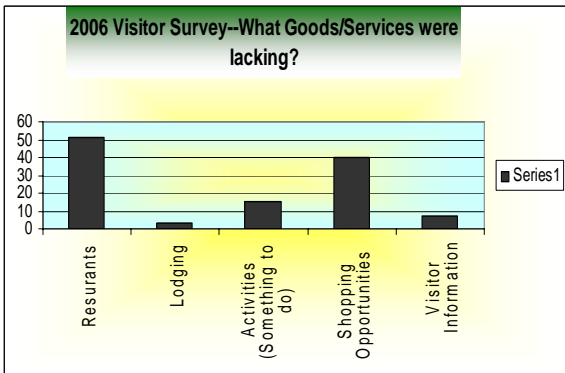
[29chamber.com](http://29chamber.com)

**Successful requests: 1,606,554**

**Average successful requests per day: 4,137**

**Successful requests for pages: 321,240**

**Average successful requests for pages per day: 827**



### visit29.org:

*Figures in parentheses refer to the 7-day period ending February 26 at 6:27 AM.*

**Successful requests: 1,859,145**

**Average successful requests per day: 1,581**

**Successful requests for pages: 262,470**

**Average successful requests for pages per day: 223**

## MARKETING

- The Morongo Basin Regional Chambers' received \$3,000.00 from the Morongo Basin Economic Consortium and \$3,000.00 from the Town of Yucca Valley for the Travel Writers Showcase that is in November 2007 at the Morongo Casino. Regional Chambers will continue to raise funds to meet the established marketing plan budget;
- Chamber staff met with Curt Sauer, JTNP Superintendent, to discuss economic development through culture and heritage tourism program;
- Chamber Board of Directors voted unanimously on February 15, 2007 to hire Jim Fox to distribute 25,000 of the Joshua Tree Visitor Guide throughout the Coachella Valley starting on March 1, 2007.
- Chamber Board of Directors voted unanimously on February 15, 2007 to authorize Chamber staff to work with Shark Studios on a webpage of Mural walks for Chamber website;
- Preparing for submission of articles with information regarding Spring Events to newspapers, magazines, and clubs;

## Tours, Conferences & Meetings

- Chamber Board of Directors Workshop was held in the Chamber Conference Room to set Chamber's Business Plan for 2007-2008 on February 4, 2007;
- Lodging Facilities met at Holiday Inn Express on February 13, 2007. Eight lodging facilities participated in the January 2007 survey;

## Other Marketing

Chamber will capitalize event information regarding the following:

- New Generation Learning Center, will sponsor the March 15<sup>th</sup> Mixer at 73486 29 Palms Hwy from 5pm to 7pm.

The following articles highlighted Twentynine Palms area and events:

1. Soaring Magazine, "Solo at 29 Palms," January 2007 Edition;
2. Lorraine USA, "La Californie," January 27, 2007;

3. Blackburn College Communiqué, "Biology Students Tour Western National Parks," January 29, 2007;
4. Travel Agency, "Chambers plug Basin to travel media," January 31, 2007;
5. Directory India, "Chambers plug Basin to travel media," January 31, 2007;
6. Travel Professionals, "Chambers plug Basin," January 31, 2007;
7. Homerblogs.com, "Chambers plug Basin to travel media," January 31, 2007;
8. New York Wedding Photographers, "Chambers plug Basin to travel media," January 31, 2007;
9. Free.shopperdeal.com, "Chambers plug Basin to travel media," January 31, 2007;
10. Travel Agency, "Chambers plug Basin to travel media," January 31, 2007;
11. Infinite Tree, "Chambers plug Basin to travel media," January 31, 2007;
12. Fastmirrors.org, "Chambers plug Basin to travel media," January 31, 2007;
13. Basin Tree, "Chambers plug Basin to travel media," January 31, 2007;
14. Travel searchfun.info, "Chambers plug Basin to travel media," January 31, 2007;
15. Rome.hotel.net, "Chambers plug Basin to travel media," January 31, 2007;
16. Nuah.com, "Chambers plug Basin to travel media," January 31, 2007;
17. Charter Jet, "Chambers plug Basin to travel media," January 31, 2007;
18. California Native Plant Society, San Diego Chapter Newsletter, "Art in the Park," February 2007 edition;
19. 21<sup>st</sup> Century's Science & Technology Directory, "Integratron," February 2007 edition;
20. TripAdvisor, "A very friendly bed and breakfast," Roughly Manor, February 1, 2007;
21. The Atlanta Journal Constitution, "Joshua Tree National Park, CA," February 4, 2007;
22. TripAdvisor, "Great beds," Holiday Inn Express, February 11, 2007;
23. Cal State San Bernardino News, "Joshua Tree day hike," February 12, 2007;
24. KESQ News, "Local teacher honored with national award," February 13, 2007;

25. TripAdvisor, "A treasure in the desert," Roughly Manor, February 13, 2007;
26. The Desert Sun Entertainment Calendar, "Reach Out – Morongo Basin's 3<sup>rd</sup> Annual Parade of Homes," February 17, 2007;
27. Off-BaseHousing.com, "Twentynine Palms," February 15, 2007. Site sent to Chamber Realtors 02/21/07;
28. Los Angeles Area Events, "First Annual Business of healing conference," February 15, 2007;
29. Arizona State University, "The Marines," documentary airing on February 21, 2007;
30. Highlights, "The Marines," documentary airing on February 21, 2007;
31. KET pressroom, "The Marines," documentary airing on February 21, 2007;
32. Bloomsburg University, Pennsylvania, "Quest plans hiking trip to Joshua Tree Park," February 22, 2007.

#### **NETWORKING**

- Basin Wide Foundation Breakfast, February 1, 2007;
- Villa Dei Fiori, Dale Pelton and Jerri Hagman, February 8, 2007;
- Palm Vista Elementary School, Milken National Educator Award, February 13, 2006;
- The Sunwest Development, LLC, at the Bagley address on February 15, 2007;

#### **BUSINESS & ECONOMIC**

##### **DEVELOPMENT**

- Lodging Facilities met at Holiday Inn Express, February 13, 2007 to discuss both Visitor and lodging surveys.
- DRTA Board of Directors requested the Regional Chambers become a Committee within DRTA organization during the meeting of February 22, 2007.

#### **LEGISLATIVE AFFAIRS**

##### **MILITARY AFFAIRS**

- Chamber staff was invited to participate with the Office of the Secretary of Defense-Deputy Undersecretary of Defense for Installations and

Environment Community Survey Team, February 20 and 21, 2007;

- M.A.C. Assistance Fund The Chamber has continued to maintain a small fund of donated monies which has been set aside to assist military personnel and their families with urgent needs. Military personnel are eligible to apply for assistance upon referral from the Navy/Marine Corps Relief Society.

#### **EVENTS**

- Chamber Executive Board of Directors meet March 1, 2007, 12pm in the Chamber conference room;
- Career Day at Twentynine Palms High School, March 2, 2007, 9am;
- Battle Color Ceremony, LCpl Torrey Gray Field aboard base, March 6, 2007, 11am;
- Century 21 Ribbon Cutting, March 9, 2007, time TBA;
- 16<sup>th</sup> Annual Spell-a-thon for adults, Helen Gray Center, March 10, 2007, 9am;
- Chamber Board of Directors met March 15, 2007, 12pm in the Chamber Conference Room;
- Chamber Mixer hosted by New Generation Learning Center, March 15, 2007, 5pm to 7pm, 73486 29 Palms Hwy;
- 29 Palms Inn, St. Paddy's Day Melee, March 17, 2007, 6pm.

Twentynine Palms Chamber of Commerce  
Contact Statistics for the Month of February 2007

Subject	Phone Calls	Walk-Ins
Art Galleries	4	2
Action Council	2	
Bank	4	
Camping		1
Chamber Business	177	47
Demographics		1
Directions	18	7
Employee Poster 2007		3
Flowers	3	
Gift Shop	2	5
Government		
Information 411	77	
Internet access		1
Joshua Tree N.P.	47	12
Laundromat	1	
Lodging	18	6
Maps	5	7
Marine Base	20	
Marketing	40	
Miscellaneous	87	9
Mixers	24	
Murals	9	9
Newspaper	4	1
Packet Requests (Relocation/Visitor)	4	
Parade of Homes		11
Phone Books	6	8
Pioneer Days	5	
RealtorsRentals, Homes, Apartments, Business	15	
Reporter	2	
Restaurants	14	9
RV Park	13	
Street Fair & Car Show	1	
Sun Runner	2	
Transportation	21	
Weather	11	
<b>TOTAL</b>	<b>636</b>	<b>139</b>

Packets 10



# STAFF REPORT

**TO:** City Council  
**FROM:** City Manager  
**DATE:** March 13, 2007

## SUBJECT

Donation by Simi Dabah of Metal Art Sculptures to the City of Twentynine Palms

## RECOMMENDATION

That the City Council accept the four (4) metal sculptures from Simi Dabah.

## BACKGROUND

Local artist Simi Dabah has approached the City about accepting at no cost four metal art sculptures that are currently located on various highly visible private properties within the City of Twentynine Palms.

The City Engineer has inspected each sculpture and has determined that each is in excellent condition, and will most likely require no preventative maintenance in the near future.

The City Finance Director has received confirmation from the City's insurance provider that no problems exist in accepting the sculptures. And finally, each private property owner has given consent to the transfer of sculpture ownership from Simi Dabah to the City.

The recommendation of the Park Task Force and the Public Arts Advisory Council is that the City Council accept the four sculptures. Should the Council not accept the sculptures they would most likely be donated to Copper Mountain College.

## FISCAL IMPACT

Because the sculptures are to be donated to the City of Twentynine Palms there is no initial fiscal impact to the City. However, should the City need to have the metal sculptures relocated, the approximate relocation cost per sculpture is \$2,000.00.

### Attachments

1. Pictures and locations of the four (4) metal art sculptures
2. Offer letter by Simi Dabah
3. Bill of Sale
4. Sample agreement between the property owners (on whose land the sculptures currently reside) and the City

## Pictures and Locations of Metal Art Sculptures



Sculpture I.D. No. 5-10-99  
Location: 71047 Twentynine Palms Hwy  
(Property of Mary Jane Binge)



Sculpture I.D. No. 5-30-00  
Location: 72526 Twentynine Palms Hwy  
(Pizza Hut)



Sculpture I.D. No. 4-22-99  
Location: 72562 Twentynine Palms Hwy  
(Motel 6)



Sculpture I.D. No. 9-28-03  
Location: 73544 Twentynine Palms Hwy  
(Desert Ranch Market)

BILL OF SALE—METAL ART SCULPTURES

Simi Dabah hereafter referred to as SELLER residing at:

6727 Drexel Avenue, Los Angeles, CA 90048 and

City of Twentynine Palms hereafter referred to a BUYER residing at:

6136 Adobe Road, Twentynine Palms, CA 92277.

For the consideration herein stated and other good and valuable consideration, the parties mutually agree that:

- 1) Seller does sell to BUYER the property as described below:  
  
Sculpture I.D. No. 5-10-99, currently located at 71047 Twentynine Palms Hwy, Twentynine Palms, CA.  
  
Sculpture I.D. No. 5-30-00, currently located at 72526 Twentynine Palms Hwy, Twentynine Palms, CA.  
  
Sculpture I.D. No. 4-22-99, currently located at 72562 Twentynine Palms Hwy  
  
Sculpture I.D. No. 9-28-03, currently located at 73544 Twentynine Palms Hwy
- 2) SELLER warrants they are the lawful owner of the above described property and said property is sold free and clear of any claim of any type. Upon execution of this agreement, title and ownership to the property shall pass to the BUYER.
- 3) BUYER and SELLER agree that the transaction will be performed at no cost to the BUYER
- 4) BUYER and SELLER agree that the property is sold “As Is” and SELLER makes no warranty of any kind, express or implied, with respect to the property.
- 5) SELLER represents to BUYER that the property is in good condition without defects.
- 6) The BUYER asserts and declares that BUYER has had every opportunity to investigate said property and has done so to their total satisfaction.

THIS AGREEMENT supersedes all prior negotiations between parties hereto, and it is expressly understood that this sale is based upon no other representation, save and except those expressly set forth herein.

THIS AGREEMENT may only be modified or amended in writing with the written agreement of both parties.

It is also agreed and understood that THIS AGREEMENT that each party hereto has received a true and correct copy of same and that they both have read and know the contents hereof, and that no other representations, warranties, or agreement collateral hereto, shall at any time be made binding upon either party hereto, unless expressed in writing and attached hereto or set in writing here on.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Seller Autograph

\_\_\_\_\_  
Buyer Autograph

\_\_\_\_\_  
Seller Print Name

\_\_\_\_\_  
Buyer Print Name

AGREEMENT AND LICENSE

The City of Twentynine Palms (Owner) and Pizza Hut (Pizza) hereby agree to the continued location and display of the Owner's welded steel sculpture on the property at 71047 Twentynine Palms Highway, Twentynine Palms, California, under the following terms and conditions:

1. SELECTION: Pizza has sculpture, identified by the Owner as number 5-10-99 on the Pizza property.
2. SCULPTURE: The sculpture shall be considered property of the Owner and shall remain the property of Owner.
3. LICENSE: Permission by Owner to Pizza for the display of the sculpture shall be considered a license. No payment is required to Owner. The license shall commence on March 13, 2007 and continue from month to month thereafter. The license may be terminated at any time by either party upon 30 day notice in writing. The sculpture shall be removed by Owner, at his expense, within 30 days of the date of the notice.
4. INSURANCE: Owner shall be named as an "additional insured" on the General Liability insurance policy of Pizza.
5. MAINTENANCE: No maintenance is anticipated since the sculpture is unpainted rusted steel. In the event any maintenance is deemed necessary it shall be at Owner's expense.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
Michael Tree, City Manager  
City of Twentynine Palms  
6136 Adobe Rd  
Twentynine Palms, CA 92277

\_\_\_\_\_  
Ed Goad, District Manager  
Pizza Hut  
72526 Twentynine Palms Hwy  
Twentynine Palms, Ca 92277-3228  
760-365-0900



# STAFF REPORT

**TO:** City Council  
**FROM:** City Manager  
**DATE:** March 13, 2007

**SUBJECT**  
AB 445 Nava

**RECOMMENDATION**  
That the City Council adopt Resolution 07-05.

**BACKGROUND**  
Assembly Member Nava introduced AB 445 on February 16, 2007.

The bill text will add Section 5101.11 to the Vehicle Code, which will provide for the issuance of special license plates by the motor vehicle department to disabled veterans. Under the text of the bill a disabled veteran means a person who has suffered a service-connected disability while serving with the Armed Forces of the United States, and whose disability has been rated by the Department of Veterans Affairs to be 100 percent.

To further assist the disabled veterans the bill would exempt license plates issued under the bill from the payment of a \$40 application fee and a \$30 transfer fee.

**FISCAL IMPACT**  
None.

## Attachments

1. Resolution 07-05
2. Information on AB 445 (Nava)

**RESOLUTION NO. 07-05**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS PROVIDING SUPPORT FOR AB 445 (NAVA): SPECIAL LICENSE PLATES FOR DISABLED VETERANS**

**WHEREAS**, the City of Twentynine Palms honors the service and sacrifice of its men and women in the Armed Forces of the United States; and

**WHEREAS**, the City of Twentynine Palms recognizes that many veterans have suffered a service-connected disability while serving, and whose disability has been rated by the Department of Veterans Affairs to be 100 percent; and

**WHEREAS**, the Assembly Member Nava has introduced AB 445 to provide for the issuance of special license plates that shall have the words "Disabled Veteran" inscribed on them and shall run in a regular numerical series;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS DOES RESOLVE AS FOLLOWS:**

SECTION 1. The City Council hereby grants its support for AB 445 (Navas).

SECTION 2. Upon approval of this resolution, the City of Twentynine Palms shall provide said resolution to the State of California Legislature for consideration.

INTRODUCED, APPROVED, AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2007.

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Joel Klink, Mayor

ATTEST:

---

Charlene L. Sherwood, CMC, City Clerk

APPROVED AS TO FORM:

---

Patrick Munoz, City Attorney





**CITY OF TWENTYNINE PALMS  
STAFF REPORT**  
6136 Adobe Road  
Twentynine Palms, CA 92277  
(760) 367-6799, Fax (760) 367-5400  
*commdev@ci.twentynine-palms.ca.us*

**To:** City Council  
**From:** Community Development Director  
**Date:** February 20, 2007  
**RE:** February 2007 Community Development Report

**RECOMMENDATION:** Receive and file.

**BACKGROUND:** The report contains a quantitative summary of the activity of the Community Development Department for the month of February 2007.

<p>Attachments 1. Community Development Report, February 2007</p>
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Building permit activity has slowed. Nine new permits were issued for single family residences last month, for a total of 204 single family residences and 33 multi family unit permits over the last 12 months.

Plan check activity is beginning to increase. The Marriott Fairfield Inn, Rite Aid, Kragen Auto Parts and Sunwest's Mesa/Adobe Apartments are in the building permit plan check process.

Code Enforcement remains very active, with 23 complaints received, and 24 letters mailed out and four cases closed.

Over fifteen hundred telephone calls were received by the department last month. The number of call generally ranges between 1,400 and 1,600 calls per month.

In terms of business licenses, February tends to be a quiet month for business licenses, with 7 new licenses and 17 renewed licenses. For the preceding 12 months, 188 new business licenses and 527 renewed business licenses, for a total of 715, were issued. These include traditional commercial enterprises, out of town businesses doing business in Twentynine Palms, contractors and home occupations.



# STAFF REPORT

**To:** City Council  
**From:** City Manager  
**Date:** March 13, 2006  
**RE:** Department Management Action Plans

**RECOMMENDATION:** Review and provide direction to staff as appropriate

**BACKGROUND:** Each Department Head in the City has created a Management Action Plan (MAP) thru which the City Manager can track the progress of projects/tasks to be completed during the fiscal year.

Generally speaking, the MAP does not include tasks that are accomplished on a routine basis within a department, unless the Department Head and/or City Manager have determined a deficiency that will be singled out for improvement during the year.

Among its many uses, the MAP is an effective tool for the City Manager in providing performance evaluations. It can also be an important tool for the City Council, as it provides a regular update on City projects, and can be used to ensure that staff has aligned its work with the vision of the Council.

The MAPs are updated by Department Heads on a monthly basis and will be provided for review the first City Council meeting of each month.

**FISCAL IMPACT:** N/A

# ADMINISTRATION

Last Updated—March 1, 2007

# MANAGEMENT ACTION PLAN FY2006-07

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Conduct a Planning Session with Council	<ul style="list-style-type: none"> <li>Contract with an outside facilitator</li> <li>Set date</li> <li>Obtain information for meeting</li> </ul>	Directors	Jan 07	► Budget	→Awaiting elections and direction from Council. → <u>Planning Session with Council scheduled for March 16-17<sup>th</sup>.</u>	
Update Personnel Files	<ul style="list-style-type: none"> <li>Look for outdated info on employees i.e. Driver's License, Marital Status, etc.</li> </ul>	CV	Jan 06	► Staff time ► Legal assistance	→50% complete →70% complete →Complete	Jan 07
Adopt Personnel Policy	<ul style="list-style-type: none"> <li>Update information provided by City Attorney</li> <li>Update various nonproductive policies</li> <li>Personnel Task Force input</li> <li>Employee Input</li> <li>Council approval</li> <li>All hands meeting</li> </ul>	CV, Directors	Sept 06	► Personnel Task Force	→Personnel Task Force meeting completed. →Employee input →City Council adoption on 9/26/06 →All hands scheduled for October →Project complete	Nov 06
City Staff Newsletter	<ul style="list-style-type: none"> <li>Obtain information for employees to put in newsletter.</li> <li>Develop template</li> <li>Quarterly publishing</li> </ul>	CV, Directors	Ongoing	► Staff Input	→First and second newsletter completed →Third newsletter completed →Fourth newsletter underway	Mar 07

Underlined text indicates changes since last report

<b>PROJECT</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
Employee of the Quarter Program	<ul style="list-style-type: none"> <li>Establish a Program recognizing Employees for their hard work</li> </ul>	CV, Directors	Ongoing	► Nominations from Dept Heads	<p>→Waiting for the Nominations, then will review info provided and elect one employee for the first FY quarter.</p> <p>→Employee of quarter to be announced at first Council meeting in Jan</p> <p>→Rick Boyd announced as Employee of the quarter. Employee of quarter for 1<sup>st</sup> quarter of 2007 to be announced in March.</p>	Mar 07
Employee Recognition Dinner	<ul style="list-style-type: none"> <li>Plan and organize Dinner (book caterer, decide on theme, order decorations, send out invitation, etc.)</li> </ul>	CV	Dec 06	► Budget	<p>→Beginning stages – getting a committee together.</p> <p>→Dinner to be on December 15<sup>th</sup></p> <p>→Catering acquired and program under development</p> <p>→Employee Recognition dinner a success.</p>	Dec 06
Quarterly Update to City Internet Website	<ul style="list-style-type: none"> <li>Update City website monthly</li> </ul>	CV, Directors	Jun 07	► Time	<p>→Evaluating Website</p> <p>→Video clips being planned for web-site</p> <p>→Video clip scripts produced.</p> <p>→Production planning meeting done.</p> <p>→Video clips to be produced Feb 15<sup>th</sup></p> <p>→Front page stories and page on Council updated. Palms and Paws web-site being migrated to City web-site.</p>	
Adopt Out Five Segments of Roadway in the City's Adopt-A-City Street Program	<ul style="list-style-type: none"> <li>Solicit Program to various organizations (Soroptimists, OWC, Boy Scouts, Girl Scouts, etc) in order to obtain more participation.</li> </ul>	CV	Jun 07	► Time	<p>→Gathering informational packets for possible presentations at club meetings. Then schedule a date to speak at meetings.</p> <p>→Lions adopt Two Mile from Adobe to Utah</p>	

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
City Personnel to Adopt a Street in the Adopt A Highway Program	<ul style="list-style-type: none"> <li>Fill out application for City staff to adopt Twentynine Palms Highway (Lupine to Mesquite Springs)</li> </ul>	CV.	Jan 06	► Staff Participation	<p>→Waiting for approval from Caltrans to begin clean up</p> <p>→Caltrans still working on approval</p> <p>→<u>Caltrans approved adoption.</u></p> <p>→<u>Brenda Simmons organizing first clean up day.</u></p>	Jan 07
Mobilehome Parks	<ul style="list-style-type: none"> <li>Inventory of issue</li> <li>Contact state with issues</li> <li>If no response from state, formulate enforcement plan with legal</li> </ul>	MT, AM, GB, NG	Jun 06	► Budget for legal review of active cases	<p>→Inventory of trailer parks and unpermitted mobile homes underway</p> <p>→Presentation to Council made</p> <p>→Mobile Home Park inventory completed. Contact with state made. Complaints filed. Awaiting response.</p> <p>→<u>Staff formulating game plan and budget to take action on various mobilehome home park conditions.</u></p>	
Create 3 Year Capital Plan to Bring Computer Network Up To Date	<ul style="list-style-type: none"> <li>Consultant to review current inventory</li> <li>Consultant to conduct needs analysis</li> </ul>	MT, Directors	Jan 07	► Budget ► Staff Input	<p>→Firm hired to create plan</p> <p>→Inventory and needs analysis underway</p> <p>→Draft of three year plan complete</p> <p>→Receiving input on draft plan from employees and consultants.</p> <p>→<u>Finance Task Force to review plan</u></p>	
Create and Manage a City FY 06-07 Legislative Plan	<ul style="list-style-type: none"> <li>Obtain list of legislation and description</li> <li>Evaluate Ca League of Cities position on legislation</li> <li>Create draft legislative plan to include action</li> </ul>	MT, Directors	May 07	► Contact with Ca League of Cities	<p>→Initial contact made to obtain list of legislation and League position</p> <p>→Initial contact made with RDA association for legislation affecting RDA</p>	
Monthly One-On-One Meeting with City Council Members	<ul style="list-style-type: none"> <li>Cindy to schedule</li> </ul>	CV, MT	Jun 07	► Allocation of time	→ Cindy looking for good dates with Council members	

Underlined text indicates changes since last report

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Monthly Meeting with Chief of Staff on Base	<ul style="list-style-type: none"> <li>Cindy working on date and time</li> </ul>	CV, MT	Jun 07	► Allocation of time	→ Cindy looking for good dates → E-mail contact ongoing <u>→ Meeting with Chief of Staff and CG success.</u> <u>→ Monthly meeting with Jim Ricker in place.</u>	Feb 07
Develop a Cooling Center Policy	<ul style="list-style-type: none"> <li>Evaluate state policy</li> <li>Draft policy with staff</li> <li>Council approval</li> </ul>	MT Directors	Apr 07	► Staff time ► Budget	→ Evaluating state policy and other Cooling Center policies → Draft policy being crafted	
Contract With a DOT Drug and Alcohol Program Management Firm	<ul style="list-style-type: none"> <li>Locate proposals</li> <li>Select firm</li> <li>Transfer information and acquire training/resources</li> </ul>	CV	Nov 06	► Staff time ► Budget	→ Proposals evaluated → Firm selected <u>→ Contract signed. Set up complete.</u>	Nov 06
Create a City Council Orientation Binder	<ul style="list-style-type: none"> <li>Collect information for Council orientation binder</li> </ul>	CV	Dec 07	► Staff time	→ Collecting information → Draft copy being crafted. → Draft copy completed.	
Transfer Pull Notice Program into Administration	<ul style="list-style-type: none"> <li>Correlate with Public Works and DMV</li> </ul>	CV	Feb 07	► Staff time	→ Transfer information submitted to Caltrans. → Transfer complete	Mar 07
Continue to Evaluate the Feasibility of a National Park Visitor Center/Community Cultural Center	<ul style="list-style-type: none"> <li>Environmental Studies</li> <li>Establish project team</li> <li>Appraisal</li> <li>Secure funding (HUD – EDI)</li> <li>Select most appropriate site to begin acquisition</li> </ul>	CM, NPS Base, 29 Palms Indian Tribe	Jun 07	► Additional funding NPS USMC Tribe	→ Prelim. Geologic study complete → Prelim. Archeological Study Complete → Preliminary funding available (\$521,500) → Appraisal underway → Alternatives being explored should preferred property not be available → Negotiations with property owner underway	

Underlined text indicates changes since last report

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Renegotiate Maintenance Agreement with Caltrans for HWY 62	<ul style="list-style-type: none"> <li>Review current agreement</li> <li>Initiate discussion with Caltrans</li> <li>Draft and legal review</li> </ul>	MT	Jun 07	<ul style="list-style-type: none"> <li>▶ Staff time</li> <li>▶ Budget for Legal Review</li> </ul>	<ul style="list-style-type: none"> <li>→Current agreement received</li> <li>→Initial contact made with Caltrans</li> <li>→<u>Meeting to be held on March 7<sup>th</sup></u></li> </ul>	
Review Web Site Hosting Services and Release Bid if Necessary	<ul style="list-style-type: none"> <li>Evaluate services desired</li> <li>Create bid document</li> <li>Advertise</li> <li>Staff report and Council action</li> </ul>	MT	Feb 07	<ul style="list-style-type: none"> <li>▶ Staff time</li> </ul>	<ul style="list-style-type: none"> <li>→Evaluating current and desired services</li> <li>→RFP ready for release. <u>Awaiting completion of Palms N Paws website migration to City site and integration of video clips. Estimate that RFP will be released April 1st.</u></li> </ul>	
Negotiate Agreement with Time Warner	<ul style="list-style-type: none"> <li>Work with legal counsel to obtain improved service and revenues for cable franchise agreement</li> </ul>	MT,PM, BM	May 07	<ul style="list-style-type: none"> <li>▶ Staff time</li> <li>▶ Budget for Legal</li> </ul>	<ul style="list-style-type: none"> <li>→Discussions have begun with Time Warner</li> <li>→Climate not favorable for major changes to service or revenues</li> <li>→Draft agreement found that is initially acceptable to Time Warner</li> <li>→<u>Update being provided to Council via memo</u></li> </ul>	
Work with Caltrans in Regard to Outer Highways	<ul style="list-style-type: none"> <li>Make contact with Caltrans to inquire about acquisition of outer highways after being brought up to City standard</li> <li>Draft agreement for Task Force review and legal</li> <li>Take agreement to Council for consideration</li> </ul>	MT, RP	Mar 07	<ul style="list-style-type: none"> <li>▶ Staff time</li> <li>▶ Budget for Legal</li> </ul>	<ul style="list-style-type: none"> <li>→Contact made with Caltrans and inquiry made. Caltrans discussing with Sacramento.</li> <li>→City standards being reviewed by Caltrans. Discussion is not promising due to need for right of way acquisition.</li> <li>→<u>Caltrans considering formal request to have City bid out reconstruction of outer highways at Caltrans expense.</u></li> </ul>	

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Evaluate Feasibility of Adding an Audit Procedure into Transient Occupancy Tax Program	<ul style="list-style-type: none"> <li>Evaluate current Ordinance</li> <li>Seek sample policies from other agencies</li> <li>Create draft administrative audit policy</li> <li>Legal Review</li> <li>Finance Task Force</li> <li>City Council consideration</li> </ul>	MT,RP	Mar 07	<ul style="list-style-type: none"> <li>▶ Staff time</li> <li>▶ Budget for Legal</li> </ul>	<p>→Ordinance evaluated.  →Comparison of other local agencies conducted.  →Finance Task Force recommends approval of an administrative policy.  →Policy to be in front of Council for direction in February.  →<u>Council approved triennial audit. Administrative policy on audit to be reviewed by Council March 13<sup>th</sup>.</u></p>	
Redevelopment						
Rutan & Tucker Presentation of Redevelopment 101 to RDA Board	<ul style="list-style-type: none"> <li>Coordinate with Counsel on presentation</li> </ul>	MT, AM	Jan 07	▶ Budget	<p>→Project not started  →Awaiting result of elections and direction from Council</p>	
Approve RDA 5 Year Implementation Plan to Comply with Audit Findings	<ul style="list-style-type: none"> <li>Draft Plan</li> <li>Legal review</li> <li>CM review</li> <li>PC Hearing</li> <li>CC Hearing</li> </ul>	MT, AM	Dec 06	▶ Budget for Legal Review	<p>→Draft complete  →City Attorney review in process  →Second reading scheduled for Dec 12<sup>th</sup>  →<u>approved</u></p>	Dec 06
Planning Meeting with RDA Board	<ul style="list-style-type: none"> <li>After Redevelopment 101 presentation schedule RDA planning meeting to draft desired changes to 5 year implementation plan</li> </ul>	MT, AM	Feb 07	▶ Staff time	<p>→Project not started  →Awaiting result of elections and direction from Council</p>	

# COMMUNITY DEVELOPMENT DEPARTMENT MANAGEMENT ACTION PLAN FY2006-07

Last Updated—March 1, 2007

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Department Procedure Manual	<ul style="list-style-type: none"> <li>• Draft procedures</li> <li>• Edit and revise</li> <li>• Adopt procedures</li> </ul>	VG, BS, GB, FF, AM	Apr 07	► Procedures from planning departments	→ <u>Half complete.</u>	
Contract with Consultants When Needed to Expedite Project Applications	<ul style="list-style-type: none"> <li>• RFQ for Consultants or Charles Abbot and Associates</li> </ul>	BS, AM, CV, MT, RP	Ongoing	► Budget	→Consultants under contract to assist with projects.	Feb 07
Regular Update of Development Status Report	<ul style="list-style-type: none"> <li>• Quarterly update to Community Development Dir and City Manager</li> </ul>	BS	Jun 07	► Budget	→4 <sup>th</sup> quarter of 2006 completed → <u>1<sup>st</sup> quarter of 2007 completed</u>	Mar 07
Project Map	<ul style="list-style-type: none"> <li>• Prepare</li> <li>• Mgmt Review</li> <li>• Update monthly</li> </ul>	BS	Jun 07	► Repair computer ► Budget for extra time	→ <u>Computer system being updated to have mapping capacity</u>	
Initiate a Quarterly Round Table with Developers	<ul style="list-style-type: none"> <li>• Select dates</li> <li>• Invite developers</li> <li>• Work thru issues</li> </ul>	AM	Jun 07	► Budget for donuts/coffee	→Held December Roundtable → <u>March roundtable being planned.</u>	Feb 07
Advance Planning						
Citywide Traffic Study	<ul style="list-style-type: none"> <li>• Draft Plan</li> <li>• Finalize Plan</li> <li>• Council Review</li> </ul>	AM	Dec 06	► Budget ► Staff time to review draft standards	→Urban Crossroads drafting study →95% complete. → <u>Council scheduled to receive presentation on Mar 26th</u>	

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PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Park Master Plan	<ul style="list-style-type: none"> <li>Establish standards</li> <li>Convene Parks Task Force</li> <li>Prepare RFP</li> <li>Hire Consultant</li> <li>Community Meetings</li> </ul>	RC, AM	Jun 07	<ul style="list-style-type: none"> <li>Budget</li> <li>Park Task Force input</li> </ul>	<ul style="list-style-type: none"> <li>Standards established</li> <li>Ready to Convene Parks Task Force</li> <li>Request for Proposal advertised</li> <li>Proposals scored and interviews conducted. Recommendation before Council on Nov 14<sup>th</sup></li> <li>Consultant hired</li> <li>PAC, TAC Activated</li> <li><u>Project kick off meeting held</u></li> </ul>	
Zoning Ordinance Update	<ul style="list-style-type: none"> <li>Draft text</li> <li>PC Hearing</li> <li>CC Hearing</li> </ul>	AM	Dec 06	<ul style="list-style-type: none"> <li>Staff time to review draft standards</li> </ul>	→New Project	
Zoning ID on Parcel Maps	<ul style="list-style-type: none"> <li>25% completion</li> </ul>	KC, VG, BS	Jun 07	<ul style="list-style-type: none"> <li>Staff time to review draft standards</li> </ul>	→New Project	
MOU with Flood Control regarding joint use of easements for trails	<ul style="list-style-type: none"> <li>Draft MOU</li> <li>Meet with Flood Control</li> <li>PC study session</li> <li>CC hearing</li> </ul>	AM	Apr 07	<ul style="list-style-type: none"> <li>Budget for legal fees</li> </ul>	→Staff studying the issue	
Evaluate Zoning: Equestrian District	<ul style="list-style-type: none"> <li>Draft text</li> <li>Evaluation of potential areas</li> <li>PC hearing</li> <li>CC hearing</li> </ul>	AM	Dec 06	<ul style="list-style-type: none"> <li>Budget for legal fees</li> </ul>	→PC study session conducted	
<b>Building Dept</b>						
Maintain 15 Day Turn Around Average for Plan Checks	<ul style="list-style-type: none"> <li>Contract with additional staff</li> <li>Evaluate procedures in planning</li> </ul>	VG, BS, AM	Jun 07	<ul style="list-style-type: none"> <li>Budget</li> </ul>	<ul style="list-style-type: none"> <li>Consultants providing limited assistance.</li> <li>Current turn around 15 days</li> <li><u>Turn around in Feb continues to be 15 days</u></li> </ul>	Feb 07

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<b>PROJECT</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
Conduct Inspections Within 4 Days of Request (currently 5 days)	<ul style="list-style-type: none"> <li>• Review of current inspection procedures</li> <li>• Monthly report to City Manager</li> </ul>	RP, TG	Jun 07	<ul style="list-style-type: none"> <li>▶ Assistance with report making and inspection tracking</li> </ul>	<ul style="list-style-type: none"> <li>→Current inspection procedures being reviewed</li> <li>→<u>Same day inspections provided</u></li> </ul>	Feb 07
<b>Code Enforcement</b>						
Community Clean Up	<ul style="list-style-type: none"> <li>• Conduct four events per year (Oct, Apr)</li> </ul>	GB, KS	Jun 07	<ul style="list-style-type: none"> <li>▶ Budget</li> <li>▶ Public Notices</li> </ul>	<ul style="list-style-type: none"> <li>→Planning in progress for October clean up</li> <li>→Oct clean up a success. Report to be provided to Council on Nov 14<sup>th</sup></li> <li>→<u>Planning underway for Apr cleanup</u></li> </ul>	
Animal Code Adoption	<ul style="list-style-type: none"> <li>• Draft</li> <li>• Legal review</li> <li>• Hearing PC, CC</li> </ul>	GB, AM, MT, PM	Jun 07	<ul style="list-style-type: none"> <li>▶ Comparable language from other agencies</li> <li>▶ Budget for legal review</li> </ul>	<ul style="list-style-type: none"> <li>→Draft in process</li> <li>→City attorney reviewing final draft before code goes before Council</li> </ul>	

# COMMUNITY SERVICES DEPARTMENT

Last Updated—March 1, 2007

# MANAGEMENT ACTION PLAN FY2006-07

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Electrical & Air Conditioning Project: Theatre 29	<ul style="list-style-type: none"> <li>• Create bid documents</li> <li>• Advertise</li> <li>• Award bid/ City Council</li> <li>• Preconstruction Mtg.</li> <li>• Contact Edison</li> <li>• Supervise Work</li> <li>• Interviews</li> <li>• Pictures</li> <li>• Complete and file CDBG paperwork</li> </ul>	Randy	Nov 06	<ul style="list-style-type: none"> <li>▶ Bid</li> <li>▶ Specifications</li> <li>▶ Bid Documents</li> <li>▶ ECD Approvals</li> <li>▶ Paperwork</li> </ul>	<ul style="list-style-type: none"> <li>→Specifications and Bid Documents</li> <li>→Award Bid, ECD approval</li> <li>→Preconstruction meeting 8-26</li> <li>→Work started, to be completed by mid November</li> <li>→Air and Heating completed, needs minor clean-up and fence repairs</li> <li>→<u>Final inspection performed</u></li> </ul>	Done
Roofing project: Theatre 29	<ul style="list-style-type: none"> <li>• Bid Specifications</li> <li>• Bid Document</li> <li>• Advertise</li> <li>• Award bid/City Council</li> <li>• Preconstruction Mtg.</li> <li>• Supervisor Work</li> <li>• Pictures</li> <li>• Complete and file paperwork</li> </ul>	Randy	Nov 06	<ul style="list-style-type: none"> <li>▶ Bid Specifications</li> <li>▶ Bid Documents</li> <li>▶ Paperwork</li> </ul>	<ul style="list-style-type: none"> <li>→Specifications and Bid Documents,</li> <li>→Award Bid completed. Notice to award sent, waiting for bonding, insurances from contractor. Set preconstruction meeting.</li> <li>→Work will start and be completed the week of November 13 – 17.</li> <li>→<u>Work is completed, Need final invoice.</u></li> </ul>	Done
Construction of Bucklin Park	<ul style="list-style-type: none"> <li>• Appraisal of Property</li> <li>• Property Transfer</li> <li>• Property re-zoned to Public</li> <li>• Bid Specifications</li> <li>• Bid Document</li> <li>• Advertise</li> <li>• Award</li> </ul>	Randy	April 07	<ul style="list-style-type: none"> <li>▶ Property</li> <li>▶ Bid Specifications</li> <li>▶ Bid Documents</li> <li>▶ Paperwork</li> </ul>	<ul style="list-style-type: none"> <li>→Received Appraisal of Property, Property in Escrow. Once donated, City will rezone to Public, and work can start.</li> <li>→Final escrow documents signed. City engineer working on bid.</li> <li>→Working with Nat Park on using Bucklin Park as a demonstrative Garden.</li> </ul>	

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PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Construction of Bucklin Park, cont.	<ul style="list-style-type: none"> <li>• Pictures,</li> <li>• Interviews</li> <li>• Inspections</li> <li>• File paperwork</li> </ul>				<p>→Pre-cast work re-evaluated, waiting for engineering reports. Received cost on sculptures, and garden design. Waiting for cost estimate of flat work, solar, and lighting.</p> <p>→Received cost estimates on flat work and new precast rock benches. Waiting on cost estimates and specification on electrical and solar before putting project out to bid.</p> <p>→Final bid documents being revised. Estimate bid award in April.</p>	
Curb, Gutter, Sidewalk Project: Historical Society	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Bid Specifications</li> <li>• Bid Document</li> <li>• Advertise</li> <li>• Award</li> <li>• Pictures</li> <li>• Interviews</li> <li>• Inspections</li> <li>• Complete and file paperwork</li> </ul>	Randy Danny	Dec 06	<ul style="list-style-type: none"> <li>▶ Survey</li> <li>▶ Bid Specifications</li> <li>▶ Bid Documents</li> <li>▶ Paperwork</li> </ul>	<p>→Property has been survey, bid specifications, bid, and project awarded. Seeking additional funds from 1<sup>st</sup> District, and waiting on Contractor to start.</p> <p>→Issue developing with contractor. May need to re-bid.</p> <p>→Project completed</p>	Done
Rehab Art Gallery:	<ul style="list-style-type: none"> <li>• A's &amp; B's from ECD</li> <li>• Bid Specifications</li> <li>• Bid Document</li> <li>• Advertise</li> <li>• Award</li> <li>• Pictures</li> <li>• Interviews</li> <li>• Inspections</li> <li>• Complete and file Paperwork</li> </ul>	Randy Artist Guild	April 07	<ul style="list-style-type: none"> <li>▶ Bid Specifications</li> <li>▶ Bid Documents</li> <li>▶ Paperwork</li> </ul>	<p>→Met with Artist Guild. Waiting for scope of work. Meeting October 4<sup>th</sup>,</p> <p>→Federal environmental for flood zone review done by ECD. To take 3–4 months.</p> <p>→Met with Artist Guild, scope of work sent to ECD for Environmental by HUD.</p> <p>→Federal review completed. Bid documents out in February.</p> <p>→Project cancelled</p>	Done

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Swimming Pool Restroom Rehab Project: Luckie Park	<ul style="list-style-type: none"> <li>• A's &amp; B's from ECD</li> <li>• Bid Specifications</li> <li>• Bid Documents</li> <li>• Advertise</li> <li>• Award</li> <li>• Pictures</li> <li>• Interview</li> <li>• Inspections</li> <li>• Complete and file Paperwork</li> </ul>	Randy	Mar 07	<ul style="list-style-type: none"> <li>▶ Bid Specifications</li> <li>▶ Bid Documents</li> <li>▶ Paperwork</li> </ul>	<p>→New Project Staff working design and cost estimates, and possibly do part of the work in house. If done in house start in Nov. →Bid specifications to go out in Nov, with staff doing work in Dec, on the roofing of the pool house, with plumbing and hot water heaters to follow. Bid specifications have been awarded to roofing, construction supplies, trusses, &amp; partitions. Bids to go out are on demand water heaters, showers, &amp; tile work. Work has already started and will continue during Dec and January. →<u>Roof installed on pool, restrooms, and buildings painted. Roof on snack bar completed. Bid for tile work in March.</u></p>	
Creation of Master Plan: Stanley Park	<ul style="list-style-type: none"> <li>• Draw Plan</li> <li>• Approval of Sub</li> <li>• Drawn by Charles Abbott</li> <li>• Approval of Planning and City Council</li> </ul>	Randy Alex Danny	Mar 06	<ul style="list-style-type: none"> <li>▶ Site Map Drawing</li> <li>▶ Sub Committee Engineer Drawings</li> <li>▶ Final Adoption</li> </ul>	<p>→Park Sub Committee met →Correlation with County and draft conceptual design being reviewed. Met with County Library, working on Rule 20 for undergrounding of electrical, plans at engineering for drawing. Basic design of water play and playground completed. →Information given to City engineer for drawing.</p>	

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Carpet Project: City Hall	<ul style="list-style-type: none"> <li>• Contact Carpet Company</li> <li>• Cost estimate</li> <li>• Decisions</li> <li>• Bid Specifications</li> <li>• Bid Documents</li> <li>• Advertise</li> <li>• Award</li> <li>• Inspections</li> <li>• Complete and file Paperwork</li> </ul>	Randy Mike	Nov 06	<ul style="list-style-type: none"> <li>▶ Cost Estimate</li> <li>▶ Bid Specification</li> <li>▶ Bid Document</li> <li>▶ Complete paperwork</li> </ul>	<p>→Contacted local flooring company and waiting for cost estimates. Draw up bid specifications, and put out to bid.</p> <p>→Bids returned. Installation date in October. Start work on October 16 with tiling of Men's Restroom. Work scheduled to be complete by end of October.</p> <p>→Project complete</p>	<b>Done</b>
Decision to Rehab or Demo: Old Motel at Knott's Sky Park	<ul style="list-style-type: none"> <li>• Cost estimate for Rehab</li> <li>• Cost estimate for demolition</li> <li>• Council Direction</li> </ul>	Randy Bobby Michael	Jan 07	<ul style="list-style-type: none"> <li>▶ Cost estimate for Rehabilitation, demolition of building</li> <li>▶ Survey of available grant funding</li> </ul>	<p>→Getting cost estimates to Demo building(s).</p> <p>→Getting cost estimate to rehab.</p> <p>→Item to go before Council in January for Council Direction</p> <p>→Park Task Force met.</p> <p>→<u>Council decision was to demo.</u></p> <p><u>Project being budgeted for FY 07-08</u></p>	Done
Decision to Rehab or Demo: Pioneer Park Building	<ul style="list-style-type: none"> <li>• Cost estimate for Demo</li> <li>• Decision of Direction</li> <li>• Bid Specification</li> <li>• Bid Documents</li> <li>• Award Bid</li> <li>• Complete Paperwork</li> </ul>	Randy Bobby Michael	Jan 07	<ul style="list-style-type: none"> <li>▶ Cost estimate for Demolition, letter from FD</li> </ul>	<p>→Getting cost estimates to Demo building(s).</p> <p>→Getting cost estimate to rehab.</p> <p>→Item to go before Council in January for Council Direction</p> <p>→ Park Task Force met.</p> <p>→<u>Council decision was to demo.</u></p> <p><u>Project being budgeted for FY 07-08</u></p>	Done
Identify Public Arts Funding	<ul style="list-style-type: none"> <li>• Public Arts Advisory Committee meetings at least quarterly</li> <li>• Identify potential funding for the Arts</li> </ul>	Randy Alex	Jun 07	<ul style="list-style-type: none"> <li>▶ Research on Other Cities</li> </ul>	<p>→Creating schedule of meetings</p>	

<b>PROJECT</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
Creation of PAAC Registry of Art & budget	<ul style="list-style-type: none"> <li>Catalog 50% of existing public art in City</li> <li>Creation of a budget</li> </ul>	Randy	Jun 07	► Catalog	<p>→New Project</p> <p>→Accepting of 4 Simi Dabah art sculptures to go to PAAC in Feb.</p> <p>→<u>Council to discuss Simi Dabah art on March 13<sup>th</sup> agenda.</u></p>	
Conduct Planning for Purchase Recreation Software	<ul style="list-style-type: none"> <li>Create bid for purchase of recreation software</li> </ul>	All	Jun 07	► Recreation Ware Software	<p>→New Project</p> <p>Working with several companies to look at design, fit, and cost. Demo one program next week.</p> <p>→<u>Optimal software located.</u></p> <p><u>Awaiting budget cycle.</u></p>	<b>Done</b>
Develop Audio Visual System: Community Services Building	<ul style="list-style-type: none"> <li>Review objectives</li> <li>Review products available</li> <li>Develop a budget for FY 07-08</li> </ul>	Randy Michael	Jun 07	<p>► Input from Department Heads and community leaders</p> <p>► Product catalogues</p>	<p>→Met with design consultant, cost estimates back in late October.</p> <p>→Met with Comp View to review cost estimate and design. Working with local vendor on City Hall improvements.</p> <p>→<u>Installation of new projector and screen accomplished at City Hall.</u></p> <p><u>Waiting on Comp View for community center information.</u></p>	
Improve Senior Activities	<ul style="list-style-type: none"> <li>Attending Senior Site Council Meetings</li> <li>Facilitate relationship between site manager and site council</li> </ul>	Randy Michael	Jun 07	<p>► Reach Out MB agreement</p> <p>► Site Council Bylaws</p> <p>► Agreement with Nutrition</p>	<p>→Attended Sept, Oct, and Nov Senior Site Council meetings.</p> <p>→Worked through library usage issue.</p> <p>Should receive new version of senior by laws this month. Attend meeting Dec 10<sup>th</sup>.</p> <p>→<u>Working on code of conduct for seniors.</u></p>	

# ENGINEERING DEPARTMENT

Last Updated—March 1, 2007

# MANAGEMENT ACTION PLAN FY2006-07

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Maintain 21 Day Review Average for Engineering Plan Check	<ul style="list-style-type: none"> <li>Hire consultants when needed</li> <li>Evaluate procedures in planning</li> </ul>	RP, VG, DC, WB	Jun 07	► Budget for consultants	→Consultants being utilized when appropriate →Thru Nov. the review average is 20 days <u>→Thru Feb. the review average is 19 days</u>	Mar 07
Street Improvement Program (Curb, Gutter, Sidewalk) Policy	<ul style="list-style-type: none"> <li>Joint Council/PC Mtg</li> <li>Draft Policy</li> <li>Legal review</li> <li>CC Hearing</li> </ul>	RP, AM, PM	Nov 06	► Budget for legal review of active cases	→Draft of staff recommendation →Joint PC/Council study session →Recommendation under legal creation/review →Second Reading of Ordinances to be Dec 12 <sup>th</sup> <u>→Approved Dec 12<sup>th</sup>.</u>	DEC 06
Revise Roadway Projects in FY 06-07 Budget	<ul style="list-style-type: none"> <li>Compare programmed roadway projects for FY 06-07 with latest priority list from Pavement Management System</li> <li>Council to revise Roadway Capital Improvement Program, if necessary, for FY 06-07 to include new priority list with current costs of projects, working within FY 06-07 budget.</li> <li>Update Management Action Plan with revised Roadway Capital Improvement Program projects</li> </ul>	RP, TG, DC, AM	Jan 07	► Budget ► Current list of roadway projects ► Current priority list from Pavement Management System ► Council agenda item to revise, if necessary, FY 06-07 roadway project list	→Engineer currently reviewing roadway project list for FY 06-07 & Pavement Management System priority list →Agenda item before Council on Oct 10 <sup>th</sup> for direction →Roadway projects revised by Council	Oct 06

Underlined text indicates changes since last report

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Paving of Public Parking Lot - Verbena	<ul style="list-style-type: none"> <li>• Preliminary Design</li> <li>• Review by City Council</li> <li>• Final Design</li> <li>• Contract documents</li> <li>• Contract</li> <li>• Bid Construct</li> </ul>	RP, TG, AM	Jun 07	► Budget	<p>→Preliminary design underway  →Design engineering complete.  Awaiting Council direction on Oct 10<sup>th</sup>  →Council direction provided to continue with design and bring back recommendation  →Design found that more parking places available with parallel parking.  <u>→Evaluation whether to budget street improvements with RDA funding.</u></p>	
Hwy 62 Project, Sunrise to Canyon	<ul style="list-style-type: none"> <li>• Call Caltrans weekly to encourage coordination and action on project</li> <li>• Monthly Council update</li> <li>• Preliminary design completion</li> <li>• Environmental completion</li> <li>• Begin Right of Way Acquisition</li> </ul>	RP, AM, Caltrans	Jun 07	► Budget	<p>→Receiving no response from Caltrans on project  →Meeting set up for Oct 10<sup>th</sup> with Caltrans  →Met with Caltrans. Timeline established.  →Preliminary design complete and environmental complete.  <u>→Right of Way Acquisition began January 2007. Expected to take all of 2007. Project on track with timeline established in October.</u></p>	Mar 07
Two Mile Road Project	<ul style="list-style-type: none"> <li>• Construction</li> <li>• Clean Up by Ficara</li> <li>• Close out of project</li> </ul>	RP, TG, DC, AM,	Oct 06	► Budget	<p>→Construction completed  →Clean up completed  →Close out underway. Final project in October 10<sup>th</sup> meeting.  <u>→Project complete</u></p>	Oct 06

<b>PROJECT</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
Reconstruction of Amboy Road from Adobe to Utah Tr	<ul style="list-style-type: none"> <li>• Create bid documentation</li> <li>• Let bid</li> </ul>	RP, DC	Jun 07	► Budget	→Bid documents being created → <u>Bid documentation complete. April award.</u>	
Reconstruction of Utah Tr from HWY 62 to Two Mile Rd	<ul style="list-style-type: none"> <li>• Create bid documentation</li> <li>• Let bid</li> </ul>	RP, DC	Jun 07	► Budget	→Bid documents being created → <u>Bid documentation complete. April award.</u>	
Road Improvement Project on El Rey	<ul style="list-style-type: none"> <li>• Sign agreement with County</li> <li>• Engineer improvement</li> <li>• Bid project</li> <li>• Project completion</li> </ul>	RP, AM, RP	Jun 07	► Budget (\$400K from County SAA-TRA-TRA)	→Draft agreement completed. Engineer working on estimate for project. →Agreement approved with County. → <u>Final bid documents being created.</u>	
Engineering of Mesquite Springs Widening and Berm, Hwy 62 to El Paseo	<ul style="list-style-type: none"> <li>• Engineer roadway</li> <li>• Provide updates on engineering/design to Circulation Task Force</li> </ul>	RP, DC	Jun 07	► Budget (\$75k)	→Engineering initiated →Environmental done. → <u>Bid documents should be done in May</u>	
Adobe Road Improvement project	<ul style="list-style-type: none"> <li>• Complete Grant for funding</li> <li>• Revise design</li> <li>• Amend CIP</li> <li>• Review ROW acquisition &amp; utilities issues</li> <li>• Approve bid if ROW &amp; utilities issues solved</li> </ul>	RP, DC, TG	Jun 07	► Budget (\$4.8 million in appropriation)	→Grant paperwork nearing completion →Paperwork completed. Grant money deposited in account. →Revision of design in progress → <u>Council to receive briefing of project, to include issues and alternatives in last meeting of March.</u>	
PENCA Landscape/ Lighting Maintenance District	<ul style="list-style-type: none"> <li>• Staff report</li> <li>• Council hearing</li> </ul>	RP, AM	Sept 06	► Budget for legal review	→Staff report completed → <u>Approved by Council</u>	Sept 06
City Council Acceptance of National Park Drive Landscape	<ul style="list-style-type: none"> <li>• Staff report</li> <li>• Council hearing</li> </ul>	RP	Aug 06	► Budget for legal review	→ Staff report completed → <u>Approved by Council</u>	Aug 06

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PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Evaluate National Park Drive Bike Path Striping	<ul style="list-style-type: none"> <li>Evaluate at staff level</li> <li>Prepare conceptual design</li> <li>PC &amp; Council review</li> </ul>	RP BM	Apr 07	► Budget	→Not yet started	
Evaluate Adobe Road Bike Path Striping (SR 62 to Amboy Road)	<ul style="list-style-type: none"> <li>Measure</li> <li>Stripe</li> </ul>	RP BM	Apr 07	► Budget	→Not yet started →Looking at painting stripe with reconstruction of Adobe for continuity	
Evaluation of Crosswalk at Adobe and El Paseo Dr.	<ul style="list-style-type: none"> <li>Look at statistics</li> <li>Look at current studies</li> <li>Look at specifics of intersection</li> <li>Formulate recommendation</li> </ul>	RP	Nov 06	► Staff Time	→Study of intersection characteristics, statistics, and studies complete. →Recommendation to be presented to Council on Nov 14 <sup>th</sup> →Crosswalk task force met. Asked for cost estimates of traffic light and median. → <u>Council approved moving crosswalk, installing flashing ped lights, and a median.</u>	Jan 07
Street Light at HWY 62 and Mariposa	<ul style="list-style-type: none"> <li>Right a way issues</li> <li>Electrical planning</li> <li>Caltrans Encroachment Permit</li> <li>Purchase of materials</li> </ul>	RP	<u>Mar 07</u>	► Staff Time ► Budget	→Right a way issue solved (5') →Electrical planning complete. Site drawing finished. →Authorization given for light by Caltrans →Caltrans encroachment permit and engineered plans to be submitted first week of Jan →Encroachment permit approved, pending final schematic by Edison. Edison working on details. → <u>Installation of light standard being scheduled for installation.</u>	

<i>PROJECT</i>	<i>ACTION REQUIRED</i>	<i>STAFF</i>	<i>TARGET DATE</i>	<i>RESOURCES REQUIRED</i>	<i>STATUS</i>	<i>Task Done</i>
Evaluation of Road Segment in Front of Stater Bros/Rite Aide	<ul style="list-style-type: none"> <li>• Look at statistics</li> <li>• Look at current studies</li> <li>• Look at specifics of road segment and entrance/exits into facility</li> <li>• Formulate recommendation</li> </ul>	RP	Jan 07	► Staff Time	→Currently studying specifics of road segment and entrance/exits →Looking at statistics →Caltrans reviewing data and striping on segment of roadway. <u>→Caltrans modified segment of roadway to include continuous turn lane. Evaluating modification.</u>	Jan 07
Traffic Signal at HWY 62 and Tamarisk	<ul style="list-style-type: none"> <li>• Gather statistics</li> <li>• Work with Caltrans</li> <li>• Gain a decision by Caltrans</li> </ul>	RP	Jun 07	► Staff Time ► Budget	→Caltrans working on project →Caltrans approval for traffic signal given.	Feb 07

# FINANCE DEPARTMENT

Last Updated—February 1, 2007

# MANAGEMENT ACTION PLAN FY2006-07

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Audit F. Y. 2005-2006	<ul style="list-style-type: none"> <li>Prepare books for closing, prepare work papers for auditors.</li> </ul>	Finance Director & Finance Staff	Aug 06	► Staff time	<ul style="list-style-type: none"> <li>→Gathering needed information and preparing books.</li> <li>→Audit conducted</li> </ul>	Aug 06
Street Report	<ul style="list-style-type: none"> <li>Prepare report to State Controller showing use of street-related funds.</li> </ul>	Finance Director & Staff	Sept 06	► Staff time	<ul style="list-style-type: none"> <li>→Need to wait until audit is complete to have final information.</li> <li>→Street report completed</li> </ul>	Sept 06
Controller's Report	<ul style="list-style-type: none"> <li>Prepare report for State Controller, Source &amp; use of all funds other than RDA</li> </ul>	Finance Director & Staff	Sept 06	► Staff time	<ul style="list-style-type: none"> <li>→Need to wait until audit is complete to have final information.</li> <li>→Controller's report completed</li> </ul>	Sept 06
Statement of Indebtedness	<ul style="list-style-type: none"> <li>Report to County Auditor/Controller of RDA revenue, exp, and debt.</li> </ul>	Finance Director & Staff	Oct 06	► Staff time	<ul style="list-style-type: none"> <li>→Need to wait until audit is complete to have final information.</li> <li>→Audit is complete. Report filed</li> </ul>	Oct 06
RDA Controller's Report	<ul style="list-style-type: none"> <li>Prepare report for State Controller, Source &amp; use RDA funds.</li> </ul>	Finance & Planning Directors & Staff	Dec 06	► Staff time	<ul style="list-style-type: none"> <li>→Need to wait until audit is complete to have final information.</li> <li>→Awaiting forms from state</li> <li>→All information available. Will complete by 12/31/06.</li> <li>→Report completed and submitted</li> </ul>	Dec 06
Comprehensive Annual Financial Report (CAFR)	<ul style="list-style-type: none"> <li>Formal annual report of City financial results for F.Y.E. June 30, 2006</li> </ul>	Finance Director, Staff & Auditors	Dec 06	► Staff time	<ul style="list-style-type: none"> <li>→Need to wait until audit is complete to have final information. Much of this work is done by the auditors.</li> <li>→Auditors working on project</li> <li>→Auditor reviewing draft</li> <li>→<u>Project complete.</u></li> </ul>	Dec 06

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PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Establish Citizen Corps Council.	<ul style="list-style-type: none"> <li>The City needs to establish a council in order to take advantage of future grants for Homeland Security</li> </ul>	Finance Director, Staff & Fire Dept.	Apr 07	► Staff time	→New Project	
National Incident Management System (NIMS) Training	<ul style="list-style-type: none"> <li>All Employees, and the City Council need to be trained in NIMS at certain levels.</li> </ul>	Finance Director & Staff	Jun 07	► Staff time	→Schedule training →County has postponed classes until early 2007 → <u>Training schedule provided to Dept. Heads. One training per month.</u>	
National Response Plan (IS 800)	<ul style="list-style-type: none"> <li>All employees who may be tasked or directed to respond during an emergency need to be trained.</li> </ul>	Finance Director & Staff	Jun 07	► Time Only	→ <u>IS 800 training to be completed after NIMS training.</u>	
ERMA Team	<ul style="list-style-type: none"> <li>Establish a team of 3 to 5 employees to receive and review harassment grievances.</li> </ul>	C.M. Fin. Dir & Pers. Dir	Dec 06	► Time Only	→Meet with City Manager and Personnel Dir. → <u>ERMA Team established and trained</u>	Dec 06
IIPP Training	<ul style="list-style-type: none"> <li>Go over the Illness and Injury Prevention Program with all employees.</li> </ul>	C.M. Fin. Dir & Pers. Dir	Nov 06	► Time Only	→Need to establish time to meet with employees. →Staff will be trained at Nov meeting → <u>Staff trained Nov 8<sup>th</sup></u>	Nov 06
Golden Guardian	<ul style="list-style-type: none"> <li>Plan and execute an emergency exercise for Nov. 14 to 17.</li> </ul>	C.M. & all dept heads	Nov 06	► Staff time	→Planning underway to develop a training scenario → <u>Golden Guardian training performed with Town and Red Cross assisting</u>	Nov 06

<i>PROJECT</i>	<i>ACTION REQUIRED</i>	<i>STAFF</i>	<i>TARGET DATE</i>	<i>RESOURCES REQUIRED</i>	<i>STATUS</i>	<i>Task Done</i>
Emergency Operations Plan	<ul style="list-style-type: none"> <li>Update the emergency plan, send it to the State Office of Emergency Services and distribute to council &amp; staff.</li> </ul>	Finance Director & Staff	Aug 06	► Staff time	→Plan has been adopted by City Council, and sent to State → <u>Plan being reviewed on a weekly basis in staff meetings</u>	Aug 06

# PUBLIC WORKS DEPARTMENT

Last Updated—March 1, 2007

# MANAGEMENT ACTION PLAN FY2006-07

PROJECT	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Identify and schedule roads to be improved by public works in FY 06-07	<ul style="list-style-type: none"> <li>Meet with City Engineer, Community Develop Dir., Finance Dir., and City Manager to review City Pavement Management System</li> <li>Identify and prioritize work to be accomplished in FY 06-07</li> <li>Schedule work</li> </ul>	Bobby Jose Richard Alex Michael Ron	Jun 07	<ul style="list-style-type: none"> <li>Pavement Management System</li> <li>FY 06-07 Budget</li> <li>Calendar</li> </ul>	→City Engineer to have draft revision in front of Council for direction in Oct 10 <sup>th</sup> meeting. →Revision completed <u>→Road reconstruction and slurry seals to be completed by contract. Bid due in March. Presentation on pavement management system and roads to be slurry sealed on March 26<sup>th</sup>. Public works to provide preparation.</u>	Mar 07
Safety Chips at Parks	<ul style="list-style-type: none"> <li>Replace missing wood chips in playground area with new chips</li> </ul>	Bobby Jose	Jul 06	<ul style="list-style-type: none"> <li>Public Works</li> </ul>	→Completed Project	Jul 06
Replacement Vehicles	<ul style="list-style-type: none"> <li>Acquire bids from dealerships on vehicles</li> </ul>	Bobby Ron Michael	Aug 06	<ul style="list-style-type: none"> <li>Response from Dealerships</li> </ul>	→Waiting on final bids →On Council agenda Aug 8 <sup>th</sup> →Vehicles delivered	Sept 06
Facilities Management Plan	<ul style="list-style-type: none"> <li>Hire consultant to inspect all City buildings and to create a Facilities Management Plan</li> <li>Create a 5 year capital budget for facilities</li> </ul>	Bobby Ron Michael	Jun 07	<ul style="list-style-type: none"> <li>Scope of project</li> </ul>	→RFQ being created →Plan will be created in house <u>→Plan in draft mode</u>	

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<b>PROJECT</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
Creation of a 5 year Professional Development Plan for Public Works Superintendent	<ul style="list-style-type: none"> <li>Identify knowledge necessary for Public Works Superintendent</li> <li>Identify professional development available in industry</li> <li>Identify available resources</li> <li>Create plan</li> </ul>	Bobby Ron Michael	<u>May 07</u>	<ul style="list-style-type: none"> <li>FY 06-11 Budgets and Projections</li> <li>Association information on professional development</li> </ul>	<ul style="list-style-type: none"> <li>→Plan being developed</li> <li>→Draft completed</li> </ul>	
Weekly Planning Meeting for Public Works Management	<ul style="list-style-type: none"> <li>Weekly planning meeting with management in Public Works</li> <li>Daily follow up on assignments</li> </ul>	Bobby Jose Bill Noel Michael	Ongoing	<ul style="list-style-type: none"> <li>Calendar</li> <li>List of Duties</li> </ul>	<ul style="list-style-type: none"> <li>→Meetings being held on Monday mornings at 10am</li> <li>→Meeting date changed to Thurs at 1:30PM</li> </ul>	Feb 07
Monthly "tailgate" safety meetings for all Public Works Employees	<ul style="list-style-type: none"> <li>Create list of topics to be covered during 12 month period</li> <li>Submit schedule of topics to City Manager</li> <li>Keep minutes of meetings on site at Public Works</li> </ul>	Bobby Jose Bill Noel Michael	Ongoing	<ul style="list-style-type: none"> <li>List of safety topics</li> <li>Schedule of topics</li> <li>Binder to retain minutes of meetings</li> </ul>	<ul style="list-style-type: none"> <li>→Schedule of meetings being drafted for City Manager</li> <li>→City Manager reviewing draft</li> <li>→First meeting held Dec 5<sup>th</sup></li> <li>→Meetings ongoing.</li> </ul>	Feb 07
Evaluation of Fleet Management software	<ul style="list-style-type: none"> <li>Identify software on the market</li> <li>Identify optimal software for current and future use at City</li> <li>Correlate software selection/usage with County Maintenance</li> <li>Create agenda item for purchase of software in FY 07-08</li> </ul>	Bobby Jose	<u>Jun 07</u>	<ul style="list-style-type: none"> <li>Information on software</li> </ul>	<ul style="list-style-type: none"> <li>→Evaluation of software on market being conducted</li> <li>→Optimal software located. Working thru budgeting process.</li> </ul>	Mar 07

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<b>PROJECT</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
Construction Plans to Renovate Storage Facility at Luckie Park	<ul style="list-style-type: none"> <li>• Create plans to enlarge storage/work area at Luckie Park</li> </ul>	Bobby Jose Bill Michael Ron	Jun 07	<ul style="list-style-type: none"> <li>▶ FY 06-07 Budget</li> <li>▶ Architect</li> </ul>	<ul style="list-style-type: none"> <li>→Construction costs being estimated. Report due to management in Nov</li> <li>→ Roof materials obtained thru CDBG grant. Staff to install in Dec &amp; Jan 06</li> <li>→Roof installed.</li> <li>→Remained of renovation budget to be obtained in FY 07-08</li> </ul>	Jan 07
Creation of a Materials Management System for Fuel	<ul style="list-style-type: none"> <li>• Evaluate tracking of usage for fuel</li> <li>• Create a tracking system that prevents misuse</li> </ul>	Bobby Jose Michael Ron	Feb 07	<ul style="list-style-type: none"> <li>▶ Industry standards</li> <li>▶ Monitoring systems</li> </ul>	<ul style="list-style-type: none"> <li>→New Project</li> <li>→Draft management system created</li> <li>Management system implemented and being monitored</li> </ul>	Nov 06
Elimination of vehicle window tint in front windows	<ul style="list-style-type: none"> <li>• Contract with local dealer to remove tint</li> </ul>	Bobby	Oct 06	<ul style="list-style-type: none"> <li>▶ FY 06/07 Budget</li> <li>▶ vehicles</li> </ul>	<ul style="list-style-type: none"> <li>→Negotiating with window tint dealers</li> <li>→One vehicle remains for tint removal</li> <li>→Project complete</li> </ul>	Oct 06
Renovation of exterior at City Hall	<ul style="list-style-type: none"> <li>• Paint outside of City Hall</li> <li>• Provide new window tint at entrance to building</li> </ul>	Bobby Jose	Aug 06	<ul style="list-style-type: none"> <li>▶ Paint</li> <li>▶ Window tint supplier/installer</li> </ul>	<ul style="list-style-type: none"> <li>→Power washing the building and negotiating with window tint suppliers</li> <li>→Building painted and new window tint installed</li> </ul>	Aug 06

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<b>PROJECT</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
Preventative Maintenance Plan for red zone of curbs	<ul style="list-style-type: none"> <li>• Schedule yearly preventative maintenance of red zones on curbs in August</li> <li>• Paint in September/October/November curbs that didn't get fresh coat in August</li> <li>• Perform preventative maintenance as scheduled</li> </ul>	Bobby Jose Noel Michael	Ongoing	<ul style="list-style-type: none"> <li>▶ Paint</li> <li>▶ Calendar</li> </ul>	<p>→Maintenance of red zone of curbs currently in progress</p> <p>→<u>Last red zone near Adobe and Two Mile to be painted in March</u></p>	
Create Schedule for Maintenance of Downtown Area, National Park Drive Median, Assessment Districts/HOAs, HWY 62 & Adobe Blvd	<ul style="list-style-type: none"> <li>• Identify maintenance to be performed and monitored</li> <li>• Create a schedule to perform identified maintenance (quarterly)</li> <li>• Submit schedule to City Manager</li> <li>• Perform maintenance as scheduled</li> </ul>	Bobby Jose Noel Bill Michael	Jun 07	<ul style="list-style-type: none"> <li>▶ Correlation meeting with City Manager to review expectation and budget</li> <li>▶ Calendar</li> </ul>	<p>→Schedule being created for City Manager</p> <p>→Curbs in downtown area painted red where appropriate</p> <p>→Downtown area cleaned and weeds eradicated</p> <p>→HWY 62 from Stater Bros. to Downtown Area currently being cleaned up and weeds eradicated</p> <p>→HDI to provide for monthly cleaning and weeding of National Park Drive Median and Downtown Area.</p>	Jan 07



# STAFF REPORT

TO: City Council  
FROM: City Manager  
DATE: March 13, 2007

## SUBJECT

Amendment of Morongo Basin Transit Authority (“MBTA”) Joint Powers Agreement (“JPA”) to permit compensation of Governing Board members for attendance at MBTA Board meetings.

## RECOMMENDATION

Adopt Resolution No. 07-06 approving an amendment to the JPA by which Governing Board members may be compensated for attendance at MBTA Board meetings.

## BACKGROUND

The Morongo Basin Transportation Agency was created in 1989 as a joint powers authority pursuant to a joint powers agreement (the “JPA”) between the City of Twentynine Palms and the Count of San Bernardino. The Town of Yucca Valley was subsequently added as a party to the JPA. Since its inception nearly twenty years ago, the MBTA has steadily grown to the point that it now comprises 36 employees, a fleet of 24 buses, with a service population of 108,000 covering 10 communities.

### Attachments

1. Resolution No. 07-06
2. Amendment to the JPA Agreement

When the MBTA was established, the JPA provided that the Governing Board would serve without compensation. Because of the growth over the last two decades, and the resulting increased responsibilities and duties of Board members, and the corresponding workload, the MBTA Board feels it appropriate to amend the JPA to provide compensation to Board members, and has requested that the City of Twentynine Palms review and approve the proposed amendment.

Attached to this Staff Report is a proposed amendment to the JPA which provides for compensation to MBTA Governing Board members in the amount of \$100 per Board meeting attended. Sections 9 and 16 of the JPA permit amendments to its terms, provided that any amendments be in writing and be unanimously approved by the written consent of all parties to the JPA. The amendment is being circulated to the other member agencies of the MBTA for their approval.

**RESOLUTION NO. 07-06**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS APPROVING AN AMENDMENT TO THE MORONGO BASIN TRANSPORTATION AUTHORITY JOINT POWERS AGREEMENT SO AS TO AUTHORIZE COMPENSATION FOR MEMBERS OF ITS GOVERNING BOARD.**

**WHEREAS**, the City of Twentynine Palms, the County of San Bernardino, and the Town of Yucca Valley entered into a joint powers agreement (“JPA”) creating the Morongo Basin Transit Authority (“MBTA”), for the purpose of providing a public transit system to serve the Morongo Basin; and

**WHEREAS**, the MBTA JPA presently does not provide for board member compensation; and

**WHEREAS**, the MBTA has requested that the JPA be amended to permit compensation of Governing Board members in the amount of \$100 per Board meeting attended; and

**NOW, THEREFORE**, THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves the attached amendment to the MBTA JPA, providing for compensation of Governing Board members in the amount of \$100 per Board meeting attended.

SECTION 2. Upon approval of this resolution, the City of Twentynine Palms shall provide the necessary signatures to the attached JPA amendment.

PASSED, APPROVED, AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2007.

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Joel Klink, Mayor

ATTEST:

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Charlene L. Sherwood, CMC, City Clerk





**CITY OF TWENTYNINE PALMS  
STAFF REPORT**  
6136 Adobe Road  
Twentynine Palms, CA 92277  
(760) 367-6799, Fax (760) 367-5400  
*commdev@ci.twentynine-palms.ca.us*

**To:** City Council  
**From:** Community Development Director  
**Date:** February 20, 2007  
**RE:** PC 06-17 - An appeal by City Councilmember Steve Spear of the Planning Commission approval of Tentative Tract Map 17912, (Sunwest Development, LLC) the subdivision of approximately 37 acres into 60 single-family lots for the future development of 60 single-family residences. The project is located on a vacant and unimproved site; west of Amboy Road, along the north side of Amboy Road, along the east side of Bullion Avenue and along the south side of Nehring Place, Zone RS-2, APN # 620-071-03 & 620-071-04.

**RECOMMENDATION:** Conduct the Public Hearing, consider public comment, and consider the appeal.

**BACKGROUND:** The project was approved by the Planning Commission on February 6, 2007. Subsequent to the approval, City Councilmember Steve Spear filed an appeal of the Planning Commission approval, based upon the fact that the applicant did not have two points of legal access to the site, prior to Planning Commission approval of the project.

The appeal was based upon the concern that, pursuant to the Subdivision Map Act, the City Council may be forced to waive conditions for off-site access requirements, should the City Council be unable to secure the necessary four votes to acquire off-site right of way through the eminent domain process.

On March 6, 2007, the applicant provided correspondence to the City committing to provide offers of dedication to the City along Yucca Avenue and Bullion Avenue, between Amboy Road and Callie Todd Lane.

This effectively will provide three access routes to the project, two of which must be paved.

The site is zoned RS-2. The proposed subdivision and future land use are allowed by the General Plan.

**ACTION**

The City Council has several options. Following the public hearing, the City Council may:

- Overturn the Planning Commission action;
- Uphold the Planning Commission action;
- Modify the Planning Commission action; or
- Take no action.

**Attachments**

1. Appeal
2. Planning Commission Staff Report  
February 6, 2007
3. Conditions of Approval
4. Resolution
5. Tentative Tract Map Application
6. Locator Map
7. Mitigated Negative Declaration
8. Tentative Tract Map 17912
9. Correspondence



# STAFF REPORT

TO: City Council  
FROM: City Manager  
DATE: March 13, 2007

## **SUBJECT**

Administrative audit policy for triennial audits of transient occupancy tax.

## **RECOMMENDATION**

Receive and provide direction as appropriate.

## **BACKGROUND**

At its February 13, 2007 meeting the City Council gave direction to staff to prepare for and conduct a triennial audit on Hotels/Motels/Inns/RV Resorts and various other facilities where occupants rent rooms for less than 30 days.

As requested by the City Council, staff has created the attached policy for review by the City Council.



# STAFF REPORT

TO: City Council  
FROM: City Manager  
DATE: March 13, 2007

## **SUBJECT**

Update on joint study session of the Board of Directors of the Twentynine Palms Water District and the City Council of the City of Twentynine Palms.

## **RECOMMENDATION**

Receive and provide direction as appropriate.

## **BACKGROUND**

On Monday, February 26, 2007, the Board of Directors of the Twentynine Palms Water District and the City Council of the City of Twentynine Palms met in a joint study session to discuss the need for local oversight of packaged wastewater treatment facilities mandated by the Regional Water Quality Control Board for various developments within the community.

At the meeting the Board of Directors of the Twentynine Palms Water District stated that their district had not been given legislative authority to provide such oversight. It was decided by both the Board of Directors of the Twentynine Palms Water District and the City Council of the City of Twentynine Palms that a joint resolution would be created and approved by both agencies providing the City Council of the City of Twentynine Palms with the oversight responsibilities for packaged wastewater treatment facilities within the community.

Staff has created a draft joint resolution for your review. Once input is received by the Council the draft resolution will be sent to the Twentynine Palms Water District for review and approval. It will then return to the City Council at a future Council meeting for approval.