

# TWENTYNINE PALMS CHAMBER OF COMMERCE AND VISITORS BUREAU

## MONTHLY RECAP REPORT: November 2007

### **The Morongo Basin Regional Chambers'**

sponsored and attended the much anticipated Travel Media Show Case at the Morongo Casino November 27 through November 29, 2007. The event brought together premier travel writers from all over the world, representing all types of media used to promote travel destinations.

Travel Media Showcase, allows a unique opportunity for top travel journalists and travel professionals to meet one on one, for the purpose of exchanging and developing personal contacts and story ideas.

The Morongo Basin Region sponsored the first lunch of the show which featured Dr. Cindy McVay singing the National Anthem, and the Twentynine Palms United States Marine Corps Color Guard. Our guest speaker was Huell Howser who described the Morongo Basin as a surreal region of pure and simple.

The Post Familiarization Tour on Friday, November 30, had 21 travel journalists starting with breakfast at the California Welcome Center, toured the Joshua Tree Visitor Center, leisurely drove through the JTNP, explored JTNP Headquarters, lunched at the Roughly Manor, toured Gubler's Orchids and ended the rainy day with dinner at Pappy and Harriet's.

Adda Harris has accepted the position of Administrative Assistant to start on December 10, 2007. Adda's prior experience includes working for the City of Twentynine Palms as Deputy Clerk for 5 years. She brings to the position the knowledge and experience that will enhance the Chamber's team.

### **VISITOR SERVICES**

New information/publications available in the Visitor Center include:

- December Chamber Newsletter;
- 13<sup>th</sup> Annual Light Parade Entry Forms;
- Hi-Desert Medical Center Brochure;
- JTNP Winter Visitor Guide;
- Best Western Brochure;
- Twentynine Palms Rotary Booklet;
- SBA Patriot Express Pilot Loan release;
- Mallants Group Brochure

### **Gift Shop -**

- Sales in Gift Shop for November 2007: \$293.10

November New Members: 1

Total Chamber Members: 263

Contact Statistics: November 2007:

Phone Calls: 806

Visitors: 229

Information Packets: 201

### **29chamber.com**

**Successful requests: 2,656,266**

**Average successful requests per day: 3,968**

**Successful requests for pages: 565,907**

### **Visit29.org:**

**Successful requests: 2,369,869**

**Average successful requests per day: 1,627**

**Successful requests for pages: 363,804**

### **MARKETING**

- Cultural and Heritage Workshop, Ridgecrest, November 1, 2007;
- Travel Media Showcase November 27, 28 and 29, 2007;
- TMS Post Fam Tour November 30, 2007;
- Downtown Merchants will usher in the 2007 holiday shopping season with the First Annual "To Heck with the Malls" on Sunday, December 16, 2007, from 6pm to 8pm. Shop and support your local downtown merchants and get great finds before the holiday rush.
- Preparing for submission of articles with information regarding Winter & Spring events to newspapers, magazines, and websites;

### **Tours, Conferences & Meetings**

- Cultural Heritage and Tourism Workshop, Ridgecrest;
- Senator Ashburn's reception was co-hosted with Tirade, Realtors and Plaza Realtors, November 29, 2007;
- Travel Media Showcase, Morongo Casino, November 2007;

### Other Marketing

Chamber will capitalize event information regarding the following:

- November Mixer was sponsored by Sunwest Development LLC, November 15, 2007;
- Cultural and Heritage Workshop to be held in Twentynine Palms in Spring 2008;

The following articles highlighted Twentynine Palms area and events:

- Palm Springs Calendar of Events, "*Morongo Basin 6<sup>th</sup> Annual Open Studio Art Tours*," October/November 2007;
- What's New in California, "*Sky's the Limit Observatory & Nature Center*," 2007 Winter Edition;
- What's New in California, "New Hotel in Yucca Valley," 2007 Winter Edition
- The Art of France Tremblay, "*2007 Paint the Parks top 100 exhibition*," 2007;
- Eurospace Limited UR, "*Joshua Tree National Park #1*," November 2007 Edition;
- California Outdoors, "*Turkey 'n Techno 2007*," November 2007 Edition;
- Raceplace Online, Greater Los Angeles Area Running Calendar, "*Healthy Hearts 5k*," November 2007 Edition;
- Science-Art Come News, "*Finding New Clients*," November 2007 Edition;
- Palm Springs Calendar of Events, "*Gretchen Grunt and David Salter*," November 2007;
- Inland Arts-Events, "*She Loves Me*," Theatre 29, November 2007;
- This Fix, "*Mountain To-Do*," November 2007;
- Alpinestars Inc. "*Team Servin It Up with USMC at 29 Palms*," November 2007;
- Inland Arts.com, "*The Best Christmas Pageant Ever*," Theatre 29, November 2007;
- Old Town Sidewalk Astronomers, "*Dark Sky Star Parties*," November 2007;
- Outside Magazine, "*There's Something in the Rocks*," November 2007;
- Southwest Art Magazine, "*Open Studio Art Tours*," October/November 2007

- More Intelligent Life, "*Joshua Tree National Park 2008*," November 1, 2007;
- Intelligent Travel, "*Climb Down Here and Pick Up Your Trash!*," November 2007;
- TripAdvisor, "*Great for U2 fans and everyone else*," Harmony Hotel, November 3, 2007;
- TripAdvisor, "Great for visiting your Marine!," Sunnyvale Suites, November 7, 2007;
- Palm Springs Daily Photo, "*29 Palms Stud Haircut*," November 10, 2007;
- TripAdvisor, "Our Great Stay At Sunnyvale," Sunnyvale Garden Suites Hotel, November 10, 2007;
- Las Americas, "My pedaled globe tour, Mojave National Preserve, Joshua Tree National Park, El Centro," November 13, 2007;
- TripAdvisor, "*Great base for exploring Joshua Tree NP*," November 13, 2007;
- Open Congress, "Protection sought for Joshua Tree wilderness," November 14, 2007;
- LA Times, Travel, "*15 places to visit to see the real California*," November 15, 2007;
- JPG Magazine, "*Panoramica Joshua Tree*," November 15, 2007;
- DailyBreeze.com, "*Chadwick's passing game is grounded*," November 17, 2007;
- The Business Press, "*Scholar fuels search for alternatives*," November 19, 2007;
- PopPhoto, "*Detroit Free Press Wins first Emmy, The 23-part 'Band of Brothers' series tells the stories of Michigan Marines and their families*," November 20, 2007;
- Killeen Daily Herald, "*Marine makes special visit to welcome sister home as about 20 1<sup>st</sup> Cav soldiers return to Fort Hood*," November 21, 2007;
- Virtual Tourist, "*Off the Beaten Path in Joshua Tree*," November 22, 2007;
- ReaderRant, "*Round Table for Friday, November 23, 2007*," November 23, 2007;
- TripAdvisor, "*Love the Best Western*," Best Western Garden Inn and Suites, November 23, 2007;

- The Desert Sun, “*Travel Media Showcase displays attractions*,” November 24, 2007;
- TripAdvisor, “Peaceful, beautiful, great breakfasts!,” Roughly Manor, November 25, 2007,
- TripAdvisor, “What a great place to stay,” Circle C Lodge, November 25, 2007;
- TripAdvisor, “Totally Unexpected,” Roughly Manor, November 26, 2007;
- Ocobj.net, “2007 Twentynine Palms NRA Regional,” November 28, 2007;
- The Desert Sun, “*Travel conference aims to debunk misconceptions*,” November 28, 2007;
- TripAdvisor, “*Fabulous!*,” Roughly Manor, November 30, 2007;

### **NETWORKING**

- Basin Wide Foundation Breakfast, November 1, 2007;
- USMC “General’s Ball,” November 6, 2007;
- Veteran’s Day Tribute, November 12, 2007;
- Mixer hosted by Sunwest Development LLC, November 15, 2007;
- City Council Connections Twentynine Palms Elementary School; November 19, 2007;

### **BUSINESS & ECONOMIC DEVELOPMENT**

- Downtown Merchants are organizing a Christmas Party for December 16, 2007 at 6:00pm. The goal is to invite the community into our stores to show local goods and services just in time for Christmas. We’re hoping for as much business participation as possible. So far three businesses have signed on: Faces Day Spa, Wonder Garden and Trader Jeff’s. The list of participating businesses continues to grow. We hope that you will consider adding your business to the list for a true community-wide event.
- Continuing to gather county, city and base demographics for City/Chamber Prospectus;

### **LEGISLATIVE AFFAIRS**

- City Council Connections, November 19, 2007;

- Senator Ashburn reception, November 29, 2007;

### **MILITARY AFFAIRS**

- USMC Birthday Pageant, November 5, 2007;
- USMC General’s Ball, November 6, 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**

- City Council Connections, December 5, 7AM, Homestead Inn;
- Toys for Tots Poker Run, December 8, 2007;
- 13<sup>th</sup> Annual Light Parade, December 8, 2007, 5:30pm;
- Downtown Merchants will usher in the 2007 holiday shopping season with the First Annual “*To Heck with the Malls*” on Sunday, December 16, 2007, from 6pm to 8pm. Shop and support your local downtown merchants and get great finds before the holiday rush.

- **December Mixer to be hosted by Roughly Manor, TUESDAY, DECEMBER 18, 2007, 5pm-7pm**

Twentynine Palms Chamber of Commerce  
Phone Call/Visitor Breakdown for the Month of November 2007

Subject	Phone Calls	Walk-Ins
Art Galleries	1	
Art Tour		40
Bank	2	
Camping	2	
Chamber Business	150	52
Demographics	10	
Developers	9	
Directions	20	7
Employment	26	2
Gift Shop		3
Golf	1	6
Information 411	170	
Internet Access		6
Joshua Tree N.P.	99	10
Light Parade	93	5
Lodging	30	10
Maps	5	7
Marine Base	16	13
Marketing	12	
Miscellaneous	35	53
Mixers	18	
Murals	8	5
Packet Requests (Relocation/Visitor)		
Phone Books		10
Pioneer Days	53	
Realtors, Rentals, Homes, Apartments, Business		
Resturants	5	
RV Park	6	
Senator Ashburn Reception	10	
Street Fair / Car Show	2	
Toys for Tots	2	
Toys for Tots Bike Run	2	
Transportation	10	
Weather	9	
<b>TOTAL</b>	<b>806</b>	<b>229</b>

Packets **201**

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

Subject	Phone Calls	Walk-Ins
Art Galleries	1	
Art Tour		40
Bank	2	
Camping	2	
Chamber Business	150	52
Demographics	10	
Developers	9	
Directions	20	7
Employment	26	2
Gift Shop		3
Golf	1	6
Information 411	170	
Internet Access		6
Joshua Tree N.P.	99	10
Light Parade	93	5
Lodging	30	10
Maps	5	7
Marine Base	16	13
Marketing	12	
Miscellaneous	35	53
Mixers	18	
Murals	8	5
Packet Requests (Relocation/Visitor)		
Phone Books		10
Pioneer Days	53	
Realtors, Rentals, Homes, Apartments, Business		
Resturants	5	
RV Park	6	
Senator Ashburn Reception	10	
Street Fair / Car Show	2	
Toys for Tots	2	
Toys for Tots Bike Run	2	
Transportation	10	
Weather	9	
<b>TOTAL</b>	<b>806</b>	<b>229</b>
Packets	<b>201</b>	

# CITY OF TWENTYNINE PALMS

## CRIME & TRAFFIC STATISTICS

- *CRIME STATISTICS & MONTHLY MANAGER'S REPORT*
- *BURGLARY, GTA, & ROBBERY*
- *SELECTED CRIME MAP & GRAPH*
- *CITATIONS, ACCIDENTS, & CALLS FOR SERVICE*
- *ACCIDENT MAP & GRAPH*
- *SCHOOL RESOURCE OFFICER REPORT*
- *TRAFFIC OFFICER REPORT*
- *DETECTIVE MONTHLY STATISTICS*
- *DISTRICT ATTORNEY MONTHLY REPORT*
- *CITIZEN PATROL VOLUNTEER STATISTICS*



**NOVEMBER 2007**  
**CRIME & TRAFFIC STATISTICS**

**CITY OF TWENTYNINE PALMS  
POLICE DEPARTMENT  
MONTHLY MANAGER'S REPORT  
STATISTICS FOR NOVEMBER 2007**

	<i>Current Month</i>	<i>Previous Year</i>	<i>%Deviation</i>	<i>Avg. Month</i>	<i>FYTD</i>
<b>PATROL STATISTICS</b>					
<b>CALLS FOR SERVICE</b>	1698	1170	45.1%	1694	8472
<b>REPORTED CRIMES</b>					
Part I	56	66	-15.2%	69	345
Part II	106	168	-36.9%	152	759
<b>Total</b>	162	234	-30.8%	221	1104
<b>CASES CLEARED BY ARREST</b>					
<b>Total</b>	64	59	8.5%	75	375
<b>Percentage</b>	39.5%	25.2%	56.8%	33.9%	34.0%
<b>ARRESTS-ADULT</b>					
Part I	21	7	200.0%	19	94
Part II	25	36	-30.6%	42	208
<b>ARRESTS-JUVENILE</b>					
Part I	1	1	0.0%	2	12
Part II	17	15	13.3%	12	61
<b>TRAFFIC STATISTICS</b>					
P.D.O	5	9	-44.4%	10	49
Injury	3	4	-25.0%	3	13
Fatal	1	1	0.0%	1	3
Private Property	2	1	100.0%	2	12
<b>TOTAL</b>	11	15	-26.7%	15	74
<b>TRAFFIC CITATIONS</b>					
Hazard	156	9	1633.3%	118	591
Non-Hazard	37	25	48.0%	35	173
<b>TOTAL</b>	193	34	467.6%	153	764
<b>D.U.I. ARRESTS</b>					
	9	5	80.0%	6	32
<b>RESPONSE TIMES</b>					
	<b>CURRENT YEAR</b>			<b>PREVIOUS YEAR</b>	
Emergency Response	9.39 MIN			3.51 MIN	
Non-emergency Response	8.27 MIN			9.00 MIN	
Average Handling Time	30.55 MIN			14.30 MIN	
<b>Emergency Calls</b>					
					<b>2</b>
<b>Non Emergency Calls</b>					
					<b>806</b>

**VOLUNTEER HOURS:**

**TOTAL =**

**647**

**CITY OF TWENTYNINE PALMS  
POLICE DEPARTMENT  
MONTHLY REPORT TO CITY MANAGER  
NOVEMBER 2007**

**PATROL SUMMARY:**

During the month of November, the City patrol officers responded to 1,698 calls for service. We wrote 162 reports and cleared 46 Adult crime cases and 18 Juvenile crime cases by arrest.

We currently have 9.3 patrol officers assigned to the City.

**INVESTIGATIONS SUMMARY:**

The City Investigator was assigned 21 new cases this month. In addition to these new cases, there are 72 cases being investigated. In November, three cases were cleared by arrest, one case was cleared by exceptional means, and 13 cases were inactivated. There has been 219 fiscal year to date cases assigned to the City Investigator.

**TRAFFIC SUMMARY:**

City patrol officers issued 193 traffic citations and arrested nine persons for driving under the influence.

The City's traffic officer wrote a total of 54 citations, to include 45 hazard citations and nine non-hazard citations.

We investigated 11 traffic collisions; of these, five involved property damage only and two accidents occurred on private property. There were three accidents involving injuries and one accident with fatalities.

Our enforcement index was 41:1 based on a total of nine DUI's and 156 hazard citations with a total of four injury/fatal collision.

**CITY OF TWENTYNINE PALMS CITIZEN PATROL UNIT:**

The Citizen Patrol Unit volunteered a total of 337 hours; -0- hours in training, 13 hours in administrative duties, 163 hours on patrol, 57 hours in community service, and 104 hours of miscellaneous duties.

**SPECIAL OPERATIONS:**

Ten grant-funded special operations were conducted in the City of Twentynine Palms during the month of November. Law enforcement personnel conducted eight traffic safety checkpoints and/or traffic safety saturation efforts. During the traffic enforcement operations ten deputies conducted over 25 traffic stops and issued 75 citations. Two other special operations were conducted to include the Veteran's Day Ceremony and a Crime Free Multi-Housing Program.

Twentynine Palms

	Burglaries	GTA'S	Robberies
Jun	23	4	0
Jul	14	6	1
Aug	17	6	0
Sep	22	10	2
Oct	12	1	2
Nov	8	5	1

	Jun	Jul	Aug	Sep	Oct	Nov
Calls For Service	1522	1690	1719	1700	1665	1698

	Jun	Jul	Aug	Sep	Oct	Nov
Citations	75	194	89	108	180	193

	Jun	Jul	Aug	Sep	Oct	Nov
Accidents	11	20	20	11	12	11





# City of Twentynine Palms

## Selected Crimes

11/01/2007 - 11/30/2007



Date	Time	Beat	RD	Location	Crime Type	Crime Description	DR
<b>CRIME: GTA JUST OCC</b>							
11/15/2007	11:16:08AM	TW1	TW003	6161 CHIA AVE,TNP	10851	GTA JUST OCC	TWR0702517
11/27/2007	3:58:33PM	TW1	TW004	73617 SUN VALLEY DR,TNP	10851	GTA JUST OCC	TWR0702593
11/10/2007	11:18:58AM	TW1	TW006	SUN VALLEY DR / OCOTILLO AVE,TNP	10851	GTA JUST OCC	TWR0702491
11/11/2007	4:58:30PM	TW1	TW006	5748 WAINWRIGHT AVE,TNP	10851	GTA JUST OCC	TWR0702497
11/21/2007	8:45:02AM	TW1	TW003	5630 CHIA AVE,TNP	10851	GTA JUST OCC	TWR0702555
11/19/2007	11:42:47PM	TW1	TW003	5651 LUPINE AVE,TNP	10851	GTA REPORT	
<b>Total For Crime Type:</b>			<b>10851</b>	<b>6</b>			
<b>CRIME: ROBBRY STRNG ARM</b>							
11/15/2007	12:35:13PM	TW1	TW004	CACTUS DR / TAMARISK AVE,TNP	211SA	ROBBRY STRNG ARM	TWR0702518
<b>Total For Crime Type:</b>			<b>211SA</b>	<b>1</b>			
<b>CRIME: BURGLARY J/O</b>							
11/23/2007	4:09:48PM	TW1	TW003	6607 DATURA AVE,TNP	459	BURGLARY J/O	TWR0702569
11/24/2007	4:07:18PM	TW1	TW004	5907 BAGLEY AVE,TNP	459	BURGLARY J/O	TWR0702575
11/24/2007	10:01:34PM	TW1	TW003	6547 FORTYNINE PALMS AVE,TNP	459	BURGLARY J/O	TWR0702576
11/8/2007	10:44:36PM	TW1	TW003	72258 JOSHUA DR,TNP	459	BURGLARY J/O	TWR0702484
11/5/2007	12:17:36PM	TW1	TW004	73398 SUNNYVALE DR,TNP	459	BURGLARY J/O	TWR0702467
11/20/2007	5:57:14PM	TW1	TW003	72020 SUNNYSLOPE DR,TNP	459	BURGLARY J/O	TWR0702552
11/29/2007	9:20:33PM	TW1	TW003	6596 LA LUNA AVE,TNP	459	BURGLARY J/O	

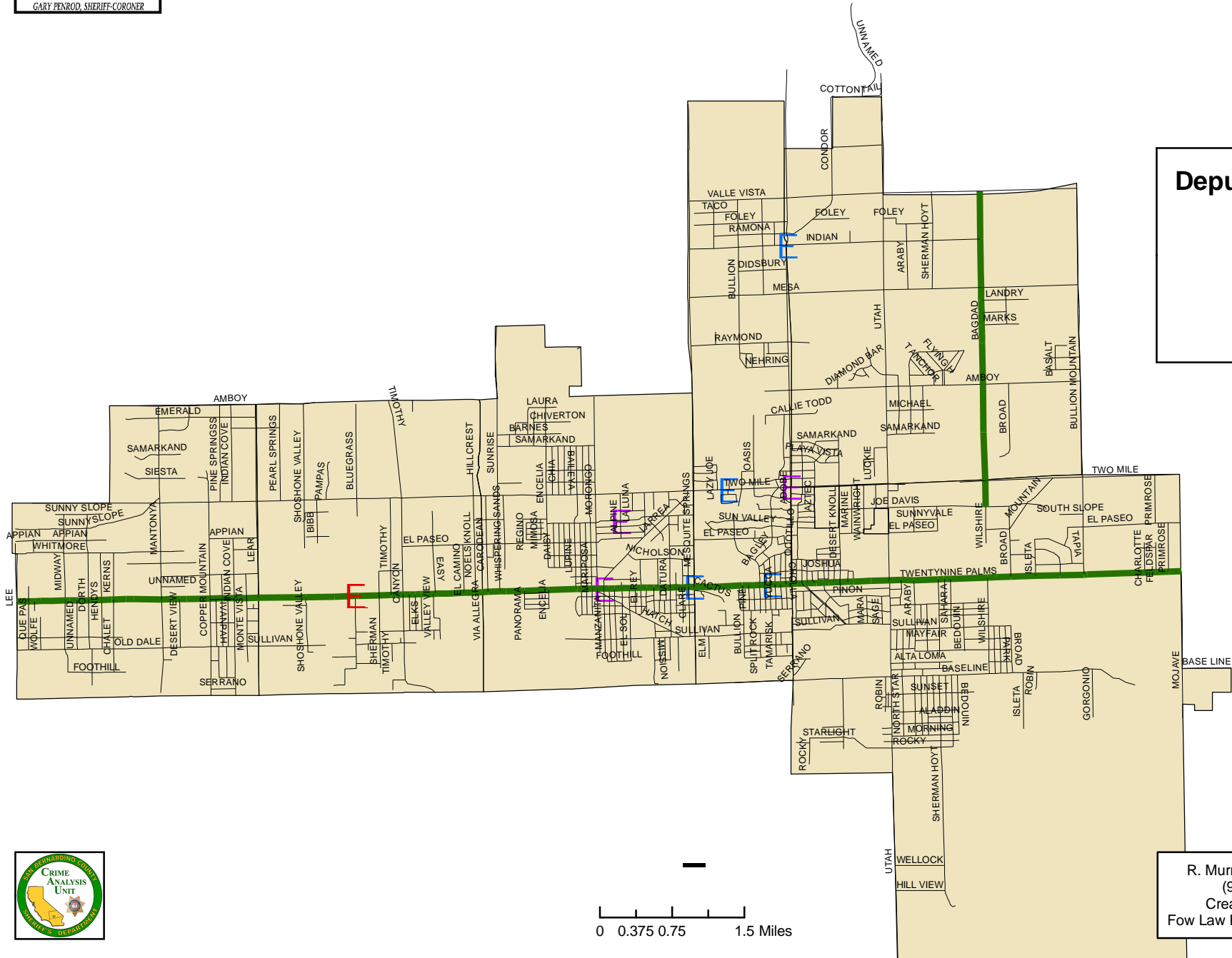
Date	Time	Beat	RD	Location	Crime Type	Crime Description	DR
<b>CRIME: BURGLARY J/O</b>							
11/11/2007	9:28:26AM	TW1	TW003	6245 CHIA AVE,TNP	459	BURGLARY J/O	TWR0702496
11/14/2007	2:10:16PM	TW1	TW004	6319 TAMARISK AVE,TNP	459	BURGLARY J/O	TWR0702513
<b>Total For Crime Type:</b>			<b>459</b>	<b>9</b>			

**TOTAL SELECTED CRIMES: 16**



# CITY OF TWENTYNINE PALMS TRAFFIC ACCIDENTS

## November 2007



### Deputy Reports

- 1144
- 1181
- 1182



R. Murrieta, Crime Analyst  
(909) 387-0331  
Created On: 12/6/07  
Fow Law Enforcement Use Only



# City of Twentynine Palms

## Traffic Collisions

11/01/2007 - 11/30/2007



Date	Time	Beat	RD	Location	Crime Type	Crime Description	DR
<b>CRIME: FATAL T/C</b>							
11/18/2007	12:09:40AM	TW1	TW002	TWENTYNINE PALMS HWY / DESERT QUAIL DR,TNP	1144	FATAL T/C	TWR0702534
<b>Total For Crime Type:</b>			<b>1144</b>	<b>1</b>			
<b>CRIME: MINOR INJ TC</b>							
11/22/2007	12:55:01PM	TW1	TW004	TWO MILE RD / ADOBE CIR,TNP	1181	MINOR INJ TC	TWR0702565
11/5/2007	11:29:39AM	TW1	TW004	INDIAN TRL / ADOBE RD,TNP	1181	MINOR INJ TC	TWR0702466
11/6/2007	2:24:41PM	TW1	TW003	HWY 62 / MESQUITE SPRINGS RD,TNP	1181	MINOR INJ TC	TWR0702473
11/27/2007	6:24:28PM	TW1	TW004	73519 TWENTYNINE PALMS HWY,TNP	1181	MINOR INJ TC	TWR0702591
<b>Total For Crime Type:</b>			<b>1181</b>	<b>4</b>			
<b>CRIME: NON INJ TC</b>							
11/22/2007	2:39:47PM	TW1	TW003	TWENTYNINE PALMS HWY / LARREA AVE,TNP	1182	NON INJ TC	TWR0702562
11/8/2007	3:22:57PM	TW1	TW003	SUNNYSLOPE DR / ALPINE AVE,TNP	1182	NON INJ TC	TWR0702483
11/14/2007	9:40:10PM	TW1	TW005	5695 ADOBE RD,TNP	1182	NON INJ TC	TWR0702515
<b>Total For Crime Type:</b>			<b>1182</b>	<b>3</b>			
<b>TOTAL COLLISIONS:</b>			<b>8</b>				

**MONTHLY STATISTICS FOR THE SCHOOL RESOURCE OFFICER  
CITY OF TWENTYNINE PALMS  
November-07**

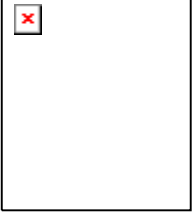
*Jeff McDaniel, Deputy Sheriff*

<b>CATEGORIES</b>	<b>29 PALMS</b>
<b>NEW CASES</b>	20
<b>ACTIVE CASES</b>	7
<b>CASES CLEARED BY: CITATION</b>	15
<b>ARREST</b>	9
<b>EXCEPTIONAL MEANS</b>	
<b>UNFOUNDED</b>	3
<b>INACTIVE</b>	
<b>PARENT CONTACTS</b>	100
<b>CASES TO JUVENILE PROBATION/ADULT D.A.</b>	10
<b>CLEAN SWEEP</b>	20
<b>CITATIONS: JUVENILE TRAFFIC</b>	10
<b>CITATIONS: LOITERING VIOLATIONS</b>	8
<b>CITATIONS: TOBACCO VIOLATIONS</b>	8
<b>CITATIONS: MARIJUANA/PARAPHERNALIA</b>	3
<b>CITATIONS: OTHER</b>	3
<b>CITATIONS: PARENTS PER WI 660.5</b>	1
<b>DEPUTY/DEP. AOD HOUR</b>	
<b>COURT (HOURS)</b>	
<b>WARRANT ARRESTS</b>	2
<b>BUSINESS / CITIZEN CONTACTS</b>	147
<b>SARB CITATIONS</b>	
<b>RUNAWAY JUVENILES</b>	
<b>STUDENT CONTACTS</b>	2270
<b>SEARCH WARRANT</b>	
<b>MET POP</b>	
<b>SARB MEETING</b>	1
<b>COPS 'N JOCKS</b>	2

**TWENTYNINE PALMS MONTHLY STATS**  
**TRAFFIC OFFICER**  
**Nov-07**  
**Deputy J. McDaniel #C4845**

<b>TRAFFIC COLLISIONS:</b>		
1180		
1181		
1182	2	
1144-Fatal (MAIT)		
<b><u>TOTAL:</u></b>		<b>2</b>
<b>CITATIONS:</b>		
Hazard	144	
Non-Hazard	4	
<b><u>TOTAL:</u></b>		<b>148</b>
DUI		
Arrests	3	
Tows	2	
Special Events		
<b><u>OTHER:</u></b>		
Training		
Use of Force		
Other:		
<b><u>TOTAL:</u></b>		<b>5</b>

# INTEROFFICE MEMO



DATE: December 5, 2007

PHONE: 6-4183

FROM: **Paul Wynn**, Sergeant  
Morongo Basin Sheriff's Station

TO: **Jim Williams**, Captain  
Morongo Basin Sheriff's Station

---

SUBJECT: **Monthly Detective Stats - NOVEMBER 2007**

---

CATEGORIES	COUNTY AREA	29 PALMS	YUCCA VALLEY	GRAND TOTALS
FISCAL YEAR TO DATE :	238	219	234	691
CASES ASSIGNED:	44	21	48	113
CLEARED BY ARREST:	2	3	2	7
WARRANT ARREST:	0	0	0	0
ACTIVE CASES:	46	72	68	186
CASES TO D.A.:	2	3	2	7
CLEARED BY EX. MEANS:	5	1	3	9
INACTIVATED:	27	13	25	65
UNFOUNDED:	0	0	0	0
SELF-INITIATED:	0	0	0	0
SEARCH WARRANTS:	2	1	2	5
AMOUNT RECOVERED:	\$10,000.00	\$0.00	\$0.00	\$10,000.00

AOD HOURS:

WILSON (YV)

R. MILLARD (CO)

MCCURLEY (TW)

PW/cm

**San Bernardino County Sheriff's Department  
Morongo Basin Station  
DISTRICT ATTORNEY REPORT**

**Month/Year: NOVEMBER 2007**

<b>CASES SUBMITTED</b>		<b>CASES ISSUED</b>		<b>CASES REJECTED</b>	
<b>Felony:</b>	62	<b>Felony:</b>	58	<b>Felony:</b>	4
<b>Misd.</b>	69	<b>Misd.</b>	56	<b>Misd.</b>	13
<b>MB</b>	40	<b>MB</b>	33	<b>MB</b>	7
<b>TW</b>	46	<b>TW</b>	41	<b>TW</b>	5
<b>YV</b>	45	<b>YV</b>	40	<b>YV</b>	5
<b>TOTAL:</b>	131	<b>TOTAL:</b>	114	<b>TOTAL:</b>	17

<b>Total Filing Percentage:</b>	<b>Felony Cases:</b>	93.5%
	<b>Misd. Cases:</b>	81.2%

# SBSD VOLUNTEER UNIT MONTHLY STAT SHEET

VOLUNTEER UNIT # 415 NAME OF UNIT 29 PALMS COP'S FOR MONTH OF NOVEMBER 2007

TOTAL UNIT MEMBERS 17 TOTAL HOURS 337 TOTAL POV MILES 647

UNIT COORDINATOR DALE DYER PREPARED BY LORRAINE CHAMBERLAIN

UNIT COMMANDER ERNIE BAKER PREPARER'S PHONE NUMBER 760-362-4565

UNIT MEETING DATE AND TIME 1<sup>ST</sup> WED @ 1700 HOURS LOCATION OF MEETING CITY HALL

<u>CODE</u>	<u>DUTY</u>	<u>DESCRIPTION</u>	<u>HOURS</u>
100	ADMINISTRATION	Time spent on administrative or clerical work for unit . . .	<u>13</u>
101	ARREST	Time spent working an arrest . . . . .	_____
102	AUTOMOTIVE	Time spent cleaning or repairing unit automotive equip. . .	_____
103	CORONER DUTY	Coroner Unit volunteer hours . . . . .	_____
104	COMMAND POST	Time spent in command post operations . . . . .	_____
105	COMMUNITY SERVICE	Time spent on parades, traffic or parking control, etc. . .	<u>57</u>
106	COURT TIME	Time spent on court activities as a volunteer . . . . .	_____
107	CRIME PREVENTION	Neighborhood Watch, Home Security, McGruff . . . . .	_____
108	FRONT DESK DUTY	Time spent working at station/division desk . . . . .	_____
109	DUI CHECKPOINTS	Time spent working DUI checkpoints or ADD Task Force	_____
110	EQUIPMENT UPKEEP	Repair or maintenance of team equipment or your own . .	_____
111	FIREARMS TRAINING	Classroom or range training . . . . .	_____
112	FLIGHT PATROL	Hours as pilot, observer, crew chief, extradition . . . . .	_____
113	FUND RAISING	Any fund-raising activity . . . . .	_____
114	INTERUNIT SUPPORT	Aid or assist any team, post, or agency . . . . .	<u>47</u>
115	JAIL DUTY	Time spent working in a jail facility . . . . .	_____
116	MOUNTED PATROL	Time spent on mounted patrol . . . . .	_____
117	PHYSICAL FITNESS	Time spent maintaining physical fitness . . . . .	<u>37</u>
118	PATROL – COP, Res, Exp	Car, plane, helo, second person, vacation checks, etc. . .	<u>163</u>
119	PUBLIC RELATIONS	Hours of community events, demos, public speaking . .	<u>4</u>
120	RESCUE OPERATIONS	Hours spent on actual rescue . . . . .	_____
121	RESCUE STANDBY	Hours spent on standby duty . . . . .	_____
122	SEARCH OPERATIONS	Hours spent on actual search . . . . .	_____
123	SECURITY	Any security-related activity . . . . .	_____
124	TRAINING	Seminar, conference, or levels of training related to unit .	_____
125	UNIT / STAFF MEETING	Hours spent at unit or staff meetings . . . . .	<u>16</u>
126	CHAPLAIN DUTY	Hours spent on call-outs or other chaplain duties . . . .	_____
127	OTHER ACTIVITY	Describe _____	_____
		TOTAL UNIT HOURS	<u>337</u>
128	VEHICLE MILES	Personal vehicle miles for any unit function . . . . .	<u>647</u>

LIST ADDITIONAL UNIT COORDINATORS:

---

## **Uniform Crime Reporting (UCR)**

### **PART I CRIMES**

1. Criminal Homicide
2. Forcible Rape
3. Robbery
4. Assault
5. Burglary
6. Larceny
7. Motor Vehicle Theft

### **PART II CRIMES**

- Forgery and Counterfeit
2. Fraud
3. Embezzlement
4. Stolen Property
5. Vandalism
6. Weapons
7. Prostitution/Vice
8. Sex Offenses
9. Drug Offenses
10. Bookmaking/Numbers/Lottery/Gambling
11. Offenses against Family/Children
12. Driving under the Influence
13. Liquor Laws
14. Drunkenness
15. Disorderly Conduct
16. Vagrancy
17. All other Offenses
18. Suspicion
19. Curfew and Loitering
20. Run-aways

### **SELECTED CRIMES LEGEND DEFINED**

1. PC459-Burglary
2. PC459R-Residential Burglary
3. PC459C-Commerical Burglary
4. PC459V-Vehicle Burglary
5. PC211-Robbery
6. PC211SA-Strong Arm Robbery
7. VC10851-Vehicle Theft
8. GTA-Grand Theft Auto

### **TRAFFIC COLLISION LEGEND DEFINED**

1. 1144-Fatal Collision
2. 1180-Major Injury Collision
3. 1181-Minor Injury Collision
4. 1182-Non injury collision



# STAFF REPORT

**TO:** City Council via City Manager  
**FROM:** Finance Director  
**DATE:** January 8, 2008

**SUBJECT:** Letters from the City Auditors.

**RECOMMENDATION:** Receive and file.

**ORDER OF PROCEDURE:**

- Request Staff Report (Ron Peck Presenting)
- Request Public Comment
- Council Questions of Staff
- Council Discussion
- Motion/Second
- Discussion of Motion
- Call the Question (roll call vote)

**BACKGROUND:** The City Council received separately, three letters from the auditors, two of them cover items that are usually addressed to staff, but because of some new pronouncements from the rule-making body for governmental financial statements are now addressed to the Council.

Letter number 1: Confirms the staff calculations of the appropriations limit.

Letter number 2: The Report on Internal Control, describes possible vulnerable practices or the absence of practices. Note that the findings are classified as “significant deficiencies” rather than “material weaknesses”. In some cases, the auditors point out that the limited staff makes it difficult to achieve the desired control.

Finding 2007-01 Segregation of duties: Payroll, Accounts payable (preparing checks) and Accounts Receivable (preparing bank deposits) have traditionally been handled by separate accounting technicians (tech) with some cross-training. In other words, one tech enters invoices and writes checks and the other handles payroll. They had both been trained in the other’s job for vacation or illness. However, recently one tech has been doing the accounts receivable exclusively.

We have recently hired a new tech to prepare payroll, she will have to do this job for several pay periods in order to become proficient, and then we will begin to trade off the tech’s jobs monthly. The Finance Director will attempt to stay out of the day-to-day accounting function except for oversight and training.

---

Review of Staff Report: \_\_\_\_\_  
City Manager      City Attorney      City Engineer      Department Head

Finding 2007-02 Adding employees to payroll and changing pay rates: This is possible, especially during the summer when there are additional part-time employees. One of the tests the auditors perform is to select a pay period and make sure each employee is paid the amount listed on their most recent Personnel Action Form. The Human Resources Officer and/or the Finance Director could do this on a random basis, which would provide a higher level of assurance.

Finding 2007-03 Adding vendors to accounts payable. Each department head receives a print-out of the monthly activity in their departments. They should recognize any vendors that they don't conduct business with and notify the finance director. However, there may be some that are overlooked, more of an effort to review the vendor listing.

Letter number 3: Other matters:

- (1) Fraud Risk Assessment: This is the result of a recent policy pronouncement. There is a wealth of information available in the subject. We will get some books and set up a program.
- (2) Establishment of an audit committee: The letter describes what an audit committee should do and recommends the type of members it should have. We agree that this would be a useful committee.
- (3) GASB 45; The Finance Department will obtain a copy of GASB 45 and make sure our calculations are in conformity.

#### **ALTERNATIVES:**

There aren't many alternatives, in some cases, we would just continue to receive audit comments each year, and in others, it may effect the auditors opinion on future financial statements if we don't comply.

#### **FISCAL IMPACT:**

There will be some use of staff time in addressing the comments, and some costs of material, but not a significant cost.



# STAFF REPORT

**TO:** City Council  
**FROM:** City Manager  
**DATE:** January 8, 2008

**SUBJECT:** Update of Management Action Plan

**RECOMMENDATION:** Staff recommendation is to receive staff report and provide direction as appropriate.

**ORDER OF PROCEDURE:**

Request Staff Report (Michael Tree Presenting)  
Council Questions of Staff  
Provide Direction as Appropriate

**BACKGROUND:** Utilizing the City Council's FY 2007/08 Goals and Strategies, staff has organized a FY 2007/08 Management Action Plan (MAP) that details the action items necessary by staff to reach the goals. The MAP is provided to the City Council on a monthly basis to provide updates on actions taken.

- | <i>Attachments</i>   |
|--|
| 1. Mission Statement, Vision and Values Statement, FY 2007/08 Goals and Objectives |
| 2. Management Action Plan  |
| 3. Council Planning Calendar   |

The MAP also has deadlines associated with the action items. For most of the strategies these deadlines culminate with a report and/or action item to be received and/or considered by the City Council.

In an effort to assist the City Council staff has also prepared a FY 2007/08 City Council Meeting Planning Document that is linked to the deadlines in the MAP. This document will keep staff focused and allow the Council to see the year of reports and action items to be received and considered.

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A

---

Review of Staff Report: \_\_\_\_\_  
City Manager      City Attorney      City Engineer      Department Head

# FY 2007-08 Goals and Objectives

Last Updated—January 1, 2007

# MANAGEMENT ACTION PLAN

GOALS & STRATEGIES	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
<b>Infrastructure</b>						
Packaged Wastewater Treatment Facilities (High Priority)	<ul style="list-style-type: none"> <li>• Work with Regional Water Quality Control Board (RWQCB) to find agreement on when facilities will be required</li> <li>• Work with RWQCB and consultants to establish minimum standards for installation and maintenance</li> <li>• Determine whether a home owners association or assessment district should maintain</li> </ul>	CM, ENG	Jun 08  Jun 08  Jun 08	► Budget for consultant	<p>→RWQCB wants to see Wastewater Master Plan before coming to an agreement →<u>Estimate for plan being calculated.</u></p> <p>→Working with RWQCB and Winzler &amp; Kelly. →<u>To be included in the Wastewater Master Plan.</u></p> <p>→Working with RWQCB and Winzler &amp; Kelly. →<u>Report to show that an assessment/utility district is recommended.</u></p>	
Central Wastewater Treatment Facility (High Priority)	<ul style="list-style-type: none"> <li>• Update Joint Wastewater Treatment Facility Study with Marine Base, to include a timeline and funding resources</li> </ul>	CM, ENG	Jun 08	► Budget for study	<p>→Working through drafts scope of project for update of study. →Kick off mtg held on Sept 26<sup>th</sup> →Contract approved for timeline work →<u>First milestone report due in Jan</u></p>	

Underlined text indicates changes since last report

GOALS & STRATEGIES	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Roads and Highways (High Priority)	<ul style="list-style-type: none"> <li>• Bid and perform slurry seal, overlay, and/or reconstruction per Pavement Management System (PMS).</li> <li>• Analyze slurry seal/overlay costs to see if it makes sense to perform in house</li> <li>• Clean up side of roadways (red zone repainting, de-weeding, remove trash, prune palm trees, cleaning of crosswalks, etc.)</li> <li>• Bid Award: Reconstruction of El Rey Road</li> <li>• Adobe Rd Project. Finish bid specs and obtain right of way</li> </ul>	<p style="text-align: center;">ENG</p> <p style="text-align: center;">ENG</p> <p style="text-align: center;">ENG</p> <p style="text-align: center;">ENG</p> <p style="text-align: center;">ENG</p>	<p style="text-align: center;">Feb 08</p> <p style="text-align: center;">Oct 07</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Feb 08</p> <p style="text-align: center;">Jun 08</p>	<p style="text-align: center;">► Budget ► PMS</p>	<p>→Reviewing PMS</p> <p>→Presented on Oct 23<sup>rd</sup></p> <p>→Additional work on HWY &amp; Adobe being performed in Dec</p> <p>→<u>Changes/clarifications asked for by County made. Awaiting approval.</u></p> <p>→Materials for right of way acquisition being prepared. RFP for right of way acquisition services being prepared. →<u>Weekly mgmt report to be provided by Eng to monitor progress.</u></p>	<p style="text-align: center;">OCT</p> <p style="text-align: center;">NOV</p>
Flood Control (High Priority)	<ul style="list-style-type: none"> <li>• Evaluate flood control issues in Hanson track</li> <li>• Analyze density impacts on flood control</li> <li>• Monitor County goal to modify County Master Plan of Storage/Drainage</li> </ul>	<p style="text-align: center;">ENG, PWS</p> <p style="text-align: center;">ENG</p> <p style="text-align: center;">ENG</p>	<p style="text-align: center;">Oct 07</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Jun 08</p>	<p style="text-align: center;">► Budget</p>	<p>→Presented to Council Oct 9<sup>th</sup></p> <p>→To be performed if Council decides to review General Plan</p> <p>→County in initial stages of considering modifications</p>	<p style="text-align: center;">OCT</p>

Underlined text indicates changes since last report

GOALS & STRATEGIES	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Street Improvements	<ul style="list-style-type: none"> <li>Review In-Lieu Fee for street improvements. Consider multi-zone.</li> <li>Submit "Safe Routes to School" grant for street improvements.</li> </ul>	Eng  Eng	Jan 08  Nov 07	▶ Staff Time	→New Project  →Grant submitted. <u>No word on approval</u>	NOV
Under Grounding of Utilities	<ul style="list-style-type: none"> <li>Review under grounding of utilities policy</li> <li>Evaluate what areas of community to underground</li> <li>Council consideration of long term plan for under grounding</li> </ul>	CD  CD  CD	Jan 08  Feb 08  Mar 08	▶ Staff Time	→New Project  →New Project  →New Project	
Alternative Energies	<ul style="list-style-type: none"> <li>Investigate what alternative energies and green building techniques are available for current/new City buildings</li> <li>Investigate programs for business/homes</li> <li>Continue to investigate partnership potentials</li> </ul>	CSD  CSD  CM	Mar 08  Mar 08  Ongoing	▶ Staff Time	→New Project   →Joint meeting with CMC, MUSD, JTNP, Base, City, and Town held on December 3 <sup>rd</sup> to evaluate options with solar. <u>Follow up mtg being scheduled.</u>	

Underlined text indicates changes since last report

<b>GOALS &amp; STRATEGIES</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
Natural Gas Availability	<ul style="list-style-type: none"> <li>• Work with Gas Co to conduct a seminar for residents of Indian Cove Area.</li> </ul>	CM, CD	Jun 08		→ <u>Second workshop scheduled for Feb 9<sup>th</sup></u>	
	<ul style="list-style-type: none"> <li>• Work on mailer for City residents along the natural gas line</li> </ul>	CM	Dec 07	▶ Budget ▶ Staff Time	→ <u>Map received. Creating address list.</u>	
	<ul style="list-style-type: none"> <li>• Create brochure/flyer for building department</li> </ul>	CD	Dec 07		→Brochure/flyer is created and available at City Hall.	SEPT
	<ul style="list-style-type: none"> <li>• Notify developers where gas line is in relation to projects</li> </ul>	CD	Ongoing		→Policy in place in Planning Department	SEPT
<b>Community Image And Appearance</b>						
Eradicate Graffiti (High Priority)	<ul style="list-style-type: none"> <li>• Seek to remove graffiti within 24 hours of reporting</li> </ul>	PWS, CM	Ongoing		→ Graffiti being removed.	NOV
	<ul style="list-style-type: none"> <li>• Establish a reward program. Budget for graffiti removal trailer.</li> </ul>	CM	Oct 07		→Award program in place.	OCT
	<ul style="list-style-type: none"> <li>• Aggressively follow-up with court system on offenders. Evaluate security cameras in key areas</li> </ul>	CM, PWS	Ongoing	▶ Staff Time ▶ Budget	→In Sept. PW Superintendent went to court to discuss issue with judge. A \$7,500 judgment against offender was given to recoup City costs on graffiti incident	SEPT
	<ul style="list-style-type: none"> <li>• Condition new developments to install graffiti sealant to block walls</li> </ul>	CD	Ongoing		→Policy in place in Planning Department	SEPT

Underlined text indicates changes since last report

GOALS & STRATEGIES	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Enhance Code Enforcement (High Priority)	<ul style="list-style-type: none"> <li>Hire/contract with second code enforcement officer</li> </ul>	CD	Oct 07		→Code Enforcement Officer Hired	OCT
	<ul style="list-style-type: none"> <li>Provide Council with a presentation on code enforcement</li> </ul>	CD	Aug 07	<ul style="list-style-type: none"> <li>▶ Budget</li> <li>▶ Staff Time</li> </ul>	→Presented Aug 28 <sup>th</sup>	AUG
	<ul style="list-style-type: none"> <li>Establish a weekly review of code enforcement cases for management support</li> </ul>	CD	Feb 08		→ <u>Software being evaluated</u>	
Improve Community Clean-up Programs (High Priority)	<ul style="list-style-type: none"> <li>Adopt out 5 new street segments</li> </ul>	PT	Ongoing		→Two streets adopted by Whittley family.	DEC
	<ul style="list-style-type: none"> <li>Continue HWY 62 Adoption by City Employees</li> </ul>	PWS	Ongoing		→ <u>Next clean-up scheduled for 4<sup>th</sup> Sat in Jan</u>	DEC
	<ul style="list-style-type: none"> <li>Utilize work release when available</li> </ul>	CE	Ongoing	<ul style="list-style-type: none"> <li>▶ Budget</li> <li>▶ Staff Time</li> </ul>	→Work release cleaned up El Sol and NP Drive during Nov	DEC
	<ul style="list-style-type: none"> <li>Conduct 4 neighborhood clean-ups</li> </ul>		Quarterly		→ <u>Next Clean Up scheduled for Feb 08</u>	
	<ul style="list-style-type: none"> <li>Conduct 2 community clean-ups</li> </ul>	CC	Semiannually		→ <u>2<sup>nd</sup> Community Clean Up scheduled for Spring 08</u>	

Underlined text indicates changes since last report

GOALS & STRATEGIES	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Encourage Desert Landscaping (High Priority)	<ul style="list-style-type: none"> <li>Reprint brochure on native desert plants</li> </ul>	CD	<u>Oct 07</u>		→Brochures printed. Available in Planning Dept.	SEPT
	<ul style="list-style-type: none"> <li>Work with nurseries to promote and have in stock desert native plants for purchase</li> </ul>	CM, CSD	Ongoing	▶ Budget ▶ Staff Time	→Inventory of what is available locally being taken. →RDA application being submitted by a local non-profit to provide wholesale nursery that will sell plants to local nurseries	
	<ul style="list-style-type: none"> <li>Condition when appropriate new developments to “go native”</li> </ul>	CD	Ongoing		→Policy in place in Planning Dept	AUG
Improve Storefronts	<ul style="list-style-type: none"> <li>Reconsider storefront improvement program in mid-term RDA review</li> </ul>	CM	Dec 07		→ <u>Storefront improvement program approved in midterm review/update</u>	DEC
	<ul style="list-style-type: none"> <li>Work with business owners to consider improvements and take advantage of programs</li> </ul>	CD	Ongoing	▶ RDA Budget ▶ Staff Time	→ <u>Seven applications at various stages. Exec. Director and RSG taking a more active role in assisting applicants.</u>	DEC

GOALS & STRATEGIES	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Expand Street Sweeping	<ul style="list-style-type: none"> <li>• Work with Caltrans to reimburse for work on HWY 62</li> </ul>	CM	Aug 07		→ <u>Street sweeping being performed on regular basis</u>	AUG
	<ul style="list-style-type: none"> <li>• Monitor street sweeping</li> </ul>	CM, PWS	Ongoing	▶ Budget ▶ Staff Time	→Sweeping being monitored	NOV
	<ul style="list-style-type: none"> <li>• Map out areas of community with curb and gutter and establish schedule of cleaning</li> </ul>	PWS	Jan 08		→Under Review	
Increase Public Art	<ul style="list-style-type: none"> <li>• Consider adoption of ordinance to finance public art</li> </ul>	CD	Mar 08		→New Project	
	<ul style="list-style-type: none"> <li>• Initiate rotating art gallery at City Hall</li> </ul>	CS	Ongoing	▶ Budget ▶ Staff Time	→ <u>Rotating gallery in place</u>	OCT
	<ul style="list-style-type: none"> <li>• Enhance movies, concerts, and plays in parks. Continue support of Theatre 29.</li> </ul>	CS	Ongoing		→Schedule being completed for FY 07-08	
Review Hillside Building Standards	<ul style="list-style-type: none"> <li>• Make a presentation to Council and receive direction</li> </ul>	CD	Dec 07	▶ Staff Time	→ <u>Performed on Dec 11th</u>	DEC

Underlined text indicates changes since last report

<b>GOALS &amp; STRATEGIES</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>	
Open Space Preservation	<ul style="list-style-type: none"> <li>Participate in regional open space committee</li> </ul>	CD	Ongoing		▶ Staff Time  →Open space being addressed.  →See comments on this objective under Parks and Recreation Category		
	<ul style="list-style-type: none"> <li>Give emphasis to Open Space Element during completion of Park Master Plan</li> </ul>	CS	Dec 07			→Staff working with committee on regional trail system and conservation corridor. Next mtg in Jan. → <u>Regional park under discussion with Base and County</u>	
	<ul style="list-style-type: none"> <li>Work with BLM to acquire key property. Work with conservation groups to preserve conservation corridors.</li> </ul>	CD, CM	Ongoing				
<b>Public Safety</b>							
Proactive Programs (High Priority)	<ul style="list-style-type: none"> <li>Evaluate “Choices” program</li> </ul>	PC, CM	Feb 08		→Currently being evaluated.		
	<ul style="list-style-type: none"> <li>Evaluate &amp; improve “Crime Free Multi Housing Program”</li> </ul>	PC, CM	Feb 08		→Currently being evaluated.		
	<ul style="list-style-type: none"> <li>Evaluate &amp; improve “Neighborhood Watch” program</li> </ul>	PC, CM	Ongoing	▶ Staff Time	→Currently being evaluated.		
	<ul style="list-style-type: none"> <li>Consider Community Service Officer to assist with key programs</li> </ul>	PC, CM, FD	Feb 08		→Currently being evaluated.		

Underlined text indicates changes since last report

GOALS & STRATEGIES	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Proper Staffing (High Priority)	<ul style="list-style-type: none"> <li>Monitor on a quarterly basis staffing levels in public safety</li> </ul>	CM, PC	Ongoing	► Staff Time	→ <u>Staffing performed in Nov. &amp; Dec. Ok</u>	DEC
Traffic and Pedestrian Safety Improvements (High Priority)	<ul style="list-style-type: none"> <li>Move crosswalk at Adobe and El Paseo</li> <li>Complete engineering and right of way acquisition for Mesquite Springs Rd project</li> <li>Continue to seek funding for curb, gutter, and sidewalks along HWY, arterials, and collectors.</li> </ul>	ENG  ENG  ENG	Jan 07  Jun 08  Ongoing	► Budget ► Staff Time	→ <u>Bid to be in front of Council for award on Jan 22<sup>nd</sup></u>  → Final engineering being performed for right of way acquisition.  → "Safe Routes to School" grant submitted in November. Application for federal DOT grant submitted but not awarded. <u>Council established street improvements on HWY 62 as a top priority.</u>	
Emergency Equipment Needs Review (High Priority)	<ul style="list-style-type: none"> <li>Conduct survey</li> <li>Create list of deficiencies</li> <li>Budget for deficiencies</li> </ul>	FD  FD  FD	Nov 07  Dec 07  Mar 08	► Staff Time ► Task Force ► Budget	→ <u>Survey completed.</u>  → List of deficiencies underway.  → Deficiencies to be budgeted in FY 2008/09	

<b>GOALS &amp; STRATEGIES</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
Review of Plan Checks by Fire Marshall	<ul style="list-style-type: none"> <li>• Work with Fire Chief to assure that plans are routed to Fire Dept.</li> </ul>	CD	Ongoing	► Staff Time	→ New projects currently being routed.	NOV
Review of Provisions of Fire Services	<ul style="list-style-type: none"> <li>• Water District to discuss and provide direction</li> <li>• Task Force to meet and evaluate</li> <li>• Recommendation to be made to Water District and City Council</li> </ul>	CM CM CM	Aug 07 Apr 08 Jun 08	► Staff Time ► Budget	→Water Board approved Joint Task Force. → <u>First meeting done. Second meeting Jan 28<sup>th</sup></u> →New Project	AUG
Annual Fire Inspection Policy	<ul style="list-style-type: none"> <li>• Water District to provide direction</li> <li>• Task Force</li> <li>• Recommendation to be made to Water District and City Council</li> </ul>	CM CM CM	<u>Jan 08</u> Feb 08 Mar 08	► Staff Time	→Staff working with Fire Chief to discuss feasibility of using code enforcement to conduct fire inspections. Also evaluating possibility of using business permit fee. →New Project →New Project	

Underlined text indicates changes since last report

<b>GOALS &amp; STRATEGIES</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
<b>Financing of City Operations and Infrastructure</b>						
Explore New Revenue Sources (High Priority)	<ul style="list-style-type: none"> <li>• Create Development Agreements where possible</li> <li>• Explore partnerships</li> </ul>	CD, CM  CM	Ongoing  Ongoing	► Staff Time	→Staff working with Granite Const.  →Staff working with Base, JTNP, and CMC for solar project.	
Review Service Contracts (High Priority)	<ul style="list-style-type: none"> <li>• Review janitorial contract</li> <li>• Review traffic light contract</li> <li>• Review Chamber contract</li> <li>• Review Reach Out MB/County Nutrition/ Knott's Preschool contracts</li> <li>• Review building and safety and engineering contracts</li> </ul>	CM  CM, PWS  CM  CM  CM	Feb 08  Feb 08  Feb 08  Feb 08  Feb 08	► Staff Time	→New Project  →New Project  →New Project  →New Project  →New Project	

GOALS & STRATEGIES	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
Review Service Fee & Fine Schedule (High Priority)	<ul style="list-style-type: none"> <li>• Compare current fees and fines</li> <li>• Establish recommendations via Task Force</li> <li>• Make Recommendations to Council</li> </ul>	CM, CD	Aug 07		→Comparison done	SEPT
		CM, CD	Aug 07	▶ Staff Time	→ <u>Task force working on recommendation for planning fees.</u>	SEPT
		CM, CD	Sept 07		→ <u>Council adopted recommendations on fine fees, CUP fee, and pre-application fee. Will consider changes to development fees.</u>	SEPT
Classification Review and Compensation Study and Full Cost Analysis by Department (High Priority)	<ul style="list-style-type: none"> <li>• Have a consultant review classification and conduct a salary study. Consider a full cost analysis by department</li> <li>• Task Force recommendation to Council</li> </ul>	CM	<u>Mar 08</u>	▶ Budget ▶ Staff Time	→Koff & Associates hired. <u>Kick off meeting on Jan 9<sup>th</sup></u>	
		CM	Mar 08		→New Project	
Review Reserve Policy	<ul style="list-style-type: none"> <li>• Staff to review alternatives with Finance Task Force</li> </ul>	FD	Nov 07	▶ Staff Time	→ <u>Finance Task Force to have recommendation to Council Jan 8<sup>th</sup></u>	

<b>GOALS &amp; STRATEGIES</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
<b>Planning &amp; Economic Development</b>						
Review & Council Consideration of Update to the General Plan (High Priority)	<ul style="list-style-type: none"> <li>Seek public input on current general plan via a facilitator</li> <li>Consider updates to General Plan</li> </ul>	CM,CD CM, CD	Feb 08 Jan 08	► Budget ► Staff Time	→ <u>RSG preparing for public workshops.</u>  → To be done after public workshops.	
Streamline the Development Review Process (High Priority)	<ul style="list-style-type: none"> <li>Conduct a comprehensive review of development review process</li> <li>Recommendations to City Council</li> </ul>	CD, CM, CA CD, CM, CA	Mar 08 Apr 08	► Staff Time	→47 changes made to development code to change requirement from CUP to business permit	NOV
Locate Appropriate Businesses to the Community (High Priority)	<ul style="list-style-type: none"> <li>Finish revision of Economic Dev Action Plan.</li> <li>Attend ICSC</li> <li>Work with RDA/Economic Development Consultant</li> </ul>	CD CD, CM CD, CM	Feb 08 Ongoing Ongoing	► Budget ► Staff Time	→Economic Dev Task Force to meet next in Jan. 08. Goal of Spring for completion of plan. →Staff attended ICSC in Sept  →Ongoing meetings with RSG being conducted. <u>Assisting businesses interested in community.</u>	SEPT  DEC

GOALS & STRATEGIES	ACTION REQUIRED	STAFF	TARGET DATE	RESOURCES REQUIRED	STATUS	Task Done
High Standards for Building and Public Works Inspections	<ul style="list-style-type: none"> <li>Review training schedules for inspectors</li> <li>Conduct seminars for builders in area on expectations/standards</li> </ul>	CD, ENG, CM  CM	Oct 07  Ongoing	► Staff Time	→CAA to provide schedule in Oct  → <u>Seminar on owner/builder rules and regulations held. Quarterly builders routable breakfast scheduled for Jan 08.</u>	OCT  DEC
Preserve Right of Way for Circulation	<ul style="list-style-type: none"> <li>Review all building permits &amp; development projects for dedication of right of way</li> <li>Adopt Citywide Traffic Study</li> </ul>	CD  ENG	Ongoing  Mar 08	► Staff Time	→ Currently implementing  → Task Force meeting frequently to create recommendation	DEC
Promote Community Airport	<ul style="list-style-type: none"> <li>Work with County to update airport master plan</li> <li>Work with County to fund promotion of airport</li> </ul>	CM  CM	Jun 08  Ongoing	► Staff Time	→County assessing the airport master plan.  → County aware of City staff desire to look at airport potential. County gathering vital information.	

Underlined text indicates changes since last report

<b>GOALS &amp; STRATEGIES</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
<b>Parks and Recreation</b>						
Complete Park Master Plan (High Priority)	<ul style="list-style-type: none"> <li>Adopt Park Master Plan</li> </ul>	CS	Mar 08	► Staff Time	→Park Task Force and consultant to meet in Nov	
Investigate Possibility of Acquiring BLM Land (High Priority)	<ul style="list-style-type: none"> <li>Work with fed gov to consider acquisition of property</li> </ul>	CD	Ongoing	► Staff Time	→Initial meeting held to discuss property in City limits. → <u>Awaiting completion of Park Master Plan for council direction on BLM acquisitions.</u>	
<b>Community and Public Buildings</b>						
Consider Master Planning for Government Center (High Priority)	<ul style="list-style-type: none"> <li>Create Task Force</li> <li>Evaluate feasibility/requirements /location of a government center in City (City Hall, DMV, Post Office, Courts, etc.)</li> </ul>	CM  CM, CD	Aug 07  Feb 08	► Staff Time	→Task Force Created  →Task Force met and exploring various options. Recommendation/update on Dec 11 <sup>th</sup> to Council on property negotiations. → <u>Awaiting appraisal info to consider options.</u>	AUG
Planning for a Joint Use Visitor Center (High Priority)	<ul style="list-style-type: none"> <li>Work with partners to develop</li> <li>Work with local, county, state, and fed governments and private groups to fund</li> </ul>	CM  CM	Ongoing  Ongoing	► Staff Time ► Budget	→Extensive work done with NP Service to support new center.  → Coordinating mtgs with county and state for future funding. Met with Assemblyman Cook & <u>Asburn</u> in regard to project. → Earmark approved by House/Senate.	

Underlined text indicates changes since last report

<b>GOALS &amp; STRATEGIES</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
Conduct Long Term Facility Maintenance Planning for City Buildings (High Priority)	<ul style="list-style-type: none"> <li>• Hire a consultant to create plan</li> <li>• Public Works staff to finish plan</li> </ul>	PWS	Mar 08	<ul style="list-style-type: none"> <li>▶ Staff Time</li> <li>▶ Staff Time</li> </ul>	→Project 80% complete.	
<b>Open and Forward-Thinking City Government</b>						
Increase Community Spirit and Feeling of Neighborliness (High Priority)	<ul style="list-style-type: none"> <li>• Year long 20<sup>th</sup> Anniversary Celebrations</li> <li>• Improve support for Chamber events: Pioneer Days and Car Show</li> <li>• Look at an "Operation Phoenix"</li> </ul>	EA EA CM	Ongoing Ongoing Mar 08	<ul style="list-style-type: none"> <li>▶ Staff Time</li> </ul>	<p>→ Calendar of events, with exception of May set.</p> <p>→<u>Staff assisted Pioneer Days celebrating. Big success.</u></p> <p>→New Project</p>	
Improve Communication with Citizens (High Priority)	<ul style="list-style-type: none"> <li>• Update web-site and make more user friendly.</li> <li>• Release more news releases about City business</li> <li>• Assist Chamber with Council Connections</li> </ul>	CM CM EA	Ongoing Ongoing Ongoing	<ul style="list-style-type: none"> <li>▶ Budget</li> <li>▶ Staff Time</li> </ul>	<p>→Update taking place for Council changes and RDA midterm review changes. <u>Draft changes sent to Webmaster.</u></p> <p>→Staff taking extra effort to provide news release for each community event and City accomplishment.</p> <p>→Dec event held at Homestead Inn</p>	DEC

<b>GOALS &amp; STRATEGIES</b>	<b>ACTION REQUIRED</b>	<b>STAFF</b>	<b>TARGET DATE</b>	<b>RESOURCES REQUIRED</b>	<b>STATUS</b>	<b>Task Done</b>
Continue to Instill Confidence in City Government (High Priority)	<ul style="list-style-type: none"> <li>Evaluate idea of a "Citizen Academy"</li> <li>Review procedures in each Department for handling of complaints &amp; compliments</li> </ul>	CD	Feb 08		→New Project	
		CM	Feb 08	▶ Staff Time	→Software being reviewed.	
Seek a Spirit of Volunteerism (High Priority)	<ul style="list-style-type: none"> <li>Improve recognition of volunteers</li> <li>Increase exposure for opportunities to volunteer at City</li> </ul>	EA	Ongoing	▶ Staff Time	→ Regularly recognize volunteer at Council meetings. Windemere Realty to be recognized Jan 22 <sup>nd</sup> .	
		EA	Ongoing	▶ Budget	→Booth to be put together for 20 <sup>th</sup> anniversary celebration at Bucky Bucklin Park. Newspaper articles being planned.	
Partners and External Relationships						
USMC, JTNP, Water Dist, CMC, MUSD, SANBAG, Chamber, County, State, Federal, Indian Tribe, Non-Profits, HDMC, YV	<ul style="list-style-type: none"> <li>Correlation/planning meeting 1x each month</li> </ul>	CM	Ongoing	▶ Staff Time	→ <u>Staff met with USMC, JTNP, MUSD, Chamber, County, state and YV during Sept.</u>	



# STAFF REPORT

**TO:** City Council  
**FROM:** City Manager  
**DATE:** January 8, 2007

**SUBJECT:** Report Regarding Planning for Workshops to Gain Input on the General Plan.

**RECOMMENDATION:** The recommendation is that City Council receives staff report and provides direction as appropriate.

**ORDER OF PROCEDURE:**

Request Staff Report (Frank Spevacek Presenting)  
Council Questions of Staff  
Public Comment  
Council Discussion  
Motion/Second  
Discussion of Motion  
Call the Question (roll call vote)

<i>Attachments</i>
1. Staff Report dated October 9, 2007
2. Staff Report dated October 23, 2007

**BACKGROUND:** One of the City Council’s goals/strategies this year was to review and seek comment on the General Plan in an effort to consider future updates to the General Plan. To this end the City Council authorized a contract with Frank Spevacek of Rose Spevacek Group (“RSG”) to conduct a series of workshops with both the City Council and the General Public.

RSG is completing the review period necessary for preparing for the Council and General Public Workshops. At the City Council meeting a presentation will be given that will detail how and when both the City Council and General Public Workshops will be conducted.

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A

---

Review of Staff Report: \_\_\_\_\_  
City Manager      City Attorney      City Engineer      Department Head



# STAFF REPORT

**TO:** City Council  
**FROM:** City Manager  
**DATE:** October 9, 2007

**SUBJECT:** Discussion in Regard to Seeking Public Input for Consideration of a General Plan Update

**RECOMMENDATION:** It is recommended that the Council receive staff report and provide direction as appropriate

## ORDER OF PROCEDURE:

Request Staff Report (Michael Tree Presenting)  
Council Questions of Staff  
Request Public Comment  
Direction to Staff

**BACKGROUND:** One of the City's goals this year is to establish and enforce planning and development policies and standards which support the adopted Vision and Values Statement of the City. To achieve this goal one of the strategies that was established by the City Council was to consider a review and update of the General Plan.

The following are some of the challenges/opportunities present with the current General Plan:

- The City's current General Plan is fragmented, having been periodically updated over several years.
- An imbalance between commercial development and other land uses has developed.
- Approximately 20-25% of the City's land area is currently developed, presenting land use, development, and preservation issues for large amounts of remaining land.

As discussed in the strategic planning session by the City Council, the consideration as to whether a general plan update might take place would come after a more thorough review of the General Plan and an opportunity to hear from the residents.

At the August 28, 2007, Council meeting the City Council directed staff to inquire of current Twentynine Palms Redevelopment Agency Consultant Frank Spevacek (of Rosenow Spevacek Group) whether his firm would be available to assist the Council in a review of the General Plan, to include a series of public forums to gain input from the residents.

---

Review of Staff Report: \_\_\_\_\_  
City Manager      City Attorney      City Engineer      Department Head

Mr. Spevacek is interested in providing the abovementioned work at his current contract rate. The following is a sample of the envisioned work plan, which the Council can modify as it sees appropriate:

#### Preparation

RSG will focus on gathering information throughout an approximate 30-45 day research effort. During this time RSG will conduct necessary site visits, review land use and zoning information, gather development data, and perform other research activities to gain a complete understanding of the City's development and land use issues in relation to the General Plan.

#### Council Workshop(s)

The next step will be to interact with the City Council through a workshop(s) and other meetings as needed. Staff envisions the workshop to include:

- Review of land use goals and policies, development regulations, and zoning ordinances
- Presentation of data related to conforming and non-conforming land uses, breakdowns of developed areas by land use and zoning categories, and an analysis of vacant land
- Review of development and build-out scenarios based on current zoning and land use designations.
- Focus on land use balance in relation to existing and proposed commercial development
- Discussion with Council members on the General Plan and long term goals

The overall goal of the workshop(s) will be to gain a comprehensive understanding of how Council members view development trends in the City, their understanding of long range planning goals, their vision for future growth and preservation, and Council perception of the effectiveness of current land use planning policies.

#### Public Workshop(s)

Following the opportunity to work with the City Council, RSG proposes a series of three workshops or charrettes. The workshops would include a review of the General Plan with workshop participants in an effort to gain meaningful discussion and input.

#### Summary Report

The culmination of work will include a presentation of recommendations for moving forward in a summary report to the City Council and staff.

**ALTERNATIVES:** The City Council can modify the draft work plan as appropriate.

**FISCAL IMPACT:** It is anticipated that the abovementioned work plan will cost \$25,000, which is based on the abovementioned research work, a workshop with the Council, three workshops with the public, and a summary presentation to the Council. Advertising for workshops will be the responsibility of the City.



# STAFF REPORT

**TO:** City Council  
**FROM:** City Manager  
**DATE:** October 23, 2007

**SUBJECT:** Authorization for Additional Services by RSG for the Conducting of Public Workshops in an Effort to Obtain Public Comment on the General Plan

**RECOMMENDATION:** That the City Council authorize the City Manager to sign a contract amendment with the firm of Rosenow Spevacek Group (RSG) in an amount not to exceed \$25,000 for the development and conducting of public workshops to seek input from residents on the current General Plan.

## ORDER OF PROCEDURE:

Request Staff Report (Michael Tree Presenting)  
Council Questions of Staff  
Request Public Comment  
Council Discussion  
Motion/Second  
Discussion of Motion  
Call the Question (roll call vote)

**BACKGROUND:** At the October 9, 2007, City Council meeting the City Manager was given direction to contract with RSG for an amount not to exceed \$25,000 for the purpose of accomplishing the following tasks in regard to seeking public input on the current General Plan:

### Task 1

RSG will focus on gathering information throughout an approximate 30-45 day research effort. During this time RSG will conduct necessary site visits, review land use and zoning information, gather development data, and perform other research activities to gain a complete understanding of the City's development and land use issues in relation to the General Plan.

### Task 2

The next step will be to interact with the City Council through a workshop(s) and other meetings as needed. Staff envisions the workshop to include:

- Review of land use goals and policies, development regulations, and zoning ordinances
- Presentation of data related to conforming and non-conforming land uses, breakdowns of developed areas by land use and zoning categories, and an analysis of vacant land
- Review of development and build-out scenarios based on current zoning and land use

---

Review of Staff Report:

\_\_\_\_\_   
City Manager

\_\_\_\_\_   
City Attorney

\_\_\_\_\_   
City Engineer

\_\_\_\_\_   
Department Head

designations.

- Focus on land use balance in relation to existing and proposed commercial development
- Discussion with Council members on the General Plan and long term goals

The overall goal of the workshop(s) will be to gain a comprehensive understanding of how Council members view development trends in the City, their understanding of long range planning goals, their vision for future growth and preservation, and Council perception of the effectiveness of current land use planning policies.

### Task 3

Following the opportunity to work with the City Council, RSG proposes a series of three workshops or charrettes. The workshops would include a review of the General Plan with workshop participants in an effort to gain meaningful discussion and input.

### Task 4

The culmination of work will include a presentation of recommendations for moving forward in a summary report to the City Council and staff.

**DISCUSSION:** The City Manager seeks authorization to sign a contract amendment with RSG in an amount not to exceed \$25,000 for the development and conducting of public workshops to seek input from residents on the current General Plan.

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** This work is currently not in the FY 2007/08 City Budget. If approved the contract amendment would need to be ratified and included in the budget during the mid-term budget review.



# STAFF REPORT

**TO:** City Council  
**FROM:** City Manager  
**DATE:** January 8, 2008

## **SUBJECT**

City Council Agency Liaison and Task Force Assignments

## **RECOMMENDATION**

Review Council assignments and take action as appropriate.

## **BACKGROUND**

Members of the City Council are assigned to represent the City on various public agencies as board members, members of committees, or delegates. The Council reassigns these posts every two years. Due to the appointment of Elaine Bernal as Mayor and Steve Spear as Mayor Pro Tem, the assignments should be reviewed and modified as necessary.

The amount of required participation varies depending on the assignment. Although attendance is not always convenient, it is important that the City have continuing representation on these boards and committees because much of the work affects the City fiscally and otherwise. As a consequence, most of the appointments have an alternate delegate who attends if the primary representative is not available.

The Council should give some thought to committing to long term (multi-year) participation in their assignments due to the value of networking and establishing alliances, which can positively affect the City's ability to obtain grants and other revenues.

The following is a list of the assignments and their basic function:

### *San Bernardino Association of Governments (SANBAG)*

SANBAG is the association of all cities and county government in San Bernardino County. Meetings are held on a monthly basis.

### *Desert Mountain Division*

The Desert Mountain Division is our local alliance group within the statewide League of California Cities. Meetings are held on a monthly basis.

### *Measure I Committee*

The Measure I committee is the Countywide body that allocates the Measure I sales tax to local agencies. The committee meets monthly.



*Morongo Basin Transit Authority (MBTA)*

The MBTA is the Basin’s public transportation agency. The agency meets monthly.

*San Bernardino County Flood Control District*

The San Bernardino County Flood Control District is charged with flood control issues. The meetings are held annually, or on call of the chairperson.

*County Solid Waste Task Force and/or Desert Mountain Joint Powers Integrated Waste Authority*

These entities meet quarterly, or on call of the chairperson.

*Mojave Desert Air Quality Management District (MDAQMD)*

The MDAQMD is charged with oversight of air quality issues. Meetings are held monthly or more often depending on business before the District.

Attached to this report is a list of current Council assignments indicating vacancies and meeting times of the various organizations. Most of the appointments require an alternate.

**Task Forces of City Council**

The following are assignments and vacancies on the task forces, which are formed by the City Council via appointment by the Mayor. They meet infrequently but as needed.

Franchise Task Force:	Joel Klink and Steve Spear
Neighborhood Clean Up Task Force:	Jim Harris and Steve Spear
Economic Development Task Force:	Steve Spear and Elaine Bernal
Circulation Task Force:	Jim Harris and Steve Spear
Finance Task Force:	Joel Klink and Elaine Bernal
Personnel Task Force:	Joel Klink and Steve Spear
Park Task Force:	Jim Harris and Steve Flock
Wastewater Task Force:	Steve Flock and Steve Spear
Crosswalk Task Force:	Steve Spear and Elaine Bernal
Chamber Liaison:	Elaine Bernal
Fee Task Force:	Joel Klink and Steve Spear
Fire Department Task Force:	Jim Harris and Steve Spear
Government Center Task Force:	Elaine Bernal and Steve Flock

## COUNCIL ORGANIZATIONAL ASSIGNMENTS

### Council Officers

Mayor—Elaine Bernal  
Mayor ProTem—Steve Spear

San Bernardino Associated Governments (SANBAG)  
Meets 1<sup>st</sup> Wednesday at 9:30 a.m. in San Bernardino

Council Representative: Jim Harris  
Alternate: Elaine Bernal

SANBAG Measure I Committee  
Meets 3<sup>rd</sup> Friday at 9:00 a.m. in Apple Valley

Council Representative: Jim Harris  
Alternate: Steve Flock

Desert/Mountain Division of the League of California Cities  
Meets quarterly on 4th Friday at 10 a.m. to 2 p.m. at various locations

Council Representative: Joel Klink  
Alternate: Jim Harris

Morongo Basin Transit Authority (MBTA)  
Meets 3<sup>rd</sup> Thursday at 3:00 p.m. in Joshua Tree

Council Representative: Steve Spear  
Council Representative: Elaine Bernal  
Alternate: Jim Harris

San Bernardino County Flood Control Advisory Committee

Council Representative: Steve Spear  
Council Representative: Elaine Bernal  
Alternate: Steve Flock

San Bernardino County Solid Waste Task Force (2x year)  
Mojave Desert/Mountain Recycling Authority  
Meets quarterly on 2<sup>nd</sup> Thursday at 10 a.m. in Victorville

Council Representative: Steve Spear  
Alternate: Joel Klink

Mojave Desert Air Quality Management District (MDAQMD)  
Meets 4<sup>th</sup> Monday at 10:00 a.m. in Victorville

Council Representative: Elaine Bernal  
Alternate: Steve Flock



# STAFF REPORT

**TO:** City Council via City Manager  
**FROM:** Finance Director  
**DATE:** January 8, 2008

**SUBJECT:** Establishment of a General Fund Reserve Policy

**RECOMMENDATION:** The recommendation is that the City Council adopts Resolution 08-01, establishing the City's General Fund Reserve Policy at a minimum of 50% of the annual budgeted general fund expenditures.

## ORDER OF PROCEDURE:

Request Staff Report (Ron Peck Presenting)  
Request Public Comment  
Council Questions of Staff  
Council Discussion  
Motion/Second  
Discussion of Motion  
Call the Question (roll call vote)

*Attachment*

1. Resolution No. 08-01

**BACKGROUND:** A poll was recently conducted through the California Society of Municipal Finance Officers concerning general fund reserves. Of the 23 cities that responded, 21 based their general fund reserve on total annual general fund expenditures. The highest was 100%, the lowest 7.5%, with the average being 23%.

The City's Finance Task Force, at their meeting November 29 recommended that the City Council establish a floor for the general fund reserves at 50% of the annual budgeted general fund expenditures.

The more conservative percentage was selected because of the likelihood that the state and federal governments will attempt to raid local funds in the future, which would have a large impact on small communities. For the current fiscal year, 50% of the adopted general fund budget is \$3,292,000. The General Fund balance at June 30, 2007 was \$6,882,438.

**ALTERNATIVES:** The City could continue as it has in the past, with no plan for the reserve. It may also modify the proposed policy as appropriate.

**FISCAL IMPACT:** There is no immediate fiscal impact; the reserve is a suggested guideline which will help to put future spending into prospective.

---

Review of Staff Report: \_\_\_\_\_  
City Manager      City Attorney      City Engineer      Department Head

**RESOLUTION NO. 08-01**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF TWENTYNINE PALMS, CALIFORNIA,  
ESTABLISHING A RESERVE POLICY FOR THE GENERAL FUND**

**WHEREAS**, the City of Twentynine Palms General Fund is the fund that accounts for all the revenue and expenditures that are not restricted in their use by law, or City Council direction; and

**WHEREAS**, the balance in the General Fund has increased significantly over the last two years, with a balance of \$ 6,882,438 at June 30, 2007; and

**WHEREAS**, the City Council agrees that it would be prudent to set a point at which the fund balance should be reviewed before authorizing more expenditures that would deplete the balance.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Twentynine Palms establishes a General Fund Reserve Policy as follows: The City Council will not authorize future expenditures from the General Fund that will reduce the fund balance below 50% of the budgeted General Fund expenditures for the fiscal year in which those expenditures are to be incurred.

**PASSED, APPROVED, AND ADOPTED** on the 8th day of January, 2008.

\_\_\_\_\_  
Elaine Bernal, 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 8th day of January, 2008, by the following vote of the Council:

AYES:            Councilmembers:  
NOES:            Councilmembers:  
ABSENT:        Councilmembers:

\_\_\_\_\_  
Charlene L. Sherwood CMC, City Clerk

