



# STAFF REPORT

**TO:** City Council  
**FROM:** City Manager  
**DATE:** March 11, 2008

**SUBJECT:** Update to Management Action Plan (MAP)

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

**ORDER OF PROCEDURE:**

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

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| <p style="text-align: center;"><i>Attachments</i></p> <ol style="list-style-type: none"><li>1. City Mission Statement</li><li>2. City Vision and Values Statement</li><li>3. FY 07/08 Goals and Strategies</li><li>4. MAP</li></ol> |
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**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 has 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.

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

# FY 2007-08 Goals and Objectives

Last Updated—March 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	<p>Jun 08</p> <p>Jun 08</p> <p>Jun 08</p>	<p>► Budget for consultant</p>	<p>→RWQCB wants to see Wastewater Master Plan before coming to an agreement</p> <p>→<u>Estimate for plan calculated at approximately \$500,000. Request from EPA made for funding.</u></p> <p>→Working with RWQCB and Winzler &amp; Kelly. Staff reviewing County standards.</p> <p>→Working with RWQCB and Winzler &amp; Kelly. Initial report shows that an assessment/utility district is recommended.</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.</p> <p>→Kick off mtg held on Sept 26<sup>th</sup></p> <p>→Contract approved for timeline work</p> <p>→<u>First milestone report (30%) received in joint Water District/Council meeting</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> </ul>	ENG	<u>Mar 08</u>		→Roads to receive slurry seal outlined. Bagley to be reconstructed. Bid advertised	MAR
	<ul style="list-style-type: none"> <li>• Analyze slurry seal/overlay costs to see if it makes sense to perform in house</li> </ul>	ENG	Oct 07		→Presented on Oct 23 <sup>rd</sup>	OCT
	<ul style="list-style-type: none"> <li>• Clean up side of roadways (red zone repainting, de-weeding, remove trash, prune palm trees, cleaning of crosswalks, etc.)</li> </ul>	ENG	Ongoing	▶ Budget ▶ PMS	→Additional work on HWY & Adobe being performed in Dec & Feb	NOV
	<ul style="list-style-type: none"> <li>• Bid Award: Reconstruction of El Rey Road</li> </ul>	ENG	<u>May 08</u>		→ <u>Changes/clarifications asked for by County made. Awaiting approval.</u>	
	<ul style="list-style-type: none"> <li>• Adobe Rd Project. Finish bid specs and obtain right of way</li> </ul>	ENG	Jun 08		→Materials for right of way acquisition prepared. <u>Acquisition services being performed by County.</u>	
Flood Control (High Priority)	<ul style="list-style-type: none"> <li>• Evaluate flood control issues in Hanson track</li> </ul>	ENG, PWS	Oct 07		→Presented to Council Oct 9 <sup>th</sup> .	OCT
	<ul style="list-style-type: none"> <li>• Analyze density impacts on flood control</li> </ul>	ENG	Ongoing	▶ Budget	→To be performed at a future date in conjunction with density impacts relating to City Wastewater Master Plan.	MAR
	<ul style="list-style-type: none"> <li>• Monitor County goal to modify County Master Plan of Storage/Drainage</li> </ul>	ENG	Jun 08		→County in initial stages of considering modifications.	

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Street Improvements	<ul style="list-style-type: none"> <li>Review In-Lieu Fee for street improvements. Consider multi-zone.</li> </ul>	Eng	Jan 08	► Staff Time	→Presented to Council in February. Study session set for March.	NOV
	<ul style="list-style-type: none"> <li>Submit “Safe Routes to School” grant for street improvements.</li> </ul>	Eng	Nov 07		→Grant submitted. <u>No word on approval.</u>	
Under Grounding of Utilities	<ul style="list-style-type: none"> <li>Review under grounding of utilities policy</li> </ul>	CD	Jan 08	► Staff Time	→Presented in January.	JAN
	<ul style="list-style-type: none"> <li>Council consideration of long term plan for under grounding</li> </ul>	CD	Feb 08		→Staff provided direction to focus on downtown area and Adobe Rd, to include undergrounding behind City Hall and Stanley Park	JAN
			Mar 08			
Alternative Energies	<ul style="list-style-type: none"> <li>Investigate what alternative energies are available for current/new City buildings/business/homes.</li> </ul>	CSD	Mar 08	► Staff Time	→Edison to provide a report to Council March 25th	
	<ul style="list-style-type: none"> <li>Continue to investigate partnership potentials</li> </ul>	CM	Ongoing		→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>	

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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 conducted.</u> <u>Residents working on petition</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>City having trouble obtaining map of natural gas lines.</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		→ <u>City having trouble obtaining map of natural gas lines.</u>	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

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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	<u>Apr 08</u>		→ <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>	CC	Quarterly		→ <u>Next Clean Up scheduled for Spring 08</u>	
	<ul style="list-style-type: none"> <li>Conduct 2 community clean-ups</li> </ul>		Semiannually		→ <u>2<sup>nd</sup> Community Clean Up scheduled for Spring 08</u>	

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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 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

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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	Mar 08		→Public Works Dept mapping City in March 08	
Increase Public Art	<ul style="list-style-type: none"> <li>• Consider adoption of ordinance to finance public art</li> </ul>	CD	Mar 08		→PAAC recommending a volunteer donation process at this time.	MAR
	<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

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Open Space Preservation	<ul style="list-style-type: none"> <li>Participate in regional open space committee</li> <li>Give emphasis to Open Space Element during completion of Park Master Plan</li> <li>Work with BLM to acquire key property. Work with conservation groups to preserve conservation corridors.</li> </ul>	<p>CD</p> <p>CS</p> <p>CD, CM</p>	<p>Ongoing</p> <p>Dec 07</p> <p>Ongoing</p>	<p>► Staff Time</p>	<p>→Staff working with committee on regional trail system and conservation corridor. <u>Strategic planning mtg held in Jan. Regional park discussions underway.</u></p> <p>→Open space being addressed.</p> <p>→Awaiting the Park Master Plan, which will discuss usage of BLM land.</p>	
<b>Public Safety</b>						
Proactive Programs (High Priority)	<ul style="list-style-type: none"> <li>Evaluate “Choices” program</li> <li>Evaluate &amp; improve “Crime Free Multi Housing Program”</li> <li>Evaluate &amp; improve “Neighborhood Watch” program</li> <li>Consider Community Service Officer to assist with key programs</li> </ul>	<p>PC, CM</p> <p>PC, CM</p> <p>PC, CM</p> <p>PC, CM, FD</p>	<p>Apr 08</p> <p>Apr 08</p> <p>Ongoing</p> <p>Apr 08</p>	<p>► Staff Time</p>	<p>→Currently being evaluated.</p> <p>→Currently being evaluated.</p> <p>→Currently being evaluated.</p> <p>→Currently being evaluated.</p>	

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Proper Staffing (High Priority)	<ul style="list-style-type: none"> <li>Monitor on a <u>monthly</u> basis staffing levels in public safety <u>and overtime usage</u></li> </ul>	CM, PC	Ongoing	► Staff Time	→ <u>Feb 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	<p>→ <u>Bid awarded to Joe Putrino, General Contractor</u></p> <p>→<u>Engineering work done. Two or three parcel owners have dedicated right of way.</u></p> <p>→"Safe Routes to School" grant submitted in November. Application for federal DOT grant submitted but not awarded. Council established street improvements on HWY 62 as a top priority.</p>	
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	<u>Jan 08</u>  <u>Jan 08</u>  <u>Apr 08</u>	► Staff Time ► Task Force ► Budget	<p>→<u>Survey completed.</u></p> <p>→List of deficiencies identified</p> <p>→Deficiencies to be budgeted in FY 2008/09</p>	JAN  JAN

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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>Third meeting in March</u> →New Project	AUG
<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 Construction and Tribe. →Staff working with Base, JTNP, and CMC for solar project.	

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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>	<p>CM</p> <p>CM, PWS</p> <p>CM</p> <p>CM</p> <p>CM</p>	<p><u>Mar 08</u></p> <p><u>Mar 08</u></p> <p><u>Mar 08</u></p> <p><u>Mar 08</u></p> <p><u>Mar 08</u></p>	<p>► Staff Time</p>	<p>→New Project</p> <p>→New Project</p> <p>→New Project</p> <p>→New Project</p> <p>→New Project</p>	
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>	<p>CM, CD</p> <p>CM, CD</p> <p>CM, CD</p>	<p>Aug 07</p> <p>Aug 07</p> <p>Sept 07</p>	<p>► Staff Time</p>	<p>→Comparison done</p> <p>→<u>Task force working on recommendation for planning fees.</u></p> <p>→ <u>Council adopted recommendations on fine fees, CUP fee, and pre-application fee. Will consider changes to development fees.</u></p>	<p>SEPT</p> <p>SEPT</p> <p>SEPT</p>

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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> </ul>	CM	<u>Mar 08</u>	<ul style="list-style-type: none"> <li>► Budget</li> <li>► Staff Time</li> </ul>	→Koff & Associates hired. <u>Classification Review underway.</u>	
	<ul style="list-style-type: none"> <li>Task Force recommendation to Council</li> </ul>	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>Council approves reserve policy recommended by Finance Task Force: 50% of the annual budgeted general fund expenditures</u>	JAN
<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> </ul>	CM,CD	<u>Mar 08</u>	<ul style="list-style-type: none"> <li>► Budget</li> <li>► Staff Time</li> </ul>	→ <u>RSG done with public workshops. Survey responses due March 7<sup>th</sup></u>	
	<ul style="list-style-type: none"> <li>Consider updates to General Plan</li> </ul>	CM, CD	Jan 08		→ To be done after public workshops.	

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Streamline the Development Review Process (High Priority)	<ul style="list-style-type: none"> <li>Conduct a comprehensive review of development review process</li> </ul>	CD, CM, CA	Mar 08	► Staff Time	→47 changes made to development code to change requirement from CUP to business permit	NOV
	<ul style="list-style-type: none"> <li>Recommendations to City Council</li> </ul>	CD, CM, CA	Apr 08			
Locate Appropriate Businesses to the Community (High Priority)	<ul style="list-style-type: none"> <li>Finish revision of Economic Dev Action Plan.</li> </ul>	CD	<u>May 08</u>	► Budget ► Staff Time	→Plan being reviewed by County for input.	SEPT  DEC
	<ul style="list-style-type: none"> <li>Attend ICSC</li> </ul>	CD, CM	Ongoing		→Staff attended ICSC in Sept	
	<ul style="list-style-type: none"> <li>Work with RDA/Economic Development Consultant</li> </ul>	CD, CM	Ongoing		→Ongoing meetings with RSG being conducted. <u>Assisting businesses interested in community.</u>	
High Standards for Building and Public Works Inspections	<ul style="list-style-type: none"> <li>Review training schedules for inspectors</li> </ul>	CD, ENG, CM	Oct 07	► Staff Time	→CAA to provide schedule in Oct	OCT  DEC
	<ul style="list-style-type: none"> <li>Conduct seminars for builders in area on expectations/standards</li> </ul>	CM	Ongoing		→Seminar on owner/builder rules and regulations held. <u>Quarterly builders routable breakfast scheduled for Jan 08.</u>	
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> </ul>	CD	Ongoing	► Staff Time	→ Currently implementing	DEC
	<ul style="list-style-type: none"> <li>Adopt Citywide Traffic Study</li> </ul>	ENG	Mar 08		→ Task Force meeting frequently to create recommendation	

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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	<p>→County assessing the airport master plan.</p> <p>→ County aware of City staff desire to look at airport potential. County gathering vital information. Tour conducted of George Air Force Base.</p>	
<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	<u>Jun 08</u>	► Staff Time	→Park Task Force and consultant to meet in March	
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	<p>→Initial meeting held to discuss property in City limits.</p> <p>→ Awaiting completion of Park Master Plan for council direction on BLM acquisitions.</p>	

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<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>	<p>CM</p> <p>CM, CD</p>	<p>Aug 07</p> <p>Feb 08</p>	<p>► Staff Time</p>	<p>→Task Force Created</p> <p>→Task Force met and exploring various options. Awaiting appraisal info to consider options.</p>	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>	<p>CM</p> <p>CM</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>► Staff Time</p> <p>► Budget</p>	<p>→Extensive work done with NP Service to support new center.</p> <p>→ Coordinating mtgs with county and state for future funding. Met with Sen. <u>Asburn</u> in regard to project in Jan.</p> <p>→ Earmark request of \$700k made for FY 08-09</p>	
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> </ul>	PWS CSD	<u>May 08</u>	► Staff Time	<p>→Project 80% complete by consultant.</p> <p>→Community Services finishing survey.</p>	

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<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>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 <u>Jun 08</u>	► Staff Time	→ Calendar of events set → Staff assisted Pioneer Days celebrating. Big success. → New Project	NOV
Improve Communication with Citizens (High Priority)	<ul style="list-style-type: none"> <li>Update web-site and make more user friendly.</li> </ul>	CM	Ongoing		→ Homepage updated to include new stories, community survey, information on natural gas project, and community videos.	MAR
	<ul style="list-style-type: none"> <li>Release more news releases about City business</li> </ul>	CM	Ongoing	► Budget ► Staff Time	→ Staff taking extra effort to provide news release for each community event and City accomplishment.	
	<ul style="list-style-type: none"> <li>Assist Chamber with Council Connections</li> </ul>	EA	Ongoing		→ Feb Council Connections success with 6 participants	FEB
Continue to Instill Confidence in City Government (High Priority)	<ul style="list-style-type: none"> <li>Evaluate idea of a "Citizen Academy"</li> </ul>	CD	Mar 08		→ Staff has insufficient time this year to implement.	MAR
	<ul style="list-style-type: none"> <li>Review procedures in each Department for handling of complaints &amp; compliments</li> </ul>	CM	Mar 08	► Staff Time	→ <u>All complaints to be received through the City Manager. Department Directors to handle complaints relevant to their operations. Comment cards being printed.</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>
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 EA	Ongoing Ongoing	<ul style="list-style-type: none"> <li>▶ Staff Time</li> <li>▶ Budget</li> </ul>	<p>→ Regularly recognize volunteers at Council meetings. Windemere Realty recognized in Jan.</p> <p>→Booth to be put together for 20<sup>th</sup> anniversary celebrations</p>	JAN
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 meeting regularly with partners</u>	FEB



# STAFF REPORT

**TO:** City Council via City Manager  
**FROM:** Finance Director  
**DATE:** March 11, 2008

**SUBJECT:**  
Purchase of mobile lights with Homeland Security funds.

**RECOMMENDATION:**  
The City Council approve the purchase of two diesel powered light towers from Godwin pipes in the amount of \$9,929.16 each.

**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 (voice vote)

<p>Attachment</p> <p>Sheriff's Dept. bid documents</p>
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**BACKGROUND:**  
Each year the City is allocated funds by the Homeland Security Agency to purchase equipment to be used in an emergency. These particular funds are overseen by the San Bernardino County Sheriff's Department. Normally, the Sheriff purchases the equipment for the City and pays for it; however, this year, they are asking the City to pay for the equipment and be reimbursed for it. The lights will be stored at the City Yard, and will be available for use by public works. The entire amount will be reimbursed.

**ALTERNATIVES:**  
None.  
**FISCAL IMPACT:**  
None

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

# TWENTYNINE PALMS CHAMBER OF COMMERCE AND VISITORS BUREAU

## *MONTHLY RECAP REPORT: February 2008*

During the January meeting the Twentynine Palms Chamber of Commerce Board of Directors voted to send the Executive Director, Christina Dooley, in association with the California Desert Visitor's Association to the Los Angeles Times Travel & Adventure Show held on February 9 and 10, 2008.

The 16th annual show exhibited thousands of travel experts from around the world that converged at the Long Beach Convention Center to help consumers find their next incredible vacation. The 2008 Show included the Los Angeles Times Stage featuring keynote seminars and over 500 exhibitors that represented a diversity of destinations.

The consumers who attend the show are between the ages of 25 and 54 with 60% having an average household income of \$75,000+ and 39% earn \$100,000. At last year's show 74% of attendees found their next vacation and 59% plan to take that vacation within 6 months. It found that 73% of attendees will spend at least \$2,500 on travel annually and that 70% will take at least 3 annual vacations.

Twentynine Palms Chamber distributed over 11,000 pieces of informational material concerning the Morongo Basin at the two day event.

In February 2006 the Chamber's 29chamber.com website was unveiled. With the website came the capabilities for content management that allows staff to update the site when needed. In February 2008 the Chamber website went over the three million mark for successful requests. February 2008 has also the busiest month yet in the website history with over 220,948 successful requests for pages.

Additionally, the site numbers indicates that Mondays are the busiest day of the week, with 3PM being the busiest time of the day. The top requested pages are lodging, membership, relocation, tourist information and community events pages.

The State of the County Address was presented by First District County Supervisor Brad Mitzelfelt on February 27, 2008, 12PM, at Little Church of the Desert sponsored in partnership with the Twentynine Palms Rotary and

Twentynine Palms Chamber of Commerce. Supervisor Mitzelfelt's presentation included public safety expansion of the county jails, child predator and gang controls with GPS monitoring. He also spoke of the County's support to the Legal Aid Society aboard base, Phoenix Project West and the County Regional Park that is in partnership with the Base, City and County.

Twentynine Palms will have The Longest Walk 2 - a cross country walk, and the 2008 Freedom Run Across America travel through city limits on March 8<sup>th</sup> and March 9<sup>th</sup>.

The Longest Walk 2 is a journey across America aimed at raising awareness about protecting the earth, sacred sites and future generations.

The 2008 Freedom Run across America is dedicated to raising funds for the Wounded Warrior Project, which assists wounded veterans and their families. The run will be led by the original 1978 Ironman Tom Knoll, now 75, and his son Warren who will both run 3,300 miles from coast to coast.

Ride:Well Across America will be traveling through Twentynine Palms on or about June 10th. The tour is a bicycling expedition from Los Angeles to Washington D.C. to raise funds and awareness for Blood:Water Mission's 1,000 Wells Project.

### **VISITOR SERVICES**

New information/publications available in the Visitor Center include:

- March 2008 Chamber Newsletter;
- Chamber 2006-2007 Annual Report;
- The Desert Classic concours d' elegance post card;
- Knott's "Joe Cool Club," more ways to save coupons;
- 29 Palms Creative Center & Gallery, "Shadri/Burka III showing post cards;

### **Gift Shop -**

- Sales in Gift Shop for February 2008: \$ 17.00

**February New Members:** 3

**Total Chamber Members:** 248

**Contact Statistics: February 2008:**

Phone Calls: 692  
Visitors: 327  
Information Packets: 9

### 29chamber.com

Successful requests: **3,151,120**  
Average successful requests per day: **4,177**  
Successful requests for pages: **737,249**

### Visit29.org:

Successful requests: **2,541,579**  
Average successful requests per day: **1,648**  
Successful requests for pages: **398,260**

### MARKETING

- Creating a Flower button for front of Chamber website regarding the flower season;
- Preparing and submitting informational articles regarding JTNP flower season 2008, 50<sup>th</sup> Annual Basketball Tournament, JTNP Annual Art Show, Hilltoppers and other Spring events to newspapers, magazines and websites;

### Tours, Conferences & Meetings

- Council Connections, February 21, 2008;

### Other Marketing

Chamber will capitalize event information regarding the following:

- The Longest Walk 2;
- Freedom Run Across America;
- Participation in California Desert Visitor's Association project review;

The following articles highlighted Twentynine Palms area and events:

- The Toluca Times, "*Paradise Found by California's Gold Host Huell Howser*," January 23, 2008;
- SoGoNow.com "*Paradise in the Desert*," January 30, 2008;
- Sunset Magazine, "*10 midweek escapes for two*," February Edition
- DivineCaroline, "*Weekend Escape from LA: Joshua Tree National Park*," February 2008;
- Mix Magazine, "*Capturing The Sound of War*," February 1, 2008;
- Modern Hiker, "*Hiking the Maze*," February 1, 2008;

- Pacificlifeopen.com, "*Salute to Heros*," February 1, 2008;
- Mydesert.com, "*US Marine Photographs 'The Harsh Desert'*," February 2, 2008;
- The 24<sup>th</sup> MEU, "*Marines load ship for deployment*," February 2, 2008;
- L.A. Times, Travel, "*Sourcebook 2008: California National Park*," February 2, 2008;
- Fortune, "*100 Best Companies to Work For, Granite Construction*," February 4, 2008;
- TripAdvisor, "*Great place to stay.*" Roughley Manor, February, 4, 2008;
- Press Enterprise, "*A closer look at our deserts and climate change*," February 5, 2008;
- L.A. Times Travel, "*Joshua Tree National Park Art Festival*," February 6, 2008;
- San Bernardino County Sun, "*Too costly to keep*," February, 8, 2008;
- TripAdvisor, "*Fabulous Beds, Very Clean Rooms*," Holiday Inn Express, February 9, 2008;
- MyZipple, "*Mortars boom on base*," February, 9, 2008;
- TripAdvisor, "*Very nice Twentynine Palms stay*," Holiday Inn Express, February 10, 2008;
- Women's Health, "*You Can Do This: 4 Days Rock Climbing in Joshua Tree, CA*," February 11, 2008;
- Zimbio, "*Acosta called most promising artist in show*," February 12, 2008;
- L.A. Times, Travel, "*Bird watching and wild flowers at Joshua Tree National Park*," February, 14, 2008;
- New York Times, "*Off the Set, Into the Desert*," February, 15, 2008;
- L.A. Times, "*Harris wins over a tough crowd*," February 19, 2008;
- Motherjones, "*An-My Le: War on American Soil*," February, 19, 2008;
- Franchising.com, "*Marine Corps Vet Finds Path to Success in Franchising Field & Graduates with 2008 Class of Certified Franchise Executives*," February 20, 2008;
- Green Bay Press Gazette, "*Twentynine Palms man hopes to bring counseling for veterans to High Desert*," February 23, 2008;

- The Press Enterprise, *“Twentynine Palms man hopes to bring counseling for veterans to High Desert,”* February 23, 2008;
- TripAdvisor, *“Unbelievable Experience,”* Roughley Manor, February 25, 2008;
- Subtopia, *“MOUT Urbanism,”* February 23, 2008;
- UFOMystic, *“The Retro UFO Gig,”* February 24, 2008;
- Daily Trojan, *“USC student veterans face limited resources,”* February 25, 2008;
- ScrippsNews, *“Retreats help vets, spouses reconnect,”* February 25, 2008;

### **NETWORKING**

- Chamber staff attended Rite Aid’s Grand Opening, February 6, 2008;
- Chamber staff spoke to the Kiwanis regarding Travel Show and possible Chamber relocation, February 12, 2008;
- Council Connections, February 21, 2008;
- Chamber Mixer sponsored by the Bowladium, February 21, 2008;

### **BUSINESS & ECONOMIC DEVELOPMENT**

- Chamber staff attended the LA Times Travel Show, Long Beach, February 9-10th;
- Annual Membership Meeting to discuss 2006-2007 Annual Report, March 17, 2008, Little Church of the Desert, at noon. Must RSVP for lunch 760-367-3445.

### **LEGISLATIVE AFFAIRS**

- City Council Connections, February 21, 2008, Mayor Bernal in attendance;
- Chamber/Rotary partnered to present First Supervisor Brad Mitzelfelt, who discussed County issues;

### **MILITARY AFFAIRS**

- MCAGCC lunch with Jim Ricker and Quad Chambers regarding information flow and possible projects February 22, 2008;
- Attended Battle Color Ceremony, February 29;

- **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**

- Twentynine Palms High School Career Exploration Day, Friday, March 7, 2008;
- 17<sup>th</sup> Annual Spell-A-Thon, Saturday March 8, 2008 9AM, Helen Gray Center in Joshua Tree;
- Chamber Board of Directors meeting, March 20, 2008, 12PM, chamber conference room;
- Economic Briefing by John Husing, Ph.D., Friday March 14, 9AM, at Twentynine Palms Park and Recreation Room, 74325 Joe Davis Drive;
- Chamber Annual Membership Meeting March 17, 2008, at the Little Church of the Desert, at noon. Must RSVP for lunch 760-367-3445;
- Chamber Mixer will be sponsored by the Chamber of Commerce and the Twenty Nine Palms Band of Mission Indians at the Chamber office, 73660 Civic Center Drive on March 20, 2008, 5PM-7PM;

**Twentynine Palms Chamber of Commerce  
Contact Statistic Report February 2008**

<b>Subject</b>			<b>Phone Calls</b>		<b>Walk-Ins</b>
Action Council			3		
Airport			1		
Calendars					4
Camping			1		11
Casino			73		10
Chamber Business			138		119
Demographics			3		
Developers			16		
Directions			6		
Employment			1		
Gift Shop					32
Golf					1
Government			19		
Hilltoppers Race			7		
Information 411			12		7
Joshua Tree N.P.			97		18
Lodging			23		9
Maps			3		12
Marine Base			21		
Marketing			60		15
Miscellaneous			139		52
Mixers			3		1
Murals			1		14
Packet Requests (Relocation/Visitor)			5		
Phone Books			3		19
Pioneer Days			1		1
Realtors			1		
Road Conditions			11		1
RV Park			10		
Street Fair & Car Show			13		
Transportation			11		
Voting			4		
Weather			4		1
Wild Flowers			2		
<b>TOTALS</b>			<b>692</b>		<b>327</b>
<b>PACKETS</b>		9			



# STAFF REPORT

**TO:** Redevelopment Agency Board of Directors  
**FROM:** Executive Director  
**DATE:** March 11, 2008

**SUBJECT:** Historic Plaza Improvements

**RECOMMENDATION:** The recommendation is that the City Council receives the staff report and provides direction regarding project design and structuring, retaining a civil engineer, and adjacent property owner participation.

**ORDER OF PROCEDURE:**

Request Staff Report (Frank Spevacek Presenting)  
Council Questions of Staff  
Public Comment  
Council Discussion & Direction

*Attachments*

1. Aerial of Historic Plaza
2. Conceptual Design for Historic Plaza

**BACKGROUND:** Over the past several years, the Historic Plaza property owners, business tenants, and the City have been discussing Plaza circulation and roadway improvements. In 1996 the City retained a design firm who prepared concept plans for these improvements (Attachment 1). These concept plans were accepted by the City, but have not been formally approved.

As part of the Agency's Five Year Implementation Plan midterm update, the Agency Board allocated \$500,000 for these improvements. Staff and RSG have subsequently held two meetings with Historic Plaza property and business owners to define the next steps. These meetings have surfaced an acute desire to see that the improvements are underway by the Fall 2008. It is now time for the Redevelopment Agency Board to engage in this process. Staff is seeking Board direction regarding:

- The Properties Included in this Effort. To date, only the Historic Plaza properties have been included in this improvement effort. Staff is seeking direction regarding limiting the scope to the Historic Plaza properties, or expanding the scope to include the Homestead Drive properties adjacent to the Historic Plaza.
- The Concept Plan. It has been some time since the Agency Board has reviewed and discussed the concept plan. Staff is seeking direction regarding the overall layout, and the type and scope of the roadway, parking, landscaping and pedestrian walkway improvements.

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Review of Staff Report:

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

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

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

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

- Circulating a Request for Proposals for Civil Engineering Services. The existing plan is conceptual and needs further refinement. Existing conditions must be identified, including property size, right-of-way width, easements, surface drainage, septic systems, and utilities. Further, it is recommended that a traffic engineer review the vehicular/pedestrian circulation patterns and parking configuration. Handicapped access and parking must also be reviewed. Once the final configuration is approved, construction drawings and bid specifications must then be prepared.

A civil engineer is required to undertake these tasks. Since the City would be constructing these improvements, the City would retain a firm to provide these services; the Redevelopment Agency would pay for the design services and construction.

- Adjoining Property Improvements. Discussions have centered only on improvements within the existing right-of-way. Should the scope of this effort be expanded to include the adjoining properties? Should guidelines be prepared to establish design parameters for building improvements, signs, and off-street plaza and parking areas?
- Adjoining Property Participation. Preliminary estimates indicate that the Historic Plaza improvements, as delineated in the Concept Plan, may require \$500,000 to \$800,000 of Agency investment. Should the adjoining property owners commit to improving their buildings as part of this effort? This may include building facades, signs, parking areas and plazas.
- Maintenance. Staff and the owners have preliminarily discussed maintenance options; these include having the owners form a business improvement district and assess themselves, retain a maintenance firm and take care of the improvements, or have them pay the City to maintain the improvements. While maintenance options require additional study, staff is seeking Board input regarding a preferred approach.

The property owners and RSG will be reviewing our progress to date at the March 11<sup>th</sup> meeting. Upon receiving Agency direction regarding the above items, staff will proceed with the next steps in implementing the long awaited Historic Plaza improvements.

**FISCAL IMPACT: N/A**



# STAFF REPORT

**TO:** City Council  
**FROM:** City Manager  
**DATE:** March 11, 2008

**SUBJECT:** Workshops to Seek Input on Community

**RECOMMENDATION:** The recommendation is that the 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 & Direction

*Attachments*

1. Summary of Concerns from Community Workshops
2. Survey

**BACKGROUND:** Staff and RSG have been conducting Community Workshops to surface concerns regarding the General Plan. These Workshops were held on January 29 (a joint Planning Commission/City Council meeting), February 9 and February 13. The purpose was to identify concerns regarding the existing General Plan, and to surface new General Plan issues. Attachment 1 to this report presents a summary of the items raised during these discussions.

The City also circulated a survey (Attachment 2) to over 14,000 property owners in the community. This survey was included in the City's February mailing of a public notice. Further, this survey has been posted on the City's internet web site. The survey process will conclude at the end March 7<sup>th</sup>.

The initial Workshop schedule anticipated presenting results and recommendations regarding possible General Plan amendments at the March 11<sup>th</sup> Council meeting. Unfortunately, this objective cannot be achieved. First, the survey results will not be available and tabulated in order to meet the March 11<sup>th</sup> agenda deadline. Second, the Workshop input surfaced participant consensus that the General Plan must preserve:

- Alluvial fans and natural drainage courses,
- Wildlife corridors and habitats, and
- Buffer zones between developed areas and the national park.

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Review of Staff Report:

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

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

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

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

Further, the Workshop participants indicated that the General Plan should also limit development within active earthquake fault zones.

Other issues discussed at the community workshops included the amount of retail needed in the City, creating a pedestrian-oriented downtown area, increasing the quality of buildings and homes in the City, and preserving the outdoor oriented, small community character.

Staff and RSG believe that the next step should entail analyzing the impacts the alluvial fan/drainage course, wildlife corridor/habitat, buffer zone and earthquake fault zones have on the existing Land Use plan. Preserving these environmental features would impact build out population. This analysis and the results of the community survey will be ready for Council presentation at the March 25<sup>th</sup> meeting.

Frank Spevacek will be presenting the community Workshop results at the March 11<sup>th</sup> meeting as well as further detailing the environmental feature sensitivity analysis that his office is undertaking.

**ALTERNATIVES: N/A**

**FISCAL IMPACT: N/A**

## Summary of Concerns from Community Workshops

### Planning Issues

- Disconnect - land use and circulation elements
- Need to balance community/base needs
- Declining residential land values - too many vacant new dwellings
- Continue to implement General Plan vision
  - Retirement community
  - Artist community
  - Tourist Mecca
- Insure General Plan is vertically integrated
- Maintain wildlife corridors and habitats
- Respect earthquake fault zones
- Inconsistent roadway widths
- Inconsistent curb and gutter improvements
- Future maintenance/use of the 801 dwellings
- Need better buffers between residential, commercial, and industrial uses
- Open space buffers between communities
- Lack of EIR
- Pockets in City where zoning on undeveloped parcels is high density compared to surroundings
- Finding right equation with commercial zoning
- Addressing fault zones, geological features (mountains, etc.), buffer zones, and conservation corridors.
- Flood Issues
- Quality Development

### Community Wants/ Needs

- Maintain/expand outdoor activities
- Expand trail system
- Complete bike paths
- Maintain quiet (enforce Noise Element)
- Better roadway planning and traffic calming
- Balance night lighting with dark sky needs
- Increase groundwater recharge
- Maintain alluvial fans and natural drainage
- Develop a low water golf course
- Promote sustainable development
- Recruit non-polluting industry
- Reuse grey water for landscape irrigation
- Maintain downtown core – prevent sprawl
- Keep retail spending in Twentynine Palms
- Expand local job base for future generations
- Maintain community identity and charm
- Walkable city
- Accommodate Base expansion
- Keep Base generated business in community

### Ultimate Size of Community

- Realistic build-out population
- Mitigate density reduction impacts on land values
- Can City financially support a large population
  - Police/fire costs
  - Street/drainage infrastructure costs
  - Sewage treatment capacity
- Desired city-only population
- Limit community growth and achieve high quality

The City of Twentynine Palms is considering an update to its General Plan, which is the planning document for the City's future development. In order to ensure that the potential General Plan revisions reflect the values and concerns of all residents, not just those who actively participate in public workshops, the City has developed a Community Survey to distribute to all households in the City of Twentynine Palms. Please complete this survey and return in the enclosed envelope by February 28, 2008. Thank you for your time.

Twentynine Palms Character

1. What do you like most about living in Twentynine Palms? Circle one or fill in the blank.
  - a. Rural, small city feel
  - b. Low crime rate and safety of the community
  - c. Local schools
  - d. Surrounding parks and open space
  - e. Nearby off-road recreational opportunities
  - f. Other (Fill in)\_\_\_\_\_
  
2. What is the least desirable aspect of living in Twentynine Palms? Circle one or fill in the blank.
  - a. Condition of roadways, including lack of curb, gutters, and sidewalks
  - b. Lack of retail stores and restaurants
  - c. Lack of housing development
  - d. Lack of recreational opportunities
  - e. Other (Fill in)\_\_\_\_\_
  
3. What should the City be like in 15 years? Circle one or fill in the blank.
  - a. Same as it is now, no changes
  - b. A more urban community with a variety of quality housing types, retail stores, industry and greater population
  - c. Some growth, but maintain the small town, rural feel of the community
  - d. Some growth, but maintain and enhance the natural scenic beauty
  - e. Other (Fill in)\_\_\_\_\_
  
4. Currently, the City of Twentynine Palms (excluding the Base) is home to approximately 15, 000 residents. At build out, how large would you like to see Twentynine Palms be? Circle one.
  - a. 25,000
  - b. 50,000
  - c. 75,000
  - d. 100,000
  - e. 125,000
  - f. Not sure
  
5. Which of the following is the biggest reason that you reside in Twentynine Palms? Circle one or fill in the blank.
  - a. Quality of life
  - b. Natural beauty of the area/views
  - c. Cost of living
  - d. Get away from urban life
  - e. Military service
  - f. Other (Fill in)\_\_\_\_\_

Land use and Development

6. Which of the following would you like to see increase in the City? Circle all that apply.
- a. Parks and recreation facilities
  - b. Retail shops
  - c. Residential development
  - d. Industrial facilities and office buildings
  - e. Higher education opportunities (college)
  - f. Youth activities
7. Which of the following types of housing would you like to see increase in the City? Circle all that apply.
- a. Single family homes
  - b. Condominiums
  - c. Apartments
  - d. Country estates
8. Do you agree with encouraging mixed-use projects in the City? (residential development mixed in with retail development). Circle one answer.
- a. Yes
  - b. No
  - c. Not sure

Economic Development

9. Which of the following services would you like to see increase in the City? Circle all that apply and fill in the blank if desired.
- a. Sit-down restaurants
  - b. Recreation services
  - c. Retail/Shopping
  - d. Entertainment
  - e. Medical services
  - f. Hotels
  - g. Other (Fill in)\_\_\_\_\_
10. Which of the following amenities would you like to see increase in the City? Check all that apply and fill in the blank if desired.
- a. Walking, biking, and hiking paths
  - b. Open space
  - c. Recreational facilities
  - d. Youth programs
  - e. Senior programs
  - f. Affordable for sale housing
  - g. Parks
  - h. Wildlife corridors
  - i. Buffer space between City and other communities
  - j. Other (Fill in)\_\_\_\_\_

13. Do you have any other comments on what you would like to see change in the City?

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# STAFF REPORT

**TO:** City Council  
**FROM:** City Manager  
**DATE:** March 11, 2008

**SUBJECT:** Purchase of the Civic Center Professional Building Located at 73660 Civic Center Drive adjacent to City Hall (APN 618-262-06)

**RECOMMENDATION:** The recommendation is that the City Council approves the purchase of the Civic Center Professional Building (parcel 618-262-06) in an amount not to exceed \$392,000 and authorizes the City Manager to sign documents relating to said purchase.

**ORDER OF PROCEDURE:**

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

*Attachments*

1. Picture of Civic Center Professional Building
2. Aerial Map
3. Purchase Agreement and Joint Escrow Instructions

**BACKGROUND:** Currently there is not sufficient space for staff at City Hall. To work through the issue of insufficient space employee workstations have been placed in the conference room, as well as in open areas of the Planning Department. Staff anticipates that in the near future the City Council may consider additional staff to continue to provide an acceptable level of service to residents and customers of the community.

Adjacent to City Hall is the Civic Center Professional Building, which is a 2,700 sq. ft. building owned by Robert and Lori Gagnon. The approximately 15 year old building sets on .25 acres and includes a parking lot with 10 spaces. The building is in excellent condition. The zoning on the property is public. The building currently has two tenants, Dr. Geduld (DDS) and the Chamber of Commerce. Dr. Geduld is on a month-to-month rental agreement and the Chamber of Commerce is on a 5 year lease agreement thru August of 2010.

The Government Center Task Force recommends the purchase of the building, due largely in part to its location, in an effort to ease the overcrowding of current and near future personnel at City Hall. It is anticipated that this building would be a good facility in which to place the Community Development functions, including Building and Safety, Engineering, and Code Enforcement.

Dozier Appraisal has appraised the property at \$380,000. After negotiations it was agreed, pending Council approval, that the City would pay \$380,000 for the facility. It was also agreed that the City would pay its buyer closing costs and the realtor fee (2%). The seller has agreed to cover seller closing costs.

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Review of Staff Report:

\_\_\_\_\_  
City Manager      City Attorney      City Engineer      Department Head

Should the City Council authorize the purchase of the building, staff anticipates that it will work with the current tenants in their need to find a new location to conduct business. Staff also estimates that the City will need to invest additional funding into the building in order to remodel. A contractor has been scheduled into the building to estimate remodel costs for the City. This information should be available at the City Council meeting.

**ALTERNATIVES:** The City Council can choose not to purchase the property at this time, or can direct staff to negotiate other terms as appropriate. It can also choose to build a facility on property owned by the City adjacent to City Hall. The current building costs at prevailing wage for a 2,700 sq. ft. building are between \$175 and \$250 per sq ft.

**FISCAL IMPACT:** Dozier Appraisal Company has appraised the property at \$380,000. Staff has negotiated the price of the property to \$380,000. Buyer closing costs, including the realtor fee, is approximately \$11,140. Seller will be responsible for seller closing costs. Funding for the purchase of the property will be from the City's reserve budget. The current balance of the reserve budget is approximately \$6,000,000.

**RESOLUTION NO. 08-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS, CALIFORNIA, AUTHORIZING AN ADJUSTMENT TO THE BUDGET FOR FISCAL YEAR 2007 - 2008**

**WHEREAS**, The City is beginning to outgrow the present City Hall facilities, and needs to expand; and

**WHEREAS**, The City has an opportunity to purchase the property with an existing building that is adjacent to City Hall; and

**WHEREAS**, Funds for this purchase have not been budgeted.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Twentynine Palms authorizes the City Manager to purchase the property 73660 Civic Center Drive, identified as Assessor's parcel number 618-262-06 for the sum of \$392,000, and makes the following adjustment to the budgeted expenditures for the fiscal year ended June 30, 2008:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
General Fund	Capital Outlay	\$392,000

**PASSED, APPROVED, AND ADOPTED** on the 11th day of March 2008.

---

Elaine Bernal, Mayor

ATTEST:

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Charlene 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 11th day of March 2008, by the following vote of the Council:

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

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Charlene Sherwood, CMC, City Clerk

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

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Charlene Sherwood, CMC, City Clerk



# STAFF REPORT

**TO:** City Council via City Manager  
**FROM:** Finance Director  
**DATE:** March 11, 2008

**SUBJECT:**  
Loan to Morongo Basin Transit Authority (MBTA)

**RECOMMENDATION:**  
The City Council adopt Resolution Number 08-06 authorizing the Mayor and/or City Manager to execute the loan documents.

## 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 (voice vote)

Attachment Resolution No. 08-06
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## BACKGROUND:

The MBTA is organized in such a way that it has no General Fund, because their assets are dedicated to a specific purpose and cannot be used for other purposes. The result of this situation is that whenever MBTA receives a grant, it has to borrow money to cover costs until the project is completed. The City General Fund has available cash that is often used to pay for grant-related projects until the reimbursements are received. The Community Development Block Grant, State Park Bond Act, and various Federal grants require the City to pay for projects up front and then request the grant funds. In many cases, the City has paid out money and waited over a year for grant reimbursement.

MBTA has requested the City loan it money for projects, similar to a line of credit. MBTA would borrow the funds from the City, and would repay the loan after they receive the grant monies. They have proposed to pay an interest rate of 2% above the rate we receive from the Local Agency Investment Fund. This would provide the City a little higher interest rate, and save MBTA two to three percent interest. The City has made similar loans to MBTA twice in the past.

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

The City Attorney has reviewed the proposal and his opinion is that the loan is within the powers of the City.

Staff recommends that the agreement for this loan be approved for one year, with the provision that any loans be paid off within six months after the end of the agreement.

The principal balance of the loan would be limited to \$800,000.

**ALTERNATIVES:**

No alternatives are proposed.

**FISCAL IMPACT:**

The City will earn more interest than it normally would (possibly as much as \$4,000).

RESOLUTION NO. 08-06

**A RESOLUTION OF THE CITY OF TWENTYNINE PALMS AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT TO LOAN UP TO \$800,000.00 TO MORONGO BASIN TRANSIT AUTHORITY**

**WHEREAS**, The City of Twentynine Palms is represented on the governing board of Morongo Basin Transit Authority (MBTA); and

**WHEREAS**; MBTA is in need of advanced financing for certain projects including a roadway construction project on Highway 62, which will be reimbursed by grant funds upon completion; and

**WHEREAS**; The City has funds in reserve, that can be used to assist MBTA, without putting a financial burden on the City, and

**WHEREAS**; It is in the interest of the City to assist MBTA in the fulfillment of their mission.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Twentynine Palms as follows;

SECTION 1. The City shall make available to MBTA a loan in an amount not to exceed \$800,000.00, for the purpose of funding purchases and projects for which grant funds have been committed by the Federal Government and/or the State of California.

- A. Over the course of the loan, MBTA may continuously borrow and repay amounts up to the maximum loan amount.
- B. The term for drawing funds against the loan shall be one year, beginning February 12, 2008. The borrowed funds plus interest, must be repaid to the City by August 15, 2009.
- C. The interest on the loans shall be payable quarterly, and shall be computed based on the quarterly interest rate earned on investments in the Local Agency Investment Fund (LAIF) plus two percent (2%).

SECTION 2. The Mayor and/or City Manager shall have the authority to execute the loan agreement with MBTA on behalf of the City, and have responsibility to monitor the loan process and assure that all loans are backed by a valid grant.

**PASSED, APPROVED, AND ADOPTED** by the City Council of Twentynine Palms this 11th day of March 2008.

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Elaine Bernal Mayor

Attest:

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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 11th day of March, 2008, by the following vote of the Council:

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

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Charlene Sherwood CMC ,City Clerk