



STAFF REPORT

TO: City Council
FROM: City Manager
DATE: August 26, 2008

SUBJECT: Award of Custodial Contract

RECOMMENDATION: The recommendation is that the City Council awards a three year custodial contract to Mike's Janitorial Service in an amount not to exceed \$81,360.00.

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. Request for Bids
2. Bid Sign In Sheet
3. Attachment A from Mike's Janitorial
4. Attachment A from Biotechnical Cleaning

BACKGROUND: The City currently contracts with Mike's Janitorial Service for custodial services at City Hall, the Senior Center, and the Twentynine Palms Library (County reimburses City for costs of janitorial service at Library).

Recently the City published a Request for Bids ("RFB") for the abovementioned custodial service. Two companies submitted bids. The following are the bid results:

- Mike's Janitorial \$81,360
- Shyp Biotechnical Cleaning \$177,110

After an evaluation of the bids staff recommends that the City Council award the contract to Mike's Janitorial. Staff notes that the owner of Mike's Janitorial has agreed to increase the limits on his auto policy to be in compliance with the RFB. A copy of the updated auto policy will be provided to the Council at the meeting.

ALTERNATIVES: The City Council can direct staff to reject all bids and republish the RFB in an effort to obtain additional responses.

FISCAL IMPACT: The City Council has budgeted \$33,000 for janitorial services in FY 2008/09. Mike's Janitorial has bid a cost of \$27,120 each of the three years of the contract.

Review of Staff Report: _____
City Manager City Attorney City Engineer Department Head



STAFF REPORT

TO: City Council
FROM: City Manager
DATE: August 26, 2008

SUBJECT: Renewal of Chamber of Commerce Service Agreement

RECOMMENDATION: Receive updated and revised service agreement with the Chamber of Commerce; adopt as submitted.

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)

Attachments

1. FY 08-09 Contract with Chamber of Commerce

BACKGROUND: The City Council has contracted with the Chamber of Commerce (“Chamber”) for several years. The purpose of the contract with the Chamber has been to provide a local office and staffing to answer inquiries about the City, its people, businesses and employers, recreational facilities, environment, and other matters. Under the current agreement the Chamber, in addition to providing the abovementioned services, also serves the City by organizing community promotional events (Pioneer Days, etc.), monthly mixers, a visitor guide, and business promotional events.

The Chamber also serves the City by acting as the community’s Convention and Visitors Bureau Services. Acting in this capacity the Chamber is required to provide services that include the active maintenance of the Twentynine Palms Convention and Visitors Bureau web-site, which includes vacation and travel information and planning assistance. In addition, as the City’s Convention and Visitors Bureau the Chamber encourages and promotes tours, meetings and conferences, and facilitates the presence at the California Welcome Center.

The attached agreement, prepared by staff and the City Attorney, has the Chamber service agreement (\$52,787) and the Convention and Visitors Bureau agreement (\$29,026) in one document. The agreement is for one year and has incorporated an annual consumer price index increase. The agreement is for specific services and deliverables, specifies certain work for the Chamber and requires periodic progress reports.

ALTERNATIVES: The Council can direct staff to renegotiate the contract and services or may choose to cancel service agreement.

FISCAL IMPACT: \$52,787 in General Funds and \$29,026 in Transit Occupancy Tax (commonly known as the “TOT Tax”) Funding.

Review of Staff Report: _____

City Manager

City Attorney

City Engineer

Department Head



STAFF REPORT

TO: City Council via City Manager
FROM: Community Services Director
DATE: August 26, 2008
SUBJECT: Renewal of Cooperation Agreement

RECOMMENDATION:

The City Council approve the Cooperation Agreement between the City of Twentynine Palms and the County of San Bernardino.

ORDER OF PROCEDURE:

Request Staff Report (Randy Council) (C)
Request Public Comment
Council Questions of Staff
Council Discussion
Motion/Second
Discussion of Motion
Call the Question (voice vote)

Attachment Cooperation Agreement

BACKGROUND:

Every three years, the City of Twentynine Palms enters into an agreement with the County of San Bernardino, which permits the City to implement Community Development Block Grant (CDBG) projects. This contract is called the Cooperation Agreement. The last agreement was approved three years ago and expires June 30, 2009. The new agreement will be effective July 1, 2009, and run to June 30, 2012. The new agreement will again allow the City to directly implement CDBG-Funded activities. In May the Council approved the agreement and signed the contract which was approved by HUD. However, HUD has requested that the City resubmit a new staff report and minutes with a minor change from Delegate Agency Agreement to Cooperation Agreement.

ALTERNATIVES:

Ratifying the agreement also allows the City receive their equitable share of the CDBG funds. This year the City received approximately \$140,000 in CDBG funds. If the City decides not to ratify the contract, the City will lose the power and decision on the distribution of the funds and projects chosen within the City. The County of San Bernardino will take control of the funds.

FISCAL IMPACT: NONE

Review of Staff Report:

_____ City Manager

_____ City Attorney

_____ City Engineer

_____ Department Head



STAFF REPORT

TO: City Council
FROM: City Manager
DATE: August 26, 2008

SUBJECT: MBTA Joint Powers Agreement Number Five

RECOMMENDATION: The recommendation is that the City Council receives staff report and approves the Fifth Amendment to the MBTA Joint Powers Agreement.

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 (voice vote)

Attachments

1. Letter from Joe Meer, MBTA General Manager
2. Amendment to MBTA Joint Powers Agreement

BACKGROUND: The Morongo Basin Transit (“MBTA”) Board of Directors (“Board”) currently has a Member At Large position on the Board. The Member At Large position is selected by the Board for a term of two years. Additionally, the Member At Large position has an alternate that is chosen by the Board for when he/she cannot attend the Board meetings.

The MBTA Board recently passed a resolution to amend the agency’s bylaws to allow the alternate for the Member At Large position to be seated and vote for any absent member of the Board, with the idea being to allow greater participation by the alternate Member At Large person, and to increase the likelihood of establishing a quorum.

In order to accomplish the abovementioned objective, the MBTA Joint Powers Agreement needs to be amended with attached Amendment Five.

Review of Staff Report: _____
City Manager City Attorney City Engineer Department Head



STAFF REPORT

TO: City Council via City Manager
FROM: Richard Pedersen, City Engineer
DATE: August 26, 2008

SUBJECT: Adoption of Resolution No. 08-30 authorizing the City Manager to execute the Master Agreement with Caltrans for the State Funded Safe Route to School Improvement Project (El Paseo Drive, Mesquite Springs Road, Split Rock Avenue, and Baseline Road).

RECOMMENDATION: The City Council adopt Resolution No. 08-30 authorizing the City Manager to execute the Master Agreement and Program Supplement Agreement with California Department of Transportation for the State funded Safe Route to School improvement project.

ORDER OF PROCEDURE:

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

<p><u>Attachments</u> Resolution No. 08-30 Program Supplement and Master Agreement</p>
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SUMMARY:

On August 1, 2008, City received State Master Agreement (No. 00188S) and Program Supplement Agreement (No. 0F00 Rev. 000) from Caltrans for the Safe Route to School improvement project.

The project includes construction of curb, gutter, sidewalk, and bike path; upgrade traffic signs and crosswalks; and install flashing beacons along El Paseo Drive, Mesquite Springs Road, Split Rock Avenue, and Baseline Road.

BACKGROUND:

In November of 2007, an application for funding under the California's Safe Route to School Program was submitted to Caltrans. In March of 2008, a total of \$438,660 was awarded to City of Twentynine Palms for the construction of curb, gutter, sidewalk, and bike path; upgrade traffic signs and crosswalks; and install flashing beacons along El Paseo Drive, Mesquite Springs Road, Split Rock Avenue, and Baseline Road in and around Oasis Elementary School and El Paseo Elementary School.

Prior to allocation of such funding, Resolution No. 08-30 must be approved.

ALTERNATIVES: N/A
FISCAL IMPACT: N/A

Review of Staff Report: _____
City Manager City Attorney City Engineer Department Head

RESOLUTION NO. 08-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS, CALIFORNIA AUTHORIZING THE CITY MANAGER TO EXECUTE THE MASTER AGREEMENT AND PROGRAM SUPPLEMENTAL AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION AS NECESSARY FOR THE CITY OF TWENTYNINE PALMS TO RECEIVE STATE FUNDING FOR THE SAFE ROUTE TO SCHOOL PROJECT

WHEREAS, Twentynine Palms is eligible to receive State funding for the Safe Route to School project, through the California Department of Transportation; and

WHEREAS, in order to receive such funding, Master Agreement and Program Supplemental Agreement by and between Twentynine Palms and the California Department of Transportation need to be executed; and

WHEREAS, the City Council desires to delegate the authority to execute the Master Agreement and Program Supplemental Agreement to the City Manager.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Twentynine Palms that the City Manager is hereby authorized to execute the Master Agreement and Program Supplemental Agreement necessary for Twentynine Palms to receive State funding for the Safe Route to School project through the California Department of Transportation.

PASSED, APPROVED, AND ADOPTED by the City Council of Twentynine Palms this 26th day of August, 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 26th day of August, 2008, by the following vote of the Council:

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

Charlene L. Sherwood, CMC, City Clerk



STAFF REPORT

TO: City Council
FROM: City Manager
DATE: August 26, 2008

SUBJECT: Storm Event Update

RECOMMENDATION: The recommendation is that the City Council receives the staff report and provides direction.

ORDER OF PROCEDURE:

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

BACKGROUND: On Monday, August 4, 2008 the City of Twentynine Palms received a powerful storm event that featured approximately 4 inches of rain within a 3 hour period of time, in addition to strong winds and hail. At the conclusion of the storm event the community had received major damage, to include closure of many roadways and private property structural damage. The initial cost of damage to roadways, including clean up was estimated at \$150,000. The initial cost of damage to private property was estimated at \$1.2 million.

Due to the damage of the storm, and our inability to timely open many roadways for residents and emergency vehicles, the City Manager activated the City's Emergency Operations Center and signed a proclamation declaring a local emergency. These actions enabled the County EOC to activate and provided the mechanism for inter-agency cooperation and assistance. Additionally, the proclamation requested assistance from the State of California, which will facilitate being reimbursed with state funding should it be available.

On Monday evening staff took inventory of the damage and contracted with multiple firms in the area that specialize in tractor work. Staff also received commitments from the Twentynine Palms Water District, the County of San Bernardino, and the Town of Yucca Valley to assist in the disaster so that the appropriate number of equipment and operators could be obtained. On Tuesday all of the abovementioned and City staff began work by way of a prioritized list.

On Wednesday, August 6, 2008, the City Council held an emergency meeting to review the damage of the storm and the progress that had been made. At that time the City Council approved Resolution 08-26, which affirmed the proclamation signed by the City Manager

Review of Staff Report: _____
City Manager City Attorney City Engineer Department Head

declaring an emergency. The council also authorized a budget for the storm clean up of \$178,500, to include a contract in the amount of \$32,000 to Clark Construction for work in backfilling and shouldering roadways.

Over the past week staff has been working with Clark Construction to repair the shoulders of roadways in the community. Staff has also had a crew working diligently to broom roads. The City Engineer has inspected local roadways and various properties that received flood damage. The Finance Director has met with the State of California Office of Emergency Services to tour the damage and discuss reimbursement.

At the City Council meeting staff will provide an overview of the August 4th storm event and the latest details on the clean up.



STAFF REPORT

TO: City Council
FROM: Personnel Task Force
DATE: August 26, 2008

SUBJECT: Third Amendment to City Manager Employment Agreement

RECOMMENDATION: The recommendation is that the City Council adopts the proposed amendment to the City Manager's employment agreement.

ORDER OF PROCEDURE:

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

Attachments

1. Third Amendment to City Manager Employment Agreement

BACKGROUND: The City Manager is evaluated twice each year. The Personnel Task Force summarized and reviewed the completed evaluation form submitted by each City Council member and presented his evaluation at the last Council meeting. In light of the very positive evaluation given to the City Manager by the Council, the Personnel Task Force recommends a \$20,000 increase to the City Manager's salary as set forth in the attached contract amendment bringing his total salary to \$155,398. Note that the average city manager salary in San Bernardino County is \$204,784 and that the City Manager's salary is currently the lowest of all city manager's in San Bernardino County. By its recommendation the Personnel Task Force is attempting to bring the City Manager's salary more in line with salaries for his position in the County.

Review of Staff Report:

City Manager

City Attorney

City Engineer

Department Head