

**CITY OF TWENTYNINE PALMS
PROCLAMATION**

HONORING FATHER IAN HANLEY

WHEREAS, Father Ian Hanley arrived in the Morongo Basin in November, 2006 from Hamilton, New Zealand to serve the Episcopal community of St. Martin in the Fields and St. Joseph of Arimathea, he immediately immersed himself in the community holding mass, joining the Twentynine Palms Ministerial Association, getting to know parishioners and community members and making himself available to serve.

WHEREAS, Father Ian Hanley's unique look and motorcycle riding habits were a source of much curiosity; however his kindness and compassion for all quickly endeared him to members of the community.

WHEREAS, In the summer of 2007, Father Ian and his wife Gwenda were thrilled to see our great country from the back of a bike, riding Route 66. Moreover, Father Ian served as a proud member of the Patriot Guard and accompanied many busloads of Marines home to Twentynine Palms Marine Base.

WHEREAS, In September 2007, Father Ian was installed as Vice-President of the Twentynine Palms Ministerial Association; a job he volunteered to do and one in which he brought many new and exciting ideas to the table. The following September, he was elected President of the Twentynine Palms Ministerial Association, a position he held through December 2008. As President, Father Ian galvanized the group by encouraging fellowship and championing social activities such as book discussions, dinner parties and family functions.

WHEREAS, Father Ian Hanley was diagnosed with prostate cancer earlier this year and went through a very public course of treatment. His diagnosis, treatment options, surgery and recovery were documented by Hi-Desert Publishing in a series of newspaper articles. Discussing this sensitive topic in such a public way opened the eyes of many area residents to the need for preventive measures and vigilant screenings.

WHEREAS, Father Ian's ability to spread the Gospel through a variety of unconventional ways including The Desert Trail and local radio has captivated audiences young and old. His support of local charities including Reach Out Morongo Basin, Theatre 29 and Sky's the Limit Observatory was marvelous and many individuals also benefitted from his generosity. All who were touched by Father Ian in his short time in the Morongo Basin will miss him but will remember him fondly.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby, commends Father Ian Hanley for his outstanding service to the City of Twentynine Palms and the Morongo Basin community.

DATED this 25th of November, 2008.

Elaine Bernal, Mayor



STAFF REPORT

TO: City Council via City Manager
FROM: Deputy City Clerk/Community Clean up Day Coordinator
DATE: November 25, 2008

SUBJECT: Community Clean Up Day Tonnage and Buck-A-Bag Results

BACKGROUND: On October 25, 2008 the City of Twentynine Palms and Burrtec Waste and Recycling sponsored a Buck-A-Bag competition during the Community Clean Up. Burrtec Waste and Recycling Services reported that 52.99 tons of trash was collected at the Community Clean Up Day on October 25, 2008. The tonnage is higher by 10.8 tons from the spring clean up in April of this year. We would like to thank the citizens of our community and all 6 of our Buck-A-Bag team participants.

The City of Twentynine Palms and Burrtec joined efforts to present prize money for this event. Burrtec has generously offered to match the 1st, 2nd, and 3rd place prize money for each group. Prize money will be awarded as follows:

Place	Organization	Bag Counts	Prize Money	Total Winnings
18 and Over Group				
1 st	Reach Out Morongo Basin	423	\$423+\$100+\$100	\$623.00
2 nd	American Red Cross Morongo Basin Chapter	312	\$312+\$75+\$75	\$462.00
3 rd	29 Palms Elks	65	\$65+\$50+\$50	\$165.00
18 and Under Group				
1 st	TPHS Boys Basketball	359	\$359+\$100+\$100	\$559.00
2 nd	Boy Scout Troop 229	217	\$217+\$75+\$75	\$367.00
3 rd	Troop 78	167	\$167+\$50+\$50	\$267.00

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



City Cleanup Report

10/25/08 City Cleanup
Twentynine Palms, CA

Prepared By: Deanna Webb

	Weight/quantity
Trash	52.99 tons
Green waste	3.05 tons
Tires	6.45 tons
Appliances	16.91
E-Waste	2.50 tons



STAFF REPORT

TO: Redevelopment Agency Board
FROM: Executive Director
DATE: November 25, 2008

SUBJECT: Renewal of Consultant Services Contract

RECOMMENDATION: The staff recommendation is that the Board receives staff report and authorizes staff to sign a renewal contract for a five-year term at an amount not to exceed \$150,000 per year.

ORDER OF PROCEDURE:

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

Attachments

1. Proposal by RSG
2. Current Contract

BACKGROUND: On August 28, 2007, the Redevelopment Agency Board (“Board”) approved a one year contract with the firm Rosenow Spevacek Group (“RSG”). During the year several projects were initiated, including the update of the Board’s Five Year Implementation Plan, the Historic Plaza Project, the Property Improvement Program, the conceptual ideas for Operation Phoenix. Additionally, RSG has been working with various developers who are making efforts to attract retail into the City. Finally, RSG has been working extensively with the City Council on the community’s General Plan.

Staff recently met with RSG to discuss a work schedule for the 2008/09 proposed activities. These activities include:

- Completion of Phase I of the Historic Plaza Project
- Assistance with Downtown Specific Plan creation and implementation
- Planning for Operation Phoenix
- Completion of Property Improvement Program Projects
- Assistance in a potential Comprehensive General Plan Update
- Assistance in attracting retail to community

Review of Staff Report:

_____ City Manager

_____ City Attorney

_____ City Engineer

_____ Department Head

- Assistance in analyzing and potentially purchasing County Housing Authority Apartments
- Assistance with the application for an Enterprise Zone
- Assistance in the acquisition and implementation programs relating to foreclosure issue
- Update of the Board's Five Year Implementation Plan
- Assistance with the remodel of the City's Chamber of Commerce and Visitor Center
- Assistance with financial planning and administration

More detail can be found on the work plan in the proposal by RSG (Attachment 1). RSG proposes that Frank Spevacek would remain as the Principal-in-charge and the primary contact.

FISCAL IMPACT:

RSG proposes a 5% increase in their billing rate over their previous contract. This new billing rate would be fixed for a period of three years.

Staff anticipates that the work outlined at the proposed billing rate will require approximately \$150,000 during FY 2008/09 to complete. Staff proposes the following budget allocation:

\$40,000	Budgeted RDA non-housing funds for consultant work
\$50,000	Unappropriated RDA non-housing reserves that at this time equal \$150,000
\$25,000	Budgeted RDA housing funds for consultant work
<u>\$35,000</u>	Unappropriated RDA non-housing reserves that at this time equal \$500,000
\$150,000	

ALTERNATIVES: Staff has considered the potential of hiring an RDA/Economic Development Specialist with the abovementioned budget. However, given the level of expertise with RSG and the ability to scale back work and budget as appropriate staff recommends that the Board approve a renewal contract with RSG.



STAFF REPORT

TO: City Council and City Manager
FROM: Community Services Director
DATE: November 25, 2008
SUBJECT: AB 1531 Parking Citations

RECOMMENDATION:

The City Council approve the adoption of Assembly Bill 1531 Disabled Parking, for multiply offenses and their respective fees.

Attachments Phoenix Group and Capitol Track E-mails and Resolution No. 08-32
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ORDER OF PROCEDURE:

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

BACKGROUND:

Existing law requires that an unauthorized person who parks or leaves a vehicle standing in a space reserved for a disabled person or disabled veteran in an off-street parking facility without displaying the required special license plate, placard or temporary placard, to be subject to being convicted of an infraction and fined not less than \$250. The City of Twentynine Palms fine for parking in a disabled parking space is \$500, the maximum allowed. On July 1st of 2008, Assembly Bill 1531 took affect which enabled the State, Counties and Cities to fine upon conviction the first offense, a fine not less than \$250, but not more than \$500, but it also allows for the second offense to be fined a minimum of \$500, but not more than \$750, and a third offense at minimum of \$750, but not more than \$1,000. If approved by the Council, the Phoenix Group which manages the City's parking citation program would notify the repeat offender of the increased cost.

Review of Staff Report:

_____ City Manager

_____ City Attorney

_____ City Engineer

_____ Department Head

ALTERNATIVES:

The first alternative is to adopt the new fees for repeat offenders and comply with AB1531, and the second option is not to adopt the new fees, and leave the fee at \$500 per offense.

FISCAL IMPACT: NONE

Therefore, Staff is recommending that the City Council approve the new fees and adoption of Assembly Bill 1531.

RESOLUTION NO. 08-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS SETTING FINES FOR UNAUTHORIZED PARKING IN SPACES RESERVED FOR DISABLED PERSONS

WHEREAS, the State of California has adopted AB 1531, which took effect July 1, 2008;
and

WHEREAS, AB 1531 sets minimum and maximum fines for an unauthorized person who parks or leaves a vehicle standing in a space reserved for a disable person or disabled veteran without the proper license plate, placard or temporary placard; and

WHEREAS, the City Council currently imposes a fine that is the maximum for a first offense

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Twentynine Palms establishes the following fines for unauthorized parking in a space designated for disable persons: first offense \$500, second offense \$750, third offense \$1,000.

PASSED, APPROVED, AND ADOPTED by the City Council of Twentynine Palms this 25th day of November, 2008.

Elaine Bernal, Mayor

Attest:

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 25th day of November, 2008, by the following vote of the Council:

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

Charlene Sherwood CMC, City Clerk



STAFF REPORT

TO: City Council via City Manager
FROM: Interim Community Development Director
DATE: November 25, 2008

SUBJECT: Parks and Recreation Master Plan

RECOMMENDATION

That the City Council conduct the public hearing, consider all oral and written testimony, accept the Planning Commission's recommendation, adopt Resolution 08-34, adopt the Negative Declaration, adopt a De Minimis Finding, and adopt the Parks and Recreation Master Plan.

ORDER OF PROCEDURE

Request Staff Report (Bulmaro Canseco Presenting)
Council Questions of Staff
Open Public Hearing
Close Public Hearing
Council Discussion
Motion/Second
Discussion of Motion
Call the Question (voice vote)

Attachments

- 1) Resolution 08-34
- 2) Negative Declaration
- 3) Parks and Recreation Master Plan
- 4) Project Materials
- 5) November 4, 2008 Planning Commission Staff Report and Attachments
- 6) November 4, 2008 Planning Commission Meetings Minutes

PROJECT DESCRIPTION

The City of Twentynine Palms Community Services Department is proposing to adopt a Parks and Recreation Master Plan, which applies to the entire area encompassed by the municipal boundaries of the City of Twentynine Palms. The Parks and Recreation Master Plan has been created pursuant to the Vision of the City's Recreation Plan, an element of the General Plan.

The General Plan Recreation Plan Element Vision states, "the City will develop a Park Master Plan which will serve as the guiding document for development of existing parks and acquisition of land for future parks. Implementation of the Park Master Plan will ensure that quality recreation opportunities are available to all citizens and visitors." The intent of this plan is to be the local plan for parks and recreation, implementing the Vision and Goals of the Recreation Plan Element of the City's General Plan.

BACKGROUND

In 2007, Twentynine Palms began developing its first Parks and Recreation Master Plan, a long-range plan providing guidance on the development and operation of a comprehensive system of parks, facilities, and recreation programs. The culmination of the planning effort is this document, accomplishing a goal established in Chapter VIII of the City's General Plan, which was adopted in 2002.

Review of Staff Report:

_____ City Manager _____ City Attorney _____ City Engineer _____ Department Head

To help develop the Parks and Recreation Master Plan, an extensive public participation program was established, which included the Planning Advisory Committee, recreation surveys of community residents, focus group studies, and public workshops/forums such as a booth at the 2007 Street Fair and Car Show.

On November 4, 2008, the Planning Commission conducted a Public Hearing regarding the proposed Parks and Recreation Master Plan. At that meeting, the Planning Commission adopted Planning Commission Resolution No. 08-19 recommending that the City Council adopt the proposed project. The Planning Commission had no further comments.

APPROVAL PROCESS

When a single project requires approval of multiple permits, all such permits shall be filed and reviewed concurrently. Processing and environmental review should be done concurrently and the highest Approval Authority of all the required permits shall make the final decision on the project. The Planning Commission is the Review Authority for the Parks and Recreation Master Plan. The City Council is the Approval Authority of this application.

FINDINGS

Pursuant to the City's Development Code, the City Council is required to make findings of approval prior to approving the project. Staff has prepared the following findings of approval for consideration:

- A. The proposed Parks and Recreation Master Plan does not conflict with and is consistent with the goals and objectives of the Twentynine Palms General Plan.
- B. The proposed Parks and Recreation Master Plan is consistent with the Recreation Plan element and all other elements of the City of Twentynine Palms' General Plan.
- C. The proposed Parks and Recreation Master Plan is a policy document that will guide future park and recreational facilities development within the City of Twentynine Palms.
- D. An Initial Study has been prepared by the City of Twentynine Palms for the Parks and Recreation Master Plan, so as to evaluate the potential for adverse environmental impacts; and, there is no evidence that the proposed project will have a potential adverse effect on wildlife resources.

ALTERNATIVES

Staff recommends no other alternatives at this time.

FISCAL IMPACT: None as the proposed Parks and Recreation Master Plan is a policy document and does not require the City to make any of the proposed improvements at this time. To implement the proposed Parks and Recreation Master Plan appropriate funding sources will be evaluated in the future.

CITY OF TWENTYNINE PALMS
CITY COUNCIL
RESOLUTION NO. 08-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS, CALIFORNIA, ADOPTING PC 08-69 (PARKS AND RECREATION MASTER PLAN), THE CITY OF TWENTYNINE PALMS COMMUNITY SERVICES DEPARTMENT IS PROPOSING TO ADOPT A PARKS AND RECREATION MASTER PLAN, WHICH APPLIES TO THE ENTIRE AREA ENCOMPASSED BY THE MUNICIPAL BOUNDARIES OF THE CITY OF TWENTYNINE PALMS. THE PARKS AND RECREATION MASTER PLAN HAS BEEN CREATED PURSUANT TO THE VISION OF THE CITY'S RECREATION PLAN, AN ELEMENT OF THE GENERAL PLAN.

WHEREAS, in 2007, the City of Twentynine Palms began developing its first Parks and Recreation Master Plan; and

WHEREAS, the Parks and Recreation Master Plan will serve as a long-range plan providing guidance on the development and operation of a comprehensive system of parks, facilities, and recreation programs; and

WHEREAS, the public at large was involved throughout the planning process of the Parks and Recreation Master Plan; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), a Negative Declaration was prepared and the project was routed to public agencies and departments for public review and comment; and

WHEREAS, a public hearing notice was published in a newspaper of record; and

WHEREAS, a public hearing was held by the Planning Commission on November 4, 2008; and

WHEREAS, the Planning Commission recommended adoption of the project at their November 4, 2008 public hearing; and

WHEREAS, a public hearing notice was published in a newspaper of record; and

WHEREAS, a public hearing was held by the City Council on November 25, 2008; and

WHEREAS, the City Council, acting as the Approval Authority for the Parks and Recreation Master Plan, made the following findings:

- A. The proposed Parks and Recreation Master Plan does not conflict with and is consistent with the goals and objectives of the Twentynine Palms General Plan.
- B. The proposed Parks and Recreation Master Plan is consistent with the Recreation Plan element and all other elements of the City of Twentynine Palms' General Plan.
- C. The proposed Parks and Recreation Master Plan is a policy document that will guide future park and recreational facilities development within the City of Twentynine Palms.
- D. An Initial Study has been prepared by the City of Twentynine Palms for the Parks

and Recreation Master Plan, so as to evaluate the potential for adverse environmental impacts; and, there is no evidence that the proposed project will have a potential adverse effect on wildlife resources.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Twentynine Palms adopts this resolution, the Negative Declaration pursuant to the California Environmental Quality Act (CEQA), a De Minimis Finding, and the Parks and Recreation Master Plan.

APPROVED AND ADOPTED THIS 25TH DAY OF NOVEMBER 2008.

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Elaine Bernal, Mayor

ATTEST:

Charlene L. Sherwood, City Clerk

I hereby certify that the foregoing is a true copy of Resolution No. 08-34 duly adopted by the City Council of the City of Twentynine Palms in a meeting held on the _____ day of _____, _____, in Twentynine Palms, California.
Dated this _____ day of _____, _____.

Charlene L. Sherwood, City Clerk



STAFF REPORT

TO: Redevelopment Agency Board
FROM: Executive Director
DATE: November 25, 2008

SUBJECT: Historic Plaza Project

RECOMMENDATION: The recommendation is that the RDA Board receives staff report and directs staff to prepare construction drawings and bid specifications.

ORDER OF PROCEDURE:

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

<i>Attachments</i>	
1.	Conceptual Design on Aerial Map

BACKGROUND: In March 2008 the Redevelopment Agency Board directed staff to review the conceptual design and cost estimates for the Historic Plaza improvements. The Agency has designated \$500,000 in the Five Year Implementation Plan for these improvements. An updated conceptual design has been prepared and reviewed with Plaza property and business owners. These owners are requesting that the Agency proceed with the creation of construction drawings and bid specifications; they have also agreed to fund on-going maintenance of these improvements.

Assistant City Engineer Danny Chow, with Charles Abbot & Associates, will be presenting these plans, recommended flat work, landscape and street furniture materials, and an engineer's cost estimate at the November 25th Agency meeting. The property owners will also be in attendance to underscore their interest in having the Agency proceed with these improvements, and their understanding that they will have to fund on-going maintenance. If the Board directs staff to proceed, the following efforts will take place:

- Plans and construction bid specifications will be prepared. They will then be presented to the Board for final consideration and approval before construction bids are requested. Mr. Chow will be providing a timeline for these items.
- Agreements with each property owner will be drafted that authorize the City/Agency to construct sidewalk improvements on their property. The City

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

right-of-way does not include the Plaza's sidewalks. In order to insure that all of the improvements are constructed in a cost effective and uniform manner, the City is proposing to construct the improvements in the City's right-of-way and on the adjoining private property. These agreements will also detail each owner's maintenance responsibilities.

- Further discussions with the property and business owners regarding design standards and façade improvements. Discussions to date indicate a desire for design guidelines for building and site improvements, signage, and development on the vacant parcels. The owners also indicated an interest in participating in the Agency's Storefront Improvement Program to make façade and building improvements as part of a phase 2 activity (phase 1 entails the Plaza roadway, parking, sidewalk and landscape improvements). Preparing design guidelines and defining the scope of facade improvements will take additional time; recognizing this, the property and business owners would like to proceed with the Plaza improvements while they work with staff to generate these next items.



STAFF REPORT

TO: City Council via City Manager
FROM: Community Services Director
DATE: November 25, 2008
SUBJECT: Mike Swigart Memorial

RECOMMENDATION:

The City Council approve the installation of the Simi Dabah sculpture in the memory of Mike Swigart in the National Park Drive median.

Attachments
Picture of Sculpture

ORDER OF PROCEDURE:

- Request Staff Report (Randy Councell presenting)
- Request Public Comment
- Council Questions of Staff
- Council Discussion
- Motion/Second
- Discussion of Motion
- Call the Question (roll call vote)

BACKGROUND:

At its August meeting the Public Arts Advisory Council (PAAC) unanimously agreed to honor Michael Swigart for his support for the arts in Twentynine Palms by installing a Simi Dabah sculpture in the National Park Drive median by Inn Avenue, in his memory. The park task force recently meet and recommended the project for Council approval. The metal sculpture which is being donated by Simi Dabah is approximately four feet high and six feet in diameter. A bronze plaque will be attached to a nearby rock with the following verbiage:

Michael Swigart
Twentynine Palms City Manager
2002-2005

A photographer and a poet, his vision, enthusiasm and support led to the formation of the Public Arts Advisory Committee and the Arts in Public Places program.

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

ALTERNATIVES:

The first alternative is to approve the installation of the Michael Swigart Memorial Sculpture on National Park Drive. The second option would be to deny the project, and the third option would be to approve the memorial but at a different location within the City.

FISCAL IMPACT:

The fiscal impacts will be approximately \$150 for the plaque, \$50 for materials for installation by Staff. These funds would come from the funds donated in memory of Mr. Swigart to the PAAC.

Therefore, Staff is recommending that the City Council approve the donation of the sculpture from Simi Dabah, and the installation of the sculpture on National Park Drive.



STAFF REPORT

TO: City Council via City Manager
FROM: City of Twentynine Palms Chief of Police
DATE: Tuesday, November 25, 2008
SUBJECT: AB 3229 Supplemental Law Enforcement Services Fund

RECOMMENDATION:

The City Council approve the spending recommendations as suggested.

ORDER OF PROCEDURE:

Request Staff Report.(Don Miller Presenting)
Open Public Hearing
Request Public Comment
Close Public Hearing
Council Discussion
Motion /Second
Discussion of Motion
Call the Question (Roll Call Vote)

BACKGROUND:

AB 3229 declares that there is a need for additional resources at the local level to fight crime and protect public safety. To do so, AB 3229 creates the Citizens Option for Public Safety Program (COPS). The bill allocates money to cities and counties for law enforcement and public safety purposes. The City was awarded SLESF funds in the amount of \$100,000.00 for fiscal year 2008 - 2009.

The City Council is responsible for appropriating SLESF funds. This money may only be spent on "Front Line Law Enforcement Services." The appropriation must be in response to a written request by the chief of police.

It is the recommendation from the Chief that the funds be allocated for the following purposes:

1. Establish and enhance crime prevention involving cooperation between community residents and law enforcement personnel to control detect and investigate crime and the prosecution of criminals.

Reviewed by: Finance Department Head City Attorney City Manager

2. Continue to enhance, support and participate in the following programs:

- ▶ Crime Free Multi-Housing
- ▶ Met Pop Enforcement Team
- ▶ Business Watch
- ▶ Neighborhood Watch
- ▶ Operation Clean SWEEP
- ▶ Off-Highway Vehicle Education & Enforcement
- ▶ Citizens on Patrol
- ▶ Traffic Enforcement Programs
- ▶ Target Specific Community Oriented Policing Projects, as needed, (COPPS).

3 Continue with establishing multi-jurisdictional parole/probation compliance operations, juvenile crime reduction programs and drug task forces.

Once the City Council has actually allocated SLESF moneys, appropriation cannot later be altered during the same fiscal year.

COPS funds must be used on front line law enforcement services and may not be used to supplant existing law enforcement services. "Front line law enforcement services" is not specifically defined, but it includes "anti-gang" and "community crime prevention programs." There is no provision in AB 3229 permitting requests for funding to be made directly by community activists to the City Council.

Staff is recommending that the City Council approve the spending recommendations as outlined above for the Fiscal Year 2008 - 2009 Supplemental Law Enforcement Services Fund.



STAFF REPORT

TO: City Council
FROM: City Manager
DATE: November 25, 2008

SUBJECT: Joint Agency Fire Department Task Force

RECOMMENDATION: The recommendation is to receive the staff report and provide direction to staff.

ORDER OF PROCEDURE:

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

BACKGROUND: The Joint Agency Fire Department Task Force will be meeting on Monday, November 24th to discuss the work performed by consultant Mike Davis of The Davis Group. At the City Council meeting on Tuesday, November 25th an update will be provided to the City Council on the progress of the Joint Agency Fire Department Task Force.

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: November 25, 2008

SUBJECT: Classification and Compensation Study

RECOMMENDATION: The recommendation is that the City Council receives the staff report and adopts Resolution 08-35, a resolution adopting the classification and compensation plan for FY 2008/09.

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. Resolution 08-35
2. Proposed Classification Schedule & Monthly Salary Range Schedule per Personnel Task Force Recommendations

BACKGROUND: In December of 2007, the City of Twentynine Palms contracted with Koff & Associates, Inc. to conduct a classification and total compensation study for all City staff. This study was precipitated by several factors:

- The concern of management and the City Council that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff;
- The fact that class descriptions had not been systematically reviewed and updated and did not necessarily reflect current programs, responsibilities and technology;
- The desire to have a classification and compensation plan that can meet the needs of this growing City;
- The desire to ensure that the City has adequate career paths and a classification system that will foster career service within the City; and

Review of Staff Report:

_____ City Manager _____ City Attorney _____ City Engineer _____ Department Head

- The desire to ensure that internal relationships of salaries are based on objective, non quantitative evaluation factors, resulting in equity across all City departments.

Due to the size of the Classification and Compensation study (two volumes of work in length), the entire study has not been included as an attachment to this staff report. The study is, however, available (which includes the new classification descriptions and compensation information by job class detail) for City Council and public view at the receptionist desk at City Hall. The following is a brief staff summary of the study:

CLASSIFICATION STUDY

Classification Study Goals

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position;
- Prepare an updated classification plan, including recommended class descriptions, position allocations exemption status, and career ladders for individual job categories, that recognizes the scope and level of the various classes and positions, allows for organizational change to increase customer service levels and cost effectiveness, and is perceived equitable by management and employees alike; and
- Provide class descriptions and other documentation that includes information required for compliance with the ADA and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines.

Classification Study Process

The classification study procedures were as follows:

- An initial meeting was held with the project team, including City management to clarify study scope, objectives, processes, and deliverables.
- Orientation meetings were held to which all employees were invited, to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the Position Description Questionnaires.
- After the Position Description Questionnaires were completed and reviewed by supervisors and consultant staff, interviews were conducted with all employees.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management, supervisory, and employee review.
- As organizational changes have occurred during the study, such changes were included in all draft material.
- After resolution of issues, wherever possible, including additional contacts to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and the final report was prepared.

Classification Findings and Recommendations

All class descriptions were updated or newly created in order to ensure that the format is consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills.

One change in the classification plan was the retitling of a number of classes to accurately reflect the actual job responsibilities and duties performed by those in the class as well as industry terminology.

Seven (7) classifications are recommended for title changes:

<i>Current Class Title</i>	<i>Proposed Class Title</i>
Animal Care Technician	Animal Care Technician II
Code Enforcement Officer	Code Enforcement Officer I
Community Development Technician	Community Development Specialist
Construction Specialist/Recreation Supervisor	Recreation Program Supervisor/Construction Specialist
Exec Assist to the City Manager	Exec Assist to the City Manager/Animal Services Administrator
Recreation Supervisor	Recreation Program Supervisor
Shelter Attendant	Animal Care Technician I

These title changes are recommended to more clearly reflect the level and scope being performed by each class, as well as establish consistency with the labor market and industry standards.

Reclassification of Classifications

The study found that several positions worked out of class due to level and scope of work and/or job functions that have been added to the position over time. The following positions are recommended for reclassification:

<i>Current Class Title</i>	<i>Proposed Class Title</i>
Code Enforcement Officer	Code Enforcement Officer II
Finance Technician I	Finance Technician II
Lead Recreation Supervisor	Recreation/Construction Superintendent
Office Assistant I	Office Assistant II

COMPENSATION STUDY

Benchmarking Classifications

The first step in the Compensation Study was to externally review classifications with comparator agencies, with the intent being to not just go by job titles, which can often be misleading, but to analyze each class description according to the position's "likeness".

It was found that some of the City's classes were difficult to match due to the size of the City of Twentynine Palms and its needs, operations, and programs, a combination that is not found in most other cities. These classes included the Animal Care Technician II, Pool Manager, Public Works Superintendent, Recreation Program Supervisor, Recreation Program Supervisor/Construction Specialist, Recreation Program Supervisor/Aquatics Director, and Recreation/Construction Superintendent.

Benchmarking Comparator Agencies

The second step was to determine the appropriate agencies for comparison. The following factors were taken into consideration:

- Organizational type and structure
- Similarity of population
- Scope of services provided
- Labor market
- Compensation philosophy

The following are the comparator agencies chosen by City Staff and the Personnel Task Force with the advice of the consultant:

- City of Banning
- City of Beaumont
- City of Coachella
- City of Desert Hot Springs
- City of Palm Springs
- City of Palm Desert
- Town of Apple Valley
- Town of Yucca Valley

Data Collected

The following data was collected:

- Market Base (Top Step) Salary Summary Data
- Benefit Detail (Monthly Equivalent Values)
- Monthly Total Compensation Cost Summary Data

The analysis included the mean (average) and median (mid point) comparator data for each benchmarked classification, assuming the consultant was able to identify at least four matches.

Market Compensation Findings

Market *Base Salary Median* results show that, of the sixteen classes for which the consultant found sufficient market data, thirteen classes at the City are paid below the market. Eleven classes are paid below market median by more than 5%. Ten classes are paid below market by 10% or more. Five classes are paid below market by 20% or more, and several classes fall substantially below the market median.

Three classes are paid above market, one of which is within 5% of the market median.

The findings for *Benefits* include the following:

- All cities participating in the study, including Twentynine Palms, offer enhanced PERS benefits. However, while Twentynine Palms offer 2.5% at age 55 retirement formula, seven of the eight participating agencies offer 2.7% at age 55 or 3% at age 60.
- Currently, Twentynine Palms insurance package falls about 50% below the average package of the eight participating cities.
- Twentynine Palms offers 13 paid holidays. Comparator agencies offered between 11 and 14 days.

- Of the several comparator cities, Director-level classifications receive a higher auto allowance than in Twentynine Palms.

Market *Total Compensation Median* results show that, of the sixteen classes for which sufficient market data was found, fifteen classification are paid below market, all of which are more than 5% below market and several are substantially below.

Internal Salary Relationships

Internal equity between levels of classification is a fundamental factor to be considered when making salary decisions. When considering an appropriate salary range level, there are certain standard human resources practices that are normally applied:

- A salary within 5% of the average or median is considered to be competitive in the market.
- Certain internal percentages are often applied. Those that are the most common include:
 - The differential between a trainee and an experienced class in a series is generally 10% to 15%.
 - The differential between a lead or advanced journey-level position is generally placed 10% to 15% above the lower experienced level.
 - A full supervisory position is normally placed at least 15% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
 - When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal relationships were considered utilizing the factors and practices outlined above. Consequently, not all currently existing City classes were market surveyed as certain inferences could be made between classes that have an internal relationship.

Consultant Compensation Recommendations

Currently almost all of the City's classifications are paid below the market median, some substantially so. Bringing all employees to the market median would denote a significant increase of the City's payroll expenses and may not be feasible to accomplish with one immediate adjustment. The consultant recommends focusing on those classes that are farthest from the market median when providing equity adjustments.

The consultant also recommends a seven-step schedule with 5% between steps and 2.5% between ranges.

The consultant recommends that special consideration be given to address those situations where it was not possible to find matches in the labor market that capture all areas of assignment. The job function specifically identified in the study is the Executive Assistant to the City Manager/Animal Services Administrator position. The special pay consideration is 10% increase.

Additionally, special pay consideration is recommended for employees that have additional certification and assignments outside the scope of the job classification. The job function specifically identified in the study is the certification and assignment of welding. The special pay consideration is 5% increase.

Personnel Task Force Recommendations

The Personnel Task Force met and reviewed the findings of the Classification and Compensation

Study with staff and the consultant. The following are the recommendations of the Personnel Task Force:

- City Council approves the change in classification titles and descriptions as provided by the consultant
- City Council adjusts the base salary of all personnel (with the exception of the City Manager whose salary is negotiated through contract) to a compensation amount equal to half the gap between their current salary and the identified comparator median retroactive to July 1, 2008. For those personnel whose base salary is above the comparator market median the action will be to not make any adjustments at this time.
- City Council directs Personnel Task Force to observe the economy and City revenues to offer subsequent adjustments in future years toward the comparator market median in base pay.
- City Council directs Personnel Task Force to analyze City benefits as compared to comparator market and provide recommendations for future year adjustments.

Attachment 2 of this staff report contains the recommended Classification Titles with the Employee Compensation Range and Proposed Monthly Salary Range Schedule to meet the abovementioned recommendations of the Personnel Task Force and to implement the consultant recommendation that salary schedules be seven steps with 5% between steps and 2.5% between ranges.

ALTERNATIVES: The City Council can provide alternative direction.

FISCAL IMPACT: The fiscal impact of the Personnel Task Force recommendations is approximately \$15,000 more than is currently budgeted in FY 2008/09 for personnel wages. However, the impact on the general fund will most likely be offset by the City Planner position, which has not been filled due to the vacancy in the Community Development Director position. Hence, staff anticipates that the fiscal impact of the Personnel Task Force will not result in a use of the City's general fund reserves.

RESOLUTION NO. 08-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS ADOPTING THE CLASSIFICATION AND COMPENSATION PLAN FOR FISCAL YEAR 2008/2009

WHEREAS, the City of Twentynine Palms normally adopts the Classification and Compensation Plan along with the annual budget; and

WHEREAS, a classification and compensation study was in progress at the beginning of the fiscal year; and

WHEREAS, the study has been completed and presented to the City Council at the current meeting; and

WHEREAS, the City Council desires to implement the plan multiple stages, the first of which is attached and made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Twentynine Palms adopts Classification and Compensation plan retroactive to July 1, 2008 for the Fiscal Year 2008/2009. The attached Plan is incorporated as part of this resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of Twentynine Palms this 25th day of November 2008.

Elaine Bernal, Mayor

Attest:

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 25th day of November 2008, by the following vote of the Council:

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

Charlene Sherwood CMC, City Clerk