



STAFF REPORT

TO: City Council
FROM: Community Services Director
DATE: June 3, 2011
FOR COUNCIL MEETING: June 14, 2011

SUBJECT: Approval to award contract to Wonder Electric in the amount up to \$11,735.00 for the installation of electrical service for the new well in Luckie Park.

RECOMMENDATION: The City Council award the Electrical for the Well Project at Luckie Park to Wonder Electric, in the amount of \$11,735.00.

Attachments

Bid List

ORDER OF PROCEDURE:

Request Staff Report (Randy Council))
Council Questions of Staff)
Council Discussion)
Motion/Second)
Discussion of Motion)
Call the Question)

BACKGROUND:

Last spring the City Council allocated \$89,000 in Community Development Block Grant Funds (CDBG) to the drilling of a new well in Luckie Park. Due to complications the project was cancelled and \$65,000 of the CDBG funds were transferred to the Knott's Sky Park Curb Gutter and Sidewalk project, leaving \$24,000 in the project. Staff has broken the project down into three phases with the first phase of the Luckie Park Well project being the electrical portion, followed by the drilling of the well and fencing phases in next fiscal year, with Council awarding \$75,000 in CDBG funds.

Last month staff put together the bid packet for the Electrical phase of the Luckie Park Well Project and received two bids from local electricians. The first and lowest bid is from Wonder Electric for \$11,735.00 and the second bid from Dana's Electric in the amount of \$13,807.45. Staff estimate for the project was \$15,000.

ALTERNATIVES:

Review of Staff Report:

City Manager

City Attorney

Finance Dir.

Dept Head

The first option is to award the contract to Wonder Electric in the amount of \$11,735.00, with the second option being not to award the contract.

FISCAL IMPACT:

There is no fiscal impact to the City for this project due to the CDBG funds being dedicated to this project.

Therefore, Staff's recommendation is to approve the awarding of \$11,735.00 to Wonder Electric to complete the Electrical phase of the Luckie Park Well Project.

LUCKIE PARK WELL ELECTRICAL

CONTACT LIST

<u>COMPANY NAME</u>	<u>NAME</u>	<u>PHONE</u>	<u>FAX #</u>	<u>BID</u>
1. WONDER ELECTRIC	JOHN	367-2855	367-2858	\$11,735.00
2. DANA'S ELECTRIC	DANA	367-4394		\$13,807.45
3. PROCAL ELECTRIC	SAM	362-1988		NO BID



STAFF REPORT

TO: City Council
FROM: Finance Director
DATE: May 31, 2011
FOR CITY COUNCIL MEETING: June 14, 2011

SUBJECT: Selection of financial auditors

RECOMMENDATION: The City Council approve the firm of Rogers, Anderson, Malody & Scott to audit the financial statements for the years ended June 30, 2011, 2012 and 2013 and authorize the City Manager to sign the necessary agreements.

ORDER OF PROCEDURE:

Request Staff Report
Council Questions of Staff
Council Discussion
Motion/Second
Discussion of Motion
Call the Question

BACKGROUND: The books of the City of Twentynine Palms have been audited by the same firm of certified public accountants for three years. Staff requested proposals for audit services from six firms in order to determine if the fees we are paying are comparable to the current market. Three proposals were received all from firms that have previously audited the City. They were all interviewed by the City Manager and the Finance Director. All the firms are qualified to perform the work. The firm of Rogers, Anderson, Malody and Scott (RAMS) was selected. The cost estimates for the City, Redevelopment Agency and Single Audit were as follows:

<u>Fiscal Year</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
RAMS	\$22,450	add Cola	add Cola
TRS	\$24,700	\$24,700	\$24,700
VTD	\$31,020	\$32,246	\$33,472

ALTERNATIVES: N/A
FISCAL IMPACT: N/A

City Manager City Attorney City Engineer Finance Dir. Dept. Head



STAFF REPORT

TO: City Council
FROM: City Clerk
DATE: June 7, 2011
FOR COUNCIL MEETING: June 14, 2011

SUBJECT: Requests for Inspection and/or Copying of Public Records

RECOMMENDATION: The recommendation is that the City Council approves draft Resolution No. 11-15 approving draft City Council Policy No. 19.

ORDER OF PROCEDURE:

Request Staff Report (City Clerk Char Serwood)
Council Questions of Staff
Council Discussion
Motion/Second
Discussion of Motion
Call the Question

Attachments

1. Draft Policy No.19 Attachment "A"
2. Draft Resolution No. 11-15
3. Request for Public Records Form

BACKGROUND: At City Council meeting of April 12, 2011, Councilmember Corbin requested a review of how the City processes and charges for public record requests.

At that meeting it was the consensus of the City Council that a written policy be created establishing guidelines to ensure that members of the public fully understand and are afforded the opportunity to use their right to inspect and obtain copies of public records.

Attached is City Council Policy No. 19 for review.

ALTERNATIVES: The City Council can modify the policy as it deems appropriate.

FISCAL IMPACT: None

Review of Staff Report:

City Manager

City Attorney

City Engineer

Department Head

Attachment "A"

POLICY TITLE: Requests for Inspection and/or Copying of Public Records

PURPOSE

The purpose of the California Public Records Act (PRA) is to give private citizens greater access to government information. The law (Government Code Section 6250 et seq.) requires that local government agencies make public records available upon request. The City has established the following guidelines to ensure that members of the public fully understand and are afforded the opportunity to use their right to inspect and obtain copies of public records.

This policy is established in accordance with Government Code Section 6253.4, subdivision (a), which states: "Every agency may adopt regulations stating the procedures to be followed when making its records available with this section." This policy sets forth the City's policy and procedures for handling requests to inspect and/or copy public records. It is designed to be in compliance with the California Public Records Act (Gov. Code 6250 et seq.) and all existing laws pertaining to disclosure of public records.

DEFINITIONS

1. "Public records" include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the City regardless of the manner in which the record has been stored.
2. "Writing" means handwriting, typewriting, printing, photocopying, transmission by electronic mail or facsimile, photography, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds or symbols or any other combination thereof, and all papers, maps, magnetic or paper tapes and other documents.

PROCEDURES

1. Requests to inspect or obtain a copy of a public record should be made to the City Clerk at 6136 Adobe Road, Twentynine Palms, or by calling 760-367-6799. A public record request form can be mailed or faxed, or can be downloaded from the City website at www.29palms.org.
2. All requests for public records should be in writing on a form provided by the City Clerks department or on the City web-site at www.29palms.org, unless the request is to review an agenda or agenda reports of the City Council or Planning Commission. The City cannot deny verbal requests for records, but the policy encourages the public to submit all records requests in writing. If a public records request form is not completed, City staff members are required to assist members of the public to make focused requests that reasonably describe identifiable records. Encouraging requestors to clearly identify the records they are seeking helps City staff process records requests more quickly and efficiently. In the event a member of the public desires to remain anonymous, a City staff member will complete the public record request form.

3. The City Clerk will respond to all requests as soon as possible, but not later than the (10) ten-day period, or extensions thereof, as provided by Government Code Sections 6256 and 6256.1. In unusual circumstances the ten (10) calendar days may be extended by written notice, for no more than an additional fourteen (14) calendar days as provided by law. Should this occur, the City will inform the requestor in writing of the extension within the initial (10) ten day period, setting forth the reasons for the extension, along with the estimated date of the City's further response.
4. The City Clerk shall request all City Departments which may have the records being requested to search their files and report back to the City Clerk on whether the Department has the records and, if so, when the records can be made available to the person seeking them.
5. The City Clerk shall respond to the person requesting records by advising him or her in writing of the availability of the documents and whether disclosure of any of the documents is exempt under the provisions of the Public Records Act.
6. If a request is made for copies of the records, the City Clerk shall also advise the person requesting copies of the estimated costs of copying the records requested.
7. The person requesting the copies shall pay the per page copying charge as set forth by resolution of the City Council for all copies requested.
8. In accordance with the Public Records Act, the City will provide only specific identifiable records and will not research City records for particular types of information or analyze information which may be contained in the public record. The City may request additional information if the records request is not specific enough to permit the identification of the requested records.

EXEMPTIONS

1. In balancing the public's right to access public records with the recognized individual right of privacy and the need for government agencies to be able to competently perform their duties, the Legislature has established certain categories of records as exempt from public disclosure. A complete list of statutory exemptions is found in the Public Records Act, Government Code Section 6254 et seq.
2. Records which are exempt from disclosure by law include but are not limited to the following: Preliminary drafts, notes, or inter-agency or intra-agency memoranda which are not retained by the City in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure;
3. Records pertaining to pending litigation to which the City is a party, or to claims made pursuant to Government Code Division 3.6 (commencing with Section 810) until such litigation of claim has been finally adjudicated or otherwise settled. Questions regarding the Public Records Act or any documents that may not be subject to disclosure shall promptly be forwarded to the City Attorney's Office for review.

4. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;
5. Trade Secrets as defined in Government Code Section 6254.2(f) except as required by law.
6. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.
7. Records of which the disclosure is exempt of or prohibited pursuant to provisions of federal and state law, including but not limited to, provisions of the Evidence Code relating to privilege.
8. Confidential information (State Law determines that correspondence between the City Attorney and staff is confidential; personnel information is confidential; certain types of finance information is confidential, litigation is confidential).
9. A request from the public for building plans has stringent requirements and correspondence that must occur before information can be released

The City also has the discretion not to disclose records which do not qualify for a specific exemption under the Public Records Act if it determines that the public interest served by not making the record public clearly outweighs the public interest served by disclosure, pursuant to Government Code Section 6255. City's determination to disclose a particular record, which may otherwise be exempt from disclosure, does not constitute a waiver with respect to any other records.

DOCUMENTS and FORMS PROVIDED ON THE CITY'S WEBSITE at www.29palms.org

Public Records Request Form
City Council Agendas, Minutes and Staff Reports
Planning Commission Agendas, Minutes and Staff Reports
Fiscal Year Budgets
Municipal Code and Development Code
Claim Form
Business License Applications
Permit Applications
General Plan

RESOLUTION NO. 11-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS, CALIFORNIA, APPROVING A POLICY FOR HANDLING REQUESTS FOR INSPECTION AND/OR COPYING OF PUBLIC RECORDS

WHEREAS, the City of Twentynine Palms is subject to the California Public Records Act, as set forth in California Government Code sections 6250 – 6276.48; and

WHEREAS, under the Public Records Act, the City must make available for inspection and/or copying any City records that are not otherwise exempt from disclosure under State or Federal law; and

WHEREAS, the Public Records Act allows every public agency to adopt regulations stating the procedures to be followed when making its records available for inspection and/or copying pursuant to Government Code section 6253.4; and

WHEREAS, in accordance with the above referenced section of the Public Records Act, the City Council desires to adopt regulations stating the procedures to be followed when making City records available for inspection and copying.

THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Approval of Policy. The City Council hereby approves the City of Twentynine Palms policy titled “Requests for Inspection and /or Copying of Public Records,” attached hereto as Exhibit “A” and incorporated herein by reference.

SECTION 2. Authorization to Implement. The City Council authorizes the City Manager, and other City staff members as designated by the City Manager, to implement the attached policy and to amend the policy from time to time in compliance with any changes in State or Federal law or regulations that may affect disclosure of City records.

SECTION 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

Approved and Adopted this 14th day of June, 2011.

Jim Harris, Mayor

ATTEST:

Charlene L. Sherwood MMC, City Clerk

I hereby certify that the foregoing Resolution No. 11-15 was duly adopted by the City Council of the City of Twentynine Palms at a regular meeting thereof, held on the 14th day of June, 2011, by the following vote of the Council:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

Charlene L. Sherwood MMC, City Clerk



CITY OF TWENTYNINE PALMS
CITY COUNCIL STAFF REPORT
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799 – Fax (760) 367-5400

TO: City Council
FROM: Community Development Director
DATE: June 7, 2011

FOR COUNCIL MEETING: June 14, 2011

SUBJECT: Affirmation of the Council's May 24, 2011 motion regarding accessory structures.

RECOMMENDATION

Affirm the language within the motion passed by a 4-0-1 (Klink absent) vote of the Council on May 24, 2011 regarding PC 11-40, providing an interpretation of the requirements of Code Section 19.48.030 "Accessory Uses in Residential Districts" as it applies to specific accessory structures.

ORDER OF PROCEDURE

Request Staff Report (Charles LaClaire Presenting)
Council Questions of Staff
Council Discussion
Affirmation of Motion language

PROJECT DESCRIPTION

Affirmation of the Council's May 24th motion to deny, in part, and approve, in part, the Planning Commission's April 19, 2011 interpretation of Development Code Section 19.48.030 "Accessory Uses in Residential Districts" regarding the architectural requirements applicable to accessory structures within the City of Twentynine Palms.

BACKGROUND

At its regularly scheduled meeting of May 24, 2011, the City Council considered an Appeal of the Planning Commission's interpretation of the Development Code addressing accessory structures. The Commission's Code interpretation related to a request filed by applicant Carl "C.J." Horn with regard to the denial of his Building Permit to install a metal Recreational Vehicle (RV) cover upon his property located at 5789 La Luna (APN 0618-073-25), Twentynine Palms. At the May 24th Council meeting, the Council was presented with a staff report and heard comments, during the Public Hearing, from members of the audience and Planning Commission. Following extensive discussion, a motion was offered and seconded to provide an interpretation of Code Section 19.48.030 "Accessory Uses in Residential Districts" regarding the architectural requirements applicable to accessory structures within the City. This motion was not approved, with a tie, two-two vote. Subsequently, an alternative motion was offered and seconded (motion by Council member Corbin, second by Council member Mintz) to provide an interpretation of Section 19.48.030 "Accessory Uses in Residential Districts" regarding the architectural requirements applicable to an accessory structure, directing that the specific language be returned to the Council for affirmation at its next regularly scheduled meeting (that of June 14, 2011). The language included within the material below is staff's understanding of the Council's motion.

Review of Staff Report:

City Manager

City Attorney

City Engineer

Department Head

ANALYSIS

Following the presentation of information and public comments, the City Council discussed at length possible alternatives to Development Code Section 19.48.030 "Accessory Uses in Residential Districts" regarding the architectural requirements applicable to accessory structures within the City. The Council considered and addressed the possible merits and consequences of the various ways the Code could be interpreted and commented upon the fact that the entire Development Code was currently in the process of being reviewed and updated in conjunction with the General Plan.

Upon the conclusion of the Council's discussion, the Council moved and approved the following Council motion:

"On a motion made by Corbin, seconded by Mintz and carried with a 4-0-1 (Klink absent) roll call vote, the City Council denied, in part, the Planning Commission's interpretation of Code Section 19.48.030 'Accessory Uses in Residential Districts' with regard to its applicability to non-habitable structures, and approved, in part, that freestanding, prefabricated vehicle or machine shade covers are allowed by Code Section 19.48.030 'Accessory Uses in Residential Districts' provided that they are reasonably screened from view by fencing, structures or vegetation that shall mature within the foreseeable future or painted the color of the primary structure on site, and that the approved motion shall be returned to the Council for affirmation at the next regularly scheduled Council meeting."

As noted within the Council's motion, the language of the motion was to be returned to the Council at its next regularly scheduled meeting (that of June 14th) to affirm that the language of the motion accurately reflected the intent of the discussion and action of the Council at its May 24th Public Hearing (PC 11-40, Klink Appeal).

(It is noted that although at the Council's May 24th Public Hearing reference was made to the return of a Council "Resolution" to affirm the Council's motion of the same evening, a Resolution is not specifically required if the Council elects to simply acknowledge and affirm that the above language is the language it intended within its motion on May 24, 2011.)

CEQA Environmental Review

Pursuant to the State Guidelines to Implement the California Environmental Quality Act (CEQA), affirmation of the language of an approved motion is not considered a "Project" under CEQA and, therefore, it is not subject to environmental review.

Alternatives

In considering the above language, the Council has at least three (3) alternatives. The Council may:

- 1) Affirm that the language of the motion as presented above is the language the Council intended within its motion on May 24, 2011;
- 2) Amend the language to conform to the intent of its motion on May 24, 2011; or
- 3) Direct staff to return at a future specified Council meeting date with alternative language and/or a Resolution to accurately present the language consistent with the intent of its motion on May 24, 2011.



STAFF REPORT

TO: City Council
FROM: Finance Director
DATE: June 7, 2011
FOR COUNCIL MEETING: June 14, 2011

SUBJECT: Fund Balance Policy

RECOMMENDATION: The City Council adopt Resolution No. 11-16.

ORDER OF PROCEDURE:

Request Staff Report (Ron Peck Presenting)
Council Questions of Staff
Council Discussion
Motion/Second
Discussion of Motion
Call the Question

Attachments

Resolution No. 11-16

Fund Balance Policy

BACKGROUND: The Government Accounting Standards Board (GASB) has adopted Statement No. 54 which requires governmental entities to establish a policy governing the classification of fund balances. The policy determines the names we can use for fund balances and sets guidelines for what can and cannot be used in different classifications.

Previously, the terms reserved, unreserved and designated and undesignated were used. The new names are non-spendable, restricted, committed, assigned and unassigned. The major change is the requirement to have a policy adopted by the governing body whereas previously the terminology could change from year to year and entity to entity. The new policy is required by GASB to be implemented before June 30, 2011 or the City's financial statements will not conform to "generally accepted accounting principals".

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

Review of Staff Report:

City Manager

City Attorney

City Engineer

Department Head

RESOLUTION NO. 11-16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS,
CALIFORNIA, ESTABLISHING A FUND BALANCE POLICY**

WHEREAS, the City of Twentynine Palms has not established a policy to ensure that adequate fund balance reserves in the various operating funds to provide daily cash flow for financial needs; and

WHEREAS, The Government Accounting Standards Board (GASB) Statement No. 54 requires cities to establish such a policy; and

WHEREAS, the City Council agrees that it would be prudent to set a policy designed to meet the goals set forth in GASB Statement No. 54 including provision of resources to offset significant economic downturns or revenue shortfalls and provide for unforeseen expenditures related to emergencies.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Twentynine Palms adopts a Fund Balance Policy, a copy of which is attached to this resolution.

PASSED, APPROVED, AND ADOPTED on the 14th day of June, 2011.

Jim Harris, Mayor

ATTEST:

Charlene L. Sherwood MMC, 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 14th day of June, 2011, by the following vote of the Council:

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

Charlene L. Sherwood MMC, City Clerk

City of Twentynine Palms Fund Balance Policy

PURPOSE:

To establish a fund balance policy that will ensure the City maintains adequate fund balance and reserves in the various operating funds to provide sufficient cash flow for daily financial needs, secure and maintain investment grade bond ratings, offset significant economic downturns or revenue shortfalls and provide funds for unforeseen expenditures related to emergencies.

This policy was established in accordance with the Government Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, and as such will refer to these definitions accordingly. This Policy also authorizes the City Manager to prepare financial Reports that accurately categorize fund balance as per GASB Statement No. 54.

DEFINITIONS:

Nonspendable Fund Balance – This category includes amounts that literally cannot be spent because of their physical form or because legal/contractual requirements prevent them from being spent. Examples include prepaid expenses, inventories, long-term receivables and land held for resale.

Restricted Fund Balance – This category includes amounts that are spendable, but must be used as directed by an external party such as a donor, other government body or by enabling legislation or constitutional provision.

Committed Fund Balance – This category includes amounts that can only be used as specified by “formal action of the government’s highest level of decision-authority”. These amounts can be used for other projects as long as the same formal process is used to redeploy them.

Assigned Fund Balance – This category includes amounts that are to be used for purposes in which the government intends to use the funds. This category does not require a formal action by the highest level of decision-making authority. Amounts can be assigned by the governing body or by the person

given such authority by the governing body (City Manager). For all governmental funds except the General Fund, this category includes all amounts (except for deficits) not accounted for as nonspendable, restricted or committed.

Unassigned Fund Balance – This category reports amounts that are available for any purposes and are reported in the General Fund. If the other governmental funds, however, spend more on a specific purpose than the resources available for that purpose in the fund, then the negative amount would be reported as unassigned fund balance.

The first two components (nonspendable and restricted) of fund balance are not addressed in this policy due to the nature of their restrictions. This policy focuses on the last three components (committed, assigned and unassigned).

COMMITTED FUND BALANCE

At this point, the City does not have any committed fund balance. Although, this policy does not prohibit any future commitments of fund balance by the City Council.

ASSIGNED FUND BALANCE

The following are examples of assignments of fund balance that have been used in the past and/or may be used in the future:

General Fund – Reserve for Changes in Economic Conditions contingencies
This reserve is used to bridge the imbalance of expenditures exceeding revenues. This policy commits the purpose and use of this fund balance as described above and authorizes the City Manager to set the amount annually in conjunction with the annual budget.

General Fund – Compensated Absences
Amounts that the General Fund is required to carry for the stated purpose.

General Fund – Advances to other Funds
Amounts that have been advanced to another fund for current use, to be repaid from future revenues, or to offset a temporary negative fund balance.

General Fund – Designated for Specific Projects and Programs

Amounts the General Fund has set aside to guarantee the completion of projects by other funds if projected future revenues of those funds are delayed or not forthcoming due to changes in State or other laws.

General Fund – Emergency Reserve

An amount set aside to help the City to respond to natural or manmade emergencies such as earthquake, flooding, hazardous materials incidents or from another unanticipated source.

UNASSIGNED FUND BALANCE

General Fund

The unassigned fund balance is the remaining fund balance (positive or negative) after all categories above have been determined.

Non-major Governmental Funds (Special Revenue, Capital Projects and Debt Service)

Should expenditures exceed revenues in certain non-major governmental funds, those amounts will be shown as unassigned fund balance.



STAFF REPORT

TO: City Council
FROM: City Engineer
DATE: June 7, 2011
FOR COUNCIL MEETING OF: June 14, 2011

SUBJECT: Twentynine Palms Lighting and Landscaping Assessment District #1, Engineer's Annual Report, and Levy of Assessment for FY 2011-2012

RECOMMENDATION:

- 1) Adopt Resolution No.11-17, (A Resolution of the City Council of the City Twentynine Palms Directing the Filing the Annual Report for the Twentynine Palms Landscaping and Lighting Assessment District No. 1)
- 2) Receive and approve the engineer's report as filed or as amended
- 3) Adopt Resolution No.11-18, (A Resolution of the City Council of the City of Twentynine Palms Declaring its intention to order improvements, and to levy and collect assessments pursuant to the Lighting and Landscaping Act of 1972 for Fiscal Year 2011-2012).

- | |
|--|
| <p>Attachments</p> <ul style="list-style-type: none">• Resolution Initiating Proceedings• Engineer's Report• Resolution of Intention |
|--|

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 (voice vote)

BACKGROUND:

The Landscaping and Lighting Act of 1972 permits the installation, maintenance and servicing of landscaping and lighting through annual special assessments on real property benefiting from the improvement. The purpose of the assessment district is to provide a funding mechanism for the ongoing maintenance of the improvements in the public right of way including parkway landscaping, retention basin landscaping, irrigation systems, street furniture, public art, perimeter block walls street lighting and other related improvements.

Currently there are two locations within the Twentynine Palms Lighting and Landscaping Assessment District #1: L-1, Tract 16729, and L-2, The Historic Plaza.

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

For levying annual assessments, it is necessary that the City Council adopt the initial resolution describing improvements and ordering the engineer to file a report. (Note: the Engineer's Report has all ready been filed and is made a part of this agenda item for the Council's review and approval). Second, the City Council should approve the report as filed, or the Council may modify and then approve the report, and; third, adopt a resolution of intention to levy assessments and set a date for a public hearing.

The resolution of intention declares to the affected property owners that the City intends to levy and collect assessments within the district for next fiscal year. The resolution also gives notice of the time and place for the public hearing of the proposed assessment.

The annual assessments for each annexed territory or location of the Assessment District are indicated in Part B of the Engineer's Report. There is no increase in the assessments from the original amounts set up for this district for this fiscal year. The recommended procedures comply with all requirements of Proposition 218. The assessment is for Fiscal Year 2011-2012 and will be placed on the tax rolls in August of 2011. The Council may approve the attached report as submitted or amend the report prior to approval.

ALTERNATIVES: Amend report.

FISCAL IMPACT: There is no financial impact to the City.

RESOLUTION NO.11-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWENTYNINE PALMS DIRECTING THE FILING OF THE ANNUAL REPORT FOR THE CITY OF TWENTYNINE PALMS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 1

ASSESSMENT DISTRICT NO. 1
(Pursuant to the Landscaping and Lighting Act of 1972)

The City Council of the City of Twentynine Palms hereby resolves as follows:

Section 1: The City Engineer, the person designated by this Council as the Engineer of Work for Assessment District No. 1, is hereby directed to file an annual report in accordance with provisions of the Landscaping and Lighting Act of 1972.

Section 2: This resolution is adopted pursuant to Section 22622 of the Streets and Highway Code.

APPROVED and ADOPTED this 14th day of June, 2011.

MAYOR

ATTEST:

CITY CLERK

(SEAL)

ENGINEER'S REPORT
CITY OF TWENTYNINE PALMS

ASSESSMENT DISTRICT NO. 1

The undersigned respectfully submits the enclosed report as directed by City Council.

Richard Pedersen, P.E.
Engineer of Work

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the ____ day of _____, 2011

Char Sherwood,
City Clerk, City of Twentynine Palms,
San Bernardino County,
State of California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Twentynine Palms, California, on the ____ day of _____, 2011

Char Sherwood,
City Clerk, City of Twentynine Palms,
San Bernardino County,
State of California

By _____

ENGINEER'S REPORT
CITY OF TWENTYNINE PALMS

ASSESSMENT DISTRICT NO. 1

TABLE OF CONTENTS

- PART A - General Description of Improvement. Plans and specification for the improvements are filed with the City Clerk. Although separately bound, the plans and specifications are a part of this report and are included in it by reference.
- PART B- An estimate of the cost of the improvements.
- PART C- A diagram showing all of the parcels of real property within this assessment district.
- PART D- Assessment Roll. An assessment of the estimated cost of the improvements on each benefited parcel of land within the assessment district.

PART A

PLANS AND SPECIFICATIONS

• L-1

TRACT NUMBER: 16729

LOCATION: North of El Paseo Road, West of Encelia Avenue

DESCRIPTION: Plans and specifications for the improvements are those prepared by Pope and Associates, Landscape Architects, dated August 5, 2004. These plans and specifications have been filed separately with the Clerk of the City of Twentynine Palms and are incorporated in this report by reference. In summary, the improvements consist of landscaping generally of native shrubs, vines, low perennials other decorative bushes, decorative rock, and a perimeter wall. Improvements include streetlights.

Perimeter parkway landscaping is bounded by the face of curb and the face of the perimeter wall along the along the perimeter of Tract 16729. In addition, to the parkway landscaping, a landscaped retention basin located at the corner of El Paseo Road and Encelia Avenue is included within the landscape maintenance district.

• L-2

TRACT NUMBER: Portion of Tract 2530

LOCATION: Historic Plaza

DESCRIPTION: Plans and specifications for the improvements, including landscaping, irrigations systems, public art, sidewalks and street furniture to be maintained within the Plaza area, including the pocket park, which serve and benefit the properties within the boundaries of the Historic Plaza Maintenance Assessment District, L-2, are on file in the City Engineer's Office. Said plans and specifications were prepared as separate instruments for the construction and installation of said item and are hereby incorporated by reference.

PART B

ESTIMATE of COST for FY 2011-2012

• L-1 Tract 16729

ITEM DESCRIPTION	UNIT COST	ANNUAL COST
1. Maintenance		\$13,653
2. Water consumption (adjusted for 12 months)		\$9,100
3. Electrical Service		\$240
4. Publishing/Notices/Misc.		\$22
5. Administration		<u>\$690</u>
	TOTAL	\$23,705

Total cost for FY 2010/2011	\$23,705
Total Revenues for FY2010/2011	<u>\$24,642</u>
Surplus or Deficit	\$937

Last Year's Reserve Fund	\$51,914
Surplus / Deficit	\$937
Total Reserve Fund	\$52,851

Estimate for FY 2011/2012:	\$24,642
Number of lots:	132
Proposed Cost per lot per year (FY2011/2012):	\$186.68
Last year's assessment per lot per year:	\$186.68

ESTIMATE of COST for FY 2011-2012

• L-2 Tract 2530 (portion), Historic Plaza

ITEM DESCRIPTION	UNIT COST	ANNUAL COST
1. Maintenance		\$0
2. Water consumption		\$0
3. Electrical Service		\$0
4. Publishing/Notices/Misc.		\$0
5. Administration		<u>\$0</u>
	TOTAL	\$0

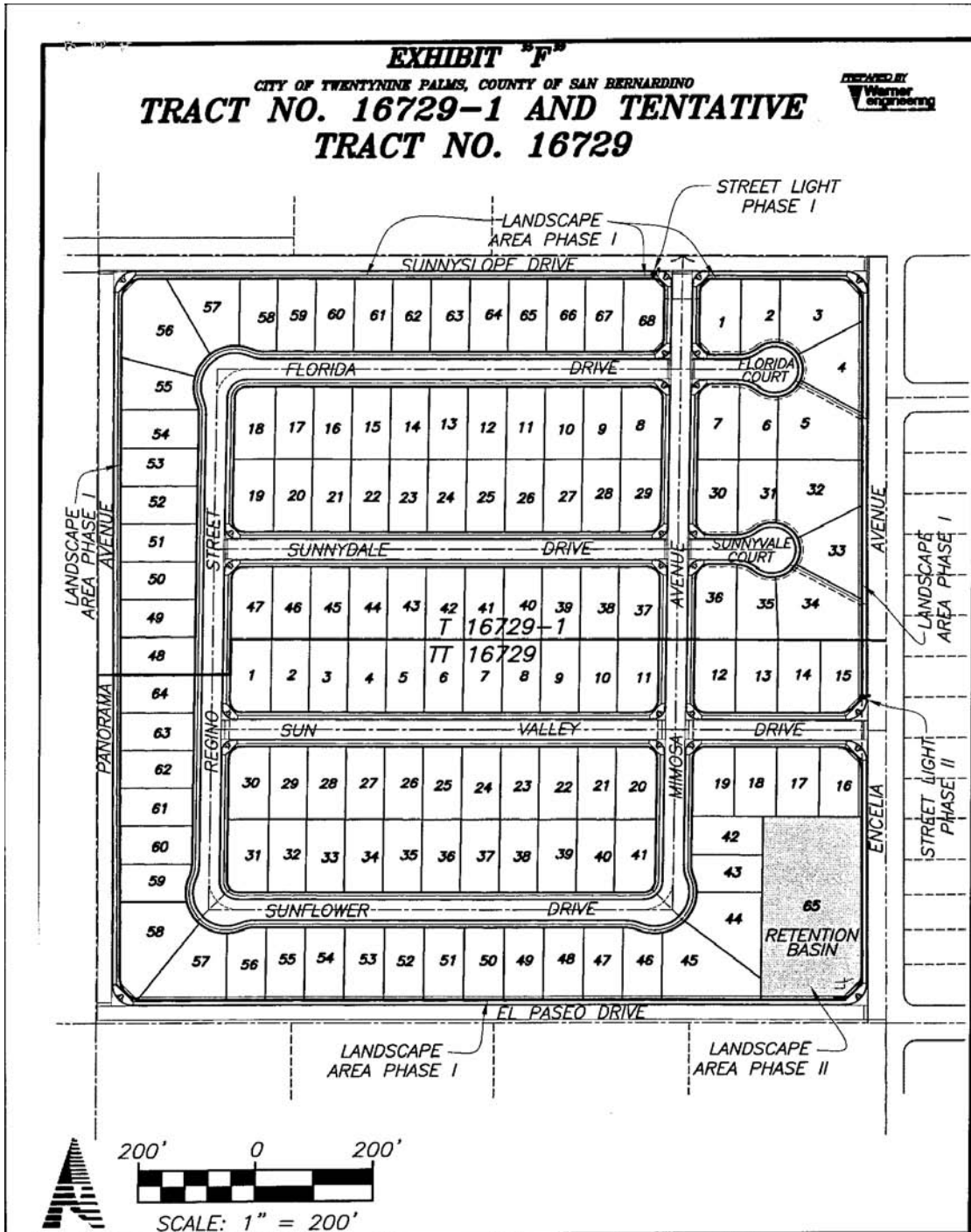
*Total cost for FY 2010/2011	\$0
Total Revenues for FY2010/2011	<u>\$6558</u>
Surplus or Deficit	\$6558

Last Year's Reserve Fund	\$0
Surplus / Deficit	\$6558
Total Reserve Fund	\$6558

Estimate for FY 2011/2012:	\$7,800
Number of lots:	10
Proposed Cost per lot per year (FY2011/2012):	\$ Varies
Last year's assessment per lot per year:	\$Varies

*District will pay for expenses beginning 7/2011

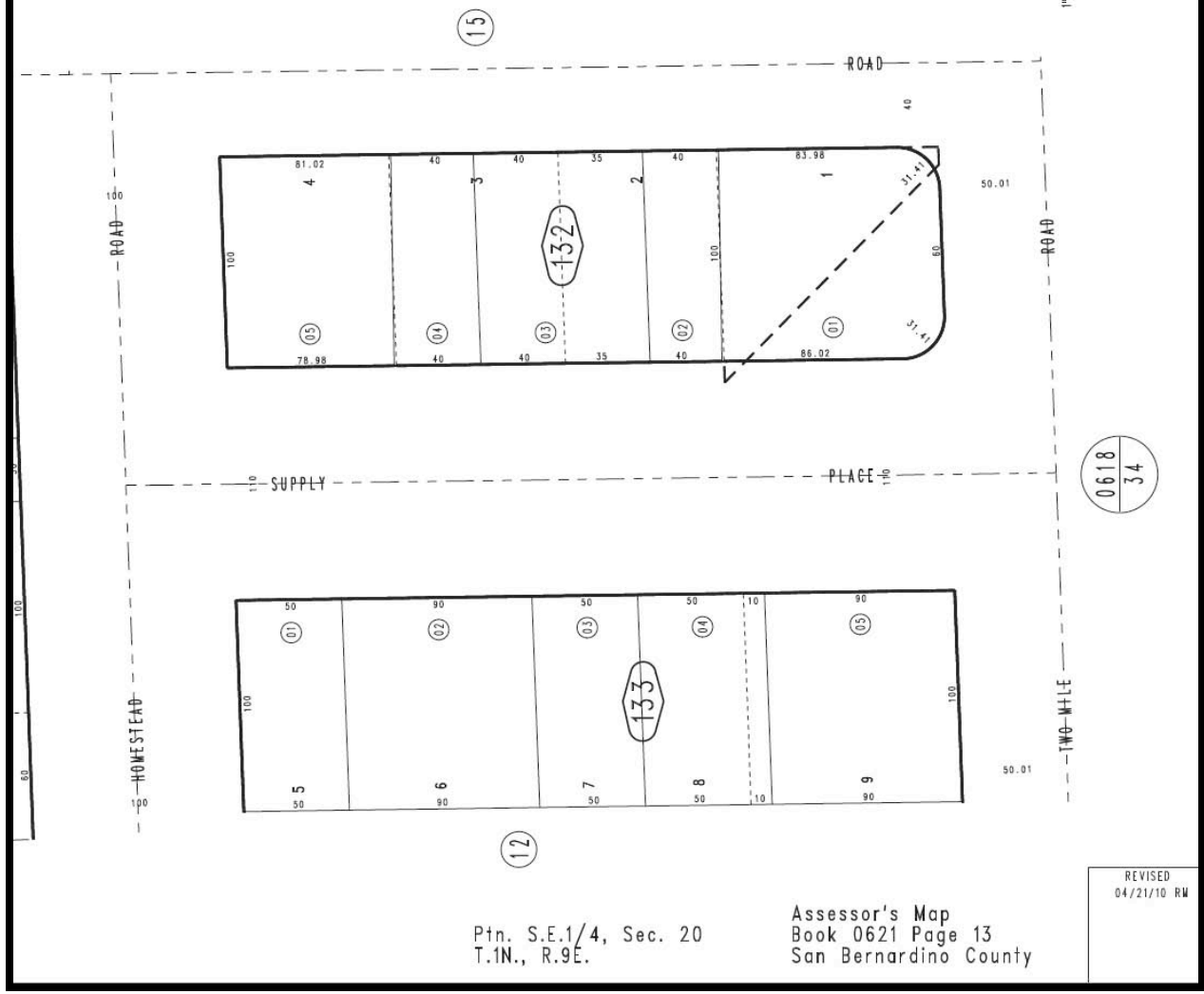
PART C



L-1, DESERT VISTA

Bagley Subdivision, Tract No. 2530
M.B. 36/21

City of Twentynine Palms 0621 - 13
Tax Rate Area
19015



Pin. S.E.1/4, Sec. 20
T.1N., R.9E.

Assessor's Map
Book 0621 Page 13
San Bernardino County

REVISED
04/21/10 RW

L-2, THE HISTORIC PLAZA

PART D

ASSESSMENT ROLL

<u>Reference Number</u>	<u>Tract No.</u>	<u>Assessor's Parcel Numbers</u>	<u>Assessment /lot /year</u>
L-1	Tract 16729-1 Tract 16729	0715-271- (1-68) and 0715-281- (1-64)	\$186.68
L-2	Tract 2530	621-132-01 621-132-02 621-132-03 621-132-04 621-132-05 621-133-01 621-133-02 621-133-03 621-133-04 621-133-05	\$1,216.11 \$458.82 \$860.29 \$458.82 \$905.95 \$573.54 \$1,032.35 \$573.53 \$688.24 \$1,032.35

RESOLUTION NO. 11-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF TWENTYNINE PALMS DECLARING ITS
INTENTION TO ORDER IMPROVEMENTS AND TO
LEVY AND COLLECT ASSESSMENTS FOR FISCAL
YEAR 2011-2012

ASSESSMENT DISTRICT NO. 1
(Pursuant to the Landscaping and Lighting Act of 1972)

The City Council of the City of Twentynine Palms hereby resolves as follows:

Section 1: The City Council intends to levy and collect assessments within Assessment District No. 1 during fiscal 2011-2012. The area of land to be assessed is located in the City of Twentynine Palms, San Bernardino County.

Section 2: The improvements to be made in this assessment district are generally described as follows:

Improvements may include but not be limited to, ground cover, shrubbery, and other landscaping, irrigation equipment, separate water meters, street lights, drainage structures and the continued maintenance, operation and servicing of those improvements as deemed necessary.

Section 3: In accordance with this Council's resolution directing the filing of an annual report, the City Engineer, Engineer of Work, has filed with the City Clerk the report required by the Landscaping and Lighting Act of 1972. The City Council has received and reviewed the written report from the Assessment Engineer regarding the proposed levy and assessment for fiscal year 2011-2012. All interested persons are referred to that report for a full and detailed description of the improvement, the boundaries of the assessment district and the proposed assessment upon assessable lots and parcels of land within the assessment district.

Section 4: On Tuesday, the 26th day of July 2011, at the hour of 6:00 O'clock P.M., the City Council will conduct a public hearing on the question of the levy of the proposed annual assessment. The hearing will be held at the Council Chamber of the City Council located at 6136 Adobe Road, City of Twentynine Palms, California.

Section 5: The assessment for all Locations is not proposed to increase from any previous year.

APPROVED and ADOPTED this 14th day of June, 2011.

MAYOR

ATTEST:

CITY CLERK

(SEAL)

RESOLUTION NO. 11-17

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF TWENTYNINE PALMS
DIRECTING THE FILING OF THE ANNUAL
REPORT FOR THE CITY OF TWENTYNINE
PALMS LANDSCAPING AND LIGHTING
ASSESSMENT DISTRICT NO. 1

ASSESSMENT DISTRICT NO. 1
(Pursuant to the Landscaping and Lighting Act of 1972)

The City Council of the City of Twentynine Palms hereby resolves as follows:

Section 1: The City Engineer, the person designated by this Council as the Engineer of Work for Assessment District No. 1, is hereby directed to file an annual report in accordance with provisions of the Landscaping and Lighting Act of 1972.

Section 2: This resolution is adopted pursuant to Section 22622 of the Streets and Highway Code.

PASSED, APPROVED and ADOPTED this 12th day of June, 2011.

Jim Harris, Mayor

ATTEST:

Charlene L. Sherwood MMC, City Clerk

I hereby certify that the foregoing Resolution No. 11 -17, was duly adopted by the City Council of the City of Twentynine Palms at a regular meeting thereof, held on the 12th day of June, 2011 by the following vote of the Council:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Charlene L. Sherwood MMC, City Clerk

RESOLUTION NO. 11-18

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF TWENTYNINE PALMS
DECLARING ITS INTENTION TO ORDER
IMPROVEMENTS AND TO LEVY AND
COLLECT ASSESSMENTS FOR FISCAL YEAR
2011-2012

ASSESSMENT DISTRICT NO. 1
(Pursuant to the Landscaping and Lighting Act of 1972)

The City Council of the City of Twentynine Palms hereby resolves as follows:

Section 1: The City Council intends to levy and collect assessments within Assessment District No. 1 during fiscal 2011-2012. The area of land to be assessed is located in the City of Twentynine Palms, San Bernardino County.

Section 2: The improvements to be made in this assessment district are generally described as follows:

Improvements may include but not be limited to, ground cover, shrubbery, and other landscaping, irrigation equipment, separate water meters, street lights, drainage structures and the continued maintenance, operation and servicing of those improvements as deemed necessary.

Section 3: In accordance with this Council's resolution directing the filing of an annual report, the City Engineer, Engineer of Work, has filed with the City Clerk the report required by the Landscaping and Lighting Act of 1972. The City Council has received and reviewed the written report from the Assessment Engineer regarding the proposed levy and assessment for fiscal year 2011-2012. All interested persons are referred to that report for a full and detailed description of the improvement, the boundaries of the assessment district and the proposed assessment upon assessable lots and parcels of land within the assessment district.

Section 4: On Tuesday, the 26th day of July 2011, at the hour of 6:00 O'clock P.M., the City Council will conduct a public hearing on the question of the levy of the proposed annual assessment. The hearing will be held at the Council Chamber of the City Council located at 6136 Adobe Road, City of Twentynine Palms, California.

Section 5: The assessment for all Locations is not proposed to increase from any previous year.

PASSED, APPROVED and ADOPTED this 12th day of June, 2011.

Jim Harris, Mayor

ATTEST:

Charlene L. Sherwood MMC, City Clerk

I hereby certify that the foregoing Resolution No. 11 -18, was duly adopted by the City Council of the City of Twentynine Palms at a regular meeting thereof, held on the 12th day of June, 2011 by the following vote of the Council:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Charlene L. Sherwood MMC, City Clerk



STAFF REPORT

TO: City Council
FROM: Community Services Director
DATE: June 8, 2011
FOR COUNCIL MEETING: June 14, 2011

SUBJECT: Resignation of Liz Meyers from the Public Arts Advisory Committee (PAAC) and review of Dan Luckenbill for the vacant spot.

RECOMMENDATION: The City Council accepts Liz Meyers resignation and appoint Dan Luckenbill as a PACC member to take her vacated spot.

Attachments

Liz Meyers resignation letter

Dan Luckenbill's interest letter

ORDER OF PROCEDURE:

Request Staff Report (Randy Councill)
Council Questions of Staff
Council Discussion
Motion/Second
Discussion of Motion
Call the Question

BACKGROUND:

The City Council appoints members to the Public Arts Advisory Committee. The PAAC is composed of 7 Members. Liz Meyer turned in her resignation to the PAAC on February 11th and it was accepted by the PAAC at their May 4th meeting. Dan Luckenbill has submitted his resume and interest in becoming a PAAC member. Dan is very qualified in the arts field and the Public Arts Advisory Committee voted at their May 4th meeting to send his nomination to the City Council for approval.

ALTERNATIVES:

The first option is to accept Liz Meyers resignation and appoint Dan Luckenbill to the vacant position. The alternative is to accept Liz's resignation and not appoint Dan Luckenbill to the vacant position and continue to advertise for more applicants.

FISCAL IMPACT: There is no fiscal impact to the City for this action.

Review of Staff Report:

City Manager

City Attorney

City Engineer

Department Head



CITY OF TWENTYNINE PALMS
CITY COUNCIL STAFF REPORT
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799 – Fax (760) 367-5400

TO: City Council
FROM: Community Development Director
DATE: June 8, 2011

FOR COUNCIL MEETING: June 14, 2011

SUBJECT: Council direction on proceeding with Municipal and Development Code amendments pertaining to shooting ranges and the discharge of firearms within the City.

RECOMMENDATION

Provide direction as appropriate on the discharge of weapons and gun/shooting range issue.

ORDER OF PROCEDURE

Request Staff Report (Charles LaClaire Presenting)
Council Questions of Staff
Council Discussion
Council Direction

PROJECT DESCRIPTION

Council direction to the Planning Commission on how to proceed with regards to establishing a Citywide weapons discharge standard (Municipal Code Amendment) and amending the Development Code's Land Use Tables (Development Code Amendment) to establish standards and criteria for public and private commercial and non-commercial shooting ranges, or like and similar uses, within the City of Twentynine Palms in all residential, commercial and industrial zoning districts, citywide.

BACKGROUND

As the Council is aware, at several regularly scheduled meetings, the Planning Commission began and progressed in its review of possible Code Amendments to address the current Municipal and Development Code standards and criteria for shooting ranges and the discharge of firearms within the community. Those discussions were a result of a Council meeting on November 23, 2010, at which time the City Council initiated a Code Amendment to further define and address, within both the Municipal and Development Codes, the opportunity and restrictions relating to, and associated with, the discharge of weapons within the community.

ANALYSIS

Through the process of examining the Municipal Code and Development Code with regard to the discharge of firearms within the community, the Planning Commission has arrived at a point where it needs further direction from the Council on the direction it would like regarding firearms and gun ranges. To date, the Commission has reviewed the City, County and State laws, regulations and Ordinances and is working on a recommendation that the City Council consider a Municipal Code Amendment that would establish a Citywide prohibition on the discharge of weapons, with several significant exceptions. This amendment would clarify City limitations and

Review of Staff Report:

City Manager

City Attorney

City Engineer

Department Head

restrictions on firing guns within the community, but also clarify where shooting is allowed, both recreationally and commercially.

In addition to the generic issue of the discharge of weapons within the community, the Commission has also been examining the Development Code provisions relating to the establishment of commercial and non-commercial (for example, a private club) land use activity of a gun or shooting range. Currently, the "in place" Land Use Tables allow archery and gun ranges, with approval of a Conditional Use Permit, within all Rural Residential zones and the Community Industrial zone. Archery and gun ranges are either not identified (and, therefore, not permitted) or expressly prohibited within all Single-Family Residential, Multi-Family Residential, Open Space Residential, all commercial zones and the Service Commercial zone. Although allowed within low density residential zones, archery and gun ranges appear to be prohibited uses in the higher density residential and all commercial areas, presumably due to the commercial zones general proximity to higher density residential areas.

In addition to the review of the Municipal Code regarding the general discharge of weapons, and the Development Code relative to the specific zones where archery and gun/shooting ranges would be allowed, the Commission has been reviewing development standards and criteria that could form the framework and basis for any Conditional Use Permit review of a requested gun/shooting range. To date, staff has assembled, and the Commission has received for review an array of information that has been collated into one generic volume that would provide an applicant, staff and the Commission with a framework to review CUP gun/shooting range submittals against.

To respect the usage of the City's limited staff and fiscal resources, and in consideration of the limited number in inquiries on the land use, before proceeding further with its review of the weapons discharge issue, the Commission seeks Council direction on the issue. Specifically, illustrated below is the basic Municipal; Code Amendment material being considered by the Commission which states that the discharge of firearms is prohibited everywhere within the community, but provides seven (7) clear exemptions. Should the commission proceed with its review of this concept?

Second, the Commission is debating the appropriate zones that "fully contained", "partially contained" and "non-contained" (indoor and outdoor) ranges should be allowed. Requirements for a Conditional Use Permit appear to remain a standard anticipated review, but allowing indoor ranges within commercial areas is being debated. Direction is sought from the Council whether it would like the Commission to consider allowing gun/shooting ranges in more zoning districts than currently identified within the Development Code (such as indoor ranges within commercial zones).

And finally, currently the City has no standards or criteria to form the basis of any analysis of a Conditional Use Permit application for a gun/shooting range if one were to be submitted. Under this circumstance, if an application were received, staff would need to perform research to obtain information that it would utilize in its analysis of the CUP request, making suggested corrections and/or recommending Conditional of Approval within the Public Hearing report heard by the Planning Commission. Although not currently in final form, the Commission, in its review of the weapons discharge issue, has been collecting, assembling and reviewing small arms range design standards and criteria to assist it in understanding the various issues associated with, the benefits of and/or the impacts from, gun/shooting ranges. This information is extensive and covers a large number of aspects of the design of indoor and outdoor ranges, along with related issues. Council direction is sought on whether the Council would like the Commission to

proceed with its creation of these design criteria (benefits of which would be that evaluative criteria would be in place to assist applicants, staff and the Commission in review of range applications once submitted; disadvantages being the resources used to create criteria that may never be used if no range applications are ever submitted). If the Council elects to direct the Commission to complete its work on the range design criteria, this material need not be adopted as part of the Development Code, but may be adopted instead as policy relating to design criteria (this would avoid placing fifty {50} or more pages of additional material into the Development Code).

Commission Municipal Code Amendment Material

As noted above, the Commission has been reviewing language that may be forwarded as a recommendation for a Municipal Code Amendment. That language would form a local basis to control the discharge of weapons anywhere within the community, but allow for designated exceptions. The language below is an excerpt from the Commission's June 7, 2001 Study Session staff report on the gun range issue. The language below is presented to illustrate the draft direction that the Commission is taking on the generic issue of the discharge of weapons within the community.

>>>>>

It is suggested that the Municipal Code be amended to add the following to Title 11 "Public Peace, Morals and Welfare", as a new Chapter 11.34 "Unlawful Discharge of Weapons" to provide for the following:

Chapter 11.34 Unlawful Discharge of Weapons

Sections:

- | | |
|------------------|--|
| 11.34.010 | Unlawful Discharge |
| 11.34.020 | Exceptions |
| 11.34.030 | Violation Deemed Nuisance – Surrender and Disposal of Weapon |
| 11.34.040 | Violation – Penalty |

11.34.010 Unlawful Discharge

No person shall intentionally discharge or cause to be discharged any firearm, bow/arrow, cannon, mortar, catapult or other weapon or device capable of hurling or projecting a missile or projectile with sufficient force to cause great bodily injury to a person, persons, animal or property, within the City limits of the City of Twentynine Palms.

11.34.020 Exceptions

- A. The provisions of Section 11.34.010 "Unlawful Discharge" do not apply in the following circumstances:
1. In the performance of official duties of a peace officer, as defined in the California Penal Code, or any person summoned by any such officer to assist in making an arrest or preserving the peace while actually engaged in assisting such officer;
 2. In the performance of official duties of any member of the military service of the United States of America;
 3. In the lawful defense of life and/or property as defined within the California Penal Code;

4. In the lawful discharge or operation of a firearm or other projectile emitting weapon at an approved "Archery and/or shooting/gun range" as established within Title 19 of the City's Municipal Code;
5. In the lawful killing of an animal injured beyond a reasonable expectation of recovery;
6. In association with licensed activities such as Filming (with issued Filming City Permit), carnivals or similar activity (with City issued Permit) or hunting during a recognized hunting season (with State License);
7. While conducting recreational activities that exclusive involve the discharge of projectiles that cannot cause great bodily harm under standard practices of use (such as "blank" cartridges, bird shot, etc.).

11.34.030 Violation Deemed Nuisance – Surrender and Disposal of Weapon

Any firearm, weapon or device as described within this article and used in violation of this article may be declared to be a nuisance, and upon conviction of any person who violates this article the firearm, weapon or other projectile emitting device shall thereafter be disposed of in the same manner for the disposal of nuisances under Section 12028 of the Penal Code of the State of California.

11.34.040 Violation – Penalty

Any person violating any of the provisions of, or failing to comply with, the requirements of this article shall be guilty of a misdemeanor and shall be punished as provided in Section 36901 of the California Government Code as that section reads or its successor reads at the time of the offense.

>>>>>>

CEQA Environmental Review

Pursuant to the State Guidelines to Implement the California Environmental Quality Act (CEQA), Council direction to the Planning Commission on possible future Code language is not considered a "Project" under CEQA and, therefore, it is not subject to environmental review.



STAFF REPORT

TO: City Council
FROM: City Manager
DATE: June 9, 2011
FOR COUNCIL MEETING: June 14, 2011

SUBJECT: City Council Review of City Hours of Operation.

RECOMMENDATION:

City continue current hours of operation in all departments.

ORDER OF PROCEDURE:

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

Attachments

1. Staff Report dated February 9, 2010.
2. Staff Report dated October 13, 2009

BACKGROUND:

On October 13, 2009, staff presented the pros and cons of having employees at City Hall and the Public Works Department work four 10-hour days each week. The minutes of the meeting state that "the City Council agreed to initiate a three month trial of an alternate workweek and directed the City Manager to make the final decision on the alternate workweek, saying they would stand behind his decision."

On February 9, 2010, the City Council approved a four 10-hour schedule for the employees at City Hall and the Public Works Department. The Community Services Department and Animal Control Division have been operating at alternative hours for years.

City Hall is open Monday through Thursday from 7:00 a.m. to 6:00 p.m. Public Works Department personnel work Monday through Thursday beginning at 5:30 a.m. Community Services Department office hours are 1:00 p.m. to 6:00 p.m. Monday through Friday. However, the department has flexible hours for its employees so that they can staff recreation programs and facilities early in the morning, late in the evening and on weekends.

Animal Control Officers work seven days a week in staggered shifts. Office hours are open from 12:00 p.m. to 5:00 p.m. Tuesday through Friday. Saturday hours are 10:00 a.m. to 2:00 p.m. Public safety personnel generally work a variety of work schedules.

Review of Staff Report:

City Manager City Attorney City Engineer Department Head

DISCUSSION:

Over the last several decades businesses and public sector organizations have changed to meet customer needs as technology has advanced and there have been significant changes in society. Today, there are more two-wage earners in the family and many business have increased efficiency, improved customer service and raised revenues by providing more services on the Internet and being open for business at alternative times to accommodate two-wage earning family members working traditional 8:00 a.m. to 5:00 p.m. schedules.

The goal of the City is to create a virtual City Hall so that citizens, developers and other interested parties can access information and conduct business without coming to City Hall. In addition, the City seeks to assist contractors, developers and people working a traditional schedule with the opportunity to come to City Hall prior to work or after work. Management employees are available to meet with people, attend meetings or conduct business on Fridays by appointment if needed. Higher levels of customer service, greater efficiencies and better management oversight are achieved at City Hall and in the Public Works Department by having all employees present at the same time to serve the public.

Staff has conducted a survey of surrounding communities to determine their work schedules. Other cities working four 10-hour schedules with Fridays closed include Adelanto, Cathedral City, Desert Hot Springs, Loma Linda, Montclair, Moreno Valley, Palm Springs, Rialto, Upland, Victorville and Yucca Valley. Apple Valley and Hesperia are on 9/80 work schedules. These cities report no major problems or issues.

During my short tenure as City Manager, I have not received any complaints regarding City Hall or Public Works Department hours of operation. Staff reports no complaints.

FISCAL IMPACT:

The Finance Department has conducted a cost analysis of utilities during 2009 under the old work schedule and 2010 under the new work schedule. City records show that the City used 197,500 KW/h for a total City cost of \$29,183 during 2009 and 161,210 KW/h for a total City cost of \$27,288 for 2010. Natural gas costs were 2,049 therms for a cost of \$2,302 for 2009 and 2,514 therms for a total cost of \$2,896 in 2010. Weather would affect the cost of utilities each year and there is probably very little cost difference to the City between the two work schedules.

ALTERNATIVES:

City Council could direct that the City be open on Fridays and operate on a traditional 8:00 a.m. to 5:00 p.m. work schedule.