

**GUTIERREZ, YXSTIAN**

CITY COUNCIL  
CITY OF MORENO VALLEY  
PUBLIC WORKS DEPARTMENT  
WEEKLY STAFF MEETING  
MONDAY, OCTOBER 28, 2013  
2:00 P.M.

RECEIVED

13 OCT 30 AM 9:13

"SAME DAY  
RESPONSE"

"CUSTOMER  
CARE"

A G E N D A

Public Works Mission Statement:

*To manage and maximize Moreno Valley's public infrastructure investment to enhance the quality of life today, while striving to develop and implement innovative solutions for tomorrow.*

❖ ROUNDTABLE (ANNOUNCEMENTS, ACTIVITIES, EVENTS)

1. PAR's for May/June/July/August/September due by employee review date – Anna
2. Timesheets are due November 5<sup>th</sup> & 19<sup>th</sup> – All
3. Monthly Departmental Update to City Manager Due by November 12<sup>th</sup> – All
4. Used Oil Filter Exchange & Recycle Event at O'Reilly Auto Part Store (24021 Alessandro Blvd. November 16, 2013) – Robert
5. Corporate Yard Facility Phase 1- Administration Building – Public Information Meeting (November 21, 2013) – Prem
6. SR-60/Nason Bridge Ribbon Cutting (April 2014) – Prem
7. Perris Boulevard from Southerly City Limits to Cactus Avenue Ribbon Cutting (TBD) – Prem
8. EOC Family Care Center Emergency Generator Project – Ribbon Cutting (TBD) – Prem
9. Heacock Bridge over Lateral A Ribbon Cutting Ceremony (TBD) – Prem

❖ COUNCIL ITEMS

NOVEMBER 5, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 10/7/2013 AND STAFF REPORTS DUE 10/14/2013  
DARK

NOVEMBER 12, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 10/14/2013 AND STAFF REPORTS DUE 10/21/2013)

1. PRESENTATION: Keep Moreno Valley Beautiful – Robert
2. Authorize a Change Order to Increase the Purchase Order with Riverside Construction Company, Inc. for Hardscape and Landscape for the SR-60/Nason Street Overcrossing Improvements – Project No. 802 0003 70 77 – Prem
3. PA09-0012 (PM 36162) – Accept the Agreement and Security for Public Improvements – Mark
4. Authorization to Award Construction Contract to Flatiron Electrical Group, Inc. for Emergency Vehicle Pre-Emption Retrofit at 117 Signalized Intersections Project No. 808 0010 70 76 – Eric

NOVEMBER 19, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 10/21/2013 AND STAFF REPORTS DUE 10/28/2013  
TBD

NOVEMBER 26, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 10/28/2013 AND STAFF REPORTS DUE 11/4/2013)

1. Approve Agreement Between IIT Inland Empire Logistics Center LP and the City of Moreno Valley for Traffic Signal Maintenance at Cactus Avenue and Joy Street – Eric
2. P10-085 – Reduce Irrevocable Stand by Letter of Credit as Faithful Performance Bond and Adopt the Resolution Authorizing Acceptance of the Public Improvements as Complete and Accepting the Portions of Pigeons Pass Road at Cougar Canyon Drive Associated with the Project into the City's Maintained Street System – Mark
3. PA03-0106 (TR 31618) – Accept Substitution Agreement and Bonds for Public Improvements – Mark

DECEMBER 3, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 11/4/2013 AND STAFF REPORTS DUE 11/11/2013)  
TBD

DECEMBER 10, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 11/11/2013 AND STAFF REPORTS DUE 11/18/2013)

1. PRESENTATION: Recycling All-Star Awards presented by Waste Management
2. Award Construction Contract to XXX for the Civic Center Site Improvement (Exterior) Phase 2 Project No. 803 0001 70 77 – Prem
3. Intent to Consent to Caltrans' Relinquishment of Maintenance of a Portion of Day Street from the SR-60 Westbound Ramp Intersection to Canyon Springs Entrance - Prem

DECEMBER 17, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 11/18/2013 AND STAFF REPORTS DUE 11/25/2013)

1. Introduction of City of Moreno Valley EV Strategy – Jeannette

JANUARY 7, 2014 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 12/10/2013 AND STAFF REPORTS DUE 12/17/2013)

TBD

JANUARY 14, 2014 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 12/17/2013 AND STAFF REPORTS DUE 12/23/2013)

1. Authorization to Award Construction Contract to XXX for ITS Deployment Phase 1A, Project No. 808 0006 70 76 – Eric
2. Authorization to Award Construction Contract to XXX for Security Fencing for Fire Station No. 48 and Fire Station No. 65, Project No. 803 0023 70 77 - Prem

JANUARY 21, 2014 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 12/23/2013 AND STAFF REPORTS DUE 1/2/2014)

TBD

JANUARY 28, 2014 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 1/2/2013 AND STAFF REPORTS DUE 1/28/2013)

TBD

## ❖ TENTATIVE FUTURE COUNCIL ITEMS (TBD)

- Status update of SR-60/Theodore Street Interchange Improvements – Project No. 801 0052 70  
77 - Prem

## ❖ ONGOING TASKS

1. Monthly CIP Project Status Report (categorize projects by type of work) to Dir/DM (Excel-PDF) – Prem
2. Quarterly Productivity Report of Maintenance and Operations – Robert
3. Quarterly Meetings with Field Crew Supervisors (M&O and Transportation) and 1 quarterly meeting with MVU - Ahmad
  - A. Maintenance & Operations
    - i. Solid Waste/Admin, Feb, May, Aug, Nov (4<sup>th</sup> Tuesday, 2:30-3:30 pm)
    - ii. Brian's Crew, Mar, Jun, Sep, Dec (3<sup>rd</sup> Thursday, 2:30-3:30 pm)
    - iii. Steve's Crew, Apr, July, Oct, Jan (1<sup>st</sup> Thursday, 9:30-10:30 am)
    - iv. Andy's Crew, Feb, May, Aug, Nov (3<sup>rd</sup> Wednesday, 2:30-3:30 pm)
  - B. Transportation, TS & Signing & Striping
    - i. Scott's Crew, Mar, June, Sep, Dec (1<sup>st</sup> Wednesday, 8:00-9:00 am)
  - C. MVU – Mar, Jun, Sep, Dec (1<sup>st</sup> Tuesday, 9:30-10:30 am)
  - D. Capital Projects – Jan thru Dec (Every month, 1<sup>st</sup> Wednesday, 3:30-5:00 pm)
  - E. Transportation – Jun, Aug, Oct, Dec (Every other month, 3<sup>rd</sup> Thursday (Payday), 8:00-9:00 am)
  - F. MVU/ENCO – May, Jul, Sep, Nov (Every other month, Monday 9:30-10:30 am)
  - G. Land Development – Jan thru Dec (Every month, 3<sup>rd</sup> Tuesday 3:30-4:30 pm)
  - H. Admin Assistant Clerical Meeting – Mar, June, Sep, Dec (1<sup>st</sup> Mon, 10:30-11:30 am)
  - I. Oversight Board Meeting (Former RDA) – Jan thru Dec (Every month, 2<sup>nd</sup> Wednesday, 2:00–4:00 pm)
4. Local & Regional Meetings
  - A. RCTC Executive Board Meeting (2<sup>nd</sup> Wednesday of every month @ 9:30 AM) - Eric
  - B. RCTC - TAC (3<sup>rd</sup> Monday of every month @ 10:00 AM) - Ahmad /Prem/Eric
  - C. RTA Executive Board Meeting (4<sup>th</sup> Thursday of every month @ 2:00 PM) - Eric
  - D. WRCOG Public Works Committee Meeting (Dark in December) (2<sup>nd</sup> Thursday of every other month @ 2:00 PM) - Ahmad/Prem/Eric
  - E. WRCOG Central Zone TAC Meeting - Ahmad/Prem/Eric
  - F. WRCOG Adhoc Subcommittee Meeting - Ahmad/Prem/Eric
  - G. WRCOG Solid Waste TAC (meets Bi-Monthly) - Robert
  - H. Planning Commission Meeting (2<sup>nd</sup> Thursday of every month @ 6:00 PM) – as needed
  - I. Traffic Safety Commission – (1<sup>st</sup> Wednesday of every month @ 6:00 PM) – Ahmad/Eric
  - J. Clean Cities Coalition (meets Quarterly) – Robert/Eric
  - K. Riverside County Solid Waste Task Force (meets as needed) – Robert
  - L. Waste Management (meets monthly) – Ahmad/Robert
  - M. CIP Project Schedules (1<sup>st</sup> Monday of each Month) – Ahmad/Prem
5. Advance discussion with WRCOG regarding all new/changed TUMF projects – Prem

6. Inclusion of M&O, Traffic Signals, Traffic Signing & Striping and MVU staff in both CIP Development plan review and field presence to assure compliance with maintenance concerns – Prem/Eric/LDD
7. Accessibility/response via cell phone for Ahmad's calls – All
8. Measures to make PW crews safer when working in streets - Robert/Eric
9. Cat/Pigeon control at PW Yard- Robert
10. Include improvement of aging infrastructure related to MVU in various CIP projects when feasible and practical – Prem/Jeanette
11. Monitor public website and keep updated re: MVU information – Jeanette
12. PW Employee Recognition (work accomplishment, education advancement, etc.) – Ahmad/Anna
13. Inclusion of M&O, Traffic Signals, Traffic Signing and Striping, and MVU staff in Quarterly Utility Coordination Meetings (prepare blast email of project updates from quarterly meetings on CP website to PW Division Managers) – Prem
14. Improve on communication, announcements, clerical support, Motivate Moveal for Traffic Signals, Traffic Signing and Striping staff – Eric
15. Provide CP project schedule to all PW Division Managers beginning July – Prem
16. Enforce Provisions to hold contractors responsible for maintaining areas beyond project limits – Prem
17. Submit staff reports for council items in a timely manner so as to allow CM's Office & City Attorney ample review time – ALL
18. Quarterly CIP status report (provide copies to commissioners) – Eric
19. Mission Statement memorized by PW staff – ALL
20. Use of Standard Traffic Control Measure by all Contractors working within the public right of way – All
21. Community involvement regarding future PW programs & projects (Mayor's request)– Ahmad

❖ **SPECIFIC TASKS**

1. CITY MANAGER, MAYOR AND CITY COUNCIL REQUESTS:

A. City Manager:

1. **VVUSD Banners Program - Eric**

B. Mayor Owings:

1. Continue process with private owners responsibility of maintaining drainage channels – LD/Robert
2. Augment street maintenance budget (1 to 2 years) – Ahmad/Finance Dept.
3. Look into incentive opportunities for solar power for businesses interested in Moreno Valley – Jeanette
4. Pmnt condition of Brodiaea east & west of Redlands (future CIP) – Prem
5. Pmnt condition of Lasselle/Dracaea (future CIP) – Prem
6. Design and implement neighborhood/community signs related to "Next Door" Program – Michele P./Eric
7. Electronic message board priority location at SW corner of Alessandro & Frederick – Eric
8. Regular staff level meetings w/county supervisors staff – Ahmad
9. Ideas to team up w/City of Corona on regional/transp. issues – Ahmad
10. Ordinance/Policy re parking enforcement after street sweeper has passed - Eric
11. MV Ranch Golf Course silt issue – Mark/Robert
12. Better weed abatement per City requirements in Public ROW – Robert
13. Set specific goals for the KMVB program & regularly report back to Council - Robert

C. Mayor Pro Tem Molina:

1. Examine solar powered flashing lights at schools – Eric
2. Flooding at 24594 Sunnymead Blvd. (Current CIP Project) – Prem
3. Alessandro medians (proposed) vs. shopping center access – Eric
4. Bike Lanes on Sunnymead Blvd X Indian St. – Eric
5. Look into additional signage and flashing lights for the crosswalks at Badger Spring Middle School, Chaparral Hills Elementary and Midland Elementary School on Davis Street – Eric

D. Council Member Stewart:

1. Citywide crack seal and slurry seal programs – Robert/Prem
2. Better public education regarding bulky items – Robert/WM

E. Council Member Gutierrez:

F. Council Member Baca:

1. Red curb regarding parking situation at NW corner of Dracaea & Gina – Eric
2. Tract at Brentwood, N/O Dracaea needs to go thru process of speed humps, start w/vehicle speed feedback trailers thru PD – Eric
3. Evaluate ped safety & need for crossing guard at Ironwood & Graham (District #5) – Eric
4. Day St. warning signs for the 25 MPH speed zone – Eric
5. Apply KMVB in Edgemont Community - Robert

2. Traffic Safety Commission:

- a. Explore ideas for traffic calming on local collectors – Eric
- b. Resident, Lori Nickel – Crosswalk at Cactus/Philo – Eric
- c. Resident (Arne Pirkanen) – Crosswalk at Perris & Santiago, barriers needed at open area next to Home Depot – Eric/Mark
- d. Shor Denny – Bay from Perris to Graham, all lights are out and at Bayside Park – Eric/Special Districts
- e. TSC Riiff – Day & Gateway (APS) - Eric
- f. TS Chair Sawyerr – 1<sup>st</sup> Tuesday of the month to present at WVUSD like Perris does – Eric
- g. Damaged fences at Lasselle, City of Hemet has similar fence w/better material - Robert
3. TUMF Network update (Part of City's Circulation Element) Submit Final by June 30<sup>th</sup> – Prem/Eric
4. Pavement/drainage improvement & painting (facilities will handle painting request) at PW Yard – Robert/Prem
5. Recycle bins at city parks (recvd & to be installed by PCS Dept., completion early 2014) - Robert
6. Research potential solar power generation in conjunction with the World Logistics Center development- Jeannette
7. Research potential web-based communication system in conjunction with the World Logistics Center development- Jeannette
8. St. Lt. Acquisition (Muni-Fed/SCE) – Jeannette
9. Corporate Yard overall security concern, guard shack option? – Robert & Eric/HR, PCS
10. Waste Management desire to separate from SCE and joining MVU – Jeannette
11. Include drawings and provisions on "Green/Sustainable Infrastructure" in standard plans & specifications – Prem
12. Social Media (Facebook, Twitter, Yelp, etc.) for Public Works, "Everyone is a reporter" – Anna/All
13. Section on City Website/PW & Social Media "What is Ahmad Ansari doing?" – Anna/All
14. Land Development Division Mission Statement – Mark

15. Utilities tend to dig up streets & damage traffic signal lines (specifically Gas Co. at Indian/JFK) – Eric/Mark
16. First Aid kits at the yard and in truck & cars – Robert
17. Safety meetings at the yard – Robert
18. Cost of Service & Rate Design Study for MVU – Jeannette
19. Risk Management & Disaster Preparedness Policies for MVU – Jeannette
20. Basic Customer Service & other training for MVU – Jeannette
21. Lite Owls Installations – Jeannette
22. Revisit/expand S.O.P. (outages, incidents, etc) for MVU – Jeannette
23. Look into software to better manage data, permit & work processes in LDD – Mark
24. Space planning for 1<sup>st</sup> Floor – ASD
25. Updated list of projects for Federal Lobbyist – Prem
26. Coordination meeting with EMWD referencing Nason project schedule – Prem
27. Street sweeper's facing challenges due to overgrown street trees in Special District areas (map to follow) – Robert
28. Follow-up on Citywide CMMS Software, specific to Vehicle Shop – Robert
29. Explore including a \$20K component of Fleet Maintenance need in Phase I of Yard project – Prem/Robert
30. Enhance optimization of vehicle life vs. usage - Robert

❖ **HIGH PROFILE OR TIME/FUNDING DEPENDANT CRM's) OR CITIZENS CONCERNS (CALLED IN, WALKED IN, MAILED & ELECTRONICALLY)**

1.	Resident, Brett Carlile, [REDACTED], <a href="mailto:brettcarlile22@hotmail.com">brettcarlile22@hotmail.com</a> , expresses concerns on San Antonio Street (25604 San Antonio St). His worries are San Antonio and adjoining streets require maintenance such as asphalt repair (possibly seal coating/slurry sealing) & suggest the city to integrate preventative street maintenance on a regular interval.	<i>Robert, Prem</i>
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DISTRIBUTION: Ahmad R. Ansari, P.E., Public Works Director/City Engineer  
 Prem Kumar, P.E., Deputy Public Works Director/Assistant City Engineer  
 Robert Lemon, Maintenance & Operations Division Manager  
 Eric Lewis, P.E., T.E., City Traffic Engineer  
 Jeannette Olko, Electric Utility Division Manager  
 Mark Sambito, P.E., Engineering Division Manager  
 Anna Chacon, Executive Assistant I

cc: Mayor and City Council  
 Suzanne Bryant, City Attorney  
 Michelle Dawson, City Manager  
 Tom DeSantis, Assistant City Manager  
 Jane Halstead, City Clerk  
 Mike McCarty, Parks & Community Services Director  
 Michele Patterson, Assistant to the City Manager  
 Chris Paxton, Administrative Services Director  
 Rick Teichert, Chief Financial Officer/City Treasurer  
 John Terrell, Community & Economic Development Director

"CUSTOMER CARE"

CITY OF MORENO VALLEY  
PUBLIC WORKS DEPARTMENT  
WEEKLY STAFF MEETING  
MONDAY, OCTOBER 21, 2013  
2:00 P.M.

CITY COUNCIL  
MORENO VALLEY  
RECEIVED  
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OCT 21 PM 4:59

A G E N D A

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1. PAR's for May/June/July/August/September due by employee review date – Anna
2. Timesheets are due October 22nd & November 5<sup>th</sup> – All
3. Monthly Departmental Update to City Manager Due by November 12<sup>th</sup> – All
4. Used Oil Filter Exchange & Recycle Event at O'Reilly Auto Part Store (24021 Alessandro Blvd. November 16, 2013) – Robert
5. Morrison Park Fire Station No. 99 – APWA – 2013 Project of the Year Award (December 10<sup>th</sup>) – Prem
6. Perris Boulevard from Southerly City Limits to Cactus Avenue Ribbon Cutting (TBD) – Prem
7. SR-60/Nason Bridge Ribbon Cutting (TBD) – Prem
8. EOC Family Care Center Emergency Generator Project – Ribbon Cutting (TBD) – Prem
9. Heacock Bridge over Lateral A Ribbon Cutting Ceremony (TBD) – Prem
10. Cactus/Nason Ribbon Cutting Ceremony (TBD) – Prem

❖ COUNCIL ITEMS

OCTOBER 22, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 9/23/2013 AND STAFF REPORTS DUE 9/30/2013)

1. Approve 2014 Annual Resource Adequacy Plan for Moreno Valley Utility and Authorize the City Manager to Execute Agreements Related to the Purchase of Reserve Capacity – Jeannette
2. Agreement for Professional Consultant Services with Pitassi Architect, Inc. for the Corporate Yard Facility Phase 1: Administration Building – Prem
3. PA12-0007 (PM 36449) – Reduce Faithful Performance Bond and Adopt the Resolution Authorizing Acceptance of the Public Improvements as Complete and Accepting the Portion of Perris Boulevard Associated with the Project into the City's Maintained Street System - Mark
4. PA08-0072 - Reduce Faithful Performance Bond and Adopt the Resolution Authorizing Acceptance of the Public Improvements as Completed and Accepting the Portions of Cactus Avenue, Frederick Street and Resource Way Associated with the Project into the City's Maintained Street System – Mark
5. Acceptance of Fiscal Year 2013/2014 SB 821 Grants and Funding Appropriations for Two Citywide Sidewalk/Access Ramp/Bicycle Lane Project - Eric

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❖ **TENTATIVE FUTURE COUNCIL ITEMS (TBD)**

- Review Typical Street Section of the SR-60/Theodore Street Interchange Improvements – Project No. 801 0052 70 77 - Prem

❖ **ONGOING TASKS**

1. Monthly CIP Project Status Report (categorize projects by type of work) to Dir/DM (Excel-PDF) – Prem
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B. Mayor Owings:

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- 2. Augment street maintenance budget (1 to 2 years) – Ahmad/Finance Dept.
- 3. Look into incentive opportunities for solar power for businesses interested in Moreno Valley – Jeanette
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- 11. MV Ranch Golf Course silt issue – Mark/Robert

**12. Better weed abatement per City requirements in Public ROW – Robert**

**13. Set specific goals for the KMVB program & regularly report back to Council - Robert**

C. Mayor Pro Tem Molina:

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2. Flooding at 24594 Sunnymead Blvd. (Current CIP Project) – Prem
3. Alessandro medians (proposed) vs. shopping center access – Eric
4. Bike Lanes on Sunnymead Blvd X Indian St. – Eric
5. Look into additional signage and flashing lights for the crosswalks at Badger Spring Middle School, Chaparral Hills Elementary and Midland Elementary School on Davis Street – Eric

D. Council Member Stewart:

1. Citywide crack seal and slurry seal programs – Robert/Prem
2. **Better public education regarding bulky items – Robert/WM**

E. Council Member Gutierrez:

F. Council Member Baca:

1. Red curb regarding parking situation at NW corner of Dracaea & Gina – Eric
2. Tract at Brentwood, N/O Dracaea needs to go thru process of speed humps, start w/vehicle speed feedback trailers thru PD – Eric
3. Evaluate ped safety & need for crossing guard at Ironwood & Graham (District #5) – Eric
4. Day St. warning signs for the 25 MPH speed zone – Eric
5. **Apply KMVB in Edgemont Community - Robert**

2. Traffic Safety Commission:

- a. Explore ideas for traffic calming on local collectors – Eric
- b. Resident, Lori Nickel – Crosswalk at Cactus/Philo – Eric
- c. Resident (Arne Pirkanen) – Crosswalk at Perris & Santiago, barriers needed at open area next to Home Depot – Eric/Mark
- d. Shor Denny – Bay from Perris to Graham, all lights are out and at Bayside Park – Eric/Special Districts
- e. TSC Riiff – Day & Gateway (APS) - Eric
- f. TS Chair Sawyerr – 1<sup>st</sup> Tuesday of the month to present at VVUSD like Perris does – Eric
- g. Damaged fences at Lasselle, City of Hemet has similar fence w/better material - Robert
3. TUMF Network update (Part of City's Circulation Element) Submit Final by June 30<sup>th</sup> – Prem/Eric
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6. Research potential solar power generation in conjunction with the World Logistics Center development- Jeannette
7. Research potential web-based communication system in conjunction with the World Logistics Center development- Jeannette
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10. Waste Management desire to separate from SCE and joining MVU – Jeannette
11. Include drawings and provisions on "Green/Sustainable Infrastructure" in standard plans & specifications – Prem

12. Social Media (Facebook, Twitter, Yelp, etc.) for Public Works, "Everyone is a reporter" – Anna/All
13. Section on City Website/PW & Social Media "What is Ahmad Ansari doing?" – Anna/All
14. Land Development Division Mission Statement – Mark
15. Correct old signs next to new signs, possibly a contractor's punch list item on Nason/Iris – Eric
16. Utilities tend to dig up streets & damage traffic signal lines (specifically Gas Co. at Indian/JFK) – Eric/Mark
17. First Aid kits at the yard and in truck & cars – Robert
18. Safety meetings at the yard – Robert
19. Cost of Service & Rate Design Study for MVU – Jeannette
20. Risk Management & Disaster Preparedness Policies for MVU – Jeannette
21. Basic Customer Service & other training for MVU – Jeannette
22. Lite Owls Installations – Jeannette
23. Revisit/expand S.O.P. (outages, incidents, etc) for MVU – Jeannette
24. Look into software to better manage data, permit & work processes in LDD – Mark
25. **Space planning for 1<sup>st</sup> Floor – ASD**
26. **Updated list of projects for Federal Lobbyist – Prem**
27. **Coordination meeting with EMWD referencing Nason project schedule – Prem**
28. **Street sweeper's facing challenges due to overgrown street trees in Special District areas (map to follow) – Robert**
29. **Follow-up on Citywide CMMS Software, specific to Vehicle Shop – Robert**
30. **Explore including a \$20K component of Fleet Maintenance need in Phase I of Yard project – Prem/Robert**
31. **Enhance optimization of vehicle life vs. usage - Robert**

❖ **HIGH PROFILE OR TIME/FUNDING DEPENDANT CRM's) OR CITIZENS CONCERNS (CALLED IN, WALKED IN, MAILED & ELECTRONICALLY)**

1.	Resident, Brett Carlile, [REDACTED], <a href="mailto:brettcarlile22@hotmail.com">brettcarlile22@hotmail.com</a> , expresses concerns on San Antonio Street (25604 San Antonio St). His worries are San Antonio and adjoining streets require maintenance such as asphalt repair (possibly seal coating/slurry sealing) & suggest the city to integrate preventative street maintenance on a regular interval.	<i>Robert, Prem</i>
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DISTRIBUTION: Ahmad R. Ansari, P.E., Public Works Director/City Engineer  
 Prem Kumar, P.E., Deputy Public Works Director/Assistant City Engineer  
 Robert Lemon, Maintenance & Operations Division Manager  
 Eric Lewis, P.E., T.E., City Traffic Engineer  
 Jeannette Oiko, Electric Utility Division Manager  
 Mark Sambito, P.E., Engineering Division Manager  
 Anna Chacon, Executive Assistant I

cc: Mayor and City Council  
 Suzanne Bryant, City Attorney  
 Michelle Dawson, City Manager  
 Tom DeSantis, Assistant City Manager  
 Jane Halstead, City Clerk  
 Mike McCarty, Parks & Community Services Director  
 Michele Patterson, Assistant to the City Manager  
 Chris Paxton, Administrative Services Director  
 Rick Teichert, Chief Financial Officer/City Treasurer  
 John Terell, Community & Economic Development Director

CITY OF MORENO VALLEY CITY COUNCIL  
PUBLIC WORKS DEPARTMENT MORENO VALLEY  
WEEKLY STAFF MEETING RECEIVED  
MONDAY, OCTOBER 14, 2013 OCT 15 PM 4: 49  
2:00 P.M.

"CUSTOMER  
CARE"

"SAME DAY  
RESPONSE"

A G E N D A

Public Works Mission Statement:

*To manage and maximize Moreno Valley's public infrastructure investment to enhance the quality of life today, while striving to develop and implement innovative solutions for tomorrow.*

❖ ROUNDTABLE (ANNOUNCEMENTS, ACTIVITIES, EVENTS)

1. PAR's for May/June/July/August/September due by employee review date – Anna
2. Timesheets are due October 22nd & November 5<sup>th</sup> – All
3. Monthly Departmental Update to City Manager Due by November 12<sup>th</sup> – All
4. Used Oil Filter Exchange & Recycle Event at O'Reilly Auto Part Store (24021 Alessandro Blvd. November 16, 2013) – Robert
5. Morrison Park Fire Station No. 99 – APWA – 2013 Project of the Year Award (December 10<sup>th</sup>) – Prem
6. Perris Boulevard from Southerly City Limits to Cactus Avenue Ribbon Cutting (TBD) – Prem
7. SR-60/Nason Bridge Ribbon Cutting (TBD) – Prem
8. EOC Family Care Center Emergency Generator Project – Ribbon Cutting (TBD) – Prem
9. Heacock Bridge over Lateral A Ribbon Cutting Ceremony (TBD) – Prem
10. Cactus/Nason Ribbon Cutting Ceremony (TBD) – Prem

❖ COUNCIL ITEMS

OCTOBER 15, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 9/16/2013 AND STAFF REPORTS DUE 9/23/2013)

1. Corporate Yard Facility Phase 1: Administration Building – Prem
2. Keep Moreno Valley Beautiful – Program Update - Robert

OCTOBER 22, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 9/23/2013 AND STAFF REPORTS DUE 9/30/2013)

1. Approve 2014 Annual Resource Adequacy Plan for Moreno Valley Utility and Authorize the City Manager to Execute Agreements Related to the Purchase of Reserve Capacity – Jeannette
2. Agreement for Professional Consultant Services with Pitassi Architect, Inc. for the Corporate Yard Facility Phase 1: Administration Building – Prem
3. PA12-0007 (PM 36449) – Reduce Faithful Performance Bond and Adopt the Resolution Authorizing Acceptance of the Public Improvements as Complete and Accepting the Portion of Perris Boulevard Associated with the Project into the City's Maintained Street System - Mark
4. PA08-0072 - Reduce Faithful Performance Bond and Adopt the Resolution Authorizing Acceptance of the Public Improvements as Completed and Accepting the Portions of Cactus Avenue, Frederick Street and Resource Way Associated with the Project into the City's Maintained Street System – Mark
5. Acceptance of Fiscal Year 2013/2014 SB 821 Grants and Funding Appropriations for Two Citywide Sidewalk/Access Ramp/Bicycle Lane Project - Eric

NOVEMBER 5, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 10/7/2013 AND STAFF REPORTS DUE 10/14/2013  
TBD

NOVEMBER 12, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 10/14/2013 AND STAFF REPORTS DUE 10/21/2013)

1. PRESENTATION: Keep Moreno Valley Beautiful – Robert
2. Approve Agreement with TGP Energy Management, LLC and the City of Moreno Valley for the Purchase of Renewable Energy – Jeannette
3. Approve Agreement with Excelon Generation, LLC and the City of Moreno Valley for the Purchase of Block Energy – Jeannette
4. Authorize a Change Order to Increase the Purchase Order with Riverside Construction Company, Inc. for Hardscape and Landscape for the SR-60/Nason Street Overcrossing Improvements – Project No. 802 0003 70 77 – Prem
5. PA03-0106 (TR 31618) – Accept Substitution Agreement and Bonds for Public Improvements – Mark
6. PA09-0004/PA09-0012 – Accept the Agreement and Security for Public Improvements – Mark
7. P10-085 – Reduce Irrevocable Standby Letter of Credit as Faithful Performance Bond and Adopt the Resolution Authorizing Acceptance of the Public Improvements as Complete and Accepting the Portions of Piegon Pass Road at Courgar Canyon Drive Associated with the Project into the City's Maintained Street System – Mark
8. Authorization to Award Construction Contract to XXX for Emergency Vehicle Pre-Emption Retrofit at 117 Signalized Intersections Project No. 808 0010 70 76 – Eric

NOVEMBER 19, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 10/21/2013 AND STAFF REPORTS DUE 10/28/2013  
TBD

NOVEMBER 26, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 10/28/2013 AND STAFF REPORTS DUE 11/4/2013)

1. Approve Agreement Between IIT Inland Empire Logistics Center LP and the City of Moreno Valley for Traffic Signal Maintenance at Cactus Avenue and Joy Street - Eric

DECEMBER 3, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 11/4/2013 AND STAFF REPORTS DUE 11/11/2013  
TBD

DECEMBER 10, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 11/11/2013 AND STAFF REPORTS DUE 11/18/2013)

1. PRESENTATION: Recycling All-Star Awards presented by Waste Management
2. Award Construction Contract to XXX for the Civic Center Site Improvement (Exterior) Phase 2 Project No. 803 0001 70 77 – Prem

DECEMBER 17, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 11/18/2013 AND STAFF REPORTS DUE 11/25/2013

1. Introduction of City of Moreno Valley EV Strategy – Jeannette

JANUARY 7, 2014 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 12/10/2013 AND STAFF REPORTS DUE 12/17/2013)

TBD

JANUARY 14, 2014 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 12/17/2013 AND STAFF REPORTS DUE 12/23/2013)

1. Authorization to Award Construction Contract to XXX for Its Deployment Phase 1A Project No. 808 0006 70 76 - Eric

JANUARY 21, 2014 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 12/23/2013 AND STAFF REPORTS DUE 1/2/2014)

TBD

JANUARY 28, 2014 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 1/2/2013 AND STAFF REPORTS DUE 1/28/2013)

TBD

❖ TENTATIVE FUTURE COUNCIL ITEMS (TBD)

- Review Typical Street Section of the SR-60/Theodore Street Interchange Improvements – Project No. 801 0052 70 77 - Prem

❖ ONGOING TASKS

1. Monthly CIP Project Status Report (categorize projects by type of work) to Dir/DM (Excel-PDF) – Prem
2. Quarterly Productivity Report of Maintenance and Operations – Robert
3. Quarterly Meetings with Field Crew Supervisors (M&O and Transportation) and 1 quarterly meeting with MVU - Ahmad
  - A. Maintenance & Operations
    - i. Solid Waste/Admin, Feb, May, Aug, Nov (4<sup>th</sup> Tuesday, 2:30-3:30 pm)
    - ii. Brian's Crew, Mar, Jun, Sep, Dec (3<sup>rd</sup> Thursday, 2:30-3:30 pm)
    - iii. Steve's Crew, Apr, July, Oct, Jan (1<sup>st</sup> Thursday, 9:30-10:30 am)
    - iv. Andy's Crew, Feb, May, Aug, Nov (3<sup>rd</sup> Wednesday, 2:30-3:30 pm)
  - B. Transportation, TS & Signing & Striping
    - i. Scott's Crew, Mar, June, Sep, Dec (1<sup>st</sup> Wednesday, 8:00-9:00 am)
  - C. MVU – Mar, Jun, Sep, Dec (1<sup>st</sup> Tuesday, 9:30-10:30 am)
  - D. Capital Projects – Jan thru Dec (Every month, 1<sup>st</sup> Wednesday, 3:30-5:00 pm)
  - E. Transportation – Jun, Aug, Oct, Dec (Every other month, 3<sup>rd</sup> Thursday (Payday), 8:00-9:00 am)
  - F. MVU/ENCO – May, Jul, Sep, Nov (Every other month, Monday 9:30-10:30 am)
  - G. Land Development – Jan thru Dec (Every month, 3<sup>rd</sup> Tuesday 3:30-4:30 pm)
  - H. Admin Assistant Clerical Meeting – Mar, June, Sep, Dec (1<sup>st</sup> Mon, 10:30-11:30 am)
  - I. Oversight Board Meeting (Former RDA) – Jan thru Dec (Every month, 2<sup>nd</sup> Wednesday, 2:00–4:00 pm)

4. Local & Regional Meetings
  - A. RCTC Executive Board Meeting (2<sup>nd</sup> Wednesday of every month @ 9:30 AM) - Eric
  - B. RCTC - TAC (3<sup>rd</sup> Monday of every month @ 10:00 AM) - Ahmad /Prem/Eric
  - C. RTA Executive Board Meeting (4<sup>th</sup> Thursday of every month @ 2:00 PM) - Eric
  - D. WRCOG Public Works Committee Meeting (Dark in December) (2<sup>nd</sup> Thursday of every other month @ 2:00 PM) - Ahmad/Prem/Eric
  - E. WRCOG Central Zone TAC Meeting - Ahmad/Prem/Eric
  - F. WRCOG Adhoc Subcommittee Meeting - Ahmad/Prem/Eric
  - G. WRCOG Solid Waste TAC (meets Bi-Monthly) - Robert
  - H. Planning Commission Meeting (2<sup>nd</sup> Thursday of every month @ 6:00 PM) – as needed
  - I. Traffic Safety Commission – (1<sup>st</sup> Wednesday of every month @ 6:00 PM) – Ahmad/Eric
  - J. Clean Cities Coalition (meets Quarterly) – Robert/Eric
  - K. Riverside County Solid Waste Task Force (meets as needed) – Robert
  - L. Waste Management (meets monthly) – Ahmad/Robert
  - M. CIP Project Schedules (1<sup>st</sup> Monday of each Month) – Ahmad/Prem
5. Advance discussion with WRCOG regarding all new/changed TUMF projects – Prem
6. Inclusion of M&O, Traffic Signals, Traffic Signing & Striping and MVU staff in both CIP Development plan review and field presence to assure compliance with maintenance concerns – Prem/Eric/LDD
7. Accessibility/response via cell phone for Ahmad's calls – All
8. Measures to make PW crews safer when working in streets - Robert/Eric
9. Cat/Pigeon control at PW Yard- Robert
10. Include improvement of aging infrastructure related to MVU in various CIP projects when feasible and practical – Prem/Jeanette
11. Monitor public website and keep updated re: MVU information – Jeanette
12. PW Employee Recognition (work accomplishment, education advancement, etc.) – Ahmad/Anna
13. Inclusion of M&O, Traffic Signals, Traffic Signing and Striping, and MVU staff in Quarterly Utility Coordination Meetings (prepare blast email of project updates from quarterly meetings on CP website to PW Division Managers) – Prem
14. Improve on communication, announcements, clerical support, Motivate Moval for Traffic Signals, Traffic Signing and Striping staff – Eric
15. Provide CP project schedule to all PW Division Managers beginning July – Prem
16. Enforce Provisions to hold contractors responsible for maintaining areas beyond project limits – Prem
17. Submit staff reports for council items in a timely manner so as to allow CM's Office & City Attorney ample review time – ALL
18. Quarterly CIP status report (provide copies to commissioners) – Eric
19. Mission Statement memorized by PW staff – ALL
20. Use of Standard Traffic Control Measure by all Contractors working within the public right of way – All
21. Community involvement regarding future PW programs & projects (Mayor's request)– Ahmad

❖ **SPECIFIC TASKS**

1. CITY MANAGER, MAYOR AND CITY COUNCIL REQUESTS:

A. City Manager:

1. Expand designated truck parking ordinance to include Elder w/o Perris – Ahmad

B. Mayor Owings:

1. Continue process with private owners responsibility of maintaining drainage channels – LD/Robert

2. Augment street maintenance budget (1 to 2 years) – Ahmad/Finance Dept.
3. Look into incentive opportunities for solar power for businesses interested in Moreno Valley – Jeannette
4. Pvmnt condition of Brodiaea east & west of Redlands (future CIP) – Prem
5. Pvmnt condition of Lasselle/Dracaea (future CIP) – Prem
6. Design and implement neighborhood/community signs related to “Next Door” Program – Michele P./Eric
7. Electronic message board priority location at SW corner of Alessandro & Frederick – Eric
8. Regular staff level meetings w/county supervisors staff – Ahmad
9. Ideas to team up w/City of Corona on regional/transp. issues – Ahmad
10. **Ordinance/Policy re parking enforcement after street sweeper has passed- Eric**
11. **MV Ranch Golf Course silt issue – Mark/Robert**

C. Mayor Pro Tem Molina:

1. Examine solar powered flashing lights at schools – Eric
2. Flooding at 24594 Sunnymead Blvd. (Current CIP Project) – Prem
3. Alessandro medians (proposed) vs. shopping center access – Eric
4. Bike Lanes on Sunnymead Blvd X Indian St. – Eric
5. Groven Ln research recent EMWD projects & possible relationship to pavement condition – Robert
6. St. Christopher Lane parking & circulation issues – Eric
7. **Look into additional signage and flashing lights for the crosswalks at Badger Spring Middle School, Chaparral Hills Elementary and Midland Elementary School on Davis Street – Eric**

D. Council Member Stewart:

1. Citywide crack seal and slurry seal programs – Robert/Prem

E. Council Member Gutierrez:

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1. Red curb regarding parking situation at NW corner of Dracaea & Gina – Eric
2. **Tract at Brentwood, N/O Dracaea needs to go thru process of speed humps, start w/vehicle speed feedback trailers thru PD – Eric**
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- b. Resident, Lori Nickel – Crosswalk at Cactus/Philo – Eric
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❖ HIGH PROFILE OR TIME/FUNDING DEPENDANT CRM's) OR CITIZENS CONCERNS (CALLED IN, WALKED IN, MAILED & ELECTRONICALLY)

1.	Resident, Jose Chavez, [REDACTED], <a href="mailto:josechavez867@yahoo.com">josechavez867@yahoo.com</a> , has concerns in the following areas: a. Alessandro Blvd approx 820-ft west of Frederick has the same issue and is requesting upgrade and correction.	<i>Robert</i>
2.	<b>Resident, Brett Carlile, [REDACTED], <a href="mailto:brettcarlile22@hotmail.com">brettcarlile22@hotmail.com</a>, expresses concerns on San Antonio Street. His worries are San Antonio and adjoining streets require maintenance such as asphalt repair (possibly seal coating/slurry sealing) &amp; suggest the city to integrate preventative street maintenance on a regular interval.</b>	<i>Robert, Prem</i>

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# CITY OF MORENO VALLEY

PUBLIC WORKS DEPARTMENT  
WEEKLY STAFF MEETING  
MONDAY, OCTOBER 7, 2013  
2:00 P.M.



## A G E N D A

### Public Works Mission Statement:

*To manage and maximize Moreno Valley's public infrastructure investment to enhance the quality of life today, while striving to develop and implement innovative solutions for tomorrow.*

### ❖ ROUNDTABLE (ANNOUNCEMENTS, ACTIVITIES, EVENTS)

1. PAR's for May/June/July/August/September due by employee review date – Anna
2. Monthly Departmental Update to City Manager Due by October 8th – All
3. Timesheets are due October 8th & October 22nd – All
4. Free Community Shred Event at City Yard (October 12, 2103) - Robert
5. Used Oil Filter Exchange & Recycle Event at O'Reilly Auto Part Store (24021 Alessandro Blvd. November 16, 2013) – Robert
6. Morrison Park Fire Station No. 99 – APWA – 2013 Project of the Year Award (December 10<sup>th</sup>) – Prem
7. Perris Boulevard from Southerly City Limits to Cactus Avenue Ribbon Cutting (TBD) – Prem
8. SR-60/Nason Bridge Ribbon Cutting (TBD) – Prem
9. EOC Family Care Center Emergency Generator Project – Ribbon Cutting (TBD) – Prem
10. Heacock Bridge over Lateral A Ribbon Cutting Ceremony (TBD) – Prem
11. Cactus/Nason Ribbon Cutting Ceremony (TBD) – Prem

### ❖ COUNCIL ITEMS

#### OCTOBER 8, 2013 COUNCIL MEETING – COUNCIL MEETING (TITLES DUE 9/9/2013 AND STAFF REPORTS DUE 9/16/2013)

1. Authorize the Award of the Construction Contract to Vance Corporation for the Cactus Avenue Widening I-215 to Veterans Way – Project No. 801 0028 70 77 – Prem
2. Acceptance of the Hazard Mitigation Grant Program Award and Funding Appropriation for the San Timoteo Foothill Neighborhood Flood Protection Project – Storm Drain Lines K-1 and K-4, Project No. 804 0007 70 77 - Prem
3. Authorize Execution of the State Route 60 Freeway Maintenance Agreement Between the City and the State of California Through its Department of Transportation (Caltrans) – Prem
4. Fiscal Year 2013/2014 Capital Improvement Plan Amendment and Budget Reappropriation for the Remodel of the Two City Hall First Floor Public Restrooms, Project No. 803 0024 70 77 – Prem
5. Approve 33kV Interconnection Facilities Agreement and Service Agreement for Wholesale Distribution Service between the City of Moreno Valley and Southern California Edison Company – Jeannette
6. *Closed Session:* Authorization to Negotiate Acquiring Property for Right-of-way – Ahmad

#### OCTOBER 15, 2013 COUNCIL MEETING – STUDY SESSION (TITLES DUE 9/16/2013 AND STAFF REPORTS DUE 9/23/2013)

1. Corporate Yard Facility Phase 1: Administration Building – Prem
2. Keep Moreno Valley Beautiful – Program Update - Robert

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(TITLES DUE 9/23/2013 AND STAFF REPORTS DUE 9/30/2013)

1. Approve 2014 Annual Resource Adequacy Plan for Moreno Valley Utility and Authorize the City Manager to Execute Agreements Related to the Purchase of Reserve Capacity – Jeannette
2. Agreement for Professional Consultant Services with Pitassi Architect, Inc. for the Corporate Yard Facility Phase 1: Administration Building – Prem
3. PA12-0007 – Reduce Faithful Performance Bond and Adopt the Resolution – Mark
4. PA08-0091 - Accept the Agreement for Public Improvements – Mark
5. PA08-0072 - Reduce Faithful Performance Bond and Adopt the Resolution Authorizing Acceptance of the Public Improvements as Completed and Accepting the Portions of Cactus Avenue, Frederick Street and Resource Way Associated with the Project into the City's Maintained Street System – Mark
6. Acceptance of Fiscal Year 2013/2014 SB 821 Grants and Funding Appropriations for Two Citywide Sidewalk/Access Ramp/Bicycle Lane Project - Eric

NOVEMBER 5, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 10/7/2013 AND STAFF REPORTS DUE 10/14/2013)  
TBD

NOVEMBER 12, 2013 COUNCIL MEETING – COUNCIL MEETING  
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1. PRESENTATION: Keep Moreno Valley Beautiful – Robert
2. Approve Agreement with TGP Energy Management, LLC and the City of Moreno Valley for the Purchase of Renewable Energy – Jeannette
3. Approve Agreement with Excelon Generation, LLC and the City of Moreno Valley for the Purchase of Block Energy – Jeannette
4. Authorize a Change Order to Increase the Purchase Order with Riverside Construction Company, Inc. for Hardscape and Landscape for the SR-60/Nason Street Overcrossing Improvements – Project No. 802 0003 70 77 - Prem

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TBD

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1. Approve Agreement Between IIT Inland Empire Logistics Center LP and the City of Moreno Valley for Traffic Signal Maintenance at Cactus Avenue and Joy Street - Eric

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TBD

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2. Award Construction Contract to XXX for the Civic Center Site Improvement (Exterior) Phase 2 Project No. 803 0001 70 77 – Prem

DECEMBER 17, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 11/18/2013 AND STAFF REPORTS DUE 11/25/2013)

1. Introduction of City of Moreno Valley EV Strategy – Jeannette

JANUARY 7, 2014 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 12/10/2013 AND STAFF REPORTS DUE 12/17/2013)

TBD

JANUARY 14, 2014 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 12/17/2013 AND STAFF REPORTS DUE 12/23/2013)

TBD

JANUARY 21, 2014 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 12/23/2013 AND STAFF REPORTS DUE 1/2/2014)

TBD

JANUARY 28, 2014 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 1/2/2013 AND STAFF REPORTS DUE 1/28/2013)

TBD

❖ **TENTATIVE FUTURE COUNCIL ITEMS (TBD)**

NONE

❖ **ONGOING TASKS**

1. Monthly CIP Project Status Report (categorize projects by type of work) to Dir/DM (Excel-PDF) – Prem
2. Quarterly Productivity Report of Maintenance and Operations – Robert
3. Quarterly Meetings with Field Crew Supervisors (M&O and Transportation) and 1 quarterly meeting with MVU - Ahmad
  - A. Maintenance & Operations
    - i. Solid Waste/Admin, Feb, May, Aug, Nov (4<sup>th</sup> Tuesday, 2:30-3:30 pm)
    - ii. Brian's Crew, Mar, Jun, Sep, Dec (3<sup>rd</sup> Thursday, 2:30-3:30 pm)
    - iii. Steve's Crew, Apr, July, Oct, Jan (1<sup>st</sup> Thursday, 9:30-10:30 am)
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  - B. Transportation, TS & Signing & Striping
    - i. Scott's Crew, Mar, June, Sep, Dec (1<sup>st</sup> Wednesday, 8:00-9:00 am)
  - C. MVU – Mar, Jun, Sep, Dec (1<sup>st</sup> Tuesday, 9:30-10:30 am)
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  - F. MVU/ENCO – May, Jul, Sep, Nov (Every other month, Monday 9:30-10:30 am)
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  - H. Admin Assistant Clerical Meeting – Mar, June, Sep, Dec (1<sup>st</sup> Mon, 10:30-11:30 am)
  - I. Oversight Board Meeting (Former RDA) – Jan thru Dec (Every month, 2<sup>nd</sup> Wednesday, 2:00–4:00 pm)

4. Local & Regional Meetings
  - A. RCTC Executive Board Meeting (2<sup>nd</sup> Wednesday of every month @ 9:30 AM) - Eric
  - B. RCTC - TAC (3rd Monday of every month @ 10:00 AM) - Ahmad /Prem/Eric
  - C. RTA Executive Board Meeting (4<sup>th</sup> Thursday of every month @ 2:00 PM) - Eric
  - D. WRCOG Public Works Committee Meeting (Dark in December) (2nd Thursday of every other month @ 2:00 PM) - Ahmad/Prem/Eric
  - E. WRCOG Central Zone TAC Meeting - Ahmad/Prem/Eric
  - F. WRCOG Adhoc Subcommittee Meeting - Ahmad/Prem/Eric
  - G. WRCOG Solid Waste TAC (meets Bi-Monthly) - Robert
  - H. Planning Commission Meeting (2nd Thursday of every month @ 6:00 PM) – as needed
  - I. Traffic Safety Commission – (1st Wednesday of every month @ 6:00 PM) – Ahmad/Eric
  - J. Clean Cities Coalition (meets Quarterly) – Robert
  - K. Riverside County Solid Waste Task Force (meets as needed) – Robert
  - L. Waste Management (meets monthly) – Ahmad/Robert
  - M. CIP Project Schedules (1st Wednesday of each Month) – Ahmad/Prem
5. Advance discussion with WRCOG regarding all new/changed TUMF projects – Prem
6. Inclusion of M&O, Traffic Signals, Traffic Signing & Striping and MVU staff in both CIP Development plan review and field presence to assure compliance with maintenance concerns – Prem/Eric/LDD
7. Accessibility/response via cell phone for Ahmad's calls – All
8. Measures to make PW crews safer when working in streets - Robert/Eric
9. Cat/Pigeon control at PW Yard- Robert
10. Include improvement of aging infrastructure related to MVU in various CIP projects when feasible and practical – Prem/Jeanette
11. Monitor public website and keep updated re: MVU information – Jeanette
12. PW Employee Recognition (work accomplishment, education advancement, etc.) – Ahmad/Anna
13. Inclusion of M&O, Traffic Signals, Traffic Signing and Striping, and MVU staff in Quarterly Utility Coordination Meetings (prepare blast email of project updates from quarterly meetings on CP website to PW Division Managers) – Prem
14. Improve on communication, announcements, clerical support, Motivate Moval for Traffic Signals, Traffic Signing and Striping staff – Eric
15. Provide CP project schedule to all PW Division Managers beginning July – Prem
16. Enforce Provisions to hold contractors responsible for maintaining areas beyond project limits – Prem
17. Submit staff reports for council items in a timely manner so as to allow CM's Office & City Attorney ample review time – ALL
18. Quarterly CIP status report (provide copies to commissioners) – Eric
19. Mission Statement memorized by PW staff – ALL
20. Use of Standard Traffic Control Measure by all Contractors working within the public right of way – All
21. Community involvement regarding future PW programs & projects (Mayor's request)– Ahmad

❖ **SPECIFIC TASKS**

1. CITY MANAGER, MAYOR AND CITY COUNCIL REQUESTS:

A. City Manager:

1. Expand designated truck parking ordinance to include Elder w/o Perris – Ahmad

B. Mayor Owings:

1. Continue process with private owners responsibility of maintaining drainage channels – LD/Robert

2. Augment street maintenance budget (1 to 2 years) – Ahmad/Finance Dept.
3. Look into incentive opportunities for solar power for businesses interested in Moreno Valley – Jeannette
4. Pvmnt condition of Brodiaea east & west of Redlands (future CIP) – Prem
5. Pvmnt condition of Lasselle/Dracaea (future CIP) – Prem
6. Design and implement neighborhood/community signs related to “Next Door” Program – Michele P./Eric
7. Electronic message board priority location at SW corner of Alessandro & Frederick – Eric
8. Regular staff level meetings w/county supervisors staff – Ahmad
9. Ideas to team up w/City of Corona on regional/transp. issues - Ahmad

C. Mayor Pro Tem Molina:

1. Examine solar powered flashing lights at schools – Eric
2. Flooding at 24594 Sunnymead Blvd. (Current CIP Project) – Prem
3. Alessandro medians (proposed) vs. shopping center access – Eric
4. Bike Lanes on Sunnymead Blvd X Indian St. – Eric
5. Groven Ln research recent EMWD projects & possible relationship to pavement condition – Robert
6. St. Christopher Lane parking & circulation issues - Eric

D. Council Member Stewart:

1. Citywide crack seal and slurry seal programs – Robert/Prem

E. Council Member Gutierrez:

F. Council Member Baca:

1. Red curb regarding parking situation at NW corner of Dracaea & Gina – Eric
2. Tract at Brentwood, N/O Dracaea needs to go thru process of speed humps – Eric
3. Requesting crossing guard at Ironwood & Graham (District #5) – Eric
4. Day St. warning signs for the 25 MPH speed zone - Eric

2. Traffic Safety Commission:

- a. Explore ideas for traffic calming on local collectors – Eric
- b. Resident, Lori Nickel – Crosswalk at Cactus/Philo – Eric
- c. Resident (Arne Pirkanen) – Crosswalk at Perris & Santiago, barriers needed at open area next to Home Depot – Eric/Mark
- d. Shor Denny – Bay from Perris to Graham, all lights are out and at Bayside Park – Eric/Special Districts
- e. TSC Riiff – Day & Gateway (APS) - Eric
- f. TS Chair Sawyerr – 1<sup>st</sup> Tuesday of the month to present at VVUSD like Perris does – Eric
- g. **Damaged fences at Lasselle, City of Hemet has similar fence w/better material - Eric**
3. TUMF Network update (Part of City's Circulation Element) Submit Final by June 30<sup>th</sup> – Prem/Eric
4. Pavement/drainage improvement & painting (facilities will handle painting request) at PW Yard – Robert/Prem
5. Recycle bins at city parks (recvd & to be installed by PCS Dept., completion early 2014) - Robert

6. Research potential solar power generation in conjunction with the World Logistics Center development- Jeannette
7. Research potential web-based communication system in conjunction with the World Logistics Center development- Jeannette
8. St. Lt. Acquisition (Muni-Fed/SCE) – Jeannette
9. Corporate Yard overall security concern, guard shack option? – Robert & Eric/HR, PCS
10. Waste Management desire to separate from SCE and joining MVU – Jeannette
11. Include drawings and provisions on “Green/Sustainable Infrastructure” in standard plans & specifications – Prem
12. Social Media (Facebook, Twitter, Yelp, etc.) for Public Works, “Everyone is a reporter” – Anna/All
13. Section on City Website/PW & Social Media “What is Ahmad Ansari doing?” – Anna/All
14. Land Development Division Mission Statement (10/3/13 ) – Mark
15. Correct old signs next to new signs, possibly a contractor’s punch list item on Nason/Iris – Eric
16. Utilities tend to dig up streets & damage traffic signal lines (specifically Gas Co. at Indian/JFK) – Eric/Mark
17. First Aid kits at the yard and in truck & cars – Robert
18. Safety meetings at the yard – Robert
19. Need for inverter & high visibility warning signs – Robert
20. Cost of Service & Rate Design Study for MVU – Jeannette
21. Risk Management & Disaster Preparedness Policies for MVU – Jeannette
22. Basic Customer Service & other training for MVU – Jeannette
23. Lite Owls Installations – Jeannette
24. **Revisit/expand S.O.P. (outages, incidents, etc) for MVU – Jeannette**
25. **Look into software to better manage data, permit & work processes in LDD - Mark**

❖ HIGH PROFILE OR TIME/FUNDING DEPENDANT CRM's) OR CITIZENS CONCERNS (CALLED IN, WALKED IN, MAILED & ELECTRONICALLY)

1.	Resident, Jose Chavez, [REDACTED], <a href="mailto:josechavez867@yahoo.com">josechavez867@yahoo.com</a> , has concerns in the following areas: a. Alessandro Blvd approx 820-ft west of Frederick has the same issue and is requesting upgrade and correction.	<i>Robert</i>
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DISTRIBUTION: Ahmad R. Ansari, P.E., Public Works Director/City Engineer  
 Prem Kumar, P.E., Deputy Public Works Director/Assistant City Engineer  
 Robert Lemon, Maintenance & Operations Division Manager  
 Eric Lewis, P.E., T.E., City Traffic Engineer  
 Jeannette Olko, Electric Utility Division Manager  
 Mark Sambito, P.E., Engineering Division Manager  
 Anna Chacon, Executive Assistant I

cc: Mayor and City Council  
 Suzanne Bryant, City Attorney  
 Michelle Dawson, City Manager  
 Tom DeSantis, Assistant City Manager  
 Jane Halstead, City Clerk  
 Mike McCarty, Parks & Community Services Director  
 Michele Patterson, Assistant to the City Manager  
 Chris Paxton, Administrative Services Director  
 Rick Teichert, Chief Financial Officer/City Treasurer  
 John Terell, Community & Economic Development Director

# CITY OF MORENO VALLEY

PUBLIC WORKS DEPARTMENT

WEEKLY STAFF MEETING

MONDAY, SEPTEMBER 30, 2013

2:00 P.M.

A G E N D A

"CUSTOMER  
CARE"

"SAME DAY  
RESPONSE"

## Public Works Mission Statement:

*To manage and maximize Moreno Valley's public infrastructure investment to enhance the quality of life today, while striving to develop and implement innovative solutions for tomorrow.*

### ❖ ROUNDTABLE (ANNOUNCEMENTS, ACTIVITIES, EVENTS)

1. PAR's for May/June/July/August/September due by employee review date – Anna
2. SR-60/Moreno Beach Phase 1 Ribbon Cutting (September 30<sup>th</sup> @ 10am) – Prem
3. Monthly Departmental Update to City Manager Due by October 8th – All
4. Timesheets are due October 8th & October 22nd – All
5. Free Community Shred Event at City Yard (October 12, 2103) - Robert
6. Used Oil Filter Exchange & Recycle Event at O'Reilly Auto Part Store (24021 Alessandro Blvd. November 16, 2013) – Robert
7. Morrison Park Fire Station No. 99 – APWA – 2013 Project of the Year Award (December 10<sup>th</sup>) – Prem
8. Perris Boulevard from Southerly City Limits to Cactus Avenue Ribbon Cutting (TBD) – Prem
9. SR-60/Nason Bridge Ribbon Cutting (TBD) – Prem
10. EOC Family Care Center Emergency Generator Project – Ribbon Cutting (TBD) – Prem
11. Heacock Bridge over Lateral A Ribbon Cutting Ceremony (TBD) – Prem
12. Cactus/Nason Ribbon Cutting Ceremony (TBD) – Prem

### ❖ COUNCIL ITEMS

#### OCTOBER 1, 2013 COUNCIL MEETING – STUDY SESSION

(TITLES DUE 9/2/2013 AND STAFF REPORTS DUE 9/9/2013)

DARK

#### OCTOBER 8, 2013 COUNCIL MEETING – COUNCIL MEETING

(TITLES DUE 9/9/2013 AND STAFF REPORTS DUE 9/16/2013)

1. Authorize the Award of the Construction Contract to Vance Corporation for the Cactus Avenue Widening I-215 to Veterans Way – Project No. 801 0028 70 77 – Prem
2. Acceptance of the Hazard Mitigation Grant Program Award and Funding Appropriation for the San Timoteo Foothill Neighborhood Flood Protection Project – Storm Drain Lines K-1 and K-4, Project No. 804 0007 70 77 - Prem
3. Authorize Execution of the State Route 60 Freeway Maintenance Agreement Between the City and the State of California Through its Department of Transportaton (Caltrans) – Prem
4. Fiscal Year 2013/2014 Capital Improvement Plan Amendment and Budget Reappropriation for the Remodel of the Two City Hall First Floor Public Restrooms, Project No. 803 0024 70 77 – Prem
5. Approve 33kV Interconnection Facilities Agreement and Service Agreement for Wholesale Distribution Service between the City of Moreno Valley and Southern California Edison Company – Jeannette
6. PA08-0072 - Reduce Faithful Performance Bond and Adopt the Resolution Authorizing Acceptance of the Public Improvements as Completed and Accepting the Portions of Cactus Avenue, Frederick

13 OCT - 1 PM 8: 58  
CITY COUNCIL  
MORENO VALLEY  
RECEIVED

Street and Resource Way Associated with the Project into the City's Maintained Street System – Mark

7. *Closed Session: Authorization to Negotiate Acquiring Property for Right-of-way – Ahmad*

OCTOBER 15, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 9/16/2013 AND STAFF REPORTS DUE 9/23/2013)

1. Corporate Yard Facility Phase 1: Administration Building – Prem
2. Keep Moreno Valley Beautiful – Program Update - Robert

OCTOBER 22, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 9/23/2013 AND STAFF REPORTS DUE 9/30/2013)

1. Approve 2014 Annual Resource Adequacy Plan for Moreno Valley Utility and Authorize the City Manager to Execute Agreements Related to the Purchase of Reserve Capacity – Jeannette
2. Approve Agreement with Tenaska Power Services and the City of Moreno Valley for Compacity to Meet 2014Resource Adequacy Mandate – Jeannette
3. Agreement for Professional Consultant Services with Pitassi Architect, Inc. for the Corporate Yard Facility Phase 1: Administration Building – Prem
4. PA12-0007 – Reduce Faithful Performance Bond and Adopt the Resolution – Mark
8. PA08-0091 - Accept the Agreement for Public Improvements – Mark
9. Acceptance of Fiscal Year 2013/2014 SB 821 Grants and Funding Appropriations for Two Citywide Sidewalk/Access Ramp/Bicycle Lane Project - Eric

NOVEMBER 5, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 10/7/2013 AND STAFF REPORTS DUE 10/14/2013)

TBD

NOVEMBER 12, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 10/14/2013 AND STAFF REPORTS DUE 10/21/2013)

1. PRESENTATION: Keep Moreno Valley Beautiful – Robert
2. Approve Agreement with TGP Energy Management, LLC and the City of Moreno Valley for the Purchase of Revewable Engery – Jeannette
3. Approve Agreement with Excelon Generation, LLC and the City of Moreno Valley for the Purchase of Block Energy - Jeannette

NOVEMBER 19, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 10/21/2013 AND STAFF REPORTS DUE 10/28/2013)

TBD

NOVEMBER 26, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 10/28/2013 AND STAFF REPORTS DUE 11/4/2013)

1. Approve Agreement Between IIT Inland Empire Logistics Center LP and the City of Moreno Valley for Traffic Signal Maintenance at Cactus Avenue and Joy Street - Eric

DECEMBER 3, 2013 COUNCIL MEETING – STUDY SESSION  
(TITLES DUE 11/4/2013 AND STAFF REPORTS DUE 11/11/2013)

TBD

DECEMBER 10, 2013 COUNCIL MEETING – COUNCIL MEETING  
(TITLES DUE 11/11/2013 AND STAFF REPORTS DUE 11/18/2013)

1. Award Construction Contract to XXX for the Civic Center Site Improvement (Exterior) Phase 2 Project No. 803 0001 70 77 – Prem

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1. Introduction of City of Moreno Valley EV Strategy - Jeannette

❖ TENTATIVE FUTURE COUNCIL ITEMS (TBD)

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  19. Mission Statement memorized by PW staff – ALL
  20. Negotiate w/RTA re bus shelter & PSA (Mayor's Direction) – Ahmad/Eric
  21. Use of Standard Traffic Control Measure by all Contractors working within the public right of way – All
  22. Community involvement regarding future PW programs & projects (Mayor's request)– Ahmad

❖ **SPECIFIC TASKS**

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13. Section on City Website/PW & Social Media "What is Ahmad Ansari doing?" – Anna/All
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❖ HIGH PROFILE OR TIME/FUNDING DEPENDANT CRM's) OR CITIZENS CONCERNS (CALLED IN, WALKED IN, MAILED & ELECTRONICALLY)

1.	Resident, Jose Chavez [REDACTED], <a href="mailto:josechavez867@yahoo.com">josechavez867@yahoo.com</a> , has concerns in the following areas: a. Alessandro Blvd approx 820-ft west of Frederick has the same issue and is requesting upgrade and correction.	<i>Robert</i>
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Anna Chacon, Executive Assistant I

cc: Mayor and City Council  
Suzanne Bryant, City Attorney  
Michelle Dawson, City Manager  
Tom DeSantis, Assistant City Manager  
Jane Halstead, City Clerk  
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Rick Teichert, Chief Financial Officer/City Treasurer  
John Terrell, Community & Economic Development Director



RIVERSIDE COUNTY  
DISTRICT ATTORNEY

3960 ORANGE STREET  
RIVERSIDE, CALIFORNIA 92501-3643  
951-955-5520

PAUL E. ZELLERBACH  
DISTRICT ATTORNEY

October 22, 2013

Ms. Jane Halstead  
Moreno Valley City Clerk  
14177 Frederick St.  
Moreno Valley, CA 92552

Subject: **Preservation of Evidence Demand**

Dear Ms. Halstead:

The Riverside County District Attorney's Office has learned that the Moreno Valley City Council will consider adopting Resolution No. 2013-82, a "Resolution Adopting Updated Records Retention Schedules and Authorizing Destruction of Certain City Records" at its regular meeting on October 22, 2013.

The District Attorney's Office has reason to believe that litigation may result from matters currently under investigation with regard to the City of Moreno Valley and that relevant evidence potentially may be destroyed if Resolution No. 2013-82 is passed and implemented. This information may be in the City of Moreno Valley's possession or control and the City has a duty to preserve that information.

Therefore, the District Attorney's Office demands that the City of Moreno Valley immediately take action to protect and preserve until further notice any of that information that is in its possession or under its control until further notice.

Specifically, the District Attorney's Office demands that the City of Moreno Valley immediately suspend deletion, overwriting and/or any other destruction of records and electronic stored information (hereinafter "ESI") connected, either directly or indirectly, to the following:

- All records and ESI associated with or concerning Highland Fairview, Iddo Benzeevi, Jerry Stephens, Tom Owings, Marcelo Co, Jesse Molina, Victoria Baca, Richard Stewart, Yxstian Gutierrez and Michael Geller.
- All records and ESI associated with or concerning all City of Moreno Valley elected and appointed public officials and Department Heads.

- All records and ESI associated with or concerning pending or approved development construction projects, infrastructure and/or new infrastructure projects located in the City of Moreno Valley.
- All records and ESI associated with or concerning communications to and from City of Moreno Valley employees, elected and/or appointed public officials regarding the hiring, employment and discharge of former City Manager Henry Garcia.
- All records and ESI associated with or concerning the following development projects: Skechers, World Logistic Center, Prologis, Aquabella Development, Ridge Property Development and Nason Street infrastructure improvements.

The District Attorney's Office is specifically demanding that you preserve all documents, tangible things and ESI potentially associated with or concerning the matters identified above for the time frame of January 1, 2008 to present.

ESI, as used in this demand, should be afforded the broadest possible definition and includes (by way of example and not as an exclusive list) any and all information electronically, magnetically or optically stored as:

- Digital communications (e.g., e-mail, voice mail, instant messaging);
- Word processed documents (e.g., Word or WordPerfect documents and drafts);
- Spreadsheets and tables (e.g., Excel or Lotus 123 worksheets);
- Accounting Application Data (e.g., QuickBooks, Money, Peachtree data files);
- Image and Facsimile Files (e.g., .PDF, .TIFF, .JPG, .GIF images);
- Sound Recordings (e.g., .WAV and .MP3 files);
- Video and Animation (e.g., .AVI and .MOV files);
- Databases (e.g., Access, Oracle, SQL Server data, SAP);
- Contact and Relationship Management Data (e.g., Outlook, ACT!);
- Calendar and Diary Application Data (e.g., Outlook PST, Yahoo, blog tools);
- Online Access Data (e.g., Temporary Internet Files, History, Cookies);
- Presentations (e.g., PowerPoint, Corel Presentations)
- Network Access and Server Activity Logs;
- Project Management Application Data;
- Computer Aided Design/Drawing Files; and,
- Back Up and Archival Files (e.g., Zip, .GHO)

All ESI must be preserved so that it can be retrieved at a later time. The information must be preserved in its original electronic form so that all information contained within it,

Jane Halstead, Moreno Valley City Clerk

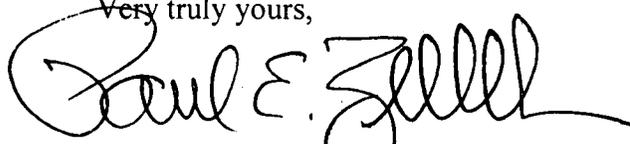
October 22, 2013

Page | 3

whether visible or not, is also available for inspection. It is not sufficient to make a hard copy of electronic communication.

Thank you for your anticipated cooperation.

Very truly yours,



PAUL E. ZELLERBACH  
Riverside County District Attorney

Cc: Michelle Dawson  
Moreno Valley City Manager  
14177 Frederick St.  
Moreno Valley, CA 92552

Suzanne Bryant  
Moreno Valley City Attorney  
14177 Frederick St.  
Moreno Valley, CA 92552

Tom Owings  
Mayor, Moreno Valley City Council  
14177 Frederick St.  
Moreno Valley, CA 92552

Jesse Molina  
Mayor Pro Tem, Moreno Valley City Council  
14177 Frederick St.  
Moreno Valley, CA 92552

✓ Victoria Baca  
Moreno Valley City Council  
14177 Frederick St.  
Moreno Valley, CA 92552

Richard Stewart  
Moreno Valley City Council  
14177 Frederick St.  
Moreno Valley, CA 92552

Yxstain Gutierrez  
Moreno Valley City Council  
14177 Frederick St.  
Moreno Valley, CA 92552

PAUL E. ZELLERBACH  
RIVERSIDE COUNTY DISTRICT ATTORNEY  
3960 ORANGE STREET  
RIVERSIDE, CA 92501-3643

CITY CLERK  
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13 OCT 22 PM 2:33

Victoria Baca  
Moreno Valley City Council  
14177 Frederick St.  
Moreno Valley, CA 92552

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## MEMORANDUM

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To: Mayor and City Council  
From: Robert G. Gutierrez, City Manager *RG*  
Date: December 1, 2008  
Subject: Meeting with Highland Fairview Involving Their Skechers Project Application

---

The purpose of this memorandum is to memorialize the details of a meeting held on Monday morning, December 1, 2008, at Mayor Batey's request involving the Skechers project application submitted by Highland Fairview. The purpose of the meeting was to discuss the entitlement process and potential public hearing schedule for the Skechers project. In attendance were:

Mayor Batey and Councilmember Elect Robin Hastings;  
Highland Fairview principals/staff/advisors Iddo Benzeevi, Dannette Fenstermacher, Mark Anderson, Wayne Peterson, Brian Hixon and Ken Bley;  
City staff Bob Gutierrez, Bob Herrick, Rick Hartmann, Kyle Kollar, and Chris Vogt.

At the outset of this meeting, Mayor Batey indicated his desire to provide Skechers representatives with firm public hearing dates for both the Planning Commission and City Council. The meeting discussion, therefore, revolved around two main topics: (1) what work products and project submittals from Highland Fairview are still outstanding and necessary for the City staff's completion of project review; and (2) what is a practical public hearing schedule, based on legal requirements, time for adequate review of all outstanding submittals, and the City's current policies and procedures for presenting major projects to the Planning Commission and City Council?

With respect to topic (1) above, the most significant work products/project submittals from Highland Fairview which require review/refinement--or yet need to be submitted--include the Mitigation Monitoring Plan, Findings of Fact and Statement of Overriding Considerations (for the project EIR). There are also conditions of project approval (for the Skechers Site Plan and Parcel Map) which need to be generated by various City departments that have not been completed as of the date of this memo.

With regard to topic (2) above, the City, like many cities, does not publish public hearing notices for development applications until/unless the 'background' documents and materials prepared for the project are in finished form and available for public scrutiny. This avoids potential criticism from the public that they did not have an adequate opportunity to review the documentation, or that the

process was skewed to favor project approval. Also, for the same reasons and with only a very few historical exceptions, the City provides 30 days for public review of project documents after publication of a hearing notice for a major development proposal.

Given the foregoing, City staff indicated that the Planning Commission hearing date of December 18, 2008, sought by Highland Fairview is not achievable since it would require all submittals to be in, reviewed, responded to and finalized in less than a week from today and could not provide for the standard 30 day review period. Councilmember Elect Hastings suggested a January 22 date as a way of getting a firm date that staff thought could be met with the 30 day notice period. However, Mayor Batey felt that was too much time, was comfortable with the legal minimum 10 day notice and directed staff to publish notice for the next available Planning Commission hearing, January 8, 2009. I indicated, based on staff comments during the meeting, that there is no certainty that the project will be ready for hearing by that date.

Mayor Batey acknowledged that the hearing date might need to be postponed if all of the necessary work is not able to be completed in time, but felt it important to set an aggressive date and reiterated his direction to schedule a Planning Commission hearing for January 8, 2009. After some around-the-table discussion about a potential City Council hearing date--during which the developer asked for a City Council hearing date sometime in January 2009--the developer's lawyer, Ken Bley, pointed out that under recent case law the Council Hearing cannot legally even be noticed until the Planning Commission recommendation is finalized and available to the public. City staff suggested the earliest likely date given the staff work involved would be your regular meeting of February 10, 2009. The Mayor felt that was too long a time period and directed that a Council hearing be noticed for February 3, 2009, as a 'special meeting' in addition to the Closed Session scheduled for that date. It was pointed out that there is a possibility that holding a special meeting to hold a public hearing on a potentially controversial project could lead to criticism of the Council as having already made up its mind on the project before the hearing. However, the Mayor felt it important to proceed with the special meeting and reiterated his direction that the City Council hearing be noticed for February 3, 2009.

I forward the above in order to keep you all updated as to events involving the Skechers application. I assure you City staff will make earnest and exceptional efforts to meet the hearing dates directed by the Mayor. It is important to underscore, though, that the feasibility of these dates rests in part with the timeliness and quality of necessary work products/submittals from Highland Fairview, the Council's contentment with abbreviated public review periods and the assumption that the Planning Commission hearing process will consume no more than one meeting.

In the final analysis, I cannot hold City staff solely responsible for achieving these hearing dates, when the ability to do so in part rests with circumstances and other parties beyond staff's control. Please let me know if you have any comments and/or concerns.



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## MEMORANDUM

**To:** City Council Members Bonnie Flickinger and Richard Stewart  
**From:** Robert G. Gutierrez, City Manager *RG*  
**Date:** November 18, 2008  
**Subject:** MEETINGS WITH HIGHLAND FAIRVIEW AND SKECHERS

As you have requested, I have had the Staff members involved in the early discussions with Highland Fairview regarding the Skechers project review their calendar for dates and notes of those meetings. We have notes from four meetings: April 3, April 5, July 19, and July 26, 2007. The following table identifies those attending the meetings and items discussed.

Meeting Date	Highland Fairview & Others in Attendance*	City Staff in Attendance	Items Discussed*
April 3, 2007	HF <sup>1</sup> (I. Benzeevi, D. Fenstermacher)	B. Gutierrez R. Hartmann B. Foster C. Vogt L. Guillis	<ul style="list-style-type: none"> <li>HF stated they had a large warehouse/distribution center interested in relocating to the City along south side of RT60 Freeway at Theodore.</li> <li>The user needs a 1.8mil. sq.ft, high cube (44 feet) building with room to expand.</li> <li>HF anticipated having to file for a GPA<sup>2</sup>, ZC, SPA, DAA if the property was part of the Moreno Highland SP.</li> <li>HF stated the environmental review would take only eight months to complete and HF would take 18 months to build the building.</li> <li>The user may be a point of sales too.</li> <li>City staff provided an overview of the process and stated it would take approx. 390 days to process the project (CEQA<sup>3</sup> and entitlements). An eight month timeline to complete the environmental review is unrealistic and undoable.</li> </ul>
April 5, 2007	HF (I. Benzeevi, D. Fenstermacher) CBRE Real Estate Brokers (D. Longo, B. Reinhard, J. Morgan) Skechers (P. Galihier)	B. Gutierrez R. Hartmann B. Foster L. Guillis	<ul style="list-style-type: none"> <li>HF provided an overview of the project and process and stated it would take 10 to 12 months to get through the City. Outside sources are not within HF's control.</li> <li>Skechers stated it needs to move from Ontario where they are in six separate buildings.</li> <li>They need a total of 3mil. sq.ft. of building(s) in one centralized area.</li> </ul>

Memo  
 Highland Fairview/Skechers  
 November 18, 2008

Meeting Date	Highland Fairview & Others in Attendance*	City Staff in Attendance	Items Discussed*
			<ul style="list-style-type: none"> <li>• Skechers currently employees 850 people with its Ontario operations and would go to 1,100 to 1,200 during peak times with this new facility in MV – maybe expanding to two shifts.</li> <li>• Skechers point-of-sale for its web-business may move from Manhattan Beach to Moreno Valley (MV).</li> <li>• City Staff stated the time to process at best would be 12 months – cannot anticipate the public involvement with a proposed project as significant as being proposed.</li> <li>• The City recently approved its GP and this would be a change in policy direction.</li> <li>• CBRE reps and City Staff again reviewed the CEQA and entitlement process of the City.</li> </ul>
July 19, 2007	HF (J. Trump [just for intros], I. Benzeevi, D. Fenstermacher) Skechers (M. Bravo)	B. Gutierrez R. Hartmann B. Foster C. Kinser	<ul style="list-style-type: none"> <li>• HF again reviewed the process.</li> <li>• Skechers move-in dates may be Oct. 2008 or Jan. 2009.</li> <li>• City Staff said the time to process both CEQA documents and entitlements will be 12 months – maybe 10 if everything goes perfectly.</li> </ul>
July 26, 2007	HF (D. Fenstermacher, W. Peterson)	B. Gutierrez R. Hartmann B. Foster C. Vogt C. Kinser	<ul style="list-style-type: none"> <li>• HF and City Staff again reviewed the process.</li> <li>• HF stated they will be submitting an amendment to the Moreno Highland Specific Plan soon after the Skechers project is submitted for processing (approx. two months)</li> </ul>

\* The attendees and discussion points are the collection of Staff's notes from those dates to the best of their individual recollection of each meeting.

Please contact me if you have any questions on the information provided above.

- c: Mayor William Batey  
 Mayor Pro Tem Frank West  
 City Councilman Charles White  
 Council Member Elect Robin Hastings  
 Rick Hartmann, Deputy City Manager  
 Kyle Kollar, Community Development Director

RGG/rch

<sup>1</sup> HF = Highland Fairview;

<sup>2</sup> GPA = General Plan Amendment; ZC = Zone Change; SPA = Specific Plan Amendment; DAA = Development Agreement Amendment; SP = Specific Plan

<sup>3</sup> CEQA = California Environmental Quality Act



## MEMORANDUM

To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Michael McCarty, Director of Parks and Community Services *[Signature]*

Date: December 8, 2008

Subject: Update on Parks and Community Services Department Major Projects and Center Rentals

### 1. College Park Phase II

Project Description: Located within Riverside Community College Moreno Valley Campus, the park contains two soccer fields and a tot lot. Phase II build out will include an amphitheater and sports lighting. The current Phase II improvements will only include the sports field lighting.

Status: Staff has supplied RCC-MV the plans and specifications for the sports field lighting. RCC is currently working on CEQA, drafting specifications, and bid documents for the project. At the meeting of August 13, 2008, reviewed RCC's responsibilities to take the lead on the project and put out to bid.

### 2. Rock Ridge Park and Cold Creek Trail Head (Beazer Homes Development)

Project Description: A pocket park and trail head located east of Nason Street, south of Eucalyptus Avenue. The park will have tot lots for ages 2-5 and 5-12, two covered picnic structures, drinking fountains, monument signage, and security lighting. The trail head will tie into a multi-use trail. Amenities include a picnic structure, drinking fountains, security lighting, and a parking lot. It is expected that the park will be completed by January 2009.

Status: The developer is in the process of installing play equipment, lighting, and plant material.

### 3. Cottonwood Park

Project Description: Located on the northeast corner of Indian St. and Cottonwood Ave., the park site is approximately 7 acres in size. The park construction is funded by bonds administered by the Moreno Valley Redevelopment Agency. The

following amenities are planned for the park: play apparatus, picnic shelters, restroom, benches/tables, water conserving landscaping, and a parking lot. The site will be adjacent to a fire station, which will be designed and constructed concurrently.

Status: The project is in design.

**4. Sheila Street / Filaree Avenue Neighborhood Park**

Project Description: Located on the south corner of Perris Blvd. and Filaree Ave., the park site is approximately one-half acre in size. Funding for the park is administered by the Moreno Valley Redevelopment Agency. Planned amenities include play apparatus, two basketball half-courts, benches, and water conserving landscaping.

Status: The project is in conceptual design. Anticipated opening is in FY 2009/2010.

**5. Cell Towers at JFK Park**

Project Description: The two telecommunication providers will occupy one building, located just outside the outfield on first base. Each company will occupy a ball field light standard with their antennae.

Status: Over the next few months, staff will be working on final building design for cellular equipment and corresponding license agreements.

**6. Cell Tower at TownGate Park**

Project Description: A telecommunication provider will occupy one building and a ball field light standard with their antennae.

Status: City Council approved the License Agreement with the applicant on November 25, 2008. Construction is anticipated to commence in January 2009.

**7. Cell Tower at Weston Park**

Project Description: A telecommunication provider will occupy one building and a monopine with their antennae.

Status: The project started construction on September 24, 2008. The estimated completion is March 2009.

8. Community Center Rentals

<b>November 2008 – Conference and Recreation Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
11/1/08	STARS Spelling Bee	200	\$0
11/1/08	Weight Watchers	42	\$170.00
11/2/08	Church Services	42	\$110.00
11/3/08	Weight Watchers	42	\$140.00
11/4/08	Time for Tots Picture Day	200	\$0
11/4/08	Weight Watchers	82	\$260.00
11/4/08	STARS Meeting	250	\$0
11/5/08	Business Roundtable	24	\$10.00
11/6/08	Department of Social Services	200	\$1,359.50
11/6/08	Weight Watchers	42	\$170.00
11/8/08	Wedding Reception	350	\$2,860.15
11/8/08	Weight Watchers	42	\$170.00
11/9/08	Church Services	42	\$110.00
11/10/08	Weight Watchers	42	\$140.00
11/10/08	Community of Promise	24	\$24.00
11/11/08	Weight Watchers	82	\$260.000
11/11/08	Homeowners Association	20	\$90.00
11/12/08	Riverside County Selpa	200	\$1,755.00
11/12/08	MV Employee Association	80	\$206.00
11/13/08	Riverside County Selpa	200	\$1,755.00
11/13/08	Weight Watchers	42	\$170.00
11/13/08	Parks and Recreation Commission	24	\$0
11/15/08	Fair Housing Council	30	\$96.00
11/15/08	Weight Watchers	42	\$170.00
11/16/08	Church Services	42	\$110.00
11/17/08	Riverside County Public Health	150	\$1,118.00
11/17/08	STARS Meeting	11	\$0
11/17/08	Weight Watchers	42	\$140.00
11/18/08	Weight Watchers	82	\$260.00
11/19/08	RCC Meeting	200	\$2,097.00
11/19/08	SBDC Meeting	30	\$10.00
11/19/08	City Human Resources Meeting	20	\$48.00
11/19/08	Arts Commission	20	\$0
11/20/08	Stop the Violence Meeting	24	\$10.00
11/20/08	Weight Watchers	42	\$170.00
11/22/08	Department of Social Services	150	\$1,649.00
11/22/08	Weight Watchers	42	\$170.00
11/23/08	Church Services	80	\$195.00
11/24/08	STARS Training	250	\$0
11/24/08	Weight Watchers	42	\$140.00
11/25/08	Weight Watchers	82	\$260.00
11/26/08	Mass Care and Shelter Meeting	24	\$36.00
11/29/08	Weight Watchers	42	\$170.00
11/29/08	Wedding Reception	300	\$2,896.15

<b>November 2008 – Conference and Recreation Center</b>			
11/30/08	Church Services	80	\$195.00
<b>Total Revenue for November 2008</b>			<b>\$19,699.80</b>
<b>Total Revenue for November 2007</b>			<b>\$18,999.15</b>

<b>November 2008 – Senior Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
11/4/08	Homeowners' Association	20	\$40.00
11/10/08	Homeowners' Association	20	\$40.00
11/15/08	Wedding Reception	200	\$1,366.15
11/16/08	Church Services	50	\$195.00
11/17/08	Homeowners' Association	20	\$40.00
11/22/08	Quinceanera	200	\$1,446.15
11/22/08	Health Meeting	20	\$20.00
<b>Total Revenue for November 2008</b>			<b>\$3,147.30</b>
<b>Total Revenue for November 2007</b>			<b>\$4,437.30</b>

<b>November 2008 – TownGate Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
11/1/08	Wedding Reception	120	\$841.35
11/2/08	Church Services	75	\$220.00
11/6/08	Riverside County Office of Education	80	\$500.00
11/7/08	Wedding and Reception	120	\$1,076.15
11/8/08	Youth Banquet	100	\$815.00
11/9/08	Church Services	75	\$220.00
11/9/08	Adult Birthday Party	50	\$478.32
11/13/08	Riverside County Office of Education	80	\$500.00
11/16/08	Church Services	75	\$220.00
11/16/08	Cancelled Event		\$200.00
11/19/08	Foster Family Agency Meeting	50	\$175.00
11/21/08	Anniversary Party	125	\$1,038.36
11/22/08	Cancelled Event		\$200.00
11/23/08	Church Services	75	\$220.00
11/29/08	Wedding Reception	150	\$1,056.15
11/30/08	Church Services	75	\$220.00
<b>Total Revenue for November 2008</b>			<b>\$7,980.33</b>
<b>Total Revenue for November 2007</b>			<b>\$7,185.78</b>



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08 NOV 18 PM 5: 21  
Financial & Administrative  
Services Department

## MEMORANDUM

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To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Steve Elam, Financial & Administrative Services Director *SE*

Date: November 18, 2008

Subject: New Auditing Standard

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The independent audit for FY 2007-08 officially got underway on Monday, November 3, 2008. During the opening audit conference, a new auditing standard was discussed by Ken Al-Imam, the partner for Mayer Hoffman McCann, the City's current audit firm.

This new standard provides for auditors to contact those persons responsible for audit oversight to give them the opportunity to request any special audit testing that they believe would be appropriate to include in the audit of the City's financial statements. The mechanism that Mayer Hoffman McCann uses to solicit such requests is the attached letter. I raised the possibility of having Mr. Al-Imam meet with the Finance Sub-Committee; while he was willing to do so, his preference was to provide the attached letter to the full City Council and City Manager.

If you have no requests for special audit testing, no action is required. If you wish to request any special audit testing, the contact information for Mr. Al-Imam is provided in the attached letter.

If you have any questions regarding the FY 2007-08 independent audit in general, please do not hesitate to contact me at x3024.

### Attachment

c: Ken Al-Imam, Mayer Hoffman McCann P.C.  
Betsy M. Adams, Assistant City Manager  
Edith Houser, Financial Operations Division Manager



CITY COUNCIL  
MORENO VALLEY  
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08 OCT 24 AM 10: 32

## MEMORANDUM

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To: Mayor and City Council  
From: Robert G. Gutierrez, City Manager   
Date: October 23, 2008  
Subject: John Husing's Report on the Riverside County Housing Crisis

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Two months ago, WRCOG, the County of Riverside and the City of Riverside formed a "Red Team" of public and private sector individuals to work together on ways to improve the economy in Riverside County. Barry Foster is Moreno Valley's representative on the Red Team. Dr. John Husing was hired by the Red Team to analyze the region's economic problems and recommend ways to address this issue. He presented his report, The Housing Crisis Issues and Potential Strategies, to the Red Team on October 15<sup>th</sup> and to the WRCOG TAC on October 16<sup>th</sup>.

Significant statistics in the report which illustrate the problems with the Inland Empire economy include the following:

- Inland Empire is experiencing the worst job market in the past 44 years. In 2008, nearly 20,000 jobs were lost in the Inland Empire (first negative job change in the past 25 years). The unemployment rate is approaching 9% and rising.
- Inland Empire housing market peaked in the 4<sup>th</sup> Quarter of 2006 to a median home price of \$404,611, which has now fallen to \$270,590. This value is equal to the median home value in the 4<sup>th</sup> Quarter of 2003.
- 359,044 homes purchased between 2004 and 2008 are worth less than the purchase price. Purchasers owe more on these mortgages than the value of the homes (e.g. are "upside down").
- 68,835 homes were foreclosed upon in the Inland Empire from June 2007 to July 2008.
- 64% of all re-sales of single-family homes in Riverside County were foreclosed sales in July 2008.
- By City, the heaviest concentration of homes that are upside down in Riverside County are the larger cities – Riverside (24,378), Corona (21,666), Moreno Valley (17,908), Murrieta (15,862), Temecula (13,564) and Hemet (10,714).

Dr. Husing's report identifies a number of possible strategies including local governmental and private sector pursuing the formation of a regional entity to help address the foreclosure problems. Another recommendation by Dr. Husing calls for a temporary reduction in impact fees to help jump start the housing development industry. Both of these strategies and other recommendations by Dr. Husing need more study and evaluation. A subcommittee of the Red Team is evaluating Dr. Husing's report and will provide input to the WRCOG Executive Committee at its meeting on November 3. I have also asked key members of Moreno Valley's Executive Team to review this report, especially its recommendations. I will be forwarding our observations to you in the very near future.

cc. Robert D. Herrick, City Attorney  
Betsy M. Adams, Assistant City Manager  
Rick C. Hartmann, Deputy City Manager  
Steve Elam, Financial & Administrative Services Director  
Barry Foster, Economic Development Director  
Kyle Kollar, Community Development Director  
Chris Vogt, Public Works Director



October 16, 2008

08 OCT 16 PM 3: 08  
CITY COUNCIL  
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Dolores Catoliato  
25505 Via Carlos  
Moreno Valley, CA 92551

**Subject: Concerns Regarding Enforcement of the City of Moreno Valley's Sign Regulations and City Staff Customer Service**

Dear Ms. Catoliato:

Thank you for sharing your concerns regarding the enforcement of the City of Moreno Valley's sign regulations and the customer service you received from City employees. I take your complaints very seriously as it is the City's policy to provide excellent customer service to our residents and enforce our local laws in a consistent manner as well.

I have asked the City Attorney and City Staff from my office to conduct a thorough investigation of these matters. I will share the results of our investigation regarding the enforcement of the sign regulations with you as soon as I have that information. With specific regard to your complaints about City employees, please know that your allegations will be thoroughly investigated; however the results of such personnel investigations are not subject to public review. Please be assured that I hold all City Staff to a high standard of customer service and will address any negative findings accordingly.

Sincerely,

Robert G. Gutierrez  
City Manager

c: Rick Hartmann, Deputy City Manager  
Robert Herrick, City Attorney

CITY MANAGER'S OFFICE



CITY COUNCIL  
MORENO VALLEY  
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**Financial & Administrative  
Services Department**

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**MEMORANDUM**

To: Mayor and Members of the City Council  
Robert G. Gutierrez, City Manager

From: Steve Elam, Financial & Administrative Services Director *SE*

Date: September 4, 2008

Subject: FY 2006-07 Audit Reports

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At the conclusion of each fiscal year, the City's outside auditor submits reports related to the City's financial statements and underlying internal controls for the period just audited. A *Single Audit Report on Federal Awards* ("Single Audit Report") is always submitted as part of this year-end audit process. A separate report titled *Communications Regarding Internal Control* (known as the "Management Letter") is submitted from time to time, as deemed appropriate by the auditor.

It appears that the above-referenced reports have not been provided to the City Manager or City Council in the recent past. However, in my experience with other agencies, it is a preferred practice to provide them to the City Council as well as the City Manager (note that the reports are, in fact, addressed to the City Council). Therefore, as confirmed by the City Manager's direction, the current audit reports for FY 2006-07 and audit reports for subsequent years will be submitted to the City Council and City Manager concurrently.

Attached for your information are the Single Audit Report and Management Letter prepared by the City's auditor (Mayer Hoffman McCann P.C.) for the fiscal year that ended June 30, 2007. Both documents are dated December 20, 2007, to coincide with the completion of the audit, however, the reports were issued in March 2008. Since receiving the reports, staff has spent time evaluating the findings and recommendations, as well developing an implementation plan, prior to preparing this response.

With respect to the Single Audit Report, of particular note is page 7, which summarizes the auditor's findings and questioned costs. The City had no findings or questioned costs and received an unqualified audit opinion.

The Management Letter is used to convey recommendations to management for improving the City's financial operations and internal control procedures. The City received no recommendations from the auditor for fiscal years 2004-05 or 2005-06. The audit for FY 2006-07 resulted in six recommendations that are incorporated in the attached Management Letter. These same recommendations are also incorporated in the attached Single Audit Report beginning on page 8. Following is a summary of the auditor's findings and recommendations, along with the City's "Management Response" to each recommendation.

**(1) Internal Controls Over the Establishment of Employees in the Payroll System**

Auditor's Finding

Internal controls are maximized when only Human Resources personnel have system access rights to establish/delete employees in the system and to make other payroll master file changes (salary rate changes, etc.). Under the current system, persons involved in processing payroll also have the ability to make master file changes.

Auditor's Recommendation

In conjunction with the establishment of a new computer system, change system access rights so that only Human Resources personnel have the ability to establish/delete employees in the system and to make other payroll master file changes.

Management Response

Replacement of the City's Enterprise Resource Planning (ERP) system has been postponed due to budgetary constraints resulting from the economic downturn. However, the system access rights in the existing ERP system have been changed so that only Human Resources staff now has the ability to establish and delete employees.

**(2) Internal Controls Over the Establishment of Vendors in the System**

Auditor's Finding

Internal controls are maximized when the persons that process vendor invoices for payment and that are involved in data entry for the creation of City checks do not also have the ability to establish vendors in the system. Currently, persons involved in data entry for cash disbursements also have the ability to establish vendors in the system.

Auditor's Recommendation

Consider changing access rights for accounts payable personnel so that they do not have system access rights to establish vendors or payees in the system. Generally, purchasing personnel should be involved in the establishment of vendors in the system.

Management Response

Staff was planning to address this issue in conjunction with a *business process review* that would occur as part of the ERP system replacement. However, since this project has been postponed, responsibility for establishment of vendors has been shifted from Accounts Payable to Purchasing staff to achieve the desired segregation of duties.

**(3) Periodic Inventory of Capital Assets**

Auditor's Finding

A periodic physical verification of capital assets is an important internal control to ensure that City capital asset records are accurate and to detect any unrecorded additions or

deletions. The City has not taken an official inventory of its capital assets since June 2002.

Auditor's Recommendation

Establish procedures for the periodic physical verification of City capital assets. This can be done on a rotating basis over several years. The verification can be done at a convenient time of year for each department (not necessarily at year end). Infrastructure records (streets, water lines, etc.) could be substantiated by a periodic desk review by knowledgeable individuals in the City's Public Works department to detect unrecorded assets or items that should be deleted.

Management Response

We agree that a periodic physical verification of capital assets is a desirable internal control. The new ERP system the City was planning to implement would have included a fixed asset module to facilitate the tracking of capital assets. With the postponement of the ERP system replacement project, procedures will be developed and implemented to provide for physical verification of fixed assets on a three-year cycle. The procedures will be submitted to the City's auditor for review prior to implementation.

**(4) Consider Adopting City Ethics Policy**

Auditor's Finding

The Auditing Standards Board has determined that a Fraud Policy or Ethics Policy benefits local governments by emphasizing to employees that management believes that ethical conduct is important. The policy should also provide for a process by which employees can report unethical behavior (including that exhibited by their direct or indirect supervisor). Although *standards of conduct* have been set forth in the City's personnel policies, the City does not have a formal ethics policy that, among other objectives, provides for a clear protocol for reporting unethical conduct. A well structured ethics policy establishes organizational standards for ethics, morals, and an overall "regard for the rules" philosophical approach within an entity. Specifically, matters such as honesty, integrity, compliance with laws and regulations, adherence to corporate policy, and upholding the organization's high values and reputation are addressed. A strong ethics policy is the foundation upon which an organization builds its culture, which should then permeate all levels of personnel and guide all business dealings and transactions. This can be most effective in establishing a highly ethical and antifraud culture within any business organization.

Auditor's Recommendation

Establish and implement an appropriately-designed ethics policy, including an annual message to all employees reminding them that management takes seriously the ethical conduct of its employees, reminds them of the reporting process for any witnessed unethical behavior, and directs their attention to the City's ethics policy. Fraud and ethics training for employees has also been found to be beneficial by using case studies and role playing to train employees on how to identify questionable behavior for those "gray" areas where rationalization can often occur. Internal reporting channels, such as

managers' open-door policy, hotlines for anonymous tips, and surveys, have also been found to be effective.

Management Response

The City's Human Resources Director is in the process of reviewing ethics policies developed by other public agencies and will be developing a policy that is appropriate for our organization. Employee communication and training will be incorporated along with the policy once it is finalized.

**(5) Consider Adopting Account Write-off Policy**

Auditor's Finding

The City currently does not have a formal policy addressing when customer accounts should be written off or turned over to collection. Clear written policies in this regard are helpful to cities to ensure that receivables are properly valued to represent valid collectible balances, allowance accounts are properly established, and timely collection efforts are consistently engaged in.

Auditor's Recommendation

Consider the establishment of a formal policy authorizing management personnel with appropriate write-off and collection actions when warranted in accordance with the provisions of the policy.

Management Response

A write-off policy is currently being developed by the Treasury Operations Division. Following management review and approval, it will be implemented by the end of this calendar year.

**(6) Adjustments Detected by Audit Process**

Auditor's Finding

Paragraph 19 of the Statement on Auditing Standards No. 112 requires that the auditor identify material audit adjustments in the auditor's report on internal controls. For the year ended June 30, 2007, material adjustments detected by the audit process were limited to an adjustment to record accrued interest in the Electric Fund.

Auditor's Recommendation

An important element of controls over financial reporting is for management to identify adjustments necessary for financial statements to be fairly stated. Whenever possible, adjustments should be reflected in the accounting records prior to the start of the audit. When this is not possible, management should identify and communicate to the auditors the potential areas of adjustment that may need to be addressed during the audit process. This is an important element of internal control to reduce the risk of material misstatement.

Management Response

The adjustment referred to by the auditor was for accrued interest payable on the Electric Utility 2007 Taxable Lease Revenue Bonds. This was the first debt issuance in a proprietary fund for the City and, as such, should have utilized the full-accrual accounting method. We concur with the importance of identifying adjustments necessary for financial statements to be fairly stated. To this end staff has implemented additional procedural controls when preparing the year-end books for audit. The adjustment to record accrued interest in the Electric Utility Fund has been added to the year-end process.

Please let me know if you have any questions regarding the Single Audit Report, Management Letter, or the City's management responses. I would be pleased to meet with you to respond to questions or to provide additional information.

Attachments:

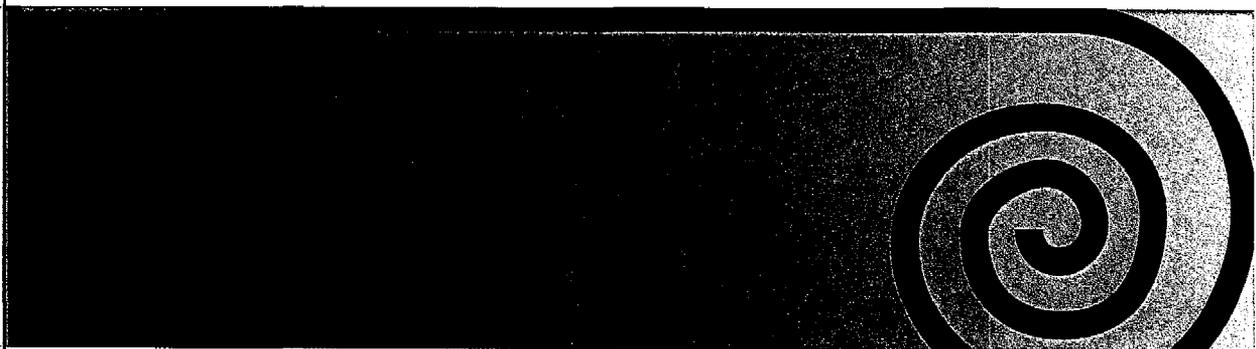
- Single Audit Report on Federal Awards
- Communications Regarding Internal Control (Management Letter)

c: Betsy Adams, Assistant City Manager  
Chris Paxton, Human Resources Director  
Edith Houser, Financial Operations Division Manager  
Brooke McKinney, Treasury Operations Division Manager  
Rix, Skonberg, Purchasing Division Manager

CITY OF MORENO VALLEY  
MORENO VALLEY, CALIFORNIA

Single Audit Report on Federal Awards

Year ended June 30, 2007



Conrad Government Services Division



Mayer  
Hoffman  
McCann P.C.  
An Independent CPA Firm

CITY OF MORENO VALLEY  
Single Audit Report on Federal Awards  
Year ended June 30, 2007

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City Council  
City of Moreno Valley, California

**REPORT ON COMPLIANCE AND OTHER MATTERS AND ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS***

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Moreno Valley, California, as of and for the year ended June 30, 2007, which collectively comprise City of Moreno Valley's basic financial statements and have issued our report thereon dated December 20, 2007. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Moreno Valley's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City of Moreno Valley's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the basic financial statements and not to provide an opinion on the internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City of Moreno Valley's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employee, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is defined to be a control deficiency, or a combination of control deficiencies, that adversely affects the City's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the City's financial statements that is more than inconsequential will not be prevented or detected

City Council  
City of Moreno Valley, California  
Page Two

by the City's internal control. Matters conforming to this definition are those matters set forth in the accompanying *Schedule of Findings and Recommendations*.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. We identified no deficiencies in internal control that we consider to be a material weakness.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses.

This report is intended solely for the information and use of the City Council and management of the City of Moreno Valley, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Mayor Hoffman McCann P.L.*

Irvine, California  
December 20, 2007



**Mayer Hoffman McCann P.C.**  
An Independent CPA Firm  
**Conrad Government Services Division**  
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City Council  
City of Moreno Valley, California

**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM, INTERNAL CONTROL OVER COMPLIANCE AND ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH OMB CIRCULAR A-133**

Compliance

We have audited the compliance of the City of Moreno Valley, California, with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2007. The City of Moreno Valley's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal program is the responsibility of the City of Moreno Valley's management. Our responsibility is to express an opinion on the City of Moreno Valley's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City of Moreno Valley's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the City of Moreno Valley's compliance with those requirements.

In our opinion, the City of Moreno Valley complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2007.

Internal Control Over Compliance

The management of the City of Moreno Valley is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the City of Moreno Valley's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A control deficiency in the City's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the City's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the City's internal control.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be significant deficiencies or material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts, and grants caused by error or fraud that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

#### Schedule of Expenditures of Federal Awards

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Moreno Valley as of and for the year ended June 30, 2007, and have issued our report thereon dated December 20, 2007. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the City of Moreno Valley's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of the City Council, management of the City of Moreno Valley, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Mayor Hoffman McLean R.C.*

Irvine, California  
February 25, 2008 (except for the schedule of expenditures of federal awards, as to which the date is December 20, 2007)

City of Moreno Valley  
Schedule of Expenditures of Federal Awards  
Year ended June 30, 2007

<u>Federal Grantor/Pass Through Grantor/Program Title</u>	<u>Pass- Through Grantor's Number</u>	<u>Federal CFDA Number</u>	<u>Program Expenditures</u>	<u>Amount Provided to Subrecipients</u>
<u>U.S. Department of Housing and Urban Development</u>				
Direct awards:				
Community Development Block Grant	B-05-MC-06-0567	14.218	\$ 1,586,574	201,029
HOME Investment Partnerships Program	M-04-MC-06-551	14.239	1,043,081 *	-
<b>Total U.S. Department of Housing and Urban Development</b>			<b>2,629,655</b>	<b>201,029</b>
<u>U.S. Department of Justice</u>				
Direct awards:				
Local Law Enforcement Block Grant	2004-LB-BX-0406	16.592	23,803	-
Public Safety Partnership and Community Policing Grant	2003-UM-WX-0167	16.710	71,126	-
Edward Byrne Memorial Justice Assistance Grant Program	2005-DJ-BX-0846	16.738	64,243	-
<b>Total U.S. Department of Justice</b>			<b>159,172</b>	<b>-</b>
<u>U.S. Department of Transportation</u>				
Passed through the State of California:				
Department of Transportation				
Highway Planning and Construction	STPLER-5441(036)	20.205	871,401	-
Passed through the University of California at Berkeley:				
State and Community Highway Safety	CT073310	20.600	116,125	-
<b>Total U.S. Department of Transportation</b>			<b>987,526</b>	<b>-</b>
<u>U.S. Department of Health and Human Services</u>				
Passed through the State of California:				
Department of Education				
Child Care and Development Block Grant	CIMS-6405	93.575	1,936	-
Child Care and Development Block Grant	CSCC-6175	93.575	2,682	-
<b>Total U.S. Department of Health and Human Services</b>			<b>4,618</b>	<b>-</b>
<u>U.S. Department of Homeland Security</u>				
Passed through the State of California:				
State Domestic Preparedness Equipment Support Program	-	97.004	270,050	-
State and Local Homeland Security Training Program	-	97.005	2,125	-
Disaster Grants - Public Assistance	FEMA-1577-DR-CA	97.036	30,412	-
Emergency Management Performance Grant	-	97.042	67,564	-
Buffer Zone Protection Plan Grant (BZPP)	2005GRT50068	97.078	15,968	-
<b>Total U.S. Department of Homeland Security</b>			<b>386,119</b>	<b>-</b>
<u>U.S. Environmental Protection Agency</u>				
Direct awards:				
Congressionally Mandated Projects	XP-969772201-1	66.202	5,162	-
<b>Total U.S. Environmental Protection Agency</b>			<b>5,162</b>	<b>-</b>
<b>Total Federal Expenditures</b>			<b>\$ 4,172,252</b>	<b>201,029</b>

\* - Major Program

See accompanying notes to the schedule of expenditures of federal awards.

CITY OF MORENO VALLEY

Notes to the Schedule of Expenditures of Federal Awards

Year ended June 30, 2007

(1) Summary of Significant Accounting Policies Applicable to the Schedule of Expenditures of Federal Awards

(a) Scope of Presentation

The accompanying schedule presents only the expenditures incurred by the City of Moreno Valley, California (City) that are reimbursable under federal programs providing financial assistance. For purposes of this schedule, financial assistance includes both federal financial assistance received directly from a federal agency, as well as federal funds received indirectly by the City from non-federal organizations. Only the portion of program expenditures reimbursable with such federal funds is reported in the accompanying schedule. Program expenditures in excess of the maximum reimbursement authorized or the portion of program expenditures that were funded with state, local or other non-federal funds are excluded from the accompanying schedule.

(b) Basis of Accounting

The expenditures included in the accompanying schedule were reported on the modified accrual basis of accounting. Expenditures reported include any property or equipment acquisitions incurred under the federal program.

(c) Subrecipients

The City of Moreno Valley incurred \$201,029 of Community Development Block Grant expenditures that were paid to subrecipients.

CITY OF MORENO VALLEY

Summary of Audit Results

Year ended June 30, 2007

(A) Summary of Auditors' Results

1. An unqualified report was issued by the auditors on the financial statements of the auditee.
2. Internal control matters required to be reported are described in the accompanying *Schedule of Findings and Recommendations*. None of these matters involve material weaknesses in internal control.
3. The audit disclosed no noncompliance which is material to the financial statements of the auditee.
4. There were no material weaknesses in internal control over major programs of the auditee.
5. An unqualified report was issued by the auditors on compliance for major programs.
6. The audit disclosed no audit findings required to be reported under paragraph .510(a) of OMB Circular A-133.
7. The major program of the auditee was the HOME Investment Partnerships program associated with the U.S. Department of Housing and Urban Development, CFDA No. 14.239.
8. The dollar threshold used to distinguish Type A and Type B programs was \$300,000.
9. The auditee met the criteria to be classified as a low risk auditee, as defined by OMB Circular A-133, paragraph .530 for the purposes of determining major programs.

(B) Findings Related to the Financial Statements which are Required to be Reported in Accordance with GAGAS

There are no auditors' findings required to be reported in accordance with GAGAS other than the matters reported in the accompanying schedule of findings and recommendations.

(C) Findings and Questioned Costs for Federal Awards as Defined in Paragraph .510(a) at OMB Circular A-133

There are no auditors' findings to be reported in accordance with paragraph .510(a) at OMB Circular A-133.

CITY OF MORENO VALLEY

Schedule of Findings and Recommendations

Year ended June 30, 2007

**(1) Internal Controls Over the Establishment of Employees in the Payroll System**

Internal controls are maximized when only Human Resources personnel have system access rights to establish/delete employees in the system and to make other payroll master file changes (salary rate changes, etc.). Under the current system, persons involved in processing payroll also have the ability to make master file changes.

We recommend that in conjunction with the City's establishment of a new computer system, that system access rights be changed so that only Human Resources personnel have the ability to establish/delete employees in the system and to make other payroll master file changes.

**(2) Internal Controls Over the Establishment of Vendors in the System**

Internal controls are maximized when the persons that process vendor invoices for payment and that are involved in data entry for the creation of City checks do not also have the ability to establish vendors in the system. Currently, persons involved in data entry for cash disbursements also have the ability to establish vendors in the system.

We recommend that the City consider changing access rights for accounts payable personnel so that they do not have system access rights to establish vendors or payees in the system. Generally, purchasing personnel should be involved in the establishment of vendors in the system.

**(3) Periodic Inventory of Capital Assets**

A periodic physical verification of capital assets is an important internal control to ensure that City capital asset records are accurate and to detect any unrecorded additions or deletions. The City has not taken an official inventory of its capital assets since June 2002.

We recommend that the City establish procedures for the periodic physical verification of City capital assets. This can be done on a rotating basis over several years. The verification can be done at a convenient time of year for each department (not necessarily at year end). Infrastructure records (streets, water lines, etc.) could be substantiated by a periodic desk review by knowledgeable individuals in the City's Public Works department to detect unrecorded assets or items that should be deleted.

**(4) Consider Adopting City Ethics Policy**

The Auditing Standards Board has determined that a Fraud Policy or Ethics Policy benefits local governments by emphasizing to employees that management believes that ethical conduct is important. The policy should also provide for a process by which employees can report unethical behavior (including that exhibited by their direct or indirect supervisor). Although *standards of conduct* have been set forth in the City's personnel policies, the City does not have a formal ethics policy that, among other objectives, provides for a clear protocol for reporting unethical conduct. A well structured ethics policy establishes organizational standards for ethics, morals,

and an overall "regard for the rules" philosophical approach within an entity. Specifically, matters such as honesty, integrity, compliance with laws and regulations, adherence to corporate policy, and upholding the organization's high values and reputation are addressed. A strong ethics policy is the foundation upon which an organization builds its culture, which should then permeate all levels of personnel and guide all business dealings and transactions. This can be most effective in establishing a highly ethical and antifraud culture within any business organization.

In order to emphasize the above, it is also recommended that annually a short e mail message to all employees be sent that reminds employees that management takes seriously the ethical conduct of its employees, reminds them of the reporting process for any witnessed unethical behavior and directs their attention to the City's ethical policy.

We recommend that the City establish and implement an appropriately-designed ethics policy. We also suggest that the City implement an effective reporting mechanism for unethical behavior. Fraud and ethics training for employees has also been found to be beneficial by using case studies and role playing to train employees on how to identify questionable behavior for those "gray" areas where rationalization can often occur. Internal reporting channels, such as managers' open-door policy, hotlines for anonymous tips, and surveys, have been found to be effective.

**(5) Consider Adopting Account Write-off Policy**

The City currently does not have a formal policy addressing when customer accounts should be written off or turned over to collection. Clear written policies in this regard are helpful to cities to ensure that receivables are properly valued to represent valid collectible balances, allowance accounts are appropriately established, and timely collection efforts are consistently engaged in.

We recommend that the City consider the establishment of a formal policy authorizing management personnel with appropriate write-off and collection actions when warranted in accordance with the provisions of the policy.

**(6) Adjustments Detected by Audit Process**

Paragraph 19 of the Statement on Auditing Standards No. 112 requires that the auditor identify material audit adjustments in the auditor's report on internal controls. For the year ended June 30, 2007, material adjustments detected by the audit process were limited to an adjustment to record accrued interest in the Electric Fund

Recommendation: An important element of controls over financial reporting is for management to identify adjustments necessary for financial statements to be fairly stated. Whenever possible, adjustments should be reflected in the accounting records prior to the start of the audit. When this is not possible, management should identify and communicate to the auditors the potential areas of adjustment that may need to be addressed during the audit process. This is an important element of internal control to reduce the risk of material misstatement.

CITY OF MORENO VALLEY  
Summary Schedule of Prior Audit Findings  
Year ended June 30, 2007

There were no findings for the year ended June 30, 2006.



Mayer Hoffman McCann P.C.

An Independent CPA Firm

Conrad Government Services Division

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City Council  
City of Moreno Valley  
Moreno Valley, CA

## COMMUNICATIONS REGARDING INTERNAL CONTROL

In planning and performing our audit of the financial statements of the City of Moreno Valley ("City") as of and for the year ended June 30, 2007, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is defined to be a control deficiency, or combination of control deficiencies, that adversely affects the City's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the City's financial statements that is more than inconsequential will not be prevented or detected by the City's internal control. Matters conforming to this definition are those matters set forth below.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. **We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.**

### **(1) Internal Controls Over the Establishment of Employees in the Payroll System**

Internal controls are maximized when only Human Resources personnel have system access rights to establish/delete employees in the system and to make other payroll master file changes (salary rate changes, etc.). Under the current system, persons involved in processing payroll also have the ability to make master file changes.

We recommend that in conjunction with the City's establishment of a new computer system, that system access rights be changed so that only Human Resources personnel have the ability to establish/delete employees in the system and to make other payroll master file changes.

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Internal controls are maximized when the persons that process vendor invoices for payment and that are involved in data entry for the creation of City checks do not also have the ability

to establish vendors in the system. Currently, persons involved in data entry for cash disbursements also have the ability to establish vendors in the system.

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### **(3) Periodic Inventory of Capital Assets**

A periodic physical verification of capital assets is an important internal control to ensure that City capital asset records are accurate and to detect any unrecorded additions or deletions. The City has not taken an official inventory of its capital assets since June 2002.

We recommend that the City establish procedures for the periodic physical verification of City capital assets. This can be done on a rotating basis over several years. The verification can be done at a convenient time of year for each department (not necessarily at year end). Infrastructure records (streets, water lines, etc.) could be substantiated by a periodic desk review by knowledgeable individuals in the City's Public Works department to detect unrecorded assets or items that should be deleted.

### **(4) Consider Adopting City Ethics Policy**

The Auditing Standards Board has determined that a Fraud Policy or Ethics Policy benefits local governments by emphasizing to employees that management believes that ethical conduct is important. The policy should also provide for a process by which employees can report unethical behavior (including that exhibited by their direct or indirect supervisor). Although *standards of conduct* have been set forth in the City's personnel policies, the City does not have a formal ethics policy that, among other objectives, provides for a clear protocol for reporting unethical conduct. A well structured ethics policy establishes organizational standards for ethics, morals, and an overall "regard for the rules" philosophical approach within an entity. Specifically, matters such as honesty, integrity, compliance with laws and regulations, adherence to corporate policy, and upholding the organization's high values and reputation are addressed. A strong ethics policy is the foundation upon which an organization builds its culture, which should then permeate all levels of personnel and guide all business dealings and transactions. This can be most effective in establishing a highly ethical and antifraud culture within any business organization.

In order to emphasize the above, it is also recommended that annually a short e mail message to all employees be sent that reminds employees that management takes seriously the ethical conduct of its employees, reminds them of the reporting process for any witnessed unethical behavior and directs their attention to the City's ethical policy.

We recommend that the City establish and implement an appropriately-designed ethics policy. We also suggest that the City implement an effective reporting mechanism for unethical behavior. Fraud and ethics training for employees has also been found to be beneficial by using case studies and role playing to train employees on how to identify questionable behavior for those "gray" areas where rationalization can often occur. Internal reporting channels, such as managers' open-door policy, hotlines for anonymous tips, and surveys, have been found to be effective.

**(5) Consider Adopting Account Write-off Policy**

The City currently does not have a formal policy addressing when customer accounts should be written off or turned over to collection. Clear written policies in this regard are helpful to cities to ensure that receivables are properly valued to represent valid collectible balances, allowance accounts are appropriately established, and timely collection efforts are consistently engaged in.

We recommend that the City consider the establishment of a formal policy authorizing management personnel with appropriate write-off and collection actions when warranted in accordance with the provisions of the policy.

**(6) Adjustments Detected by Audit Process**

Paragraph 19 of the Statement on Auditing Standards No. 112 requires that the auditor identify material audit adjustments in the auditor's report on internal controls. For the year ended June 30, 2007, material adjustments detected by the audit process were limited to an adjustment to record accrued interest in the Electric Fund

Recommendation: An important element of controls over financial reporting is for management to identify adjustments necessary for financial statements to be fairly stated. Whenever possible, adjustments should be reflected in the accounting records prior to the start of the audit. When this is not possible, management should identify and communicate to the auditors the potential areas of adjustment that may need to be addressed during the audit process. This is an important element of internal control to reduce the risk of material misstatement.

This communication is intended solely for the information and use of management, City Council, and others within the organization, and is not intended to be used by persons other than those specified parties.

*Mayor Hoffman McClain P.C.*

Irvine, California  
December 20, 2007



CITY COUNCIL  
MORENO VALLEY  
RECEIVED

Financial & Administrative  
Services Department

08 AUG 19 PM 5: 20

## MEMORANDUM

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To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Steve Elam, Financial & Administrative Services Director *SE*

Date: August 18, 2008

Subject: Monthly Investment Reporting

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Attached is the City's investment information (Treasurer's Cash and Investments Report) for the month ended July 31, 2008. All investments comply with California Government Code Section 53601 as to the types of investments allowed and the limits of each type. In addition, all investments comply with the City's annually adopted Investment Policy.

Please do not hesitate to contact me should you have questions or need clarification on any information presented in the attached report.

Attachment

c: Brooke McKinney, Treasury Operations Division Manager



## MEMORANDUM

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To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Michael McCarty, Director of Parks and Community Services *MM*

Date: May 2, 2008

Subject: Update on Parks and Community Services Department Major Projects and Center Rentals

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### 1. Lasselle Sports Park

Project Description: Located on the west side of Lasselle Street, just north of Rancho Verde High School, this ten-acre facility plus two-acre parking lot will include restrooms, play apparatus, concession stand, three perimeter lighted football/soccer fields, and running track. This project, as well as Rancho Verde Park, is developer constructed, without direct costs to the CSD.

Status: Biological work for parking lot is in final stages.

### 2. College Park Phase II

Project Description: Located within Riverside Community College Moreno Valley Campus, the park contains two soccer fields and a tot lot. Phase II build out will include an amphitheater and sports lighting. The current Phase II improvements will only include the sports field lighting.

Status: Staff has supplied RCC-MV the plans and specifications for the sports field lighting. Due to the sports fields being utilized for graduation, it is not expected to have construction commence until after graduation ceremonies in June.

### 3. Rancho Verde Park

Project Description: Located to the east of Lasselle Street at Cremello. This three-acre site will include a picnic area, drinking fountain, security lighting, and a 10' wide concrete path ending at Kentucky Derby Drive.

Status: The plans are essentially complete. This project is contracted to be developer built. Current plans are to build this project in conjunction with Lasselle Sports Park.

**4. Rock Ridge Park and Cold Creek Trail Head (Beazer Homes Development)**

**Project Description:** A pocket park and trail head located east of Nason Street, south of Eucalyptus Avenue. The park will have tot lots for ages 2-5 and 5-12, two covered picnic structures, drinking fountains, monument signage, and security lighting. The trail head will tie into a multi-use trail. Amenities include: a picnic structure, drinking fountains, security lighting, and a parking lot. It is expected that the park will be completed by January 2009.

**Status:** Staff is waiting for the developer to submit final plans and pay fees that are due, prior to releasing the project for construction. The developer is currently requesting bids from contractor for the project.

**5. Cactus Corridor – SP 214**

**Project Description:** The project, located on the east side of the city, will require two parks per the existing development agreement.

**Status:** No new information. Staff is finalizing the development agreement with the land owner for 7.5 acres of parkland.

**6. Trail in Tract 29920 and Tract 30268 (Pacific Communities)**

**Project Description:** Located adjacent to RCC Moreno Valley campus, off of Grande Vista Drive, this 20' wide trail outlines the hill adjacent to Lake Perris State Park. The trail was designed to provide fire access as well as recreational activities such as walking, biking, and equestrian usage.

**Status:** Due to slow housing market for this developer, street and trail improvements are slowly moving along. It is anticipated that final trail improvements will be completed this fiscal year. Staff continues to work with the developer to provide completed amenities sooner.

**7. Moreno Valley Community Park Soccer Field Renovation**

**Project Description:** This park is over 20 years old and contains four soccer fields, along with other amenities. It is located on the northeast corner of Frederick Street and Cottonwood Avenue. The soccer fields are continuously used, up to seven days a week. Several attempts have been made to renovate the turf and soil, utilizing a variety of sports turf grasses over past years. Due to the extensive play on the fields, turf grasses have not survived more than a year of continued use. In the FY 05/06 budget process, this site was approved to have artificial turf installed, along with new sports lighting. During this time, staff has been evaluating the different types of artificial turf and working with several consultants on the design.

**Status:** Synthetic turf is currently being installed on the fields. The dedication of the project is tentatively scheduled for July 14, 2008.

8. Community Center Rentals

<i>April 2008 – Conference and Recreation Center</i>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
4/1/08	Weight Watchers	82	\$260.00
4/2/08	Business Roundtable	25	\$10.00
4/3/08	Residential Real Estate Broker Meeting	42	\$459.00
4/3/08	Weight Watchers	42	\$170.00
4/5/08	Wedding Reception	350	\$2,896.15
4/5/08	Weight Watchers	42	\$170.00
4/6/08	Church Services	42	\$110.00
4/6/08	Church Services	42	\$210.00
4/7/08	U.S. Office of Personnel Management	100	\$1,511.00
4/7/08	Technical Services Meeting	72	\$78.00
4/7/08	Weight Watchers	42	\$140.00
4/8/08	Weight Watchers	82	\$260.00
4/8/08	Homeowners' Association Meeting	20	\$90.00
4/10/08	Ebony Fashion Show	400	\$1,525.00
4/10/08	Joint Task Force Meeting	30	\$0
4/10/08	Weight Watchers	42	\$170.00
4/11/08	Canyon Springs High School Banquet	200	\$1,320.00
4/12/08	Reception	150	\$3,356.15
4/13/08	Church Services	42	\$110.00
4/13/08	Church Services	42	\$210.00
4/14/08	Community of Promise	24	\$10.00
4/14/08	Weight Watchers	42	\$140.00
4/15/08	STARS Staff Meeting	225	\$400.00
4/15/08	Weight Watchers	82	\$260.00
4/16/08	SBDC Meeting	24	\$10.00
4/16/08	MVEA	80	\$185.00
4/17/08	United Way Banquet	200	\$1,248.00
4/19/08	STARS Training	250	\$12,680.00
4/19/08	Visterra Credit Union Meeting	200	\$1,758.00
4/19/08	Weight Watchers	42	\$170.00
4/20/08	Church Services	42	\$210.00
4/20/08	Church Services	42	\$110.00
4/21/08	U.S. Office of Personnel Management	100	\$1,511.00
4/21/08	Weight Watchers	42	\$140.00
4/22/08	Weight Watchers	82	\$260.00
4/23/08	First 5 Riverside	200	\$1,843.50
4/24/08	Moreno Valley Community Band	250	\$348.00
4/24/08	Arts Commission	12	\$0
4/24/08	Weight Watchers	42	\$170.00
4/25/08	Time for Tots Picture Day	100	\$0
4/25/08	Riverside Community College	30	\$485.00
4/26/08	Sweet 16	250	\$2,983.36
4/26/08	Weight Watchers	42	\$170.00
4/27/08	Church Services	42	\$210.00
4/27/08	Church Services	42	\$110.00

<b>April 2008 – Conference and Recreation Center</b>			
4/28/08	Weight Watchers	42	\$140.00
4/29/08	Weight Watchers	82	\$260.00
4/29/08	Riverside Community College	12	\$275.00
4/30/08	SBDC Meeting	30	\$10.00
<b>Total Revenue for April 2008</b>			<b>\$39,152.16</b>
<b>Total Revenue for April 2007</b>			<b>\$27,472.13</b>

<b>April 2008 – Senior Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
4/6/08	Church Services	50	\$195.00
4/7/08	Homeowners' Association Meeting	25	\$40.00
4/10/08	Meeting	20	\$80.00
4/13/08	Church Services	50	\$195.00
4/14/08	Homeowners' Association Meeting	25	\$40.00
4/19/08	Quinceanera	200	\$1,306.15
4/20/08	Church Services	50	\$195.00
4/21/08	Homeowners' Association Meeting	25	\$40.00
4/26/08	Support Group	20	\$20.00
4/26/08	Quinceanera	200	\$1,641.15
4/27/08	Church Services	50	\$195.00
<b>Total Revenue for April 2008</b>			<b>\$3,947.30</b>
<b>Total Revenue for April 2007</b>			<b>\$6,333.45</b>

<b>April 2008 – TownGate Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
4/5/08	70 <sup>th</sup> Birthday Party	150	\$747.15
4/6/08	Church Services	75	\$220.00
4/12/08	Wedding Reception	150	\$748.65
4/13/08	Church Services	75	\$220.00
4/15/08	Riverside County Office of Education	55	\$160.00
4/16/08	Riverside County Office of Education	55	\$127.50
4/17/08	Riverside County Office of Education	55	\$127.50
4/19/08	Bridal Shower	75	\$922.49
4/20/08	Church Services	75	\$220.00
4/21/08	Wedding Reception	120	\$841.15
4/22/08	Riverside County Office of Education	30	\$270.50
4/23/08	Riverside County Office of Education	30	\$270.50
4/26/08	Church Event	55	\$453.32
4/27/08	Church Services	75	\$220.00
4/30/08	Foster Family Agency	50	\$175.00
<b>Total Revenue for April 2008</b>			<b>\$5,723.76</b>
<b>Total Revenue for April 2007</b>			<b>\$6,803.80</b>



## MEMORANDUM

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To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Michael McCarty, Director of Parks and Community Services *MM*

Date: April 2, 2008

Subject: Update on Parks and Community Services Department Major Projects and Center Rentals

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### 1. Lasselle Sports Park

Project Description: Located on the west side of Lasselle Street, just north of Rancho Verde High School, this ten-acre facility plus two-acre parking lot will include restrooms, play apparatus, concession stand, three perimeter lighted football/soccer fields, and running track. This project, as well as Rancho Verde Park, is developer constructed, without direct costs to the CSD.

Status: Environmental work for parking lot is in final stage.

### 2. College Park Phase II

Project Description: Located within Riverside Community College Moreno Valley Campus, the park contains two soccer fields and a tot lot. Phase II build out will include an amphitheater and sports lighting. The current Phase II improvements will only include the sports field lighting.

Status: Staff has supplied RCC-MV the plans and specifications for the sports field lighting. The college will be presenting the project to their board within the next few months. Due to the sports fields being utilized for graduation, it is not expected to have construction commence until after graduation ceremonies in June.

### 3. Rancho Verde Park

Project Description: Located to the east of Lasselle Street at Cremello. This three-acre site will include a picnic area, drinking fountain, security lighting, and a 10' wide concrete path ending at Kentucky Derby Drive.

Status: The plans are essentially complete. This project is developer built. Current plans are to build this project in conjunction with Lasselle Sports Park.

**4. Rock Ridge Park and Cold Creek Trail Head (Beazer Homes Development)**

**Project Description:** A pocket park and trail head located east of Nason Street, south of Eucalyptus Avenue. The park will have tot lots for ages 2-5 and 5-12, two covered picnic structures, drinking fountains, monument signage, and security lighting. The trail head will tie into a multi-use trail. Amenities include: a picnic structure, drinking fountains, security lighting, and a parking lot. It is expected that the park will be completed by January 2009.

**Status:** Staff is waiting for the developer to pay fees due, prior to releasing the project for construction. The developer is currently requesting bids from contractor for the project.

**5. Cactus Corridor – SP 214**

**Project Description:** The project, located on the east side of the city, will require two parks per the existing development agreement.

**Status:** No new information. Staff is finalizing the development agreement with Corman Leigh Homes for 7.5 acres of parkland.

**6. Trail in Tract 29920 and Tract 30268 (Pacific Communities)**

**Project Description:** Located adjacent to RCC Moreno Valley campus, off of Grande Vista Drive, this 20' wide trail outlines the hill adjacent to Lake Perris State Park. The trail was designed to provide fire access as well as recreational activities such as walking, biking, and equestrian usage.

**Status:** Due to slow housing market for this developer, street and trail improvements are slowly moving along. It is anticipated that final improvements could take another couple of months. Staff continues to work with the developer to provide completed amenities sooner.

**7. Moreno Valley Community Park Soccer Field Renovation**

**Project Description:** This park is more than 20 years old and contains four soccer fields, along with other amenities. It is located on the northeast corner of Frederick Street and Cottonwood Avenue. The soccer fields are continuously used, up to seven days a week. Several attempts have been made to renovate the turf and soil, utilizing a variety of sports turf grasses over past years. Due to the extensive play on the fields, turf grasses have not survived more than a year of continued use. In the FY 05/06 budget process, this site was approved to have artificial turf installed, along with new sports lighting. During this time, staff has been evaluating the different types of artificial turf and working with several consultants on the design.

**Status:** Compaction of the westerly fields is being performed. Synthetic turf is being installed on the easterly fields.

8. Community Center Rentals

<b>March 2008 – Conference and Recreation Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
3/1/08	Quinceanera	200	\$2,983.36
3/1/08	Arts Commission	24	\$0
3/1/08	Weight Watchers	42	\$170.00
3/2/08	Church Services	42	\$205.00
3/2/08	Church Services	42	\$110.00
3/3/08	City Risk Management Meeting	50	\$36.00
3/3/08	Weight Watchers	42	\$140.00
3/4/08	STARS Staff Meeting	200	\$400.00
3/4/08	Weight Watchers	82	\$260.00
3/5/08	Riverside County Dept. of Mental Health	200	\$1,345.00
3/5/08	Business Roundtable	25	\$10.00
3/5/08	Riverside Community College Meeting	12	\$150.00
3/6/08	Riverside County Dept. of Mental Health	200	\$1,345.00
3/6/08	Weight Watchers	42	\$170.00
3/8/08	UCR Nigerian Cultural Club	340	\$2,076.15
3/8/08	Weight Watchers	42	\$170.00
3/9/08	Church Services	42	\$210.00
3/9/08	Church Services	42	\$110.00
3/10/08	U.S. Office of Personnel Management	100	\$1,511.00
3/10/08	Community of Promise	20	\$10.00
3/10/08	Weight Watchers	42	\$140.00
3/11/08	Weight Watchers	82	\$260.00
3/11/08	MMVR Homeowners Association	20	\$90.00
3/12/08	MVEA Meeting	80	\$185.00
3/13/08	STARS Testing	40	\$36.00
3/13/08	Weight Watchers	42	\$170.00
3/13/08	STARS Testing	200	\$2,237.00
3/13/08	Parks and Recreation Commission	24	\$0
3/15/08	Bunny Brunch	250	\$0
3/15/08	Weight Watchers	42	\$170.00
3/15/08	Fair Housing Council of Riverside	30	\$96.00
3/15/08	Library Fundraiser	300	\$1,940.00
3/16/08	Church Services	42	\$210.00
3/16/08	Church Services	42	\$110.00
3/17/08	Weight Watchers	42	\$140.00
3/18/08	Church Services	82	\$260.00
3/19/08	RCOE Spelling Bee	42	\$1,620.00
3/19/08	City Risk Management Meeting	40	\$108.00
3/20/08	MVUSD Meeting	1,500	\$1,118.00
3/20/08	Stop the Violence	25	\$10.00
3/20/08	Weight Watchers	42	\$170.00
3/22/08	Jehovah's Witnesses Meeting	500	\$1,599.22
3/22/08	Weight Watchers	42	\$170.00
3/23/08	Church Services	42	\$210.00
3/23/08	Church Services	42	\$110.00

<b>March 2008 – Conference and Recreation Center</b>			
3/24/08	U.S. Office of Personnel Management	100	\$1,511.00
3/24/08	Weight Watchers	42	\$140.00
3/25/08	Weight Watchers	82	\$260.00
3/26/08	SBDC Meeting	30	\$10.00
3/26/08	Mass Care and Shelter Training	24	\$36.00
3/26/08	Sports Committee Meeting	24	\$0
3/27/08	ASCE Land Development	200	\$588.00
3/27/08	Arts Commission	24	\$0
3/27/08	Weight Watchers	42	\$170.00
3/28/08	Quixtar Meeting	150	\$1,043.00
3/29/08	Quixtar Meeting	500	\$4,692.00
3/29/08	Weight Watchers	42	\$170.00
3/30/08	Quixtar Meeting	500	\$1,768.00
3/30/08	Church Services	42	\$210.00
3/30/08	Church Services	42	\$110.00
3/31/08	Weight Watchers	42	\$140.00
<b>Total Revenue for March 2008</b>			<b>\$33,418.73</b>
<b>Total Revenue for March 2007</b>			<b>\$14,322.77</b>

<b>March 2008 – Senior Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
3/1/08	Birthday Party	200	\$1,231.15
3/2/08	Church Services	50	\$195.00
3/6/08	Church Services	40	\$120.00
3/9/08	Church Services	50	\$195.00
3/10/08	Homeowners' Association	20	\$40.00
3/15/08	Fashion Show	200	\$415.00
3/16/08	Church Services	50	\$195.00
3/23/08	Church Services	50	\$195.00
3/29/08	Birthday Party	200	\$1,026.15
3/30/08	Church Services	50	\$195.00
<b>Total Revenue for March 2008</b>			<b>\$3,807.30</b>
<b>Total Revenue for March 2007</b>			<b>\$8,192.05</b>

<b>March 2008 – TownGate Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
3/1/08	50 <sup>th</sup> Wedding Anniversary	150	\$1,065.86
3/2/08	Church Services	75	\$220.00
3/2/08	T-Mobile Meeting	90	\$381.15
3/4/08	EMWD Meeting	30	\$255.00
3/8/08	Wedding Reception	128	\$896.15
3/9/08	Church Services	75	\$220.00
3/14/08	Memorial Service	80	\$170.00
3/14/08	Quinceanera Rehearsal	10	\$75.00
3/15/08	Quinceanera	145	\$1,058.65
3/16/08	Church Services	75	\$220.00
3/18/08	Holiday Craft Session	50	\$0
3/20/08	Holiday Chef's Workshop	50	\$0
3/21/08	Cancelled Event		\$200.00
3/22/08	Cancelled Event		\$200.00
3/23/08	Church Services	75	\$220.00
3/26/08	Foster Family Agency Meeting	50	\$175.00
3/28/08	Quinceanera Rehearsal	10	\$25.00
3/29/08	Quinceanera	130	\$851.15
3/30/08	Church Services	75	\$220.00
<b>Total Revenue for March 2008</b>			<b>\$6,452.96</b>
<b>Total Revenue for March 2007</b>			<b>\$8,353.01</b>



## MEMORANDUM

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To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Michael McCarty, Director of Parks and Community Services *MM*

Date: March 6, 2008

Subject: Update on Parks and Community Services Department Major Projects and Center Rentals

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### 1. Lasselle Sports Park

Project Description: Located on the west side of Lasselle Street, just north of Rancho Verde High School, this ten-acre facility plus two-acre parking lot will include restrooms, play apparatus, concession stand, three perimeter lighted football/soccer fields, and running track. This project, as well as Rancho Verde Park, is developer constructed, without direct costs to the CSD.

Status: Environmental work is still in progress.

### 2. College Park Phase II

Project Description: Located within Riverside Community College Moreno Valley Campus, the park contains two soccer fields and a tot lot. Phase II build out will include an amphitheater and sports lighting. The current Phase II improvements will only include the sports field lighting.

Status: Staff has supplied RCC-MV the plans and specifications for the sports field lighting. The college will be presenting the project to their board within the next couple of months. Due to the sports fields being utilized for graduation, it is not expected to have construction commence until after graduation ceremonies in June.

### 3. Rancho Verde Park

Project Description: Located to the east of Lasselle Street at Cremello. This three-acre site will include a picnic area, drinking fountain, security lighting, and a 10' wide concrete path ending at Kentucky Derby Drive.

Status: The plans are essentially complete. This project is developer built. Current plans are to build this project in conjunction with Lasselle Sports Park.

**4. Rock Ridge Park and Cold Creek Trail Head (Beazer Homes Development)**

Project Description: A pocket park and trail head located east of Nason Street, south of Eucalyptus Avenue. The park will have tot lots for ages 2-5 and 5-12, two covered picnic structures, drinking fountains, monument signage, and security lighting. The trail head will tie into a multi-use trail. Amenities include: a picnic structure, drinking fountains, security lighting, and a parking lot. It is expected that the park will be completed by January 2009.

Status: Staff is waiting for the developer to pay fees due, prior to releasing the project for construction. The developer is currently requesting bids from contractor for the project.

**5. Cactus Corridor – SP 214**

Project Description: The project, located on the east side of the city, will require two parks per the existing development agreement.

Status: No new information. Staff is finalizing the development agreement with Corman Leigh Homes for 7.5 acres of parkland.

**6. Trail in Tract 29920 and Tract 30268 (Pacific Communities)**

Project Description: Located adjacent to RCC Moreno Valley campus, off of Grande Vista Drive, this 20' wide trail outlines the hill adjacent to Lake Perris State Park. The trail was designed to provide fire access as well as recreational activities such as walking, biking, and equestrian usage.

Status: Due to slow housing market for this developer, street and trail improvements are slowly moving along. It is anticipated that final improvements could take a few months. Staff continues to work with the developer to provide completed amenities sooner.

**7. Moreno Valley Community Park Soccer Field Renovation**

Project Description: This park is more than 20 years old and contains four soccer fields, along with other amenities. It is located on the northeast corner of Frederick Street and Cottonwood Avenue. The soccer fields are continuously used, up to seven days a week. Several attempts have been made to renovate the turf and soil, utilizing a variety of sports turf grasses over past years. Due to the extensive play on the fields, turf grasses have not survived more than a year of continued use. In the FY 05/06 budget process, this site was approved to have artificial turf installed, along with new sports lighting. During this time, staff has been evaluating the different types of artificial turf and working with several consultants on the design.

Status: Continued rain has delayed final grading and the soil treatment process. There soil continues to contain a large concentration of excessive moisture a couple of feet down. This directly affects the required compaction, prior to installing the impermeable cover.

8. Community Center Rentals

<b>February 2008 – Conference and Recreation Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
2/1/08	Citrus High School Event	150	\$1,640.00
2/2/08	Weight Watchers	42	\$170.00
2/2/08	50 <sup>th</sup> Wedding Anniversary Party	150	\$1,936.15
2/2/08	Weight Watchers	42	\$170.00
2/3/08	Church Services	42	\$205.00
2/3/08	Church Services	42	\$110.00
2/4/08	Weight Watchers	42	\$140.00
2/5/08	STARS Staff Meeting	200	\$400.00
2/5/08	Weight Watchers	82	\$260.00
2/6/08	Traffic Commission	100	\$265.00
2/6/08	Business Roundtable	25	\$10.00
2/7/08	STARS Testing	40	\$36.00
2/7/08	Weight Watchers	42	\$170.00
2/7/08	Care, Inc.	30	\$253.32
2/7/08	Wedding	150	\$1,486.15
2/9/08	STARS Training	200	\$2,062.00
2/9/08	MS Society	30	\$250.00
2/9/08	Weight Watchers	42	\$170.00
2/10/08	Church Services	42	\$210.00
2/10/08	Church Services	42	\$110.00
2/11/08	U.S. Office of Personnel Management	100	\$1,575.00
2/11/08	Weight Watchers	42	\$140.00
2/12/08	Weight Watchers	82	\$260.00
2/12/08	Homeowners' Association	20	\$90.00
2/13/08	MVEA Meeting	80	\$185.00
2/14/08	Weight Watchers	42	\$170.00
2/16/08	STARS Training	200	\$2,237.00
2/17/08	Church Services	42	\$210.00
2/17/08	Church Services	42	\$110.00
2/18/08	Weight Watchers	42	\$140.00
2/19/08	Allied Health Sciences Advisory Council	24	\$18.00
2/19/08	Weight Watchers	82	\$260.00
2/20/08	SBDC Meeting	10	\$34.00
2/21/08	Weight Watchers	42	\$170.00
2/21/08	Parks and Recreation Commission	24	\$0
2/23/08	RCOE Mock Trials Semifinals	600	\$1,295.00
2/23/08	Weight Watchers	42	\$170.00
2/24/08	Church Services	42	\$210.00
2/24/08	Church Services	42	\$110.00
2/24/08	Church Event	200	\$1,378.15
2/25/08	U.S. Office of Personnel Management	100	\$1,666.80
2/25/08	Weight Watchers	42	\$140.00
2/26/08	Weight Watchers	82	\$260.00
2/27/08	SBDC Meeting	30	\$10.00

<b>February 2008 – Conference and Recreation Center</b>			
2/27/08	Mass Care and Shelter Training	36	\$24.00
2/28/08	Rancho Belago Symphony	430	\$348.00
2/28/08	STARS Testing	40	\$36.00
2/28/08	Weight Watchers	42	\$170.00
2/28/08	Arts Commission	24	\$0
2/29/08	MVPD Volunteer Appreciation Dinner	100	\$410.00
<b>Total Revenue for February 2008</b>			<b>\$21,880.57</b>
<b>Total Revenue for February 2007</b>			<b>\$14,165.30</b>

<b>February 2008 – Senior Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
2/2/08	Moreno Valley High School Banquet	150	\$250.00
2/3/08	Church Services	50	\$195.00
2/4/08	Homeowners' Meeting	40	\$40.00
2/7/08	Church Services	45	\$120.00
2/10/08	Church Services	50	\$195.00
2/11/08	Homeowners' Meeting	40	\$40.00
2/14/08	Church Services	45	\$120.00
2/17/08	Church Services	50	\$195.00
2/21/08	Church Services	45	\$120.00
2/23/08	60 <sup>th</sup> Birthday Party	100	\$1,183.36
2/24/08	Church Services	50	\$195.00
2/25/08	Homeowners' Meeting	40	\$40.00
2/28/08	Church Services	45	\$120.00
<b>Total Revenue for February 2008</b>			<b>\$2,813.36</b>
<b>Total Revenue for February 2007</b>			<b>\$3,621.12</b>

<b>February 2008 – TownGate Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
2/2/08	50 <sup>th</sup> Birthday Party	100	\$678.32
2/3/08	Church Services	75	\$220.00
2/5/08	Riverside County – Polling	100	\$0
2/9/08	Valentine's Dinner/Dance	125	\$761.15
2/10/08	Church Services	75	\$220.00
2/14/08	Time for Tots Valentine's Party	55	\$0
2/16/08	18 <sup>th</sup> Birthday Party	120	\$851.15
2/17/08	Church Services	75	\$220.00
2/19/08	Riverside County Office of Education	55	\$160.00
2/20/08	Riverside County Office of Education	55	\$127.50
2/21/08	Riverside County Office of Education	55	\$127.50
2/23/08	Birthday Party	80	\$917.46
2/24/08	Church Services	75	\$220.00
2/24/08	Canceled Event		\$200.00
2/25/08	Mountain View Rose Society Meeting	30	\$0
2/27/08	Foster Family Agency	50	\$175.00
<b>Total Revenue for February 2008</b>			<b>\$4,878.08</b>
<b>Total Revenue for February 2007</b>			<b>\$3,116.64</b>



CITY COUNCIL  
MORENO VALLEY  
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CITY OF MORENO VALLEY  
Finance Department

08 FEB 27 AM 8: 17

## MEMORANDUM

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To: Robert G. Gutierrez, City Manager and Members of Council  
From: Steven M. Chapman Finance Director/City Treasurer  
Date: February 26, 2008  
Subject: Monthly Investment Reporting

---

Attached is the investment information for the month ended January 31, 2008, reported to you in accordance with the investment policy. All investments included herein comply with California Government Code Section 53601 as to the types of investments allowed and the allowable limits of each type. In addition, all investments are in compliance with the City's annually adopted investment policy.

Please feel free to contact me should you have a question or need clarification on any matter.

### Attachment

File Path Reference: W:\TREASURY\BROOKEM\INVESTING\INVESTMENT REPORT\MONTHLY MEMO.DOC

## MEMORANDUM

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To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Steve Elam, City Treasurer *SE*

Date: October 15, 2009

Subject: Monthly Investment Report – August, 2009

---

Attached is the Monthly Investment Report (Treasurer's Cash and Investments Report) for the month ended August 31, 2009. All investments comply with California Government Code Section 53601 as to the types of investments allowed and the limits of each type. In addition, all investments comply with the City's annually adopted Investment Policy.

As background information, each quarter the City Council receives a Quarterly Investment Report at a regular City Council meeting. In the two months that fall between these Quarterly Investment Reports, a Monthly Investment Report is submitted to the City Council and City Manager via internal memorandum. This reporting process ensures that the Council and City Manager are kept apprised regarding the City's investments on a monthly basis, and that full public disclosure is made on a quarterly basis.

As previously reported, the City holds three investments of \$1 million each in Lehman Brothers Holdings, Inc. (Lehman), out of a total general investment portfolio of nearly \$233 million. As a result of the Lehman bankruptcy filing in September 2008, the City continues to pursue recovery of these investments through both legal and political channels through participation in a consortium of other public agencies that hold Lehman investments or who have a stake in seeing that public agencies receive fair and equitable recovery. So far, public agencies holding Lehman investments have been identified in 22 states, with loss exposures totaling over \$1.8 billion. The political effort has been spearheaded by Senator Dianne Feinstein, Congresswoman Jackie Speier and Congresswoman Anna Eshoo with the support of the National League of Cities, National Association of Counties, U.S. Conference of Mayors, and the Association of Public Treasurers of the United States and Canada. The House Financial Services Committee held a hearing on May 5, 2009, which built on the effort begun last fall when amendments were secured in the Economic Stabilization Act of 2008 enabling the Treasury Secretary to use Troubled Asset Relief Program (TARP) funds to assist

municipalities. The coalition of public agencies with Lehman losses continues to hold a teleconference every two weeks to provide updates to coalition members. A meeting between Congressman Barney Frank, Chairman of the House Financial Services Committee, and Treasury Secretary Timothy Geithner is expected to be scheduled in the near future to discuss how TARP funds could be used to provide relief for government agencies holding Lehman investments. The City Council will be updated on these efforts as they progress.

c: Betsy M. Adams, Assistant City Manager  
Patrick Beckner, Treasury Programs Supervisor

TEL: 951.413.3000  
FAX: 951.413.3750  
WWW.MORENO-VALLEY.CA.US



CITY COUNCIL FREDERICK STREET  
MORENO VALLEY P.O. BOX 88005  
RECEIVED  
MORENO VALLEY, CA 92552-0805  
09 SEP 14 PM 2: 08

September 14, 2009

John Hawkins, Riverside County Fire Chief  
California Department of Forestry and Fire Protection  
210 W. San Jacinto Avenue  
Perris, CA 92570

Subject: Service Levels for the Moreno Valley Fire Department

Dear Chief Hawkins,

The City has one, half funded, Battalion Chief Position in Exhibit A for the Fire Services Contract which is currently unfilled. Due to the current economic crisis, I am requesting this position remain unfilled and defunded for Fiscal Year 2009/2010.

Sincerely,

Robert G. Gutierrez  
City Manager

c: Mayor and City Council  
Betsy M. Adams, Assistant City Manager  
Steve Curley, Fire Chief

V:\Letters\2009\Fire Services Contract Change 09\_08\_09.doc

CITY MANAGER'S OFFICE

MV00233166



09 OCT 21 PM 4:30  
CITY COUNCIL  
MORENO VALLEY  
RECEIVED

## MEMORANDUM

To: Jesse Molina, City Councilman  
From: Robert G. Gutierrez, City Manager *M*  
Date: October 21, 2009  
Subject: Citizen Complaint - Cati Delgado

Per your October 19, 2009 email, the following is the written report you requested regarding the complaint you received from Cati Delgado last week.

At approximately 8:00 p.m. on Thursday, October 15, 2009, I received a call from you regarding an alleged incident at Towngate Park earlier that evening. You subsequently sent me an email at approximately 9:00 p.m. the same evening regarding the same issue (copy attached). You stated that you had received a call from Cati Delgado of the Moreno Valley Heat soccer team, that she was crying and that she and the team had been "rudely thrown off the soccer field" by a city employee named Angel. Since I was out of town, I called Acting City Manager Betsy Adams and advised her of the allegations and requested that she contact the appropriate City Staff to look into this matter.

After conducting an investigation, which included interviews with City Staff and Pee Wee football parents, Parks and Community Services Director Mike McCarty has provided the following information regarding the incident:

- Cati Delgado was not at Towngate Park the night she made the call to you.
- City Staff did not throw anyone off the park premises.
- Mr. McCarty was at the CRC when Ms. Delgado called to complain to City Staff. Mike offered to speak to her directly about her concerns. She refused and stated that she would call you.
- CRC Staff received numerous calls from Pee Wee Football parents that were quite upset that teenage soccer players were being allowed to kick balls into their games and were not supervised as they practiced in the end zone of the 3-5 year old children. Staff on site asked the Heat coach to please move his players back, and to move flag markings by 3 feet.

- While City Staff was speaking with a soccer coach, a soccer parent began insulting and verbally abusing the staff member. The Staff member ignored this individual and instructed the soccer coach to move the flags and walked away from the escalating situation. The coach ignored this request and was asked one last time to please move her teenage players back as someone may get hurt. The coach again refused and subsequently during the Pee Wee game a soccer player ran onto the field interfering with a football player trying to pull a flag.
- Several parents of the Pee Wee football players became quite upset, began confronting the soccer coaches and players, and decided to call the CRC. The parents also commented that they are considering bringing their complaints to City Hall because "soccer is being allowed to take over the fields, and they paid the City to have their children in a safe, fun activity."
- Ralph Delgado, Cati's husband, was also at the park and understood that the older soccer players are not to be on-site until 7:00 p.m., or after the Pee Wee players are gone as to avoid a possible safety issue. He also acknowledged at the time that it was wrong for his players to be playing into the Pee Wee fields.

RGG:rc

Attachment: Email dated October 15, 2009

c: Mayor and City Council  
Betsy Adams, Assistant City Manager  
Mike McCarty, Parks & Community Services Director

W:\Admin\102109 Cati Delgado complaint.doc

**Bob Gutierrez**

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**From:** Jesse Molina  
**Sent:** Thursday, October 15, 2009 8:54 PM  
**To:** Bob Gutierrez; Bob Hansen; William Batey  
**Cc:** Betsy Adams; Cindy Miller  
**Subject:** urgent

Bob, I recieved a phone call at 1930 hours from Caty of the Moreno Valley Liverpool soccer team. She stated to me crying that they were rudely thrown off the the soccer field where they hold their regular soccer practice by a city employee named Angel. Please investigate on my behalf and and report back to me

Thank You.

Jesse Molina

10/20/2009

MV00233177

## MEMORANDUM

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To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Steve Elam, City Treasurer *SE*

Date: August 26, 2009

Subject: Monthly Investment Report – July, 2009

---

Attached is the Monthly Investment Report (Treasurer's Cash and Investments Report) for the month ended July 31, 2009. All investments comply with California Government Code Section 53601 as to the types of investments allowed and the limits of each type. In addition, all investments comply with the City's annually adopted Investment Policy.

As background information, each quarter the City Council receives a Quarterly Investment Report at a regular City Council meeting. In the two months that fall between these Quarterly Investment Reports, a Monthly Investment Report is submitted to the City Council and City Manager via internal memorandum. This reporting process ensures that the Council and City Manager are kept apprised regarding the City's investments on a monthly basis, and that full public disclosure is made on a quarterly basis.

As reflected in the attached report, the City holds three investments of \$1 million each in Lehman Brothers Holdings, Inc. (Lehman), out of a total general investment portfolio of \$246 million. As a result of the Lehman bankruptcy filing in September 2008, the City continues to pursue recovery of these investments through both legal and political channels through participation in a consortium of other public agencies that hold Lehman investments or who have a stake in seeing that public agencies receive fair and equitable recovery. The political effort has been spearheaded by Senator Dianne Feinstein, Congresswoman Jackie Speier and Congresswoman Anna Eshoo with the support of the National League of Cities, National Association of Counties, U.S. Conference of Mayors, and the Association of Public Treasurers of the United States and Canada. The House Financial Services Committee held a hearing on May 5, 2009, which builds on the effort begun last fall when amendments were secured in the Economic Stabilization Act of 2008 enabling the Treasury Secretary to use Troubled Asset Relief Program (TARP) funds to assist municipalities. So far, public agencies holding Lehman investments have been identified in 22 states, with loss exposures totaling over \$1.8 billion.

Monthly Investment Report – July, 2009

August 26, 2009

Page 2

Please do not hesitate to contact me should you have questions or need clarification on any information presented in the attached report.

Attachment

c: Betsy M. Adams, Assistant City Manager  
Brooke McKinney, Treasury Operations Division Manager



CITY COUNCIL  
MORENO VALLEY  
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09 AUG 17 PM 5: 11

## MEMORANDUM

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To: Jesse Molina, Councilmember  
From: Robert G. Gutierrez, City Manager *RG*  
Date: August 13, 2009  
Subject: Updated Information on Exempt City Employees Earning over \$100,000 in Base Salary

---

During our regular meeting last month you referenced a list of Exempt City employees earning over \$100,000 in base salary. The list was generated as a result of a December 2008 public information request. I offered to provide you with an updated list that reflects revised salaries as a result of the recent 10% across the board pay reduction (attached). The list also summarizes positions that have been vacated or reclassified due to budget reductions.

The December 2008 list included a total of forty-three (43) positions. Since then, the number of employees listed has been reduced to thirty (30).

Cc: Mayor and City Council

Attachment: Revised list of Employees earning over \$100,000 dated 8/11/2009

MV00233217

**City of Moreno Valley  
Employees Earning Over \$100,000 in Base Salary**

<b>Name</b>	<b>Title</b>	<b>New Net Salary after 10% Salary Reduction Effective 7/1/09</b>
1 GUTIERREZ, ROBERT	CITY MANAGER	\$238,541
2 ADAMS, BETSY	ASSISTANT CITY MANAGER	\$179,461
3 HARTMANN, RICK	DEPUTY CITY MANAGER	\$178,112
4 VOGT, CHRIS	PUBLIC WORKS DIR/CITY ENGINEER	\$170,492
5 HANSEN, ROBERT	INTERIM CITY ATTORNEY	\$162,124
6 ELAM, STEVE	FINANCIAL & ADMIN SVCS DIRECTOR	\$161,469
7 FOSTER, BARRY	ECONOMIC DEV DIRECTOR	\$160,009
8 PAXTON, CHRIS	HUMAN RESOURCES DIRECTOR	\$150,808
9 KUMAR, PREM	DEP PUBLIC WORKS DIR/ASST CITY ENG	\$150,638
10 KOLLAR, KYLE	COMMUNITY DEV DIRECTOR	\$148,956
11 HANSON, GEORGE	ELECTRIC UTILITY DIV MGR	\$147,223
12 MCCARTY, MICHAEL	PARKS & COMM SVCS DIRECTOR	\$147,111
13 TERELL, JOHN	PLANNING DIV MGR/OFFICIAL	\$127,396
14 HARGIS, STEVE	TECHNOLOGY SVCS DIV MGR	\$127,396
15 SAMBITO, MARK	ENGINEERING DIV MGR	\$124,289
16 BRYANT, SUZANNE	DEPUTY CITY ATTORNEY III	\$124,145
17 EARLY, PAUL	DEPUTY CITY ATTORNEY III	\$124,145
18 LEWIS, ERIC	TRANS DIV MGR/CITY TRAF ENG.	\$121,258
19 SKONBERG, RIX	PURCHASING & FAC DIV MGR	\$104,928
20 METZ, RANDALL	FIRE MARSHAL	\$104,747
21 GONZALES, LORENZ	SR ENGINEER, P.E.	\$102,549
22 JIMENEZ, CLEMENT	SR ENGINEER, P.E.	\$102,549
23 KERCKHOFF, RICHARD	NETWORK ADMINISTRATOR	\$102,549
24 LAZARUS, MARGERY	SR ENGINEER, P.E.	\$102,549
25 MCALLISTER, GERALD	SR ELECTRICAL ENGINEER	\$102,549
26 MCKINNEY, BROOKE	TREASURY OPERATIONS DIV MGR	\$102,549
27 WEGELIN, KENT	STORM WATER PROG MGR	\$102,549
28 WIBERG, CHRISTOPHER	SR ENGINEER, P.E.	\$102,549
29 KASHEFIPOUR, HOSSEIN	SR TRAFFIC ENGINEER	\$100,048
30 LIENHARD, DORI	ENTERPRISE SYSTEMS ADMINISTRATOR	\$100,048

**Employees Previously Earning Over \$100,000 Whose Positions Have Been Vacated  
or Reclassified due to Budget Reductions**

	<b>Name</b>	<b>Title</b>	<b>Last Salary</b>	<b>Separation Date</b>
1	HERRICK, ROBERT	CITY ATTORNEY	\$233,934	06/22/09
2	CHAPMAN, STEVEN	FINANCE DIRECTOR	\$176,160	12/11/08
3	PIRTLE, CYNTHIA	LIBRARY DIRECTOR	\$145,769	06/13/08
4	KYLE, GARY	BUILDING DIV MGR / OFFICIAL	\$141,551	06/25/09
5	MAXINOSKI, SUE	SPECIAL DISTRICTS DIV MGR	\$134,731	06/18/09
6	SLAGERMAN, MITCH	REDEVELOPMENT DIV MGR	\$131,676	10/24/08
7	BAZMI, KHLID	SUPERVISING ENGINEER	\$131,676	01/02/09
8	HOUSER, EDITH	FINANCIAL OPERATIONS DIV MGR	\$128,464	06/25/09
9	RUSHEN, ANGELA	ASST TO THE CITY MANAGER	\$126,014	10/16/08
10	HOGARD, JOHN	SR ENGINEER, P.E.	\$113,943	06/25/09
11	WILLIAMS, LARRY	MAINT & OPERATIONS DIV MGR	\$111,164	03/30/09
12	SCHUMAN, MICHAEL	PW DEVELOPMENT COORDINATOR	\$111,164	05/28/09
13	REAMS, KAREN	RECREATION SERVICES DIV MGR	\$111,164	11/26/08



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City Manager's Office  
Media and Communications Division

09 AUG 17 PM 5: 11

## MEMORANDUM

To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Michelle Dawson, Assistant to the City Manager *MD*

Date: August 13, 2009

Subject: Legislative Update

The current status of some of the priority bills we are monitoring includes the following:

**AB 155 (Mendoza)** -- Would create a Local Agency Bankruptcy Committee to approve municipal bankruptcy filings in California. City position: OPPOSE. Passed the Assembly but the author opted out of having this bill voted on by the Senate Committee on Local Government.

**AB 774 (Cook)** -- Grants the Riverside Community College District the transportation fee authority needed to provide funding to enable students to ride free on fixed route buses. City position: SUPPORT. Passed the Senate Committee on Education (9 ayes, 0 noes), to Senate Third Reading file.

**AB 1403 (Eng)** -- Changes the Southern California Association of Governments' (SCAG) allocation of Transportation Development Act (TDA) sales tax funds to be consistent with the rest of the State's 16 Metropolitan Planning Organizations. City position: SUPPORT. Passed the Senate Committee on Transportation and Housing (9 ayes, 2 noes), to Senate Third Reading file.

**ACA 9 (Huffman)** -- Proposed a Constitutional amendment to change the voter-approval requirement for special taxes to 55%. City position: SUPPORT. In Assembly Suspense file.

The Legislature reconvenes from summer recess on August 17 and September 11 is the last day for any bill to be passed by the Legislature. If you would like additional information on any of the bills included in the attached report please let me know.

Attachment: Legislative Update, August 13, 2009

c: Betsy M. Adams, Assistant City Manager  
Rick Hartmann, Deputy City Manager



CITY COUNCIL  
MORENO VALLEY  
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09 JUL 9 09 PM 1:56  
City Manager's Office  
Media and Communications Division

## MEMORANDUM

To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Michelle Dawson, Assistant to the City Manager *MD*

Date: July 9, 2009

Subject: Legislative Update

The current status of some of the priority bills we are monitoring includes the following:

**AB 155 (Mendoza)** -- Would create a Local Agency Bankruptcy Committee to approve municipal bankruptcy filings in California. City position: OPPOSE. Passed the Assembly on June 6 (47 ayes, 25 noes), assigned to the Senate Committee on Local Government.

**AB 774 (Cook)** -- Grants the Riverside Community College District the transportation fee authority needed to provide funding to enable students to ride free on fixed route buses. City position: SUPPORT. Passed the Assembly on May 14 (73 ayes, 0 noes), to Senate Committee on Education, where it passed with 9 – 0 on June 17.

**AB 1403 (Eng)** -- Changes the Southern California Association of Governments' (SCAG) allocation of Transportation Development Act (TDA) sales tax funds to be consistent with the rest of the State's 16 Metropolitan Planning Organizations. City position: SUPPORT. Passed the Assembly on May 11 (79 ayes, 1 no), referred to Senate Committee on Transportation and Housing, where it passed 9 – 2 on June 23.

September 11 is the last day for any bill to be passed by the Legislature. If you would like additional information on any of the bills included in the attached report please let me know.

Attachment: Legislative Update, July 9, 2009

c: Betsy M. Adams, Assistant City Manager  
Rick Hartmann, Deputy City Manager

## **MEMORANDUM**

---

To: Robert G. Gutierrez, City Manager  
From: Steve Elam, Financial & Administrative Services Director *SE*  
Date: July 8, 2009  
Subject: Consideration of Parking Citation Amnesty Program

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### **RECOMMENDED ACTION**

Following an inquiry from Mayor Stewart and subsequent analysis, staff recommends that the City not implement a Parking Citation Amnesty Program, but instead refer all unpaid parking citations issued prior to January 1, 2007 to the City's collection agency for additional collection efforts.

### **BACKGROUND**

The City's Code & Neighborhood Services Division (Code) is generally responsible for issuing citations for parking violations that occur within the City. The billing and collection functions related to these citations are currently performed by DataTicket Inc., which took over the contract from E-Tech in January 2006. DataTicket is a citation processing vendor that provides billing services but does not provide the same type of services that are provided by a traditional collection agency.

The following steps represent the typical parking citation issuance, billing and collection cycle:

- Citations are issued and collected by Code staff and then bundles of citations are sent to DataTicket for processing.
- DataTicket sends out notices to the cited party for a period of three months.
- After three months, a hold is issued on open accounts with the California Department of Motor Vehicles (DMV). In order to register a vehicle, the cited party must pay the parking citation along with the registration to remove the hold. A DMV hold remains in place for two years.
- After an additional two months and some additional noticing requirements, the Franchise Tax Board (FTB) is notified and any tax refund due to a cited party can be intercepted.

- Claims to the FTB against tax refunds can only be placed on accounts for three years.
- Accounts that are placed on DMV hold and/or sent to FTB have a relatively high collection rate.
- Cases do occur where collection happens through both DMV and FTB; when that occurs, the cited party is issued a refund.
- Due to the above DMV and FTB collection processes, it has been the City's practice to not utilize a traditional collection agency and pay their fee, which is typically 20% of the amount collected.

## **DISCUSSION**

Mayor Stewart recently inquired if an amnesty program might be beneficial in generating additional collection activity related to unpaid parking citations. Other jurisdictions have utilized these types of programs, as have some federal agencies such as the Internal Revenue Service. Typically these programs work best when they are offered as one-time events. If these types of programs are offered as ongoing events, they tend to undermine the collectability ratios and actually provide an incentive to delay or avoid payment.

To provide the data necessary to perform an analysis of the collection activity related to parking citations, DataTicket and City staff developed a report that has divided accounts into four groups. This report has been included as an attachment. In this analysis the date of January 1, 2007, is used as the measurement point as it represents the approximate cut-off point where the collection options provided by DMV and FTB are exhausted. The term "account" is used throughout this memo and, for this purpose, is considered synonymous to an issued citation.

The first group in the analysis (Category A) captures accounts for citations issued after January 1, 2007, which have not yet been sent to DMV or FTB. These accounts are relatively young and are going through the collection letter process, as they have not yet met the criteria to go to DMV or FTB. This group represents 38,945 citations with a total original citation amount of \$2,425,170 and late penalties of \$316,278, for a total receivable balance of \$2,741,448. To date, payments totaling \$1,724,504 have been received related to this group, which represents a collection rate of 63% of the receivable balance and payment on 76% of the citations issued.

The second group in the analysis (Category B) captures accounts for citations issued after January 1, 2007, in which the accounts were referred to DMV or FTB for collection. This group represents 23,569 citations with an original citation amount of \$1,581,415 and late penalties of \$1,077,956, for a total receivable of \$2,659,371. To date, payments for accounts in this group have totaled \$1,226,493, which represents a collection rate of 46% of the receivable balance and payment on 49% of the citations issued. It is expected that the paid accounts in this group will increase as the City continues to receive payments from the FTB and DMV.

The next two groups in the analysis (Categories C & D) capture accounts that were issued before January 1, 2007, and which were sent to DataTicket from E-Tech, who was the prior company that processed citations for the City. These accounts are relatively old and collection efforts have been exhausted. Any additional collection activity on these accounts is highly unlikely. The total open or unpaid accounts in this group are 16,316 open citations for a receivable balance of \$1,095,560. In a high-level review of these accounts to try to identify reasons why they remain open, the apparent causes fit into one of the following categories:

- Scofflaws: they are repeat offenders who do not pay their citations. They may be avoiding DMV collection by not maintaining a current driver's license and/or vehicle registration. They may be avoiding FTB collection by not qualifying for a State tax refund or may not be filing a tax return at all.
- Out-of-state plates: DMV cannot place a hold, nor can they be sent to FTB.
- Trailers: DMV will not place a hold on a trailer, which appears to be a significant part of this population.

To put these numbers into perspective, and to make a recommendation relating to an amnesty program, the following factors should be considered:

- Historically, the accounts that have yet to be sent to DMV or FTB, or the newer accounts that have been submitted to DMV or FTB (Categories A & B), achieve a relatively good collection rate. To include these accounts in an amnesty program may actually serve to reduce the revenue collected from these accounts. Therefore, based on the data provided in the attached analysis, these accounts are not recommended for consideration in an amnesty program.
- The older accounts (Categories C & D), where DMV hold or FTB referral could not be made, or where collection activities have been exhausted, are the population recommended for consideration in an amnesty program.
  - The penalty component related to the open accounts in this group is \$344,593, or approximately 31% of the outstanding receivable balance. If an amnesty program was offered equal to the penalty amount, the City would still collect the full citation amount.
  - The drawbacks that are anticipated with the population in this group are as follows:
    - Due to the age of the accounts, any address information on the account may be outdated.
    - Due to what appears to be a high ratio of Scofflaw/Out-of-state/Trailer accounts, it is uncertain how effective any collection activity will ultimately be.

Staff has discussed with DataTicket their ability to send out notifications for an amnesty program to a targeted population, such as based on account age; DataTicket has indicated it would be possible for them to do so. DataTicket's fee for sending out the notifications to the 16,316 open accounts in Categories C & D would be \$1.50 per

notice (\$24,474) plus 15% of the collections. This solution is not recommended, as it would cost the City nearly \$25,000 in up-front expense, without any guarantee of breaking even, especially with the 15% of collections to be retained by DataTicket. As an alternative, amnesty notifications could be sent out through a bulk mail service vendor, which would be less expensive than DataTicket. Preliminary cost estimates from bulk mail service vendors indicate that they could generate the letters for approximately \$1.00 each, or \$16,300 total. This option would be preferable, in that it would reduce the up-front expense and the City would also retain the full amount of payments received rather than having DataTicket retain a 15% fee. However, the downside of utilizing a bulk mail service vendor is the amnesty letters are expected to generate a significant number of phone calls, which would require staff time. This would present a workload challenge given the 36% staffing reduction in the Treasury Operations and Financial Operations Divisions that has been implemented over the past year in order to achieve the necessary budget reductions. Another alternative would be to refer all uncollected citations issued prior to January 1, 2007 to the City's collection agency, Money Control, who would retain 20% of any amounts collected. This would add another layer of collection effort but would not result in any up-front expense for the City.

To obtain additional data on the effectiveness of parking citation amnesty programs, information was obtained through the Government Finance Officers Association (GFOA). GFOA's data indicates that most amnesty programs in U.S. cities have collected between 2% and 3% of the outstanding citation balance, with the most successful programs collecting 5%. Based on this information, even if Moreno Valley offered an amnesty program that turned out to be highly successful, we would expect to collect less than \$38,000 as shown below:

	<u>Cost Recovery at Following Percentages</u>			
	<u>2%</u>	<u>3%</u>	<u>4%</u>	<u>5%</u>
Outstanding balance of citations issued prior to 1/1/2007 (\$1,095,560) minus penalties (\$344,593) = \$750,967 *	\$15,019	\$22,529	\$30,039	\$37,548

\* Penalties would be waived per the amnesty program.

Based on the above information, if the City utilized a bulk mail service vendor, an amnesty program would only break even if collections exceeded 2%; and would be only marginally cost-effective including staff time, even at the higher recovery rates. Rather than risking \$16,300 in up-front cost with no certainty of recovering this amount, referring the unpaid citations issued prior to 1/1/2007 to the City's collection agency for additional collection action is believed to be the best alternative for the City.

**ALTERNATIVES**

1. Adopt a Parking Citation Amnesty Program which offers a one-time waiver of the penalty amount on unpaid citations issued prior to 1/1/2007, utilizing the City's contracted citation processing vendor (DataTicket) to administer the program.

The up-front cost of this program would be approximately \$25,000, with DataTicket retaining a 15% fee on all collections.

2. Adopt a Parking Citation Amnesty Program which offers a one-time waiver of the penalty amount on unpaid parking citations issued prior to 1/1/2007, with staff administering the program but utilizing a bulk mail service vendor to print and mail the amnesty notices. The up-front cost of this program would be approximately \$16,300, but the City would retain the full amount of all collections. Additional staff time would be required for this alternative, compared with Alternative No. 1, which would present workload challenges considering that the Treasury Operations and Financial Operations Divisions have reduced staffing by 36% over the past year to achieve budgetary savings.
3. Do not adopt a Parking Citation Amnesty Program but assign unpaid citations issued prior to 1/1/2007 to the City's collection agency for additional collection efforts. There would be no up-front cost associated with this option, however, the collection agency would retain 20% of all collections.
4. Do not adopt a Parking Citation Amnesty Program and do not assign unpaid citations issued prior to 1/12007 to a collection agency.

The Financial & Administrative Services Department recommends Alternative No. 3, as it is believed to be the most-cost effective alternative and does not risk the loss of City funds (unbudgeted) on collection efforts that may be unsuccessful.

### **SUMMARY**

The City issues citations to parties who are in violation of the City's Parking Ordinance. The collection activity related to parking citations has been contracted to DataTicket Inc., who sends out invoices to offenders as well as utilizing both Department of Motor Vehicles (DMV) holds and Franchise Tax Board (FTB) referrals in an effort to collect on delinquent accounts. Staff reviewed the collection characteristics related to approximately 230,000 citations with a total citation amount of \$11,156,347 and total late payment penalties of \$3,414,759, which resulted in a total amount receivable of \$14,571,106. The study population was divided into the following aging categories:

- Category A: Citations issued since 1/1/2007 and not yet sent to the DMV or FTB. (Collection rate of approximately 63%)
- Category B: Citations issued since 1/1/2007 and referred to FTB and DMV. (Collection rate of approximately 46%)
- Categories C & D: Citations issued before 1/1/2007. (Collection rate of approximately 47%)

Based on these aging profiles, as well as information obtained from the Government Finance Officers Association (GFOA) on parking citation amnesty programs

Consideration of Parking Citation Amnesty Program

July 8, 2009

Page 6

implemented by cities throughout the U.S., staff believes the implementation of an amnesty program is unlikely to be cost-effective and does not warrant the up-front expenditure of between \$16,300 and \$25,000 to send out a mass mailing to over 16,000 parking violators, many of whom are likely to reside at different addresses than when the parking citation was issued. Instead, staff recommends that parking citations issued prior to 1/1/2007 be referred to the City's collection agency for additional collection efforts. The collection agency would retain 20% of the amount collected but the City would not incur any up-front cost. Referral of uncollected parking citations over three years old would continue to be referred to the collection agency on an ongoing basis.

Please let me know if you have any questions regarding this Parking Citation Amnesty Program analysis, and if you would like me to schedule a meeting with Mayor Stewart to review the results and staff's recommendation.

Attachment

c: Betsy Adams, Assistant City Manager  
Rick Hartmann, Deputy City Manager  
Kyle Kollar, Community Development Director  
Al Brady, Code & Neighborhood Services Division Manager  
Brooke McKinney, Treasury Operations Division Manager

TEL: 951.413.3000  
FAX: 951.413.3750  
WWW.MORENO-VALLEY.CA.US



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MORENO VALLEY  
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1477 FREDERICK STREET  
P. O. BOX 8800  
MORENO VALLEY, CA 92552-0800

09 JUL -2 PM 5: 17

July 1, 2009

John Hawkins, Riverside County Fire Chief  
California Department of Forestry and Fire Protection  
210 W. San Jacinto Avenue  
Perris, CA 92570

Subject: Service Levels for the Moreno Valley Fire Department

Dear Chief Hawkins,

On April 22, 2009, I notified you that the City faced the possibility of reducing the fire protection services provided by the County of Riverside to the City. The formal adoption of the budget on June 30, 2009 by City Council officially reduced the number of fire personnel by four (4) positions. The positions to be eliminated are:

- 1 Fire Captain
- 1 Fire Apparatus Engineer
- 2 Firefighter II's

Please modify the services the City contracts for by these four (4) positions. Please contact Steve Curley at [REDACTED] should you have any questions.

Sincerely,

Robert G. Gutierrez  
City Manager

c: Members of the City Council  
Betsy M. Adams, Assistant City Manager  
Steve Curley, Fire Chief

VA\Letters\2009\Fire Services Contract Change 07\_01\_09.doc

CITY MANAGER'S OFFICE

MV00233310

**Cindy Miller**

---

**From:** John Anderson  
**Sent:** Tuesday, June 23, 2009 5:28 PM  
**To:** Betsy Adams; William Batey; Bob Gutierrez; Bonnie Flickinger; Cindy Miller; Jesse Molina; Juliene Clay; Natasha Burdine; Richard Stewart; Rick Hartmann; Robin Hastings; Steve Elam  
**Cc:** Joel Ontiveros  
**Subject:** Fwd: Riverside County Sheriff Law Enforcement Rates for Cities and Schools  
**Attachments:** AGENDA - Contract Cities Meeting 2-26-09.doc; RATES City & Schools CC FINAL 090213.xls; Simplified Breakdown of the County Contract Rate.doc

Mayor and City Council,

Recently questions have been asked about how the increase in the contract rate is determined and what goes into the formula. Please refer to the attached Excel file and the folders within that file to see what is built into the rate. I am sending a 'simplified' version that breaks down categories and percentages.

In July our City will be hosting a contract cities meeting. The County folks that determine the contract rate increase will be there. They should be able to answer questions in much greater detail.

John Anderson

>>> John Anderson 2/13/2009 3:52 PM >>>  
Betsy, information regarding the Contract City Meeting:

>>> Bob Meyers 2/13/2009 3:44 PM >>>

Dear Commanders,

Sheriff's Executive staff has requested that the Rate Package be sent electronically this year.

Please forward the Agenda for February 26, 2009 (note the meeting location change) and the Rates for Cities & Schools below.

If you have any questions call Bob Meyers 5-2722 or Mike Stone 5-2767.

Thank you,

Bob Meyers  
Administrative Manager  
Riverside County  
Sheriff's Department  
[REDACTED]

7/15/2009

MV00233341



CITY COUNCIL  
MORENO VALLEY  
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09 JUN 12 PM 1:47  
City Manager's Office  
Media and Communications Division

## MEMORANDUM

---

To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Michelle Dawson, Assistant to the City Manager *MD*

Date: June 12, 2009

Subject: Legislative Update

---

The current status of some of the priority bills we are monitoring includes the following:

**AB 155 (Mendoza)** -- Would create a Local Agency Bankruptcy Committee to approve municipal bankruptcy filings in California. City position: OPPOSE. Passed the Assembly on June 6 (47 ayes, 25 noes), waiting for committee assignment in the Senate.

**AB 774 (Cook)** -- Grants the Riverside Community College District the transportation fee authority needed to provide funding to enable students to ride free on fixed route buses. City position: SUPPORT. Passed the Assembly on May 14 (73 ayes, 0 noes), to Senate Committee on Education, hearing date: June 17.

**AB 1403 (Eng)** -- Changes the Southern California Association of Governments' (SCAG) allocation of Transportation Development Act (TDA) sales tax funds to be consistent with the rest of the State's 16 Metropolitan Planning Organizations. City position: SUPPORT. Passed the Assembly on May 11 (79 ayes, 1 no), referred to Senate Committee on Transportation and Housing, hearing date pending.

June 5 was the last day to pass bills out of the house of origin, therefore any of the bills on the attached list that have not moved on to the other house have become two-year bills. If you would like additional information on any of the bills included in the attached report please let me know.

Attachment: Legislative Update, June 12, 2009

c: Betsy M. Adams, Assistant City Manager  
Rick Hartmann, Deputy City Manager

TEL: 951.413.3000  
FAX: 951.413.3750  
WWW.MORENO-VALLEY.CA.US

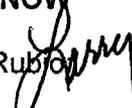


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FREDERICK STREET  
P. O. BOX 88005  
MORENO VALLEY, CA 92552 0805  
09 JUN 17 PM 2: 01

June 10, 2009

Larry Rubio  
Chief Operating Officer  
Riverside Transit Agency  
1825 Third Street  
P.O. Box 59968  
Riverside, CA 92517-1968

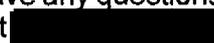
RE: T-NOW

Dear Mr. Rubio 

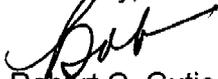
In response to your letter dated June 1, 2009 (see attached), the City is pleased to express our support for the T-NOW effort to heighten awareness of the use of public transportation for the students at local middle schools within the City of Moreno Valley. Although the City is facing challenging budget issues, we are able to provide a one-time commitment of \$5,000 from our AB2766 Subvention funding in fiscal year 09/10 in support of the project.

Our understanding is that the monies will be used to develop a transit-related educational program that will involve students creating art projects and discussing the benefits of utilizing buses as a means of reducing emissions.

As you are aware, schools are an important focus of any outreach campaign, as it is easier to persuade young students to develop an air quality friendly lifestyle, rather than getting them to change behavior later in life. Providing education on methods to reduce single occupancy vehicle trips is key to the success of any emissions reduction strategy.

We look forward to working together with RTA on this innovative project. If you have any questions or need additional information, please contact Eric Lewis, City Traffic Engineer, at 

Sincerely,

  
Robert G. Gutierrez  
City Manager

El/nf

Attachment

cc: Mayor and City Council ✓  
Betsy M. Adams, Assistant City Manager  
Rick Hartmann, Deputy City Manager  
Chris A. Vogt, Public Works Director/City Engineer  
Eric Lewis, City Traffic Engineer  
Vincent Tran, Associate Engineer

CITY MANAGER'S OFFICE

MV00233366



CITY COUNCIL  
MORENO VALLEY  
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09 MAY 29 PM 1:43

City Manager's Office  
Media and Communications Division

## MEMORANDUM

To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Michelle Dawson, Assistant to the City Manager *MD*

Date: May 28, 2009

Subject: Legislative Update

In order to provide timely information on legislation that the City is monitoring, we have removed the Legislative Update Staff Reports from the City Council agendas and are now forwarding this information to you via memorandum every two weeks. Due to the need to submit the Legislative Updates so far in advance in order to meet the agenda preparation deadlines, the information included in these reports was often outdated by the date of the Council meeting. The attached report includes up-to-date information on all of the bills that we are monitoring.

Some of the priority bills we are monitoring include the following:

**AB 155 (Mendoza)** -- Would create a Local Agency Bankruptcy Committee to approve municipal bankruptcy filings in California. City position: OPPOSE. In Assembly suspense file.

**AB 774 (Cook)** -- Grants the Riverside Community College District the transportation fee authority needed to provide funding to enable students to ride free on fixed route buses. City position: SUPPORT. Passed Assembly, referred to Senate Committee on Education, hearing date pending.

**AB 1403 (Eng)** -- Changes the Southern California Association of Governments' (SCAG) allocation of Transportation Development Act (TDA) sales tax funds to be consistent with the rest of the State's 16 Metropolitan Planning Organizations. City position: SUPPORT. Passed Assembly, referred to Senate Committee on Transportation and Housing, hearing date pending.

June 5 is the last day to pass bills out of the house of origin, therefore many of the bills we are monitoring will become two-year bills. If you would like additional information on any of the bills included in the attached report please let me know.

Attachment: Legislative Update, May 28, 2009

c: Betsy M. Adams, Assistant City Manager  
Rick Hartmann, Deputy City Manager

MV00233374



CITY COUNCIL  
MORENO VALLEY  
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09 MAY 14 PM 2:41

City Manager's Office

## MEMORANDUM

To: Mayor and City Council  
From: Robert G. Gutierrez, City Manager *RG*  
Date: May 13, 2009  
Subject: Time and Materials Based Development Fees

At the City Council meeting of April 28, the City Council approve a pilot program to collect fees for multiple-agency public improvement plans based on a time and material (T&M) service fee-based method and incorporating said pilot program in the City's Fiscal Year 2009-10 User Fee Schedule. In addition, the Council approved a second program whereby Staff would: 1) Check all plans on a T&M service fee-based method for all projects that are greater than \$50 million in total value, 2) Collect a deposit equal to one-half of the current fee for plan check services, 3) For those plans that are checked by an outside plan check consultant, the City will add a 15 percent administrative charge to all invoices, and 4) not issue a permit until all plan check fees are paid in full.

The initial pilot program (multiple-agency improvement plans) included both plan check and inspection services on a T&M fee-based program. However, the second program based on the total valuation of a project only included plan check services. To be consistent, Staff would recommend both programs include a T&M fee-based program for plan check and inspection services.

This minor revision to the approved programs will be reflective in the proposed Fiscal Year 2009-10 User Fee Schedule being presented to the City Council for consideration at your May 26 Regular Meeting.

If you have any questions regarding Staff's recommended amendment, please contact me or Rick Hartmann, Deputy City Manager.

RGG:rh

## MEMORANDUM

To: Mayor and City Council  
From: Robert G. Gutierrez, City Manager   
Date: April 24, 2009  
Subject: Time and Materials Based Development Fees

09 APR 24 PM 3:25  
CITY COUNCIL  
RECEIVED  
MORENO VALLEY

On April 21, 2009, Mayor Stewart sent a memorandum (copy attached) to me regarding a staff report scheduled for the April 28, 2009 City Council meeting addressing the possible change in development-related fees from fixed-fee basis to Time and Materials basis. This memorandum addresses the issues raised in the Mayor's memorandum.

### BACKGROUND

At my direction, staff has been evaluating for a number of months the scope and issues presented by a transition from the City's current fixed-fee basis to a Time and Materials (T&M) basis for development-related fees. The proposal to institute a pilot program, put forth in the April 28<sup>th</sup> staff report referenced by the Mayor, is the direct result of this evaluation. The change to T&M-based fees has proven to be very complex, requiring significant resources to implement, and would also require a significant commitment of resources to manage and maintain. It is not a change that can be completed quickly, inexpensively, or in isolation from the City's current and future technology projects. Additionally, there are policy and logistical issues that will need to be addressed prior to changing the basis of the City's Development Services fee collection methods.

The decision to propose a pilot program was reached in an effort to respond to the development community while remaining cognizant of the realities of the City's current technological, budgetary and staffing constraints. The proposed pilot program can be developed quickly because it will function as a separate and largely manual system designed solely for the calculation and tracking of fees for a defined subset of processes. In contrast, a full conversion of development-related fees from fixed-fee to T&M basis will be a very lengthy and costly undertaking.

With the large number of development-related fees involved (over 700), staff established criteria to determine the appropriateness of applying T&M versus fixed-fee models for different fee types. Land Development, Building & Safety, Planning, and Fire Prevention have specific T&M fee calculations already in place for fees that cannot be calculated by a multiplier of the work involved. Thus, fees already calculated this way,

penalty fees, and Uniform Administrative Code fees were excluded. Next, if changing a fee resulted in an increase in cost due to the added administration requirement, it was deemed a poor candidate for a change to T&M. An example would be a Temporary Use Permit. The current Permit fee is \$234. If Staff was to account for its time (i.e., T&M), the actual fee for the Permit may be significantly higher when all staff time and administrative costs are included.

## **DISCUSSION**

### *Technological Issues/Constraints.*

A primary consideration in moving to T&M-based fees is deciding how the process will be automated and how it will be managed. Currently the City's financial system (Oracle/OneWorld) is separate from the permitting system (Accela/Permits Plus). Additionally, many processes are still tracked using Microsoft Office products. Over the past several years, Staff has devoted thousands of hours to the development of new Permits Plus applications, integrating it with the City's Geographic Information System (GIS), and providing web access for field inspectors. The plan has been to consolidate the Development Services processes using a single system and then integrate it with the financial system. This plan was placed on hold in December 2007, due to the economic downturn, when the Enterprise Resource Planning (ERP) system replacement project was postponed at the end of the selection phase and prior to the implementation phase, saving the City approximately \$2 million. It has been Staff's intent to integrate the two systems to facilitate the use and improve the functionality of these important yet dissimilar systems. The company chosen to replace the City's current financial system, New World Systems, has developed a permitting module that offers full integration with financial applications. Once the New World ERP system is implemented, it will likely be utilized for future development of permit processing and billing as well as financial applications.

All computer systems have a life cycle and the OneWorld and Permits Plus systems are quickly approaching obsolescence. Therefore, it must be noted that all design and programming time spent converting the Permits Plus system to a T&M-based fee model will have to be duplicated once a new permitting system is implemented. Based on the published "end of life" date from the manufacturers, OneWorld must be replaced by December 2013; Permits Plus has already ceased further development in favor of a new permitting product, although they have not announced when support for the existing product will cease.

To illustrate the complex task of automating a system without adjusting staff resource levels, three years ago the Land Development Division began a project to automate five grading plan check processes; the recent completion of that project included the option to utilize a T&M model. With a focused effort and additional dedicated resources, such an undertaking could be completed more quickly but Land Development's experience is demonstrative of the reality that significant resources are required to automate systems and make any significant changes to process and/or fee models. It should be noted that

the grading plan check automation included a very small percentage of Land Development's 115 fees.

*Development Services Issues/Constraints.*

Development Services issues and constraints are not unlike the technological issues and constraints noted above. Below is an overview of the three major development service functions and specific issues and constraints they have in converting "across-the-board" fees to T&M.

Planning. The Planning Division has 51 application types, of which 16 are T&M fee-based. Those 16 T&M fee-based application types were established – via past fee studies – because of the wide variance in processing time and effort they involve. Of the remaining 35 application types, 20 are less than \$1,000, which would make them poor candidates for T&M fees in that the time involved in cost-accounting and tracking of Staff's time would substantially add to the processing costs borne by the applicant.

While the remaining 15 application types could be considered for conversion to a T&M fee structure, most of those already have per acre or per unit escalators to address the variance in time and effort involved in processing those case types. Of those application types, seven involve fees less than \$5,000 (none with per acre or per unit fees), and the balance are less than \$8,500, excluding per acre or per unit fees. Those remaining eight application types, then, are probably most suitable for conversion to a T&M method of collecting fees.

In summary, if Planning application fee types which are currently fixed-fee (approximately 70 percent) were converted to a time and material method, applicants would experience a 30 to 100 percent increase in processing costs (depending on application type).

Building & Safety. The Building Division has 328 fixed fees, reflecting the diversity of structural, electrical, plumbing, mechanical and other permits the Division issues. Virtually all of our plan checks are performed by outside firms via contracts which provide those firms 75 percent of the plan check fees collected by the City. This arrangement motivates those firms to pursue their duties with an emphasis on economizing on time. Converting to a T&M basis (i.e., 'hourly') may encourage those firms to consume more time performing plan checks and would require Building & Safety Staff with contractor management responsibilities not now required.

During non-recessionary economic periods, the City issues an average of 5,000 building permits annually. With a T&M-based approach, each of these permit applications would require individual cost accounting for plan check, field inspection and "applicant-counseling" activities. The Staff resource necessary to

perform such cost accounting would be the equivalent of 1 full-time employee. And the cost to individual permit applicants (particularly those requiring significant 'hand holding' services) could increase many times over our current fixed-fee approach.

Land Development. The Land Development Division estimates there are 115 plan check services it presently charges a fixed-fee and an equal number or more for inspections services. Plan check services are provided by both in-house Staff and consultants. In-house plan check services are performed if the checking can be completed within 21 days (Department policy) and when City Staff has the expertise and license to perform the plan check service. (The City does not have a licensed land surveyor and therefore cannot check subdivision and parcel maps.) The plans that are sent to a consultant are checked on a T&M method with a not-to-exceed amount. This insures Staff can control some plan check costs, but not all.

As noted above, converting to a T&M method of fees for services for all plan checks may encourage those firms to consume more time performing plan checks and would require Staff with significantly more responsibility and oversight not now required which may increase cost to an applicant above the current fixed-fee method of fee collection.

A suggestion of the Mayor was to calculate plan check and inspection fees on a T&M method for projects with an estimated value of over \$250,000. Staff estimates that 85 percent of all projects exceed the \$250,000 threshold and therefore, would not minimize Staff's impact to convert to a T&M-based fee schedule.

If the City immediately initiates a project to convert applicable Development Services fees to T&M-basis, it will necessitate one of the largest technology projects ever undertaken at the City during a time when the City is reducing staffing and postponing projects in response to the economic recession and falling revenues. The City has approximately 733 Development Services related fees from the areas shown in the table below.

<b>DIVISION</b>	<b>NUMBER OF FEES</b>
Building & Safety	328
Fire Prevention	232
Land Development	115
Planning	51
Transportation	7
<b>TOTAL</b>	<b>733</b>

In order to develop an estimate of the time and funds necessary to convert to T&M fees, the City would need to dedicate an estimated 4,000 hours of staff time over six to nine months in a scoping exercise and determine how to backfill staff during that time. The actual programming work that will follow the scoping exercise is expected to last at least a year and require skilled consultants to analyze, develop, and test the necessary business processes and systems. It is estimated that a minimal cost for such a project will exceed \$200,000. Given the size of the project, a Request for Proposals (RFP) process may be needed to select the consultants.

A significant challenge in undertaking a project of this magnitude at this time is the City's staffing level. Currently, 66 positions have been defunded and a significant number of additional reductions will be needed next fiscal year due to the significant decline in City revenues. Couple these staffing reductions and the estimated 4,000 hours to scope the project will place significant demands on other support services.

In addition to the considerations noted above, there are policy and logistical issues that would need to be addressed before a change from fixed-fee to T&M-based fees could be implemented. The policy issues include regulating developer deposits, deciding standard amounts or percentages for deposits, setting thresholds for requiring additional deposits, and maintaining compliance with applicable laws (e.g. the Permits Streamlining Act).

There are several categories of logistical issues that would need to be addressed if the City was to immediately initiate conversion of applicable Development Services fees to a T&M basis. One such issue is the subcontracting of development services to outside experts. This is commonly done now and the City's own experience is that subcontracting plan check reviews on a T&M basis have resulted in excessive fees from consultants for non-technical items which necessitated additional submissions from developers. Staff has been told by subcontractors, they typically do not like T&M fees for development services because they do not know how to bid jobs when the City's fees are not fixed. For these reasons the most recent RFPs issued by the City for subcontracting of development services required fixed-fee submittals. If the City moves to T&M-based fees, it must resolve the issues surrounding the subcontracting of some of the work.

An additional set of unresolved issues concerns the time and cost of tracking staff time to projects, relating these factors to developer deposits and recognizing the revenues at the correct time. When T&M-based fees are implemented, additional staffing resources are typically needed to maintain the necessary data and reports. For example, T&M fees for the five Land Development grading plan checks discussed earlier include labor rates for 58 positions that could work on the projects.

## **SUMMARY**

The study of the scope and issues presented by a transition from the City's fixed-fee to T&M model for applicable development-related fees has been an ongoing effort for many months. A change to T&M-based fees has proven to be very complex, requiring significant resources to implement. In addition, a significant commitment of staffing resources to manage and maintain T&M fees would be needed. More importantly, the City's computer replacement program placed on hold in December 2007 was a significant setback in that the new system would have allowed Staff to proceed in implementing a number of changes to the way fees are collected and managed. It is not a change that can be completed quickly, inexpensively or in isolation from the City's current work load.

Additionally, there are policy and logistical issues that will need to be addressed prior to changing the basis of the City's fee collection methods. Every city weighs the advantages and disadvantages of fixed-fee versus T&M differently, often coming to different conclusions.

If the City Council desires that staff immediately proceed to convert its development-related fees to a T&M basis, there are significant costs, staffing considerations, policy and logistical issues, and service level impacts that will need to be resolved. Addressing each of these concerns, while concurrently downsizing the organization and cutting costs in response to the severe economic recession, will require careful consideration. Moving forward with the proposed pilot program does not achieve the full conversion to T&M immediately, but it does make progress towards converting the appropriate fees to the appropriate calculation and collection model.

Attachment: Memorandum from Mayor Stewart dated April 21, 2009



**CITY OF MORENO VALLEY**  
**City Council Office**

**MEMORANDUM**

---

To: Robert G. Gutierrez, City Manager  
From: Richard A. Stewart, Mayor  
Date: April 21, 2009  
Subject: Fee Issue Set for April 28 Meeting

---

I know staff has been working on presenting a choice for council in regards to changing the manner in which we compute and charge fees for building projects.

I understand that the staff has NOT come up with an option for council to implement an across the board change to Time and Materials methodology, but instead desires/recommends a "pilot program" only affecting inter-jurisdictional plan checks.

As this is really a very minor percent of the fees involved, and I am not aware of the challenges technically of immediately implementing the Time and Materials method, I want as an option the across-the-board and immediate implementation, along with WHATEVER costs or/and challenges we may face in doing this. If staff would need new software, training, consultants to come in, etc., then address that and let the CITY COUNCIL make the decision.

If no such option is available in the staff report for March 28, staff may very well find that the Council may force a program without the necessary details being known.

I would recommend that the threshold for such a fee plan would be if fees are anticipated to exceed some number say around \$250,000.

Hopefully such information can be obtained and appended to the staff report by Thursday.

RAS/cam

c: Council Members  
City Attorney



April 22, 2009

Mr. Noel Pallais  
Director of Community Relations  
Los Angeles Dodgers  
1000 Elysian Park Avenue  
Los Angeles CA 90016

**Subject: City of Moreno Valley Dodgers Dreamfields Proposal**

Dear Mr. Pallais:

The City of Moreno Valley appreciates the opportunity to submit a proposal for the Dodgers Dreamfields program. As evidenced by the numerous City-sponsored and privately operated baseball programs and events offered in our community, the sport is a major part of Moreno Valley's culture. In fact, several current and former major league players hail from Moreno Valley.

In support of our proposal, and to familiarize the Foundation with our community, I want to offer the following information about Moreno Valley:

- Located in western Riverside County 60 miles from Los Angeles, with a population over 183,000, Moreno Valley is the second most populous city in the County.
- Moreno Valley was recently named California's eighth fastest-growing city and is projected to have a population of nearly 221,500 by 2012.
- Our community is quite diverse, comprised of 46% Hispanic, 23% White, and 20% African-American.
- Moreno Valley was voted "Number One in Riverside County for Family Recreation" by the Press-Enterprise newspaper.
- Our demographic profile includes mostly young families; the average Moreno Valley family consists of two parents with two children and most families own their home.

I think you will find that Moreno Valley would be an excellent location for a Dodgers Dreamfields project. Despite the distance from Moreno Valley to Los Angeles, a visitor to our community will see Dodgers banners, bumper stickers, and jerseys prominently and proudly displayed throughout the City. We are very excited about this opportunity and thank you for considering our proposal. If you would like additional information about our community, please don't hesitate to contact me at 951.413.3020.

Sincerely,

  
Robert G. Gutierrez  
City Manager

CITY MANAGER'S OFFICE

MV00233431



CITY COUNCIL  
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APR 22 PM 1: 34

**Financial & Administrative  
Services Department**

## MEMORANDUM

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To: Mayor and Members of the City Council  
Robert G. Gutierrez, City Manager

From: Steve Elam, Financial & Administrative Services Director *SE*

Date: April 21, 2009

Subject: Fiscal Year 2007-08 Audit Reports

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The City's Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2008, will be submitted to the City Council on April 28, 2009. As part of the year-end audit and CAFR preparation process, the City's outside auditor submits reports related to the City's financial statements and underlying internal controls for the period just audited, as follows:

- **Single Audit Report on Federal Awards** ("Single Audit Report")
- **Communications Regarding Internal Control** (known as the "Management Letter")
- **Supplemental Audit Report** (issued for the first time this year as part of a new auditing standard addressing issues such as: the auditor's responsibilities; audit focus and scope; significant difficulties in performing the audit; any disagreements with management; etc.)

The three reports listed above were issued by the City's current audit firm, Mayer Hoffman McCann P.C., and are hereby submitted for your information. All three reports are dated February 20, 2009, to coincide with the conclusion of the audit, even though the reports were not issued until April 17, 2009. Following is a brief summary of the significant findings in each report:

### Single Audit Report (Attachment A)

As indicated in the Schedule of Findings and Questioned Costs (page 7), the City had no findings or questioned costs and received an unqualified audit opinion.

Management Letter (Attachment B)

As indicated on page 1 of the report, the auditor did not identify any deficiencies in internal control that were considered to be a material weakness. Seven (7) recommendations for improving internal controls are provided, along with the implementation status of each recommendation. The first two items have already been implemented; no further action is needed. The remaining five (5) recommendations are in various stages of implementation, with most nearly completed.

Supplemental Audit Report (Attachment C)

As indicated on pages 2 and 3 of the report, the auditors encountered no difficulties in performing their audit and had no disagreements with management on any financial accounting, reporting or auditing matters that could be significant to the financial statements or the auditor's report.

Please let me know if you have any questions regarding the Single Audit Report, Management Letter, or the supplemental audit report submitted by Mayer Hoffman McCann P.C. I would be pleased to meet with you to respond to questions or to provide additional information.

Attachments:

- Attachment A: Single Audit Report on Federal Awards
- Attachment B: Communications Regarding Internal Control (Management Letter)
- Attachment C: Supplemental Audit Report

c: Betsy Adams, Assistant City Manager  
Chris Paxton, Human Resources Director  
Edith Houser, Financial Operations Division Manager  
Brooke McKinney, Treasury Operations Division Manager  
Rix Skonberg, Purchasing & Facilities Division Manager  
Steve Hargis, Technology Services Division Manager  
Cynthia Fortune, Budget Officer



CITY COUNCIL  
MORENO VALLEY  
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09 FEB 19 PM 5:36

# MEMORANDUM

To: Mayor and City Council  
From: Robert G. Gutierrez, City Manager  
Date: February 19, 2009  
Subject: Shovel-Ready Projects - Update

*Handwritten initials: RGG, JAG, JST, RST*

My previous memo dated February 18, 2009, regarding Shovel-Ready Projects Submitted for Federal Economic Stimulus Funds included an attached spreadsheet of proposed projects. The footer on the spreadsheet incorrectly included a "confidentiality notice"; therefore, a revised spreadsheet is attached.

RGG:rc  
Attachments

- C: Betsy M. Adams, Assistant City Manager
- Rick C. Hartmann, Deputy City Manager
- Chris Vogt, Public Works Director/City Engineer
- Becky Guillan, Library Services Manager
- Michelle Dawson, Assistant to the City Manager



CITY COUNCIL  
MORENO VALLEY  
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09 FEB 19 PM 2: 03

## MEMORANDUM

To: Mayor and City Council  
From: Robert G. Gutierrez, City Manager   
Date: February 18, 2009  
Subject: Shovel-Ready Projects Submitted for Federal Economic Stimulus Funds

Mayor Pro Tem Flickinger recently requested information on the "shovel-ready" projects the City submitted for federal economic stimulus funds along with who these submittals were made to. Below is a summary of this information.

### Building Projects

The new library building at the Civic Center, both phases, was submitted to the California Library Association who in turn provided this information to the American Library Association (ALA) which had responsibility for compiling the report on the requests for shovel-ready projects throughout the nation. This report was submitted to the Obama-Biden Transition Team on December 17, 2008 and included for Moreno Valley's requests of \$26.2 million for Phase 1 and \$15 million Phase 2 for the new library building. It appears that funds for library construction were not specifically included in the economic stimulus package recently approved by the President.

### Infrastructure Projects

Forty-four street, road and highway projects were included in the City's infrastructure funding request exceeding \$534 million. The request was submitted to Caltrans and to the Riverside County Transportation Commission (RCTC). A detailed listing of these projects is attached. Funds for infrastructure projects are included in the approved economic stimulus package. It is anticipated that they will flow through the states. In California, it is likely that Caltrans will receive a significant portion of these funds and at the county level the funds will likely be allocated to projects by RCTC. At this point in time, we are not aware of any infrastructure funds which will come directly to Moreno Valley.

In addition to the capital funding requests made through the federal economic stimulus process, the following projects were submitted to our federal representatives for funds through the annual federal funding authorization process:

- \$1.0 million for the Heacock and Cactus Channels (March Air Reserve Base flood protection project)
- \$1.5 million for Edgemont Water Service Program
- \$0.4 million for Emergency Operations Center Equipment

Memo to Mayor & City Council  
February 18, 2009  
Page 2

- \$0.4 million for Law Enforcement Technology
- \$0.4 million for Digitization/Preservation of Historical Documents (Erna Sun collection)
- \$0.5 million for Gang Prevention Program
- \$0.3 million for Youth Jobs Program

The City's federal lobbyist is assisting with these funding requests. We are hopeful to receive funds through this funding effort similar to what was received last year.

If additional information is needed on the City's federal funding requests, please let me know.

cc. Betsy M. Adams, Assistant City Manager  
Rick Hartmann, Deputy City Manager  
Chris Vogt, Public Works Director/City Engineer  
Becky Guillan, Library Services Manager  
Michelle Dawson, Assistant to the City Manager



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09 JAN 29 PM 3: 36

## MEMORANDUM

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To: Mayor and Members of the City Council  
From: Robert G. Gutierrez, City Manager   
Date: January 29, 2009  
Subject: Press-Enterprise Headlines re: Retirement Offers

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I am sharing the attached Press-Enterprise articles for your information. Each article addresses early retirement incentives offered to employees of Riverside County and Moreno Valley, respectively. While the articles are well-written, factual accounts of very similar “golden handshake” programs offered by these agencies just two months apart, please note the difference in tone of the headlines (Moreno Valley “sweetens” its offer).

Attachments: November 26, 2008 and January 28, 2009 Press-Enterprise Articles

MV00233499



## MEMORANDUM

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To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Michael McCarty, Director of Parks and Community Services

Date: January 8, 2009

Subject: Update on Parks and Community Services Department Major Projects and Center Rentals

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### 1. College Park Phase II

Project Description: Located within Riverside Community College Moreno Valley Campus, the park contains two soccer fields and a tot lot. Phase II build out will include an amphitheater and sports lighting. The current Phase II improvements will only include the sports field lighting.

Status: Staff has supplied RCC-MV the plans and specifications for the sports field lighting. RCC is currently working on CEQA, drafting specifications, and bid documents for the project. At the meeting of August 13, 2008, reviewed RCC's responsibilities to take the lead on the project and put out to bid.

### 2. Rock Ridge Park and Cold Creek Trail Head (Beazer Homes Development)

Project Description: A pocket park and trail head located east of Nason Street, south of Eucalyptus Avenue. The park will have tot lots for ages 2-5 and 5-12, two covered picnic structures, drinking fountains, monument signage, and security lighting. The trail head will tie into a multi-use trail. Amenities include a picnic structure, drinking fountains, security lighting, and a parking lot. It is expected that the park will be completed by January 2009.

Status: The developer is in the process of installing play equipment, picnic shelters, lighting, and plant material.

### 3. Cottonwood Park

Project Description: Located on the northeast corner of Indian St. and Cottonwood Ave., the park site is approximately 7 acres in size. The park construction is funded by bonds administered by the Moreno Valley Redevelopment Agency. The

following amenities are planned for the park: play apparatus, picnic shelters, restroom, benches/tables, water conserving landscaping, and a parking lot. The site will be adjacent to a fire station, which will be designed and constructed concurrently.

Status: The project is currently on hold.

**4. Sheila Street / Filaree Avenue Neighborhood Park**

Project Description: Located on the south corner of Perris Blvd. and Filaree Ave., the park site is approximately one-half acre in size. Funding for the park is administered by the Moreno Valley Redevelopment Agency. Planned amenities include play apparatus, two basketball half-courts, benches, and water conserving landscaping.

Status: The project is in conceptual design. Anticipated opening is in FY 2009/2010.

**5. Cell Towers at JFK Park**

Project Description: The two telecommunication providers will occupy one building, located just outside the outfield on first base. Each company will occupy a ball field light standard with their antennae.

Status: Over the next few months, staff will be working on final building design for cellular equipment and corresponding license agreements.

**6. Cell Tower at TownGate Park**

Project Description: A telecommunication provider will occupy one building and a ball field light standard with their antennae.

Status: City Council approved the License Agreement with the applicant on November 25, 2008. Construction is anticipated to commence soon.

**7. Cell Tower at Weston Park**

Project Description: A telecommunication provider will occupy one building and a monopine with their antennae.

Status: The project started construction on September 24, 2008. The estimated completion is March 2009.

8. Community Center Rentals

<b>December 2008 – Conference and Recreation Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
12/1/08	STARS Job Fair	200	\$0
12/1/08	Joint Task Force Meeting	24	\$0
12/1/08	Weight Watchers	42	\$140.00
12/2/08	STARS Staff Training	250	\$0
12/2/08	Weight Watchers	82	\$260.00
12/3/08	City Employee Recognition	48	\$36.00
12/4/08	City Luncheon	26	\$48.00
12/4/08	City Meeting	20	\$96.00
12/4/08	MV Black Chamber Mixer	100	\$1,118.00
12/4/08	Weight Watchers	42	\$170.00
12/5/08	Family Services Association	300	\$2,667.36
12/6/08	Mayor's Gala	200	\$1,549.00
12/6/08	Weight Watchers	42	\$170.00
12/7/08	Church Services	42	\$110.00
12/7/08	MV Police Department Toys for Families	200	\$525.00
12/8/08	Weight Watchers	42	\$140.00
12/8/08	Community of Promise	24	\$24.00
12/9/09	Weight Watchers	82	\$260.00
12/9/08	Homeowners Association	20	\$90.00
12/10/08	Time for Tots Winter Party	400	\$0
12/10/08	MVEA Meeting	80	\$206.00
12/11/08	Weight Watchers	42	\$170.00
12/11/08	Community Symphony Concert	300	\$456.15
12/12/08	Hispanic Chamber Installation Dinner	250	\$1,799.00
12/13/08	Weight Watchers	42	\$170.00
12/13/08	Breakfast with Santa	200	\$0
12/13/08	Visterra Credit Union Banquet	150	\$2,314.00
12/14/08	Church Services	42	\$110.00
12/15/08	Weight Watchers	42	\$140.00
12/15/08	Brandon's Diner Holiday Party	350	\$2,236.36
12/16/08	Weight Watchers	82	\$260.00
12/16/08	City Meeting	20	\$36.00
12/17/08	City Luncheon	50	\$48.00
12/17/08	Sports Award Banquet	150	\$0
12/18/08	Contract Class Performance	450	\$0
12/18/08	Weight Watchers	42	\$170.00
12/19/08	Certa Mattress Event	210	\$977.15
12/19/08	Creative Solutions for Kids	250	\$2,019.15
12/20/08	Weight Watchers	42	\$170.00
12/21/08	Church Services	42	\$110.00
12/22/08	Weight Watchers	42	\$140.00
12/23/08	Weight Watchers	82	\$260.00
12/27/08	Weight Watchers	42	\$170.00
12/28/08	Church Services	42	\$110.00

<b>December 2008 – Conference and Recreation Center</b>			
12/29/08	Weight Watchers	42	\$140.00
12/30/08	STARS Training	75	\$0
12/30/08	Weight Watchers	82	\$260.00
<b>Total Revenue for December 2008</b>			<b>\$19,875.17</b>
<b>Total Revenue for December 2007</b>			<b>\$20,144.33</b>

<b>December 2008 – Senior Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
12/1/08	Homeowners Association	20	\$40.00
12/7/08	Church Services	60	\$195.00
12/8/08	Homeowners Association	20	\$40.00
12/11/08	Neighborhood Preservation Meeting	20	\$0
12/13/08	NCNW Meeting	25	\$80.00
12/13/08	Bill's Special Kids	200	\$646.15
12/14/08	Church Services	60	\$195.00
12/15/08	Homeowners Association	20	\$40.00
12/19/08	Church Banquet	200	\$651.15
12/20/08	Wedding	200	\$1,366.15
12/21/08	Church Services	60	\$195.00
12/27/08	Wedding	200	\$1,366.15
12/28/08	Church Services	60	\$195.00
<b>Total Revenue for December 2008</b>			<b>\$5,009.60</b>
<b>Total Revenue for December 2007</b>			<b>\$4,338.45</b>

<b>December 2008 – TownGate Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
12/4/08	Holiday Party	125	\$371.15
12/5/08	Moreno Elementary Holiday Party	75	\$305.00
12/6/08	Cancelled Event		\$200.00
12/7/08	Church Services	75	\$220.00
12/8/08	Rose Society Meeting	30	\$0
12/9/08	EMWD Meeting	25	\$255.00
12/10/08	Riverside County Environmental Health	100	\$195.00
12/11/08	RCC Meeting	95	\$280.00
12/12/08	Church Banquet	75	\$525.00
12/13/08	Church Luncheon	50	\$510.00
12/14/08	Church Services	75	\$220.00
12/16/08	Holiday Chef Workshop	35	\$0
12/18/08	Holiday Craft Workshop	35	\$0
12/19/08	Crossing Guard Meeting	50	\$75.00
12/20/08	Cancelled Event		\$200.00
12/21/08	Church Services	75	\$220.00
12/27/08	Wedding and Reception	100	\$955.32
12/28/08	Church Services	75	\$220.00
12/28/08	Holiday Dinner	35	\$548.32
<b>Total Revenue for December 2008</b>			<b>\$5,299.79</b>
<b>Total Revenue for December 2007</b>			<b>\$9,520.99</b>



## MEMORANDUM

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To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Michael McCarty, Director of Parks and Community Services *[Signature]*

Date: March 9, 2009

Subject: Update on Parks and Community Services Department Major Projects and Center Rentals

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### 1. College Park Phase II

**Project Description:** Located within Riverside Community College Moreno Valley Campus, the park contains two soccer fields and a tot lot. Phase II build out will include an amphitheater and sports lighting. The current Phase II improvements will only include the sports field lighting.

**Status:** Staff has supplied RCC-MV the plans and specifications for the sports field lighting. RCC is currently working on CEQA (which takes considerable time), drafting specifications, and bid documents for the project. At the meeting of August 13, 2008, reviewed RCC's responsibilities to take the lead on the project and put out to bid.

### 2. Rock Ridge Park and Cold Creek Trail Head (Beazer Homes Development)

**Project Description:** A pocket park and trail head located east of Nason Street, south of Eucalyptus Avenue. The park will have tot lots for ages 2-5 and 5-12, two covered picnic structures, drinking fountains, monument signage, and security lighting. The trail head will tie into a multi-use trail. Amenities include a picnic structure, drinking fountains, security lighting, and a parking lot. It is expected that the park will be completed by spring 2009, and opened early summer.

**Status:** The developer is in the process of installing picnic shelters and plant material. Rain has adversely affected the project's timing. Each rain costs a few days on delays. The benefits of this will be a longer plant establishment time.

**3. Patriot Park (Sheila Street / Filaree Avenue)**

Project Description: Located on the south corner of Perris Blvd. and Filaree Ave., the park site is approximately one-half acre in size. Funding for the park is administered by the Moreno Valley Redevelopment Agency. Planned amenities include play apparatus, benches, and water conserving landscaping.

Status: Construction plans are in process. Anticipated opening is in 2010.

**4. Cell Towers at JFK Park**

Project Description: A telecommunication provider will occupy one building and a ball field light standard with their antennae.

Status: Staff is working on final building design for cellular equipment and corresponding license agreement.

**5. Cell Tower at TownGate Park**

Project Description: A telecommunication provider will occupy one building and a ball field light standard with their antennae.

Status: City Council approved the license agreement with the applicant on November 25, 2008. Construction is anticipated to commence in winter/spring 2009.

**6. Cell Tower at Weston Park**

Project Description: A telecommunication provider will occupy one building and a monopine with their antennae.

Status: The project started construction on September 24, 2008. The estimated completion is spring 2009.

**7. Aqueduct Bikeway Improvements Indian to Fay**

Project Description: Aqueduct bikeway and landscaped trail head improvements in the DWR section from the southeast corner of Indian and JFK to approximately 200' past Fay Ave.

Status: This project will start construction this spring. Anticipated opening is fall/winter 2009.

8. Community Center Rentals

<b>February 2009 – Conference and Recreation Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
2/1/09	Church Services	42	\$110.00
2/2/09	Weight Watchers	42	\$140.00
2/3/09	Weight Watchers	82	\$260.00
2/3/09	City Council Meeting Overflow	200	\$250.00
2/4/09	Riverside County Mental Health	160	\$1,463.00
2/4/09	MVEA Meeting	80	\$206.00
2/5/09	Riverside County Office of Education	5	\$640.00
2/5/09	Weight Watchers	42	\$170.00
2/6/09	Riverside County Office of Education	300	\$798.00
2/7/09	Boy Scouts of America	200	\$1,769.00
2/7/09	Weight Watchers	42	\$170.00
2/8/09	Church Services	42	\$110.00
2/9/09	Weight Watchers	42	\$140.00
2/9/09	Community of Promise	24	\$24.00
2/9/09	STARS Meeting	44	\$0
2/10/09	City Council Meeting Overflow	0	0
2/10/09	Weight Watchers	82	\$260.00
2/10/09	Homeowners' Association Meeting	20	\$90.00
2/11/09	STARS Orientation	44	\$0
2/12/09	Chamber Mixer	200	\$495.00
2/12/09	Weight Watchers	42	\$170.00
2/13/09	Media and Communications Meeting	40	\$60.00
2/14/09	Weight Watchers	42	\$170.00
2/14/09	Wedding Reception	250	\$3,816.15
2/15/09	Church Services	42	\$110.00
2/16/09	Weight Watchers	42	\$140.00
2/17/09	Weight Watchers	82	\$260.00
2/18/09	WRCOG	72	\$558.32
2/19/09	Stop the Violence	24	\$30.00
2/19/09	STARS Meeting	44	\$0
2/19/09	STARS Meeting	350	\$0
2/19/09	Weight Watchers	42	\$170.00
2/21/09	CPS Human Resources Testing	80	\$2,062.00
2/21/09	Weight Watchers	42	\$170.00
2/22/09	Church Services	42	\$110.00
2/23/09	Weight Watchers	42	\$140.00
2/24/09	Weight Watchers	82	\$260.00
2/24/09	SBDC	30	\$24.00
2/25/09	Mass Care and Shelter Meeting	24	\$36.00
2/26/09	Rancho Belago Symphony	500	\$397.24
2/26/09	Weight Watchers	42	\$170.00
2/26/09	Arts Commission	24	\$0
2/28/09	Foreclosure Prevention Conference	200	\$2,860.00

<b>February 2009 – Conference and Recreation Center</b>	
Total Revenue for February 2009	\$18,584.71
Total Revenue for February 2008	\$21,880.57

<b>February 2009 – Senior Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
2/1/09	Church Services	60	\$195.00
2/2/09	Homeowners' Association	20	\$40.00
2/7/09	Quinceanera	200	\$,306.15
2/8/09	Church Services	60	\$195.00
2/9/09	Homeowners' Association	20	\$40.00
2/14/09	Meeting	50	\$306.15
2/15/09	Church Services	60	\$195.00
2/21/09	Wedding Reception	200	\$1,611.15
2/22/09	Church Services	60	\$195.00
2/23/09	Homeowners' Association	25	\$40.00
2/24/09	Homeowners' Association	20	\$40.00
2/28/09	Support Group Meeting	20	\$20.00
Total Revenue for February 2009			\$4,183.34
Total Revenue for February 2008			\$2,813.36

<b>February 2009 – TownGate Community Center</b>			
<b>Date</b>	<b>Event</b>	<b>Guests</b>	<b>Revenue</b>
2/1/09	Church Services	60	\$330.00
2/4/09	Riverside County Transportation	40	\$195.00
2/7/09	Cancelled Event		\$200.00
2/7/09	Wedding Reception	80	\$958.32
2/8/09	Church Services	60	\$330.00
2/14/09	Cancelled Event		\$200.00
2/15/09	Church Services	60	\$330.00
2/21/09	Baptism	125	\$726.15
2/22/09	Church Services	60	\$330.00
2/25/09	Foster Family Agency	50	\$205.00
2/28/09	15 <sup>th</sup> Birthday Party	125	\$931.15
Total Revenue for February 2009			\$4,735.62
Total Revenue for February 2008			\$4,878.08

09 JAN 26 PM 2: 20

## MEMORANDUM

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To: Mayor and City Council  
Robert G. Gutierrez, City Manager

From: Steve Elam, City Treasurer *SE*

Date: January 22, 2009

Subject: Monthly Investment Report

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Attached is the Monthly Investment Report for the month ended October 31, 2008. All investments comply with California Government Code Section 53601 as to the types of investments allowed and the limits of each type. In addition, all investments comply with the City's annually adopted Investment Policy.

As background information, each quarter the City Council receives a Quarterly Investment Report at a regular City Council meeting. In the two months that fall between these Quarterly Investment Reports, a Monthly Investment Report is submitted to the City Council and City Manager via internal memorandum. This reporting process ensures that the Council and City Manager are kept apprised regarding the City's investments on a monthly basis, and that full public disclosure is made on a quarterly basis.

Please do not hesitate to contact me should you have questions or need clarification on any information presented in the attached report.

### Attachment

c: Betsy M. Adams, Assistant City Manager  
Brooke McKinney, Treasury Operations Division Manager