

CITY OF PALM DESERT
CITY MANAGER'S OFFICE
INTEROFFICE MEMORANDUM

Date: July 11, 2024
To: Honorable Mayor and Councilmembers
From: Anthony J. Mejia, City Clerk
Subject: City Council Meeting of July 11, 2024

Below you will find questions received from the Mayor or Councilmembers and answers provided by City staff regarding tonight's City Council meeting:

ITEM 13f: RESOLUTION TO DESIGNATE THE FINANCE DIRECTOR TO BE THE AUTHORIZED AGENT TO ESTABLISH AND AMEND PETTY CASH FUNDS AND GUIDELINES

Q1: When was the current \$500 limit for petty cash funds established? Does the amendment allow the Finance Director to increase the petty cash fund beyond this \$500 limit?

A1: The limit has been based on prior approvals for petty cash based on the comfort level of the Director of Finance at that time. Only the Finance Department and Public Works have \$500 petty cash boxes based on their functional needs. All other petty cash boxes are set at a max of \$250 (Dev Svc, City Manager, and soon Library). There is no intent to change that precedence, although if needs prove to require a high petty cash amount, Finance will evaluate and permit up to the max. We can add a limit of "NTE \$500" to Section 1 of the Resolution to clarify, if that is the desire of the City Council.

"SECTION 1. Designate the Finance Director to be the authorized agent to establish and amend the amount of each authorized petty cash fund NOT TO EXCEED \$500 per Division, including, if necessary, the reduction or termination of each fund."

Q2: What guidelines must be followed to receive reimbursement from the petty cash fund?

A2: As with all City expenditures, petty cash reimbursements require budget, receipts, invoices, and/or full documentation to be eligible for reimbursement. Petty cash payments are subject to review by the Department Head and Finance Director through the replenishment process in AP.

Q3: To what extent does the amendment allow for discretion by the Department Director in the management of petty cash funds?

A3: Petty cash reimbursements are no different than any other expenditure and must follow the same requirements outlined in the City's Purchasing Ordinance.

ITEM 13o: REJECT ALL BIDS, APPROPRIATE FUNDS, AUTHORIZE THE CITY MANAGER TO AWARD A CONTRACT FOR THE CIVIC CENTER PARKING LOT REHABILITATION PROJECT IN AN AMOUNT NOT TO EXCEED \$600,000

Q1: How many bids were originally submitted?

A1: One bid was submitted, but it was deemed nonresponsive.

Q2: What is the cost for OMINS services related to the preparation of the 2024 report?

A2: The contract for evaluating the parking lot condition was in the amount of \$31,600.

Q3: What are the projected costs for OMINS to report on the Citywide Pavement Management Program after 2 years and after 5 years?

A3: If the City continues to use the services of Omnis, Inc., for the parking lot condition evaluation, it would probably be after a period of five years, and the cost would probably be a similar amount, but adjusted for five years of annual increases.

Q4: Why is Parkview (score 54/100) under consideration when the Joslyn Center (58/100) has a similar score and clearly has a greater need for ADA spaces than Parkview?

A4: Parkview was considered due to its proximity to the planned work at the Civic Center. Staff aimed to take advantage of economies of scale by grouping the work within a close geographic area.

Q5: What is the current tenant occupancy level at Parkview?

A5: Currently, 43% of the office space at the Parkview Office Complex is leased by square footage.

Q6: How often is "UNLIMITED BUDGET" put into proposals?

A6: Omnis, Inc. used the term "unlimited budget" in their final report to represent the cost of all improvements if budget constraints were not a factor. This information relates to the cost of addressing the backlog of all projects and provides a snapshot of the condition of all parking lots, along with the cost of bringing each lot into a fully repaired state. It is typical to use the "unlimited budget" report when evaluating parking lots as a network to determine which areas to prioritize for pavement maintenance.

ITEM 14b: APPROVE AN AMENDMENT TO CONTRACT NO. C41770 TO EXTEND THE TERM AND INCREASE THE CONTRACT AMOUNT WITH THE COUNTY OF RIVERSIDE DEPARTMENT OF ANIMAL SERVICES

Q1: Is there an additional charge when a stray impounded from Palm Desert is euthanized?

A1: There are no additional charges. The \$73.50 fee for deceased animal pickup/disposal does not apply to stray animals that have been euthanized.

Q2: Does the contract include the provision of the spay/neuter bus for a clinic in Palm Desert, or is that considered an additional charge?

A2: The contract includes the spay and neuter bus as an optional service at a cost of \$3,000. Staff will be seeking direction from City Council on whether to utilize this optional service.

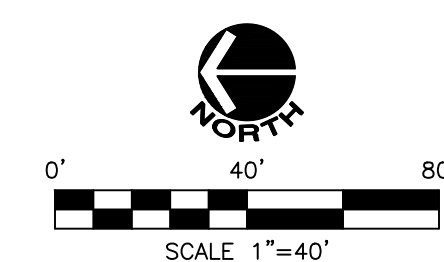
Q3: According to Clause C(7), euthanasia is only provided for animals deemed "not adoptable" due to untreatable conditions. Are animals impounded from Palm Desert being euthanized due to lack of space?

A3: We are not aware of any animals being euthanized due to lack of space. From January to May of this year, a total of 20 animals have been euthanized: 9 dogs, 2 cats, 8 birds, and 1 wildlife. Of these, 16 were euthanized due to an untreatable condition, and 4 were deemed treatable but unadoptable, due to biting: 3 dogs and 1 bird.

ITEM 14e: ADOPT RESOLUTION APPROVING FINAL TRACT MAP NO. 38434-1 AND AGREEMENTS

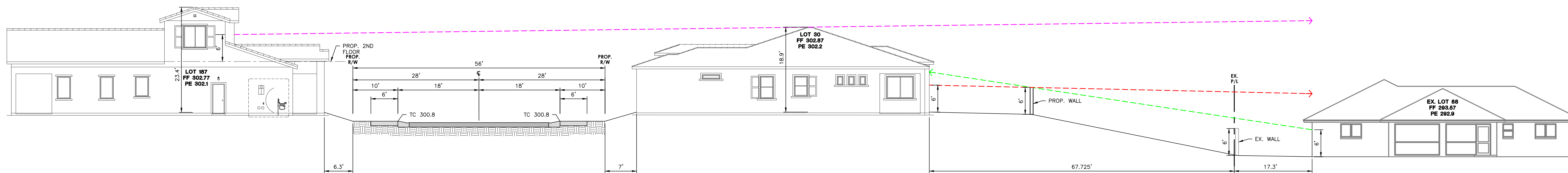
Q1: Is it correct that all homes bordering Woodward will be single story? When the height of the proposed homes is added to the rise in elevation due to grading, what is the total difference from the lots on Woodward?

A1: Yes, all homes bordering Woodward will be single-story with a height of 19 feet. The total height difference between the lots on Woodward and the proposed homes will vary due to changes in pad elevations. The elevation difference ranges by 2 feet from the most westerly to the most easterly home on Woodward. For the highest home on Woodward, the difference between their finished grade and the highest point of the proposed home to their north would be approximately 30 feet. These homes will be separated by approximately 85 feet from building to building. A line-of-sight diagram previously shown in meetings is attached for reference.



Cross Section Legend	
	Line of Sight

CROSS-SECTION LOCATIONS



PROPOSED LINE OF SIGHT SECTION
SCALE: 1"=10'

Sight Line Legend	
Pedestrian Views (Stationary)	
	At Proposed 2nd Floor Window
	At Proposed Rear Window
	At Existing Rear Window

SIGHT LINE ANALYSIS

February 8, 2024