



**CITY OF PALM DESERT**  
CITY MANAGER'S OFFICE  
INTEROFFICE MEMORANDUM

Date: December 12, 2024  
To: Honorable Mayor and Councilmembers  
From: Anthony J. Mejia, City Clerk  
**Subject: City Council Meeting of December 12, 2024**

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

**ITEM 13s: AWARD CONTRACT TO GARLAND/DBS, INC FOR THE SANTA ROSA ROOF REPLACEMENT PROJECT CHA00004**

CORRECTION: Please be advised that the project number listed for Consent Item 13.s is incorrect. The correct project number should be CHA00009 for the Santa Rosa Apartments - Roof Replacement Project.

**ITEM 13u: AWARD AN AGREEMENT WITH CASC ENGINEERING AND CONSULTING, INC., FOR MS4 PERMIT INSPECTIONS AND NPDES SUPPORT SERVICES**

**Q1: Does the scope of services for MS4 compliance include providing a list of stormwater infrastructure under the City's control, or do we already have such a list? Additionally, is there a process in place for regularly assessing the condition of this infrastructure, similar to how we evaluate pavement conditions?**

A1: The City does have a list of stormwater infrastructure under the City's control. As part of the updated scope of services, the contractor will develop a long-term capital maintenance plan, which will be evaluated in a manner consistent with other pavement projects. Staff will also ensure the final report is shared upon completion.

**ITEM 14b: ADOPT A POLICY (DS-001) FOR NOTIFYING HOMEOWNER ASSOCIATIONS AS PART OF THE BUILDING PERMIT PROCESS**

**Q1: Does the naming convention "DS-001" indicate that this is the first policy of its type?**

A1: The "DS-001" naming convention is part of a policy format and numbering system introduced a couple of years ago. This system was designed to start fresh with numbering, beginning at #1 for new policies. Previously adopted policies, however, date back to incorporation and were usually adopted via resolution, following a different format. To improve accessibility, the identification and creation of a catalog of Council-adopted policies will be added to the City Clerk's Office workplan for next year.