



Town of Yucca Valley FY 2014-16 Proposed Budget

Citizen Inquiries

General Budget Guidelines

Before the beginning of the fiscal year, the Town Manager submits to the Town Council a proposed budget for the year commencing the following July 1. Public meetings and hearings are conducted to obtain taxpayer comments and the budget is subsequently adopted through passage of a budget resolution.

All appropriated amounts are as originally adopted or as amended by the Town Council and lapse at year-end in the General Fund. Any unspent allocations are returned to the General Fund Reserve for future recurring or one-time allocation. For all Special Revenue Funds, unexpended appropriations or approved individual projects are carried forward to the following fiscal year. Budgetary control is exercised at the fund level. Original appropriations are modified by supplementary appropriations and transfers among budget categories. The Town Manager and the Director of Administrative Services have the authority to approve budget transfers within funds, as long as there is no net increase. Council approval is required for transfers between funds, or for an increase in total appropriations.

During the budget development process, Town management must make decisions and allocations using estimates and other judgment decisions. In doing so, management will look at historical trends, new information, external pricing factors, regulatory requirements, and other factors as appropriate to develop reasonable estimates.

May 10, 2014 Budget Workshop Questions

1. Q: When will the street signs on Highway 62 at Camino Del Cielo be replaced?

A: Blade signs and related hardware have been ordered and will be installed upon arrival.

2. Q: What is the budget for Town Manager salary?

A: Council has indicated a base salary range of \$150,000 to \$155,000 for FY 2014-15.

3. Q: Will street repairs be coordinated with the upcoming wastewater project?

A: Yes; Town and District staff will work together to ensure efficient project delivery.

4. Q: When will the PFF building time and temp sign be fixed or removed?

A: The sign will be addressed as soon as the State provides clearance related to former RDA properties.

5. Q: Will the council consider using reserves to purchase equipment that will increase efficiency in street pothole repair?

A: Yes; The Council has indicated a desire to use one-time revenues for such purchases to provide efficiency and effectiveness to the Town's infrastructure maintenance program.



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May 20, 2014 Budget Workshop Questions

1. Q: Under Interdepartmental (00-00), Code 7210 (utilities – gas) shows a \$16.5 K reduction in expenditures – How will this be achieved

A: In FY2013-14, Town incurred one time expenditures of \$18,000. These are not expected again.

2. Q: Under interdepartmental (00-00), code 7211 (utilities – electric) shows an increase of \$15.3K in expenditures from current actuals – what has changed?

A: Represents seasonal adjustments based on historical averages. Additional costs related to new or added facilities including Brehm 2 & Welcome Center, as well as published SCE rate increases.

3. Q: Under Town Council (01-01), code 5123 (health care) shows a \$12.6K increase, almost 30% from actuals and budget – why?

A: Existing budget reflects 4 council members who are utilizing the health insurance benefit. The increase represents all council members utilizing the health insurance benefit. Actual expense will depend on results of election, and elected officials utilization of benefits. Also, see #14 below.

4. Q: Under Town Council (01-01) code 7610 (major conferences) shows a \$8.5K increase from actuals at \$6.5K. Actuals in the previous year were only \$5.0K. Why the more than 100% increase from the current actuals?

A: Additional educational conferences budget for new mayor and potentially 3 new council members. Accommodates annual League of California Cities training and City/County conferences. Actual expenditures vary depending on council member availability and use.

5. Q: Under Town Council (01-01) code 7618 (meetings and travel) shows a \$1.2K increase from the current year actuals and budget of \$500. Actual in the previous year were only \$192. Why the 200% increase.

A: To accommodate local meeting travel for council members. Current members except one do not usually request reimbursement for travel (mileage).

6. Q: Under Town Manager (05-01) code 5202 (communication stipend) shows \$1,380. Why is this stipend so high when cell phone costs have decreased significantly and are estimated at \$45 per month for a good plan with unlimited access from most carriers or an annual cost of \$540. This stipend appears to be more than 250% of the real cost. Why are we not reducing the stipend to this amount?

A: This is a budget estimate. Amount will be determined by contract and Town policy, depending on selected approach. See #33 below.

7. Q: Under Town Manager (05-01) code 7110 (professional services) actuals for this year zero, why do we need a budget of \$5,000?

A: Actuals are zero due to vacancy. This is a reduction from prior year's budgets and accommodates a variety of services from strategic planning to needs assessments, etc.

8. Q: Under Interdepartmental (00-00) code 7131 (basic telephone), if actuals for this year were \$31K



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why are we proposing an increase to \$33.0K

A: This includes an estimate for new phone lines needed for security at new park facilities, and general cost increases.

9. Q: Under Interdepartmental (00-00) code 7134 (internet connection) if actuals for this year are \$5.0K, why the increase to \$6.0K?

A: To allow for anticipated increases by provider based on actuals.

10. Q: Under interdepartmental (00-00) code 7139 (800 MHZ radio-county) why are we spending \$27K for this additional capability?

A: Based on actual billing through County contract for needed radio service (inter-agency, emergency communication, no cell service areas, etc)

11. Q: Under interdepartmental (00-00) code 7212 (utilities water) why is the proposed budget \$3.6K higher than this actual for this year, an increase of more than 20%?

A: This year's projected water usage is an estimate. Actual amounts vary based on seasonality, weather, facility use, etc.

12. Q: Under interdepartmental (00-00) code 7630 (dues and membership) – what is the specific dues that is not chargeable to individual departments mounting to a proposed budget of \$12.7K?

A: League of California Cities, SANBAG, and LAFCO membership dues.

13. Q: Under interdepartmental (00-00) code 7979 (property tax administration), why is there any proposed budget since the county does the property tax administration?

A: Town must pay fees to the county for their services as charged per state law.

14. Q: Under Town Council (01-01) code 5123 (health care) - why is the town not pursuing the use of The Affordable Care Act rather than paying amounts upwards to over \$1200 per month per council member?

A: Current health care policy for all employees, including council members, allows for a monthly allowance of \$1,050/month for medical, dental and vision benefits. Council members are free to decline coverage or allowance, as some currently have done. Town management is responsible for continuous review of providing reasonable benefits to employees in a cost effective manner, while ensuring reasonable quality and stability of benefits and will make recommendations to Council as appropriate.

15. Q: Under Town Council (01-01) code 6120 (operating expenses) why the increase of 33% from previous actuals and previous budgets?

A: Budgetary allocation. Actual expenditure will vary with Council work plan, requests, etc.

16. Q: Under Town Council (01-01) code 7510 (printing) the proposed budget of \$12K every year could be saved by the purchase of 5 tablets (at a cost of about \$400 or less each)

A: Budgetary allocation. Actual expenditure will vary with Council work plan, requests, preferences for information delivery etc.



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17. Q: Under Town Manager (05-01) code 5110 (salaries) - how much does the town manager get in salary compensation from the RDA (or successor agency) and will that additional compensation go away when this separate agency is dissolved?

A: This figure is the gross amount paid to the Town manager. Successor Agency contribution of 25% is reflected in Staff Cost Recovery – 5998. Successor Agency will not be fully dissolved until payment of debt is complete, currently scheduled for 2034. Reimbursement rates may be reduced upon completion of initial dissolution processes, estimated for 2015-16.

18. Q: Under Town Manager (05-01) code 5998 (staff cost recovery) and code 5999 (indirect cost recovery) – please explain what these are and why the amounts are changing significantly from prior years?

A: 5998 includes overhead allocation recovery from Successor Agency. 5999 includes overhead allocation from Special Revenue Funds. Actual amounts vary depending on the level of activities in each of the Funds. Overhead allocation represent the charges to the various special revenue funds, and corresponding credits back to the general fund. This process allows administrative expense to be captured as part of project costs.

19. Q: Under Town Manager (05-01) code 7510 (printing) – why is there a budget of \$750 when the actuals for this year were zero.

A: Current year is zero because of position vacancy. Expenditures are anticipated.

20. Q: Under Town Manager (05-01) code 7618 (meetings and travel) why is the proposed budget \$3.0K when the actuals for this year were only \$1.0K – what is causing the 300% increase?

A: Anticipating that new town manager will have expenditures. Current year are zero because of the vacancy.

21. Q: Under Office of Disaster Preparedness (05-07) code 6910 (small tools) – why is a proposed budget of \$1.0 K when previous years actuals have always been zero?

A: Budgetary allocation. Actual expenditure will vary with department work plan, requests, EOC activations, etc. The Town has not had to activate its EOC in the past couple of years. One activation may require the entire budget plus additional funds, depending on the emergency.

22. Q: Under Office of Disaster Preparedness (05-07) code 7520 (advertising) – why is a proposed budget of \$1.3 K when previous year's actuals have always been zero?

A: Planned outreach for citizen information and awareness regarding Emergency preparedness.



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23. Q: Under Information Services (05-08) code 7415 (software licenses) – please identify the specific software licenses that total \$32K for the proposed year.

A:

Software Licenses	
Security, firewalls, back-up	7,000
Govt outreach-code compliance	6,600
HDL-Business registration	4,300
Proprietary software	1,900
Fundware	3,500
Microsoft Licensing-excel, word, pp	3,500
Maximum solutions- Recreation	1,800
One call now-auto phone service	1,800
Assetworks	1,600
	32,000

24. Q: Under Recycling & Solid Waste (05-09) code 7630 (dues and memberships) – what is the rationale behind a budget of \$22.0K when no one is assigned to this department?

A: Mojave Desert and Mountain Integrated Waste - JPA membership as an extension of staff. This joint powers association leverages partnerships from the member cities, allowing cities to be able to understand and meet constantly changing state and federal legislation without the exclusive use of full time employees.

25. Q: Under Recycling & Solid Waste (05-09) code 7110 (professional services) – what is the rationale behind a budget of \$28.5K – what services are being purchased and from who?

A: San Bernardino County Household Hazardous Waste Program contract service. This contract leverages participation from the member cities and county, allowing cities to be able to understand and meet constantly changing state and federal legislation without the exclusive use of full time employees.

26. Q: Under Recycling & Solid Waste (05-09) code 7890 (promotion events) – what is the rationale behind a budget of \$2.0K – an amount 400% over this year's actuals?

A: State elimination of Fund 570 (Recycling Fund) contribution to Earth Day events. This event will now be supported by the general fund.

27. Q: Under Finance (10-10) code 5110 (salaries) – why an increase of \$25.7K or almost 10% over the \$310.9K when there was no proposed changes in the staffing levels proposed? Additionally, how many staff members does this cover?

A: This reflects the addition of the salaries that were paid by the successor agency in previous years so as to gross up total costs for consistency and transparency. Budget allocation is for 4 staff and also reflects reclassification of Acct Tech II to Acct Tech III based on job characteristics.



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28. Q: Under Finance (10-10) code 5110 (salaries) – what amount (s) are being covered by the RDA (successor agency) and when this agency is dissolved, what is the resolution for these dollar amounts which are above the \$310.9K actuals this year?

A: Staff recovery costs under 5998 represent recovery of charges applicable to the Successor Agency. Staff recovery costs under 5999 represent recovery of charges applicable to Special Revenue Funds of the Town (primarily infrastructure). Generally, approximately 25% of the department director and 25% of the staff accountant costs are charged back to the Successor Agency as an expense.

29. Q: Under Finance (10-10) code 5111 (salaries – part time) – why an increase of \$6.2K, more than 100%, from the previously approved budget \$4.1K?

A: Planned full year labor costs of a part-time, non-benefited reception position for Town Hall reception and phone support.

30. Q: Under Finance (10-10) code 5112 (salaries-overtime) – why is there a budget of \$2.0K – what is the overtime being used for?

A: Normal business operations require the occasional use of overtime.

31. Q: Under Finance (10-10) code 5115 (vac-sick leave) – why an increase of \$7.0K or almost 100%?

A: Town policy establishes a cap on vacation accrual. If a cap is attained, the employee must use the vacation hours, or exercise the sell-back of vacation for medical/retirement costs contributed in accordance with the policy. This allows the Town to better manage and limit its long-term leave liabilities. Budget amounts are management estimates and will vary according to use.

32. Q: Under Finance (10-10) code 5123 (health care) – why is the town not pursuing the use of The Affordable Care Act rather than paying \$50.4K for this department alone?

A: Current health care policy for all employees, including council members, allows for a monthly allowance of \$1,050/month for medical, dental and vision benefits. Town management is responsible for continuous review of providing reasonable benefits to employees in a cost effective manner, while ensuring reasonable quality and stability of benefit and will make recommendations to Council as appropriate.

33. Q: Under Finance (10-10) code 5202 (communication stipend) shows \$2,760. Why is this stipend so high when cell phone costs have decreased significantly and are estimated at \$45 per month for a good plan with unlimited access from most carriers or an annual cost of \$540 for each for a total of \$1080. This stipend appears to be more than 250% of the real cost. Why are we not reducing the stipend to this amount?

A: Per Town policy, Communication allowances are determined by tiers of use. If the employee is granted an allowance in place of a Town provided phone, the communication allowances must also cover the cost of the phone hardware as provided by the employee. Estimates of data plan and voice costs typically range from \$85-\$125 per month. Allowances also eliminate the administrative burden for the Town.

34. Q: Under Finance (10-10) code 5998 (staff cost recovery) and code 5999 (indirect cost recovery) – please explain what these are and why the amounts are changing significantly from prior years?

A: This now includes the recovery from Successor Agency see #27 & #28 above.



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35. Q: Under Finance (10-10) code 7110 (professional services) – please explain what we are receiving for the proposed budget amount of \$53.5K, an increase of \$3.5 from current actuals?

A: RAMS is Audit costs required by Town Code. HdL is Sales Tax analysis and consulting. The remaining cover specialized reporting as required by the Town’s administrative/finance functions.

Professional Services	
RAMS	50,000
Nichols Cons- SB90	2,500
HDL- sales tax	4,000
HDL/Muni- CAFR award	1,500
Sales Tax Measure & Misc	250
SA Reimb for Audit	(5,000)
	53,250

36. Q: Under Finance (10-10) code 7510 (printing) – please explain the rationale for the \$4.0K proposed budget? (If this was for copies at \$.05 a page, we are taking about 80,000 pages)

A: Costs include department share of copier and printer leases also.

37. Q: Under Finance (10-10) code 7999 (indirect cost recovery) – please explain what this and what makes it different than code 5999 (indirect cost recovery)?

A: Indirect costs under 7999 represent costs associated with non-labor overhead allocation to Special Revenue Funds. Costs under 5999 represent costs associated with labor overhead allocation to Special Revenue Funds. Budget reflects management’s estimate. Actual amounts vary depending on project completion timelines and actual program expenditures.

38. Q: Under Resources/Risk Management (10-11) code 5202 (communication stipend) shows \$1200. Why is this stipend so high when cell phone costs have decreased significantly and are estimated at \$45 per month for a good plan with unlimited access from most carriers or an annual cost of \$540 for each. This stipend appears to be more than 200% of the real cost. Why are we not reducing the stipend to this amount?

A: Per Town policy, Communication allowances are determined by tiers of use. Communication allowances provided must also cover the cost of the phone hardware as provided by the employee. Estimates of data plan and voice costs typically range from \$85-\$125 per month. Allowances also eliminate the administrative burden for the Town.

39. Q: Under Resources/Risk Management (10-11) code 5999 (indirect cost recovery) – please explain what these are and why the amount is a constant \$5.0K?

A: Indirect costs under 7999 represent costs associated with non-labor overhead allocation to Special Revenue Funds. Costs under 5999 represent costs associated with labor overhead allocation to Special Revenue Funds. Budget reflects management’s estimate. Actual amounts vary depending on project completion timelines and actual program expenditures.



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40. Q: Under Resources/Risk Management (10-11) code 7110 (professional services) – what is the increase of \$35.0K for bringing the professional services to an amount of \$46.1K?

A: Budgetary accommodation for a Classification and Compensation Study last completed in 2007, prior to multiple organizational changes. Award of contract will be a separate council action when project advances.

41. Q: Under Resources/Risk Management (10-11) cod 7620 (staff training) – what is the proposed budget of \$500 for since there is no record of any actuals for the past few years?

A: Budget allocation for staff training. Actual amounts differ depending on work schedule, training opportunities, etc. Additionally, with the reduction in staff over the past five years, the Town has not been able to provide consistent training as desired without significant work plan disruptions and overtime costs. It is essential that staff training be emphasized to ensure worker safety and knowledge of current rules, regulations and certification as appropriate. HR training includes areas of payroll regulation, workers' compensation law updates, employment law updates etc.

42. Q: Under Resources/Risk Management (10-11) code 7710 (insurance) – why the increase of \$25.0 from this year's actuals

A: Risk costs vary from year to year based on insurance pool risk factors, experience rates, reinsurance rates, etc. Actual costs will vary.

43. Q: Under Resources/Risk Management (10-11) code 7730 (claims) – why the increase of \$8.0K from the projected actual of \$2.0K an increase of 400%.

A: Claims costs will vary based on claims received by the Town. Actual costs will vary.

44. Q: Under Resources/Risk Management (10-11) code 7820 (special projects) – why the increase of \$4.0K from the projected actual of \$2.5K an increase of almost 100%.

A: Budgetary allocation. Actual expenditure will vary with special projects selected, council requests, offsetting reimbursements, etc. Budget allocation is consistent with prior years.

45. Q: Under Town Clerk (10-12) code 5110 (salaries) – why the increase of \$20.0K from the projected actuals of \$52.6K an increase of 38%?

A: Similar to Finance and Town Manager departments above, salaries are reported at gross amounts prior to Successor Agency recovery.

46. Q: Under Town Clerk (10-12) code 5110 (salaries) – what amount (s) are being covered by the RDA (successor agency) and when this agency is dissolved, what is the resolution for these dollar amounts which are above the \$52.6K actuals this year?

A: Currently, 25% of the Town Clerk function is allocated to the Successor Agency (including Oversight Board). When dissolved, it is anticipated that the Town Clerk will be able to devote additional time to traditional Town Clerk duties, such as Town Codification projects, records management, Town Council support and Public Information duties. Many of these duties are completed only at a minimal level due to lack of time resources.



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47. Q: Under Town Clerk (10-12) code 5115 (vac payout) – what is the cause of the increase of \$3.5K over the projected actuals of \$2.5K, an increase over 100%?

A: Town policy establishes a cap on vacation accrual. If a cap is attained, the employee must use the vacation hours, or exercise the sell-back of vacation for medical/retirement costs incurred in accordance with the policy. This allows the Town to better manage and limit its long-term leave liabilities. Budget amounts are management estimates and will vary according to use.

48. Q: Under Town Clerk (10-12) code 5123 (health care) – what is the cause of the increase of \$3.1K, over 30% from the current year actuals of \$9.4K?

A: All labor/benefit costs are included at gross amounts prior to any staff recovery offsets.

49. Q: Under Town Clerk (10-12) code 5998 (staff cost recovery) and code 5999 (indirect cost recovery) – please explain what these are and why the amounts are changing significantly from prior years?

A: Indirect costs under 7999 represent costs associated with non-labor overhead allocation to Special Revenue Funds. Costs under 5999 represent costs associated with labor overhead allocation to Special Revenue Funds. Budget reflects management's estimate. Actual amounts vary depending on project completion timelines and actual program expenditures.

50. Q: Under Town Clerk (10-12) code 7110 (professional services) – please explain the rationale for any expenditures in this area above salaries as well as the \$11K increase amounting to almost 100% from this years actuals?

A: Budget allocation includes provision for completion of Town Code Codification updates as required, including significant one-time codification costs associated with the anticipated completion of the updated Town Development Code.

51. Q: Under Town Clerk (10-12) code 7520 (advertising) – please explain the rationale for the increase of \$3.5K from the actuals of \$4.0K, an increase of almost 100%?

A: Budgetary allocation. Actual expenditure will vary with Town Clerk work plan, requests, notification requirements, elections, public hearing notices, etc.

52. Q: Under Town Clerk (10-12) code 7618 (meetings and travel) – please explain the increase of \$1.0K over this years actuals and budget of \$1.5K, an increase of 66%?

A: Anticipated training costs associated with new Town Clerk, Deputy Town Clerk staff. Examples include League of California Cities new law update, and City Clerk's Assoc. annual meeting, both in Northern California this year. Also includes basic clerk training for Brown Act for new staff.

53. Q: Under Town Clerk (10-12) code 7860 (election expenses) – please provide the support for the budget of \$20K?

A: November 2014 Election cost estimate based on historical.

54. Q: Under Town Clerk (10-12) code 7999 (indirect cost recovery) – please explain what this is and what makes it different than code 5999 (indirect cost recovery)?

A: Indirect costs under 7999 represent costs associated with non-labor overhead allocation to Special Revenue Funds. Costs under 5999 represent costs associated with labor overhead allocation to



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Special Revenue Funds. Budget reflects management's estimate. Actual amounts vary depending on project completion timelines and actual program expenditures.

55. Q: Please provide the detail for Law Enforcement (25-01) – specifically Schedule A

A: Draft Schedule A included at end of document.

56. Q: Please provide the authority to spend \$40K for the Off Highway Vehicle Program in actuals for this year without an approved budget. Additionally, provide the authority and what the \$40K in budget will be used for in this proposed budget.

A: March 4, 2014 Agenda; Item 6. http://www.yucca-valley.org/pdf/mam/Town_Council/Agendas/2014/2014_03_04_tc_agenda.pdf Anticipated similar application in FY 2014-15 and 2015-16.

57. Q: Under Law Enforcement (25-01) code 7153 (grant programs) – what is the \$10K for?

A: Click it or Ticket and DUI Checkpoint Programs

58. Q: Under Community Services (76-20) code 5123 (health care) – why is the budget for a full time person at \$12.6K when the Community Services is only open 20 hours per week?

A: Community Services is a year-round, full-time operation of the Town, providing Recreation, Adult Services, Hi Desert Nature Museum, Aquatics, Summer Concerts, Adult Enrichment classes, Youth Sports, Youth Commission, Town Facility Use Management, and a host of other programming as directed by the Town Council. Full-time staff works anywhere from 40 to 65 hours per week depending on position. Community Services Admin reflects one full time employee.

59. Q: Under Community Services (76-20) code 7620 (staff training) – why is proposed budget \$5.0K which is 400% over the current year actuals of \$1.0K?

A: Budget allocation for staff training. Actual amounts differ depending on work schedule, training opportunities, etc. Additionally, with the reduction in staff over the past five years, the Town has not been able to provide consistent training as desired without significant work plan disruptions and overtime costs. It is essential that staff training be emphasized to ensure worker safety and knowledge of current rules, regulations and certification as appropriate. Specific examples include water safety classes, Red Cross training, youth programs training, etc.

60. Q: Under Recreation Services (40-20) code 5110 (salaries) – what is the justification for the 12.0K increase over the current year actuals of \$52.1K, an increase of over 20%?

A: Reflects full-year costs of current staffing levels, and includes salary adjustments over the current year.

61. Q: Under Recreation Services (40-20) code 7110 (Professional services) – what is the increase of \$5.0K bringing professional services for? Please provide detail behind the \$75K budget request.

A: Budgetary allocation. Actual expenditure will vary with Recreation Services work plan. Typical costs cover enrichment class contract instructors (e.g. - Dog Training), contract sports officials, outside technical services (QuickScores & summer concert sound), summer concert series musical talent etc.



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62. Q: Under Recreation Services (40-20) code 7340 (rental of buildings) – please provide detail that supports this proposed budget of \$32.0K.

A: Provides budget for rental of Boys & Girls Club, EV Free Gym, Bell Center Gym and MUSD facilities for Youth Basketball program.

63. Q: Under Museum (40-21) code 5110 (salaries) and code 5111 (Part time) – how will the increase of \$48.9K in salaries and reduction of part time by \$17.8K benefit the museum to the operating public in terms of hours and availability?

A: The proposed staffing schedule reflected in the budget will allow the museum to appropriately function as currently scheduled. Current staffing, if not enhanced, would necessitate further reduction in operating hours, and/or closure. The proposed structure will allow for continued visitation by appointment on Wednesday by school and community groups, as well as possible increased operating hours on Wednesday during the peak months of July/August. The proposed staffing structure will add the Museum Registrar job requirements to staff, eliminating the need for contract services.

64. Q: Under Museum (40-21) code 6120 (operating supplies) – what is the support behind the \$11.5K increase from actuals – over 100% for operating supplies?

A: With reductions in staff, exhibits can no longer be completed solely in house with force labor. This provision allows for the use of temporary exhibit rentals.

65. Q: Under Museum (40-21) code 7110 (professional services) – this area is being reduced from \$25.0K actuals to \$5.0K. What is being eliminated?

A: The proposed staffing structure will add the Museum Registrar job requirements to staff, eliminating the need for specialized contract services.

66. Q: Under Community Relations (40-23) code 6130 (postage) – Previous actuals for last few years has been zero. What is the budget of \$6.3K for?

A: Planned hard copy mailed community newsletter/updates.

67. Q: Under Community Relations (40-23) code 7510 (printing) – previous actuals for last few years has been \$230 and \$250 respectively – why a proposed budget of \$6.0K?

A: Planned hard copy direct mailed community newsletter/updates.

68. Q: Under Community Relations (40-23) code 7890 (promotional events) – actuals for this year was \$250, what is the proposed budget of \$5.0K for?

A: Veteran's Day Celebration. Town alternates with the City of 29 Palms to host an annual event.

69. Q: What would it cost to keep the pool open for early evenings during the week and on weekends and holidays for the entire day? Additionally, what would it cost to create family memberships for swimming of no more than \$100 per season for the entire family (provided they are Town of Yucca Valley residents)?

A: The proposed 2014 Aquatics Program includes multiple programming options for the upcoming season that include 2-week swim sessions, morning and evening lap swim, additional hours for open swim, family swim days, and a planned Saturday Family fun day. The proposed cost structure is



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designed to recover the majority of expenditures, while keeping facility use affordable for the users. Discount Swim Passes for frequent users will be offered again, as in the past. The proposed rates would not be possible without the continued partnership of Morongo Unified School District. The full 2014 Aquatics Program will be available with the Town's Summer Community Guide, scheduled for distribution in late May.

70. Q: Under Animal Shelter (40-45) code 7110 (professional services) – Actuals this year were \$60K and the proposed budget is \$46K. What is the basis of the \$46K and the rationale for the decrease?

A: Budgetary allocation. Actual expenditure will vary with shelter animal intake, animal needs etc.

71. Q: Under Animal Shelter (40-45) code 7310 (equipment lease) – actuals this year was \$7.0K but there was no budget authority. The proposed budget is \$7.2K – what is this for?

A: This cost represents the Lease to Purchase costs of the Shelter phone system. These were authorized in the initial year under Shelter Start up Costs.

72. Q: Under Animal Shelter (40-45) code 7412 (maintenance – building) – there was no budget this year. Please provide support for the proposed budget of \$5.0K?

A: Prior year costs were included in Town Facilities Maintenance budget. These are now accounted in the shelter budget to better reflect the cost-sharing arrangement of shelter operations with the County.

73. Q: Under Animal Shelter (40-45) code 7999 (admin cost alloc) – what is the budget of \$63.1K for?

A: Administrative costs (Town Management/Accounting/HR) are allocated back to the shelter directly to better reflect the cost-sharing arrangement of shelter operations with the County.

74. Q: Under Animal Control (40-54) code 5123 (health care) – why is the health care going from actuals this year of \$22.0K to a proposed budget of \$40.3K with no increase in salaries?

A: Actuals will be higher than listed due to actual costs incurred. Budget amounts set to reflect actuals, and are associated with all related departmental health care costs.

75. Q: Under facilities maintenance (40-55) code 5110 (salaries) and code 5111 (salaries – temp) – proposed budget is \$88K for 5110, an increase of \$29.2K from this year's actuals and budget, whereas 5111 was reduced by \$21.8K. What is this for?

A: Proposed amounts were aligned with the Town's definition of salaries and salaries – temp, which is determined by the Town's retirement obligations for current staff. For example, if the Town is required to enroll a part-time individual in PERS retirement based on prior service and PERS statutory requirement, the related employee costs are included under 5110.

76. Q: Under facilities maintenance (40-55) code 7110 (professional services) – actuals this year were \$116.3K and the proposed budget is \$126.8K – what additional services are being contracted?

A: Proposed costs reflect the Town's contract with Desert ARC for light janitorial/park maintenance at the Town's park facilities and HVAC maintenance agreements.



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77. Q: Under Community Partnerships (41-40) we recommend we review each request again.

A: See Item 12 of the linked agenda. http://www.yucca-valley.org/pdf/mam/Town_Council/Agendas/2014/2014_04_15_tc_agenda.pdf

78. Q: Under Community Dev Administration (50-01) code 5110 (salaries) - what amount (s) are being covered by the RDA (successor agency) and when this agency is dissolved, what is the resolution for these dollar amounts which are above the \$142.8K actuals this year?

A: When dissolved, it is anticipated that staff will be able to devote additional time to traditional Community Development activities, such as General Plan implementation, Development Code project completion, public and private land use transactions, and continued oversight of the Town's Community Development, Public Works, Parks, and Animal Care and Control activities. Current recovery rate is approximately 25%.

79. Q: Under Community Dev Administration (50-01) code 5110 (salaries) – what is the justification for the near 10% increase in salaries from \$142.8K actuals to a proposed budget of \$153.8K?

A: Reflects staffing expenditures in accordance with the currently adopted Town salary matrix.

80. Q: Under Community Dev Administration (50-01) code 5127 (retirement) – Actuals for this year were \$21.0K and the proposed budget is \$30.3K, an increase of almost 50%.

A: All labor/benefit costs are included at gross amounts prior to any staff recovery offsets.

81. Q: Under Community Dev Administration (50-01) code 7618 (meetings and travel) – actuals for this year was \$1000 and the proposed budget is \$4000, an increase of 400%. Why ?

A: Budget allocation for staff training. Actual amounts differ depending on work schedule, training opportunities, etc. Additionally, with the reduction in staff over the past five years, the Town has not been able to provide consistent training as desired without significant work plan disruptions and overtime costs. It is essential that staff training be emphasized to ensure worker safety and knowledge of current rules, regulations and certification as appropriate. Specific examples include code compliance law updates, planning staff training and development, etc.

82. Q: Under Community Dev Administration (50-01) code 7930 (commission expense) – what is the \$3,000 used for in the proposed budget?

A: Budget allocation for Planning commission meeting and training. Actual amounts differ depending on schedule and training opportunities, etc.

83. Q: Under Engineering (50-51) code 5110 (salaries) – what is the rationale for the increase from \$218.4K to the proposed budget of \$269.6K, an increase of \$51.2K or about 25%?

A: All labor/benefit costs are included at gross amounts prior to any staff recovery offsets. Net increase is less than one percent.

84. Q: Under Engineering (50-51) code 5127 (retirement) – why the increase from actuals this year of \$29.2K to a proposed budget of \$40.4K, an increase of almost 35%?

A: All labor/benefit costs are included at gross amounts prior to any staff recovery offsets. Net increase is less than one percent.



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85. Q: Under Engineering (50-51) code 5202 (communication stipend) – actuals for this year and previous years was zero – why put in a stipend of \$2000? If anything it should be \$540 for each person (see discussion above)

A: In prior years, these were aggregated into salary costs. For consistency, they have been identified separately. This allocation covers two employees. Per Town policy, Communication allowances are determined by tiers of use. Communication allowances provided must also cover the cost of the phone hardware as provided by the employee. Estimates of data plan and voice costs typically range from \$85-\$125 per month. Allowances also eliminate the administrative burden for the Town.

86. Q: Under Engineering (50-51) code 5998 (staff cost recovery) – please explain what these are and why the amounts are changing significantly from prior years?

A: Staff recovery costs under 5998 represent costs associated with labor overhead allocation to Special Revenue Funds. Budget reflects management's estimate. Actual amounts vary depending on project completion timelines and actual program expenditures.

87. Q: Under Code Compliance (50-52) code 5998 (staff cost recovery) – please explain what these are and why the amounts are changing significantly from prior years?

A: This allocation represents funding contributions from the Community Development Block Grant program, and is being phased out by FY 2016-17 per prior Town Council guidance.

88. Q: Under Building and Safety (50-53) code 7110 (profession services) – actuals for this year were \$95.6K and the proposed budget \$131.2K, an increase of \$35.6K or almost 35%. Please explain?

A: Building and Safety services are provided to the Town through a contract relationship. Amount paid is directly commensurate with activity performed. Actual and budget amounts reflect actual or projected public/private land development activities based on management estimates.

89. Q: Under Public works admin (55-01) code 5110 (salaries) and code 5111 (salaries – temp) – actuals were \$33.3K and the proposed budget is \$40.0K, an increase of \$6.9K and a change from temp to permanent – please provide rationale for change and the increase?

A: Reflects full year costs associated with the transition of personnel from a part-time to full-time benefited staff as authorized in the FY 2013-14 budget.

90. Q: Under Public works admin (55-01) code 7618 (meetings and travel) – please provide rationale for any amounts under this proposed category amounting to \$5.4K?

A: Budget allocation for staff training. Actual amounts differ depending on work schedule, training opportunities, etc. Additionally, with the reduction in staff over the past five years, the Town has not been able to provide consistent training as desired without significant work plan disruptions and overtime costs. It is essential that staff training be emphasized to ensure worker safety and knowledge of current rules, regulations and certification as appropriate. Specific examples include traffic safety training/certification, materials training, equipment, parks maintenance training, playground inspection certification, pesticide training/certification, etc.

91. Q: Under Fleet maintenance (55-57) code 6500 (fuel) – why the increase from actuals at \$57.5K to a proposed budget of \$65.0K?

A: Budget amounts based on management estimates and cost of fuel. Actual amounts will vary.



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92. Q: Under Fleet maintenance (55-57) code 7411 (maintenance equipment) – why the increase from actuals at \$5.4K to a proposed budget of \$15.0K?

A: Budget amounts based on management estimates and cost of supplies. Actual amounts will vary.

93. Q: Under Park Maintenance (55-58) code 5112 (overtime) – why does overtime continue to increase – last year's actuals were \$7.3K, this year's was \$16.1K and the proposed budget is: \$25.2K, an increase of over 50%. Please justify.

A: Budget amounts for overtime and standby are based on management estimates related to historical trends, added facilities and other environmental impacts (e.g. – storm events, field usage, vandalism, new facilities, etc.). Overtime is also an indication of the areas of greatest potential need in the organization if trends continue.

94. Q: Under Park Maintenance (55-58) code 5113 (standby) – why does standby continue to increase – last year's actuals were \$4.7K, this year's actuals were \$8.4K and the proposed budget is: \$10.2K, an increase of almost 25% from the current year. Why?

A: Budget amounts for overtime and standby are based on management estimates related to historical trends, added facilities and other environmental impacts (e.g. – storm events, field usage, vandalism, new facilities, etc.).

95. Q: Under Park Maintenance (55-58) code 5115 (vac-sick leave cash) – actuals this year was \$7.5K and the proposed budget is \$12.5K, an increase of 70%. Why?

A: Town policy establishes a cap on vacation accrual. If a cap is attained, the employee must use the vacation hours, or exercise the sell-back of vacation for medical/retirement costs incurred in accordance with the policy. This allows the Town to better manage and limit its long-term leave liabilities. Budget amounts are management estimates and will vary according to use.

96. Q: Under Park Maintenance (55-58) code 6122 (grounds maintenance supplies) – the actuals for last year was \$19.6K, this year actuals were \$38.5K and proposed budget \$52.8K, over 35% increase. Why?

A: Budget amounts based on management estimates and cost of supplies. Actual amounts will vary. Reflects the recent addition of Essig Park, Brehm 1 Park and Brehm 2 Park.

97. Q: Under Park Maintenance (55-58) code 7630 (dues and memberships) – actuals were \$210 and the proposed budget is \$2,250 – why the 10 fold increase?

A: Budget allocation for staff training. Actual amounts differ depending on work schedule, training opportunities, etc. Additionally, with the reduction in staff over the past five years, the Town has not been able to provide consistent training as desired without significant work plan disruptions and overtime costs. It is essential that staff training be emphasized to ensure worker safety and knowledge of current rules, regulations and certification as appropriate.