

TOWN OF YUCCA VALLEY TOWN COUNCIL MEETING



*The Mission of the Town of Yucca Valley is to
provide a government that is responsive to its citizens
to ensure a safe and secure environment
while maintaining the highest quality of life.*

**TOWN COUNCIL: 6:00 PM
TUESDAY, OCTOBER 20, 2015
YUCCA VALLEY COMMUNITY CENTER
YUCCA ROOM
57090 - 29 PALMS HIGHWAY
YUCCA VALLEY, CALIFORNIA 92284**

**CLOSED SESSION: 6:00 p.m.
(Immediately following the regular meeting.)
YUCCA VALLEY TOWN HALL
CONFERENCE ROOM
57090 - 29 PALMS HIGHWAY
YUCCA VALLEY, CALIFORNIA 92284**

*** * * ***

**Town Council
Merl Abel, Council Member
Rick Denison, Council Member
Robert Leone, Mayor Pro Tem
Robert Lombardo, Council Member
George Huntington, Mayor**

*** * * ***

**TOWN ADMINISTRATIVE OFFICE:
760-369-7207
www.yucca-valley.org**

**AGENDA
MEETING OF THE
TOWN COUNCIL
TUESDAY, OCTOBER 20, 2015
6:00 PM**

The Town of Yucca Valley complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the Town Clerk's Office at 760-369-7209 at least 48 hours prior to the meeting.

An agenda packet for the meeting, and any additional documents submitted to the majority of the Town Council, are available for public view in the Town Hall lobby and with respect to the staff agenda packet, on the Town's website, www.yucca-valley.org, prior to the Regular Meeting. Any materials submitted to the Agency after distribution of the agenda packet will be available for public review in the Town Clerk's Office during normal business hours and will be available for review at the meeting. For more information on an agenda item or the agenda process, please contact the Town Clerk's office at 760-369-7209 ext. 226.

If you wish to comment on any subject on the agenda, or any subject not on the agenda during public comments, please fill out a card and give it to the Town Clerk. The Mayor/Chair will recognize you at the appropriate time. Comment time is limited to 3 minutes.

Where appropriate or deemed necessary, action may be taken on any item listed in the agenda.

OPENING CEREMONIES:

CALL TO ORDER:

ROLL CALL:

Council Members Abel, Denison, Leone, Lombardo and Mayor Huntington

PLEDGE OF ALLEGIANCE:

INVOCATION:

PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS:

CONSENT AGENDA:

All items listed on the consent calendar are considered to be routine matters or are considered formal documents covering previous Town Council instruction. The items listed on the consent calendar may be enacted by one motion and a second. There will be no separate discussion of the consent calendar items unless a member of the Town

Council or Town Staff requests discussion on specific consent calendar items at the beginning of the meeting. Public requests to comment on consent calendar items should be filed with the ***Town Clerk before the consent calendar is called.***

1. Waive further reading of all ordinances (if any in the agenda) and read by title only.

Recommendation:

Move to waive further reading of all ordinances and read by title only.

2. Town Council - Regular Meeting - Sep 15, 2015 6:00 PM

Recommendation:

Approve the Town Council meeting minutes of September 15, 2015 as presented.

3. Town Council - Regular Meeting - Oct 6, 2015 6:00 PM

Recommendation:

Approve the Town Council meeting minutes of October 6, 2015 as presented.

4. Memorandum of Understanding (MOU) between Town of Yucca Valley (Town) and Morongo Unified School District (District) for the School Resource Officer Program.

Recommendation:

That the Town Council approves the Memorandum of Understanding between the Town of Yucca Valley and the Morongo Unified School District regarding service relative to the School Resource Officer Program and authorize the Town Manager to sign all necessary documents.

5. AB1234 Reporting Requirements

Recommendation:

Receive and file the AB1234 Reporting Requirement Schedule for the month of September 2015

6. Warrant Registers

Recommendation:

Ratify the Payroll Registers for checks dated September 25, 2015, and October 9, 2015, totaling \$154,564.93 and \$136,274.42 respectively. Ratify the Warrant Register for checks dated October 8, 2015, totaling \$560,761.75.

DEPARTMENT REPORTS:

7. 2015-16 Youth Commission Appointment

Recommendation:

Appoint the applicants recommended by the Parks, Recreation and Cultural Commission to the 2015-16 Youth Commission, and authorize the Parks, Recreation and Cultural Commission to review future

applications and make subsequent appointments on behalf of the Council.

8. Facility Use Policy Approval

Recommendation:

Review and approve the suggested modifications to the existing Facility Use Policy as approved by the Town's Parks, Recreation and Cultural Commission

9. Authorization of Additional payment to CalPERS Side fund Loan

Recommendation:

It is recommended that the Town Council:

Amend the 2015-16 Budget to appropriate \$501,552 in the General Fund from unrestricted reserves to pay in full the side fund loan balance portion of the unfunded liabilities.

Authorize payment in the amount of \$501,552 to CalPERS to pay in full the side fund loan balance portion of the unfunded liabilities.

10. Strategic Planning Calendar and Update

Recommendation:

It is recommended that the Town Council:

- 1. Receive and file the proposed calendar of activities related to the Town's 2015 Strategic Planning efforts;**
- 2. Provide input as desired for background information, topical information, or general areas of interest to include as part of the Town's Strategic Planning activities.**

FUTURE AGENDA ITEMS:

PUBLIC COMMENTS:

In order to assist in the orderly and timely conduct of the meeting, the Town Council takes this time to consider your comments on items of concern which are on the Closed Session or not on the agenda. When you are called to speak, please state your name and community of residence. Notify the Mayor if you wish to be on or off the camera. Please limit your comments to three (3) minutes or less. Inappropriate behavior which disrupts, disturbs or otherwise impedes the orderly conduct of the meeting will result in forfeiture of your public comment privileges. The Town Council is prohibited by State law from taking action or discussing items not included on the printed agenda.

STAFF REPORTS AND COMMENTS:

MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS:

- Council Member Abel
- Council Member Denison
- Council Member Lombardo
- Mayor Pro Tem Leone
- Mayor Huntington

ANNOUNCEMENTS:

State of the Basin Event

The Town of Yucca Valley- State of the Basin luncheon is scheduled for Thursday, October 29, 2015 at 11:30 a.m. at the Yucca Valley Community Center Yucca Room. Reservations are required as space is limited. Contact the Town Clerk for more information and reservations.

Upcoming Meeting Agenda

The next regular meeting of the Yucca Valley Town Council is scheduled for Tuesday, November 3, 2015 at 6:00 p.m. at the Yucca Valley Community Center Yucca Room.

ADJOURN TO CLOSED SESSION:

Public Comment will be taken on Closed Session items prior to adjourning to Closed Session.

CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

A closed session will be held, pursuant to Government Code Section 54956.9 (d)(4) because the Town is considering whether to initiate litigation in one (1) case.

REPORT OUT FROM CLOSED SESSION/ADJOURNMENT:

Any reportable action during Closed Session will be reported immediately following Closed Session in the Town Hall lobby.

Yucca Valley Town Council

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Town of Yucca Valley Town Council in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Yucca Valley Town Council, Commissions and Committees.

Agendas - All agendas are posted at Town Hall, 57090 Twentynine Palms Highway, Yucca Valley, at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the Town Hall offices located at 57090 Twentynine Palms Highway, Yucca Valley.

Agenda Actions - Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Town Council will generally consider items in the order listed on the agenda. However, items may be considered in any order. Under certain circumstances new agenda items can be added and action taken by two-thirds vote of the Town Council.

Closed Session Agenda Items - Consideration of closed session items, *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Mayor will announce the subject matter of the closed session. If final action is taken in closed session, the Mayor shall report the action to the public at the conclusion of the closed session.

Public Testimony on any Item - Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Town Council should complete a "Request to Speak" form, provided near the Town Clerk's desk at the meeting room, and present it to the Town Clerk prior to the Council's consideration of the item. A "Request to Speak" form must be completed for *each* item when an individual wishes to speak. When recognized by the Mayor, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Council, speakers are limited to up to three (3) minutes on each item. The Mayor or a majority of the Council may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Council member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times - The Council is concerned that discussion takes place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment - At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject with Council's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in Rule #4 still apply.*

Disruptive Conduct - If any meeting of the Council is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Mayor may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Council without first being recognized, not addressing the subject before the Council, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Council from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for all Town of Yucca Valley meetings. Your cooperation is appreciated!*

ACRONYM LIST

ADA	Americans with Disabilities Act
CAFR	Comprehensive Annual Financial Report
CALTRANS	California Department of Transportation
CEQA	California Environmental Quality Act
CCA	Community Center Authority
CDBG	Community Development Block Grant
CHP	California Highway Patrol
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COP	Certificates of Participation
CPI	Consumer Price Index
DOJ	Department of Justice
DOT	Department of Transportation
ED	Economic Development
EIR	Environmental Impact Report (pursuant to CEQA)
GAAP	Generally Accepted Accounting Procedures
GASB	Governmental Accounting Standards Board
HDWD	Hi Desert Water District
HUD	US Department of Housing and Urban Development
IEEP	Inland Empire Economic Partnership
IIPP	Injury and Illness Prevention Plan
IRC	Internal Revenue Code
LAIF	Local Agency Investment Fund
LLEBG	Local Law Enforcement Block Grant
LTF	Local Transportation Fund
MBTA	Morongo Basin Transit Authority
MBYSA	Morongo Basin Youth Soccer Association
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding
MUSD	Morongo Unified School District
PARSAC	Public Agency Risk Sharing Authority of California
PERS	California Public Employees Retirement System
PPA	Prior Period Adjustment
PVEA	Petroleum Violation Escrow Account
RDA	Redevelopment Agency
RSA	Regional Statistical Area
RTP	Regional Transportation Plan
SANBAG	San Bernardino Associated Governments
SCAG	Southern California Association of Governments
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TEA-21	Transportation Enhancement Act for the 21 st Century
TOT	Transient Occupancy Tax

Town Council Committee Assignments

COMMITTEE	REPRESENTATIVE	MEETING SCHEDULE	LOCATION
CITY / COUNTY ANIMAL SERVICES JPA	Huntington Lombardo	12:00 pm. Last Thursday	Yucca Valley
DESERT SOLID WASTE JPA	Huntington Leone (Alt)	10:00 a.m. 2 nd Thursday Feb, May, Aug, Nov	Victorville
LEAGUE OF CALIFORNIA CITIES DESERT MOUNTAIN DIVISION	Lombardo Denison (Alt)	10:00 a.m. 4 th Friday- Quarterly	Varies
LEAGUE OF CALIFORNIA CITIES LEGISLATIVE DELEGATE	Mayor		
LEGISLATIVE TEAM	Huntington Denison	Proposed for Council Members to work with Town Manager meeting with legislators when necessary	
HOMELESS PARTNERSHIP (SBCO) AND INTERAGENCY COUNCIL ON HOMELESSNESS	Staff	9:00 a.m. 4 th Wednesday	San Bernardino
MEASURE I	Huntington Abel (Alt)	9:30 a.m. 3 rd Friday	Apple Valley
MORONGO BASIN TRANSIT AUTHORITY	Abel Leone Lombardo (Alt)	5:00 p.m. 4 th Thursday	Joshua Tree
MOJAVE AIR QUALITY DISTRICT	Leone Abel (Alt)	10:00 a.m. 4 th Monday	Victorville
SANBAG	Huntington Abel (Alt)	10:30 a.m. 1 st Wednesday	San Bernardino
SO. CALIFORNIA ASSOC. GOV (SCAG) GENERAL ASSEMBLY	SANBAG Rep/Alternate	Annually May	Varies
SPORTS COUNCIL	Denison	6:30 p.m. 2 nd Monday March, June, Sept	Yucca Valley

Ad Hoc Committee Assignments

COMMITTEE	REPRESENTATIVES
AUDIT	Denison Huntington
CLASS AND COMPENSATION (Personnel)	Abel Huntington
PUBLIC FACILITIES	Huntington Leone
RDA BONDS	Huntington Leone
REVENUE MEASURE	Huntington Leone
WASTEWATER PROJECT	Denison Leone

**TOWN OF YUCCA VALLEY
TOWN COUNCIL MEETING MINUTES
SEPTEMBER 15, 2015**

OPENING CEREMONIES

CALL TO ORDER

Mayor George Huntington called the meeting to order at 6:00 PM.

ROLL CALL

PRESENT: Abel, Denison, Leone, Lombardo, Huntington

ABSENT:

Staff Members present were Town Manager Yakimow, Deputy Town Manager Stueckle, Community Services Manager Earnest, Finance Manager Cisneros, Management Analyst Rice, Police Captain Joling, and Town Clerk Copeland.

PLEDGE OF ALLEGIANCE

Led by Mayor Huntington

INVOCATION

Led by Bishop Jeuschke, The Church of Jesus Christ of Latter-day Saints, Yucca Valley Stake

PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS

1. Boys and Girls Club of the Hi-Desert

The Town Council received a brief update on the purpose, the mission and current program offerings of the Boys and Girls Club of the Hi Desert.

2. Community Services Department- Summer Season Recap

Community Services Manager Earnest presented a recap from the summer programming presented by the Community Services Department. Museum Program Supervisor Ritter continued the presentation giving an update on the summer programming at the Hi Desert Nature Museum.

Mayor Huntington opened public comment. With no members of the public wishing to speak, public comments were closed.

Council Member Lombardo spoke favorably of the programming and a great use of funds.

Mayor Pro Tem Leone commented on the Adult Excursions and other senior events which are offered at a nominal fee.

Mayor Huntington thanked staff for their dedication in presenting quality programming to the residents of the community.

APPROVAL OF AGENDA

RESULT: APPROVED [UNANIMOUS]
MOVER: Merl Abel, Council Member
SECONDER: Robert Leone, Mayor Pro Tem
AYES: Abel, Denison, Leone, Lombardo, Huntington

MOTION:

Council Member Abel moved to approve the meeting agenda for Tuesday, September 15, 2015. Mayor Pro Tem Leone seconded. Motion carried 5-0 on a roll call vote.

CONSENT AGENDA

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert Leone, Mayor Pro Tem
SECONDER: Robert Lombardo, Council Member
AYES: Abel, Denison, Leone, Lombardo, Huntington

Mayor Huntington opened public comments on the consent agenda. With no members of the public wishing to speak, public comments were closed.

3. Waive further reading of all ordinances (if any in the agenda) and read by title only.

MOTION:

Waive further reading of all ordinances and read by title only.

4. Approval of September 1, 2015 Town Council Regular Meeting Minutes

MOTION:

Approve the minutes for the regular meeting of September 1, 2015

5. Adopt the 2014-15 Purchase Order Encumbrances and Project Carry forwards

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING THE FISCAL YEAR 2015-16 ADOPTED BUDGET.

MOTION:

Adopt Resolution No. 15-20 Approving the 2014-15 Purchase Order Encumbrances and Project Carry forwards as identified.

6. Approve the Yucca Valley High School Swimming Pool Lease Agreement - First Amendment

MOTION:

That the Town Council approves the first amendment to the Yucca Valley High School swimming pool lease between the Town of Yucca Valley and Morongo Unified School District.

7. Approve the Ad Hoc Committee Dissolution**MOTION:**

Review the current Ad Hoc Committee Assignments and dissolve those Ad Hoc committees that are no longer needed.

8. Approve the AB1234 Reporting Requirements**MOTION:**

Receive and file the AB1234 Reporting Requirement Schedule for the month of August 2015

9. Approve the Warrant Registers**MOTION:**

Ratify the Warrant Register totaling \$399,758.38 for checks dated September 3, 2015.

Ratify the Payroll Register totaling \$147,667.69 for payroll dated August 28, 2015.

DEPARTMENT REPORTS**10. Emergency Management Update**

Management Analyst Rice updated the Town Council on the Town's involvement in Emergency Management.

Mayor Huntington opened public comments. With no members of the public wishing to speak, public comments were closed.

Mayor Pro Tem Leone inquired on specifics on the Great Shake Out on October 15th.

Council Member Denison inquired on collaboration of SEMS/NIMS training with the teen CERT group at the Boys and Girls Club.

Council Member Abel inquired on the status of staff training for disaster preparedness.

Mayor Huntington commented on social media use during a disaster.

MOTION:

Receive and file the informational emergency management update.

RESULT: RECEIVED AND FILED [UNANIMOUS]
MOVER: Robert Lombardo, Council Member
SECONDER: Rick Denison, Council Member
AYES: Abel, Denison, Leone, Lombardo, Huntington

11. Allocation of Positive Net Change in Fund Balance for the Fiscal Year Ended June 30, 2015 and resulting FY2015-16 Budget Amendments for Designated Appropriations

Finance Manager Cisneros presented the staff report on the allocation of \$540,168 positive net change in fund balance for the Fiscal Year ended June 30, 2015 and resulting FY 2015-16 Budget Amendments for designated appropriations.

Cisneros continued by explained the CALPERS side fund loan which was created with the Town's pension plan was pooled with other small cities and agencies. The side fund balance at 6/30/15 is \$762,990, at an interest rate of 7.5%. A benefit of paying down the Side Fund Balance is a reduction of interest expense since the rate is higher than the Town's current investment options.

Mayor Huntington opened public comments. With no members of the public wishing to speak, public comments were closed.

Council Member Denison requested clarification on infrastructure funding as presented.

There was consensus among the Council for Finance Manager Cisneros to bring back an analysis for policy discussion on the remaining balance of the CalPERS Side-Fund loan.

MOTION:

- o Review and provide direction to staff regarding allocation of the FY2014-15 General Fund Net Change in Fund Balance
- o Amend the 2015-16 Budget transferring \$400,000 from the General Fund to the Capital Projects Reserve Fund 800 in the Town Wide Infrastructure line item.
- o Authorize payment in the amount of \$140,000 to CalPERS to continue reducing the unfunded liability and amend the 2015-16 General Fund Budget appropriating \$140,000 of the prior year positive net change in fund balance.

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert Leone, Mayor Pro Tem
SECONDER: Robert Lombardo, Council Member
AYES: Abel, Denison, Leone, Lombardo, Huntington

12. Resolution No. 15- ; Measure I Five-Year Capital Improvement Program, 2015/2016 to 2019/2020, Measure I Expenditure Strategy

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, ADOPTING THE FIVE-YEAR MEASURE I CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2015/2016 TO 2019/2020.

Deputy Town Manager Stueckle presented the staff report on the Measure I Five-Year Capital Improvement Program, 2015/16 to 2019/20 Measure I Expenditure Strategy. Jurisdictions receiving Measure I program revenues must annually adopt by formal action, an outline of specific projects which will be using these funds.

Stueckle explained the crucial coordination with Hi Desert Water District for the plans for installing the wastewater treatment system throughout the town. Based upon the Hi Desert Water District's implementation of the wastewater collection system, the Town's Measure I program for the next several years is considered flexible. Stueckle also noted that there are extensive roadway improvement needs throughout the community which far exceed the available funds for construction or reconstruction of roadways. Other major items were pointed out. Several projects along or near Indio Ave between Highway 62 and Yucca Trail are pending, which may require the need for developing the new roadway. The pending safety improvement study along Yucca Trail between Sage and La Contenta may also identify items to address in this time period. With neighborhood improvements pending, the design for future road construction on Golden Bee from Acoma to Cholla may also need resources.

Mayor Huntington opened public comments. With no members of the public wishing to speak, public comments were closed.

Council Member Lombardo inquired on possibility of two left turn lanes From State Route 247 onto State Route 62.

Council Member Denison inquired on the process of reducing congestion along Hwy 62 between State Route 247 and Warren Vista.

Council Member Abel commented on the cost of the proposed extension of Onaga Trail to Camino Del Cielo.

Mayor Huntington gave input on SANBAG's priority of addressing congestion on State Route 62 and inquired on the development near Golden Bee.

MOTION:

That the Town Council adopts Resolution 15-21 approving the Measure I Five-Year Capital Improvement Program and Expenditure Strategy for Fiscal Years 2015/2016 to 2019/2020.

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: George Huntington, Mayor
SECONDER: Robert Leone, Mayor Pro Tem
AYES: Abel, Denison, Leone, Lombardo, Huntington

FUTURE AGENDA ITEMS

None Stated.

PUBLIC COMMENTS

Mayor Huntington opened public comments. With no members of the public wishing to speak public comments were closed.

STAFF REPORTS AND COMMENTS

Captain Joling announced the Desert Run Event on October 3 being presented by the Morongo Basin Search and Rescue and updated the Council on recent burglaries in the community. Also, a Community Watch program meeting will be scheduled in the near future.

Deputy Town Manager Stueckle reported that road crews will be out clearing debris from the roads caused by today's rainstorm.

Town Manager Yakimow reported on legislative session recently adjourned until January 2016, and announced the upcoming Strategic Planning meeting schedule in October.

MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS

- Council Member Denison- reported on a recent Sports Council meeting he attended and stated he is excited to see renewed enthusiasm at the Boys and Girls Club. Denison thanked Finance Manager Earnest for the informative presentation.
- Council Member Lombardo- thanked the public for attending the meeting and stated his appreciation of the Town's dedicated and professional staff members.
- Mayor Pro Tem Leone- also thanked Town staff for what they do for the community and also thanked Management Analyst Rice for the emergency management presentation.
- Mayor Huntington- reported on upcoming SANBAG activity and a creation of a new entity for transportation functions and spoke of his visits with local business owners.

ANNOUNCEMENTS**Upcoming Meeting Schedule**

The next regular meeting of the Yucca Valley Town Council will be held on Tuesday, October 6, 2015 at 6:00 p.m. in the Yucca Valley Community Center Yucca Room

The Yucca Valley Town Council will hold Strategic Planning Sessions on October 6, 2015 and October 20, 2015 at 4:00 p.m. in the Yucca Valley Community Center Yucca Room. The public is encouraged to attend.

Respectfully Submitted,

Lesley Copeland, CMC

Town Clerk

**TOWN OF YUCCA VALLEY
TOWN COUNCIL MEETING MINUTES
OCTOBER 6, 2015**

OPENING CEREMONIES

CALL TO ORDER

Mayor Huntington called the meeting to order at 6:00 PM.

ROLL CALL

PRESENT: Abel, Denison, Leone, Huntington
ABSENT: Lombardo

Staff members present were: Town Manager Yakimow, Deputy Town Manager Stueckle, Finance Manager Cisneros, Town Attorney Laymon, Police Captain Joling, and Town Clerk Copeland

PLEDGE OF ALLEGIANCE

Led by Mayor Huntington

INVOCATION

Led by Pastor Matt Jennings- Good Shepherd Lutheran Church

PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS

1. San Bernardino County Fire

San Bernardino County Fire Division Chief Chamberlin introduced a 79' aerial ladder engine recently added into the fleet at San Bernardino County Fire in Yucca Valley.

2. Unity Home Proclamation

Mayor Huntington presented a proclamation commemorating Domestic Violence Awareness Month to Paul Hoffman, representing Unity Home of the Morongo Basin.

APPROVAL OF AGENDA

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert Leone, Mayor Pro Tem
SECONDER: Merl Abel, Council Member
AYES: Merl Abel, Rick Denison, Robert Leone, George Huntington
ABSENT: Robert Lombardo

MOTION:

Approve the Town Council meeting agenda for Tuesday, October 6, 2015 as prepared.

CONSENT AGENDA

RESULT: APPROVED [UNANIMOUS]
MOVER: Merl Abel, Council Member
SECONDER: Rick Denison, Council Member
AYES: Merl Abel, Rick Denison, Robert Leone, George Huntington
ABSENT: Robert Lombardo

- 3. **Waive further reading of all ordinances (if any in the agenda) and read by title only.**

MOTION:

Waive further reading of all ordinances and read by title only.

- 4. **Adopt the Budget Amendment Code Compliance Abatement Program- 7801 Barberrry Demolition**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING THE FY 2015-16 BUDGET

MOTION:

Adopt Resolution No- 15-22 and amends the FY 2015-16 Budget, appropriating \$12,000 from the Undesignated Reserves for Code Compliance abatement program implementation and the demolition of a fire damaged single family residential structure at 7801 Barberrry Avenue.

- 5. **Adopt the Resolution No. 15 - Acceptance of Roads Into The Town’s Maintained Road System Tract Map 16587 Acoma Trail, South of Onaga Trail Traffic Safety Policy #5**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA ACCEPTING ROADS WITHIN TRACT MAP 16587 INTO THE TOWN’S MAINTAINED ROAD SYSTEM.

MOTION:

Adopt Resolution 15-23, accepting the roads within Tract Map 16587 into the Town’s Maintained Road System as identified in the attached Resolution.

- 6. **Approve the Ad Hoc Committee Name Change**

MOTION:

That the Town Council, modifies the name of the Sewer Financing Ad Hoc Committee to the Wastewater Project Ad Hoc Committee.

- 7. **Approve the Town Council Meeting Calendar Update**

Minutes Acceptance: Minutes of Oct 6, 2015 6:00 PM (Consent Agenda)

MOTION:

Receive and file the Town Council Meeting Calendar through January 2016.

8. Approve the Warrant Registers

MOTION:

Ratify the Payroll Register totaling \$136,155.95 for checks dated September 11, 2015.

Ratify the Warrant Register totaling \$101,333.01 dated September 17, 2015.

Mayor Huntington opened public comments on the Consent Agenda. With no members of the public wishing to speak, public comments were closed.

DEPARTMENT REPORTS

9. Authorization to Release Requests For Proposals SR 62 Traffic Control Synchronization Project (Phase II)

Deputy Town Manager Stueckle presented the staff report, requesting the authorization to release requests for proposals for the second phase of the State Highway 62 Traffic Control Synchronization Project. The traffic controls included in the second phase is from Sage Avenue to Yucca Mesa/La Contenta Road.

Mayor Huntington opened public comment. With no members of the public wishing to speak, public comments were closed.

MOTION:

That the Town Council authorizes the release of the Request for Proposals for SR62 Traffic Control Synchronization Phase II Project.

- RESULT:** **APPROVED [UNANIMOUS]**
- MOVER:** Robert Leone, Mayor Pro Tem
- SECONDER:** Merl Abel, Council Member
- AYES:** Merl Abel, Rick Denison, Robert Leone, George Huntington
- ABSENT:** Robert Lombardo

10. Homeless Services Update

Finance Manager Cisneros presented the staff report, providing an informational update on the recent activity regarding homeless services in the Morongo Basin.

Minutes Acceptance: Minutes of Oct 6, 2015 6:00 PM (Consent Agenda)

Mayor Huntington opened public comment. With no members of the public wishing to speak, public comments were closed.

Mayor Huntington invited Captain Joling to explain the San Bernardino County HOPE program for homeless individuals.

Council Member Abel thanked Cisneros for the report, noting that homelessness concerns affect every city. Abel suggested encouraging the State's governor for increased support services.

Mayor Huntington commented on the numbers of students considered homeless, and also inquired on the level of funding that actually reaches the local area.

Mayor Pro Tem Leone commended San Bernardino County Sheriff's HOPE program for the compassionate work the officers do.

Council Member Denison inquired on alternative funding to possibly support a homeless shelter in our area.

Mayor Huntington noted he believes the focus is changing on homelessness in the Morongo Basin.

MOTION:

Receive and file the informational Homeless Services Update.

- RESULT:** RECEIVED AND FILED [UNANIMOUS]
- MOVER:** Merl Abel, Council Member
- SECONDER:** Robert Leone, Mayor Pro Tem
- AYES:** Merl Abel, Rick Denison, Robert Leone, George Huntington
- ABSENT:** Robert Lombardo

11. San Bernardino Associated Governments (SANBAG) Representative Report- Statutory Entity Ad Hoc Committee

Mayor Huntington presented the staff report as the SANBAG representative for the Town, explaining SANBAG's proposal of changing its organizational structure. One component of the proposal is to create an additional statutory entity, which would provide a layer of liability protection for member agencies such as the Town of Yucca Valley.

Huntington opened public comment. With no members of the public wishing to speak, public comments were closed.

Council discussion ensued, with positive consensus on the matter.

MOTION:

1. Receive and file the verbal presentation by Mayor Huntington.
2. Authorize the SANBAG representative to vote affirmatively on the recommendations of the Statutory Entity Ad Hoc Committee (SEAHOC) and authorize the SANBAG staff to proceed with drafting appropriate legislation.

RESULT: RECEIVED AND FILED [UNANIMOUS]
MOVER: Robert Leone, Mayor Pro Tem
SECONDER: Rick Denison, Council Member
AYES: Merl Abel, Rick Denison, Robert Leone, George Huntington
ABSENT: Robert Lombardo

FUTURE AGENDA ITEMS

None stated.

PUBLIC COMMENTS

Mayor Huntington opened public comments for items not on the agenda. With no members of the public wishing to speak, public comments were closed.

STAFF REPORTS AND COMMENTS

None stated.

MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS

- Council Member Abel- thanked the public for participating at the Strategic Planning Workshop, and thanked San Bernardino County Fire for the new equipment for our area. Abel reported on recent attendance at the League of California Cities Annual Conference.
- Council Member Denison- thanked the public for attending the workshop, and the valued input received and thanked Finance Manager Cisneros for the informative update on homelessness.
- Mayor Pro Tem Leone- stated he enjoyed the Strategic Planning Workshop and thanked the public for their input.
- Mayor Huntington- reminded the public of the upcoming Hwy 62 Open Studio Art Tour.

Minutes Acceptance: Minutes of Oct 6, 2015 6:00 PM (Consent Agenda)

ANNOUNCEMENTS**Upcoming Meeting Schedule**

The Yucca Valley Town Council will hold a Strategic Planning Session on Tuesday, October 20, 2015 at 4:00 p.m. in the Yucca Valley Community Center Yucca Room.

The next regular meeting of the Yucca Valley Town Council will be held on Tuesday, October 20, 2015 at 6:00 p.m. in the Yucca Valley Community Center Yucca Room.

Mayor Huntington adjourned the meeting in memory of Bill Brehm Sr.

Respectfully Submitted,

Lesley Copeland, CMC

Town Clerk

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Jessica Rice, Management Analyst

Date: October 12, 2015
Meeting Date: October 20, 2015

Subject: Memorandum of Understanding (MOU) between Town of Yucca Valley (Town) and Morongo Unified School District (District) for the School Resource Officer Program.

Recommendation:

That the Town Council approves the Memorandum of Understanding between the Town of Yucca Valley and the Morongo Unified School District regarding service relative to the School Resource Officer Program and authorize the Town Manager to sign all necessary documents.

Order of Procedure:

- Request Staff Report
- Request Public Comment
- Council Discussion/Questions of Staff
- Motion/Second
- Discussion on Motion
- Call the Question

Discussion: In the past, the Town of Yucca Valley has entered into a Memorandum of Understanding (MOU) with the Morongo Unified School District in partnership to combat violence at Yucca Valley High School and maintain the outreach of the School Resource Officer Program. The last MOU was last signed in 2008 and is in need of updating.

Town and District staff worked together to develop a mutually agreed upon updated MOU. This revised MOU stipulates that the District will make an annual contribution towards the cost of the School Resource Officer of \$25,000 per year, starting with the fiscal year 2015-16. It also identifies that this contribution represents approximately 15% of the total cost of the officer and specifies that the Parties agree to work together to increase the contribution amount when possible through mutual negotiation, with a goal of attaining a one-third cost contribution over time.

Finally, the term of the MOU will be ongoing, unless terminated by either party with thirty (30) days advance written notice to the other party.

Alternatives: None recommended.

Fiscal Impact: The FY15/16 total cost for the School Resource Officer is \$162,414. A one-third cost contribution from the District would equal approximately \$54,150. The current contribution of \$25,000 is included in the FY 2015-16 adopted budget.

Attachments:

10 20 15 School Resource Officer Updated MOU

**MEMORANDUM OF UNDERSTANDING
SCHOOL RESOURCE OFFICER PROGRAM
BETWEEN THE TOWN OF YUCCA VALLEY AND
MORONGO UNIFIED SCHOOL DISTRICT**

This Memorandum of Understanding (MOU) is entered into _____, 2015 and will remain in effect until rescinded by either party. This MOU is between the Town of Yucca Valley (“Town”) and the Morongo Unified School District (“District”) (collectively referred to as the “Parties”) regarding service relative to the School Resource Officer Program.

Both the Town of Yucca Valley and the Morongo Unified School District have entered into this MOU in partnership to combat violence at Yucca Valley High School by maintaining the outreach of the School Resource Officer Program.

GENERAL

The Town of Yucca Valley and the Morongo Unified School District agree as follows:

- A. The position of School Resource Officer will be under the supervision of the County of San Bernardino Sheriff’s Department as a contract employee of the Town of Yucca Valley, and under the guidance of the Sheriff’s Captain, will consult with the Principal of the Yucca Valley High School for the Morongo Unified School District. The Town of Yucca Valley will fully fund the position inclusive of salary and benefits.
- B. The School Resource Officer will work with the school administrator to provide alcohol and drug education, gang resistance education, maintain a peaceful campus environment, and take appropriate action regarding illegal activity occurring on campus or at school related functions.
- C. The Morongo Unified School District shall make an annual contribution towards the cost of the School Resource Officer of \$25,000 per year, made payable to the Town of Yucca Valley, for the fiscal year 2015-16.

It is understood that this contribution represents approximately 15% of the total cost of the Officer. Accordingly, the Parties agree to work together to increase the contribution amount when possible through mutual negotiation, with a goal of attaining a one-third cost contribution over time.

- D. The Town of Yucca Valley shall submit to the Morongo Unified School District an invoice once per year for payment of services rendered under this MOU.
- E. The Town and District shall confer on a regular basis, but no less than annually, to ensure that the concerns, goals and tasks of the School Resource Officer continue to meet the needs of both the Town and District.

TERM

- A. The term of this Memorandum of Understanding shall be ongoing unless sooner terminated as provided below in Paragraph B.
- B. The Memorandum of Understanding may be terminated by either party by giving at least thirty (30) days advance written notice to the other party.

PARTIES AGREE

This Memorandum of Understanding has been agreed to by the Parties as indicated by the authorized signatures below:

Curtis Yakimow, Town Manager
Town of Yucca Valley

Date

Sharon Flores, Assistant Superintendent
Morongo Unified School District

Date

Attachment: 10 20 15 School Resource Officer Updated MOU (1192 : MOU for School Resource Officer)

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Sharon Cisneros, Finance Manager

Date: October 9, 2015
Meeting Date: October 20, 2015

Subject: AB1234 Reporting Requirements

Recommendation:

Receive and file the AB1234 Reporting Requirement Schedule for the month of September 2015

Prior Review:

Current reimbursement policy for Council members reviewed and approved by Council August 2006.

Order of Procedure:

- Request Staff Report
- Request Public Comment
- Council Discussion / Questions of Staff
- Motion/Second
- Discussion on Motion
- Call the Question

Discussion:

AB1234 requires members of a legislative body to report on “meetings” attended at public expense at the next meeting of the legislative body. “Meetings” for purpose of this section are tied to the Brown Act meaning of the term: any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains. Qualifying expenses include reimbursement to the member related to meals, lodging, and travel.

An example of when a report is required is when a Town Council member represents his or her agency on a joint powers agency board and the Town pays for the official’s expenses in serving in that representative capacity. Additionally, in the spirit of AB1234, the Yucca Valley Town Council also reports all travel related to conference and training attended at public expense.

Although the AB1234 report can be either written or oral, this report must be made at the next meeting of the legislative body that paid for its member to attend the meeting.

Discussion:

None.

Fiscal Impact:

There is no anticipated financial impact associated with the recommended approval of AB1234 reporting requirements.

Attachments:

AB1234 September 2015

Town of Yucca Valley

Councilmember AB1234 Meetings Schedule September 2015

Date of Travel	Organization	Description	Location
-----------------------	---------------------	--------------------	-----------------

Mayor Huntington

9/30/15-10/1/2015	League of California Cities	2015 Annual Conference	San Jose, CA
-------------------	-----------------------------	------------------------	--------------

Mayor Pro Tem Leone

No Reportable Meetings

Councilmember Abel

9/30/15-10/1/2015	League of California Cities	2015 Annual Conference	San Jose, CA
-------------------	-----------------------------	------------------------	--------------

Councilmember Denison

No Reportable Meetings

Councilmember Lombardo

No Reportable Meetings

Attachment: AB1234 September 2015 (1191 : AB1234 Reporting)

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Sharon Cisneros, Finance Manager

Date: October 9, 2015
Meeting Date: October 20, 2015

Subject: Warrant Registers

Recommendation:

Ratify the Payroll Registers for checks dated September 25, 2015, and October 9, 2015, totaling \$154,564.93 and \$136,274.42 respectively.

Ratify the Warrant Register for checks dated October 8, 2015, totaling \$560,761.75.

Order of Procedure

- Department Report
- Request Staff Report
- Request Public Comment
- Council Discussion
- Motion/Second
- Discussion on Motion
- Call the Question

Attachments:

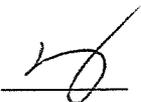
Payroll Register No 12 - September 25, 2015
Warrant Register No 17 - October 8, 2015
Payroll Register No 14 - October 09 2015

TOWN OF YUCCA VALLEY
PAYROLL REGISTER #12
CHECK DATE - September 25, 2015

Fund Distribution Breakdown

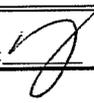
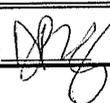
Fund Distribution

General Fund	\$142,463.20
Gas Tax Fund	12,101.73
Grand Total Payroll	<u><u>\$154,564.93</u></u>

Prepared by P/R & Financial Specialist:  Reviewed by H/R Mgr.: 

Attachment: Payroll Register No 12 - September 25, 2015 (1190 : Warrant Registers)

Town of Yucca Valley
Payroll Net Pay & Net Liability Breakdown
 Pay Period 12 - Paid 09/25/2015
 (September 05, 2015 - September 18, 2015)
 Checks: 5119 - 5123

	Employee	Employer	Total
<u>Net Employee Pay</u>			
Payroll Checks	\$2,606.75		\$2,606.75
Direct Deposit	82,834.01	-	82,834.01
Sub-total	85,440.76		85,440.76
<u>Employee Tax Withholding</u>			
Federal	10,163.81		10,163.81
Medicare	1,563.36	1,563.41	3,126.77
SDI - EE	-	-	-
State	3,265.77		3,265.77
Sub-total	14,992.94	1,563.41	16,556.35
<u>Employee Benefit & Other Withholding</u>			
Misc. Payroll Adjustment Credit's	-	-	-
Deferred Compensation	3,668.62	3,559.11	7,227.73
PERS Survivor Benefit	48.00		48.00
Health Café Plan	1,063.79	11,867.93	12,931.72
American Fidelity Pre-Tax	165.09		165.09
American Fidelity After-Tax	-		-
American Fidelity-FSA	414.53		414.53
PERS EE - Contribution 6.25 %	600.02		600.02
PERS EE - Contribution 7%	1,055.11		1,055.11
PERS EE - Contribution 8%	4,881.20		4,881.20
PERS Retirement - Employer 6.237 %	-	598.75	598.75
PERS Retirement - Employer 6.709%	-	1,011.25	1,011.25
PERS Retirement - Employer 10.298%	-	6,283.30	6,283.30
PERS UAL Retirement - Employer 13.55%	-	8,267.55	8,267.55
Wage Garnishment - Employee	112.18		112.18
Life & Disability Insurance		1,109.62	1,109.62
Other Post Employee Benefit's		2,602.02	2,602.02
Unemployment Insurance		1,600.77	1,600.77
Workers' Compensation		3,658.98	3,658.98
Sub-total	12,008.54	40,559.28	52,567.82
Gross Payroll	\$112,442.24	\$42,122.69	\$154,564.93
Prepared by P/R & Financial Specialist: 	Reviewed by H/R Mgr.: 		

Attachment: Payroll Register No 12 - September 25, 2015 (1190 : Warrant Registers)

WARRANT REGISTER #17 CHECK DATE - OCTOBER 8, 2015

FUND DISTRIBUTION BREAKDOWN

Checks # 47504 to # 47604 are valid

GENERAL FUND # 001	\$449,915.02
CENTRAL SUPPLIES FUND # 100	1,398.80
CUP DEPOSITS FUND # 200	79.19
COPS - LLESA FUND # 511	69.74
AB2928 TCRP FUND # 513	25.03
GAS TAX FUND # 515	30,647.51
MEASURE I 2010 - 2040 FUND # 520	32,056.76
MEASURE I 2010 - 2040 FUND # 524	29,101.32
CDBG FUND # 560	4,578.38
CAPITAL PROJECTS FUND # 800	12,890.00
GRAND TOTAL	<u><u>\$560,761.75</u></u>

Prepared by Shirlene Doten, Accounting Technician III SD
Reviewed by Sharon Cisneros, Finance Manager SC

Attachment: Warrant Register No 17 - October 8, 2015 (1190 : Warrant Registers)

Town of Yucca Valley

Warrant Register

October 8, 2015

Fund	Check #	Vendor	Description	Amount
001	GENERAL FUND			
	47504	Ace Alternators	Vehicle #23 Maintenance	\$ 196.25
	47505	Action Pumping, Inc.	Annual Septic Maintenance	1,510.00
	47506	Aleshire & Wynder, LLC	08/15 Professional Svs.	4,171.32
	47508	Alsco/American Linen, Inc.	Parks Uniform Maintenance	655.62
	47509	Animal Action League	Spay & Neuter Voucher Program	2,255.00
	47510	ReadyRefresh by Nestle	Office Supplies	284.61
	47511	AT & T Mobility	Cell Phone Service	503.22
	47512	Avalon Urgent Care	Medical Screening Services	270.00
	47514	Debra Breidenbach-Sterling	Seminar Expense	631.95
	47515	Builders Supply-Yucca Valley	Maintenance Supplies	481.80
	47516	C & S Electric	Facilities Maintenance	850.50
	47517	C & S Electric	Facilities Maintenance	66.27
	47519	CDW Government, Inc.	Technology Equipment	283.93
	47520	Charles Abbott & Assoc, Inc.	Plan Check Services	13,717.31
	47521	Checkered Flag Auto Spa	Fleet Vehicle Maintenance	50.85
	47522	Chevron & Texaco Card Services	Vehicle Fuel	380.57
	47523	Sharon Cisneros	Mileage Reimbursement	129.61
	47524	Copper Mountain Media	Recreation Program Advertising	430.00
	47525	Companion Animal Clinic	Veterinary Services	48.60
	47526	Corelogics Information Solutions	Online Property Search Svs.	165.00
	47530	Dept. of Toxic Substances Control	2015 Renewal EPD ID	150.00
	47531	Desert Pacific Exterminators, LLC	Facilities Maintenance	262.00
	47532	Desert Arc	Parks Maintenance Service	8,435.66
	47533	Desert Entertainer	Museum Program Advertising	85.00
	47534	Desert Images Office Equipment	Town ManagerToners	461.16
	47536	Rachelle Eich	Seminar Expense	472.80
	47537	Ewing Irrigation, Inc.	Grounds Maintenance Supplies	1,063.54
	47538	Farmer Bros. Co.	Office Supplies	203.88
	47541	Fulton Distributing Co.	Facilities Maintenance Supplies	1,174.77
	47544	Graphic Penguin	Website Maintenance	340.00
	47545	Hajoca Corporation	Maintenance Supplies	436.45
	47547	Totalfunds by Hasler	Postage	1,000.00
	47548	Totalfunds by Hasler	Postage	443.95
	47549	Hi-Desert Water	Water Service	2,390.67
	47550	Hi-Desert Publishing	Employment Advertising	1,409.40
	47551	George Huntington	Seminar Expense	241.80
	47552	Intervet, Inc.	Animal Vaccines & Microchips	199.00
	47555	KCDZ-FM	Recreation Program Advertising	600.00
	47556	Koff & Associates	Comp & Class Survey Services	4,294.74
	47558	Mojave Desert & Mtn. Integ. Wst.	10-12/15 Member Contribution	4,919.00
	47560	Oasis Office Supply, Inc.	Office Supplies	166.86
	47561	Carl Otteson	Backflow Testing Service	405.00
	47562	Pacific Telemanagement Svs.	Public Phone Service	82.64
	47563	Paddle Palace	Recreation Equipment Supplies	1,299.00
	47564	Public Agency Retirement Services	OPEB Qtr 09/30/15	15,663.95

Attachment: Warrant Register No 17 - October 8, 2015 (1190 : Warrant Registers)

Town of Yucca Valley

Warrant Register

October 8, 2015

Fund	Check #	Vendor	Description	Amount
	47565	Cash	Miscellaneous Supplies	563.70
	47566	Pool & Spa Center	YVHS Pool Expense	89.42
	47567	Pro Video	Town Council Taping	200.00
	47570	Quick Scores	Recreation Program Supplies	84.00
	47572	Jessica Rice	CESA Conference Expense	1,184.00
	47573	Rippetoe Law, P.C.	Professional Services	160.00
	47574	SBCO-Recorder	Filing Fee	24.00
	47576	SBCO Sheriff's Dept	10/15 Professional Services	324,471.00
	47577	SBCO Fire Protection District	10-12/15 Hazardous Waste Fee	6,920.00
	47578	SCE	Electric Service	22,007.77
	47579	Siemens Industry, Inc.	Signal Maintenance	250.00
	47580	Simplot Partners, Inc.	Grounds Maintenance Supplies	1,607.25
	47581	So. Cal. Gas Co.	Natural Gas Service	471.45
	47582	Southwest Networks, Inc.	Software	3,764.84
	47583	Sprint	Cell Phone Service	4.85
	47584	Star2Star Communications, LLC	Animal Shelter Internet Phone	405.65
	47585	Stater Bros	Recreation Program Expense	111.35
	47586	Steven Enterprises	Plotter Printer Supplies	1,554.15
	47587	The Sun Runner	Museum Advertising	100.00
	47589	Time Warner Cable	Internet & Cable Service	467.78
	47590	Tractor Supply	Animal Shelter Supplies	884.05
	47592	Unisource Worldwide, Inc.	Facilities Maintenance Supplies	744.85
	47593	Vagabond Welding Supply	YVHS Pool Expense	68.04
	47594	VCA Yucca Valley Animal Hospital	Veterinary Services	60.00
	47595	Valley Independent	Envelopes	164.44
	47596	US Bank Voyager Fleet Systems	Natural Gas Vehicle Fuel	150.92
	47597	Walmart Community	Supplies	1,137.34
	47599	Winet Hanes Law Corporation	Witness Fee Refund	825.00
	47600	Woods Auto Repair	Vehicle Maintenance & Inspection	112.00
	47601	Guy Wulf	Sports Referee	675.00
	47604	Yucca Valley Auto Parts, Inc.	Maintenance Supplies	623.23
	EFT	First Bankcard	Meeting Expense/Supplies	5,432.99
	EFT	Home Depot	Facilities Maintenance	1,162.61
Total 001	GENERAL FUND			\$ 449,915.02
100 INTERNAL SERVICE FUND				
	47534	Desert Images Office Equipment	Color Printer Maintenance	\$ 85.00
	47542	GE Capital Corporation	Com Dev Copier Lease	413.08
	47557	Mail Finance	Com Dev Postage Machine Lease	528.12
	47595	Valley Independent	Letterhead	372.60
Total 100	INTERNAL SERVICE FUND			\$ 1,398.80

Attachment: Warrant Register No 17 - October 8, 2015 (1190 : Warrant Registers)

Town of Yucca Valley

Warrant Register

October 8, 2015

Fund	Check #	Vendor	Description	Amount
200 DEPOSITS FUND				
	47539	FedEx	Delivery Service	\$ 29.19
	47575	SBCO-Clerk/Board of Supervisors	Filing Fee	50.00
Total 200 DEPOSITS FUND				\$ 79.19
511 COPS-LLESA FUND				
	47588	Time Warner Cable	Sheriff's Office Cable Svs.	\$ 69.74
Total 511 COPS-LLESA FUND				\$ 69.74
513 AB2928-TCRP FUND				
	47539	FedEx	Delivery Service	\$ 25.03
Total 513 AB2928-TCRP FUND				\$ 25.03
515 GAS TAX FUND				
	47508	AlSCO/American Linen, Inc.	Streets Uniform Maintenance	\$ 150.50
	47513	Bobcat of Cerritos	Vehicle # 5 Maintenance	389.50
	47515	Builders Supply-Yucca Valley	Maintenance Supplies	1,184.29
	47527	Crafco, Inc.	Asphalt & Crack Sealant Supplies	5,546.88
	47535	Diamond Automotive	Streets Vehicle Maintenance	883.23
	47540	Fred's Tires	Vehicle # 5 Tires	1,846.97
	47543	Gemini Specialized Machining	John Deere Grader Repair	4,003.23
	47553	J' Liners & Accessories	Vehicle #1 Bed Liner	869.40
	47554	Johnson Machinery Company	Streets Equipment Maintenance	1,345.74
	47559	Nixon-Egli Equipment, Co.	Vehicle # 2 Equipment Part	1,014.37
	47568	Quality Street Services, Inc.	Street Sweeping Services	7,940.00
	47578	SCE	Electric Service	802.54
	47591	Traffic Management, Inc.	Street Signage	1,239.30
	47597	Walmart Community	Supplies	21.51
	47602	Yucca Rentals	Ground Auger Equipment	3,341.74
	47604	Yucca Valley Auto Parts, Inc.	Maintenance Supplies	68.31
Total 515 GAS TAX FUND				\$ 30,647.51
520 MEASURE I-2010-2040 REGIONAL FUND				
	47529	DBX, Inc.	Dumosa Signal Retention	\$ 32,056.76
Total 520 MEASURE I-2010-2040 REGIONAL FUND				\$ 32,056.76
524 MEASURE I - 2010-2040 FUND				
	47507	All American Asphalt	FY 15/16 Slurry Seal Retention	\$ 24,286.38
	47539	FedEx	Delivery Service	63.93
	47578	SCE	Electric Service	4,047.01
	47598	Albert A. Webb Assoc.	Yucca Trail Study	704.00
Total 524 MEASURE I - 2010-2040 FUND				\$ 29,101.32
560 CDBG FUND				
	47571	R.E. Schultz	Jacob's Park Retention Release	\$ 4,578.38

Attachment: Warrant Register No 17 - October 8, 2015 (1190 : Warrant Registers)

Town of Yucca Valley

Warrant Register

October 8, 2015

Fund	Check #	Vendor	Description	Amount
Total 560 CDBG FUND				\$ 4,578.38
800 CAPITAL PROJECTS RESERVE FUND				
	47518	Capital Realty Analysts, Inc.	Brehm 2 Park Appraisal	\$ 4,800.00
	47528	Custom Electric	Brehm 2 Electrical Upgrade	675.00
	47541	Fulton Distributing Co.	Maintenance Supplies	87.44
	47546	Hardesty Custom Floors	Carpet & Installation	3,459.00
	47569	Quick Crete Product Corp.	Brehm 2 Concrete Containers	3,868.56
Total 800 CAPITAL PROJECTS RESERVE FUND				\$ 12,890.00
***	Report Total			\$ 560,761.75

Attachment: Warrant Register No 17 - October 8, 2015 (1190 : Warrant Registers)

TOWN OF YUCCA VALLEY
PAYROLL REGISTER #14
CHECK DATE - October 09, 2015

Fund Distribution Breakdown

Fund Distribution

General Fund	\$123,902.90
Gas Tax Fund	12,371.52

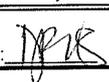
Grand Total Payroll	<u><u>\$136,274.42</u></u>
----------------------------	----------------------------

Prepared by P/R & Financial Specialist: 

Reviewed by HR Manager: 

Attachment: Payroll Register No 14 - October 09 2015 (1190 : Warrant Registers)

Town of Yucca Valley
Payroll Net Pay & Net Liability Breakdown
 Pay Period 14 - Paid 10/09/2015
 (September 19, 2015 - October 02, 2015)
 Checks: 5124 - 5127

	Employee	Employer	Total
<u>Net Employee Pay</u>			
Payroll Checks	\$2,661.83		\$2,661.83
o	67,329.90	-	67,329.90
Sub-total	69,991.73		69,991.73
<u>Employee Tax Withholding</u>			
Federal	11,768.20		11,768.20
Medicare	1,314.47	1,314.44	2,628.91
SDI - EE	-	-	-
State	3,476.15		3,476.15
Sub-total	16,558.82	1,314.44	17,873.26
<u>Employee Benefit & Other Withholding</u>			
Misc. Payroll Credit's	-	-	-
Deferred Compensation	2,857.81	1,133.61	3,991.42
PERS Survivor Benefit	38.00		38.00
Health Café Plan	1,063.79	11,516.00	12,579.79
American Fidelity Pre-Tax	165.09		165.09
American Fidelity After-Tax	-		-
American Fidelity-FSA	414.53		414.53
PERS EE - Contribution 6.25 %	611.99		611.99
PERS EE - Contribution 7%	1,027.86		1,027.86
PERS EE - Contribution 8%	4,764.87		4,764.87
PERS Retirement - Employer 6.237 %	-	610.70	610.70
PERS Retirement - Employer 6.709 %	-	985.14	985.14
PERS Retirement - Employer 10.298%	-	6,133.56	6,133.56
PERS UAL Retirement - Employer 13.55%	-	8,070.51	8,070.51
Wage Garnishment - Employee	70.86		70.86
Life & Disability Insurance		1,113.16	1,113.16
Other Post Employee Benefit's		2,575.65	2,575.65
Unemployment Insurance		1,599.70	1,599.70
Workers' Compensation		3,656.60	3,656.60
Sub-total	11,014.80	37,394.63	48,409.43
Gross Payroll	\$97,565.35	\$38,709.07	\$136,274.42
Prepared by P/R & Financial Specialist: 	Reviewed by HR Mgr.: 		

Attachment: Payroll Register No 14 - October 09 2015 (1190 : Warrant Registers)

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Sue Earnest, Community Services Manager

Date: October 15, 2015
Meeting Date: October 20, 2015

Subject: 2015-16 Youth Commission Appointment

Recommendation:

Appoint the applicants recommended by the Parks, Recreation and Cultural Commission to the 2015-16 Youth Commission, and authorize the Parks, Recreation and Cultural Commission to review future applications and make subsequent appointments on behalf of the Council.

Prior Review

Annual appointment process. No prior Council review of this group of applicants.

Executive Summary

The Town Council established the Youth Commission to be appointed annually to communicate with local government in matters pertaining to the youth of the community. The Council has appointed the Parks, Recreation and Cultural Commission to make recommendations for appointment and to oversee the activities of the Youth Commission.

Order of Procedure

- Request Staff Report
- Request Public Comment
- Council Discussion/Questions of Staff
- Motion/Second
- Discussion on Motion
- Call the Question

Discussion

The Yucca Valley Youth Commission was established in 1995. The commission consists of young people in grades 7 through 12 who attend school in Yucca Valley. The Council established the Youth Commission to serve as an advisory group to provide recommendations on youth related issues. The Youth Commission is limited to 20 members.

As the Council-appointed overseers of the Youth Commission activities, the Parks, Recreation

and Cultural Commission is charged with reviewing the Youth Commission applicant information and making a recommendation to the Town Council for appointment.

Staff received 25 applications from candidates seeking appointment to the 2015-16 Youth Commission by the application deadline. The Parks, Recreation and Cultural Commission reviewed the applications and met several of the candidates at their October 13th Commission meeting. Their recommendation is to appoint the following 20 individuals to the 2015-16 Youth Commission and welcome the remaining 5 applicants to participate as alternates and non-voting members.

Applicant name	Grade	School	YC Service
1. Francisco Gonzalez	12 th Grade	Yucca Valley High School	3 yrs
2. Kavanaugh Clow	12 th Grade	Joshua Springs Christian School	
3. Blake Rowe	11 th Grade	Yucca Valley High School	2 yrs
4. Miranda Green	11 th Grade	Yucca Valley High School	2 yrs
5. Courtney Linzner	10 th Grade	Yucca Valley High School	2 yr
6. Caitlin Rowe	10 th Grade	Yucca Valley High School	
7. Emily Sheckler	10 th Grade	Yucca Valley High School	1 yr
8. Madison Tuttle	9 th Grade	Yucca Valley High School	1 yr
9. Zoie Gianforte	9 th Grade	Yucca Valley High School	1 yr
10. Angelina Quirnte	9 th Grade	Yucca Valley High School	1 yr
11. Vianne Militar	9 th Grade	Yucca Valley High School	1 yr
12. Zoe Beers	9 th Grade	Yucca Valley High School	
13. Gabrielle Kanuch	9 th Grade	Yucca Valley High School	
14. Caleb Robinson	9 th Grade	Yucca Valley High School	
15. Aurora Valdes	9 th Grade	Yucca Valley High School	1 yr
16. Tommy Cruz	9 th Grade	Yucca Valley High School	1 yr
17. Rachael Kee	9 th Grade	Yucca Valley High School	1 yr
18. Angel Rodriguez	8 th Grade	La Contenta Middle School	1 yr
19. Timothy High	7 th Grade	La Contenta Middle School	
20. Veronica Rodriguez	7 th Grade	La Contenta Middle School	

The following candidates are recommended for selection as Youth Commission Alternates. These candidates will be included in all Youth Commission meetings and activities and are eligible to fill vacancies that may arise during the term and will be selected on a case by case basis.

Noah Fraser	9 th Grade	Yucca Valley High School
Destiny Spruell	9 th Grade	Yucca Valley High School
George Lewis	9 th Grade	Yucca Valley High School

Mandy Lewis
Sierra Rogers

8th Grade
8th Grade

La Contenta Middle School
La Contenta Middle School

Alternatives

None. Youth Commission applications and supplemental materials are available for review at the Community Services office or upon request.

Fiscal Impact

Attachments:

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Sue Earnest, Community Services Manager
Maureen Neely, Administrative Assistant III
Date: October 15, 2015
Meeting Date: October 20, 2015
Subject: Facility Use Policy Approval

Recommendation:

Review and approve the suggested modifications to the existing Facility Use Policy as approved by the Town's Parks, Recreation and Cultural Commission

Prior Review

The Council last updated the Facility Use Policy in March, 2014

Executive Summary

From time to time in the management of Town facilities, issues surface that are not fully addressed in the Town's Facility Use Policy. These circumstances trigger a review to ensure that the policy is up to date and sufficient to guide decisions regarding the use of Town buildings and outdoor areas. The Town's lease of the Brehm I Park, the recent acquisition of the Brehm Youth Sports Park (Brehm II), along with necessary administrative revisions has prompted the need for updates to the Facility Use Policy.

Order of Procedure

- Request Staff Report
- Request Public Comment
- Council Questions of Staff
- Council Discussion
- Motion/Second
- Discussion on Motion
- Call the Question (consent)

Discussion

In the day to day management of public facilities, circumstances arise that prompt discussion about the need for clarification and/or change. Recommending policies to regulate the use of Town facilities is among the specified responsibilities of the Parks, Recreation and Cultural Commission. Accordingly, the Town's Facility Use Policy is subject to periodic review by the

Commission and amendment by the Town Council. The current Facility Use Policy was last amended by the Town Council in March, 2014.

Review and recommendations to date.

At its meeting of March 18, 2014, the Council approved a PRCC recommendation to revise the fee waiver/reduction policy for qualified user groups to a field fee reduction of 50% for qualified athletic groups and a facility fee reduction of 75% for qualified non-profit groups. Staff considers this present rate of fee waiver/reduction to be an acceptable balance of cost recovery while continuing to support qualified programs by ensuring that facility use fees do not significantly burden the user. Staff also recommends that the fee waiver/reduction rates be included in the Facility Use Policy in the form of an Appendix, to ease in implementation and future review (revision 7 below).

In addition, staff recommends the following revisions to the Facility Use Policy to incorporate recently acquired properties as well as revisions for clarity, updating and ease of use.

1. Revise policy language to replace “Director” with “Town Manager” due to elimination of the Director position.
2. Revise Section 3, revising definitions for Non-resident, Resident and Commercial. This change will amend the policy to clarify that non-residents as well as for-profit commercial users will pay non-resident rates.
3. Revise Section 7, adding fields and facilities located at Brehm Park I, Brehm Park II and Paradise Park and establishes fees for same.
4. Revise Section 8, moving deposit information to Appendix A and redefining Appendix B as the Fee Waiver/Reduction Schedule. Approve continuation of present fee waiver/reduction policy.
5. Revise Section 9 to eliminate equipment rentals and off site use of Town equipment. Equipment use will still be permitted, but only in conjunction with a facility rental.
6. Revise Appendix A to update the list of facilities, fees and deposits.
7. Revise Appendix B to replace Off Site Equipment Rental information with a Fee Waiver/Reduction Schedule.

8. Revise Appendix C to add CMCCD and MUSD to list of government agencies.

At its meeting of October 13, 2015, the PRCC completed its review of the revised Facility Use Policy and requested that staff present the recommended policy for Council consideration

Alternatives

Modify the proposed Facility Use Policy as desired.

Fiscal Impact

The proposed Facility Use Policy is accommodated by the current adopted FY 2015-16 budget. Anticipated fiscal impacts associated with the suggested revisions are minor.

Attachments:

Facility Policy 13-14_WORKING REVISION 9_15

Facility Policy 13-14_WORKING REVISION 9-15 Clean

Town of Yucca Valley
Community Services Department

Facility Use Policy
(Draft Amendment by the YV Town Council – ~~September 29, 2015~~ March 18, 2014)

- Formatted: Font: +Body (Calibri), 11 underline
- Formatted: Left
- Formatted: Left: 0.7", Right: 0.7", T 0.8", Bottom: 0.8"
- Formatted: No underline
- Formatted: Font: +Body (Calibri), 11 underline
- Formatted: Font: +Body (Calibri), 11
- Formatted: Font: +Body (Calibri), 11

1. Authority

- a. In May, 2003, the Yucca Valley Town Council directed the Parks, Recreation and Cultural Commission to review the Town’s facilities use policy.
- b. History: A Commission recommendation for policy revision was forwarded to the Council in November, 2003. The revised policy was adopted by the Town Council in December, 2003. Subsequent revisions were recommended by the Commission and adopted by the Council in April 2006, May 2007, October 2008, March 2011, and March 2014.

2. Policy Statement

- a. The Town of Yucca Valley’s public parks and buildings are used for Town-sponsored recreational, cultural, civic and social activities and programs. Additionally, the Town makes use of public facilities for conducting the business of the Town Council and its appointed commissions, committees and work groups. The Town also makes certain facilities available to the public for meetings, activities, events and services that meet similar needs and interests of the community. The ~~Director~~ Town Manager or his/her designee is authorized to interpret and implement the policies and regulations contained herein.

3. Definitions

- a. Applicant – in a transaction involving the reserved use of Town facilities, the individual or organization that will be responsible for all rental fees, deposits, and compliance with facility use requirements.
- b. Building – refers to public buildings owned, leased and/or managed by the Town of Yucca Valley
- c. Commission – the Parks, Recreation and Cultural Commission appointed by the Yucca Valley Town Council.
- d. Council – the elected Town Council of the Town of Yucca Valley.
- e. Department – unless otherwise specified, refers to the Town of Yucca Valley’s Community Services Department.

- f. ~~Director/Town Manager~~ – the Town Manager ~~Director(s) of Community or Administrative Services~~ of the Town of Yucca Valley or his/her designee.
- g. Facility – Refers to parks, buildings and the rooms and other spaces within the buildings, common areas, and parking lots owned and/or operated by the Town of Yucca Valley.
- h. Non-resident/Commercial – individuals or businesses whose primary ~~residence address~~ is outside of Yucca Valley’s town limits.
- ~~h. organizations or enterprises with a primary business address outside of Yucca Valley’s town limits.~~
- i. Park – any developed or undeveloped areas owned or leased by the Town of Yucca Valley and designated for recreational purposes or conserved for scenic or historical interest, to include the landscaping and recreational elements of such facilities.
- j. Town – the municipality known as the Town of Yucca Valley.

k. User group – the applicant, whether an organization, agency or individual(s).

~~Commercial~~ – ~~sdfgsdfgsdfg~~

~~Resident~~ – ~~individuals or non-profit organizations whose primary residence address is inside of Yucca Valley’s town limits.~~

~~non-profit organizations or enterprises with a primary business address inside of Yucca Valley’s town limits. sdfgsdfgs~~

~~l.~~

~~k.~~

4. Hours of Use

- a. Parks – Town of Yucca Valley Parks are open daily from 6:00 am until 11:00 pm. Unless the hours are specifically extended by the Town to accommodate a special event, no person shall remain in any Park between the hours of 11:00 pm and 6:00 am without written permission from the ~~Director/Town Manager.~~ -Town of Yucca Valley Municipal Code 11.60.040(c)
- b. Buildings – Except for public meetings and special events conducted by the Town of Yucca Valley, Town buildings are available for use from 9:00 am until 8:00 pm Monday ~~th~~ through Thursday, and from 9:00 am until 10:00 pm Friday and Saturday. For the purpose of determining facility use fees, weekend rates apply from Friday at 5:00 pm until Monday at 7:00 am. Town Buildings are not available for rented or reserved use on Sundays, Holidays, or closed hours unless specifically authorized by the ~~Director/Town Manager~~ and/or Commission acting on behalf of the Council.

Formatted: List Paragraph, Left, No l or numbering

Formatted: List Paragraph, Left, No l or numbering, Tab stops: Not at 1"

Formatted: Tab stops: Not at 0.25"

Formatted: List Paragraph, Left, Tab Not at 0.25"

Formatted: List Paragraph, Left

Formatted: List Paragraph, Left

Formatted: Indent: Left: 1", No bull numbering

Formatted: Indent: Left: 0.75", No l or numbering

Formatted: Font: 11 pt

Formatted: Font: +Body (Calibri), 11

Attachment: Facility Policy 13-14 WORKING REVISION 9_15 (1194 : Facility Use Policy Approval)

5. General Rules and Regulations

With respect to the Town’s public Parks and Facilities, the following activities are ~~not permitted~~ prohibited:

- a. Storage – to store personal property, including camping gear.
- b. Bulletin Boards – to affix flyers or posters of any kind to bulletin boards or display areas within or attached to Town facilities. Unless specifically designated otherwise, such areas are for Town use only to provide public information or to promote Town-sponsored meetings, events or activities. The Town may, but is not required to, provide a community bulletin board where outside events and meetings may be noticed. Final determination of allowable postings shall be made by the ~~Director~~Town Manager.
- c. The ~~throwing~~ throwing or other use of rice, birdseed, glitter, confetti in relation to the approved use of Town facilities.
- d. Fire – to make or kindle a fire with wood or any material other than charcoal (in designated areas only) without written approval from the Department.
- e. Alcohol – to possess any can, bottle or other receptacle containing any alcoholic beverage that has been opened, a seal broken, or the contents partially removed, without a permit issued by the Department.
- f. Bathing – to bathe in any facility not designated for that purpose.
- g. Refuse – to leave garbage, cans, bottles, papers or other refuse at any park or facility other than in the receptacles provided. If no receptacle is provided, patrons are responsible to remove all waste and dispose of it in an appropriate manner.
- h. Animals – to hitch, ride or let loose any animal or fowl without the written approval of the Department. This shall not apply to dogs at Town Parks when led by a leash or chain no more than six feet long. Owners of said animals and pets are responsible for the conduct of the animal and for the proper disposal of all waste and fecal matter. Pets are not permitted in Town buildings or in the softball field area of the Town’s Summer Music Festival or at other similar events. Seeing eye dogs and other properly designated service animals are not subject to these restrictions.
- i. Camping – to camp in or upon any Town Park without written permission from the ~~Director~~Town Manager.
- j. Smoking – to smoke in, or within 20 feet of the entrance to, any Town building, area designated for children’s play, or athletic activities, or to discard any lighted or unlighted cigar, cigarette or tobacco-related litter in said areas.

Formatted: Font: 11 pt

Formatted: Font: +Body (Calibri), 11

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at Alignment: Left + Aligned at: 0.25" + after: 0.5" + Indent at: 0.5"

Swimming Pool	Yucca Valley High School	-
Parking Lots	Various	-

Formatted: Font: +Body (Calibri)

Formatted: Font: +Body (Calibri)

Formatted: Font: +Body (Calibri), 11

Formatted: Indent: Left: 1", No bull numbering

- b. Arrangements may be made with the Department for reserved use of other areas of Town parks, facilities, or amenities not listed in section a. ~~In such cases, the Town Manager~~Director and/or Commission will determine appropriate parameters and fees for use.
- c. Individuals 18 years of age or older may apply for reserved use of Town facilities at least fourteen days and no more than thirteen months prior to the proposed event.
- d. To obtain reserved use of available Town facilities, individuals or organizational representatives ~~must complete and return a current Facility Use~~ must complete and return a current Facility Use Application/~~A and~~ Agreement and submit all required diagrams, deposits, permits, contracts and appropriate insurance documents to the Community Services Office at least fourteen days prior to the requested date(s) of use. Requests received within fourteen days of the event date will be accommodated as available, at the discretion of the Department.
- e. Town staff will make a reasonable effort to accommodate each application, and will provide written confirmation of approval or denial within ~~th~~ree working days of receipt of all required materials.
- f. User groups are not entitled to place signs, banners or other such materials on Town Facilities without written permission from the ~~Director~~Town Manager.
- g. Under no circumstances is any approved user group authorized to share access with other groups or individuals, to sublet or permit another group or individual to use Town facilities before, during or after the approved time of use, or to duplicate facility keys; doing so will result in cancellation of the approved use and forfeiture of all deposits.
- h. The Town reserves the right to deny the application of individuals, groups or organizations that have previously not complied with Town requirements or regulations.
- i. The applicant must notify the Department of cancellation at least 48 hours prior to the scheduled event or activity. Failure to give the required written notice of a cancellation may result in forfeiture of the applicant's deposit.
- j. The Town reserves the right to inspect any reserved rooms, snack bars, parks, or other areas at any time to ensure cleanliness and proper compliance with typical health and safety standards. Clutter, damage, vandalism, unsafe or unclean conditions will result in revocation of the approval ~~to use the facility~~to use the facility.

Formatted: Font: +Body (Calibri), 11

Formatted: Font: 11 pt

Formatted: Font: +Body (Calibri), 11

Formatted: Left

Formatted: Font: +Body (Calibri), 11

Formatted: Indent: Left: 1", No bull numbering

Formatted: List Paragraph, Numbered Level: 1 + Numbering Style: 1, 2, 3, ... at: 1 + Alignment: Left + Aligned at: Tab after: 0.5" + Indent at: 0.5"

Attachment: Facility Policy 13-14_WORKING REVISION 9_15 (1194 : Facility Use Policy Approval)

8. Fees for use of Town Facilities

Formatted: List Paragraph

- a. Fee Schedule. Fees for reserved use of Town Facilities will be charged for the entire time the user group requires access to the facility, including time for setting up the event, decorating, cleaning up, etc. Fees are charged in accordance with the Town’s most recent adopted fee schedule (Appendix A).
- b. Deposits. When public Facilities are rented or reserved, a refundable deposit is required according to ~~the schedule listed in Appendix “A”~~ the following schedule. Payment of the deposit is required even if facility use fees are waived or reduced. Personal checks are not accepted for facility use deposits.

Small Rooms	\$200
Large Rooms	\$500
GC-Courtyard	\$200
Kitchens	\$200
Community Rooms	\$200
Athletic Fields	\$200
Snack Bars	\$500
Swimming Pool	\$500
Parking Lot	\$200

- Formatted: Font: +Body (Calibri)
- Formatted: Font: +Body (Calibri), 11

1. If damage to Town property occurs during use or if excessive clean-up is necessary after the use, the actual cost of repairs or clean-up will be deducted from the deposit.
2. If the cost of repairs and/or clean-up exceeds the deposit amount, the user will be billed for the difference.
3. If the user group remains in the facility beyond the scheduled time, the deposit may be forfeited and additional fees may be charged for the additional time in the facility.
4. If the user group misrepresents any material facts about the event (i.e., the serving of alcohol, etc.) the entire deposit will be forfeited.
5. If any or all of the deposit has been forfeited, the full required deposit must be replenished prior to any subsequent use.

- c. Setup and Breakdown. -When available, the use of tables and chairs is included in the facility rental fee. Town staff will arrange chairs and tables for indoor and outdoor assemblies as close to diagrams submitted by the applicant as possible.
- d. User groups shall not obstruct any pathways or access routes inside or outside Town buildings, or otherwise interfere with the safety or convenience of the public or other facility users.
- e. Electrical & Water Service. -If electrical and/or water service is requested and approved for any activity or event on Town Park areas, a minimum fee of \$25 will be charged for up to four hours of use. Additional hours will be charged at \$10/h~~hr.~~hr. up to a maximum daily rate of \$50.

- Formatted: Font: 11 pt
- Formatted: Font: +Body (Calibri), 11

f. Fee Waivers or Fee Reductions. The Town Council has authorized the ~~Director~~Town Manager and the Commission to make a determination on all requests for fee waivers or fee reductions. Generally, no fee waivers or reductions will be granted for facility use on weekends or holidays. If a waiver or reduction is granted, the group's use will be accommodated on a space-available basis. Waivers or reduction requests will be considered if the applicant complies with all Town Facility use requirements and the proposed use meets one of the following conditions:

~~1.~~ 1. The activity or event is conducted by a local organization and the primary purpose of the activity or event is to provide services for the youth of the community.

Formatted: Indent: Left: 1.38", No I or numbering

~~2.~~ 2. The activity or event is of large scale community-wide interest or benefit, is conducted by a local organization and will be open free of charge to all members of the local community who wish to participate.

Formatted: Indent: Left: 1.38", No I or numbering

~~3.~~ 3. If the activity or event does not clearly meet either of the first two guidelines, it must be demonstrated that the service provided replaces the need for the Town to provide such services, or provides other substantial and significant community benefits to the Town as determined by the ~~Director~~Town Manager and/or Commission. Fee waivers in excess of \$2,500 must be approved by the Commission.

Formatted: Indent: Left: 1.38", No I or numbering

g. It is the intent of the Policy to apply any such waivers or fee reductions in an efficient, equitable and uniform manner. Accordingly, the Commission may implement specific fee reduction policies that apply to various categories of user groups (e.g. - athletic field users, non-profit community groups, etc.). ~~Such policies must be formally adopted by the Commission on an annual basis. The categorized schedule of fee reductions is attached to this Policy as Appendix B, and may be modified only by the Commission.~~

Formatted: Font: +Body (Calibri), 11 Highlight

Formatted: Font: +Body (Calibri), 11

h. If the recipient of a waiver or fee reduction does not strictly comply with all conditions regulating the use of Town facilities, including adherence to approved entry and exit times, the user group will be responsible to pay all fees normally associated with such use.

i. Recipients of waivers or fee reductions may be relocated or canceled without notice if the facilities are required by the Town for other purposes.

j. Certain governmental agencies and governmental sponsored organizations shall be exempt from Facility Use Fees when requesting use of Town facilities for official meetings to conduct public business, providing that the space is available as requested. The list of exempt organizations is attached to this Policy as Appendix C, and may be modified only by the Commission.

9. Use of Town Equipment ~~Off-Site~~

Formatted: Font: +Body (Calibri), 11

The Town ~~may~~ makes certain equipment available for ~~rental and~~ use in conjunction with a facility rental, subject to availability. Such equipment shall remain on Town property; use of Town equipment off site is prohibited without written permission from the Town Manager. ~~off-site.~~ Facility ~~D~~e deposits will only be

Formatted: Indent: Left: 0.25"

refunded if the equipment is returned clean, on-time and undamaged. If the cost of repairs, replacement and/or clean-up exceeds the deposit amount, the user will be billed for the difference.

~~a. Fees and deposits for equipment are listed in Appendix B, subject to availability.~~

10. Alcohol Use in Public Facilities

- a. The sale or use of alcoholic beverages at Town Parks and Facilities is not allowed without a permit issued by the Department. Permit information is available at the Department office. Permits will only be approved when the following conditions are met:
- b. The applicant shall ensure the full compliance with state and local laws regarding the consumption of alcohol during their facility use. The applicant will be held responsible for the behavior of all attendees.
- c. The applicant shall provide the Town with a liquor liability insurance policy endorsement in the minimum amount of \$1,000,000 naming the Town, its officials, officers, employees, agents and volunteers as additional insured for the date(s) of facility use. Proof of such insurance shall be on file in the Community Services Office at least ~~seven days~~fourteen prior to the event.
- d. Any caterers or other concerns engaged in the sale of alcoholic beverages in or on Town Facilities shall provide the Town with a liquor liability insurance policy endorsement ~~in the amount of~~ in the minimum amount of \$1,000,000 naming the Town, its officials, officers, employees, agents and volunteers as additional insured for the date(s) of facility use. Proof of such insurance shall be on file in the Community Services Office at least ~~seven~~fourteen days prior to the event.
- e. The applicant is required to provide a \$1,000 security deposit, refundable if the facility is left on time, clean and without damage. Actual costs for additional time, additional maintenance requirement, or damage will be deducted from the deposit. If the cost of repairs and/or clean-up exceeds the deposit amount, the user will be billed for the difference. Personal checks are not accepted for deposits.
- f. The applicant shall provide proof of compliance with insurance and security requirements at least ~~seven~~fourteen days prior to the event.
- g. Whenever alcohol will be served or sold at the event, the applicant will be required to contract with the San Bernardino County Sheriff's Department or other approved security company for event security. The ~~Director~~Town Manager will confer with the Sheriff's Office to determine the specific security requirement for each event, but generally two officers will be required. Proof of the contract for security must be on file in the Community Services Department Office at least fourteen days prior to the event.

Formatted: Font: +Body (Calibri), 11

Formatted: Font: 11 pt

Formatted: Font: +Body (Calibri), 11

Formatted: Font: +Body (Calibri), 11

Formatted: Font: +Body (Calibri), 11

Formatted: Font: 11 pt

Formatted: Font: +Body (Calibri), 11

11. Security Requirement

~~a. At times the Director~~Town Manager ~~or Commission deem appropriate, the applicant will be required to contract with the San Bernardino County Sheriff's Department or other approved security company for event security. The Director~~Town Manager ~~will confer with the Sheriff's~~

Office to determine the specific security requirement for each event, but generally two officers will be required. Proof of the contract for security must be on file in the Community Services Department Office at least fourteen days prior to the event.

- a. The Town of Yucca Valley at its sole discretion may require a certain number of security officers for the event. Renter shall be responsible for procuring and paying for security officers through the San Bernardino County Sheriff's Department. Renter may be required to provide the Town with a copy of the contract between the Sheriff's Department and themselves at least fourteen days prior to event. Renter is solely responsible for supervising all individuals at the Facility and adjoining property during the event. The Town is not responsible for providing this supervision. However, the Town may evict individuals from the Facility during the event if their conduct is not in the best interest of the public or is deemed to be detrimental in any way.

Formatted: Font: 11 pt
Formatted: Numbered + Level: 2 +
 Numbering Style: a, b, c, ... + Start at:
 Alignment: Left + Aligned at: 0.75" +
 after: 1" + Indent at: 1"

12. Insurance Requirements

- a. Renters, organizations and agencies requesting reserved use of Town Facilities may be required to provide insurance. For one-time events (weddings, parties, large meetings, concerts, etc.), the Town requires that the applicant provide a certificate of insurance (from an insurance company admitted in California and rated "BBB" or better) in the minimum amount of \$1,000,000, or in a greater amount as determined by the Director, with an endorsement naming the Town, its officers, employees, agents and volunteers as additional insured.

Formatted: Font: +Body (Calibri), 11

Formatted: Font: +Body (Calibri), 11

- b. Organizations and agencies requesting reserved use of Town Facilities may be required to provide a certificate of insurance (from an insurance company admitted in California and rated "BBB" or better) in the minimum amount of \$1,000,000, or in a greater amount as determined by the Director Town Manager, with an endorsement naming the Town, its officers, employees agents and volunteers as additional insured.

Formatted: Numbered + Level: 2 +
 Numbering Style: a, b, c, ... + Start at:
 Alignment: Left + Aligned at: 0.75" +
 after: 1" + Indent at: 1"

- c. All required insurance policies and endorsements are to be primary and non-contributory with any insurance or self insurance self insurance programs carried or administered by the Town.

Formatted: Numbered + Level: 2 +
 Numbering Style: a, b, c, ... + Start at:
 Alignment: Left + Aligned at: 0.75" +
 after: 1" + Indent at: 1"

- d. To assist user groups in compliance with the insurance requirements, the Town of Yucca Valley makes coverage available through Alliant Insurance Services.

Formatted: Numbered + Level: 2 +
 Numbering Style: a, b, c, ... + Start at:
 Alignment: Left + Aligned at: 0.75" +
 after: 1" + Indent at: 1"

- a. Renter is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of the facility. Renter shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation can result in a denial or further use and, in case of damage to a facility; financial reimbursement for repair or replacement will be demanded.

Formatted: Font: 11 pt

Formatted: Numbered + Level: 2 +
 Numbering Style: a, b, c, ... + Start at:
 Alignment: Left + Aligned at: 0.75" +
 after: 1" + Indent at: 1"

Renter shall waive and release, defend, indemnify and hold harmless the Town of Yucca Valley, its officials, officers, employees, volunteers and agents (Town Indemnitees) free and harmless from and against all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, in any manner which actually or allegedly arise out of or in connection with the performance of this Agreement.

Formatted: Indent: Left: 1"

Renter may be asked to procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Town's facilities and adjoining property in the

minimum amount of \$1,000,000 (one million dollars) per occurrence, \$2,000,000 (two million dollars) General Aggregate with an endorsement naming the Town its officials, officers, employees, volunteers, and agents as additional insureds prior to the rental date of the Facility. Renter shall file certificates of such insurance with the Town which shall be endorsed to provide thirty (30) days' notice to the Town of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the Town may deny access to the Facility.

Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Town of Yucca Valley's facilities and adjoining property to the Town of Yucca Valley's Community Services Manager, in writing and as soon as practicable.

Renter waives any right of recovery against the Town its officials, officers, employees, volunteers and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of "acts of God" to the Town its officers, employees, or agents.

Renter waives any right of recovery against the Town its officials, officers, employees, volunteers and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, even if the Town its officials, officers, employees, volunteers or agents seek recovery against Renter.

Formatted: Font: 11 pt

Formatted: Font: +Body (Calibri), 11

Formatted: Indent: First line: 0.5"

Mobile Stage	\$500 per day	\$1000
Miscellaneous facility charges – 2 hr., min		
Kitchen Charge	\$30 (\$40 hr.) per day + \$100 deposit	\$200
Kitchen Only	\$30 (\$40 hr) per hour + \$100 deposit	
Electricity	\$25 (\$35 hr) flat fee (up to 4 hours)	
Tennis Court Key	\$5 annually – 3 year term	N/A
Other Unlisted Facilities	TBD by Director/Town Manager and/or Commission	TBD

- Formatted: Font: +Body (Calibri)
- Formatted: Justified, Indent: Left: 0"
- Formatted: Left
- Formatted: Font: +Body (Calibri)
- Formatted: Font: +Body (Calibri), 11
- Formatted: Font: +Body (Calibri), 11
- Formatted: Font: +Body (Calibri), 11
- Formatted: Font: 11 pt
- Formatted: Font: +Body (Calibri), 11
- Formatted: Font: +Body (Calibri), 11
- Formatted: Indent: Left: 0"
- Formatted: Font: +Body (Calibri)
- Formatted: Font: +Body (Calibri)
- Formatted: Font: +Body (Calibri)
- Formatted: Indent: Left: 0"
- Formatted: Font: +Body (Calibri)
- Formatted: Indent: Left: 0"
- Formatted: Font: +Body (Calibri), 11

APPENDIX B

Equipment Available for Off-site Rental
(revised fees effective March 18, 2014)

	Daily Rental	Deposit
Mobile Band Stage	\$500	\$1,000
Tables	\$8	\$100 per 5 tables
Chairs	\$1.00	\$100 per 25 chairs
Hot dog cooker	\$25	\$100
Field chalker	\$10	\$100
Coffee pot, 100 cup	\$10	\$100

- Formatted: Font: +Body (Calibri), 11 Underline
- Formatted: Font: +Body (Calibri), 11

APPENDIX B

Non-Profit/Community Groups Fee Waiver/Reduction Schedule

In cases where a user group qualifies for a facility fee waiver or reduction request under the provisions of this facility policy the following fee schedule shall be applied:

- Qualified athletic groups shall receive a field fee a reduction of 50%
- Qualified non-profit groups will receive a facility fee reduction of 75%

Staff shall report the fiscal impact of such reductions annually to the
Parks,
Recreation & Cultural Commission.

- Formatted: Font: +Body (Calibri), 11 underline
- Formatted: Font: +Body (Calibri), 11 Underline
- Formatted: Font: +Body (Calibri), 11

Formatted: Font: +Body (Calibri), 11 Underline

Formatted: Font: +Body (Calibri), 11

APPENDIX CC

The following governmental agencies and government sponsored organizations shall be exempt from Facility Use Fees when requesting use of Town Facilities for official meetings to conduct public business, providing that the space is available as requested.

- California Highway Patrol
- Citizens on Patrol – Yucca Valley
- City of Twentynine Palms
- Community Emergency Response Team (CERT)
- Copper Mountain Community College District
- Hi Desert Water District
- League of California Cities
- Mojave Water Agency
- Morongo Basin Transit Authority
- Morongo Unified School District
- San Bernardino Associated Governments (SANBAG)
- San Bernardino County Fire Department
- San Bernardino County Food Distribution Program
- San Bernardino County – meetings
- San Bernardino County Registrar of Voters
- San Bernardino County Sheriff's Department
- San Bernardino County Fire Department
- San Bernardino County Superior Court
- YV Youth Accountability Board
- Yucca Valley Branch Library
- Yucca Valley Chamber of Commerce

Formatted: Font: +Body (Calibri), 11

Town of Yucca Valley
Community Services Department

Facility Use Policy
(Draft Amendment – October 13, 2015)

1. Authority

- a. In May, 2003, the Yucca Valley Town Council directed the Parks, Recreation and Cultural Commission to review the Town's facilities use policy.
- b. History: A Commission recommendation for policy revision was forwarded to the Council in November, 2003. The revised policy was adopted by the Town Council in December, 2003. Subsequent revisions were recommended by the Commission and adopted by the Council in April 2006, May 2007, October 2008, March 2011, and March 2014.

2. Policy Statement

- a. The Town of Yucca Valley's public parks and buildings are used for Town-sponsored recreational, cultural, civic and social activities and programs. Additionally, the Town makes use of public facilities for conducting the business of the Town Council and its appointed commissions, committees and work groups. The Town also makes certain facilities available to the public for meetings, activities, events and services that meet similar needs and interests of the community. The Town Manager or his/her designee is authorized to interpret and implement the policies and regulations contained herein.

3. Definitions

- a. Applicant – in a transaction involving the reserved use of Town facilities, the individual or organization that will be responsible for all rental fees, deposits, and compliance with facility use requirements.
- b. Building – refers to public buildings owned, leased and/or managed by the Town of Yucca Valley
- c. Commission – the Parks, Recreation and Cultural Commission appointed by the Yucca Valley Town Council.
- d. Council – the elected Town Council of the Town of Yucca Valley.
- e. Department – unless otherwise specified, refers to the Town of Yucca Valley's Community Services Department.
- f. Town Manager – the Town Manager of the Town of Yucca Valley or his/her designee.
- g. Facility – Refers to parks, buildings and the rooms and other spaces within the buildings, common areas, and parking lots owned and/or operated by the Town of Yucca Valley.

- h. Non-resident/Commercial – individuals or businesses whose primary address is outside of Yucca Valley’s town limits.
- i. Park – any developed or undeveloped areas owned or leased by the Town of Yucca Valley and designated for recreational purposes or conserved for scenic or historical interest, to include the landscaping and recreational elements of such facilities.
- j. Town – the municipality known as the Town of Yucca Valley.
- k. User group – the applicant, whether an organization, agency or individual(s).
- l. Resident – individuals or non-profit organizations whose primary address is inside of Yucca Valley’s town limit.

4. Hours of Use

- a. Parks – Town of Yucca Valley Parks are open daily from 6:00 am until 11:00 pm. Unless the hours are specifically extended by the Town to accommodate a special event, no person shall remain in any Park between the hours of 11:00 pm and 6:00 am without written permission from the Town Manager. Town of Yucca Valley Municipal Code 11.60.040(c)
- b. Buildings – Except for public meetings and special events conducted by the Town of Yucca Valley, Town buildings are available for use from 9:00 am until 8:00 pm Monday through Thursday, and from 9:00 am until 10:00 pm Friday and Saturday. For the purpose of determining facility use fees, weekend rates apply from Friday at 5:00 pm until Monday at 7:00 am. Town Buildings are not available for rented or reserved use on Sundays, Holidays, or closed hours unless specifically authorized by the Town Manager and/or Commission acting on behalf of the Council.

5. General Rules and Regulations

With respect to the Town’s public Parks and Facilities, the following activities are prohibited:

- a. Storage – to store personal property, including camping gear.
- b. Bulletin Boards – to affix flyers or posters of any kind to bulletin boards or display areas within or attached to Town facilities. Unless specifically designated otherwise, such areas are for Town use only to provide public information or to promote Town-sponsored meetings, events or activities. The Town may, but is not required to, provide a community bulletin board where outside events and meetings may be noticed. Final determination of allowable postings shall be made by the Town Manager.
- c. The throwing or other use of rice, birdseed, glitter, confetti in relation to the approved use of Town facilities.
- d. Fire – to make or kindle a fire with wood or any material other than charcoal (in designated areas only) without written approval from the Department.

- e. Alcohol – to possess any can, bottle or other receptacle containing any alcoholic beverage that has been opened, a seal broken, or the contents partially removed, without a permit issued by the Department.
- f. Bathing – to bathe in any facility not designated for that purpose.
- g. Refuse – to leave garbage, cans, bottles, papers or other refuse at any park or facility other than in the receptacles provided. If no receptacle is provided, patrons are responsible to remove all waste and dispose of it in an appropriate manner.
- h. Animals – to hitch, ride or let loose any animal or fowl without the written approval of the Department. This shall not apply to dogs at Town Parks when led by a leash or chain no more than six feet long. Owners of said animals and pets are responsible for the conduct of the animal and for the proper disposal of all waste and fecal matter. Pets are not permitted in Town buildings or in the softball field area of the Town’s Summer Music Festival or at other similar events. Seeing eye dogs and other properly designated service animals are not subject to these restrictions.
- i. Camping – to camp in or upon any Town Park without written permission from the Town Manager.
- j. Smoking – to smoke in, or within 20 feet of the entrance to, any Town building, area designated for children’s play, or athletic activities, or to discard any lighted or unlighted cigar, cigarette or tobacco-related litter in said areas.
- k. Reckless Operation – to ride or use any roller skates, scooters, skateboards, or bicycles at any Town park or facility in a reckless manner or with disregard for the safety of persons or property, or to cause such items to be ridden in such a manner.

6. Priority use of Town Facilities

- a. Reasonable attempts will always be made to avoid scheduling conflicts, however, if clarification is needed, the following prioritization will apply to the use of Town Facilities:
 - i. Town-sponsored meetings, activities and events
 - ii. Meetings, events and activities sponsored by governmental or other agencies working jointly with the Town
 - iii. Local non-commercial user groups
 - iv. Local commercial enterprises and concerns
 - v. Out of town user groups
 - vi. User groups whose facility use fees have been waived or reduced

7. Reserved Use of Town Facilities

- a. The following Town of Yucca Valley Facilities are available for rental or reserved use, in accordance with established procedures and rental rates:

	Location	Capacity Dining/Conference
Yucca Room	Community Center	250/350
Joshua Tree Room	Community Center	32/45
Cholla Room	Community Center	65/80
Ocotillo Room	Community Center	44/50
Mesquite Room	Community Center	18/30
Senior Center	Community Center	180/250
Soccer Fields	Community Center	-
Softball Field	Community Center	-
Snack Bar	Community Center	-
Community Room	Machris Park	54/75
Softball Field	Machris Park	-
Snack Bar	Machris Park	-
Community Room	Jacobs Park	54/75
Tennis Courts	Jacobs Park	-
Community Room	Paradise Park	32/45
Soccer Field	Brehm Park (I)	-
Softball Field	Brehm Park (I)	-
Soccer Fields	Brehm Park (II)	-
Miracle Field	Brehm Park (II)	-
Flat Track	Brehm Park (II)	-
Community Room	Brehm Park (II)	32/45
Snack Bar	Brehm Park (II)	-
Swimming Pool	Yucca Valley High School	-
Parking Lots	Various	-

- b. Arrangements may be made with the Department for reserved use of other areas of Town parks, facilities, or amenities not listed in section a. In such cases, the Town Manager and/or Commission will determine appropriate parameters and fees for use.
- c. Individuals 18 years of age or older may apply for reserved use of Town facilities at least fourteen days and no more than thirteen months prior to the proposed event.
- d. To obtain reserved use of available Town facilities, individuals or organizational representatives must complete and return a current Facility Use Application and Agreement and submit all required diagrams, deposits, permits, contracts and appropriate insurance documents to the Community Services Office at least fourteen days prior to the requested date(s) of use. Requests received within fourteen days of the event date will be accommodated as available, at the discretion of the Department.
- e. Town staff will make a reasonable effort to accommodate each application, and will provide written confirmation of approval or denial within three working days of receipt of all required materials.

- f. User groups are not entitled to place signs, banners or other such materials on Town Facilities without written permission from the Town Manager.
- g. Under no circumstances is any approved user group authorized to share access with other groups or individuals, to sublet or permit another group or individual to use Town facilities before, during or after the approved time of use, or to duplicate facility keys; doing so will result in cancellation of the approved use and forfeiture of all deposits.
- h. The Town reserves the right to deny the application of individuals, groups or organizations that have previously not complied with Town requirements or regulations.
- i. The applicant must notify the Department of cancellation at least 48 hours prior to the scheduled event or activity. Failure to give the required written notice of a cancellation may result in forfeiture of the applicant's deposit.
- j. The Town reserves the right to inspect any reserved rooms, snack bars, parks, or other areas at any time to ensure cleanliness and proper compliance with typical health and safety standards. Clutter, damage, vandalism, unsafe or unclean conditions will result in revocation of the approval to use the facility.

8. Fees for use of Town Facilities

- a. Fee Schedule. Fees for reserved use of Town Facilities will be charged for the entire time the user group requires access to the facility, including time for setting up the event, decorating, cleaning up, etc. Fees are charged in accordance with the Town's most recent adopted fee schedule (Appendix A).
- b. Deposits. When public Facilities are rented or reserved, a refundable deposit is required according to the schedule listed in Appendix "A". Payment of the deposit is required even if facility use fees are waived or reduced. Personal checks are not accepted for facility use deposits.
 - 1. If damage to Town property occurs during use or if excessive clean-up is necessary after the use, the actual cost of repairs or clean-up will be deducted from the deposit.
 - 2. If the cost of repairs and/or clean-up exceeds the deposit amount, the user will be billed for the difference.
 - 3. If the user group remains in the facility beyond the scheduled time, the deposit may be forfeited and additional fees may be charged for the additional time in the facility.
 - 4. If the user group misrepresents any material facts about the event (i.e., the serving of alcohol, etc.) the entire deposit will be forfeited.
 - 5. If any or all of the deposit has been forfeited, the full required deposit must be replenished prior to any subsequent use.
- c. Setup and Breakdown. When available, the use of tables and chairs is included in the facility rental fee. Town staff will arrange chairs and tables for indoor and outdoor assemblies as close to diagrams submitted by the applicant as possible.

- d. User groups shall not obstruct any pathways or access routes inside or outside Town buildings, or otherwise interfere with the safety or convenience of the public or other facility users.
- e. Electrical & Water Service. If electrical and/or water service is requested and approved for any activity or event on Town Park areas, a minimum fee of \$25 will be charged for up to four hours of use. Additional hours will be charged at \$10/hr. up to a maximum daily rate of \$50.
- f. Fee Waivers or Fee Reductions. The Town Council has authorized the Town Manager and the Commission to make a determination on all requests for fee waivers or fee reductions. Generally, no fee waivers or reductions will be granted for facility use on weekends or holidays. If a waiver or reduction is granted, the group's use will be accommodated on a space-available basis. Waivers or reduction requests will be considered if the applicant complies with all Town Facility use requirements and the proposed use meets one of the following conditions:
 - 1. The activity or event is conducted by a local organization and the primary purpose of the activity or event is to provide services for the youth of the community.
 - 2. The activity or event is of large scale community-wide interest or benefit, is conducted by a local organization and will be open free of charge to all members of the local community who wish to participate.
 - 3. If the activity or event does not clearly meet either of the first two guidelines, it must be demonstrated that the service provided replaces the need for the Town to provide such services, or provides other substantial and significant community benefits to the Town as determined by the Town Manager and/or Commission. Fee waivers in excess of \$2,500 must be approved by the Commission.
- g. It is the intent of the Policy to apply any such waivers or fee reductions in an efficient, equitable and uniform manner. Accordingly, the Commission may implement specific fee reduction policies that apply to various categories of user groups (e.g. - athletic field users, non-profit community groups, etc.). The categorized schedule of fee reductions is attached to this Policy as Appendix B, and may be modified only by the Commission.
- h. If the recipient of a waiver or fee reduction does not strictly comply with all conditions regulating the use of Town facilities, including adherence to approved entry and exit times, the user group will be responsible to pay all fees normally associated with such use.
- i. Recipients of waivers or fee reductions may be relocated or canceled without notice if the facilities are required by the Town for other purposes.
- j. Certain governmental agencies and governmental sponsored organizations shall be exempt from Facility Use Fees when requesting use of Town facilities for official meetings to conduct public business, providing that the space is available as requested. The list of exempt organizations is attached to this Policy as Appendix C, and may be modified only by the Commission.

9. Use of Town Equipment

The Town may make certain equipment available for use in conjunction with a facility rental, subject to availability. Such equipment shall remain on Town property; use of Town equipment off site is prohibited without written permission from the Town Manager. Facility deposit will only be refunded if the equipment is returned clean, on-time and undamaged. If the cost of repairs, replacement and/or clean-up exceeds the deposit amount, the user will be billed for the difference.

10. Alcohol Use in Public Facilities

- a. The sale or use of alcoholic beverages at Town Parks and Facilities is not allowed without a permit issued by the Department. Permit information is available at the Department office. Permits will only be approved when the following conditions are met:
- b. The applicant shall ensure the full compliance with state and local laws regarding the consumption of alcohol during their facility use. The applicant will be held responsible for the behavior of all attendees.
- c. The applicant shall provide the Town with a liquor liability insurance policy endorsement in the minimum amount of \$1,000,000 naming the Town, its officials, officers, employees, agents and volunteers as additional insured for the date(s) of facility use. Proof of such insurance shall be on file in the Community Services Office at least fourteen prior to the event.
- d. Any caterers or other concerns engaged in the sale of alcoholic beverages in or on Town Facilities shall provide the Town with a liquor liability insurance policy endorsement in the minimum amount of \$1,000,000 naming the Town, its officials, officers, employees, agents and volunteers as additional insured for the date(s) of facility use. Proof of such insurance shall be on file in the Community Services Office at least fourteen days prior to the event.
- e. The applicant is required to provide a \$1,000 security deposit, refundable if the facility is left on time, clean and without damage. Actual costs for additional time, additional maintenance requirement, or damage will be deducted from the deposit. If the cost of repairs and/or clean-up exceeds the deposit amount, the user will be billed for the difference. Personal checks are not accepted for deposits.
- f. The applicant shall provide proof of compliance with insurance and security requirements at least fourteen days prior to the event.
- g. Whenever alcohol will be served or sold at the event, the applicant will be required to contract with the San Bernardino County Sheriff's Department or other approved security company for event security. The Town Manager will confer with the Sheriff's Office to determine the specific security requirement for each event, but generally two officers will be required. Proof of the contract for security must be on file in the Community Services Department Office at least fourteen days prior to the event.

11. Security Requirement

- a. The Town of Yucca Valley at its sole discretion may require a certain number of security officers for the event. Renter shall be responsible for procuring and paying for security officers through the San Bernardino County Sheriff's Department. Renter may be required to provide the Town with a copy of the contract between the Sheriff's Department and themselves at least fourteen days prior to event. Renter is solely responsible for supervising all individuals at the Facility and adjoining property during the event. The Town is not responsible for providing this supervision. However, the Town may evict individuals from the Facility during the event if their conduct is not in the best interest of the public or is deemed to be detrimental in any way.

12. Insurance Requirements

- a. Renters, organizations and agencies requesting reserved use of Town Facilities may be required to provide insurance. Renter is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of the facility. Renter shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation can result in a denial or further use and, in case of damage to a facility; financial reimbursement for repair or replacement will be demanded.

Renter shall waive and release, defend, indemnify and hold harmless the Town of Yucca Valley, its officials, officers, employees, volunteers and agents (Town Indemnitees) free and harmless from and against all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, in any manner which actually or allegedly arise out of or in connection with the performance of this Agreement.

Renter may be asked to procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Town's facilities and adjoining property in the minimum amount of \$1,000,000 (one million dollars) per occurrence, \$2,000,000 (two million dollars) General Aggregate with an endorsement naming the Town its officials, officers, employees, volunteers, and agents as additional insureds prior to the rental date of the Facility. Renter shall file certificates of such insurance with the Town which shall be endorsed to provide thirty (30) days' notice to the Town of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the Town may deny access to the Facility.

Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Town of Yucca Valley's facilities and adjoining property to the Town of Yucca Valley's Community Services Manager, in writing and as soon as practicable.

Renter waives any right of recovery against the Town its officials, officers, employees, volunteers and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of “acts of God” to the Town its officers, employees, or agents.

Renter waives any right of recovery against the Town its officials, officers, employees, volunteers and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Renter’s use or occupancy of the Facility and adjoining property, even if the Town its officials, officers, employees, volunteers or agents seek recovery against Renter.

APPENDIX A

Facility Use Fee Schedule
(DRAFT FEE REVISIONS 10-2015)

Small Rooms (Mesquite, Cholla, Joshua Tree, Ocotillo) 2 hr. min				
	Weekdays	Weekends	Holidays	Deposit
Local resident or activities where no fees are charged	\$15 / hr.	\$25 / hr.	\$35 / hr.	\$200
Non-resident, commercial group, or activity where fees are charged	\$25 / hr.	\$45 / hr.	\$65 / hr.	\$200
Large Rooms (Senior Center, Yucca Room) 2 hr. min				
	Weekdays	Weekends	Holidays	Deposit
Local resident or activities where no fees are charged	\$25 / hr.	\$45 / hr.	\$65 / hr.	\$500
Non-resident, commercial group, or activity where fees are charged	\$45 / hr.	\$65 / hr.	\$95 / hr.	\$500
Park Community Rooms 2 hr. min				
	Weekdays	Weekends	Holidays	Deposit
Local resident or activities where no fees are charged	\$15 / hr.	\$25 / hr.	\$35 / hr.	\$200
Non-resident, commercial group, or activity where fees are charged	\$25 / hr.	\$45 / hr.	\$65 / hr.	\$200
Soccer Fields, Softball Fields, Miracle Field – 2 hr. min				
Reserved use, no lights	\$10/hr. (\$20/hr. nr./com.)			\$200
Reserved use with lights	\$20/hr. (\$30/hr. nr./com.)			\$200
Reserved use, no lights - Lge field (BII)	\$40/hr. (\$60/hr. nr./com.)			\$400
Reserved use with lights - Lge field (BII)	\$80/hr. (\$100/hr. nr./com.)			\$400
Concession Facilities– 2 hr. min				
Snack Bar	\$10/day (\$20/day nr./com.)			\$500
Vendor fee Town events (concerts, etc.)	\$50 per day upon approval			N/A
Other Facilities– 2 hr. min				
Community Center Courtyard	\$45 (\$55 nr./com.) per hour			\$200
Tennis Court	\$5/hr. (\$10/hr. nr./com.)			\$200
Flat Track	\$5/hr. (\$10/hr. nr./com.)			\$200
YVHS Swimming Pool (2 hr. min)	\$40 (\$60 nr./com.) per hour			\$500
Parking Lots	\$1 per space per day (20 space min.)			\$200
Conex Outdoor Storage	Monthly \$25/10ft or \$50/20ft			\$200
Mobile Stage	\$500 per day			\$1000
Miscellaneous facility charges– 2 hr.. min				
Kitchen Charge	\$30 (\$40 nr.) per day			\$200
Tennis Court Key	\$5 annually – 3 year term			N/A
Other Unlisted Facilities	TBD by Town Manager and/or Commission			TBD

Attachment: Facility Policy 13-14_WORKING REVISION 9-15 Clean (1194 : Facility Use Policy Approval)

APPENDIX B

Fee Waiver/Reduction Schedule

In cases where a user group qualifies for a facility fee waiver or reduction request under the provisions of this facility policy the following fee schedule shall be applied:

Qualified athletic groups shall receive a field fee a reduction of 50%
Qualified non-profit groups will receive a facility fee reduction of 75%

Staff shall report the fiscal impact of such reductions annually to the
Parks, Recreation & Cultural Commission.

APPENDIX C

The following governmental agencies and government sponsored organizations shall be exempt from Facility Use Fees when requesting use of Town Facilities for official meetings to conduct public business, providing that the space is available as requested.

California Highway Patrol
 Citizens on Patrol – Yucca Valley
 City of Twentynine Palms
 Community Emergency Response Team (CERT)
 Copper Mountain Community College District
 Hi Desert Water District
 League of California Cities
 Mojave Water Agency
 Morongo Basin Transit Authority
 Morongo Unified School District
 San Bernardino Associated Governments (SANBAG)
 San Bernardino County Fire Department
 San Bernardino County Food Distribution Program
 San Bernardino County – meetings
 San Bernardino County Registrar of Voters
 San Bernardino County Sheriff's Department
 San Bernardino County Fire Department
 San Bernardino County Superior Court
 YV Youth Accountability Board
 Yucca Valley Branch Library
 Yucca Valley Chamber of Commerce

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Sharon Cisneros, Finance Manager

Date: October 15, 2015
Meeting Date: October 20, 2015

Subject: Authorization of Additional payment to CalPERS Side fund Loan

Recommendation:

It is recommended that the Town Council

Amend the 2015-16 Budget to appropriate \$501,552 in the General Fund from unrestricted reserves to pay in full the side fund loan balance portion of the unfunded liabilities.

Authorize payment in the amount of \$501,552 to CalPERS to pay in full the side fund loan balance portion of the unfunded liabilities.

Prior Council Review: On September 15, 2015, Council amended the 2015-16 General Fund Budget appropriating and authorizing payment of \$140,000 of the prior year positive net change in fund balance toward reducing the Town's CalPERS unfunded liabilities and authorized payment. Council also requested staff to return to Council with an analysis for policy discussion of the remaining balance of the side fund loan.

Order of Procedure

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

Discussion

On September 15, 2015, Council amended the 2015-16 General Fund Budget appropriating and authorizing payment of \$140,000 of the prior year positive net change in fund balance toward

reducing the Town's CalPERS unfunded liabilities and authorized payment toward the side fund loan balance. Council also requested staff to return to Council with an analysis for policy discussion of the remaining balance the side fund loan. Based on the most recent annual evaluation and subsequent side fund payment, CalPERS actuarial staff provided an updated value of the side fund as of 6/30/16. The projected side fund balance as of 6/30/16 is \$524,210. A lump sum payment in the amount of \$501,552 will pay the loan in full if paid by 11/20/15.

Staff's analysis (Exhibit A) indicates gross interest savings over the remaining period of the loan of \$169,936. This gross savings is a result of paying the loan off now versus paying it over the remaining amortization period. Staff's net savings calculation provides for consideration of investment income at an optimistic Local Agency Investment Fund (LAIF) return on the investment rate resulting in \$14,695 in potential interest income over the amortization period. The estimated net savings for making the lump sum payment now is \$155,240. This represents the impact on Town reserves of financing the side fund loan at 7.5% versus the potential earnings on the same funds if invested in LAIF.

The Town projects unrestricted reserves of \$5,818,143 or 58% of budgeted operating expenditures at the end of FY2015-16. The appropriation of funds will decrease the projected unrestricted reserves to \$5,316,591 or 54% which is still within the modified reserve policy range and significantly above the reserve policy balances adopted by council in April 2015. Exhibit B provides the revised FY2015-16 General Fund Summary if the budget amendment is approved.

Alternatives

Make no payment at this time and continue to pay the annual principle and interest payment from the general fund budget.

Fiscal Impact

The appropriation of these funds in the FY2015-16 Budget and payment from unrestricted reserves saves the town an estimated \$155,000 in net expenditure. In addition, it will save annual payments from the general fund for the liability due just over \$125,000 annually based on current interest rates.

Attachments:

Exhibit A-Side Fund Loan Analysis

Exhibit B-General Fund Proposed Amended Budget FY2015-16

Town of Yucca Valley
 Analysis of Side Fund Loan

Exhibit A

	6/30/2016	6/30/2017	estimated 6/30/2018	estimated 6/30/2019	estimated 6/30/2020	estimated 6/30/2021	Total Payments
Projected balance in Side Fund	524,210	524,210	475,576	402,179	323,277	238,458	
Annual Principle Payment due	-	87,950	109,065	109,065	109,065	109,065	524,210
Interest Charged (Savings)		39,316	35,668	30,163	24,246	17,884	147,278
Ending Balance	524,210	475,576	402,179	323,277	238,458	147,278	671,488
					One time payment		501,552
					Gross Savings		169,936
Projected LAIF Interest Earnings	0.28% 1,404	0.53% 2,658	0.53% 2,658	0.53% 2,658	0.53% 2,658	0.53% 2,658	14,695
					Net savings		155,240

Attachment: Exhibit A-Side Fund Loan Analysis [Revision 1] (1193 : Side Fund Payment)

Town of Yucca Valley
Amended Budget
FY 2014-16
General Fund Summary

Proposed Amendment 10/20/15

	2014-15		2015-16	
	Amended Budget	Actual	Adopted Budget	Amended Budget
Revenues				
Sales Tax	\$ 3,145,450	\$ 3,003,421	\$ 3,318,450	\$ 3,318,450
Property Tax	4,280,881	4,395,273	4,359,240	4,459,240
Vehicle License Funds	15,000	8,726	15,000	15,000
Franchise/TOT/Interest	975,000	1,420,889	993,000	965,000
Animal Services	366,900	443,382	379,900	379,900
Community Development	289,750	288,785	324,750	324,750
Administrative/Other	252,717	240,910	215,050	215,050
Community Services	158,000	175,277	165,000	165,000
Total Revenue	9,483,698	9,976,663	9,770,390	9,842,390
Expenditures				
Personnel Services	3,062,725	2,933,472	3,178,010	3,178,610
Contract Safety	3,953,473	3,837,005	4,105,572	4,131,660
Operating Supplies and Services	2,350,557	1,871,474	2,243,592	2,336,867
Contracts and Partnerships	88,000	87,887	82,000	102,000
Capital Projects	96,476	99,557	61,700	83,650
Total Expenditures	9,551,231	8,829,395	9,670,874	9,832,787
Excess (deficiency) of revenues over expenditures	(67,533)	1,147,268	99,516	9,603
Other Financing Sources (Uses)				
One time use from reserves	(90,000)	(90,000)	-	(653,552)
Transfer from DIF- Animal Shelter Facility	54,000	54,000	54,000	54,000
Transfer from Capital Projects Fund-Shelter	-	-	-	-
Transfer from Catastrophic Reserve to 515	-	-	-	-
Transfer to Capital Projects Fund-Infrastructure	(515,000)	(515,000)	(150,000)	(125,000)
Total Other Sources (Uses) of Funds	(551,000)	(551,000)	(96,000)	(724,552)
Increase (Decrease) in Fund Balance	(618,533)	596,268	3,516	(714,949)
Beginning Fund Cash Balance	7,660,272	7,660,272	7,041,739	8,256,540
Ending Fund Balance	7,041,739	8,256,540	7,045,255	7,541,591
Reserve Balance Summary				
Unassigned	4,741,739	5,850,817	4,820,255	5,316,591
Nonspendable	625,000	620,910	560,000	560,000
Restricted	375,000	384,813	365,000	365,000
Assigned Risk Management	200,000	300,000	200,000	200,000
Assigned Catastrophic	1,000,000	1,000,000	1,000,000	1,000,000
Assigned Accrued Leave	100,000	100,000	100,000	100,000
Ending Fund Balance	\$ 7,041,739	\$ 8,256,540	\$ 7,045,255	\$ 7,541,591
Operating Reserves (% of Expenditures)	50%	66%	50%	54%

Attachment: Exhibit B-General Fund Proposed Amended Budget FY2015-16 (1193 : Side Fund Payment)

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Curtis Yakimow, Town Manager

Date: October 15, 2015
Meeting Date: October 20, 2015

Subject: Strategic Planning Calendar and Update

Recommendation:

It is recommended that the Town Council:

1. Receive and file the proposed calendar of activities related to the Town's 2015 Strategic Planning efforts;
2. Provide input as desired for background information, topical information, or general areas of interest to include as part of the Town's Strategic Planning activities.

Order of Procedure

Staff Report
 Public Comment
 Board Discussion
 Motion/Second
 Discussion on Motion
 Roll Call Vote

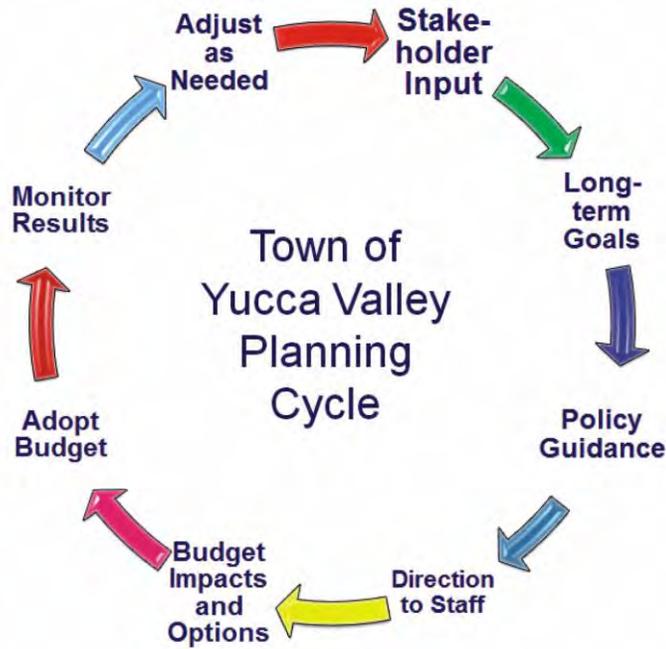
Discussion

The Town utilizes the Strategic Planning process to determine the appropriate goals and objectives that will further the mission of the Town in the near, mid and long term planning horizons. Through the process, prioritization of objectives and initiatives are developed that are then reflected in a measurable work plan supported by the Town's allocation of resources through the adopted budget.

Mission Statement

"The mission of the Town of Yucca Valley is to provide a government that is responsive to the needs and concerns of its diverse citizenry and secures a safe and secure environment while maintaining the highest quality of life."

The following chart graphically illustrates the Town's planning cycle and how each phase of the cycle impacts the preceding and subsequent phase.



Strategic Planning Process

The Strategic Planning process will begin with a review of prior Strategic Planning efforts and will include an update of progress made towards identified goals and objectives. Upon review of prior planning activities, the Council will be able to individually suggest new or revised goals, objectives and initiatives. Additionally, through Council workshops and Town outreach, the residents, businesses and other stakeholders will be able to contribute thoughts, ideas and suggestions for Council consideration in the Strategic Planning process.

The proposed calendar for the current year’s Strategic Planning process is as follows:

September

- Distribution of prior Strategic Planning Goals and Objectives review.
- Interviews with Council members on individual goals and objectives.

October

- Council hosted public workshops to provide:
 - i. Review of prior work plan successes, challenges and alterations.
 - ii. Update on existing work plan.
 - iii. Introduction of additions, deletions, modifications to goals and objectives.

- iv. Opportunity for residents, businesses and other stakeholders to provide input on proposed Strategic Plan direction.
- v. Discussion and deliberation on prioritization and finalization of goals, objectives and initiatives.

☐ **Workshop #1 completed on October 6, 2015 at 4 pm**

☐ **Workshop #2 completed on October 20, 2015 at 4 pm**

- Town staff to seek additional extended input from community through the Town's social media presence, solicitation of submitted comments, and community newsletter interaction. **Survey distributed and solicitation of responses to continue throughout October.**

November

- Completion of the draft Strategic Plan update of goals, objectives and initiatives.
- Development of proposed work plan in support of updated Strategic Plan.

December

- Approval of the final Strategic Plan update of goals, objectives and initiatives.
- Development of proposed work plan in support of updated Strategic Plan.
- Policy guidance to staff regarding integration of Strategic Plan work plan into the FY 2016-18 budget process, commencing in January 2016.

While it is anticipated that the proposed schedule should accommodate the activities necessary to effectively complete the Strategic Planning process, the schedule is flexible in providing sufficient time for additional workshops, meetings or discussions should they be necessary.

Fiscal impact: None with this item.

Attachments:

Strategic Planning Town Goals / Issues Update - Prior

		Current Status Code = Not Started		Underway		Complete		
		Priority Color Code = Near		Medium		Long		
Item #	Issue	Description	Staff	Abel	Lombardo	Huntington	Rowe	Current Status
1	Code Enforcement - Corridor Enforcement / Beautification	Enforce property maintenance standards; Strategic programs to target key challenges in community (foreclosed properties, SR 62 enforcement)	Near	Near	Near	Near		In final year of CDBG funding supplement; future code activities to be enforced through property owner notice and/or Town coordinated clean-up at owner's expense. Reduction from two FT officers to one affects overall program results.
2	Code Enforcement - Golf Course	Find short term solution and secure Golf Course		Near	Near	Near		Privately owned; Development Complete 2015
3	Community Outreach	Improve communication with public thru Web site and other; conduct of community survey(s) / outreach		Medium	Near	long		Community Updates provided monthly; social media expanding
4	Development - Development Impact Fees	Annual Review; Justification for setting at max defensible limits; Update to Development Impact Fee study (5 years old) -- completed at end of General Plan update (Medium timeframe)	Near	Medium		Medium		DIF study is now 10 years old; infrastructure requirements were modified with the GP Update
5	Development - SWPPP Review / USACE	Pursue federal review relative to waters of the US; implications on Clean Water Act mandates for SWPPP	Medium			long		CRWQCB has exempted projects within the Town boundaries from obtaining SWPPP approvals. No further action required unless RWQCB changes position.
6	Development Regulations -- Code Update	Complete Development Code Revisions	Near	Near	Medium	Near	Near	Completed 2014
7	Development Regulations - Dark Skies	Continue to promote, support and require dark skies		Near	Long	Near		Enforcement is service request based, and complete unless regulations are deemed inadequate.
8	Development Regulations - Open Space preservation	Continue to support and encourage open space; continue work with the Morongo Basin Open Space working group		Near		Near		Completed 2014; Wildlife Corridor Evaluation Areas and Open Space Resource Areas identified in the GP update require additional analysis and potential policy guidance/regulation.
9	Development Regulations - Streamlining	Consolidate & streamline building submittal requirements		Medium	Medium	Near		Substantial enhancements made to development resources available via Town's website
10	Economic Development	Pursue Commercial Development & economic growth; Ease of (simplify) bringing development to Yucca Valley	Near	Near	Near	Near		Ongoing -- Gap Analysis success with Ross/Marshall's
11	Economic Development - Diversify Local Economy	Lack of a skilled workforce. Non-diverse economy; service based, low wage, minimal growth. Identify potential niche industry(s) to provide future employment opportunities; Identifying the opportunities to create jobs/possibly solar; partner with college once needs are established.	Long	Long	Long	long		Continuing to coordinate with commercial developers/real estate brokers; work collaboratively with MUSD and CMC to assist in the identification of potential work training programs.
12	Economic Development - General	Determine "realistic" development targets and pursue; Identifying and then capturing the brand		Long	Near	long		TC Authorized Marketing update to address specific targets

Attachment: Goal_Setting_Priorities_Update 2015 pdf letter (1196 : Strategic Planning Calendar and

Strategic Planning Town Goals / Issues Update - Prior

		Current Status Code =		Not Started	Underway	Complete		
		Priority Color Code =		Near	Medium	Long		
Item #	Issue	Description	Staff	Abel	Lombardo	Huntington	Rowe	Current Status
13	Economic Development -- Golf Course	Facilitate private redevelopment of Golf Course; Moving this quality of life issue to a solution; Assist in redevelopment of Blue Sky	Long	Medium		Long	Medium	Privately owned; Development Complete 2015
14	Economic Development - Old Town Development	Continue Old Town Specific Plan implementation; Re-evaluating this project; "Near" term re-evaluation	Long	Long	Long	Medium	Long	SP to be reviewed/modified for consistency with updated GP/DC
15	Facility Planning - Animal Shelter	Complete new animal shelter; Review location and cost to the Town	Near	Near	Near	Near	Near	Completed 2013
16	Facility Planning - Bike Lanes / Trails	Improve Bicycle safety ; Acquire Land/easements and make reality		Long	Long	long		Additional interest from various Basin wide organizations/individuals; Town to assist in coordination with SANBAG for further development; Updating Park & Recreation Master Plan for bike routes/trails may be considered.
17	Facility Planning - Consolidation	Consolidate Town Hall in single location	Long		long	long		Potential to move forward with disposition of PFF/Library relocation
18	Facility Planning - Expansion	Continue programs to add to park facilities and amenities; Finish partnership with Brehm		Near		Near	Medium	Essig Completed 2012; Community Center Upgrade 2014; Paradise Park Upgrade 2014; Jacobs Park Upgrade 2015; Paradise Park Expansion Underway
19	Facility Planning - Library	Relocate library per facilities plan	Long		Long	Long	Long	Feasibility review underway
20	Facility Planning - Museum	Relocate Museum per facilities plan; Review financial cost to Town; look at generating revenue or spinning off to non-profit	Long	Near	Near	Long	Near	Operational changes to reduce ongoing costs; minimal operating hours; County Museum not viable option at this time; Limited interest from non-profits
21	Facility Planning - Southside	Complete Development of Southside Community park		Near	Near			Essig Park completed
22	General Plan - Vision	Confirm community vision of Yucca Valley	Near	Near	Near	Near		Completed in GP Update 2014
23	General Plan Update	Review General Plan and update as required; Sustainable Communities Strategies (Development Code Update, Climate Action Plan)	Near	Near	Near	Near	Near	Completed in GP Update 2014
24	Infrastructure - Construction	Sidewalks in Commercial Corridor		Near	Near	Near		Completed in 2014 & 2015
25	Infrastructure - Construction	Traffic calming and controls highway and local streets; SR-62 widening		Near		Near		Completed in 2014 & 2015
26	Infrastructure - Flood Control improvements	Pursue viable short term fixes to storm drainage	Near	Long	Medium	Medium	Medium	USACE Long Canyon basin project; flood control projects in YV will have significant difficulty in meeting USACE benefit cost ratios to be eligible for future funding.

Attachment: Goal_Setting_Priorities_Update 2015 pdf letter (1196 : Strategic Planning Calendar and

Strategic Planning Town Goals / Issues Update - Prior

		Current Status Code =		Not Started	Underway	Complete		
		Priority Color Code =		Near	Medium	Long		
Item #	Issue	Description	Staff	Abel	Lombardo	Huntington	Rowe	Current Status
27	Infrastructure - Maintenance	Improve public streets; Review alternative funding sources to address backlog (bonding against Measure I, General Fund loan, RDA loan)	Near	Near	Near	Near	Near	General Fund target (10%) by 2014; Average of 4.5% over last 3 years retrospectively; need to evaluate impact of wastewater system construction of new roads and funding needed to properly maintain all ww phases.
28	Infrastructure - Public Works Standard Drawings / Specifications	Standard drawings are 13 years old. Project funded and slated for completion this coming year	Near	Medium	Near	Near		Needs to be reevaluated/rescoped in terms of wastewater implementation and new General Plan roadway classifications.
29	Ordinance Review	Sign, Native Plant, Undergrounding Utility, Grading; Reduce amount of regulations (sign, NPO), eliminate infill requirement (utility), purge unnecessary ordinances		Near	near		Near	Development Code addressed many; remaining updates in the General Plan Project to be prioritized.
30	Public Safety - Increase Service Levels	Identify means and improve Police and Fire protection		Near	Medium	Near		Continues to remain a significant issue; limited current resource to alter current service levels; contract costs for existing service continue projected 4% - 6% annual increases.
31	Redevelopment - Affordable Housing	Provide for affordable housing per allotted quota; complete senior housing project	Near	Near	Near	Near	Near	Project completed in 2014; Fully leased in Spring 2015
32	Redevelopment - Project Area Amendment	Increase area to include golf course area; Increase the debt ceiling and maximum tax increment allowed under the plans	Near				Near	RDA Dissolution (AB 1x26)
33	Sewer Plant	Support waste water project; advocacy without direct \$\$ contribution	Near	Near	Medium	Near	Near	Town to provide political support; Assessment passed Spring 2015; Community to evaluate potential for future Town financial participation
34	Town Management	Review and pursue maximum efficiencies in town operations; review public safety allocations vs. updated population / crime / public safety issues; Prioritize all expenditures to give staff direction on highest/lowest priorities; sell PFF building	Near	Near	Near	Near	Near	Completed as part of FY 2012-13 budget; continuous review as part of SP/Budget process for upcoming years. Addl cuts will result in addl service level cuts.
35	Town Management - Community Services	Evaluate and provide cost effective programs & events; Identify programs and services that can be shut down to reduce costs w/o losing the ability to restart when funding becomes available.		Near			Near	Community service dept restructured in 2013; limited services aligned with limited available resources.
36	Town Management - Employee Benefits Review	Examine alternative(s) to maintaining competitiveness while controlling costs of benefits to employees	Near		Near			Completed in 2013; Additional savings realized in 2014 with management structure changes.
37	Town Management - Reserves	Continue to maintain budgetary reserve at high level		Near	Near	Near		Continuous improvement in reserve levels; maintained at upper ranges established by Council; reserves identified for targeted one-time projects yielding long-term savings for Town

Attachment: Goal_Setting_Priorities_Update 2015 pdf letter (1196 : Strategic Planning Calendar and

Strategic Planning Town Goals / Issues Update - Prior

		Current Status Code =		Not Started		Underway		Complete	
		Priority Color Code =		Near		Medium		Long	
Item #	Issue	Description	Staff	Abel	Lombardo	Huntington	Rowe	Current Status	
38	Town Management - Revenue Increases / Financial Stability	Look at alternative(s) to increase revenues to deliver roads, parks, and other service enhancements; Work with citizens to formulate another revenue measure for the ballot; Ensuring financial stability in light of continuing financial contraction	Near	Near	Near	Near		Council ad hoc reviewing current options; awaiting additional input from community groups and citizens.	

Attachment: Goal_Setting_Priorities_Update 2015 pdf letter (1196 : Strategic Planning Calendar and