

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, DECEMBER 15, 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**

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

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

**AGENDA
MEETING OF THE
TOWN COUNCIL
TUESDAY, DECEMBER 15, 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 Regular 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 Member Abel, Denison, Leone, Lombardo, and Mayor Huntington

PLEDGE OF ALLEGIANCE:

INVOCATION:

Led by Mike Kelliher, Joshua Springs Community Chapel

PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS:

1. Tender Loving Christmas- Mara Cantelo
2. Town Employee Retiree Recognition- Melanie Crider

APPROVAL OF AGENDA:

MOTION:

Approve the Town Council meeting agenda for December 15, 2015 as prepared.

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.

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

Recommendation:

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

4. Town Council - Regular Meeting - Nov 17, 2015 6:00 PM

Recommendation:

Approve the Town Council Meeting minutes of November 17, 2015 as presented.

5. Resolution Supporting "San Bernardino Regional Energy Partnership"

Recommendation:

That the Town Council adopt Resolution No. 15- declaring support for a partnership between Southern California Edison, SoCalGas and San Bernardino Associated Governments (SANBAG) to be known as "San Bernardino Regional Energy Partnership".

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY DECLARING SUPPORT FOR AN ENERGY PARTNERSHIP BETWEEN SOUTHERN CALIFORNIA EDISON, SOUTHERN CALIFORNIA GAS, AND SAN BERNARDINO ASSOCIATED GOVERNMENTS TO BE KNOWN AS "SAN BERNARDINO REGIONAL ENERGY PARTNERSHIP"

6. SR 62, Sage Avenue to Yucca Mesa/La Contenta Road, Signal Synchronization Project, Phase II – Town Project No. 8028 Congestion Mitigation Air Quality (CMAQ) Grant Award of Design Contract

Recommendation:

That the Town Council awards a professional design services contract to Albert Grover & Associates for the design of the Signal Synchronization Phase II Project and the preparation of Plans, Specifications and Estimates, including bid ready construction documents, in the amount of \$85,670, and authorizes the Town Manager, Town Attorney, and the Mayor to sign all necessary documents to complete the project.

7. CSD Spring/Summer Programming Review

Recommendation:

That the Town Council receives and files the report outlining the planned Spring/Summer 2016 programs and events to be organized and conducted by the Community Services Department.

8. FY2016-18 Budget Preparation Calendar

Recommendation:

Review and approve the proposed Budget Calendar.

9. AB1234 Reporting Requirements

Recommendation:

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

10. Warrant Registers

Recommendation:

Ratify Payroll Register No. 18 totaling \$136,729.51 dated November 6, 2015.

Ratify Payroll Register No. 20 totaling \$141,113.59 dated November 20, 2015.

Ratify Warrant Register No. 21 totaling \$518,758.90 dated November 19, 2015.

Ratify Warrant Register No. 23 totaling \$80,029.97 dated November 25, 2015.

REORGANIZATION OF TOWN COUNCIL:

11. Selection of Mayor and Mayor Pro Tem for 2016

Recommendation:

Nominate a Council Member to serve as Mayor for 2016; and

Nominate a Council Member to serve as Mayor Pro Tem for 2016

Brief Recess for Refreshments

PUBLIC HEARING:

12. Public Facility Development Impact Fee Annual Report

Recommendation:

That the Town Council retains the current Public Facility Development Impact Fee structure.

DEPARTMENT REPORTS:

13. Yucca Trail Traffic Safety & Circulation Analysis Immediate Improvements Report

Recommendation:

That the Town Council receives the report and:

- **Authorizes the installation of a Multi-Way Stop and associated improvements at the intersection of Yucca Trail and Warren Vista;**
- **Directs staff to make necessary changes as outlined in the Immediate Improvements Report for the intersection of Yucca Trail and Palomar, including signal timing and sign upgrades.**
- **Discusses the alternatives identified for the intersection of SR 62/Sage/Yucca Trail and provides direction to staff.**

14. Resolution No. 15- Budget Amendment Resolution No. 15- Paradise Park Improvement Project – Town Project No. 8947

Recommendation:

That the Town Council adopts the Resolution, transferring \$50,000 from the capital projects reserve, Fund 800, to the Paradise Park Improvement Project, approves the transfer of CDBG contingency funds in the amount of \$105,020 to the Paradise Park Improvement Project, approves the transfer of \$24,070 from the capital projects reserve for the previously approved electronic sign CDBG project.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING THE 2015/2016 FISCAL YEAR BUDGET APPROPRIATING AND TRANSFERING FUNDS FOR THE PARADISE PARK IMPROVEMENT PROJECT AND THE COMMUNITY CENTER ELECTRONIC SIGN PROJECT.

Recommendation:

That the Town Council adopts the Resolution approving the Plans and Specifications for the project, and authorizing the Town Clerk to advertise the project for construction bids.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA APPROVING PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE PARADISE PARK IMPROVEMENT IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE TO RECEIVE BIDS.

15. Medical Marijuana Regulation and Safety Act Resolution No 15-

Recommendation:

That the Town Council:

- a. **Adopt a resolution affirming that the Town’s zoning code**

prohibits marijuana cultivation under the principles of permissive zoning. A sample of this resolution is in Attachment 1.

- b. Provide policy direction on whether to adopt an Ordinance that repeals and replaces existing ordinances to provide for a standalone section that clearly prohibits cultivation of marijuana, and another standalone section that prohibits medical marijuana dispensaries, mobile or otherwise, in the entire Town. This will include modification of zoning tables and definitions.
- c. Provide policy direction on whether the Town should allow an exception for an individual to cultivate for strictly personal use.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA RE-AFFIRMING AND CONFIRMING THAT THE TOWN'S DEVELOPMENT CODE, ENUMERATED UNDER TITLE 9 OF THE YUCCA VALLEY MUNICIPAL CODE, IS A PERMISSIVE ZONING CODE SUCH THAT USES THAT ARE NOT SPECIFICALLY ENUMERATED IN THE DEVELOPMENT CODE ARE PROHIBITED AND, THEREFORE, BECAUSE MARIJUANA CULTIVATION IS NOT SPECIFICALLY ENUMERATED IN THE DEVELOPMENT CODE AS A PERMITTED USE, MARIJUANA CULTIVATION IS PROHIBITED IN THE TOWN OF YUCCA VALLEY

16. 2015 Strategic Plan

Recommendation:

It is recommended that the Town Council:

1. Receive and file the draft 2015 Strategic Plan and provide input as desired.
2. Direct staff to integrate the approved 2015 Strategic Plan into the FY 2016-18 budget process, commencing in January 2016.

17. Town Council Public Agency Board / Committee Liaison Assignments

Recommendation:

Review and select representatives to the various Public Agency Boards, and direct the Town Clerk to notify the agencies of any changes in representation.

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:

Upcoming Meeting Schedule

The next regularly scheduled meeting of the Yucca Valley Town Council of Tuesday, January 5, 2016 due to a lack of agenda items.

The Yucca Valley Town Council will meet on Tuesday, January 19, 2016 at 6:00 p.m. in the Yucca Valley Community Center Yucca Room.

ADJOURN TO CLOSED SESSION:

Public Comment on the closed session item will be taken prior to adjourning to Closed Session.

CLOSED SESSION:

18. 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 on Closed Session item will be reported out at the Town Hall Lobby immediately following Closed Session.

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
SB COUNTY SOLID WASTE ADVISORY TASK FORCE (SWAT)	Huntington	Twice Yearly	San Bernardino
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
NOVEMBER 17, 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: Town Manager Yakimow, Deputy Town Manager Stueckle, Finance Manager Cisneros, Town Attorney Laymon, Police Lieutenant Wilke, and Town Clerk Copeland

PLEDGE OF ALLEGIANCE

Led by Council Member Abel

INVOCATION

Led by Pastor David DiFalco, Yucca Valley Church of the Nazarene

PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS

1. Give Big San Bernardino County Proclamation

Mayor Huntington presented a proclamation to Sandy Smith, local representative for Give Big San Bernardino County and Giving Tuesday, scheduled for December 1, 2015.

2. Hi Desert Water District Wastewater Project Update

Mark Ban, Operations Manager for Hi-Desert Water District introduced Camden O'Toole of Carollo Engineers, Inc as the Project Manager for the District's Wastewater Project. O'Toole gave the Town Council an update on the project funding, the collection system, and the wastewater reclamation facility.

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

APPROVAL OF AGENDA

RESULT: APPROVED [UNANIMOUS]

MOVER: Merl Abel, Council Member

SECONDER: Robert Leone, Mayor Pro Tem

AYES: Abel, Denison, Leone, Lombardo, Huntington

Town Manager Yakimow requested the Town Council's consideration to switch the order of Items 11 and 12. Consensus was made among the Council to change the order

of those agenda items. The motion was to approve the meeting agenda of 11/17/15 as amended.

CONSENT AGENDA

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

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 November 3, 2015 Town Council Regular Meeting Minutes

Motion:

Approve the Town Council meeting minutes of November 3, 2015 as presented.

5. Adopt the Measure I - Maintenance of Effort Base Year Level Resolution

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, STATE OF CALIFORNIA, ADOPTING THE MEASURE I 2010-2040 MAINTENANCE OF EFFORT BASE YEAR LEVEL

MOTION:

Adopt Resolution 15-25 establishing the Town's Measure I 2010-2040 Maintenance of Effort Base Year Level.

6. Approve the Public Facilities Development Impact Fees; Annual Report; Set Public Hearing for December 15, 2015

MOTION:

Receive and file the report and schedules the public hearing for December 15, 2015.

7. Approve the Administrative Policies and Procedures

MOTION:

Receive and file the overview of the Town's Administrative Policies and Procedures update project.

8. Approve the AB1234 Reporting Requirements

MOTION:

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

9. Approve the Warrant Registers

MOTION:

Ratify the Payroll Register totaling \$142,907.11 for checks dated October 23, 2015.

Ratify the Warrant Register totaling \$142,248.11 dated October 29, 2015.

DEPARTMENT REPORTS

10. Comprehensive Annual Financial Report for the fiscal year ended June 30, 2015

Scott Manno, Partner for Rogers, Malody, Anderson and Scott, LLP, presented the Comprehensive Annual Financial Report for fiscal year ending June 30, 2015. Manno gave an overview of the audit process, and reported that The Town received the highest level of opinion on the financial reporting of the Town.

Finance Manager Cisneros continued the presentation giving further explanation on the Net Pension Liability.

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

Council Member Abel inquired on the funded tiered pension liability percentages and if there was a need for future action to further fund the pension plan.

MOTION:

Receive and file the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2015

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

11. Facility Assessment and Concepts Report

Jack Panichapan of Gillis + Panichapan Architects, Inc. presented a summary of the facilities assessment recently conducted for use options for the former Pomona First Federal building. Options reviewed for potential uses included using the property for the Yucca Valley Branch Library, the combined use for Hi Desert Nature Museum and the California Welcome Center, and the third option, using the property for the Hi Desert Nature Museum alone.

Council Member Abel asked for clarification that probable costs are similar for all scenarios as necessary upgrades to the facility will be the same regardless of the occupant. Abel stated he would like to see the drive-thru stay if the building is used for a library for pick up/drop off services. Mr. Panichapan explained though a viable option, San Bernardino County staff was not receptive to the idea due to changing dynamics in library use.

Council Member Lombardo asked if there would be any consideration for future expansion of the building.

Council Member Denison inquired on the reasoning for the library to consider moving into a smaller space. Mr. Panichapan stated that though the proposed space is smaller, it is a more efficient use of space.

Mayor Pro Tem Leone reported on recent ad-hoc committee discussions and believed the library would get the greatest number of visitors for the building. Also, the library option would be coordinated with the County with a share of cost.

Mayor Huntington who was also on the ad-hoc committee, stated that using the space for the library keeps with the institutional use as required. This choice makes the most financial sense. Using the building for the library would give the Town lease income from the County.

Mayor Huntington opened public comment.

Charles McHenry, Yucca Valley spoke in favor of using the building as a public library and would like to see the current library building used for consolidating Town offices.

With no other members of the public wishing to speak, Mayor Huntington closed public comment.

Council Member Lombardo spoke of ideas for possible expansion of the building.

Council Member Abel spoke in favor of supporting the ad-hoc committee's recommendation. Being a high use destination, the dedicated space would benefit the library and would also be a nice partnership with the County.

Council Member Denison commented in support of using the property for a library as a good return on investment and thanked the ad hoc committee for their work on the item.

MOTION:

1. Receive, file and comment on the draft Assessments and Concepts Report for the prior Pomona First Federal bank building;
2. Provide policy direction related to the preferred alternative scheme among the options

identified; with the preferred option being the Yucca Valley Branch Library

3. Provide policy direction to staff regarding potential project partnership discussions with the County of San Bernardino - Yucca Valley Branch Library.

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

12. Five Year Capital Improvement Program

Town Project Engineer Alex Qishta presented the staff report, including an overview of the Town's 5-year Capital Improvement Program (CIP), on recently completed projects, project details, and project cost estimates. The CIP document identifies the recommended allocation of the Town's limited resources for capital projects for fiscal years 2015-16 through 2019-20.

Deputy Town Manager Stueckle announced that staff anticipates the CIP project totals will change as the HDWD sewer project moves forward. Council will continue to receive updates as needed. Flood control and trails were not included in the current plan and will be discussed at a future meeting. Stueckle also explained the requested funding for the State Route 62 widening project. Though this is under Caltrans jurisdiction, preliminary studies are necessary for grant and alternative project funding that may come available in the future.

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

Mayor Huntington inquired on Measure I revenue and the reduction of LTF funding. Huntington also inquired on infill curbs and sidewalks as he didn't see mention of that in the report.

Mayor Pro Tem Leone commented on widening of Hwy 62 and would like to see the under grounding of high power lines if at all possible.

Council Member Abel expressed that the money earmarked for Caltrans' future highway project could be better used for Town-maintained roads.

Mayor Huntington stated funding for the highway widening project might be easier to get if we have a study on the shelf.

Council Member Denison stated he is in favor of the Planning Commission's suggestion to continue to seek ways to make Yucca Trail a safer roadway.

MOTION:

- A. Find that the project is exempt from CEQA in accordance with Section 15378(b) (4) and Section 15061 (b) (3) of the California Environmental Quality Act. The Capital Improvement Program (CIP) is not a project nor is there possibility of a significant effect on the environment from the program. Further the CIP does not result in a commitment to any specific project.
- B. Adopt the Five Year Capital Improvement Program for Fiscal Years 2015/2016 through 2019/2020.

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

13. 2015 Strategic Plan Goals and Objectives

Town Manager Yakimow presented the staff report explaining how the Town utilizes the Strategic Planning Process to determine appropriate goals and objectives that will further the mission of the Town in 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.

Based on input received from the community and the Council, the following theme continuously emerged- the desire to Move Forward... Together. Using that as the overarching goal, it was applied to three expanded goals that succinctly captures the inter-relationship between Town, Community and Region. Finally, nine specific objectives were developed to support the three key goals. Action plans will be developed to support the nine objectives.

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

Consensus was made among the Council Members in support of the presented goals and objectives and look forward to seeing the action plan for review.

MOTION:

Receive and file the draft 2015 Strategic Plan Goals and Objectives descriptions and illustration and provide input and modification as desired.

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

FUTURE AGENDA ITEMS

None stated.

PUBLIC COMMENTS

Mayor Huntington opened public comment for items not on the agenda.

Town Clerk Copeland reported that Becky Vowles, of Pioneertown submitted comments but did not wish to speak. Ms. Vowles requested the announcement of an upcoming meeting on H.R. 3668.

STAFF REPORTS AND COMMENTS

San Bernardino County Sheriff's Lieutenant Wilke reported on the recent Neighborhood Watch meeting, noting the large turn out on the subject and it was nice to see the community involvement.

Town Manager Yakimow invited the public to watch the Town's website for upcoming holiday events.

MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS

- Council Member Abel thanked the Sheriff's Department for an excellent meeting on how to start a Neighborhood Watch Program. Many crimes are being solved because of public involvement. Abel thanked the residents who participated for their interest in the community.
- Council Member Lombardo reminded the public that this is a great time of the year to get involved in the community such as the upcoming Give Big Campaign in support of many local non-profits and the people they serve.
- Mayor Pro Tem Leone spoke of the upcoming light parade and reported on his attendance at a recent local Boys and Girls Club event.
- Mayor Huntington reported on additional waste disposal requirements for green waste beginning January 2016, and announced his attendance at recent events. Huntington also invited the public to attend an upcoming open house at the Yucca Valley Animal Shelter scheduled on Saturday, December 5th.

ANNOUNCEMENTS**Upcoming Meeting Schedule**

The regular meeting of the Yucca Valley Town Council scheduled for December 1, 2015 has been canceled due to lack of agenda items.

The next regular meeting of the Yucca Valley Town Council will be held on Tuesday, December 15, 2015 at 6:00 p.m. in the Yucca Valley Community Center Yucca Room.

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: November 19, 2015
Meeting Date: December 15, 2015

Subject: Resolution Supporting "San Bernardino Regional Energy Partnership"

Recommendation

That the Town Council adopt Resolution No. 15- declaring support for a partnership between Southern California Edison, SoCalGas and San Bernardino Associated Governments (SANBAG) to be known as "San Bernardino Regional Energy Partnership".

Order of Procedure:

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

Discussion: San Bernardino Associated Governments (SANBAG) approved the San Bernardino Regional Energy Partnership at their board meeting held on September 2, 2015 and has asked that the Member Cities adopt a resolution in support.

The San Bernardino Regional Energy Partnership Program in coordination with Southern California Edison (SCE) and Southern California Gas Company (SoCalGas) will offer programs, services, incentives, and rebates to assist local governments, at no cost, in reducing their energy consumption and increasing their savings.

The primary benefits the Town can receive as a result of joining the San Bernardino Regional Energy Partnership include:

- Increasing the Town's short and long term energy savings and demand reductions
- Greater community involvement and resources for energy efficiency
- Free or low-cost energy savings opportunities
- Taking advantage of energy audits for getting the most efficiency and savings
- Opportunities for on-bill financing and other potential financial bundles

The partnership will enable the Town to lead by example by making our own facilities more

energy efficient. It will help with facility audits to identify retrofit opportunities from both SCE and SoCalGas. In addition, this plan will support California's Long-Term Energy Efficiency Strategic Plan and will help to meet AB32/greenhouse gas reduction goals and provide CPUC regulatory guidance.

California's Long-Term Energy Efficiency Strategic Plan 2009 - 2020 is the state's first integrated framework of goals and strategies for saving energy. It covers government, utility, and private-sector actions, holds energy efficiency to its role as the highest-priority resource to meet California's energy needs. It also states local governments will be leaders in using energy efficiency to reduce energy use and global warming emissions, both in their own facilities and throughout their communities.

This partnership will coordinate and leverage SCE's and SoCalGas' Core Programs and use the full range of integrated management programs and services, including energy efficiency rebates for residential and business customers, demand response programs, solar training and rebates.

Alternatives: None recommended.

Fiscal Impact: By participating in this partnership program, a 5% - 20% kWh savings could be obtained by the Town from SCE. Other savings can be obtained by SoCalGas as they finalize their program.

RESOLUTION NO. 15-_____**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY
DECLARING SUPPORT FOR AN ENERGY PARTNERSHIP BETWEEN SOUTHERN
CALIFORNIA EDISON, SOUTHERN CALIFORNIA GAS, AND SAN BERNARDINO
ASSOCIATED GOVERNMENTS TO BE KNOWN AS "SAN BERNARDINO REGIONAL
ENERGY PARTNERSHIP"**

WHEREAS, the San Bernardino Regional Energy Partnership representing the participating Town of Yucca Valley supports "energy efficiency" initiatives, policies, and construction standards in order to ensure that our communities follow and encourage sustainable practices; and

WHEREAS, local demand for electricity has grown, and it is expected that demand for electricity will continue to grow in the near future to support a growing population and economy; and

WHEREAS, citizens and businesses spend significant amounts for energy, it makes economic sense and good public policy to encourage energy efficiency in the Town of Yucca Valley and our community; and

WHEREAS, energy efficiency programs enhance our environment by improving air quality, reducing greenhouse gases and other pollution, and conserving natural resources; and

WHEREAS, it is vital for our community to keep spending locally and to encourage innovations in the way we behave, build, and incorporate energy into our everyday business and personal lives; and

WHEREAS, there is a growing movement within California communities and businesses to improve everyday practices and create more sustainable and "greener" cities and towns; and

WHEREAS, the communities comprised of the San Bernardino Regional Energy Partnership seek to promote innovative methods and state-of-the-art technologies used in the design and construction of new residential and commercial buildings within the region, in order to bring energy and natural resource consumption in line with our sustainability goals; and

WHEREAS, San Bernardino Associated Governments (SANBAG) has been identified by the participating partnership jurisdictions to enter into one agreement with Southern California Edison Company (SCE) and another agreement with Southern California Gas Company (SoCalGas) on their behalf to represent them and implement the activities of the participating jurisdictions of the San Bernardino Regional Energy Partnership; and

WHEREAS, San Bernardino Regional Energy Partnership brings together the Town of Yucca Valley, SCE, SoCalGas and the other member agencies in a cooperative program to promote energy efficiency, regional sustainability goals, and collaboration; and

WHEREAS, the Town of Yucca Valley has confirmed that their goals are consistent with the programs identified in SCE and SoCalGas’ proposed Local Government Partnership programs.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Yucca Valley as follows:

1. That the above recitations are true and correct.
2. That the Town of Yucca Valley supports the mission of the San Bernardino Regional Energy Partnership.
3. That the Town of Yucca Valley supports a commitment to sustainable practices through energy efficiency, and will provide leadership and guidance in promoting, facilitating, and instituting such practices in the region.
4. That the Town of Yucca Valley supports and endorses the San Bernardino Regional Energy Partnership as an effective method to help meet long-term regional economic and environmental goals.
5. That the Town of Yucca Valley will name one or more individuals to the San Bernardino Regional Energy Partnership working group that will review progress regularly with SCE and SoCalGas.
6. That the Town of Yucca Valley with the assistance of SCE, SoCalGas and other member agencies will identify energy efficiency programs and projects within municipal facilities and support implementation of community energy efficiency and sustainability goals within the Town of Yucca Valley.

PASSED, APPROVED AND ADOPTED this 15th day of December, 2015.

MAYOR

ATTEST:

TOWN CLERK

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Alex Qishta, Project Engineer
 Shane Stueckle, Deputy Town Manager
Date: December 1, 2015
Meeting Date: December 15, 2015

Subject: SR 62, Sage Avenue to Yucca Mesa/La Contenta Road, Signal Synchronization Project, Phase II – Town Project No. 8028 Congestion Mitigation Air Quality (CMAQ) Grant Award of Design Contract

Recommendation:

That the Town Council awards a professional design services contract to Albert Grover & Associates for the design of the Signal Synchronization Phase II Project and the preparation of Plans, Specifications and Estimates, including bid ready construction documents, in the amount of \$85,670, and authorizes the Town Manager, Town Attorney, and the Mayor to sign all necessary documents to complete the project.

Prior Review: The Town Council appropriated funds for this project with the adoption of the FY 2014/2015 and 2015/2016 fiscal year Capital Projects Budgets. On October 10, 2015, the Town Council authorized the release of the Request for Proposal for the SR62 Traffic Control Synchronization Phase II Project.

Executive Summary: The Town received an allocation of \$107,000 in CMAQ funds for the synchronization of the traffic signals on SR 62 between Sage Avenue and La Contenta/Yucca Mesa Road. Because CMAQ funds are federal, Caltrans District 8, Office of Local Assistance, administers all federally funded transportation projects within the District. Federal standards require competitive bidding for the expenditure of CMAQ funds. The design and preparation of Plans, Specifications, and Estimates (PS&E) are the first steps in the process.

Order of Procedure:

- Request Staff Report
- Request Public Comment
- Council Discussion/Questions of Staff
- Motion/Second
- Discussion on Motion
- Call the Question (Roll Call Vote, Consent Agenda)

Discussion: The grant funded project on SR 62, between Sage Avenue and Yucca Mesa/La

Contenta Road, provides funds to interconnect and synchronize the following traffic signals.

- SR 62 @ Sage Avenue
- SR 62 @ Dumosa Avenue
- SR 62 @ SR247
- SR 62 @ Airway Avenue
- SR 62 @ Warren Vista Drive
- SR 62 @ Hilton Avenue
- SR 62 @ Balsa Avenue
- SR 62 @ Avalon Avenue
- SR 62 @ Home Depot Drive
- SR 62 @ La Contenta/Yucca Mesa Road.

The traffic signal at SR 62 and Sage will be synchronized with the traffic signal at SR 62 and Acoma, linking together Phase I and Phase II synchronization projects. The SR 62 at Church Street signal is tied to the signal at Acoma.

Prior to commencing construction of public facilities, plans and specifications must be prepared for the bidding and construction process. The Town released a Request for Proposal to the following consultants:

- RBF Consulting
- Albert Webb and Associates
- The Mobility Group
- Minagar & Associate, Inc.
- Albert Grover and Associates
- Stantec Consulting Services
- LSA Associates, Inc.
- Willdan

The Town received proposals from the two firms listed below.

- Albert Grover & Associates
- Minagar & Associates, Inc.

An independent evaluation was performed by staff based on the experience and qualifications of the firms. While the qualifications of both firms were impressive, the experience and qualifications of Albert Grover & Associates are best suited for the Town's needs for this project. Albert Grover & Associates has approximately five to six times the number of synchronization projects completed in comparison to Minagar & Associates, and Albert Grover & Associates prepared the design for the Town's Phase I synchronization project.

The proposals are on file in the Town Clerk's office.

Alternatives: Staff recommends no alternative action.

Fiscal Impact: A total of \$107,000 in CMAQ funds and \$120,000 (118,216 remaining) in LTF funds, for a total of \$225,160, are appropriated in the FY 2015/2016 Budget for the project. The total for design services is \$85,670; the remaining \$139,546 will remain for project construction.

Attachments:

RFP- SR62 Synco II

Location Map

Albert Grover & Associates Proposal

Caltrans email to proceed with design

REQUEST FOR PROPOSAL

FOR

SR62 TRAFFIC CONTROL SYNCHRONIZATION PROJECT (PHASE II)

TOWN OF YUCCA VALLEY



RELEASED ON OCTOBER 7, 2015

PROPOSAL DUE DATE: NOVEMBER 12, 2015 @ 2:00 PM

October 7, 2015

**NOTICE INVITING SEALED PROPOSALS, MEDIAN ISLAND MAINTENANCE
SERVICES IN THE TOWN OF YUCCA VALLEY, CALIFORNIA.**

The Town of Yucca Valley is requesting sealed proposals for design services from qualified consultant, licensed in the State of California, the work to be performed consists of preparation of Plans, Specifications, Estimates (PS&E), and synchronization timing sheets and all other bid ready improvement plans and supporting studies/documentation to provide bid ready special and technical specifications and related documents set forth in the Scope of Services for the Improvements of the **SR 62 TRAFFIC CONTROL SYNCHRONIZATION PROJECT (PHASE II)**. All work shall be completed within 90 calendar days following receipt of a written Notice to Proceed from the Town.

SUBMITTAL OF PROPOSALS

Three (3) copies of the proposal and fees one (1) copy of fee proposal shall be submitted in two separate sealed envelopes:

1. Envelope one shall contain the proposal responding to this RFP, firm qualifications, and relevant experience.
2. Envelope two shall contain the fee to provide services for the service proposal and the terms thereof as described in Envelope One, including maximum limits not to be exceeded.

Proposals shall be submitted to:

Lesley Copeland
Town Clerk
Town of Yucca Valley
57090 29 Palms Highway
Yucca Valley, CA 92284
lcopeland@yucca-valley.org
760-369-6585, Ext 224

Proposals shall be submitted no later than **2:00 p.m. on Thursday, November 12, 2015**. Postmarks and late proposals will not be accepted.

BACKGROUND:

The Town of Yucca Valley is soliciting Requests for Proposals (RFP) from qualified contractors/firms to provide design services for the synchronization of 10 traffic signals on SR62 and the intersections of Sage Avenue, Dumosa Avenue, SR247, Airway, Warren Vista, Balsa, Hilton, Avalon, Home Depot, and Yucca Messa/La Contenta to mitigate and reduce traffic congestion and delay through improved traffic signal timing, improve traffic flow and reduction in idling time resulting in improved air quality.

The Town of Yucca Valley seeks to install wireless signal interconnect/synchronization equipment at the above intersections. The selected consultant will be required to prepare the plans, specifications, and synchronization timing sheets for approval through Caltrans for issuance of an Encroachment Permit.

It is the intent of the Town to award a Professional Services Agreement in form approved by the Town Attorney, to the selected firm. The Town reserves the right to further negotiate the terms and conditions of the Agreement. The Town preserves the right to reject any proposal for noncompliance with Agreement requirements and provisions, or to not award an agreement because of unforeseen circumstances or if it is determined to be in the best interest of the Town. The project will be awarded based on demonstrated ability and performance providing similar services and proposed fees for services. The Professional Services agreement may not be awarded to the lowest cost respondent.

QUALIFICATIONS OF CONTRACTORS:

Each consultant shall be fully qualified by ability, knowledge, and experience to satisfactorily perform the work required in these specifications, and shall engage in the business of providing plans, specifications, and timing sheets necessary to complete the project.

REFERENCES AND QUALIFICATION REQUIREMENTS:

Consultant must present evidence indicative of its ability to finance provide, and sustain the specified design services to the satisfaction of the Town. Failure to include any of the following information as requested below may cause proposal to be deemed non-responsive if the Town has no prior experience with the consultant.

The Consultant shall provide the following detailed tasks as requested to and further define the methodology and various elements of work as necessary to complete the PA & ED for the project.

Task 1 - Design Services

1. Research/Data Collection

The Consultant shall research the existing signals to determine the type of equipment currently installed at each intersection. The Consultant shall determine if the existing equipment will support the interconnect equipment proposed to be installed.

2. Prepare Project Plans (on Town approved block plans)

The Consultant shall prepare Title sheet plan that shows a vicinity map, construction notes and quantities, typical intersection detail showing, at a minimum, the following:

- a. Location of interconnect equipment to be installed.
 - b. Wiring to be installed
 - c. communication schematic and communication detail.
3. Traffic Information/Timing Configuration (Green Sheets) and Timing Plans and sheets.
 4. Bidding items.
 5. Traffic Control Plans: The Consultant shall coordinate with Town and Caltrans staff for the scheduled work and to request the lane closures in accordance with Encroachment Permit requirements.
 6. Prepare Project Specifications
 7. Project Engineers Cost Estimates

The consultant shall prepare the Project's Standard Provisions and Technical Provisions for inclusion into the Town's standard Contract Documents and Specifications for project bidding.

The Town will prepare the remainder of the information contained in the Contract Documents and provide the final Document to the Consultant for submittal to Caltrans.

Task 2 – Caltrans/Town Review and Approval

The consultant shall contact Caltrans for plans and any information available; The Town will supply plans and specifications for phase I Synchronization Project for evaluation and connectivity to phase II. It is the consultant's responsibility to obtain all approvals from Caltrans for a bid ready project. Caltrans to approve prepared synchronization timing sheets.

Task 3 - Encroachment Permit

The Consultant shall submit the Plans and Specifications (Bid Documents) to Caltrans for an encroachment permit. It will be the selected consultant's responsibility to obtain an encroachment permit.

Requirement for Supplemental Information: Following evaluation of proposals, and prior to any consideration of award, the apparent responsible contractor(s) may be required to provide

supplemental information. The supplemental information will be used to evaluate the contractor's ability to fulfill the terms of the Agreement and determine the relative values and benefits of utilizing the contractor in lieu of Town staff.

The Town will coordinate and assist consultant in preparation of traffic control plans required by Caltrans in order to obtain Caltrans Encroachment Permit(s).

PROPOSAL REQUIREMENTS

Consultant Proposal, Responding to this RFP should submit one (1) original and three (3) copies for envelope "1" and only one (1) original for envelope "2"

Envelope "1" (maximum 10 pages)

The technical proposal shall contain the following information:

A project approach for all work describing how the consultant and any proposed subconsultant plans to accomplish the tasks described, including an estimate of the level of effort (man-hours) to be expended. This project approach should demonstrate a clear understanding of the required scope of services.

- **Contractor's Employees:** The names of the consultant's/contractor's staff to be assigned to this project, their proposed duties, and their relative experience. Any specialized experience of the firm and its personnel, relative to the required scope of services, should be mentioned here.
- **Client References:** Contractor shall furnish on a separate sheet of paper a list of five (5) current customers, including company name, street address, telephone number and contactor person for who contractor has or is providing similar services. The Town intends to contact these customers to determine reliability, contractor's performance, service quality and other information.
- **Requirement for Supplemental Information:** Following evaluation of proposals, and prior to any consideration of award, the apparent responsible contractor(s) may be required to provide supplemental information. The supplemental information will be used to evaluate the contractor's ability to fulfill the terms of the Agreement and determine the relative values and benefits of utilizing the contractor in lieu of Town staff.
- **Professional Services Agreement:** Contractor shall identify any requested modifications to the Town's standard agreement or a statement that there will be no exceptions.
- **Conflicts of Interest:** Full disclosure of other client relationships that could present possible conflicts of interest or affect the proposed scope of services.

- **Contractor’s Primary and Secondary Offices:** Contractor shall identify the physical location(s) of the consultant’s primary and secondary office locations.

Envelope “2” Fee Proposal

A fee schedule of the project, including numbers of hours, sub-consultants, and other costs shall be listed by item and phase. In addition, a current hourly fee schedule shall be included along with a “Not-to-Exceed” or a “Lump Sum” total project fee.

DBE PARTICIPATION

This project is being funded with Federal funds (CMAQ) and DBE/UDBE participation is encouraged. The selected consultant shall make a good faith effort to procure DBE/UDBE services for the project. The Town's goal for projects is 4.3%. Federal Forms 10-O1 and/or 10-O2 shall be included with the proposal package.

SELECTION CRITERIA

Proposal evaluation and ranking and Consultant selection is qualifications based and shall be completed by a selection panel, comprised of the Town Contract Administrator, Town Engineer and other personnel, as deemed appropriate, in accordance with the criteria described below. The Town may conduct interviews with the top ranked Consultant prior to entering into any negotiations for award of a contract.

<u>Criteria</u>	<u>Weight (%)</u>
Qualifications of personnel performing work.	15
Demonstrated ability in completing contracted work on time and within budget. Discuss the last 3 projects completed. If not on time and within budget, explain why.	15
Demonstrated experience in preparation of CE/CE, preferably within CALTRANS District 8. List 3 most recent projects.	20
Demonstrated understanding of the project and required tasks And Consultant’s approach to accomplishing the work.	20
Demonstrated familiarity with local, county, state and federal procedures, especially CALTRANS District 8 Division of Local Assistance/Local Programs Manual.	15
Demonstrated expertise in traffic synchronization plans.	10
DBE/UDBE participation	<u>5</u>
Total	100%

Attachment: RFP- SR62 Synco II (1232 : Signal Synchronization Project - Phase II)

The Consultant shall carefully review the agreement, especially in regard to the indemnity and insurance provisions, and include with the proposal a description of any exceptions requested to the standard agreement. If there are no exceptions, a statement to that effect shall be included in the proposal.

ADDITIONAL INFORMATION

Indemnification:

Contractor shall indemnify, protect, defend and hold harmless the Town, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or cost of any kind, whether actual alleged, or threatened, including attorneys' fees and costs, court costs, interest, defense costs and expert witness fees) where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or sub-contractor of contractor.

Independent Contractor:

While engaging in carrying out and comply with the terms and conditions of the duties outlined in this RFP, the Contractor is an independent contractor, and not an officer, agent or employee of the Town of Yucca Valley. The personnel performing services shall at all times be under the Contractor's exclusive direction and control and shall be employees of Contractor and not employees of the Town of Yucca Valley. The Contractor shall pay all wages, salaries and other amounts due its employees in connection with the Agreement and shall be responsible for all reports and obligations respecting them, including, but not limited to Social Security, income tax withholding, unemployment compensation, worker's compensation insurance, state disability insurance and all similar matters.

All services to be rendered under the Agreement by the Contractor shall be subject to the control of the Town. Contractor shall advise the Town of matters of importance and make recommendations when appropriate; however, final authority shall rest with the Town.

Term of Agreement:

The Agreement awarded to the successful contractor under this RFP shall be for a period of three (3) years, and may be extended for an additional two years upon the mutual consent of both parties.

Termination:

The Town of Yucca Valley, or the contractor, may terminate this agreement at any time during the term, upon thirty (90) days prior written notice to the other party without further liability.

Other:

This Request for Proposal does not commit the Town to award a contract, or to pay any costs incurred in the preparation of the proposal. The Town reserves the right to extend the due date for the proposal, to accept and reject any or all proposals received as a result of this request, to negotiate with any qualified consultant, to cancel this Request for Proposal in part or in its

entirety, and to procure alternate or additional consulting services. The Town may require the selected consultant to participate in negotiations and to submit such technical fee, or other revisions of their proposals as may result from negotiations.

CONTACT INFORMATION

Questions regarding this Request for Proposal can be directed to:

Alex Qishta, P.E.
Town Project Engineer
aqishta@yucca-valley.org
760 369 6575

Attachments: Town Consultant Services Agreement
Location Map

TOWN OF YUCCA VALLEY - SIGNAL SYNCHRONIZATION
 SR62: SAGE AVE. TO YUCCA MESA/LA CONTENTA RD.
 FEDERAL PROJECT NO. CMLN-5466(021)

PROJECT FOOTPRINT MAP

PROJECTS LIMITS: ON SR62 BETWEEN
 SAGE AVE. & YUCCA MESA/LA CONTENTA RD.



PROJECT DESCRIPTION: The project consists of synchronization of 10 existing traffic signals on SR62 between Sage Ave. and Yucca Mesa/La Contenta Rd. by adding communication equipment inside the existing signal cabinets. SANBAG supports the project to reduce delays which reduce emissions of hazardous gas to the atmosphere.

ORIGINAL

Proposal to Provide

PROFESSIONAL ENGINEERING SERVICES

for the

**SR-62 TRAFFIC CONTROL
SYNCHRONIZATION PROJECT**

(PHASE II)

Submitted to

TOWN OF YUCCA VALLEY



November 12, 2015

Submitted By





November 12, 2015

Office of the Town Clerk
Town of Yucca Valley
57090 Twenty-Nine Palms Highway
Yucca Valley, California 92284

Attention: Lesley Copeland, Town Clerk

RE: SR-62 Traffic Control Synchronization Project (Phase II)

Dear Ms. Copeland:

Albert Grover & Associates (AGA), in conjunction with our DBE data collection subconsultant, Wiltec, are pleased to respond to the Town of Yucca Valley Request for Proposal dated October 7, 2015, to provide professional engineering and support services for the SR-62 Traffic Control Synchronization Project (Phase II).

Enclosed please find three copies of our Technical Proposal to provide the requested services. Our Technical Proposal is based on the Town's RFP; discussions with both Town staff and Caltrans staff; previous projects we have completed in and for the Town; our extensive experience working with Caltrans District 8 staff; and the many similar interconnect and coordination timing projects that we have conducted throughout Southern California. As requested, our Fee Proposal has been submitted in a separate sealed envelope.

The AGA Team possesses all the qualifications and experience necessary to provide a full service project for the SR-62 Traffic Control Synchronization Project along the approximately 3.25 mile stretch of SR-62 encompassing 10 Caltrans owned traffic signals. We at AGA are confident that we can successfully complete this project on time and within budget, the same as we did while completing the SR-62 Traffic Control Synchronization Project (Phase I).

There are several key factors as to why we feel AGA is the right choice for the Town:

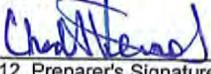
- ◆ No other consultant has completed more traffic signal coordination projects in Southern California than AGA. Our engineers have provided coordinated timing plans for more than 6,500 traffic signals across multiple jurisdictions with many different hardware and software platforms.
- ◆ AGA's unique combination of engineers and skilled traffic signal system and communications technicians allows us to ensure the Town a trouble-free project from the outset of design through implementation and into operations. We do more than simply prepare plans – *we actually make the systems work* for our clients.

TRANSPORTATION CONSULTING ENGINEERS

211 Imperial Highway, Suite 208, Fullerton, CA 92835
(714) 992-2990 FAX (714) 992-2883 E-Mail: aga@albertgrover.com

EXHIBIT 10-O1 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: Town of Yucca Valley 2. Contract DBE Goal: 4.3%
 3. Project Description: SR62 Traffic Control Synchronization Project, Phase II
 4. Project Location: Town of Yucca Valley (SR62 from Sage to La Contenta/Yucca Mesa)
 5. Consultant's Name: Albert Grover & Associates 6. Prime Certified DBE:

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %
Traffic Counts	541330/541990	Wiltec, 610 N. Lake Avenue, Pasadena, CA 91101	6.8%
Local Agency to Complete this Section			11. TOTAL CLAIMED DBE PARTICIPATION 6.8%
17. Local Agency Contract Number: _____ 18. Federal-Aid Project Number: _____ 19. Proposed Contract Execution Date: _____	IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.  12. Preparer's Signature 11/12/2015 13. Date Chad A. Veinot 14. Preparer's Name (714)992-2990 15. Phone Proj. Development Manager 16. Preparer's Title		
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate. 20. Local Agency Representative's Signature 21. Date 22. Local Agency Representative's Name 23. Phone 24. Local Agency Representative's Title			

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

EXHIBIT 10-O2 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: Town of Yucca Valley 2. Contract DBE Goal: 4.3%
 3. Project Description: SR62 Traffic Control Synchronization Project, Phase II
 4. Project Location: Town of Yucca Valley (SR62 from Sage to La Contenta/Yucca Mesa)
 5. Consultant's Name: Albert Grover & Associates 6. Prime Certified DBE: 7. Total Contract Award Amount: _____
 8. Total Dollar Amount for **ALL** Subconsultants: _____ 9. Total Number of **ALL** Subconsultants: 1

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount
Traffic Counts	541330/541990	Wiltec, 610 N. Lake Avenue, Pasadena, CA 91101	
Local Agency to Complete this Section			
20. Local Agency Contract Number: _____ 21. Federal-Aid Project Number: _____ 22. Contract Execution Date: _____		14. TOTAL CLAIMED DBE PARTICIPATION	\$
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.			6.8%
23. Local Agency Representative's Signature _____ 25. Local Agency Representative's Name _____ 27. Local Agency Representative's Title _____	24. Date _____ 26. Phone _____	IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required. <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> 15. Preparer's Signature <u><i>Chad A. Veinot</i></u> Chad A. Veinot 17. Preparer's Name <u>Proj Development Manager</u> 19. Preparer's Title _____ </div> <div style="width: 35%;"> 11/12/2015 16. Date _____ (714)992-2990 18. Phone _____ </div> </div>	

DISTRIBUTION: 1. Original – Local Agency
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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SECTION 1: QUALIFICATIONS, RELATED EXPERIENCE, AND REFERENCES

The Town of Yucca Valley has requested proposals to provide professional engineering services for the Phase II SR-62 Traffic Control Synchronization Project. Albert Grover & Associates (AGA), in conjunction with our Disadvantaged Business Enterprise (DBE) data collection sub-consultant Wiltec, possesses all of the necessary qualifications, experience and manpower to provide the requested services. These services include not only signal timing synchronization services, but also traffic signal and interconnect design, traffic signal operations, traffic signal construction management, inspection and environmental review and analysis support services.

1.1 FIRM PROFILE

Founded in 1993, AGA is a California corporation and a certified Small Business Enterprise (SBE) with seventeen employees, all of which are located at the company office on Imperial Highway in Fullerton. The majority of our employees have been with the company for at least five years, which is a good indication of the stability of our work force, while senior management personnel have worked together since the firm's incorporation.

AGA is a multidiscipline engineering firm specializing in municipal and transportation engineering. Through the utilization of today's most sophisticated computer-aided equipment by highly skilled and experienced professional engineers and technicians, AGA is able to provide its clients with quality, cost effective professional services in a timely manner. AGA's success can be attributed to the firm's commitment to provide clients with personalized, quality service.

AGA's wide range of services offered can be divided into six primary areas of expertise: traffic engineering, day-to-day traffic signal operations, transportation planning, civil engineering/construction management, communication and operational control of traffic signal systems, and actual onsite City Traffic Engineer staffing. While we are well known and respected for our work in all six of these areas, we are perhaps best known for our extensive expertise and experience in the field of multijurisdictional traffic signal coordination. It should also be noted that AGA operates over 600 traffic signals on behalf of eight jurisdictions in Southern California. Those traffic signals are remotely monitored and controlled from a Traffic Management Center located in AGA's Fullerton office.

AGA personnel, many of whom are former governmental employees, have provided services to clients ranging from design and construction management of full freeway interchanges, at costs exceeding a million dollars, to minor traffic impact studies, at costs of only a few thousand dollars. Whatever the project, our management approach is to complete the project to the satisfaction of the client in as quick a time frame as possible while still producing quality work products.

AGA's services are not just routine, but rather the application of experience and knowledge to first properly identify a problem and then to provide the most appropriate and cost-effective solution. Each project is carried out with the highest degree of pride and professionalism and a dedication to satisfy the client's need. AGA offers professional services that range from the planning and conceptual design stage through the construction supervision and "as-built" stage, placing us among the forerunners in the total service concept.

1.2 FIRM'S EXPERIENCE COMPLETING SIMILAR PROJECTS

The AGA approach to interconnect and synchronization projects is that we do more than simply prepare design plans and signal timing plans – *we actually make the systems work*. AGA is not a company

that simply provides engineering labor to complete client designated tasks; rather, AGA provides a high level of intellectual support to accomplish client objectives. AGA's unique blend of Civil Engineers, Traffic Engineers, and skilled traffic signal system and communications technicians provides a synergy that results in successful projects where other consulting firms have faltered or failed. Typically, AGA completed projects result in success beyond client expectations.

AGA staff has completed timing plans for more than 6,500 traffic signals in California alone. We have designed, analyzed and evaluated various hardware and software components for the majority of the different traffic signal control and synchronization systems. We have extensive experience with Model 170/2070 controllers and are familiar with Caltrans TransSuite system.

AGA has successfully completed numerous traffic signal synchronization projects across Southern California, including the SR-62 Signal Synchronization Phase I project for the Town of Yucca Valley and Caltrans District 8. AGA also recently completed similar traffic signal synchronization projects for multiple corridors in the City of Fullerton (Brea, Commonwealth, Lemon, and Placentia), the City of La Habra (Lambert Road and La Habra/Central/State College) and Alton Parkway in the City of Irvine. AGA has also completed CMAC funded projects for SANBAG, and the Cities of Palm Springs, Loma Linda, and the joint project on Mountain Avenue for Chino/Ontario/Upland. All projects were not only completed on time and within budget, but were successful in achieving all project goals including a reduction in corridor travel times.

1.3 FIRM'S EXPERIENCE WORKING WITH CALTRANS

AGA has extensive experience working with Caltrans. A good working relationship with them is important for this project to be successful and for the Town to receive appropriate grant reimbursements. AGA has successfully completed numerous traffic signal synchronization projects involving one or more Caltrans' traffic signals in multiple Caltrans Districts across Southern California. Many of those projects were federally funded grant projects in which the local agency had to seek reimbursement for AGA's work through the State of California.

AGA has successfully obtained Caltrans Environmental Clearance and Encroachment Permits for multiple traffic signal coordination and other projects in District 8. AGA has prepared Permit Engineering Evaluation Reports (PEER), Fact Sheets (Mandatory and Advisory), Preliminary Environmental Studies (PES), and Categorical Exemption/Categorical Exclusion (CE/CE) documents all in support of Encroachment Permit applications and in conformance with Caltrans Local Assistance and Local Programs Manual. AGA also works closely with agencies so they have all required Caltrans forms to receive an approved E-76 (authorization to proceed) for construction of a project.

1.6 REFERENCES

Chapman Avenue TLSP Project, Orangethorpe Avenue TLSP Project, Tustin Avenue/Rose Drive Project, and Bolsa Avenue/First Street Project

Design of signal interconnect/communication improvements; construction management of all improvements; system integration; development, implementation, and fine-tuning of coordination timing plans; monitoring and maintenance of coordination; preparation of final report identifying project objectives, scope, findings, improvements, and recommendations for continued operation.

Mr. Ron Keith
Principal Traffic Engineer
OCTA
550 S Main St
Orange, CA 92863
(714) 560-5990
rkeith@octa.net

SR-62 Synchronization-Phase II

Qualifications/Experience/References

San Bernardino Valley Coordinated Traffic Signal System Project

Development of Master Plan for signal maintenance and improvement, and multijurisdictional signal interconnect design and timing plan development for over 650 signalized intersections throughout the San Bernardino Valley. Project encompasses Caltrans signals, County signals, and signals in 15 separate cities. Includes PS&E preparation for various interconnect methodologies; development, implementation and fine tuning of coordination timing plans for AM, Mid-Day, and PM Peak Hours.

Ms. Andrea Zureick
Director of Fund
Administration &
Programming
SANBAG
1170 W 3rd St, 2nd Fl
San Bernardino, CA 92410
(909) 884-8276

Montclair Citywide Coordination Project

Multijurisdictional coordination timing plan development, implementing, fine-tuning, and ongoing monitoring for 42 signalized intersections.

Mr. Mike Hudson
City Engineer
City of Montclair
(909) 625-9441
mhudson@ci.montclair.ca.us

Lambert Road and La Habra Boulevard/Central Avenue/State College Boulevard Corridors Regional Traffic Signal Synchronization Projects

Design signal interconnect/communication improvements; construction management of all improvements; system integration; development, implementation, and fine-tuning of coordination timing plans; monitoring and maintenance of coordination; preparation of final report identifying project objectives, scope, findings, improvements, and recommendations for continued operation. The project covered 26 traffic signals along the ten-mile corridor between Martinez Street in La Habra and Ruby Street/Olinda Place in Brea. The corridor includes signalized intersections controlled by the Cities of La Habra and Brea, and the California Department of Transportation (Caltrans).

Mr. Nelson Wong
Traffic Manager
City of La Habra
201 East La Habra
Boulevard
La Habra, CA 90631
(562) 905-9620
nelson_wong@lahabracity.com

Brea Boulevard Corridor, Commonwealth Avenue Corridor, Lemon Street/Anaheim Boulevard Corridor, and Placentia Avenue Corridor Regional Traffic Signal Synchronization Projects:

Design of signal interconnect/communication improvements; construction management of all improvements; system integration; development, implementation, and fine-tuning of coordination timing plans; monitoring and maintenance of coordination; preparation of final report identifying project objectives, scope, findings, improvements, and recommendations for continued operation. The 4.36 mile Brea Boulevard segment covered 16 traffic signals in Fullerton and Brea with one Caltrans traffic signal included. The 7.65 mile Commonwealth Avenue segment covered 30 traffic signals in Fullerton and Buena Park with several Caltrans traffic signals included. The 2.17 mile Lemon Street/Anaheim Boulevard segment covered 13 traffic signals in the Cities of Fullerton and Anaheim with several Caltrans traffic signals included. The 3.71 mile Placentia Avenue segment covered 19 traffic signals in Fullerton, Placentia, and Anaheim.

Mr. Dave Langstaff
Traffic Engineering Analyst
City of Fullerton
303 W Commonwealth Ave
Fullerton, CA 92832-1710
(714) 738-6858
DaveL@ci.fullerton.ca.us

SECTION 2: PROJECT ORGANIZATION/PROPOSED STAFFING

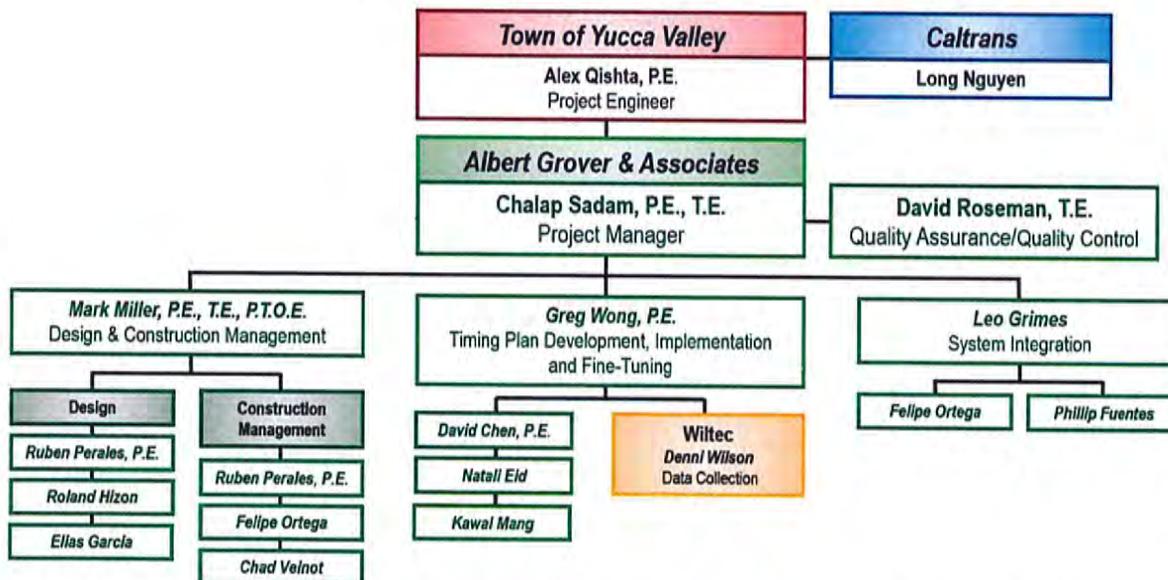
2.1 PROJECT ORGANIZATION

AGA's extensive expertise and experience in designing and installing interconnect systems, in developing, implementing, fine-tuning and operating traffic signal timing and coordination plans, and *most importantly in helping resolve both technical and policy traffic management issues*, enables us to provide the required consultant services entirely in-house, with the exception of data collection tasks, which will be conducted by our sub-consultant, Wiltec.

2.2 PROPOSED STAFFING

The project team is organized to have key senior staff members lead specific tasks, and be supported by experienced team members to offer an all-inclusive team. All tasks defined in the RFP, and elaborated upon in Section 3 of this proposal, will be directly overseen and managed by **Mr. Chalap Sadam, P.E., T.E.**, Vice President. All meetings will be chaired by Mr. Sadam, who will also, if required, personally make any required presentations to City staff, Commissions, or Councils. As shown on the Project Organization Chart (**Figure 1**), all AGA Task Managers will report directly to Mr. Sadam.

Figure 1: Project Organization Chart



Mr. Sadam is a registered Civil and Traffic Engineer with a Master of Science, Civil Engineering (Transportation) degree from Virginia Polytechnic Institute and State University, and a Master of Business Administration degree from the University of Southern California. He was AGA's Project Manager for the Buena Park Citywide ITS Project; the citywide signal timing projects in the Cities of La Habra, Fullerton, Fountain Valley, and Santa Ana; for the San Bernardino Valley Coordinated Traffic Signal System Project; and for various projects conducted by AGA for the Orange County Transportation Authority.

SR-62 Synchronization-Phase II

Organization/Staffing

AGA also has a comprehensive Quality Assurance/ Quality Control (QA/QC) process that is part of Project Management, and is conducted for the City at no additional charge by a dedicated QA/QC Manager. Delivering a quality product will be the primary focus of our independent QA/QC Manager. **Mr. David Roseman, T.E., Principle Traffic Engineer** will be providing overall quality control for all work products.

Preparation of plans, specifications, cost estimates, bid and contract documents for all new/upgraded traffic signal control and communication hardware and software, and providing construction management services, will be the responsibility of **Mr. Mark Miller, P.E., T.E., P.T.O.E., Executive Vice President**, with the assistance of **Mr. Ruben Perales, P.E., Mr. Roland Hizon, Mr. Elias Garcia, Mr. Felipe Ortega, and Mr. Chad Veinot**.

Development, implementation and fine-tuning of coordination timing plans, including all required data collection will be the direct responsibility of **Mr. Greg Wong, P.E** with assistance from **Mr. David Chen, P.E., Ms. Natali Eid-Esparza, Ms. Kawai Mang** and our Subconsultant, **Wiltec**.

Providing system integration services during construction and implementation phases of the project will be overseen by **Mr. Leo Grimes, Senior Signal Systems Specialist**, with significant assistance provided by **Mr. Felipe Ortega and Mr. Phillip Fuentes**.

A summary of AGA's key staff's qualifications is shown below in Table 1. Full resumes are available upon request.

Table 1: Staff Qualifications

Name	Registration	Years of Experience	Years at AGA	Education Training	Project Assignment
Chalap Sadam	P.E., Civil P.E., Traffic	25	22	MS-Civil, 1990 MBA, 2002	Project Manager
David Roseman	P.E., Traffic	28	1	BS-Civil, 1988	Quality Assurance Quality Control
Mark Miller	P.E., Civil P.E., Traffic P.T.O.E.	41	22	BS-Civil, 1974	Design Construction Management
Ruben Perales	P.E., Civil	12	10	BS-Civil, 2004	Design Construction Management
Roland Hizon	E.I.T.	26	11	BS-Civil, 1982	Design
Chad Veinot	T.S.O.S.	14	11	Traffic Signal Operations Specialist	Construction Management
Greg Wong	P.E., Civil	19	14	BS-Civil, 1996	Signal Timing Project Administration
David Chen	P.E., Civil	17	13	MS-Civil, 1999	Signal Timing
Leo Grimes		25	15	Signal Technician Level 3	System Inventory System Integration
Felipe Ortega		20	7	Signal Technician Level 3	System Integration

SECTION 3: PROJECT APPROACH/WORK PLAN/SCHEDULE

The Town of Yucca Valley proposes to install new traffic signal communication equipment (wireless) and traffic signal coordination timing at 10 traffic signals on SR-62, from Sage Avenue to La Contenta Road/Yucca Mesa Road. The new equipment will increase the reliability of the communications between traffic signals and Caltrans Central System and traffic signal coordination timing has been proven to be the most effective way to improve traffic flow and achieve/maintain emission reductions.

The AGA Project Team successfully completed Phase I of this project, and proposes the same project approach for Phase II. We will continue to maintain a good working relationship with Caltrans District 8 and the Town of Yucca Valley to provide a final project acceptable to both agencies. In fact, AGA has already contacted the appropriate people at Caltrans and discussed their needs to provide reliable communication between the signalized locations and the central system. Based on our understanding of what is needed to have a successful project, AGA proposed the following Scope of Work:

Task 1: Project Management/Meetings

Estimated Level of Effort (40 hours)

This task includes overall and daily management of the project which will ensure delivery of the project in a timely manner as well as assuring and maintaining the quality control of all project work products. A Kick-Off Meeting will be held at the beginning of the project to discuss design elements, project schedules, etc. Subsequent meetings will be held as necessary. Agendas and meeting minutes will be prepared for all meetings. It is anticipated that meetings would be held monthly in the initial stages of the project, and quarterly thereafter.

Task 2: Data Collection/Field Review

Estimated Level of Effort (AGA: 28 hours plus Wiltec)

- ◆ Collect field data to identify existing deficiencies, existing system capabilities and current operations. Data collected will include existing traffic signal timing and phasing for each project intersection; equipment; intersection geometrics, including number of lanes and usage of each lane; and distance between signalized intersections.
- ◆ Collect turning movement counts at project intersections and 24-hour traffic link volumes to adequately establish traffic flow patterns for the preparation of traffic signal timing plans.
- ◆ Level of Service (LOS) for each project intersection will be determined for the AM and PM peak hour. Intersection LOS analyses will be conducted pursuant to the 2010 Highway Capacity Manual Methodology.
- ◆ Obtain existing roadway/utility plans and as-built traffic signal plans to aid in the design of the interconnect system.
- ◆ Conduct spectrum analyses at the project intersections to determine if wireless interconnect could be problematic due to geometric alignment issues, potential interference from trees, etc. If such issues cannot be overcome via wireless interconnect, alternative methodologies may have to be employed.

Facilities Analysis/System Plan

While it is anticipated that wireless interconnect will be used on all project segments, and that no physical ground disturbance will occur, we know from our experience that there may be a need to utilize interconnect other than wireless for one or more project segments, and that even if all new interconnect is wireless, there still may be a need for some minimal ground disturbance, primarily in previously disturbed areas.

Based on the results of our analysis, we will develop a System Plan that will identify the interconnect methodology to be utilized and determine whether or not ground disturbance will occur.

Task 3: Environmental Review**Estimated Level of Effort (6 hours)**

Based on the recommendations in the System Plan, the appropriate NEPA and CEQA environmental documentation is required to ensure the adequate type and level of construction that will be required to implement the project, and to determine what (if any) additional environmental documentation is necessary. While wireless interconnect is preferred by the Town, there may be some locations where ground disturbance is required – primarily in previously disturbed areas. An environmental study and a higher level of environmental documentation may be required. Under CEQA this may include the preparation and clearance of an Initial Study/Mitigated Negative Declaration. For NEPA it is assumed that a CE would still be appropriate but with technical studies or technical memorandums to support the CE for Caltrans District 8 consideration and concurrence. While the Town will conduct the necessary work required for all environmental documentation needed for this project, AGA will work closely with the Town to ensure approval upon submittal without the need for modifications or additional studies.

Task 4: Plans, Specifications, and Estimates (PS&E)**Estimated Level of Effort (130 hours)**

This task includes preparation of plans, specifications, estimates (PS&E) and contract documents for the installation of the signal interconnect systems. It is anticipated that wireless interconnect will be utilized to provide communication between the 10 signalized intersections. Based on the previous Phase of this project, and consultation with Caltrans District 8, **Table 2** shows the proposed equipment for the project.

The plans and specifications will cover interconnect, controller upgrades, and all required hardware. In addition to the required interconnect plans, a title sheet will also be prepared. All design will conform to the latest standard specifications of the State of California Department of Transportation and Town of Yucca Valley. Final design documents will be reviewed, stamped and signed by a registered Civil Engineer.

Preliminary design plans and specifications will be prepared and submitted to both the Town and Caltrans for their review and comment. Plan sheets will be prepared on 24"x36" sheets utilizing AutoCAD. The plans will show all new hardware to be provided both inside the controller cabinet and at the signal poles/mast arms, where it is anticipated that the spread spectrum radios will be installed.

Table 2. Proposed Equipment

No	Intersection	Caltrans Proposed Communication Group	2070 with TSCP and Communication Module	2070 or 170 E Field Master with Communication Module	Ethernet Radio	TS1-FSK Unit	Aggregate Switch	Rack Power Strip	GPS Unit	4G Modem
1	SR-62 at Sage Ave	Group 2	1		1	1	1	1		
2	SR-62 at Dumosa Ave				1	1	1	1		
3	SR-62 at SR-247				1	1				
4	SR-62 at Airway Ave		1					1		
5	SR-62 at Warren Vista Dr		1					1		
6	SR-62 at Hilton Rd		1					1		
7	SR-62 at Balsa Av		1					1		
8	SR-62 at Avalon Ave	Group 3	1					1		
9	SR-62 at Home Depot		1		1	1	1	1		
10	SR-62 at La Contenta Rd/Yucca Mesa Rd		1	1	1	1	1	1	1	1
Total			8	1	5	5	4	9	1	1

Note: Group 1 signals were included in Phase I of the project.

Town/Caltrans Review and Approval

Design plans and specifications will be prepared and submitted to both the Town and Caltrans for their review and comment. It is anticipated that written comments and suggested revisions to the plans will be provided by both agencies. All changes will be made prior to the next submittal.

Caltrans Authorization for Construction/Encroachment Permit

A Caltrans Encroachment Permit will be required for all hardware installations and construction activities, as the project intersections are located on a State Highway. Issuance of an Encroachment Permit requires Caltrans approval of the PS&E package. In addition, Caltrans must also issue an Authorization for Construction for all project components. This authorization allows the release of funds for construction so that the Town can proceed with advertising/bidding/awarding/constructing the project.

Advertise/Bid/Award

Based on final Town and Caltrans approval of the PS&E package, bid and contract documents will then be prepared. The overall bid package will be administered by the Town.

Task 5: Traffic Signal Timing**Estimated Level of Effort (281 hours)**

The four intersections that are part of the Phase I SR-62 Synchronization Project will also be incorporated in the coordination timing of the 10 Phase II intersections. The Project Team will prepare AM peak period, mid-day and PM peak period timing plans. Time-of-day schedules (the appropriate start time for each plan) will be developed based on the 24-hour traffic counts and input from the Town's staff and Caltrans Engineers.

After initial development of the signal timing plans, they will be submitted to the Town and Caltrans for review. Time-space diagrams will be prepared for all timing plans, to aid in the review process and to graphically document the finalized timing parameters.

Implementation and Fine-Tuning of Timing Plans

After completion and acceptance of the construction of interconnect (by others), the newly developed coordination timing plans will be installed in the controllers by Caltrans. The new timing will be observed in the field, and will be tested for two weeks. Working in conjunction with staff of the Town and Caltrans, fine-tune adjustments to the timing will be made as necessary, and revised timing plan data files will be prepared.

As a value added benefit to the Town selecting AGA for this project, we propose to provide the Town with a hassle-free professional services labor warranty on the operation of the SR-62 system for six months. With this added benefit, AGA will monitor the system monthly, troubleshoot operational issues, such as the loss of connectivity of a traffic signal, or retime corridor traffic signals to accommodate changing traffic patterns at no cost to the Town. This warranty provides the Town with the peace of mind that help is only a phone call away.

Task 6: Integration of Traffic Signals**Estimated Level of Effort (76 hours)**

After the completion of the construction phase, the project traffic signals will be integrated into the Caltrans TransSuite Central System. Assistance will be provided to Caltrans in creating intersection graphics, and integrating the project traffic signals into the TransSuite Central System.

Optional Task: Construction Management Assistance

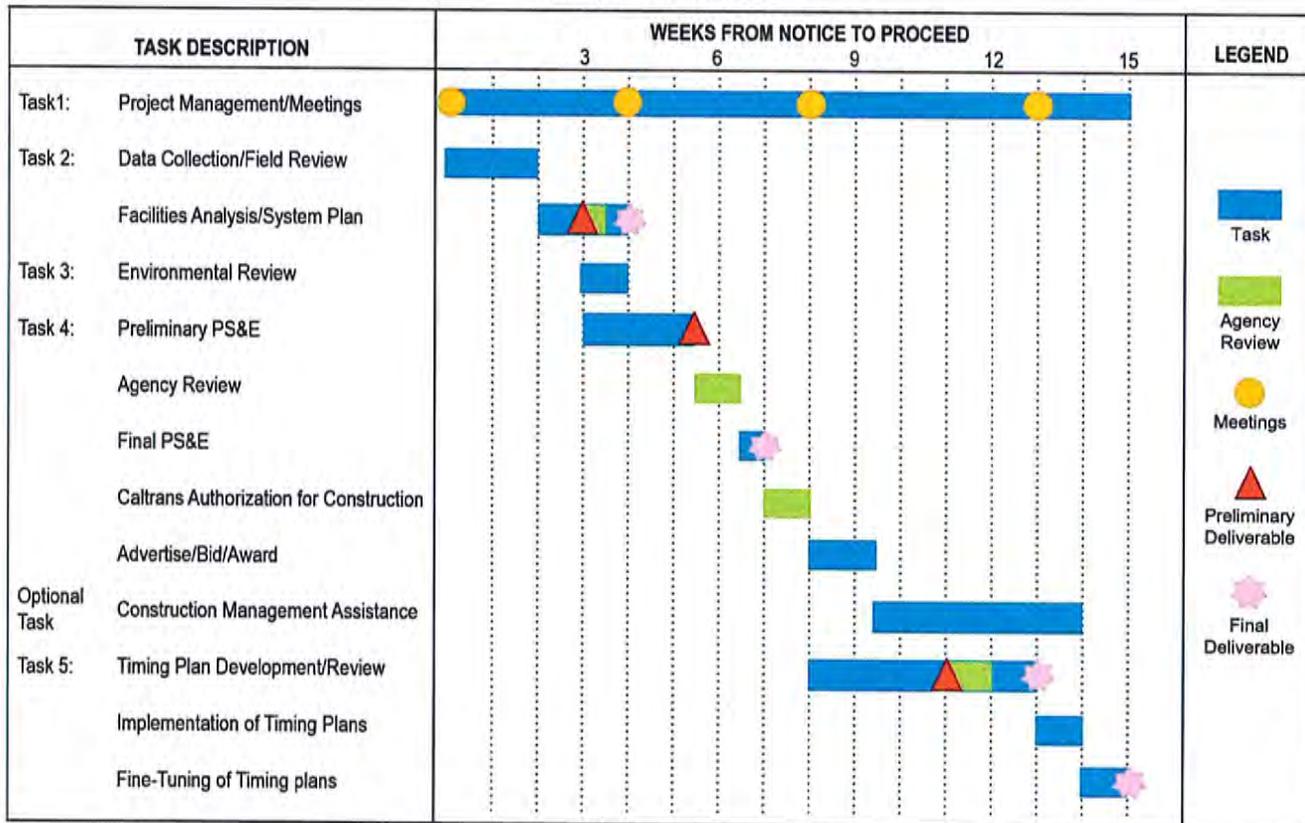
Estimated Level of Effort (32 hours)

As an optional task, to be completed on a Time and Materials (T&M) basis, AGA can provide assistance in plan interpretation issues that may come up during the construction of the project. In addition, assistance can be provided to the Town in reviewing submittals and responding to any Request for Information (RFI). Assistance can also be provided to the Town, their construction contractor, and the Town Inspector in addressing and resolving any issues during construction.

PROJECT SCHEDULE

The various tasks that are included as part of the "Scope of Work" for the project are identified on our proposed Project Schedule (Figure 2). It should be noted that individual task times shown on the Project Schedule are approximate, and could vary by several days. Pursuant to our proposed schedule, the initial PS&E package could be submitted approximately 5 weeks after the Notice to Proceed; construction completed approximately four months after the contractor is awarded the project; and the timing implemented and fine-tuned approximately two months after the construction has been completed.

**Figure 2
PROJECT SCHEDULE**



Fee Proposal to Provide

PROFESSIONAL ENGINEERING SERVICES

for the

**SR-62 TRAFFIC CONTROL
SYNCHRONIZATION PROJECT**

(PHASE II)

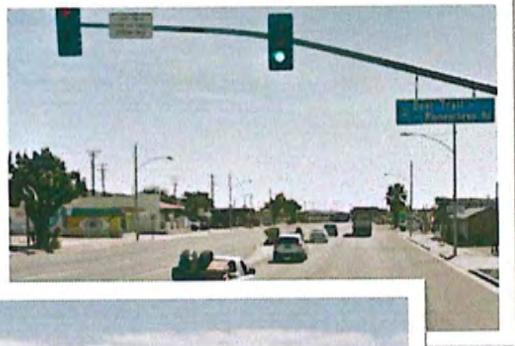
Submitted to

TOWN OF YUCCA VALLEY



November 12, 2015

Submitted By





November 12, 2015

Office of the Town Clerk
Town of Yucca Valley
57090 Twenty-Nine Palms Highway
Yucca Valley, California 92284

Attention: Lesley Copeland, Town Clerk

RE: SR-62 Traffic Control Synchronization Project (Phase II)

Dear Ms. Copeland:

Albert Grover & Associates (AGA), in conjunction with our DBE data collection subconsultant Wiltec, are pleased to respond to the Town of Yucca Valley Request for Proposal dated October 7, 2015 to provide professional engineering and support services for the SR-62 Traffic Control Synchronization Project (Phase II).

Enclosed please find our Fee Proposal to provide the requested services. As detailed in the RFP, our Fee Proposal is presented by task and is further detailed in the cost breakdown table. Our lump sum fee includes all reimbursable costs that are necessary to complete the project. A current hourly fee schedule is also attached.

AGA looks forward to working with the Town of Yucca Valley and with Caltrans on this very important project. If you have any questions or require amplification on any aspect of this proposal, please call me. This Fee Proposal and our accompanying Technical Proposal are valid for a period of 90 days from the date of submittal.

Respectfully submitted,

ALBERT GROVER & ASSOCIATES


Chad A. Veinot, TSOS
Project Development Manager

Proposals\Yucca Valley\SR62 Synchronization Phase II\Fee Proposal\Owsley Fee Proposal Letter.docx

TRANSPORTATION CONSULTING ENGINEERS

211 E. Imperial Hwy., Suite 208, Fullerton, CA 92835
(714) 992-2990 FAX (714) 992-2883 E-Mail: aga@albertgrover.com

PROJECT COST

Task	Description	Cost
Task 1	Project Management	\$8,960
Task 2	Data Collection	\$10,500
Task 3	Environmental Review	\$1,200
Task 4	PS&E	\$18,470
Task 5	Signal Timing Optimization and Implementation	\$38,620
Task 6	Integration	\$7,920
Total:		\$85,670

See attached Table for Cost Breakdown by Hour and Task.

SR-62 Synchronization Project Phase II

Project Cost

SCHEDULE OF HOURLY RATES

EFFECTIVE JULY 1, 2015

Principal/President	\$	275	
Vice President	\$	250	
Director of Project Development	\$	250	
Principal Transportation Engineer	\$	225	
Senior Transportation Engineer	\$	200	
Senior Design Engineer/Project Development Manager	\$	185	
Advanced System Integrator	\$	180	
Senior Associate	\$	170	
Transportation Engineer/Senior Project Coordinator	\$	165	
Design Engineer/Senior Signal Systems Specialist/Construction Inspector/System Integrator	\$	150	
Associate Transportation Engineer/Civil Engineering Associate	\$	140	
Transportation Engineering Associate	\$	135	
Signal Systems Specialist	\$	135	
Signal Systems Technician	\$	125	
Senior CADD Operator	\$	125	
Project Coordinator/Associate Engineer	\$	110	
CADD Operator	\$	110	
Assistant Transportation Engineer/Assistant Engineer	\$	90	
Traffic Enumerator, Engineering Aide	\$	75	
Engineering Aide II	\$	50	
Council/Commission Meetings, Hearings, etc. (Billing Rate + \$50 Surcharge)	\$	1,000	Minimum
Expert Witness (Billing Rate + \$50 Surcharge)	\$	1,000	Minimum
Expert Witness - Deposition/Court (Billing Rate + \$100 Surcharge)	\$	1,000	Minimum
Subconsultants will be billed at cost plus 20%			

Conditions of Usage: The above rates are typically effective for a 12-month period, but AGA maintains the right to change the billing rates at any time for convenience of record keeping. Therefore, all billings will always be at the then current billing rates. This will not affect any agreed upon total or not-to-exceed fees.

INVOICES WILL BE SUBMITTED MONTHLY AND SHALL BE DUE AND PAYABLE WITHIN 30 DAYS. FINANCE CHARGES MAY BE ACCRUED DAILY ON UNPAID BALANCES BASED ON A 10% ANNUAL PERCENTAGE RATE.

COST BREAKDOWN TABLE

Job Classification/Title	Hourly Rates	1. Project Management and Meetings	2. Data Collection (See Prime Expenses for Cost of Counts)	3. Environmental Review	4. PSSE	5. Signal Timing Optimization and Implementation	6. Integration	TOTAL Hourly/Cost
Project Manager/Vice President	\$250.00	24 \$5,000.00	0 \$0.00	0 \$0.00	4 \$1,000.00	20 \$5,000.00	0 \$0.00	48 \$12,000.00
Vice President	\$250.00	0 \$0.00	0 \$0.00	0 \$0.00	16 \$4,000.00	8 \$2,000.00	0 \$0.00	24 \$6,000.00
Quality Control/Principal Engineer	\$225.00	0 \$0.00	0 \$0.00	0 \$0.00	4 \$900.00	8 \$1,800.00	0 \$0.00	12 \$2,700.00
Sr. Transportation Engineer	\$200.00	0 \$0.00	8 \$1,600.00	6 \$1,200.00	0 \$0.00	32 \$6,400.00	0 \$0.00	46 \$9,200.00
Sr. Design Engineer (2 Staff Members)	\$185.00	16 \$2,960.00	0 \$0.00	0 \$0.00	40 \$7,400.00	0 \$0.00	0 \$0.00	56 \$10,360.00
Advanced System Integrator	\$180.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	7 \$1,260.00	24 \$4,320.00	31 \$5,580.00
Sr. Associate	\$170.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	32 \$5,440.00	0 \$0.00	32 \$5,440.00
Transportation Engineer	\$165.00	0 \$0.00	0 \$0.00	0 \$0.00	8 \$1,320.00	8 \$1,320.00	0 \$0.00	16 \$2,640.00
Sr. Project Coordinator	\$165.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	8 \$1,320.00	0 \$0.00	8 \$1,320.00
Sr. Signal Systems Specialist	\$150.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	8 \$1,200.00	24 \$3,600.00	32 \$4,800.00
Design Engineer	\$150.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	32 \$4,800.00	0 \$0.00	32 \$4,800.00
Signal System Specialist	\$135.00	0 \$0.00	8 \$1,080.00	0 \$0.00	0 \$0.00	32 \$4,320.00	0 \$0.00	40 \$5,400.00
Associate Engineer	\$110.00	0 \$0.00	0 \$0.00	0 \$0.00	35 \$3,850.00	8 \$880.00	0 \$0.00	43 \$4,730.00
Assistant Transportation Engineer	\$90.00	0 \$0.00	8 \$720.00	0 \$0.00	0 \$0.00	32 \$2,880.00	0 \$0.00	40 \$3,600.00
Engineering Aide	\$75.00	0 \$0.00	4 \$300.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	4 \$300.00
Total Hours		40	28	6	107	235	48	464
Labor Cost		\$8,960.00	\$3,700.00	\$1,200.00	\$18,470.00	\$38,620.00	\$7,520.00	\$78,870.00
Prime Expenses: Wiltec								
Turning Movement Count Weekday Peak 2 hr AM, MD & PM - 10 Intersections								
24 Hour Volume Machine Counts (ADT's) - 4 Locations								
PROJECT TOTALS								
							Labor	Subtotal
							\$78,870.00	\$78,870.00
							--	\$6,800.00
								\$85,670.00

Prime: Albert Grover & Associates
Prime Expenses (Counts)

Ms. Lesley Copeland
November 12, 2015
Page 2

- ◆ AGA's engineers and technicians have extensive experience with Model 170/2070 controllers and are familiar with Caltrans field master system and the TransSuite central system. As a matter-of-fact, AGA was retained by the Town to complete Phase I of this project and proposed the same key personnel for Phase II.
- ◆ AGA has developed longstanding personal relationships with Caltrans staff that will oversee and approve the work on the project. Knowing the desires and expectations of agency partners are key to attaining necessary approvals and project reimbursements.
- ◆ AGA proposes to provide the Town with a hassle-free professional services labor warranty on the operation of the SR-62 system for six months. With this added benefit, AGA will monitor the system monthly, troubleshoot operational issues, such as the loss of connectivity of a traffic signal, or retime corridor traffic signals to accommodate changing traffic patterns at no cost to the Town. This warranty provides the Town with the peace of mind that help is only a phone call away.

We have reviewed the Town's Standard Professional Services Agreement and have no exceptions. AGA has no other client relationships that could present possible conflicts of interest or affect the proposed scope of services for this project.

AGA has procured services from a certified DBE firm, Wiltec, who will provide data collection services for this project. The required Federal Forms 10-O1 and 10-O2 follow this letter.

AGA looks forward to working with the Town of Yucca Valley and with Caltrans on this very important project. If you have any questions or require amplification on any aspect of this proposal, please call me. This Technical Proposal and our accompanying Fee Proposal are valid for a period of 90 days from the date of submittal.

Respectfully submitted,

ALBERT GROVER & ASSOCIATES



Chad A. Veinot, TSOS
Project Development Manager

Alex Qishta

From: Alex Qishta
Sent: Friday, October 23, 2015 2:17 PM
To: Shane Stueckle
Subject: FW: 5466(021) SR-62/La Contenta Rd

That was the answer.

Alex Qishta, P.E.
Project Engineer
Town of Yucca Valley
760-369-1265
aqishta@yucca-valley.org

From: Green, Carol N@DOT [<mailto:carol.green@dot.ca.gov>]
Sent: Wednesday, September 30, 2015 10:36 AM
To: Alex Qishta
Subject: RE: 5466(021) SR-62/La Contenta Rd

Alex,

1. Make sure you follow the LAPM Chapter 10 for consultant selection because this is Federalize project even though you are using local funds for design.
2. DO NOT finalized the design until NEPA is complete. I still have to follow-up with Environmental on the status.

Thanks,
Carol Green, Local Assistance, RM 2450
(916) 651-8909

From: Alex Qishta [<mailto:aqishta@YUCCA-VALLEY.ORG>]
Sent: Wednesday, September 30, 2015 10:26 AM
To: Green, Carol N@DOT
Subject: RE: 5466(021) SR-62/La Contenta Rd

Carol;

I was told it will be mid November 2015 for approval by SCAG. With that been said can we go ahead with design?

Alex Qishta, P.E.
Project Engineer
Town of Yucca Valley
760-369-1265
aqishta@yucca-valley.org

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

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

Date: December 9, 2015
Meeting Date: December 15, 2015

Subject: CSD Spring/Summer Programming Review

Recommendation:

That the Town Council receives and files the report outlining the planned Spring/Summer 2016 programs and events to be organized and conducted by the Community Services Department.

Prior Review

None

Order of Procedure

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

Discussion

The programming staff of both the Hi-Desert Nature Museum and the Recreation Division of the Community Services Department has developed a schedule of programs and events that will be offered in the spring and summer of 2016 (March through August). These activities are currently planned for the Experience Yucca Valley spring/summer activity guide that will be distributed throughout the community in February.

At the December 8, 2015 Parks, Recreation & Cultural Commission meeting, the Commission reviewed the Spring/Summer 2016 Program offerings and voted to receive and file the planned programs as presented.

Alternatives

None recommended.

Fiscal Impact

Current schedule of activities is accommodated by the FY 2014-16 adopted budget.

Attachments:

Spring - Summer Program Offerings 2016 Community Services

Community Services Department
Planned Community Services Programs - Spring/Summer 2016

Museum Programs

Exhibits

Exhibit #1 March - April	Reduce, Reuse, Recycle	no charge
Exhibit #2 May	YVHS & CMC Art Show	no charge
Exhibit #3 June-Sept	Framed: Step Into Art Exhibit	no charge

Special Events

Saturday, April 16	Earth Day	no charge
Saturday, July 30	Family Fun Day	no charge

Youth Summer Program (Museum/Rec)

June 23 - July 16 (4 sessions)	Wkly Science/Art camp for ages 6+ on T,W,Th	\$20 per wk
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MBHS Presents

2nd Wednesday	Evening lectures featuring local history topics	\$5 donation
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Brown Bag Lunch Lecture Series

3rd Thursday	Noon lectures featuring high desert topics	\$5 per person
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Recreation Programs

Special Events

Holiday Events

Saturday, March 26	Easter Egg Hunt	no charge
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Grubstake Days

Sunday, May 28	Grubstakes Run	\$20
Monday, May 29	Grubstake Days Parade (Float Entry)	no charge

Summer Music Festival (family concerts)

Saturday, July 9	TBD	no charge
Saturday, July 16	TBD	no charge
Saturday, July 23	TBD	no charge
Saturday, July 30	TBD	no charge
Saturday, Aug 6	TBD	no charge
Saturday, Aug 13	TBD	no charge

Fitness Fun Runs

Sunday, May 28	Grubstakes Run	\$20
Friday, August 26	Summer 5K Run	\$20

Youth Programs

Family Fun Day (themed special event - Museum/Rec)

Saturday, July 30	Family Fun Day	no charge
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Youth Summer Program (Museum/Rec)

June 20 - July 14	6 & older; Tu, W, Th mornings	cost TBD/4 wks
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Classes

Kinder Gym	3-5 year olds, Monday afternoons	\$30/4 weeks
Gymnastics (Beginning)	6 & older, Monday afternoons	\$40/4 weeks
Gymnastics (Intermediate)	10 & older, Monday afternoons	\$40/4 weeks
Gymnastics (Beg. Rhythmic)	6 & older, Monday afternoons	\$40/4 weeks
* Mommy, Daddy & Me	2 - 5 year olds, Tuesday mornings	\$2 per session
* Youth Theatre Workshops	8-12 & 13-17, Saturdays, Mar-May	TBD

H-2-Oh Summer Splashdown

June 17, July 1, July 15, July 29, August 12	no charge
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Paradise Park Recreation Fun Days

Saturday, May 7	Theme TBD	no charge
Saturday, August 13	Paradise Water Fun Day	no charge

Girls Volleyball Camp

Grades 6-10, Mon thru Thurs, Dates TBD	\$75 per person
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Adults & Seniors

Enrichment Classes

Thursday Bridge	18 & older, Thursday afternoons	\$2 per session
Yucca Valley Bridge Club	18 & older, Friday afternoons	\$2 per session
* Dance - Ballroom	14 & over, Wednesday evenings	\$40 per session
* Dance - Swing	14 & over, Wednesday evenings	\$40 per session
Dance - Line Dance (Instruction)	18 & older, Thursday afternoons	\$3 per session
Dance - Line Dance (social)	18 & older, Mon evenings	\$2 per session
Dog Obedience (Beginning)	18 & older, Thursday evenings	\$135/ 6 weeks
Dog Obedience (Advanced)	18 & older, Thursday evenings	\$175/ 6 weeks
* Dog Obedience (Puppy)	18 & older, Thursday evenings	\$175/ 6 weeks
Knit & Crochet	18 & older, Thursday mornings	\$2 per session
Open Art Studio Workshop	18 & older, Thursday mornings	\$2 per session
Pinochle	18 & older, Friday afternoons	\$2 per session
Self Defense Class	One-time Saturday class, Date TBD	\$15 per person
Stretch N Tone	18 & older, Monday thru Friday mornings	\$2 per session
Table Tennis	18 & older, Wednesday & Friday afternoons	\$2 per session
Tai Chi Chuan	All ages, Wednesday evenings	\$30 per month
Woodcarving	16 & older, Tuesday mornings	\$2 per session
Wii for Seniors	Wednesday afternoons	no charge
* Yoga for Self Help	Wednesday & Thursday eves	\$50 per session

Adults & Seniors Dance

Date TBD - Mar or Apr	Adult Dance	TBD
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Day Trips

Saturday, May 21	Destination TBD	TBD
Wednesday, August 17	Destination TBD	TBD

Adult Softball Leagues - Spring & Summer (March - August)

Ladies	Monday evenings	\$400 / team
Co-ed Traditional	Tuesday evenings	\$400 / team
Mens	Wednesday evenings	\$400 / team
Co-ed Casual	Thursday evenings	\$400 / team

Aquatics

Swim Lessons

Session I, June 20 - June 30	Monday through Thursday morning instruction; 5 time slots; 5 age and skills-based levels of instruction	\$45 per session
Session II, July 5 - July 14		\$45 per session
Session III, July 18 - 28		\$45 per session
Session IV, Aug 1 - Aug 11		\$45 per session

Lifeguard Certification Course

Session I, Apr 30, 31, May 7,8	Red Cross LG certification course. Open enrollment, successful candidates interviewed for Aquatics positions.	\$220
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Water Safety Instructor Certification Course

Session I May 14, 15, 21, 22, 28, 29, June 4, 5	Red Cross WSI certification course. In-service training for selected Aquatics staff.	
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Morning Water Aerobics

M, Tu, Th, F, 7 am	45-minute instructor led water exercises	\$4 (\$3 w/pass)
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Lap Swimming Sessions

Mon thru Fri, 8 am	Drop-in sessions; 1 hour, divided swim lanes, circle swimming format	\$4 (\$3 w/pass)
M W, 5:30 & 6:30 pm		\$4 (\$3 w/pass)

Fun Swim Sessions

Mon, Wed, Fri 1 - 5 pm	Public recreational swim	\$4 (\$3 w/pass)
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Swim Passes

Swim Pass	10 admissions to Water Aerobics, Lap Swimming, or Fun Swim sessions.	\$30
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* Newer additions

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

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

Date: November 30, 2015
Meeting Date: December 15, 2015

Subject: FY2016-18 Budget Preparation Calendar

Recommendation:

Review and approve the proposed Budget Calendar.

Order of Procedure

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

Discussion

For the upcoming 2016/17 and 2017/18 fiscal years, the Town will be completing a budget plan identifying both the priorities and programs of the Town, as well as the related financial resources required to accomplish these identified priorities. The budget process specifically coordinates the proposed goals, objectives, and programs with the Town's existing General Plan, Town policies, and the strategic planning guidance documents. As an additional component of the budget, a multi-year forecast will also be incorporated into the budget process, thus presenting a long-term financial planning horizon for the Town.

The development of the annual budget is completed in phases, with each phase subject to a management review process. These phases are identified in the attached budget calendar. Upon completion of the individual phases, the budget is then assembled as a draft consolidated forecast of the Town's financial plan. To continue gathering public input that began with the strategic planning sessions, the Town will be including a public budget workshop as well as the formal public hearings on the proposed budget. The final public hearing and budget adoption is scheduled for May 17, 2016.

As always, any member of the Council is invited to meet with staff at any time during the budget process if there are questions or concepts that need further clarification. Such a meeting may be beneficial in helping to understand the general language and structure of the upcoming budget.

Attachments:

FY 16-18 Budget Calendar



Town of Yucca Valley FY 2016-18 Budget Calendar

Week of	Topic	Responsibility
*October 6th	Strategic Planning Session	Town Council/Staff/Public
*October 20th	Strategic Planning Session	Town Council/Staff/Public
*January 20th	Budget Kick-Off Distribution of Budget Worksheets as needed	Finance
February 22nd	Final Strategic Planning Action Plan Due Staffing Documents Due	Town Staff Finance & Human Resources
*February 26th	General Fund Budgets Due (incl Alternatives)	Town Staff Finance
March 14th	General Fund Budget Review	Town Management
*March 25th	Special Revenue Budgets Due	Town Staff Finance
April 5th	Budget Workshop	Town Council/Staff/Public
April 11th	Special Revenue Funds Budget Review	Town Management
May 3rd	Special Revenue Funds Budget presented	Town Council/Staff/Public
May 9th	Final Draft Budget Distribution	Finance
*May 17th	Proposed Budget Public Hearing Budget Adoption	Town Council/Staff/Public Town Council
*June 7th	Available if Budget not adopted on 5/17/15	Town Council

**Indicates confirmed due date. All other dates indicate "week of", with finalization to come.*

Attachment: FY 16-18 Budget Calendar (1229 : Budget Calendar)

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

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

Date: November 30, 2015
Meeting Date: December 15, 2015

Subject: AB1234 Reporting Requirements

Recommendation:

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

Prior Review:

Current reimbursement policy for Council members and Redevelopment Agency 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 November 2015

Town of Yucca Valley

Councilmember AB1234 Meetings Schedule November 2015

Date of Travel	Organization	Description	Location
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Mayor Huntington

No Reportable Meetings

Mayor Pro Tem Leone

No Reportable Meetings

Councilmember Abel

No Reportable Meetings

Councilmember Denison

No Reportable Meetings

Councilmember Lombardo

No Reportable Meetings

Attachment: AB1234 November 2015 (1231 : AB1234 Reporting)

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

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

Date: November 30, 2015
Meeting Date: December 15, 2015

Subject: Warrant Registers

Recommendation:

Ratify Payroll Register No. 18 totaling \$136,729.51 dated November 6, 2015.
Ratify Payroll Register No. 20 totaling \$141,113.59 dated November 20, 2015.
Ratify Warrant Register No. 21 totaling \$518,758.90 dated November 19, 2015.
Ratify Warrant Register No. 23 totaling \$80,029.97 dated November 25, 2015.

Order of Procedure

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

Attachments:

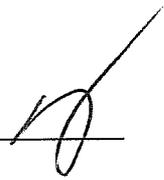
Payroll Register No 18 - November 06 2015
Payroll Register No 20 - November 20, 2015
Warrant Register No 21 - November 12, 2015
Warrant Register No 23 - November 25, 2015

TOWN OF YUCCA VALLEY
PAYROLL REGISTER #18
CHECK DATE - November 06, 2015

Fund Distribution Breakdown

Fund Distribution

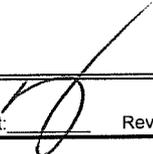
General Fund	\$124,834.49
Gas Tax Fund	11,895.02
Grand Total Payroll	<u><u>\$136,729.51</u></u>

Prepared by P/R & Financial Specialist: 

Reviewed by HR Manager: 

Attachment: Payroll Register No 18 - November 06 2015 (1230 : Warrant Registers)

Town of Yucca Valley
Payroll Net Pay & Net Liability Breakdown
 Pay Period 18 - Paid 11/06/2015
 (October 17, 2015 - October 30, 2015)
 Checks: 5131 - 5133

	Employee	Employer	Total
<u>Net Employee Pay</u>			
Payroll Checks	\$2,714.71		\$2,714.71
o	67,441.57	-	67,441.57
Sub-total	70,156.28		70,156.28
<u>Employee Tax Withholding</u>			
Federal	11,841.61		11,841.61
Medicare	1,317.96	1,317.91	2,635.87
SDI - EE	-	-	-
State	3,509.08		3,509.08
Sub-total	16,668.65	1,317.91	17,986.56
<u>Employee Benefit & Other Withholding</u>			
Misc. Payroll Credit's	-	-	-
Deferred Compensation	2,888.33	1,127.71	4,016.04
PERS Survivor Benefit	38.00		38.00
Health Caf� 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 %	565.36		565.36
PERS EE - Contribution 7%	1,025.70		1,025.70
PERS EE - Contribution 8%	4,838.79		4,838.79
PERS Retirement - Employer 6.237 %	-	564.17	564.17
PERS Retirement - Employer 6.709 %	-	983.07	983.07
PERS Retirement - Employer 10.298%	-	6,228.68	6,228.68
PERS UAL Retirement - Employer 13.55%	-	8,195.68	8,195.68
Wage Garnishment - Employee	11.54		11.54
Life & Disability Insurance		1,115.94	1,115.94
Other Post Employee Benefit's		2,571.87	2,571.87
Unemployment Insurance		1,604.63	1,604.63
Workers' Compensation		3,667.79	3,667.79
Sub-total	11,011.13	37,575.54	48,586.67
Gross Payroll	\$97,836.06	\$38,893.45	\$136,729.51
Prepared by P/R & Financial Specialist: 	Reviewed by HR Mgr.: 		

Attachment: Payroll Register No 18 - November 06 2015 (1230 : Warrant Registers)

TOWN OF YUCCA VALLEY
PAYROLL REGISTER #20
CHECK DATE - November 20, 2015

Fund Distribution Breakdown

Fund Distribution

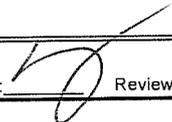
General Fund	\$129,338.22
Gas Tax Fund	11,775.37

Grand Total Payroll \$141,113.59

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

Attachment: Payroll Register No 20 - November 20, 2015 (1230 : Warrant Registers)

Town of Yucca Valley
Payroll Net Pay & Net Liability Breakdown
 Pay Period 20 - Paid 11/20/2015
 (October 31, 2015 - November 13, 2015)
 Checks: 5134 - 5136

	Employee	Employer	Total
<u>Net Employee Pay</u>			
Payroll Checks	\$2,373.59		\$2,373.59
Direct Deposit	68,356.47	-	68,356.47
Sub-total	70,730.06		70,730.06
<u>Employee Tax Withholding</u>			
Federal	11,455.62		11,455.62
Medicare	1,367.73	1,367.71	2,735.44
SDI - EE	-	-	-
State	3,357.03		3,357.03
Sub-total	16,180.38	1,367.71	17,548.09
<u>Employee Benefit & Other Withholding</u>			
Misc. Payroll Adjustment Credit's	-	-	-
Deferred Compensation	3,739.20	3,615.95	7,355.15
PERS Survivor Benefit	48.00		48.00
Health Café Plan	1,403.79	11,648.52	13,052.31
American Fidelity Pre-Tax	165.09		165.09
American Fidelity After-Tax	-		-
American Fidelity-FSA	414.53		414.53
PERS EE - Contribution 6.25 %	617.90		617.90
PERS EE - Contribution 7%	1,054.62		1,054.62
PERS EE - Contribution 8%	4,874.74		4,874.74
PERS Retirement - Employer 6.237 %	-	616.60	616.60
PERS Retirement - Employer 6.709%	-	1,010.79	1,010.79
PERS Retirement - Employer 10.298%	-	6,274.97	6,274.97
PERS UAL Retirement - Employer 13.55%	-	8,256.58	8,256.58
Wage Garnishment - Employee	11.54		11.54
Life & Disability Insurance		1,110.78	1,110.78
Other Post Employee Benefit's		2,624.00	2,624.00
Unemployment Insurance		1,627.57	1,627.57
Workers' Compensation		3,720.27	3,720.27
Sub-total	12,329.41	40,506.03	52,835.44
Gross Payroll	\$99,239.85	\$41,873.74	\$141,113.59
Prepared by P/R & Financial Specialist:  Reviewed by H/R Mgr.: 			

Attachment: Payroll Register No 20 - November 20, 2015 (1230 : Warrant Registers)

WARRANT REGISTER # 21 CHECK DATE NOVEMBER 12, 2015

FUND DISTRIBUTION BREAKDOWN

Checks # 47706-47790 are valid
Check # 47783 is void

GENERAL FUND # 001	\$456,708.38
CENTRAL SUPPLIES FUND # 100	\$0.00
DEPOSITS FUND # 200	\$3,790.00
COPS-LLESA FUND # 511	\$29,629.08
GAS TAX FUND # 515	\$10,694.55
LFT FUND # 516	\$500.00
MEASURE I - 2010 -2040 FUND # 524	\$6,838.76
CAPITAL PROJECTS FUND # 800	\$10,598.13
	<u><u>\$518,758.90</u></u>

Prepared by Shirlene Doten, Accounting Technician III SD

Reviewed by Sharon Cisneros, Finance Manager SC

Attachment: Warrant Register No 21 - November 12, 2015 (1230 : Warrant Registers)

Town of Yucca Valley

Warrant Register

November 12, 2015

Fund	Check #	Vendor	Description	Amount
001	GENERAL FUND			
	47706	Accu Fund, Inc	Annual Software License	\$ 323.75
	47707	Ruth Alkire	Contract Instructor	64.40
	47708	AlSCO/American Linen, Inc.	Facilities Uniform Maint.& Supply	172.45
	47709	ReadyRefresh by Nestle	Office Supplies	315.60
	47710	Suzanne Bartz	Contract Instructor	64.40
	47711	Big 5 Corp.	Recreation Program Supplies	71.20
	47713	Builders Supply-Yucca Valley	Maintenance Supplies	906.73
	47714	Cactus Flower	State of the Basin Event Expense	8.10
	47715	Brennalyn Cannavo	Recreation Event Assistant	100.00
	47716	CESA-SC	2016 Membership Renewal	75.00
	47717	Charles Abbott & Assoc, Inc.	Plan Check Fee Service	15,170.77
	47718	Chevron & Texaco Card Services	Vehicle Fuel	159.01
	47719	Coach Deck, LLC	Recreation Sports Program	374.50
	47720	CPRS District XI	Mini Conference Registration	75.00
	47722	CRST Specialized Transportation, Inc.	Museum Exhibit Shipping	840.55
	47723	Manuel Joseph Mamea Cruz	Recreation Event Assistant	100.00
	47724	Data Ticket	Online Access Citation Process	350.00
	47725	Desert Pacific Exterminators, LLC	Townwide Pest Control Services	262.00
	47726	Dept of Justice	Livescan Services	109.00
	47727	Employment Development Dept.	Unemployment Insurance	90.00
	47728	Farmer Bros. Co.	Office Supplies	700.58
	47729	Catherine Fletcher	Contract Instructor	72.80
	47730	Fred's Tires	Fleet Tire Replacement	331.42
	47731	Roland Gagne	State of the Basin Event Expense	250.00
	47733	Gillis & Panichapan Architects, Inc.	Facilities Master Plan Service	9,310.41
	47734	Graphic Penguin	Website Maintenance	400.00
	47735	Joy Groves	Contract Instructor	295.47
	47736	Totalfunds by Hasler	Postage	400.00
	47737	HdL Software, LLC	Animal Licensing Software	3,363.46
	47738	Lori Herbel	Contract Instructor	189.00
	47739	Hi-Desert Glass	Senior Center Maintenance	438.00
	47740	Hi-Desert Water	Water Service	1,300.79
	47741	Hi-Desert Publishing	Event Advertising	2,145.50
	47742	Hill's Towing	Towing Service	65.00
	47743	Honeywell	HVAC Maintenance & Repair Svs.	11,562.17
	47744	Susan Jordan	Contract Instructor	182.00
	47745	Joshua Springs	Annual Community Prayer Event	100.00
	47746	KCDZ-FM	Advertising Expense	920.00
	47748	Koff & Associates	Compensation Study	5,500.00
	47749	Pat Lumbattis	Contract Instructor	64.40
	47750	David Luse	Contract Instructor	36.40

Attachment: Warrant Register No 21 - November 12, 2015 (1230 : Warrant Registers)

Town of Yucca Valley

Warrant Register

November 12, 2015

Fund	Check #	Vendor	Description	Amount
	47751	Marlink	Satellite Phone Service	31.01
	47752	John McCormick	Recreation Program Refund	30.00
	47754	Scott Morrison & Associates	Asbestos Survey Report	430.00
	47755	Jean Mueller	Contract Instructor	95.20
	47756	Donald Murch	Recreation Event Assistant	100.00
	47757	Morongo Unified School District	Vehicle Fuel	2,768.40
	47758	NRO Engineering	Engineering Services	1,500.00
	47759	Pacific Telemanagement Svs.	Public Phone Service	82.64
	47760	Christopher Perry	Contract Instructor	308.00
	47761	Cash	Miscellaneous Supplies	986.22
	47762	Plaza Art & Frame	Picture Framing Service	157.14
	47763	Pro Video	Town Council Taping	300.00
	47766	Evelyn Robbins	Contract Instructor	50.40
	47767	Ron's Automotive	Vehicle Maintenance	125.45
	47768	Linda Sande	Contract Instructor	73.50
	47769	SBCO-Recorder	Filing Fees	100.00
	47770	SBCO Sheriff's Dept	11/15 Professional Services	324,471.00
	47770	SBCO Sheriff's Dept	FY 15/16 1st Qtr Services & OT	34,487.97
	47770	SBCO Sheriff's Dept	FY 15/16 1st Qtr OHVY	2,938.78
	47771	SBCO Fire Protection District	Annual Hood Permit	515.00
	47772	SCE	Electric Service	10,129.23
	47773	Beverly Schmuckle	Contract Instructor	57.40
	47774	Dr. Stephenie Slahor	Museum Lecturer	100.00
	47775	Sprint	Cell Phone Service	5.09
	47776	Staples Advantage	Office Supplies	867.42
	47777	TelePacific	Telephone Service	3,861.03
	47778	That Shirt Place	Recreation Program Expense	436.64
	47779	Time Warner Cable	Cable/Internet Service	467.78
	47780	Tractor Supply	Shelter Supplies	74.48
	47781	Trophy Express	Engraving Service	175.99
	47782	Barti Vaidya	Contract Instructor	280.00
	47784	Valley Independent	Recreation Program Printing	226.80
	47785	US Bank Voyager Fleet Systems	Natural Gas Vehicle Fuel	319.29
	47787	Woods Auto Repair	Vehicle Maintenance & Inspection	2,264.83
	47788	Guy Wulf	Sports Referee	500.00
	47789	Zee Medical, Inc.	Safety Equipment	290.19
	47790	VCA Animal Hospital	Veterinary Services	477.27
	EFT	First Bankcard	Meetings/Operating Supplies	9,841.64
Total 001 GENERAL FUND				\$ 456,708.38

Attachment: Warrant Register No 21 - November 12, 2015 (1230 : Warrant Registers)

Town of Yucca Valley

Warrant Register

November 12, 2015

Fund	Check #	Vendor	Description	Amount
200 DEPOSITS FUND				
	47741	Hi-Desert Publishing	Legal Advertising	\$ 308.00
	47758	NRO Engineering	Engineering Services	3,455.00
	47769	SBCO-Recorder	Filing Fees	27.00
Total 200	DEPOSITS FUND			\$ 3,790.00
511 COPS-LLESA FUND				
	47770	SBCO Sheriff's Dept	FY 15/16 1st Qtr LLESA	\$ 29,629.08
Total 511	COPS-LLESA FUND			\$ 29,629.08
515 GAS TAX FUND				
	47708	AlSCO/American Linen, Inc.	Streets Uniform Maintenance	\$ 40.10
	47713	Builders Supply-Yucca Valley	Maintenance Supplies	16.40
	47721	Crafco, Inc.	Asphalt & Crack Sealant Supply	2,773.44
	47732	Gemini Specialized Machining	John Deere Grader Repair	975.00
	47740	Hi-Desert Water	Water Service	27.24
	47764	Quality Street Services, Inc.	Street Sweeping Services	5,702.00
	47765	RDO Equipment Co.	Vehicle #96 Maintenance	337.50
	47772	SCE	Electric Service	822.87
Total 515	GAS TAX FUND			\$ 10,694.55
516 LTF FUND				
	47758	NRO Engineering	Engineering Services	\$ 500.00
Total 516	LTF FUND			\$ 500.00
524 MEASURE I -2010-2040 FUND				
	47758	NRO Engineering	Engineering Services	\$ 250.00
	47772	SCE	Electric Service	4,088.76
	47786	Albert A. Webb Assoc.	Yucca Trail Study Services	2,500.00
Total 524	MEASURE I -2010-2040 FUND			\$ 6,838.76
800 CAPITAL PROJECTS RESERVE FUND				
	47712	Brian's Lockshop	Brehm 2 Security System	\$ 618.05
	47747	Knox Company	Brehm 2 Security System	204.08
	47753	Mobile Modular	Metal Storage Containers	9,026.00
	47758	NRO Engineering	Engineering Services	750.00
Total 800	CAPITAL PROJECTS RESERVE FUND			\$ 10,598.13
Report Total				\$ 518,758.90

Attachment: Warrant Register No 21 - November 12, 2015 (1230 : Warrant Registers)

**WARRANT REGISTER # 23
CHECK DATE - NOVEMBER 25, 2015**

FUND DISTRIBUTION BREAKDOWN

Checks # 47791 to # 47843 are valid:

GENERAL FUND # 001	\$66,701.33
INTERNAL SERVICE FUND # 100	\$1,933.08
DEPOSITS FUND # 200	\$167.11
COPS-LLESA FUND # 511	\$64.99
GAS TAX FUND # 515	\$7,638.43
CAPITAL PROJECTS FUND # 800	\$3,525.03
GRAND TOTAL	<u>\$ 80,029.97</u>

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

Attachment: Warrant Register No 23 - November 25, 2015 (1230 : Warrant Registers)

Town of Yucca Valley
Warrant Register
November 25, 2015

Fund	Check #	Vendor	Description	Amount
001	GENERAL FUND			
	47791	Merl Abel	City County Conference Expense	\$ 54.52
	47792	Accela, Inc.	Agenda Management Subscription	980.00
	47793	Aleshire & Wynder, LLC	10/15 Professional Services	7,757.39
	47794	Alsco/American Linen, Inc.	Uniform Maintenance	162.89
	47795	Animal Action League	Spay & Neuter Voucher Program	2,135.00
	47796	Avalon Urgent Care	Medical Screening Service	140.00
	47797	Builders Supply-Yucca Valley	Parks Maintenance Supplies	313.15
	47798	CACEO	Code Compliance Officer Training	25.00
	47799	Charles Abbott & Assoc, Inc.	Plan Check Fee Services	21,271.51
	47800	Checkered Flag Auto Spa	Vehicle Maintenance	35.90
	47801	Companion Animal Clinic	Veterinary Services & Supplies	99.87
	47802	Corelogics Information Solutions	Online Property Search Info.	165.00
	47803	CPRS District XIII	Mini Conference Registration	75.00
	47804	Data Ticket	Online Access Citation Process	409.72
	47805	Dept. of Pesticide Regulation	Certification	120.00
	47806	Desert Pacific Exterminators, LLC	Animal Shelter Services	49.00
	47807	Desert Arc	Parks Maintenance Service	4,344.37
	47808	Eisenhower Occupational Health	Medical Services	364.00
	47809	Farmer Bros. Co.	Office Supplies	74.11
	47812	Fred's Tires	Fleet Tire Replacement	50.79
	47814	Hi-Desert Water	Water Service	6.89
	47815	Hi-Grade Materials Co.	Streets Supplies	449.56
	47816	Institute-Transportation Engineers	Membership Renewal	306.78
	47817	MMASC	Membership Dues	75.00
	47818	Morongo Unified School District	Vehicle Fuel	2,684.52
	47820	Navitas Lease Corp.	Shelter Phone Lease	527.19
	47821	Pacific Utility	Facility Maintenance	3,431.52
	47822	Public Agency Retirement Services	Post Retirement Health Care Svs.	26.42
	47823	Public Agency Retirement Services	Trust Administration Svs.	300.00
	47825	Rogers, Anderson, Malody & Scott	Professional Services	5,590.00
	47826	Jessica Rice	Mileage Reimbursement	108.10
	47827	SBCO-Office of the Assessor	Assessor Disc	429.32
	47828	SBCO - Information Services	10/15 Radio Access	2,144.37
	47829	SBC Tax Collector	Brehm 2 Property Taxes	250.91
	47830	SCE	Electric Service	4,837.53
	47831	So. Cal. Gas Co.	Natural Gas Service	811.43
	47832	Southwest Networks, Inc.	Technology Support	340.00
	47833	Star2Star Communications, LLC	Animal Shelter Internet Phone	408.65
	47834	Steven Enterprises	Engineering Supplies	300.59
	47836	Traffic Management, Inc.	Park Compliance Signage	129.60
	47837	Trophy Express	Engraving Service	136.01

Attachment: Warrant Register No 23 - November 25, 2015 (1230 : Warrant Registers)

Town of Yucca Valley
Warrant Register
November 25, 2015

Fund	Check #	Vendor	Description	Amount
	47838	Vagabond Welding Supply	Vehicle # 43 Maintenance	716.00
	47839	VCA Yucca Valley Animal Hospital	Veterinary Professional Service	1,011.10
	47840	Valley Independent	Event Printing Expense	344.63
	47841	Walmart Community	Program Supplies	983.91
	47842	Woods Auto Repair	Vehicle Maintenance & Inspection	51.50
	47843	Yucca Valley Quick Lube, LLC	Fleet Vehicles Maintenance	231.67
	EFT	Home Depot	Facilities Maintenance/Supplies	1,440.91
Total 001	GENERAL FUND			\$ 66,701.33
	100 INTERNAL SERVICE FUND			
	47813	GE Capital Corporation	Com Dev Copier Lease	\$ 1,933.08
Total 100	INTERNAL SERVICE FUND			\$ 1,933.08
	200 DEPOSITS FUND			
	47810	FedEx	Delivery Service	\$ 167.11
Total 200	DEPOSITS FUND			\$ 167.11
	511 COPS-LLESA FUND			
	47835	Time Warner Cable	Sheriff's Office Cable Svs.	\$ 64.99
Total 511	COPS-LLESA FUND			\$ 64.99
	515 GAS TAX FUND			
	47794	AlSCO/American Linen, Inc.	Streets Uniform Maintenance	\$ 37.51
	47811	Flint Trading, Inc.	Streets Maintenance Supplies	1,882.84
	47824	Quality Street Services, Inc.	Street Sweeping Services	4,610.00
	47836	Traffic Management, Inc.	Street Signage	1,108.08
Total 515	GAS TAX FUND			\$ 7,638.43
	800 CAPITAL PROJECTS RESERVE FUND			
	47819	National Business Furniture, LLC	Office Partitions	\$ 3,525.03
Total 800	CAPITAL PROJECTS RESERVE FUND			\$ 3,525.03
***	Report Total			\$ 80,029.97

Attachment: Warrant Register No 23 - November 25, 2015 (1230 : Warrant Registers)

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Lesley Copeland, Town Clerk

Date: November 16, 2015
Meeting Date: December 15, 2015

Subject: Selection of Mayor and Mayor Pro Tem for 2016

Recommendation:

Nominate a Council Member to serve as Mayor for 2016; and
Nominate a Council Member to serve as Mayor Pro Tem for 2016

Order of Procedure

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

Discussion

Traditionally, the Mayor Pro Tem is nominated as Mayor and the next Mayor Pro Tem is nominated according to seniority. In accordance with the Town of Yucca Valley Manual for Procedural Guidelines for the Conduct of Town Council, and following the tradition set by the Council in past election cycles, the seniority of the new Council would typically be as follows:

Mayor	Robert "Bob" Leone
Mayor Pro Tem	Merl Abel
Councilmember	Rick Denison
Councilmember	Robert Lombardo
Councilmember	George Huntington

However, as also stated in the Town’s procedural guidelines, the Town Council may choose to nominate and confirm through majority vote any member of the Council for Mayor and Mayor Pro Tem based on qualifications, need or other criteria as appropriate.

Alternatives

None Recommended

Fiscal Impact
None

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Shane Stueckle, Deputy Town Manager

Date: December 10, 2015
Meeting Date: December 15, 2015

Subject: Public Facility Development Impact Fee Annual Report

Recommendation:

That the Town Council retains the current Public Facility Development Impact Fee structure.

Prior Review: The Town Council scheduled this matter for public hearing at its meeting of November 17, 2015. There were no modifications to the fees in 2012, 2013, or 2014.

At its meeting of October 18, 2011, the Town Council:

Established subdivision single family residential public facility development impact fees at the maximum level of \$9,081 per unit;

Modified the development incentive program for infill single family residential public facility development impact fees, setting the fees at \$2,568 per unit with those fees dedicated to Park facilities;

Retained multi-family residential public facility development impact fees at \$3,600 per unit;

Modified the development incentive program for commercial, general office, and industrial development projects as follows:

Up to 3,000 square feet:	\$1.00 per square foot
3,001 to 5,000 square feet:	\$2.00 per square foot
5,001 to 10,000 square feet:	\$4.00 per square foot
10,001 square feet or more:	\$7.85 per square foot

Approved the above public facility development impact fee levels through December 2013 or until thereafter as modified and amended by the Town Council.

At its meeting of October 5, 2010, the Town Council established revised maximum legally defensible public facility development impact fee for the planning period through 2025;

maintained the public facility development impact fees at their then current levels; and adopted the development incentive program, waiving public facility development impact fees for infill single family residential development and for the first 10,000 square feet of commercial, general office, and industrial development projects.

Executive Summary: Pursuant to the Study prepared by MuniFinanical dated May 5, 2005, on October 27, 2005, the Town Council established Public Facilities Development Impact Fees (DIF) for new residential development. The fees became effective on January 30, 2006. The Town Council implemented Public Facility Development Impact Fees for non-residential development in 2008. Annual review of those Fees is required.

The Town Council, pursuant to Ordinance No. 173 annually receives the report and reviews the fee levels.

Order of Procedure:

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

Discussion: The Public Facilities Development Impact Fee Study (Study) evaluated and established maximum legally defensible fee levels that could be imposed on new development, based upon the impact to the Town's public infrastructure system. The infrastructure systems evaluated included the following.

1. General Facilities
2. Park Facilities
3. Trails
4. Storm Drains
5. Streets and Traffic

The Study analyzed the need for public facilities and capital improvements to support future development within the Town through 2025. As part of estimating facility needs, the Study uses residential and household population data provided by the California Department of Finance and internal projections developed for the Town by Stan Hoffman and Associates. The Study identified the following parameters for the different impact fee categories.

- * Identified the purpose of the fee;
- * Identified the use to which the fee will be put;
- * Determined that there is a reasonable relationship between the fee’s use and the type of development on which the fee is to be imposed;
- * Determined how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is to be imposed;
- * Demonstrated a reasonable relationship between the amount of the fees and the costs of the public facilities or portions of the facilities attributable to the development upon which the fees are imposed.

Infrastructure needs within the Town are extensive. Over \$200 million for just streets and flood control systems will be necessary to put into place adequate road and drainage infrastructure to meet community needs. These needs cannot be funded by impact fees alone as new development cannot pay for any existing infrastructure deficits.

The following table illustrates the maximum legally defensible public facility development impact fees for the planning period through 2025, as established by the Town Council at the meeting of October 18, 2011.

Proposed	General Facilities	Parks	Trails	Storm Drains	Street & Traffic	Total
RESIDENTIAL						
		(fee per dwelling unit)				
SFR	\$ 1,181	\$ 2,568	\$ 458	\$ 2,632	\$ 2,242	\$ 9,081
MFR	913	1,980	354	1,316	1,789	6,352
NON-RES						
		(per 1,000 square feet building area)				
Commercial	\$ 264	NA	NA	\$ 1,737	\$ 5,734	\$ 7,735
Office	352	NA	NA	1,816	4,915	7,083
Industrial	176	NA	NA	1,211	1,789	3,176

The table below identifies the fee levels as established by the Town Council in 2011.

Dev. Type	2005 Maximum	Pre-2010	Oct-2010	Prior	10-18-11 Established Fee
SFR,	\$15,815	\$5,200	\$9,081	\$5,200	\$9,081

Subdiv.					
Infill	NA		NA	\$0	\$2,568 to Park Development
MFR	\$10,820	\$3,600	\$6,352	\$3,600	\$3,600
Commercial	\$19.49 sq. ft.	\$1.00 sq.ft.	\$7.74 sq.ft.	\$0 under 10K \$1 sq. ft. over	Up to 3,000 sq ft: \$1 sq ft 3001-5000 sq ft: \$2 sq ft 5001-10,000 sq ft: \$4 sq ft * 10,001 + sq ft: \$7.74**
Office	\$17.54 sq. ft.		\$7.08	\$0 under 10K \$1 sq. ft. over	
Industrial	\$7.50 sq. ft.		\$3.18	\$0 under 10K \$1 sq. ft. over	

*Industrial caps at \$3.18

**Office caps at \$7.08

Alternatives

The Town Council may provide direction as deemed appropriate.

Fiscal Impact

No modifications to the Fees are recommended at this time.

Beginning/Ending Balance(s) for the five individual Fee categories as of June 30, 2015, are as follows:

	<u>6/30/2014</u>	<u>6/30/2015</u>	<u>2014-15 Expenditures</u>
General Facility	\$352,587	\$344,892	\$54,000
Parks	(113,653)	(29,823)	-
Streets/Traffic	893,232	1,047,150	-
Drainage	627,801	728,442	-

Trails	24,564	39,609	-
Total Fund Balance	<u>\$1,784,531</u>	<u>\$2,130,269</u>	<u>\$54,000</u>

The above balances reflect the appropriations and transfers authorized by the Town Council with the adoption of prior FY Budgets when all funds have been repaid.

Other Fund activity since inception includes interest earnings in the amount of \$59,314.

Fund balance as of June 30, 2015 is \$2,130,269. Cash balance as of June 30, 2015 is \$1,574,999.

Attachments:
Resolution No. 11-11 with Attachments

RESOLUTION NO. 11-11

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
YUCCA VALLEY, CALIFORNIA, CONTINUING THE PUBLIC
FACILITY DEVELOPMENT IMPACT FEES FOR NEW
DEVELOPMENT WITHIN THE TOWN OF YUCCA VALLEY

WHEREAS, California Government Code Sections 66000 et seq. enables cities to charge fees for public facilities; and

WHEREAS, Sections 66000 et seq. of the California Government Code contains the provisions defining parameters of development impact fees, as well as reporting and maintenance requirements to ensure the ongoing appropriateness of the fees charged; and

WHEREAS, the Town of Yucca Valley established Public Facility Development Impact Fees effective February 1, 2006 through adoption of Resolution No. 05-59; and

WHEREAS, the first deposits into the Public Facility Development Impact Fees occurred on March 27, 2006; and

WHEREAS, the Town of Yucca Valley ("Town") imposes certain development impact fees ("Development Impact Fees") upon development project applicants ("Applicants") to recover the costs to the Town for the future construction of public infrastructure facilities and improvements ("Public Improvements") necessitated by increasing development within the Town; and

WHEREAS, the continuing growth of the Town, combined with the continued expectation of infrastructure development by persons who live and work in the Town, and historical and recent reductions by the State of California in property tax allocations to local governments have been catalysts for the need for the Town's Public Improvements, made necessary by new development; and

WHEREAS, due to the increased need for Public Improvements caused by new development, without Public Facility Development Impact Fees, other fees charged to Applicants do not adequately recoup the Town's costs of constructing Public Improvements and, therefore, a significant amount of these Public Improvements would be paid for out of the Town's general fund and borne by the general public unless Development Impact Fees are continued; and

WHEREAS, the Town Council finds that the approval of development projects is of special benefit to Applicants and that development projects constructed by Applicants impose a special burden upon Public Improvements separate and apart from and in addition to that of the public; and therefore, in the interests of fairness to the general public, the Town desires to better recover the costs of

development impacts upon Public Improvements from Applicants who seek the Town's approval for development projects; and

WHEREAS, the Town has established infrastructure needs based upon the Town's adopted General Plan, the General Plan Circulation Element, the General Plan Park, Recreation, and Trails Element, the adopted Master Plan of Drainage, the adopted Parks and Recreation Master Plan, the adopted Trails Master Plan, the Caltrans SR 62 Route Concept Report, the Caltrans SR 247 Route Concept Report, and based upon the population growth projections developed for the Town by Stan Hoffman & Associates ("Plans & Projections"); and

WHEREAS, the continuation of Development Impact Fees is based upon the information contained in the document prepared by MuniFinancial entitled "Public Facilities Development Impact Fee Study", dated May 2, 2005 ("Study"); and

WHEREAS, descriptions of each of the Public Improvements, their approximate location, size, and their estimated costs are also set forth in the Study, in addition to the Plans and Projections cited above; and

WHEREAS, the Study complies with the California Government Code Section 66001 by establishing the basis for the imposition of fees for new development; and in particular, the Study accomplishes the following:

1. Identify the purpose of the proposed fees;
2. Identify the use to which the fees will be put;
3. Demonstrate a reasonable relationship between the fees' use and the types of projects on which the fees are imposed;
4. Demonstrate a reasonable relationship between the need for the public facilities and the types of developments on which the fees are imposed; and
5. Demonstrate a reasonable relationship between the amount of the fees and the cost of the public facilities or portions of the facilities attributable to the developments on which the fees are imposed; and

WHEREAS, the Public Facilities Development Impact Fee Study prepared by MuniFinancial, Dated May 2, 2005, identifies and contains findings identifying items 1 through 5 above for General Facilities, Park Facilities, Trail Facilities, Storm Drain Facilities, and Street and Traffic Facilities, in addition to those findings contained in Attachment "B" to this Resolution; and

WHEREAS, the Development Impact Fee Report justifies the imposition and continuation of each development fee on new construction by analyzing the Town's needs for Public Improvements, assigning the costs on a fair share basis to the various types of development, and assigning the resulting fee per dwelling unit and/or commercial/office/industrial square footage, based on the anticipated burden of such new dwelling unit and/or commercial/office/industrial area on

Town Public Improvements and the need created by such dwelling unit and/or commercial/office/industrial area for new and expanded facilities and infrastructure; and

WHEREAS, the Development Impact Fees collected pursuant to this Resolution shall be used to finance the Public Improvements described or identified in the Study; and

WHEREAS, the projects and fee methodologies identified in the Study are consistent with the Town's General Plan; and

WHEREAS, after considering the types of projects to be funded by the Development Impact Fees and the cost estimates contained in the Study, the Town Council approves such projects and approves the cost estimates and finds them reasonable as the basis for calculating and imposing the Development Impact Fees; and

WHEREAS, copies of the Study are on file in the Town Clerk's office and have been made available for public review in accordance with state law, as more fully described below; and

WHEREAS, copies of the Plans and Projections are on file in the Town Clerk's office and have been made available for public review in accordance with state law, as more fully described below; and

WHEREAS, the Town Council considered the Public Facility Development Impact Fees at a public hearing on October 5, 2010; and

WHEREAS, the Town Council adopted Ordinance No. 217 at its meeting of October 19, 2010, amending section 3.40.070 B of Chapter 3.40 of the Yucca Valley Municipal Code amending the methodology for evaluating and establishing the maximum legally defensible public facility development impact fees imposed upon new development and as attached to this Resolution as Attachment "C"; and

WHEREAS, the Town Council adopted Resolution No. 10-26 at its meeting of October 5, 2010, reducing the maximum legally defensible public facility development impact fees contained in the 2005 MuniFinancial Study related to the Town of Yucca Valley Development Impact Fee Schedule and as attached to this Resolution as Attachment "D"; and

WHEREAS, pursuant to Government Code Section 66000, et. Seq., the Town is empowered to impose fees and other exactions to provide necessary Public Improvements required to mitigate the effects of new development in the Town; and

WHEREAS, pursuant to Government Code Section 66006, the Town deposited its Public Facility Development Impact Fees in separate funds in a manner to avoid co-mingling of the Development Impact Fees with other revenues of the Town, except for temporary investments, and to expend such Development Impact Fees solely for the purpose for which the Development Impact Fees were collected; and

WHEREAS, Government Code Section 66006 permits the Town to make inter-fund transfers and loans between capital facilities accounts upon those reasonable terms of repayment and interest rates as determined by the Town Council; and

WHEREAS, the Town of Yucca Valley has made no inter-fund transfers or loans between capital facility accounts contained Public Facility Development Impact Fees; and

WHEREAS, California Government Code Section 66001(d) requires the Town Council to make specified findings every five years with respect to any portion of the Public Facility Development Impact Fees collected that remain unexpended or uncommitted in its account and to identify the purpose to which the fee is to be put and to demonstrate a reasonable relationship between the fee and the purpose for which it was charged; and

WHEREAS, attachment "B" to this Resolution identifies the purpose(s) to which the Public Facility Development Impact Fees are to be put for General Facilities, Park Facilities, Trail Facilities, Storm Drain Facilities, and Street and Traffic facilities; and

WHEREAS, Ordinance No. 217 adopted by the Town Council on October 19, 2010, amended the "Study" for determining the maximum legally defensible public facility development impact fees; and

WHEREAS, the amendments to the Study enacted by Ordinance No. 217 are found consistent with the purpose to which the fee is to be put and to demonstrate a reasonable relationship between the fee and the purpose for which it was charged; and

WHEREAS, the Town Council conducted the review of its Public Facility Development Impact Fees required by California Government Code Section 66001(d) on an annual basis in conjunction with its review of the capital improvement program as required by California Government Code Section 6600a02(b) and the annual accounting as required by California Government Code Section 66006 (b)(1); and

WHEREAS, the purpose of this Resolution is to re-establish the Public Facility Development Impact Fees based upon the 2005 MuniFinancial "Study" and to

enable the Town to continue the Public Facility Development Impact Fee Program; and

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

Section 1. The 5-Year Report identifies the purpose for each Public Facility Development Impact Fee.

Section 2. The 5-Year Report identifies the amount of fees unexpended in each Fund at June 30, 2010 and sufficient detail regarding the expected use of the fees to demonstrate a reasonable relationship between the fee and the purpose for which it is charged.

Section 3. The 5-Year Report includes the sources and amount of funding anticipated to complete financing of incomplete improvements identified in each program.

Section 4. The 5-Year Report includes the approximate dates on which the funding is expected to be deposited into the appropriate account or fund to finance the incomplete improvements.

PASSED, APPROVED AND ADOPTED this 1st day of March, 2011


MAYOR

ATTEST:


TOWN CLERK

Attachment: Resolution No. 11-11 with Attachments (1241 : Public Facility Development Impact Fee Annual Report)

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

TOWN OF YUCCA VALLEY

I, Janet M. Anderson, Town Clerk of the Town of Yucca Valley, California do hereby certify that Resolution No. 11-11 was duly and regularly adopted by the Town Council of the Town of Yucca Valley, California, at a meeting thereof held on the 1st day of March, 2011, by the following vote:

AYES: Council Members Hagerman, Luckino, Mayes, Rowe, and Mayor
Huntington

NOES: None

ABSTAIN: None

ABSENT: None



TOWN CLERK

ATTACHMENT "A"
PUBLIC FACILITIES DEVELOPMENT IMPACT FEE STUDY
PREPARED BY MUNIFINANCIAL
MAY 2, 2005

Attachment: Resolution No. 11-11 with Attachments (1241 : Public Facility Development Impact Fee Annual Report)

TOWN OF YUCCA VALLEY

PUBLIC FACILITIES
DEVELOPMENT IMPACT FEE STUDY

MAY 2, 2005

Final



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Attachment: Resolution No. 11-11 with Attachments (1241 : Public Facility Development Impact Fee Annual Report)

EXECUTIVE SUMMARY

This report summarizes an analysis of the need for public facilities and capital improvements to support future development within the Town of Yucca Valley through 2025. It is the Town's intent that the costs representing future development's share of these facilities and improvements be imposed on that development in the form of a development impact fee, also known as a public facilities fee. The public facilities and improvements included in this analysis of the Town's public facilities fee program are divided into the fee categories listed below.

- General
- Storm Drains
- Parks
- Streets and Traffic
- Trails

Background and Study Objectives

The primary policy objective of a public facilities fee program is to ensure that new development pays the capital costs associated with growth. To fulfill this objective public agencies should review and update their fee programs periodically to incorporate the best available information. The primary purpose of this report is to adjust fees to incorporate current facility plans to serve a 2025 service population.

The Town imposes public facilities fees under authority granted by the *Mitigation Fee Act*, contained in *California Government Code Sections 66000 et seq.* This report provides the necessary findings required by the *Act* for adoption of the revised fees presented in the fee schedules contained herein.

Development Projections

To estimate facility needs, this study uses residential and household population data provided by the California Department of Finance and internal projections developed for the Town of Yucca Valley by Stan Hoffman and Associates. Current and projected employment figures were based on data provided by Clontar and the Southern California Association of Governments (SCAG). The development projections used in this analysis are summarized in Table E.0.

Table E.0: Demographic Assumptions

	2004	2025	Increase
Residents ¹	18,410	33,880	15,470
Dwelling Units ¹			
Single Family	6,710	11,230	4,520
Multi-family	1,730	2,900	1,170
Total	8,440	14,130	5,690
Employment ^{2,3}			
Commercial	3,040	5,090	2,050
Office	660	1,100	440
Industrial	600	1,000	400
Subtotal	4,300	7,190	2,890
Other ⁴	1,640	2,750	1,110
Total	5,940	9,940	4,000
Building Square Feet (000s) ⁵			
Commercial	7,600	12,730	5,130
Office	2,200	3,670	1,470
Industrial	1,000	1,670	670
Total	10,800	18,070	7,270

¹ California Department of Finance (DOF), Southern California Association of Governments (SCAG), Data from Town of Yucca - Stan Hoffman and Associates Population Projections, March, 2005.

² Assumes percentage of employees by land use remains constant to total from 2004 to 2025.

³ Estimates by land use type based a Claritas report prepared for the Town of Yucca Valley, February 2004. Projected employment figures derived by assuming a constant ratio of jobs to housing.

⁴ Represents government and other institutional.

⁵ Based on employment by land use and occupant density shown in Table 2.0.

Sources: Table 2.0; California Department of Finance (DOF), Table E-5, 2004; Town of Yucca Valley; Southern California Association of Governments (SCAG); Claritas 2004; MuniFinancial.

Facility Standards and Costs of Growth

This fee analysis uses standards based on the Town's policy to determine the cost of facilities required to accommodate growth for public facilities. A standard for each facility category considered in this study is derived from the Town's facility plans for 2025. Depending on the facility standard, the Town currently may or may not have sufficient facilities to serve existing development. If the Town's existing facilities are below standard, then a deficiency exists. In this case, the portion of the cost of planned

facilities associated with correcting the deficiency must be allocated to funding sources other than the fee. Public facilities fees can only fund planned facilities needed to accommodate new development at the adopted standard.

Therefore, this study distinguishes between the share of planned facilities needed to accommodate growth and the share that serves existing residents and businesses. New development can only fund its fair share of planned facilities. To ensure compliance with the law, this study ensures that there is a reasonable relationship between new development, the amount of the fee, and facilities funded by the fee.

Fee Schedules and Revenues

Table E.1 summarizes the schedule of maximum justified public facilities fees based on the analysis contained in this report.

Table E.1: Proposed Facilities Fee Summary

Land Use	General Facilities	Parks	Trails	Storm Drains	Streets & Traffic	Total
<i>Residential (Fee per Dwelling Unit)</i>						
Single Family Unit	\$ 1,200	\$ 2,568	\$ 458	\$ 5,101	\$ 6,137	\$ 15,815
Multi-family Unit	886	1,980	354	2,581	4,809	10,020
<i>Non-residential (Fee per 1,000 Building Square Feet)</i>						
Commercial	\$ 340	N/A	N/A	\$ 3,407	\$ 15,741	\$ 19,488
Office	452	N/A	N/A	3,560	13,531	17,543
Industrial	226	N/A	N/A	2,377	4,094	7,497

Source: MuniFinancial

1. INTRODUCTION

This report presents an analysis of the need for public facilities to accommodate new development in the Town of Yucca Valley. This chapter explains the study approach and summarizes results under the following sections:

- Background and study objectives;
- Public facilities financing in California;
- Organization of the report; and
- Facility standards approach.

Background and Study Objectives

The primary policy objective of a public facilities fee program is to ensure that new development pays the capital costs associated with growth. To fulfill this objective public agencies should review and update their fee programs periodically to incorporate the best available information. The primary purpose of this report is to adjust fees to incorporate current facility plans to serve a 2025 service population for the Town of Yucca Valley.

The Town imposes public facilities fees under authority granted by the *Mitigation Fee Act*, contained in *California Government Code* Sections 66000 *et seq.* This report provides the necessary findings required by the *Act* for adoption of the revised fees presented in the fee schedules contained herein.

Public Facilities Financing in California

The changing fiscal landscape in California during the past 30 years has steadily undercut the financial capacity of local governments to fund infrastructure. Three dominant trends stand out:

- The passage of a string of tax limitation measures, starting with Proposition 13 in 1978 and continuing through the passage of Proposition 218 in 1996;
- Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses; and
- Steep reductions in federal and state assistance.

Faced with these trends, many cities and counties have had to adopt a policy of "growth pays its own way". This policy shifts the burden of funding infrastructure expansion from existing rate and taxpayers onto new development. This funding shift has been accomplished primarily through the imposition of assessments, special taxes, and

development impact fees also known as public facilities fees. Assessments and special taxes require approval of property owners and are appropriate when the funded facilities are directly related to the developing property. Development fees, on the other hand, are an appropriate funding source for facilities that benefit all development jurisdiction-wide. Development fees need only a majority vote of the legislative body for adoption.

Organization of the Report

The determination of a public facilities fee begins with the selection of a planning horizon and development of projections for population and employment. These projections are used throughout the analysis of different facility categories, and are summarized in Chapter 2.

Chapters 3 through 7 are devoted to documenting the maximum justified public facilities fee for each of the following five facility categories:

- General
- Storm Drains
- Parks
- Streets and Traffic
- Trails

The five statutory findings required for adoption of the proposed public facilities fees in accordance with the *Mitigation Fee Act* (codified in *California Government Code* Sections 66000 through 66025) are summarized in Chapter 12.

Facility Standards Approach

A facility standard is a policy that indicates the amount of facilities required to accommodate service demand. Examples of facility standards include building square feet per capita and park acres per capita. Standards also may be expressed in monetary terms such as the replacement value of facilities per capita. The adopted facility standard is a critical component in determining new development's need for new facilities and the amount of the fee. Standards determine new development's fair share of planned facilities and ensure that new development does not fund deficiencies associated with existing development.

The most commonly accepted approaches to determining a facility standard are described below.

- The existing inventory method uses a facility standard based on the ratio of existing facilities to the existing development. Under this approach new development funds the expansion of facilities at the same rate that existing development has provided facilities to date. By definition, the existing inventory method does not consider facility deficiencies attributable to existing development. To increase facility standards the jurisdiction must secure funding in addition to development fees.

- * The system plan method calculates the standard based on the ratio of all existing plus planned facilities to total future demand (existing and new development). This method is used when (1) the local agency anticipates increasing its facility standard above the existing inventory standard discussed above, and (2) planned facilities are part of a system that benefit both existing and new development. Using a facility standard that is higher than the existing inventory standard creates a deficiency for existing development. The jurisdiction must secure non-fee funding for that portion of planned facilities required to correct the deficiency.
- * The planned facilities method calculates the standard solely based on the ratio of planned facilities to the increase in demand associated with new development. This method is appropriate when planned facilities only benefit new development, such as a sewer trunk line extension to a previously undeveloped area. This method also may be used when there is excess capacity in existing facilities that can accommodate new development. In that case new development can fund facilities at a standard lower than the existing inventory standard and still provide an acceptable level of facilities.

This study uses the existing inventory approach to determine facility standards for general facilities. Fees for parks, trails, and storm drains are based on the system plan method. Finally, streets and traffic fees are based on the planned facilities standard.

2. GROWTH PROJECTIONS

To assist in determining the appropriate fee structure, new development growth projections are used. Projected new development is estimated using the existing service population in 2004 as a base year with a Planning Horizon through the year 2025.

Use of Growth Projections on Impact Fees

Estimates of the existing service population and projections of growth are critical assumptions used throughout this report. These estimates are used as follows:

- Estimates of total development at the 2025 Planning Horizon are used to determine the total amount of public facilities required to accommodate growth and to allocate those costs on a per unit basis (for example, costs per capita or per EDU).
- Estimates of service population growth from 2004 to 2025 are used to allocate to new development its fair share of total planned facility needs.

To measure the existing service population and future growth, population and worker data, also identified as residents and workers, respectively, are used for the General and Parks and Trails facilities. These measures are used because numbers of residents and workers are reasonable indicators of the level of demand for public facilities. The Town builds public facilities primarily to serve these populations and, typically, the greater the population the larger the facility required to provide a given level of service. To measure growth for storm drains, the impervious surface area of a new development is linked to EDUs, while trip generation by use classification is used for streets and traffic signals.

Service Population Equivalent Dwelling Units and Impacts

Different types of new development use public facilities at different rates in relation to each other, depending on the services provided. In Chapters 3 through 5, a specific service population is identified for each facility category to reflect total demand. The service population weights residential land use types against non-residential land uses based on the relative demand for services between residents and workers. Chapter 6 uses an impervious surface area linked to an EDU factor that weights each land use type against one single-family unit's demand for services. Chapter 7 uses trip generation by use classification to determine the fees.

Land Use Types

To ensure a reasonable relationship between each fee and the type of development paying the fee, growth projections distinguish between different land use types. The land use types used in this analysis are defined below.

- **Single family:** Attached and detached one-family dwelling units; and
- **Multi-family:** All attached single family dwellings such as duplexes and condominiums, plus mobile homes, apartments, and dormitories.
- **Commercial:** All commercial, retail, educational, and hotel/motel development.
- **Office:** All general, professional, and medical office development.
- **Industrial:** All manufacturing and warehouse development.

Some developments may include more than one land use type, such as an industrial warehouse with living quarters (a live-work designation) or a planned unit development with both single and multi-family uses. In these cases the public facilities fee would be calculated separately for each land use type.

The Town should have the discretion to impose the public facilities fee based on the specific aspects of a proposed development regardless of zoning. The guideline to use is the probable occupant density of the development, either residents per dwelling unit or workers per building square foot. The fee imposed should be based on the land use type that most closely represents the probable occupant density of the development.

Occupant Densities

Occupant densities ensure a reasonable relationship between the increase in service population and amount of the fee. To do this, they must vary by the estimated service population generated by a particular development project. Developers pay the fee based on the number of additional housing units or building square feet of nonresidential development, so the fee schedule must convert service population estimates to these measures of project size. This conversion is done with average occupant density factors by land use type, shown in Table 2.0.

The residential occupant density factors are derived from the 2000 U.S. Census Bureau's Tables H-31 through H-33. Table H-31 provides vacant housing units data, while Table H-32 provides information relating to occupied housing. Table H-33 documents the total 2000 population residing in occupied housing. The US Census numbers are adjusted by using the California Department of Finance ("DOF") estimates for January 1, 2004 found on Table E.5, and the most recent State of California data available. The non-residential density factors are based on *Employment Density Study Summary report*, prepared for the Southern California Association of Governments, October 2001 by The Natelson Company. For example, the industrial density factor represents an average for light industrial, heavy industrial, and warehouse uses likely to occur in the Town.

Table 2.0: Density Assumptions

Land Use	Density	
<i>Residential</i>		
Single Family	2.29	Residents per Dwelling Unit
Multifamily	1.77	Residents per Dwelling Unit
<i>Non-residential</i>		
Commercial	2.50	Employees per 1,000 square feet
Office	3.33	Employees per 1,000 square feet
Industrial	1.67	Employees per 1,000 square feet

Source: 2000 Census, Tables H31-H33; California Department of Finance (DOF), Table E-5, 2004; Southern California Association of Governments (SCAG); MuniFinancial.

Growth Projections for Yucca Valley

The base year for this study is the year 2004. The existing facilities in 2004 combined with the planned facilities in 2025 will make up the system plan standard in our study.

Base year residential estimate is calculated using the California Department of Finance (DOF) January 1, 2004 estimates and information provided by Town staff. Base year employment estimates are based on data from the Southern California Association of Governments (SCAG) and the California Employment Development Department (EDD). Future 2025 population and dwelling units were provided by the Town of Yucca Valley. Employment projections were interpolated from the current employment estimates (provided by Claritas) by maintaining the jobs-housing ratio. Building square footage was computed by MuniFinancial using the density assumptions shown in Table 2.0.

Table 2.1 shows estimates of the growth in terms of residents and workers.

Table 2.1: Demographic Assumptions

	2004	2025	Increase
Residents ¹	18,410	33,880	15,470
Dwelling Units ¹			
Single Family	6,710	11,230	4,520
Multi-family	1,730	2,900	1,170
Total	8,440	14,130	5,690
Employment ^{2,3}			
Commercial	3,040	5,080	2,050
Office	660	1,100	440
Industrial	600	1,000	400
Subtotal	4,300	7,180	2,880
Other ⁴	1,640	2,750	1,110
Total	5,940	9,940	4,000
Building Square Feet (000s) ⁵			
Commercial	7,600	12,730	5,130
Office	2,200	3,670	1,470
Industrial	1,000	1,670	670
Total	10,800	18,070	7,270

¹ California Department of Finance (DOF), Southern California Association of Governments (SCAG), Data from Town of Yucca - Stan Hellman and Associates Population Projections, March, 2005.

² Assumes percentage of employees by land use remains constant to total from 2004 to 2025.

³ Estimates by land use type based on Claritas report prepared for the Town of Yucca Valley, February 2004. Projected employment figures derived by assuming a constant ratio of jobs to housing.

⁴ Represents government and other institutional.

⁵ Based on employment by land use and occupant density shown in Table 2.0.

Sources: Table 2.0; California Department of Finance (DOF), Table E-6, 2004; Town of Yucca Valley; Southern California Association of Governments (SCAG); Claritas 2004; ManFInandol.

3. GENERAL FACILITIES

The purpose of the fee is to ensure that new development funds its fair share of general public facilities. A fee schedule is presented based on the cost of these facilities to ensure that new development provides adequate funding to meet its needs.

Service Population

General public facilities serve both residents and businesses. Therefore, demand for services and associated facilities are based on the Town's service population including residents and workers.

Table 3.0 shows the estimated service population in 2004 and 2025. In calculating the service population, workers are weighted less than residents to reflect lower per capita service demand. Nonresidential buildings are typically occupied less intensively than dwelling units, so it is reasonable to assume that average per-worker demand for services is less than average per-resident demand. The 0.24-weighting factor for workers is based on a 40-hour workweek divided by the total number of hours in a week (168).

Table 3.0: General Facilities Service Population

	Residents	Workers	Service Population
Existing (2004)	18,410	5,940	19,840
New Development (2004-2025)	15,470	4,000	16,430
Total (2025)	33,880	9,940	36,270
Weighting factor	1.00	0.24	

Sources: Table 2.1; MuniFinancial

Facility Inventories, Plans & Standards

Existing Town facilities house the Town Council chambers, the Town Manager and Town Clerk's offices and other governance and administrative functions. These existing facilities, as well as, the current facility standard are noted in Table 3.1.

Table 3.1: General Facilities Existing Standard

	Inventory	Cost/Unit	Total Value
<u>Existing Facilities</u>			
<u>Land (acres)</u>			
Town Hall Complex	0.27	\$ 20,000	\$ 185,000
California Welcome Center	1.75	20,000	35,000
Public Works Complex	1.60	20,000	32,000
Subtotal Land			\$ 252,000
<u>Buildings (sq. ft.)</u>			
Town Hall Complex			
Town Hall/Library	12,640	\$ 200	\$ 2,528,000
Community Center	11,922	250	2,981,000
Museum	5,108	200	1,022,000
California Welcome Center	4,400	200	880,000
Subtotal Town Hall Complex	34,070		\$ 7,411,000
Corporation Yard			
Admin. Building	6,897	\$ 200	\$ 1,379,000
Operations Building	9,623	200	1,925,000
Subtotal Corporate Yard	16,520		\$ 3,304,000
Total Facilities			\$ 10,967,000
Existing Service Population (2004)			19,840
Cost per Capita			\$ 553
Facility Standard per Resident			\$ 563
Facility Standard per Worker			133

Sources: Tables 2.1 and 3.0; Town of Yucca Valley; Munifinancial

The contribution of new development towards future general facilities expenditures is captured in Table 3.2.

Table 3.2: New Development Development Contribution

Facility Standard Per Capita	\$	553
Growth in Service Population (2004-2025)		16,430
New Development Contribution	\$	9,082,000

Sources: Tables 3.0 and 3.1, Munifinancial

Fee Schedule

Table 3.3 shows the proposed general facilities fees based on the existing inventory standard shown in Table 3.1. The cost per capita is converted to a fee per unit of new development based on dwelling unit and building space densities (persons per dwelling unit ("DU") for residential development and workers per 1,000 square feet ("KSF") of building space for non-residential development).

Table 3.3: General Facilities - Proposed Fee Schedule

Land Use	Costs per Capita	Density	Fee	Admin ¹	Total Fee	Fee / Sq. Ft.
<i>Residential</i>						
Single Family	\$ 553	2.29	\$ 1,265	\$ 25	\$ 1,290	
Multi-family	553	1.77	976	20	996	
<i>Non-residential</i>						
Commercial	\$ 133	2.50	\$ 333	\$ 7	\$ 340	\$ 0.34
Office	133	3.33	443	9	452	0.45
Industrial	133	1.67	222	4	226	0.23

¹ Administration fee of 2.0 percent

Sources: Tables 2.0 and 3.1; Municipal

Attachment: Resolution No. 11-11 with Attachments (1241 : Public Facility Development Impact Fee Annual Report)

4. PARK FACILITIES

The purpose of the fee is to ensure that new development funds its fair share of park facilities. The Town would use fee revenues to expand park facilities to serve new development.

Service Population

Residents are the primary users of parkland. Therefore, demand for parks and associated facilities are based on the Town's residential population. Table 4.0 provides estimates of the resident population with a projection for the year 2025.

Table 4.0: Parks Facilities Service Population

	Residents
Existing (2004)	18,410
New Development (2004-2025)	15,470
Total (2025)	33,880

Source: Table 2.1

Facility Inventories, Plans & Standards

This section describes the Town's existing facility inventory, standards, and Planned Park facilities.

Existing Inventory

The Town owns and operates, or has agreements with other agencies to use various park facilities. The Town's inventory of improved park facilities includes approximately a total of 37.67 acres summarized in Table 4.1.

Table 4.1: Existing and Planned Park Facilities

Facility	Improved Acres	Unimproved Acres	Total Acres
<u>Existing Parks</u>			
Community Center Park	12.94		12.94
Jacobs Park	5.00		5.00
Machris Park	12.00		12.00
Remembrance Park	0.20		0.20
Sunnyslope Park	2.53	8.00	10.53
Paradise Valley Park	5.00		5.00
South Side Park		80.00	80.00
<u>Planned Parks</u>			
West End Park		10.00	10.00
East End Park		15.00	15.00
North End Park		10.00	10.00
Total Acres	37.67	123.00	160.67

Note: Excludes BLM patented open space lands

Sources: Town Parks Master Plan by Parks Ross-RSI, Dec. 10, 1999; Town of Yucca Valley; MuniFinancial

Park Facility Standards

To calculate new development's need for new parks, municipalities commonly use a ratio expressed in terms of developed park acres per 1,000 residents. The current Town General Plan policy standard for parks is 5.0 acres per 1,000 residents. Additional information included in this report was taken from the Town Parks Master plan completed for the Town by Parks Ross-RSI in December 1999. According to the provided information, The Town currently has 37.67 acres of improved parkland. To reach the Town's planning standard of 5.0 acres per 1,000 residents, the acquisition and improvement of an additional 8.33 acres and 131.33 acres, respectively, by 2025 is required (as shown in Table 4.2).

Table 4.2: Parks Facilities General Plan Standard

General Plan Standard (developed acres per 1,000 residents)	5.00
2025 Service Population	<u>33,800</u>
Total Facilities Needs (acres)	169.00
Total Land Acquired	160.67
Deficit	(8.33)
Total Improved Acreage	37.67
Deficit	(131.33)

Sources: Table 4.0; Town of Yucca Valley Comprehensive General Plan, Prepared by Town of Yucca Valley Community Development Department, Dec. 14, 1995; MuniFinancial

Unit Costs for Land Acquisition and Improvement

Unit costs represent the current cost of park acquisition and improvement. This approach represents the land costs and level of improvements that existing development have provided to date. This approach ensures that the cost of facilities to serve new development is not artificially increased, and new development unfairly burdened, compared to existing development.

The unit costs used to estimate the total cost of parkland facility needs are shown in Table 6.4. All costs are expressed in 2004 dollars. Land acquisition costs and improvement costs are based on the Town's experience with park development.

Table 4.3: Park Facilities Unit Costs

	Average Cost
<i>Per Acre</i>	
Land Acquisition	\$ 20,000
Park Improvement	<u>200,000</u>
Total	\$ 220,000

Source: Town of Yucca Valley; MuniFinancial

Total Needs and Costs

The total amount of park facilities to serve growth is calculated by multiplying the facility standards developed in Table 4.2 by the growth in residents. The total cost of these needs for park facilities is based on the average unit costs for land acquisition and improvements shown in Table 4.3. To accommodate the increase in service population through 2025 new development or alternative sources would need to fund facilities estimated to cost approximately \$17 million as shown in Table 4.4.

Table 4.4: Park Facilities to Accommodate Growth

Land Acquisition

General Plan Standard (acres/1,000 residents)	5.00	
Resident Growth (2004-2025)	<u>15,470</u>	
Facility Needs (acres)	77.35	
Average Unit Cost (per acre)	\$ 20,000	
Total Cost of Facilities		\$ 1,547,000

Land Improvement

General Plan Standard (acres/1,000 residents)	5.00	
Resident Growth (2004-2025)	<u>15,470</u>	
Facility Needs (acres)	77.35	
Average Improvement Cost (per acre)	\$ 200,000	
Total Cost of Facilities		\$ 15,470,000

Total		\$ 17,017,000
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Source: Tables 4.0, 4.1, and 4.3; MuniFinancial

If the Town cannot acquire all 77.35 acres calculated in Table 4.4 because of land constraints, the Town may apply the same funds to rehabilitating, renovating, or rebuilding facilities in existing parks. The \$15.47 million in improvement facilities must be used for enhancing, upgrading, adding, or expanding new park facilities. Renovating and intensifying development of existing parks is another reasonable method for accommodating growth that could be used in conjunction with expanding improved park acreage. The use of fee revenues would be identified through planned parkland acquisition and improvement projects described in the most recently adopted version of annual capital improvement budget.

The Town anticipates that the park fees would be the primary revenue source to fund the planned facilities required to serve new development. Table 4.5 shows the share of

costs that could be attributed to new development. This amount represents the balance after allocating to new development its share of those planned Park facilities.

Table 4.5: Parks Facilities Costs per Capita for New Development

	Land Acquisition	Land Improvement
Cost Per Acre	\$ 20,000	\$ 200,000
Facility Standard (acres per 1,000 residents)	5.00	5.00
Cost Per 1,000 capita	100,000	1,000,000
	1,000	1,000
Cost Per Resident	\$ 100	\$ 1,000

Sources: Tables 4.3 and 4.4; MuniFinancial

Alternative Funding Sources

The Town can obtain the funding needed to complement facilities fee revenues over the Planning Horizon through non-fee revenue sources. This funding is necessary to justify the fee imposed on new development using the standard shown here. If this funding is not obtained, the new development will have paid too high a fee by the end of the Planning Horizon.

Fee Schedule

Park facility cost per resident is shown in Table 4.6.

Table 4.6: Parks Facilities Fees

Land Use	Cost per Capita	Density	Fee	Admin ¹	Total Fee
Residential					
Single Family					
Land Acquisition	\$ 100	2.29	\$ 229	\$ 5	\$ 233
Park Improvement	1,000	2.29	2,289	46	2,335
Total					\$ 2,568
Multi-family					
Land Acquisition	\$ 100	1.77	\$ 177	\$ 4	\$ 180
Park Improvement	1,000	1.77	1,765	35	1,800
Total					\$ 1,980

¹ Administration fee of 2.0 percent

Sources: Tables 2.0 and 4.5, Municipal

Fee Credits

The fee schedule in Table 4.6 includes separate components for land acquisition and improvement so that the Town can calculate a credit if a developer dedicates parkland or provides improvements. An average per-acre reimbursement is reasonable because the fees collected may not be used in the same area from which they were collected. The costs provided in this report represent the current Town-wide value.

6. TRAILS

The purpose of the fee is to ensure that new development funds its fair share of trails. The Town would use fee revenues to expand the town's network of trails to serve new development.

Service Population

Residents are the primary users of Yucca Valley's trails. Therefore, demand for hiking and bike trails, and their associated facilities, are based on the Town's residential population. Table 5.0 provides estimates of the resident population with a projection for the year 2025.

Table 5.0: Trails Facilities Service Population

	Residents
Existing (2004)	18,410
New Development (2004-2025)	15,470
Total (2025)	33,880

Source: Table 2.1

Facility Inventories, Plans & Standards

This section describes the Town's existing facility inventory, standards, and planned Trails facilities.

Proposed Inventory

The Town has a comprehensive Trail Master plan completed by RHA Landscape Architects – Planners, Inc. The Trails Master Plan was completed in June 2002. The Town has since made amendments to this Trails Master Plan and the information in this report reflects those changes. The proposed Trails facilities are summarized in Table 5.1.

Table 5.1: Trail Inventory (Proposed)

	Estimated Construction Cost	Estimated Easement Cost ¹	Estimated Total Cost
Yucca Wash Trail - Reach 1	\$ 218,000	\$ -	\$ 218,000
Yucca Wash Trail - Reach 2	310,500	-	310,500
Yucca Wash Trail - Reach 3	234,000	990	234,990
California Riding & Hiking Trail - Yucca Wash - Reach 4	214,500	-	214,500
California Riding & Hiking Trail - Marvin Drive	85,800	3,300	89,100
California Riding & Hiking Trail - Hacienda Drive - Reach 1			
	278,900	1,320	278,220
California Riding & Hiking Trail - Hacienda Drive - Reach 2			
	191,100	4,290	195,390
California Riding & Hiking Trail - Chipmunk Trail	218,400	6,600	225,000
California Riding & Hiking Tr - Skyline Ranch Rd - Reach 1			
	280,800	2,310	283,110
California Riding & Hiking Tr - Skyline Ranch Rd - Reach 2			
	93,600	2,640	96,240
California Riding & Hiking Tr - Skyline Ranch Rd - Reach 3			
	189,000	4,200	193,200
Kickapoo Trail	144,300	2,640	146,940
Little Morongo Canyon Road - Reach 1	187,200	1,320	188,520
Little Morongo Canyon Road - Reach 2	138,500	680	137,160
Royal Springs Wash Trail	280,800	1,650	282,450
Black Rock Canyon Trail	148,200	10,230	158,430
East Burnt Mountain Wash Trail - Reach 1	144,300	2,640	146,940
East Burnt Mountain Wash Trail - Reach 2	226,200	8,250	234,450
East Burnt Mountain Wash Trail - Reach 3	261,300	-	261,300
San Andreas Road Trail - Reach 1	499,520	6,250	507,770
San Andreas Road Trail - Reach 2	472,760	3,960	476,720
San Andreas Road Trail - Reach 3	472,760	5,610	478,370
San Andreas Road Trail - Reach 4	148,200	990	149,190
Carmelita Wash Trail	202,800	-	202,800
Black Rock Wash Trail	148,200	-	148,200
Covington Wash Trail - Reach 1	183,800	1,650	185,450
Covington Wash Trail - Reach 2	226,200	3,960	230,160
Covington Wash Trail - Reach 3	265,200	3,960	269,160
Covington Wash Trail - Reach 4	214,600	4,200	218,780
Totals:	\$ 6,653,340	\$ 85,800	\$ 6,739,140
Total Trail Miles:	27.75		
Estimated Cost/Mile:	\$ 239,793	\$ 3,092	\$ 242,604

¹ Easement Costs inflated by 10 percent over costs provided in the Town of Yucca Valley Trails Bike Route Master Plan.

Sources: Town of Yucca Valley Adopted Trails/Bike Route Master Plan, March 10, 2006; Town of Yucca Valley Planning Department, Municipal

Unit Costs for Land Acquisition and Improvement

Unit costs represent the current cost of construction and easement acquisition. By dividing the total costs over the 2025 service population, this approach ensures that there is an equitable distribution of costs between new and existing development.

Table 5.2 summarizes the per capita cost for completion of the Trails System facilities. All costs are expressed in 2004 dollars.

Table 5.2: Trails Facilities Cost per Capita

	Construction Costs	Easement Acquisition Costs ¹
Cost	\$ 6,653,340	\$ 86,000
2025 Service Population	33,880	33,880
Cost Per Resident	\$ 196	\$ 3
Total Cost per Resident		\$ 199

Sources: Tables 5.0 and 5.1; MuniFinancial

Allocation of Facilities Costs to New Development

The Town anticipates that the trail fees would be the primary revenue source to fund the planned facilities required to serve new development. The allocation of costs for trails facilities between the existing service population and new development is shown in Table 5.3. The trails impact fee would be used in conjunction with alternative funding sources to close the deficiency.

Table 5.3: Costs Attributable to New Development

	New Development Contribution	Total Planned Facilities	Deficiency To Be Funded By Non-Fee Revenue Sources
Cost per Resident	\$ 199		
New Development (2004-2025)	15,470		
New Development Contribution	\$ 3,077,169		
	\$ 3,077,169	\$ 6,739,140	\$ (3,661,971)

Sources: Tables 5.0 and 5.2; MuniFinancial

Fee Schedule

Table 5.4 shows the maximum allowable trails facilities fees based on the Master Plan standard. These cost factors are based on the cost per capita derived from the unit cost estimates and facility standards.

Table 5.4: Trails Facilities Fee

Land Use	Cost per Capita ¹	Density	Fee	Admin ¹	Total Fee
<i>Residential</i>					
Single Family Construction	\$ 196	2.29	\$ 449	\$ 9	\$ 458
Easement	3	2.29	6	0	6
Subtotal					\$ 464
Multi-family Construction	\$ 196	1.77	\$ 347	\$ 7	\$ 354
Easement	3	1.77	4	0	5
Subtotal					\$ 358

¹ Administration fee of 2.0 percent

Sources: Tables 2.0 and 5.2; MuniFinancial

Fee Credits

The fee schedule in Table 5.4 includes separate components for construction and easement acquisition so that the Town can calculate a credit if a developer dedicates trail easements or other improvements. This fee credit plan could be structured similar to the one discussed for Parks facilities in the previous chapter.

6. STORM DRAIN FACILITIES

This chapter documents a reasonable relationship between new development and the funding for proposed Storm Drain facilities. Information included in this chapter comes from the Yucca Valley Master Plan of Drainage (the "Storm Drain Study") completed in June 1999 by John M. Tettemer & Associates, Inc.

Equivalent Dwelling Units

Table 6.0 calculates the equivalent dwelling unit (EDU) for each land use using average densities shown in the December 1995 Yucca Valley General Plan and impervious surface values derived from United States Department of Agriculture. Table 6.1 shows the total existing and future EDUs for storm drainage facilities by land use.

Table 6.0: Storm Drains - Impervious Surface

	DU/Acre or Acre ¹	Average Percent Impervious ²	Equivalent Dwelling Unit (EDU) ³	Acres/ KSF ³	EDU/ KSF ³
<i>Residential (dwelling units)</i>					
Single Family	2.78	35%	1.00		
Multi-Family	10.85	68%	0.50		
<i>Non-residential</i>					
Commercial Space	1.00	90%	7.15	0.09	0.66
Office Space	1.00	95%	7.55	0.09	0.69
Industrial	1.00	75%	5.98	0.08	0.45

¹ Dwelling units per acre for residential usage and acres for Non-residential usage. Residential average based on midpoint of dwelling units per acre - Yucca Valley General Plan, December 1995.

² Percent Impervious Surface derived from USDA data.

³ Floor Area Ratio ("FAR") per acre based upon Non-residential space classification .25 for Office, Retail & Service and .30 for Industrial space and derived by the following formula: $1/((43560 \cdot .25)/1,000)$ for Commercial and Office Space and $1/((43560 \cdot .30)/1,000)$ for Industrial and listed in KSF.

Sources: Yucca Valley General Plan, December 1995; Municipal

Table 6.1: Storm Drain Facilities Total Equivalent Dwelling Units

	EDU Factor	Projected		Existing EDUs	Growth In EDUs	Total
		Existing (DU/KSF)	Growth (DU/KSF)			
Residential						
Single Family	1.00	6,710	4,520	6,710	4,520	11,230
Multi-Family	0.50	1,730	1,170	865	585	1,450
Total Dwelling Units		8,440	5,690	7,575	5,105	12,680
Non-residential						
Commercial Space	0.66	7,600	5,130	5,016	3,386	8,402
Office Space	0.60	2,200	1,470	1,518	1,014	2,532
Industrial	0.46	1,000	670	460	308	768
Total KSF Commercial		10,800	7,270	6,994	4,708	11,702
Total				14,569	9,813	24,382
Percent of Total				59.8%	40.2%	100.0%

Sources: Tables 2.1 and B.0, MuriFinancia

Facility Inventories, Plans & Standards

Hydrologic modeling uses a "design storm" to estimate the rainfall runoff needing to be accommodated by Storm Drain facilities. The measure of a design storm is typically expressed in terms of the probability of a particular storm in any one year. For example, a 100-year storm is the storm that would occur on average once during 100 years. Facilities designed to accommodate runoff from this type of storm provide 100-year flood protection.

The modeling completed for the Storm Drain Study was based on 100 year and 25-year peak discharges using an approved watershed sub-area delineation map with defined flow paths. Selected peak discharges resulting from the computations were used in sizing the drainage facilities.

The Yucca Valley Master Plan of Drainage developed two different types of storm drain systems, a non-detained system, with an estimated cost of \$121,303,000, and a detained system with an estimated cost of \$102,016,000. Based upon information provided by the Town, the detained system was selected as the preferred system.

The storm drainage facilities fee uses a facility standard (Table 6.2) to demonstrate a reasonable relationship between new development and the need for new facilities. The facility standard is based on the planned facilities investment into the Town's system of storm drainage facilities on a per EDU basis. The need for new storm drainage facilities is determined by maintaining the same investment on a per EDU basis as new development occurs.

Table 6.2: Storm Drain Facilities Standard

	Cost (2004)
Detained Flood Control System Projected Cost ¹	\$ 102,016,000
Cost Escalator ²	1.21
Escalated Detained Flood Control System Cost	\$ 123,439,960
Total EDUs (2025)	24,382
Equity per EDU	\$ 5,063

¹ Town of Yucca Valley Master Plan of Drainage - Final Report Prepared by John M. Tellemier & Associates, Inc. A Division of Kelth Companies, Inc. June 1999.

² Engineering News Record Construction Cost Index - June 1999 to November 2004.

Sources: Table 8.1; Town of Yucca Valley; MuniFinancial

Table 6.3 presents the cost of upgraded, expanded, or new storm drainage improvements needed to accommodate new development. The new development contribution shown in the table represents the total revenue that the storm drain facilities fee would generate.

Table 6.3: Storm Drain Facilities to Accommodate Growth

	Total
Facility Standard Per EDU	\$ 5,063
Growth in EDUs (2005-2025)	9,813
New Development Contribution	\$ 49,681,428

Sources: Tables 8.2 and 8.3; MuniFinancial

Fee Schedule

Table 6.4 shows the sewer facilities fee based on the cost per EDU shown in Table 6.2. The cost per EDU is converted to a fee per unit of development based on dwelling units for residential and 1,000 building square feet for nonresidential development.

Table 6.4: Storm Drain Facilities Fee

Land Use	Cost per EDU	EDU	Fee	Admin ¹	Total Fee	Fee / Sq. Ft.
<i>Residential</i>						
Single Family	\$ 5,063	1.00	\$ 5,060	\$ 101	\$ 5,161	
Mult-Family	5,063	0.50	2,530	51	2,581	
<i>Non-residential</i>						
Commercial	\$ 5,063	0.66	\$ 3,340	\$ 67	\$ 3,407	\$ 3.41
Office	5,063	0.69	3,490	70	3,560	3.56
Industrial	5,063	0.46	2,330	47	2,377	2.38

¹ Administration fee of 2.0 percent

Sources: Tables 6.0 and 6.2; MuniFinancial

Attachment: Resolution No. 11-11 with Attachments (1241 : Public Facility Development Impact Fee Annual Report)

7. STREETS AND TRAFFIC

This chapter summarizes an analysis of the need for streets and related transportation facilities to accommodate growth within the Town of Yucca Valley. It documents a reasonable relationship between new development and a traffic fee to fund streets and related transportation facilities that serve new development.

Trip Demand

Estimates of existing and new development provide the basis for calculating the traffic facilities fee. Estimates of existing development provide the basis for the facility standard. The facility standard is used to determine the rate at which new development must increase the value of the Town's equity in its system of street improvements. Estimates of new development are used to calculate the total amount of fee revenues that would be generated.

The need for street improvements is based on the trip demand placed on the system by development. A reasonable measure of demand is the number of average daily vehicle trips, adjusted for the type of trip. Vehicle trip generation rates are a reasonable measure of demand on the Town's system of street improvements across all modes because alternate modes (transit, bicycle, pedestrian) often substitute for vehicle trips.

The two types of trips adjustments made to trip generation rates to calculate trip demand are described below:

- Pass-by trips are deducted from the trip generation rate. Pass-by trips are intermediates stops between an origin and a final destination that require no diversion from the route, such as stopping to get gas on the way to work.
- The trip generation rate is adjusted by the average length of trips for a specific land use category compared to the average length of all trips on the street system.

Table 7.0 shows the calculation of trip demand factors by land use category based on the adjustments described above. Data is based on extensive and detailed trip surveys conducted in the San Diego region by the San Diego Association of Governments. The surveys provide one of the most comprehensive databases available of trip generation rates, pass-by trips factors, and average trip length for a wide range of land uses. Urban development patterns are similar enough among the San Diego and Southern California/Los Angeles regions to make the use of the San Diego data applicable to the Town of Yucca Valley.

Table 7.0: Trip Rate Adjustment Factor

	Non-Pass-by Trips		Total Excluding Pass-by ¹	Average Trip Length ²	Adjustment Factor ³	Average Daily Trips ⁴	Trip Demand Factor ⁵
	Primary Trips ¹	Diverted Trips ¹					
Residential⁶							
Single Family	86%	11%	97%	7.9	1.04	10	10.4
Multi-family	86%	11%	97%	7.9	1.04	8	8.3
Nonresidential⁷							
Commercial	47%	31%	78%	3.6	0.38	70	26.6
Office	77%	18%	95%	8.8	1.14	20	22.8
Industrial	92%	5%	97%	9.0	1.18	7	8.3

¹ Percent of total trips. Primary trips are trips with no midway stops, or "orks". Diverted trips are linked trips whose distance adds at least one mile to the primary trip. Pass-by trips are links that do not add more than one mile to the total trip and therefore place little additional burden on the street system. As a result the trip adjustment factor includes a reduction for the share of pass-by trips.

² In miles.

³ The trip adjustment factor equals the percent of non-pass-by trips multiplied by the average trip length and divided by the systemwide average trip length of 8.0 miles.

⁴ Trips per dwelling unit or per 1,000 building square feet.

⁵ The trip demand factor is the product of the trip adjustment factor and the average daily trips.

⁶ Trip percentages, average trip lengths, and average daily trips based on "residential" category. See SANDAG for source, below.

⁷ Trip percentages, average trip lengths, and average daily trips for commercial based on "community shopping center" category, for office based on "standard commercial office" category, and for industrial based on "industrial park (no commercial)" category. See

Sources: San Diego Association of Governments, *Brief Guide of Vehicular Traffic Generation Rates for the San Diego Region*, July 1988; *Munifinancial*.

Table 7.1 estimates the trip demand for existing and new development on the Town's system of street improvements. Total trip demand is based on the trip demand factors calculated in Table 7.0 and the growth estimates in Table 2.1. As shown in the table, new development would represent about 40.5 percent of total trip demand.

Table 7.1: Trip Demand From Existing and New Development

	Trip Demand Factor	Existing	Growth	Existing Trip Demand	Trip Demand From Growth	Total Trip Demand
<i>Residential</i>						
Single Family	10.38	6,710	4,520	69,485	46,808	116,293
Multi-family	8.28	1,730	1,170	14,332	9,693	24,025
Subtotal		8,440	5,690	83,817	56,499	140,316
<i>Nonresidential</i>						
Commercial	28.56	7,600	5,130	201,872	136,264	338,136
Office	22.83	2,200	1,470	50,231	33,564	83,795
Industrial	8.26	1,000	670	8,258	5,533	13,791
Subtotal		10,800	7,270	260,362	175,361	435,723
Total				344,179	231,860	576,039
Percent of Total				59.7%	40.3%	100%

Source: Tables 2.1 and 7.0; Munifinancial

Facility Inventories, Plans & Standards

The cost of streets and traffic facilities attributed to new development (Table 7.2) are used to develop a Streets and Traffic Signals facility standard in Table 7.3. This approach allows the town to use fee revenues only to those projects that add new facilities and otherwise expand capacities for new development and exclude projects that upgrade existing facilities. This standard calculates and existing equity per trip that becomes the standard used in fee determination.

Table 7.2: Streets & Traffic Facilities Master Plan Cost Summary for New Development

	Cost
Streets	
ROW Costs to widen SR 62 - West Town Boundary to Kickapoo Trail, 2.89 AC	\$ 1,346,408
Widen SR 62 to 6 Lanes - West Town Boundary to Kickapoo Trail, 1.42 miles	2,227,500
ROW Costs to widen SR 62 - Kickapoo Trail to Acoma/Mohawk Trail, 1.32 AC	1,033,511
Widen SR 62 to 6 Lanes - Kickapoo Trail to Acoma/Mohawk Trail, 1.09 miles	1,707,750
ROW Costs to widen SR 62 - Acoma/Mohawk Trail to SR 247, 1.83 AC	1,427,190
Widen SR 62 to 6 Lanes - Acoma/Mohawk Trail to SR 247, 1.51 miles	2,361,150
ROW Costs to widen SR 62 - SR 247 to Hilton Avenue, 1.03 AC	802,775
Widen SR 62 to 6 Lanes - SR 247 to Hilton Avenue, 0.85 miles	1,335,500
ROW Costs to widen SR 62 - Hilton Avenue to Avalon Avenue, 1.03 AC	806,575
Widen SR 62 to 6 Lanes - Hilton Avenue to Avalon Avenue, 0.85 miles	1,335,500
ROW Costs to widen SR 62 - Avalon Avenue to Yucca Mesa Road, 1.26 AC	984,829
Widen SR 62 to 6 Lanes - Avalon Avenue to Yucca Mesa Road, 1.04 miles	1,633,500
ROW Costs to widen SR 247 - State Route 62 to San Juan Road, 12.19 AC	2,804,775
Widen SR 247 to 4 Divided Lanes - State Rte. 62 to San Juan Rd, 1.57 miles	12,322,412
ROW Costs to widen SR 247 - San Juan Rd. to Buena Vista Dr., 12.19 AC	2,804,775
Widen SR 247 to 4 Divided Lanes - San Juan Rd. to Buena Vista Dr., 1.57 miles	12,322,412
ROW Cost to widen SR 247 - Buena Vista Dr. to N. Town Boundary, 17.80 AC	4,093,113
Widen SR 247 to 4 Divided Lanes - Buena Vista Dr. to N. Town Bndry., 2.18 mi.	13,543,200
Widen Onaga Trail, 4 Lane Arterial Divided - Kickapoo Tr. to Joshua Lane	7,437,150
Widen Yucca Trail, 4 Lane Arterial Divided - Sage Ave. to Avalon Avenue	5,883,584
Widen Joshua Lane, 4 Lane Arterial Divided - Onaga Tr. to State Route 62	2,621,399
Widen/Construct Camino del Cielo, 4 Lane Collector - Onaga Tr. to Sunnyslope (2 Lanes)	851,941
Widen/Construct Sunnyslope Dr., 4 Lane Collector - Camino del Cielo to Pioneertown (2 L.	1,186,400
Widen Kickapoo Trail, 4 Lane Collector - Onaga Trail to State Route 62	387,318
Widen Pioneertown Road, 4 Lane Collector - State Rte. 62 to Sunnyslope Drive	1,402,235
Widen Acoma Trail, 4 Lane Collector - Golden Bee Drive to State Rte. 62	3,327,726
Widen Sage Avenue, 4 Lane Collector - Golden Bee Drive to State Route 62	3,327,726
Widen Joshua Lane, 4 Lane Collector - Golden Bee Drive to Onaga Trail	2,085,485
Widen La Contenta Road, 4 Lane Collector - Yucca Trail to State Route 62	3,174,245
Widen Palomar Avenue, 4 Lane Collector - Joshua Lane to Yucca Trail	3,877,871
Widen Avalon Avenue, 4 Lane Collector - Yucca Trail to State Route 62	2,930,329
Widen Yucca Trail, 4 Lane Collector - Avalon Avenue to Yucca Mesa Road	4,037,342
Widen Onaga Trail, 4 Lane Collector - Joshua Lane to Palomar Avenue	2,983,479
Construct Onaga Trail, 4 Lane Collector - Camino del Cielo to Kickapoo Trail	1,703,882
Widen Joshua Drive, 4 Lane Collector - Acoma Trail to Joshua Lane	2,485,232
Widen Warren Vista Avenue, 2 Lane Collector - Yucca Trail to State Rte. 62	474,864
Widen Golden Bee, 2 Lane Collector - Acoma Trail to Joshua Lane	1,597,805
Widen Joshua Lane, 2 Lane Collector - Golden Bee Drive to Warren Vista	793,406
Subtotal - Streets	\$ 117,555,292

Table 7.2: Streets & Traffic Facilities Master Plan Cost Summary for New Development

	Cost
Traffic Safety	
Raised Medians on SR 62 - West Town Boundary to Fairway Drive	\$ 810,000
Raised Medians on SR 62 - Fairway Drive to Camino del Cielo	1,114,000
Raised Medians on SR 62 - Camino del Cielo to Kickapoo Trail	1,114,000
Raised Medians on SR 62 - Kickapoo Trail to Elk Trail	1,336,000
Raised Medians on SR 62 - Cherokee Trail to Acoma/Mohawk Trail	616,000
Raised Medians on SR 62 - Acoma/Mohawk Trail to Palm Avenue	1,025,000
Raised Medians on SR 62 - Palm Avenue to Sage Avenue	794,000
Raised Medians on SR 62 - SR 247 to Warren Vista Avenue	1,198,000
Raised Medians on SR 62 - Warren Vista Avenue to Hilton Avenue	608,000
Raised Medians on SR 62 - Hilton Avenue to Balsa Avenue	640,000
Raised Medians on SR 62 - Balsa Avenue to Avalon Avenue	1,178,000
Raised Medians on SR 62 - Avalon Avenue to Indio Avenue	1,094,000
Raised Medians on SR 62 - Indio Avenue to Yucca Mesa Road	1,126,000
Sidewalks on both sides SR 62 - West Town Boundary to Fairway Dr.	278,000
Sidewalks on both sides SR 62 - Fairway Drive to Camino del Cielo	380,000
Sidewalks on both sides SR 62 - Camino del Cielo to Kickapoo Trail	380,000
Sidewalks on both sides SR 62 - Kickapoo Trail to Elk Trail	456,000
Sidewalks on both sides SR 62 - Elk Trail to Cherokee Trail	130,000
Sidewalks on both sides SR 62 - Cherokee Trail to Acoma/Mohawk Trail	210,000
Sidewalks on both sides SR 62 - Acoma/Mohawk Trail to Palm Avenue	350,000
Sidewalks on both sides SR 62 - Palm Avenue to Sage Avenue	370,000
Sidewalks on both sides SR 62 - Sage Avenue to SR 247	370,000
Sidewalks on both sides SR 62 - SR 247 to Warren Vista Avenue	408,000
Sidewalks on both sides SR 62 - Warren Vista Avenue to Hilton Avenue	208,000
Sidewalks on both sides SR 62 - Hilton Avenue to Balsa Avenue	218,000
Sidewalks on both sides SR 62 - Balsa Avenue to Avalon Avenue	402,000
Sidewalks on both sides SR 62 - Avalon Avenue to Indio Avenue	373,000
Sidewalks on both sides SR 62 - Indio Avenue to Yucca Mesa Road	384,000
Subtotal - Traffic Safety	\$ 17,676,000
Traffic Signals	
Yucca Trail @ Joshua Lane	\$ 500,000
Hwy 62/Camino Cielo	500,000
Hwy 62/Sage Avenue	500,000
Hwy 62/Joshua Lane	500,000
Hwy 62/Yucca Mesa Road/La Conlonia Road	500,000
Yucca Trail/Avalon Avenue/Palomar Avenue	500,000
Onaga Trail/Acoma Trail	500,000
Subtotal - Traffic Signals	\$ 3,500,000
Total	\$ 138,634,202

Source: Town of Yucca Valley, Exhibit T, of the General Plan EIR Traffic Study prepared by Robert Katz, John Katz & Associates, 8/3/95

Table 7.3: Streets & Traffic Facilities Standard

	Cost
<i>Planned Projects</i>	
Street Improvements	\$ 117,555,292
Traffic Safety	17,576,000
Traffic Signals	3,500,000
Total Streets & Traffic Facilities	\$ 138,631,292
Less: Other Funding Sources (2004-2025) ¹	4,015,000
Net Facility Needs	\$ 134,616,292
Projected Trip Demand for Future Growth (2004-2025)	231,860
Standard Per Trip	\$ 581

¹ Represents portion of Measure I funding available for regional traffic projects. Estimated at \$102,500 per year.

Sources: Town of Yucca Valley; Tables 7.1 and 7.2; MuniFinancial

Fee and Revenue Schedules

The maximum justified fee for traffic facilities is shown in Table 7.4. The Town may adopt any fee up to that shown in the table. If the Town adopts a lower fee then it should consider reducing the fee for each land use by the same percentage. This approach would ensure that each new development project funds the same fair share of costs to improve the Town's system of street improvements.

Table 7.4: Streets & Traffic Facilities Fees

Land Use	Standard Par Trip	Trip Demand Factor	Fee	Admin ¹	Total Fee	Fee / Sq. Ft.
<u>Residential</u>						
Single Family	\$ 581	10.4	\$ 6,016	\$ 120	\$ 6,137	
Multi-family	581	8.3	4,813	95	4,909	
<u>Non-residential</u>						
Commercial	\$ 581	26.6	\$ 15,433	\$ 309	\$ 15,741	\$ 15.74
Office	581	22.8	13,266	265	13,531	13.53
Industrial	581	8.3	4,798	96	4,894	4.89

¹ Administration fee of 2.0 percent

Sources: Tables 7.0 and 7.3; MuniFinancial

8. IMPLEMENTATION

Programming Revenues and Projects with the CIP

The Town CIP should be amended to identify fee revenue with specific projects. The use of the CIP in this manner documents a reasonable relationship between new development and the use of those revenues.

The Town may decide to alter the scope of the planned projects or to substitute new projects as long as those new projects continue to represent an expansion of the Town's facilities. If the total cost of facilities varies from the total cost used as a basis for the fees, the Town should consider revising the fees accordingly.

For the five-year planning period of the CIP, the Town should consider allocating existing fund balances and projected fee revenue to specific projects. The Town can hold funds in a project account for longer than five years if necessary to collect sufficient monies to complete a project.

Identify Non-Fee Revenue Sources

The use of the method for calculating facility standards can identify revenue deficiencies attributable to the existing service population. As fees are only imposed under the Act to fund new development's fair portion of facilities, the Town should consider how deficiencies might be supplemented through the use of alternative funding sources. Potential sources of revenue include existing or new general fund revenues or the use of existing or new taxes. Any new tax would require two-thirds voter approval, while new assessments or property-related charges would require majority property-owner approval.

Inflation Adjustment

Appropriate inflation indexes should be identified in a fee ordinance including an automatic adjustment to the fee annually. Separate indexes for land and construction costs should be used. Calculating the land cost index may require the periodic use of a property appraiser. The construction cost index can be based on the Town's recent capital project experience or can be taken from any reputable source, such as the *Engineering News Record*. To calculate prospective fee increases, each index should be weighed against its share of total planned facility costs represented by land or construction, as appropriate.

Reporting Requirements

The Town should comply with the annual and five-year reporting requirements of the Act. For facilities to be funded by a combination of public fees and other revenues, identification of the source and amount of these non-fee revenues is essential.

Identification of the timing of receipt of other revenues to fund the facilities is also important.

9. MITIGATION FEE ACT FINDINGS

Fees are assessed and typically paid when a building permit is issued and imposed on new development projects by local agencies responsible for regulating land use (cities and counties). To guide the imposition of facilities fees, the California State Legislature adopted the Act with Assembly Bill 1600 in 1987 and subsequent amendments. The Act, contained in *California Government Code* §§66000 – 66025, establishes requirements on local agencies for the imposition and administration of fees. The Act requires local agencies to document five statutory findings when adopting fees.

The five findings in the Act required for adoption of the maximum justified fees documented in this report are: 1) Purpose of Fee, 2) Use of Fee Revenues, 3) Benefit Relationship, 4) Burden Relationship, and 5) Proportionality. They are each discussed below and are supported throughout the rest of this report.

Purpose of Fee

- Identify the purpose of the fee (§66001(a)(1) of the Act).

We understand that it is the policy of the Town that new development will not burden the existing service population with the cost of facilities required to accommodate growth. The purpose of the fees proposed by this report is to implement this policy by providing a funding source from new development for capital improvements to serve that development. The fees advance a legitimate Town interest by enabling the Town to provide municipal services to new development.

Use of Fee Revenues

- Identify the use to which the fees will be put. If the use is financing facilities, the facilities shall be identified. That identification may, but need not, be made by reference to a capital improvement plan as specified in §65403 or §66002, may be made in applicable general or specific plan requirements, or may be made in other public documents that identify the facilities for which the fees are charged (§66001(a)(2) of the Act).

Fees proposed in this report, if enacted by the Town, would be available to fund expanded facilities to serve new development. Facilities funded by these fees are designated to be located within the Town. Fees addressed in this report have been identified by the Town to be restricted to funding the following facility categories: General facilities, Park facilities, Trails facilities, Storm Drain facilities, and Streets and Traffic Signals.

Summary descriptions of the planned facilities such as size and cost estimates were provided by the Town and are included in Chapters 4 through 8 of this report. More thorough descriptions of certain planned facilities, including their specific location, if known at this time, are included in master plans, capital improvement plans, or other Town planning documents or are available from Town staff. The Town may change the list of planned facilities to meet changing needs and circumstances, as it deems necessary. The fees should be updated if these amendments result in a significant change in the fair share cost allocated to new development.

Planned facilities to be funded by the fees are described in the *facilities, Inventories, Plans and standards* sections in each facility category chapter.

Benefit Relationship

- * Determine the reasonable relationship between the fees' use and the type of development project on which the fees are imposed (§66001(a)(3) of the Act).

We expect that the Town will restrict fee revenue to the acquisition of land, construction of facilities and buildings, and purchase of related equipment, furnishings, vehicles, and services used to serve new development. Facilities funded by the fees are expected to provide a Town-wide network of facilities accessible to the additional residents and workers associated with new development. Under the Act, fees are not intended to fund planned facilities needed to correct existing Deficiencies. Thus, a reasonable relationship can be shown between the use of fee revenue and the new development residential and non-residential use classifications that will pay the fees.

Benefit Relationship

- * Determine the reasonable relationship between the need for the public facilities and the types of development on which the fees are imposed (§66001(a)(4) of the Act).

Facilities need is based on a facility standard that represents the demand generated by new development for those facilities. Facilities demand is determined as follows:

- o The service population is established based upon the number of residents and workers, which correlates to the demand for General facilities, Park facilities and Trails facilities;
- o Storm water generation is directly related to the impervious surface area of a new development and is linked to the number of EDUs and corresponds to an increased demand for Storm Drain facilities;
- o The number of vehicular trips generated per use classification determines Streets and Traffic Signals facilities demand.

For each facility category, demand is measured by a single facility standard that can be applied across land use types to ensure a reasonable relationship to the type of development. Service population standards are calculated based upon the number of residents associated with residential development and the number of workers associated with non-residential development. To calculate a single, per capita standard, one worker is weighted less than one resident based on an analysis of the relative use demand between residential and non-residential development. For Storm Drain facilities, facility standards are based on the impervious surface area of a development and linked to the number of EDUs as compared to one single-family dwelling unit.

The standards used to identify growth needs are also used to determine if planned facilities will partially serve the existing service population by correcting existing deficiencies. This approach ensures that new development will only be responsible for its fair share of planned facilities, and that the fees will not unfairly burden new development with the cost of facilities associated with serving the existing service population.

Chapter 3 Growth Projections provides a description of how service population and growth projections are calculated. Facility standards are described in the *Facilities, Inventories, Plans and standards* sections of in each facility category chapter.

Proportionality

- * Determine how there is a reasonable relationship between the fees amount and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed (§66001(b) of the Act).

The reasonable relationship between each facilities fee for a specific new development project and the cost of the facilities attributable to that project is based on the estimated new development growth the project will accommodate. Fees for a specific project are based on the project's size or increases in the number of EDUs or vehicle trips. Larger new development projects can result in a higher service population, larger impervious surface areas, or a higher trip generation rate resulting in higher fee revenue than smaller projects in the same land use classification. Thus, the fees can ensure a reasonable relationship between a specific new development project and the cost of the facilities attributable to that project.

See Chapter 3, *Growth Projections*, or the *service population, Equivalent Dwelling Unit or Trip Rate Adjustment Factor* sections in each facility category chapter for a description of how service population, EDUs or Trip Rate Adjustment Factors are determined for different types of land uses. See the *Fee Schedule* section of each facility category chapter for a presentation of the proposed facilities fees.

ATTACHMENT "B" ADDITIONAL FINDINGS

GENERAL FACILITIES: Additional Findings

Purpose:

The purpose of the general facilities fee is to provide funding for the construction and or expansions of existing general facilities within the Town. These include the Town Hall Complex, the California Welcome Center, and the Community Development/Public Works Complex. Specifically, these include the areas of Town Hall, Library, Community Center, Museum, California Welcome Center, the Community Development Administration Building, the Public Works Operations Building, and the future Animal Shelter. These facilities and their specifics are identified in Table 3.1 of the Study.

Use of Fee Revenues:

The revenue generated from this fee will be used to furnish the funding required to erect new municipal buildings or expand existing municipal buildings as described in the foregoing section. These facilities will provide centralized, efficient, and expanded public service facilities to accommodate the projected increase in the Town's population due to new development.

Benefit Relationship:

The new residential, commercial, office, and industrial development which are anticipated to occur during the planning period will generate significant additional demand for the administrative, management, professional, technical and para-professional services provided by the staffs of the Town's non-emergency services. This demand will occur among all components of the community and will require adequate provision for office expansion to accommodate the new growth. The fee recommended will apply to each of these community components, since all will contribute to the demand for new and expanded municipal services.

Burden Relationship:

New development will require the services supplied by the administrative offices of the Town's non-emergency services. These services will require adequate, convenient and efficient workspace to fulfill their public service requirements. Chapter 3 of the Study addresses General Facilities. Specifically, Tables 3.0, 3.1, and 3.2 establish the rational and methodology for determining the fee for new development, as identified in Table 3.3.

Proportionality:

Chapter 3 of the Study addresses General Facilities. Specifically, Tables 3.0, 3.1, and 3.2 establish the rational and methodology for determining the fee for new development, as identified in Table 3.3.

PARK FACILITIES: Additional Findings

Purpose:

The purpose of this fee is to provide funding for the acquisition and improvement of those park facilities and projects identified in the Parks Master Plan, and that are required to augment the Town's current park system to accommodate the needs of projected new growth and development in the Town.

Use of Fee Revenues:

The revenue generated from this fee will be used to purchase land and develop new community, neighborhood and specialized parks within the Town of Yucca Valley pursuant to the goals and objectives of such facilities contained in the General Plan and the Parks Master Plan.

Benefit Relationship:

The new residential development which is anticipated to occur during the planning period will generate significant need to improve and expand the Town's basic park facilities. This fee will be used to finance such improvements and additions. These new park facilities will be needed in order to accommodate the projected growth from new development which will be occurring during the planning period as well as maintain existing service levels.

Burden Relationship:

As noted previously, new development will require additional, improved or expanded park facilities to maintain existing service levels. Growth from new development will require adding five acres of new park facilities per 1,000 population to accommodate such growth and to maintain current service levels. Further, the new facilities will enhance the community's quality of live and living environment to the benefit of all its citizens.

Proportionality:

Chapter 4 of the Draft Study, including Tables 4.0, 4.1, 4.2, 4.3, 4.4, and 4.5, identify the methodology and basis for calculating the maximum fees that may be imposed for park facilities as identified in Table 4.6. No fees are recommended for commercial, office or industrial type development.

TRAILS FACILITIES: Additional Findings

Purpose:

Chapter 5 addresses the Town's trails system as identified in the Master Plan of Trails. The purpose of the fee is to ensure that development funds its fair share of the trails system.

Use of Fee Revenues:

The Town will use fee revenues to expand the Town's network of trails to serve new development. The continued implementation of the trails system will further encourage the use of this alternative transportation mode consistent with the General Plan's stated goals and objectives.

Benefit Relationship:

The projected residential development which is anticipated to occur during the planning period will generate significant additional demand and need for the trails network. The fee will be used to finance such improvements and additions that are necessary to serve new development that is projected to occur during the planning period.

Burden Relationship:

As noted above, new residential development generates additional pedestrian and multi-use traffic which will require additional or improved and/or expanded trail facilities to maintain existing service levels as new growth occurs.

Proportionality:

Chapter 5, specifically Tables 5.0, 5.1, 5.2, and 5.3, identify the methodology and basis for calculating the fee level identified in Table 5.4.

STORM DRAIN FACILITIES: Additional Findings

Purpose:

The purpose of this fee is to provide funding for the acquisition and improvement of those storm drain facilities and projects identified in the Master Plan of Drainage, and that are required to augment the Town's current flood control system to accommodate the needs of projected new growth and development in the Town.

Use of Fee Revenues:

The revenue generated from this fee will be used to purchase land and develop new storm drain facilities within the Town of Yucca Valley pursuant to the goals and objectives of such facilities contained in the General Plan and as identified in the Master Plan of Drainage, as well as within Chapter 6 of the Study.

Benefit Relationship:

The new residential, commercial, office and industrial development which are anticipated to occur during the planning period will generate significant need to improve and expand the Town's storm drain office. This fee will be used to finance such improvements and additions. These new storm drain facilities will be needed in order to accommodate the projected growth from new development which will be occurring during the planning period as well as maintain existing service levels.

Burden Relationship:

Chapter 6, specifically Table 6.2, establishes and demonstrates a reasonable relationship between new development and the need for new facilities. The facility standard is based on the planned facilities investment into the Town's system of storm drainage facilities on a per EDU basis.

Proportionality:

Chapter 6 of the Draft Study, including Tables 6.0, 6.1, 6.2, and 6.3, identify the methodology and basis for calculating the maximum fees that may be imposed for storm drain facilities as identified in Table 6.4

Send Result Report

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002	02/25/15 23:13	SStueckle Laptop	-'--'--"	PC	ERROR	300x300/-

Attachment: Resolution No. 11-11 with Attachments (1241 : Public Facility Development Impact Fee Annual Report)

STREETS AND TRAFFIC: Additional Findings

Purpose:

Chapter 7 summarizes an analysis of the need for streets and related transportation facilities to accommodate growth within the Town of Yucca Valley. It documents a reasonable relationship between new development and a traffic fee to fund street and related transportation facilities that serve new development. The purpose of this fee is to provide funding for the construction of those improvements to the Town's street facilities as identified in Chapter 7.

Use of Fee Revenues:

The revenue generated from this fee is to provide funding for the construction of those improvements to the Town's street facilities as identified in Chapter 7, which are required to augment the Town's current street system to accommodate the needs of projected new growth and development in the Town.

Benefit Relationship:

The new residential, commercial and industrial development which is projected to occur during the planning period and to build out will generate significant additional traffic and the need to improve and expand the Town's street facility system. The fee will be used to provide for those capacity improvements and traffic and pedestrian safety improvements required by growth projections to maintain existing levels of service and to accommodate new growth and development.

Burden Relationship:

As noted in the previous section, each type of new residential, commercial, office and industrial development will generate additional traffic, which will create an incremental need to add to roadway capacity, and to improve traffic and pedestrian safety. Specifically in Chapter 7, Tables 7.0, 7.1, 7.2 and 7.3 establish the methodology and basis for the fees identified in Table 7.2

Proportionality:

The recommended fee is demand or trip generation based. Based upon trip generation rates, Chapter 7 identifies the costs attributable to new development including residential, commercial, office, and industrial. Specifically in Chapter 7, Tables 7.0, 7.1, 7.2 and 7.3 establish the methodology and basis for the fees identified in Table 7.2

ATTACHMENT "C"
DEVELOPMENT IMPACT FEE SCHEDULE

Subdivision, single family residential development:	\$9,081 Per Unit	
Infill, single family residential development:	\$2,568 Per Unit allocated to Park Facilities	
Multi-Family residential development:	\$3,600 Per Unit	
Commercial, Office and Industrial development:	Up to 3,000 sq. ft.	\$1.00 Per Sq. Ft.
	3,001 to 5,000 sq. ft.	\$2.00 Per Sq. Ft.
	5,001 to 10,000 sq. ft.	\$4.00 Per Sq Ft.*
	Over 10,000 sq. ft.	\$7.74 Per Sq. Ft.**
*Industrial Development is capped at:	\$3.18 Per Sq. Ft.	
**Office Development is capped at:	\$7.08 Per Sq. Ft.	

Attachment: Resolution No. 11-11 with Attachments (1241 : Public Facility Development Impact Fee Annual Report)

**ATTACHMENT A
GENERAL FACILITIES**

Table 3.1 General Facilities Existing Standard

Existing Facilities	Inventory	Cost / Unit	Total Value
Land (Acres)			
Public Works Complex	1.6	20,000 \$	32,000
Buildings (sq-ft)			
Town Hall/Library	12,640	\$ 200 \$	2,528,000
Community Center	11,922	250 \$	2,980,500
Museum	5,108	200 \$	1,021,600
Corp. Yard Operations	9,623	200 \$	1,924,600
Animal Shelter (Future)**	10,000	150 \$	1,500,000
Total Facilities		\$	9,986,700
Existing Service Population			19,840
Cost Per Capita		\$	503
Facility Standard per Resident		\$	503
Facility Standard per Worker			103

** Animal Shelter costs applied to residential users only

Table 3.2: New Development Contribution

Facility Standard per Resident	\$	503
Growth in Residents (2005-2025)		15,470
Facility Standard per Worker		103
Growth in Workers (2005-2025)		4,000
New Development Contribution	\$	8,199,009

Table 3.3: General Facilities Fee

Land Use	Standard Per EDU	Density	Fee	Admin	Total Fee	Fee/ Sq-ft
<i>RESIDENTIAL</i>		(per dwelling unit)				
Single Family	\$ 503	2.29	\$ 1,152	\$ 29	\$ 1,181	
Multi Family	503	1.77	890	22	913	
<i>NON-RESIDENTIAL</i>		(per 1,000 square feet building area)				
Commercial	\$ 103	2.50	\$ 258	\$ 6	\$ 264	\$ 0.26
Office	103	3.33	343	9	352	0.35
Industrial	103	1.67	172	4	176	0.18

**ATTACHMENT B
STORM DRAIN FACILITIES**

Table 6.2: Storm Drain Facilities Standard

		(2004 Costs)
Detained Flood Control System Projected Cost	\$	102,016,000
Cost Escalator		121%
Escalated Detained Flood Control System Cost		123,439,360
Facilities Standard Cost Allocation:	50% \$	61,719,680
Total EDUs (2025)		24,382
Equity Per EDU	\$	2,531

Table 6.3: Development Share of Storm Drain Facilities

Facility Standard Per EDU	\$	2,531
Growth in EDUs (2005-2025)		9,813
New Development Contribution	\$	24,840,260

Table 6.4: Storm Drain Facility Fees

Land Use	Standard Per EDU	EDU Factor	Fee	Admin	Total Fee	Fee/Sq-ft
RESIDENTIAL		(per dwelling unit)				
Single Family	\$ 2,531	1.00	\$ 2,531	\$ 101	\$ 2,632	
Multi Family	2,531	0.50	1,266	51	1,316	
NON-RESIDENTIAL		(per 1,000 square feet building area)				
Commercial	\$ 2,531	0.66	\$ 1,670	\$ 67	\$ 1,737	\$ 1.74
Office	2,531	0.69	1,746	70	1,816	1.82
Industrial	2,531	0.46	1,164	47	1,211	1.21

**ATTACHMENT C
STREETS AND TRAFFIC**

Table 7.2: Streets & Traffic Facilities Master Plan Cost Summary for New Development

<u>Streets</u>	<u>Cost</u>
ROW Costs to widen SR 62 - West Town Boundary to Kickapoo Trail, 2.69 AC	\$ 1,346,406
Widen SR 62 to 6 Lanes - West Town Boundary to Kickapoo Trail, 1.42 miles	2,227,500
ROW Costs to widen SR 62 - Kickapoo Trail to Acoma/Mohawk Trail, 1.32 AC	1,033,511
Widen SR 62 to 6 Lanes - Kickapoo Trail to Acoma/Mohawk Trail, 1.09 miles	1,707,750
ROW Costs to widen SR 62 - Acoma/Mohawk Trail to SR 247, 1.83 AC	1,427,190
Widen SR 62 to 6 Lanes - Acoma/Mohawk Trail to SR 247, 1.51 miles	2,361,150
ROW Costs to widen SR 62 - SR 247 to Hilton Avenue, 1.03 AC	802,775
Widen SR 62 to 6 Lanes - SR 247 to Hilton Avenue, 0.05 miles	1,336,500
ROW Costs to widen SR 62 - Hilton Avenue to Avalon Avenue, 1.03 AC	806,575
Widen SR 62 to 6 Lanes - Hilton Avenue to Avalon Avenue, 0.85 miles	1,336,500
ROW Costs to widen SR 62 - Avalon Avenue to Yucca Mesa Road, 1.26 AC	984,829
Widen SR 62 to 6 Lanes - Avalon Avenue to Yucca Mesa Road, 1.04 miles	1,633,500
ROW Costs to widen SR 247 - SR 62 to San Juan Road, 12.19 AC	2,804,775
Widen SR 247 to 4 Divided Lanes - SR 62 to San Juan Road, 1.57 miles	3,140,000
ROW Costs to widen SR 247 - San Juan Road to Buena Vista Drive, 12.19 AC	2,804,775
Widen SR 247 to 4 Divided Lanes - San Juan Road to Buena Vista Drive, 1.57 miles	3,140,000
ROW Cost to widen SR 247 - Buena Vista Drive to N. Town Boundary, 17.60 AC	4,093,113
Widen SR 247 to 4 Divided Lanes - Buena Vista Drive to N. Town Boundary, 2.16 miles	4,320,000
Widen Onaga Trail, 4 Lane Arterial Divided - Kickapoo Trail to Joshua Lane	7,437,150
Widen Yucca Trail, 4 Lane Arterial Divided - Sage Avenue to Avalon Avenue	5,863,584
Widen Joshua Lane, 4 Lane Arterial Divided - Onaga Trail to SR 62	2,621,399
Widen Kickapoo Trail, 4 Lane Collector - Onaga Trail to SR 62	387,318
Widen Acoma Trail, 4 Lane Collector - Golden Bee Drive to SR 62	3,327,726
Widen Sage Avenue, 4 Lane Collector - Golden Bee Drive to SR 62	3,327,726
Widen Joshua Lane, 4 Lane Collector - Golden Bee Drive to Onaga Trail	2,065,485
Widen La Contonla Road, 4 Lane Collector - Yucca Trail to SR 62	3,174,245
Widen Palomar Avenue, 4 Lane Collector - Joshua Lane to Yucca Trail	3,977,971
Widen Avalon Avenue, 4 Lane Collector - Yucca Trail to SR 62	2,930,329
Widen Yucca Trail, 4 Lane Collector - Avalon Avenue to Yucca Mesa Road	4,037,342
Widen Onaga Trail, 4 Lane Collector - Joshua Lane to Palomar Avenue	2,983,479
Widen Joshua Drive, 4 Lane Collector - Acoma Trail to Joshua Lane	2,466,232
Widen Warren Vicks Avenue, 2 Lane Collector - Yucca Trail to SR 62	474,964
Widen Joshua Lane, 2 Lane Collector - Golden Bee Drive to Warran Vista Drive	793,406
Widen Sage Avenue, 4 Lane Collector - SR 62 to Sunnyslope Drive	1,147,492
Widen Deer Trail, 4 Lane Collector - Onaga Trail to SR 62	1,032,743
Widen Balsa Avenue, 4 Lane Collector - Yucca Trail to SR 62	1,338,740
Widen Yucca Mesa Road, 4 Lane Collector - SR 62 to N. Town Boundary	4,360,469
Widen Buena Vista Drive, 4 Lane Collector - SR 247 to Yucca Mesa Road	6,196,455
Construct Sunnyslope Drive, 4 Lane Collector - Balsa Avenue to La Contonla Road	3,858,874
Construct Indio Avenue, 2 Lane Industrial - Yucca Trail to SR 62	4,879,460
Total:	\$ 106,029,446

Table 7.2: Streets & Traffic Facilities Master Plan Cost Summary for New Development

<i>Traffic Safety</i>	<i>Cost</i>
Raised Medians on SR 62 - West Town Boundary to Fairway Drive	\$ 810,000
Raised Medians on SR 62 - Camino del Cielo to Kickapoo Trail	\$ 1,114,000
Raised Medians on SR 62 - Cherokee Trail to Acoma/Mohawk Trail	\$ 616,000
Raised Medians on SR 62 - Palm Avenue to Sage Avenue	\$ 794,000
Raised Medians on SR 62 - SR 247 to Warren Vista Avenue	\$ 1,198,000
Raised Medians on SR 62 - Warren Vista Avenue to Hilton Avenue	\$ 608,000
Raised Medians on SR 62 - Hilton Avenue to Balsa Avenue	\$ 640,000
Raised Medians on SR 62 - Balsa Avenue to Avalon Avenue	\$ 1,178,000
Raised Medians on SR 62 - Indio Avenue to Yucca Mesa Road	\$ 1,126,000
Sidewalks on both sides SR 62 - West Town boundary to Fairway Drive	\$ 276,000
Sidewalks on both sides SR 62 - Fairway Drive to Camino del Cielo	\$ 360,000
Sidewalks on both sides SR 62 - Camino del Cielo to Kickapoo Trail	\$ 360,000
Sidewalks on both sides SR 62 - Kickapoo Trail to Elk Trail	\$ 456,000
Sidewalks on both sides SR 62 - Elk Trail to Cherokee Trail	\$ 130,000
Sidewalks on both sides SR 62 - Cherokee Trail to Acoma/Mohawk Trail	\$ 210,000
Sidewalks on both sides SR 62 - Acoma/Mohawk Trail to Palm Avenue	\$ 350,000
Sidewalks on both sides SR 62 - Palm Avenue to Sage Avenue	\$ 378,000
Sidewalks on both sides SR 62 - Sage Avenue to SR 247	\$ 370,000
Sidewalks on both sides SR 62 - SR 247 to Warren Vista Avenue	\$ 408,000
Sidewalks on both sides SR 62 - Warren Vista Avenue to Hilton Avenue	\$ 208,000
Sidewalks on both sides SR 62 - Hilton Avenue to Balsa Avenue	\$ 210,000
Sidewalks on both sides SR 62 - Balsa Avenue to Avalon Avenue	\$ 402,000
Sidewalks on both sides SR 62 - Avalon Avenue to Indio Avenue	\$ 373,000
Sidewalks on both sides SR 62 - Indio Avenue to Yucca Mesa Road	\$ 384,000
	Subtotal - Traffic Safety \$ 13,007,000
<i>Traffic Signals</i>	<i>Cost</i>
Yucca Trail @ Joshua Lane	\$ 500,000
SR 62/Camino del Cielo	\$ 500,000
SR 62/Sage Avenue	\$ 500,000
SR 62/Joshua Lane	\$ 500,000
SR 62/Yucca Mesa Road/La Contenta Road	\$ 500,000
Yucca Trail/Avalon Avenue/Palomar Avenue	\$ 500,000
Onaga Trail/Acoma Trail	\$ 500,000
	Subtotal - Traffic Signals \$ 3,500,000
	TOTAL: \$ 16,507,000

Table 7.3: Streets & Traffic Facilities Standard

Planned Projects	
Street Improvements	\$ 106,029,446
Traffic Safety	13,007,000
Traffic Signals	3,500,000
Total Streets & Traffic Facilities	\$ 122,536,446
Less: Other Funding Sources 2004-2025	(4,015,000)
Net Facility Needs	\$ 118,521,446
Development Share: 40%	47,408,578
Projected Trips Demand for Future Growth	231,860
Standard Per Trip	\$ 204

Table 7.4: Streets & Traffic Facility Fees

Land Use	Standard Per Trip	Trip Demand Factor	Fee	Admin	Total Fee	Fee/ Sq-ft
RESIDENTIAL		(per dwelling unit)				
Single Family	\$ 204	10.4	\$ 2,122	\$ 120	\$ 2,242	
Multi Family	204	8.3	1,693	96	1,789	
NON-RESIDENTIAL		(per 1,000 square feet building area)				
Commercial	\$ 204	26.6	\$ 5,426	\$ 308	\$ 5,734	\$ 5.73
Office	204	22.8	4,651	264	4,915	4.91
Industrial	204	8.3	1,693	96	1,789	1.79

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Alex Qishta, Project Engineer
 Shane Stueckle, Deputy Town Manager
Date: November 10, 2015
Meeting Date: December 15, 2015

Subject: Yucca Trail Traffic Safety & Circulation Analysis Immediate Improvements Report

Recommendation:

That the Town Council receives the report and:

- Authorizes the installation of a Multi-Way Stop and associated improvements at the intersection of Yucca Trail and Warren Vista;
- Directs staff to make necessary changes as outlined in the Immediate Improvements Report for the intersection of Yucca Trail and Palomar, including signal timing and sign upgrades.
- Discusses the alternatives identified for the intersection of SR 62/Sage/Yucca Trail and provides direction to staff.

Prior Review: On August 4, 2015, the Town Council authorized the Town Manager to enter into a professional services agreement with Albert Webb Associates, with a maximum contract value of \$23,100, and directed staff to include this project and associated costs in the Measure I 5-Year Plan and Measure I Budget for Fiscal Year 2015/1016.

Executive Summary: Yucca Trail is an east-west roadway and is designated as a four-lane divided arterial (100' right-of-way) between Sage Avenue and La Contenta Road in the Town's General Plan Circulation Element. It is the second busiest corridor in the Town after Twentynine Palms Highway (SR62).

The Town contracted with Albert A. Webb Associates for preparation of a phased report identifying immediate, near term, and long term traffic and safety improvement recommendations. The attached report identifies the recommended immediate traffic safety improvements.

Order of Procedure:

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

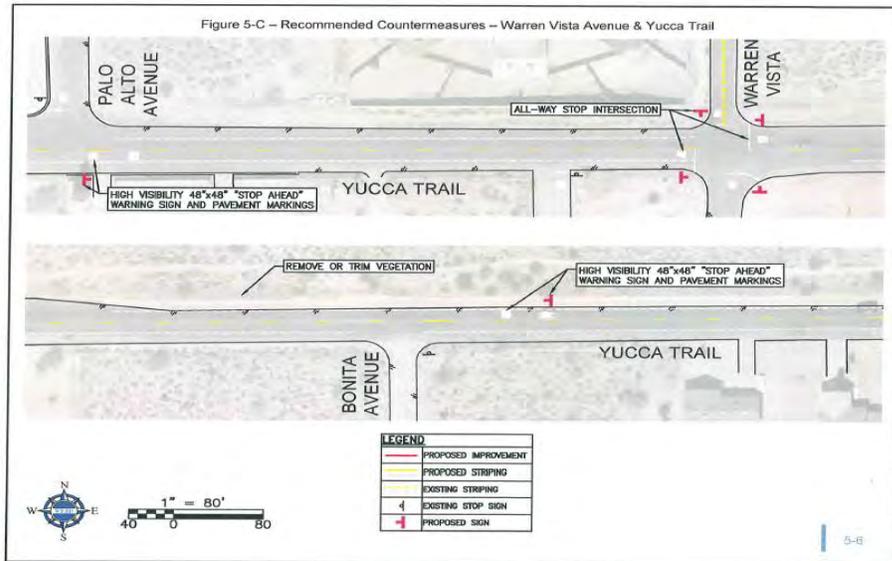
Discussion: : Yucca Trail is designated as a four-lane divided Arterial with 100 foot right-of-way and 80 feet curb to curb from Sage Avenue to La Contenta Road. Yucca Trail carries is the largest volume of daily vehicle traffic within the Town, not including state highways. Yucca Trail is partially-to-fully improved from Sage Avenue to La Contenta Road. Traffic signals are located at the intersections of Yucca Trail/Joshua Lane and Yucca Trail/Palomar Avenue; an all-way stop control is located at the intersection of Yucca Trail/Barberry Avenue. The posted speed limit along Yucca Trail ranges from 40 to 55 mph.

Traffic volumes and patterns have changed on Yucca Trail and its' intersecting streets over the past several years due to various reasons, including traffic signal and improvement construction on SR 62, commercial business openings on SR 62 and the increased convenience of drivers using north/south streets to access those businesses on SR 62, as well as changes in regional and local traffic volumes.

Prior to proceeding with additional improvements on Yucca Trail, evaluating immediate, mid-range and long term roadway improvements is recommended. This approach will provide for a "tiered" implementation program of traffic safety and volume based roadway and intersection improvements. Also tied to this approach is the wastewater project scheduled to break ground in early 2016. All roads in Phase I of HDWD's collection system will be pulverized for installation of the collection system. Therefore any turn pockets, shoulder widening, or other asphalt improvements constructed at this time will be removed with the construction of the collection system. While there are potential immediate implementation actions that may not require the addition of asphalt surfaces, based upon staff evaluation of current conditions on Yucca Trail, various forms of turn pockets and shoulder widening will be necessary in the near future

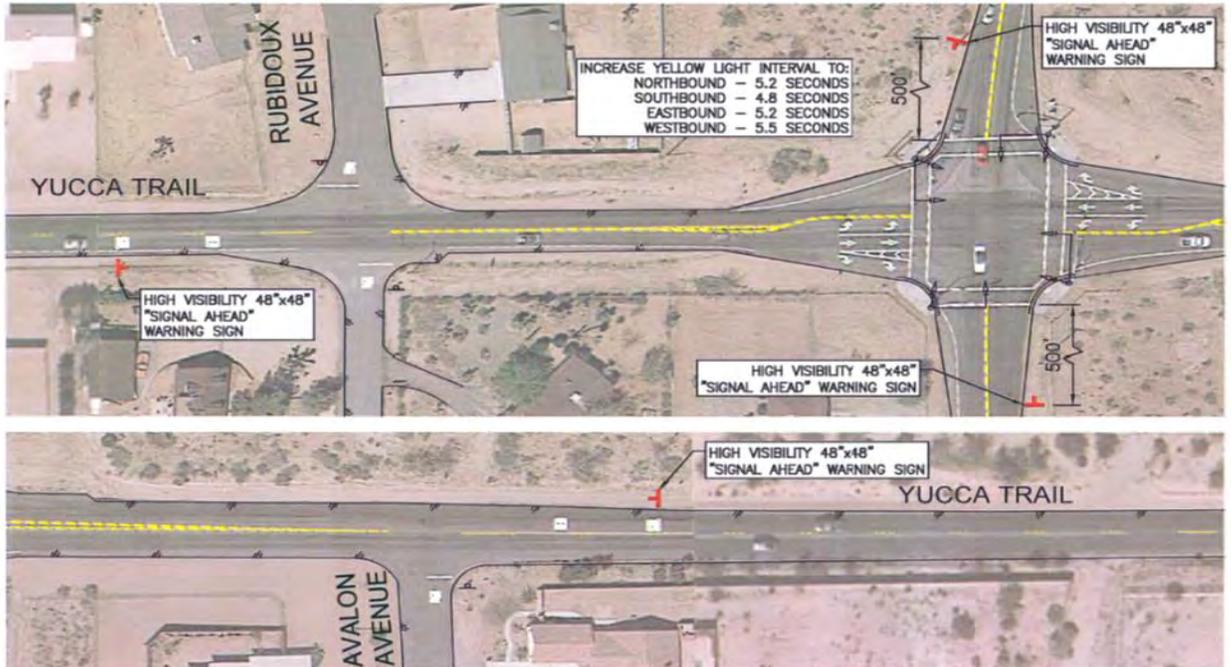
Warren Vista/Yucca Trail:

Detailed information on traffic volumes and accident data is included in the Report. In summary, the intersection is currently operating at level of service F during the AM peak hour and level of service C in the PM peak hour (with A being the highest and F the lowest). Between November 2014 and July 2015 there were six reported accidents that are susceptible to correction through installation of a multi-way stop. The recommended action would result in the installation of a multi-way stop at the intersection with associated striping and signage.



Palomar Avenue/Yucca Trail:

The intersection of Yucca Trail and Palomar is currently operating at level of service C in both the AM and PM peak hours. A total of 16 accidents have occurred at the intersection since installation of the signal in 2013. The collision data indicates accidents between left turning vehicles and oncoming traffic, as well as vehicles not stopping at the red signal indication. The recommended actions include adjusting signal timing as well as installation of larger, high visibility signage.

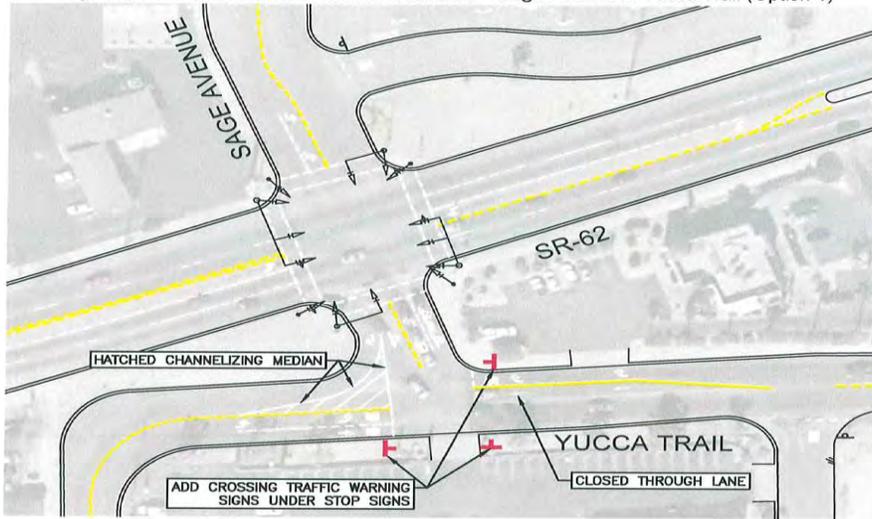


Sage Avenue/Yucca Trail:

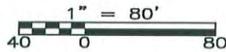
The intersection of Sage/Yucca Trail/SR62 and its traffic control is not standard. The stop control at this intersection requires all directions to yield to south bound traffic. There were two report accidents at the intersection during the study period. The intersection is operating at level of service C in the AM peak hour and level of service E in the PM peak hour.

There are a number of options for modifications to traffic control and turning movements at this intersection, and staff will be presenting these options in the presentation. Eliminating turning movements is a consideration of improvements in traffic flow and safety at this intersection.

Figure 5-A – Recommended Countermeasures – Sage Avenue & Yucca Trail (Option 1)

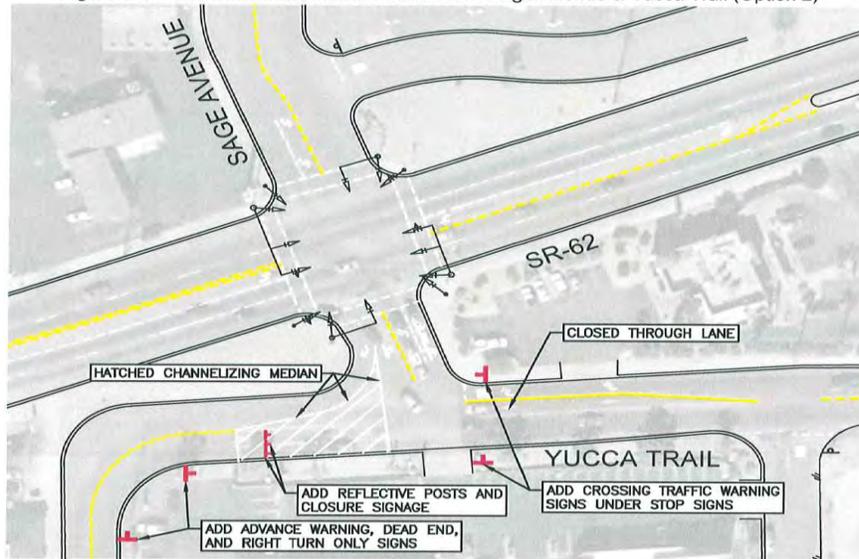


LEGEND	
	PROPOSED IMPROVEMENT
	EXISTING STRIPING
	EXISTING STOP SIGN
	PROPOSED SIGN
	SIGNAL HEAD

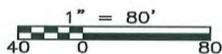


5-4

Figure 5-B – Recommended Countermeasures – Sage Avenue & Yucca Trail (Option 2)



LEGEND	
	PROPOSED IMPROVEMENT
	EXISTING STRIPING
	EXISTING STOP SIGN
	PROPOSED SIGN
	SIGNAL HEAD



5-5

Staff is not recommending that we proceed with any of these options at this time, but to discuss those alternatives and their resulting anticipated changes in traffic flow, driver convenience, and impact to local businesses.

Alternatives: Staff recommends no alternatives for the intersection of Yucca Trial and Warren Vista, and Yucca Trail and Palomar.

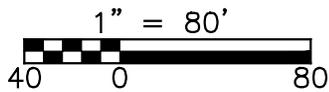
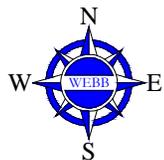
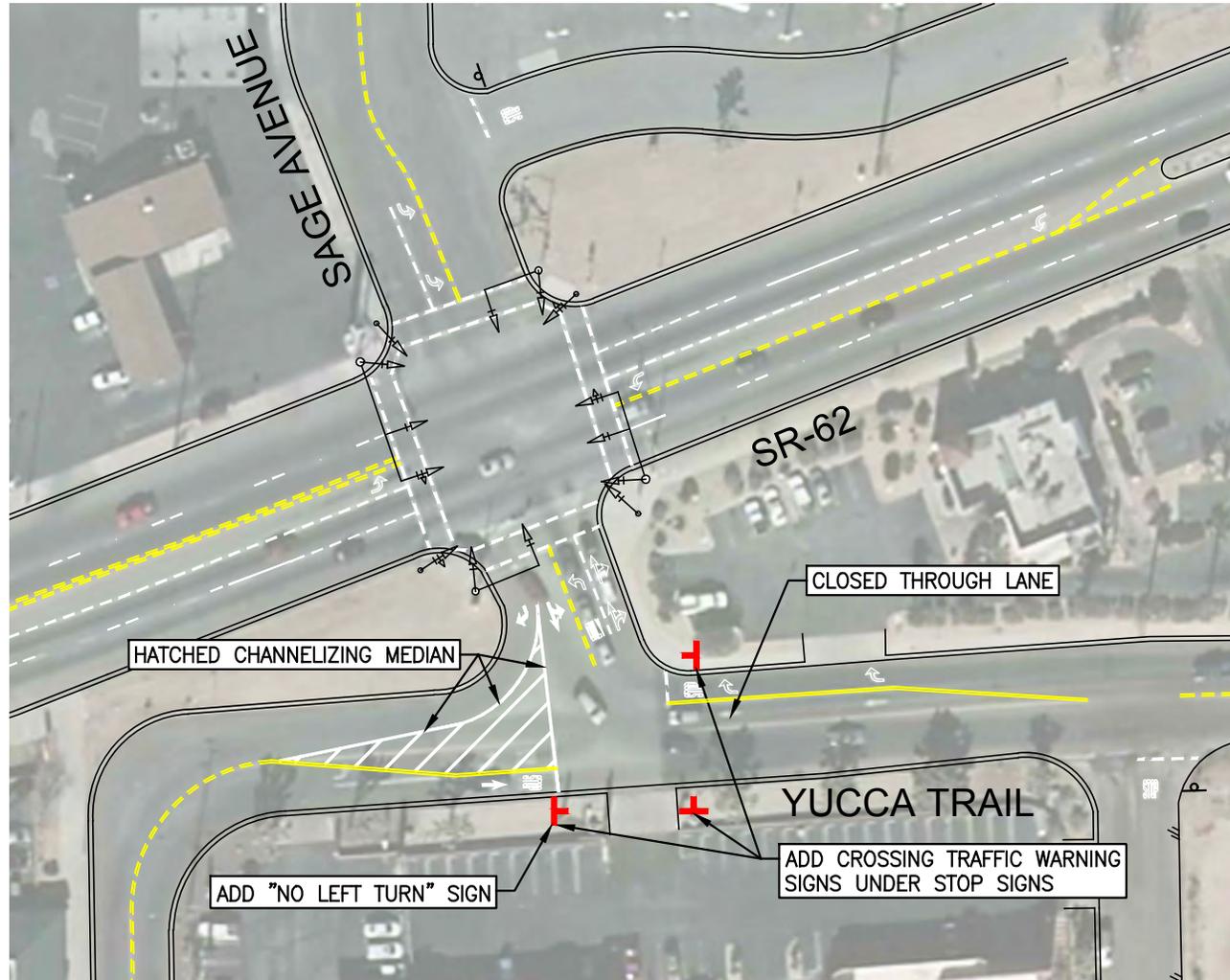
Fiscal Impact: Cost of the required improvements will not exceed \$5,000.00 and will be paid from the street maintenance operating budget.

Attachments:

SageOption3Exhibit

Webb Imm Imp Report

Figure 5-C – Recommended Countermeasures – Sage Avenue & Yucca Trail (Option 3)



LEGEND	
	PROPOSED IMPROVEMENT
	EXISTING STRIPING
	EXISTING STOP SIGN
	PROPOSED SIGN
	SIGNAL HEAD



YUCCA TRAIL SAFETY ANALYSIS: IMMEDIATE IMPROVEMENTS

PREPARED FOR:
THE TOWN OF YUCCA VALLEY

DECEMBER 2015



www.webbassociates.com

**Corporate Headquarters**

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Murrieta, CA 92562
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December 9, 2015

Mr. Alex Qishta, P.E.
Principal Engineer
Town of Yucca Valley
58928 Business Center Drive
Yucca Valley, CA 92284

RE: Yucca Trail Safety Analysis – Immediate Improvements Report

Dear Alex,

We are pleased to submit herewith our Safety Analysis – Immediate Improvements Report for Yucca Trail which we have prepared at your request.

If you have any questions regarding this report, please call the undersigned for clarification.

Sincerely yours,

ALBERT A. WEBB ASSOCIATES

Dilesh Sheth, P.E., T.E.
Vice President



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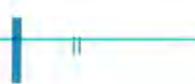
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EXECUTIVE SUMMARY

▪ Purpose of Report and Study Objectives

The purpose of this study is to evaluate roadway safety at high collision locations along the Yucca Trail corridor.

The objectives of this study include the following:

- Document existing traffic conditions at each location;
- Examine accident data at each location;
- Analyze possible countermeasures at each location;
- Provide recommended short term improvements;

▪ Study Locations

The study intersections included in this study are:

1. Sage Avenue (NS) and Yucca Trail (EW)
2. Warren Vista Avenue (NS) and Yucca Trail (EW)
3. Palomar Avenue (NS) and Yucca Trail (EW)

▪ Recommendations

Sage Avenue/Yucca Trail (Option 1)

- Prohibit westbound left-turn and through movement.
- Add "TRAFFIC FROM LEFT DOES NOT STOP" plaque [W4-4aP(LT)] to stop sign for eastbound direction.
- Add "ONCOMING TRAFFIC DOES NOT STOP" plaque (W4-4bP) to stop sign for northbound direction.
- Refresh all existing striping & markings.

Sage Avenue/Yucca Trail (Option 2)

- Prohibit westbound left-turn and through movement.
- Prohibit all eastbound movements.
- Add "ONCOMING TRAFFIC DOES NOT STOP" plaque (W4-4bP) to stop sign for northbound direction.
- Refresh all existing striping & markings.

Warren Vista Avenue/Yucca Trail

- Convert intersection to all way stop in interim condition. This will require stop signs (R1-1), all way plaques (R1-3P), and stop ahead warning signs (W3-1) for eastbound and westbound directions. This will also require all way plaques (R1-3P) for northbound and southbound directions. Oversized signs, flashing beacons, and/or Light Emitting Diode (LED) enhanced signs along Yucca Trail are recommended to improve visibility and compliance.
- Add "Stop Ahead" pavement markings adjacent to stop ahead warning signs for eastbound and westbound directions.
- Remove or trim vegetation to increase sight distance to the east.
- Refresh all existing striping & markings.

Palomar Avenue/Yucca Trail

- Replace signal ahead warning sign with oversized signs for all directions.
- Increase yellow interval to a minimum of 4.8 seconds for southbound direction, 5.2 seconds for eastbound and northbound directions, and 5.5 seconds for westbound direction to meet CA-MUTCD Table 4D-102(CA).
- Refresh all existing striping & markings.

INTRODUCTION

▪ Purpose of Report and Study Objectives

The purpose of this study is to evaluate roadway safety at high collision locations along the Yucca Trail corridor in the Town of Yucca Valley (Town).

Due to the high frequency of accidents along the Yucca Trail corridor, the Town would like to implement countermeasures in the short term, mid-term, and long term in order to address these safety issues.

The objectives of this study include the following:

- Document existing traffic conditions at each location;
- Examine accident data at each location;
- Analyze possible countermeasures at each location;
- Provide recommended short term improvements;

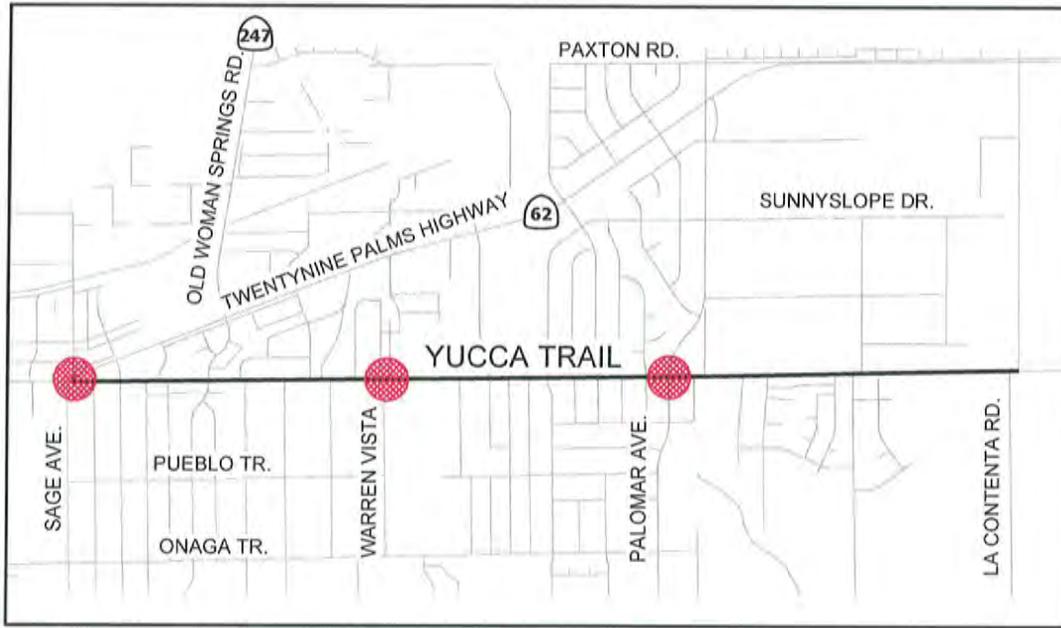
▪ Study Locations

The study intersections included in this study are:

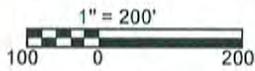
1. Sage Avenue (NS) and Yucca Trail (EW)
2. Warren Vista Avenue (NS) and Yucca Trail (EW)
3. Palomar Avenue (NS) and Yucca Trail (EW)

A vicinity map with the study intersections marked is presented on Figure 2-A.

Figure 2-A – Vicinity Map



● STUDIED INTERSECTION



EXISTING CONDITIONS

▪ Roadway Descriptions

Yucca Trail is an east-west roadway and is designated as a four-lane divided arterial (100' right-of-way [ROW]) between Sage Avenue and La Contenta Road in the Town's General Plan Circulation Element. It is the second busiest corridor in the Town after Twentynine Palms Highway (SR-62). It is currently striped with one through lane in each direction between Sage Avenue and La Contenta Road, except between Barberry Avenue and Lupine Drive, where there are two westbound through lanes. There are left-turn and right-turn lanes at some intersections between Sage Avenue and La Contenta Road. The posted speed limit varies from 45mph to 55mph.

Sage Avenue is a north-south roadway and is designated as a two-lane arterial (70' ROW) between Joshua Drive and Sunnyslope Drive in the Town's General Plan Circulation Element. A short segment of Sage Avenue connects Twentynine Palms Highway (SR-62) and Yucca Trail. The alignment of Sage Avenue south of Yucca Trail is disconnected from the northern portion and shifted to the west. Yucca Valley High School is located approximately 1/4 mile south of the Sage Avenue/Yucca Trail intersection.

Warren Vista Avenue is a north-south roadway and is designated as a two-lane collector (66' ROW) between Vaduz Avenue and Twentynine Palms Highway (SR-62) in the Town's General Plan Circulation Element. The posted speed limit is 40mph immediately south of Yucca Trail; there is no posted speed limit immediately north of Yucca Trail.

Palomar Avenue is a north-south roadway and is designated as a two-lane arterial (70' ROW) from Joshua Lane to Twentynine Palms Highway (SR-62) in the Town's General Plan Circulation Element. The posted speed limit is 45mph north of Yucca Trail and 50mph south of Yucca Trail.

▪ Existing Traffic Controls and Intersection Geometrics

Sage Avenue/Yucca Trail

The intersection of Sage Avenue and Yucca Trail is stop-controlled and has the following lane geometrics:

Northbound: One shared left-turn, through, and right-turn lane. Stop controlled. (Commercial driveway)

Southbound: One shared left-turn, through, and right-turn lane (29' width). Uncontrolled.

Eastbound: One left-turn lane (12' width, 95' pocket). One shared through and right-turn lane (13' width). Stop controlled.

Westbound: One shared left-turn and through lane (12' width). One right-turn lane (13' width, 100' pocket). Stop controlled.

The traffic control at this intersection is not standard. Since the south leg of the intersection is a driveway to a commercial property, the north leg would normally be considered the "terminating highway" at a T-intersection and would typically be required to yield to the east-west "continuing highway." The stop control at this intersection requires all other directions to yield right-of-way to the southbound direction. The existing traffic control and intersection geometrics are shown on Figure 3-A. Photos of existing conditions are included in Appendix A.

Warren Vista Avenue/Yucca Trail

The intersection of Warren Vista Avenue and Yucca Trail is side-street stop-controlled and has the following lane geometrics:

- Northbound: One shared left-turn, through, and right-turn lane (19' width). Stop controlled.
- Southbound: One shared left-turn, through, and right-turn lane (12' width). Stop controlled.
- Eastbound: One shared left-turn, through, and right-turn lane (12' width). Uncontrolled.
- Westbound: One shared left-turn, through, and right-turn lane (12' width). Uncontrolled.

There are wide paved shoulders (10'+) for the eastbound and westbound direction. For the westbound direction, the shoulder starts approximately 200' before the intersection. The existing traffic control and intersection geometrics are shown on Figure 3-B. Photos of existing conditions are included in Appendix A.

Palomar Avenue/Yucca Trail

The intersection of Palomar Avenue and Yucca Trail is controlled by a traffic signal and has the following lane geometrics:

- Northbound: One shared left-turn, through, and right-turn lane (30' width).
- Southbound: One shared left-turn, through, and right-turn lane (28' width).
- Eastbound: One left-turn lane (12' width, 45' pocket). One through lane (12' width). One right-turn lane (14' width, 45' pocket).
- Westbound: One left-turn lane (12' width, 50' pocket). One through lane (12' width). One right-turn lane (14' width, 50' pocket).

All left-turn phasing is permissive. The existing traffic control and intersection geometrics are shown on Figure 3-C. Photos of existing conditions are included in Appendix A. The signal timing sheet for this intersection was also received from the city and reviewed for compliance with CA-MUTCD requirements.

Existing Traffic Volumes

Existing turning movement counts were conducted at the intersection of Sage Avenue/Yucca Trail. An origin-destination study was conducted for all of the businesses along Yucca Trail between Sage Avenue and Barberry Avenue in order to estimate the impacts of mitigations at the intersection.

Existing machine counts at the intersection of Warren Vista Avenue and Yucca Trail were received from the Town and reviewed. These counts do not include turning movements at the intersection, only total vehicles approaching the intersection. Because the CA-MUTCD guidance and options allows adjustment of left-turn and right-turn traffic using engineering judgment in the signal warrant analysis, additional turning movement counts were conducted by Counts Unlimited, Inc.

Turning movement counts were also conducted at the intersection of Palomar Avenue/Yucca Trail.

All traffic count worksheets are provided in Appendix B.

Speed Surveys

The Town conducted radar speed surveys along Yucca Trail in 2013 and 2014 at the following locations:

1. Between Sage Avenue and Joshua Lane (2/12/14)
2. Between Joshua Lane and Airway Avenue (2/12/14)
3. Between Airway Avenue and Palomar Avenue (3/5/13)
4. Between Palomar Avenue and La Contenta Road (3/5/13)

Table 3-1 presents the results of the speed surveys.

Table 3-1 – Speed Survey Results

Location	85th Percentile Speed	10mph Pace	Posted Speed Limit
1. Sage Ave to Joshua Ln	39	31-40	40
2. Joshua Ln to Airway Ave	42	35-44	40
3. Airway Ave to Palomar Ave	51	44-53	50
4. Palomar Ave to La Contenta Rd	57	49-58	55

■ Collision History

Collision data was downloaded from the Statewide Integrated Traffic Records System (SWITRS) website for the study period of January 1, 2010 to September 18, 2015. The Town also provided collision reports for accidents that were not included in the SWITRS database. Collision records for each intersection are included in Appendix C.

Sage Avenue/Yucca Trail

There were a total of 2 collisions reported at or within the influence area of the intersection of Sage Avenue and Yucca Trail during the study period. Both accidents were property damage only. The primary collision factors/traffic violations were unsafe speed and automobile right-of-way (vehicle at stop sign shall yield). Both accidents occurred during daytime hours. The types of collision were broadside and rear end. A collision diagram is shown on Figure 3-D.

Warren Vista Avenue/Yucca Trail

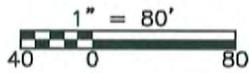
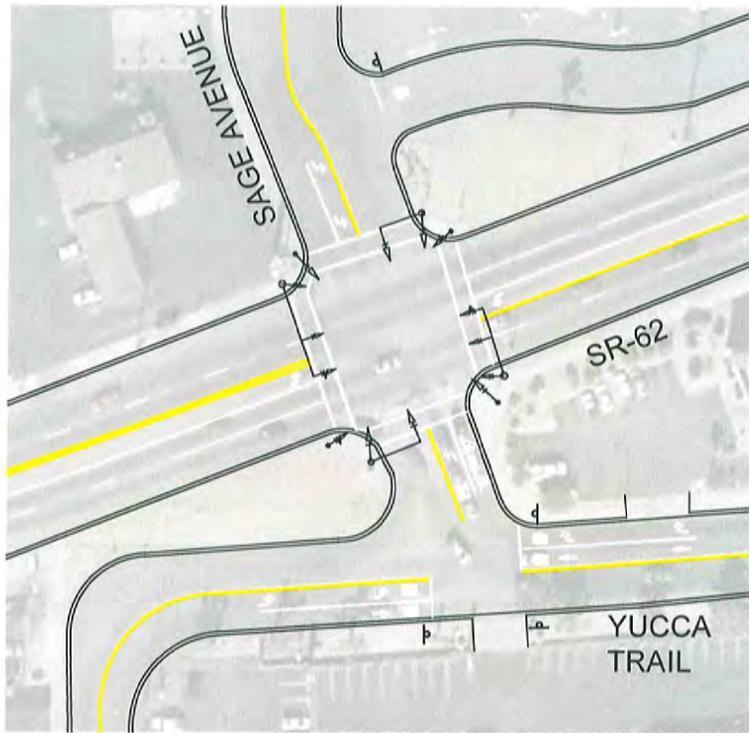
There were a total of 16 collisions reported at or within the influence area of the intersection of Warren Vista Avenue and Yucca Trail during the study period. Of these accidents, 1 was fatal (6%), 1 had severe injuries (6%), 3 had visible injuries (19%), 2 had complaints of pain (13%), and the remaining 9 were property damage only (56%). Almost all of the accidents were due to automobile right-of-way (stop at sign until safe, left turn yield to opposing traffic, yield to vehicle already in intersection – 13 accidents, 81%) or traffic sign violations (stop before limit line – 2 accidents, 13%). The remaining accident was due to driving on the wrong side of road (unsafe passing at intersection). 13 of the accidents occurred during daytime hours (81%), 2 during dusk-dawn hours (13%), and one during nighttime hours (6%). Almost all of the accidents were classified as broadside (15 accidents, 94%), with one classified as head-on (6%). A collision diagram is shown on Figure 3-E.

Palomar Avenue/Yucca Trail

There were a total of 21 collisions reported at or within the influence area of the intersection of Palomar Avenue and Yucca Trail during the study period. A traffic signal was installed at this location in 2013. 5 of the accidents occurred before the signal was installed and are not being considered in this safety analysis. Of

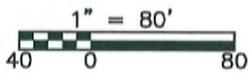
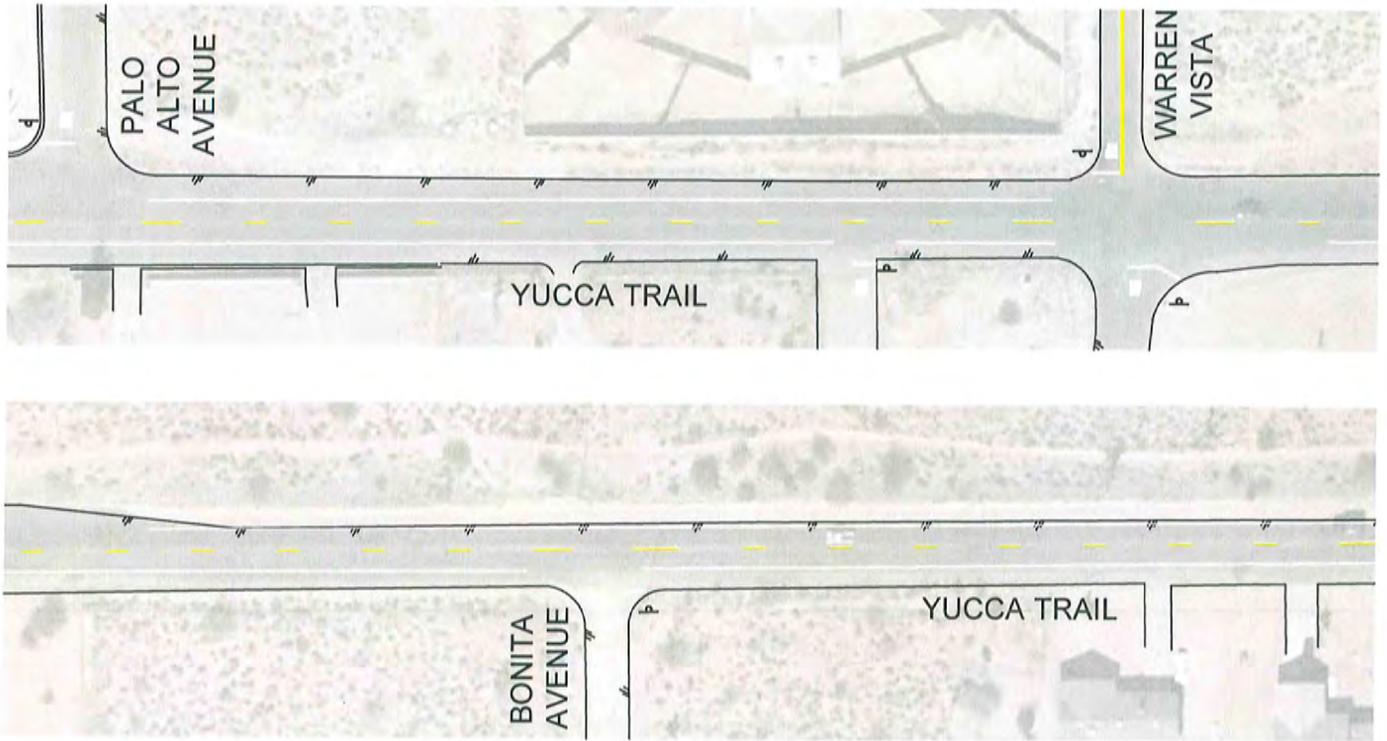
the remaining 16 accidents, 2 had complaints of pain (13%) and 14 were property damage only (87%). The most common primary collision factors/traffic violations were: automobile right-of-way (left turn yield to opposing traffic – 7 accidents, 44%) and traffic signals (stop at circular red – 5 accidents, 31%). 11 of the accidents occurred during daytime hours (69%), 1 during dusk-dawn hours (6%), and 3 during nighttime hours (19%). 10 of the accidents were classified as broadside (63%), 5 as head-on (31%), and 1 as sideswipe (6%). A collision diagram is shown on Figure 3-F.

Figure 3-A – Existing Traffic Control And Intersection Geometrics – Sage Avenue & Yucca Trail



LEGEND	
⊥	STOP SIGN
—▶	SIGNAL HEAD

Figure 3-B – Existing Traffic Control And Intersection Geometrics – Warren Vista Avenue & Yucca Trail



LEGEND	
	STOP SIGN
	SIGNAL HEAD

Figure 3-C – Existing Traffic Control And Intersection Geometrics – Palomar Avenue & Yucca Trail

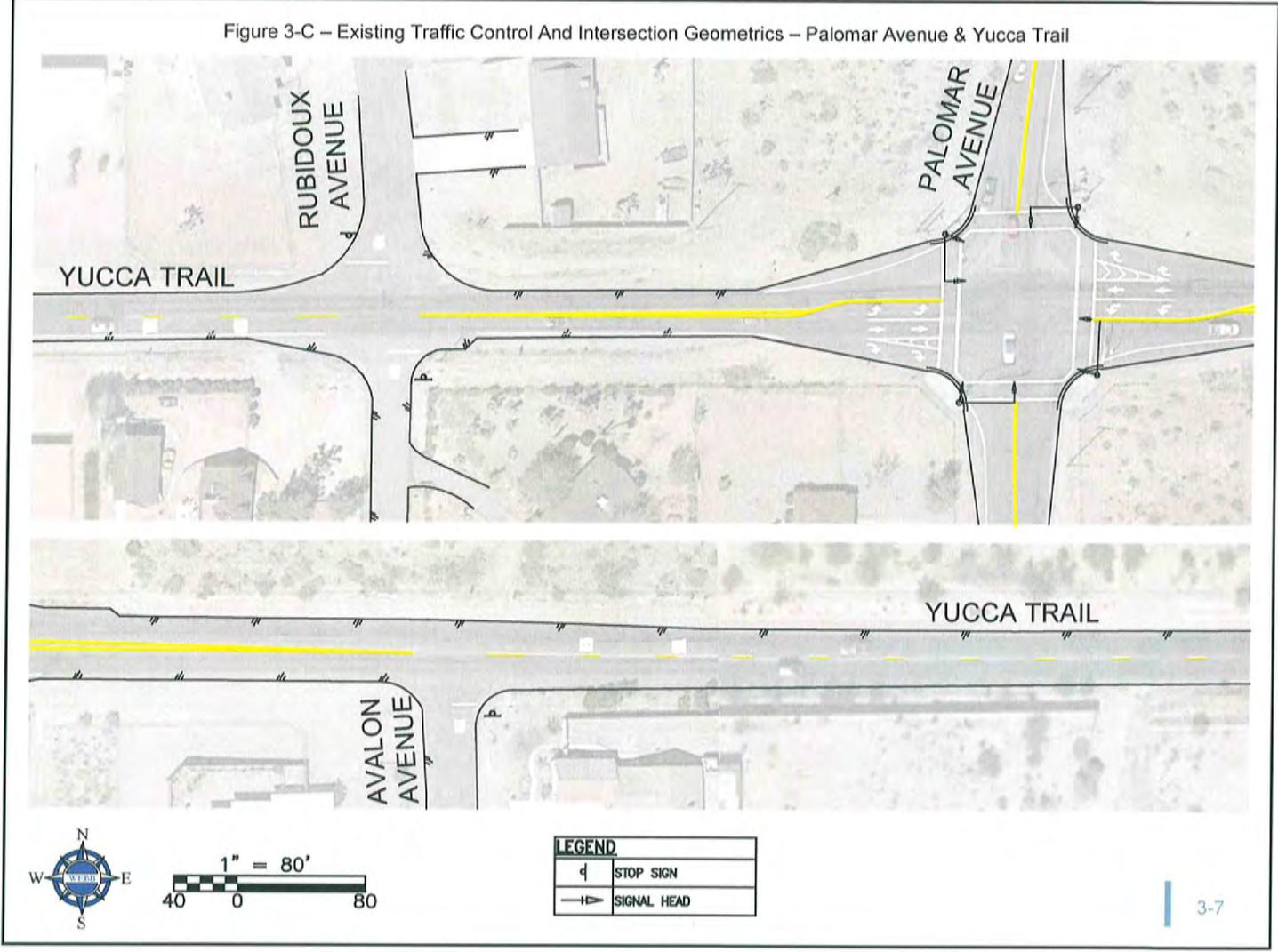
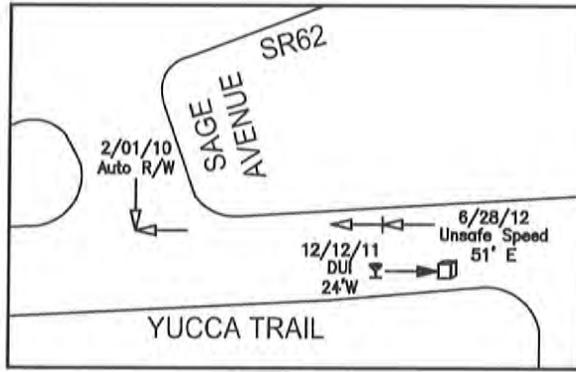


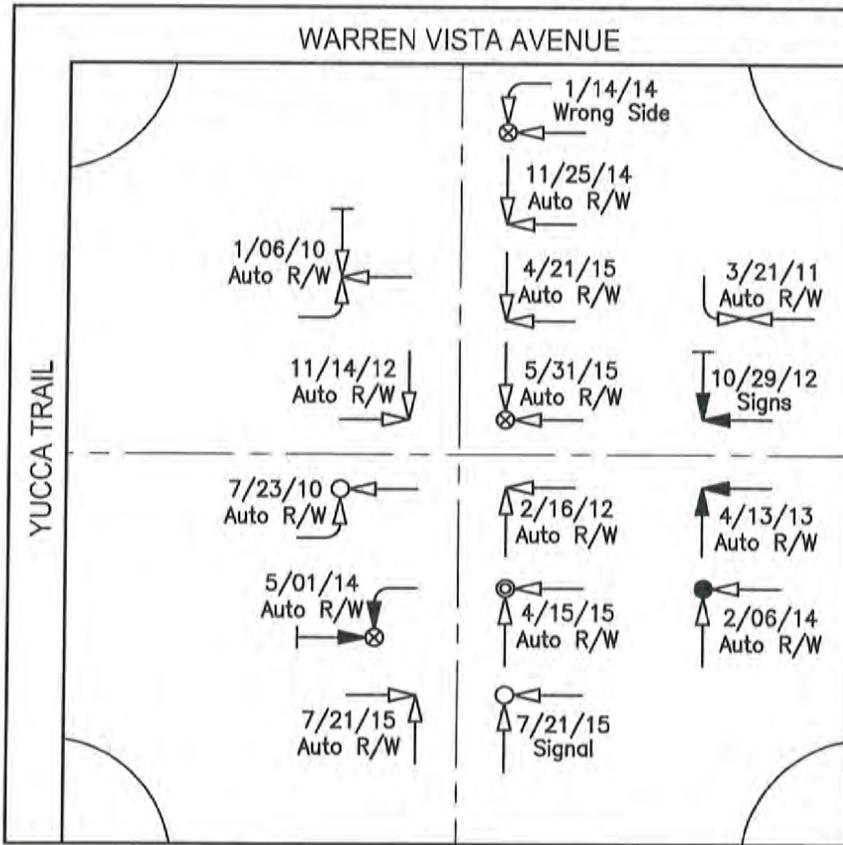
Figure 3-D – Collision Diagram – Sage Avenue & Yucca Trail



LEGEND	
	RIGHT TURN
	LEFT TURN
	MOVING VEHICLE
	STOPPED VEHICLE
	BACKING VEHICLE
	RAN OFF ROAD
	MOVEMENT UNKNOWN
	SIDESWIPE
	DAY
	NIGHT
	PEDESTRIAN
	FIXED OBJECT
	BICYCLE
	DUI
	INJURY - PAIN
	INJURY - VISIBLE
	INJURY - SEVERE
	FATAL



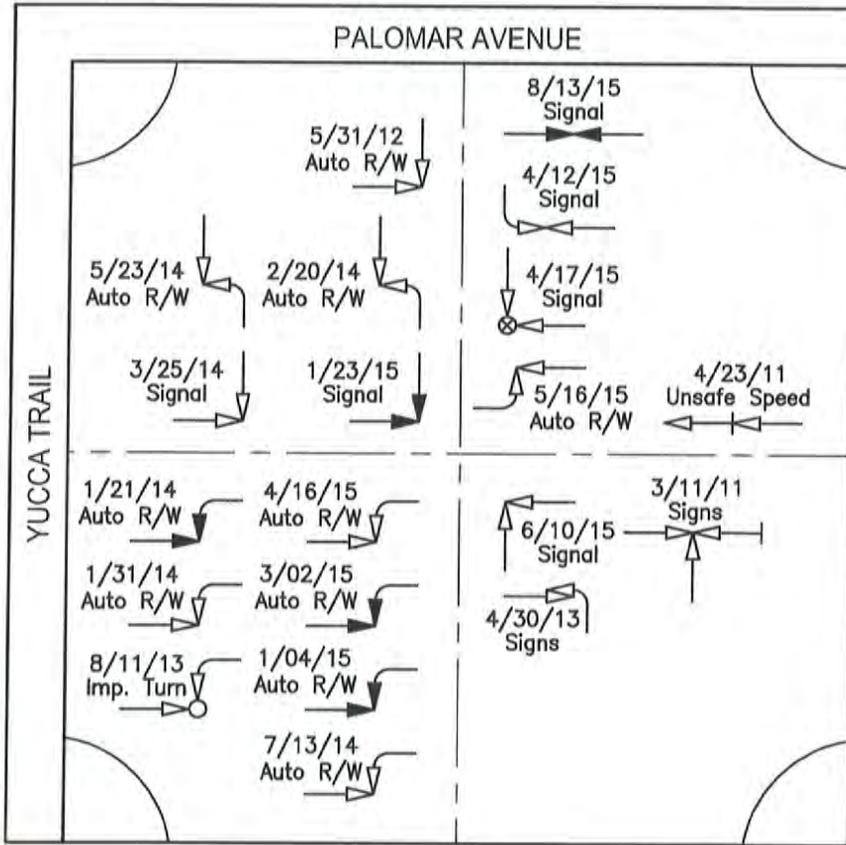
Figure 3-E – Collision Diagram – Warren Vista Avenue & Yucca Trail



LEGEND	
↗	RIGHT TURN
↖	LEFT TURN
←	MOVING VEHICLE
⊠	STOPPED VEHICLE
↶	BACKING VEHICLE
↯	RAN OFF ROAD
↔	MOVEMENT UNKNOWN
↔	SIDESWIPE
◁	DAY
◁	NIGHT
♣	PEDESTRIAN
◻	FIXED OBJECT
♣	BICYCLE
⚡	DUI
○	INJURY – PAIN
●	INJURY – VISIBLE
●	INJURY – SEVERE
●	FATAL



Figure 3-F – Collision Diagram – Palomar Avenue & Yucca Trail



LEGEND	
	RIGHT TURN
	LEFT TURN
	MOVING VEHICLE
	STOPPED VEHICLE
	BACKING VEHICLE
	RAN OFF ROAD
	MOVEMENT UNKNOWN
	SIDESWIPE
	DAY
	NIGHT
	PEDESTRIAN
	FIXED OBJECT
	BICYCLE
	DUI
	INJURY - PAIN
	INJURY - VISIBLE
	INJURY - SEVERE
	FATAL



FINDINGS

▪ Sage Avenue/Yucca Trail

A field review of the intersection of Sage Avenue/Yucca Trail revealed that drivers may be confused about the traffic control at this intersection. In a period of 15 minutes, two drivers were observed violating automobile right-of-way rules. Because of the non-standard configuration of stop signs, some drivers may assume the intersection is all-way stop controlled and may not realize that the southbound approach does not stop.

The intersection of Sage Avenue/Twenty-nine Palms Highway (SR-62) is located immediately to the north of Yucca Trail and the storage space for northbound left-turning vehicles at Twenty-nine Palms Highway is only 50'. If the northbound left-turn queue backs up to Yucca Trail (2 or 3 vehicles), the line-of-sight for westbound vehicles to see southbound vehicles could be blocked and their ability to judge

Local Traffic

Based on the turning movement counts and origin-destination study, 4 of the 655 vehicles (0.6%) during the AM Peak Hour and 87 of the 889 vehicles (9.8%) during the PM Peak Hour are accessing the local businesses along Yucca Trail.

Level of Service and Queueing Analysis

The level of service and queuing at this intersection were analyzed using PTV Vistro software. The analysis methodology used for these calculations is based on HCM2010. The existing delays, levels of service, and 95th percentile queues at this intersection are reported in Table 4-1. The level of service calculation worksheets are included in Appendix E.

Table 4-1 – Existing Levels of Service and Queueing – Sage Avenue/Yucca Trail

Location	Peak Hour	Delay (sec)	LOS	95th Percentile Queue (ft)					
				NB	SB	EBL	EBT	WBT	WBR
Sage Avenue and Yucca Trail	AM	23.9	C	0	20	24	16	44	17
	PM	49.1	E	0	23	69	55	59	16

As shown in Table 4-1, the intersection is operating at LOS E during the PM Peak Hour. There are also estimated queues of up to 69 ft in the eastbound direction.

▪ Warren Vista Avenue/Yucca Trail

The collision data at this intersection reveals a high number of injury and fatality accidents. Most of the accidents are broadside collisions that involve a vehicle travelling westbound and another vehicle travelling northbound or southbound. Although the posted speed limit on Yucca Trail at this location is 50mph, vehicles travelling westbound may be travelling at a higher speed because of the downhill grade.

At 50mph, the stopping sight distance requirement is 430 ft. From behind the northbound and southbound limit lines, there appears to be at least 430 ft of sign distance in each direction, but the sight distance to the east does not extend much further than the minimum stopping sight distance because of vegetation.

Level of Service and Queuing Analysis

The level of service and queuing at this intersection were analyzed using PTV Vistro software. The analysis methodology used for these calculations is based on HCM2010. The existing delays, levels of service, and 95th percentile queues at this intersection are reported in Table 4-2. The level of service calculation worksheets are included in Appendix E.

Table 4-2 – Existing Levels of Service and Queueing – Warren Vista Avenue/Yucca Trail

Location	Peak Hour	Delay (sec)	LOS	95th Percentile Queue (ft)			
				NB	SB	EBL	WBL
Warren Vista Avenue and Yucca Trail	AM	66.1	F	249	64	71	32
	PM	21.1	C	9	43	80	23

As shown in Table 4-2, the intersection is operating at LOS F during the AM Peak Hour. There are also estimated queues of up to 80 ft in the eastbound direction.

Traffic Signal Warrants

The traffic signal warrants were analyzed at this intersection per CA-MUTCD Section 4C. The following warrants are satisfied based on the existing data available:

- Warrant 1 – Eight Hour Vehicular Volume
- Warrant 2 – Four Hour Vehicular Volume
- Warrant 3 – Peak Hour

The CA-MUTCD states that the satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal. The traffic signal warrant worksheets are included in Appendix D.

Multi-Way Stop Guidance

The criteria for installing a multi-way stop control was analyzed at this intersection per CA-MUTCD Section 2B.07.

- A. Since the volume based traffic signal warrants are met at this intersection, a multi-way stop can be considered as an interim measure that can be installed quickly before installation of the traffic signal.
- B. From the period 11/25/14 to 7/21/15, there were six (6) reported crashes at this intersection that are susceptible to correction by a multi-way stop installation.
- C. The minimum volume criteria for installing a multi-way stop was not satisfied.
- D. Since criteria A and B were both met, criteria D was not analyzed.

Palomar Avenue/Yucca Trail

The collision data at this intersection reveals a high number of accidents between left turning vehicles and opposing through or right-turning vehicles. There are also a number of accidents where the vehicles did not stop at a red traffic signal indication. These types of accidents indicate low visibility and/or awareness of the traffic signal.

A review of this intersection revealed that there are a total of two indications for each direction and that the indication for the westbound direction lines up with the right half of the through lane. There are no far-left

indications and no near-side indications. For westbound left-turning vehicles, the closest signal indication would be over 12' to their right.

The left-turn and right-turn storage pockets for the eastbound and westbound direction at this intersection are very short and do not provide any deceleration area.

Level of Service and Queueing Analysis

The level of service and queueing at this intersection were analyzed using PTV Vistro software. The existing delays, levels of service, and 95th percentile queues at this intersection are reported in Table 4-3. The level of service calculation worksheets are included in Appendix E.

Table 4-3 – Existing Levels of Service and Queueing – Palomar Avenue/Yucca Trail

Location	Peak Hour	Delay (sec)	LOS	95th Percentile Queue (ft)					
				NB	SB	EBL	EBT	WBL	WBT
Palomar Avenue and Yucca Trail	AM	20.5	C	54	32	31	133	13	278
	PM	22.3	C	207	175	47	121	50	133

As shown in Table 4-3, the intersection is operating at LOS C during the AM and PM Peak Hours.

RECOMMENDATIONS

General Recommendations

- Refresh existing striping & markings with thermoplastic to improve visibility.
- Perform public outreach and education before significant changes to traffic control at any location.

Sage Avenue/Yucca Trail (Option 1)

- Prohibit westbound left-turn and through movement.
- Add "TRAFFIC FROM LEFT DOES NOT STOP" plaque [W4-4aP(LT)] to stop sign for eastbound direction.
- Add "ONCOMING TRAFFIC DOES NOT STOP" plaque (W4-4bP) to stop sign for northbound direction.

With these recommended improvements, the levels of service and queueing were calculated and the results are presented in Table 5-1.

Table 5-1 – Proposed Level of Service and Queueing – Sage Avenue/Yucca Trail (Option 1)

Location	Peak Hour	Delay (sec)	LOS	95th Percentile Queue (ft)				
				NB	SB	EBL	EBT	WBR
Sage Avenue and Yucca Trail	AM	15.3	C	0	20	13	16	17
	PM	23.2	C	0	23	33	55	16

As shown, the AM Peak Hour LOS remains at LOS C and the PM Peak Hour LOS improves from LOS E to LOS C. The 95th percentile queue for eastbound left decreases from 24 feet to 13 feet during the AM Peak Hour and from 69 feet to 33 feet during the PM Peak Hour.

Based on the counts conducted on December 3, 2015 and the origin-destination study, by prohibiting the westbound left-turn and through movements, 133 vehicles during the AM Peak Hour and 143 vehicles during the PM Peak Hour would be affected. The total conflicting movements for the intersection would decrease by 71% during the AM Peak Hour and 44% during the PM Peak Hour. During the AM Peak Hour, all of the 133 vehicles are "through traffic," originating from Barberry Avenue or further east and are travelling west of the intersection. During the PM Peak Hour, 130 of the 143 vehicles are "through traffic" and the remaining 13 vehicles are coming from or going to the businesses between Sage Avenue and Barberry Avenue.

The 4 vehicles during the PM Peak Hour currently entering the Oasis Center on the south leg of this intersection would be diverted to the driveway on Aster Avenue. The 9 vehicles during the PM Peak Hour currently leaving the businesses on the north side of Yucca Trail and driving south on Sage Avenue would likely drive south on Aster Avenue instead.

Sage Avenue/Yucca Trail (Option 2)

- Prohibit westbound left-turn and through movement.
- Prohibit all eastbound movements.
- Add "ONCOMING TRAFFIC DOES NOT STOP" plaque (W4-4bP) to stop sign for northbound direction.

With these recommended improvements, the levels of service and queueing were calculated and the results are presented in Table 5-2.

Table 5-2 – Proposed Level of Service and Queueing – Sage Avenue/Yucca Trail (Option 2)

Location	Peak Hour	Delay (sec)	LOS	95th Percentile Queue		
				NB	SB	WBR
Sage Avenue and Yucca Trail	AM	9.1	A	0	20	17
	PM	9.1	A	0	23	16

As shown, the AM Peak Hour LOS improves from LOS C to LOS A and the PM Peak Hour LOS improves from LOS E to LOS A.

Based on the counts conducted on December 3, 2015, by prohibiting the westbound left-turn, westbound through, and all eastbound movements, 249 vehicles during the AM Peak Hour and 373 vehicles during the PM Peak Hour would be affected. The total conflicting movements for the intersection would decrease by 98% during the AM Peak Hour and 91% during the PM Peak Hour. During the AM Peak Hour, 203 of the 249 vehicles are “through traffic” and the remaining 46 vehicles are travelling northbound on Sage Avenue towards Twentynine Palms Highway (SR-62). During the PM Peak Hour, 275 of the 373 vehicles are “through traffic,” 73 vehicles are travelling northbound on Sage Avenue towards Twentynine Palms Highway (SR-62), and the remaining 25 vehicles are coming from or going to the businesses between Sage Avenue and Barberry Avenue.

The 5 vehicles during the PM Peak Hour currently entering the Oasis Center on the south leg of this intersection would be diverted to the driveway on Aster Avenue. The 20 vehicles during the PM Peak Hour currently entering or leaving the businesses on the north side of Yucca Trail and driving to/from the south on Sage Avenue would likely drive to/from the south on Aster Avenue instead. The 73 vehicles currently driving northbound on Sage Avenue, turning right on Yucca Trail and then left on Sage Avenue towards Twentynine Palms Highway (SR-62) would be diverted to other local roads (most likely Aster Avenue or Barberry Avenue)

▪ **Warren Vista Avenue/Yucca Trail**

- Convert intersection to all way stop in interim condition. This will require stop signs (R1-1), all way plaques (R1-3P), and stop ahead warning signs (W3-1) for eastbound and westbound directions. This will also require all way plaques (R1-3P) for northbound and southbound directions. Oversized signs, flashing beacons, and/or Light Emitting Diode (LED) enhanced signs along Yucca Trail are recommended to improve visibility and compliance.
- Add “Stop Ahead” pavement markings adjacent to stop ahead warning signs for eastbound and westbound directions.
- Remove or trim vegetation to increase sight distance to the east.

With these recommended improvements, the levels of service and queueing were calculated and the results are presented in Table 5-3.

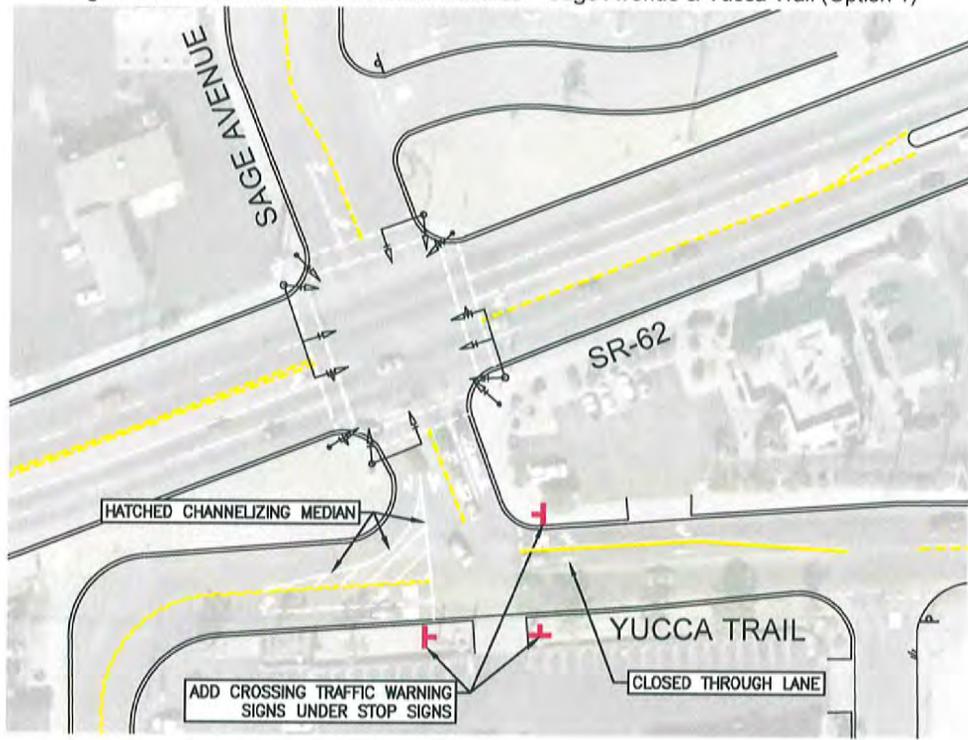
Table 5-3 – Proposed Level of Service and Queueing – Warren Vista Avenue/Yucca Trail

Location	Peak Hour	Delay (sec)	LOS	95th Percentile Queue (ft)					
				NB	SB	EBL	EBT	WBL	WBT
Warren Vista Avenue and Yucca Trail	AM	20.9	C	102	19	8	74	14	188
	PM	13.1	B	9	20	8	68	3	91

▪ Palomar Avenue/Yucca Trail

- Replace signal ahead warning sign with oversized signs for all directions.
- Increase yellow interval to a minimum of 4.8 seconds for southbound direction, 5.2 seconds for eastbound and northbound directions, and 5.5 seconds for westbound direction to meet CA-MUTCD Table 4D-102(CA).

Figure 5-A – Recommended Countermeasures – Sage Avenue & Yucca Trail (Option 1)



LEGEND	
	PROPOSED IMPROVEMENT
	EXISTING STRIPING
	EXISTING STOP SIGN
	PROPOSED SIGN
	SIGNAL HEAD

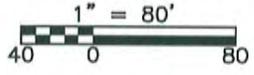
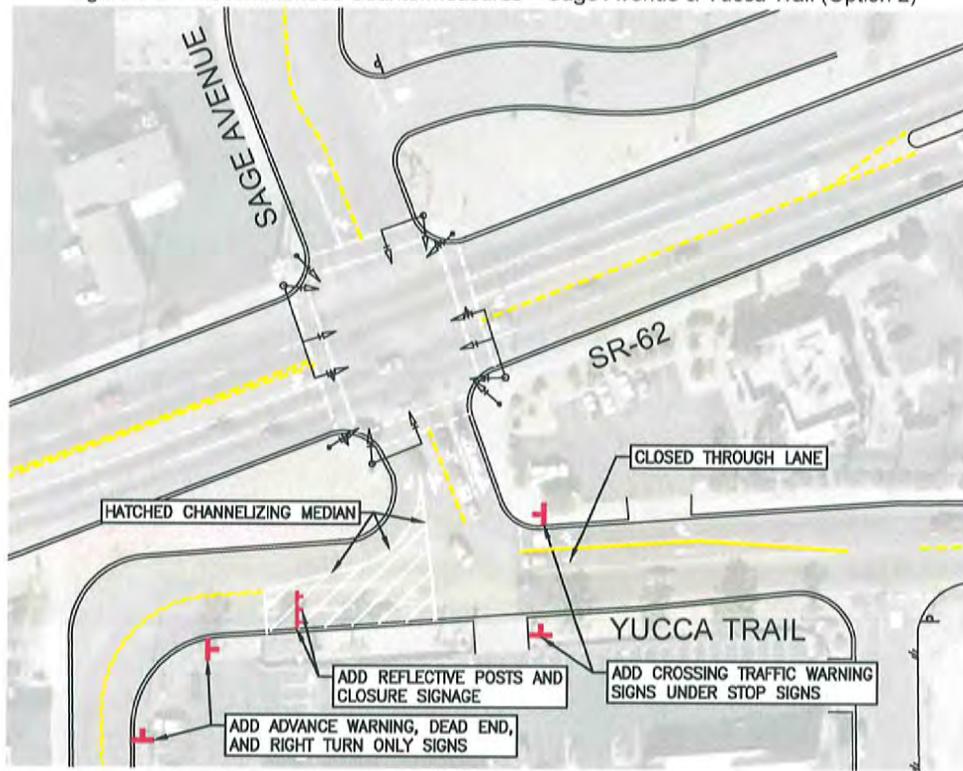


Figure 5-B – Recommended Countermeasures – Sage Avenue & Yucca Trail (Option 2)



HATCHED CHANNELIZING MEDIAN

SR-62

CLOSED THROUGH LANE

YUCCA TRAIL

ADD REFLECTIVE POSTS AND CLOSURE SIGNAGE

ADD CROSSING TRAFFIC WARNING SIGNS UNDER STOP SIGNS

ADD ADVANCE WARNING, DEAD END, AND RIGHT TURN ONLY SIGNS

LEGEND	
	PROPOSED IMPROVEMENT
	EXISTING STRIPING
	EXISTING STOP SIGN
	PROPOSED SIGN
	SIGNAL HEAD

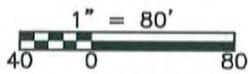
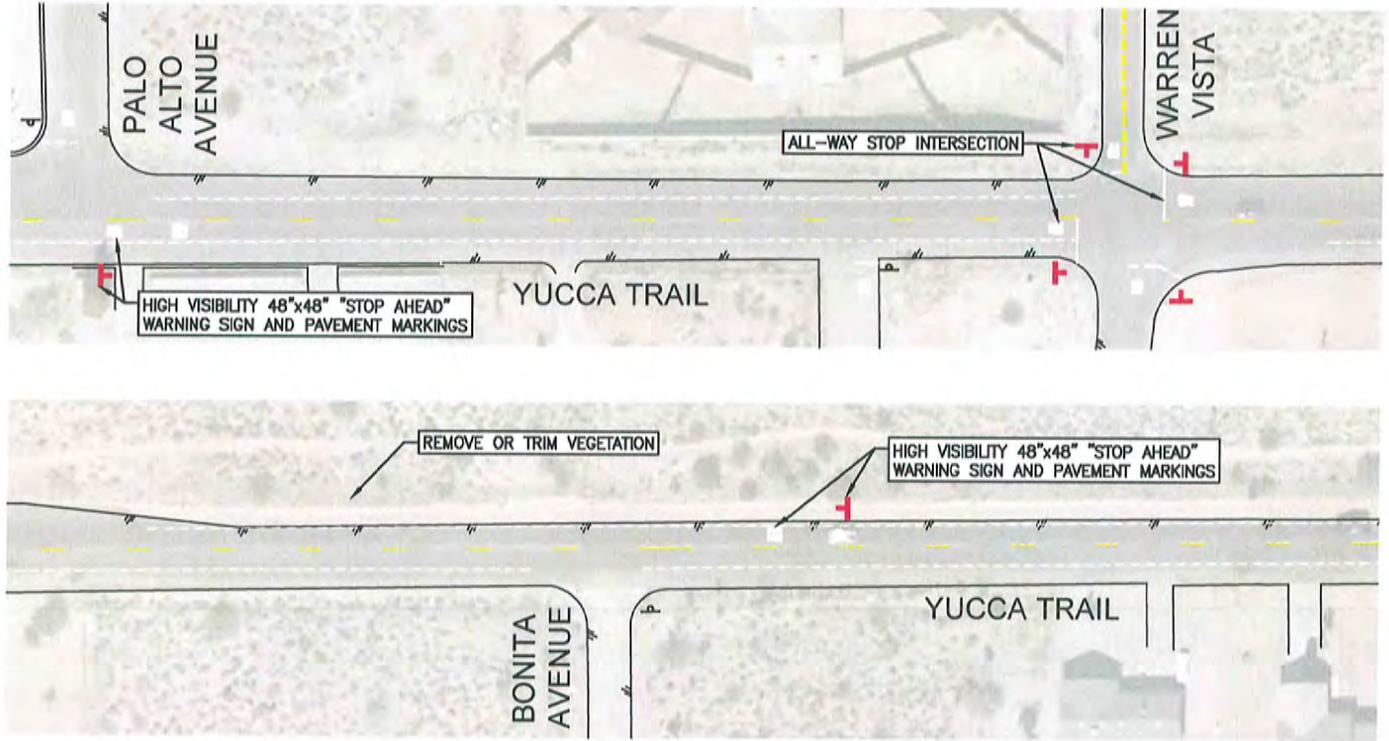


Figure 5-C – Recommended Countermeasures – Warren Vista Avenue & Yucca Trail



LEGEND	
	PROPOSED IMPROVEMENT
	PROPOSED STRIPING
	EXISTING STRIPING
	EXISTING STOP SIGN
	PROPOSED SIGN

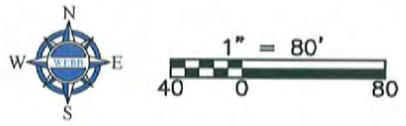
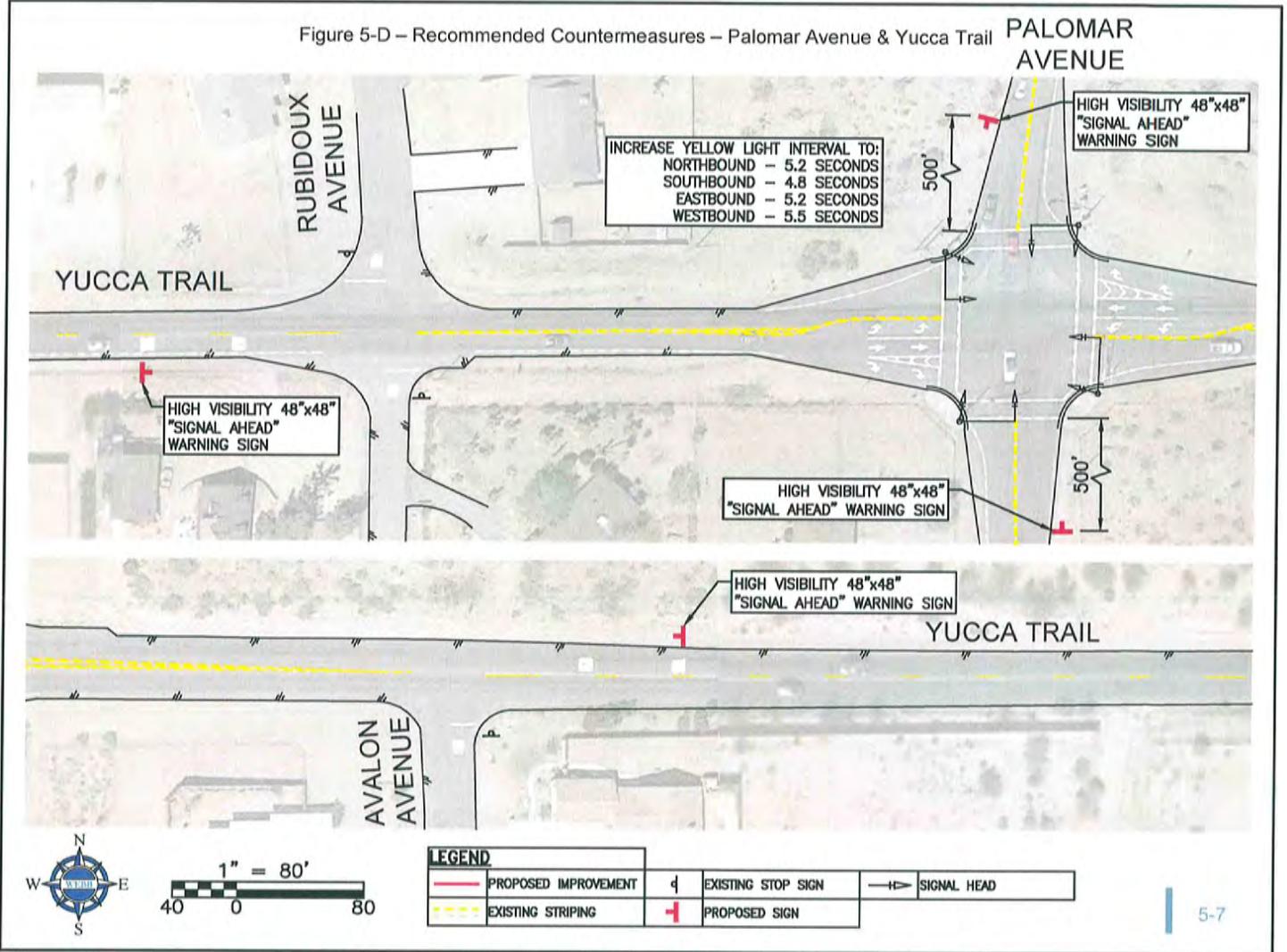


Figure 5-D – Recommended Countermeasures – Palomar Avenue & Yucca Trail



TOWN OF YUCCA VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Alex Qishta, Project Engineer
 Shane Stueckle, Deputy Town Manager
Date: December 7, 2015
Meeting Date: December 15, 2015

Subject: Resolution No. 15- Budget Amendment Resolution No. 15- Paradise Park
 Improvement Project – Town Project No. 8947

Recommendation

That the Town Council adopts the Resolution, transferring \$50,000 from the capital projects reserve, Fund 800, to the Paradise Park Improvement Project, approves the transfer of CDBG contingency funds in the amount of \$105,020 to the Paradise Park Improvement Project, approves the transfer of \$24,070 from the capital projects reserve for the previously approved electronic sign CDBG project.

Prior Review: The Town Council reviewed this matter at its meeting of June 16, 2015.

Executive Summary: Town Council authorization to bid is standard procedures in the Town's capital improvement project implementation system. Plans and Specifications for the project have been completed, and the project is ready for construction bidding.

The Town has been allocated \$168,700 in State grant funds for improvements to Paradise Park. In addition, \$91,460 in Community Development Block Grant funds (CDBG) and \$25,000 from the Capital Projects fund have been allocated to the Park, for a total allocation of \$285,160. With the addition of the contingency and capital reserve funds, the total allocation totals \$440,180.

Previously approved general fund appropriations to the CDBG electronic project were never formally transferred. The recommended action recognizes those prior approvals and corrects the beginning fund balance.

Order of Procedure

- Request Staff Report
- Request Public Comment
- Council Discussion/Questions of Staff
- Motion/Second

Discussion on Motion
Call the Question

Discussion: The final design of the project, after public input provided through Recreation staff's Paradise Fun Day, the Joint Planning and Parks, Recreation and Cultural Commission meeting, and the Town Council meeting of June 15, 2015, includes the following:

- Two new basketball courts/demo of existing court;
- Separate pickle ball court
- Lighted walking path
- Shade cover by playground equipment
- Electrical lightings on walking path and basketball courts
- Seating benches along walking path
- Rough and precise grading
- Limited fencing replacement

It should be noted that an existing drainage issue at the intersection of Barron and Indo impacts Paradise Park. While a dry well has been installed in the intersection to try and alleviate flooding at this location, storm water continue to flow into Paradise Park at the south west corner, and flow across the park towards the north east corner. Less designing and construction of approximately \$150,000 in drainage improvements to move this water north on Indio to Yucca Creek, these flood waters will continue to impact Paradise Park in the future. The site is designed to move these flood water past the basketball courts, but the sand and debris the water carries will ultimately reach the future turf area identified on the on the plans. This will create on-going future maintenance costs.

No turf, landscaping or irrigation is included in this project. Costs for irrigation meter purchase and installation, irrigation system design, sod and associated improvements necessary to create the turfed area identified on the plan are estimated at approximately \$150,000. This creates the opportunity for future allocation of CDBG funds to provide turf for Paradise Park, as well as evaluating the appropriate time of such improvements as related to state-wide drought conditions, increased maintenance costs, as well as other factors.

Alternatives: Direct staff to revise the plans to reduce improvements to available funds. Eliminate all lighting in this bid process, and consider allocation of the 2016/2017 CDBG funds to lighting for the Project.

Fiscal Impact: The estimated construction costs, including expenditures to date as well as contingency are \$416,700. A total of \$260,160 in state grants and CDBG funds are allocated to this project, as well as a \$25,000 allocation from the Capital projects fund. Approximately \$105,020 remains in the CDBG contingency account which has not been allocated to any project. With the recommended budget amendment, \$440,180 is available for construction. The transfer of \$24,070 corrects the beginning fund balance for previously approved general

fund appropriations to the CDBG electronic sign project that were not transferred in FY2008. The recommended action recognizes those prior approvals and allows for the correcting entry.

Attachments

Paradise Park Improvement Plans
Paradise Fun Day Survey Results
Budget Amendment Pages
June 16, 2015 Town Council Minutes

RESOLUTION NO. 15-

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY,
CALIFORNIA, AMENDING THE 2015/2016 FISCAL YEAR BUDGET
APPROPRIATING AND TRANSFERING FUNDS FOR THE PARADISE PARK
IMPROVEMENT PROJECT AND THE COMMUNITY CENTER ELECTRONIC SIGN
PROJECT**

WHEREAS, the Town Council annually adopts general fund and special revenue funds budgets; and

WHEREAS, from time to time it is necessary to amend previously adopted budgets; and

WHEREAS, the Paradise Park Improvement Project includes both state grant funds as well as Community Development Block Grants funds; and

WHEREAS, The Town Council desires to complete the identified improvements at Paradise Park; and

WHEREAS, additional financial resources are necessary to complete those improvements; and

WHEREAS, the Community Center Electronic Sign project was completed with both Community Development Block Grant and General Fund resources; and

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA RESOLVES AS FOLLOWS:

Section 1: The Town Council authorizes the transfer and appropriation of \$105,020 in CDBG Contingency Fund to the Paradise Park Improvement Project.

Section 2: The Town Council authorizes the transfer of \$50,000 from the Capital Projects Reserve to the Paradise Park Improvement Project.

Section 3: The Town Council authorizes the transfer of \$24,070 from the Capital Projects Reserve to the CDBG Community Center Electronic Sign Project.

Section 4: The above actions are authorized and approved as indicated on the attached budget amendment pages for Funds 560, CDBG, and 800 Capital Projects Reserve.

APPROVED AND ADOPTED THIS 15th Day of December, 2015.

MAYOR

ATTEST:

TOWN CLERK

Paradise Family Fun Day Survey Results

Date of Event:	February 7, 2015
Total Number of Surveys:	113
Time of Event:	10:00 AM to 2:00 PM
Total Number of Attendees:	120

Shade Structure:	79
Walking Path:	62
Grass/Play Area:	72
Full Court:	22
Half Court:	17
Other:	58
Skate Park:	4
Lights:	6
Water Fountains:	2
Pool:	12
Kids Basketball Court	3
Working Bathrooms:	1
25 MPH Speed Limit on Barron:	1
Toddler Play Equipment:	1
Tether Ball Court:	4
Arcade:	4
Hot Dog Stand:	1
More Swings:	2
Volleyball Court:	2
Bounce House:	1
Water Park:	5
More Slides:	1
Bigger Playground:	1
Bigger Bathrooms:	1
Speed Bumps:	1
Arcade:	4
Gym:	1

Town of Yucca Valley
FY 2014-16 Amended Budget
Special Revenue Funds

Amended CM 12/16/14,
9/15 & Proposed 12/15/15

		2014-15		2015-16		
		Amended Budget	Year-end Actual	Amended Budget	Proposed Changes	Amended Budget
560 - CDBG						
RECEIPTS						
County Reimbursement	FY15-16 Allocation	\$ 138,716	\$ 69,995	\$ 126,460		\$ 126,460
County Reimbursement	FY14-15 Allocation	70,000	-	119,335	(24,070)	95,265
Contingency Funding		-	-	-	105,020	105,020
TOTAL RECEIPTS		208,716	69,995	245,795	80,950	326,745
EXPENDITURES						
Indirect Cost		-	-	-	-	-
TOTAL EXPENDITURES		-	-	-	-	-
CAPITAL OUTLAY						
Work in Progress		208,716	164,523	126,960	348,720	475,680
TOTAL CAPITAL OUTLAY		208,716	164,523	126,960	348,720	475,680
OPERATING TRANSFERS IN (OUT)						
Transfer In (Fund 800)-2008 Sign		-	-	-	24,070	24,070
Transfer In		-	-	-	168,700	168,700
Transfer In (Fund 800)-Paradise Park		-	-	-	75,000	75,000
TOTAL OPERATING TRANSFERS IN (OUT)		-	-	-	267,770	267,770
INCREASE (DECREASE) IN FUND BALANCE						
		-	(94,528)	118,835	0	118,835
BEGINNING FUND BALANCE						
		(24,307)	(24,307)	(24,307)	(24,307)	(118,835)
ENDING FUND BALANCE						
		\$ (24,307)	\$ (118,835)	\$ 94,528	\$ (24,307)	\$ -
Work in Progress Detail						
		2014-15		2015-16		2015-16
Project	Account	Amended Budget	Year-end Actual	Amended Budget		Amended Budget
Paradise Playground-CDBG	560 00-00 8310 8947-200			91,460	105,020	196,480
Paradise Playground-HRP	560 00-00 8310 8947-201				168,700	168,700
Paradise Playground-CDBG	560 00-00 8310 8947-202				75,000	75,000
Jacobs Park Playground Equip	560 00-00 8310 8948-000	138,721	94,528	500		500
Code Enforcement	560 00-00 8210 8888 012	69,995	69,995	35,000		35,000
		208,716	164,523	126,960	348,720	475,680

Town of Yucca Valley
FY 2014-16 Amended Budget
Special Revenue Funds

Amended CM 10/7/14, 2/17, & 6/2/15
CM 9/15 & Proposed 12/15/15

	2014-15		2015-16		
	Amended Budget	Year-end Actual	Amended Budget	Proposed Changes	Amended Budget
800 - Capital Projects Reserve					
RECEIPTS					
Successor Agency- Bond Proceeds- 4702	\$ 410,000	\$ 423,122	\$ 615,000	\$ -	\$ 615,000
Capital Projects Reimbursements	-	1,020	-	-	-
TOTAL RECEIPTS	410,000	424,142	615,000	-	615,000
EXPENDITURES					
Specialized Professional Services-PFF	-	-	65,000	-	65,000
Specialized Professional Services-Other	-	-	100,000	-	100,000
TOTAL EXPENDITURES	-	-	165,000	-	165,000
CAPITAL OUTLAY					
Construction Projects	460,000	-	1,035,000	(25,000)	1,010,000
Capital Replacement	64,000	37,988	165,000	-	165,000
Capital Maintenance	64,960	33,736	1,242,224	-	1,242,224
TOTAL CAPITAL OUTLAY	588,960	71,724	2,442,224	(25,000)	2,417,224
OPERATING TRANSFERS IN (OUT)					
Transfer IN - Fund 001	15,000	15,000	525,000	-	525,000
Transfer OUT- Fund 527	(91,400)	-	-	-	-
Transfer IN (OUT) - Fund 350	(19,329)	-	-	-	-
Transfer OUT- Fund 560-CDBG-Paradise Park	-	-	-	(75,000)	(75,000)
Transfer OUT- Fund 560-CDBG-Electric Sign	-	-	-	(24,070)	-
Transfer IN - Fund 001 FY13-14	500,000	500,000	-	-	-
TOTAL OPERATING TRANSFERS IN(OUT)	404,271	515,000	525,000	(99,070)	450,000
INCREASE (DECREASE) IN FUND BALANCE					
	225,311	867,418	(1,467,224)	(74,070.00)	(1,541,294)
Unassigned Cap Reserve Fund	549,253	549,253	951,671	-	951,671
Town Wide Infrastructure Reserve 13-14	170,000	170,000	170,000	-	170,000
Town Wide Infrastructure Reserve 13-14 excess	-	-	400,000	-	400,000
Town Wide Infrastructure Reserve 14-15	-	-	15,000	-	15,000
Town Wide Infrastructure Reserve 15-16	-	-	-	-	-
Specialized Professional Services Reserve	-	-	100,000	-	100,000
Animal Shelter Reserve	100,000	100,000	50,000	-	50,000
BEGINNING FUND BALANCE	819,253	819,253	1,686,671	-	1,686,671
Unassigned Cap Reserve Fund	309,564	951,671	219,447	(74,070)	145,377
Town Wide Infrastructure Reserve 13-14	170,000	170,000	-	-	-
Town Wide Infrastructure Reserve 13-14 excess	400,000	400,000	-	-	-
Town Wide Infrastructure Reserve 14-15	15,000	15,000	-	-	-
Town Wide Infrastructure Reserve 15-16	-	-	-	-	-
Specialized Professional Services Reserve	100,000	100,000	-	-	-
Animal Shelter Reserve	50,000	50,000	-	-	-
ENDING FUND BALANCE	\$ 1,044,564	\$ 1,686,671	\$ 219,447	\$ (74,070)	\$ 145,377

Town of Yucca Valley
FY 2014-16 Amended Budget
Special Revenue Funds

Amended CM 10/7/14, 2/17, & 6/2/15
CM 9/15 & Proposed 12/15/15

800 - Capital Projects Reserve

Project Detail	Account	2014-15		2015-16		
		Amended Budget	Year-end Actual	Amended Budget	Proposed Changes	Amended Budget
Construction Projects						
Brehm 2 Sports Park	800 00-00 8310 3089-000	410,000	-	410,000	-	410,000
Brehm 2 Start up	800 00-00 8310 3089-001	50,000	-	50,000	-	50,000
Old Kennel Demolition	800 00-00 8310 8045-000	-	-	50,000	-	50,000
Kennel Project-DIF Portion	800 00-00 8310 8045-350	-	-	-	-	-
Paradise Park Improvements	800 00-00 8310 8048 809	-	-	25,000	(25,000)	-
Public Buildings Design/Renov	800 00-00 8310 8948 000	-	-	500,000	-	500,000
		460,000	-	1,035,000	(25,000)	1,010,000
Capital Replacement Program						
Cap Projects- Contingency	800 00-00 8310 8048 810	30,000	11,112	50,000	-	50,000
Town Hall Equipment Upgrade	800 00-00 8310 8048 102	20,000	20,868	-	-	-
Scorpio Radio Upgrades	800 00-00 8310 8017 000	-	-	25,000	-	25,000
New telephone system	800 00-00 8310 8018 000	-	-	35,000	-	35,000
Financial Software	800 00-00 8310 8019 000	-	-	5,000	-	5,000
New website	800 00-00 8310 8020 000	-	-	25,000	-	25,000
PEG Operations	800 00-00 8310 8029 000	-	-	25,000	-	25,000
Agenda Management System	800 00-00 8310 8030 000	14,000	6,008	-	-	-
		64,000	37,988	165,000	-	165,000
Capital Maintenance Program						
Facilities Maintenance						
Elk Trail Demolition		-	-	17,000	-	17,000
Town Hall Carpeting		25,000	13,776	11,224	-	11,224
		25,000	13,776	28,224	-	28,224
Parks Maintenance						
Community Ctr Ball Fields	800 00-00 8310 8048 819	19,960	19,960	-	-	-
Machris- infield clay	800 00-00 8310 8048 823	-	-	10,000	-	10,000
Jacobs Ten Ct Resurface	800 00-00 8310 8948 000	-	-	12,000	-	12,000
Park Picnic Tables	800 00-00 8310 8048 814	20,000	-	32,000	-	32,000
		39,960	19,960	54,000	-	54,000
Public Works						
Town-wide Infrastructure 13-14	800 55-59 8310 8048 815	-	-	170,000	-	170,000
Town-wide Infrastructure 13-14	800 55-59 8310 8048 815	-	-	400,000	-	400,000
Town-wide Infrastructure 14-15	800 55-59 8310 8048 815	-	-	15,000	-	15,000
Town-wide Infrastructure 14-15	800 55-59 8310 8048 815	-	-	400,000	-	400,000
Town-wide Infrastructure 15-16	800 55-59 8310 8048 815	-	-	125,000	-	125,000
Sewer Connection Design		-	-	50,000	-	50,000
		-	-	1,160,000	-	1,160,000
Capital Maintenance subtotal		64,960	33,736	1,242,224	-	1,242,224

YUCCA VALLEY TOWN COUNCIL MINUTES

June 16, 2015

Council Member Denison seconded. Motion carried 5-0 on a roll call vote.

- AYES:** Council Members Abel, Denison, Leone, Lombardo and Mayor Huntington
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None

13. Paid Sick Leave Policy

Human Resources Manager Breidenbach-Sterling presented the staff report explaining that with the passing of Assembly Bill 1522- Healthy Workplaces, Healthy Families Act of 2014, employers must provide paid sick leave to all part-time, temporary and seasonal staff, as well as full time employees. Currently the Town’s sick leave policy does not provide for sick leave benefits to part-time employees.

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

Council Member Abel moved to review and approve the proposed policy for paid sick leave. Council Member Lombardo seconded. Motion carried 5-0 on a roll call vote.

- AYES:** Council Members Abel, Denison, Leone, Lombardo and Mayor Huntington
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None

**14. Paradise Park Playground Improvements- Town Project No. 8048
Authorization to Prepare Plans and Specifications
Planning Commission & Parks Recreation and Cultural Commission Joint Meeting**

Deputy Town Manager Stueckle presented the staff report. The Town has been allocated \$168,700 in State Grant Funds for improvements to Paradise Park. In addition, \$91,460 in Community Development Block Grant Funds (CDBG) has been allocated to the park for a total allocation of \$260,160. Public outreach was solicited to receive input on the amenities desired at the park.

Stueckle explained various amenity scenarios. Though there were many requests for turf areas at the park, due to the current drought conditions, it is suggested to turf swap or phase such improvements until such time as environmental conditions improve and reclaimed water may

YUCCA VALLEY TOWN COUNCIL MINUTES

June 16, 2015

come available.

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

Mayor Pro Tem inquired on possible State restrictions on turf and irrigation.

Council Member Abel inquired if additional amenities will allow an increase in recreational programming.

Community Services Manager Earnest explained the possibility to use additional hardscape areas for programming. Flat, level surfaces will allow a safe and useable space for hosted events and activities.

Mayor Huntington thanked the Parks, Recreation and Cultural Commission for their review and input on the project.

Mayor Pro Tem Leone moved to:

1. Receive the report for the Paradise Park Playground Improvement Project.
2. Provide direction to staff on desired improvement options and potential project phasing.
3. Direct staff to proceed with preparation of plans and specifications.

Council Member Lombardo seconded. Motion carried 5-0 on a roll call vote.

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

NOES: None

ABSTAIN: None

ABSENT: None

15. Powdered Alcohol (Palcohol)

Management Analyst Rice presented the staff report on substance of powdered alcohol which was recently approved by the Alcohol and Tobacco Tax Trade Bureau. Powdered alcohol is a dried form of alcohol that can be mixed with water to create liquid alcohol. Palcohol is expected to be available in local stores within the next few months.

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

Council Member Denison asked for clarification on local availability.

TOWN OF YUCCA VALLEY
TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council

From: Lesley Copeland, Town Clerk

Date: December 10, 2015

Meeting Date: December 15, 2015

Subject: Resolution No. 15- Paradise Park Improvement Project - Town Project No 8947

Recommendation

That the Town Council adopts the Resolution approving the Plans and Specifications for the project, and authorizing the Town Clerk to advertise the project for construction bids.

**This is a cover sheet for additional Resolution for the Paradise Park Improvement Project 8947.

RESOLUTION NO. 15-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA APPROVING PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE PARADISE PARK IMPROVEMENT IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE TO RECEIVE BIDS.

WHEREAS, it is the intention of the Town of Yucca Valley to construct certain improvements in the Town; and

WHEREAS, the Town has prepared plans and specifications for the construction of certain improvements.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA RESOLVES AS FOLLOWS.

SECTION 1: That the plans and specifications presented to the Town Council are hereby approved as the plans and specifications for: **PARADISE PARK IMPROVEMENT - PROJECT No. 8947, CDBG PROJECT NO. TYVA-15-1-03G/7515**

SECTION 2: That the Town Clerk is hereby authorized and directed to advertise as required by law for the receipt of sealed bids or proposals for doing of the work specified in the aforesaid plans and specifications, which said advertisement shall be in form and content as approved by the Town Attorney and a copy of this Resolution shall be contained in each specification package for the work.

"NOTICE INVITING SEALED BIDS OR PROPOSALS"

Pursuant to a Resolution of the Town Council of the Town of Yucca Valley, directing this notice, **NOTICE IS HEREBY GIVEN** that the said Town of Yucca Valley will receive at the Office of the Town Clerk in the Town Hall of the Town of Yucca Valley, on or before the hour of 3:00 P.M. **on the 25th of January, 2015** sealed bids or proposals for the construction of:

PARADISE PARK IMPROVEMENT - PROJECT NO. 8947, CDBG PROJECT NO. TYVA-15-1-03G/7515.

Bids will be opened and publicly read immediately thereafter.

Bids must be made on a form provided for the purpose, addressed to the Town of Yucca Valley marked: Bid for Construction of:

PARADISE PARK IMPROVEMENT - PROJECT NO. 8947, CDBG PROJECT NO. TYVA-15-1-03G/7515.

STATE AND COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS:

Bidders are advised that this project is federally funded with State grants and Community Development Block Grant funds and all associated rules and regulations will apply to this contract. Read and understand the "Attachment D" section of the Contract Documents and Specifications regarding these rules and regulations. The requirements of the Davis-Bacon Act will apply to this project, and those requirements will be enforced. The prime contractor and subcontractors are required to pay their laborers and mechanics employed under this Contract, a wage not less than minimum wage classification as specified in both the Federal and State Wage Decision when the Contract amount for the Prime Contract exceeds \$2,000. **The higher of the two applicable wage classifications, either State Prevailing Wage or Davis-Bacon Act Federal Prevailing Wage, will be enforced for all work under this Contract.** The prime contractor is responsible for ensuring subcontractor compliance with Davis-Bacon and related Act Requirements. The Federal Labor Standards Provisions (HUD 4010) apply to this project."

A copy of the Davis-Bacon Federal Prevailing Wage, the date of which reflects the latest applicable modification at the time of this advertisement, is included in the Contract Documents & Specifications

PREVAILING WAGE: Notice is hereby given that in accordance with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2, the Contractor is required to pay not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In that regard, the Director of the Department of Industrial Relations of the State of California is required to and has determined such general prevailing rates of per diem wages. Copies of such prevailing rates of per diem wages are on file in the office of the Town Clerk, 57090 29 Palms Highway, Yucca Valley, California, and are available to any interested party on request. The Town also shall cause a copy of such determinations to be posted at the job site.

Pursuant to Labor Code § 1775, the Contractor shall forfeit, as penalty to the Town, not more than fifty dollars (\$50.00) for each laborer, workman, or mechanic employed for each calendar day or portion thereof, if such laborer, workman, or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under the contract, by him or by any subcontractor under him, in violation of the provisions of said Labor Code.

In accordance with the provisions of § 1777.5 of the Labor Code, as amended, and in accordance with the regulations of the California Apprenticeship Council, properly indentured apprentices may be employed in the prosecution of the work.

Attention is directed to the provisions in §§ 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him.

§ 1777.5, as amended, requires the Contractor or subcontractor employing tradesmen in any apprenticeable occupation to apply to the joint apprenticeship committee nearest the site of the public works project and which administers the apprenticeship program in that trade for a certificate of approval. The certificate will also fix the ratio of apprentices to journeymen that will be used in the performance of the contract. The ratio of apprentices to journeymen in such cases shall not be less than one to five except:

- A. When employment in the area of coverage by the joint apprenticeship committee has exceeded an average of 15 percent in the 90 days prior to the request for certificate, or
- B. When the number of apprentices in training in the area exceeds a ratio of one to five, or
- C. When the trade can show that it is replacing at least 1/30 of its membership through apprenticeship training on an annual basis statewide or locally, or
- D. When the Contractor provides evidence that he employs registered apprentices on all of his contracts on an annual average of not less than one apprentice to eight journeymen.

The Contractor is required to make contributions to funds established for the administration of apprenticeship programs if he employs registered apprentices or journeymen in any apprenticeable trade on such contracts and if other contractors on the public works site are making such contributions.

The Contractor and subcontractor under him shall comply with the requirements of §§ 1777.5 and 1777.6 in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, *ex-officio* the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

Eight (8) hours of labor shall constitute a legal day's work for all workmen employed in the execution of this contract and the Contractor and any subcontractor under him shall comply with and be governed by the laws of the State of California having to do with working hours as set forth in Division 2, Part 7, Chapter 1, Article 3 of the Labor Code of the State of California as amended.

The Contractor shall forfeit, as a penalty to the Town, twenty-five dollars (\$25.00) for each laborer, workman, or mechanic employed in the execution of the contract, by him or any subcontractor under him, upon any of the work hereinbefore mentioned, for each calendar day during which said laborer, workman, or mechanic is required or permitted to labor more than eight (8) hours in violation of said Labor Code.

Contractor agrees to pay travel and subsistence pay to each workman needed to execute the work required by this contract as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with Labor Code § 1773.8.

The bidder must submit with his proposal cash, cashier's check, certified check, or bidder's bond, payable to the Town for an amount equal to at least ten percent (10%) of the amount of said bid as a guarantee that the bidder will enter into the proposed contract if the same is awarded to him, and in event of failure to enter into such contract said cash, cashier's check, certified check, or bond shall become the property of the Town.

If the Town awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the Town to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

The amount of the bond to be given to secure a faithful performance of the contract for said work shall be one hundred percent (100%) of the contract price thereof, and an additional bond in an amount equal to one hundred (100%) of the contract price for said work (except as otherwise modified in the General Provisions section of the contract documents) shall be given to secure the payment of claims for any materials or supplies furnished for the performance of the work contracted to be done by the Contractor, or any work or labor of any kind done thereon, and the Contractor will also be required to furnish a certificate that he carries compensation insurance covering his employees upon work to be done under contract which may be entered into between him and the said Town for the construction of said work.

No proposal will be considered from a Contractor who is not properly licensed as required by the Notice Inviting Bids at time of bid in accordance with the provisions of the Contractor's License Law (California Business and Professions Code, § 7000, *et seq.*) and rules and regulations adopted pursuant thereto or to whom a proposal form has not been issued by the Town.

The work is to be done in accordance with the profiles, plans, and specifications of the Town of Yucca Valley on file in the Office of the Town Clerk. Copies of the plans and specifications will be furnished upon application to the Town and payment of **\$35.00**, said \$35.00 is nonrefundable.

Upon written request by the bidder, copies of the plans and specifications will be mailed when said request is accompanied by payment stipulated above, together with an additional non-reimbursable payment of **\$15.00** to cover the cost of mailing charges and overhead.

The successful bidder will be required to enter into a contract satisfactory to the Town.

In accordance with the requirements of the General Provisions, as set forth in the Plans and Specifications regarding the work contracted to be done by the Contractor, the Contractor may,

upon the Contractor's request and at the Contractor's sole cost and expense, substitute authorized securities in lieu of moneys withheld (performance retention).

The Town of Yucca Valley reserves the right to reject any and all bids.

APPROVED and ADOPTED this 15th day of December, 2015.

ATTEST:

MAYOR

TOWN CLERK

TOWN OF YUCCA VALLEY
TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Shane Stueckle, Deputy Town Manager

Date: December 8, 2015
Meeting Date: December 15, 2015

Subject: Medical Marijuana Regulation and Safety Act Resolution No 15-

Recommendation

That the Town Council:

- a. Adopt a resolution affirming that the Town's zoning code prohibits marijuana cultivation under the principles of permissive zoning. A sample of this resolution is in Attachment 1.
- b. Provide policy direction on whether to adopt an Ordinance that repeals and replaces existing ordinances to provide for a standalone section that clearly prohibits cultivation of marijuana, and another standalone section that prohibits medical marijuana dispensaries, mobile or otherwise, in the entire Town. This will include modification of zoning tables and definitions.
- c. Provide policy direction on whether the Town should allow an exception for an individual to cultivate for strictly personal use.

Executive Summary

The State Legislature has implemented the Medical Marijuana Regulation and Safety Act as a regulatory regime to govern medical marijuana statewide. Most of the new laws and regulations should be welcomed, as they both maintain local control as well as provide long overdue state oversight. However, the one pressing issue for the Town is addressing the need for local regulation or prohibition of cultivation by March 1, 2016. After that date, if the Town does not have land use regulations, whether expressly or through the principles of permissive zoning, that regulates or bans cultivation of medical marijuana, it will cede regulatory authority over cultivation to the state (unless or until the state law is amended). Another issue is the need to provide local regulation of mobile dispensaries and deliveries by 2018.

The Yucca Valley Municipal Code ("YVMC") provides for permissive zoning, whereby the YVMC lists all permitted land uses, and if a particular use is not listed, it is prohibited. YVMC also provides for an explicit ban of marijuana dispensaries and cultivation. However, this ban is

potentially subject to challenge. It is therefore recommended that the Town Council do the following:

- a) Adopt a resolution affirming that the Town's zoning code prohibits marijuana cultivation under the principles of permissive zoning. A sample of this resolution is in Attachment 1.
- b) Provide policy direction on whether to adopt an Ordinance that repeals and replaces existing ordinances to provide for a standalone section that clearly prohibits cultivation of marijuana, and another standalone section that prohibits medical marijuana dispensaries, mobile or otherwise, in the entire Town. This will include modification of zoning tables and definitions.
- c) Provide policy direction on whether the Town should allow an exception for an individual to cultivate for strictly personal use.

Because the relevant ordinances are part of the Town's Development Code (i.e., its zoning code), any amendments will have to first go through the Planning Commission.

Order of Procedure

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

Discussion

Historical Background: In 1996, California voters passed the Compassionate Use Act (Proposition 215) which decriminalized medical marijuana.¹ Sacramento has now enacted the Medical Marijuana Regulation and Safety Act (MMRSA) to establish a statewide regulatory system for the licensing and operation of cultivation, processing, transportation, testing, distribution, and use of medical marijuana. This includes state licenses which will likely start being issued on January 1, 2018.

The MMRSA consists of three bills (AB 266, AB 243 and SB 643)² and over fifty pages of legislation largely amending the Business & Professions Code. The most important issue for

¹ Followed in 2003 by the Medical Marijuana Program Act (MMPA) which established a voluntary program for identification cards and provided state criminal immunity to certain medical marijuana activities. The MMPA has been met with mixed success and criticized for not providing effective statewide regulation or enforcement measures.

² Generally, AB 266 addresses dispensaries and overall licensing, AB 243 addresses cultivation and the environment (cultivation pollution and water issues), and SB 643 addresses physicians and taxes.

cities is addressing local cultivation regulations by March 1, 2016 (Refer to Section II below for more details). Regulation of local deliveries does not need to occur for approximately two years. If a city does not currently provide permits for local dispensaries there is no action that needs to be taken to maintain that status quo.

I. Dual Local and California Licensing System

Within approximately³ two years, all cultivation and distribution of medical marijuana will require one of seventeen different state licenses. The licenses will be valid for one year and must be renewed annually. A state license will not be required for individual medical use and cultivation, or the provision of medical marijuana by a “caregiver” to no more than five “patients.”⁴

The new laws are meant to maintain the authority of local ordinances or land use requirements, as well as the authority of local permit or licensing agreements.⁵ The MMRSA is not intended “to supersede or limit existing local authority for law enforcement activity, enforcement of local zoning requirements or local ordinances, or enforcement of local permit or licensing requirements.”⁶

This is accomplished, in part, by the requirement that before one of the new medical marijuana state licenses will be issued, an applicant must have obtained a local license/permit for medical marijuana cultivation or distribution.⁷ Local jurisdictions effectively will have a “veto” over whether a state license can be issued.⁸ Likewise, local jurisdictions “may adopt ordinances that establish additional standards, requirements, and regulations for local licenses and permits for

³ A substantial part of the new laws before implementation will require rule making and further regulatory analysis by state agencies. While there is no exact date set by the MMRSA, the new state licenses are estimated to not become available until at least January 1, 2018.

⁴ Individual cultivation is limited to 100 square feet, and a caregiver is limited to 500 square feet. This limitation on individual use is already the subject of a lawsuit which argues that such limits are contrary to Proposition 215 and thus cannot be imposed by the Legislature over the will of the voters.

⁵ See City of Riverside v. Inland Empire Patients Health and Wellness Center, Inc., 56 Cal 4th 729 (2013) (affirmed the authority of cities to prohibit the operation of medical marijuana dispensaries within their jurisdiction through land use laws); See also Maral v. City of Live Oak, 221 Cal. App. 4th 975, 978 (2013), review denied (2014) (state law does “not preempt a city's police power to prohibit the cultivation of all marijuana within that city”).

⁶ New Business & Professions Code § 19315.

⁷ However, see the very important caveat concerning cultivation permits discussed below.

⁸ New Business & Professions Code § 19320(b) provides in part “A licensee shall not commence [commercial cannabis] activity under the authority of a state license until the applicant has obtained, in addition to the state license, a license or permit from the local jurisdiction in which he or she proposes to operate, following the requirements of the applicable local ordinance.”; New Health & Safety Code § 11362.777(b) provides that: “A person shall not cultivate medical marijuana without first obtaining... A license, permit, or other entitlement, specifically permitting cultivation pursuant to these provisions, from the city... in which the cultivation will occur.”

commercial cannabis activity.”⁹ Revocation of a local permit/license terminates the ability to operate in that local jurisdiction under a state license.¹⁰

The new regulatory regime is akin to the need to secure an alcohol license before serving alcohol - yet with local control over issuance of medical marijuana licenses from Sacramento. For example, the City of Fresno expressly prohibits all cultivation.¹¹ Because of these local prohibitions, people in Fresno will be ineligible for the necessary state cultivation licenses. Or, Palm Springs allows only a limited number of dispensary permits. Unless someone in Palm Springs has one of the few locally issued dispensary permits, then he/she is not eligible for a necessary state dispensary license to operate in Palm Springs.

II. Local Cultivation Regulation

The MMRSA, as currently written, provides that if a city does not have cultivation regulations or a prohibition in place by March 1, 2016, then when the state begins issuing cultivation licenses (likely in 2018) an individual in that city can skip the need to first secure a local license/permit and apply directly¹² for a state cultivation license.¹³ The MMRSA further provides in new Health & Safety Code § 11362.777(c)(4) in part “If a city... does not have land use regulations or ordinances regulating or prohibiting the cultivation of marijuana, either expressly or otherwise under principles of permissive zoning, or chooses not to administer a conditional permit program pursuant to this section, then commencing March 1, 2016, the division shall be the sole licensing authority for medical marijuana cultivation applicants in that city...” A state license will not be required for individual medical use and cultivation.

Thus, if a city presently has an implicit (through permissive zoning) or express regulation or prohibition of cultivation, then there is no need to do anything before March 1, 2016. In the case of Yucca Valley, the Yucca Valley Municipal Code (“YVMC”) provides for permissive zoning, whereby the YVMC lists all permitted land uses, and a particular use not listed is prohibited.

⁹ New Business & Professions Code § 19316.

¹⁰ New Business & Professions Code § 19320(b) provides in part “Revocation of a local license, permit or authorization shall terminate the ability of a medical cannabis business to operate within that local jurisdiction...”; New Business & Professions Code § 19312 provides in part that “Each licensing authority may suspend or revoke licenses...”

¹¹ This complete local cultivation ban is the subject of a current lawsuit.

¹² New Health & Safety Code § 11362.777(c)(4) provides in part “If a city... does not have land use regulations or ordinances regulating or prohibiting the cultivation of marijuana, either expressly or otherwise under principles of permissive zoning, or chooses not to administer a conditional permit program pursuant to this section, then commencing March 1, 2016, the division shall be the sole licensing authority for medical marijuana cultivation applicants in that city...”

¹³ The authors of the MMRSA have acknowledged there was an inadvertent oversight in the new regulatory regime (*i.e.*, that a city must act by March 1, 2016 to locally regulate or ban cultivation), and have indicated a desire to promptly amend the MMRSA.

YVMC § 9.06.030(A)(2)(a) provides that a “use not listed in any land use table in Chapters 9.07 through 9.12, and determined by the Director to not be included in Article 7 (Definitions) under the definition of a listed land use, is not allowed unless exempt.”

Furthermore, YVMC §§ 9.14.050 and 9.99.140 provide a ban on both dispensaries and cultivation in non-residential districts (*i.e.*, commercial and industrial districts). YVMC § 9.14.050 provides as follows:

A. Prohibition. The establishment or operation of a marijuana dispensary for the sale or distribution of marijuana, including medical marijuana, is prohibited. No special use permit, variance, building permit, or other entitlement for use shall be accepted, processed, approved or issues for the establishment or operation of, and no person shall otherwise establish a marijuana dispensary. This prohibition shall apply regardless of the professed status of any person as qualified patient or primary caregiver as those terms or defined by State law.

YVMC § 9.99.140 provides the following relevant definitions:

Medical Marijuana Cooperative: Two or more persons collectively or cooperatively cultivating, using, transporting, processing, administering, delivering or making available medical marijuana, with or without compensation. The term “medical marijuana cooperative” shall include medical marijuana collective.

Medical Marijuana Dispensary: Any facility or location, including a mobile facility or delivery service whether such mobile facility or delivery service is independent from or affiliated with any fixed facility or location in the Town, where medical marijuana is made available to, distributed by, sold or supplied to one or more of the following: (1) more than a single qualified patient, (2) more than a single person with an identification card, or (3) more than a single primary caregiver. The term “medical marijuana dispensary” shall include all facilities or locations, including storefronts and offices, associated with any medical marijuana dispensary, as defined herein, that handle or process the paperwork for joining a medical marijuana or medical marijuana cooperative as defined herein, to receive financial compensation or donations for the marijuana , or give vouchers or other indicia of membership to individuals, regardless of whether marijuana is ultimately dispensed from the location or a mobile or off-site delivery source independent of the facility or location. The term “medical marijuana dispensary” shall also include a medical marijuana cooperative, and any other

medical marijuana collective, operator, establishment or provider.

Because YVMC §§ 9.14.050 and 9.99.140 ban “medical marijuana dispensaries” and defines the term such that it includes “medical marijuana collective,” which, in turn, includes cultivation¹⁴ of medical marijuana, Yucca Valley arguably has an explicit ban on both medical marijuana dispensaries and the cultivation of medical marijuana. Furthermore, YVMC §§ 9.09.020, Table 2-15 and 9.10.020, Table 2-18 also provide a prohibition that covers commercial and industrial zoning districts. However, based on the definitions of “medical marijuana collective” and “medical marijuana dispensary,” YVMC §§ 9.14.050 and 9.99.140 is not applicable to an individual grower who cultivates medical marijuana for personal use.¹⁵ Similarly, the Town also prohibits medical marijuana dispensaries and cultivation of medical marijuana in residential districts (See YVMC § 9.50.020, Table 3-26) in the same manner that it prohibits many commercial and industrial uses in residential districts. While there is no explicit prohibition in the Public/Quasi-Public and Open Space Districts (See Chapter 9.12 of the YVMC) and the specific plans identified in Chapter 9.13 of the YVMC, Yucca Valley’s Development Code is one that prohibits medical marijuana dispensaries and cultivation unless explicitly permitted through principles of permissive zoning pursuant to YVMC § 9.06.030(A)(2)(a).

The Town by all intents and purposes has an explicit prohibition on marijuana cultivation. However, while the Town is likely to prevail, this prohibition may be subject to challenge. There are certain inconsistencies that need to be addressed to ensure that all types of related-marijuana uses are covered and to avoid the of layering of definitions to achieve a ban.

With the above in mind, the current understanding is that the intent of the original prohibition is to prohibit all medical marijuana dispensaries and cultivation within the Town, but allow for an individual to cultivate marijuana for personal use. As such, it is recommended that, at the minimum, the Town further affirm through a resolution that, pursuant to the principles of permissive zoning, all cultivation (except for personal individual cultivation) is prohibited. It is further recommended that the current prohibition be amended so that the Town Council’s intent is clear.

III. Local Dispensary Regulation

A city *can* adopt enforceable local licensing/permitting regulations for dispensaries after March 1, 2016. Furthermore, a city maintains an effective complete veto over the issuance of state dispensary licenses when that city has no local laws providing for dispensary licenses/permits. If a city does not issue permits for dispensaries, then under the MMRSA a state dispensary license cannot be issued for locating a dispensary in that city. This is because if someone is not issued a

¹⁴ New Health & Safety Code § 19300.5(l) broadly defines “cultivation” as “any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.”

¹⁵ As discussed above, a state license will not be required for individual medical use and cultivation, or the provision of medical marijuana by a “caregiver” to no more than five “patients.” Thus, it can be argued that state law considers any cultivation by less than five individuals as being a de minimis impact.

local permit to operate a dispensary (even if simply because they are not available under local law), then the state under the MMRSA cannot issue¹⁶ the necessary state dispensary license (unlike the potential situation vis-à-vis cultivation).¹⁷

IV. Local Delivery Regulation

The MMRSA provides that unless a local jurisdiction has an express ban on local deliveries of medical marijuana or on mobile dispensaries, then after the state begins issuing delivery licenses (likely starting in 2018) such a state delivery license will authorize delivery into that city from an out-of-area dispensary. As noted above, Yucca Valley's current ban on medical marijuana dispensaries includes delivery of medical marijuana.¹⁸

V. Law Enforcement – MMRSA Provides More Tools

Enforcement of local bans and regulation of medical marijuana (theoretically) will be easier under the MMRSA. Current state law recognizes unregulated cooperatives and collectives as lawful medical marijuana entities which can be immune from prosecution under state criminal laws. This has proved problematic for local enforcement efforts as cities are often left with only limited local enforcement options.

However, after the state begins issuing state licenses for the cultivation or distribution of medical marijuana, the lack of such a license subjects a violator (with limited exemptions)¹⁹ to both civil fines and criminal penalties.²⁰ Upon approval by the state, a city can enforce these

¹⁶ New Business & Professions Code § 19320(b) provides in part "Upon the date of implementation of regulations by the licensing authorities, *no person shall engage in commercial cannabis activity without possessing both a state license and a local permit*, license or other authorization. A licensee shall not commence [commercial cannabis] activity under the authority of a state license *until the applicant has obtained, in addition to the state license, a license or permit from the local jurisdiction* in which he or she proposes to operate, following the requirements of the applicable local ordinance." (Emphasis added).

¹⁷ While not necessary for compliance with the new "dual licensing" regime, the most definitive approach is to adopt an express dispensary prohibition before the state begins issuing licenses. This ensures clarity on an express intention that no state licenses are to be issued for that city's jurisdiction, and thus there being absolutely no confusion on the state level if an applicant seeks a state license.

¹⁸ However, a city cannot prohibit "pass-through" deliveries whereby an out-of-area dispensary drives through a city on its way to deliver to a customer in another out-of-area location.

¹⁹ As discussed above, a state license will not be required for individual medical use and cultivation, or the provision of medical marijuana by a "caregiver" to no more than five "patients."

²⁰ New Health & Safety Code § 19318(a) provides in part "A person engaging in commercial cannabis activity without a license required by this chapter shall be subject to civil penalties of up to twice the amount of the license fee for each violation, and the court may order the destruction of medical cannabis associated with that violation in accordance with Section 11479 of the Health and Safety Code. Each day of operation shall constitute a separate violation of this section." Similar civil penalties apply specifically to cultivation as provided in new Health and Safety Code § 19360. State criminal laws will apply generally to unlicensed operations (whether distribution or cultivation) as there will be no immunity available.

state laws.²¹

One year after state licenses are issued, medical marijuana businesses will no longer be able to claim immunity from state law prosecution under the current “cooperative/collective” defense, a grey area of the law which has proved to be problematic for local law enforcement efforts to date.

A number of public safety elements of the new MMRSA should assist local law enforcement. These include mandatory fingerprinting by the state of applicants for a medical marijuana license, a requirement that licensees keep records of commercial medical marijuana activity for at least seven years, and a requirement that licensees allow the state and local authorities to inspect records and premises.²²

Dispensaries licensed by the state will be required to implement security measures and to report to the licensing authorities and law enforcement any breach of security, significant inventory discrepancies, loss or alteration of records, and diversion, loss or theft of medical marijuana. Dispensaries must be at least 600 feet from schools. Medical Marijuana licenses are prohibited from also holding licenses to sell alcohol. A state medical marijuana license may (but not “must”) be denied because of an applicant’s history of a prior offense involving a serious and/or violent felony, a felony conviction involving controlled substances, or a felony involving fraud, deceit or embezzlement.

The problem of rogue and black-market medical marijuana operations predictably will remain ongoing. However, local law enforcement efforts against illegal dispensaries and cultivation sites should overall be more effective under the MMRSA.

VI. General Overview of Other Issues

The above analysis addresses immediate concerns for cities. The MMRSA further establishes new regulations for many areas, such as product testing, health and safety standards, pesticides, physician recommendations, vertical integration, track-and-trace, edibles, packaging, and labor peace agreements. Many rules have yet to be developed, such as setting fees, specific regulation of edibles, and advertising restrictions.

The MMRSA also creates new bureaucracies such as establishing the Bureau of Medical Marijuana Regulation (BMMR) within the Department of Consumer of Affairs to develop and implement rules for enforcement. The MMRSA further gives local jurisdictions the power to tax

²¹ New Health & Safety Code § 19316(b) provides in part “For facilities issued a state license that are located within the incorporated area of a city, the city shall have full power and authority to enforce this chapter and the regulations promulgated by the bureau of any licensing authority, *if delegated by the state.*” (Emphasis added.)

²² The MMRSA also prohibits identification of names of patients, medical conditions, or names of primary caregivers from being released as public records, although there are limited exemptions as necessary for state and local employees to perform official duties.

and assess fees against medical marijuana businesses.

Legislation is pending for state cultivation taxes (AB 1548) and “state banking” for medical marijuana businesses (AB 1549). A statewide recreational marijuana ballot measure will likely be before the voters in November, 2016.

VII. Conclusion

The MMRSA is a game changer for medical marijuana in California. Sacramento has finally, after almost two decades since the voters passed the Compassionate Use Act (Proposition 215) in 1996, implemented a regulatory regime to govern medical marijuana statewide. Most of the new laws and regulations should be welcomed by local government, as they both maintain local control as well as provide state oversight. For Yucca Valley, the YVMC has mostly covered the issues raised by the MMRSA, but, nevertheless, may require amendment for the purpose of clarification and consistency to avoid a potential challenge. Further, a clarifying resolution is recommended to affirm that the Town through principles of permissive zoning prohibits marijuana cultivation (other than individual personal cultivation).

Alternatives

Do not provide staff with further direction on this issue. There are certain discrepancies in the current code that may subject it to a challenge based upon an inconsistent use of terms and layering of definitions. Furthermore, if no resolution, as described above, is adopted, then an argument can be made that the current ordinances are vague and unclear on the prohibition of cultivation of medical marijuana due to certain inconsistencies. This argument should fail in the final analysis, but nevertheless cleanup is recommended.

Regardless of the action taken on above issues, the Town is advised to adopt a resolution affirming the general ban on cultivation both through principles of permissive zoning as well as express land use regulation. This is to ensure that state law after March 1, 2016 does not preempt local control of marijuana cultivation.

Fiscal Impact

None identifiable at this time.

RESOLUTION NO. 15-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA RE-AFFIRMING AND CONFIRMING THAT THE TOWN'S DEVELOPMENT CODE, ENUMERATED UNDER TITLE 9 OF THE YUCCA VALLEY MUNICIPAL CODE, IS A PERMISSIVE ZONING CODE SUCH THAT USES THAT ARE NOT SPECIFICALLY ENUMERATED IN THE DEVELOPMENT CODE ARE PROHIBITED AND, THEREFORE, BECAUSE MARIJUANA CULTIVATION IS NOT SPECIFICALLY ENUMERATED IN THE DEVELOPMENT CODE AS A PERMITTED USE, MARIJUANA CULTIVATION IS PROHIBITED IN THE TOWN OF YUCCA VALLEY

WHEREAS, the Town of Yucca Valley has exercised its land use and zoning authority by enacting a zoning code that is enumerated under Title 9 of the Yucca Valley Municipal Code ("Development Code"); and

WHEREAS, the State Legislature recently passed, and the Governor Signed, the Medical Marijuana Regulation and Safety Act ("MMRSA"); and

WHEREAS, the MMRSA provides that the California Department of Food and Agriculture is a potential licensing authority for the cultivation of medical marijuana; and

WHEREAS, the MMRSA further provides in Health & Safety Code § 11362.777(b)(3) that if the Town "does not have land use regulations or ordinances regulating or prohibiting the cultivation of marijuana, either expressly or otherwise under principles of permissive zoning, or chooses not to administer a conditional permit program pursuant to this section, then commencing March 1, 2016, the division shall be the sole licensing authority for medical marijuana cultivation applicants in that city...;" and

WHEREAS, the Development Code, under YVMC § 9.06.030(A)(2)(a), provides that a "use not listed in any land use table in Chapters 9.07 through 9.12, and determined by the Director to not be included in Article 7 (Definitions) under the definition of a listed land use, is not allowed unless exempt"; and

WHEREAS, that, based upon the above, the Town's Development Code, under Title 9 of the YVMC, is a permissive zoning code where any use that is not expressly enumerated in the code is presumptively prohibited under the principles of permissive zoning, as contemplated by Health & Safety Code § 11362.777(b)(3) and as provided in *City of Corona v. Naulis* (2008) 166 Cal.App.4th 418, 425 cited in *County of Sonoma v. Superior Court* (2010) 190 Cal.App.4th 1312, FN. 3; and

WHEREAS, YVMC §§ 9.14.050, 9.99.140, 9.09.020, Table 2-15 and 9.10.020, Table 2-18 further explicitly ban both dispensaries and cultivation in the Town; and

WHEREAS, by this Resolution the Town Council desires to re-affirm and confirm that the Town’s Development Code operates as a permissive zoning code within the meaning of Health & Safety Code § 11362.777(b)(3) and *City of Corona v. Naulis* (2008) 166 Cal.App.4th 418, 425 cited in *County of Sonoma v. Superior Court* (2010) 190 Cal.App.4th 1312, FN. 3 such that all cultivation of medical marijuana is banned.

NOW, THEREFORE, the Town Council of the Town of Yucca Valley resolves as follows:

Section 1. The foregoing Recitals are true and correct and are incorporated herein.

Section 2. The Town Council of the Town of Yucca Valley hereby re-affirms and confirms that its Development Code, found under Title 9 of the Yucca Valley Municipal Code, is a permissive zoning code, as contemplated by Health & Safety Code § 11362.777(b)(3) and *City of Corona v. Naulis* (2008) 166 Cal.App.4th 418, 425 cited in *County of Sonoma v. Superior Court* (2010) 190 Cal.App.4th 1312, FN. 3, such that any use not expressly enumerated in the Development Code is presumptively prohibited.

Section 3. With the exception of individual cultivation for personal use by the cultivator, the cultivation of marijuana is, therefore, not a permitted use within the Town, because it is not expressly enumerated as a permitted use in the Town’s Development Code and, therefore, even in any zoning district or specific plan where medical marijuana cultivation is not expressly prohibited, it is nevertheless a prohibited use under the principles of permissive zoning.

Section 4. Based upon the forgoing, the Town Council of the Town of Yucca Valley hereby affirmatively determines that, pursuant to Health & Safety Code § 11362.777(b)(3), the California Department of Food and Agriculture, or any other state agency, may not issue a state license to cultivate medical marijuana within the Town.

Section 5. The Town Manager and his authorized designees are hereby authorized and directed to take such other and further actions and sign such other and further documents as is necessary and proper to implement this Resolution on behalf of the Town.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2015.

MAYOR

ATTEST

TOWN CLERK

APPROVED AS TO FORM

TOWN ATTORNEY

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council

From: Curtis Yakimow, Town Manager

Date: December 8, 2015

Meeting Date: December 15, 2015

Subject: 2015 Strategic Plan

Recommendation:

It is recommended that the Town Council:

1. Receive and file the draft 2015 Strategic Plan and provide input as desired.
2. Direct staff to integrate the approved 2015 Strategic Plan into the FY 2016-18 budget process, commencing in January 2016.

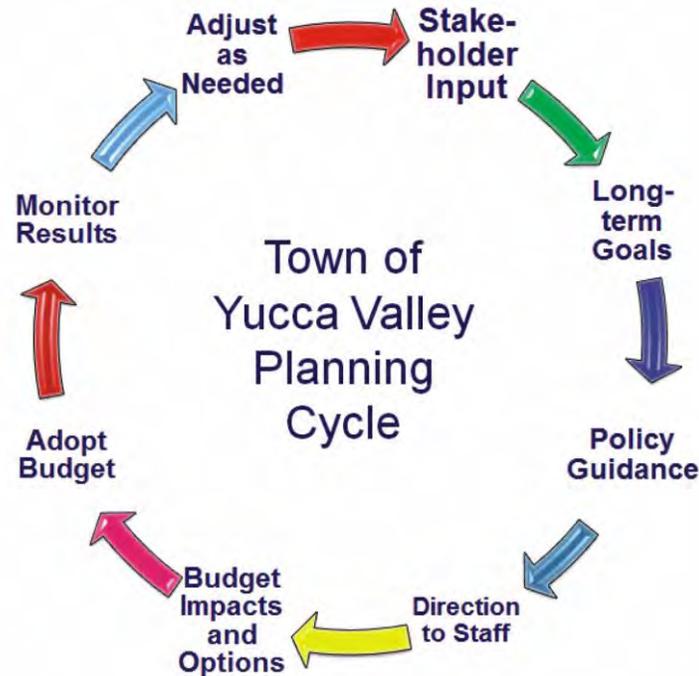
Order of Procedure

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.

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

A key component of the Strategic Planning process included significant public outreach efforts designed to engage and encourage residents, businesses and other stakeholders to provide input on concerns and issues of importance to them.

Through these workshops and Town outreach efforts, stakeholders were able to contribute thoughts, ideas and suggestions for Council consideration in the Strategic Planning process.

In accordance with the Town Council's Strategic Planning Calendar, the Council focused the better part of the month of October on these outreach efforts.

Council hosted public workshops to provide:

- Review of prior work plan successes, challenges and alterations.
- Opportunity for residents, businesses and other stakeholders to provide input on proposed Strategic Plan direction.
- Discussion and deliberation on ideas, goals, objectives and priorities.
 - Workshop #1 completed on October 6, 2015 at 4 pm
 - Workshop #2 completed on October 20, 2015 at 4 pm
- Extended Council discussion on similar topics as part of the October 20, 2015 regular Town Council meeting.
- Additional extended input from the community through the Town's social media

presence, solicitation of submitted comments, and community newsletter interaction. Survey distributed and solicitation of responses throughout October.

Outreach Results

At the November 3, 2015 Town Council meeting, staff presented the results of the outreach efforts in a summarized format. This information has been posted on the Town’s social media sites for community review and information.

After review of the outreach efforts, Council continued discussions on the outreach results and provided additional feedback and direction to staff as work on the Strategic Plan continues.

Draft Strategic Plan Primary Goal and Objectives

Based on all input received from the community and from the Council, the following theme continuously emerged -the desire to **Move Forward...Together**. Using that as the overarching goal, it was then applied to three expanded goals that succinctly capture the inter-relationship between the Town, Community and Region. Finally, nine specific objectives were developed to support the three key goals.

At the November 17, 2015 Town Council meeting, agreement was reached on these primary goals and objectives. The graphic in Exhibit 1 illustrates the interaction between the primary goals, as well as the relationship of the objectives in support of the goals.

Exhibit 1

Strategic Plan and Objectives



Draft Strategic Plan Strategies and Action Plans

The final step in completing the comprehensive 2015 Strategic Plan is the inclusion of specific strategies and actions plans to support the goals and objectives as previously identified. In essence, the strategies and actions plans provide Town staff with the nuts and bolts work plan for meeting the objectives of the Strategic Plan. Through the development of these action plans, the prioritized task list is developed that will be the basis for the upcoming two-year budget plan.

Each of the departments and divisions has reviewed their areas of responsibility and has identified and prioritized their efforts to support the broader goals and objectives of the Council's Strategic Plan. Town staff is seeking Council affirmation of the identified priorities, as well as any preferred modifications or changes to the draft plan.

Ongoing Assessment and Progress Reporting

For any planning document to be effective, it is necessary to have a method to assess and report on progress, successes and challenges. Town staff will be evaluating various methods and tools to provide a systematic review, and will return to Council in the first quarter of 2016 with the recommended assessment methodology. It is anticipated that the strategic plan review will occur bi-annually in report format. This will assist both the Council and Town staff in evaluating the Town's adherence to the approved Strategic Plan.

Next Steps

With the review and approval of the proposed strategies and action plans, the current strategic planning process will conclude, and the 2015 Strategic Plan will be incorporated into the FY 2016-18 Proposed Budget in the spring of 2016.

Alternatives:

None recommended.

Fiscal Impact:

Once approved, the 2015 Strategic Plan will be the basis for the 2016-2018 proposed budget.

Attachments:

Strategic_Plan_Draft

Town of Yucca Valley



2015 Draft Strategic Plan

December 15, 2015

Town of Yucca Valley

Strategic Plan 2015

GOAL: MOVING FORWARD...TOGETHER

Moving Forward...Together...What does that mean? For the Town of Yucca Valley, Moving Forward Together means that we understand that real community progress is possible when we leverage our resources together to achieve our objectives.

When we Move Forward...Together as a **Town**, we understand the need to be Engaged with our residents. We understand the expectation that the Town organization is to be Efficient in use of resources, and we are held Accountable for the delivery of essential services, such as public safety and infrastructure.

When we Move Forward...Together as a **Community**, we understand the importance of a Secure community, with reasonable expectations of a safe environment at home and around Town. Further, our Community should be a Welcoming community both aesthetically in visual sight, and operationally with minimal barriers for all businesses – small, medium and large. We also appreciate the sense of a Balanced community that places an appropriate emphasis on quality of life as evidenced by the Community’s recreational assets, reasonable support for arts and culture, and appreciation for natural amenities right outside our doors.

When we Move Forward...Together as a **Region**, we understand the regional role of Yucca Valley as the Leader and economic hub in the Morongo Basin, continuing to support responsible growth of business that benefits the entire region. We act as an Advocate to ensure that the voice of the Morongo Basin is well represented at the regional, state and national levels. And finally, we stand as a Partner with our neighbors and colleagues in the reality that many of the services provided throughout the Basin are not confined to individual boundaries.

Moving Forward...Together
Town

- Objective 1 – Engaged
- Objective 2 – Accountable
- Objective 3 – Efficient

Moving Forward...Together
Community

- Objective 4 – Secure
- Objective 5 – Welcoming
- Objective 6 – Balanced

Moving Forward...Together
Region

- Objective 7 – Leader
- Objective 8 – Advocate
- Objective 9 – Partner

Attachment: Strategic_Plan_Draft (1238 : 2015 Strategic Plan)

Town of Yucca Valley 2015 Strategic Plan

Strategic Plan and Objectives



Moving Forward as a Town

Goal	Objective	#	Strategy	Action Plan	Priority	Division
Town	Engaged	1	Ensure effective and efficient access to Town information	Review and assess the Town's existing on-line web platform for efficiency and effectiveness. Identify strengths and weaknesses.	High	TC
Town		2		Develop a recommended transition plan for addressing the weaknesses, up to and including a complete website redesign, if warranted.	High	TC
Town		3		Ensure mobile access to the Town's critical applications.	Med	TC
Town	Engaged	4	Utilize an effective multi-media platform to communicate with residents, businesses and stakeholders	Use the Town's Social Media platforms on a weekly basis to communicate ongoing activities, information and needs	High	TC
Town		5		Develop metrics and analysis of various communication efforts to determine effectiveness of methods. Craft media preferences depending on targeted audience.	Med	TC
Town	Engaged	6	Provide the Community with clear options related to concerns raised throughout the Strategic Planning Outreach period	Compare and contract existing service levels and existing resources with supplemental resources and corresponding service increases	High	TM
Town		7		Conduct workshops as needed to ensure Community education on revenue and services level alternatives as directed by Council	High	TM/FIN
Town		8		Prepare potential project lists for council prioritization that reflect alternative funding sources	High	All
Town	Efficient	9	Evaluate and provide cost effective Community Services programs and services.	Continue joint Museum/Recreation programming model. Evaluate staffing levels/structure to provide proper oversight.	High	CS
Town		10		Explore alternative labor strategies to augment limited staff resources and adjust to minimum wage increase. Execute pilot programs to evaluate the viability of contract staff and volunteer resources.	High	CS

Moving Forward as a Town

Goal	Objective	#	Strategy	Action Plan	Priority	Division
Town	Efficient	11	Evaluate and provide cost effective Community Services programs and services.	Evaluate current and anticipated conditions that affect delivery of services; make sound recommendations for addressing deficiencies.	Medium	CS
Town	Efficient	12	Ensure that financial policies are relevant to current business practices.	Review finance policies and update on a bi-annual basis to endure that best practices are followed and are in the best interests of the Town.	High	FIN
Town	Efficient	13	Ensure municipal human resource management best practices in the administration of the Town's critical HR functions	Promote the widest candidate pool as practically possible for Town employment opportunities	Med	HR/RM
Town		14		Research and identify an online application program that allows for more convenience for interested candidates.	Med	HR/RM
Town		15		Review Employee Handbook and revise as necessary to be consistent with current legal requirements and municipal human resources best management practices.	High	HR
Town	Efficient	16	Provide a functional IT network and system that allows and supports workplace efficiencies and experiences minimal disruptions.	Develop an updated IT Master Plan that identifies the Town's current and future IT hardware and software needs, including costs and implementation timelines and priorities.	High	IT
Town	Efficient	17	Provide enhanced solid waste and recycling opportunities for Town residents	Encourage additional solid waste and recycling opportunities by supporting the franchise hauler's plan to build a new local transfer station.	High	SW
Town		18		Develop an updated franchise agreement with the Town's solid waste and recycling provider to meet the Town's solid waste and recycling goals, as well as State mandates.	Medium	SW
Town	Efficient	19	Provide professional customer service alternatives for residents, businesses and visitors	Review the Town Hall's current operating hours for access, and recommended any changes as needed.	High	TC
Town		20		Review on-line access to additional frequent Town Hall customer inquiries/needs for efficiency and effectiveness	Med	TC
Town	Efficient	21	Enhance customer service options for businesses and residents through consolidated services	Continue long-term planning for consolidated Town hall services	Med	TM/CD

Moving Forward as a Town

Goal	Objective	#	Strategy	Action Plan	Priority	Division
Town	Efficient	22	Provide additional economic opportunities for Old Town Development	Review the Town's inherited RDA properties in the Old Town Area to determine feasibility of development opportunity options	Med	TM/CD
Town	Accountable	23	Ensure accounting software supports secure, transparent and efficient management of the Town's financial and accounting records.	Manage the selection, transition and implementation of new financial and accounting software to replace outdated software.	High	FIN
Town		24		Manage the selection, transition and implementation of new financial and accounting software to enable online services and citizen access to financial data in a summarized manner for transparency and efficiency.	Med	FIN
Town	Accountable	25	Provide a positive and responsible work environment for Town Employees	Incorporate policy direction relative to employee classification and compensation per Council guidance	High	HR
Town		26		Research, develop and propose effective wellness program for staff to correlate with our current Health plans	Med	HR
Town	Accountable	27	Maintain efficient and effective management of the Town's critical records according to Municipal Record's Management Best Practices	Assess the Town's existing records storage practices and facilities.	High	TC
Town		28		Develop a recommended physical storage plan to implement best practices as needed.	High	TC
Town		29		Maintain adherence to the Town's approved Records Retention Schedule	Med	TC
Town		30		Identify an inventory of records recommended for electronic storage as well as a related transition plan	Med	TC
Town		31		Assist in the review and/or development of a comprehensive electronic communication policy, inclusive of required retention policy	High	TC/IT

Moving Forward as a Community

Goal	Objective	#	Strategy	Action Plan	Priority	Division
Community	Secure	1	Provide an effective and efficient Public Safety Plan for the Community	Review and analyze the existing Public Safety Contract provisions, and reconcile with recent data. Provide service level alternatives and configurations for Council consideration.	High	PS
Community		2		Review and analyze existing volunteer programs and develop alternatives that can effectively supplement contract services, including Neighborhood Watch, COP and SAR.	High	PS
Community		3		Propose alternative programming options beyond funded levels for potential community consideration that address specific needs.	High	PS
Community	Secure	4	Allow reasonable access to Public Safety personnel to address specific concerns	Review community engagement opportunities with the Sheriff's Department to ensure appropriate community access.	Med	PS
Community	Secure	5	Ensure community is prepared for disasters	Stay engaged with County OES, keep Emergency Plans updated (i.e.: EOP, Hazard Mitigation, etc.) Utilize social media to keep citizens informed.	High	EO
Community	Secure	6	Promote emergency preparedness of Town Staff	Provide employees with the opportunity to attend specialized emergency management training. Provide information about preparedness at home and in the workplace.	Med	EO
Community	Secure	7	Ensure the Town has access to a functional EOC in the event of activation.	Review near-term functionality of the Town's EOC, and begin development on longer-term solution	Med	EO
Community	Secure	8	Ensure Town Reserves are at a conservative level to provide for uncertain economic future.	Review Reserve Policy on an annual basis to determine sufficient levels for economic realities.	High	FIN
Community	Welcoming	9	Establish the Town as a welcoming community for businesses, residents, and visitors alike	Review the Town's existing Community Relations plans and activities to ensure maximum exposure in critical areas	High	PIO
Community		10		Offer to host a League DMD meeting	Med	PIO

Moving Forward as a Community

Goal	Objective	#	Strategy	Action Plan	Priority	Division
Community	Welcoming	11	Establish the Town as a welcoming community for businesses, residents, and visitors alike	Review the Town's partnership with the Desert Regional Tourism Agency and provide input and recommendations as appropriate	High	PIO/FIN
Community		12		Review the Town's partnership with the Chamber of Commerce and provide input and recommendations as appropriate	High	PIO/FIN
Community	Balanced	13	Provide an balanced schedule of safe and beneficial recreational alternatives for Yucca Valley residents and visitors.	Solicit input from user groups, contract providers and community organizations for program improvements and innovations.	High	CS
Community		14		Provide leadership, collaboration, support and professional interaction with the public, commissioners, council members, community organizations and other agencies, including the Boys and Girls Club, MBYSA, TVLL and other basin youth sport organizations.	High	CS
Community	Balanced	15	Provide quality senior services and activities.	Develop potential alternatives to partner with County and provide enhanced programming and social activities.	High	CS
Community		16		Develop potential alternatives for phased Senior Center refurbishment.	Med	CS
Community	Balanced	17	Provide an balanced schedule of safe and beneficial recreational alternatives for Yucca Valley residents and visitors.	Evaluate current programs and events with regard to relevance, benefits and economy. Communicate with professional organizations to identify current trends and practices.	High	CS
Community	Balanced	18	Maintain quality of life by providing recreational activities for patrons of all ages.	Seek program options that maximize recreational assets and enhance offerings, particularly for seniors and young children.	High	CS
Community	Balanced	19	Maintain quality of life by providing cultural activities for patrons of all ages.	Review and define the cultural mission of the Hi Desert Nature Museum within the Town's Community Service Offerings	High	CS
Community		20		Explore paths to expand museum operations.	Med	CS

Moving Forward as a Community

Goal	Objective	#	Strategy	Action Plan	Priority	Division
Community	Balanced	21	Maintain quality of life by providing cultural activities for patrons of all ages.	Increase presence of HDNM as center for natural history education and preservation/interpretation of the Basin's cultural heritage.	Med	CS
Community		22		Identify and propose potential HDNM updates and modifications to support the refined focus on natural history and education.	Med	CS
Community		23		Strengthen relationship with JTNP. Implement exhibit reorganization to enhance experience for tourists and frequent visitors.	Med	CS

Moving Forward as a Region

Goal	Objective	Strategy	Action Plan	Priority	Division
Region	Leader	1 Continue to develop the Town as a regional retail hub	Solicit specific retail operations based on Gap analysis and areas of identified need	High	TM
Region	Advocate	2 Support the Morongo Basin Pathway concept	Work with regional partners in developing opening dialog about the long-term MBP vision	Med	CD
Region		3	Continue to collaborate with ongoing project proponents to establish realistic project goals	Med	CD/TM
Region	Partner	4 Engage with community partners in Emergency Management preparation and response	Foster community partnership relationships by participating in bi-annual planning meetings, exercises and continuous communication.	High	EO
Region	Partner	5 Assist in providing an expanded Public Library facility	Work with the County to develop program options that will expand Library services to Town and region residents	Med	TM
Region	Partner	6 Ensure quality Emergency Fire and Medic services to Town residents	Partner with the San Bernardino County Fire Department to review and analyze existing EMT services and facilities	Med	TM
Region		7	Partner with the San Bernardino County Fire Department to review options for relocation of the new fire truck to maintain that asset within or near Town limits	Med	TM
Region		8	Develop potential alternatives to advocate for expanded EMT facilities that will provide enhanced services and response times within the Town and greater basin	Med	TM
Region	Partner	9 Promote various employment opportunities for local residents	Work with regional partners including CMC, MUSD and the County to identify potential regional employment drivers	Med	TM

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council

From: Lesley Copeland, Town Clerk

Date: November 16, 2015

Meeting Date: December 15, 2015

Subject: Town Council Public Agency Board / Committee Liaison Assignments

Recommendation:

Review and select representatives to the various Public Agency Boards, and direct the Town Clerk to notify the agencies of any changes in representation.

Council Members represent the Town of Yucca Valley on various regional Boards, Joint Powers Authorities (JPAs), and Ad-Hoc committees with local agencies. The Town Council annually reviews assignments.

Order of Procedure:

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

Discussion: The Town of Yucca Valley has representation from Council Members on San Bernardino Associated Governments (SANBAG), the Mojave Desert and Mountain Solid Waste JPA, the League of California Cities Desert Mountain Division, San Bernardino County Solid Waste Advisory Task Force (SWAT), Morongo Basin Transit Authority (MBTA), Morongo Basin Regional Economic Development Consortium, San Bernardino County Homeless Partnership and Interagency Council on Homelessness, Southern California Associated Governments (SCAG), Sports Council, and the Mojave Desert Air Quality Management District (MDAQMD).

In addition to these regional/intergovernmental committees, two Council Members serve as a Legislative Team who periodically visit Sacramento and/or Washington D.C. to discuss issues with our state and federal representatives. The Mayor is the legislative delegate to the League of California Cities (LOCC) annual meeting and is ratified by Town Council Resolution action prior to attendance. Under separate action, a voting delegate and alternate are appointed

annually to attend the Southern California Association of Governments (SCAG).

Ad Hoc Committees are also formed as needed to gather information for such areas as Public Facilities, Wastewater Project, RDA bonds, Revenue Measure, and others.

Accordingly, Section 6.4 of the Council's Manual of Procedural Guidelines, "Except as otherwise required by law or by the policies of non-Town organizations, the Mayor shall nominate all such appointments of Town representatives on non-Town organizations, and the appointment shall be by a majority vote of the Council."

It is also important to note in Section 6.4 of the Council's Manual of Procedural Guidelines, "Council Appointments to non-Town organizations shall be considered and made with the goal of keeping the appointee in the organization for a long enough period of time that the appointee may gain seniority and/or position of leadership within the organization. This goal shall be construed to mean that the same appointee should remain within a non-Town organization for at least two years where reasonably possible and convenient for said appointee."

After the review of assignments, staff will return to Council at the next meeting with an updated schedule of committee assignments.

Alternatives: None.

Fiscal Impact: Some of the Agencies provide a stipend for attendance at their meetings to cover the cost of attendance. The Town reimburses Council Members for their mileage to travel to and from the meetings, for those agencies that do not offer a stipend.

Attachments:

Committee Assignments 2015

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
SB COUNTY SOLID WASTE ADVISORY TASK FORCE (SWAT)	Huntington	Twice Yearly	San Bernardino
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
WASTEWATER PROJECT	Denison Leone
REVENUE MEASURE	Huntington Leone