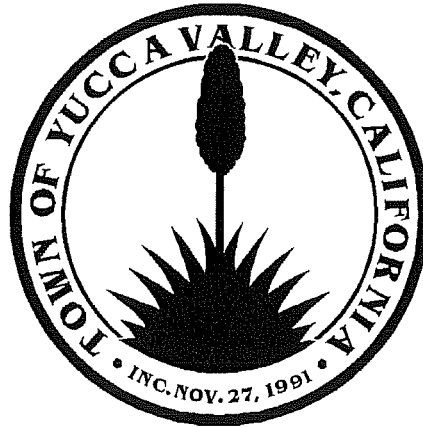


TOWN OF YUCCA VALLEY  
TOWN COUNCIL MEETING



*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.*

**TUESDAY, FEBRUARY 21, 2012  
TOWN COUNCIL: 6:00 p.m.  
YUCCA VALLEY COMMUNITY CENTER  
YUCCA ROOM  
57090 - 29 PALMS HIGHWAY  
YUCCA VALLEY, CALIFORNIA 92284**

**CLOSED SESSIONS  
YUCCA VALLEY TOWN HALL CONFERENCE ROOM  
57090 - 29 PALMS HIGHWAY  
YUCCA VALLEY, CALIFORNIA 92284**

\* \* \* \*

**TOWN COUNCIL**  
*Dawn Rowe, Mayor*  
*Isaac Hagerman, Mayor Pro Tem*  
*Merl Abel, Council Member*  
*George Huntington, Council Member*  
*Robert Lombardo, Council Member*

\* \* \* \*

**TOWN ADMINISTRATIVE OFFICE:  
760-369-7207  
[www.yucca-valley.org](http://www.yucca-valley.org)**

**AGENDA  
MEETING OF THE  
TOWN OF YUCCA VALLEY COUNCIL  
TUESDAY, FEBRUARY 21, 2012, 6:00 P.M.**

*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 is available for public view in the Town Hall lobby and on the Town's website, [www.yucca-valley.org](http://www.yucca-valley.org), prior to the Council 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 Town Council meeting. Such documents are also available on the Town's website subject to staff's ability to post the documents before the meeting. For more information on an agenda item or the agenda process, please contact the Town Clerk's office at 760-369-7209 ext. 226.*

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

**(WHERE APPROPRIATE OR DEEMED NECESSARY, ACTION MAY BE TAKEN ON ANY ITEM LISTED IN THE AGENDA)**

**OPENING CEREMONIES 6:00 p.m.**

**CALL TO ORDER**

**ROLL CALL:** Council Members Abel, Hagerman, Huntington, Lombardo, and Mayor Rowe.

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

Led by Pastor B J Huether

**PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS**

1. Introduction of Miss Yucca Valley and Court

## AGENCY REPORTS

### Chamber of Commerce

2. Monthly Statistical Report for January 2012.

### Desert Regional Tourism Agency

- 1-8 3. California Welcome Center Activity Report

## APPROVAL OF AGENDA

Action: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Voice Vote \_\_\_\_\_

## CONSENT AGENDA

- 9-17 4. Regular Town Council Meeting Minutes of January 17, 2011.

**Recommendation: Approve minutes as presented.**

5. 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.**

- 18-20 6. AB 1234 Reporting Requirements

**Recommendation: Receive and file the AB 1234 Reporting Requirement Schedule for the month of January 2012**

- 21-23 7. Monthly Statistical Fire Department Report for January 2012

**Recommendation: Receive and file the report.**

- 24-75 8. SR 62, Camino del Cielo to Acoma, Signal Synchronization Project – Town Project No. 8028, Congestion Mitigation Air Quality (CMAQ) Grant, Award of Design Contract

**Recommendation: Award a contract for professional design services to Albert Grover & Associates related to the design of Signal Synchronization Project and the preparation of Plans, Specifications and Estimates, including bid ready construction documents, in the amount of \$48,750, and authorize the Town Manager, Town Attorney, and the Mayor to sign all necessary documents to complete**

the project.

- 76-88 9. Approval of Cost-Distribution Agreement for Traffic Signal and Lighting, Project EA No. 08-0M440, Signal Light at Route 62 and Airway Avenue.

**Recommendation: Approve the Cost Distribution Agreement between the Town and Caltrans for the traffic signal located at SR 62 and Airway Avenue, and authorize the Town Manager, Town Attorney, and the Mayor to sign the Agreement.**

- 89-98 10. Tolling Agreement with San Bernardino County

**Recommendation: Approve an amendment to the tolling agreement between the Town of Yucca Valley and the County of San Bernardino, relative to property tax administration fees charged by the County of San Bernardino, and authorize the Mayor, Town Manager, Town Attorney, and the Town Clerk to sign all necessary documents.**

- 99 11. Proclamation proclaiming February 23, 2012 as Rotary Day in Yucca Valley.

**Recommendation: Approve the proclamation to be presented by the Mayor on February 23, 2012.**

- 100-110 12. FY 2011 Homeland Security Grant Program Purchases

**Recommendation: Authorize Town Staff to solicit informal bids from three vendors for the purchase of the FY 2011 Homeland Security Grant Program (HSGP) computer equipment and a portable solar message board, and to waive the informal bidding procedures finding that the established procedures (Chapter 3.12) would be impractical for these purchases.**

- 111-116 13. Approval of Resolution Supporting the Transfer of Ontario International Airport (ONT) to Local Control

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, IN SUPPORT OF THE TRANSFER OF ONTARIO INTERNATIONAL AIRPORT (ONT) TO LOCAL CONTROL

**Recommendation: Adopt the Resolution supporting the transfer of Ontario International Airport (ONT) to Local Control.**

- 117-141 14. Warrant Register, February 21, 2012



**Recommendation: Ratify the Warrant Register total of \$1,688,382.01 for checks dated January 12, 2012 to February 9, 2012. Ratify Payroll Registers total of \$633,784.90 for checks dated December 22, 2011 through February 3, 2012.**

*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/Deputy Town Clerk before the consent calendar is called.*

**Recommendation: Adopt Consent Agenda (items 4-14)(roll call vote)**

Action: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Roll Call Vote \_\_\_\_\_

## **PUBLIC HEARINGS**

142-150 15. Community Development Block Grant (CDBG) Prioritization Hearing.

Staff Report

**Recommendation: Recommend that the Town's entire 2012-2013 CDBG allocation of \$104,603 be applied to the Town of Yucca Valley's Community Center Playground Renovation project, and direct staff to include the anticipated grant revenue in the 2012-13 budget proposal.**

Action: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Roll Call Vote \_\_\_\_\_.

## **DEPARTMENT REPORTS**

151-161 16. FY 2011-12 Mid-year Budget Report

Staff Report

**Recommendation: Receive and file the Mid-year Budget Report.**

Action: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Roll Call Vote \_\_\_\_\_.

## **POLICY DISCUSSION**

## **FUTURE AGENDA ITEMS**

## **PUBLIC COMMENTS**

*In order to assist in the orderly and timely conduct of the meeting, the 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**

17. Council Member Huntington
18. Council Member Lombardo
19. Council Member Abel
20. Mayor Pro Tem Hagerman
21. Mayor Rowe

## **CLOSED SESSION**

22. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION  
The legislative body is deciding whether or not to initiate litigation pursuant to Government Code Section 54956.9(c). (1 case)
23. Government Code Section 54956.8, Conference with Real Property Negotiators.  
*State law provides the opportunity for closed session for real property purchase negotiations, prior to placement of the matter on a regularly scheduled meeting agenda for formal action.*

Property: located along SR 247, within Section 11, T1N, R5E, SBM  
Caltrans/Town of Yucca Valley  
Mark Nuaimi /Shane Stueckle, Real Property Negotiator  
Real Property Negotiations

## **ANNOUNCEMENTS**

Time, date and place for the next Town Council meeting.

**Next Town Council Meeting, Tuesday, March 6, 2012, 6:00 p.m.**

## **CLOSING ANNOUNCEMENTS**

## **ADJOURNMENT**



**Desert Regional Tourism Agency  
California Welcome Center  
Activity and Other Reports**

**February 21, 2012**



## Desert Regional Tourism Agency California Welcome Center Performance Report

### DRTA – CWC Performance Report

The DRTA–CWC Performance Report is prepared quarterly; at the end of the 4<sup>th</sup> Quarter, an Annual Report is compiled for the Agency.

- 1<sup>st</sup> Quarter, July - September
- 2<sup>nd</sup> Quarter, October – December
- 3<sup>rd</sup> Quarter, January – March
- 4<sup>th</sup> Quarter, April – June
- Annual Performance Report components are based on year-end data.

### CWC Quarterly Report, Tourism

Fiscal Year 2010 - 2011	Number of:	Number of:	Number of :	Number of:
	Visitors Greeted	Tourism Related Phone Calls	Tourism Packets Mailed	Inquiries from Basin Residents
1 <sup>st</sup> Quarter	2649	158	6	229
2 <sup>nd</sup> Quarter	3194	227	5	225
3 <sup>rd</sup> Quarter				
4 <sup>th</sup> Quarter				
<b>Totals</b>				

### CWC Quarterly Report, Basin Attractions

Staff Recommendations	29 Palms	JTNP & Joshua Tree	Yucca Valley & Environs	Coachella Valley	Other: Ca./Nev./ Arizona
1 <sup>st</sup> Quarter	133	505	224	99	378
2 <sup>nd</sup> Quarter	230	762	368	180	323
3 <sup>rd</sup> Quarter					
4 <sup>th</sup> Quarter					
<b>Totals</b>					

**Sample: CWC Visitor Survey Questions**

**Section D: If you are a visitor to our Morongo Basin Community...**

**1. Where visitors stay:**

- Hotel/Motel
- RV Park
- Campground
- Family/Friends
- Passing through the Area

**3. How many days spent in the basin:**

- 1 Day
- 2 Days
- 3 Days
- 4 Days
- 5+ Days

**2. Where visitors spend the night:**

- Yucca Valley
- Joshua Tree
- JTNP
- 29 Palms
- Palm Springs
- Palm Desert
- Rancho Mirage
- Other

**4. How much money spent in the basin:**

- under \$100
- under \$200
- under \$300
- under \$500

(Note: Question #3 & 4 is not always answered.)

**CWC Quarterly Report, CWC Visitor Survey**

- ❖ Survey implemented January 2011.
- ❖ Survey results are based on the number of submitted surveys.

Accommodations	Hotel/ Motel	RV Park	Camp	Family/ Friends	Passing			Surveys Submitted
1 <sup>st</sup> Quarter	51	5	23	21	94			224
2 <sup>nd</sup> Quarter	75	12	20	18	59			213
3 <sup>rd</sup> Quarter								
4 <sup>th</sup> Quarter								
<b>Totals</b>								
Overnight Location	Yucca Valley	Joshua Tree	JTNP Camp	29 Palms	Low Desert	Other		
1 <sup>st</sup> Quarter	15	34	23	11	42	32		224
2 <sup>nd</sup> Quarter	26	25	20	20	63	31		213
3 <sup>rd</sup> Quarter								
4 <sup>th</sup> Quarter								
<b>Totals</b>								
Number of Days	1 day	2 days	3 days	4 days	5+ days			
1 <sup>st</sup> Quarter	55	42	15	10	24			224
2 <sup>nd</sup> Quarter	52	32	20	14	39			213
3 <sup>rd</sup> Quarter								
4 <sup>th</sup> Quarter								
<b>Totals</b>								
Expenditures	\$100	\$200	\$300	\$500	500+			
1 <sup>st</sup> Quarter	56	43	16	11	13			224
2 <sup>nd</sup> Quarter	52	41	17	17	20			213
3 <sup>rd</sup> Quarter								
4 <sup>th</sup> Quarter								
<b>Totals</b>								

**Sources**

1. CWC Daily Visitor Log
2. CWC Visitor Survey, Yucca Valley

**CWC Gift Store Revenue, Net**

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
CWC Merchandise	\$781.65	\$1131.22		
Consignment Merchandise	\$324.00	\$433.94		
MB Cultural Art	\$25.00	\$50.00		

**CWC Advertising, Revenue Opportunities**

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
CWC Display Opportunities, all	\$4110.00	\$2294		
Displays Sold	14	5		
Displays Traded	0	0		

**Partnership Funding**

Fiscal Year	Mid Year	Year End
City of 29 Palms		\$12,000
Town of Yucca Valley		\$23,750
Certified Folder	\$3000	
Other		

**Prepared by:** Kelly Carson  
**Title:** Executive Director  
**Date:** January 2012

**Notes:**

- The Desert Regional Tourism Agency Board evaluates information garnered in the quarterly and/or annual performance reports, identifies underperforming components and directs measures for improvement.
- Performance Report components/categories are determined by the Board and may be changed from time to time.

[Form: May 2011]



**Desert Regional Tourism Agency  
California Welcome Center  
Activity Report**

**CWC - California Welcome Center  
DRTA – Desert Regional Tourism Agency  
VC - Visit California – formerly CTTC**

**Activity Summary**

**DRTA elects new Board Members**

*Summer 2011 ~ CWC Report*

- DRTA elects three newly appointed board member to the DRTA/CWC Board of Directors:
  - ✓ Bill Neeb
  - ✓ Art Miller Jr.
  - ✓ Vickie Waite

**California Welcome Center hires Sales Associate**

*June 2011 ~ CWC Report*

- In June DRTA hired Kathie Ammar as Sales Associate. Kathie brings to the table an extensive 11+ years of sales and marketing experience. Working for our Center on commission only, Kathie has brought in 14 new clients, and 4 renewals. She is a welcome asset to the California Welcome Center.

**CTTC changes name to Visit California;**

**Visit California 5-year Strategic Report available:**

*September 2011 ~ Sacramento, CA.*

- State of California Tourism formerly known as CTTC, California Travel & Tourism Commission - changes name to *Visit California*.
- Visit California 5-year strategic Marketing plan, available per request. California is the premier travel destination in the U.S. attracting 200 million visitors each year who spend 95.1 billion each year – A committee of industry stakeholders contribute their expertise and insight in developing this piece – focusing on four core marketing areas: technology/partnerships; research; domestic brand communications and International marketing.



## **Desert Regional Tourism Agency Marketing Committee**

### *On-Going*

- CWC Marketing committee
  - DVD Project: The committee is in the final stages of the Morongo Basin/Desert Wide tourism DVD that will be available for tourists.
  - Facility Rental Agreement: DRTA and the committee are in final stages of agreement. This allows the CWC to be a venue for the Community to hold special events (i.e., mixers, art shows, etc.) in the CWC facility. This will be an additional revenue stream.
  - Basin and Lower Desert Marketing Program: The committee recognizes the need to familiarize our Basin and the Lower Desert with the California Welcome Center Program.
  - Survey reporting: Our CWC provides a brief survey for visitors to complete before leaving the Center. This survey provides data for the summary reports uses in the DRTA-CWC Performance Report.
  - QR Code
  - Web Counter
  - Facebook – created page in Summer of 2011.

### **California Welcome Center's Managers/Visit California Meeting:**

*October 4, 2011 ~ Los Angeles*

- All 20 CWC's Managers and Visit California Staff met in Los Angeles.
- Managers took tour of newest CWC – Buena Park.
- Year in Review was distributed.
- 5-year Strategic plan discussed.
- Visit California will integrate State website and CWC site into one.
- State web-site will be going mobile in the coming months.
- QR Code.

### **California Welcome Center's partners with Yucca Valley Chamber:**

*Summer/Fall 2011*

- CWC is Breakfast/Facility host for YV Chamber FAM tours.
- CWC partners with Yucca Valley Chamber and County of San Bernardino as facility host in small workshops for "Job Search and Career Exploration". These workshops are free to the public and are set forth to help get public back in the work force. Workshops held 4<sup>th</sup> Wednesday of every month.

DESERT REGIONAL TOURISM AGENCY

Profit & Loss

July through December 2011

Jul - Dec 11

Ordinary Income/Expense

Income

4101 · Bank Interest	6.62
4400 · CWC Partnership	35,750.00
4500 · Reservation Desk Sales Income	5,667.00
4505 · Website Package	192.00
4506 · Shopping Wall	100.00
4550 · Back Lit Panel	250.00
4552 · DRTA - Membership - \$75	50.00
4600 · Sales Income	5,731.06
4701 · Certified	3,000.00
4800 · Shopping Corner	90.00
4900 · Miscellaneous Income	250.00
<b>Total Income</b>	<u>51,086.68</u>

Cost of Goods Sold

5000 · Cost of Goods SOLD!!!!	3,272.37
<b>Total COGS</b>	<u>3,272.37</u>

**Gross Profit** 47,814.31

Expense

6000 · Advertising Costs	219.83
6120 · Bank Service Charges	294.59
6122 · Register Over/Short	4.74
6130 · Car/Truck Expense	679.20
6155 · Web Site	19.98
6160 · Dues and Subscriptions	3,894.00
6170 · EMPLOYEE LEASING	4,000.00
6180 · Insurance	1,130.12
6191 · Ad Design & Print Expense	25.00
6249 · Special Meeting/Event Expense	52.51
6250 · Office Equipment & Supplies	624.57
6252 · Payroll Tax Expense	1,086.55
6255 · Postage and Delivery	232.00
6270 · Professional Fees	900.00
6330 · Janitor	2,438.97
6340 · Utilities Expense	1,857.34
6360 · Tax - License	101.02
6400 · CWC Sales Commission	1,611.19
6500 · Internet Management Cost	387.40
6560 · Salaries & Wages	9,178.46
<b>Total Expense</b>	<u>28,737.47</u>

**Net Ordinary Income** 19,076.84

Other Income/Expense

Other Expense

8100 · Interest Expense	1,430.00
<b>Total Other Expense</b>	<u>1,430.00</u>

DESERT REGIONAL TOURISM AGENCY  
**Profit & Loss**  
July through December 2011

	<u>Jul - Dec 11</u>
Net Other Income	<u>-1,430.00</u>
Net Income	<u><u>17,646.84</u></u>

**TOWN OF YUCCA VALLEY  
TOWN COUNCIL MEETING MINUTES  
JANUARY 17, 2012**

**CLOSED SESSION (5:00 p.m. at Town Hall Conference Room)**

Mayor Rowe called the meeting to order at 5:01 p.m. with all members present

1. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION  
The legislative body is deciding whether or not to initiate litigation pursuant to Government Code Section 54956.9(c). (1 case)
  
2. Government Code Section 54956.8, Conference with Real Property Negotiators.  
*State law provides the opportunity for closed session for real property purchase negotiations, prior to placement of the matter on a regularly scheduled meeting agenda for formal action.*

Property: 587-011-18, located adjacent to the east side of Church Street  
approximately 600 feet north of Joshua Drive  
Roza Kazangian/Town of Yucca Valley  
Mark Nuaimi /Shane Stueckle, Real Property Negotiator  
Real Property Negotiations

Property: 587-011-04 and 587-011-24, located at the southeast corner of Onaga  
Trail and Church Street  
Michael Jakubiec /Town of Yucca Valley  
Mark Nuaimi /Shane Stueckle, Real Property Negotiator  
Real Property Negotiations

Mayor Rowe adjourned to closed session, returned to open session and recessed  
the meeting at 5:11 p.m.

Mayor Rowe called the meeting to order at 6:00 p.m.

**OPENING CEREMONIES**

Council Members Present: Abel, Hagerman, Huntington, Lombardo, and Mayor Rowe.

Staff Present: Town Manager Nuaimi, Deputy Town Manager Stueckle, Town  
Attorney Laymon, Community Services Director Schooler,  
Administrative Services Director Yakimow, Police Capt. Miller,  
and Town Clerk Anderson

**PLEDGE OF ALLEGIANCE**

Led by Council Member Lombardo

**PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS**

**3. Employee of the Quarter**

Presented to Lesley Copeland

Administrative Services Director Yakimow introduced Debra Breidenbach-Sterling, Human Resources Manager

**4. Longevity Awards**

Jamie Anderson, Town Clerk for 20 years of service, Lesley Copeland, Administrative Assistant III, and Diane Olson, Planning Technician, for 15 years of service, and Rose Goetz, Kennel Technician for 5 years of service.

**AGENCY REPORTS**

**Hi Desert Medical Center**

**5. Overview of Medical Center Operations**

Lionel Chad Chadwick, Chief Executive officer gave a PowerPoint presentation regarding an overview and update of the Hi Desert Medical Center Community Healthcare District.

Council Member Lombardo mentioned seeking services of other specialties what area. Chad surgical, neurology ENT

**Chamber of Commerce**

**6. Monthly Statistical Report for December 2011.**

Dave Eckenberg, Chamber of Commerce gave the monthly statistical chamber report for December 2011.

**APPROVAL OF AGENDA**

Council Member Lombardo moved to approve the agenda. Council Member Abel seconded. Motion carried 5-0 on a voice vote.

**CONSENT AGENDA**

**7. Approve, Regular Town Council Meeting Minutes of December 20, 2011, as**

presented.

8. **Waive**, further reading of all ordinances (if any in the agenda) and read by title only.
9. **Adopt**, Ordinance No. 233, Underground Utility Ordinance

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING TITLE 8, DIVISION 7, OF THE SAN BERNARDINO COUNTY DEVELOPMENT CODE AS ADOPTED AND AMENDED BY THE TOWN OF YUCCA VALLEY BY REPEALING AND REENACTING IN ITS ENTIRETY CHAPTER 11 RELATING TO UTILITY UNDERGROUNDING (DCA-02-11)

10. **Receive and file**, the AB 1234 Reporting Requirement Schedule for the month of December 2011.
11. **Receive and file**, Monthly Statistical Fire Department Report for December 2011
12. **Pursuant to Assembly Bill 936, Adopt**, Resolution No. 12-01 regarding forgiveness of loans to public bodies.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY REGARDING FORGIVENESS OF LOANS TO THE TOWN OF YUCCA VALLEY REDEVELOPMENT AGENCY

13. **Review and approve**, proposed Budget Calendar for FY 2012-13 & 2013-14
14. **Approve**, Final Parcel Map 19288, and Direct staff to forward the map to the San Bernardino County Recorder for recordation, Three Residential Lots, Plasse Drive, south of Cassia Drive.
15. **Award**, contract for professional design services to RJM Design Group for the design of the Community Center Playground and Splash Park and for the preparation of bid ready construction documents in the amount of \$43,400 (Which includes \$3,500 for reimbursable expenses); and authorize the Town Manager, Town Attorney, and the Mayor to sign all necessary documents to complete the project – Town Project No. 8961
16. **Approve**, 2010-2011 Annual Redevelopment Report, 2010-2011 Annual Redevelopment Agency Financial Report
17. **Approve**, Amendment No. 1 of the Agreement for Professional Consulting Services with RBF Consultants, Inc., to provide additional required tasks and services

specifically described in Consultant’s Proposal dated January 10, 2012 and attached to the proposed amendment as Exhibit “A” increasing the total compensation under the Agreement for Professional Consulting Services by \$39,500, bringing the total compensation under the Agreement to \$786,504, SR 62 Widening from Palm Ave. to Airway Ave. – Town Project No. 8527.

- 18. **Adopt**, Resolution No. 12-02, which approves the plans and specifications for Project No. 8348 and authorizes the Town Clerk to advertise and receive bids.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY APPROVING PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF CHURCH STREET IMPROVEMENTS IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE AND RECEIVE BIDS

- 19. **Ratify**, the Warrant Register total of \$753,717.14 for checks dated December 13-22, 2011.

**Margo Sturges**, Yucca Valley, spoke in favor of Item No.15, award of design services for the Community Center playground improvement and splash park.

Council Member Abel advised he will be abstaining from Items 7, minutes, and 14, final parcel map19288.

Council Member Lombardo moved to adopt Consent Agenda Items 7-19. Council Member Huntington seconded. Motion carried 5-0 on a roll call vote.

- AYES:** Council Member Abel, Hagerman, Huntington Lombardo, and Mayor Rowe.
- NOES:** None
- ABSTAIN:** Council Member Abel (on Item 7 and 14 only)
- ABSENT:** None

**DEPARTMENT REPORTS**

- 20. **A Resolution Approving Pacific Western Bank as the Town’s Government Business Banking Services Provider**

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AUTHORIZING THE TOWN TO UTILIZE PACIFIC WESTERN BANK FOR GOVERNMENTAL BUSINESS BANKING SERVICES

Administrative Services Director Yakimow gave the staff report contained in the printed agenda and retained in the file. Staff recommends Pacific Western Bank as the

financial institution to provide the Town's governmental business banking services. The recommendation is due to the fact that it was the only institution to offer their local branch manager as the primary point of contact rather than a central governmental services office located outside the Morongo Basin, and they offered to arrange for pick-up of the Town's courier bag as part of their normal banking services. In addition, they offered an aggressive earnings credit for banking balances. He introduced Branch Manager Shelly Lacotta.

Administrative Services Director Yakimow advised that the reason for continuance of the item at the last meeting, was the fact that some of the Council Members have a minor investment in the bank. When put through the test the FPPC uses to identify and determine materiality in any interest Council Members may have, there is no conflict issue.

Council Member Huntington advised that he has 684 shares of Pacific Bankcorp which is valued at less than \$15,000. He noted that Legal Counsel has review the issue and advises that no conflict exists, however he will abstain on the item to avoid the perception of a conflict.

Council Member Abel moved to adopt the Resolution No. 12-03 approving the utilization of Pacific Western Bank as the Town's government business banking services provider. Council Member Lombardo seconded. Motion carried 4-0-1-0 on a roll call vote.

**AYES:** Council Member Abel, Hagerman, Lombardo, and Mayor Rowe.  
**NOES:** None  
**ABSTAIN:** Council Member Huntington  
**ABSENT:** None

**21. Appointment of a Council Member to serve as the Primary Member on the Mojave Desert Air Quality Management District.**

Town Manager Nuaimi gave the staff report explaining that the item was carried forward at the last meeting due to the lack of a quorum who could vote on it. He noted that he was directed to approach Council Member Abel regarding his availability to represent the town as the Primary member. Mayor Rowe was previously appointed as alternate and will remain in that position.

Council Member Huntington moved to select Council Member Abel to represent the Town on the Mojave Desert Air Quality Management District, and direct the Town Clerk to notify the agency of the change in representation. Council Member Lombardo seconded. Motion carried 4-0-1 on a voice vote with Council Member Abel not voting.



**22. Network Support Services – Professional Services Agreement**

Administrative Services Director Yakimow advised this item is a follow up to Council direction from the August 13, 2011 Town Council Meeting.

Administrative Assistant III Copeland gave the staff report contained in the printed agenda and retained in the files. Per Council's request when the item was considered in August a Request for Proposals was put out in November. The Town received four responses from the lower desert and Orange County, including our current vendor. After consideration of the proposals, staff is recommending that the contract with Southwest Networks be extended for another 6 months due to the fact that several of the technicians live in Yucca Valley, know our typical services needs, and are able to work within the current capital budget. During this time staff will work with them to identify the service level priorities of the Town, develop a work plan that addresses our short and long term information technology plan, and formulate the budgetary requirements to implement these priorities.

Council Member Hagerman commented the Council's initial thought in requesting that an RFP be sent out was to see if we could get someone local to provide services. He thanked staff for trying to achieve that goal.

Administrative Services Director Yakimow advised that staff would normally ask for a longer term of contract, however, going through this process there were some ideas from another firm that are not being done. We felt we could include some of those ideas in our work plan and discussion with Southwest Networks. He noted proposed costs have been the same since 2005 and staff feels they are fair.

Council Member Hagerman moved to authorize a six month extension through August 13, 2012 of the current contract with Southwest Networks, Inc. to provide professional network maintenance and computer services, and authorize the Town Manager to make any necessary non-substantive changes and sign all related documents in a form approved by the Town Attorney. Council Member Lombardo seconded. Motion carried 5-0 on a roll call vote.

**AYES:** Council Member Abel, Hagerman, Huntington Lombardo, and Mayor Rowe.  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**23. Award of Professional Services, Public Education Outreach – November 2012 Ballot Measure(s)**

Town Manager Nuaimi gave the staff report contained in the printed agenda noting that

it is the unanimous recommendation from Town Staff and Hi Desert Water District Staff that the Town award a professional agreement to the Lew Edwards Group in support of the Public Education / Outreach program for ballot measures on the ballot for the general election in November.

**Curt Duffy**, Yucca Valley, expressed concern that the function is in effect advocacy, and noted that there has been a poll done on the issue of the sewers and 68% of the Town's people were not in favor of it.

**Margo Sturges**, Yucca Valley, stated she believes this is an advocacy move by the Town noting the Water District is prohibited from using funds for advocacy. She also stated she believes the staff report is misleading, because there are going to be higher costs.

Town Manager Nuaimi commented this is not an outreach effort regarding the Water District's proposed assessment district, it is an education / public outreach effort tied to the sales tax revenue measure that Council gave staff direction to pursue. We are recommending Lew Edwards Group because they are the experts in public outreach. He noted that the Town cannot advocate but can educate citizens, so that we don't have misinformation like the previous comments. In addition the staff report does document the potential costs. Staff will bring forward the expenditure plan in February and will also work with the District to secure their support to pay for half of those expenditures. This is going to be an effort from today through October. These are professionals who will be presenting documentation for review by the Town Attorney. He added the survey Mr. Duffy mentioned has nothing to do with the sales tax measure.

Mayor Rowe advised that the staff report has a paragraph that talks about the costs the contract being approved tonight does not include. She noted there is a definitive line between advocacy and outreach, and Council has echoed our concerns to staff.

Council Member Huntington requested clarification regarding what the Town can legally do. Town Attorney Laymon advised all the materials that will be prepared will be revisited and reviewed by all the Attorney's offices.

Council Member Lombardo commented that it is critical that education is provided.

Council Member Hagerman moved to award a contract for professional services to the Lew Edwards Group for the support of a Public Education program, in connection with potential November 2012 ballot measure(s), in the amount of \$48,500; and Authorize the Town Manager, Town Attorney, and the Mayor to sign all necessary documents to execute the agreement; and Direct the Town Manager to pursue a cost-sharing agreement with the Hi-Desert Water District (HDWD) towards implementation of the Public Education program; and Amend the FY 2011-12 Adopted Budget and direct staff

to bring forward an expenditure plan for the implementation of the Public Education at the mid-year budget review in February. Council Member Lombardo seconded.

Council Member Abel questioned if the Town will move forward alone if the District is unable or unwilling to participate. Town Manager Nuaimi advised the vote tonight is to approve the \$48,000 to formulate the outreach program. When that is done we will know whether the District is on board or not.

Motion carried 5-0 on a roll call vote.

**AYES:** Council Member Abel, Hagerman, Huntington Lombardo, and Mayor Rowe.  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**FUTURE AGENDA ITEMS**

Council Member Abel requested that Council look at an ordinance restricting the sale of synthetic marijuana and bath salts, and the possibility of providing a low cost spay/neuter voucher program. Council agreed to looking in to the possibility of an ordinance restricting the sale of the items mentioned, but not the spay/neuter program at this time.

**PUBLIC COMMENT**

**Margo Sturges**, Yucca Valley, commented regarding Council Member Hagerman.

**STAFF REPORTS AND COMMENTS**

Town Manager Nuaimi Friday January 27<sup>th</sup> Annual Goal Setting Workshop from 8:30 to 2:30 p.m. annual review of where heading as organization, opportunities and challenges.

**MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS**

**24. Council Member Huntington**

Advised that Southern California Associated Governments will have a workshop on Friday, January 20, 2012 following the Measure I Committee Meeting in Apple Valley.

Congratulated Administrative Assistant III Copeland for being recognized as Employee of the Quarter.

Welcomed Human Resources Manager Breidenbach-Sterling.

**25. Council Member Lombardo**

Congratulated Administrative Assistant III Copeland for being selected as Employee of the Quarter and the employees receiving longevity awards.

**26. Council Member Abel**

Thanked the Council for appointing him to the Air Quality Management Board.

Thanked the staff for all their hard work, noting the Council has asked a lot from them while trimming positions.

**27. Mayor Pro Tem Hagerman**

Congratulated Administrative Assistant III Copeland, noting the 20<sup>th</sup> Anniversary event was fantastic, and the Community Profile Book was very impressive. Being selected as Employee of the Quarter was well deserved

Congratulated Town Clerk Anderson for serving the Town for 20 years.

Welcomed Human Resources Manager Breidenbach-Sterling.

**28. Mayor Rowe**

Echoed congratulations to staff.

**ANNOUNCEMENTS**

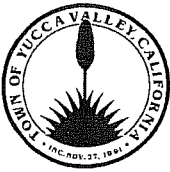
Next Town Council Meeting, Tuesday, February 7, 2012, 6:00 p.m.

**ADJOURNMENT**

There being no further business the meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Jamie Anderson, MMC  
Town Clerk



## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Director of Administrative Services  
**Date:** February 01, 2012  
**For Council Meeting:** February 21<sup>st</sup>, 2012

**Subject:** AB1234 Reporting Requirements

**Prior Council Review:** Current reimbursement policy for Council members and Redevelopment Agency members reviewed and approved by Council August 2006.

**Recommendation:** Receive and file the AB1234 Reporting Requirement Schedule for the month of January 2012.

**Order of Procedure:**

- Request Staff Report
- Request Public Comment
- Council Discussion / Questions of Staff
- Motion/Second
- Discussion on Motion
- Roll Call Vote

**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.

Reviewed By:

  
 \_\_\_\_\_  
 Town Manager

  
 \_\_\_\_\_  
 Town Attorney

\_\_\_\_\_  
 Admin Services

\_\_\_\_\_  
 Dept Head

Department Report  
 Consent

Ordinance Action  
 Minute Action

Resolution Action  
 Receive and File

Public Hearing  
 Study Session

**Alternatives:** None.

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

**Attachments:** AB1234 Reporting Requirement Schedule

# Town of Yucca Valley

## Councilmember AB1234 Meetings Schedule Month of January 2012

<b>Date of Travel</b>	<b>Organization</b>	<b>Description</b>	<b>Location</b>
<b>Mayor Rowe</b>	No Reportable Meetings		
<b>Mayor Pro Tem Hagerman</b>	No Reportable Meetings		
<b>Councilmember Abel</b>	MB Station Volunteers League of CA Cities	Volunteer Appreciation Dinner New Mayor & Council members	Community Ctr-YV Sacramento
<b>Councilmember Huntington</b>	MB Station Volunteers	Volunteer Appreciation Dinner	Community Ctr-YV
<b>Councilmember Lombardo</b>	MB Station Volunteers League of CA Cities	Volunteer Appreciation Dinner New Mayor & Council members	Community Ctr-YV Sacramento



# SAN BERNARDINO COUNTY FIRE DEPARTMENT SERVING YUCCA VALLEY

## January 2012 Summary

### ADMINISTRATIVE MONTHLY REPORT

The County Fire Department responded to a total of 385 requests for assistance within our town boundaries. Division wide responses for the South Desert total in the Month of January were 610 incidents.

#### EMERGENCY RESPONSES

##### ESTIMATED FIRE LOSS (In dollars)

Total Loss	\$	11,095	Value	\$	186,075
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##### RESPONSES OTHER THAN FIRES

Fires	15
Rupture / Explosion	1
EMS / Rescue	293
Hazardous Condition	7
Service Calls	30
Good Intent Calls	31
False Call	7
Other	1

##### ALARMS – ALL TYPES

Yucca Valley Response Area

TOTAL NON-FIRE RESPONSE.....	370
TOTAL FIRE RESPONSES.....	15
TOTAL ALARMS .....	385

#### Significant Events:

- Fire loss attributed to a single residential home with a detached garage as a workshop that sustained damage due to hot molten materials cut with an abrasive saw.





## SAN BERNARDINO COUNTY FIRE DEPARTMENT SERVING YUCCA VALLEY

# COMMUNITY SAFETY

## Carbon Monoxide Statistics...they may alarm you.

1. According to the Center for Disease Control and Prevention (CDC) more than 500 people die annually from accidental CO poisoning in the United States alone.
2. In the United States, they estimate 15,000 people are treated yearly for poisonings; however it is believed many more people are misdiagnosed or never seek medical care.
3. At low concentrations, CO can go undetected for a long time and contribute to nagging illnesses.
4. Often most exposures happen at home, place families feel safe. Not realizing they may have a leak and be exposed easily.
5. Unfortunately, because the symptoms of CO poisoning are so similar to the flu, CO related health problems are misdiagnosed or ignored until it's too late.
6. Groups with the highest risk of severe illness or worse are pregnant women, infants, people with chronic heart problems, people with heart disease, anyone with anemia, and people who have any respiratory problems.
7. Don't forget, your pets are at risk too!

## 10 Tips to help keep you safe:

1. Install at least one carbon monoxide alarm with an audible warning signal inside and outside individual bedrooms. Make sure the alarm has been evaluated by a nationally recognized laboratory, such as Underwriters Laboratories(UL)
2. Have a qualified professional check all fuel burning appliances, furnaces, venting & chimney systems at least once a year.
3. Never use your range or oven to help heat your home. Never use a charcoal grill or hibachi in your home or garage.
4. Never keep a car running in a garage. Even if the garage doors are open, normal circulation will not provide enough fresh air to reliably prevent a dangerous buildup of CO.
5. When purchasing an existing home, have a qualified technician evaluate the integrity of the heating and cooking systems, as well as the sealed spaces between the garage and house.
6. Have your chimney flue checked annually by a professional. Is it drawing properly? Was it fitted correctly? Are there any obstructions?



## SAN BERNARDINO COUNTY FIRE DEPARTMENT SERVING YUCCA VALLEY

7. If you are a renter, ask for a safety certificate or at least proof the landlord has had the appliance checked by a professional. It is required by law that landlords do this annually. Ask the landlord to install a CO detector.
8. It is more common for people to be affected by CO poisoning during the winter months due to cold weather outside and people closing the house up to keep warm. This reduces the ventilation, increasing the risk of an accidental poisoning if you use incorrect methods to heat your home.
9. Never sleep in an unvented room using a gas or kerosene space heater. Never use any gasoline powered engines in any enclosed space.
10. Don't ignore symptoms, especially if more than one person is feeling them. You could lose consciousness and die if nothing is done.

## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Alex Qishta, Project Engineer  
**Date:** February 13, 2012  
**For** **Council** February 21, 2012  
**Meeting:**

**Subject:** SR 62, Camino del Cielo to Acoma, Signal Synchronization Project –  
Town Project No. 8028  
Congestion Mitigation Air Quality (CMAQ) Grant  
Award of Design Contract

**Prior Council Review:** The Town Council appropriated funds for this project with the adoption of the FY 2011/2012 Capital Projects Budget.

**Recommendation:** That the Town Council awards a contract for professional design services to Albert Grover & Associates related to the design of Signal Synchronization Project and the preparation of Plans, Specifications and Estimates, including bid ready construction documents, in the amount of \$48,750, and authorizes the Town Manager, Town Attorney, and the Mayor to sign all necessary documents to complete the project.

**Executive Summary:** The Town received an allocation of \$218,312 in CMAQ funds for the synchronization of the traffic signals on SR 62 between Camino del Cielo and Acoma Trail. 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)

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Reviewed By:

  
Town Manager

  
Town Attorney

\_\_\_\_\_  
Mgmt Services

SRS  
\_\_\_\_\_  
Dept Head

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Department Report  
 Consent

Ordinance Action  
 Minute Action

Resolution Action  
 Receive and File

Public Hearing  
 Study Session

**Discussion:** The grant funded project on SR 62, between Camino del Cielo and Acoma Trail, provides funds to interconnect and synchronize the following traffic signals.

- SR 62 @ Camino del Cielo
- SR 62 @ Kickapoo Trail
- SR 62 @ Pioneertown Road/Deer Trail
- SR 62 @ Acoma

Additionally, the traffic signal to be constructed with the PLHD project at SR 62 and Church Street, and the traffic signal to be constructed with the Wal-Mart project at SR62 and Inca Trail in calendar year 2012, will be connected to the synchronization system at the time of construction.

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 on November 18, 2011 to the following consultants:

- RBF Consulting
- Albert Webb and Associates
- Nolte Vertical Five
- HDR
- Minagar & Associate, Inc.
- Albert Grover and Associates
- Linscott Law & Greenspan Engineers
- David Evans and Associates
- Boyle Engineering Corporation
- Harris & Associates

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 and Associates is best suited for the project.

**Alternatives:** Staff recommends no alternative action.

**Fiscal impact:** A total of \$218,312 in CMAQ funds are appropriated in the FY 2011/2012 Budget for the project. The total for design services is \$48,750; the remaining \$169,562 will remain for project construction.

**Attachments:** Request For Proposal (RFP)  
RFP Holder List  
Albert Grover & Associates Proposal

# **TECHNICAL PROPOSAL**

*TO PROVIDE*

**PROFESSIONAL ENGINEERING SERVICES**

*FOR THE*

**SR-62 TRAFFIC CONTROL SYNCHRONIZATION PROJECT  
(Town Project No. 8028)**

*Submitted To*

**TOWN OF YUCCA VALLEY**

**January 10, 2012**

**Submitted By**

**ALBERT  
GROVER &  
ASSOCIATES**

TRANSPORTATION CONSULTING ENGINEERS



January 10, 2012

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

Attention: Noel Owsley, Town Engineer

**RE: SR-62 Traffic Control Synchronization Project**

Dear Mr. Owsley:

Albert Grover & Associates (AGA), in conjunction with our DVBE environmental subconsultant Chambers Group, Inc. (CGI) and our DVBE traffic data collection subconsultant Counts Unlimited, Inc., are pleased to respond to the Town of Yucca Valley Request for Proposal dated November 18, 2011, including Addendum No. 1 dated January 5, 2012, to provide professional engineering and support services for the SR-62 Traffic Control Synchronization Project.

Enclosed please find four copies of our Technical Proposal to provide the requested services. Our Technical Proposal is based on the Town's RFP; questions and answers at the pre-proposal meeting that we attended; discussions with both Town staff and Caltrans staff; previous projects that we have completed in and for the Town, including both the Traffic Impact Study/SR-62 Signalization and Widening PS&E that we conducted for Home Depot that included interconnect with the signalized intersection of SR-62/Yucca Mesa Road, and the Avalon Avenue Realignment Study that we conducted for the Town; our extensive experience working with Caltrans District 8 staff, particularly Charles Moore, Chief of Electrical Operations for San Bernardino County; 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.

There are several key factors that we feel make the AGA Team especially qualified to provide the required services and more. These factors include the following:

- ◆ AGA's expertise in *all phases* of multijurisdictional traffic signal coordination projects, including *planning, design, construction, operation and maintenance*, will greatly assist us in helping achieve project goals. Per our references, no other consulting traffic and transportation engineering firm in Southern California is nearly as experienced as AGA in two key areas: development, implementation and fine-tuning of multijurisdictional coordination timing plans and ongoing operation of various traffic signal control systems. Our experience in all components of signal timing enables us to develop optimized coordination plans for real world traffic conditions.
- ◆ AGA staff have successfully completed many multijurisdictional traffic signal coordination projects involving a multitude of different hardware and software systems. With the Town of Yucca Valley

TRANSPORTATION CONSULTING ENGINEERS

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

plus Caltrans included in the SR-62 Project, this is indeed a multijurisdictional project. Our extensive experience in achieving consensus among various Cities, Counties and Caltrans with different systems and, quite often, different engineering and political concerns, is a definite asset that will help us to achieve project objectives, as was the case in AGA's development of a large scale multijurisdictional traffic signal coordination project for 650 signals involving 17 jurisdictions throughout the San Bernardino Valley for SANBAG.

- ◆ AGA staff have designed and installed various ITS elements including CCTV, fiberoptic communication systems, wireless interconnect systems, and serial or Ethernet based systems, as well as upgraded central systems including Siemens ACTRA/TACTICS, Econolite Centracs, McCain QuicNetPro, and Caltrans CTNET systems.
- ◆ AGA's methodology for developing optimum coordination timing involves far more than simply plugging traffic count data into off-the-shelf signal timing software programs for generalized conditions. Because of our extensive experience in operating signal systems for a multitude of cities, our coordination plans are based on real world conditions often not addressed by others.
- ◆ AGA proposes to basically use our same staff members to design and oversee the installation/construction of the signal control/communication hardware/software and to develop, implement and fine-tune the new timing plans for this project that we have utilized for many years to provide identical services for many similar projects. All of our project team members have extensive experience in developing and implementing both local and coordination timing plans.
- ◆ Our DVBE environmental subconsultant CGI has worked with AGA and Caltrans on various projects, including the I-10/Monroe Street Interchange improvement project. CGI has extensive experience with Caltrans in the development of a wide range of environmental documentation.
- ◆ Our DVBE traffic data collection subconsultant Counts Unlimited is a long time Inland Empire based firm. They are familiar with traffic conditions throughout Yucca Valley, and teamed with AGA on the previously noted Home Depot Traffic Impact Study.
- ◆ AGA's overall approach to this project is that we can provide much more than simply conducting various tasks. Our goal is to utilize our expertise in helping the Town of Yucca Valley and Caltrans develop signal coordination for the maximum overall public benefit at a reasonable cost.

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, and I am authorized to negotiate and contractually bind AGA.

Respectfully submitted,  
ALBERT GROVER & ASSOCIATES



Rob Kuehn  
Director of Project Development

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### Appendices

<b>Appendix</b>	
A	Resumes of Key Personnel



### SECTION I: QUALIFICATIONS, RELATED EXPERIENCE AND REFERENCES

#### QUALIFICATIONS

The Town of Yucca Valley has requested proposals to provide professional engineering services for the SR-62 Traffic Control Synchronization Project, a Congestion Management/Air Quality (CMAQ) Synchronization Project designated as Town Project No. 8028.

Albert Grover & Associates (AGA), in conjunction with our environmental subconsultant Chambers Group, Inc. (CGI) and our data collection subconsultant Counts Unlimited, Inc., 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.

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.

"We continue to be extremely pleased with the timing coordination plans developed, monitored and maintained by AGA throughout the City."  
City of Fountain Valley

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.

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 is not a company that provides only labor service for 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 technical traffic signal system maintenance/monitoring personnel provides a synergy that typically results in project success beyond expectations.

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 traffic signal systems for various governmental agencies and does so remotely from our Fullerton office, which includes a mini TMC (Traffic Management Center). Our unique "hands-on" signal experience, combined with our senior staff's previous experience

AGA has been conducting multijurisdictional signal coordination projects since 1993, well before other Traffic Engineering firms even considered such projects.

as City Traffic Engineers, allows AGA staff to possess a very realistic understanding of what it takes to adequately serve the public while maintaining political harmony.

Founded in 1993, AGA is a California corporation with twenty employees located in Fullerton. All of our employees have all been with the company for at least four years – a good indication of the stability of our work force – while senior management personnel have worked together since the firm's incorporation. There are no conditions that would impede our ability to provide the required services for the next three years.

It is important to note that for both 2008 and 2010 AGA was recognized as one of the most successful architectural, engineering, planning, and environmental consulting firms in the country, having been named as one of the Top 200 "Hot Firms" nationwide, as recognized by ZweigWhite.

There are many reasons why we feel that the AGA Project Team is most qualified to conduct and successfully complete this project. While all of these reasons are more fully discussed in various sections of this Technical Proposal, key relevant factors include the following:

- ◆ While we are very well known and respected for our expertise in developing and implementing highly efficient coordinated timing plans, we have extensive expertise and experience in all phases of the proposed project. Via our many previous multijurisdictional traffic signal interconnect and coordination timing projects, we have

"I wanted to personally thank...AGA team for quickly lending us a hand in implementing the construction coordination timing...intersections are operating wonderfully. We really appreciate the partnership and teamwork your firm demonstrates."

City of Ontario

designed, constructed, implemented, fine-tuned, operated and maintained WWV/GPS time synchronized independent systems utilizing fiber optic, hardwire, wireless, cellphone, and telephone interconnect methodologies. Recognizing that equipment design and installation are significant components of the SR-62 Project, it is important to note that our extensive design/build experience helps to make us good construction, installation and operational managers as well

as good designers. The fact that AGA staff actually go into the field to troubleshoot and solve operational problems tremendously enhances our design expertise.

- ◆ We are experienced in the design and operation of all types of signal control systems, including Econolite, Siemens, Multisonics, McCain, Naztec, Traconex and Model 170/2070 systems and have, for many years, operated and maintained both Type 90 (NEMA) and Model 170/2070 systems for governmental agencies from our offices in Fullerton. We presently operate/monitor over 300 traffic signals for eight different cities, including Seal Beach, La Habra, Fountain Valley, Fullerton, Montclair, Highland, Rialto and Loma Linda, and recently designed a signal system Master Plan for the City of Highland. All of these systems include coordination with Caltrans signals.
- ◆ We are especially qualified and experienced in the arena of consensus building. Our many previous multijurisdictional projects have shown us that consensus building is the most critical component to achieve a successful multijurisdictional project. This is especially important on projects involving both local agency signals and Caltrans State Highway signals. Since Twenty-Nine Palms Highway is designated as a State Highway (SR-62), coordination with Caltrans and the Town is critical to project success. Often times, Caltrans goals and objectives may not match city goals and objectives, and developing appropriate compromises is a key project component.
- ◆ We have previously developed Memorandums of Understanding (MOU) for governmental agencies, including the MOU for multi-agency traffic signal coordination that was developed as part of the SANBAG San

Bernardino Valley Coordinated Traffic Signal System Plan. The importance of maintaining interagency communication and reaching agreement on any proposed signal timing changes cannot be over-emphasized if the benefits of multijurisdictional coordinated signal timing are to be maintained.

- ◆ Our key employees' previous experience as City Traffic Engineers, and our current service as Contract City Traffic Engineers, allows us the opportunity to view situations "from both sides of the fence." Combined with our many previous consensus-building projects, we are confident that this multijurisdictional project can be completed to the satisfaction of both the Town of Yucca Valley and Caltrans.
- ◆ Mr. Mark Miller, AGA's Executive Vice President, has been designated as Project Manager for this very important project, and will devote as much of his time as necessary to ensure the timeliness, cost-effectiveness and overall success of the project. Mr. Miller's extensive experience with signal synchronization projects has resulted in the establishment of professional relationships with traffic engineering personnel at Caltrans and a wide variety of Southern California cities, wherein he is highly respected for his project management and consensus building skills. He will be available for any agency meetings and presentations to explain and/or clarify any aspect of the project, whether or not such meetings and presentations have been specified in the Scope of Work. Mr. Miller will be personally responsible for all project work efforts and deliverables, with overall project oversight and quality control provided by Mr. Al Grover, AGA's Principal in Charge for this project. In short, Mr. Miller and Mr. Grover will do whatever is necessary to ensure the success of this project.
- ◆ To provide a high level of environmental expertise for the AGA Project Team, we have included CGI as a key Team member. CGI is a certified Disabled Veteran Business Enterprise (DVBE), and a Service Disabled Veteran Owned Business (SDVOB) firm with a history of interpreting and advising clients on complex environmental federal, state, and local regulations and legislation, resulting in professional expertise respected by leading agencies. The firm delivers scientific objectivity and technically credible, easily readable, and legally defensible environmental documents. CGI is an award-winning partner to agencies, engineers and contractors that effectively addresses environmental concerns for high-profile and often controversial projects.

Company expertise lies in complying with environmental regulations such as the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), the Clean Water Act (CWA), Endangered Species Act (ESA), National Historic Preservation Act (NHPA), Archaeological Resources Protection Act (ARPA), Native American Graves Protection and Repatriation Act (NAGPRA), and Clean Air Act (CAA). CGI has successfully prepared thousands of environmental planning reports and studies in compliance with these and other regulations on behalf of its clients.

Established in 1978, CGI employs over 180 professionals internally, including Qualified Environmental Professionals (QEP), Permitted/Certified Biologists, Registered Archaeologists (RPA), Architectural Historians, Professional Anthropologists, Registered Paleontologists, Restoration Ecologists, PhDs in several disciplines, LEED Accredited Professionals, Air Quality and Noise Specialists, and GIS Technicians. CGI staff is responsive on short notice, and is committed to providing services that solve client challenges. Staff is accustomed to performing under rigorous conditions and meeting demanding schedules. CGI maintains offices in Santa Ana, Redlands, Palm Desert, and San Diego, Reno NV, and Brian Head, UT.

- ◆ The third key member of the AGA Project Team is Counts Unlimited, a traffic data collection firm that provides services throughout the Inland Empire. Founded in 1990, Counts Unlimited has been providing high quality data collection services for more than 20 years to both government agencies and engineering consultants. Counts Unlimited is a State of California Certified Small Business and DVBE.

**RELATED EXPERIENCE**

Staff of AGA in general, and Mr. Miller in particular, have been providing professional consulting traffic engineering services for both municipalities and private developers for over twenty years. Overall, staff of AGA have provided consulting services to ten California counties and more than 100 California cities during this time.

AGA is especially qualified and experienced in the field of multijurisdictional traffic signal interconnect and timing synchronization and other ITS elements. Our 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 experience with Model 170/2070 systems (BI Tran QuicNet), 2070 systems (BI Tran QuicNet and ACTRA/Tactics), Type 90 systems (Econolite, Siemens, Naztec, Multisonics and Traconex), Caltrans CTNET systems, and UTCS systems. We have designed and analyzed Time Base Coordination Systems and fiber optic, hardware, microwave, spread spectrum, cellphone and telephone interconnect systems. We have coordinated City signals with Caltrans on-and off-ramp signals, and have for many years controlled a Type 90 (originally Traconex, now ACTRA) system for the City of La Habra,

Since incorporation in 1993, AGA has become a recognized leader in the field of traffic signal interconnect and coordination timing.

ACTRA/Tactics system in Fullerton, and Model 170 systems for the Cities of Montclair, Highland, Rialto, and Seal Beach, and Caltrans from our office in Fullerton.

Several years ago we completed for SANBAG a multijurisdictional signal interconnect and timing project in San Bernardino County involving 45 signals for five governmental agencies (the East Valley Project), and for the last eight years have also been operating the signal system for the City of Loma Linda from our office. Additionally, we previously were selected by the South Coast Air Quality Management District (SCAQMD) to conduct a multijurisdictional traffic signal synchronization project, under the District's Mobile Source Emission Reduction Program, in Western San Bernardino County. That project involved interconnect and synchronization of an assortment of different subsystems controlled by different municipalities into a single synchronized system, including the preparation and implementation of timing plans for 113 intersections. We completed a Growth Management Area (GMA-6) Signal Timing Project involving 160 intersections in the Cities of Huntington Beach, Fountain Valley, Seal Beach, Garden Grove, and Westminster several years ago, and have subsequently performed a signal timing update of an expansion to that system. Another Orange County signal timing project conducted by AGA involved 130 intersections along eleven arterials in the City of Santa Ana. As an addition to that project, we subsequently developed coordination timing plans for 35 additional intersections along three additional arterials in Santa Ana. The most relevant similar projects conducted for OCTA by AGA are the previously noted Euclid Street Project, a project involving 62 intersections in six cities; the Chapman Avenue TLSP Project, which included 52 intersections for four agencies; and the Orangethorpe Avenue TLSP Project, which included 43 intersections for seven agencies. All of these projects included coordination with Caltrans.

Another project conducted by AGA is the Orange County Traffic Signal Coordination Program that we developed for OCTA. The project involved coordinating with all Orange County cities, Caltrans and the County of Orange; completing an inventory of existing traffic signal systems, including a countywide needs assessment; identification of arterial traffic operational improvement strategies; and identification of a countywide network of arterials, including cost estimates for the potential implementation of the proposed program. Critical components identified in this study that are necessary for maximizing performance of the

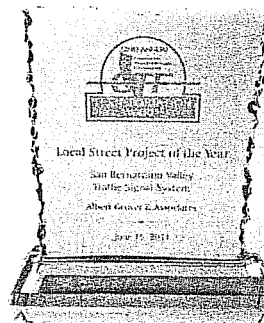
"Thank you for the excellent work in the preparation of the I-405 PA/ED Traffic Study...We have not received a report of this quality from other Consulting Firms. We are particularly impressed with the quality, thoroughness and level of detail of this report. We are considering sending a copy to Headquarters HOV/HOT Program and recommending that this report be adopted as a template for future traffic studies statewide."

Caltrans District 12

arterial highway system include: elimination of minor operational bottlenecks; optimization of signal coordination; and ongoing monitoring and updating of coordination on an interjurisdictional basis.

Additionally, AGA assisted the consulting Project Team in preparing the Orange County Regional ITS Architecture and Southern California Regional ITS Architecture. We have gained valuable insight relative to agencies' concerns regarding arterial mobility. Also, as part of the consulting Project Team for the Major Investment Study (MIS), Project Study Report (PSR), and Project Approval/ Environmental Document (PAVED) phases of the proposed I-405 Widening Project, AGA was responsible for preparing the I-405 PAVED Traffic Study, which involved evaluating arterial related issues, such as arterial access, configuration of freeway interchanges, transportation system management solutions, etc., to improve arterial mobility.

A very large scale project recently completed by AGA was the development of the San Bernardino Valley Coordinated Traffic Signal System Plan conducted for the San Bernardino Associated Governments (SANBAG). This multi-phase project involves 15 cities, the County of San Bernardino, Caltrans, and SANBAG. The first phase of the project, which we completed several years ago, involved developing a Master Plan for the interconnect and coordination of more than 1,200 signalized intersections throughout the San Bernardino Valley. As part of this project, AGA developed a complete inventory of existing hardware; identified potential corridors on regional arterials for multijurisdictional synchronization; evaluated signal system and interconnect alternatives; prioritized proposed improvement strategies and corridors; and presented recommendations to achieve regional signal coordination. The second and third phases of the SANBAG Project involved preparing interconnect plans (PS&E) and coordination timing plans for approximately 650 intersections. Construction of interconnect improvements and development, implementation and fine-tuning of coordination timing plans is now complete, and AGA is currently providing signal system support services for SANBAG and the member agencies. One particular emphasis of this



“Congratulations to AGA for winning the prestigious CTF Local Street Project of the Year Award. Well deserved. The AGA team did outstanding work on this project.”  
Caltrans District 8

project was the coordination of Caltrans signals with local agency signals at 48 freeway interchanges throughout the San Bernardino Valley. It is important to note that in June 2011 this San Bernardino Valley Coordinated Traffic Signal System Project earned AGA the California Transportation Foundation's (CTF) Statewide Transportation Award as the "Local Street Project of the Year."

It should be noted that the same key AGA staff members identified in Section II of this proposal were instrumental in conducting all of the previously listed projects. Because our key senior staff has worked together for more than eighteen years, we bring a wealth of experience, expertise, familiarity and continuity to the project. Likewise, we have worked for many years with CGI, the environmental consultants for this project, and Counts Unlimited, the traffic data collection firm proposed as a key members of our Team.

While extensive environmental documentation may not be required (as is more fully discussed in Section III), it is important to have a highly qualified environmental consulting firm on the Team to address any environmental issues/concerns that may arise. CGI has extensive experience working with Caltrans District 8 personnel on a wide variety of projects. In addition to providing consultant services in the fields of Hazardous Waste, Cultural Resources and Biological Resources as part of the AGA Project Team under contract to the City of Indio for the I-10/Monroe Street Interchange Modification Project, CGI has additional Caltrans experience. Details of this experience, along with appropriate reference contact information, is presented below.

**Project Title/Description**

**Contact Information**

**Nuevo Road at the I-215 interchange**  
*City of Perris, sub to MetroPointe Engineers*

Jon Austin  
 Principal  
 MetroPointe  
 (714) 438-1095

These roadway improvements include construction of new pavement section, curb and gutter, retaining walls, sidewalk, drainage facilities, signing, striping and signals. Chambers Group is providing environmental documentation services, which include an air quality, biological resources and, cultural resources reports. Chambers Group will prepare Caltrans' Categorical Exemption / Categorical Exclusion Form pursuant to the Section 6004 MOU between Caltrans District 8 and the FHWA.

**La Mesa/Nisquali Roads New Interchange at I-15 in Victorville**  
*Caltrans District 8/FHWA, sub to Parsons Brinckerhoff Quade & Douglas, Inc.*

Doris Chan  
 Project Manager  
 (714) 973-4880

The project site was a proposed new interchange at the intersection of La Mesa and Nisquali Roads with Interstate 15, in the City of Victorville. CGI completed the following surveys of the project site: biological reconnaissance survey; desert tortoise zone of influence survey; jurisdictional waters delineation; archaeology survey and report; historic architecture survey and report; historic resources evaluation and report, and historic property survey and report. The project was completed quickly to meet CEQA schedule. Reference: Parsons Brinckerhoff Quade & Douglas, Inc.

**US-395 Realignment Program-Level Environmental Impact Report (EIR)**  
*San Bernardino Associated Governments (SANBAG)*

Steve Smith  
 Senior Transportation  
 Planner  
 SANBAG  
 (909) 884-8276

Mr. Anderson was responsible for the environmental documentation and all supporting technical studies for SANBAGS's proposed realignment of US-395, from I-15 in Hesperia to north of Desert Flower Road in Adelanto, and for a potential alignment for the proposed High Desert Corridor (HDC) between the existing US-395 and the proposed realignment of US-395. He was responsible for the implementation of technical QA/QC programs to ensure all technical services were provided in accordance with CEQA/NEPA, Caltrans District 8, and FHWA specifications as well as the coordination of subconsultants, stand-alone technical services and the supervision of all project activities including the preparation of the Program EIR, technical portions, and entitlement processing. Preparation of the Program EIR was completed for four alternative alignments, prepared by Caltrans, totaling 60 center line miles. The goal of the Program EIR was to allow for the selection of the preferred alternative by a combined agreement from cities and counties along the alignment. The project was placed on indefinite hold by SANBAG.

**REFERENCES**

Following is a listing of several of the most recent similar relevant projects completed by AGA. Included are the names of contact persons and current telephone numbers. It is important to note that the most important aspect of all of the multijurisdictional projects conducted by AGA is the establishing of a consensus among all participating agencies. More often than not, hardware and software incompatibilities between adjoining jurisdictions are simply engineering problems requiring engineering solutions. Of more importance is the resolution of conflicting political concerns between adjoining jurisdictions. Our key strength is our ability to work with divergent personalities in different agencies to resolve these concerns. This has been an important factor in our successful multijurisdictional projects involving coordination between

different vendor type systems and involving Caltrans. We strongly urge the Town of Yucca Valley to contact the listed references regarding their experience with AGA.

AGA's approach to interconnect and synchronization projects is that we do more than simply prepare interconnect and timing plans – *we actually make the system work.*

**Project Title/Description**

**Contact Information**

**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.

Mr. Philip Chu  
Senior Transportation Analyst  
SANBAG  
(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

**Fullerton Area Plan Development and Implementation**

Development and fine-tuning of multijurisdictional coordination timing development plans for 120 intersections, including Caltrans ramps, for four separate time periods. Also included was development of a Local Timing Guidelines Manual. This multijurisdictional project included signals in the Cities of Anaheim, Buena Park, Fullerton, Placentia, and Yorba Linda. AGA currently provides ongoing monitoring for all Fullerton signals.

Mr. Don Hoppe  
Director of Engineering  
City of Fullerton  
(714) 738-6864

**La Habra/Brea/Caltrans Coordinated Signal System Project**

Development, implementation, fine-tuning and monitoring of 129 signalized intersections, including Caltrans signals on Imperial Highway (SR-90) and Beach Boulevard (SR-39) and at various freeway ramp intersections. Includes ongoing monitoring of coordination timing citywide.

Mr. Nelson Wong  
Traffic Manager  
City of La Habra  
(562) 905-9620

## SECTION II: PROPOSED STAFFING/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 potential environmental tasks which will be conducted by Chambers Group, Inc. (CGI), and data collection tasks which will be conducted by Counts Unlimited, Inc.

All tasks defined in the RFP, and elaborated upon in Section III of this proposal, will be directly overseen and managed by **Mr. Mark Miller, C.E., T.E., P.T.O.E.**, Executive Vice President. All meetings will be chaired by Mr. Miller, who will also, if required, personally make any required presentations to Town or Caltrans staff. As shown on the Project Organization Chart (**Figure 1**), all Task Managers will report directly to Mr. Miller.

Mr. Miller is a registered Civil Engineer, registered Traffic Engineer and Certified Professional Traffic Operations Engineer. He has more than 37 years of experience, including more than 20 years serving as a City Traffic Engineer. Mr. Miller has managed many ITS, traffic signal interconnect/coordination and street light system projects. He has developed and implemented design standards, specifications and cost estimates for traffic signals, interconnect projects, CCTV projects, and street light projects. He also has extensive experience in preparing traffic signal coordination and timing plans. Additionally, Mr. Miller has provided expert witness testimony on a variety of issues. He has served as both a member and the President of the City Traffic Engineers Association (CTE) and, as such, has been instrumental in conducting workshops to educate Traffic Commissioners and Planning Commissioners from Cities throughout Southern California on various aspects of traffic engineering. Mr. Miller has provided on call as-needed traffic engineering services to the Cities of Cerritos, La Habra, Montclair, Torrance, and Victorville, and has since 1998 served as the Contract Traffic Engineer for the City of Fullerton, which presently requires only one day per week at City Hall.

Various staff members have recently authored and presented papers at ITE conferences and seminars on various topics including signal timing, traffic signal communications, intersection operational improvements, etc.

While employed as City Traffic Engineer for the City of Pomona, Mr. Miller was responsible for a \$3 Million operations and capital improvement budget, and managed 14 subordinates in the traffic engineering division. Mr. Miller has "hands on" experience with programming all models of traffic signal controllers. He has developed and implemented numerous traffic signal coordination and timing plans for use with a wide variety of central control and local controller software.

Full resumes for Mr. Miller and other key staff are provided in **Appendix A**.

Serving as Principal in Charge and providing

Because multi-level review of both individual components and final work products is the key to quality control, AGA utilizes the extensive expertise and experience of senior staff members to review all work products to ensure that project goals are met and that agency review efforts can be minimized.

overall quality control for all work products will be **Mr. Al Grover, President/CEO**. Mr. Grover is a registered Civil and Traffic Engineer with a Master of Engineering (Civil/Transportation) degree from Cornell University. He was AGA's Project Manager for the development of the San Bernardino Valley Coordinated Traffic Signal System Plan, the Coachella Valley Project 2020 Signal Synchronization Feasibility Study, and OCTA Traffic Signal Forum Project and the Orange County Traffic Signal Coordination Program. Mr. Grover has managed and/or conducted scores of traffic signal

interconnect and coordination timing projects throughout California, including FETSIM projects for 16 separate grants involving over 500 traffic signals; has been instrumental in proposed development studies, parking studies, bike trail



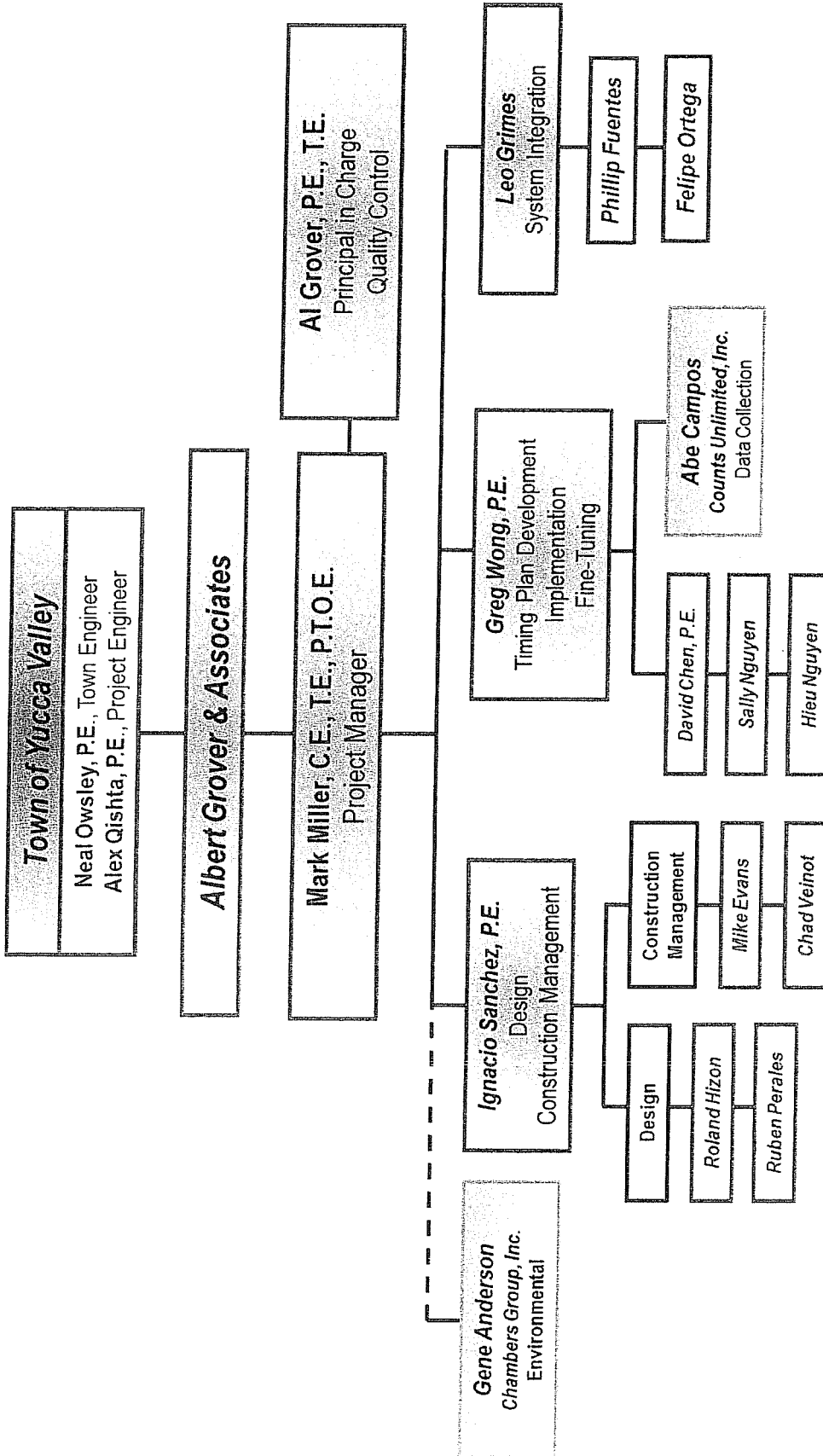


Figure 1  
**LAMBERT ROAD CORRIDOR  
 PROJECT ORGANIZATION CHART**

projects, street alignments, traffic signal installations, etc.; set up AGA as a contract operator of local agency signal systems; and established the firm as a leader in Design/Manage operations. Prior to forming AGA in 1993, Mr. Grover was Executive Vice President of Mohle-Grover and Associates, where key AGA staff members were also employed, for 12 years. Additionally, Mr. Grover previously was the Director of Traffic and Parking for the City of Beverly Hills; Traffic Engineer for the City of Inglewood, where he implemented a computerized traffic control system operating 105 intersections from City Hall utilizing the UTCS software package; and Project Engineer for Caltrans' Los Angeles Area Freeway Surveillance and Control Project, a test program to evaluate innovative ITS traffic control techniques and devices. Mr. Grover also served as member of the Highway Capacity Manual Committee, which provides a link with national activities relative to signal operations and roadway capacity issues. Recently, Mr. Grover has been actively involved in California Manual of Uniform Traffic Control Devices (CA MUTCD) updates relative to bicycle detection, bicycle timing, and signalized intersections. Mr. Grover will be directly responsible for all aspects of Quality Assurance/Quality Control on the proposed project.

Both Mr. Miller and Mr. Grover are extremely well qualified to manage the proposed project. They both have previously managed multijurisdictional traffic signal coordination timing projects; have extensive expertise in all phases of traffic and transportation engineering; and have well-deserved reputations for resolving conflicts and achieving consensus.

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. Ignacio Sanchez, P.E., Senior Design Engineer**, with the assistance of **Mr. Roland Hizon, Mr. Mike Evans, Mr. Chad Veinot and Mr. Ruben Perales**. Mr. Sanchez has a BS degree in Civil Engineering from the University of Guadalajara, Mexico, and is a licensed professional Civil Engineer and Traffic Engineer in California. His

With 20% of our firm being Registered Civil and Traffic Engineers, and 30% being registered Traffic Engineers, AGA is one of the largest Orange County based Traffic Engineering firms with local staff experienced with local traffic.

duties at AGA include traffic signal, signing, striping, and signal interconnect plan development; preparation of engineers cost estimates and specifications; CAD design; development of signal coordination timing plans; field topographic surveys; street lighting design; conceptual improvement plans; GPS unit installations; and development and installation of system graphics for various Traffic Control

Systems. Mr. Sanchez has prepared plans for Caltrans and other government agencies such as the County of Riverside, County of Los Angeles, Cities of Riverside, Santa Clarita, Victorville, Fullerton, Brea and Huntington Beach, and for private developers such as Home Depot, Rite Aid and Sav-On. He recently worked with the Orange County Transportation Authority (OCTA) as Task Manager of the Bus Rapid Transit (BRT) project, Transit System Priority (TSP).

Additional recent experience includes managing the installation of GPS units along Interstate and State Routes in coordination with Caltrans staff, and development and installation of Aries Traffic Management system graphics for the County of San Bernardino and the Cities of Chino, Fontana, Rancho Cucamonga, Rialto, and Ontario; Tactics system graphics for the City of Fullerton; and Centracs system graphics for the City of Garden Grove.

Development, implementation and fine-tuning of coordination timing plans, including all required data collection and conducting any required "before and after" studies, will be the direct responsibility of **Mr. Greg Wong, P.E** with assistance from **Mr. David Chen, P.E., Mr. Hieu Nguyen, and Ms. Sally Nguyen**. Mr. Wong was instrumental in development of timing plans for the La Habra, Fountain Valley, Santa Ana, and Fullerton Citywide Timing Plans; for the OCTA Euclid Street Traffic Signal Synchronization Demonstration Project and Chapman Avenue and Orangethorpe Avenue TLSP Projects; and for the 650 intersections in the San Bernardino Valley Coordinated Traffic Signal System Project for SANBAG.

Mr. Wong rejoined AGA in July 2001 as a Transportation Engineer. He had previously worked for AGA for several years prior to leaving to obtain experience working in the public sector. His duties at AGA include the preparation of traffic signal coordination timing plans, traffic impact studies/analyses, GIS analysis/design/ implementation projects, parking circulation analyses, and traffic signal designs. Mr. Wong has extensive experience in using a variety of transportation planning and traffic engineering software, such as Synchro, TruTraffic, HCS, and WEBSTER. Other software's include GIS (ArcView), AutoCAD, Microstation, and Microsoft applications.

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Prior to rejoining AGA, Mr. Wong worked for the City of Los Angeles Department of Transportation as a Transportation Engineering Associate and the Los Angeles County Department of Public Works as a Civil Engineering Assistant. As a Transportation Engineering Associate, Mr. Wong worked in the Bureau of Traffic Management. His duties were to divert and control the flow of cut-through traffic from residential areas to arterials and to monitor the Safe Route to School program. He also prepared the AB 1475 Grant application for the installation of Smart Crosswalks at 50 uncontrolled intersections in the City of Los Angeles. As a Civil Engineering Assistant, Mr. Wong prepared and reviewed traffic signal coordination timing plans, traffic signal modification plans, striping and marking layouts, maps utilizing GIS (ArcView), and left-turn studies.

Mr. Wong was a key participant in numerous projects that involved the state, local cities and private agencies. These included County Traffic Signal Synchronization Program (TSSP) projects, street and highway improvement projects, local city projects and County signal upgrades.

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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. Phillip Fuentes and Mr. Felipe Ortega. Mr. Grimes joined Albert Grover & Associates in 2000, after having spent ten years working with Signal Maintenance, Inc., where he was trained and certified as a Signal Technician Level 3. Mr. Grimes routinely monitors signal operations and coordination along the streets of various cities that have contracted with AGA to provide such on-going signal monitoring services, looking for both hardware related and timing related problems. He also quickly responds to requests from various cities on an as-needed basis. His unique expertise in both signal timing software and signal hardware enables AGA to quickly identify the actual cause of the problem and take definitive action to provide the appropriate solution, thereby avoiding the frustrating "finger pointing" often experienced with troubleshooting of sophisticated signal systems.

Since joining AGA, Mr. Grimes has been responsible for conducting field reviews of hundreds of signalized intersections, including physically opening controller cabinets and pull boxes to assess the condition and usability of existing equipment. Mr. Grimes has implemented both local and coordination timing plans in hundreds of signal controllers, including nearly every brand of controller in use in Southern California. Mr. Grimes has been responsible for fine-tuning of timing plans at hundreds of locations, and for daily monitoring of signal systems in the Cities of La Habra, Fullerton, Loma Linda, Fountain Valley, and Seal Beach. He has also been responsible for purchasing, installing and integrating hardware and software in local agencies' Traffic Management Centers, including a wide range of central control systems: QuicNet, CTNET, Actra, Aries, Centrac, Tactics, and others. He has resolved signal system communication problems, addressing both internal communication issues and multijurisdictional issues. Mr. Grimes' familiarity with, and respect of, signal maintenance contractor's procedures and personnel greatly assists AGA in the implementation, fine-tuning, operation, monitoring and troubleshooting of various signal systems.

Collection of various traffic data, including intersection turning movement counts and 24-hour ADT counts will be conducted by Counts Unlimited, Inc. Count Unlimited's work will be overseen by Mr. Abe Campos. Counts Unlimited was founded in 1990 to provide high quality, reasonably priced raw traffic data collection for government agencies, engineering firms, and private businesses in the Western United States who are engaged in transportation planning.



### SECTION III: PROJECT APPROACH/WORK PLAN

The AGA Project Team and their relevant experience is discussed in Sections II and III of this proposal. The Project Team members have discussed this project extensively and have agreed on the following project approach, which is based on the RFP, discussions with Town and Caltrans staff, and our previous experience in designing, installing and operating multijurisdictional interconnected traffic signal systems.

Following is our detailed Scope of Work for this project.

#### **Task 1: Kick-Off Meeting**

AGA will conduct a pre-design kick-off meeting with Town and Caltrans staff to discuss project objectives, project schedule, both interconnect and timing design criteria, and various budget factors. As this meeting sets the stage for the entire project, our Project Manager (Mr. Mark Miller), Timing Plan Task Manager (Mr. Greg Wong), and Design/Construction Task Manager (Mr. Ignacio Sanchez) will all attend this meeting.

In addition to the Kick-Off Meeting, subsequent meetings will be held as necessary. It is anticipated that meetings would be held monthly in the initial stages of the project, and quarterly thereafter. AGA will place special emphasis on outreach efforts to ensure that both the Town and Caltrans are kept informed of project status and schedule issues.

#### **Task 2: Data Collection**

For the four project intersections, AGA will:

- ◆ Obtain 24 hour traffic volumes and intersection turning movement counts and up-to-date speed data from the Town and /or Caltrans, if available.
- ◆ Collect field data in sufficient quantity to identify existing deficiencies, existing system capabilities and operations. Data collected will include existing traffic signal timing and phasing for each project intersection; intersection geometrics, including number of lanes and usage of each lane; and distance between signalized intersections.
- ◆ Field measure existing link speeds and saturation flow rates.
- ◆ Collect additional turning movement counts at project intersections to supplement available counts, and collect other data to adequately establish traffic flow patterns for the preparation of traffic signal timing plans. Up-to-date AM, Midday and PM peak hour turning movement counts will be collected at the four project intersections after 24-hour traffic link traffic volumes are collected to identify peak hour times.

Once current traffic count data has been collected, the current Level of Service (LOS) for each key project intersection will be determined for the AM and PM peak hour. Intersection LOS analyses will be conducted pursuant to the latest Highway Capacity Manual Methodology.

- ◆ Obtain existing base plans, 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.

**Task 3: 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 4: Environmental Review**

Based on the specific recommendations in the System Plan, CGI will determine the appropriate NEPA and CEQA environmental documentation to ensure that they are adequate for the type and level of construction that will be required to implement the project, and determine what (if any) additional environmental documentation may be required. As previously stated, while wireless interconnect has been assumed by the Town, there may be some locations where ground disturbance is required – primarily in previously disturbed areas.

To address this issue, CGI will develop a listing of the four project intersections, indicating which intersections would and would not require ground disturbance, and for those that do require ground disturbance what the effect on environmental resources would be. The matrix will cover biological resources including endangered and threatened species, and designated critical habitat; cultural resources; and known hazardous materials sites. For those sites that will require further investigation CGI, AGA, and a representative from Caltrans District 8 will view the site to determine if additional environmental clearance is needed.

If required, a recommendation as to which intersections will require further environmental study and a higher level of environmental documentation will be identified. 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. The scope of work does not include CEQA and NEPA environmental technical studies or a higher level of documentation than a Categorical Exemption.

If it is determined that a higher level of environmental documentation is required, the Town will be notified. A recommendation would be made to either modify the proposed improvement or to eliminate that intersection(s) from the program or, if further environmental documentation is required, a change in scope may be required.

**Task 5: Preliminary Interconnect PS&E**

AGA will prepare plans, specifications, estimates and contract documents for the installation of the signal interconnect systems. As previously noted, it is anticipated that wireless interconnect will be utilized to provide communication between the four signalized intersections. It is likely that some or all of the following improvements will also be required:

- ◆ Installation of a 170E Field Master with the TRFM Program at one of the four intersections.
- ◆ Updating the existing controllers to 170E with the C-8 Version 4 software.
- ◆ GPS units at each intersection to provide common (and accurate) times. This is necessary to ensure that the coordination timing plans are maintained.
- ◆ Installation of the master spread spectrum radio at the Field Master location and slave radios at the other three locations.
- ◆ Installation of a Raven Airlink Cellphone Modem to provide access from the Caltrans District 8 TMC via the CTNET System.

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 Mr. Miller, 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. A plan sheet shall be prepared on mylar "D" size utilizing AutoCAD. Based on discussions with Charles Moore, Caltrans' Chief of Electrical Operations for San Bernardino County, a separate plan sheet for each intersection will not be required; rather, one plan sheet containing sketches of all four intersections will be prepared. The sketches 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. It is anticipated that existing conduit from the signal poles to the controller cabinets will be utilized to run the new connection from the radio antenna to the controller cabinet, and that new conduit and/or ground disturbance will not be required.

**Task 6: Preliminary Town Review**

The Town will review the preliminary interconnect plans and specifications and will provide written comments and suggested revisions to the preliminary plans. Changes will be made prior to the next submittal.

**Task 7: PS&E Revision/Final Town Review**

Based on comments received from the Town, AGA will revise the preliminary PS&E to reflect suggested modifications, and will resubmit the PS&E components to the Town for final review and approval.

**Task 8: Caltrans Authorization for Construction/Encroachment Permit**

A Caltrans Encroachment Permit will be required for all hardware 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.

AGA has a proven track record of obtaining Encroachment Permits from Caltrans. We will submit the Encroachment Permit application to Caltrans, including the required number of plan sets, for their review and comment. Based on Caltrans comments, AGA will revise the PS&E as appropriate, and resubmit to Caltrans for final review, approval and issuance of the Encroachment Permit. AGA will also prepare and process through Caltrans a Right-of-Way certification. It is assumed that all work will take place within existing State Right-of-Way, and that additional Right-of-Way will not be required. Based on specific details of the Caltrans Encroachment Permit, a final Cost Estimate will be prepared and submitted to the Town.

In addition to the Encroachment Permit, 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.

**Task 9: 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. AGA will help review bids and recommend a contractor. AGA will answer any questions during the bidding process, review bids and recommend award (if requested), and, after construction, prepare and submit as-built plans to the Town.

**Task 10: Construction Management Assistance**

While construction/construction management/construction inspection tasks are not included in the proposed scope of work to be conducted, AGA is offering to provide advice on plan interpretation issues during the construction process. Based on

our experience during the construction of the SANBAG Tier 1 and Tier 2 Projects, we know that there could be occasions when various changes will occur in the field between the time the plans were approved and the time that the construction actually takes place. As we did for SANBAG in both Tier 1 and Tier 2, we will be available to assist the Town, their construction contractor, and the Town Inspector in addressing and resolving any such issues.

### **Task 11: Traffic Signal Timing Plans**

Experience is a key factor in determining the appropriate technical approach for preparing the signal timing plans. AGA staff's experience in conducting similar signal timing projects and also in developing the computer software currently used by other consulting firms and government agencies to perform the technical analyses required to complete projects of this type is invaluable for this effort. Our experience is not only in using software, but more importantly in providing engineering of timing plan development. AGA's approach to several key components of the signal timing plan development process is detailed in the following sections.

**Arterial Link Speeds:** The AGA Team proposes to field measure link speeds using the floating car technique. This field measurement is crucial for determining proper and effective coordination between signals. Our practice is to develop progression timing for prevailing speeds but not to significantly exceed the posted speed. The coordination design speed is extremely critical and difficult to ascertain because prevailing speed can change after coordination timing is implemented. We measure mid-block speed and then have an experienced Traffic Engineer verify its appropriateness for coordination speed. This subtask will also aid in determining if coordination between widely spaced intersections can be achieved.

**Saturation Flow Rate Measurements:** Another key parameter that plays a pivotal role in developing effective signal timing is saturation flow rate. The saturation flow rate, expressed in vehicles per hour of green per lane, is affected by factors such as number and width of lanes, cross gutters and street grade, driver attitude, vehicle mix, lack of left turn pockets, pedestrians, transit and area type. The Team proposes to field measure saturation flow rates at sample locations on all project arterials. These measured values are then used to determine accurate capacity values, which is key to developing efficient signal progression.

**Cycle Length and Timing Analysis:** AGA will determine the signal timing information including cycle lengths, splits, phase sequences and offsets for the four signalized intersections to maximize arterial progression and to reduce delay. The different traffic flow conditions will be analyzed and timing plans will be developed accordingly. WEBSTER, a software program which was developed by Mr. Grover based on the HCM2000, allows an engineer to quickly analyze each intersection independently to determine the minimum delay, cycle length and queuing for each one. WEBSTER considers pedestrian minimum times, overlap phasing and left turn minimums. This process results in optimum coordination timing grouping while minimizing side street delay. The optimization will include the analysis of progression based on optimum phase sequences (leading lefts, lead/lag, etc.) to provide the best arterial progression. The results of the progression analysis will be shown on time-space diagrams. The Synchro program will be used to evaluate queue lengths, stops and delays resulting from the impacts/benefits of coordination. All final timings will be completed using the Synchro software, as required by Caltrans.

After careful review of traffic patterns and assessment of available capacities, we will conduct an arterial bandwidth requirement analysis before time-space diagrams are generated so that the timing plans can accommodate the prevailing traffic volumes for each time period.

**Lead/Lag Phasing:** Another factor that will influence the development of coordination timing plans for the project involves lead/lag phasing at protected left turn locations. AGA will investigate the potential use of such phasing on this project. Our experience has been that such phasing can help optimize signal timing at selected locations. Lead/Lag phasing is very helpful in minimizing delay and allowing for the use of shorter cycles. Primarily, it provides for wider bands and allows for progression with both thru and left turn movements. Without lead/lag phasing, left turns are typically NOT coordinated and

queues will be longer, so lead/lag phasing can help when pockets are short. AGA's experienced staff will carefully review the actual need for lead/lag phasing and will minimize its usage for better efficiency of actuated operation.

**Side Street Delay:** As a result of prior experience working for cities, we understand the sensitivity in coordinating signals at minor cross streets. The side street delays will be kept to a minimum by the usage of double cycling where feasible.

**Local Factors:** Knowledge of key local factors, such as the location, operating hours and peak flow conditions related to periods of high commute traffic, various area schools, etc., are all very important in preparing timing plans. AGA's knowledge of such local factors, combined with input from the Town, will greatly enhance our ability to develop the most appropriate timing plans.

**Timing Plan Deliverables:** Based on our experience and area knowledge, the Project Team will prepare AM, mid-day and PM peak hour timing plans. These plans will be stored in a database format. Time-of-day schedules (the appropriate start time for each plan) will be developed based on field observations, 24 hour traffic counts and input from the Town's staff.

After initial development of the signal timing plans, they will be submitted to the Town and Caltrans for review. Plans will be revised as required, and controller timing sheets will be developed. These revisions are typically minimized because we will already have reviewed and manually optimized all timing plans. Time-space diagrams will be prepared for all timing plans, to aid in the review process and to graphically document the finalized timing parameters.

#### ***Task 12: Implementation 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.

AGA will work directly with Caltrans in the field to implement timing at the Caltrans signals. We have done this on many other projects with Caltrans. Each timing plan will identify cycle lengths, splits and offsets, and will identify start times and end times of each timing plan.

#### ***Task 13: Fine-Tuning of Timing Plans***

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.

After final timing plans are fine-tuned and approved by the Town, final Time-Space Diagrams will be prepared and provided to the Town and Caltrans for each time of day timing plan.



## SECTION IV – PROJECT SCHEDULE

The various tasks that are included as part of the "Scope of Work" for the project are listed in Section III of this proposal and 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. A more definite Project Schedule will be prepared and presented at the Project Kick-Off Meeting.

Pursuant to the schedule presented in the RFP, the anticipated date for issuance of Notice to Proceed will be February 1, 2012. Pursuant to our proposed schedule, initial PS&E packages could be submitted for plan check approximately March 7, 2012; construction completed approximately April 25, 2012; and the timing implemented and fine-tuned approximately May 16, 2012.

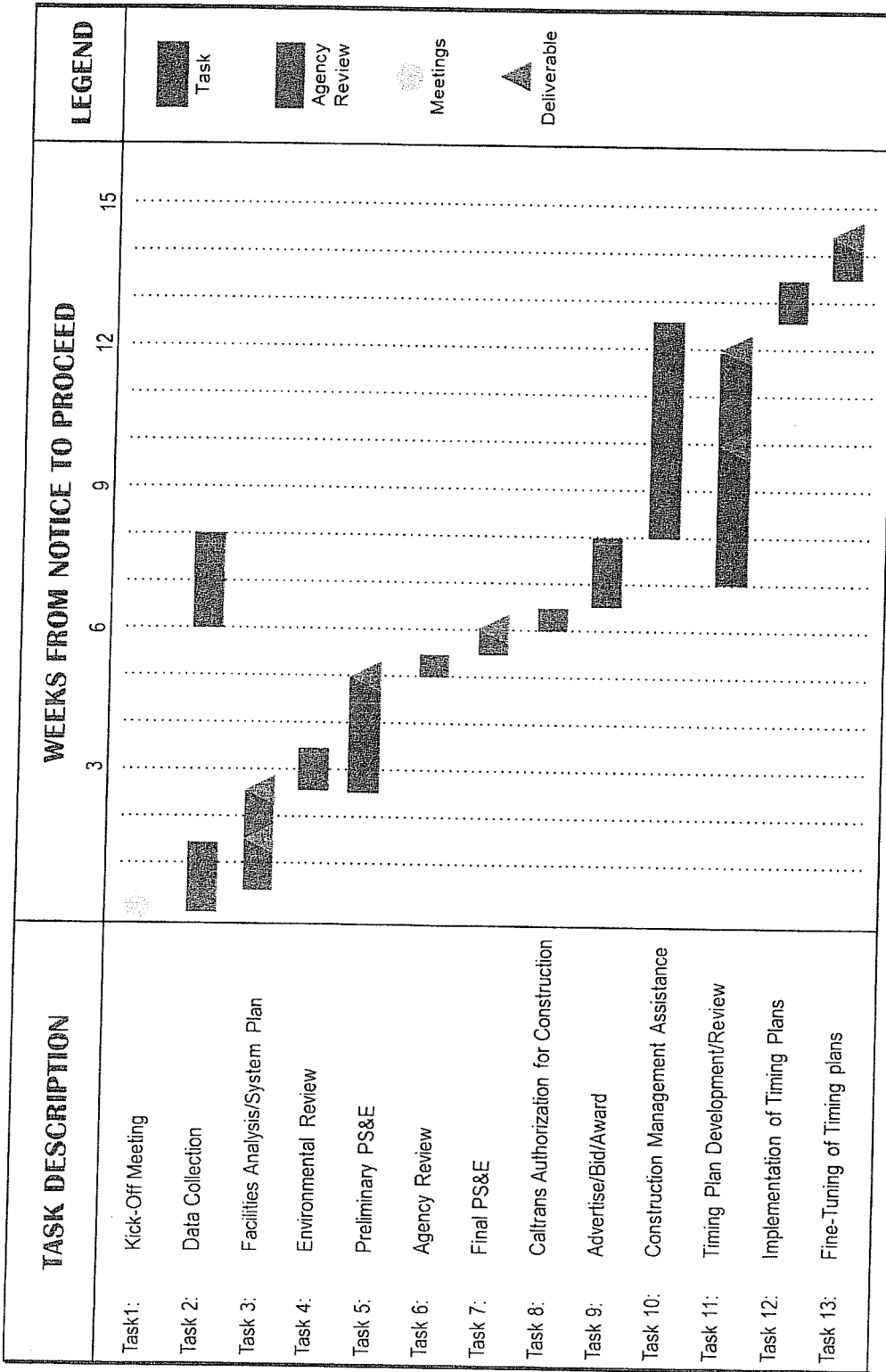


Figure 2  
PROJECT SCHEDULE

# **APPENDIX A**

## **Resumes of Key Personnel**



## Mark H. Miller, P. E. Executive Vice President

### EDUCATION

BS Civil/Traffic Engineering  
California Polytechnic University  
Pomona, 1974

Northwestern University  
Evanston, Illinois  
Traffic & Transportation Engineering  
Highway Capacity Workshop

Institute of Transportation Studies  
Safety Design and Operational Practices for  
Streets and Highways (FHWA)  
Traffic Signal Equipment & Operations  
Urban Street Design  
Public Works Inspections  
Legal Aspects and Liabilities  
Risk Management & Traffic Safety

### PROFESSIONAL ASSOCIATIONS

American Public Works Association  
American Society of Civil Engineers  
City Traffic Engineers Association  
Institute of Transportation Engineers  
Orange County Traffic Engineering Council

### PROFESSIONAL REGISTRATION

Registered Civil Engineer in California  
CE #40956  
Registered Traffic Engineer in California  
TE #1575  
Professional Traffic Operations Engineer  
PTOE #233

### PROFESSIONAL EXPERIENCE

Mr. Miller joined Albert Grover & Associates in 1993 as Vice President, and provides the firm extensive experience in all phases of ITS design, signal interconnect and coordination plans, CCTV installations, traffic signal/signal system design, and street lighting evaluation and design. Mr. Miller began his consulting career with Mohle, Grover & Associates in January, 1990, as a senior engineer to provide professional traffic engineering and operations services. He is a registered Civil Engineer, Traffic Engineer, and Professional Traffic Operations Engineer with over thirty-five years' experience. This includes more than fifteen years serving as a City Traffic Engineer. Mr. Miller has managed many ITS, traffic signal and street light system projects. He has developed and implemented design standards, specifications and cost estimates for traffic signals, interconnect projects, CCTV projects, and street light projects. He also has experience in preparing traffic signal coordination and timing plans. Additionally, Mr. Miller has provided expert witness testimony on a variety of issues. He has served as both a member and the Chairman of the City Traffic Engineers Association (CTE) and, as such, has been instrumental in conducting workshops to educate Traffic Commissioners and Planning Commission from Cities throughout Southern California on various aspects of traffic engineering. Mr. Miller has provided on call as-needed traffic engineering services to the Cities of Cerritos, La Habra, Montclair, Torrance, and Victorville, and is serving as the Contract Traffic Engineer for the City of Fullerton (since 1998).

While employed as City Traffic Engineer for the City of Pomona, he was responsible for a \$3,000,000 operations and capital improvement budget, and managed 14 subordinates in the traffic engineering division. Mr. Miller has "hands on" experience with programming all models of traffic signal controllers. He has developed numerous traffic signal coordination and timing plans for use with a wide variety of central control and local controller software.

His experience also includes four years with the City of Pasadena as an Assistant Engineer in Traffic. He was responsible for the preparation and review of major transportation studies. He also

assisted in the preparation and implementation of the Rose Bowl Major Event Traffic and Parking Study, Madison Heights/Oakknoll Neighborhood Traffic Study, various bikeway studies, traffic control device inventories and traffic safety studies. He also developed a traffic accident recording system.

From 1979 to 1982, Mr. Miller was a Civil Engineer with the Illinois Department of Transportation. During this time, he worked in the Bureau of Traffic and the Bureau of Bridges. He had responsibility for establishing policies and contracts for maintenance of major interstate signing projects. He also managed various statewide hazard elimination safety projects. He was responsible for developing traffic signing and pavement marking standards for the Illinois Manual of Traffic Control Devices.

Mr. Miller's engineering experience began when he was an Engineering Assistant in the City of San Dimas, California, for two years. He was involved with the preparation and review and inspection of municipal street improvement projects. He managed a variety of pavement maintenance projects from major street reconstruction to slurry sealing. He performed various traffic engineering functions such as speed surveys, school zone signing, and signing and striping projects, in addition to a wide array of street lighting projects.

The following is a brief listing of specific consulting projects for which Mr. Miller has been responsible:

- ❖ Certification testing of various electronic equipment.
- ❖ Interconnect Analysis, Design and Coordination - Cities of Bakersfield, Cerritos, Chino, Colton, La Habra, Lancaster, Loma Linda, Montclair, Palm Springs, Pomona, Rialto, San Bernardino, Santa Clarita, Temecula, Upland, and Visalia.
- ❖ Multijurisdictional Traffic Signal Synchronization - S.C.A.Q.M.D and Orange County Growth Management Area No. 6.
- ❖ Various Traffic Signal Design, CCTV, Striping & Street Light Design Projects for Cities, Counties, and State.
- ❖ Montclair Plaza Traffic Operations Study - City of Montclair.
- ❖ Roadway Signal Improvements - Cities of Cerritos, Chino, Claremont, Cypress, Ontario, and Upland.
- ❖ Congestion Management Plan - City of Santa Ana.
- ❖ Bridge Design and Load Limit Determination, Statewide, State of Illinois.
- ❖ Annual Statewide Interstate Maintenance Signing Project, State of Illinois.
- ❖ Statewide Hazard Elimination Project for Narrow Bridges, State of Illinois.
- ❖ Identification of High Accident Locations - Cities of Downey, Inglewood and Pomona.
- ❖ Annual Citywide Pavement Maintenance Projects - City of San Dimas.
- ❖ Computerized Traffic Accident Record System - City of Pasadena.
- ❖ Annual Monitoring of Traffic Signal Timing - Cities of Colton, Fullerton, Loma Linda, Montclair, Palm Springs and Rialto.
- ❖ Speed Zone Surveys - Cities of Baldwin Park, Buena Park, Cathedral City, Cerritos, Chino, Cypress, Fountain Valley, Fullerton, Gardena, Hawthorne, Hermosa Beach, Huntington Park, La Habra, Lancaster, Long Beach, Norco, Ontario, Palm Springs, Pomona, San Dimas, San Marino, Santa Ana, Santa Clarita, Santa Fe Springs, Santa Monica, Torrance, and Yucaipa; California State Universities of Fullerton, Long Beach, and Los Angeles; and Antelope Valley Community College.
- ❖ School Safety Studies and Development of Safe Route to School Programs.

## PAPERS/PRESENTATIONS

**“Three Year Experience with Flashing Yellow Arrow Display”**

Presented at ITE Annual Conference, Anaheim, California, August, 2008

**“Effectively Slowing Drivers – Speed Feedback Signs”**

Presented at ITE District 6 Annual Meeting, Honolulu, Hawaii, 2006

**“School Area Traffic Safety”**

Presented at City Traffic Engineers Traffic Commissioners Workshop, 2004

**“Quantifications of Air Quality Benefits Achieved Through Traffic Signal Coordination”**

Presented at ITE District 6 Annual Meeting, Salt Lake City, Utah, July 1997

**“A Successful Multijurisdictional Traffic Signal Coordination Project”**

Presented at ITE Annual Conference, Dana Point, California, March 1996

**“Minimize Delay Maximize Progression with Protected Permissive Lead/Lag Phasing”**

Presented at ITE Inland Empire Section Technical Workshop, December 1995

**“Microwave Traffic Signal Interconnect - A Viable Alternative to Land Lines”**

Presented at ITE District 6 Annual Meeting, Portland, Oregon, July 1994

(Best Paper Award)



**Albert L. Grover, P. E.  
President & CEO**

**EDUCATION**

ME (Civil/Transportation)  
Cornell University  
Ithaca, NY, 1966

BS Civil Engineering  
Cornell University  
Ithaca, NY, 1965

**PROFESSIONAL ASSOCIATIONS**

American Society of Civil Engineers  
American Public Works Association  
Institute of Transportation Engineers  
Illuminating Engineering Society  
Transportation Research Board

**PROFESSIONAL REGISTRATION**

Registered Civil Engineer in California  
CE #18913  
Registered Traffic Engineer in California  
TE #0860

**PROFESSIONAL EXPERIENCE**

As President of AGA, Mr. Grover actively participates in company management, business development, project work, quality control and financial matters. Prior to forming AGA in 1993, Mr. Grover was a Co-Owner and Executive Vice-President of Mohle, Grover & Associates. He joined that firm in 1980. As a consulting principal engineer, Mr. Grover has served as project manager for PSR work, traffic impact studies, parking studies, bike trail design, street alignments, TCD inventories, accident record systems, street light design and conversion, pavement marking programs, traffic signal improvements, CBD traffic circulation and various signal timing projects as well as transportation modeling and developer fee programs. Mr. Grover began conducting traffic signal design/build projects in the early 1980's, which evolved into complete roadway projects including both civil and traffic aspects.

Mr. Grover has also been responsible for developing and distributing various traffic engineering software including CAPSSI and WEBSTER, and has been a speaker at various ITE meetings on such subjects as Capacity Analysis, CAD, Protected/Permissive Left Turn Phasing, Computerized Traffic Control Systems and the Highway Capacity Manual. During the 1990s, Mr. Grover served as one of the 30 international members on the HCM committee that developed the HCM2000 (the forerunner to HCM 2010).

Prior to private sector consulting, Mr. Grover was the Director of Traffic and Parking in the City of Beverly Hills. During this time, he managed the Divisions of Traffic Engineering, Parking Facilities, Traffic Signal Maintenance, Parking Operations and Taxi

Administration.

Mr. Grover also served as the Traffic Engineer for the City of Inglewood for five years. He was responsible for planning, design, operations and maintenance of all traffic and parking functions. In 1974 he implemented a computerized traffic control system operating 105 intersections from City Hall via the first application of UTCS on the West Coast.

Mr. Grover was Assistant Director for two years within the Freeway Operations Branch of Caltrans and assisted in the Los Angeles Area Freeway Surveillance and Control Project. This was an \$8 million project to test and evaluate innovative ITS techniques and devices that are now being applied in Caltrans control centers statewide as well as on local "Smart Corridors."

During his previous two years as a Caltrans Project Engineer, Mr. Grover developed a California system of 35 changeable message signs on the Santa Monica Freeway, installed traffic advisories to nine radio stations, designed a Roadside Radio System for providing information, and was instrumental in the development of CCTV surveillance along the Santa Monica Freeway.

Mr. Grover also spent the first four years of his career with Caltrans performing construction inspection and drainage studies including: the Harbor Freeway Extension Bridge; the "Grapevine" portion of I-5; the Hollywood Freeway Extension from Victory Freeway through La Canada; and the Interchange of Route 2 and I-210.

## **PAPERS/PRESENTATIONS**

### **"Bulb Matrix Changeable Message Signs"**

AASHTO Subcommittee on Communication and Electronic Applications for Highways

### **"Inglewood's Happy Experience" Presentation on Computerized Traffic Control**

32nd Annual California Public Works Conference, April 1980

Traffic Accident Report Programs (TARP) with Computerized Collision Diagram Plotting Demonstration at International ITE Conference, Chicago, 1982

### **"Signal Displays for Protected/Permissive Left Turn Phasing"**

ITE/Southern California Section Report, 1984

### **"Intersection Capacity Analysis Using 1985 Highway Capacity Manual; a Simplified Method"**

Presented at ITE Annual Meeting, Vancouver, BC, Canada, July 1986

CADD - Computer Aided Design and Drafting Workshop

Presented at ITE Southern California Section, Spring 1986

ITS Instructor for "Managing Traffic Growth," 1988

Level of Service Committee, Riverside/San Bernardino ITE Section

Caltrans District 08 Liaison Committee with SANBAG, RCTC and Private Sector

Served as Chairman for two years (1994 and 1995)

### **"Protected/Permissive Left Turn Phasing, an Overview"**

Portland ITE, District 6 Annual Meeting, 1994

### **"Multijurisdiction Signal Coordination - a Pleasant Experience"**

Denver International ITE Meeting, 1995

SANBAG Subcommittee member for developing Land Use/Transportation guidelines for OCTA Countywide Advisor to Traffic Signal Forums.

Year 2000 Highway Capacity Manual – participated in developing the HCM 2000 from





## Greg Wong, P.E. Senior Transportation Engineer

### EDUCATION

BS, Civil Engineering  
University of California  
Irvine, 1996

Certified Geographical Information Systems  
Westech College  
Irvine 1997

### PROFESSIONAL ASSOCIATIONS

Institute of Transportation Engineers

### PROFESSIONAL REGISTRATION

Registered Professional Engineer in  
California  
CE # 64349

### PROFESSIONAL EXPERIENCE

Mr. Wong rejoined Albert Grover & Associates (AGA) in July 2001, as a Transportation Engineer. He had previously worked for AGA for several years prior to leaving to obtain experience working in the public sector. His duties at AGA include the preparation of ITS design plans, traffic impact studies/analyses, GIS analysis/design/implementation projects, parking circulation analyses, traffic signal coordination timing plans, and traffic signal designs. Mr. Wong has extensive experience in using a variety of transportation planning and traffic engineering software, such as Synchro, VISSIM, HCS, and WEBSTER. Other software's include GIS (ArcView), AutoCAD and Microstation.

Prior to rejoining AGA, Mr. Wong worked for the City of Los Angeles Department of Transportation as a Transportation Engineering Associate and the Los Angeles County Public Works Department as a Civil Engineering Assistant. As a Transportation Engineering Associate, Mr. Wong worked in the Bureau of Traffic Management. His duties were to divert and control the flow of cut-through traffic from residential areas on to arterials and to monitor the Safe Route to School program. He also prepared the AB 1475 Grant application for the

installation of Smart Crosswalks at 50 uncontrolled intersections in the City of Los Angeles. As a Civil Engineering Assistant for the County of Los Angeles, Mr. Wong prepared and reviewed traffic signal coordination timing plans, traffic signal modification plans, striping and marking layouts, maps utilizing GIS (ArcView), and left-turn studies. He was a key participant in numerous projects that involved the state, local cities and private agencies. These included County TSSP projects, street and highway improvement projects, local city projects and County signal upgrades.

The following is a brief listing of some of the projects on which Mr. Wong has been involved:

- ❖ La Habra/Brea Signal Timing Coordination Project: Signal timing and coordination for 74 signals on 8 arterials in the Cities of La Habra and Brea. Currently in the development of timing plans.
- ❖ City of Burbank: Signal timing and coordination of 25 signals (including one Caltrans signal) on two arterials (Magnolia Street and Garden Grove Boulevard). Currently implementing and fine tuning the timing.
- ❖ OCTA Orangethorpe Avenue TLSP Project: Signal timing and coordination for 48 signals in the Cities of La Palma, Buena Park, Fullerton, Anaheim and Placentia, including Caltrans. Currently implementing and fine tuning the timing.

- ❖ San Bernardino Associated Governments Signal Coordination Project: Signal interconnect, timing and coordination of approximately 650 signals throughout 12 Cities. Currently monitoring the timing.
- ❖ City of Fullerton General Plan Update: Assist the City of Fullerton in the traffic analysis of the update to the General Plan. Analysis includes the traffic impacts to 96 intersections and development of long term mitigation needs.
- ❖ Orange County Transportation Authority Bus Rapid Transit Project: Signal timing and coordination of 157 signals on three arterials (Harbor Blvd, Chapman Avenue and State College Boulevard) in the Cities of Brea, Fullerton, Anaheim, Garden Grove, Santa Ana, Fountain Valley and Costa Mesa.
- ❖ Los Angeles County Traffic Signal Synchronization Projects: Analysis and recommendations on upgrading signals along Artesia Boulevard, Studebaker Road, Wilmington Avenue, and Vincent/Glendora/Hacienda Boulevard.
- ❖ City of West Hollywood, Sunset Boulevard Signal Timing Project (12 intersections): Convert BI-Tran 233 program timing to BI-Tran 2033 program timing. Modify/fine tune existing timing plans and/or create additional timing plans where needed.
- ❖ Costa Mesa/Santa Ana Signal Timing Coordination Project: Signal timing and coordination for 41 signals on 5 arterials in the Cities of Costa Mesa and Santa Ana.
- ❖ OCTA Chapman Avenue TLSP Project: Signal timing and coordination for 52 signals in the Cities of Orange and Garden Grove, including Caltrans.
- ❖ OCTA I-405 Widening Project (I-605 to SR-73): Freeway, ramp and arterial intersections evaluations/analyses.
- ❖ Fullerton Transportation Center Project: Assist the City of Fullerton in the traffic impact analysis of the Fullerton Transportation Center. Run the City's model and analyze the impacts of the project and develop mitigations.
- ❖ City of Burbank: Signal timing and coordination of 37 signals on two arterials (Hollywood Way and Buena Vista Street).
- ❖ City of Huntington Beach: Signal timing and coordination of 51 signals on five arterials.
- ❖ City of Fountain Valley: Signal timing and coordination of 55 signals on nine arterials.
- ❖ Orange County Transportation Authority Euclid Street Signal Synchronization Project: Signal timing and coordination of 62 signals on Euclid Street in the Cities of Fullerton, Anaheim, Garden Grove, Santa Ana and Fountain Valley.
- ❖ City of Pasadena: VISSIM Modeling and signal timing for the Pasadena Light Rail (Gold Line).
- ❖ Multijurisdictional Traffic Signal Coordination Timing Project: Coordination of 50 signals on one arterial for the Cities of Pico Rivera, Downey, South Gate, and Paramount.
- ❖ Los Angeles County: Multijurisdictional signal timing and coordination of signals on Atlantic Boulevard, Garfield Avenue, and Sepulveda Boulevard.
- ❖ City of Fullerton: Citywide Traffic Impact Analysis and Long Term Mitigation Needs.
- ❖ City of Lancaster Signal Timing Project: Signal timing and coordination of 85 signals on 10 arterials.
- ❖ Multijurisdictional Traffic Signal Coordination Timing Project: Coordination of 56 signals on two arterials for the Cities of Fullerton, Placentia, and Yorba Linda.

- ❖ City of La Habra traffic impact studies at various locations.
- ❖ Coachella Valley Association of Governments: Signal Interconnect Master Plan Cost Analysis.
- ❖ Assisted in preparing signal modification plans for projects in the Cities of Yucaipa, Cerritos, and La Habra.
- ❖ City of Beverly Hills Street Lighting System Master Plan: Data gathering and analysis.
- ❖ DataBase & Software Development - Accident Surveillance, Traffic Sign Inventory, Collision Diagrams & Training of staff for the Cities of: Brea, Murrieta, Taft, San Fernando, Newport Beach, and the County of Monterey. Traffic Study Reports and Traffic Impact Reports for various agencies in California.
- ❖ Analysis for Build-Out & Projected Year 2020 and Regional Traffic Plan RTP 2030 as part of the General Circulation Plan for the City of Murrieta.
- ❖ Design of the “Parabolic Vertical Curve program”, “Time Space Diagram”, “Collision Diagram”, and many other computer programs and routines.



## Ignacio Sanchez, P.E., T.E. Senior Design Engineer

### EDUCATION

BS, Civil Engineering  
Universidad De Guadalajara, Guadalajara,  
Mexico, 1986

### PROFESSIONAL ASSOCIATIONS

Institute of Transportation Engineers

### PROFESSIONAL REGISTRATION

Registered Professional Engineer in  
California  
PE # C 72073  
Registered Traffic Engineer in California  
TE # TR 2344  
Registered Civil Engineer in Mexico  
Cedula #3806180

### PROFESSIONAL EXPERIENCE

Mr. Sanchez joined Albert Grover & Associates (AGA) in July 2005 as a Transportation Engineer. His duties at AGA include traffic signal, signing, striping, and signal interconnect plan development; preparation of engineers cost estimates and specifications; CAD design; development of signal coordination timing plans;; field topographic surveys; street lighting design; conceptual improvement plans; GPS unit installations; and development and installation of system graphics for various Traffic Control Systems. Mr. Sanchez has prepared plans for Caltrans and other government agencies such as the County of Riverside, County of Los Angeles, City of Riverside, City of Santa Clarita, City of Victorville, City of Fullerton, City of Brea, City of Huntington Beach, and for private developers such as Home Depot, Rite Aid and Sav-On. He recently worked with the Orange County Transportation Authority (OCTA) as Task Manager of the Bus Rapid Transit (BRT) project, Transit System Priority (TSP).

Additional recent experience includes work with the San Bernardino Associated Governments (SANBAG) on a project involving Caltrans and fifteen other agencies in the County of

San Bernardino. Duties consisted of managing the installation of GPS units along Interstate and State Routes in coordination with Caltrans staff, and development and installation of Aries Traffic Management system graphics for the County of San Bernardino and the Cities of Chino, Fontana, Rancho Cucamonga, Rialto, and Ontario.

Prior to joining AGA, Mr. Sanchez worked for Rick Engineering as a Principal Transportation Designer/Project Manager Assistant. His duties there included project coordination with Caltrans and other government agencies. Specifically, he was responsible for coordination and implementation of traffic signal design and construction; coordination timing plan development; signal modification; plan checking; development of signing and striping plans; development of traffic control plans; and preparing/editing special provisions and cost estimates. While at Rick Engineering, Mr. Sanchez provided on-site traffic engineering services to the City of Murrieta where he was responsible for developing coordination timing plans Citywide, including coordination of City signals with Caltrans signals. Mr. Sanchez began his career at Mohle Grover & Associates in 1989, and next worked at Hank Mohle & Associates. At these two companies, Mr. Sanchez was a GIS Manager & Data Analysis/Transportation Designer. Following is a brief listing of specific projects on which Mr. Sanchez has been involved:

- ❖ Development of coordination timing plans for Vista Chino in Palm Springs.
- ❖ Development of coordination timing plans for Jefferson Street in Indio.
- ❖ Traffic Signal Design and Construction for Butterfield Stage Rd and SR-79. Agencies involved were Caltrans District 8, County of Riverside, City of Temecula and multiple utility companies.
- ❖ Capital Improvement Projects (C.I.P.) and other private development projects in the City of Murrieta.
- ❖ Designing signals, striping and signing for more than 30 intersections in the Cities of Riverside, Norco, Temecula and Perris, and the Counties of Riverside, Los Angeles and San Diego.
- ❖ DataBase & Software Development - Accident Surveillance, Traffic Sign Inventory, Collision Diagrams & Training of staff for the Cities of: Brea, Murrieta, Taft, San Fernando, Newport Beach, and the County of Monterey. Traffic Study Reports and Traffic Impact Reports for various agencies in California.
- ❖ Analysis for Build-Out & Projected Year 2020 and Regional Traffic Plan RTP 2030 as part of the General Circulation Plan for the City of Murrieta.
- ❖ Design of the “Parabolic Vertical Curve program”, “Time Space Diagram”, “Collision Diagram”, and many other computer programs and routines.

**FEE PROPOSAL**

*TO PROVIDE*

**PROFESSIONAL ENGINEERING SERVICES**

*FOR THE*

**SR-62 TRAFFIC CONTROL SYNCHRONIZATION PROJECT  
(Town Project No. 8028)**

*Submitted To*

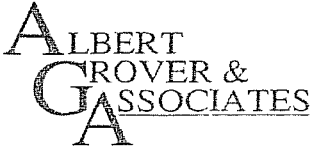
**TOWN OF YUCCA VALLEY**

**January 10, 2012**

**Submitted By**

**ALBERT  
GROVER &  
ASSOCIATES**

TRANSPORTATION CONSULTING ENGINEERS



January 10, 2012

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

Attention: Noel Owsley, Town Engineer

**RE: SR-62 Traffic Control Synchronization Project – Fee Proposal**

Dear Mr. Owsley:

Albert Grover & Associates (AGA), in conjunction with our DVBE environmental subconsultant Chambers Group, Inc. (CGI) and our DVBE traffic data collection subconsultant Counts Unlimited, Inc., are pleased to respond to the Town of Yucca Valley Request for Proposal dated November 18, 2011, including Addendum No. 1 dated January 5, 2012, to provide professional engineering and support services for the SR-62 Traffic Control Synchronization Project.

Enclosed please find our Fee Proposal to provide the requested services. As detailed in the RFP and the Addendum, our Fee Proposal is presented on a lump sum, fixed fee basis, with potential environmental services separately identified. Our fixed fee includes all reimbursable costs that are necessary to complete the project.

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, and I am authorized to negotiate and contractually bind AGA.

Respectfully submitted,  
ALBERT GROVER & ASSOCIATES

Rob Kuehn  
*Director of Project Development*

Proposals\Yucca Valley\Synchronization\Fee Proposal\Owsley Fee Proposal Letter.docx

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TRANSPORTATION CONSULTING ENGINEERS

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

**FEE PROPOSAL****SRP62 TRAFFIC CONTROL SYNCHRONIZATION PROJECT**

Assuming that wireless interconnect will be utilized and that no environmental studies, checklists, forms, descriptions, maps, etc., will be required, the fee to conduct all tasks and provide all work products as detailed in AGA's Technical Proposal dated January 10, 2012, will be **\$48,750**. This fee does not include any fees charged by Caltrans relative to the Encroachment Permit application/review/issuance.

If additional environmental analyses are required as detailed in the Town's RFP (i.e., the Hazardous Waste Checklist, the Archeological Survey Report, and the Natural Environmental Study – Minimal Impact), the additional fee would be **\$23,500**. If additional optional technical studies (such as a visual-Aesthetic Impact Analysis, Noise Impact Assessment, Air Quality Report, Community Impact Assessment, Cultural Resources Memo, Native American Consultation, Preliminary Environmental Study and Field Review) are required, the additional fee for these studies would be **\$44,700**.



**REQUEST FOR QUALIFICATIONS & SEALED FEE PROPOSAL  
TOWN OF YUCCA VALLEY PLAN HOLDER LIST**

**PROJECT:** PROFESSIONAL ENGINEERING DESIGN & SUPPORTING ENGINEERING SERVICES FOR THE PREPARATION OF THE SR62 TRAFFIC CONTROL SYNCHRONIZATION PROJECT

**TOWN PROJECT NO:** 8028

**TOWN ENGINEER:** Noel Owsley

**PROPOSAL DEADLINE:** January 10, 2012

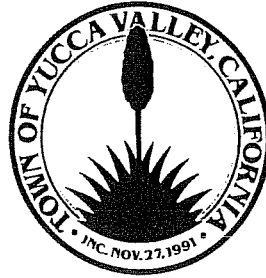
**LAST UPDATE:** November 28, 2011

**Plan Holder List is normally updated every Tuesday and Thursday afternoon.**

Company	Contact Person	Phone	Fax	Email	Address	Lic.
RBF Consulting A Baker Company	Adrian Anderson	949-855-5780	949-837-8007	<a href="mailto:atanderson@rbf.com">atanderson@rbf.com</a>	14725 Alton Pkwy. Irvine, CA 92618-2027	
Albert Grover & Associates	Rob Kuehn	714-992-2990	714-992-2883	<a href="mailto:rob@albertgrover.com">rob@albertgrover.com</a>	211 E. Imperial Hwy., Ste 208 Fullerton, CA 92835	
Albert A. Webb Associates	Dilesh Sheth	951-248-4237	951-788-1256	<a href="mailto:dilesh.sheth@webbassociates.com">dilesh.sheth@webbassociates.com</a>	3788 McCray Street Riverside, CA 92506	
Triggott Law & Greenspan, P.C.	Dan Kloos	714-641-1587	714-641-0139	<a href="mailto:kloos@llgengineers.com">kloos@llgengineers.com</a>	1580 Corporate Drive, Ste 122 Costa Mesa, CA 92626	
Nolte Vertical Five	Bill Warner	760-341-3101	760-341-5999	<a href="mailto:bill.warner@nv5.com">bill.warner@nv5.com</a>	42829 Cook Street, Ste 104 Palm Desert, CA 92211	
David Evans & Associates	Maria Marzoeki	951-682-8500	951-682-8505	<a href="mailto:mim@dea-inc.com">mim@dea-inc.com</a>	1955 Chicago Ave., Ste 200 Riverside, CA 92507	
HDR	Bill Bennett	949-454-4800	949-454-4807	<a href="mailto:bill.bennett@hdrinc.com">bill.bennett@hdrinc.com</a>	26250 Enterprise Court, Ste. 150 Lake Forest, CA 92630-8408	
Boyle Engineering Corporation	Julie Dillon-Binaco	949-476-3397	949-721-7142	<a href="mailto:jdbinaco@boyleengineering.com">jdbinaco@boyleengineering.com</a>	1501 Quail Street, (92660-2746) P.O. Box (92658-9020) Newport Beach, CA	
Minagar & Associates, Inc.	Tri Pham	949-727-3399	949-727-4418	<a href="mailto:phamt@minagarinc.com">phamt@minagarinc.com</a>	18662 MacArthur Blvd., Ste 435 Airport Business Center Irvine, CA 92677	
Harris & Associates	Monika Bowden	949-655-3900	949-655-3995	<a href="mailto:marketingirvine@harris-assoc.com">marketingirvine@harris-assoc.com</a>	34 Executive Park, Ste 150 Irvine, CA 92614	

**TOWN OF YUCCA VALLEY**

Yucca Valley, California



**REQUEST FOR QUALIFICATIONS/  
REQUEST FOR PROPOSAL  
TOWN OF YUCCA VALLEY, CALIFORNIA**

**PROFESSIONAL ENGINEERING DESIGN  
AND SUPPORTING ENGINEERING SERVICES FOR  
PREPARATION OF THE  
SR62 TRAFFIC CONTROL  
SYNCHRONIZATION PROJECT  
BID READY IMPROVEMENT DOCUMENTS AND  
PROJECT SPECIFICATIONS  
TOWN PROJECT NO. 8028**

November 18, 2011

**TOWN OF YUCCA VALLEY, CALIFORNIA  
REQUEST FOR QUALIFICATIONS/  
REQUEST FOR FEE PROPOSAL**

**PROJECT NAME:** **REQUEST FOR QUALIFICATIONS /  
PROPOSAL FOR PROFESSIONAL  
ENGINEERING SERVICES FOR  
PREPARATION OF THE SR 62 TRAFFIC  
CONTROL SYNCHRONIZATION  
PROJECT BID READY IMPROVEMENT  
DOCUMENTS AND PROJECT  
SPECIFICATIONS, TOWN PROJECT NO.  
8028**

**PROPOSAL MUST BE RECEIVED NO  
LATER THAN AND ARE TO BE OPENED  
AT:** **3:00 p.m. on Tuesday, January 10, 2012**

**PLACE OF PROPOSAL RECEIPT  
AND PROPOSAL OPENING:** **Office of Town Clerk  
Town of Yucca Valley  
57090 Twentynine Palms Highway  
Yucca Valley, CA 92284**

NOTICE IS HEREBY GIVEN that the Town of Yucca Valley, County of San Bernardino, California, will receive up to, but not later than the date and time set forth above, proposals in response to the Request for Qualifications/Request for Proposal with sealed Fee Proposal for the award of a contract for professional design services related to the above-referenced project.

The work to be performed consists of preparation of Plans, Specifications, and Estimates (PS&E), 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**. All work shall be completed within one (1) calendar year following receipt of a written Notice to Proceed from the Town.

**A VOLUNTARY PREPROPOSAL CONFERENCE IS SCHEDULED FOR:**

**10:00 a.m. on Tuesday, December 13, 2011**

**PREPROPOSAL CONFERENCE WILL BE HELD AT:**

**Town of Yucca Valley  
Community Development Department  
58928 Business Center Dr.  
Yucca Valley, California**

The Town of Yucca Valley reserves the right to reject any of all bids or any parts thereof and to waive any irregularities or informalities in any proposal or in the proposal process and to make a contract award in the best interest of the Town.

No Proposal may be withdrawn for a period of sixty (60) calendar days after the date set for the opening of bids.

TOWN OF YUCCA VALLEY

Hi-Desert Star  
Advertised

By: Janet M. Anderson  
Town Clerk

November 19, 2011  
Date

\_\_\_\_\_  
Date

November 23, 2011  
Date

- End of Section -

REQUEST FOR QUALIFICATIONS/  
REQUEST FOR PROPOSAL  
TOWN OF YUCCA VALLEY, CALIFORNIA

PROFESSIONAL ENGINEERING DESIGN  
AND SUPPORTING ENGINEERING SERVICES FOR  
PREPARATION OF THE  
SR 62 TRAFFIC CONTROL  
SYNCHRONIZATION PROJECT  
BID READY IMPROVEMENT DOCUMENTS AND  
PROJECT SPECIFICATIONS  
TOWN PROJECT NO. 8028

NOVEMBER 18, 2011

**I PROJECT NAME:**

SR 62 Traffic Control Synchronization Project, Congestion Management/Air Quality (CMAQ) Synchronization Project, Town Project No. 8028.

**II PROJECT LOCATION:**

The project consists of the intersections of SR 62 and Camino Del Cielo, SR 62 and Kickapoo Trail, SR 62 and Deer Tr./Pioneertown Rd., and SR 62 and Acoma Tr., all within the Town of Yucca Valley.

**III PROJECT DESCRIPTION:**

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 Preliminary Authorization and Environmental Documentation certifications through Caltrans, as well as prepare the plans and specifications for approval through Caltrans for issuance of an Encroachment Permit.

**IV SCOPE OF SERVICES PROVIDED BY 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 – Environmental Approvals

It is the Town's understanding, from conversations with staff at Caltrans, that a Categorical Exclusion (NEPA)/Categorically Exempt (CEQA) (C.E./C.E.) will be necessary. The selected consultant will be required to prepare and obtain Caltrans approval for the C.E./C.E.

At a minimum the Consultant will be required to prepare for submittal to Caltrans the following:

1. Hazardous Waste Checklist
2. Cultural
  - a. Project Description
  - b. Layout Map
3. Biological
  - a. NES(MI)

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### Task 2 - 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

The Consultant shall prepare a typical intersection detail showing, at a minimum, the following:

- a. Location of interconnect equipment to be installed.
- b. Wiring to be installed

#### 3. Traffic Information/Timing Configuration (Green Sheets) and Timing Plans

#### 4. Prepare Project Specifications

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 3 - Right of Way Certification

The consultant shall prepare and process through Caltrans a Right of Way Certification for the project.

### Task 4 - 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.

## Task 5 - Cost Estimate

The Consultant shall prepare a final Construction Cost Estimate after obtaining an encroachment permit from Caltrans and provide it to the Town.

### **V. FEE PROPOSAL**

Consultant shall include a **separate, sealed, lump sum, fixed fee estimate** to complete the Scope of Services as described in the Request for Proposal. The fee estimate shall identify the respective amounts for environmental and design services. The proposed fixed fee shall specify and include all reimbursable items in the proposed fee that are reasonably necessary to complete the proposed Scope of Services and as described above.

It is the intent of the Town to negotiate a fixed, lump sum fee, **including specified reimbursables**, with the selected Consultant prior to issuing the Notice to Proceed. The fee proposal shall also include an hourly rate and reimbursement schedule which shall apply in the event additional services are requested by the Town.

Billing shall be based on a percentage of work completed and shall not exceed the work completed. Maximum allowable billing by the Consultant upon completion of the Scope of Services shall be 90 percent of the total proposed fee. The remaining 10 percent of the fee shall be retained and paid to the Consultant within thirty (30) days of issuance Encroachment Permit from Caltrans.

### **VI. SCHEDULE**

Consultant shall provide detailed schedules of completion of the project. The schedule shall include at a minimum the following items. The schedule shall reflect a February 1, 2012 start date.

- Prepare environmental documentation
- Caltrans approval of environmental documentation
- Prepare project plans
- Prepare project specifications
- Town preparation of bid package
- Prepare right of way certification documents
- Caltrans approval of right of way certification
- Caltrans review of encroachment permit
- Issuance of encroachment permit

### **VII. SUBMITTAL OF PROPOSAL**

1. The Proposal shall consist of the following:
  - a. Four (4) copies of the Proposal. The proposal shall be limited to 30 pages including resumes and qualifications.



- b. One (1) proposed fee estimate and fee structure for additional services enclosed in a sealed envelope and clearly labeled “Fee Proposal - CMAQ Synchronization Project”. Proposals without a separate sealed fee estimate will not be accepted. Fee estimates submitted by unsuccessful respondents will be returned unopened if requested.
2. **Deadline:** The Proposal must be received in the Office of the Town Clerk, Town of Yucca Valley, 57090 Twenty-nine Palms Highway, Yucca Valley, CA 92284 no later than January 10, 2012. Proposals received after the deadline will not be accepted.

**VIII. 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.

**IX. PROPOSAL EVALUATION/CONSULTANT SELECTION**

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

5

Total

100%

**X. CONTACT INFORMATION**

Questions regarding this Request for Qualifications can be directed to either:

Shane Stueckle  
Deputy Town Manager  
(760) 369-6575 x 305

Noel Owsley  
Town Engineer  
(760) 369-6575 x 310 or  
(760) 346-3250

EXHIBIT 10-01 Local Agency Proposer UDBE Commitment (Consultant Contracts)

**NOTE: PLEASE REFER TO INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM**

LOCAL AGENCY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

PROPOSAL DATE: \_\_\_\_\_

PROPOSER'S NAME: \_\_\_\_\_

CONTRACT UDBE GOAL (%): \_\_\_\_\_

WORK ITEM NO.	DESCRIPTION OR SERVICES TO BE SUBCONTRACTED (or contracted if the proposer is a UDBE)	UDBE CERT NO. AND EXPIRATION DATE	NAME OF EACH UDBE (Must be certified at the time proposals are due - include UDBE address and phone number)	PERCENT PARTICIPATION OF EACH UDBE

**For Local Agency to Complete:**

Local Agency Proposal Number: \_\_\_\_\_

Federal-Aid Project Number: \_\_\_\_\_

Federal Share: \_\_\_\_\_

Proposal Date: \_\_\_\_\_

Local Agency certifies that the UDBE certifications have been verified and all information is complete and accurate/unless noted otherwise.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Local Agency Representative

(Area Code) Telephone Number: \_\_\_\_\_

Total Claimed UDBE Commitment	_____ %
Signature of Proposer _____	
Date _____	(Area Code) Tel. No. _____
Person to Contact _____ (Please Type or Print)	
Local Agency Proposer UDBE Commitment (Consultant Contracts) (Rev 6/27/09)	

Distribution: (1) Original - Local agency files

**INSTRUCTIONS – LOCAL AGENCY PROPOSER UDBE COMMITMENT  
(CONSULTANT CONTRACTS)**

**ALL PROPOSERS:**

**PLEASE NOTE: It is the proposer's responsibility to verify that the UDBE(s) falls into one of the following groups in order to count towards the UDBE contract goal: 1) African Americans; 2) Asian-Pacific Americans; 3) Native Americans; 4) Women. This information must be submitted with your proposal. Failure to submit the required UDBE commitment will be grounds for finding the proposal nonresponsive.**

A "UDBE" is a firm meeting the definition of a DBE as specified in 49 CFR and is one of the following groups: African Americans, Native Americans, Asian-Pacific Americans, or Women.

The form requires specific information regarding the consultant contract: Local Agency, Location, Project Description, Proposal Date, Proposer's Name, and Contract UDBE Goal.

The form has a column for the Work Item Number and Description or Services to be subcontracted to UDBEs (or performed if the proposer is a UDBE). The UDBE prime contractors shall indicate all work to be performed by UDBEs including work to be performed by its own forces, if a UDBE. The UDBE shall provide a certification number to the Consultant and notify the Consultant in writing with the date of decertification if their status should change during the course of the contract. Enter UDBE prime consultant and subconsultant certification numbers. The form has a column for the Names of certified UDBEs to perform the work (must be certified on the date proposals are due and include UDBE address and phone number).

There is a column for the percent participation of each UDBE. Enter the Total Claimed UDBE Participation percentage of items of work submitted with proposal pursuant to the Special Provisions. (If 100% of item is not to be performed or furnished by the UDBE, describe exact portion of time to be performed or furnished by the UDBE.) See "Notice to Proposers Disadvantaged Business Enterprise Information," (Exhibit 10-I) to determine how to count the participation of UDBE firms. **Note:** If the proposer has not met the contract goal, the local agency must evaluate the proposer's good faith efforts to meet the goal in order to be considered for award of the contract.

Exhibit 10-O1 must be signed and dated by the consultant submitting the proposal. Also list a phone number in the space provided and print the name of the person to contact.

**For the Successful Proposer only, local agencies** should complete the Proposal Number, Federal-aid Project Number, Federal Share, and Proposal Date fields and verify that all information is complete and accurate before filing.



**INSTRUCTIONS - LOCAL AGENCY PROPOSER DBE INFORMATION  
(CONSULTANT CONTRACTS)**

**SUCCESSFUL PROPOSER:**

The form requires specific information regarding the consultant or other contract: Local Agency, Location, Project Description, Total Contract Amount, Proposal Date, and successful Proposer's Name.

The form has a column for the Work Item Number and Description or Services to be Subcontracted to DBEs. The prime consultant shall indicate all work to be performed by DBEs including, if the prime consultant is a DBE, work performed by its own forces, if a DBE. The DBE shall provide a certification number to the prime consultant. Enter DBE prime consultant's and subconsultant's certification number. The form has a column for the Names of DBE certified contractors to perform the work (must be certified on or before the proposals are due and include DBE address and phone number).

Enter the Total Claimed DBE Participation dollar amount of items of work in the total DBE Dollar Amount column. (If 100% of item is not to be performed by the DBE, describe exact portion of time to be performed by the DBE.) See "Notice to Proposers Disadvantaged Business Enterprise Information," ( Exhibit 10-1) to determine how to count the participation of DBE firms.

Exhibit 10-O2 must be signed and dated by the successful proposer at contract execution. Also list a phone number in the space provided and print the name of the person to contact.

**Local agencies** should complete the Contract Number, Federal-aid Project Number, Federal Share, and Contract Award fields and verify that all information is complete and accurate before signing and sending a copy of the form to the District Local Assistance Engineer within 15 days of contract execution. Failure to submit a completed and accurate form within the 15-day time period may result in the deobligation of funds on this project.

**District DBE Coordinator** should verify that all information is complete and accurate. Once the information has been verified, the **District Local Assistance Engineer** signs and dates the form.

## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Alex Qishta, Project Engineer  
**Date:** February 13, 2012  
**For Council Meeting:** February 21, 2012

**Subject:** Approval of Cost-Distribution Agreement for Traffic Signal and Lighting  
Project EA NO. 08-0M440  
Signal Light at Route 62 and Airway Avenue

**Prior Council Review:** None for this item.

**Recommendation:** That the Town Council approves the Cost Distribution Agreement between the Town and Caltrans for the traffic signal located at SR 62 and Airway Avenue, and authorizes the Town Manager, Town Attorney, and the Mayor to sign the Agreement.

**Executive Summary:** The Town of Yucca Valley entered into an Agreement with Caltrans in 1993 for sharing costs of maintenance and electrical charges for traffic signals on SR 62. Since approval of the original agreement, a new signal light has been added to the agreement at SR62 and Airway Avenue.

**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 signal light at SR 62 and Airway Avenue is completed and operational. Caltrans has forwarded to the Town a request for approval of Cost Distribution for Traffic Signals and Lighting. The costs will be divided between Caltrans paying for 100% of the maintenance costs and the Town paying 100% of the electrical charges, which estimated at \$600 per year.

**Alternatives:** Staff recommends no alternative action. This is a standard Agreement and standard procedure implemented by Caltrans.

**Fiscal impact:** Electrical charges are estimated at a total of \$600 per year, and are paid from Measure I revenues, Fund 524.

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Reviewed By:

  
Town-Manager

  
Town Attorney

\_\_\_\_\_  
Mgmt Services

SRS  
\_\_\_\_\_  
Dept Head

---

Department Report  
 Consent

Ordinance Action  
 Minute Action

Resolution Action  
 Receive and File

Public Hearing  
 Study Session

**Attachments:** Caltrans Cost Distributing Agreement for Traffic Signals and Lighting for SR 62 and Airway Signal Light.



**Cost Distribution Agreement for Traffic Signals and Lighting  
Project EA No. 08-0M440**

**Project Location: Route 62 at Airway Avenue, Town of Yucca Valley**

State will install traffic signals and safety lighting on Route 62 at Airway Avenue. Town and State agree to cost distribution stated below.

Maintenance and Electrical Energy Costs

Commencing upon construction and continuing until determined otherwise by mutual agreement, Town of Yucca Valley agrees to pay for 100% of the ongoing electrical energy costs for the traffic signals and safety lighting at the intersection.

Caltrans will own, maintain and operate the traffic signal and lighting system, and pay 100% of the maintenance and operating costs.

Maintenance, Repair and Replacement of Emergency Vehicle Preemption System

If installed, all costs for the maintenance, repair and replacement of an Emergency Vehicle Preemption System are the responsibility of Town of Yucca Valley.

When necessary for repair or replacement, Caltrans will test, remove and reinstall Preemption System upon notification by Town.

Maintenance and Materials for Internally Illuminated Street Name Signs

If installed, Town of Yucca Valley agrees to purchase all materials for installation and ongoing maintenance of the internally illuminated street name signs, including signs, sign panels and all hardware.

Caltrans agrees to maintain the internally illuminated street name signs. Caltrans will notify Town of Yucca Valley when materials are required for repair and maintenance of the signs.

At any time Town of Yucca Valley wishes to terminate this agreement, the signs will be replaced with signs of reflective sheeting.

Post-It™ brand fax transmittal memo 7671 # of pages ▶

To <i>Shane</i>	From <i>James</i>
Co.	Co.
Dept.	Phone #
Fax #	Fax #

08-SBD-62  
 ELECTRICAL AGRMT  
 08680-5T3000

THIS AGREEMENT, ENTERED INTO ON April 1, 1993, is between the STATE OF CALIFORNIA, acting by and through its Department of Transportation, referred to herein as STATE, and

TOWN OF YUCCA VALLEY, a body politic and a municipal corporation of the State of California, referred to herein as TOWN.

RECITALS.

(1) STATE and TOWN contemplate changing the existing system of billing for the maintenance and power costs attendant to the existing signal and lighting systems at all locations identified on Exhibit "A" which by this reference is made a part of this Agreement, all locations being within the TOWN.

SECTION I

STATE AGREES:

To control, maintain, and operate the above said signal and lighting systems and to absorb all costs attendant thereto, with the exception of the electrical costs.

SECTION IITOWN AGREES:

To notify the Electrical Public Utility Company which provides the electrical power to operate the above said signal and lighting systems that all billings are to be sent to TOWN. TOWN further agrees to pay 100% of such charges directly to the Public Utility Company.

SECTION IIIIT IS MUTUALLY AGREED AS FOLLOWS:

- (1) This Agreement shall supersede all previous agreements and/or amendments pertaining to billing procedures for maintenance and power charges at the above said locations.
- (2) The intent of the Agreement is to eliminate the flow of paper work between TOWN and STATE and to effect a reduction in administrative overhead for each entity.
- (3) Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this contract (or affect the legal liability of either party to the contract) by imposing any standard of care respecting the maintenance of State highways different from the standard of care imposed by law.

(4) It is understood and agreed that neither STATE nor an officer or employee thereof is responsible for any damage or liability occurring by reason of anything done or omitted to be done by the TOWN under or in connection with any work, authority, or jurisdiction delegated to the TOWN under this Agreement for maintenance. It is also understood and agreed that pursuant to Government Code Section 895.4, TOWN shall defend, indemnify, and save harmless the State of California, all officers, and employees from all claims, suits, or actions of every name, kind, and description brought for or on account of injuries to or death of any person or damage to property resulting from anything done or omitted to be done by the TOWN under or in connection with any work, authority, or jurisdiction delegated to the TOWN under this Agreement.

(5) It is understood and agreed that neither TOWN nor any officer or employee thereof is responsible for any damage or liability occurring by reason of anything done or omitted to be done by the STATE under or in connection with any work, authority, or jurisdiction delegated to the STATE under this Agreement for maintenance. It is also understood and agreed that pursuant to Government Code Section 895.4, STATE shall

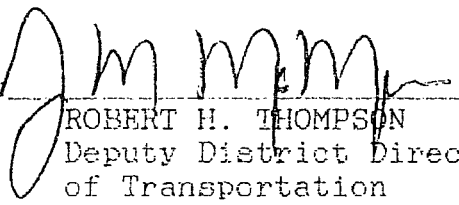
defend, indemnify, and save harmless the TOWN, all officers, and employees from all claims, suits, or actions of every name, kind, and description brought for or on account of injuries to or death of any person or damage to property resulting from anything done or omitted to be done by the STATE under or in connection with any work, authority, or jurisdiction delegated to the STATE under this Agreement.

- (6) The effective date of this Agreement shall be April 1, 1993.
- (7) The Agreement as above said may be amended or terminated at any time upon mutual consent of the parties thereto. This Agreement may also be terminated by either party upon thirty (30) days written notice to the other party.

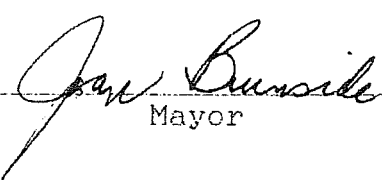
IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

STATE OF CALIFORNIA  
Department of Transportation

JAMES W. VAN LOBEN SELS  
Director of Transportation

By   
ROBERT H. THOMPSON  
Deputy District Director  
of Transportation

TOWN OF YUCCA VALLEY

By   
Mayor

Attest:   
Town Clerk

RESOLUTION NO. 15


RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY APPROVING AGREEMENT REVISING THE EXISTING BILLING SYSTEM FOR SIGNAL AND LIGHTING SYSTEMS IN THE TOWN OF YUCCA VALLEY

WHEREAS, the State of California, through its Department of Transportation has presented an Agreement for revising the existing billing system for signal and lighting in the TOWN OF YUCCA VALLEY effective as of April 1, 1993 and to remain in effect until amended or terminated


WHEREAS, the Town Council has read said Agreement in full and is familiar with the contents thereof:

THEREFORE, be it resolved by the Town Council of the TOWN OF YUCCA VALLEY that said Agreement for revising the billing system for signal and lighting systems in the Town is hereby approved and the Mayor and the Town Clerk are directed to sign the same on behalf of said TOWN.

APPROVED AND ADOPTED this 1st day of April, 1993.

  
MAYOR

ATTEST:

  
TOWN CLERK

signal.wps

STATE OF CALIFORNIA  
COUNTY OF SAN BERNARDINO  
TOWN OF YUCCA VALLEY

I, Sue Tsuda, Town Clerk of the Town of Yucca Valley, California do hereby certify that Resolution No. 93-15 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 April, 1993, by the following vote:

- AYES: Council Members Crouter, Pedersen, Reed, Richmond and Mayor Burnside
- NOES: None
- ABSENT: None
- ABSTAIN: None


  
\_\_\_\_\_  
TOWN CLERK



EXHIBIT "A"

Effective 4-01-93  
Revised \_\_\_\_\_

ELECTRICAL FACILITIES OPERATION AND MAINTENANCE  
COST DISTRIBUTION

TOWN OF YUCCA VALLEY  
Maintained by the State

No.	ROUTE	P.N.	LOCATION	E#	SIGNAL	SAFETY LIGHTS	ILLUM. SIGNS	COST DISTRIBUTION	
								STATE	CITY
								MTCE.	ENERGY
01	62	10.900	MOHAWK TRAIL	0445	90	4-250W HPS		100%	100%
02	62	11.900	SAGE AVENUE	0446	170	4-250W HPS		100%	100%
03	62	12.900	WARREN VISTA AVENUE	0207	170	3-200W HPS		100%	100%
04	62	13.250	HILTON AVENUE	0211	170	3-200W HPS		100%	100%
05	62	13.540	BALSA AVENUE	0217	170	4-200W HPS		100%	100%

**TOWN COUNCIL STAFF REPORT**

**To:** Honorable Mayor and Town Council  
**From:** Shane R. Stueckle, Town Planner  
**Date:** March 26, 1993  
**For Council Meeting:** April 1, 1993

**Subject:** Electrical/Maintenance agreement between the Town and Caltrans for traffic signals.

**Recommendation:** Approve as a part of the consent calendar Resolution No. 93-15, approving an agreement with Caltrans for sharing maintenance and electrical charges for all existing traffic signals within the Town.

**Order of Procedure:**

1. Request staff report.
2. Any council questions of staff?
3. Council discussion.
4. Council action.

**Background and analysis:** Caltrans has forwarded to the Town a request to enter into an agreement for allocating maintenance and electrical costs for signals within the Town. This agreement replaces all earlier agreements, and will remain in effect until the agreement is amended by Caltrans and the Town.

The costs are divided between Caltrans paying for 100% of the maintenance costs and the Town paying 100% of the electrical charges.

**Alternatives:** No alternatives are recommended.

**Fiscal impact:** The billings received from the signals and lighting at Balsa and Hanford are currently averaging approximately \$200.00 monthly. The mid year budget process allocated funds for payment of these costs.

c:\gencorp\caltrans.tc

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Approved:	_____	<u>SRJ</u>	_____	_____
	Finance	Department	Attorney	Town Mgr

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<input type="checkbox"/> Department Report	<input type="checkbox"/> Request of other Agency	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Study Session
<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Presentation	<input type="checkbox"/> Resolution	<input type="checkbox"/> Public Hearing

RESOLUTION NO. 15

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY APPROVING AGREEMENT REVISING THE EXISTING BILLING SYSTEM FOR SIGNAL AND LIGHTING SYSTEMS IN THE TOWN OF YUCCA VALLEY

WHEREAS, the State of California, through its Department of Transportation has presented an Agreement for revising the existing billing system for signal and lighting in the TOWN OF YUCCA VALLEY effective as of April 1, 1993 and to remain in effect until amended or terminated

WHEREAS, the Town Council has read said Agreement in full and is familiar with the contents thereof:

THEREFORE, be it resolved by the Town Council of the TOWN OF YUCCA VALLEY that said Agreement for revising the billing system for signal and lighting systems in the Town is hereby approved and the Mayor and the Town Clerk are directed to sign the same on behalf of said TOWN.

APPROVED AND ADOPTED this 1st day of April, 1993.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
TOWN CLERK

signal.wps

**TOWN COUNCIL STAFF REPORT**

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Director of Administrative Services  
**Date:** February 14, 2012  
**For** **Council** February 21, 2012  
**Meeting:**

**Subject: Tolling Agreement with San Bernardino County**

**Prior Council Review:** Town Council approval of the tolling agreement in February 2009 for up to a three-year period.

**Recommendation:**

That the Town Council approve an amendment to the tolling agreement between the Town of Yucca Valley and the County of San Bernardino, relative to property tax administration fees charged by the County of San Bernardino, and authorize the Mayor, Town Manager, Town Attorney, and Town Clerk to sign all necessary documents.

**Order of Procedure:**

- Staff Report
- Public Comment .....
- Discussion
- Questions
- Motion
- Roll Call Vote (Consent Agenda Matter)

**Discussion:** A dispute has arisen between the Town and the County regarding the amount of property tax administration fees charged by the County and its County Assessor/Tax Collector to cities, beginning in fiscal year 2006-2007 and continuing. The Town contends that the County has charged more for property tax administration fees than its statutory mandate allows, whereas the County contends that it has charged property tax administration fees within the statutory authority. That same dispute has arisen between the County and many other cities located within the County, and between other California counties and cities. In addition, conflicting legal opinions have been rendered by various state and local agencies and their counsel.

The tolling agreement approved in 2009 essentially tolls the time to file an action, or extends any statute of limitation by three years or to the time in which a final judgment or opinion is rendered by a California court of competent jurisdiction adjudicating the

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Reviewed By:  Town Manager      Town Attorney     Admin Services     N/A

---

<input checked="" type="checkbox"/> Department Report	<input type="checkbox"/> Ordinance Action	<input type="checkbox"/> Resolution Action	<input type="checkbox"/> Public Hearing
<input checked="" type="checkbox"/> Consent	<input checked="" type="checkbox"/> Minute Action	<input type="checkbox"/> Receive and File	<input type="checkbox"/> Study Item

dispute presently between the County of Los Angeles and any city therein, or between another California county and city. The purpose of the tolling agreement is to not only preserve rights concerning the dispute, but to avoid duplicative and potentially wasteful litigation of an issue that will likely be resolved in other existing litigation.

The language in the original agreement was drafted and negotiated with the County by Richards, Watson and Gershon on behalf of the City of Rancho Cucamonga, and will be similar to that approved by other San Bernardino County cities.

At the present time, the dispute between Los Angeles County and its cities is still in litigation, and the three-year term limit of the original Agreement expires in February 2012. The Town and County desire to extend the maximum term of the Agreement by an additional three years. The proposed Amendment Number One to the Tolling Agreement accomplishes that goal.

**Alternatives:** None recommended.

**Fiscal impact:** There is no fiscal impact as a result of this action

**Attachments:**

1. Proposed Amendment Number One to the Tolling Agreement between the Town of Yucca Valley and the County of San Bernardino.
2. Original Tolling Agreement between the Town of Yucca Valley and the County of San Bernardino.

## AMENDMENT NO. 1 TO TOLLING AGREEMENT

This Amendment No. 1 (the "Amendment") to Tolling Agreement is entered into by and between the County of San Bernardino (the "County") and the Town of Yucca Valley (the "Town") with respect to the following facts:

1. On February 26, 2009, the County and Town entered into a Tolling Agreement (the "Agreement") to preserve their respective rights concerning the Administrative Fees Dispute pending litigation of the same or similar issues in other jurisdiction(s) and to avoid duplicative and potentially wasteful litigation that will likely be resolved in other litigation.

2. The Agreement provided for a tolling and extension of the applicable statute of limitations until the earlier of (a) three years from the date of the Agreement or (b) a final judgment or opinion by a California court of competent jurisdiction adjudicating the Administrative Fees Dispute between the County of Los Angeles and any city therein, or between any other California county and cities.

3. At the present time, the Administrative Fees Dispute between Los Angeles County and its cities is still in litigation, and the three-year term limit of the Agreement expires in February, 2012. The Town and County desire to extend the maximum term of the Agreement by an additional three years.

THEREFORE, the Town and County hereby agree as follows:

1. Paragraph 1 of the Agreement is restated to read as follows:

"The statute of limitations or any other time within which the Town may file a claim pursuant to the Tort Claims Act or any applicable claims statute or County ordinance, and the statute of limitations or other time within which the Town may file litigation against the County challenging the County's calculation of the property tax administration fee for fiscal years 2006/2007 and later arising out of the Administrative Fees Dispute shall be, and hereby is, tolled and extended until the earlier of (a) six years from the date of this Tolling Agreement or (b) a final judgment or opinion by a California court of competent jurisdiction adjudicating the Administrative Fees Dispute between the County of Los Angeles and any city therein, or between any other California county and cities."

2. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the duly-authorized representatives of the parties have executed this Amendment No. 1 To Tolling Agreement on the dates set forth below.

COUNTY OF SAN BERNARDINO

DATE: \_\_\_\_\_

\_\_\_\_\_

TOWN OF YUCCA VALLEY

DATE: \_\_\_\_\_

\_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney  
Town of Yucca Valley

\_\_\_\_\_  
County Counsel

## AMENDMENT NO. 1 TO TOLLING AGREEMENT

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2. The Agreement provided for a tolling and extension of the applicable statute of limitations until the earlier of (a) three years from the date of the Agreement or (b) a final judgment or opinion by a California court of competent jurisdiction adjudicating the Administrative Fees Dispute between the County of Los Angeles and any city therein, or between any other California county and cities.

3. At the present time, the Administrative Fees Dispute between Los Angeles County and its cities is still in litigation, and the three-year term limit of the Agreement expires in February, 2012. The Town and County desire to extend the maximum term of the Agreement by an additional three years.

THEREFORE, the Town and County hereby agree as follows:

1. Paragraph 1 of the Agreement is restated to read as follows:

"The statute of limitations or any other time within which the Town may file a claim pursuant to the Tort Claims Act or any applicable claims statute or County ordinance, and the statute of limitations or other time within which the Town may file litigation against the County challenging the County's calculation of the property tax administration fee for fiscal years 2006/2007 and later arising out of the Administrative Fees Dispute shall be, and hereby is, tolled and extended until the earlier of (a) six years from the date of this Tolling Agreement or (b) a final judgment or opinion by a California court of competent jurisdiction adjudicating the Administrative Fees Dispute between the County of Los Angeles and any city therein, or between any other California county and cities."

2. The following Section is added to the Agreement as "Section 8" thereto:

"No Admission. The Parties acknowledge and agree that this agreement is not a release, compromise or settlement of any of the potential challenges.



claims or causes of action that any Party may have against another. This Agreement shall not operate in any way as evidence, an admission of fact, liability or responsibility by any Party regarding the subject matter of this Agreement. This Agreement shall not be evidence in respect to any claim other than in connection with the defense of the statute of limitations if said defense is asserted."

3. The following Section is added to the Agreement as "Section 8" thereto:

"Waiver. The Parties agree that nothing herein shall be construed as a waiver, and the Parties agree that neither of the Parties is waiving, nor shall this Agreement have any effect on any statute of limitations or other applicable legal defense which could have been asserted on or before the Effective Date of this Agreement."

4. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the duly-authorized representatives of the parties have executed this Amendment No. 1 To Tolling Agreement on the dates set forth below.

COUNTY OF SAN BERNARDINO

DATE: \_\_\_\_\_

\_\_\_\_\_

TOWN OF YUCCA VALLEY

DATE: \_\_\_\_\_

\_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney  
Town of Yucca Valley

\_\_\_\_\_  
County Counsel

February 19, 2009

Mr. Kevin Norris  
Deputy County Counsel  
San Bernardino County  
385 N. Arrowhead Ave. 4<sup>th</sup> Floor  
San Bernardino, CA 92415-0140

**RE: TOWN OF YUCCA VALLEY TOLLING AGREEMENT**

Dear Mr. Norris;

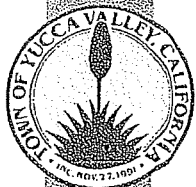
On February 12, 2009, the Yucca Valley Town Council approved the tolling agreement as proposed between the County and the cities. Enclosed are two executed originals for your processing pending Board approval. Please notify me if you need a representative from the Town to appear when the matter is before the Board. Once approved, please forward an executed copy back to the Town for our files.

Thank you for your assistance on this matter, and feel free to contact me at (760) 369-7207.

Sincerely,



**Town of Yucca Valley**  
**Curtis Yakimow**  
Director of Administrative Services



The Town of  
**Yucca Valley**

57090 Twentynine Palms Highway • Yucca Valley, California 92284  
760/369-7207 • FAX 760/369-0626



County of San Bernardino

F A S

STANDARD CONTRACT

FOR COUNTY USE ONLY

<input type="checkbox"/> New	Vendor Code	<b>SC</b>	Dept.	<b>A</b>	Contract Number	
<input type="checkbox"/> Change						
<input type="checkbox"/> Cancel						
County Department			Dept.	Orgn.	Contractor's License No.	
County Department Contract Representative			Telephone		Total Contract Amount	
			( ) -		\$ 0	
Contract Type						
<input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason:						
Commodity Code		Contract Start Date	Contract End Date	Original Amount	Amendment Amount	
				\$	\$	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
						\$
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
						\$
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
						\$
Project Name			Estimated Payment Total by Fiscal Year			
Tolling Agreement			FY	Amount	I/D	I/D

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and

Name Town of Yucca Valley hereinafter called Town

Address 57090 29 Palms Hwy

Yucca Valley, CA 92284

Telephone (760)369 - 7207 Federal ID No. or Social Security No. \_\_\_\_\_

**IT IS HEREBY AGREED AS FOLLOWS:**

*(Use space below and additional bond sheets. Set forth service to be rendered, amount to be paid, manner of payment, time for performance or completion, determination of satisfactory performance and cause for termination, other terms and conditions, and attach plans, specifications, and addenda, if any.)*

**TOLLING AGREEMENT**

This Tolling Agreement is entered into by and between the County and the Town with respect to the following facts:

1. A dispute has arisen between the Town and the County regarding the amount of property tax administration fees charged by the County and its County Assessor/Tax Collector to cities, beginning in fiscal year 2006/2007 and continuing through fiscal year 2007/2008, pursuant to Revenue and Taxation Code sections 95.3 and 97, in light of the provisions of Revenue and Taxation Code sections 97.68 and 97.70 (the "Administrative Fees

**Auditor/Controller-Recorder Use Only**

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Dispute"). The Town contends that the County has charged more for property tax administration fees than its statutory mandate allows, whereas the County contends that it has charged property tax administration fees within the statutory authority.

2. That same Administrative Fees Dispute has arisen between the County and many other cities located within the County, and has also arisen between other California counties and many cities within those counties' territory.

3. Conflicting legal opinions as to the Administrative Fees Dispute have been rendered by various state and local agencies and their counsel.

4. Many California cities have filed claims against counties seeking reimbursement for alleged overcharges of property tax administration fees, and litigation between cities and counties over the Administrative Fees Dispute has been threatened and has been filed or is imminent in the County of Los Angeles and possibly other jurisdictions.

5. The Town and the County wish to preserve their respective rights concerning the Administrative Fee Dispute but want to avoid duplicative and potentially wasteful litigation of an issue that will likely be resolved in other litigation.

THEREFORE, the Town and the County hereby agree as follows:

1. The statute of limitations or any other time within which the Town may file a claim pursuant to the Tort Claims Act or any applicable claims statute or County ordinance, and the statute of limitations or other time within which the Town may file litigation against the County challenging the County's calculation of the property tax administration fee for fiscal years 2006/2007 and later arising out of the Administrative Fees Dispute shall be, and hereby is, tolled and extended until the earlier of (a) three years from the date of this Tolling Agreement or (b) a final judgment or opinion by a California court of competent jurisdiction adjudicating the Administrative Fees dispute between the County of Los Angeles and any city therein, or between any other California county and cities.

2. Each party represents and warrants that the individuals executing this Tolling Agreement on each party's behalf possess full authority to execute this agreement and to settle and compromise all claims settled and compromised by this agreement.

3. This Tolling Agreement contains the entire agreement of the parties and supersedes any and all prior or contemporaneous understandings, negotiations, representations, promises and agreements, oral or written, by or between the parties with respect to the matters set forth in this Tolling Agreement. This Tolling Agreement shall not be amended, modified, or otherwise changed except by a writing duly signed by authorized representatives of each party.

4. In entering into this Tolling Agreement, each party has had the opportunity to consult with and rely upon the advice of the attorneys of its own choice. Each party represents and warrants that the terms of this Tolling Agreement have been completely read by and explained to

**Auditor/Controller-Recorder Use Only**

Contract Database       FAS

Input Date      Keyed By

it by its attorneys, and that those terms are fully understood and voluntarily accepted by it. Accordingly, any rule of law, including but not limited to Section 1654 of the California Civil Code, or any other statutes, legal decisions, or common law principles of similar effect, which would require interpretation of ambiguities in this Tolling Agreement against the party that has drafted it are of no application and are expressly waived.

5. This Tolling Agreement shall be construed and interpreted in accordance with the laws of the State of California.

6. This Tolling Agreement shall become effective upon execution by all parties. This agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be deemed to constitute one and the same document.

7. Either party may terminate this Agreement by providing written notice to the other party at least ninety (90) days before the date of termination. The amount of time tolled prior to the date of termination pursuant to this Agreement shall not be affected by such termination.

IN WITNESS WHEREOF, the parties have executed this Tolling Agreement on the dates set forth below.

APPROVED AS TO FORM:

ATTEST:

Town Attorney

Town Clerk

COUNTY OF SAN BERNARDINO

(Print or type name of corporation, company, contractor, etc.)

Gary C. Ovit, Chairman, Board of Supervisors

By

(Authorized signature - sign in blue ink)

Date: FEB 26 2009

Name

FRANK LUCKINO  
(Print or type name of person signing contract)

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD OF SUPERVISORS

Title

MAYOR  
(Print or Type)

Berna M. Smith  
Clerk of the Board of Supervisors  
of the County of San Bernardino

Dated:

February 15, 2009

By

Address

Approved as to Legal Form

Reviewed by Contract Compliance

Presented to BOS for Signature

County Counsel

Department Head

Date 2-25-09

Date

Date

Auditor/Controller-Recorder Use Only

Contract Database:  FAS

Input Date: Keyed By:

## PROCLAMATION

### TOWN OF YUCCA VALLEY

WHEREAS, Rotary International, founded on February 23, 1905 in Chicago, Illinois USA, is the world's first and one of the largest non-profit service organizations; and

WHEREAS, there are over 1.2 million Rotary Club members comprised of professional and business leaders in over 34,000 clubs worldwide; and

WHEREAS, the Rotary motto "Service Above Self" inspires members to provide humanitarian service, encourage high ethical standards, and promote good will and peace in the world; and

WHEREAS, Rotary funds club projects and sponsors volunteers with community expertise to provide medical supplies, health care, clean water, food production, job training, and education to millions in need, particularly in developing countries; and

WHEREAS, Rotary in 1985 launched PolioPlus and spearheaded efforts with the World Health Organization, U.S. Centers for Disease Control and Prevention, and UNICEF to immunize the children of the world against polio; and

WHEREAS, Polio cases have dropped by 99 percent since 1988 and the world stands on the threshold of eradicating the disease; and

WHEREAS, to date, Rotary has contributed millions of dollars and countless volunteer hours to the protection of more than two billion children in 122 countries; and

WHEREAS, Rotary is the world's largest privately-funded source of international scholarships and promotes international understanding through scholarships, exchange programs and humanitarian grants; and

WHEREAS, Rotary Club members in Yucca Valley sponsor service projects to address such critical issues as poverty, health, hunger, illiteracy, and the environment in Town and abroad.

NOW, THEREFORE, I Dawn Rowe, Mayor of the Town of Yucca Valley, do hereby proclaim February 23, 2012 as Rotary Day in Yucca Valley, and encourage all citizens to join me in recognizing Rotary International for its 107 years of service to improving the human condition in local communities around the world.

DATED this 21<sup>st</sup> day of February, 2012.

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MAYOR

## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Director of Administrative Services  
**Date:** February 8, 2012  
**For Council Meeting:** February 21, 2012

**Subject:** FY 2011 Homeland Security Grant Program Purchases

**Prior Council Review:** None.

**Recommendation:** That Town Council authorizes Town Staff to solicit informal bids from three vendors for the purchase of the FY 2011 Homeland Security Grant Program (HSGP) computer equipment and a portable solar message board, and to waive the informal bidding procedures finding that the established procedures (Chapter 3.12) would be impractical for these purchases.

**Executive Summary:** The FY 2011 HSGP cycle provides \$28,206 to the Town for the purchase of qualified computer and public safety equipment. The Town's 2011 projects include the purchase and installation of new computer equipment to replace older computer equipment in the Emergency Operation Centers (EOC) at the Town Hall and Community Development buildings. The 2011 project also includes the purchase of a portable solar powered message board to be used primarily by the Sheriff's Department and the Town's Public Works Department, but can also be utilized at other various Town events.

San Bernardino County Fire has set a project deadline of November 30, 2012, however, Town has not yet received final clearance to proceed. In previous grant cycles, clearance to proceed was sometimes not given until July or August, so meeting the November deadline could prove to be tight. Due to the compressed timelines contained in the grant guidelines, the recommended action will allow the Town to utilize the informal bid process for the solicitation and purchase of the related equipment pursuant to Town Code, and meet the grant timelines.


**Order of Procedure:**

- Staff Report
- Public Comment
- Questions of Staff
- Agency Discussion
- Motion/Second
- Discussion on Motion
- Roll Call vote

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Reviewed By:

\_\_\_\_\_ Town Manager

 \_\_\_\_\_ Town Attorney

\_\_\_\_\_ Mgmt Services

\_\_\_\_\_ Dept Head

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Department Report  
 Consent

Ordinance Action  
 Minute Action

Resolution Action  
 Receive and File

Public Hearing  
 Study Session

**Discussion:** The Town received notification of availability of \$28,206 in Federal funds as part of the FY 2011 cycle of the Homeland Security Grant Program. These funds are made available to cities and counties for qualified projects that meet the Federal and County guidelines related to emergency planning, preparation and related equipment.

With a project budget of \$28,206, normal purchasing guidelines would require the Town to proceed with a formal bid procedure, including Notice of Bid, advertising, and specified response periods. Because of the compressed grant timelines, and the relatively specialized equipment required, Town staff is confident that objective and competitive bids can be acquired through the informal bid process. This process would require that the Town solicit at least three bids in writing from local and/or regional vendors. However, the informal bid process will provide Town staff with the flexibility to meet the grant program's timeframe. Town Code allows for the Council to waive the formal bidding procedures when it is found that they would be inefficient, impractical and unnecessary in the current situation.

**Alternatives:** None recommended

**Fiscal impact:** The project budget is estimated to approximate the grant award of \$28,206.

**Attachments:** Town Purchasing Policy



## CHAPTER 3.12

**PURCHASES**

## SECTION:

- 3.12.010: Adoption Of Purchasing System
- 3.12.020: Centralized Purchasing Division
- 3.12.030: Purchasing Agent
- 3.12.040: Estimate Of Requirements
- 3.12.050: Requisitions
- 3.12.060: Purchase Orders
- 3.12.070: Encumbrance Of Funds
- 3.12.080: Inspection And Testing
- 3.12.090: Bidding Requirements And Procedures
- 3.12.100: Exceptions To Competitive Bidding Requirements
- 3.12.110: Selection Of Contract Services
- 3.12.120: Surplus Supplies And Equipment
- 3.12.130: Alternative Award Procedures
- 3.12.140: Informal Bidding Regulations

3.12.010: **ADOPTION OF PURCHASING SYSTEM:** In order to establish efficient procedures for the purchase of supplies and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is hereby adopted. (Ord. 3, 11-27-1991)

3.12.020: **CENTRALIZED PURCHASING DIVISION:**

- A. Division Created: There is created a centralized purchasing division in which is vested authority for the purchase of supplies and equipment.
- B. Exemptions From Centralized Purchasing: The town manager may authorize, in writing, any department to purchase specified supplies and equipment independently of the purchasing division; but he shall

require that such purchases shall be made in conformity with the procedures established by this chapter and shall further require periodic reports from the department on the purchases made under such written authorization. (Ord. 3, 11-27-1991)

**3.12.030: PURCHASING AGENT:**

- A. **Position Created:** There is created the position of purchasing agent, who may also be known as the "purchasing officer". He shall be appointed by the finance director, subject to the approval of the town manager. (Ord. 132, 8-22-2002)
- B. **Duties And Authority:** The purchasing agent shall be the head and have general supervision of the purchasing division. The duties of purchasing agent may be combined with those of any other office or position. The purchasing agent shall have the authority to:
1. Purchase or contract for supplies and equipment required by any using agency in accordance with purchasing procedures prescribed in this chapter, such administrative regulations as the purchasing agent shall adopt for the internal management and operation of the purchasing division and such other rules and regulations as shall be prescribed by the town council or the town manager;
  2. Negotiate and recommend execution of contracts for the purchase of supplies and equipment;
  3. Act to procure for the town the needed quality in supplies and equipment at least expense to the town;
  4. Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases;
  5. Prepare and recommend to the town council rules governing the purchase of supplies and equipment for the town;
  6. Prepare and recommend revisions and amendments to the purchasing rules;
  7. Keep informed of current developments in the field of purchasing, prices, market conditions and new products;
  8. Prescribe and maintain such forms as are reasonably necessary for the operation of this chapter and other rules and regulations;

9. Supervise the inspection of all supplies and equipment purchased to ensure conformance with specifications;

10. Recommend the transfer of surplus or unused supplies and equipment between departments as needed;

11. Maintain an approved vendors list, vendors catalogue file and records needed for the efficient operation of the purchasing division.

C. Purchasing Regulations: The purchasing agent shall be responsible for determining that the regulations and procedures in Sections 3.12.050 through 3.12.110 of this Chapter are carried out. (Ord. 3, 11-27-1991)

3.12.040: **ESTIMATE OF REQUIREMENTS:** All using departments shall file detailed estimates of their requirements in supplies and equipment in such manner, at such time and for such future periods as the purchasing agent shall prescribe. (Ord. 3, 11-27-1991)

3.12.050: **REQUISITIONS:** Using departments shall submit requests for supplies and equipment to the purchasing agent by standard requisition forms, or by other means as may be established by the purchasing rules and regulations. (Ord. 3, 11-27-1991)

3.12.060: **PURCHASE ORDERS:** Purchases of supplies and equipment shall be made only by purchase orders. Except as otherwise provided herein, no purchase order shall be issued unless the prior approval of the purchasing agent or his designated representative has been obtained. (Ord. 3, 11-27-1991)

3.12.070: **ENCUMBRANCE OF FUNDS:** Except in cases of emergency, the purchasing agent shall not issue any purchase order for supplies or equipment unless there exists an unencumbered appropriation in the fund account against which said purchase is to be charged. (Ord. 3, 11-27-1991)

3.12.080: **INSPECTION AND TESTING:** The purchasing agent shall, in his discretion, inspect supplies and equipment delivered to determine their conformance with the specifications set forth in the order.

The purchasing agent shall have authority to require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with specifications. (Ord. 3, 11-27-1991)

3.12.090: **BIDDING REQUIREMENTS AND PROCEDURES:** Purchases of supplies and equipment shall be by bid procedures pursuant to this Section. Bidding may be dispensed with only under conditions stated in Section 3.12.100 of this Chapter.

- A. **Formal Sealed Bid Procedures:** Except as otherwise provided herein, public projects which exceed five thousand dollars (\$5,000.00), as defined in California Public Contracts Code section 20162, and purchases of supplies and equipment of an estimated value greater than ten thousand dollars (\$10,000.00), shall be awarded to the lowest responsible bidder pursuant to the formal bid procedure as hereinafter prescribed.
- B. **Notice Inviting Formal Bids:** Notices inviting formal bids shall include a general description of the article or service desired, shall state where bid documents and specifications may be secured, and the time and place for opening bids.
- C. **Published Notice For Formal Bids:** Notices inviting formal bids shall be published at least ten (10) days prior to the date of opening of the bids. Notices shall be published at least once for nonpublic projects and at least twice, not less than five (5) days apart, for public projects, in a newspaper of general circulation in the Town.
- D. **Approved Vendors List:** The purchasing agent shall also solicit formal sealed bids from responsible suppliers whose names are on the approved vendors list, or who have made written request that their names be added thereto.
- E. **Bulletin Board Notice:** The purchasing agent shall advertise the pending formal purchases by posting a notice on the public bulletin board at the Town offices.
- F. **Bidder's Security:** When a public project is involved, and in other cases when deemed necessary by the purchasing agent, formal bids shall be accompanied by security, either cash, cashier's check, certified check or surety bond, in a sum equal to ten percent (10%) of the total aggregate of the bid, and shall be designated in the notice inviting bids. Bidders shall be entitled to return of bid security;

provided, however, that a successful bidder shall forfeit his bid security upon his refusal or failure to execute the contract within ten (10) days after the notice of award of contract has been mailed, unless the Town is solely responsible for the delay in executing the contract. The Town Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder who is willing to execute the contract, or may reject all bids and readvertise.

- G. Formal Bond Requirements: A faithful performance bond and labor and material bond shall be required for all public projects, unless waived by the Town Council, in an amount reasonably necessary to protect the best interests of the Town. In addition, the Town Council shall have authority to require a faithful performance bond or other bonds before entering into a contract other than a public project contract. If bonds are required, the form and amount thereof shall be designated in the notice inviting bids.
- H. Formal Bid Opening Procedure: Sealed bids shall be submitted to the purchasing agent and shall be identified as "bids" on the envelope. The purchasing officer, or designee, shall publicly open all bids at the time and place stated in the public notices. A tabulation of all bids received shall be available for public inspection in the purchasing office during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.
- I. Rejection Of Formal Bids: In its discretion, the Town Council may reject any and all bids presented and may cause readvertising for bids pursuant to the procedure hereinabove prescribed. However, when all bids exceed the authorized budgeted amount, the Town Manager may authorize rejection of all bids and authorize rebidding based upon the original specifications or as they may be modified, in accordance with procedures prescribed herein.
- J. Award Of Formal Bid Contracts: Except as otherwise provided herein, formal bid contracts shall be awarded by the Town Council to the lowest responsible bidder. The determination of "lowest responsible bidder" shall be at the discretion of the Town Council pursuant to findings and recommendations presented by the purchasing agent at the time of award of contract.
- K. Tie Formal Bids: If two (2) or more formal bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of readvertising for bids, the Town Council may in its discretion accept the one it chooses or

accept the lowest bid made by and after negotiation with the tie bidders at the time of the bid opening or award of contract.

L. No Formal Bids Received: When no formal bids or no responsive bids are received, the purchasing officer is authorized to negotiate for written proposals, and his recommendation shall be presented to the Town Manager and award, if any, shall be made in accordance with applicable provisions prescribed herein.

M. Open Market Or Informal Bid Procedure:

1. Allowed: Purchases of supplies and equipment of an estimated value in the amount of ten thousand dollars (\$10,000.00) or less may be made by the purchasing agent in the open market pursuant to the procedure prescribed in this subsection, and without observing the procedure prescribed in subsection A of this Section; provided, however, all bidding may be dispensed with for purchases of supplies and equipment having a total estimated value of less than one thousand dollars (\$1,000.00).

2. Minimum Number Of Informal Bids: Open market purchases shall, wherever possible, be based on at least three (3) informal bids, and shall be awarded to the bidder offering the most advantageous bid to the Town after consideration of price, quality, durability, servicing, delivery time, standardization and other factors.

3. Notice Inviting Informal Bids: The purchasing agent shall solicit informal bids by written requests to prospective vendors, or by telephone, or by public notice posted on a public bulletin board at the Town offices.

4. Record Of Informal Bids: The purchasing agent shall keep a written record of all open market purchases and informal bids for a period of one year. This record, while so kept, shall be open to public inspection. (Ord. 3, 11-27-1991)

3.12.100: **EXCEPTIONS TO COMPETITIVE BIDDING REQUIREMENTS:** Notwithstanding any provision of this Chapter to the contrary, the competitive bidding procedures and requirements may be dispensed with in any of the following instances:

A. When the estimated amount involved is less than ten thousand dollars (\$10,000.00);

- B. When the commodity can be obtained from only one vendor;
- C. The Town Manager may authorize the purchase of materials, supplies, equipment and services where an emergency is deemed to exist and it is determined that service involving the public health, safety or welfare would be interrupted if the normal procedure were followed. All emergency purchases, which would otherwise require formal bidding procedures, made pursuant to this Section shall be submitted to the Town Council for ratification at the next regular Council meeting after the purchase is authorized;
- D. The Town Council may authorize the execution of contracts for personal services, for professional and consultant services, and for other nonpublic projects and for contractual services without observing the bidding procedures provided herein where the amount of the contract exceeds the value set forth therein;
- E. The Town Manager is authorized to enter into contracts for personal services, for professional and consulting services and for other contractual services without observing the bidding procedure provided herein where the amount of the contract does not exceed the amount of twenty five thousand dollars (\$25,000.00); provided there exists an unencumbered appropriation in the fund account against which said expense is to be charged;
- F. Any agreement involving acquisition of supplies, equipment or service entered into with another governmental entity;
- G. When the Town Council finds that adherence to the procedures in this Chapter would be inefficient, impractical and unnecessary;
- H. The Town Council may authorize the execution of a lease or leases for office space for the Town government without observing the bidding procedures provided herein irrespective of the term of the lease or leases or the amount of rent and other charges to be paid by the Town under the lease or leases. (Ord. 3, 11-27-1991)

3.12.110: **SELECTION OF CONTRACT SERVICES:** The Town Council shall, by resolution, prescribe procedures, rules and regulations governing the solicitation, selection and award of proposals or bids for the furnishing of personal services or professional or consulting services or for other contractual services, the contracts for which may be awarded without observing the bidding procedures provided for in this Chapter. Such procedures, rules and regulations shall have as one purpose

the obtaining of contractual services of the highest quality together with cost effectiveness. (Ord. 3, 11-27-1991)

**3.12.120: SURPLUS SUPPLIES AND EQUIPMENT:**

- A. Reports Of Surplus: All using departments shall submit to the purchasing agent, at such times and in such forms as he shall prescribe, reports showing all supplies and equipment which are no longer used or which have become obsolete and worn out.
- B. Trade-Ins: The purchasing agent shall have authority to exchange for or trade-in on new supplies and equipment all supplies and equipment which cannot be used by any department or which have become unsuitable for Town use.
- C. Sale: The purchasing agent shall also have authority, subject to approval of the Town Manager, to dispose of surplus supplies or equipment by auction or by sale or otherwise after receiving bids or proposals which, in his judgement, provide the maximum return to the Town. (Ord. 3, 11-27-1991)

**3.12.130: ALTERNATIVE AWARD PROCEDURES:** Notwithstanding subsection 3.12.090A of this Chapter, from and after such time as the Town Council has adopted a resolution electing to make the Town subject to the uniform construction cost accounting procedures set forth in California Public Contract Code article 2 (commencing with section 22010) of chapter 2 of part 3 of division 2, and has notified the State Controller of such election, the Town Council may utilize the alternative procedures for the award of public project bids set forth in California Public Contract Code article 3 (commencing with section 22030) of chapter 2 of part 3 of division 2. When utilizing the alternative procedures authorized by this Section for public projects as to which formal bidding procedures are not required, the provisions of Section 3.12.140 of this Chapter shall be complied with. (Ord. 3, 11-27-1991)

**3.12.140: INFORMAL BIDDING REGULATIONS:** Pursuant to California Public Contract Code section 22032, when utilizing the alternative procedures authorized by Section 3.12.130 of this Chapter, the following provision shall apply to public projects for which formal bidding procedures are not required:



- A. Public projects of twenty five thousand dollars (\$25,000.00) or less may be performed by employees of the Town by force account, by negotiated contract or by purchase order.
- B. Public projects of seventy five thousand dollars (\$75,000.00) or less may be let to contract by the informal bidding procedures set forth in subsection C of this Section. Notwithstanding the foregoing, if all bids received are in excess of seventy five thousand dollars (\$75,000.00), the Town Council may, by passage of a resolution by a four-fifths ( $\frac{4}{5}$ ) affirmative vote, award the contract at eighty thousand dollars (\$80,000.00) or less to the lowest responsible bidder if the Town Council determines that the Town's original cost estimate for the project was reasonable pursuant to California Public Contract Code section 22034(f).
- C. The following provisions shall be complied with in selecting contractors to perform public projects pursuant to this Section:
1. The purchasing agent shall maintain a list of qualified contractors, identified according to categories of work. The list shall be developed and maintained in accordance with criteria established for such lists by the California Uniform Construction Cost Accounting Commission.
  2. Each contractor on the list for the category or work being bid, and/or all construction trade journals specified by the above Commission to receive mailed notice of all informal and formal construction contracts being bid for work in San Bernardino County, as determined by the purchasing agent, shall be mailed a notice inviting informal bids unless the product or service is proprietary.
  3. All mailings of notices to contractors and construction trade journals pursuant to subsection C2 of this Section shall be completed not less than ten (10) calendar days before bids would be due pursuant to such notice.
  4. Each notice inviting informal bids shall describe the project in general terms, state how to obtain more detailed information about the project, and specify the time and place for submission of bids. (Ord. 3, 11-27-1991)

## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Mark Nuaimi, Town Manager  
**Date:** February 14, 2012  
**For Council Meeting:** February 21, 2012

**Subject:** Approval of Resolution Supporting the Transfer of Ontario International Airport (ONT) to Local Control

**Prior Council Review:** None

**Recommendation:** That the Town Council:

- adopt the Resolution supporting the transfer of Ontario International Airport (ONT) to local control;

**Executive Summary:** The Town received a request from the City of Ontario to support their efforts to gain local control of Ontario International Airport (ONT). Over the past four years, ONT has lost over one-third of its passenger traffic and the trends of airport performance point to a continued erosion of service.

**Order of Procedure:**

Request Staff Report  
Request Public Comment  
Council Discussion/Questions of Staff  
Motion/Second  
Discussion on Motion  
Roll Call Vote

**Discussion:** Over the past four years, Ontario International Airport (ONT) has lost over one-third of its passenger traffic, costing the Inland Empire economy \$500 million annually and 9,250 jobs. Under local control, ONT can more quickly rebound and position itself for long-term market share growth, just as other regional airports under local control in the southland have achieved over the past decade. The local control of airports in Southern California has been shown to be conducive to development of successful regional airports because the airport's sponsor has a vested interest in the airport making the greatest contribution to its economy. Local control of ONT will help ensure that all of Southern California will have sufficient airport capacity to meet the long-term demand for air travel in the region.

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Reviewed By:

  
Town Manager

  
Town Attorney

\_\_\_\_\_  
Mgmt Services

\_\_\_\_\_  
Dept Head

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\_\_\_\_ Department Report  
 Consent

\_\_\_\_ Ordinance Action  
 Minute Action

\_\_\_\_ Resolution Action  
\_\_\_\_ Receive and File

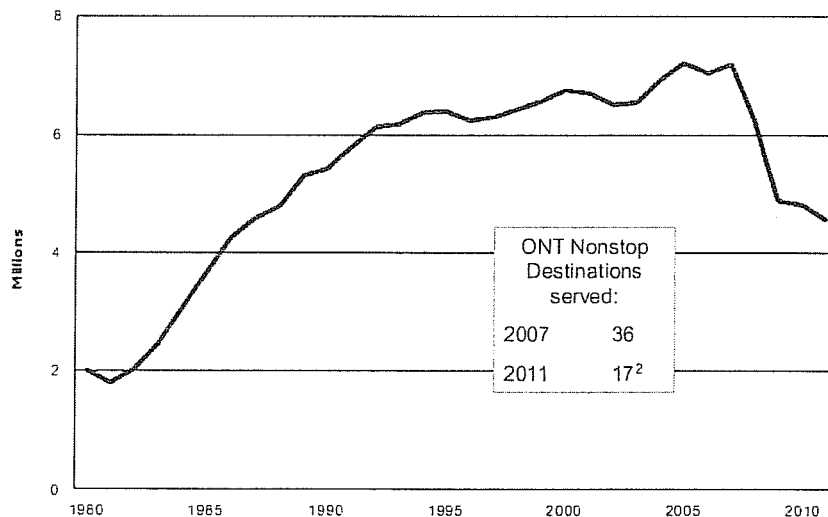
\_\_\_\_ Public Hearing  
\_\_\_\_ Study Session

ONT is currently operated by the Los Angeles World Airports (LAWA), a City of Los Angeles agency, under terms of a Joint Powers Agreement. From the signing of the JPA in 1967 until deregulation of the airline industry in 1978, the two airports were treated the same by the Civil Aeronautics Board for the purposes of airline route authorities and the setting of airfares. Thus, an airline authorized to serve LAX could also serve ONT under the same route authority and with the same air fares. Air service soon began to takeoff and by 1971 the airport was serving more than 1 million passengers a year.

The Los Angeles Department of Airports operated its three airports (LAX, ONT and Van Nuys Airport) as a single financial entity. This meant that all revenues from the three airports were deposited in a single airport account and all expenses were paid from that account. ONT generated sufficient revenues to cover its expenses and also to repay Los Angeles for its investments in ONT which from 1967 to 1985 totaled approximately \$4 million. As shown on the chart below, ONT passenger traffic continued to grow through the 80s and 90s as airline deregulation produced greater competition and lower fares. About a dozen LAX airlines also operated passenger flights at ONT to serve the rapidly growing Inland Empire.

#### ONT – A Growth Airport throughout Much of Its History, Until Recently

Annual Passengers at ONT  
1980-2011<sup>1</sup>



Notes:  
 (1) Projected based on YOY comparison of actual passengers Jan-Oct 2011 and Jan-Oct 2010  
 (2) Service to Prescott, Arizona and Visalia, California was dropped in May, leaving 15 nonstop destinations  
 Source: Airport Records, and OAG

Airline rates and charges at ONT were extremely low through the 1990s, thanks to low overhead and lack of significant debt service payments. This was typical of secondary airports in the United States and the reason JetBlue Airways chose ONT as its first West Coast city in 2000. A second JetBlue flight was added in 2001 and plans announced for a third flight as part of a gradual buildup of its West Coast schedules. As planning for the new ONT facilities turned to how to pay for them, the airlines and LAWA agreed to a plan using Passenger Facility Charges that would help keep operating costs as low as possible after the new facilities opened. In the early 1990s, federal legislation created the ability for airports to charge a Passenger Facility Charge to be collected by the airlines in the ticketing process with funds held in trust by the airport sponsor for approved capital projects. At \$3 per enplaned passenger, LAX collected several hundred million dollars in PFCs over the course of several years. With only a limited number of LAX capital projects eligible for use of the PFC funds, the airlines serving ONT (that also served LAX) suggested using \$125 million of collected PFCs at LAX as a down payment on the new ONT facilities. Because the same airlines accounted for the vast majority of PFC collections at both ONT and LAX, it made sense to use some LAX PFC funds for the ONT terminal project. The international airlines at LAX who did not serve ONT also agreed to the plan after additional PFCs were allocated to LAX projects benefiting them. The FAA approved the specific use of PFCs and funds were transferred to the ONT terminal project. This permitted the project to go ahead with limited need for debt financing; as a result, ONT today enjoys one of the lowest debt service ratios among medium hub airports. Nevertheless, while debt service costs were kept low, LAWA made a number of decisions that dramatically increased costs, including staffing the new facilities with City of Los Angeles employees, bringing in-house functions such as janitorial and grounds keeping that are frequently contracted out, and imposing a burdensome administrative charge. These decisions would rapidly lead to high personnel costs that would make it much more expensive for airlines to serve ONT. As a result, ONT competitiveness was impacted and continues to suffer to this day.

A healthy ONT is critical to the continued economic strength of the Inland Empire. Under local control, ONT will simultaneously reduce its cost structure and increase its marketing, advertising and promotion spending to provide the airport capacity Southern California needs in the long term to protect its tourism economy. Other airports in the region are constrained. John Wayne Airport has a passenger cap. Long Beach Airport has a noise cap. Bob Hope Airport is constrained by its facilities and staunch opposition to airport expansion from the City of Burbank. Palm Springs Airport's ability to assume a greater market share is limited by its distance from the regions' major population centers. ONT is the only airport in Southern California that is unconstrained, and where there is political and community support for greatly expanded operations

**Alternatives:** Staff recommends no alternative actions.

**Fiscal impact:** None

**Attachments:**           **Resolution**

**RESOLUTION NO. 12-**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, IN SUPPORT OF THE TRANSFER OF ONTARIO INTERNATIONAL AIRPORT (ONT) TO LOCAL CONTROL**

**WHEREAS**, local control of airports in Southern California has been shown to be conducive to development of successful regional airports because the airport sponsor has a vested interest in the airport making the greatest contribution to its economy; and

**WHEREAS**, local control of ONT will help ensure that all of Southern California will have sufficient airport capacity to meet the long-term demand for air travel in the region; and

**WHEREAS**, on January 7, 2011, the Los Angeles Economic Development Corporation called on Los Angeles World Airports (LAWA) to shift control of ONT – as well as the responsibility and risk that comes with that control – to another entity so LAWA can focus more of its energy on modernizing Los Angeles International Airport; and

**WHEREAS**, on November 29, 2010, the Alliance for a Regional Solution to Airport Congestion (ARSAC) urged the Los Angeles Board of Airport Commissioners to transfer ONT airport management decisions to the local Ontario area in pursuit of a regional airport system that can better address ONT patronage decline and regional service demands; and

**WHEREAS**, on September 2, 2010, the Southern California Association of Governments (SCAG) Regional Council enacted a resolution recommending the transfer of ONT to local control as being in the best interests of Los Angeles and the Southern California region. SCAG further stated that under local control, ONT can recover from the economic downturn of the past several years while positioning itself for long-term growth, consistent with the reorganization of air traffic contemplated in SCAG's Regional Transportation Plan; and

**WHEREAS**, after transfer to local control, ONT can operate on the same basis as airports in Burbank, Orange County, Long Beach and Palm Springs - as low-cost secondary airports under local control; and

**WHEREAS**, after transfer to local control, the Town of Yucca Valley, will continue to work in collaboration with the City of Ontario towards the furtherance of both regional and local land use authorities and responsibilities.

**NOW, THEREFORE, BE IT RESOLVED**, the Town Council hereby supports the transfer of ONT to local control in furtherance of airport regionalization and the region's economy.

**BE IT FURTHER RESOLVED**, the Town Council requests the cities of Los Angeles and Ontario commit the necessary resources and effort to affect the transfer of ONT to local

control at the earliest possible date.

**BE IT FURTHER RESOLVED**, the Town Clerk shall communicate this action of the Town Council to the Mayors of Los Angeles and Ontario, the Acting Administrator of the Federal Aviation Administration, and state and federal elected representatives.

DATED this 21<sup>st</sup> day of February, 2012

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
TOWN CLERK

## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Administrative Services Director  
**Date:** February 13, 2012  
**For Council Meeting:** February 21, 2012

**Subject:** Warrant Register February 21, 2012

**Recommendation:**

Ratify the Warrant Registers total of \$ 1,688,382.01 for checks dated January 12, 2012 to February 9, 2012. Ratify Payroll Registers total of \$ 633,784.90 for checks dated December 22, 2011 through February 3, 2012.

**Order of Procedure:**

Department Report  
Request Staff Report  
Request Public Comment  
Council Discussion  
Motion/Second  
Discussion on Motion  
Call the Question (Roll Call)


**Attachments:**

Payroll Register No. 26 dated December 22, 2011 total of \$ 157,225.63  
Payroll Register No. 28/1 dated January 6, 2012 total of \$ 164,167.26  
Payroll Register No. 28/2 dated January 12, 2012 total of \$ 11,287.06  
Payroll Register No. 30 dated January 20, 2012 total of \$ 154,562.54  
Warrant Register No. 31 dated January 12, 2012 total of \$ 1,171,936.84  
Payroll Register No. 32 dated February 3, 2012 total of \$ 146,543.41  
Warrant Register No. 33 dated January 26, 2012 total of \$ 102,640.41  
Warrant Register No. 35 dated February 9, 2012 total of \$ 413,804.76

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Reviewed By:

  
Town Manager

  
Admin. Services

  
Town Attorney

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Department Report  
 Consent

Ordinance Action  
 Minute Action

Resolution Action  
 Receive and File

Public Hearing  
 Study Session



**TOWN OF YUCCA VALLEY  
PAYROLL REGISTER # 26  
CHECK DATE - December 22, 2011**

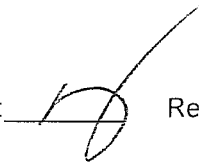
Fund Distribution Breakdown

**Fund Distribution**

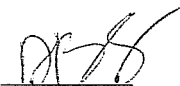
General Fund	\$138,332.65
Gas Tax Fund	10,477.61
Redevelopment Agency	<u>8,415.37</u>

**Grand Total Payroll** \$157,225.63

Prepared by P/R & Financial Specialist:



Reviewed by H/R & Risk Mgr.:



**Town of Yucca Valley**  
**Payroll Net Pay & Net Liability Breakdown**  
 Pay Period 26 - Paid 12/22/2011  
 (December 03, 2011 - December 16, 2011)  
 Checks: 4218-4228

	Employee	Employer	Total
<b><u>Net Employee Pay</u></b>			
Payroll Checks	\$5,976.38		\$5,976.38
Direct Deposit	74,657.20	-	74,657.20
Sub-total	80,633.58		80,633.58
<b><u>Employee Tax Withholding</u></b>			
Federal	13,305.41		13,305.41
Medicare	1,695.40	1,847.81	3,543.21
SDI - EE	-	-	-
State	4,499.15		4,499.15
Sub-total	19,499.96	1,847.81	21,347.77
<b><u>Employee Benefit &amp; Other Withholding</u></b>			
Health Benefit Account Credit	-	40.00	40.00
Deferred Compensation	3,629.84	2,847.20	6,477.04
PERS Survivor Benefit	52.00		52.00
Health Café Plan	2,750.21	15,524.39	18,274.60
American Fidelity Pre-Tax	298.40		298.40
American Fidelity After-Tax	12.15		12.15
American Fidelity-FSA	421.52		421.52
PERS EE - Contribution 7%	533.21		533.21
PERS EE - Contribution 8%	7,101.00		7,101.00
PERS Retirement - Employee	59.97	589.06	649.03
PERS Retirement - Employer	-	15,688.72	15,688.72
Wage Garnishment - Employee	392.94		392.94
Life & Disability Insurance		994.79	994.79
Unemployment Insurance		1,077.23	1,077.23
Workers' Compensation		3,231.65	3,231.65
Sub-total	15,251.24	39,993.04	55,244.28
<b>Gross Payroll</b>	<b>\$115,384.78</b>	<b>\$41,840.85</b>	<b>\$157,225.63</b>

Prepared by P/R & Financial Specialist:

Reviewed by H/R & Risk Mgr.:

TOWN OF YUCCA VALLEY

PAYROLL REGISTER #28/1  
CHECK DATE - January 06, 2012

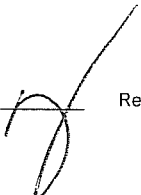
Fund Distribution Breakdown

**Fund Distribution**

General Fund	\$144,555.75
Gas Tax Fund	10,709.15
Redevelopment Agency	<u>8,902.36</u>

**Grand Total Payroll** \$164,167.26

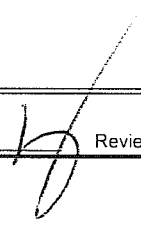

Prepared by P/R & Financial Specialist:



Reviewed by H/R & Risk Mgr.:



**Town of Yucca Valley**  
**Payroll Net Pay & Net Liability Breakdown**  
 Pay Period 28/1 - Paid 01/06/2012  
 (December 17, 2011 - December 30, 2011)  
 Checks: 4229-4243

	Employee	Employer	Total
<b><u>Net Employee Pay</u></b>			
Payroll Checks	\$3,849.02		\$3,849.02
Direct Deposit	85,277.82	-	85,277.82
Sub-total	89,126.84		89,126.84
<b><u>Employee Tax Withholding</u></b>			
Federal	16,200.04		16,200.04
Medicare	1,805.63	1,805.61	3,611.24
SDI - EE	-	-	-
State	5,605.94		5,605.94
Sub-total	23,611.61	1,805.61	25,417.22
<b><u>Employee Benefit &amp; Other Withholding</u></b>			
Health Benefit Account Credit	-	-	-
Deferred Compensation	2,450.71	1,358.50	3,809.21
PERS Survivor Benefit	43.00		43.00
Health Café Plan	1,998.69	13,256.68	15,255.37
American Fidelity Pre-Tax	259.76		259.76
American Fidelity After-Tax	12.15		12.15
American Fidelity-FSA	597.95		597.95
PERS EE - Contribution 7%	626.68		626.68
PERS EE - Contribution 8%	6,926.92		6,926.92
PERS Retirement - Employee	59.97	692.31	752.28
PERS Retirement - Employer	-	15,304.15	15,304.15
Wage Garnishment - Employee	308.42		308.42
Life & Disability Insurance		951.68	951.68
Unemployment Insurance		1,193.88	1,193.88
Workers' Compensation		3,581.75	3,581.75
Sub-total	13,284.25	36,338.95	49,623.20
<b>Gross Payroll</b>	<b>\$126,022.70</b>	<b>\$38,144.56</b>	<b>\$164,167.26</b>
Prepared by P/R & Financial Specialist:  Reviewed by H/R & Risk Mgr.: 			

**TOWN OF YUCCA VALLEY**  
**PAYROLL REGISTER # 28/2 / Special Run**  
**CHECK DATE - January 12, 2012**

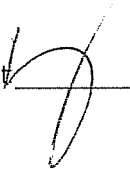
Fund Distribution Breakdown

**Fund Distribution**

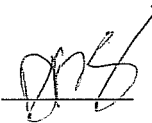
General Fund	\$8,750.81
Gas Tax Fund	0.00
Redevelopment Agency	<u>2,536.25</u>

**Grand Total Payroll** \$11,287.06

Prepared by P/R & Financial Specialist



Reviewed by H/R & Risk Mgr.:



**Town of Yucca Valley**  
**Payroll Net Pay & Net Liability Breakdown**  
Pay Period 28/2 - Paid 01/12/2012 / Special Run  
(December 31, 2011 - January 13, 2012)  
Checks: 0000-0000

	Employee	Employer	Total
<b><u>Net Employee Pay</u></b>			
Payroll Checks	\$0.00		\$0.00
Direct Deposit	10,597.78	-	10,597.78
Sub-total	10,597.78		10,597.78
<b><u>Employee Tax Withholding</u></b>			
Federal	-		-
Medicare	161.33	161.32	322.65
SDI - EE	-	-	-
State	366.63		366.63
Sub-total	527.96	161.32	689.28
<b><u>Employee Benefit &amp; Other Withholding</u></b>			
Health Benefit Account Credit	-	-	-
Deferred Compensation	-	-	-
PERS Survivor Benefit	-		-
Health Café Plan	-	-	-
American Fidelity Pre-Tax	-		-
American Fidelity After-Tax	-		-
American Fidelity-FSA	-		-
PERS EE - Contribution 7%	-		-
PERS EE - Contribution 8%	-		-
PERS Retirement - Employee	-	-	-
PERS Retirement - Employer	-	-	-
Wage Garnishment - Employee	-		-
Life & Disability Insurance		-	-
Unemployment Insurance		-	-
Workers' Compensation		-	-
Sub-total	-	-	-
<b>Gross Payroll</b>	<b>\$11,125.74</b>	<b>\$161.32</b>	<b>\$11,287.06</b>

Prepared by P/R & Financial Specialist: *[Signature]*


Reviewed by H/R & Risk Mgr.: *[Signature]*

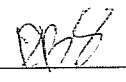
TOWN OF YUCCA VALLEY  
PAYROLL REGISTER # 30  
CHECK DATE - January 20, 2012

Fund Distribution Breakdown



**Fund Distribution**

General Fund	\$135,142.65
Gas Tax Fund	11,143.29
Redevelopment Agency	8,276.60
	<hr/>
<b>Grand Total Payroll</b>	<b>\$154,562.54</b>
	<hr/> <hr/>

Prepared by P/R & Financial Specialist: 

Reviewed by H/R & Risk Mgr.: 

**Town of Yucca Valley**  
**Payroll Net Pay & Net Liability Breakdown**  
Pay Period 30 - Paid 01/20/2012  
(December 31, 2011 - January 13, 2012)  
Checks: 4244-4255

	Employee	Employer	Total
<b><u>Net Employee Pay</u></b>			
Payroll Checks	\$2,882.02		\$2,882.02
Direct Deposit	76,597.60	-	76,597.60
Sub-total	79,479.62		79,479.62
<b><u>Employee Tax Withholding</u></b>			
Federal	12,382.32		12,382.32
Medicare	1,623.04	1,623.06	3,246.10
SDI - EE	-	-	-
State	4,044.32		4,044.32
Sub-total	18,049.68	1,623.06	19,672.74
<b><u>Employee Benefit &amp; Other Withholding</u></b>			
Health Benefit Account Credit	-	13.00	13.00
Deferred Compensation	3,490.88	2,898.23	6,389.11
PERS Survivor Benefit	52.00		52.00
Health Café Plan	2,760.89	16,078.65	18,839.54
American Fidelity Pre-Tax	259.76		259.76
American Fidelity After-Tax	12.15		12.15
American Fidelity-FSA	764.62		764.62
PERS EE - Contribution 7%	737.36		737.36
PERS EE - Contribution 8%	6,776.36		6,776.36
PERS Retirement - Employee	-	814.59	814.59
PERS Retirement - Employer	-	14,971.51	14,971.51
Wage Garnishment - Employee	438.81		438.81
Life & Disability Insurance		1,115.73	1,115.73
Unemployment Insurance		1,056.44	1,056.44
Workers' Compensation		3,169.20	3,169.20
Sub-total	15,292.83	40,117.35	55,410.18
<b>Gross Payroll</b>	<b>\$112,822.13</b>	<b>\$41,740.41</b>	<b>\$154,562.54</b>
Prepared by P/R & Financial Specialist: 	Reviewed by H/R & Risk Mgr.: 		




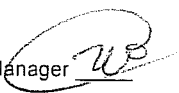
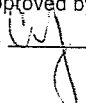
**WARRANT REGISTER # 31**  
**CHECK DATE - JANUARY 12, 2012**

**FUND DISTRIBUTION BREAKDOWN**

Checks # 35874 to # 35975 are valid

Checks # 35914, # 35944, # 35945, # 35950, # 35956 are included in RDA #31

GENERAL FUND # 001	\$558,908.47
INTERNAL SERVICE FUND # 100	\$2,047.51
CUP DEPOSITS FUND # 200	\$14,165.99
TRAFFIC SAFETY FUND # 507	\$800.98
COPS-SLESF FUND # 509	\$2,330.21
AB2928-STATE CONSTRUCTION FUND # 513	\$2,478.62
STREET MAINTENANCE FUND # 515	\$10,392.92
LTF FUND # 516	\$900.00
MEASURE I MAJOR ARTERIAL FUND # 522	\$637.40
MEASURE I 2010-2040 FUND # 524	\$200,553.39
PUBLIC LANDS FEDERAL GRANT FUND # 527	\$8,624.68
CA ENERGY COMMISSION FUND # 540	\$287.50
CMAQ FUND # 542	\$115.00
HUD JERRY LEWIS PARK FUND # 551	\$2,191.50
CAPITAL PROJECT RESERVE FUND # 800	\$367,502.67
<b>GRAND TOTAL</b>	<b><u><u>\$1,171,936.84</u></u></b>

Prepared by Shirlene Doten, Finance  Approved by Mark Nuaimi, Town Manager   
Reviewed by: Curtis Yakimow, Admin Svc. Dir. 

**Town of Yucca Valley**  
**Warrant Register**  
**January 12, 2012**

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
001		General Fund		
	35874	Ace Alternators	Fleet Vehicle Maintenance	\$135.97
	35875	Action Pumping, Inc.	Septic Pumping Services	1,750.00
	35876	Alliant Insurance Services	Liability Insurance	677.80
	35877	Alsco/American Linen, Inc.	Facilities Maintenance	212.44
	35878	Arrowhead Mountain Water	Shelter Supplies	223.15
	35879	AT & T Mobility	Cell Phone Service	345.84
	35880	Hazel Bader	Contract Instructor	79.80
	35881	Barr Lumber, Inc.	Parks Maintenance Supplies	94.51
	35882	Kristine Bost	Contract Instructor	25.20
	35883	Carol Boyer	Contract Instructor	26.60
	35884	C & S Electric	Electrical Maintenance	91.61
	35885	California Building Standards Com.	10-12/11 SB1473 Fees	20.70
	35886	CA Energy Conservation	Loan Payoff	165,480.76
	35887	CACEO	Membership Renewal	75.00
	35888	Carquest Auto Parts	Facilities Maintenance	233.36
	35889	CCMF	Meeting Expense	60.00
	35890	Charles Abbott & Assoc, Inc.	Permit Fee Service	9,268.42
	35891	Chevron & Texaco Card Services	Vehicle Fuel	104.59
	35892	China Star USA	Museum Shop Merchandise	90.14
	35894	Companion Animal Clinic	Veterinary Services	515.00
	35895	J.W. Craig	Contract Instructor	60.20
	35896	CSMFO	Membership Renewal	110.00
	35897	Department of Conservation	10-12/11 SMIP Fees	48.90
	35899	Desert Pacific Exterminators	Facilities Maintenance	180.00
	35901	DFM Associates	2012 Election Code Materials	52.28
	35902	Desert Hot Springs Animal Clinic	Veterinary Services	161.00
	35904	Dover Publications	Museum Shop Merchandise	126.45
	35905	Farmer Bros. Co.	Office Supplies	162.47
	35906	Mae Fox	Contract Instructor	42.00
	35909	Godbe Research	Research Services	5,380.00
	35911	Graphic Penguin	Web Site Maintenance	1,240.00
	35913	Joy Groves	Contract Instructor	170.80
	35914	Hi-Desert Water	Water Service	1,408.53
	35915	Hi-Desert Publishing	Development Code Update	142.50
	35917	Hogle-Ireland Inc.	Development Code Update	11,125.00
	35918	Intervet, Inc.	Shelter Adoption Expense	356.01
	35919	Susan Jordan	Contract Instructor	161.00
	35920	Heather Kaczmarczk	Contract Instructor	17.50
	35921	KCDZ-FM	Town Wide Advertising	214.00
	35922	Roger Keezer	Contract Instructor	35.00
	35923	KV Vet Supply Co.	Shelter Supplies	134.75
	35924	League of Calif Cities - Reg	2012 Membership Renewal	7,940.00
	35925	Mac's Concrete Pumping	Machris Park Services	185.00
	35926	The Mallants Corp	Temporary Employment Svs.	782.60
	35928	MM Internet, Inc.	DSL Service	515.05
	35929	Morongo Unified School District	Fleet Fuel	4,950.46
	35930	Viva Nelson	Contract Instructor	9.80
	35931	NRO Engineering	Engineering Services	4,830.00

**Town of Yucca Valley**

**Warrant Register**

January 12, 2012

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	35932	Oasis Office Supply	Office Supplies	694.49
	35934	Pacific Telemanagement Svcs.	Public Phone Service	82.64
	35935	Precision Garage Doors	Facilities Maintenance	65.00
	35936	Pro Video	Council Taping	200.00
	35941	SBCO Sheriff's Dept	January 2012 Professionl Svcs.	274,043.00
	35942	Office of the County Recorder	Filing Fee	9.00
	35943	SBCO-Registrar of Voters	Precinct Map	12.00
	35945	SCE	Electric Service	326.85
	35946	Beverly Schmuckle	Contract Instructor	58.80
	35947	Leonard Schmuckle	Recreation Class Refund	40.00
	35948	SCMAF	Membership Renewal	70.00
	35949	SESAC	Annual License Fee	311.00
	35950	So. Cal. Gas Co.	Natural Gas Service	3,157.83
	35951	Southwest Networks, Inc.	Technology Support	1,380.00
	35952	Stater Bros	Recreation Program Supplies	9.97
	35953	Sterling Codifiers, Inc.	2012 Hosting Services	500.00
	35954	Superior Ready Mix	Parks Maintenance	762.79
	35956	The Planning Center	General Plan Update Svcs.	42,669.47
	35957	Time Warner Cable	Cable TV Service	60.42
	35959	Trophy Express	Museum Engraving Expense	188.56
	35960	Unique Crafters Co.	Gift Shop Merchandise	225.95
	35961	United Traffic	Festival of Lights Parade Exp.	1,751.18
	35963	VCA Yucca Valley Animal Hospital	Veterinary Services	705.00
	35964	Verizon	Phone Service	2,901.68
	35965	Verizon	Long Distance Service	172.22
	35967	Valley Independent	Museum Printing Expense	628.68
	35968	Voyager Fleet Systems, Inc	Natural Gas Vehicle Fuel	1.62
	35969	Walmart Community	Shelter Supplies	131.22
	35971	Woods Auto Repair	Fleet Vehicle Repairs	4,983.28
	35972	Yucca Rentals	Equipment Rental	49.50
	35973	Yucca Valley Quick Lube	Fleet Vehicle Maintenance	143.84
	35974	Yucca Valley Fire Extinguisher Co.	Annual Extinguisher Service	1,095.28
	EFT	The Home Depot	Maintenance Supplies	1,395.01
<b>Total 001 GENERAL FUND</b>				<b>\$558,908.47</b>
100 INTERNAL SERVICE FUND				
	35898	Desert Images Office Equipment	Fax Service Agreement	\$300.00
	35907	GE Capital Corporation	Copier Leases	1,313.17
	35932	Oasis Office Supply	Copier Paper	434.34
<b>Total 100 INTERNAL SERVICE FUND</b>				<b>\$2,047.51</b>
200 DEPOSITS FUND				
	35931	NRO Engineering	Engineering Services	\$10,937.50
	35955	T-Mobile	Deposit Account Refund	3,228.49
<b>Total 200 DEPOSITS FUND</b>				<b>\$14,165.99</b>
507 TRAFFIC SAFETY FUND				
	35874	Ace Alternators	Sheriff's Office Expense	\$800.98
<b>Total 507 TRAFFIC SAFETY FUND</b>				<b>\$800.98</b>

**Town of Yucca Valley**

**Warrant Register**

January 12, 2012

Fund	Check #	Vendor	Description	Amount
509 COPS-SLESF FUND				
	35908	Globalstar USA	Sheriff's Office Satellite Phone	\$2,211.18
	35966	Verizon Wireless	Sheriff's Office Phone Svs.	119.03
<b>Total 509</b>	<b>COPS-SLESF FUND</b>			<b>\$2,330.21</b>
513 AB2928-STATE CONSTRUCTION FUND				
	35970	Willdan Associates	TCRP Services	\$1,184.77
	35931	NRO Engineering	Engineering Services	230.00
	35933	Overland Pacific & Cutler, Inc.	TCRP Services	1,063.85
<b>Total 513</b>	<b>AB2928-STATE CONSTRUCTION FUND</b>			<b>\$2,478.62</b>
515 GAS TAX FUND				
	35877	Alsco/American Linen, Inc.	Street Uniforms Service	\$79.14
	35881	Barr Lumber, Inc.	Street Department Supplies	25.13
	35888	Carquest Auto Parts	Street Equipment Maintenance	300.76
	35910	Gold Star Asphalt Products	Streets Maintenance Supplies	2,157.26
	35912	Great West Equipment, Inc.	Streets Equipment	238.51
	35927	Match Corporation	Asphalt Yucca Mesa x Security	1,655.73
	35937	Quality Street Services, Inc.	Street Sweeping Services	2,640.00
	35945	SCE	Electric Service	96.69
	35958	Traffic Control Service, Inc.	Street Signage	2,155.97
	35962	United Rentals, Inc.	Water Truck Rental	1,036.12
	35975	YV Ford Center	Vehicle Maintenance	7.61
<b>Total 515</b>	<b>GAS TAX FUND</b>			<b>\$10,392.92</b>
516 LTF FUND				
	35939	Roy Allan Slurry Seal, Inc.	Town Wide Slurry Seal Project	\$900.00
<b>Total 516</b>	<b>LTF FUND</b>			<b>\$900.00</b>
522 MEASURE I MAJOR ARTERIAL FUND				
	35900	Desert Reprographics	Copy Service	\$177.40
	35931	NRO Engineering	Engineering Services	460.00
<b>Total 522</b>	<b>MEASURE I MAJOR ARTERIAL FUND</b>			<b>\$637.40</b>
524 MEASURE I 2010-2040 FUND				
	35939	Roy Allan Slurry Seal, Inc.	Town Wide Slurry Seal Project	\$194,231.76
	35893	CHJ, Inc.	Town Wide Slurry Seal Project	1,992.90
	35931	NRO Engineering	Town Wide Slurry Seal Project	351.78
	35945	SCE	Electric Service	3,976.95
<b>Total 524</b>	<b>MEASURE I 2010-2040 FUND</b>			<b>\$200,553.39</b>
527 PUBLIC LANDS FEDERAL GRANT FUND				
	35931	NRO Engineering	Engineering Services	\$460.00
	35933	Overland Pacific & Cutler, Inc.	PLHD Project Services	3,505.00
	35938	RBF Consulting	PLHD Project Services	4,659.68
<b>Total 527</b>	<b>PUBLIC LANDS FEDERAL GRANT FUND</b>			<b>\$8,624.68</b>

**Town of Yucca Valley**

**Warrant Register**

January 12, 2012

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
540	CA ENERGY COMMISSION FUND			
	35931	NRO Engineering	Engineering Services	\$287.50
<b>Total 540</b>	<b>CA ENERGY COMMISSION FUND</b>			<b>\$287.50</b>
542	CMAQ FUND			
	35931	NRO Engineering	Engineering Services	\$115.00
<b>Total 542</b>	<b>CMAQ FUND</b>			<b>\$115.00</b>
551	HUD- JERRY LEWIS PARK FUND			
	35916	Hi-Desert Water District	Will Serve Letter-SS Park	\$40.00
	35940	SBCO-Clerk/Board of Supervisors	Notice of Determination Fee	2,151.50
<b>Total 551</b>	<b>HUD- JERRY LEWIS PARK FUND</b>			<b>\$2,191.50</b>
800	CAPITAL PROJECTS RESERVE FUND			
	35893	CHJ, Inc.	Town Wide Slurry Seal Project	\$613.10
	35903	Digital Networks Group, Inc.	Surveillance Camera Installati	15,075.72
	35931	NRO Engineering	Engineering Services	453.22
	35939	Roy Allan Slurry Seal, Inc.	Town Wide Slurry Seal Project	344,422.61
	35951	Southwest Networks, Inc.	Com Dev Server	6,938.02
<b>Total 800</b>	<b>CAPITAL PROJECTS RESERVE FUND</b>			<b>\$367,502.67</b>
<b>***</b>	<b>Report Total</b>			<b>\$1,171,936.84</b>

**TOWN OF YUCCA VALLEY**  
**PAYROLL REGISTER #32**  
**CHECK DATE - February 03, 2012**

Fund Distribution Breakdown

**Fund Distribution**


General Fund	\$128,027.97
Gas Tax Fund	10,253.59
Redevelopment Agency	<u>8,261.85</u>

**Grand Total Payroll** \$146,543.41

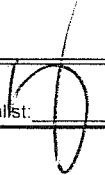
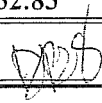
Prepared by P/R & Financial Specialist: \_\_\_\_\_



Reviewed by H/R & Risk Mgr.: \_\_\_\_\_



**Town of Yucca Valley**  
**Payroll Net Pay & Net Liability Breakdown**  
 Pay Period 32 - Paid 02/03/2012  
 (January 14, 2012 - January 27, 2012)  
 Checks: 4256-4267

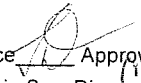
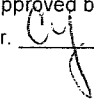
	Employee	Employer	Total
<b><u>Net Employee Pay</u></b>			
Payroll Checks	\$3,626.43		\$3,626.43
Direct Deposit	73,998.11	-	73,998.11
Sub-total	77,624.54		77,624.54
<b><u>Employee Tax Withholding</u></b>			
Federal	12,195.65		12,195.65
Medicare	1,554.97	1,554.99	3,109.96
SDI - EE	-	-	-
State	3,981.14		3,981.14
Sub-total	17,731.76	1,554.99	19,286.75
<b><u>Employee Benefit &amp; Other Withholding</u></b>			
Health Benefit Account Credit	-	-	-
Deferred Compensation	2,671.84	1,351.97	4,023.81
PERS Survivor Benefit	42.00		42.00
Health Café Plan	2,703.21	13,505.44	16,208.65
American Fidelity Pre-Tax	259.76		259.76
American Fidelity After-Tax	12.15		12.15
American Fidelity-FSA	681.29		681.29
PERS EE - Contribution 7%	704.43		704.43
PERS EE - Contribution 8%	6,657.86		6,657.86
PERS Retirement - Employee	-	778.20	778.20
PERS Retirement - Employer	-	14,709.69	14,709.69
Wage Garnishment - Employee	443.99		443.99
Life & Disability Insurance		981.17	981.17
Unemployment Insurance		1,032.27	1,032.27
Workers' Compensation		3,096.85	3,096.85
Sub-total	14,176.53	35,455.59	49,632.12
<b>Gross Payroll</b>	<b>\$109,532.83</b>	<b>\$37,010.58</b>	<b>\$146,543.41</b>
Prepared by P/R & Financial Specialist:  Reviewed by H/R & Risk Mgr.: 			

**WARRANT REGISTER # 33**  
**CHECK DATE JANUARY 26, 2012**

**FUND DISTRIBUTION BREAKDOWN**

Checks # 35976 to # 36061 are valid:

GENERAL FUND # 001	\$58,660.51
CENTRAL SUPPLIES FUND # 100	\$1,267.54
CUP DEPOSITS FUND # 200	\$1,453.66
STREET MAINTENANCE FUND # 515	\$6,514.40
MEASURE I 2010-2040 FUND # 524	\$121.64
CA ENERGY COMMISSION ARRA FUND # 540	\$27,239.94
HUD JERRY LEWIS PARK FUND # 551	\$5,361.93
CAPITAL PROJECTS RESERVE FUND # 800	\$2,020.79
<b>GRAND TOTAL</b>	<b><u><u>\$102,640.41</u></u></b>

Prepared by Shirlene Doten, Finance  Approved by Mark Nuaimi, Town Manager \_\_\_\_\_  
Reviewed by: Curtis Yakimow, Admin Svc. Dir. 



**Town of Yucca Valley**

**Warrant Register**

January 26, 2012

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
001	GENERAL FUND			
	35976	Debra Breidenbach-Sterling	Technology Equipment	\$101.88
	35977	Jessica Rice	JPA Meeting Expense	78.59
	35978	Accu Fund, Inc	Printer Software License	323.75
	35980	Alsco/American Linen, Inc.	Uniform Maintenance	119.97
	35981	AT & T Mobility	Cell Phone Service	351.04
	35982	Avalon Urgent Care	Medical Services	315.00
	35983	Barr Lumber, Inc.	Parks Maintenance Supplies	16.09
	35984	Dave Behrens	Recreation Program Talent	450.00
	35985	Big 5 Corp.	Recreation Program Supplies	208.12
	35986	Ronnie Burnette	Sports Referee	64.00
	35987	California Chamber of Commerce	Reference Materials	445.77
	35988	Madison Cardamone	Sports Referee	28.00
	35990	Dennis Cavins	Sports Referee	56.00
	35991	Charles Abbott & Assoc, Inc.	Plan Check Services	4,844.62
	35993	Class Act Artists/Speakers, Inc.	Museum Event Talent	580.00
	35995	C V Plastics, Inc.	Museum Display Case	661.20
	35996	D & D Disposal, Inc.	Shelter Disposal Services	5,340.00
	35997	Desert Pacific Exterminators	Facilities Maintenance	49.00
	35998	Ed Escalante	Sports Referee	98.00
	35999	Farmer Bros. Co.	Office Supplies	155.06
	36000	FedEx	Delivery Service	211.13
	36001	Fred's Tires	Fleet Tire Replacement & Repair	91.58
	36002	Fulton Distributing Co.	Facilities Maintenance Supplies	1,971.01
	36003	G & K Propane	Vehicle Fuel	1,150.73
	36004	Joel Geeson	Sports Referee	32.00
	36006	Art Gutierrez	Sports Referee	80.00
	36007	Hi-Desert Water	Water Service	1,256.07
	36008	Hi-Desert Publishing	Southside Community Ad.	344.85
	36009	Regina Huddleston	Museum Shop Merchandise	65.00
	36010	Institute-Transportation Engineers	2012 Membership Dues	270.10
	36011	KCDZ-FM	20th Anniversary Expense	825.00
	36012	Jackson Lewis, LLP	Professional Services	720.00
	36015	Bob Lombardo	League Conference Expense	196.68
	36016	Mark S. Mahoney	Animal Control Hearing Official	200.00
	36018	The Mallants Corp	Temporary Employment Services	1,766.44
	36019	Kim Mayhew	Museum Shop Merchandise	35.00
	36020	MB Station Volunteers	Volunteer Appreciation Dinner	66.00
	36021	Mojave Desert & Mtn. Integ. Wst JPA	3rd Qtr Contribution FY 11/12	5,558.00
	36022	Brent Murphy	Sports Referee	80.00
	36023	Morongo Unified School District	Fleet Fuel	2,886.40
	36024	Jahal Noel	Sports Referee	56.00
	36025	Oasis Office Supply	Toner	287.33
	36026	Alice Ogden	Contract Instructor	506.16
	36027	OnTrac	Delivery Service	5.35
	36028	Carl Otteson	Backflow Testing	30.00
	36029	Katherine Palanuik	Museum Program Assistant	100.00
	36030	Public Agency Retirement Services	Trust Administrator	300.00
	36031	Petty Cash-Michele Linzner	Miscellaneous Supplies	407.39

**Town of Yucca Valley**  
**Warrant Register**  
**January 26, 2012**

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	36032	Pro Pet Distributors	Parks Maintenance Supplies	236.90
	36034	Quick Scores	Recreation Supplies	186.00
	36036	Ron's Automotive	Vehicle Repair	1,156.79
	36037	SANBAG	FY 11/12 Membership Dues	927.18
	36038	SBCO - Information Services	12/11 Radio Access	2,037.00
	36039	SBCO Fire Protection District	Hood & Duct Maintenance	329.40
	36040	Office of the County Recorder	Filing Fees	702.00
	36041	SCE	Electric Service	6,551.04
	36042	So. Cal. Gas Co.	Natural Gas Vehicle Fuel	13.57
	36043	Southwest Networks, Inc.	Technology Support	3,271.85
	36044	Sprint	Phone Service	4.31
	36045	Stater Bros	Recreation Supplies	29.53
	36046	Michael Summers	Museum Event Assistant	100.00
	36047	The Sun Runner	Museum Advertising	347.50
	36048	Marilyn Tarbutton	Professional Services	150.00
	36050	Trophy Express	Museum Brick Program	53.88
	36051	Angelica Trujillo	Museum Event Assistant	100.00
	36052	Ultimate Motors	Vehicle Maintenance	192.40
	36054	VCA Yucca Valley Animal Hospital	Veterinary Services	698.00
	36055	Verizon	Phone Service	2,920.92
	36056	Valley Independent	Recreation Program Printing	135.17
	36057	Walmart Community	Program Supplies	1,499.78
	36058	Mark Wheeler	Museum Event Assistant	100.00
	36059	Woods Auto Repair	Vehicle Maintenance	171.15
	36060	Yellowmart	Recreation Program Expense	45.20
	36061	Yucca Valley Quick Lube	Fleet Vehicle Maintenance	257.67
	EFT	First Bankcard	Conference Expense	799.19
	EFT	First Bankcard	Professional Services	702.14
	EFT	The Home Depot	Maintenance Supplies	427.11
	EFT	The Home Depot	Maintenance Supplies	732.52
<b>Total 001</b>	<b>GENERAL FUND</b>			<b>\$58,660.51</b>
100 INTERNAL SERVICE FUND				
	36017	Mail Finance	Postage Meter Leases	\$837.72
	36025	Oasis Office Supply	Copy Paper	429.82
<b>Total 100</b>	<b>INTERNAL SERVICE FUND</b>			<b>\$1,267.54</b>
200 DEPOSITS FUND				
	36000	FedEx	Delivery Service	\$116.63
	36013	Living Space	Deposit Account Refund	31.28
	36014	Bob Lombardo	Deposit Account Refund	1,305.75
<b>Total 200</b>	<b>DEPOSITS FUND</b>			<b>\$1,453.66</b>

**Town of Yucca Valley**  
**Warrant Register**  
**January 26, 2012**

Fund	Check #	Vendor	Description	Amount
515 GAS TAX FUND				
	35979	Ace Alternators	Street Equipment Maintenance	\$148.64
	35980	AlSCO/American Linen, Inc.	Street Uniforms Service	27.17
	35983	Barr Lumber, Inc.	Street Department Supplies	147.70
	35989	Carquest Auto Parts	Street Equipment Maintenance	173.31
	35994	CNH Capital	Equipment Rental	213.75
	36005	Government Staffing Services	Temporary Employment Services	4,288.00
	36007	Hi-Desert Water	Water Service	129.08
	36041	SCE	Electric Service	414.77
	36049	Tops n Barricades	Streets Signs & Supplies	592.63
	36059	Woods Auto Repair	Vehicle Maintenance	379.35
<b>Total 515 GAS TAX FUND</b>				<b><u>\$6,514.40</u></b>
524 MEASURE I -2010-2040 FUND				
	35992	CHJ, Inc.	Town Wide Slurry Seal Project	\$95.68
	36041	SCE	Electric Service	25.96
<b>Total 524 MEASURE I -2010-2040 FUND</b>				<b><u>\$121.64</u></b>
540 CA ENERGY COMMISSION ARRA FUND				
	36033	Joseph S. Putrino	EECBG Project	\$27,239.94
<b>Total 540 CA ENERGY COMMISSION ARRA FUND</b>				<b><u>\$27,239.94</u></b>
551 HUD- JERRY LEWIS PARK FUND				
	36035	RHA Landscape Architect	Southside Park Project	\$4,581.93
	36053	Urban Crossroads, Inc.	Southside Park Project	780.00
<b>Total 551 HUD- JERRY LEWIS PARK FUND</b>				<b><u>\$5,361.93</u></b>
800 CAPITAL PROJECTS RESERVE FUND				
	35992	CHJ, Inc.	Town Wide Slurry Seal Project	\$29.32
	36000	FedEx	Delivery Service	51.47
	36043	Southwest Networks, Inc.	Technology & Support	1,940.00
<b>Total 800 CAPITAL PROJECTS RESERVE FUND</b>				<b><u>\$2,020.79</u></b>
***	<b>Report Total</b>			<b><u>\$102,640.41</u></b>

**WARRANT REGISTER # 35**  
**CHECK DATE FEBRUARY 9, 2012**


**FUND DISTRIBUTION BREAKDOWN**

Checks # 36063 - # 36176 are valid

Checks # 36063, # 36066, # 36107, # 36149, # 36152 are included in RDA Warrant # 35

GENERAL FUND # 001	\$349,915.29
CENTRAL SUPPLIES FUND # 100	\$2,798.09
CUP DEPOSITS FUND # 200	\$6,716.59
COPS-SLESF FUND # 509	\$9.27
AB 2928 TCRP FUND # 514	\$2,530.00
STREET MAINTENANCE FUND # 515	\$7,305.93
MEASURE I MAJOR ARTERIAL FUND # 522	\$42.07
MEASURE I 2010-2040 FUND # 524	\$139.75
PUBLIC LANDS FEDERAL GRANT FUND # 527	\$24,086.07
CA ENERGY COMMISSION ARRA FUND # 540	\$345.00
CMAQ FUND # 542	\$115.00
HUD-JERRY LEWIS PARK FUND # 551	\$8,919.09
CDBG FUND # 560	\$115.00
CAPITAL PROJECTS RESERVE FUND # 800	\$10,767.61
<b>GRAND TOTAL</b>	<b><u><u>\$413,804.76</u></u></b>

Prepared by Shirlene Doten, Finance  Approved by Mark Nuaimi, Town Manager 

Reviewed by: Curtis Yakimow, Admin Svc. Dir. 

**Town of Yucca Valley****Warrant Register**

February 9, 2012

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
001	GENERAL FUND			
	36064	Action Pumping, Inc.	Septic Pumping Services	\$770.00
	36065	The Active Network	Community Services Online Svs.	482.20
	36066	Aleshire & Wynder, LLC	Professional Services	12,528.00
	36067	American Planning Association	Membership Renewal	358.00
	36068	AlSCO/American Linen, Inc.	Uniform Maintenance	128.69
	36069	Arrowhead Mountain Water	Office Supplies	182.45
	36070	ASCE/Am Society of Civil Eng.	National Membership Dues	255.00
	36071	Hazel Bader	Contract Instructor	89.60
	36072	Barr Lumber, Inc.	Facilities Maintenance	50.41
	36073	Big 5 Corp.	Recreation Program Supplies	76.16
	36074	Kristine Bost	Contract Instructor	32.20
	36075	Carol Boyer	Contract Instructor	71.40
	36076	Jeff Brady	Sports Referee	32.00
	36077	Debra Breidenbach-Sterling	Seminar Expense	347.97
	36078	Brian's Lockshop	Key Service	92.83
	36079	Ronnie Burnette	Sports Referee	70.00
	36081	C & S Electric	Facility Maintenance	249.72
	36082	Madison Cardamone	Sports Referee	78.00
	36083	Carquest Auto Parts	Vehicle Maintenance	18.08
	36084	Dennis Cavins	Sports Referee	38.00
	36085	Chevron & Texaco Card Services	Vehicle Fuel	155.18
	36086	Janine Cleveland	Contract Instructor	182.00
	36087	Companion Animal Clinic	Veterinary Services	1,579.42
	36089	J.W. Craig	Contract Instructor	56.00
	36090	Cyber Photographics	Recreation Program Expense	293.62
	36092	Desert Pacific Exterminators	Facilities Maintenance	180.00
	36093	Ed Escalante	Sports Referee	48.00
	36094	Evangelical Free Church	Youth Basketball Program Rental	7,500.00
	36095	Farmer Bros. Co.	Office Supplies	245.50
	36097	Mae Fox	Contract Instructor	40.60
	36098	Deanna M. Gaines-Clark	Facility Rental Refund	200.00
	36100	Joel Geeson	Sports Referee	32.00
	36102	Geo Central	Museum Shop Merchandise	150.07
	36103	Golf Ventures West	Parks Equipment	1,013.57
	36104	Graphic Penguin	Web Site Maintenance	1,600.00
	36105	Joy Groves	Contract Instructor	363.30
	36106	Art Gutierrez	Sports Referee	176.00
	36107	Hi-Desert Water	Water Service	1,317.51
	36108	Hogle-Ireland Inc.	Development Code Update Svs.	7,055.00
	36109	Intervet, Inc.	Shelter Adoption Expense	366.35
	36110	Donna Johnson	Adoption Refund	55.00
	36111	Jerry G. Jones	Abatement Service	75.00
	36112	Susan Jordan	Contract Instructor	182.00
	36113	Heather Kaczmarczk	Contract Instructor	556.50
	36114	Roger Keezer	Contract Instructor	50.40
	36115	KV Vet Supply Co.	Shelter Supplies	233.13
	36116	Lew Edwards Group	Consulting Service	4,850.00
	36119	The Mallants Corp	Temporary Employment Svs.	1,788.80

**Town of Yucca Valley**  
**Warrant Register**  
**February 9, 2012**

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	36121	MSC Industrial Supply Co.	Facilities Maintenance	246.32
	36122	Brent Murphy	Sports Referee	48.00
	36123	Viva Nelson	Contract Instructor	32.90
	36124	Jahal Noel	Sports Referee	154.00
	36125	NRO Engineering	Engineering Services	1,265.00
	36126	Oasis Office Supply	Toner	355.82
	36128	Pacific Telemanagement Svs.	Public Phone Service	82.64
	36131	Petty Cash-Maureen Randall	Miscellaneous Supplies	355.82
	36132	Vanessa Pourtemour	Museum Program Assistant	100.00
	36133	Precision Garage Doors	Facilities Maintenance	262.50
	36134	Pro Security	Annual Security Monitoring Svs.	3,452.50
	36135	Pro Video	Town Council Taping	100.00
	36138	Ron's Automotive	Vehicle Maintenance	50.92
	36139	S & S Worldwide	Recreation Program Supplies	306.67
	36140	Selena Salina	Recreation Program Refund	30.00
	36143	San Bernardino County	City/County Conference	1,234.00
	36144	SBCO-Office of the Assessor	Assessor Disc	429.43
	36145	SBCO Animal Care & Control	County License Pass Through	3,588.05
	36146	SBCO Sheriff's Dept	February 2012 Professional Svs.	274,043.00
	36147	SBCO Fire Protection District	Hood & Duct Maintenance	244.00
	36148	Office of the County Recorder	Filing Fee	54.00
	36149	SCE	Electric Service	19.51
	36151	Beverly Schmuckle	Contract Instructor	59.50
	36152	So. Cal. Gas Co.	Natural Gas Service	4,061.66
	36153	Southwest Networks, Inc.	Technology Support	620.00
	36154	Stater Bros	Recreation Program Expense	16.48
	36154	Stater Bros	Recreation Program Expense	68.04
	36156	The Sun Runner	Museum Advertising	99.00
	36157	Superior Filtration Products of CA	Maintenance Supplies	121.94
	36158	Superior Ready Mix	Machris Park Project	219.00
	36159	Tease Shirts	Program Expense	1,030.09
	36161	Time Warner Cable	Cable TV Service	60.43
	36162	Unique Garden Center	Parks Maintenance	37.25
	36163	Unisource Worldwide, Inc.	Maintenance Supplies	2,393.72
	36164	Debi Varvi	Museum Program Expense	125.00
	36165	VCA Yucca Valley Animal Hospital	Veterinary Services	735.00
	36166	Verizon	Long Distance Service	229.50
	36169	Voyager Fleet Systems, Inc	Natural Gas Vehicle Fuel	31.41
	36170	Walmart Community	Shelter Supplies	264.00
	36171	Western Self Storage	2-4/12 Storage Unit Rental	282.00
	36172	Woods Auto Repair	Fleet Vehicle Repairs & Smog Svs.	607.90
	36173	Yellowmart	Recreation Program Expense	34.46
	36174	Yucca Rentals	Maintenance Expense	22.44
	36175	Yucca Valley Quick Lube	Fleet Vehicle Maintenance	81.87
	36176	Z 107.7 Mobile Music	Recreation Program Talent	175.00
	EFT	The Home Depot	Facilities Maintenance	545.99
	EFT	First Bankcard	Conference & Meeting Expense	2,042.35
	EFT	First Bankcard	Conference & Meeting Expense	2,096.01
<b>Total 001 GENERAL FUND</b>				<b>\$349,915.29</b>

**Town of Yucca Valley**  
**Warrant Register**  
February 9, 2012

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
100 INTERNAL SERVICE FUND				
	36091	Desert Images Office Equipment, Inc.	Service Contract & Overages	\$1,877.34
	36099	GE Capital Corporation	Copier Lease	673.71
	36168	Valley Independent	Envelope Printing	247.04
<b>Total 100</b>	<b>INTERNAL SERVICE FUND</b>			<b>\$2,798.09</b>
200 Deposits				
	36096	FedEx	Delivery Service	\$149.88
	36118	Living Space	Deposit Account Refund	1,089.98
	36125	NRO Engineering	Engineering Services	2,570.00
	36129	Frank Paul	Deposit Account Refund	1,019.69
	36141	Santana's	Deposit Account Refund	641.52
	36150	Matthew Schmidt	Deposit Account Refund	433.99
	36155	Stoker Design Group	Deposit Account Refund	319.09
	36160	Edward Thornton	Deposit Account Refund	492.44
<b>Total 200</b>	<b>DEPOSITS FUND</b>			<b>\$6,716.59</b>
509 COPS-SLESF FUND				
	36167	Verizon Wireless	Sheriff's Office Cell Phone Svcs.	\$9.27
<b>Total 509</b>	<b>COPS-SLESF FUND</b>			<b>\$9.27</b>
514 AB2928 - TCRP FUND				
	36125	NRO Engineering	Engineering Services	\$2,530.00
<b>Total 514</b>	<b>AB2928 - TCRP FUND</b>			<b>\$2,530.00</b>
515 GAS TAX FUND				
	36068	Alsco/American Linen, Inc.	Street Uniforms Service	\$52.71
	36088	Crafc0, Inc.	Asphalt Maintenance & Supplies	2,075.27
	36101	Gemini Specialized Machining	Welding Services	180.00
	36136	Quality Street Services, Inc.	Street Sweeping Services	3,520.00
	36142	SBCO-Vehicle Services	Vehicle Inspection & Maintenance	1,429.82
	36149	SCE	Electric Service	48.13
<b>Total 515</b>	<b>GAS TAX FUND</b>			<b>\$7,305.93</b>
522 MEASURE I MAJOR ARTERIAL FUND				
	36096	FedEx	Delivery Service	\$42.07
<b>Total 522</b>	<b>MEASURE I MAJOR ARTERIAL FUND</b>			<b>\$42.07</b>
524 MEASURE I - 2010-2040 FUND				
	36149	SCE	Electric Service	\$139.75
<b>Total 524</b>	<b>MEASURE I - 2010-2040 FUND</b>			<b>\$139.75</b>
527 PUBLIC LANDS FEDERAL GRANT FUND				
	36127	Overland Pacific & Cutler, Inc.	PLHD Apache to Palm Project	\$10,785.00
	36137	RBF Consulting	PLHD Apache to Palm Project	13,301.07
<b>Total 527</b>	<b>PUBLIC LANDS FEDERAL GRANT FUND</b>			<b>\$24,086.07</b>

**Town of Yucca Valley**  
**Warrant Register**  
**February 9, 2012**

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
540	CA ENERGY COMMISSION ARRA FUND			
	36125	NRO Engineering	Engineering Services	\$345.00
<b>Total 540</b>	<b>CA ENERGY COMMISSION ARRA FUND</b>			<b>\$345.00</b>
542	CMAQ FUND			
	36125	NRO Engineering	Engineering Services	\$115.00
<b>Total 542</b>	<b>CMAQ FUND</b>			<b>115.00</b>
551	HUD- JERRY LEWIS PARK FUND			
	36062	Hi-Desert Water District	SS Neighborhood Park Project	\$1,000.00
	36096	FedEx	Delivery Service	38.21
	36117	Lilburn Corporation	Air Quality/Greenhouse Gas Rpt.	2,500.00
	36120	McGee Surveying, Inc.	SS Neighborhood Park Project	800.00
	36130	Perris Fence & Supply	SS Park Tortoise Fencing	4,580.88
<b>Total 551</b>	<b>HUD- JERRY LEWIS PARK FUND</b>			<b>\$8,919.09</b>
560	CDBG FUND			
	36125	NRO Engineering	Engineering Services	\$115.00
<b>Total 560</b>	<b>CDBG FUND</b>			<b>\$115.00</b>
800	CAPITAL PROJECTS RESERVE FUND			
	36066	Aleshire & Wynder, LLC	Professional Services	\$575.20
	36080	C & S Electric	Town Hall Campus Lighting Project	9,644.00
	36096	FedEx	Delivery Service	88.41
	36125	NRO Engineering	Engineering Services	460.00
<b>Total 800</b>	<b>CAPITAL PROJECTS RESERVE FUND</b>			<b>\$10,767.61</b>
<b>***</b>	<b>Report Total</b>			<b>\$413,804.76</b>



## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Jim Schooler, Community Services Director  
**Date:** February 15, 2012  
**For Council Meeting:** February 21, 2012

**Subject:** Community Development Block Grant (CDBG) Prioritization Hearing

**Prior Council Review:** At the beginning of each cycle of CDBG funding, the Town Council is asked to review eligible project and program proposals and to make a funding recommendation based on local priorities to the County Board of Supervisors.

**Recommendation:** Move to recommend that the Town's entire 2012-13 CDBG allocation of \$104,603 be applied to the Town of Yucca Valley's Community Center Playground Renovation project, and direct staff to include the anticipated grant revenue in the 2012-13 budget proposal.

**Summary:** As a participating city with San Bernardino County in the Community Development Block Grant program, the Town of Yucca Valley is required to prioritize eligible local proposals and forward a recommendation to the County Board of Supervisors for funding approval. Six agencies, including the Town of Yucca Valley, submitted proposals for funding under the Town's allocation of the 2012-13 funding cycle to the County Community Development and Housing (CDH) department, where they were reviewed for eligibility under program guidelines. Although the Council has previously declared its intention to allocate three years of CDBG funding to a single project, the Public Hearing is required to allow applicants an opportunity to speak on behalf of their proposals. The Council's funding recommendation will be forwarded to the County Board of Supervisors.

**Order of Procedure:**

- Request Staff Report
- Open Public Hearing
- Request Public Comment (pro and con)
- Close Public Hearing
- Council Discussion / Questions of Staff
- Motion/Second
- Discussion on Motion
- Call the Question (Roll Call Vote)

**Discussion:** Through a cooperation agreement with San Bernardino County, the Town of Yucca Valley participates with the County's Community Development and

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Reviewed By:

  
Town Manager

  
Town Attorney

\_\_\_\_\_  
Mgmt Services

\_\_\_\_\_  
Dept Head

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Department Report

Ordinance Action

Resolution Action

Public Hearing

Consent

Minute Action

Receive and File

Study Session

Housing (CDH) department in the administration of Community Development Block Grant funding. Through this agreement, the Town Council is asked each year to review and prioritize eligible projects and proposals, and to forward a funding recommendation to the Board of Supervisors.

Applicants submit project and program proposals in November and December of each year requesting funding under the following fiscal year's allocation. The application period was publicized locally and proposals were submitted either to the Town or directly to the CDH office. Any agency is entitled to apply for funding if the proposal fits the public benefit criteria established by the Department of Housing and Urban Development (HUD) in the Code of Federal Regulations.

The most typical criterion for CDBG funding is the proposal's benefit to low to moderate income residents. Other factors that favorably influence eligibility include compliance with Americans with Disabilities Act (ADA) standards and certain economic development activities. The CDBG program is intended to provide funding for the completion of a beneficial project, or to provide funds for new programs or measurable improvements to existing programs.

The Town's allocation for the 2012-13 funding cycle will be \$104,603. In 2009, the Council agreed to designate all funding for three CDBG cycles (2009-10, 2010-11, and 2011-12) to a single community project, the renovation of the Community Center playground. After the first two annual allocations, the Town applied the third year's CDBG funds for Code Enforcement activities. To date, two years of CDBG funding has been allocated to the playground project.

Although 15% (\$15,690) of the local allocation can be designated for Public Service Programs, the Council has opted in recent years to assist certain agencies from the General Fund's partnership budget instead.

The total amount requested from the Town's allocation for 2012-13 public service programs is \$76,970. The total requested for projects is \$254,150.

According to the U.S. Department of Housing and Urban Development, a minimum grant award amount is necessary to justify the cost of administering CDBG funded projects and programs. In order to efficiently manage programs and projects and reduce administrative costs, the minimum threshold amounts remain at \$10,000 for public service programs and \$75,000 for construction projects. These limits will not apply to Yucca Valley in 2012-13 because of the relatively small amount of the Town's allocation, but the County will not permit the funding of more than four projects.

In the past three CDBG cycles, the Town has designated a portion (\$41,010) of the

local CDBG funds for the Senior Home Repair Program (SHRP). The County has indicated that the SHRP is no longer economically feasible and will be phased out of their administrative program. Local agencies will have the option of conducting a replacement program with CDBG funds, with local funds, or not at all.

Recommendation

Two years of CDBG funds have already been allocated to the Community Center playground renovation project. Staff recommends applying the 2012-13 CDBG funding to that project to expedite its completion.

Following the Town Council's prioritization and funding recommendation, the County Board of Supervisors will make the final determination of projects and programs to be funded. The board's decision typically occurs in early April.

**Alternatives:** None recommended

**Fiscal impact:** In the 2012-13 CDBG cycle, a total of \$104,603 will be available for local programs and projects.

**Attachments:** CDBG Allocation letter  
Program request summary  
Project request summary  
County summary of proposals

February 1, 2012

Mr. James Schooler, Community Services Director  
Town of Yucca Valley  
57090 Twentynine Palms Highway  
Yucca Valley, CA 92284

**RE: 2012-13 CDBG PROJECT PRIORITIZATION PUBLIC HEARING**

Dear Mr. Schooler:

Each year as part of our preparation of the Community Development Block Grant (CDBG) application, we ask those cities participating with the County in the CDBG program, to prioritize projects for funding. The County's CDBG allocation is \$5,812,663 as recently announced by the U. S. Department of Housing and Urban Development (HUD). Your City's allocation amount is **\$104,603** and was calculated using Census 2010 poverty and overcrowded housing counts in addition to 2011 population estimates.

This year, we are requesting that the cities complete their prioritization hearings and submit their lists of funding recommendations to our office by **March 16, 2012**. This will permit us to include all City recommendations received by this date, in the Proposed CDBG Plan (Plan). The Plan is scheduled to be presented at a public hearing before the County Board of Supervisors (BOS) on April 24, 2012.

**Senior Home Repair Program (SHRP) Changes**

County staff will be recommending that the BOS consider allocating the County Portion of CDBG funds to large scale capital projects within Housing and Urban Development (HUD) eligible neighborhoods. This recommendation is based upon the action taken by the BOS on December 14, 2010 Item #17 to allocate county CDBG funds to major capital and infrastructure projects.

Historically, the Senior Home Repair Program (SHRP) has been funded with CDBG funds. The current 3-year contract to help fund and oversee the Countywide SHRP expires June 30, 2012. With the reduction in the County's CDBG allocation and in accordance with the above BOS action, County staff will recommend that the County phase out the SHRP in FY 2012-13.

Additionally, it is not economically feasible for the County to continue administering the program for the cooperating cities. SHRP continues to be an eligible activity for which partial use of your CDBG funds may be allocated should you wish to administer your own program.

The amount of funds you committed to SHRP in FY 2011-12 was **\$41,010**. If you choose to no longer maintain a program, the portion of your CDBG allocation previously utilized for SHRP will be programmed to your City's capital improvement projects. If your City decides to administer its own program, the County will assist you during the transition of administration for the program from the County to the City. Twenty-five percent of the SHRP allocation can be used for project delivery costs of ***funded*** grants. The administrative costs eligible as project delivery consist of file setup, enrollment processing and construction management. ***Unfunded grant costs and general administration costs are not eligible project delivery costs.***

**CDBG Capital Improvement Projects/Public Service Programs**

To assist your efforts, we have enclosed a list of eligible CDBG project proposals identifying benefit to your City and a copy of each project proposal requesting CDBG funding for your reference. Further, we have enclosed instructions and a form for preparing and returning your funding recommendations.

In your deliberations, please keep in mind that public service activities for the County as a whole are limited to 15 percent of the grant received from HUD. This public service allocation has been prorated to your City utilizing the standard allocation formula. Accordingly, the maximum CDBG funding total that the City of Yucca Valley may allocate to its priority public service project is \$15,690.

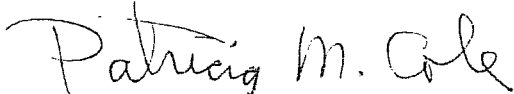
**Grant Process and Funding Thresholds**

Your City Council will have an opportunity to consider proposals requesting funding from your City's CDBG allocation for Fiscal Year 2012-13.

Again this year, the County will implement HUD's recommendation that the County establish a minimum grant award amount necessary to justify the cost of administering funded projects. The minimum threshold amounts are \$10,000 for public service programs and \$75,000 for construction activities. The cities of Big Bear Lake, Grand Terrace, Loma Linda, Needles, Twentynine Palms and the Town of Yucca Valley receive less than \$150,000 and will have no minimum threshold, but may only fund a total of four (4) projects.

Thank you for your past and continuing support in the CDBG program. I appreciate your assistance in returning your funding recommendations no later than **March 16, 2012**. Should you have any questions or need additional assistance, please call Bryan Anderson, Supervising CD Analyst, at (909) 388-0961.

Sincerely,



PATRICIA M. COLE

EDA Assistant Administrator

PC/IM

Enclosures

cc: Mark Nuaimi, City Manager  
Mary Jane Olhasso, EDA Administrator  
Bryan Anderson, Supervising CD Analyst

## Town of Yucca Valley - 2012-13 CDBG Eligible Programs Summary

Applicant	Program	CDBG Funds Requested		TYV CDBG Funding previous year	Partnership Funding 2011-12 Town budget	Recommendation
		Total CDBG	TYV Request			
Boys and Girls Club Hi Desert	Youth Services Recreational Activities	\$ 25,000	\$ 25,000			
MB Adult Health Services	Services for Seniors	\$ 38,520	\$ 26,970			
Reach Out MB	Senior & handicapped - Transportation Services	\$ 30,000	\$ 15,000		\$ 5,000	
SB County Library - YV	Literacy Education	\$ 10,000	\$ 10,000		\$ 3,000	
		\$ 103,520	\$ 76,970		\$ 8,000	\$ -

P. 14  
tes:

Total 2012-13 allocation \$104,000

Maximum allowed for Programs \$15,690

## Town of Yucca Valley - 2012-13 CDBG Eligible Projects Summary

Applicant	Project	CDBG Funds Requested		TYV CDBG Funding previous year	Partnership Funding 2011-12 Town budget	Recommendation
		Total CDBG	TYV Request			
Copper Mountain Mesa Assoc.	Comm. Center~ new roof, HVAC and doors	\$ 66,000	\$ 66,000			
MB Adult Health Services	Building renovation~ Roof, HVAC, Septic	\$ 54,500	\$ 38,150		\$ 5,000	
Town of Yucca Valley	Renovation of Playground Equipment	\$ 150,000	\$ 150,000			
		\$ 270,500	\$ 254,150	\$ -	\$ 5,000	
<b>Notes:</b>						
Total 2012-13 allocation \$104,603						
Maximum allowed for Projects \$104,603						

## ELIGIBLE Proposals

## Department of Community Development and Housing

## Town of Yucca Valley 2012-2013 CDBG Proposals by Benefit Area

Log No.	Primary Benefit Area/ Description:	Applicant: Activity Eligibility Benefit Eligibility	M&O Commit	Project/ Request/ Percent		Request	Dist	Comments
				Community	Request/ Percent			
38030	Town of Yucca Valley Additional Funds for Renovation of Playground Equipment at Community Center Park, Town of Yucca Valley	Town of Yucca Valley Jim Schooler, Community Services Director (760) 369-7211 x239 57090 Twentynine Palms Highway Yucca Valley, CA 92284 24 CFR 201(c) 24 CFR 208(a)(1)	Y	\$447,064 \$150,000 33.0%	Town of Yucca Valley Total	\$150,000 \$150,000	3	#123-35102/3280 Davis- Bacon Prevailing Wage Rate Requirements may increase costs.
38040	Town of Yucca Valley New - Youth Services Recreational Activities - Boys & Girls Club of the High Desert, Town of Yucca Valley	Boys and Girls Club of the Hi-Desert Sam Handley, Executive Director (760) 365-5437 P.O. Box 402 Yucca Valley, CA 92286 24 CFR 201(c) 24 CFR 208(a)(1)	N	\$61,700 \$25,000 40.0%	Town of Yucca Valley Total	\$25,000 \$25,000	3	Public Service. Services provided in target areas.
38051	Twentynine Palms New - Transportation Services to Medical & Social Services Appointments for Low/Mod Income Seniors and Disabled Persons, 29 Palms	Reach Out Morongo Basin, Inc. Robin Schlosser, Executive Director (760) 361-1410 P.O. Box 2225 Twentynine Palms, CA 92277 24 CFR 201(e) 24 CFR 208(a)(2)(i)(C)	N	\$88,250 \$30,000 33.0%	Twentynine Palms Town of Yucca Valley Total	\$15,000 \$15,000 \$30,000	1	Public Service. Would require documentation of at least 51% low/mod income clientele served. Would serve/benefit disabled and senior persons.
38052	Town of Yucca Valley New - Construction Including a New Roof, HVAC Systems and Doors	Copper Mountain Mesa Community Association Stephen W. Turtle, Board Member (760) 366-2648 P.O. Box 1231 Joshua Tree, CA 92252 24 CFR 201(c) 24 CFR 208(a)(1)	N	\$66,000 \$66,000 100.0%	Town of Yucca Valley Total	\$66,000 \$66,000	3	Construction Eligible. Davis- Bacon Wage Rate Requirements may increase costs.



**ELIGIBLE Proposals**

**Department of Community Development and Housing**

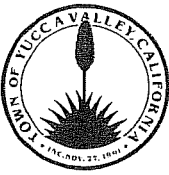
**ELIGIBLE Proposals**

**Town of Yucca Valley**

**2012-2013 CDBG Proposals, by Benefit Area**

Log No.	Primary Benefit Area/ Description:	Applicant: Activity Eligibility Benefit Eligibility	M&O Commit	Project/ Request/ Percent	Community	Request	Dist	Comments
38062	Town of Yucca Valley New - Provision of Literacy Education at Yucaipa Branch Library, Yucaipa	Yucca Valley Branch Library Leonard Hernandez, County Librarian (909) 387-5721 104 West Fourth Street San Bernardino, CA 92415-0035 24 CFR 201(e) 24 CFR 208(a)(2)(f)(A)	N	\$62,931 \$10,000 15.0%	Town of Yucca Valley <b>Total</b>	\$10,000 <b>\$10,000</b>	3	Public Service. Would be limited to illiterate persons.
38066	Town of Yucca Valley New - Improvements to Senior Facility - Morongo Basin Adult Health Services, Town of Yucca Valley	Morongo Basin Adult Health Services, Inc. Kari Grimes, Executive Director (760) 365-9661 P.O. Box 106 Yucca Valley, CA 92286 24 CFR 201(c) 24 CFR 208(a)(2)(f)(A)	N	\$54,500 \$54,500 100.0%	Town of Yucca Valley Twentynine Palms <b>Total</b>	\$16,350 \$38,150 <b>\$54,500</b>	3	Construction. \$38,150 from Yucca Valley and \$16,350 from Twentynine Palms.
38067	Twentynine Palms Continuation of Senior and Disabled Medical and Social Service Transportation Serving Morongo Basin- Reach Out 29 Morongo Basin	Morongo Basin Adult Health Services, Inc. Kari Grimes, Executive Director (760) 365-9661 P.O. Box 106 Yucca Valley, CA 92286 24 CFR 201(e) 24 CFR 208(a)(2)(f)(B)	N	\$159,250 \$38,520 24.0%	Town of Yucca Valley Twentynine Palms <b>Total</b>	\$26,970 \$11,550 <b>\$38,520</b>	1	Continuation of funding. Public Service. #310- 29227/2429

**Totals for Town of Yucca Valley Count: 7 Amount: \$309,320 Proj Tot \$374,020**



**TOWN COUNCIL STAFF REPORT**

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Administrative Services Director  
**Date:** February 15, 2012  
**For Council Meeting:** February 21, 2012

**Subject:** FY 2011-12 Mid-year Budget Report

**Recommendation:** Receive and file the Mid-year Budget Report

**Executive Summary:** At the February 21, 2012 Council meeting, staff will present the Mid-year Budget report. In summary, the Town's Mid-year review indicates that with minor modifications, projected year-end financial results will be in line with the FY 2011-12 amended budget.

**Order of Procedure:**


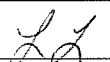
- Staff Report
- Public Comment
- Council Discussion
- Motion/Second
- Discussion on Motion
- Roll Call Vote

**Discussion:** In reviewing the Town's financial performance through December 31, 2011, the analysis indicates some variances in the receipt of revenues and expenditure of funds from the financial plan adopted in the FY 2011-12 amended budget. To assist in the mid-year review, a summary of the significant activity in the revenue, expenditure and reserve components of the Town's General Fund budget is presented for Council consideration.

Revenues

The majority of the Town's revenues are from tax and intergovernmental sources, with the three primary being sales tax, property tax, and property tax received in lieu of vehicle license fees. These three sources comprise three-fourths of the Town's total revenue. The remaining quarter comes from the Town's charges for services, transient occupancy taxes, franchise taxes and other miscellaneous sources.

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Reviewed By:   \_\_\_\_\_  
 Town Manager                      Town Attorney                      Mgmt Services                      Dept Head

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Department Report      \_\_\_ Ordinance Action      \_\_\_ Resolution Action      \_\_\_ Public Hearing  
 \_\_\_ Consent                      \_\_\_ Minute Action                       Receive and File                      \_\_\_ Study Item

Revenues received through December 31, 2011 total \$2.6 million, or about 29% of budget. This is consistent with year over year activity as the Town traditionally receives one-third of its revenue between July and December, and two-thirds between January and June.

In projecting year-end results, both sales and property tax are forecasted to reach adopted budget amounts for the year while Franchise/TOT/Interest revenues are forecasted to fall short of the budget amounts. Fourth quarter sales data which will be received in the middle of March will be a good indicator of whether the Town's recent uptick in retail sales is continuing. Through mid-year, retail sales are up 8.2% and 6.4% for the first and second quarters respectively. Property tax receipts are projected from County to be in line with the Town's adopted budget, with increased VLF backfill property tax amounts of approximately \$67,000.

Franchise/TOT/Interest revenues are projected to be approximately 7% down from budgeted amounts. This is result of a combination of factors, including lower occupancy numbers for local hotels, delinquent TOT submissions, and reduced usage of franchise utilities. Additionally, interest revenue continues to suffer as rates of return on idle cash plunge toward less than 0.45%, or 45 basis points. This is not expected to rise materially in the next 12 to 18 months, and will be a continuing factor as the Town enters the FY 2012-13 budget process.

Community development revenues are forecasted to total 70% of budget due to continued softness in development activity. Because the Town contracts for a majority of the ancillary development services, there will be a corresponding decrease in community development expenditures. Other revenues are trending flat and inline with original budget projections.

Year end changes are summarized as follows:

<b>FY 2010-11 Adopted Budget Revenue</b>	<b>\$8,902,050</b>
Decrease in sales tax	(6,000)
VLF/Prop Tax	66,000
Decrease in Fran/TOT/Int	(60,500)
Other combined changes	<u>(99,800)</u>
<b>FY 2010-11 Forecast Revenue</b>	<b>\$8,801,750</b>
Net Change	\$(100,300)

Expenditures

The Town's expenditures are predominantly related to the provision of services provided. This includes public safety, community services (recreation programs), planning, and community development. Expenditures through December 31, 2011 total \$4.2 million, or 45% of budget. To date the majority of expenditures, \$1.7 million, are associated with the Town's public safety contract with the San Bernardino County Sheriff, and the provision of

services through personnel expenditures. Due to organizational changes that were made early on in the fiscal year as well through vacancies and retirements, it is anticipated that personnel services will be under budget by approximately \$96,000.

Other areas of potential savings include the increased use of public safety grant dollars for eligible programs, anticipated reductions in public safety overtime, and a number of smaller reductions in other Town departments. Total expenditures are expected to be under budget by approximately \$258,000.

Year end changes are summarized as follows:

<b>FY 2010-11 Adopted Budget Expenditures</b>	<b>\$9,441,657</b>
Decrease in Personnel Services	(96,000)
Increase in Contract Safety	10,000
Decrease in Operating Expenditures	<u>(173,000)</u>
<b>FY 2010-11 Forecast Expenditures</b>	<b>\$9,182,657</b>
Net Change	\$(259,000)

Mid-Year Budget Changes

At this point in the fiscal year, it appears that the majority of planned expenditures will be accommodated by the currently adopted budget. Accordingly, only two minor budget adjustments are requested at this time:

Information Services 001-05-08 7110 Professional Services                   \$20,000

This increase corresponds to accommodating some of the new initiatives underway whereby Town staff is reviewing and revising much of the Town’s website in an effort to make it a more useful tool to the public. Additionally, the Town proactively replaced an aging server that was not scheduled for replacement until the FY 2012-13 timeframe.

Community Relations 001-40-23 7980 Professional Services                   \$20,000

Community Relations 001-40-23 4160 Reimbursement Revenue               \$7,000

This increase in expenditure and revenue corresponds to the Town’s efforts associated with the 20<sup>th</sup> anniversary recognition and events. While some of the total cost was offset by contributions and donations, the Town recognized an unanticipated expenditure of approximately \$13,000. These funds were expended out of the Town’s singular contingency fund, leaving no funding for other unanticipated expenditures over the second half of the fiscal year. Should no other unanticipated expenses be incurred, excess contingency funds are returned to fund balance.

## Reserves

Town reserves as of December 31, 2011 total \$5.8 million and represent a \$1.6 million drawdown of July 1, 2011 reserve levels. This drawdown is generally consistent with the Town's annual cash flow pattern. Expenditures typically occur consistently throughout the year, while the receipt of revenues is significantly weighted toward the second half of the fiscal year.

A second factor influencing the drawdown is the completion of some of the encumbered projects and expenditures. The Council will recall that encumbered expenditures do not impact total spending, only the timing of such spending. Such projects include the Development Code and General Plan updates.

In projecting year-end results, Town reserves are anticipated to total \$7.3 million, in line with the reserve level incorporated in the FY 2011-12 amended budget. Projected reserve levels remain consistent with the Town's reserve policy.

The projections do not reflect any additional policy items that may come before council as separate action items. As such, anticipated policy items will be individually presented and discussed at the requisite time.

**Alternatives:** None.

**Fiscal impact:** Anticipated budget results appear in line with the financial plan established in the FY 2011-12 amended budget, with projected decreases in revenue offset by projected decreases in expenditures. Proposed budget amendments will increase General Fund Expenditures by \$35,000.

**Attachments:**

FY 2011-12 Mid-Year Budget Summary  
Yucca Valley 3<sup>rd</sup> Quarter Sales Tax Newsletter



*Town of Yucca Valley*  
Mid-Year Budget Report  
Fiscal Year 2011-12

December 31, 2011

**Town of Yucca Valley**

**General Fund Revenues and Expenditures  
Second Quarter Budget Report**

December 31, 2011

REVENUES	Prior Year FY 2010-11			Current Year FY 2011-12		
	Amended Budget	Revenue Year to Date	% of Budget	Adopted Budget	Revenue Year to Date	% of Budget
Sales and Use Tax	\$2,775,000	\$852,409	30.72%	\$2,855,000	\$921,012	32.26%
Property Tax	3,905,000	1,113,205	28.51%	3,913,000	1,026,103	26.22%
Vehicle License Fees	65,000	19,533	30.05%	55,000	10,534	19.15%
Franchise/TOT/Interest	1,020,820	195,868	19.19%	1,010,500	228,792	22.64%
Community Development	606,250	289,491	47.75%	360,500	108,097	29.99%
Community Services	195,000	97,731	50.12%	550,750	231,393	42.01%
Administrative/Other	99,550	124,657	125.22%	157,300	64,020	40.70%
<b>Total Revenues</b>	<b>\$8,666,620</b>	<b>\$2,692,894</b>	<b>31.07%</b>	<b>\$8,902,050</b>	<b>\$2,589,951</b>	<b>29.09%</b>

EXPENDITURES	Prior Year FY 2010-11			Current Year FY 2011-12		
	Amended Budget	Expenditures Year to Date	% of Budget	Adopted Budget	Expenditures Year to Date	% of Budget
Personnel Services	\$3,197,983	\$1,631,850	51.03%	\$3,220,942	\$1,585,794	49.23%
Contract Safety	3,349,200	1,649,640	49.25%	3,414,500	1,706,394	49.97%
Operating Supplies and Services	1,973,282	861,254	43.65%	1,947,715	869,438	44.64%
Partnerships	143,000	85,500	59.79%	82,000	44,000	53.66%
Capital Projects	250,000	21,916	8.77%	776,500	38,338	4.94%
<b>Total Expenditures</b>	<b>\$8,913,465</b>	<b>\$4,250,160</b>	<b>47.68%</b>	<b>\$9,441,657</b>	<b>\$4,243,964</b>	<b>44.95%</b>

Notes

1. Adopted budget for FY 2011-12 shown includes FY 2010-11 carryover amounts.
2. Expenditures in excess of revenues reflect planned expenditures of prior year carryover items and are offset by higher than budgeted reserves as of June 30, 2011.

**Town of Yucca Valley**

**General Fund Revenues and Expenditures  
Second Quarter Budget Report**

December 31, 2011

REVENUES	Current Year to Date FY 2011-12			Year-end Forecast FY 2011-12		
	Adopted Budget	Revenue Year to Date	% of Budget	Year-end Projection	Projected Variance	% of Budget
Sales and Use Tax	\$2,855,000	\$921,012	32.26%	\$2,849,000	(\$6,000)	99.79%
Property Tax	3,913,000	1,026,103	26.22%	3,979,000	66,000	101.69%
Vehicle License Fees	55,000	10,534	19.15%	48,500	(6,500)	88.18%
Franchise/TOT/Interest	1,010,500	228,792	22.64%	950,000	(60,500)	94.01%
Community Development	360,500	108,097	29.99%	250,000	(110,500)	69.35%
Community Services	550,750	231,393	42.01%	555,250	4,500	100.82%
Administrative/Other	157,300	64,020	40.70%	170,000	12,700	108.07%
<b>Total Revenues</b>	<b>\$8,902,050</b>	<b>\$2,589,951</b>	<b>29.09%</b>	<b>\$8,801,750</b>	<b>(\$100,300)</b>	<b>98.87%</b>

EXPENDITURES	FY 2011-12			FY 2011-12		
	Adopted Budget	Expenditures Year to Date	% of Budget	Year-end Projection	Projected Variance	% of Budget
Personnel Services	\$3,220,942	\$1,585,794	49.23%	\$3,125,000	(\$95,942)	97.02%
Contract Safety	3,414,500	1,706,394	49.97%	3,425,000	10,500	100.31%
Operating Supplies and Services	1,947,715	869,438	44.64%	1,775,000	(172,715)	91.13%
Partnerships	82,000	44,000	53.66%	82,000	0	100.00%
Capital Projects	776,500	38,338	4.94%	776,500	0	100.00%
<b>Total Expenditures</b>	<b>\$9,441,657</b>	<b>\$4,243,964</b>	<b>44.95%</b>	<b>\$9,183,500</b>	<b>(\$258,157)</b>	<b>97.27%</b>

Reserve Analysis	FY 2011-12 Budgeted Reserves		FY 2011-12 Year-end Forecast Reserves	
	Beginning Balance	Ending Balance	Beginning Balance	Ending Balance
Reserve Balance Summary				
Undesignated Reserve	\$ 6,432,523	\$ 5,547,802	\$ 6,429,586	\$6,047,836
Catastrophic	800,000	1,000,000	800,000	1,000,000
Other	240,000	300,000	240,000	240,000
<b>Total</b>	<b>\$ 7,472,523</b>	<b>\$ 6,847,802</b>	<b>\$ 7,469,586</b>	<b>\$ 7,287,836</b>

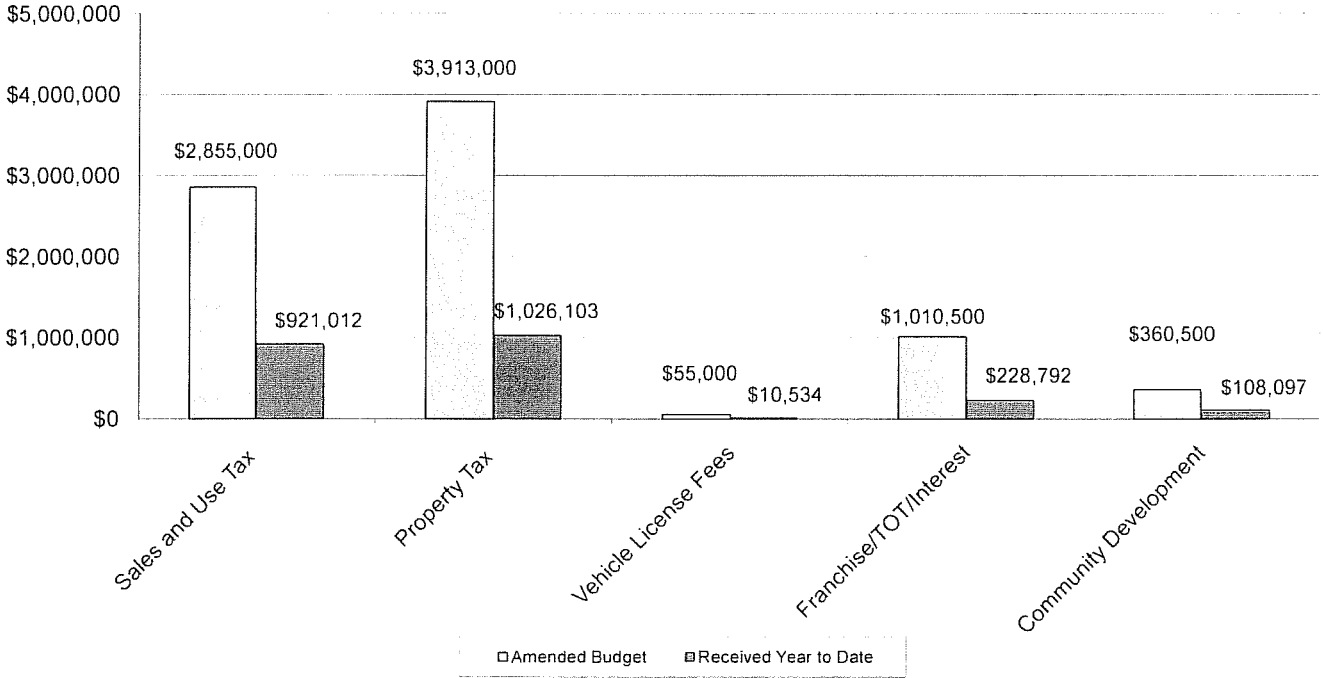
Reserve Policy Percentage

59%

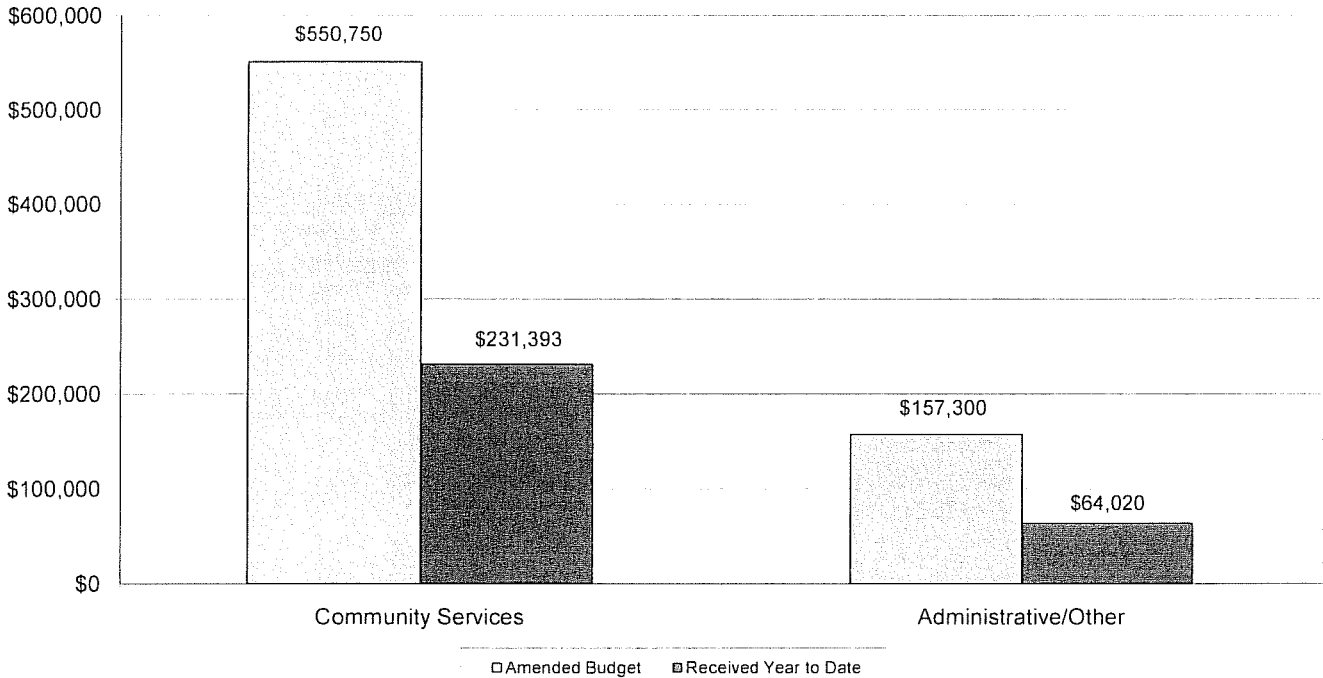
66%



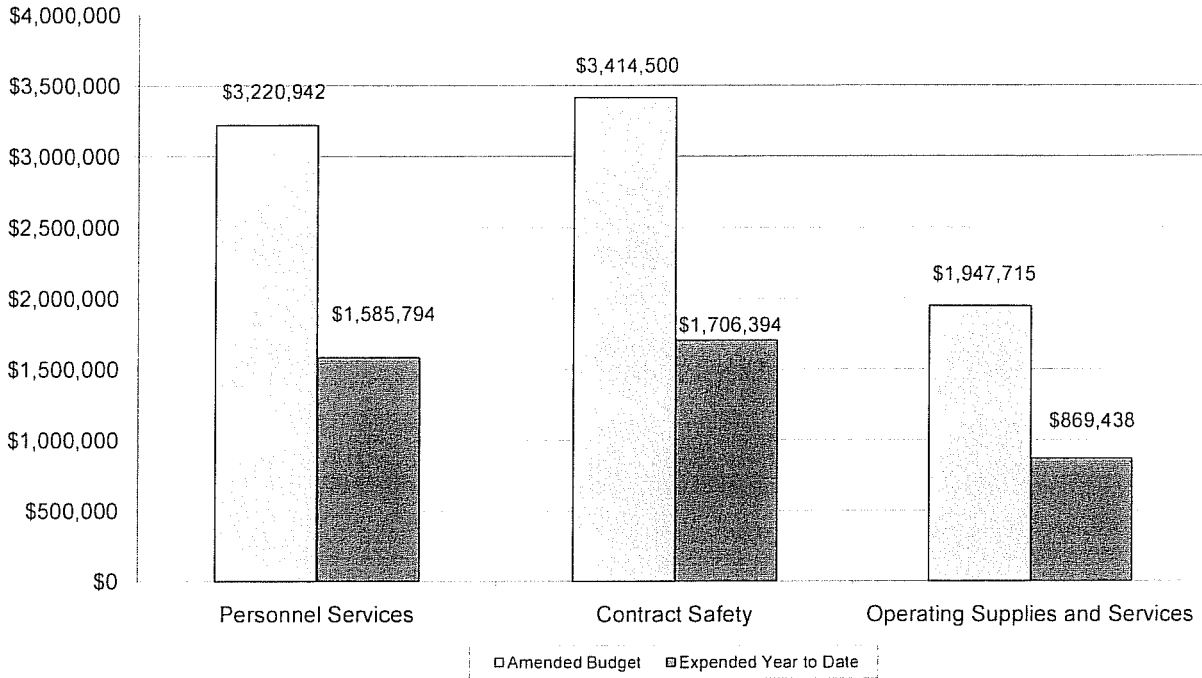
**Town of Yucca Valley  
Major Revenue Sources  
December 31, 2011**



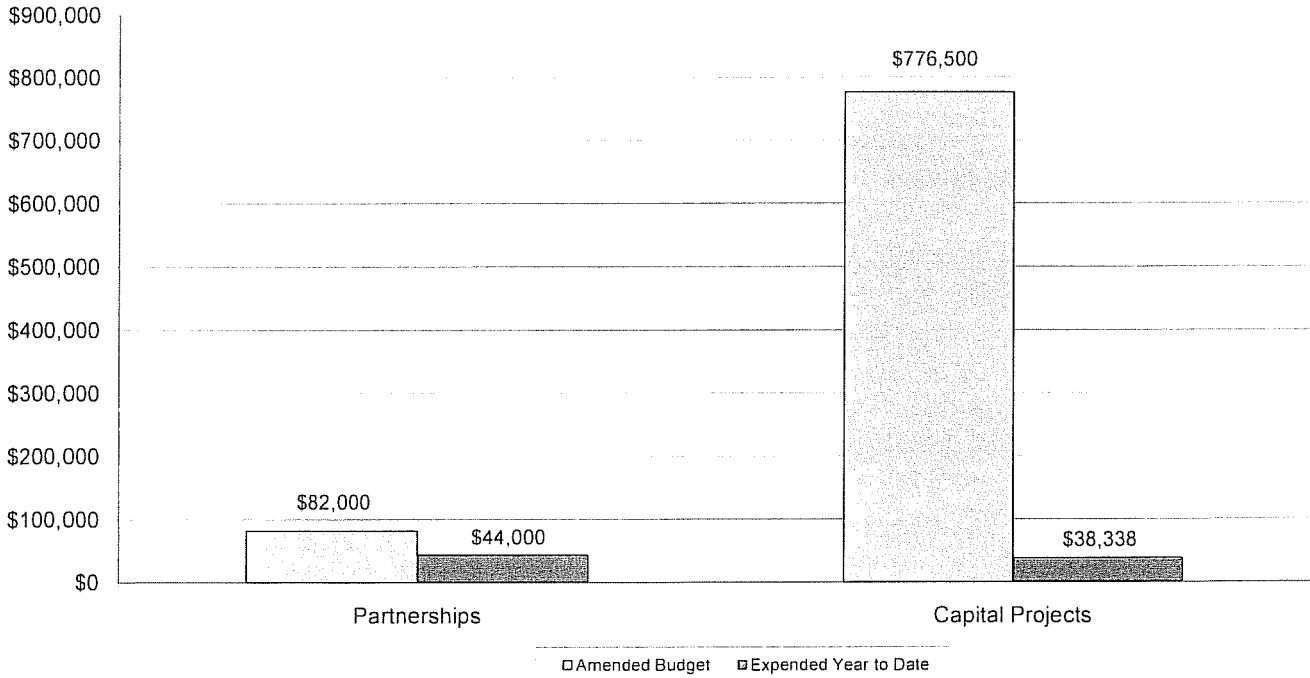
**Town of Yucca Valley  
Other Revenue Sources  
December 31, 2011**



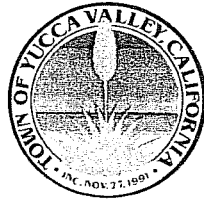
**Town of Yucca Valley  
Major Expenditure Categories  
December 31, 2011**



**Town of Yucca Valley  
Other Expenditure Categories  
December 31, 2011**



# Q3 2011



# Yucca Valley Sales Tax Update

Fourth Quarter Receipts for Third Quarter Sales (July - September 2011)

## Yucca Valley In Brief

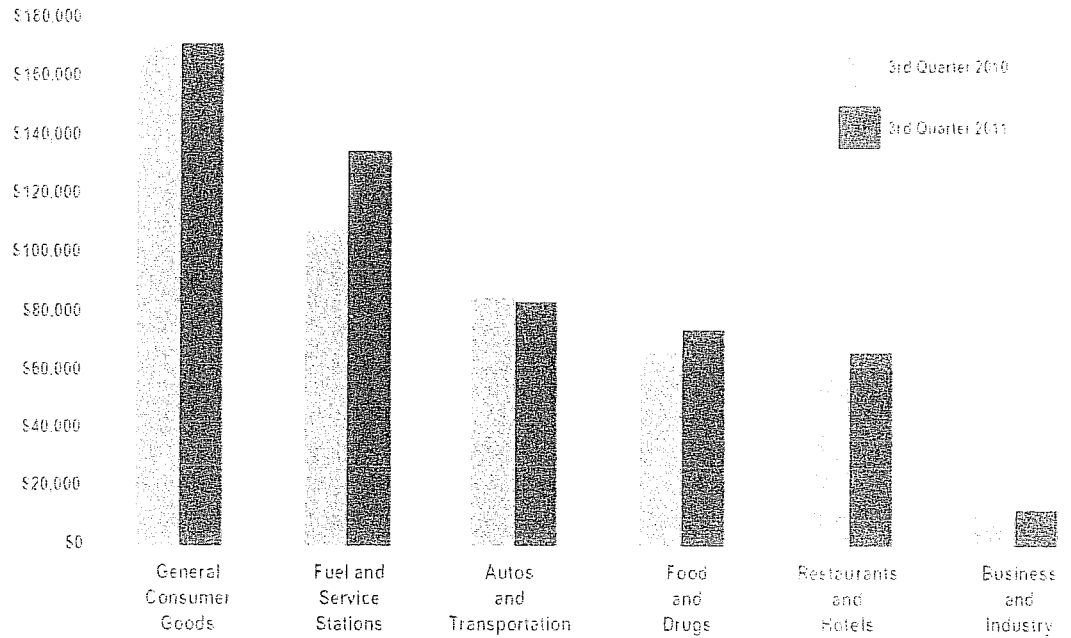
Receipts from Yucca Valley's July through September sales were 8.3% higher than the same quarter one year ago.

Higher service station fuel prices were primarily responsible for the increase. A payment anomaly temporarily overstated grocery stores with liquor results. A larger allocation from the countywide use tax pool further contributed to the gains.

While the autos & transportation and general consumer goods groups experienced improvement in several categories, overall negative mixed results dampened returns.

Adjusted for reporting aberrations, sales and use tax receipts for all of San Bernardino County increased 11.2% from last year's comparable quarter while Southern California as a whole, was up 8.3%.

## SALES TAX BY MAJOR BUSINESS GROUP



### TOP 25 PRODUCERS In Alphabetical Order

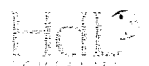
Applebees	Rite Aid
Arco AM PM	Sonic
Autozone	Stater Bros
Big Lots	Super One Food Store
Chevron Subway	Valero
Circle K	Vons
Del Taco	Walgreens
Food 4 Less	Walmart
G & M Oil	Yucca Valley Chrysler Jeep
G & M Oil	Yucca Valley Ford Center
Home Depot	
Jack in the Box	
Jaco Hill	
JC Penney	
McDonalds	

### REVENUE COMPARISON

Two Quarters - Fiscal Year To Date

	2010-11	2011-12
Point-of-Sale	\$1,212,045	\$1,290,254
County Pool	128,282	147,228
State Pool	849	140
Gross Receipts	\$1,336,126	\$1,437,622
Less Triple Flip*	\$(354,031)	\$(359,405)

\*Reimbursed from county compensation fund



California Overall

Adjusted for accounting aberrations, statewide local sales and use tax revenues for July through September transactions increased 8.6% over last year's comparison quarter. This is the seventh consecutive quarterly gain since the beginning of the recovery.

All categories were up with receipts from higher fuel prices accounting for much of the statewide increase. Sales of new autos, consumer goods and quick and full service restaurants also exhibited solid growth.

The Foggy Crystal Ball

Although 2011-12 is shaping up to be a period of strong sales tax recovery, most analysts believe that the pace of growth will slow in 2012-13 with the only disagreement being over the degree of slowdown.

Additional state budget cuts, continued high unemployment, further declines in home values and unstable fuel prices are part of the uncertainty. The financial turmoil in Europe is also of concern.

Manufacturers, growers, distributors, transporters and other companies involved in export trade make up 25% of the state's gross product. The European crisis has the potential of slowing the demand for both U.S. and Asian goods which would also pare the growth of California's Asian markets. Comparative strengthening of the U.S. dollar would also make exports more expensive.

Analysts worry about the resulting impact on Silicon Valley's technology industries, the Central Valley's agricultural exports and Southern California's transportation sector.

Sales Tax and the Internet

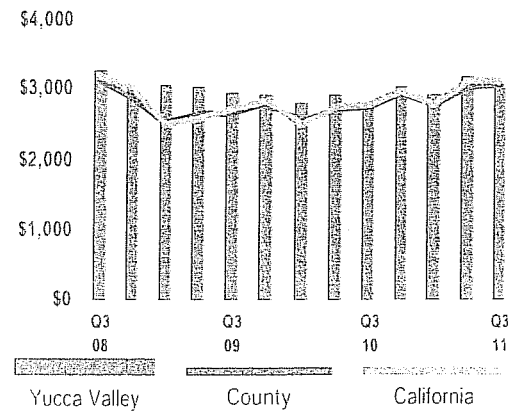
In 1992, the Supreme Court ruled that interstate commerce rules preclude states from requiring sellers without an in-state physical presence to collect local taxes. Since that time, attempts to interest Congress in correcting the problem have been unsuccessful.

With internet sellers becoming a major retail competitive force and more states adopting legislation expanding the definition of what constitutes "physical presence," the need for fairness and uniformity is softening opposition. This year, three competing bills were introduced in Congress that would allow the collection of local taxes. These are: S.1452, H.R. 3179 and S. 1832.

Given the general discord and paralysis in Congress, there is some question of whether any of these will pass. However, a compromise agreement between the State of California and Amazon has resulted in legislation (AB 155) that requires

in-state affiliates of remote sellers to begin collecting and remitting sales and use tax by September 15, 2012. Estimates on the amount of new revenues that will be generated have been difficult to develop but local agencies should not expect gains of more than \$1 per capita. More on the congressional legislation can be found in HdL's December issues paper.

SALES PER CAPITA



YUCCA VALLEY TOP 15 BUSINESS TYPES

Business Type	Yucca Valley		County	HdL State
	Q3 '11	Change	Change	Change
Auto Repair Shops	7,461	5.1%	21.0%	4.9%
Automotive Supply Stores	20,993	9.5%	-0.3%	12.3%
Department Stores	10,696	-7.8%	2.3%	5.1%
Discount Dept Stores	— CONFIDENTIAL —	—	6.1%	3.1%
Drug Stores	— CONFIDENTIAL —	—	7.4%	6.2%
Electronics/Appliance Stores	6,853	197.8%	25.5%	-9.2%
Grocery Stores Beer/Wine	— CONFIDENTIAL —	—	-2.2%	4.6%
Grocery Stores Liquor	44,059	12.1%	7.2%	10.8%
Lumber/Building Materials	— CONFIDENTIAL —	—	2.8%	4.1%
New Motor Vehicle Dealers	45,216	8.0%	19.5%	12.2%
Restaurants Liquor	13,871	0.3%	7.2%	10.9%
Restaurants No Alcohol	49,467	5.5%	5.2%	7.0%
Service Stations	134,107	25.0%	11.2%	20.5%
Sporting Goods/Bike Stores	7,912	2.2%	9.5%	8.2%
Variety Stores	11,795	1.4%	14.0%	15.6%
<b>Total All Accounts</b>	<b>5628,311</b>	<b>6.5%</b>	<b>10.0%</b>	<b>9.4%</b>
County & State Pool / P. 161	79,887	25.7%		
Gross Receipts	\$708,198	8.3%		