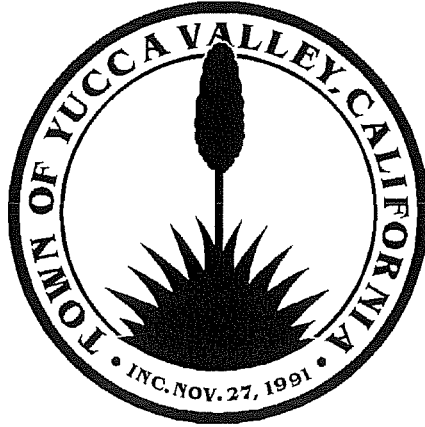


TOWN OF YUCCA VALLEY
TOWN COUNCIL MEETING



*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, MAY 1, 2012
CLOSED SESSIONS
YUCCA VALLEY TOWN HALL CONFERENCE ROOM
57090 - 29 PALMS HIGHWAY
YUCCA VALLEY, CALIFORNIA 92284**

**TOWN COUNCIL: 6:00 p.m.
YUCCA VALLEY COMMUNITY CENTER
YUCCA 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**

**AGENDA
MEETING OF THE
TOWN OF YUCCA VALLEY COUNCIL
TUESDAY, MAY 1, 2012
TOWN COUNCIL 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, 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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

INVOCATION

Led by Pastor BJ Huether, Joshua Springs Calvary Chapel

APPROVAL OF AGENDA

Action: Move _____ 2nd _____ Vote _____

CONSENT AGENDA

- 1-9 1. Regular Town Council Meeting Minutes of April 17, 2012.

Recommendation: Approve minutes as presented.

2. 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.

- 10 3. Proclamation proclaiming Thursday, May 3, 2012 as Day of Prayer

Recommendation: Approve the Proclamation for presentation by the Mayor at the Day of Prayer ceremonies on Thursday, May 3, 2012.

- 11-60 4. Resolution Updating the Assessment Engineers Report for Previously Formed Street and Drainage and Landscape and Lighting Maintenance Districts

A RESOLUTION OF THE TOWN COUNCIL, OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, CAUSING AN ENGINEER'S REPORT TO BE PREPARED FOR ASSESSMENTS TO BE LEVIED WITHIN EXISTING ASSESSMENT DISTRICTS DURING THE 2012-2013 TAX YEAR AND PRELIMINARILY APPROVING THE ASSESSMENT ENGINEERING REPORTS AND SETTING A PUBLIC HEARING DATE TO CONSIDER THE LEVY OF ASSESSMENTS WITHIN THE EXISTING ASSESSMENT DISTRICTS FOR THE 2012-2013 TAX YEAR

Recommendation: Adopt the Resolution directing the preparation of an assessment engineer's report describing any new improvements or any substantial changes in the existing improvements in the existing assessment districts; preliminarily approving the engineering reports for the existing assessment districts and directing the filing of such reports with the Town Clerk; and setting the date for conducting a public hearing at 6:00 p.m. on Tuesday, June 19, 2012, in the Yucca Valley Community Center, 57090 29 Palms Highway, Yucca Valley, CA 92284, pursuant to California Streets and Highways Code Sections 22552 and 22553 and Government Code Section 53753.5, to consider the levy of annual assessments upon real property

- 61-64 5. Employee Handbook with Personnel Rules, Policies, and Procedures

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, ADOPTING THE AMENDMENTS TO THE

EMPLOYEE HANDBOOK WITH PERSONNEL RULES, POLICIES AND PROCEDURES

Recommendation: Adopt the Resolution, adopting the amendments to the Town of Yucca Valley Employee Handbook with Personnel Rules, Policies and Procedures

65-77 6. Warrant Register, May 1, 2012

Recommendation: Ratify the Warrant Register total of \$864,373.77 for checks dated April 5, 2012 through April 19, 2012. Ratify Payroll Registers total of \$270,666.73 for checks dated March 30, 2012 through April 13, 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 1-6)

Action: Move _____ 2nd _____ Vote _____

DEPARTMENT REPORTS

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

7. Council Member Huntington
8. Council Member Lombardo
9. Council Member Abel
10. Mayor Pro Tem Hagerman
11. Mayor Rowe

ANNOUNCEMENTS

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

Next Town Council Meeting, Tuesday, May 15, 2012, 6:00 p.m.

CLOSED SESSION

12. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Subsection (a) of Section 54956.9(a), Town of Yucca Valley vs. Bond Blacktop
Inc. CIVMS 1100141.

CLOSING ANNOUNCEMENTS

ADJOURNMENT

TOWN OF YUCCA VALLEY
TOWN COUNCIL MEETING MINUTES
April 17, 2012

OPENING CEREMONIES

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

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 Deputy Town Clerk Copeland

PLEDGE OF ALLEGIANCE

Led by HI Desert Water Director Roger Mayes

INVOCATION

Led by Chaplain Mike Kelliher, Joshua Springs Calvary Chapel

PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS

1. Employee of the Quarter

Awarded to Facilities Maintenance Supervisor, Jerry McPheeters

2. Longevity Awards.

Awarded to Deputy Town Manager Shane Stueckle, 20 years; Skilled Maintenance Worker Dave Ainsworth, 5 years; and Facilities Maintenance Supervisor Jerry McPheeters, 5 years.

AGENCY REPORTS

Chamber of Commerce

3. Monthly Statistical Report for March 2012

Vickie Bridenstine, Chamber President, gave the monthly statistical Chamber of Commerce Report for March 2012.

APPROVAL OF AGENDA

Council Member Hagerman moved to approve the agenda. Council Member Huntington seconded. Motion carried 5-0.

CONSENT AGENDA

4. **Approve**, Regular Town Council Meeting Minutes of April 3, 2012, as presented.
5. **Waive**, further reading of all ordinances and read by title only.
6. **Receive and file**, Monthly Statistical Fire Department Report for March, 2012
7. **Receive and file**, AB 1234 Reporting Requirements for March 2012
8. **Waive**, based on the findings and substantial evidence described below, the minor defects in the bid consisting of the bidder's failure to allocate a maximum of \$25,000 for Caltrans permit fees as described in the Town's bid document, finding that the bid submitted by Steiny and Company Inc., substantially conforms to the Call for Bids and the defect in the bid did not affect the lowest responsible and responsive bidder determination, nor was any bidder given an advantage or benefit not allowed other bidders. Moreover, the defect in the Steiny and Company Inc., proposal do not relate to, or impact, the issue of bidder responsibility; **Award**, the construction contract to Steiny and Company, Inc., in the amount of \$245,371.00, and authorizes a construction contingency in the amount of \$24,629.00, authorizing the Mayor, Town Manager and Town Attorney to sign all necessary documents, and authorizing the Town Manager to expend the contingency fund, if necessary, to complete the project; **and Amend**, the 2011-2012 fiscal year budget, appropriating and transferring \$20,000 from Traffic Safety Fund 507 to Measure I – Major Arterial Fund 522, for the project; SR 62/247 Median Island Improvements
9. **Adopt**, Resolution No. 12-09, approving the plans and specifications for Project No. 8340, and authorizing the Town Clerk to advertise and receive bids, Town-Wide Slurry Seal Project

A RESOLUTION OF THE TOWN COUNCIL FO THE TOWN OF YUCCA VALLEY, CALIFORNIA, APPROVING PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE 2012/13 TOWN WIDE SLURRY SEAL IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE AND RECEIVE BIDS

10. **Receive and file**, the report outlining the Summer 2012 programs and events to be organized and conducted by the Community Services Department.

Council Member Huntington moved to adopt Consent Agenda Items 4-10. 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: Mayor Rowe on item 4 only
ABSENT: None

DEPARTMENT REPORTS

11. Award of bid for South Side Neighborhood Park, Phase 1A

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING THE FY 2011-12 BUDGET

Deputy Town Manager Stueckle gave the staff report included in the printed agenda, and displayed a power point presentation giving the background and scope of the project.

Town Manager Nuaimi presented a breakdown of the potential funding sources, noting that the funding budgeted showed \$300,000 in LTF funds for road improvements, however only \$135,000 is useable funding from that source. He advised the initial funding proposal included \$250,000 from RDA Funds, which staff feels is a defensible use for those funds, but requires Oversight Board and Department of Finance approval. Staff recommendation is that the Council establishes a loan in the amount of \$299,890 from the General Fund to the Park Development Impact Fee fund, to be repaid as new development occurs.

Margo Sturges, Yucca Valley, spoke in favor of the project, recommended awarding bid Alternate A and C, and putting a parcel tax on the residents of Sky Harbor.

Council Member Abel questioned the additional expense involved for maintenance of the restroom facility. Deputy Town Manager Stueckle advised it will have a marginal effect on the maintenance costs. Council Member Abel requested an explanation for not putting in the shade shelter at this time. Town Manager Nuaimi advised that staff felt the restroom would be needed most and plan to bring back the shade shelter if the Oversight Board and Department of Finance approve the use of the RDA funds. Council Member Abel expressed concern about coming to the newly formed Oversight Board requesting funding. Town Manager Nuaimi advised staff will be taking several prior agreements or actions the Council/Agency has taken to the board for ratification. We believe these are enforceable obligations and that we have a strong position. Council Member Abel commented the 3 acres being development with this project is a great first step to get something done with moneys from partnerships. He questioned if

the shade shelter will have to be rebid, or if we can still use what was submitted with this bid. With regard to public comments on the project, he stated if this was a pocket park that just benefits a certain residential area he would agree with trying to get that funding from resident fees, however the project is a portion of an 80 acre park, with just a small portion being used as a dog park. He noted he would like to see the parking lot lighting even though he has been assured the park is only going to be open from dawn to dusk. Deputy Town Manager Stueckle clarified that the contractor will hold the unit prices of his bid for 60 days, so if we don't get an answer from the Oversight Board before the end of that 60 days, the item will need to be bid again.

Council Member Hagerman questioned if the parking lot lights would be a requirement if it was a private developer rather than the Town. Deputy Town Manager Stueckle advised the lighting is optional and not a requirement.

Council Member Lombardo questioned if we would expect a decrease in vandalism if the parking lot is lit. Deputy Town Manager Stueckle advised lighting can help dissuade some individuals.

Council Member Hagerman questioned what the current hours at the other parks are. Community Services Director Schooler advised they are sun-up to 11:00 p.m. Council Member Hagerman commented he believes that the restroom and parking lot lights should be required.

Council Member Huntington commented that the HUD EDI dollars have to be used on this park, adding he feels all the alternatives should be awarded at this time. The reserves are healthy enough to borrow all the funding.

Council Members Hagerman and Lombardo agreed.

Mayor Rowe questioned what it would cost to go back out to bid for alternative A and C. Town Manager Nuaimi advised there is not a significant cost to go to bid; the risk is whether or not you can deliver a \$60,000 shelter with a \$4,000 mobilization cost any cheaper. The logic being that no one will be able to mobilize any cheaper than the contractor who is already here doing the other work. Mayor Rowe commented she approves of the project, however, her concern is that the Council has not yet determined the final budget or received the final numbers for the Sheriff's contract. She is cautiously optimistic that the Oversight Board will see the need to grant the \$250,000 but there are several scenarios they need to go through. Town Manager Nuaimi advised staff will not recommend spending one time reserves to pay for recurring costs. There are one time expenditures that have been brought forward to begin chipping away at some of the deficits of amenities and deferred maintenance in this community. Award of this project is independent of our 2012/13 budget.

Council Member Hagerman stated it is important to point out that there is a possibility future Councils may wave impact fees making it more difficult to repay this loan.

Mayor Rowe stated she agrees with everything that has been discussed but is apprehensive about taking action until the Oversight Board and Department of Finance have ruled and until we go through our budgeting process. She is in favor of the project in general but will be voting no on expending the highest cost.

Council Member Lombardo moved to approve the withdrawal of bid by C.S. Legacy Construction, based upon the following findings: A) C.S. Legacy Construction made a clerical mistake establishing an incorrect bid amount for grading; B) C.S. Legacy Construction gave the Town of Yucca Valley written notice within five working days, excluding Saturdays, Sundays, and state holidays, after the opening of the bids of the mistake, and specified in the letter in detail how the clerical mistake occurred by failure to include an additional \$100,000 in grading costs; C) The clerical mistake made by C.S. Legacy Construction is materially different than C.S. Legacy intended by the failure to include \$100,000 in grading costs that were not included in the bid item due to the clerical mistake; and D)The clerical mistake was made in filling out the bid and not due to error in judgment or to carelessness in inspecting the site of the work, or in reading the plans or specifications. Council Member Hagerman seconded. Motion carried 5-0.

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

Council Member Huntington moved to award the “Base Bid” construction contract to Doug Wall Construction, Inc., in the amount of \$932,775.00, and award the “Bid Alternate A” Shade Shelter in the amount of \$64,545.00, “Bid Alternate B” Restroom in the amount of \$140,000.00, and “Bid Alternate C” Parking Light lighting in the amount of \$12,300.00, for a total contract amount of \$1,149,620.00, subject to all final HUD approvals, authorizing a construction contingency in the amount of \$93,275.00, and authorizing the Mayor, Town Manager and Town Attorney to sign all necessary documents, and authorizing the Town Manager to expend the contingency fund, if necessary, to complete the project. Council Member Hagerman seconded. Motion carried 4-1 with Mayor Rowe voting no.

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

Council Member Hagerman moved to authorize the Town Manager to execute the standard contract between the Town of Yucca Valley and the County of San Bernardino related to the granting of County discretionary funds (\$200,000) towards the project. Council Member Huntington seconded. Motion carried 5-0.

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

Council Member Huntington moved to adopt Resolution No. 12-10 amending the FY 2011-12 adopted budget approving a loan from the General Fund (001) Unassigned Fund Balance to the Development Impact Fee Special Revenue Fund (350) in an amount not to exceed \$377,000 amend the exhibit to the Resolution to reflect the amended amount and direct repayment of loan out of future Development Impact Fees and/or Redevelopment Agency funding, and authorizing all related project funding transfers. Council Member Hagerman seconded. Motion carried 4-1 with Mayor Rowe voting no.

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

12. Mandatory Commercial Recycling – AB 341

Administrative Services Director Yakimow gave the staff report advising California's mandatory commercial recycling bill, AB 341 was adopted on January 17, 2012 and requires that, effective July 1, 2012, all businesses, multi-family units of 5 or more, and public entities that generate at least four cubic yards of solid waste per week arrange for recycling services.

Administrative Assistant Rice gave a presentation to be shown to the local businesses to educate them regarding the requirement. She noted the first presentation will be on May 2nd at a Chamber of Commerce Brown Bag Lunch.

Council Member Huntington asked how much time staff is anticipating for monitoring purposes. Administrative Services Director Yakimow advised he feels the bulk of the time will be in the first 6 months, then it will be relatively limited. Council Member Huntington questioned if this is going to cause the businesses to have twice the garbage costs because of the additional requirements for a second dumpster. Administrative Services Director Yakimow advised that some may be able to reduce their costs by replacing one dumpster for a recycling bin.

Council Member Hagerman commented regarding the problems with this legislation.

Council Member Abel questioned if we know the percentage of businesses that are already meeting these standards. Administrative Services Director Yakimow commented that we don't have those figures, however, there are about 102 businesses that will now fall into the category.

Council Member Lombardo moved to receive and file the informational report regarding the recent approval of Assembly Bill 341 that requires mandatory commercial recycling, effective July 1, 2012. Council Member Huntington seconded. Motion carried 5-0.

FUTURE AGENDA ITEMS

Council Member Hagerman requested discussion regarding the policy on the Town's reserve level. Town Manager Nuaimi advised those discussions will occur during budget discussions.

PUBLIC COMMENT

Margo Sturges, Yucca Valley, spoke concerning the recent Parks, Recreation and Cultural Commission meeting and the conceptual plan presented for the playground renovation. Ms. Sturges expressed concerns regarding the potential removal of trees and commented that she was told the park design consultant has full discretion of whether trees would remain or be removed.

STAFF REPORTS AND COMMENTS

Deputy Town Manager Stueckle reported regarding the upcoming public outreach efforts for the General Plan kicking off during Earth Day on Saturday. There will be press releases as well as e-mail blasts going out advising of workshops and outreach sessions on April 21st, 10:00 a.m.-2:00 p.m., April 25th, 6:00 p.m. – 8:00 p.m. May 4th 3:00 p.m. – 5:30 p.m., May 5th 10:00 a.m. – 2 p.m., and May 26, 10:00 a.m. – 5:00 p.m. There is also a "General Plan 101" workshop at the Planning Commission meeting of May 8th. He noted staff does not anticipate any significant requested changes to the Land Use Plan, which is scheduled to come before the Town Council at both of their meetings in June.

Deputy Town Manager Stueckle advised he did not attend the meeting of the Parks, Recreation and Cultural Commission when the splash pad plan was discussed, but advised the consultants do not have full discretion regarding whether or not the trees will be removed, the Council does. He noted there are some 40 year old and diseased trees that do need to be removed for safety reasons.

MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS

13. Council Member Huntington

Congratulate Jerry McPheeters for being selected as Employee of the Quarter and serving the Town for 5 years. He also congratulated David Ainsworth for 5 years of service and Shane Stueckle for 20 years.

Reminded everyone that Earth Day is Saturday from 9-2 at the Community Center and noted that the Mojave Desert/Mountain JPA is one of the sponsors of the event.

Advised the Morongo Basin Conservation Association will be having a Desert Wise Living Landscape Tour on Sunday, April 22nd.

Reported the dedication of the Bob Burke Joshua Tree Government Center, will be Wednesday April 25th.

Reported the Sheriff's Office in Joshua Tree will be having a "drug drop off day" pm April 28th for residents to turn in prescription drugs that need to be disposed of.

14. Council Member Lombardo

Congratulated Jerry McPheeters for being selected as Employee of the Quarter as well as serving 5 years with the town. He also congratulated David Ainsworth and Shane Stueckle for their longevity.

15. Council Member Abel

Thanked the Town's Animal Control Staff for allowing him the opportunity to job shadow Animal Control Office Casey.

16. Mayor Pro Tem Hagerman

Congratulated Jerry McPheeters and Dave Ainsworth for serving 5 years, Jerry McPheeters for being selected as Employee of the Quarter, and Shane Stueckle for serving 20 years.

17. Mayor Rowe

Echo congratulations to Jerry McPheeters, David Ainsworth and Shane Stueckle

Commented that Spring cleanup day was a very successful event.

ANNOUNCEMENTS

Next Town Council Meeting, Tuesday, May 1, 2012, 6:00 p.m.

CLOSED SESSION

18. **CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**
(Subdivision (a) of Section 54956.9)
Lovell v. Town of Yucca Valley, Case No. CIVMS 1200185

19. **CONFERENCE WITH LEGAL COUNSEL---ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One case.

Mayor Rowe adjourned to Closed Session at 7:41 p.m., reconvened at 7:54 p.m., and announced there was no reportable action taken. There were no members of the public present.

ADJOURNMENT

There being no further business the meeting was adjourned at 7:54 p.m.

Respectfully submitted,

Jamie Anderson, MMC
Town Clerk

**PROCLAMATION
TOWN OF YUCCA VALLEY**

NATIONAL DAY OF PRAYER

WHEREAS, Prayer has always been an important part of being an American. This year the National Day of Prayer Committee has chosen “One Nation Under God” as the theme for this years events, that include prayer meetings on the national, state and city levels throughout our land; and

WHEREAS, prayer has always been at the center of our recognition that God is the one who has made us and given us so much in our loved country, the United States of America, for which we thank Him and pledge to use all of our benefits from God for the benefit of people all over the world. We have used our resources to bring freedom of conscience to countries in need and still do so, looking only at their need and not insisting on anything in return; and

WHEREAS, we thank God, particularly, for the selfless acts of those in the military who preserve our freedom and help people in Iraq, Afghanistan, and countries all over the world when there is any need. For those who have given their lives on the battlefield, we thank God and ask His blessing on the families left behind and for all those who support the American troops in the battlefields of our world; and

WHEREAS, Congress, by Public Law 100 307, as amended, has called on our Nation to reaffirm the role of prayer in our society and to respect the freedom of religion by recognizing each year a “National Day of Prayer”.

NOW, THEREFORE, I, Dawn Rowe, Mayor of the Town of Yucca Valley, California, do here by proclaim May 3, 2012 as a Day of Prayer, and ask the citizens of Yucca Valley to give thanks, each according to his or her own faith, for the freedoms and blessings we have received and for God’s continued guidance, comfort and protection. I invite all community members to join in observing this day with appropriate programs, ceremonies, and activities.

DATED this 1st day of May, 2012.

MAYOR

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council

From: Alex Qishta, Project Engineer

Date: April 26, 2012

For Council Meeting: May 1, 2012

Subject: Resolution No. 12-
Updating the Assessment Engineer's Report for Previously Formed Street and Drainage and Landscape and Lighting Maintenance Districts.

Prior Council Review: There has been no prior review of this specific item. The Town Council previously approved the formation of Landscape and Lighting Maintenance Districts and Street and Drainage Maintenance Districts which must be updated and approved by the Town Council annually pursuant to State law.

Recommendation: That the Town Council approves the Resolution:


1. Directing the preparation of a final assessment engineer's report describing any new improvements or any substantial changes in the existing improvements in the existing assessment districts.
2. Preliminarily approving the engineering reports for the existing assessment districts and directing the filing of such reports with the Town Clerk.
3. Setting the date for conducting a public hearing at 6:00 PM on Tuesday, June 19, 2012, in the Yucca Valley Community Center, 57909 29 Palms Highway, Yucca Valley, CA 92284 pursuant to California Streets and Highways Code Sections 22552 and 22553 and Government Code Section 53753.5, to consider the levy of annual assessments upon real property.

Executive Summary: The Town Council has previously formed Landscape and Lighting Maintenance Districts and Street and Drainage Maintenance Districts as a condition of private subdivision development projects. The Assessment Engineer's report, which establishes the amount of annual assessment in each of the Districts, must be updated annually and approved by the Town Council, following a public hearing, in order to levy the annual assessment(s).

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

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

Discussion: Subdivision development projects are approved subject to conditions of approval that require the formation of Landscape and Light Maintenance Assessment Districts and Street and Drainage Maintenance Districts. The assessment of an annual fee upon properties within the District provides the revenue to offset the cost of maintenance of the public improvements necessary to serve the development.

The California Streets and Highways Code §22620 et. seq. with respect to Landscape and Lighting Districts and Government Code §53750 et. seq. with respect to Street and Drainage Maintenance Districts require that the Assessment Engineer's report for each of the Districts be updated and approved by the legislative body prior to the levy of any annual assessment on properties within the an assessment district.

The tentative schedule for the annual update of the assessment districts which is prepared based on information provided by the San Bernardino County Auditor-Controller-Recorders office is as follows:

May 1, 2012: Town Council 1) direction of preparation of an assessment engineer's report describing any new improvements or any substantial changes in the existing improvements in the existing assessment districts, 2) preliminarily approving the engineering reports for the existing assessment districts and directing the filing of such reports with the Town Clerk, and 3) setting the date for the conduct of a public hearing on Tuesday, June 19, 2012, at 6:00 P.M. in the Yucca Valley Community Center, 57909 29 Palms Highway, Yucca Valley, CA 92284 pursuant to California Streets and Highways Code Sections 22552 and 22553 and Government Code Section 53753.5 to consider the levy of annual assessments upon real property

June 19, 2012: Town Council public hearing and approval of the levy of assessments upon real property within each of the Districts for fiscal year 2012-2013.

June 30, 2012: Deadline for submission of preliminary notice of assessments to San Bernardino County.

August 10, 2012: Deadline for submission of final notice of assessments to San Bernardino County.

September 2, 2012-Last day for submission of corrections to San Bernardino County.

The Town has formed nine (9) such assessment districts which are described as follow:

TM 16957 (Living Space Subdivision)

Location: 800 feet south of Joshua Drive on the east side of Acoma Trail

No. of Lots: 34 residential lots

Map Recorded: Yes

District type:

1. Benefit Assessment Act of 1982; Street and Drainage Maintenance District
2. Landscape and Lighting Act of 1972; Landscape and Lighting Maintenance District

TM 16587 Mesquite 55 Subdivision (formerly Danmark Development)

Location: Northeast corner of Acoma Trail and Zuni Trail

No. of Lots: 55 Residential lots

Map Recorded: Yes

District type:

1. Benefit Assessment Act of 1982; Street and Drainage Maintenance District
2. Landscape and Lighting Act of 1972; Landscape and Lighting Maintenance District

TM 17328 Yucca Valley Estates Subdivision

Location: Southwest corner of Emerson Avenue and Yucca Trail.

No. of Lots: 17 residential lots.

Map Recorded: Yes

District type:

1. Benefit Assessment Act of 1982; Street and Drainage Maintenance District
2. Landscape and Lighting Act of 1972; Landscape and Lighting Maintenance District

TM 17455 Home Depot Parcel Map

Location: East of the Avalon Avenue on the south side of SR62

No. of Lots: Four (4) commercial parcels.

Map Recorded: Yes

District Type:

Benefit Assessment Act of 1982; Street and Drainage Maintenance District.

TM 17633 Burnt Mountain Haciendas Subdivision-Phase I

Location: Southwest corner of Palomar Avenue and Onaga Trail

No. of Lots: 61 total residential lots; Phase 1

Map Recorded: No

District Initiated and Levy Assessed: District initiated and levy approved by Town Council. Final map and supporting documents not yet submitted for approval and recording.

District type:

1. Benefit Assessment Act of 1982; Street and Drainage Maintenance District
2. Landscape and Lighting Act of 1972; Landscape and Lighting Maintenance District

Alternatives: No alternatives are recommended.

Fiscal impact: The assessment on properties within the assessment districts provides revenue to offset the cost of maintenance of public improvement to serve the development project. The engineering reports set forth the "Maximum Allowable Assessment" for each parcel (page 5 of the Engineering Report for Street and Drainage Maintenance Districts 1 through 5 and page 4 of the Engineering Report for Landscape and Lighting Maintenance Districts 1-4). These tables demonstrate the Maximum Allowable Assessment has increased only a few cents from the prior year's assessment.

The assessment engineer notes that with the exception of Street and Drainage Maintenance District No. 5 (Home Depot), the projects have not been constructed. Therefore, the assessment engineer's report recommends a levy in the amount to recover administrative costs of these districts.

Attachments: Resolution
Benefit Assessment District Engineering Reports
Landscape and Lighting Assessment District Engineering Reports
Assessment District Summary Table

RESOLUTION NO 12-

A RESOLUTION OF THE TOWN COUNCIL, OF THE TOWN OF YUCCA VALLEY, CALIFORNIA CAUSING AN ENGINEER'S REPORT TO BE FINALIZED FOR ASSESSMENTS TO BE LEVIED WITHIN EXISTING ASSESSMENT DISTRICTS DURING THE 2012-2013 TAX YEAR AND PRELIMINARILY APPROVING THE ASSESSMENT ENGINEERING REPORTS AND SETTING A PUBLIC HEARING DATE TO CONSIDER THE LEVY OF ASSESSMENTS WITHIN THE EXISTING ASSESSMENT DISTRICTS FOR THE 2012-13 TAX YEAR

WHEREAS, the Town Council previously caused to be prepared and approved the original engineer's report in the formation of the following assessment districts pursuant to Streets and Highways Code Section 22565 et.seq., and Government Code Section 54716 and Section 4(b) of Article 13D of the Constitution of the State of California:

- Street and Drainage Maintenance District No. 1 and Landscape and Lighting Maintenance District No. 1 both districts comprised of Tract Map 16957;
- Street and Drainage Maintenance District No. 1, Annexation No. 1, Zone 2 and Landscape and Lighting Maintenance District No. 1 Annexation No. 1, Zone 2 both districts comprised of Tract Map 16587;
- Street and Drainage Maintenance District No. 1, Annexation No. 2, Zone 3 and Landscape and Lighting Maintenance District No. 1, Annexation No. 2, Zone 3 both districts comprised of Tract Map 17328;
- Street and Drainage Maintenance District No. 1, Annexation 3, Zone 4 and Landscape and Lighting Maintenance District No. 1, Annexation No. 3, Zone 4 both districts comprised of Tract Map 17633-Phase I;
- Street and Drainage Maintenance District No. 1, Annexation No. 4, Zone 5 comprised of Parcel Map 17455; and

WHEREAS, the improvements in the aforementioned Landscape and Lighting Maintenance Districts include Regular maintenance, repair and replacement of all facilities within the public rights-of-ways or easements which shall include, but not be limited to, the landscaping, irrigation system, signage, perimeter wall, retaining walls, pedestrian path and erosion control plantings within or adjacent to the detention basins and drainage swale; Operation, maintenance, repairs, replacement of and power for the street lighting; Regular maintenance, repair and replacement of the landscape parkway strip and street trees; Regular maintenance, repair and replacement of landscaping within public

rights-of-ways or easements, and perimeter walls, including graffiti removal; Regular maintenance, repair and replacement of pedestrian pathways, within the public rights-of-ways or easements; and administrative services to operate the District; and

WHEREAS, the improvements in the aforementioned Street and Maintenance Districts Maintenance and operation of streets, roads and highways shall include but not be limited to pavement rehabilitation, restriping, slurry sealing, signing, street sweeping, traffic control devices and other repairs needed to keep the streets in a safe condition and to preserve the street network; and

WHEREAS, maintenance and operation of drainage and flood control facilities, including but not limited to floodways, channels, percolation pond, storm drain systems including pipes and catch basins and appurtenant facilities; and administrative services to operate the district; and

WHEREAS, the Town Council has received and reviewed the preliminary engineering assessment reports which reviews and updates the original engineer's report for the aforementioned Districts for purposes of determining the levy of assessments for the 2012-2013 tax year, and

WHEREAS, there are no changes to the existing or planned improvements nor are there any items being added to the list of improvements previously approved at the formation of each District.

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA DOES RESOLVE AS FOLLOWS:

Section 1: The Town Council of the Town of Yucca Valley directs the Town Engineer to cause an engineer's report to be prepared and filed with the Town Clerk for submission to the Town Council for the following assessment districts for the fiscal year commencing July 1, 2012 and ending June 30, 2013:

- Street and Drainage Maintenance District No. 1 and Landscape and Lighting Maintenance District No. 1 both districts comprised of Tract Map 16957;
- Street and Drainage Maintenance District No. 1, Annexation No. 1, Zone 2 and Landscape and Lighting Maintenance District No. 1 Annexation No. 1, Zone 2 both districts comprised of Tract Map 16587;
- Street and Drainage Maintenance District No. 1, Annexation No. 2, Zone 3 and Landscape and Lighting Maintenance District No. 1, Annexation No. 2, Zone 3 both districts

comprised of Tract Map 17328;

- Street and Drainage Maintenance District No. 1, Annexation 3, Zone 4 and Landscape and Lighting Maintenance District No. 1, Annexation No. 3, Zone 4 both districts comprised of Tract Map 17633-Phase I;
- Street and Drainage Maintenance District No. 1, Annexation No. 4, Zone 5 comprised of Parcel Map 17455.

Section 2: The Town Council has received and reviewed the engineering reports and hereby preliminarily approves said engineering reports.

Section 3: The Town Council hereby sets date for the conduct of a public hearing at 6:00 PM on Tuesday, June 19, 2012 in the Yucca Valley Community Center, 57090 29 Palms Highway, Yucca Valley, CA 92284 pursuant to California Streets and Highways Code Sections 22552 and 22553 and Government Code Section 53753.5 to consider the levy of annual assessments upon real property within the existing assessment districts.

APPROVED AND ADOPTED this 1st day of May, 2012.

MAYOR

ATTEST:

TOWN CLERK

ENGINEER'S REPORT FOR
STREET AND DRAINAGE
MAINTENANCE DISTRICT NO. 1
BENEFIT ZONES 1-5

Fiscal Year 2012-13

Prepared for:

TOWN OF YUCCA VALLEY
San Bernardino County, California

Prepared by:

K. Dennis Klingelhofer
Assessment Engineer

April, 2012

PRELIMINARY ENGINEER'S REPORT
TOWN OF YUCCA VALLEY
STREET AND DRAINAGE MAINTENANCE DISTRICT No. 1, BENEFIT ZONES 1-5

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**PRELIMINARY ENGINEER'S REPORT
TOWN OF YUCCA VALLEY
STREET AND DRAINAGE MAINTENANCE DISTRICT No. 1
BENEFIT ZONES 1-5**

The undersigned respectfully submits the enclosed Engineer's Report as directed by the Town Council.

Dated: April 23, 2012

By: _____
K. Dennis Klingelhofer, P.E.
Assessment Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was filed with me on the _____ day of _____, 2012.

Janet M. Anderson, Town Clerk
Town of Yucca Valley
San Bernardino County, California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was approved and confirmed by the Council of the Town of Yucca Valley, San Bernardino County, California, on the _____ day of _____, 2012.

Janet M. Anderson, Town Clerk
Town of Yucca Valley
San Bernardino County, California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was filed with the County Auditor of the County of San Bernardino, on the _____ day of _____, 2012.

Janet M. Anderson, Town Clerk
Town of Yucca Valley
San Bernardino County, California

By _____

SECTION I - INTRODUCTION

To ensure a flow of funds for the operation, maintenance and servicing of specified improvements within new development, the Town Council adopted Resolution No. 05-61 on October 27, 2005 to establish the Town of Yucca Valley Street Maintenance District No. 1 in accordance with the provisions of the Government Code and the provisions of Article XIID of the State Constitution (Proposition 218) and the Benefit Act of 1082 of the Government Code.

Since the formation of the District, additional benefit zones have been established as part of the conditions of property development and approved by the original property owner(s) and the proposed assessments are based upon the costs of maintenance, repair and servicing of the improvements that provide special benefit to properties within each benefit zone in the District. The annual levy includes all proposed expenditures, fund balances, revenues and reserves; and is set aside in a Special Fund by the Town. The assessment to be levied within each benefit zone upon the parcels within it are proportionate to the special benefit they receive as set forth in the method of apportionment established at the time the time each benefit was established.

Payment of the assessment for each parcel will be made in the same manner and at the same time as payments are made for property taxes. All funds collected through the assessment must be placed in a special fund and can only be used for the purposes stated within this report.

As required by the Benefit Assessment Act of 1982, the Engineer's Report prepared for the formation of the District described the improvements to be maintained and serviced by the District which included:

1. Maintenance and operation of streets, roads and highways including but not limited to pavement rehabilitation, restriping, slurry sealing, signing, street sweeping, traffic control devices and other repairs needed to keep the streets in a safe condition and to preserve the street network;
2. Maintenance and operation of drainage and flood control facilities, including but not limited to floodways, channels, percolation pond, storm drain systems including pipes and catch basins and appurtenant facilities.

This annual update provides an estimated budget for each benefit zone within the District for fiscal year 2012-13 and lists the proposed assessments to be levied upon each assessable lot or parcel within the District.

The Town Council may order amendments to the budget as presented herein or confirm the report as submitted. Following final approval of the report and confirmation of the assessments, the Town Council may order the levy and collection of the assessment for Fiscal Year 2012-13. Upon approval, the assessments will be submitted to the San Bernardino County Auditor-Controller's Office to be included on the FY 2012-13 tax roll.

SECTION II - PLANS AND SPECIFICATIONS

The facilities, which are to be constructed within the Street and Drainage Maintenance District No. 1, and those which maybe subsequently constructed, will be operated, maintained and serviced as generally described as follows:

DESCRIPTION OF IMPROVEMENTS **TOWN OF YUCCA VALLEY** **STREET AND DRAINAGE MAINTENANCE DISTRICT NO. 1**

Zone 1(Tract 16957) - Improvements within this zone consist of streets, roads and highways, public alleyways and the storm drain system within Tract No. 16957. The District may maintain and operate these improvements including but not limited to pavement repair and rehabilitation, restriping, slurry sealing, street sweeping, signing, concrete repair, maintenance of storm drain pipes, catch basins and percolation ponds within the subdivision, personnel, electrical energy, utilities such as water, materials, contractual services and other items necessary for the satisfactory operation of the improvements which shall also include; vandalism abatement.

Zone 2 (Tract 16857) - Improvements within this zone consist of streets, roads and highways, public alleyways and the storm drain system within Tract No. 16587. The District may maintain and operate these improvements including but not limited to pavement repair and rehabilitation, restriping, slurry sealing, street sweeping, signing, concrete repair, maintenance of storm drain pipes, catch basins and percolation ponds within the subdivision, personnel, electrical energy, utilities such as water, materials, contractual services and other items necessary for the satisfactory operation of the improvements which shall also include; vandalism abatement.

Zone 3 (Tract 17328) - Improvements within this zone consist of streets, roads and highways, public alleyways and the storm drain system within Tract No. 17328. The District may maintain and operate these improvements including but not limited to pavement repair and rehabilitation, restriping, slurry sealing, street sweeping, signing, concrete repair, maintenance of storm drain pipes, catch basins and percolation ponds within the subdivision, personnel, electrical energy, utilities such as water, materials, contractual services and other items necessary for the satisfactory operation of the improvements which shall also include; vandalism abatement.

Zone 4 (Tract 17633) - Improvements within this zone consist of streets, roads and highways, public alleyways and the storm drain system within Tract No. 17633. The District may maintain and operate these improvements including but not limited to pavement repair and rehabilitation, restriping, slurry sealing, street sweeping, signing, concrete repair, maintenance of storm drain pipes, catch basins and percolation ponds within the subdivision, personnel, electrical energy, utilities such as water, materials, contractual services and other items necessary for the satisfactory operation of the improvements which shall also include; vandalism abatement.

Zone 5 (Tract 17328) - Improvements within this zone consist of streets, roads and highways, public alleyways and the storm drain system within Tract No. 17328. The District may maintain and operate these improvements including but not limited to pavement repair and rehabilitation, restriping, slurry sealing, street sweeping, signing, concrete repair, maintenance of storm drain pipes, catch basins and percolation ponds within the subdivision, personnel, electrical energy, utilities such as water, materials, contractual services and other items necessary for the satisfactory operation of the improvements which shall also include; vandalism abatement.

*TOWN OF YUCCA VALLEY
Street and Drainage Maintenance District No. 1
Benefit Zones 1-5*

The plans and specifications for the improvements within each benefit zone are on file in the Office of the Town Engineer, Community Development/Public Works Department of the Town of Yucca Valley.

TOWN OF YUCCA VALLEY
Street and Drainage Maintenance District No. 1
Benefit Zones 1-5

SECTION III - ESTIMATE OF COST

The 1982 Act provides that the total cost of maintenance and operation of the streets and drainage facilities can be recovered by the District including administration of the District, engineering fees, legal fees, printing, posting, and mailing of notices, and all other costs associated with the annual levy and collection of assessments can also be included.

The following operation, maintenance and servicing costs for Fiscal Year 2012-13 are proposed to be included in the Street and Drainage Maintenance District No.1, including contributions to reserves.

The 1982 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. Any balance remaining on July 1 must be carried over to the next fiscal year.

Town of Yucca Valley Street and Drainage Maintenance District No. 1 Estimated Annual Costs					
Fiscal Year 2012-13	Benefit Zone 1 (Tract 16957)	Benefit Zone 2 (Tract 16587)	Benefit Zone 3 (Tract 17328)	Benefit Zone 4 (Tract 17633)	Benefit Zone 5 (PM 17455)
Maintenance & Servicing					
Surfacing	\$ -	\$ -	\$ -	\$ -	\$ 1,255.00
Street Sweeping	\$ -	\$ -	\$ -	\$ -	\$ 100.00
Vandalism Abatement	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Storm Drain Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 4,600.00
Rehabilitation Reserve	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 10,055.00
Incidental Expenses					
City Administration	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Assessment Engineering	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
County Administration Fee	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Annual Levy					
Total Maintenance and Incidental Expenses	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 12,055.00
Less Contribution from Reserves					
Operating	\$ -	\$ -	\$ -	\$ -	\$ (2,000.00)
Capital Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Balance to Levy	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 14,055.00
Total EDU's /BU's	34	55	17	61	7,184
Proposed Levy per EDU	\$ 58.82	\$ 36.36	\$ 117.65	\$ 32.79	\$ 1.96
Maximum Allowable Levy per EDU	\$ 800.76	\$ 460.81	\$ 697.90	\$ 478.31	\$ 2.12
Fund Balance Summary					
Operating Reserve (Projected as of July 1, 2012)	\$ 4,186.43	\$ 4,186.43	\$ 4,186.43	\$ 4,186.43	\$ 4,442.04
Contribution to Operating Reserve	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
Projected Operating Reserve as of June 30, 2013	\$ 4,186.43	\$ 4,186.43	\$ 4,186.43	\$ 4,186.43	\$ 6,442.04
Capital Replacement Reserve (Projected as of July 1, 2012)	\$ -	\$ -	\$ -	\$ -	\$ 26,083.33
Contribution to Capital Replacement Reserve	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00
Projected Capital Replacement Reserve as of June 30, 2013	\$ -	\$ -	\$ -	\$ -	\$ 29,883.33

TOWN OF YUCCA VALLEY
Street and Drainage Maintenance District No. 1
Benefit Zones 1-5

Since construction of the improvements in several of the benefit zones has not been completed, a reduced assessment is proposed to be levied in several of the benefit zones for 2012-13. However, the Maximum Annual Assessment per EDU will be increased as established at the time of formation by the change in Consumer Price Index for all Urban Consumers for the Los Angeles Area (December – December) to provide sufficient revenues for the maintenance of the improvements in future years. The Maximum Allowable Assessment by Benefit Zone for 2012-3 shall be as shown below:

Maximum Allowable Assessments

Benefit Zone	Fiscal Year					
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
	% Change in CPI					
	3.29%	4.17%	0.11%	1.83%	1.23%	2.29%
Zone 1 - Tract 16957	\$ 728.25	\$ 758.59	\$ 759.44	\$ 773.35	\$ 782.85	\$ 800.76
Zone 2 - Tract 16587	\$ 419.09	\$ 436.55	\$ 437.04	\$ 445.04	\$ 450.51	\$ 460.81
Zone 3 - Tract 17328	\$ 634.71	\$ 661.15	\$ 661.89	\$ 674.01	\$ 682.30	\$ 697.90
Zone 4 - Tract 17633	\$ 435.00	\$ 453.12	\$ 453.63	\$ 461.93	\$ 467.61	\$ 478.31
Zone 5 - Tract 17455	\$ 1.93	\$ 2.01	\$ 2.01	\$ 2.05	\$ 2.07	\$ 2.12

The Town shall have no obligation to commit funds in excess of the assessment revenues collected for the maintenance of the improvements within each benefit zone and the level of maintenance provided shall be adjusted to match the funds available. In addition, funds collected may be used to reimburse the Town for any funds advanced, including funds advanced for district administration.

The funds in the Rehabilitation Reserve for each Benefit Zone will be set aside annually and shall only be used for the replacement or rehabilitation of the improvements within that Benefit Zone unless the Town determines that there is a surplus based upon expected future replacement costs.

Funds raised by the assessments shall be used only for the purpose as stated herein. Any balance remaining on July 1 must be carried over to the next fiscal year unless the funds are being accumulated for future capital improvements and operating reserves. The District may accumulate an operating reserve which shall not exceed the annual estimated costs of maintenance and servicing.

The 1982 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. Any balance remaining on July 1 must be carried over to the next fiscal year.

SECTION IV - ASSESSMENT ROLL

The proposed assessment for Fiscal Year 2012-13 apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, is shown in Appendix A.

The description of each lot or parcel is part of the records of the Assessor of the County of San Bernardino and these records are, by reference, made part of this Report.

The total Assessment to be levied for 2012-13 Fiscal Year as approved by the Town Council per EDU/BU is shown below.

Zone	Number of EDU's/Trips	Rate per EDU/BU's	Total FY11-12 Assessment
Benefit Zone 1 (Tract 16957)	34	\$58.82	\$2,000.00
Benefit Zone 2 (Tract 16587)	55	\$36.36	\$2,000.00
Benefit Zone 3 (Tract 17328)	17	\$117.65	\$2,000.00
Benefit Zone 4 (Tract 17633)	61	\$32.79	\$2,000.00
Benefit Zone 5 (PM 17455)	7,184	\$1.96	\$14,055.00

SECTION V - METHOD OF APPORTIONMENT OF ASSESSMENT

Chapter 6.4, Division 2, Title 5, of the Government Code, the Benefit Assessment Act of 1982, permits the establishment of assessment districts by Cities for the purpose of financing the maintenance and operation of certain public improvements including streets and drainage facilities.

Section 54711 of the Benefit Assessment Act of 1982 requires that maintenance assessments be levied according to benefit rather than according to assessed value. This Section states:

- (a) No benefit assessment shall be levied pursuant to this chapter unless it meets all of the following requirements:
 - (1) The amount of the assessment imposed on any parcel of property shall be related to the benefit to the parcel which will be derived from the provision of the service. Except as provided in subdivision (d) or (e) of Section 54715, in the case of a benefit assessment for flood control services, the benefit must be determined on the basis of the proportionate storm water runoff from each parcel. In the case of an assessment for the maintenance of streets, roads, or highways, the benefit shall be in proportion to the estimated traffic volume to be generated by each parcel assessed, or by any other reasonable basis as determined by the legislative body.
 - (2) The annual aggregate amount of the assessment shall not exceed the estimated annual cost of providing the service.
 - (3) The revenue derived from the assessment shall not be used to pay the cost of any service other than the service for which the assessment was levied.
- (b) This section does not limit or prohibit the levy or collection of any other fee, charge, or tax for the provision of services, except that a maintenance district formed pursuant to Chapter 7 (commencing with Section 1550) of Division 2 of the Streets and Highways Code shall impose an assessment pursuant to this chapter only as an alternative to imposing a property tax for the provision of street lighting services.

Excepted from the assessment would be the areas of all public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, all easements and rights-of-ways, all public parks, greenbelts and parkways, public school property and all other publicly owned property.

The costs for the operation, maintenance and servicing of the improvements maintained for each zone are apportioned in accordance with the methodology which was established by the Town Council upon formation of the District and is shown below:

Method of Assessment – Zones 1- 4

Benefit Zones 1-4 were established to provide a funding source for the maintenance and servicing of streets, roads, highways and storm drain facilities within the boundaries of each Benefit Zone which consist of single family residential parcels. The services within each of

TOWN OF YUCCA VALLEY
Street and Drainage Maintenance District No. 1
Benefit Zones 1-5

these Benefit Zones consist of the maintenance of public roads which provide access and drainage to those parcels of land within each Benefit Zone.

Parcels benefiting from the street and storm drainage maintenance within each of these Benefit Zones have been determined to be predominantly of the same land use type, specifically, single family detached home sites. Therefore, each home within each Benefit Zone receives the same benefit from the maintenance of the streets and drainage improvements and shall be treated equally in determining the method of spreading assessments.

The assessment costs for the operation; maintenance and servicing of the improvements are apportioned in accordance with the methodology as established by the Town Council upon formation of the District and the establishment of each benefit zone. It was determined at that time that the most equitable method for spreading the estimated benefit received by each parcel should be based on the Equivalent Dwelling Unit (EDU) method. Each residential parcel will be assessed on the basis of one EDU per parcel. The formula for each of the Benefit Zones 1-4 is as follows:

$$\text{Assessable budget} \div \text{total EDUs} = \text{rate per EDU}$$

Benefit Zone	Landuse	Parcels	Dwelling Units	EDU Factor	Total EDUs	Rate/EDU	Total Asmt.
1	Residential	34	34	1.00/DU	34	\$58.82	\$2,000.00
2	Residential	55	55	1.00/DU	55	\$36.36	\$2,000.00
3	Residential	17	17	1.00/DU	17	\$117.65	\$2,000.00
4	Residential	61	61	1.00/DU	61	\$32.79	\$2,000.00

Method of Assessment - Zone 5

Benefit Zone 5 was established to provide a funding source for the maintenance and servicing of streets, roads, highways and storm drain facilities within the boundaries of Benefit Zone 5. As a condition of development, the developer was required to construct Palisades Drive from the boundary of Parcel Map 17455 to Avalon Street. Palisades Drive is the primary access to the area within Parcel Map 17455. Parcel No. 0601-201-37-0000 located adjacent to Parcel Map 17455 takes primary access from Avalon Street, and therefore only receives an incidental benefit from the improvements to be maintained by the District.

The assessment costs for the operation; maintenance and servicing of the improvements are apportioned on the basis of the trips estimated to be generated by each parcel in accordance with the methodology as established by the Town Council upon formation of the Benefit Zone. The parcels will be assessed on the basis of one Benefit Unit (BU) per trip generated. Trip generation rates were based upon land use and the trip generation rates shown in the AGR Traffic Study prepared at the time of development approval. The formula is as follows:

$$\text{Assessable budget} \div \text{total BU's} = \text{rate per BU}$$

TOWN OF YUCCA VALLEY
Street and Drainage Maintenance District No. 1
Benefit Zones 1-5

Benefit Zone	Landuse	Building Sq Ft	Avg Daily Trips	Total BU's	Rate/BU	Total Asmt.
5	Parcel 1 - Home Depot	139,656	4,162	4,162	\$1.96	\$14,055.00
	Parcel 2 – Specialty Retail	27,110	1,202	1,202	\$1.96	
	Parcel 3 – Specialty Retail	7,500	332	332	\$1.96	
	Parcel 4 – Fast Food	3,000	1,488	1,488	\$1.96	

SECTION VI - PROPERTY OWNER LIST

A list of names and addresses of the owners of all parcels within the Street and Drainage Maintenance Districts shown on the last equalized Property Tax Roll of the Assessor of the County of San Bernardino, which by reference is hereby made a part of this report. This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll in Appendix A.

APPENDIX A

TOWN OF YUCCA VALLEY
STREET AND DRAINAGE MAINTENANCE DISTRICT No. 1
ASSESSMENT ROLL
Fiscal Year 2012-13

Benefit Zone 1 - Tract 16957

APN	Maximum Allowable Assessment	Assessment to Levy
585621010000	\$800.76	\$58.82
585621020000	\$800.76	\$58.82
585621030000	\$800.76	\$58.82
585621040000	\$800.76	\$58.82
585621050000	\$800.76	\$58.82
585621060000	\$800.76	\$58.82
585621070000	\$800.76	\$58.82
585621080000	\$800.76	\$58.82
585621090000	\$800.76	\$58.82
585621100000	\$800.76	\$58.82
585621110000	\$800.76	\$58.82
585621120000	\$800.76	\$58.82
585621130000	\$800.76	\$58.82
585621140000	\$800.76	\$58.82
585621150000	\$800.76	\$58.82
585621160000	\$800.76	\$58.82
585621170000	\$800.76	\$58.82
585621180000	\$800.76	\$58.82
585621190000	\$800.76	\$58.82
585621200000	\$800.76	\$58.82
585621210000	\$800.76	\$58.82
585621220000	\$800.76	\$58.82
585621230000	\$800.76	\$58.82
585621240000	\$800.76	\$58.82
585621250000	\$800.76	\$58.82
585621260000	\$800.76	\$58.82
585621270000	\$800.76	\$58.82
585621280000	\$800.76	\$58.82
585621290000	\$800.76	\$58.82
585621300000	\$800.76	\$58.82
585621310000	\$800.76	\$58.82
585621320000	\$800.76	\$58.82
585621330000	\$800.76	\$58.82
585621340000	\$800.76	\$58.82
Total:	\$27,225.84	\$1,999.88

TOWN OF YUCCA VALLEY
Street and Drainage Maintenance District No. 1
Benefit Zones 1-5

Benefit Zone 2 - Tract 16587

APN	Maximum Allowable Assessment	Assessment to Levy	APN	Maximum Allowable Assessment	Assessment to Levy
587441010000	\$460.81	\$36.36	587441290000	\$460.81	\$36.36
587441020000	\$460.81	\$36.36	587441300000	\$460.81	\$36.36
587441030000	\$460.81	\$36.36	587441310000	\$0.00	\$0.00
587441040000	\$460.81	\$36.36	587451040000	\$460.81	\$36.36
587441050000	\$460.81	\$36.36	587451050000	\$460.81	\$36.36
587441060000	\$460.81	\$36.36	587451060000	\$460.81	\$36.36
587441070000	\$460.81	\$36.36	587451070000	\$460.81	\$36.36
587441080000	\$460.81	\$36.36	587451080000	\$460.81	\$36.36
587441090000	\$460.81	\$36.36	587451090000	\$460.81	\$36.36
587441100000	\$460.81	\$36.36	587451100000	\$460.81	\$36.36
587441110000	\$460.81	\$36.36	587451110000	\$460.81	\$36.36
587441120000	\$460.81	\$36.36	587451120000	\$460.81	\$36.36
587441130000	\$460.81	\$36.36	587451130000	\$460.81	\$36.36
587441140000	\$460.81	\$36.36	587451140000	\$460.81	\$36.36
587441150000	\$460.81	\$36.36	587451150000	\$460.81	\$36.36
587441160000	\$460.81	\$36.36	587451160000	\$460.81	\$36.36
587441170000	\$460.81	\$36.36	587451170000	\$460.81	\$36.36
587441180000	\$460.81	\$36.36	587451180000	\$460.81	\$36.36
587441190000	\$460.81	\$36.36	587451190000	\$460.81	\$36.36
587441200000	\$460.81	\$36.36	587451200000	\$460.81	\$36.36
587441210000	\$460.81	\$36.36	587451210000	\$460.81	\$36.36
587441220000	\$460.81	\$36.36	587451220000	\$460.81	\$36.36
587441230000	\$460.81	\$36.36	587451230000	\$460.81	\$36.36
587441240000	\$460.81	\$36.36	587451240000	\$460.81	\$36.36
587441250000	\$460.81	\$36.36	587451250000	\$460.81	\$36.36
587441260000	\$460.81	\$36.36	587451260000	\$460.81	\$36.36
587441270000	\$460.81	\$36.36	587451270000	\$460.81	\$36.36
587441280000	\$460.81	\$36.36	587451280000	\$460.81	\$36.36
			TOTAL ASSEMENT	\$25,344.55	\$1,999.80

Benefit Zone 3 - Tract 17328

APN	Maximum Allowable Assessment	Assessment to Levy
588311100000	\$697.90	\$117.64
588311110000	\$697.90	\$117.64
588311120000	\$697.90	\$117.64
588311130000	\$697.90	\$117.64
588311140000	\$697.90	\$117.64
588311150000	\$697.90	\$117.64
588311160000	\$697.90	\$117.64
588311170000	\$697.90	\$117.64
588311180000	\$697.90	\$117.64
588311190000	\$697.90	\$117.64
588311200000	\$697.90	\$117.64
588311210000	\$697.90	\$117.64
588311220000	\$697.90	\$117.64
588311230000	\$697.90	\$117.64
588311240000	\$697.90	\$117.64
588311250000	\$697.90	\$117.64
588311260000	\$697.90	\$117.64
TOTAL ASSEMENT	\$11,864.30	\$1,999.88

TOWN OF YUCCA VALLEY
Street and Drainage Maintenance District No. 1
Benefit Zones 1-5

Benefit Zone 4 - Tract 17633

Tract	Lot	Maximum Allowable Assessment	Assessment to Levy	Lot	Maximum Allowable Assessment	Assessment to Levy
17633	1	\$478.31	\$32.78	32	\$478.31	\$32.78
17633	2	\$478.31	\$32.78	33	\$478.31	\$32.78
17633	3	\$478.31	\$32.78	34	\$478.31	\$32.78
17633	4	\$478.31	\$32.78	35	\$478.31	\$32.78
17633	5	\$478.31	\$32.78	36	\$478.31	\$32.78
17633	6	\$478.31	\$32.78	37	\$478.31	\$32.78
17633	7	\$478.31	\$32.78	38	\$478.31	\$32.78
17633	8	\$478.31	\$32.78	39	\$478.31	\$32.78
17633	9	\$478.31	\$32.78	40	\$478.31	\$32.78
17633	10	\$478.31	\$32.78	41	\$478.31	\$32.78
17633	11	\$478.31	\$32.78	42	\$478.31	\$32.78
17633	12	\$478.31	\$32.78	43	\$478.31	\$32.78
17633	13	\$478.31	\$32.78	44	\$478.31	\$32.78
17633	14	\$478.31	\$32.78	45	\$478.31	\$32.78
17633	15	\$478.31	\$32.78	46	\$478.31	\$32.78
17633	16	\$478.31	\$32.78	47	\$478.31	\$32.78
17633	17	\$478.31	\$32.78	48	\$478.31	\$32.78
17633	18	\$478.31	\$32.78	49	\$478.31	\$32.78
17633	19	\$478.31	\$32.78	50	\$478.31	\$32.78
17633	20	\$478.31	\$32.78	51	\$478.31	\$32.78
17633	21	\$478.31	\$32.78	52	\$478.31	\$32.78
17633	22	\$478.31	\$32.78	53	\$478.31	\$32.78
17633	23	\$478.31	\$32.78	54	\$478.31	\$32.78
17633	24	\$478.31	\$32.78	55	\$478.31	\$32.78
17633	25	\$478.31	\$32.78	56	\$478.31	\$32.78
17633	26	\$478.31	\$32.78	57	\$478.31	\$32.78
17633	27	\$478.31	\$32.78	58	\$478.31	\$32.78
17633	28	\$478.31	\$32.78	59	\$478.31	\$32.78
17633	29	\$478.31	\$32.78	60	\$478.31	\$32.78
17633	30	\$478.31	\$32.78	61	\$478.31	\$32.78
17633	31	\$478.31	\$32.78			
TOTAL ASSEMENT					\$29,176.91	\$1,999.58

TOWN OF YUCCA VALLEY
Street and Drainage Maintenance District No. 1
Benefit Zones 1-5

Benefit Zone 5 - Map 17455

Assessor Parcel Number	Landuse	Building Sq Ft	Avg Daily Trips	Total EDUs	Rate/EDU	Total Asmt.
601201450000	Parcel 1 - Home Depot	139,656	4,162	4,162	\$1.96	\$ 8,142.67
601201460000	Parcel 2 – Specialty Retail	27,110	1,202	1,202	\$1.96	\$ 2,351.63
601201470000	Parcel 3 – Specialty Retail	7,500	332	332	\$1.96	\$ 649.54
601201480000	Parcel 4 – Fast Food	3,000	1,488	1,488	\$1.96	\$ 2,911.17
Total						\$14,055.00

**ENGINEER'S REPORT FOR
LANDSCAPE AND LIGHTING
MAINTENANCE DISTRICT NO. 1
BENEFIT ZONES 1-4**

Fiscal Year 2012-13

Prepared for:

**TOWN OF YUCCA VALLEY
San Bernardino County, California**

Prepared by:

***K. Dennis Klingelhofer, P.E.
Assessment Engineer***

April, 2012

PRELIMINARY ENGINEER'S REPORT
TOWN OF YUCCA VALLEY
LANDSCAPE & LIGHTING MAINTENANCE DISTRICT No. 1, BENEFIT ZONES 1-4

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**TOWN OF YUCCA VALLEY
LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 1
BENEFIT ZONES 1-4**

The undersigned respectfully submits the enclosed Engineer's Report as directed by the Town Council.

Dated: April 23, 2012

By: _____
K. Dennis Klingelhofer, P.E.
Assessment Engineer

I HEREBY CERTIFY that the enclosed Preliminary Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was filed with me on the _____ day of _____, 2012.

Janet M. Anderson, Town Clerk
Town of Yucca Valley
San Bernardino County, California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was approved and confirmed by the Council of the Town of Yucca Valley, San Bernardino County, California, on the _____ day of _____, 2012.

Janet M. Anderson, Town Clerk
Town of Yucca Valley
San Bernardino County, California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was filed with the County Auditor of the County of San Bernardino, on the _____ day of _____, 2012.

Janet M. Anderson, Town Clerk
Town of Yucca Valley
San Bernardino County, California

By _____

SECTION I - INTRODUCTION

To insure a flow of funds for the maintenance, repair and servicing of specified improvements within Tract 16957; the Town Council adopted Resolution No. 05-60 on October 27, 2005 to establish the District in accordance with the provisions of Part 2 of Division 15 of the California Streets and Highways Code, Sections 22500 through 22679, and the provisions of Article XIII D of the State Constitution (Proposition 218).

The District was established as part of the conditions of property development and approved by the original property owner(s) and the proposed assessments are based upon the costs of maintenance, repair and servicing of the improvements that provide special benefit to properties within the District. The annual levies includes all proposed expenditures, fund balances, revenues and reserves, and are set aside in a Special Fund by the Town. The assessment to be levied upon the parcels within each Benefit Zone are proportionate to the special benefit they receive as set forth in the method of apportionment established at the time the Benefit Zone was formed.

Payment of the assessment for each parcel will be made in the same manner and at the same time as payments are made for property taxes. All funds collected through the assessment must be placed in a special fund and can only be used for the purposes stated within this report.

As required by the Landscaping and Lighting Act of 1972, this Engineer's Report describes the improvements to be maintained by the District, provides an estimated budget for the District, sets the Maximum Allowable Assessment which may be levied upon each parcel and lists the proposed assessments to be levied upon each assessable lot or parcel within the District for 2012-13.

The Town will hold a Public Hearing on _____, to provide an opportunity for any interested person to be heard. Following consideration of public comments and review of this report, the Town Council may order amendments to the Report or confirm the report as submitted. Following final approval of the report and confirmation of the assessments, the Town Council may order the levy and collection of the assessment for Fiscal Year 2012-13. Upon approval, the assessments will be submitted to the San Bernardino County Auditor-Controller's Office to be included on the FY 2012-13 tax roll.

SECTION II - PLANS AND SPECIFICATIONS

The facilities, which will be constructed, maintained, repaired and serviced each Benefit Zone within Landscaping and Lighting Maintenance District No. 1 and which provide special benefits to parcels and properties within each Benefit Zone may include the following:

- Regular maintenance, repair and replacement of all facilities within the public rights-of-ways or easements which shall include, but not be limited to, the landscaping, irrigation system, signage, perimeter wall, retaining walls, pedestrian path and erosion control plantings within or adjacent to the detention basins and drainage swale.
- Operation, maintenance, repairs, replacement of and power for the street lighting.
- Regular maintenance, repair and replacement of the landscape parkway strip and street trees.
- Regular maintenance, repair and replacement of landscaping within public rights-of-ways or easements, and perimeter walls, including graffiti removal.
- Regular maintenance, repair and replacement of pedestrian pathways, within the public rights-of-ways or easements.
- Administrative services to operate the District.

Services include, but are not limited to: personnel; electrical energy; utilities such as water; materials; contractual services; grading; clearing; removal of debris; installation or construction of curbs, gutters, walls, sidewalks, paving, irrigation, drainage, hardscapes, trees, furnishings such as pots, bollards, tree grates, and appurtenant facilities as required to provide an aesthetically pleasing environment throughout the District; and other items necessary for the maintenance or servicing or both including the facilities described below.

Maintenance means the furnishing of services and materials for the ordinary and usual operations, maintenance and servicing of the landscaping, public park facilities and appurtenant facilities, including repair, removal or replacement of all or part of any of the landscaping, public park or appurtenant facilities; providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; and the removal of trimmings, rubbish, debris and other solid waste. Servicing means the furnishing of water for the irrigation of the landscaping, and recreational facilities or appurtenant facilities.

Plans and specifications for the improvements within each Benefit Zone shall be as approved by the Town of Yucca Valley and upon approval shall be placed on file in the Office of the Town Engineer, Community Development/Public Works Department, Town of Yucca Valley. Town staff will determine the frequency and specific maintenance activities required to maintain these improvements.

TOWN OF YUCCA VALLEY
Landscape & Lighting Maintenance District No. 1
Benefit Zones 1-4

SECTION III - ESTIMATE OF COST

The 1972 Act provides that the total cost of installation, construction, operation, maintenance and servicing of landscaping and appurtenant facilities can be recovered by the District. Maintenance can include the repair and replacement of existing facilities. Servicing can include electrical and associated costs from a public utility. Incidental expenses, including administration of the District, engineering fees, legal fees, printing, posting, and mailing of notices, and all other costs associated with the annual collection process can also be included.

The projected costs for the maintenance, repair and servicing costs of the improvements within each Benefit including contributions to reserves for Fiscal Year 2012-13 are summarized below.

Town of Yucca Valley Lighting and Landscape Maintenance District No. 1 Estimated Annual Costs Fiscal Year 2012-13				
Fiscal Year 2012-13	Benefit Zone 1 (Tract 16957)	Benefit Zone 2 (Tract 16587)	Benefit Zone 3 (Tract 17328)	Benefit Zone 4 (Tract 17633)
Direct Cost				
Electricity for Street Lights	\$ -	\$ -	\$ -	\$ -
Acoma Trail Parkway Maintenance	\$ -	\$ -	\$ -	\$ -
Irrigation Water	\$ -	\$ -	\$ -	\$ -
Landscape Maintenance	\$ -	\$ -	\$ -	\$ -
Retention Basin Landscape & Irrigation	\$ -	\$ -	\$ -	\$ -
Capital Replacements	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -
Administration Costs				
Town Administration	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Assessment Engineering	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
County Administration Fees	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Annual Levy				
Total Direct and Administration Costs	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Capital Replacement Reserve Contribution	\$ -	\$ -	\$ -	\$ -
Operating Reserve Contribution				
Less Contribution from Reserves				
Operating	\$ -	\$ -	\$ -	\$ -
Capital Replacement	\$ -	\$ -	\$ -	\$ -
Balance to Levy	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Total EDU's	34	55	17	61
Proposed Levy per Edu	\$ 58.82	\$ 36.36	\$ 117.65	\$ 32.79
Maximum Allowable Levy	\$ 202.86	\$ 230.41	\$ 398.75	\$ 196.82
Fund Balance Summary (Projected as of June 30, 2012)				
Operating Reserve (Projected as of July 1, 2012)	\$ 3,998.00	\$ 3,998.00	\$ 3,998.00	\$ 3,998.00
Contribution to Operating Reserve	\$ -	\$ -	\$ -	\$ -
Projected Operating Reserve as of June 30, 2013	\$ 3,998.00	\$ 3,998.00	\$ 3,998.00	\$ 3,998.00
Capital Replacement Reserve (Projected as of July 1, 2012)	\$ -	\$ -	\$ -	\$ -
Contribution to Capital Replacement Reserve	\$ -	\$ -	\$ -	\$ -
Projected Capital Replacement Reserve as of June 30, 2013	\$ -	\$ -	\$ -	\$ -

Since construction of the improvements in several of the benefit zones have not been completed, a reduced assessment is proposed to be levied for 2012-13. However, as established at the time of District Formation, the Maximum Allowable Annual Assessment per EDU which may be levied in future years will be increased by the Consumer Price Index for all

Urban Consumers for the Los Angeles Area (December – December) to provide sufficient revenues for the maintenance of the improvements in future years. The Maximum Allowable Annual Assessment for 2012-13 shall be as shown below:

Maximum Allowable Assessments

Benefit Zone	Fiscal Year					
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
	203.9	210.6	219.373	219.62	223.64	226.39
	210.6	219.373	219.62	223.64	226.39	231.567
% Change in CPI						
3.29%	4.17%	0.11%	1.83%	1.23%	2.29%	
Zone 1 - Tract 16957	\$ 184.49	\$ 192.18	\$ 192.39	\$ 195.91	\$ 198.32	\$ 202.86
Zone 2 - Tract 16587	\$ 209.55	\$ 218.28	\$ 218.53	\$ 222.52	\$ 225.26	\$ 230.41
Zone 3 - Tract 17328	\$ 362.65	\$ 377.76	\$ 378.18	\$ 385.10	\$ 389.84	\$ 398.75
Zone 4 - Tract 17633	\$ 179.00	\$ 186.46	\$ 186.67	\$ 190.08	\$ 192.42	\$ 196.82

The Town shall have no obligation to commit funds in excess of the assessment revenues collected for the maintenance of the improvements and the level of maintenance provided shall be adjusted to match the funds available.

The funds in the Capital Replacement Reserve will be used for the replacement or rehabilitation of landscaping, irrigation systems, signage, perimeter walls, retaining walls, streetlights, pathways or other improvements maintained by the District. The funds will be set aside annually and shall only be used for the replacement or rehabilitation of the improvements unless the Town determines that there is a surplus based upon expected future replacement costs.

The 1972 Act requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by the assessments shall be used only for the purpose as stated herein. Any balance remaining on July 1 must be carried over to the next fiscal year unless the funds are being accumulated for future capital improvements and operating reserves. The District may accumulate an operating reserve which shall not exceed the annual estimated costs of maintenance and servicing.

SECTION IV - ASSESSMENT DISTRICT DIAGRAM

The boundaries of each Benefit Zone within Landscape and Lighting Maintenance District No. 1 are on file in the Office of the Town Clerk and are incorporated in this Report by reference.

A detailed description of the lines and dimensions of each lot or parcel within the assessment District are those lines and dimensions shown on the maps of the Assessor of the County of San Bernardino for FY 2012-13.

SECTION V - METHOD OF APPORTIONMENT OF ASSESSMENT

GENERAL

Part 2 of Division 15 of the Streets and Highways Code, the Landscaping and Lighting Act of 1972, permits the establishment of assessment districts by Agencies for the purpose of providing certain public improvements which include the operation, maintenance and servicing of landscaping and street lighting improvements for the purpose of:

- improving the livability, appearance, and economic conditions within the boundaries of the District, and
- ensuring that improvements do not reach a state of deterioration or disrepair so as to cause the depreciation of surrounding property or be materially detrimental to nearby properties and improvements; and
- protecting the health, safety and general welfare of occupants and visitors to properties.

Section 22573 of the Landscape and Lighting Act of 1972 requires that maintenance assessments must be levied according to benefit rather than according to assessed value. This Section states:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefit to be received by each such lot or parcel from the improvements."

The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000) [of the Streets and Highways Code, State of California]."

In addition, Article XIID, Section 4(a) of the California Constitution limits the amount of any assessment to the proportional special benefit conferred on the property.

Because assessments are levied on the basis of benefit, they are considered a user's fee, not a tax, and, therefore, are not governed by Article IIIA of the California Constitution.

The 1972 Act permits the designation of zones of benefit within any individual assessment district if "by reasons or variations in the nature, location, and extent of the improvements, the various areas will receive different degrees of benefit from the improvement" (Sec. 22547).

Thus, the 1972 Act requires the levy of a true "assessment" rather than a "special tax." Article XIID provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment. Exempted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements and rights-of-ways, public greenbelts and public parkways.

LANDSCAPING BENEFIT DETERMINATION

Trees, landscaping, irrigation system, hardscaping and appurtenant facilities, if well maintained, provide beautification, shade and enhance the desirability of the surroundings, and therefore increase property values of the parcels within each Benefit Zone.

STREET LIGHTING BENEFIT DETERMINATION

The proper functioning of street lighting is imperative for the welfare and safety of the property owners within the District. Proper operation, maintenance, and servicing of a street lighting system benefits properties with each Benefit Zone by providing increased illumination for ingress and egress, safety traveling at night, improved security, protection of property and the reduction of traffic accidents.

PARCEL CLASSIFICATIONS

Single Family Residential - The single-family residential parcel classification will be per the *Town of Yucca Valley* land use designation and will be assessed on a per parcel basis. Each single family residential parcel will be assigned 1 Equivalent Dwelling Unit (EDU).

Exempt - Exempted from the assessment would be the areas of all public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, all easements and rights-of-ways, all public parks, greenbelts and parkways and all other public property designated open space.

Other parcel classifications will be included as necessary to accommodate future annexations.

ZONE CLASSIFICATION

Benefit Zone No. 1 through 4 have been established to provide a funding source for the operation, maintenance and servicing of landscaping and lighting improvements within the boundaries of each benefit zone. Future benefit zones will be established in the future as development occurs and improvements are constructed in those benefit zone which will provide a specific and special benefit to the parcels within each benefit zone.

BENEFIT SPREAD METHODOLOGY

The total operation, maintenance and servicing cost for the landscaping, street lighting, and open space improvements within each Benefit Zone are apportioned in accordance with a methodology that is consistent with standard assessment engineering practices.

Since the assessments are levied on the owners of properties as shown on the secured property tax rolls, the final charges must be assigned by Assessor's Parcel Number. If assessments were to be spread by parcel, not considering land use, this would not be equitable, because a single-family parcel would be paying the same as a 50-unit apartment parcel or a large commercial establishment. Therefore, as previously stated, the total assessment costs are spread to each parcel of land based on the benefit received by each particular parcel.

BENEFIT ZONES NO. 1-4

The costs for the operation; maintenance and servicing of the improvements are apportioned in accordance with the methodology as established by the Town Council upon formation of the District and the establishment of each benefit zone. It was determined at that time that the most equitable method for spreading the estimated benefit received by each parcel should be based on the Equivalent Dwelling Unit (EDU) method. Each residential parcel will be assessed on the basis of one EDU per parcel. The formula for each of the Benefit Zones 1-4 is as follows:

$$\text{Assessable budget} \div \text{total EDUs} = \text{rate per EDU}$$

Benefit Zone	Landuse	Parcels	Dwelling Units	EDU Factor	Total EDUs	Rate/EDU	Total Asmt.
1	Residential	34	34	1.00/DU	34	\$58.82	\$2,000.00
2	Residential	55	55	1.00/DU	55	\$36.36	\$2,000.00
3	Residential	17	17	1.00/DU	17	\$117.65	\$2,000.00
4	Residential	61	61	1.00/DU	61	\$32.79	\$2,000.00

SECTION VI- PROPERTY OWNER LIST & ASSESSMENT ROLL

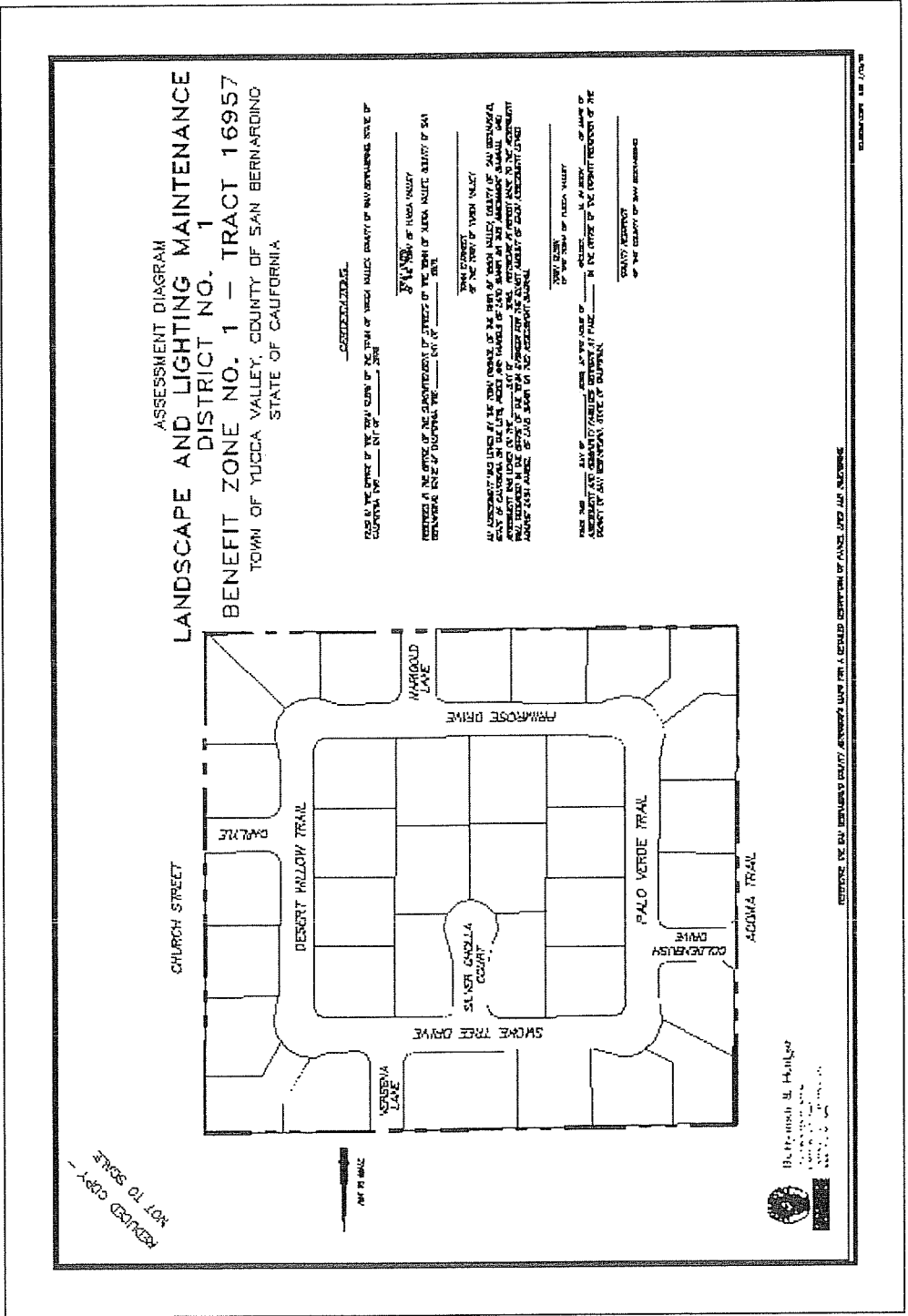
A list of names and addresses of the owners of all parcels within the Town of Yucca Valley's Landscape and Lighting Maintenance District No. 1 is shown on the last equalized Property Tax Roll of the Assessor of the County of San Bernardino, which is hereby made a part of this report. This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll on file in the Office of the Town Clerk

The proposed assessments and the amount of assessments for FY 2012-13 apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, are on file in the Office of the Town Clerk. The description of each lot or parcel is part of the records of the Assessor of the County of San Bernardino and these records are, by reference, made part of this Report.

The Assessment Roll for FY 2012-13 is included in Appendix A of this Report and is on file in the Office of the Town Clerk.

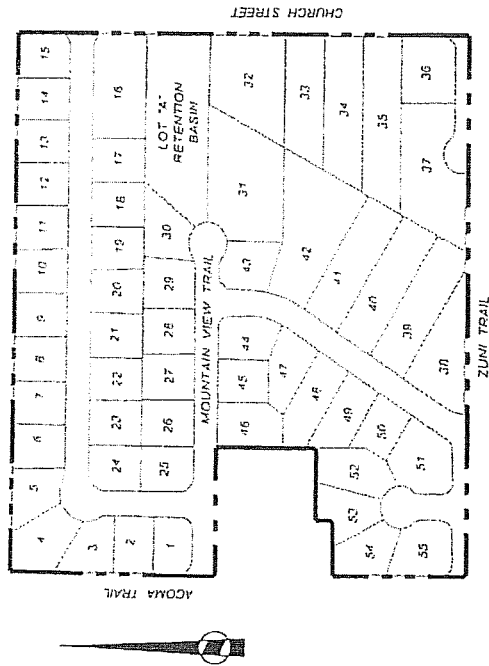
APPENDIX A

Assessment Diagrams



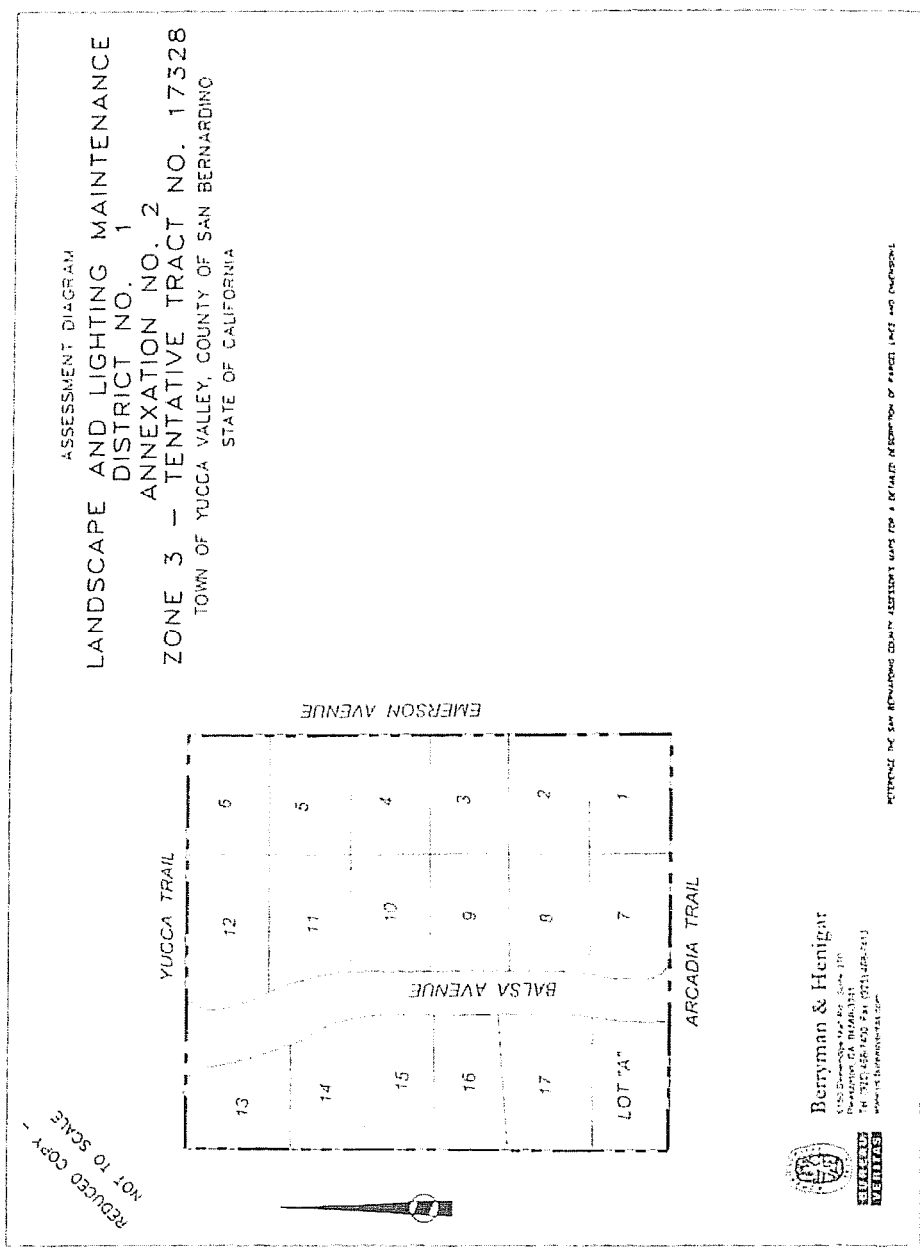
ASSESSMENT DIAGRAM
 LANDSCAPE AND LIGHTING MAINTENANCE
 DISTRICT NO. 1
 ZONE 2 - ANNEXATION NO. 1
 TENTATIVE TRACT NO. 16587
 TOWN OF YUCCA VALLEY, COUNTY OF SAN BERNARDINO
 STATE OF CALIFORNIA

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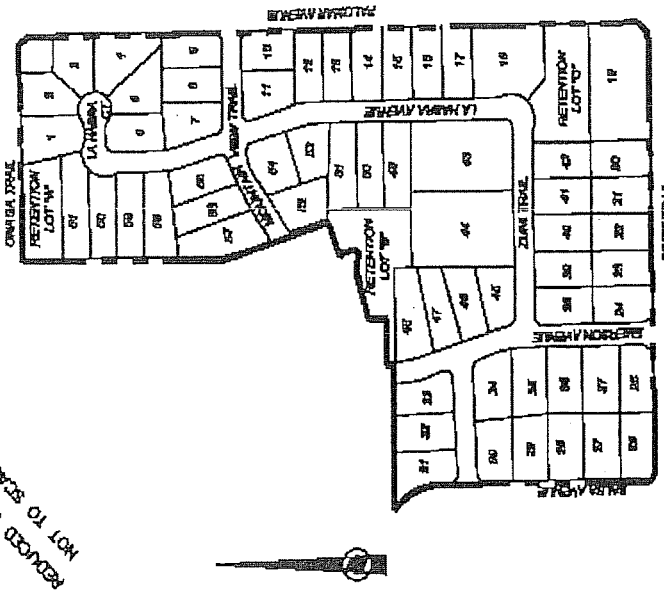


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REFERENCE THE SAN BERNARDINO COUNTY ASSESSOR'S MAPS FOR A DETAILED DESCRIPTION OF PARCEL LINES AND DIMENSIONS



ASSESSMENT DIAGRAM
LANDSCAPE AND LIGHTING MAINTENANCE
DISTRICT NO. 1
ANNEXATION NO. 3
ZONE 4 - TENTATIVE TRACT NO. 17633
TOWN OF YUCCA VALLEY, COUNTY OF SAN BERNARDINO
STATE OF CALIFORNIA



REDUCED COPY -
NOT TO SCALE

CONDICTIONS:

THIS IS THE PLAN OF THE TOWN OF YUCCA VALLEY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS APPROVED BY THE BOARD OF SUPERVISORS OF SAID COUNTY ON THE 14TH DAY OF MARCH, 1915.

TOWN OF YUCCA VALLEY

APPROVED BY THE BOARD OF SUPERVISORS OF SAID COUNTY ON THE 14TH DAY OF MARCH, 1915.

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PREPARED BY J. W. HERRING, COUNTY SURVEYOR, SAN BERNARDINO COUNTY, CALIFORNIA

**APPENDIX B
FY 2012-13
ASSESSMENT ROLL**

Benefit Zone 1 - Tract 16957

APN	Maximum Allowable Assessment	Assessment to Levy
585621010000	\$202.86	\$58.82
585621020000	\$202.86	\$58.82
585621030000	\$202.86	\$58.82
585621040000	\$202.86	\$58.82
585621050000	\$202.86	\$58.82
585621060000	\$202.86	\$58.82
585621070000	\$202.86	\$58.82
585621080000	\$202.86	\$58.82
585621090000	\$202.86	\$58.82
585621100000	\$202.86	\$58.82
585621110000	\$202.86	\$58.82
585621120000	\$202.86	\$58.82
585621130000	\$202.86	\$58.82
585621140000	\$202.86	\$58.82
585621150000	\$202.86	\$58.82
585621160000	\$202.86	\$58.82
585621170000	\$202.86	\$58.82
585621180000	\$202.86	\$58.82
585621190000	\$202.86	\$58.82
585621200000	\$202.86	\$58.82
585621210000	\$202.86	\$58.82
585621220000	\$202.86	\$58.82
585621230000	\$202.86	\$58.82
585621240000	\$202.86	\$58.82
585621250000	\$202.86	\$58.82
585621260000	\$202.86	\$58.82
585621270000	\$202.86	\$58.82
585621280000	\$202.86	\$58.82
585621290000	\$202.86	\$58.82
585621300000	\$202.86	\$58.82
585621310000	\$202.86	\$58.82
585621320000	\$202.86	\$58.82
585621330000	\$202.86	\$58.82
585621340000	\$202.86	\$58.82
Total:	\$6,897.24	\$1,999.88

TOWN OF YUCCA VALLEY
Landscape & Lighting Maintenance District No. 1
Benefit Zones 1-4

Benefit Zone 2 - Tract 16587		
APN	Maximum Allowable Assessment	Assessment to Levy
587441010000	\$230.41	\$36.36
587441020000	\$230.41	\$36.36
587441030000	\$230.41	\$36.36
587441040000	\$230.41	\$36.36
587441050000	\$230.41	\$36.36
587441060000	\$230.41	\$36.36
587441070000	\$230.41	\$36.36
587441080000	\$230.41	\$36.36
587441090000	\$230.41	\$36.36
587441100000	\$230.41	\$36.36
587441110000	\$230.41	\$36.36
587441120000	\$230.41	\$36.36
587441130000	\$230.41	\$36.36
587441140000	\$230.41	\$36.36
587441150000	\$230.41	\$36.36
587441160000	\$230.41	\$36.36
587441170000	\$230.41	\$36.36
587441180000	\$230.41	\$36.36
587441190000	\$230.41	\$36.36
587441200000	\$230.41	\$36.36
587441210000	\$230.41	\$36.36
587441220000	\$230.41	\$36.36
587441230000	\$230.41	\$36.36
587441240000	\$230.41	\$36.36
587441250000	\$230.41	\$36.36
587441260000	\$230.41	\$36.36
587441270000	\$230.41	\$36.36
587441280000	\$230.41	\$36.36
587441290000	\$230.41	\$36.36
587441300000	\$230.41	\$36.36
587441310000	\$0.00	\$0.00
587451040000	\$230.41	\$36.36
587451050000	\$230.41	\$36.36
587451060000	\$230.41	\$36.36
587451070000	\$230.41	\$36.36
587451080000	\$230.41	\$36.36
587451090000	\$230.41	\$36.36
587451100000	\$230.41	\$36.36
587451110000	\$230.41	\$36.36
587451120000	\$230.41	\$36.36
587451130000	\$230.41	\$36.36
587451140000	\$230.41	\$36.36
587451150000	\$230.41	\$36.36
587451160000	\$230.41	\$36.36
587451170000	\$230.41	\$36.36
587451180000	\$230.41	\$36.36
587451190000	\$230.41	\$36.36
587451200000	\$230.41	\$36.36
587451210000	\$230.41	\$36.36
587451220000	\$230.41	\$36.36
587451230000	\$230.41	\$36.36
587451240000	\$230.41	\$36.36
587451250000	\$230.41	\$36.36
587451260000	\$230.41	\$36.36
587451270000	\$230.41	\$36.36
587451280000	\$230.41	\$36.36
TOTAL ASSEMENT	\$12,672.56	\$1,999.80

Benefit Zone 3 - Tract 17328

APN	Maximum Allowable Assessment	Assessment to Levy
588311100000	\$398.75	\$117.64
588311110000	\$398.75	\$117.64
588311120000	\$398.75	\$117.64
588311130000	\$398.75	\$117.64
588311140000	\$398.75	\$117.64
588311150000	\$398.75	\$117.64
588311160000	\$398.75	\$117.64
588311170000	\$398.75	\$117.64
588311180000	\$398.75	\$117.64
588311190000	\$398.75	\$117.64
588311200000	\$398.75	\$117.64
588311210000	\$398.75	\$117.64
588311220000	\$398.75	\$117.64
588311230000	\$398.75	\$117.64
588311240000	\$398.75	\$117.64
588311250000	\$398.75	\$117.64
588311260000	\$398.75	\$117.64
TOTAL ASSEMENT	\$6,778.75	\$1,999.88

TOWN OF YUCCA VALLEY
Landscape & Lighting Maintenance District No. 1
Benefit Zones 1-4

Benefit Zone 4 - Tract 17633

Tract	Lot	Maximum Allowable Assessment	Assessment to Levy	Lot	Maximum Allowable Assessment	Assessment to Levy
17633	1	\$196.82	\$32.78	32	\$196.82	\$32.78
17633	2	\$196.82	\$32.78	33	\$196.82	\$32.78
17633	3	\$196.82	\$32.78	34	\$196.82	\$32.78
17633	4	\$196.82	\$32.78	35	\$196.82	\$32.78
17633	5	\$196.82	\$32.78	36	\$196.82	\$32.78
17633	6	\$196.82	\$32.78	37	\$196.82	\$32.78
17633	7	\$196.82	\$32.78	38	\$196.82	\$32.78
17633	8	\$196.82	\$32.78	39	\$196.82	\$32.78
17633	9	\$196.82	\$32.78	40	\$196.82	\$32.78
17633	10	\$196.82	\$32.78	41	\$196.82	\$32.78
17633	11	\$196.82	\$32.78	42	\$196.82	\$32.78
17633	12	\$196.82	\$32.78	43	\$196.82	\$32.78
17633	13	\$196.82	\$32.78	44	\$196.82	\$32.78
17633	14	\$196.82	\$32.78	45	\$196.82	\$32.78
17633	15	\$196.82	\$32.78	46	\$196.82	\$32.78
17633	16	\$196.82	\$32.78	47	\$196.82	\$32.78
17633	17	\$196.82	\$32.78	48	\$196.82	\$32.78
17633	18	\$196.82	\$32.78	49	\$196.82	\$32.78
17633	19	\$196.82	\$32.78	50	\$196.82	\$32.78
17633	20	\$196.82	\$32.78	51	\$196.82	\$32.78
17633	21	\$196.82	\$32.78	52	\$196.82	\$32.78
17633	22	\$196.82	\$32.78	53	\$196.82	\$32.78
17633	23	\$196.82	\$32.78	54	\$196.82	\$32.78
17633	24	\$196.82	\$32.78	55	\$196.82	\$32.78
17633	25	\$196.82	\$32.78	56	\$196.82	\$32.78
17633	26	\$196.82	\$32.78	57	\$196.82	\$32.78
17633	27	\$196.82	\$32.78	58	\$196.82	\$32.78
17633	28	\$196.82	\$32.78	59	\$196.82	\$32.78
17633	29	\$196.82	\$32.78	60	\$196.82	\$32.78
17633	30	\$196.82	\$32.78	61	\$196.82	\$32.78
17633	31	\$196.82	\$32.78			
TOTAL ASSEMENT					\$12,006.02	\$1,999.58



**TOWN OF YUCCA VALLEY
ASSESSMENT DISTRICTS**

PROJECT	DISTRICT NO. 1 BENEFIT ZONE 1	MAX. 2011-12 ALLOWED ASSESSMENT PER EDU	MAX. 2012-13 ALLOWED ASSESSMENT PER EDU	2012-2013 ANNUAL ASSESSMENT & LEVY PER EDU
TM #16957	Street & Drainage	782.85	800.76	58.82
TM #16957	Landscape & Lighting	198.32	202.86	58.82
16957 TOTAL:		\$981.17	\$1,003.62	\$117.64
TM #16587	Street & Drainage	450.51	460.81	36.36
TM #16587	Landscape & Lighting	225.26	230.41	36.36
16587 TOTAL:		\$675.77	\$691.22	\$72.72
TM #17328	Street & Drainage	682.30	697.90	117.65
TM #17328	Landscape & Lighting	389.84	398.75	117.65
17328 TOTAL:		\$1,072.14	\$1,096.65	\$235.30
TM #17633	Street & Drainage	467.61	478.31	32.79
TM #17633	Landscape & Lighting	192.42	196.82	32.79
17633 TOTAL:		\$660.03	\$675.13	\$65.58
PM #17455	Street & Drainage	2.07	2.12	1.96
17455 TOTAL:		\$2.07	\$2.07	\$1.96

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Debra Breidenbach-Sterling, Human Resources Manager
Date: April 17, 2012
For Council May 1, 2012
Meeting:

Subject: Employee Handbook with Personnel Rules, Policies, and Procedures

Prior Council Review: December 13, 2007 for review and adoption of revised Town of Yucca Valley Employee Handbook with Rules, Policies and Procedures

Recommendation: That the Town Council adopt the Resolution, adopting the amendments to the Town of Yucca Valley Employee Handbook with Personnel Rules, Policies and Procedures.



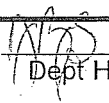
Order of Procedure:

- 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 Employee Handbook is divided into the five (5) sections consisting of Principles of Employment, Operational Policies, Benefits, Leaves of Absence, and General Standards of Conduct. The appendices of the document include General Provisions, Code of Ethics, Glossary of Terms, Pre-Disciplinary "Skelly Procedures," and Grievance Procedures.

On December 13, 2007, Council adopted the amended and revised Town of Yucca Valley Employee Handbook with Personnel Rules, Policies, and Procedures. This document has not been revised or updated since that date.

Reviewed By:	 Town Manager	_____ Town Attorney	 Mgmt Services	 Dept Head
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<input type="checkbox"/> Department Report	<input type="checkbox"/> Ordinance Action	<input checked="" type="checkbox"/> Resolution Action	<input type="checkbox"/> Public Hearing
<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Minute Action	<input type="checkbox"/> Receive and File	<input type="checkbox"/> Study Item

Staff has updated the document to incorporate the most recent state and federal laws for compliance purposes, as well as to reflect changes implemented since the last revision. Some of the more significant changes include:

- 9/80 alternative workweek policy;
- Procedures pertaining to the electronic timekeeping system;
- Holiday Calendar Changes; and
- Vacation and sick leave sell back policy.

There are two new significant procedures that will be implemented with this revision upon approval;

1. A change of the working test period for any new hire from six to twelve months.
2. A change in the way overtime is calculated for hours worked.

All of the specific amendments to consider are included as Exhibit A.

Alternatives: Approve the Draft Employee Handbook with Rules, Policies and Procedures; or modify specific sections and bring back to a later Council meeting.

Fiscal Impact: The prior changes reflected in this update were incorporated into the Fiscal Year 2011-12 adopted budget. The new changes proposed are not anticipated to have a significant financial impact on employment related expenditures.

Attachments: Resolution 12-

Specific Amendments to Previous Town of Yucca Valley Handbook with Personnel Rules, Policies and Procedures, December 13, 2007-Exhibit A

RESOLUTION NO. 12-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA ADOPTING THE AMENDMENTS TO THE EMPLOYEE HANDBOOK WITH PERSONNEL RULES, POLICIES AND PROCEDURES

THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY DOES HERBY RESOLVE AS FOLLOWS:

- Section 1. The amendments to the Employee Handbook with Personnel Rules, Policies, and Procedures attached as Exhibit "A" is hereby adopted
- Section 2. All other resolutions in conflict with this resolution including resolutions Nos. 92-45, 95-31, 03-13, 06-09, and 07-33 are hereby repealed.

APPROVED, ADOPTED AND EFFECTIVE THIS 1st day of May, 2012

MAYOR

ATTEST:

TOWN CLERK

Exhibit A - 2012 Handbook Revision:

- 1) Section 1.3 – Changed the hotline number.
- 2) Section 1.4 – Changed the hotline number.
- 3) Section 1.6 – Changed time frame to 3 weeks.
- 4) Section 1.8 – Added that the Town participates in E-Verify.
- 5) Section 1.9 – Added more text beginning with ‘Prohibited Conduct’.
- 6) Section 2.1 – Changed the amount of hours for temp employees from 1040 hours to 980 hours.
- 7) Section 2.2 – Changed working test period from six months to twelve months.
- 8) Section 2.3 – First paragraph was rewritten to reflect the adoption of the 9/80 Alternative Workweek.
- 9) Section 2.5 – Rewrote section to reflect implementation of electronic time keeping system.
- 10) Section 2.8 – Added a separate section on the topic of Meal and Rest periods.
- 11) Section 2.9 – Added 40 hour max for comp time accrual.
- 12) Section 2.9 – Included description on how overtime is to be calculated.
- 13) Section 2.10 – Added section on Double time pay.
- 14) Section 2.14 – Made a new section for Bi-lingual pay.
- 15) Section 2.16 – Added section for travel time for non-exempt employees.
- 16) Section 2.17 – Added section for Safe Harbor Policy for exempt employees.
- 17) Section 2.20 – Added new section for Record Retention.
- 18) Section 3.2 – Added regular part time to the eligible employees.
- 19) Section 3.2 – Removed MLK, Veteran’s Day and Floating holiday and added 3 week days between Christmas and New Years Eve.
- 20) Section 3.2 – Added paragraph two to address new Alternative workweek.
- 21) Section 3.2 – Added ‘or holiday pay’ to last line of last paragraph.
- 22) Section 3.3 – Changed accrual schedule.
- 23) Section 3.3 – Paragraph 6, change the maximum amount of vacation accrual.
- 24) Section 3.3 – Paragraph 10, added section for vacation sell back.
- 25) Section 3.3 – Paragraph 11, added last sentence about unpaid status.
- 26) Section 3.4 – Paragraph 3, added interactive meeting.
- 27) Section 3.4 – Added paragraph 4.
- 28) Section 3.10 – Added contact information for Employee Assistance Program.
- 29) Section 5.2 – Added the last sentence regarding 3 day absence.
- 30) Section 5.4 – Added new category
- 31) Section 5.5 – 5.23 – Changed order of sections.

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Curtis Yakimow, Administrative Services Director
Date: April 23, 2012
For Council Meeting: May 1, 2012
Subject: Warrant Register May 1, 2012

Recommendation:

Ratify the Warrant Register total of \$ 864,373.77 for checks dated April 5, 2012 through April 19, 2012. Ratify Payroll Register total of \$ 270,666.73 for checks dated March 30, 2012 through April 13, 2012.

Order of Procedure:

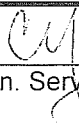
- Department Report
- Request Staff Report
- Request Public Comment
- Council Discussion
- Motion/Second
- Discussion on Motion
- Call the Question (Roll Call)

Attachments:

- Payroll Register No. 40 dated March 30, 2012 total of \$ 123,377.31
- Payroll Register No. 42 dated April 13, 2012 total of \$ 147,289.42
- Warrant Register No. 43 dated April 5, 2012 total of \$ 417,768.43
- Warrant Register No. 45 dated April 19, 2012 total of \$ 446,605.34

Reviewed By:

Town Manager



Admin. Services

Town Attorney

Department Report
 Consent

Ordinance Action
 Minute Action

Resolution Action
 Receive and File

Public Hearing
 Study Session

TOWN OF YUCCA VALLEY
PAYROLL REGISTER # 40
CHECK DATE - March 30, 2012

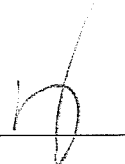
Fund Distribution Breakdown

Fund Distribution

General Fund	\$106,380.34
Gas Tax Fund	8,936.87
Successor Agency	8,060.10
	<hr/>


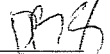
Grand Total Payroll

\$123,377.31

Prepared by P/R & Financial Specialist: 

Reviewed by H/R & Risk Mgr.: 

Town of Yucca Valley
Payroll Net Pay & Net Liability Breakdown
 Pay Period 40 - Paid 03/30/2012
 (March 10, 2012 - March 23, 2012)
 Checks: 4301-4315

	Employee	Employer	Total
<u>Net Employee Pay</u>			
Payroll Checks	\$2,781.55		\$2,781.55
Direct Deposit	73,180.50	-	73,180.50
Sub-total	75,962.05		75,962.05
<u>Employee Tax Withholding</u>			
Federal	11,814.51		11,814.51
Medicare	1,485.90	1,485.84	2,971.74
SDI - EE	-	-	-
State	3,854.61		3,854.61
Sub-total	17,155.02	1,485.84	18,640.86
<u>Employee Benefit & Other Withholding</u>			
Health Benefit Account Credit	-	-	-
Deferred Compensation	1,847.68	-	1,847.68
PERS Survivor Benefit	-		-
Health Café Plan	-	-	-
American Fidelity Pre-Tax	-		-
American Fidelity After-Tax	-		-
American Fidelity-FSA	-		-
PERS EE - Contribution 7%	714.92		714.92
PERS EE - Contribution 8%	6,591.84		6,591.84
PERS Retirement - Employee	-	789.80	789.80
PERS Retirement - Employer	-	14,563.81	14,563.81
Wage Garnishment - Employee	200.32		200.32
Life & Disability Insurance		-	-
Unemployment Insurance		1,016.51	1,016.51
Workers' Compensation		3,049.52	3,049.52
Sub-total	9,354.76	19,419.64	28,774.40
Gross Payroll	\$102,471.83	\$20,905.48	\$123,377.31
Prepared by P/R & Financial Specialist:  Reviewed by H/R & Risk Mgr.: 			

TOWN OF YUCCA VALLEY

PAYROLL REGISTER #42
CHECK DATE - April 13, 2012

Fund Distribution Breakdown

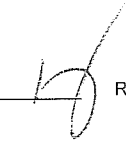
Fund Distribution

General Fund	\$127,446.65
Gas Tax Fund	11,463.06
Successor Agency	<u>8,379.71</u>

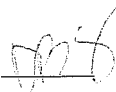
Grand Total Payroll

\$147,289.42

Prepared by P/R & Financial Specialist:



Reviewed by H/R & Risk Mgr.:



Town of Yucca Valley
Payroll Net Pay & Net Liability Breakdown
 Pay Period 42 - Paid 04/13/2012
 (March 24, 2012 - April 06, 2012)
 Checks: 4316-4327

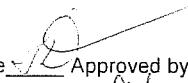
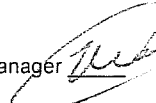
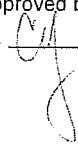
	Employee	Employer	Total
<u>Net Employee Pay</u>			
Payroll Checks	\$2,747.65		\$2,747.65
Direct Deposit	75,918.25	-	75,918.25
Sub-total	78,665.90		78,665.90
<u>Employee Tax Withholding</u>			
Federal	12,304.50		12,304.50
Medicare	1,569.80	1,569.81	3,139.61
SDI - EE	-	-	-
State	4,187.49		4,187.49
Sub-total	18,061.79	1,569.81	19,631.60
<u>Employee Benefit & Other Withholding</u>			
Health Benefit Account Credit	-	-	-
Deferred Compensation	2,487.50	1,376.36	3,863.86
PERS Survivor Benefit	42.00		42.00
Health Café Plan	2,216.65	13,620.36	15,837.01
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%	711.43		711.43
PERS EE - Contribution 8%	6,679.05		6,679.05
PERS Retirement - Employee	-	785.94	785.94
PERS Retirement - Employer	-	14,756.50	14,756.50
Wage Garnishment - Employee	226.24		226.24
Life & Disability Insurance		989.02	989.02
Unemployment Insurance		1,036.90	1,036.90
Workers' Compensation		3,110.77	3,110.77
Sub-total	13,316.07	35,675.85	48,991.92
Gross Payroll	\$110,043.76	\$37,245.66	\$147,289.42
Prepared by P/R & Financial Specialist: <i>hy</i> Reviewed by H/R & Risk Mgr.: <i>mas</i>			

**WARRANT REGISTER # 43
CHECK DATE - APRIL 5, 2012**

FUND DISTRIBUTION BREAKDOWN

Checks # 40177 to # 40265 are valid
Check # 40227 is void
Checks # 40178, # 40212, # 40244 are included in SA # 43

GENERAL FUND # 001	\$386,767.79
CENTRAL SUPPLIES FUND # 100	\$1,980.97
CUP DEPOSITS FUND # 200	\$13,993.40
COPS-SLESF FUND # 509	\$38.01
GAS TAX FUND # 515	\$11,872.26
MEASURE I MAJOR ARTERIAL FUND # 522	\$340.50
MEASURE I LOCAL ROADS FUND # 523	\$0.00
MEASURE I 2010-2040 FUND # 524	\$110.90
HUD JERRY LEWIS PARK FUND # 551	\$523.49
CAPITAL PROJECTS RESERVE FUND # 800	\$2,141.11
GRAND TOTAL	<u><u>\$417,768.43</u></u>

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

Town of Yucca Valley

Warrant Register

April 5, 2012

Fund	Check #	Vendor	Description	Amount
001		GENERAL FUND		
	40177	Action Pumping, Inc.	Septic Pumping Services	\$320.00
	40178	Aleshire & Wynder, LLC	February 2012 Professional Svs.	11,585.76
	40179	All American Publishing	Advertising	200.00
	40180	Alsco/American Linen, Inc.	Facilities Maintenance Supplies	126.84
	40181	Arrowhead Mountain Water	Office Supplies	99.88
	40182	AT & T Mobility	Long Distance Service	324.44
	40183	Hazel Bader	Contract Instructor	64.40
	40184	Barr Lumber, Inc.	Community Services Supplies	26.83
	40185	Kristine Bost	Contract Instructor	22.40
	40186	Carol Boyer	Contract Instructor	56.00
	40188	Beverly Burkitt	Contract Instructor	19.60
	40189	C & S Electric	Electrical Maintenance Supplies	498.41
	40190	Marilyn Campbell	Recreation Program Refund	78.00
	40191	Charles Abbott & Assoc, Inc.	Plan Check Services	5,283.91
	40192	China Star USA	Museum Shop Merchandise	113.71
	40193	Janine Cleveland	Contract Instructor	143.50
	40194	Companion Animal Clinic	Veterinary Services	445.00
	40195	Jennifer Cooper	Recreation Program Refund	10.00
	40196	Data Ticket	Citation Processing Service	563.62
	40197	Desert Pacific Exterminators	Facilities Maintenance	229.00
	40199	Desert Regional Tourism Agency	Facilities Maintenance	1,560.28
	40200	Family Fun	Subscription Renewal	17.95
	40203	Tristan Foust	Recreation Program Refund	10.00
	40204	Mae Fox	Contract Instructor	33.60
	40205	Fred's Tires	Fleet Tire Replacement & Repair	885.31
	40206	G & K Propane	Shelter Propane	500.24
	40209	Graphic Penguin	Web Site Maintenance	1,325.00
	40210	Joy Groves	Contract Instructor	341.60
	40211	Lori Herbel	Contract Instructor	1,606.50
	40212	Hi-Desert Water	Water Service	1,140.34
	40213	Hi-Desert Star	Shelter Subscription Renewal	37.00
	40214	Hogle-Ireland Inc.	Development Code Update Svs.	3,630.00
	40216	Susan Jordan	Contract Instructor	122.50
	40218	Heather Kaczmarczk	Contract Instructor	385.00
	40219	Roger Keezer	Contract Instructor	58.80
	40220	Rose Livingston	Recreation Program Refund	135.00
	40221	The Mallants Corp	Temporary Employment Svs.	2,565.81
	40222	Drew McDonald	Recreation Program Expense	10.00
	40223	MM Internet, Inc.	DSL Service	515.05
	40224	Virginia Neal	Museum Event Talent	350.00
	40226	Viva Nelson	Contract Instructor	16.80
	40228	Oasis Office Supply	Office Supplies	208.56
	40230	Breanna Parker	Recreation Program Refund	10.00
	40231	Public Agency Retirement Services	Trust Administration Svs.	300.00
	40232	Pro Security	Facilities Maintenance	762.50
	40234	Steven Renegar	Contract Instructor	308.00
	40236	S & S Worldwide	Recreation Program Expense	91.86
	40237	SBCO - Hazardous Material Div	04-06/12 Hazardous Waste Svs.	6,920.00

Town of Yucca Valley

Warrant Register

April 5, 2012

Fund	Check #	Vendor	Description	Amount
	40238	SBCO Sheriff's Dept.	March 2012 Professional Svs.	274,043.00
	40239	Office of the County Recorder	Filing Fee	72.00
	40240	SCE	Electric Service	2,520.15
	40241	Beverly Schmuckle	Contract Instructor	74.90
	40242	SCMAF	Membership Renewal	70.00
	40243	Simplot Partners, Inc.	Parks Maintenance & Supplies	1,258.31
	40244	So. Cal. Gas Co.	Natural Gas Service	2,675.64
	40245	Southwest Networks, Inc.	Technology Support	640.00
	40246	Star Twirlers Square Dancers	Museum Event Talent	100.00
	40247	Stater Bros	Supplies	23.31
	40248	Steven Enterprises	Office Supplies	599.46
	40249	The Planning Center	General Plan Update Svs.	46,693.63
	40250	Time Warner Cable	Cable TV Service	60.43
	40252	Ultimate Motors	Vehicle Maintenance	205.68
	40253	Vagabond Welding Supply	YVHS Pool Supplies	61.42
	40254	Valerie's Place	Recreation Program Expense	118.52
	40255	VCA Yucca Valley Animal Hospital	Veterinary Services	1,783.00
	40256	Verizon	Phone Service	2,917.46
	40258	Victor Medical Company	Shelter Supplies	2,930.15
	40259	Valley Independent	Printing Expense	111.79
	40260	Walmart Community	Shelter Supplies	244.74
	40261	Gina Walters	Recreation Program Expense	10.00
	40262	Windstream Quagga	Technology Equipment	220.42
	40263	Woods Auto Repair	Fleet Vehicle Repairs & Svs.	544.49
	40264	NRO Engineering Svs.	Engineering Services	2,702.50
	40265	Steven Enterprises	Engineering Supplies	534.49
	EFT	The Home Depot	Maintenance Supplies	384.23
	EFT	The Home Depot	Maintenance Supplies	444.87
	EFT	First Bankcard	Meetings & Operating Supplies	664.20
Total 001	GENERAL FUND			<u>\$386,767.79</u>
100 INTERNAL SERVICE FUND				
	40208	GE Capital Corporation	Copier Lease	\$1,085.83
	40228	Oasis Office Supply	Copy Paper	752.58
	40259	Valley Independent	Envelopes	142.56
Total 100	INTERNAL SERVICE FUND			<u>\$1,980.97</u>
200 DEPOSITS FUND				
	40198	Brian Diebolt	Deposit Account Refund	\$925.00
	40201	Richard Farland	Deposit Account Refund	4,890.00
	40202	FedEx	Delivery Service	37.70
	40207	G & L Realty Partnership	Deposit Account Refund	1,291.24
	40217	Joshua Springs	Deposit Account Refund	939.50
	40225	Neighborhood Housing Group	Deposit Account Refund	625.46
	40229	Orchid Homes	Deposit Account Refund	2,104.00
	40264	NRO Engineering	Engineering Services	3,180.50
Total 200	DEPOSITS FUND			<u>\$13,993.40</u>

Town of Yucca Valley
Warrant Register
April 5, 2012

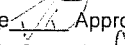

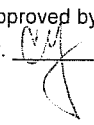
Fund	Check #	Vendor	Description	Amount
509	COPS-SLESF FUND			
	40257	Verizon Wireless	Sheriff's Office Phone Svs.	\$38.01
Total 509	COPS-SLESF FUND			\$38.01
515	GAS TAX FUND			
	40180	Alsco/American Linen, Inc.	Street Uniforms Service	\$52.70
	40215	JCL Barricade	Streets Expense	280.00
	40233	Quality Street Services, Inc.	Street Sweeping Services	4,175.00
	40240	SCE	Electric Service	449.38
	40251	Tops n Barricades	Street Signage	5,880.18
	40264	NRO Engineering	Engineering Services	1,035.00
Total 515	GAS TAX FUND			\$11,872.26
522	MEASURE I MAJOR ARTERIAL FUND			
	40202	FedEx	Delivery Service	\$340.50
Total 522	MEASURE I MAJOR ARTERIAL FUND			\$340.50
524	MEASURE I - 2010-2040 FUND			
	40240	SCE	Electric Service	\$110.90
Total 524	MEASURE I - 2010-2040 FUND			\$110.90
551	HUD- JERRY LEWIS PARK FUND			
	40202	FedEx	Delivery Service	\$317.00
	40235	RHA Landscape Architect	SS Park Project	206.49
Total 551	HUD- JERRY LEWIS PARK FUND			\$523.49
800	CAPITAL PROJECTS RESERVE FUND			
	40178	Aleshire & Wynder, LLC	February 2012 Professional Svs.	\$1,271.80
	40187	Brian's Lockshop	Town Wide Re-key Project	610.00
	40202	FedEx	Delivery Service	29.31
	40264	NRO Engineering	Engineering Services	230.00
Total 800	CAPITAL PROJECTS RESERVE FUND			\$2,141.11
***	Report Total			\$417,768.43

WARRANT REGISTER # 45
CHECK DATE - APRIL 19, 2012

FUND DISTRIBUTION BREAKDOWN

Checks # 40266 to # 40352 and First Bankcard EFT are valid
Check # 40344 is void
Checks # 40268, # 40327, # 40332 are included in SA Warrant # 45

GENERAL FUND # 001	\$354,592.28
CENTRAL SUPPLIES FUND # 100	\$951.93
CUP DEPOSITS FUND # 200	\$5,695.14
AB2928 STATE CONSTRUCTION FUND # 513	\$2,007.50
STREET MAINTENANCE - FUND # 515	\$7,186.40
MEASURE I MAJOR ARTERIAL FUND # 522	\$1,927.97
MEASURE I 2010 - 2040 FUND # 524	\$13,911.68
PUBLIC LANDS FEDERAL GRANT FUND # 527	\$15,238.30
CA ENERGY COMMISSION FUND # 540	\$11,020.46
CDBG FUND # 560	\$4,048.63
CAPITAL PROJECTS RESERVE FUND # 800	\$30,025.05
GRAND TOTAL	<u>\$446,605.34</u>

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

Town of Yucca Valley
Warrant Register
April 19, 2012

Fund	Check #	Vendor	Description	Amount
001		GENERAL FUND		
	40266	Ace Alternators	Fleet Vehicle Maintenance	\$224.85
	40267	Action Pumping, Inc.	Septic Pumping Services	255.00
	40268	Aleshire & Wynder, LLC	March 2012 Professional Svs.	15,664.35
	40269	Alsco/American Linen, Inc.	Facilities Maintenance Supplie	149.25
	40270	Arrowhead Mountain Water	Office Supplies	138.58
	40271	Sarah Ashcraft	Museum Event Expense	150.00
	40272	Avalon Urgent Care	Medical Screening Svs.	240.00
	40273	Barr Lumber, Inc.	Community Services Supplies	5.37
	40274	Big 5 Corp.	Recreation Program Expense	66.32
	40275	Blackbaud	Annual Software Support Contra	2,701.02
	40277	Debra Breidenbach-Sterling	Mileage Reimbursement	71.04
	40279	California Building Standards Cdm.	Blg & Safety SB 1473 Fees	1.80
	40280	Campbell Pet Company	Shelter Supplies	90.09
	40281	Carquest Auto Parts	Parks Equipment Repair	13.45
	40282	Dennis Cavins	Sports Referee	66.00
	40283	Charles Abbott & Assoc, Inc.	Permit Fee Service	4,743.06
	40284	Corelogics Information Solutions	Property Information Search	150.00
	40286	Melanie Crider	Shelter Supplies	175.21
	40287	Department of Conservation	01-03/12 SMIP Fees	3.33
	40288	Desert Images Office Equipment, Inc	Toner	220.89
	40289	Dept of Justice	Livescan Services	49.00
	40290	ECS Imaging Incorporated	Annual Laserfiche Service	5,906.00
	40291	Farmer Bros. Co.	Office Supplies	384.84
	40292	FedEx	Delivery Service	58.90
	40294	Gem Guides Book Co.	Museum Shop Merchandise	146.05
	40295	Art Gutierrez	Sports Referee	200.00
	40296	Hajoca Corporation	Plumbing Supplies	51.30
	40297	Totalfunds by Hasler	Postage	529.00
	40298	Hi-Desert Glass	Maintenance Supplies	373.20
	40299	Hi-Desert Water	Water Service	5,155.05
	40300	Hi-Desert Publishing	Ordinance Advertising	454.38
	40301	Hi-Desert Medical Center	Facility Rental Refund	500.00
	40302	Hi-Desert Star	Subscription Renewal	64.00
	40304	Intervet, Inc.	Shelter Adoption Expense	4,070.80
	40305	Jimmy's Equipment & Turf Supply	Parks Maintenance Supplies	288.19
	40306	Jeremie King	Sports Referee	110.00
	40307	Stephen Lester	Earth Day Sound System	2,000.00
	40308	Jeffrey B. Love, Inc.	Animal Control Hearing Officer	1,755.50
	40310	The Mallants Corp	Temporary Employment Svs.	1,580.18
	40311	Medical Arts Press	Shelter Supplies	78.54
	40312	Morongo Unified School District	Fleet Fuel & YVHS Pool Utilities	6,629.33
	40313	nfp Accounting Technologies	Annual Support Contract	1,807.75
	40314	Oasis Office Supply	Shelter Office Supplies	1,997.75
	40316	Pacific Telemanagement Svs.	Pay Phone Service	82.64
	40317	Petty Cash-Michele Linzner	Miscellaneous Supplies	302.76
	40319	Pro Security	Security Maintenance	100.00
	40320	Pro Video	Town Council Taping	250.00
	40323	Quick Scores	Recreation Program Expense	138.00

Town of Yucca Valley

Warrant Register

April 19, 2012

Fund	Check #	Vendor	Description	Amount
	40325	Jessica Rice	Mileage Reimbursement	173.72
	40330	SBCO Animal Care & Control	County License Pass Though	3,584.40
	40331	SBCO Sheriff's Dept	04/12 Professional Services	274,043.00
	40332	SCE	Electric Service	3,959.14
	40334	SCMAF	Recreation Program Materials	240.00
	40335	So. Cal. Gas Co.	Natural Gas Vehicle Fuel	13.57
	40336	Southwest Networks, Inc.	Technology Support	900.00
	40337	Sprint	Phone Service	7.43
	40338	Stater Bros	Recreation Program Expense	37.21
	40339	Delanford Truitt	Sports Referee	66.00
	40340	Unique Sports	Parks Equipment	160.00
	40341	United Rentals, Inc.	Parks Maintenance Expense	1,258.08
	40342	VCA Yucca Valley Animal Hospital	Veterinary Services	1,737.50
	40343	Verizon	Long Distance Service	237.02
	40345	Voyager Fleet Systems, Inc	Vehicle Fuel	136.89
	40346	Walmart Community	Pet Food	2,108.05
	40347	Chris Warner	Facility Rental Refund	700.00
	40349	Guy Wulf	Sports Referee	352.00
	40350	Yellowmart	Safety Equipment	129.29
	40351	Yucca Valley Quick Lube	Fleet Vehicle Maintenance	284.09
	40352	Valley Independent Printing	Printing Expense	666.00
	EFT	First Bankcard	Meeting & Operating Expense	1,236.65
	EFT	First Bankcard	Meeting & Operating Expense	2,369.47
Total 001	GENERAL FUND			\$354,592.28
100 INTERNAL SERVICE FUND				
	40293	GE Capital Corporation	Copier Lease	\$227.34
	40309	Mail Finance	02-05/12 Postage Meter Lease	542.20
	40318	Priority Mailing Systems, LLC	Ink Cartridge	182.39
Total 100	INTERNAL SERVICE FUND			\$951.93
200 DEPOSITS FUND				
	40303	Imagepoint, Inc.	Deposit Account Refund	\$669.14
	40314	Oasis Office Supply	Office Supplies	26.00
	40333	Schoeppner Shows	Special License Refund	5,000.00
Total 200	DEPOSITS FUND			\$5,695.14
513 AB2928-STATE CONSTRUCTION GRANT FUND				
	40315	Overland Pacific & Cutler, Inc.	TCRP Project Svs.	\$185.00
	40348	Willdan Associates	TCRP Project Svs.	1,822.50
Total 513	AB2928-STATE CONSTRUCTION GRANT FUND			\$2,007.50

Town of Yucca Valley
Warrant Register
 April 19, 2012

Fund	Check #	Vendor	Description	Amount
515 GAS TAX FUND				
	40269	Alsco/American Linen, Inc.	Street Uniforms Service	\$79.05
	40285	Crafco, Inc.	Asphalt Maintenance & Supplies	2,767.02
	40299	Hi-Desert Water	Water Service	156.32
	40322	Quality Street Services, Inc.	Street Sweeping Services	3,520.00
	40329	SBCO-Vehicle Services	Fleet Vehicle Inspection & Svs.	568.00
	40332	SCE	Electric Service	96.01
Total 515	GAS TAX FUND			\$7,186.40
522 MEASURE I MAJOR ARTERIAL FUND				
	40300	Hi-Desert Publishing	Project Advertising	\$503.12
	40324	RBF Consulting	Hwy 62 Widening Project	1,424.85
Total 522	MEASURE I MAJOR ARTERIAL FUND			\$1,927.97
524 MEASURE I - 2010-2040 FUND				
	40328	Roy Allan Slurry Seal, Inc.	Slurry Seal Project	\$10,043.51
	40332	SCE	Electric Service	3,868.17
Total 524	MEASURE I - 2010-2040 FUND			\$13,911.68
527 PUBLIC LANDS FEDERAL GRANT FUND				
	40315	Overland Pacific & Cutler, Inc.	PLHD Project Svs.	\$11,643.75
	40324	RBF Consulting	PLHD Project	3,594.55
Total 527	PUBLIC LANDS FEDERAL GRANT FUND			\$15,238.30
540 CA ENERGY COMMISSION FUND				
	40321	Joseph S. Putrino	EECBG ARRA Project	\$11,020.46
Total 540	CA ENERGY COMMISSION FUND			\$11,020.46
560 CDBG FUND				
	40326	RJM Design Group	CC Splash Park	\$4,048.63
Total 560	CDBG FUND			\$4,048.63
800 CAPITAL PROJECTS RESERVE FUND				
	40268	Aleshire & Wynder, LLC	March 2012 Professional Svs.	\$3,651.30
	40276	Bond Services of California, LLC	Processing Service	1,040.00
	40278	Brian's Lockshop	Town Wide Re-Key Program	10,267.75
	40328	Roy Allan Slurry Seal, Inc.	Slurry Seal Project	15,066.00
Total 800	CAPITAL PROJECTS RESERVE FUND			\$30,025.05
***	Report Total			\$446,605.34