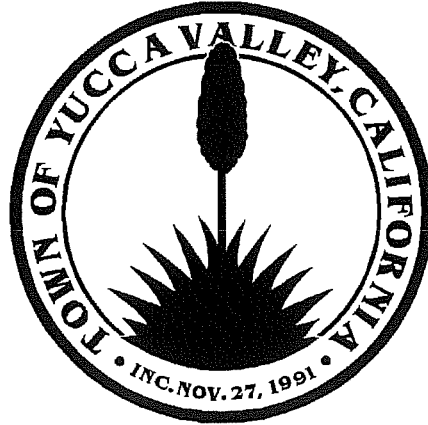


TOWN OF YUCCA VALLEY
SPECIAL TOWN COUNCIL MEETING



*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, APRIL 30, 2013
CLOSED SESSION:
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
Merl Abel, Mayor
Robert Lombardo, Mayor Pro Tem Member
George Huntington, Council Member
Robert Leone, Council Member
Dawn Rowe, Council Member

* * * *

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

**AGENDA
SPECIAL MEETING OF THE
TOWN OF YUCCA VALLEY COUNCIL
TUESDAY, APRIL 30, 2013
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 Huntington, Leone, Lombardo, Rowe, and Mayor Abel.

PLEDGE OF ALLEGIANCE

INVOCATION

Led by Mike Kelliher, San Bernardino Sheriff's Chaplain

PRESENTATIONS, RECOGNITIONS, INTRODUCTIONS

1. Employee of the Quarter

APPROVAL OF AGENDA

Action: Move _____ 2nd _____ Vote _____

CONSENT AGENDA

- 1-6 2. Minutes of the Budget Workshop of April 6, 2013.

Recommendation: Approve the minutes of the Budget Workshop of April 6, 2013 as presented.

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

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

- 7-23 4. Community Center Playground Improvement- Town Project No. 8961, Resolution No. 13- , Amendments to Notice Inviting Bids and to Resolution No. 13-12

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING RESOLUTION NO. 13-12 APPROVING PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE COMMUNITY CENTER PLAYGROUND IMPROVEMENTS IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE TO RECEIVE BIDS.

Recommendation: Adopt the Resolution and approve the revised Notice Inviting Bids that incorporates County required language regarding Community Development Block Grant funds

- 24-37 5. Planning Commission Recommendation, Resolution No. 13- , Street Vacation SV-01-13, SR62 Outer Highway North, SR62 at Dumosa Ave, Approximately sixty feet (60') by one hundred feet (100') easement(s) on both the northwest and northeast corners of Dumosa Avenue at SR 62, APN 595-371-11

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, DECLARING ITS INTENTION TO VACATE THAT PORTION OF EASEMENTS ON ASSESSOR'S PARCEL NO. 595-371-11 IDENTIFIED ON THE ATTACHED MAPS AND SETTING A TIME AND PLACE FOR HEARING THEREON

Recommendation: Adopt the Resolution, declaring the intent to vacate an approximate 60' x 100' easement at the intersection of SR 62 and Dumosa Avenue, as identified on Exhibit A to this staff report, being a portion of APN 595-371-11, and setting a Public Hearing for June 4, 2013 at 6:00 P.M.

- 38-49 6. Transportation Congestion Relief Program Project (TCRP)
SR62, La Honda Way to Dumosa Ave – Town Project No. 8327
Federal Project No. HSIPLN-(017)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA APPROVING PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE TRANSPORTATION CONGESTION RELIEF PROGRAM PROJECT (TCRP): SR 62, LA HONDA WAY TO DUMOSA AVENUE. FEDERAL PROJECT NO. HSIPLN-5422-(017), IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE TO RECEIVE BIDS.

Recommendation: Adopt the Resolution, approve the plans and specifications for Project No. 8327 and authorizes the Town Clerk to advertise and receive bids, pending final Caltrans and FHWA approvals, and authorizing the Town Clerk to modify the bid period, if required, based upon timing of state and federal agency approvals.

- 50-51 7. Treasurer's Report for the Quarter Ending March 31, 2013

Recommendation: Receive and file the Treasurer's Report for the Third quarter of fiscal year 2012-13

- 52-60 8. Warrant Register, April 30, 2013.

Recommendation: Ratify the Warrant Register total of \$393,268.58 for checks dated April 18, 2013. Ratify Payroll Register total of \$213,332.57 for checks dated April 12, 2013 and April 16, 2013.

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 2-8)

Action: Move _____ 2nd _____ Vote _____

DEPARTMENT REPORTS

- 61-62 9. Youth Commission Recommendation Regarding Designated Smoking Areas at the

Community Center Complex

Staff Report

Recommendation: Receive and file the Youth Commission recommendation and provide direction to staff to schedule the matter for future consideration in conjunction with the Facility Use Policy and/or Parks Use Ordinance review.

Action: Move _____ 2nd _____ Vote _____.

63-104 10. FY 2013-14 Preliminary Special Revenue Funds Budget Review

Staff Report

Recommendation:

- Review the preliminary fiscal year 2013-14 special revenue funds budgets;
- Direct staff to incorporate any desired changes and return the proposed special revenue funds budget for adoption with the implementing resolutions as part of the Town's comprehensive FY 2013-14 Proposed Budget.

Action: Move _____ 2nd _____ Vote _____.

105-142 11. GASB 45 Actuarial Study and Funding Method Implementation Update

Staff Report

Recommendation:

- Receive and file the July 1, 2012 Actuarial Report on GASB 45 Retiree Benefit Valuation;
- Direct staff to adopt a prefunding approach and include a total payroll allocation equal to 3% as part of a comprehensive approach in dealing with the Town's unfunded accrued liability;
- Direct staff to evaluate various third-party alternatives for the establishment of an irrevocable trust in which to deposit contributions, and return to Council with a recommended trust structure.

Action: Move _____ 2nd _____ Vote _____.

143-177 12. Tourism and Regional Marketing Budget Allocation

Staff Report

Recommendation: Receive and provide policy direction on Tourism and Regional Marketing Budget allocation.

Action: Move _____ 2nd _____ Vote _____.

178-185 13. Park Maintenance Transition Plan

Staff Report

Recommendation: Receive and provide policy direction on Recommended Strategies for providing long-term maintenance for current and future park facilities.

Action: Move _____ 2nd _____ Vote _____.

186-264 14. Partnership Requests Budget Allocation

Staff Report

Recommendation: Receive update and provide policy direction on Partnership Requests

Action: Move _____ 2nd _____ Vote _____.

265-284 15. Appointments to Parks, Recreation and Cultural Commission and Planning Commission

Staff Report

Recommendation: Council Member Leone nominates members for appointment to the Planning Commission and Parks, Recreation and Cultural Commission.

Action: Move _____ 2nd _____ Vote _____.

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

- 16. Council Member Leone
- 17. Council Member Rowe
- 18. Council Member Huntington
- 19. Mayor Pro Tem Lombardo
- 20. Mayor Abel

ANNOUNCEMENTS

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

**6:00 p.m., Tuesday, May 14, 2013, Special Meeting, Yucca Valley Community Center
Yucca Room**

CLOSING ANNOUNCEMENTS

ADJOURNMENT

Yucca Valley Town Council

Meeting Procedures

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

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

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

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

Public Testimony on any Item - Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Town Council should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the Town Clerk prior to the Council's consideration of the item. A "Request to Speak" form must be completed for *each* item when an individual wishes to speak. When recognized by the Mayor, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Council, speakers are limited to up to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Council at any one meeting. The Mayor or a majority of the Council may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

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

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

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

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

ACRONYM LIST

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

COUNCIL COMMITTEE MEETING TIMES

<u>COMMITTEE</u>	<u>REPRESENTATIVE</u>	<u>TIMES</u>	<u>LOCATION</u>
SANBAG	HUNTINGTON ROWE (ALT)	9:30am 1st Wed	San Bernardino
MEASURE I	HUNTINGTON ROWE (ALT)	9:00 a.m. 3rd Fri.	Apple Valley
DESERT SOLID WASTE JPA	HUNTINGTON LOMBARDO (ALT)	10:00am 2nd Thurs Feb, May, Aug, Nov	Victorville
SOLID WASTE ADVISORY TASK FORCE	HUNTINGTON	2 times per year	Victorville
LEAGUE OF CALIFORNIA CITIES DESERT/MOUNTAIN DIVISION	LOMBARDO ROWE (ALT)	10:00am. 4th Fri quarterly	Various Locations
MORONGO BASIN TRANSIT AUTHORITY	ABEL HUNTINGTON ROWE (ALT)	5:00 pm 4th Thurs	Joshua Tree
MOJAVE AIR QUALITY DISTRICT	ABEL ROWE (ALT)	10:00am 4th Mon	Victorville
LEAGUE OF CALIFORNIA CITIES LEGISLATIVE DELEGATE	MAYOR		
LEGISLATIVE TEAM	HUNTINGTON ROWE	Proposed for Council Member to work with Town Manager meeting with legislators when necessary.	
FLOOD CONTROL ZONE 6	MAYOR		
CITY/COUNTY ANIMAL SERVICES JPA	HUNTINGTON LOMBARDO	10:00 a.m. last Thurs.	Yucca Valley
SPORTS COUNCIL	HUNTINGTON	March, June, Sept., Oct.	Yucca Valley

AD HOC COMMITTEES

SENIOR HOUSING

HUNTINGTON
ROWE

SEWER FINANCING

ROWE
LEONE

COUNCIL RULES & PROCEDURES

MORONGO UNIFIED SCHOOL DISTRICT

ROWE

AUDIT

BREHM PARK

ABEL
LOMBARDO

COUNTY BUDGET COMMITTEE

ROWE
HUNTINGTON

**YUCCA VALLEY TOWN COUNCIL WORKSHOP
APRIL 6, 2013**

Mayor Abel called the meeting to order at 9:02 a.m.

COUNCIL MEMBERS PRESENT: Council Member Huntington, Leone, Lombardo, Rowe,
and Mayor Abel

DEPARTMENT REPORTS

- 1. The following items will be presented and discussed as part of a verbal presentation and discussion:**

- A. FY 2013-14 Baseline Budget Update**

Town Manager Nuaimi gave a PowerPoint presentation outlining the budget trends of declining revenues and increasing costs. Since FY 2009/10 Contract Safety Costs have increased 18%. Personnel services budget has been reduced 28% since FY 2008/09 and full time equivalent staff has been reduced 33% going from 52 to 35 full time employees. The baseline budget has decreased, but there are still additional budgetary requirements of \$300,000 for public infrastructure maintenance, \$200,000 for Brehm Park maintenance, \$35,000 PERS retirement increase and \$65,000 OPEB contributions.

- B. Community Services Activities Update**

Available financial and personnel resources will require a redesign for how the Town delivers community services. Have to redesign how provide community services. Full time staffing includes a Recreation Supervisor, Administrative Assistant II and Museum Programs Coordinator. Scalable components are part time staffing, independent contractors and volunteers.

With regard to the Museum, there are insufficient staffing resources to maintain the status quo. Staff is working on collaborations. We need resources to provide day to day staffing and expertise. If unsuccessful, there will be a need to reduce hours of operation to match staffing and to look at seasonal vs. year round activities.

There will be continued support for special events and program however there is likely a need to charge for them, more use of the contractor instructor model being used now.

Concerts are moving forward. Community input highlighted the desire for the program. The Council sub-committee was successful in their efforts to obtain additional resources in the form of \$10,000 matching funds from Supervisor Ramos. The Town's recreational programming website is accepting donations from supporters to accommodate public desire to assist in funding the program. Six concerts have been scheduled.

C. Aquatics Programming Alternatives and Policy Guidance

Community input highlighted the many user groups impacted by the program, both inside and outside the programming scope of the Town. There were also multiple indications from the Community to assist in partnering with the Town to deliver service. Council indicated the desire to continue delivery of the program in a long term sustainable fashion. Fixed costs are approximately \$52,000, broken down to preventative maintenance staff at \$17,000, maintenance equipment and supplies \$9,000, chemicals \$5,000 and utilities \$21,000. Staff's recommendation for the program goal is to deliver a break-even program, reduce the hours of operation and increase user fees. Staff will be approaching the School District to propose that they agree to partner with the Town by covering costs of chemicals and utilities. In turn they would have unlimited pool use upon conclusion of the Town programming season and Town staff would continue pool maintenance year round.

Mayor Abel questioned if that would allow the school to have swimming in PE again. Town Manager Nuaimi stated yes.

Council Member Rowe questioned the impact of the loss of the \$40.00 from the swim team. Town Manager Nuaimi advised that the \$40 per hour did not cover all the costs.

Council Member Leone questioned if there is any cost maintained by the School District as of now. Town Manager Nuaimi stated currently they are not paying anything; the swim team has to fund raise to pay the \$40 hr.

D. Community Partnerships Review and Policy Guidance

Town Manager Nuaimi displayed the partnership requests, and questioned what other agencies have been asked for funding assistance. The fireworks show is a part of Fire Prevention activity and \$10,000 of the Basinwide Foundation Youth Sports Park is for water. Both the Hi Desert Water District and County Fire received considerable one-time resources from the dissolution of the Yucca Valley RDA sweeping of low/mod funding. The basin needs a single ED strategy coordinated with funding from San Bernardino County EDC.

Richard Harlan, Yucca Valley, commented regarding the additional responsibilities the Town has taken on since 2008.

Charles McHenry, Yucca Valley, spoke in favor of the museum, noting it seems like it is being hit awful hard. It is an asset and needed in community.

Mark Wheeler, Joshua Tree, spoke in support of the museum, noting it has repeatedly been ignored and is the most used and recognized facility in the basin.

Chuck Miller, Yucca Valley, commented that employees who work in Yucca Valley should live in Yucca Valley. He also spoke in support of the concerts and his hope to get a military band to perform.

Claudia Spotts, Joshua Tree, MB Historical Society, spoke in support of the museum, advised they have been partnering with it on the 2nd Wednesday program every month.

Richard Schwartz, Yucca Valley, spoke in support of the museum and the partnership request for the tennis program.

Barbara Harris, Yucca Valley, spoke in support of the museum and suggested a partnership with the Morongo Basin Historical Society.

Cary Harwin, Yucca Valley, spoke in support of the partnership request for DRTA and the Welcome Center.

Michelle Myers, Pioneertown, spoke in opposed to any reduction in the museum,

Sarah Kennington, Pioneertown, spoke in support of the museum.

Ron Cohen, Yucca Valley, commented he is not convinced the Town needs more revenue; there are a lot of other expenditures that are not being considered.

Edith Jones-Poland, Yucca Valley, commented regarding cost per person per program.

Sue Tsuda, Yucca Valley, spoke in support of the partnership request from the Senior Support Center, urged discussion regarding ways they can collaborate with the Town to provide vital services at the least cost.

Charlyne Connors did not speak but submitted a card in support of the museum.

Rae Packard, Yucca Valley, commented regarding the budget being overextended.

Margo Sturges, Yucca Valley, commented in support of the museum and opposition to

Brehm Park, stating that kids in the swimming programs aren't interested in soccer.

Trina Whiting, Yucca Valley, President of Morongo Basin Youth Soccer Association, advised that all the organizations such as the Lobos, Soccer Association and Tri Valley Little League are working together to come up with solution of trying to take over maintenance of Brehm Park for the next 2 years and think they can pay at least half of proposed costs. She noted there are over 650 kids in the soccer program.

Council Member Leone commented that partnerships are very important for all these activities and issues that are facing budget cuts. He added he does think the School District and Hi Desert Water District do need to play a bigger part.

Council Member Rowe thanked Karalee Hargrove from the School District for attending today's meeting to clarify the Town's request for the Board, and people who have come out to help us seek partnerships and solutions. Town Manager Nuaimi advised that what the Town is seeking, in order to expand from the Town's basic program is for the School District to pick up the costs for the chemicals and utilities and the Town will continue to provide maintenance and repairs. Council Member Rowe asked if that would allow the use of the pool for the school's PE program and year round use of the pool. Town Manager Nuaimi advised it allows for all the uses. During the summer it is the Town's pool and when we aren't there it is open for the School's use. Council Member Rowe commented that all of us up here on the Council listen and we provide input to staff for suggestions. The suggestions are not staff recommended.

Mayor Abel gave background on the pool noting that the School District had decided they were closing the pool down and came to the Town. Town Manager Nuaimi advised that in about 2003 the District did come to the Town indicating the pool had problems and that they were going to close it town. At that time the Town took it over and spent \$300,000 on improvements

Council Member Rowe commented the pool is an asset in our community and not only serves the high school team, but also our swim program and provides a feeder program for the high school swim team. She added the pool serves a great portion of our community. The Council did hear that and is coming back to figure out a fair and equitable decision, and hopes the District can work with the Town.

Council Member Leone concurred on the time frame and the costs the Town of Yucca Valley put into the pool.

Council Member Huntington questioned the savings over last year's budget if the program is reworked, and the District partners with us. Town Manager Nuaimi advised the modified Town program relieves about a \$15,000 subsidy plus about \$26,000 for their share.

Council Member Lombardo stated he is also in favor of the retooling the program. He

also agreed with asking some of the other agencies to assist with funding.

Mayor Abel commented he is glad to see there is a plan moving forward to deal with safety and water issues. He also acknowledged the statements about the quality of the museum and how it has been run. That is equally true for our aquatics program. As a former pool manager here, he knows how much effort it takes to run a program. He thanked the community for following through and contacting the School Board. He also commented regarding the importance of partnerships and their need for funding assistance.

Council Member Lombardo commented in support of the Welcome Center, noting it is important to maintain that designation because if we lose it, it may not return.

Council Member Rowe expressed appreciation for the time spent talking about what DRTA does and her hope that the FAM tours will continue.

Council Member Leone commented that about 10 years ago when the Town initially looked at increasing the TOT, it was expected that the revenue would have been about \$45,000 and would be donated to the Chamber. If there is any future increase in revenue enhanced by TOT he suggested it goes to the Chamber and DRTA.

Mayor Abel questioned where staff would like to see the discussions continue noting that budgetary decisions cannot be made today. Town Manager Nuaimi advised staff heard input on the aquatics program and will make changes and approach the School District seeking their participation. If the proposal is accepted by MUSD, staff will take those costs out of the budget. With reference to partnerships, staff wanted to pose a couple of questions but is not ready to complete that at this time.

Town Manager Nuaimi stated that specific comments were provided by Mr. Cohen and Dr. Jones-Poland providing budget numbers, and noted he is more than happy to go through the budget with them.

Buck Buckley, Joshua Tree, commented regarding the need to do a line item review of the budget and not cut any of the things people need in these tough times.

Bonnie Brady, Yucca Valley, commented in support of the museum.

Lori Herbel, Yucca Valley, proposed the Council look at a zero based budget with every program analyzed for need and cost. Administrative Services Director Yakimow advised that staff does just that by looking at every program, line item by line item, every year. We are very conscientious and deliberate when establishing budget and it is placed on the internet for all to see.

Barbara Miller, Yucca Valley, commented that all government is always top heavy whether it is at the local or federal level. Added she doesn't remember discussion about

the value of buying a million dollar bank building. Mayor Abel advised the purchase of the PFF Bank building was a previous Council decision in a different economic climate, and purchased through RDA funds that are no longer available.

Meredith Jones, Yucca Valley, commented in support of the museum and commended all Community Services staff and volunteers.

Patience McDowell, Yucca Valley, commented it looks like the Town is headed in a positive direction, suggested the Town get current parks we have situated before putting money into another park.

Jennifer Collins, Yucca Valley, thanked the Mayor and Council for allowing the community to come up to share their thoughts and wishes. Commented regarding the importance of partnerships.

ADJOURNMENT

There being no further business, Mayor Abel adjourned the meeting at 11:20 a.m.

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Shane Stueckle, Deputy Town Manager
Alex Qishta, Project Engineer
Date: April 22, 2013
For Council Meeting: April 30, 2013


Subject: Community Center Playground Improvement – Town Project No. 8961
Resolution No. 13-
Amendments to Notice Inviting Bids and to Resolution No. 13-12

Prior Council Review: The Town Council previously allocated three years of Community Development Block Grant (CDBG) funds to the renovation of the Community Center Playground, including the addition of a splash park amenity to the facility. The Town Council appropriated these funds in the FY 2012/2013 adopted budget. On October 4, 2011, the Town Council authorized advertisement of the Request for Proposal (RFP) for the park design and the preparation of bid ready construction drawings. On January 17, 2012, the Town Council awarded the design contract to RJM Design Group. The Town Council authorized project bidding at its meeting of September 18, 2012. At the Town Council meeting of December 4, 2012, the Town Council rejected all bids and directed staff to return to the Town Council at the time of CDBG funding allocation for further consideration.

At the meeting of February 19, 2013, the Town Council directed staff to proceed with the Community Center Playground Improvement and Splash Park project, approving modifications to the project design for this phase to include only the replacement of playground equipment in the current site configuration, and directed staff proceed with replacement of playground equipment and associated recreational infrastructure at Paradise Park, and authorizing the submittal of all necessary documents to the County of San Bernardino necessary to secure the Community Development Block Grant funds for both project sites.

At April 16, 2013 meeting, the Town Council approved “Notice Inviting Bids” and a Resolution for the purpose of advertising and receiving bid for project.

Recommendation: That the Town Council adopts the Resolution and approves the revised “Notice Inviting Bids” that incorporates that County required language regarding Community Development Block Grant funds.

Reviewed By:  _____
Town Manager Town Attorney Mgmt Services Dept Head

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

Executive Summary: Town Council authorization to advertise construction of capital projects is sought prior to staff proceeding with the advertising process. The bidding period for this project concludes on May 25, 2013. Bid recommendations will be made to the Town Council in June 2013, with the project construction commencing in approximately July 2013.

Following the April 16, 2013 Town Council meeting, the County requested modifications to the Notice Inviting Bids, which also requires amendments to the Resolution adopted by the Town Council.

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: At the Town Council meeting of April 16, 2013, the Town Council approved the Plans and Specifications for the project, and authorized the Town Clerk to advertise and receive bids. Following the Council meeting, the County requested modifications to the Notice Inviting Bids regarding information specific to Community Development Block Grant funds. The requested language has been added to both the Notice Inviting Bids as well as the Resolution.

The Community Center Playground Improvement project includes the replacement of the existing playground equipment, as well as replacing the existing sand with wood chips for ADA access. The playground equipment is designed for both the 2 to 5 and 5 to 12 year old age groups. The project is also designed to allow for removal of the sand volleyball court and construction of the splash pad in a subsequent phase.

Project Plans & Specifications are on file in the Town Clerk's Office for review.

Alternatives: Staff recommends no alternative actions.

Fiscal impact: Approximately \$325,000 in CDBG funds remains for both the Community Center and Paradise Park projects. The Community Center project is designed with an estimated cost of \$175,000 to \$200,000.

Attachments: Revised Notice Inviting Bids
Resolution No. 13-12
Resolution No. 13-

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING RESOLUTION NO. 13-12 APPROVING PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE COMMUNITY CENTER PLAYGROUND IMPROVEMENTS IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE TO RECEIVE BIDS.

WHEREAS, It is the intention of the Town of Yucca Valley to construct certain improvements in the Town; and

WHEREAS, The Town has prepared plans and specifications for the construction of certain improvements.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YCCA VALLEY, CALIFORNIA RESOLVES AS FOLLOWS.

SECTION 1: That the plans and specifications presented to the Town Council are hereby approved as the plans and specifications for: COMMUNITY CENTER PLAYGROUND IMPROVEMENTS – PROJECT No. 8961, CDBG 123-35102/3280

SECTION 2: That the Town Clerk is hereby authorized and directed to advertise as required by law for the receipt of sealed bids or proposals for doing of the work specified in the aforesaid plans and specifications, which said advertisement shall be in form and content as approved by the Town Attorney and a copy of this Resolution shall be contained in each specification package for the work.

"NOTICE INVITING SEALED BIDS OR PROPOSALS"

Pursuant to a Resolution of the Town Council of the Town of Yucca Valley, directing this notice, **NOTICE IS HEREBY GIVEN** that the said Town of Yucca Valley will receive at the Office of the Town Clerk in the Town Hall of the Town of Yucca Valley, on or before the hour of 3:00 P.M. **on the MAY 23, 2013** sealed bids or proposals for the construction of:

COMMUNITY CENTER PLAYGROUND IMPROVEMENTS – PROJECT No. 8961, CDBG 123-35102/3280

Bids will be opened and publicly read immediately thereafter.

Bids must be made on a form provided for the purpose, addressed to the Town of Yucca Valley marked: Bid for Construction of:

COMMUNITY CENTER PLAYGROUND IMPROVEMENTS – PROJECT No. 8961, CDBG 123-35102/3280

Bidders are advised that this project is federally funded with Community Development Block Grant funds and all associated rules and regulations will apply to this contract. Read and

understand the “Attachment D” section of the Contract Documents and Specifications regarding these rules and regulations. The requirements of the Davis-Bacon Act will apply to this project, and those requirements will be enforced. The prime contractor and subcontractors are required to pay their laborers and mechanics employed under this Contract, a wage not less than minimum wage classification as specified in both the Federal and State Wage Decision when the Contract amount for the Prime Contract exceeds \$2,000. **The higher of the two applicable wage classifications, either State Prevailing Wage or Davis-Bacon Act Federal Prevailing Wage, will be enforced for all work under this Contract.** The prime contractor is responsible for ensuring subcontractor compliance with Davis-Bacon and related Act Requirements. The Federal Labor Standards Provisions (HUD 4010) apply to this project.”

A copy of the Davis-Bacon Federal Prevailing Wage, the date of which reflects the latest applicable modification at the time of this advertisement, is included in the Contract Documents & Specifications

Contractor(s) and subcontractor(s) are required to submit their weekly payrolls electronically via the internet utilizing software provided by LCPtracker Inc.

PREVAILING WAGE: Notice is hereby given that in accordance with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2, the Contractor is required to pay not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In that regard, the Director of the Department of Industrial Relations of the State of California is required to and has determined such general prevailing rates of per diem wages. Copies of such prevailing rates of per diem wages are on file in the office of the Town Clerk, 57090 29 Palms Highway, Yucca Valley, California, and are available to any interested party on request. The Town also shall cause a copy of such determinations to be posted at the job site.

Pursuant to Labor Code § 1775, the Contractor shall forfeit, as penalty to the Town, not more than fifty dollars (\$50.00) for each laborer, workman, or mechanic employed for each calendar day or portion thereof, if such laborer, workman, or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under the contract, by him or by any subcontractor under him, in violation of the provisions of said Labor Code.

In accordance with the provisions of § 1777.5 of the Labor Code, as amended, and in accordance with the regulations of the California Apprenticeship Council, properly indentured apprentices may be employed in the prosecution of the work.

Attention is directed to the provisions in §§ 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him.

§ 1777.5, as amended, requires the Contractor or subcontractor employing tradesmen in any apprenticeable occupation to apply to the joint apprenticeship committee nearest the site of the public works project and which administers the apprenticeship program in that trade for a certificate of approval. The certificate will also fix the ratio of apprentices to journeymen that will be used in the performance of the contract. The ratio of apprentices to journeymen in such cases shall not be less than one to five except:

- A. When employment in the area of coverage by the joint apprenticeship committee has exceeded an average of 15 percent in the 90 days prior to the request for certificate, or
- B. When the number of apprentices in training in the area exceeds a ratio of one to five, or
- C. When the trade can show that it is replacing at least 1/30 of its membership through apprenticeship training on an annual basis statewide or locally, or
- D. When the Contractor provides evidence that he employs registered apprentices on all of his contracts on an annual average of not less than one apprentice to eight journeymen.

The Contractor is required to make contributions to funds established for the administration of apprenticeship programs if he employs registered apprentices or journeymen in any apprenticeable trade on such contracts and if other contractors on the public works site are making such contributions.

The Contractor and subcontractor under him shall comply with the requirements of §§ 1777.5 and 1777.6 in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, *ex-officio* the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

Eight (8) hours of labor shall constitute a legal day's work for all workmen employed in the execution of this contract and the Contractor and any subcontractor under him shall comply with and be governed by the laws of the State of California having to do with working hours as set forth in Division 2, Part 7, Chapter 1, Article 3 of the Labor Code of the State of California as amended.

The Contractor shall forfeit, as a penalty to the Town, twenty-five dollars (\$25.00) for each laborer, workman, or mechanic employed in the execution of the contract, by him or any subcontractor under him, upon any of the work hereinbefore mentioned, for each calendar day during which said laborer, workman, or mechanic is required or permitted to labor more than eight (8) hours in violation of said Labor Code.

Contractor agrees to pay travel and subsistence pay to each workman needed to execute the work required by this contract as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with Labor Code § 1773.8.

The bidder must submit with his proposal cash, cashier's check, certified check, or bidder's bond, payable to the Town for an amount equal to at least ten percent (10%) of the amount of said bid as a guarantee that the bidder will enter into the proposed contract if the same is awarded to him, and in event of failure to enter into such contract said cash, cashier's check, certified check, or bond shall become the property of the Town.

If the Town awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the Town to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

The amount of the bond to be given to secure a faithful performance of the contract for said work shall be one hundred percent (100%) of the contract price thereof, and an additional bond in an amount equal to one hundred (100%) of the contract price for said work (except as otherwise modified in the General Provisions section of the contract documents) shall be given to secure the payment of claims for any materials or supplies furnished for the performance of the work contracted to be done by the Contractor, or any work or labor of any kind done thereon, and the Contractor will also be required to furnish a certificate that he carries compensation insurance covering his employees upon work to be done under contract which may be entered into between him and the said Town for the construction of said work.

No proposal will be considered from a Contractor who is not properly licensed as required by the Notice Inviting Bids at time of bid in accordance with the provisions of the Contractor's License Law (California Business and Professions Code, § 7000, *et seq.*) and rules and regulations adopted pursuant thereto or to whom a proposal form has not been issued by the Town.

The work is to be done in accordance with the profiles, plans, and specifications of the Town of Yucca Valley on file in the Office of the Town Clerk. Copies of the plans and specifications will be furnished upon application to the Town and payment of \$35.00, said \$35.00 is nonrefundable.

Upon written request by the bidder, copies of the plans and specifications will be mailed when said request is accompanied by payment stipulated above, together with an additional non-reimbursable payment of \$15.00 to cover the cost of mailing charges and overhead.

The successful bidder will be required to enter into a contract satisfactory to the Town.

In accordance with the requirements of the General Provisions, as set forth in the Plans and Specifications regarding the work contracted to be done by the Contractor, the Contractor may, upon the Contractor's request and at the Contractor's sole cost and expense, substitute authorized securities in lieu of moneys withheld (performance retention).

The Town of Yucca Valley reserves the right to reject any and all bids.

ADOPTED AND APPROVED this 30th day of April, 2013.

MAYOR

ATTEST:

TOWN CLERK

NOTICE INVITING SEALED BIDS OR PROPOSALS

Pursuant to a Resolution of the Town Council of the Town of Yucca Valley, directing this notice, NOTICE IS HEREBY GIVEN that the said Town of Yucca Valley will receive at the Office of the Town Clerk in the Town Hall of the Town of Yucca Valley, on or before the hour of 3:00 o'clock P.M. on the 23rd day of May, 2013, sealed bids or proposals for the Construction of:

Project No. 8961, Community Center Playground Improvement CDBG # 123-3512/3280

in said Town. Bids will be opened and publicly read immediately thereafter.

Bids must be made on a form provided for the purpose, addressed to the Town of Yucca Valley marked: Bid for Construction of

Project No. 8961, Community Center Playground Improvement CDBG # 123-3512/3280

Bidders are advised that this project is federally funded with Community Development Block Grant funds and all associated rules and regulations will apply to this contract. Read and understand the "Attachment D" section of the Contract Documents and Specifications regarding these rules and regulations. The requirements of the Davis-Bacon Act will apply to this project, and those requirements will be enforced. The prime contractor and subcontractors are required to pay their laborers and mechanics employed under this Contract, a wage not less than minimum wage classification as specified in both the Federal and State Wage Decision when the Contract amount for the Prime Contract exceeds \$2,000. **The higher of the two applicable wage classifications, either State Prevailing Wage or Davis-Bacon Act Federal Prevailing Wage, will be enforced for all work under this Contract.** The prime contractor is responsible for ensuring subcontractor compliance with Davis-Bacon and related Act Requirements. The Federal Labor Standards Provisions (HUD 4010) apply to this project."

A copy of the Davis-Bacon Federal Prevailing Wage, the date of which reflects the latest applicable modification at the time of this advertisement, is included in the Contract Documents & Specifications

Contractor(s) and subcontractor(s) are required to submit their weekly payrolls electronically via the internet utilizing software provided by LCPtracker Inc.

PREVAILING WAGE: Notice is hereby given that in accordance with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2, the Contractor is required to pay not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In that regard, the Director of the Department of Industrial Relations of the State of California is required to and has determined such general prevailing rates of per diem wages. Copies of such prevailing rates of per diem wages are on file in the office of the Town Clerk,

57090 29 Palms Highway, Yucca Valley, California, and are available to any interested party on request. The Town also shall cause a copy of such determinations to be posted at the job site.

Pursuant to Labor Code § 1775, the Contractor shall forfeit, as penalty to the Town, not more than fifty dollars (\$50.00) for each laborer, workman, or mechanic employed for each calendar day or portion thereof, if such laborer, workman, or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under the attached contract, by him or by any subcontractor under him, in violation of the provisions of said Labor Code.

In accordance with the provisions of § 1777.5 of the Labor Code, as amended, and in accordance with the regulations of the California Apprenticeship Council, properly indentured apprentices may be employed in the prosecution of the work.

Attention is directed to the provisions in §§ 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him.

SUBCONTRACTED WORK: The name and location of business of any subcontractor who will perform work exceeding 1/2 of 1% of the prime contractor's total bid or ten thousand dollars (\$10,000), whichever is greater, must be submitted with the bid. Any other information regarding the foregoing subcontractors that is required by Town to be submitted may be submitted with the bid, or may be submitted to Town up to 24 hours after the deadline established herein for receipt of bids. The additional information must be submitted by the bidder to the same address and in the same form applicable to the initial submission of bid.

INELIGIBLE SUBCONTRACTORS: The successful bidder shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Section 1999.1 or 1777.7 of the Labor Code.

YOU MUST SUBMIT with your proposal cash, cashier's check, certified check, or bidder's bond, payable to the Town of Yucca Valley in an amount equal to at least ten percent (10%) of the bid as a guarantee that the bidder will enter into the contract if the same is awarded to him, and in the event of failure to enter into such contract said cash, cashier's check, certified check, or bond shall become the property of the Town of Yucca Valley. If the Town of Yucca Valley awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied to the difference between the low bid and second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

The Contractor shall be required to post a bond in the amount of 100% of the contract price and a labor and material bond equal to 50% of the contract price. No proposal will be considered from a Contractor who is not licensed as a Class "A" or "B" contractor, at time of bid, or to whom a proposal form has not been issued by the Town of Yucca Valley.

The work is to be done in accordance with the plans and specifications on file in the Office of the Town Clerk. Copies of the plans and specifications will be furnished upon application to the Town and payment of **\$35.00** which sum is nonrefundable. Upon written request, copies of the plans and specifications will be mailed when said request is accompanied by payment stipulated above, together with a nonrefundable payment of **\$15.00** to cover mailing charges and overhead.

The Contractor may, upon the Contractor's request and the Contractor's sole cost and expense, substitute authorized securities in lieu of moneys withheld (performance retention).

The successful bidder will be required to enter into a contract satisfactory to the Town of Yucca Valley. The Town of Yucca Valley reserves the right to reject any and all bids, or to waive any irregularities in the bids.

By order of the Town Council this 30th day of April 2013.

By: _____
Town Clerk
Town of Yucca Valley

RESOLUTION NO. 13-12

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA APPROVING PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE COMMUNITY CENTER PLAYGROUND IMPROVEMENTS IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE TO RECEIVE BIDS.

WHEREAS, It is the intention of the Town of Yucca Valley to construct certain improvements in the Town; and

WHEREAS, The Town has prepared plans and specifications for the construction of certain improvements.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YCCA VALLEY, CALIFORNIA RESOLVES AS FOLLOWS.

SECTION 1: That the plans and specifications presented to the Town Council are hereby approved as the plans and specifications for: COMMUNITY CENTER PLAYGROUND IMPROVEMENTS – PROJECT No. 8961, CDBG 123-35102/3280

SECTION 2: That the Town Clerk is hereby authorized and directed to advertise as required by law for the receipt of sealed bids or proposals for doing of the work specified in the aforesaid plans and specifications, which said advertisement shall be in form and content as approved by the Town Attorney and a copy of this Resolution shall be contained in each specification package for the work.

"NOTICE INVITING SEALED BIDS OR PROPOSALS"

Pursuant to a Resolution of the Town Council of the Town of Yucca Valley, directing this notice, **NOTICE IS HEREBY GIVEN** that the said Town of Yucca Valley will receive at the Office of the Town Clerk in the Town Hall of the Town of Yucca Valley, on or before the hour of 3:00 P.M. **on the MAY 23, 2013** sealed bids or proposals for the construction of:

**COMMUNITY CENTER PLAYGROUND IMPROVEMENTS – PROJECT No. 8961,
CDBG 123-35102/3280**

Bids will be opened and publicly read immediately thereafter.

Bids must be made on a form provided for the purpose, addressed to the Town of Yucca Valley marked: Bid for Construction of:

**COMMUNITY CENTER PLAYGROUND IMPROVEMENTS – PROJECT No. 8961,
CDBG 123-35102/3280**

PREVAILING WAGE: Notice is hereby given that in accordance with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2, the Contractor is required to pay not less than the general prevailing rate of per diem wages for work of a similar character

in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In that regard, the Director of the Department of Industrial Relations of the State of California is required to and has determined such general prevailing rates of per diem wages. Copies of such prevailing rates of per diem wages are on file in the office of the Town Clerk, 57090 29 Palms Highway, Yucca Valley, California, and are available to any interested party on request. The Town also shall cause a copy of such determinations to be posted at the job site.

Pursuant to Labor Code § 1775, the Contractor shall forfeit, as penalty to the Town, not more than fifty dollars (\$50.00) for each laborer, workman, or mechanic employed for each calendar day or portion thereof, if such laborer, workman, or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under the contract, by him or by any subcontractor under him, in violation of the provisions of said Labor Code.

In accordance with the provisions of § 1777.5 of the Labor Code, as amended, and in accordance with the regulations of the California Apprenticeship Council, properly indentured apprentices may be employed in the prosecution of the work.

Attention is directed to the provisions in §§ 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him.

§ 1777.5, as amended, requires the Contractor or subcontractor employing tradesmen in any apprenticeable occupation to apply to the joint apprenticeship committee nearest the site of the public works project and which administers the apprenticeship program in that trade for a certificate of approval. The certificate will also fix the ratio of apprentices to journeymen that will be used in the performance of the contract. The ratio of apprentices to journeymen in such cases shall not be less than one to five except:

- A. When employment in the area of coverage by the joint apprenticeship committee has exceeded an average of 15 percent in the 90 days prior to the request for certificate, or
- B. When the number of apprentices in training in the area exceeds a ratio of one to five, or
- C. When the trade can show that it is replacing at least 1/30 of its membership through apprenticeship training on an annual basis statewide or locally, or
- D. When the Contractor provides evidence that he employs registered apprentices on all of his contracts on an annual average of not less than one apprentice to eight journeymen.

The Contractor is required to make contributions to funds established for the administration of apprenticeship programs if he employs registered apprentices or journeymen in any apprenticeable trade on such contracts and if other contractors on the public works site are making such contributions.

The Contractor and subcontractor under him shall comply with the requirements of §§ 1777.5 and 1777.6 in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, *ex-officio* the Administrator of

Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

Eight (8) hours of labor shall constitute a legal day's work for all workmen employed in the execution of this contract and the Contractor and any subcontractor under him shall comply with and be governed by the laws of the State of California having to do with working hours as set forth in Division 2, Part 7, Chapter 1, Article 3 of the Labor Code of the State of California as amended.

The Contractor shall forfeit, as a penalty to the Town, twenty-five dollars (\$25.00) for each laborer, workman, or mechanic employed in the execution of the contract, by him or any subcontractor under him, upon any of the work hereinbefore mentioned, for each calendar day during which said laborer, workman, or mechanic is required or permitted to labor more than eight (8) hours in violation of said Labor Code.

Contractor agrees to pay travel and subsistence pay to each workman needed to execute the work required by this contract as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with Labor Code § 1773.8.

The bidder must submit with his proposal cash, cashier's check, certified check, or bidder's bond, payable to the Town for an amount equal to at least ten percent (10%) of the amount of said bid as a guarantee that the bidder will enter into the proposed contract if the same is awarded to him, and in event of failure to enter into such contract said cash, cashier's check, certified check, or bond shall become the property of the Town.

If the Town awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the Town to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

The amount of the bond to be given to secure a faithful performance of the contract for said work shall be one hundred percent (100%) of the contract price thereof, and an additional bond in an amount equal to one hundred (100%) of the contract price for said work (except as otherwise modified in the General Provisions section of the contract documents) shall be given to secure the payment of claims for any materials or supplies furnished for the performance of the work contracted to be done by the Contractor, or any work or labor of any kind done thereon, and the Contractor will also be required to furnish a certificate that he carries compensation insurance covering his employees upon work to be done under contract which may be entered into between him and the said Town for the construction of said work.

No proposal will be considered from a Contractor who is not properly licensed as required by the Notice Inviting Bids at time of bid in accordance with the provisions of the Contractor's License Law (California Business and Professions Code, § 7000, *et seq.*) and rules and regulations adopted pursuant thereto or to whom a proposal form has not been issued by the Town.

The work is to be done in accordance with the profiles, plans, and specifications of the Town of Yucca Valley on file in the Office of the Town Clerk. Copies of the plans and specifications will be furnished upon application to the Town and payment of \$35.00, said \$35.00 is nonrefundable.

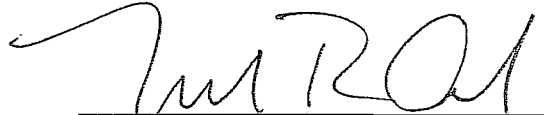
Upon written request by the bidder, copies of the plans and specifications will be mailed when said request is accompanied by payment stipulated above, together with an additional non-reimbursable payment of \$15.00 to cover the cost of mailing charges and overhead.

The successful bidder will be required to enter into a contract satisfactory to the Town.

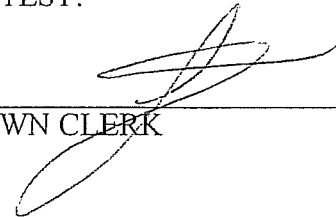
In accordance with the requirements of the General Provisions, as set forth in the Plans and Specifications regarding the work contracted to be done by the Contractor, the Contractor may, upon the Contractor's request and at the Contractor's sole cost and expense, substitute authorized securities in lieu of moneys withheld (performance retention).

The Town of Yucca Valley reserves the right to reject any and all bids.

ADOPTED AND APPROVED this 16th day of April, 2013.


MAYOR

ATTEST:


TOWN CLERK

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

TOWN OF YUCCA VALLEY

I, Janet M. Anderson, Town Clerk of the Town of Yucca Valley, California do hereby certify that Resolution No. 13-12 was duly and regularly adopted by the Town Council of the Town of Yucca Valley, California, at a meeting thereof held on the 16th day of April, 2013, by the following vote:

AYES: Council Members Huntington, Leone, Lombardo, Rowe, and Mayor Abel

NOES: None

ABSTAIN: None

ABSENT: None



TOWN CLERK

NOTICE INVITING SEALED BIDS OR PROPOSALS

Pursuant to a Resolution of the Town Council of the Town of Yucca Valley, directing this notice, NOTICE IS HEREBY GIVEN that the said Town of Yucca Valley will receive at the Office of the Town Clerk in the Town Hall of the Town of Yucca Valley, on or before the hour of 3:00 o'clock P.M. on the 23th day of May, 2013, sealed bids or proposals for a project that is federally funded with Community Development Block Grant (CDBG) funds for the Construction of:

**Project No. 8961, Community Center Playground Improvement
CDBG # 123-3512/3280**

in said Town. Bids will be opened and publicly read immediately thereafter.

Bids must be made on a form provided for the purpose, addressed to the Town of Yucca Valley marked: Bid for Construction of

**Project No. 8961, Community Center Playground Improvement
CDBG # 123-3512/3280**

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS:

Bidders are advised that this project is federally funded with Community Development Block Grant funds and all associated rules and regulations will apply to this contract. Read and understand the "Attachment D" section of the Contract Documents and Specifications regarding these rules and regulations. The requirements of the Davis-Bacon Act will apply to this project, and those requirements will be enforced. The prime contractor and subcontractors are required to pay their laborers and mechanics employed under this Contract, a wage not less than minimum wage classification as specified in both the Federal and State Wage Decision when the Contract amount for the Prime Contract exceeds \$2,000. **The higher of the two applicable wage classifications, either State Prevailing Wage or Davis-Bacon Act Federal Prevailing Wage, will be enforced for all work under this Contract.** The prime contractor is responsible for ensuring subcontractor compliance with Davis-Bacon and related Act Requirements. The Federal Labor Standards Provisions (HUD 4010) apply to this project."

A copy of the Davis-Bacon Federal Prevailing Wage, the date of which reflects the latest applicable modification at the time of this advertisement, is included in the Contract Documents & Specifications

Contractor(s) and subcontractor(s) are required to submit their weekly payrolls electronically via the internet utilizing software provided by LCPtracker Inc.

PREVAILING WAGE: Notice is hereby given that in accordance with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2, the Contractor is required to pay not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In

that regard, the Director of the Department of Industrial Relations of the State of California is required to and has determined such general prevailing rates of per diem wages. Copies of such prevailing rates of per diem wages are on file in the office of the Town Clerk, 57090 29 Palms Highway, Yucca Valley, California, and are available to any interested party on request. The Town also shall cause a copy of such determinations to be posted at the job site.

Pursuant to Labor Code § 1775, the Contractor shall forfeit, as penalty to the Town, not more than fifty dollars (\$50.00) for each laborer, workman, or mechanic employed for each calendar day or portion thereof, if such laborer, workman, or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under the attached contract, by him or by any subcontractor under him, in violation of the provisions of said Labor Code.

In accordance with the provisions of § 1777.5 of the Labor Code, as amended, and in accordance with the regulations of the California Apprenticeship Council, properly indentured apprentices may be employed in the prosecution of the work.

Attention is directed to the provisions in §§ 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him.

SUBCONTRACTED WORK: The name and location of business of any subcontractor who will perform work exceeding 1/2 of 1% of the prime contractor's total bid or ten thousand dollars (\$10,000), whichever is greater, must be submitted with the bid. Any other information regarding the foregoing subcontractors that is required by Town to be submitted may be submitted with the bid, or may be submitted to Town up to 24 hours after the deadline established herein for receipt of bids. The additional information must be submitted by the bidder to the same address and in the same form applicable to the initial submission of bid.

INELIGIBLE SUBCONTRACTORS: The successful bidder shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Section 1999.1 or 1777.7 of the Labor Code.

YOU MUST SUBMIT with your proposal cash, cashier's check, certified check, or bidder's bond, payable to the Town of Yucca Valley in an amount equal to at least ten percent (10%) of the bid as a guarantee that the bidder will enter into the contract if the same is awarded to him, and in the event of failure to enter into such contract said cash, cashier's check, certified check, or bond shall become the property of the Town of Yucca Valley. If the Town of Yucca Valley awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied to the difference between the low bid and second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

The Contractor shall be required to post a bond in the amount of 100% of the contract price and a labor and material bond equal to 50% of the contract price. No proposal will be considered from a Contractor who is not licensed as a Class "A" or "B"


contractor, at time of bid, or to whom a proposal form has not been issued by the Town of Yucca Valley.

The work is to be done in accordance with the plans and specifications on file in the Office of the Town Clerk. Copies of the plans and specifications will be furnished upon application to the Town and payment of **\$35.00** which sum is nonrefundable. Upon written request, copies of the plans and specifications will be mailed when said request is accompanied by payment stipulated above, together with a nonrefundable payment of **\$15.00** to cover mailing charges and overhead.

The Contractor may, upon the Contractor's request and the Contractor's sole cost and expense, substitute authorized securities in lieu of moneys withheld (performance retention).

The successful bidder will be required to enter into a contract satisfactory to the Town of Yucca Valley. The Town of Yucca Valley reserves the right to reject any and all bids, or to waive any irregularities in the bids.

By order of the Town Council this 16th day of April 2013.

By: 

Town Clerk
Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Shane Stueckle, Deputy Town Manager
 Alex Qishta, Project Engineer
Date: April 25, 2013
For Council Meeting: April 30, 2013



Subject: Planning Commission Recommendation
 Resolution No. 13-
 Street Vacation SV-01-13, SR 62 Outer Highway North
 SR 62 @ Dumosa Avenue
 Approximately sixty feet (60') by one hundred feet (100') easement(s) on both
 the northwest and northeast corners of Dumosa Avenue @ SR 62
 APN 595-371-11

Prior Council Review: At the Town Council meeting of April 16, 2013, the Town Council approved Resolution No. 13-13, declaring its intent to vacate an approximate 60' x 100' easement at the intersection of SR 62 and Dumosa Avenue.

Recommendation: That the Town Council adopts the Resolution, declaring the intent to vacate an approximate 60' x 100' easement at the intersection of SR 62 and Dumosa Avenue, as identified on Exhibit A to this staff report, being a portion of APN 595-371-11, and setting a Public Hearing for June 4, 2013 at 6:00 P.M.

Executive Summary: At their meeting of April 9, 2013, the Planning Commission determined the requirements for vacating public road easements on Dumosa Avenue were satisfied, as the easements identified are not necessary for future circulation purposes nor are they necessary for existing or future access for other properties in the surrounding area. The Planning Commission voted unanimously to approve the application to vacate the street easements.

The Town Council adopted Resolution No. 13-13 at the meeting of April 16, 2013. Due to the rescheduling of the Town Council's meeting calendar, adoption of the Resolution is necessary to reschedule and set the required public hearing.

Reviewed By:  Town Manager Town Attorney  Mgmt Services Dept Head

Department Report Ordinance Action Resolution Action Public Hearing
 Consent Minute Action Receive and File 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: Public agencies are required to obtain right-of-way or easements for construction of public improvements including roadways, flood control facilities and other public works improvements.

Planning for future extensions and expansions of public works projects requires that local agencies acquire right-of-way or easements years in advance of the actual construction projects. There are other situations where right-of-way or easements have been acquired and utilized for their intended purpose, but as the Town grows and roadways are improved and realigned, certain right-of-ways or easements no longer serve their original purpose.

An easement for roadway and utility purposes was granted to the County of San Bernardino in 1962 for SR 62, Outer Highway North, both east and west of Dumosa Avenue. In 1975, the County Board of Supervisors adopted a Resolution approving the vacation of a portion of the easement granted in 1962. It is unknown why a portion of the original 1962 easement was not vacated in 1975. But it is likely that the County was reserving a portion of the original easement for potential intersection improvements for SR 62 @ Dumosa Avenue.

The historical development patterns on the north side of SR 62, between Barberry Avenue and SR 247, have realized the elimination of SR 62, Outer Highway North in a number of locations. This elimination includes properties currently occupied by Carrows Restaurant, Sizzler Restaurant, the Super 8 Motel, the vacant parcel approved for the Senior Housing Project to the south of the Community Center Complex, and the Food 4 Less shopping center. Based upon these historical actions and development patterns, SR 62, Outer Highway North, will not be developed between Barberry Avenue and SR 247. Therefore the remnant easement is not necessary for general access for any property owner, for circulation within the community, or for General Plan or General Plan Circulation Element implementation.

Subsequent to the April 9, 2013 Planning Commission meeting, detailed engineering analysis determined that Dumosa Avenue is currently held in fee-title and not the typical street and utility easement structure. In anticipation of Caltrans permitting processes, staff has modified the recommended vacation area so that the existing easement will remain

where necessary for traffic signal construction. This approach is designed to eliminate any difficulties with Caltrans permitting processes and requirements.

The Morongo Basin Sub-Area representatives met on April 24, 2013 to discuss and recommend project funding. The representatives recommended funding of the Dumosa signal project, and the recommendation will be forwarded to the Mountain/Desert Measure I Committee in June and to the full SAN BAG Board in July, 2013.

Alternatives: Staff recommends no alternative action.

Fiscal impact: NA

Attachments: Resolution No.
Resolution No. 13-13
Request for Street Vacation
Assessor's Parcel Map

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, DECLARING ITS INTENTION TO VACATE THAT PORTION OF EASEMENTS ON ASSESSOR'S PARCEL NO. 595-371-11 IDENTIFIED ON THE ATTACHED MAPS AND SETTING A TIME AND PLACE FOR HEARING THEREON

The Town Council of the Town of Yucca Valley, California, does hereby resolve as follows:

- SECTION 1. The Town Council of the Town of Yucca Valley, California, intends to order the vacation approximately sixty feet (60') by one hundred feet (100') easement(s) on both the northwest and northeast sides of Dumosa Avenue on the property located at APN 595-371-11.
- SECTION 2. This vacation proceeding is conducted pursuant to the provisions of Chapter 3, Part 3 of Division 9, of the Streets and Highways Code of the State of California designated "General Vacation Procedure" (beginning at Section 8320 of said Code).
- SECTION 3. Notice is hereby given that on June 4, 2013 at 6:00 p.m. in the Yucca Room of the Town of Yucca Valley Community Center, Yucca Valley, California, is the time and place fixed for hearing all persons interested in or objecting to the proposed street easement vacation.
- SECTION 4. The Town Engineer or his representative of the Town of Yucca Valley shall cause to be conspicuously posted, along the line of the street proposed to be vacated, notices of the passage of this Resolution of Intention, which notices shall be posted at least two weeks before the day set for the hearing. Notices shall be posted not more than 300 feet apart, but at least three notices shall be posted. The notices shall state the day, hour and place of the hearing, and describe the street or public service easement proposed to be vacated.
- SECTION 5. In addition, pursuant to Section 8322 of the Streets and Highways Code, this Resolution shall be posted by the Town Clerk in public places designated by the Town Council for the posting of resolutions and ordinances of the Town, and published in a newspaper of general circulation within the Town for at least two successive weeks prior to the hearing.

APPROVED AND ADOPTED THIS 30th day of April, 2013.

MAYOR

ATTEST:

TOWN CLERK

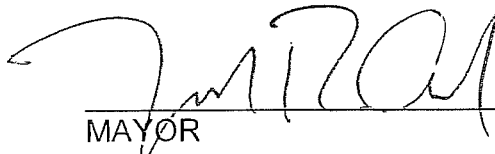
RESOLUTION NO. 13-13

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, DECLARING ITS INTENTION TO VACATE THAT PORTION OF EASEMENTS ON ASSESSOR'S PARCEL NO. 595-371-11 IDENTIFIED ON THE ATTACHED MAPS AND SETTING A TIME AND PLACE FOR HEARING THEREON


The Town Council of the Town of Yucca Valley, California, does hereby resolve as follows:

- SECTION 1. The Town Council of the Town of Yucca Valley, California, intends to order the vacation approximately sixty feet (60') by one hundred feet (100') easement(s) on both the northwest and northeast sides of Dumosa Avenue on the property located at APN 595-371-11.
- SECTION 2. This vacation proceeding is conducted pursuant to the provisions of Chapter 3, Part 3 of Division 9, of the Streets and Highways Code of the State of California designated "General Vacation Procedure" (beginning at Section 8320 of said Code).
- SECTION 3. Notice is hereby given that on May 21, 2013 at 6:00 p.m. in the Yucca Room of the Town of Yucca Valley Community Center, Yucca Valley, California, is the time and place fixed for hearing all persons interested in or objecting to the proposed street easement vacation.
- SECTION 4. The Town Engineer or his representative of the Town of Yucca Valley shall cause to be conspicuously posted, along the line of the street proposed to be vacated, notices of the passage of this Resolution of Intention, which notices shall be posted at least two weeks before the day set for the hearing. Notices shall be posted not more than 300 feet apart, but at least three notices shall be posted. The notices shall state the day, hour and place of the hearing, and describe the street or public service easement proposed to be vacated.
- SECTION 5. In addition, pursuant to Section 8322 of the Streets and Highways Code, this Resolution shall be posted by the Town Clerk in public places designated by the Town Council for the posting of resolutions and ordinances of the Town, and published in a newspaper of general circulation within the Town for at least two successive weeks prior to the hearing.

APPROVED AND ADOPTED THIS 16th day of April, 2013.


MAYOR

ATTEST:



TOWN CLERK

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

TOWN OF YUCCA VALLEY


I, Janet M. Anderson, Town Clerk of the Town of Yucca Valley, California do hereby certify that Resolution No. 13-13 was duly and regularly adopted by the Town Council of the Town of Yucca Valley, California, at a meeting thereof held on the 16th day of April, 2013, by the following vote:

AYES: Council Members Huntington, Leone, Lombardo, Rowe, and Mayor Abel

NOES: None

ABSTAIN: None

ABSENT: None



TOWN CLERK

MINUTES OF THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA

BOOK 8323 PAGE 642

RE: HIGHWAY; ABANDONMENT; FIRST ROAD DISTRICT; PTN OF 29 PALMS OUTER
HWY NO; APPROVED

The hour of 11:00 a.m. being at hand and this being the time heretofore set for the hearing in the matter of petition for abandonment of a certain highway in the First Road District, and the matter now coming on regularly for hearing and it appearing to the Board that due notice of this hearing has been given as required by law; therefore, on motion of Supervisor Mayfield, duly seconded by Supervisor Townsend, and carried, the following resolution is adopted, and order made:

WHEREAS, a petition signed by more than ten freeholders, two of whom are residents of the road district in which property affected is situate, and who are taxable therein for road purposes, was filed in the office of this Board on the 3rd day of February, 1975 praying that this Board abandon certain highway in the First Road District, the general route of which was described therein as herein-after set forth; and,

WHEREAS, this Board by order adopted on the 3rd day of February 1975, did fix the 24th day of February, 1975 at the hour of 11:00am as the time for the hearing of said petition and gave notice to all freeholders in said road district of the time and place fixed for the hearing of said petition by publication in the San Bernardino Sun and the Desert Trail newspapers of general circulation, printed and published in the County of San Bernardino, State of California, said notice, as shown by affidavit of publication on file in this office, was so published once a week for at least two successive weeks prior to the day fixed for said hearing; and

WHEREAS, printed copies of said notice were posted conspicuously along the line of the proposed abandonment, as shown by affidavit of posting on file with this Board; and,

WHEREAS, this being the time and place fixed for hearing said petition and no protests having been made or filed with this Board, against granting of same, and it appearing to the satisfaction of this Board that the Road as set up in said petition and as hereinafter described is unnecessary for present or prospective use as a public highway;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the Board of Supervisors of the County of San Bernardino, State of California, that all of the following described road be, and the same is hereby vacated, discontinued and abandoned as unnecessary for present or prospective use, to-wit:

Those portions of Twentynine Palms Outer Highway North in Section 36, Township 1 North, Range 5 East, SAN BERNARDINO MERIDIAN, said portion being described as follows:

PARCEL NO. 1

That portion of the Southwest quarter of Section 36, Township 1 North, Range 5 East, SAN BERNARDINO MERIDIAN, as per United States Government Survey, said portion being more particularly described as follows:

COMMENCING at the Northeast corner of Tract No. 4611, as shown on map thereof recorded in Book 80 of Maps, pages 21 and 22, records of SAN BERNARDINO COUNTY, State of California, at a point on the Westerly line of Barberry Street, 60.00 feet wide; thence North 69° 34' 44" East, along the Northeasterly prolongation of the North line of said Tract No. 4611, a distance of 60.00 feet, to the Southwesterly corner of Lot 22, Tract No. 6501, as per map recorded in Book 83 of Maps, pages 96, 97 and 98, records of said County; thence South 20° 25' 16" East, along the Southerly prolongation of the Easterly line of Barberry Avenue, 60.00 feet wide, as

Continued

RECORDED
REQUEST OF
Note: Return to Clerk of the Board
via Road Dept R/W

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(Continued)

shown on said map of Tract No. 6501, a distance of 196.00 feet to the beginning of a tangent curve, concave Northeasterly and having a radius of 20.00 feet, said point being the TRUE POINT OF BEGINNING; thence Southeasterly along said curve 31.42 feet, through a central angle of 90° 00' 00" to a point of tangency with a line that is parallel with, distant Northwesterly 124.00 feet, from the center line of 29 Palms Highway, as shown on said map of Tract 4611; thence North 69° 34' 44" East, along said parallel line, a distance of 12.00 feet, to the beginning of a tangent curve, concave Southerly, and having a radius of 200.00 feet; thence Northeasterly along said tangent curve, through a central angle of 16° 29' 57", an arc distance of 57.59 feet to a point of reverse curve, (a radial line through said point of reverse curve through said point bears South 3° 55' 19" East); thence Northeasterly along said reverse curve, concave Northwesterly, and having a radius of 140.00 feet, through a central angle of 16° 29' 57", an arc distance of 40.32 feet to a point of tangency with a line that is parallel with and distant 110.00 feet Northwest of said center line of Twentynine Palms Highway; thence North 69° 34' 44" East along said parallel line, a distance of 608.00 feet; thence South 26° 25' 16" East a distance of 60.00 feet to a point on a line parallel with and distant 50.00 feet, Northwesterly from said center line of 29 Palms Highway; thence South 69° 34' 44" West along said parallel line a distance of 742.88 feet, more or less, to a point of intersection with the Southerly prolongation of the Easterly line of said Barberry Avenue; thence North 20° 25' 16" West, along said Southerly prolongation a distance of 94.00 feet to the TRUE POINT OF BEGINNING.

PARCEL NO. 2

That portion of Twentynine Palms Outer Highway North, shown on map of TRACT NO. 4856, as per plat recorded in Book 70 of Maps, pages 94, 95 96 and 97, Records of said County, said portion be described as follows:

BEGINNING at the Southwest corner of Lot 2 of said TRACT NO. 4856, said corner also being the intersection of the Northerly line of said Outer Highway with the West boundary line of said TRACT; thence North 69° 34' 06" East along said Northerly line to the beginning of a tangent curve, concave Northwesterly, and having a radius of 145.00 feet; thence Northeasterly along said curve, through a central angle of 21° 11' 43", an arc distance of 53.64 feet to a point of reverse curve, (a radial line to said point of reverse curve bears South 41° 37' 37" East); thence Northeasterly along said reverse curve, concave Southeasterly and having a radius of 195.00 feet through a central angle of 21° 11' 43", an arc distance of 72.14 feet to a point of reverse curve, (a radial line to said point of reverse curve bears North 20° 25' 54" West); thence Northeasterly along said reverse curve, concave Northwesterly and having a radius of 20.00 feet, through a central angle of 85° 44' 40", an arc distance of 29.93 feet to a point on the Westerly line of Old Woman Springs Road, 100.00 feet wide, (said westerly line also being on the arc of a curve concave, Easterly, and having a radius of 2041.89 feet, a radial line to said point bears South 73° 49' 26" West); thence Southeasterly along said curve and along the prolongation of said Westerly line of Old Woman Springs Road, through a central angle of 2° 40' 48", an arc distance of 95.50 feet; thence South 24° 34' 06" West a distance of 8.69 feet to a point on a line that is parallel with and distant 50.00 feet Northwesterly from the center line of Twentynine Palms Highway; thence South 69° 34' 06" West along said parallel line a distance of 527.43 feet to a point on the West Boundary of said TRACT NO. 4856; thence North 0° 09' 24" West along said West Boundary a distance of 63.96 feet to the POINT OF BEGINNING.

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Reserving and excepting from said abandonment, the easement and right at any time, or from time to time to construct, maintain, operate, replace, remove and renew sanitary sewers and storm drains and appurtenant structures, in, upon, over and across any highway or part thereof proposed to be abandoned and pursuant to any existing franchise or renewals thereof, or otherwise, to construct, maintain, operate, replace, remove, renew and enlarge lines of pipe, conduits, cables, wires, poles, and other convenient structures, equipment and fixtures for the operation of gas pipe lines, telegraph and telephone lines, railroad lines

(Continued)

MINUTES OF THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA

(Continued)

and for the transportation or distribution of electric energy, petroleum and its products, ammonia, water, and for incidental purposes, including access to protect the property from all hazards in, upon, and over the highway or part thereof proposed to be abandoned.

IT IS FURTHER ORDERED that the public easement heretofore existing shall hereinafter cease and determine, and the title to the land previously subject thereto shall revert to the respective owners thereof, free from such public easement; and

IT IS FURTHER ORDERED that the Clerk of this Board be, and she is hereby instructed to record a certified copy of this order under the seal of this Board in the office of the County Recorder.

PASSED AND ADOPTED by the Board of Supervisors of the County of San Bernardino, State of California, by the following vote:

- AYES: SUPERVISORS: Mayfield, Townsend, Hansberger
- NOES: SUPERVISORS: None
- ABSENT: SUPERVISORS: Mikesell, Smith

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RECORDED & INDEXED
SAN BERNARDINO COUNTY, CAL.
V. PEREIRA MARQUE
CLERK OF COUNTY

NO FEE
E

1975 FEB 26 AM 11 19

SEAL

STATE OF CALIFORNIA
COUNTY OF SAN BERNARDINO

ss.

I, LEONA RAPOPORT, Clerk of the Board of Supervisors of San Bernardino County, California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by said Board of Supervisors, by vote of the members present, as the same appears in the Official Minutes of said Board of its meeting of
February 24, 1975

Dated: 2/25/75
cc: Recorder; Petitioner;
Transportation; File

LEONA RAPOPORT
Clerk of said Board.

By Couronne Chapman
Deputy

<p style="text-align: center;">MAIL TO Board of Supervisors</p> <p>This is to certify that the interest in real property conveyed by the within instrument to the County of San Bernardino, State of California, a body corporate and politic, is hereby accepted by order of the Board of Supervisors made on _____ and the grantee consents to the recordation thereof by its duly authorized officer.</p> <p>Dated: _____</p> <p style="text-align: center;">COUNTY OF SAN BERNARDINO</p> <p>By _____ Clerk of the Board of Supervisors</p>	<p style="text-align: right;">BOOK 5737 PAGE 606</p> <p style="text-align: center;">RECORDED REQUEST OF _____</p> <p style="text-align: center;">GRANTEE</p> <p style="text-align: center;">JUL 20 3 39 PM '62</p> <p style="text-align: right;">BOOK 5737 PAGE 606</p> <p style="text-align: center; font-size: small;">OFFICIAL RECORDS SAN BERNARDINO COUNTY, CALIF. TED R. CRAWFORD, RECORDER</p> <p style="text-align: center; font-size: small;">For Recorders Use</p>	
Recording requested by Board of Supervisors	GRANT OF EASEMENT (Road)	When recorded return to Board of Supervisors via Surveyor's Office

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FRED A. STOREY AND EDNA STOREY

_____ hereby grant(s) to the County of San Bernardino, State of California, an EASEMENT for HIGHWAY and ROAD PURPOSES over, under, and across the following described property in said County:

Beginning at the Northeast corner of Tract 4611, as shown on a map thereof recorded in Book 80, Pages 21 and 22 of Maps, records of said County; thence N 69° 34' 44" E along the Northeasterly prolongation of the North line of said Tract 4611, 60.00 feet; thence at right angles thereto S 20° 25' 16" E along a line parallel with and 60.00 feet measured at right angles Easterly from the East line of said Tract 4611, 190.00 feet to the beginning of a tangent curve, concave Northeasterly and having a radius of 20.00 feet; thence Southeasterly along said curve 31.42 feet, through a central angle of 90° 00' 00" to a point of tangency on a line parallel with and 110.00 feet measured at right angles Northwesterly from the centerline of 29 Palms Highway as shown on said map of Tract 4611; thence N 69° 34' 44" E along said parallel line 861.57 feet to a point in the West line of that certain land conveyed to Harold A. Bahr, et. al., recorded in Book 4226, Page 320 of O.R. of said County; thence S 7° 14' 02" W along said West line 67.74 feet to a point in a line parallel with and 50.00 feet measured at right angles Northwesterly from said centerline of 29 Palms Highway; thence S 69° 34' 44" W along said parallel line, 830.13 feet to an Easterly corner of said Tract 4611; thence continuing S 69° 34' 44" W along the boundary of said Tract 4611, 80.00 feet to an angle point therein; thence N 20° 25' 16" W along said boundary of Tract 4611, 290.00 feet to the point of beginning.

Dated: July 9, 1962

Fred A. Storey
Edna R. Storey

State of California }
County of San Bernardino } SS
On July 9, 1962
before me, the undersigned, a Notary Public in and for said County and State, personally appeared Fred A. Storey and Edna R. Storey
known to me to be the person S whose name S are subscribed to the within instrument and acknowledged to me that they executed the same.
WITNESS my hand and official seal.
R. W. Raney
Notary Public in and for said County and State
Print or type name of Notary

~~State of California }
County of _____ } SS
On _____
before me, the undersigned, a Notary Public in and for said County and State, personally appeared _____
known to me to be the _____ President, and
known to me to be the _____ Secretary of the
the Corporation that executed the within and foregoing instrument and known to me to be the persons who executed the within instrument on behalf of the Corporation therein named, and acknowledged to me that such Corporation executed the within instrument pursuant to its by-laws or a resolution of its board of directors.
WITNESS my hand and official seal.

Notary Public in and for said County and State
Print or type name of Notary~~

RESOLUTION

On motion of Supervisor Dena duly seconded by
Supervisor Break, and carried unanimously,
the following resolution is adopted:

BE IT RESOLVED, this 17th day of July 1962

- by the Board of Supervisors of the County of San Bernardino, State of California, that the
- Grant of Easement dated July 6, 1962, executed by Yucca Village, a California corporation, by Fred A. Storey, President and John L. L. Sentesy, Secretary;**
- Grant of Easement dated July 10, 1962, executed by Fred A. Storey and Edna Storey;**
- Grant of Easement dated July 9, 1962, executed by Fred A. Storey and Edna R. Storey;**
- Grant of Easement dated July 9, 1962, executed by Fred A. Storey and Edna R. Storey,**

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to the County of San Bernardino, State of California, be, and it is hereby accepted, and

BE IT FURTHER RESOLVED, that a copy of this resolution be attached to said instrument, and that the same be recorded in the office of the County Recorder of the said County.

STATE OF CALIFORNIA }
COUNTY OF SAN BERNARDINO } ss.

I, V. DENNIS WARDLE, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of San Bernardino, State of California, hereby certify the foregoing to be a full, true, and correct copy of the action taken by the said Board of Supervisors, by unanimous vote of the members present, as the same appears in the Official Minutes of said Board of its meeting of

July 17, 1962

Dated: July 20, 1962

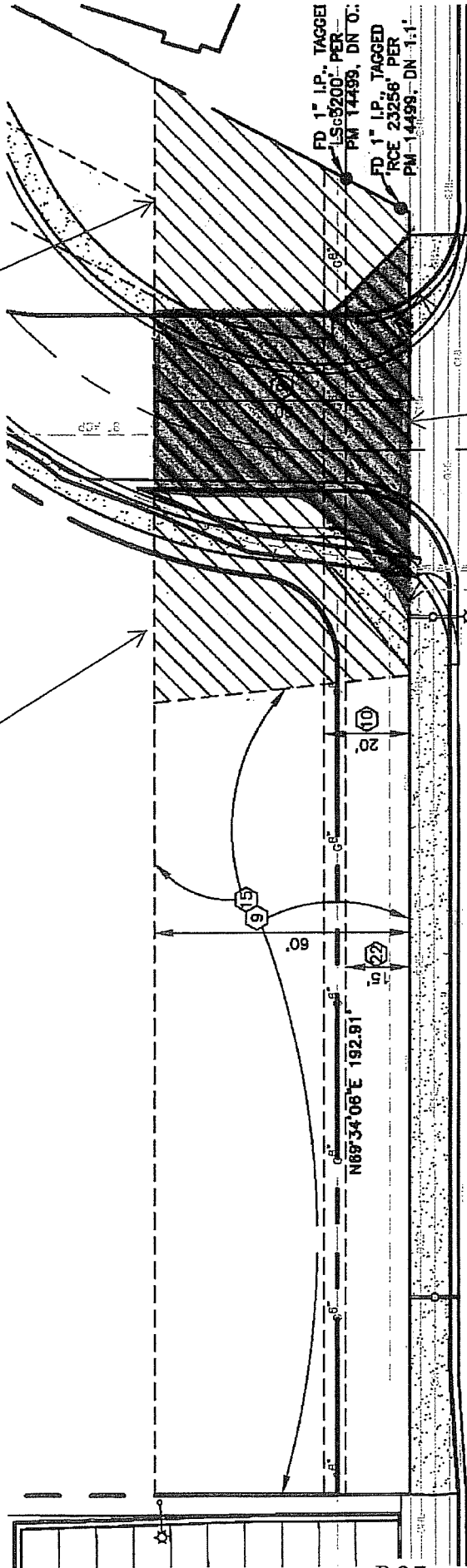
V. DENNIS WARDLE
County Clerk and ex-officio
the Clerk of said Board.

SEAL

By [Signature]
Deputy.

VACATE EASEMENT

VACATE EASEMENT



FD 1" I.P., TAGGED
LS 63200' PER
PM 14499, DN 0.1

FD 1" I.P., TAGGED
RCE 23256' PER
PM 14499, DN 1:1

RETAIN EASEMENT

FD MAG NAIL,
FLUSH

(CA-62)

ϕ N69°34'06"E 825.00' (825.11')

TWENTYNINE PALMS HIGHWAY
PUBLIC STREET

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Shane R. Stueckle, Deputy Town Manager
Alex Qishta, Project Engineer
Date: April 22, 2013
For Council Meeting: April 30, 2013

Subject: Resolution No. 13-
Transportation Congestion Relief Program Project (TCRP)
SR62, La Honda Way to Dumosa Avenue – Town Project No. 8327
Federal Project No. HSIPLN-5422-(017)



Prior Council Review: The TCRP project was initiated in 2002, and there have been numerous Council actions since the inception of the project, including cooperative agreements with Caltrans, contracts with Willdan for preparation of Plans, Specifications, and Estimates, funding agreements with the San Bernardino Associated Governments, professional services agreements for right of way consulting services, authorization for HSIP grant application submittal and associated efforts.

Recommendation: That the Town Council adopts the Resolution, approves the plans and specifications for Project No. 8327, and authorizes the Town Clerk to advertise and receive bids, pending final Caltrans and FHWA approvals, and authorizing the Town Clerk to modify the bid period, if required, based upon timing of state and federal agency approvals.

Executive Summary: Town Council authorization to advertise construction of capital projects is sought prior to staff proceeding with the advertising process. The bidding period for this project concludes on June 20, 2013, pending final Caltrans and FHWA approvals. Bid recommendations will be made to the Town Council in July 2013, with the project construction commencing in August/September 2013.

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)

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

Discussion: The TCRP project consists of construction of raised medians on SR 62 between Kickapoo Trail and Elk Trail, and from Cherokee Trail to Apache Trail. The project also includes curb, gutter, ADA compliant ramps, and sidewalk improvements from Palm Avenue to Dumosa Avenue.

Caltrans has issued the encroachment permit for the project. Sacramento Headquarters has approved the finance letter, and forwarded those documents to the FHWA for final approval. FHWA approval is anticipated to occur within the next 2 to 3 weeks. Acquisition of temporary construction easements is being finalized at this time.

The construction period for this project is estimated at four months (120 days). During the construction project, staff will coordinate with the Chamber of Commerce by scheduling monthly outreach meetings with the business community to minimize impacts to business operations during the construction process. This project will cause traffic delays on SR 62, and local drivers will be encouraged to use alternative routes during project construction, including Sunnyslope Drive, Santa Fe Trail and Onaga Trail.

Alternatives: Staff recommends no alternative action.

Fiscal impact: The following are the anticipated remaining expenditures for completion of the project.

Projected expenditures on PS&E for FY 2012-13	(\$79,000)
Projected expenditures on R/W services for FY 2012-13	(\$60,000)
Estimated construction cost in FY 2013-14	(\$2,231,000)
Estimated R/W acquisition costs in FY 2012-13	(\$8,000)
Estimated Administrative costs in FY 2012-13	<u>(\$50,000)</u>

Total Projected Project Costs in FY 2012-13 **\$2,428,000**

The Capital Projects Budget contains a total of \$2,674,451 from a variety of funding sources for the project. These include TCRP, Measure I Major Local Highways, Measure I Major Arterials, HSIP, and SLPP funds.

Attachments: Notice Inviting Bids
Resolution No.

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY APPROVING PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE TRANSPORTATION CONGESTION RELIEF PROGRAM PROJECT (TCRP): SR62, LA HONDA WAY TO DUMOSA AVENUE. FEDERAL PROJECT NO. HSIPLN-5422-(017), IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE TO RECEIVE BIDS.

WHEREAS, It is the intention of the Town of Yucca Valley to construct certain improvements in the Town; and

WHEREAS, The Town has prepared plans and specifications for the construction of certain improvements.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YCCA VALLEY, CALIFORNIA RESOLVES AS FOLLOWS.

SECTION 1: That the plans and specifications presented to the Town Council are hereby approved as the plans and specifications for: **TRANSPORTATION CONGESTION RELIEF PROGRAM PROJECT (TCRP): SR62, LA HONDA WAY TO DUMOSA AVENUE, PROJECT NO.8327. FEDERAL PROJECT NO. HSIPLN-5422-(017)**

SECTION 2: That the Town Clerk is hereby authorized and directed to advertise as required by law for the receipt of sealed bids or proposals for doing of the work specified in the aforesaid plans and specifications, which said advertisement shall be in form and content as approved by the Town Attorney and a copy of this Resolution shall be contained in each specification package for the work.

"NOTICE INVITING SEALED BIDS OR PROPOSALS"

Pursuant to a Resolution of the Town Council of the Town of Yucca Valley, directing this notice, **NOTICE IS HEREBY GIVEN** that the said Town of Yucca Valley will receive at the Office of the Town Clerk in the Town Hall of the Town of Yucca Valley, on or before the hour of 3:00 P.M. **on the June 20, 2013** sealed bids or proposals for the construction of:

TRANSPORTATION CONGESTION RELIEF PROGRAM PROJECT (TCRP): SR62, LA HONDA WAY TO DUMOSA AVENUE, PROJECT NO.8327. FEDERAL PROJECT NO. HSIPLN-5422-(017)

Bids will be opened and publicly read immediately thereafter.

Bids must be made on a form provided for the purpose, addressed to the Town of Yucca Valley marked: Bid for Construction of:

TRANSPORTATION CONGESTION RELIEF PROGRAM PROJECT (TCRP): SR62, LA HONDA WAY TO DUMOSA AVENUE, PROJECT NO.8327. FEDERAL PROJECT NO. HSIPLN-5422-(017)

PREVAILING WAGE: Notice is hereby given that in accordance with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2, the Contractor is required to pay not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In that regard, the Director of the Department of Industrial Relations of the State of California is required to and has determined such general prevailing rates of per diem wages. Copies of such prevailing rates of per diem wages are on file in the office of the Town Clerk, 57090 29 Palms Highway, Yucca Valley, California, and are available to any interested party on request. The Town also shall cause a copy of such determinations to be posted at the job site.

Pursuant to Labor Code § 1775, the Contractor shall forfeit, as penalty to the Town, not more than fifty dollars (\$50.00) for each laborer, workman, or mechanic employed for each calendar day or portion thereof, if such laborer, workman, or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under the contract, by him or by any subcontractor under him, in violation of the provisions of said Labor Code.

In accordance with the provisions of § 1777.5 of the Labor Code, as amended, and in accordance with the regulations of the California Apprenticeship Council, properly indentured apprentices may be employed in the prosecution of the work.

Attention is directed to the provisions in §§ 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him.

§ 1777.5, as amended, requires the Contractor or subcontractor employing tradesmen in any apprenticeable occupation to apply to the joint apprenticeship committee nearest the site of the public works project and which administers the apprenticeship program in that trade for a certificate of approval. The certificate will also fix the ratio of apprentices to journeymen that will be used in the performance of the contract. The ratio of apprentices to journeymen in such cases shall not be less than one to five except:

- A. When employment in the area of coverage by the joint apprenticeship committee has exceeded an average of 15 percent in the 90 days prior to the request for certificate, or
- B. When the number of apprentices in training in the area exceeds a ratio of one to five, or
- C. When the trade can show that it is replacing at least 1/30 of its membership through apprenticeship training on an annual basis statewide or locally, or
- D. When the Contractor provides evidence that he employs registered apprentices on all of his contracts on an annual average of not less than one apprentice to eight journeymen.

The Contractor is required to make contributions to funds established for the administration of apprenticeship programs if he employs registered apprentices or journeymen in any apprenticeable trade on such contracts and if other contractors on the public works site are making such contributions.

The Contractor and subcontractor under him shall comply with the requirements of §§ 1777.5 and 1777.6 in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, *ex-officio* the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

Eight (8) hours of labor shall constitute a legal day's work for all workmen employed in the execution of this contract and the Contractor and any subcontractor under him shall comply with and be governed by the laws of the State of California having to do with working hours as set forth in Division 2, Part 7, Chapter 1, Article 3 of the Labor Code of the State of California as amended.

The Contractor shall forfeit, as a penalty to the Town, twenty-five dollars (\$25.00) for each laborer, workman, or mechanic employed in the execution of the contract, by him or any subcontractor under him, upon any of the work hereinbefore mentioned, for each calendar day during which said laborer, workman, or mechanic is required or permitted to labor more than eight (8) hours in violation of said Labor Code.

Contractor agrees to pay travel and subsistence pay to each workman needed to execute the work required by this contract as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with Labor Code § 1773.8.

The bidder must submit with his proposal cash, cashier's check, certified check, or bidder's bond, payable to the Town for an amount equal to at least ten percent (10%) of the amount of said bid as a guarantee that the bidder will enter into the proposed contract if the same is awarded to him, and in event of failure to enter into such contract said cash, cashier's check, certified check, or bond shall become the property of the Town.

If the Town awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the Town to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

The amount of the bond to be given to secure a faithful performance of the contract for said work shall be one hundred percent (100%) of the contract price thereof, and an additional bond in an amount equal to one hundred (100%) of the contract price for said work (except as otherwise modified in the General Provisions section of the contract documents) shall be given to secure the payment of claims for any materials or supplies furnished for the performance of the work contracted to be done by the Contractor, or any work or labor of any kind done thereon, and the Contractor will also be required to furnish a certificate that he carries compensation insurance covering his employees upon work to be done under contract which may be entered into between him and the said Town for the construction of said work.

No proposal will be considered from a Contractor who is not properly licensed as required by the Notice Inviting Bids at time of bid in accordance with the provisions of the Contractor's License Law (California Business and Professions Code, § 7000, *et seq.*) and rules and regulations adopted pursuant thereto or to whom a proposal form has not been issued by the Town.

The work is to be done in accordance with the profiles, plans, and specifications of the Town of Yucca Valley on file in the Office of the Town Clerk. Copies of the plans and specifications will be furnished upon application to the Town and payment of \$150.00, said \$150.00 is nonrefundable.

Upon written request by the bidder, copies of the plans and specifications will be mailed when said request is accompanied by payment stipulated above, together with an additional non-reimbursable payment of \$50.00 to cover the cost of mailing charges and overhead.

The successful bidder will be required to enter into a contract satisfactory to the Town.

In accordance with the requirements of the General Provisions, as set forth in the Plans and Specifications regarding the work contracted to be done by the Contractor, the Contractor may, upon the Contractor's request and at the Contractor's sole cost and expense, substitute authorized securities in lieu of moneys withheld (performance retention).

The Town of Yucca Valley reserves the right to reject any and all bids.

ADOPTED AND APPROVED this 30th day of April, 2013.

MAYOR

ATTEST:

TOWN CLERK

NOTICE INVITING SEALED BIDS OR PROPOSALS

Pursuant to a Resolution of the Town Council of the Town of Yucca Valley, directing this notice, NOTICE IS HEREBY GIVEN that the said Town of Yucca Valley will receive at the Office of the Town Clerk in the Town Hall of the Town of Yucca Valley, on or before the hour of 3:00 o'clock P.M. on the 20th day of June, 2013, sealed bids or proposals for the Construction of:

**Project No. 8327, Transportation Congestion Relief Program Project (TCRP):
SR62, La Honda Way to Dumosa Avenue
Federal Project # HSIPLN-5466-(017)**

in said Town. Bids will be opened and publicly read immediately thereafter.

Bids must be made on a form provided for the purpose, addressed to the Town of Yucca Valley marked: Bid for Construction of

**Project No. 8327, Transportation Congestion Relief Program Project (TCRP):
SR62, La Honda Way to Dumosa Avenue
Federal Project # HSIPLN-5466-(017)**

PREVAILING WAGE: Notice is hereby given that in accordance with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2, the Contractor is required to pay not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In that regard, the Director of the Department of Industrial Relations of the State of California is required to and has determined such general prevailing rates of per diem wages. Copies of such prevailing rates of per diem wages are on file in the office of the Town Clerk, 57090 29 Palms Highway, Yucca Valley, California, and are available to any interested party on request. The Town also shall cause a copy of such determinations to be posted at the job site.

Pursuant to Labor Code § 1775, the Contractor shall forfeit, as penalty to the Town, not more than fifty dollars (\$50.00) for each laborer, workman, or mechanic employed for each calendar day or portion thereof, if such laborer, workman, or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under the attached contract, by him or by any subcontractor under him, in violation of the provisions of said Labor Code.

In accordance with the provisions of § 1777.5 of the Labor Code, as amended, and in accordance with the regulations of the California Apprenticeship Council, properly indentured apprentices may be employed in the prosecution of the work.

Attention is directed to the provisions in §§ 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him.

SUBCONTRACTED WORK: The name and location of business of any subcontractor who will perform work exceeding 1/2 of 1% of the prime contractor's total bid or ten thousand dollars (\$10,000), whichever is greater, must be submitted with the bid. Any other information regarding the foregoing subcontractors that is required by Town to be submitted may be submitted with the bid, or may be submitted to Town up to 24 hours after the deadline

established herein for receipt of bids. The additional information must be submitted by the bidder to the same address and in the same form applicable to the initial submission of bid.

INELIGIBLE SUBCONTRACTORS: The successful bidder shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Section 1999.1 or 1777.7 of the Labor Code.

YOU MUST SUBMIT with your proposal cash, cashier's check, certified check, or bidder's bond, payable to the Town of Yucca Valley in an amount equal to at least ten percent (10%) of the bid as a guarantee that the bidder will enter into the contract if the same is awarded to him, and in the event of failure to enter into such contract said cash, cashier's check, certified check, or bond shall become the property of the Town of Yucca Valley. If the Town of Yucca Valley awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied to the difference between the low bid and second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

The Contractor shall be required to post a bond in the amount of 100% of the contract price and a labor and material bond equal to 50% of the contract price. No proposal will be considered from a Contractor who is not licensed as a Class "A" contractor, at time of bid, or to whom a proposal form has not been issued by the Town of Yucca Valley.

The work is to be done in accordance with the plans and specifications on file in the Office of the Town Clerk. Copies of the plans and specifications will be furnished upon application to the Town and payment of **\$150.00** which sum is nonrefundable. Upon written request, copies of the plans and specifications will be mailed when said request is accompanied by payment stipulated above, together with a nonrefundable payment of **\$50.00** to cover mailing charges and overhead.

The Contractor may, upon the Contractor's request and the Contractor's sole cost and expense, substitute authorized securities in lieu of moneys withheld (performance retention).

The successful bidder will be required to enter into a contract satisfactory to the Town of Yucca Valley. The Town of Yucca Valley reserves the right to reject any and all bids, or to waive any irregularities in the bids.

By order of the Town Council this 30th day of April 2013.

By: _____
Town Clerk
Town of Yucca Valley

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY APPROVING PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE TRANSPORTATION CONGESTION RELIEF PROGRAM PROJECT (TCRP): SR62, LA HONDA WAY TO DUMOSA AVENUE. FEDERAL PROJECT NO. HSIPLN-5422-(017), IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE TO RECEIVE BIDS.

WHEREAS, It is the intention of the Town of Yucca Valley to construct certain improvements in the Town; and

WHEREAS, The Town has prepared plans and specifications for the construction of certain improvements.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YCCA VALLEY, CALIFORNIA RESOLVES AS FOLLOWS.

SECTION 1: That the plans and specifications presented to the Town Council are hereby approved as the plans and specifications for: **TRANSPORTATION CONGESTION RELIEF PROGRAM PROJECT (TCRP): SR62, LA HONDA WAY TO DUMOSA AVENUE, PROJECT NO.8327. FEDERAL PROJECT NO. HSIPLN-5422-(017)**

SECTION 2: That the Town Clerk is hereby authorized and directed to advertise as required by law for the receipt of sealed bids or proposals for doing of the work specified in the aforesaid plans and specifications, which said advertisement shall be in form and content as approved by the Town Attorney and a copy of this Resolution shall be contained in each specification package for the work.

"NOTICE INVITING SEALED BIDS OR PROPOSALS"

Pursuant to a Resolution of the Town Council of the Town of Yucca Valley, directing this notice, **NOTICE IS HEREBY GIVEN** that the said Town of Yucca Valley will receive at the Office of the Town Clerk in the Town Hall of the Town of Yucca Valley, on or before the hour of 3:00 P.M. **on the June 20, 2013** sealed bids or proposals for the construction of:

TRANSPORTATION CONGESTION RELIEF PROGRAM PROJECT (TCRP): SR62, LA HONDA WAY TO DUMOSA AVENUE, PROJECT NO.8327. FEDERAL PROJECT NO. HSIPLN-5422-(017)

Bids will be opened and publicly read immediately thereafter.

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Pursuant to Labor Code § 1775, the Contractor shall forfeit, as penalty to the Town, not more than fifty dollars (\$50.00) for each laborer, workman, or mechanic employed for each calendar day or portion thereof, if such laborer, workman, or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under the contract, by him or by any subcontractor under him, in violation of the provisions of said Labor Code.

In accordance with the provisions of § 1777.5 of the Labor Code, as amended, and in accordance with the regulations of the California Apprenticeship Council, properly indentured apprentices may be employed in the prosecution of the work.

Attention is directed to the provisions in §§ 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him.

§ 1777.5, as amended, requires the Contractor or subcontractor employing tradesmen in any apprenticeable occupation to apply to the joint apprenticeship committee nearest the site of the public works project and which administers the apprenticeship program in that trade for a certificate of approval. The certificate will also fix the ratio of apprentices to journeymen that will be used in the performance of the contract. The ratio of apprentices to journeymen in such cases shall not be less than one to five except:

- A. When employment in the area of coverage by the joint apprenticeship committee has exceeded an average of 15 percent in the 90 days prior to the request for certificate, or
- B. When the number of apprentices in training in the area exceeds a ratio of one to five, or
- C. When the trade can show that it is replacing at least 1/30 of its membership through apprenticeship training on an annual basis statewide or locally, or
- D. When the Contractor provides evidence that he employs registered apprentices on all of his contracts on an annual average of not less than one apprentice to eight journeymen.

The Contractor is required to make contributions to funds established for the administration of apprenticeship programs if he employs registered apprentices or journeymen in any apprenticeable trade on such contracts and if other contractors on the public works site are making such contributions.

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The Contractor shall forfeit, as a penalty to the Town, twenty-five dollars (\$25.00) for each laborer, workman, or mechanic employed in the execution of the contract, by him or any subcontractor under him, upon any of the work hereinbefore mentioned, for each calendar day during which said laborer, workman, or mechanic is required or permitted to labor more than eight (8) hours in violation of said Labor Code.

Contractor agrees to pay travel and subsistence pay to each workman needed to execute the work required by this contract as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with Labor Code § 1773.8.

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The amount of the bond to be given to secure a faithful performance of the contract for said work shall be one hundred percent (100%) of the contract price thereof, and an additional bond in an amount equal to one hundred (100%) of the contract price for said work (except as otherwise modified in the General Provisions section of the contract documents) shall be given to secure the payment of claims for any materials or supplies furnished for the performance of the work contracted to be done by the Contractor, or any work or labor of any kind done thereon, and the Contractor will also be required to furnish a certificate that he carries compensation insurance covering his employees upon work to be done under contract which may be entered into between him and the said Town for the construction of said work.

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The Town of Yucca Valley reserves the right to reject any and all bids.

ADOPTED AND APPROVED this 30th day of April, 2013.

MAYOR

ATTEST:

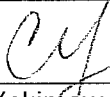
TOWN CLERK

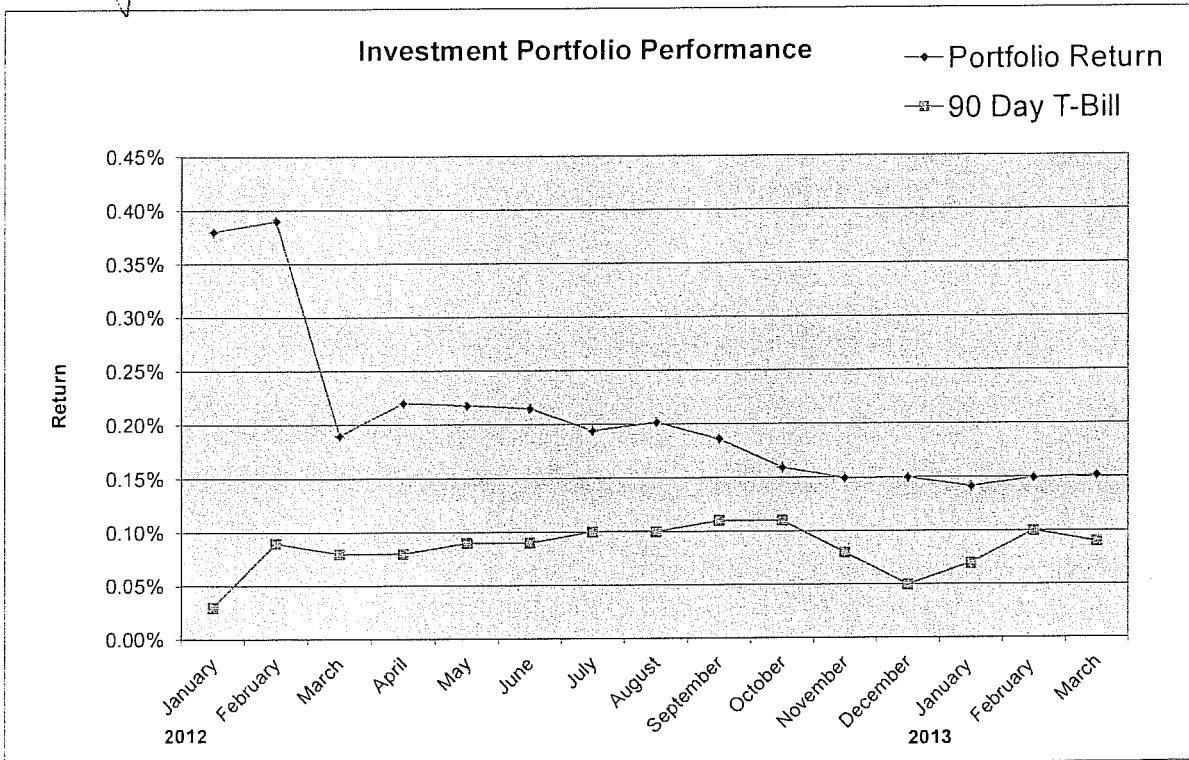
Town of Yucca Valley
Treasurer's Report
As of March 31, 2013

Institution/Investment	Market Value	Percent of Portfolio	Yield	Maturity Date
Pacific Western-Checking Acct	\$ 1,569,393	8.85%	0.00%	Liquid
Local Agency Investment Fund (LAIF)	8,404,622	47.40%	0.32%	Liquid
Pac Western-Successor Agency	7,753,123	43.73%	0.00%	Liquid
Petty Cash	3,600	0.02%	0.00%	Liquid
Total Cash & Investments	\$ 17,730,738	100.00%	0.15%	Fully Liquid

* Note - Drop in Yield in March 2012 reflective of movement of RDA monies to separate bank account.

I certify that to the best of my knowledge, this report accurately reflects all pooled investments, and is in conformity with the Town's investment policy effective February 2010, which complies with the California Government Code. A copy of this investment policy, along with the supporting banking and investment statements, is available in the office of the Town Clerk. This investment program provides sufficient cash flow liquidity to meet the next six months of budgeted expenditures.


Curtis Yakimow
Administrative Services Director





TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Curtis Yakimow, Administrative Services Director
Date: April 22, 2013
Council Meeting: April 30, 2013

Subject: Warrant Register: April 30, 2013

Recommendation:

Ratify the Warrant Register total of \$ 393,268.58 for checks dated April 18, 2013. Ratify the Payroll Register total of \$ 213,332.57 for checks dated April 12 and 16, 2013.

Order of Procedure:

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


Attachments:

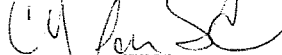
- Payroll Register No. 42/1 dated April 12, 2013 total of \$ 155,398.84
- Payroll Register No. 42/2 dated April 16, 2013 total of \$ 57,933.73
- Warrant Register No. 47 dated April 18, 2013 total of \$ 393,268.58

Reviewed By:


Town Manager

Town Attorney


Admin. Services


Finance

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

**TOWN OF YUCCA VALLEY
PAYROLL REGISTER # 42/1
CHECK DATE - April 12, 2013**

Fund Distribution Breakdown

Fund Distribution

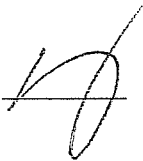
General Fund	\$138,644.13
Gas Tax Fund	10,199.25
Successor Agency	6,555.46 **
	<hr/>

Grand Total Payroll

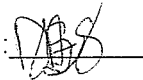
\$155,398.84

****This is not an obligation of the Town of Yucca Valley.**

Prepared by P/R & Financial Specialist:



Reviewed by H/R & Risk Mgr.:

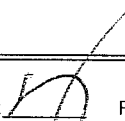
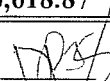


Town of Yucca Valley
Payroll Net Pay & Net Liability Breakdown

Pay Period 42/1 - Paid 04/12/2013

(March 23, 2013 - April 05, 2013)

Checks: 4648 - 4654

	Employee	Employer	Total
<u>Net Employee Pay</u>			
Payroll Checks	\$3,024.96		\$3,024.96
Direct Deposit	78,911.94	-	78,911.94
Sub-total	81,936.90		81,936.90
<u>Employee Tax Withholding</u>			
Federal	15,170.12		15,170.12
Medicare	1,559.53	1,559.49	3,119.02
SDI - EE	-	-	-
State	5,010.54		5,010.54
Sub-total	21,740.19	1,559.49	23,299.68
<u>Employee Benefit & Other Withholding</u>			
Health Benefit Account Credit	-	-	-
Deferred Compensation	2,331.98	1,108.07	3,440.05
PERS Survivor Benefit	43.00		43.00
Health Café Plan	1,858.79	12,582.46	14,441.25
American Fidelity Pre-Tax	148.86		148.86
American Fidelity After-Tax	97.40		97.40
American Fidelity-FSA	686.20		686.20
PERS EE - Contribution 7%	976.04		976.04
PERS EE - Contribution 8%	6,506.13		6,506.13
PERS Retirement - Employer	-	1,094.01	1,094.01
PERS Retirement - Employer	-	15,115.21	15,115.21
Wage Garnishment - Employee	293.38		293.38
Life & Disability Insurance		999.55	999.55
Unemployment Insurance		1,923.87	1,923.87
Workers' Compensation		4,397.31	4,397.31
Sub-total	12,941.78	37,220.48	50,162.26
Gross Payroll	\$116,618.87	\$38,779.97	155,398.84
Prepared by P/R & Financial Specialist:  Reviewed by H/R & Risk Mgr.: 			

TOWN OF YUCCA VALLEY
PAYROLL REGISTER # 42/2 Special Payroll
CHECK DATE - April 16, 2013

Fund Distribution Breakdown

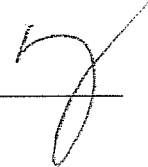
Fund Distribution

General Fund	\$57,933.73
Gas Tax Fund	0.00
Successor Agency	0.00 **
	<hr/>

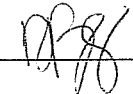
Grand Total Payroll	\$57,933.73
	<hr/> <hr/>

****This is not an obligation of the Town of Yucca Valley.**

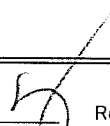
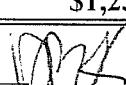
Prepared by P/R & Financial Specialist:



Reviewed by H/R & Risk Mgr.:



Town of Yucca Valley
Payroll Net Pay & Net Liability Breakdown
Pay Period 42/2 - Paid 04/16/2013 Special Payroll
(April 06, 2013 - April 12, 2013)
Checks: 0000 - 0000

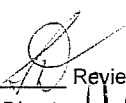

	Employee	Employer	Total
<u>Net Employee Pay</u>			
Payroll Checks	\$0.00		\$0.00
Direct Deposit	31,954.46	-	31,954.46
Sub-total	31,954.46		31,954.46
<u>Employee Tax Withholding</u>			
Federal	17,603.02		17,603.02
Medicare	821.14	821.14	1,642.28
SDI - EE	-	-	-
State	6,213.35		6,213.35
Sub-total	24,637.51	821.14	25,458.65
<u>Employee Benefit & Other Withholding</u>			
Health Benefit Account Credit	-	-	-
Deferred Compensation	37.50	-	37.50
PERS Survivor Benefit	1.00		1.00
Health Caf� Plan	-	291.34	291.34
American Fidelity Pre-Tax	-		-
American Fidelity After-Tax	-		-
American Fidelity-FSA	25.00		25.00
PERS EE - Contribution 7%	-		-
PERS EE - Contribution 8%	38.66		38.66
PERS Retirement - Employer	-	-	-
PERS Retirement - Employer	-	89.82	89.82
Wage Garnishment - Employee	-		-
Life & Disability Insurance		9.51	9.51
Unemployment Insurance		8.46	8.46
Workers' Compensation		19.33	19.33
Sub-total	102.16	418.46	520.62
Gross Payroll	\$56,694.13	\$1,239.60	\$57,933.73
Prepared by P/R & Financial Specialist:  Reviewed by H/R & Risk Mgr.: 			

WARRANT REGISTER # 47
CHECK DATE - APRIL 18, 2013

FUND DISTRIBUTION BREAKDOWN

Checks # 42490 to # 42571 are valid

GENERAL FUND # 001	\$337,852.94
CENTRAL SUPPLIES FUND # 100	\$528.12
CUP DEPOSITS FUND # 200	\$3,543.24
COPS SLESF FUND # 509	\$38.01
AB2928 STATE CONSTRUCTION FUND # 513	\$1,707.36
STREET MAINTENANCE - FUND # 515	\$9,907.22
MEASURE I 2010-2040 FUND # 524	\$6,426.84
PUBLIC LANDS FEDERAL GRANT FUND # 527	\$2,735.39
CAPITAL PROJECTS FUND # 800	\$30,529.46
GRAND TOTAL	<u>\$393,268.58</u>

Prepared by Shirlene Doten, Accounting Technician II  Reviewed by Sharon Cisneros, Senior Accountant _____
Approved by Curtis Yakimow, Administrative Services Director 

Town of Yucca Valley
Warrant Register
April 18, 2013

Fund	Check #	Vendor	Description	Amount
001	GENERAL FUND			
	42490	Ace Alternators	Shelter Vehicle Equipment	\$300.83
	42491	Action Pumping, Inc.	Septic Line Pumping & Maint.	160.00
	42493	AlSCO/American Linen, Inc.	Facilities Supplies & Uniforms	139.55
	42494	American Legacy Products, Inc.	Museum Shop Merchandise	86.72
	42495	Arrowhead Mountain Water	Office Supplies	331.90
	42496	Avalon Urgent Care	Medical Services	185.00
	42497	Alma N. Bilsborough	Contract Instructor	23.80
	42498	Brian's Lockshop	Facilities Maintenance	58.82
	42499	Brilliant Dance	Museum Event Expense	100.00
	42500	BSN Sports	Recreation Program Expense	187.46
	42501	Builders Supply-Yucca Valley	Maintenance Supplies	12.95
	42502	C & S Electric	Facilities Maintenance	126.97
	42503	California Building Standards Com.	SB1473 Fees	14.40
	42504	CDW Government, Inc.	Technology Hardware & Supplies	191.75
	42505	Companion Animal Clinic	Veterinary Services	798.60
	42506	Corelogics Information Solutions	Property Information	300.00
	42509	Cyber Photographics	Shelter Uniform Expense	474.68
	42510	Department of Conservation	SMIP Fees	50.93
	42511	Desert Hot Springs Animal Clinic	Veterinary Professional Svs.	376.00
	42512	Dept of Justice	Livescan Services	60.00
	42513	ECS Imaging Incorporated	Laser Fische License	6,018.00
	42514	Thomas Estrada	Sports Referee	66.00
	42515	Robert Exley	Facility Rental Refund	700.00
	42516	Farmer Bros. Co.	Office Supplies	131.71
	42517	Emilia Frasher	Recreation Program Refund	10.00
	42518	Fred's Tires	Fleet Tire Services	361.66
	42519	Hajoca Corporation	YVHS Pool Maintenance	862.92
	42521	Hi-Desert Water	Water Service	50.19
	42522	Hi-Desert Publishing	Advertisement for Bids	111.72
	42523	Honeywell	Facilities Maintenance	229.90
	42525	Shirley James	Recreation Program Refund	10.00
	42526	Legacy Office Products	Office Supplies	40.50
	42528	Jason Lewellyn	Sports Referee	66.00
	42529	Jackson Lewis, LLP	Professional Services	48.00
	42531	Mc Henry's Ceramics	Recreation Program Refund	10.00
	42532	Medical Arts Press	Shelter Supplies	174.96
	42533	Mojave Desert & Mtn. Integ. Wst JPA	Final FY 12/13 Contribution	5,255.00
	42534	Morongo Unified School District	Fleet Fuel Expense	6,222.37
	42535	Virginia Neal	Earth Day Event Talent	350.00
	42537	Oasis Office Supply	Office Supplies	205.80
	42538	Carl Otteson	Annual Testing Service	205.00
	42540	P.A.P.A.	Registration Fees	160.00
	42541	Pacific Telemanagement Svs.	Public Phone Svs.	82.64
	42542	Perris Fence & Supply	Parks Fence Supplies	269.97
	42543	Phone Solutions	Telephone System Support	95.00
	42544	Pool & Spa Center	YVHS Pool Expense	89.42
	42545	Pro Video	03/13 Town Council Taping	200.00
	42546	QuarterMaster	Shelter Uniform Expense	75.74

Town of Yucca Valley
Warrant Register
April 18, 2013

Fund	Check #	Vendor	Description	Amount
	42547	Quick Scores	Recreation Program Expense	156.00
	42548	SBCO-Vehicle Services	Fleet Vehicle Inspection & Svs.	208.00
	42549	SBCO - Information Services	03/13 Radio Access	1,997.40
	42550	SBCO Sheriff's Department	04/13 Professional Services	288,911.00
	42551	Office of the County Recorder	Filing Fee	21.00
	42552	SBCO-Registrar of Voters	Election Expense	11,085.00
	42553	SCE	Electric Service	1,068.58
	42554	Southwest Networks, Inc.	Technology Hardware & Supplies	1,686.52
	42555	Sprint	Phone Service	3.40
	42556	Time Warner Cable	Paradise Park Internet Svs.	64.99
	42557	Delanford Truitt	Sports Referee	88.00
	42558	Vagabond Welding Supply	YVHS Pool Chemicals	61.56
	42559	VCA Yucca Valley Animal Hospital	Veterinary Services	642.00
	42560	Verizon	Internet Service	536.20
	42561	Verizon	Long Distance Phone Svs.	190.85
	42563	Voyager Fleet Systems, Inc	Natural Gas Vehicle Fuel	168.30
	42564	Walmart Community	Shelter Pet Food	337.33
	42565	Melissa Weipert	Contract Instructor	105.00
	42566	WG Hall, LLC	Temporary Employment Svs.	1,559.64
	42568	Willdan Financial Services	FY 11/12 SA Disclosure Svs.	2,250.00
	42569	Woods Auto Repair	Fleet Vehicle Repair & Smog Svs.	326.10
	42570	Guy Wulf	Sports Referee	264.00
	42571	Yucca Valley Quick Lube	Fleet Maintenance	39.21
Total 001	GENERAL FUND			<u>\$337,852.94</u>
100 INTERNAL SERVICE FUND				
	42530	Mail Finance	Com Dev Postage Meter Lease	\$528.12
Total 100	INTERNAL SERVICE FUND			<u>\$528.12</u>
200 DEPOSITS FUND				
	42526	Legacy Office Products	Senior Housing Project	\$43.24
	42536	NRO Engineering	Senior Housing Project	3,500.00
Total 200	DEPOSITS FUND			<u>\$3,543.24</u>
509 COPS-SLESF FUND				
	42562	Verizon Wireless	Sheriff's Office Phone Svs.	\$38.01
Total 509	COPS-SLESF FUND			<u>\$38.01</u>
513 AB2928-TCRP FUND				
	42539	Overland Pacific & Cutler, Inc.	TCRP SR 62 La Honda/Dumosa	\$1,495.00
	42567	Willdan Associates	TCRP Project	212.36
Total 513	AB2928-TCRP FUND			<u>\$1,707.36</u>

Town of Yucca Valley
Warrant Register
April 18, 2013

Fund	Check #	Vendor	Description	Amount
515 GAS TAX FUND				
	42490	Ace Alternators	Radar Speed Sign Batteries	\$1,263.64
	42492	Robert Adams	IMSA Safety Mileage	97.18
	42493	Alsco/American Linen, Inc.	Streets Uniform Service	38.00
	42501	Builders Supply-Yucca Valley	Maintenance Supplies	10.24
	42508	Crafco, Inc.	Asphalt Supplies	2,773.44
	42518	Fred's Tires	Vehicle Maintenance	376.78
	42521	Hi-Desert Water	Water Service	60.00
	42524	IMSA	Registration Fees	940.00
	42553	SCE	Electric Service	106.50
	42569	Woods Auto Repair	Fleet Vehicle Maintenance	4,241.44
Total 515 GAS TAX FUND				\$9,907.22
524 MEASURE I - 2010-2040 FUND				
	42507	Counts Unlimited	Radar Speed Surveys	\$2,380.00
	42553	SCE	Electric Service	4,046.84
Total 524 MEASURE I - 2010-2040 FUND				\$6,426.84
527 PUBLIC LANDS FEDERAL GRANT FUND				
	42526	Legacy Office Products	PLHD Project-SOP Final Plans	\$2,735.39
Total 527 PUBLIC LANDS FEDERAL GRANT FUND				\$2,735.39
800 CAPITAL PROJECTS RESERVE FUND				
	42498	Brian's Lockshop	Master Re-Key Sys. Supplies	\$15,016.94
	42520	Heider Engineering Services, Inc.	Shelter Project Special Testing	7,024.00
	42527	Leighton and Associates, Inc.	Animal Shelter Project	8,481.52
	42537	Oasis Office Supply	Shelter Project Expense	7.00
Total 800 CAPITAL PROJECTS RESERVE FUND				\$30,529.46
***	Report Total			\$393,268.58

The Commissioners brought up the issue for public discussion during the Teen Topics Community Forum held on March 18, 2013. Participants were polled using wireless technology to gather public opinion on smoking in the parks. The responses showed that 50% of respondents are significantly bothered by smoking in Town parks, and 25% stated that it bothers them so much they don't visit the parks.

The Commissioners debated various alternatives for limiting smoking at local parks during their April 1, 2013 meeting and reached consensus that the Parks Use Ordinance should be modified. Smoking is currently prohibited within 20 feet of building entrances/exits and 25 feet from playgrounds as required by California law. The Youth Commissioners recommend that:

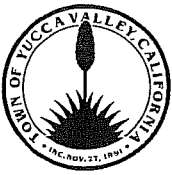
1. The Town updates the Parks Use Ordinance to prohibit smoking in the grass areas of the soccer and softball fields, and the concrete areas at the basketball court and skate park, due to the large number of youth that utilize these Town facilities.
2. Signage with a clearly stated message would be posted in the parks to encourage voluntary compliance and self-enforcement.
3. Law enforcement officers would be authorized to enforce the ordinance if a smoker refuses to stop smoking in designated non-smoking areas and may issue a citation as appropriate.
4. Town officials would establish levels of fines for non-compliance consistent with other municipal ordinances with tiers for increased fines upon subsequent violations.

The Youth Commission will be represented at the Town Council meeting to make a brief presentation on this issue and answer any questions the Council may have.

Alternatives: None recommended

Fiscal impact: None at this time; should the recommendation be implemented and the ordinance amended, the Town would incur costs for signage and enforcement of the ordinance, possibly offset to some extent by revenue from citations.

Attachments: None



TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Curtis Yakimow, Director of Administrative Services
Date: April 23, 2013
For Council April 30, 2013
Meeting:

Subject: FY 2013-14 Preliminary Special Revenue Funds Budget Review

Recommendation: It is recommended that the Council;

- Review the preliminary fiscal year 2013-14 special revenue funds budgets.
- Direct staff to incorporate any desired changes and return the proposed special revenue funds budget for adoption with the implementing resolutions as part of the Town's comprehensive FY 2013-14 Proposed Budget.

Order of Procedure:

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

Discussion:

The development of the annual spending plan for the Town begins with the Council's Strategic Planning efforts in January and will end with the actual budget adoption on or around June 4, 2013. Important steps in this critical process include the following:

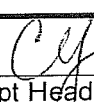
1. *Strategic Planning Workshop*
2. *Strategic Planning Public Input and Comment*
3. *Town Manager Evaluation and Goal Setting*
4. *Executive Management Team Work Plan Development*
5. *Development of Goals and Objectives*
6. *Team Development of Departmental Budgets*
7. *Executive Management Review of Budget Requests*

Reviewed By:


Town Manager...

Town Attorney


Admin Services


Dept Head

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

8. *Town Manager review/revision of Line Item Budgets*
9. *Council update on Major Initiatives*
10. *Council review of preliminary Budget Plan*
11. *Final Budget Adoption*

Through this process, the annual spending plan is modified and refined through multiple revisions until a spending framework is developed that best addresses the Council's Strategic Plan and accompanying annual work plan, and aligning those plans with available resources, current and future needs, and adequate financial reserves.

In accordance with the Council's desire for multiple public review, input and discussion opportunities, Town staff has revised the traditional budget cycle to accommodate financial discussions earlier in the process. The first budget review was presented in Budget Workshop #1 on February 19, 2013, and included a presentation of the initial baseline budget.

The second and third budget reviews were presented in Budget Workshops # 2 & #3, held April 2nd and April 6th 2013. In these meetings, Town staff presented an updated budget plan reflecting the current operational functions of the Town with modifications related to the recently approved Early Retirement Incentive (ERI) program, recreational services programming and other recent organizational changes. Additionally, extensive opportunity for public input and comment was provided, and the public responded with multiple comments and suggestions. Through this process, Council input and direction was received and is being incorporated into the financial plan for fiscal year 2013-14.

This process continues with the initial presentation of the Town's Special Revenue Funds.

Special Revenue Funds

Special Revenue Funds are utilized to account for proceeds derived from specific revenue sources which may be legally restricted to expenditures for specified purposes. Included in the special revenue funds are Gas Tax, Measure I, Local Transportation, and any Town maintenance districts. All special revenue funds are proposed to reflect a balanced budget for the upcoming fiscal year, and will be presented and highlighted at the Council's meeting on April 30, 2013.

Overview

The proposed special revenue funds budgets total just under \$10 million in expenditures with the majority of this money the result of the Town's efforts in securing external revenue sources. These sources include grant funds, federal transportation funds, state transportation funds, block grants, and a variety of smaller non-discretionary funding programs. The key similarity between all of these sources is the general lack of flexibility in determining how these funds are to be expended. While there are

limitations on the various criteria involved in allocating these funds, the Town would not be able to advance many of the one-time infrastructure projects underway without these funds. They are a critical component of the total funding structure that allows the Town to meet some of the long-term infrastructure needs that the Town faces.

Infrastructure Maintenance & Improvements

As part of the recent PHLD and TCRP project agreement preparation, staff has extensively reviewed the financial structure for the complete funding of these two significant projects. The proposed budget continues the amendments incorporated in the FY 2012-13 amended budget to reflect the various sources including Federal, State, regional, and local resources. Through this process, the Town is able to provide funding for over \$6 million of infrastructure improvements with over \$4 million of it coming directly from competitive, outside sources. This structure allows the Town maximum leverage of its limited infrastructure resources, and represents the majority of the Town's special revenue funds expenditures.

The proposed budget also reflects the anticipated Measure I unrestricted funds projected for next year. While important, this annual revenue source of approximately \$600,000 is insufficient to meet the ongoing needs of the Town in terms of basic maintenance, and any comprehensive infrastructure maintenance program will be dependent on contributions from the Town's general fund until such time as a dedicated revenue source for infrastructure is secured. Absent general fund contribution, the Town's special revenue fund sources, including Measure I, are inadequate to meet the Town's infrastructure needs as the recurring revenue does not meet either the ongoing infrastructure maintenance needs of the Town, nor the unfunded infrastructure backlog totaling over \$15 million.

Public Safety and Other Program Funds

The proposed budget also includes a number of programmatic funds related to public safety and specific Town activities. These include the ongoing COPS grants, air pollution trust funds, recycling funds, and a number of Town required program funds. Staff is pleased to include the COPS grant funding for FY 2013-14 as incorporated into the State budget. This funding totals \$100,000 annually and assists the Town in offsetting some of the overtime and other special projects undertaken by the Sheriff's Department as part of their front line law enforcement activities. Without these funds, such program activities would fall upon the general fund of the Town.

Finally, the Town's Capital Projects fund identifies appropriate expenditures for the related one-time revenues within the fund. At this point, there are only placeholders as staff continues to refine the recommended project list. This list will be updated as part of the final proposed budget, but should not vary significantly from the placeholder amounts currently reflected.

Conclusion

In presenting the proposed fiscal year 2013-14 special revenue funds budgets, staff has factored in the most current information available regarding the State and County budgets. As these budgets proceed through their approval process, it is likely that there may be subsequent changes which may negatively impact the Town's proposed budget. Such risks include the following:

- Continued takeaways and money shifts at the State level.
- Projections regarding unemployment, sales tax receipts, and general economic activity at the federal, state and regional levels.
- Programmatic changes to any of the Federal, State or County funding sources.

Staff will keep the Council apprised of any such changes as information becomes available, and will return for further action as necessary.

Alternatives: Approve with modifications.

Fiscal impact: The proposed special revenue funds budgets for fiscal year 2013-14 provide balanced budgets for all Town special revenue funds. Total revenues are anticipated to exceed \$8.2 million while expenditures total \$9.5 million. When combined with prior fund balances, the projected fund balance for all special revenue funds is \$2.8 million. While these are the aggregate totals for all special revenue funds, each fund operates as an independent set of accounts and balances, thus the totals are for information only.

Attachments:

FY 2013-14 Preliminary Special Revenue Funds Budgets

**Town of Yucca Valley
Draft Budget
FY 2013-14**

Fund	FY 2013-14				Projected Fund Balance 6/30/2014
	Projected Fund Balance 7/1/2013	Revenues	Expenditures	Transfers In/ Transfers Out	
Special Revenue Funds					
300 - In-Lieu/Quimby Fees	\$ 64,965	\$ 150	\$ -	\$ 25,131	\$ 90,246
350 - Development Impact Fees	409,076	125,000	(2,500)	250,000	781,576
504 - CLEEPS Hi-Tech	-	-	-	-	-
507 - Traffic Safety	120,328	50,200	(1,500)	-	169,028
508 - Asset Seizure	5,879	30	(1,500)	-	4,409
509 - COPS - SLESF	-	-	-	-	-
511 - COPS-LLESA	-	100,250	(100,250)	-	-
513 - AB2928 TCRP - Construction	72,808	288,140	(2,773,634)	2,454,700	42,014
514 - AB2928 TCRP - Maintenance	-	-	-	-	-
515 - Gas Tax	532,487	501,000	(619,300)	-	414,187
516 - LTF	446,517	147,250	(336,600)	-	257,167
520 - Measure I - 2010-40 Regional Funds	-	225,000	-	(225,000)	-
522 - Measure I - Major Arterial	1,284,520	500	-	(1,105,720)	179,300
523 - Measure I - Local Roads	81,818	200	(30,000)	-	52,018
524 - Measure I - 2010 Unrestricted	515,750	612,400	(783,208)	(170,000)	174,942
526 - HSIP - Highway Safety Impvmt Prg	500	899,000	-	(899,500)	-
527 - Public Lands Fed Grant	(180,232)	250,000	(2,943,900)	2,886,240	12,108
528 - Prop 1B Funds	-	-	-	-	-
529 - Safe Routes to School- Infrastructure	7,901	372,000	(376,461)	-	3,440
530 - Safe Routes to School	-	93,972	(93,972)	-	-
531 - Flood Control	69,564	-	-	-	69,564
534 - State Local Part Program (SLPP)	-	1,500,720	-	(1,500,720)	-
535 - SAFETEA-LEU Funds	-	1,440,000	-	(1,440,000)	-
540 - CEC - ARRA	-	-	-	-	-
542 - CMAQ	-	187,250	(187,250)	-	-
543 - Air Pollution Trust	122,664	13,800	(75,500)	-	60,964
551 - HUD Park Funds	(43,243)	300,000	-	(256,757)	-
560 - CDBG	(90,349)	528,810	(438,310)	-	151
570 - Recycling Activities	(6)	5,000	(4,900)	-	94
581 - LLD	9,986	5,015	(5,595)	-	9,406
582 - SDD	108,396	12,648	(3,600)	-	117,444
583 - MELLO ROOS CFD	4,316	6,816	(2,500)	-	8,632
632 - Town Housing Fund	6,412	887,179	(642,000)	(250,000)	1,591
800 Capital Projects Reserve	715,363	-	(126,000)	-	589,363
Total Special Revenue Funds	\$ 4,265,419	\$ 8,552,330	\$ (9,548,480)	\$ (231,626)	\$ 3,037,643
Internal Service Fund					
100 - Internal Service	\$ 514,840	\$ 40,000	\$ (40,000)	\$ -	\$ 514,840
Total Internal Service Fund	\$ 514,840	\$ 40,000	\$ (40,000)	\$ -	\$ 514,840

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
100 - Internal Service					
RECEIPTS					
Photo Copy Sales	\$ 38,493	\$ 39,000	\$ 23,135	\$ 38,000	\$ 39,000
Stationary/Env Sales	783	1,000	776	1,000	1,000
TOTAL RECEIPTS	39,276	40,000	23,911	39,000	40,000
EXPENDITURES					
Operating Supplies	5,254	6,000	3,533	6,000	7,000
Equipment Rental	30,979	33,000	25,700	33,000	33,000
TOTAL EXPENDITURES	36,233	39,000	29,233	39,000	40,000
CAPITAL OUTLAY					
Work in Progress	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
OPERATING TRANSFERS IN (OUT)					
Transfer OUT	-	-	-	-	-
Transfer IN	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN(OUT)	-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE					
	3,043	1,000	(5,322)	0	0
BEGINNING FUND BALANCE	511,797	514,840	514,840	514,840	514,840
ENDING FUND BALANCE	\$ 514,840	\$ 515,840	\$ 509,518	\$ 514,840	\$ 514,840
RESERVE BALANCE SUMMARY					
Undesignated	14,840	15,840	\$ 9,518	\$ 14,840	\$ 14,840
Designated - Vehicle & Equip	500,000	500,000	500,000	500,000	500,000
Total	\$ 514,840	\$ 515,840	\$ 509,518	\$ 514,840	\$ 514,840

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
		-	-	-	-	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
300 - In-Lieu/Quimby Fees					
RECEIPTS					
Interest	\$ 497	\$ 150	\$ 97	\$ 200	\$ 150
In Lieu Park Fees	-	-	-	-	-
In-Lieu Street Improvements	1,886	-	-	-	-
In-Lieu Underground	(19,390)	-	-	-	-
TOTAL RECEIPTS	(17,007)	150	97	200	150
EXPENDITURES					
Indirect Cost	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-
CAPITAL OUTLAY					
Work in Progress	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
OPERATING TRANSFERS IN (OUT)					
Transfer IN (OUT) - Fund 551	(75,000)	-	-	-	25,131
TOTAL OPERATING TRANSFERS IN(OUT)	(75,000)	-	-	-	25,131
INCREASE (DECREASE) IN FUND BALANCE	(92,007)	150	97	200	25,281
BEGINNING FUND BALANCE	156,772	64,765	64,765	64,765	64,965
ENDING FUND BALANCE	\$ 64,765	\$ 64,915	\$ 64,862	\$ 64,965	\$ 90,246

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
		-	-	-	-	-
		-	-	-	-	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
350 - Development Impact Fees					
RECEIPTS					
Single Family Residential	\$ 41,600	\$ 85,640	\$ -	\$ -	\$ 75,000
Multi-Family Residential	-	-	-	-	-
Commercial	-	886,000	47,095	600,000	50,000
Office	-	-	-	-	-
Interest	2,001	-	848	-	-
TOTAL RECEIPTS	43,601	971,640	47,943	600,000	125,000
EXPENDITURES					
Operating Supplies					
Indirect Cost	872	1,000	959	12,000	2,500
TOTAL EXPENDITURES	872	1,000	959	12,000	2,500
CAPITAL OUTLAY					
Work in Progress	-	300,000	-	-	-
TOTAL CAPITAL OUTLAY	-	300,000	-	-	-
OPERATING TRANSFERS IN (OUT)					
Transfer OUT - Fund 001	-	-	-	-	(231,626)
Transfer IN - Fund 531	-	205,000	-	205,000	-
Transfer IN - Fund 551	(399,000)	-	-	-	231,626
Transfer IN - Fund 632	-	-	-	-	250,000
Transfer OUT - Fund 632	-	-	-	(550,000)	-
Transfer OUT - Fund 800-Animal Shelter	-	(90,000)	-	-	-
TOTAL OPERATING TRANSFERS IN(OUT)	(399,000)	115,000	-	(345,000)	250,000
INCREASE (DECREASE) IN FUND BALANCE					
	(356,271)	785,640	46,984	243,000	372,500
BEGINNING FUND BALANCE	\$ 522,347	\$ 166,076	\$ 166,076	\$ 166,076	\$ 409,076
ENDING FUND BALANCE	\$ 166,076	\$ 951,716	\$ 213,060	\$ 409,076	\$ 781,576

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Sr. Housing Project		-	300,000	-	-	-
Animal Shelter		-	-	-	-	-
		-	300,000	-	-	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
504 - CLEEPS Hi-Tech					
RECEIPTS					
Interest	\$ 16	\$ 75	\$ 7	\$ 7	\$ -
TOTAL RECEIPTS	16	75	7	7	-
EXPENDITURES					
Indirect Cost	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-
CAPITAL OUTLAY					
Work in Progress	-	4,500	-	4,348	-
TOTAL CAPITAL OUTLAY	-	4,500	-	4,348	-
OPERATING TRANSFERS IN (OUT)					
Transfer IN - Fund 507	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE					
	16	(4,425)	7	(4,341)	-
BEGINNING FUND BALANCE	4,325	4,341	4,341	4,341	-
ENDING FUND BALANCE	\$ 4,341	\$ (84)	\$ 4,348	\$ -	\$ -

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Special Activities	504 25-05 7820 0000	-	4,500	0	4,000	-
		-	4,500	0	4,000	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

507 - Traffic Safety

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
RECEIPTS					
Traffic Fine Revenue	\$ 53,492	\$ 50,000	\$ 22,495	\$ 50,000	\$ 50,000
Interest	1,073	200	398	500	200
TOTAL RECEIPTS	54,565	50,200	22,893	50,500	50,200
EXPENDITURES					
Indirect Cost	1,500	2,000	0	1,500	1,500
TOTAL EXPENDITURES	1,500	2,000	0	1,500	1,500
CAPITAL OUTLAY					
Work in Progress	-	229,828	118,621	229,828	-
TOTAL CAPITAL OUTLAY	-	229,828	118,621	229,828	-
OPERATING TRANSFERS IN (OUT)					
Transfer OUT - Fund 522	(20,000)	-	-	-	-
Transfer OUT - Fund 515	-	-	-	-	-
Transfer OUT - Fund 524	-	-	-	-	-
Transfer OUT - Fund 527	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	(20,000)	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE					
	33,065	(181,628)	(95,728)	(180,828)	48,700
BEGINNING FUND BALANCE	268,091	301,156	301,156	301,156	120,328
ENDING FUND BALANCE	\$ 301,156	\$ 119,528	\$ 205,428	\$ 120,328	\$ 169,028

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Special Activities	507 25-05 7820 0000	-	-	-	-	-
Palm:SR62 - Onaga	507 55-59 8310 8425	-	48,000	48,000	48,000	-
Pueblo:Inca-Church	507 55-59 8310 8418	-	21,828	-	21,828	-
Townwide Striping/Slurry Seal	507 55-59 8310 8326	-	125,000	49,901	125,000	-
Infrastructure Maint	507 55-59 8310 8419	-	35,000	20,720	35,000	-
		-	229,828	118,621	229,828	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
508 - Asset Seizure					
RECEIPTS					
Program Revenue	\$ 8,383	\$ -	\$ -	\$ -	-
Interest	31		13	30	30
TOTAL RECEIPTS	8,414	-	13	30	30
EXPENDITURES					
Special Activities	250	1,500	-	1,500	
TOTAL EXPENDITURES	250	1,500	-	1,500	-
CAPITAL OUTLAY					
Work in Progress	-	2,500	-	1,000	1,500
TOTAL CAPITAL OUTLAY	-	2,500	-	1,000	1,500
OPERATING TRANSFERS IN (OUT)					
	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE	8,164	(4,000)	13	(2,470)	(1,470)
BEGINNING FUND BALANCE	185	8,349	8,349	8,349	5,879
ENDING FUND BALANCE	\$ 8,349	\$ 4,349	\$ 8,362	\$ 5,879	\$ 4,409

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Special Projects - Equipment		-	2,500	-	1,000	1,500
		-	2,500	-	1,000	1,500

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
509 - COPS - SLESF					
RECEIPTS					
Grant revenue	\$ -	\$ -	\$ -	\$ -	-
Interest	553	-	102	200	-
TOTAL RECEIPTS	553	-	102	200	-
EXPENDITURES					
Indirect Cost	500	500	-	500	-
Special Activities	83,135	-	-	-	-
TOTAL EXPENDITURES	83,635	500	-	500	-
CAPITAL OUTLAY					
Work in Progress	-	90,000	55,510	95,724	-
TOTAL CAPITAL OUTLAY	-	90,000	55,510	95,724	-
OPERATING TRANSFERS IN (OUT)					
	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE					
	(83,082)	(90,500)	(55,408)	(96,024)	-
BEGINNING FUND BALANCE					
	179,106	96,024	96,024	96,024	-
ENDING FUND BALANCE					
	\$ 96,024	\$ 5,524	\$ 40,616	\$ -	-

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Special Activities	509 25-05 7820 XXXX	-	90,000	40,365	80,578	-
4x4 Vehicle Lease		-	-	15,146	15,146	-
		-	90,000	55,511	95,724	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

		Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
511 - COPS-LLESA						
RECEIPTS						
Grant revenue	511.25.05.4870.2013.000	\$ 100,067	\$ 100,000	\$ 54,663	\$ 100,000	\$ 100,000
Interest		152	100	188	250	250
TOTAL RECEIPTS		100,219	100,100	54,851	100,250	100,250
EXPENDITURES						
Indirect Cost		500	-	-	500	500
TOTAL EXPENDITURES		500	-	-	500	500
CAPITAL OUTLAY						
Special Activities		-	-	-	199,469	99,750
TOTAL CAPITAL OUTLAY		-	-	-	199,469	99,750
OPERATING TRANSFERS IN (OUT)						
		-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)		-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE						
		99,719	100,100	54,851	(99,719)	-
BEGINNING FUND BALANCE						
		-	99,719	99,719	99,719	-
ENDING FUND BALANCE						
		\$ 99,719	\$ 199,819	\$ 154,570	\$ -	-

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Front Line Special Activities	511 25-05 7820 XXXX	-	-	-	199,469	100,000
		-	-	-	199,469	100,000

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
513 - AB2928 TCRP - Construction					
RECEIPTS					
Bond Funds From SA	513 55-59 4702 8327-630	\$ -	\$ 200,000	\$ -	\$ 200,000
State Reimbursement		97,646	114,704	-	88,140
TOTAL RECEIPTS		97,646	314,704	-	26,564
EXPENDITURES					
Indirect Cost		-	103,708	-	99,183
TOTAL EXPENDITURES		-	103,708	-	4,525
CAPITAL OUTLAY					
Work in Progress		96,385	2,787,570	63,956	113,119
TOTAL CAPITAL OUTLAY		96,385	2,787,570	63,956	2,674,451
OPERATING TRANSFERS IN (OUT)					
Transfer IN - Fund 534		-	777,600	-	777,600
Transfer IN - Fund 520		-	90,000	-	90,000
Transfer IN - Fund 522		-	517,600	-	517,600
Transfer IN - Fund 524		-	170,000	-	170,000
Transfer IN - Fund 522		-	138,000	138,000	-
Transfer IN - Fund 526		-	899,500	-	899,500
TOTAL OPERATING TRANSFERS IN (OUT)		-	2,592,700	-	138,000
INCREASE (DECREASE) IN FUND BALANCE		1,261	16,126	(63,956)	46,920
BEGINNING FUND BALANCE		24,627	25,888	25,888	25,888
ENDING FUND BALANCE		\$ 25,888	\$ 42,014	\$ (38,069)	\$ 72,808

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
SR62/TCRP Phase 1	513 55-59 8310 8327-100	-	-	-	-	-
SR62/TCRP Phase 2	513 55-59 8310 8327-200	85,000	-	22,412	23,119	-
SR62/TCRP Phase 3	513 55-59 8310 8327-300	2,500	114,704	41,463	50,000	41,585
Cnstr Phase 4 - Non Contract	513 55-59 8310 8327-400	-	80,166	82	40,000	40,166
Cnstr Phase 4 - SLPP 534	513 55-59 8310 8327-402	-	777,600	-	-	777,600
Cnstr Phase 4 - Mea I Reg 520	513 55-59 8310 8327-403	-	90,000	-	-	90,000
Cnstr Phase 4 - Mea I Arterial 5	513 55-59 8310 8327-404	-	517,600	-	-	517,600
Cnstr Phase 4 - Mea I Arterial 5	513 55-59 8310 8327-405	-	170,000	-	-	170,000
Cnstr Phase 4 - Mea I Arterial 5	513 55-59 8310 8327-406	-	138,000	-	-	138,000
Cnstr Phase 4 - HSIP 526	513 55-59 8310 8327-407	-	899,500	-	-	899,500
SR62/TCRP Phase 4	513 55-59 8310 8327-400	-	-	-	-	-
		87,500	2,787,570	63,956	113,119	2,674,451

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
515 - Gas Tax					
RECEIPTS					
Highway Users Tax	\$ 311,160	\$ 330,000	\$ 179,650	\$ 275,000	\$ 300,000
Highway Users Tax (Prop 42 Replacement)	286,318	221,000	110,669	185,000	200,000
Interest	2,052	1,100	864	1,600	1,000
TOTAL RECEIPTS	599,530	552,100	291,183	461,600	501,000
EXPENDITURES					
Personnel	274,856	301,136	183,863	282,550	264,800
Supplies & Services	203,066	297,500	182,126	295,500	295,500
Indirect Recovery	8,876	4,000	-	4,000	4,000
TOTAL EXPENDITURES	486,798	602,636	365,989	582,050	564,300
CAPITAL OUTLAY					
Work in Progress	4,600	55,000	-	-	55,000
TOTAL CAPITAL OUTLAY	4,600	55,000	-	-	55,000
OPERATING TRANSFERS IN (OUT)					
Transfer IN - Fund 100	-	-	-	-	-
Transfer IN - Fund 514	858	-	-	-	-
Transfer IN - Fund 507-MOE	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	858	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE	108,990	(105,536)	(74,806)	(120,450)	(118,300)
BEGINNING FUND BALANCE	543,947	652,937	652,937	652,937	532,487
ENDING FUND BALANCE	\$ 652,937	\$ 547,401	\$ 578,131	\$ 532,487	\$ 414,187

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

		Actual	Amended Budget	YTD-March	Projected	Proposed
		2011-12	2012-13	2012-13	2012-13	2013-14
55-59 Streets Operations						
	Acct					
Salaries	5110	174,990	186,592	118,153	175,000	160,000
Salaries-Temp	5111	6,648	7,000	-	-	14,000
Salaries - Overtime	5112	5,014	8,746	2,329	3,850	4,000
Standby	5113	5,544	1,585	5,016	6,900	5,600
FICA Medicare	5121	2,860	2,855	1,820	2,600	2,400
Health Care	5123	45,324	50,400	28,347	50,000	37,800
Workers' Comp	5124	5,581	7,877	4,960	8,000	6,600
Life & Disability	5125	1,807	1,714	1,225	1,700	1,400
Unemployment Insurance	5126	1,860	3,446	2,170	3,500	3,000
Retirement	5127	27,784	30,921	19,843	31,000	30,000
Staff Recovery	5998	(2,556)	-	-	-	-
Personnel		274,856	301,136	183,863	282,550	264,800
Signs	6126	22,784	30,000	12,362	30,000	30,000
Clothing	6190	3,486	4,200	1,345	4,200	4,200
Maintenance Supplies	6410	92,027	120,000	85,672	120,000	120,000
Tools & Equipment	6910	336	1,000	799	1,000	1,000
Professional Services	7110	60,475	100,000	54,368	100,000	100,000
Utilities-Gas Co.	7210	2,847	2,800	1,179	2,800	2,800
Utilities- Electricity	7211	6,475	6,000	3,954	6,000	6,000
Rental of Equipment	7310	4,820	4,000	3,235	4,000	4,000
Maintenance - Equip	7411	8,998	24,000	16,858	24,000	24,000
Major Conferences	7610	-	1,500	940	1,500	1,500
Minor Conferences	7615	-	2,000	1,050	1,000	1,000
Meetings & Travel	7618	818	2,000	364	1,000	1,000
Supplies & Services		203,066	297,500	182,126	295,500	295,500
Indirect Cost	7999	8,876	4,000	-	4,000	4,000
Vehicle Repl - Veh # 67 - 12 Ya	515 55-59 8341	-	-	-	-	-
Vehicle Repl - Vehicle #7 Stree	515 55-59 8341	-	-	-	-	-
Vehicle Repl - Veh #57 - Water	515 55-59 8341	-	45,000	-	-	45,000
Vehicle Repl - Arrow Board	515 55-59 8341	-	-	-	-	-
Pavement Management System	515 55-59 8505	4,600	10,000	-	-	10,000
Special Equipment		4,600	55,000	-	-	55,000
Capital						
Total Department		482,522	653,636	365,989	578,050	615,300

Authorized Positions

Position	FY 2012-13	FY 2013-14
Lead Skilled Maintenance Worker	1	1
Skilled Maintenance Worker II	3	2
Division Total	4	3

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

516 - LTF

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
RECEIPTS					
Revenue	\$ 272,647	\$ 95,000	\$ -	\$ 95,000	\$ 56,000
SANBAG TAIM	-	91,000	-	-	91,000
Legal Settlement	-	-	85,000	-	-
Interest	1,860	-	1,082	1,800	250
TOTAL RECEIPTS	274,507	186,000	86,082	96,800	147,250
EXPENDITURES					
Indirect Cost	260	500	-	-	-
Professional Services	2,473	5,000	4,600	4,600	4,600
TOTAL EXPENDITURES	2,733	5,500	4,600	4,600	4,600
CAPITAL OUTLAY					
Work in Progress	2,725	287,000	4,600	5,000	332,000
TOTAL CAPITAL OUTLAY	2,725	287,000	4,600	5,000	332,000
OPERATING TRANSFERS IN (OUT)					
Transfer OUT - Fund 632	-	-	-	(300,000)	-
Transfer OUT - Fund 522	-	-	-	-	-
Transfer OUT - Fund 523	-	-	-	-	-
Transfer OUT - Fund 524	-	-	-	-	-
Transfer OUT - Fund 529	-	-	-	-	-
Transfer OUT - Fund 551	(135,000)	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	(135,000)	-	-	(300,000)	-
INCREASE (DECREASE) IN FUND BALANCE	134,049	(106,500)	76,882	(212,800)	(189,350)
BEGINNING FUND BALANCE	525,268	659,317	659,317	659,317	446,517
ENDING FUND BALANCE	\$ 659,317	\$ 552,817	\$ 736,199	\$ 446,517	\$ 257,167

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Street Engineering Prof Serv	516 55-59 7117 0000	-	5,000	4,600	5,000	5,000
SANBAG TAIM Project	516 55-59 8310 xxxx	-	182,000	-	-	182,000
Safe Routes to School Match	516 xx xx xxxx	-	50,000	-	-	50,000
Pinon/Ridge	516 55-59 8310 8416	-	20,000	-	-	-
Town Wide Slurry Seal	516 55-59 8310 8340	2,725	-	-	-	-
Blackrock Road Reservation		-	-	-	-	75,000
Del Monte Overlay	516 55-59 8310 8344	-	-	-	-	-
Fortuna	516 55-59 8310 8327	-	20,000	-	-	20,000
Church:Joshua/Onaga	516 55-58 8310 8348	-	10,000	-	-	-
Standard Drawings Project	516 55-58 8310 8380	-	-	-	-	-
		2,725	287,000	4,600	5,000	332,000

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

520 - Measure I - 2010-40 Regional Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
RECEIPTS					
Revenue SANBAG Regional Funds	\$ -	\$ 225,000	\$ -	\$ -	\$ 225,000
Interest	-	-	-	-	-
TOTAL RECEIPTS	-	225,000	-	-	225,000
EXPENDITURES					
Indirect Cost Recovery	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-
CAPITAL OUTLAY					
Work in Progress	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
OPERATING TRANSFERS IN (OUT)					
Transfer OUT - Fund 513	-	(90,000)	-	-	(90,000)
Transfer OUT - Fund 527	-	(135,000)	-	-	(135,000)
TOTAL OPERATING TRANSFERS IN (OUT)	-	(225,000)	-	-	(225,000)
INCREASE (DECREASE) IN FUND BALANCE					
	-	-	-	-	-
BEGINNING FUND BALANCE					
	-	-	-	-	-
ENDING FUND BALANCE					
	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
522 - Measure I - Major Arterial					
RECEIPTS					
Revenue SANBAG	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	3,764	500	1,756	3,000	500
TOTAL RECEIPTS	3,764	500	1,756	3,000	500
EXPENDITURES					
Indirect Cost Recovery	-	13,000	-	13,806	-
TOTAL EXPENDITURES	-	13,000	-	13,806	-
CAPITAL OUTLAY					
Work in Progress	78,562	278,200	275,881	276,126	-
TOTAL CAPITAL OUTLAY	78,562	278,200	275,881	276,126	-
OPERATING TRANSFERS IN (OUT)					
Transfer OUT - Fund 513	-	(517,600)	-	-	(517,600)
Transfer OUT - Fund 527	-	(588,120)	-	-	(588,120)
Transfer OUT - Fund 513	-	(138,000)	-	(138,000)	-
Transfer IN - Fund 507	20,000	-	-	-	-
Transfer IN - Fund 516	-	-	-	-	-
Transfer IN - Fund 528	-	138,000	-	138,000	-
Transfer IN - Fund 526	-	184,900	-	184,900	-
TOTAL OPERATING TRANSFERS IN (OUT)	20,000	(920,820)	-	184,900	(1,105,720)
INCREASE (DECREASE) IN FUND BALANCE					
	(54,798)	(1,211,520)	(274,125)	(102,032)	(1,105,220)
BEGINNING FUND BALANCE					
	1,441,351	1,386,553	1,386,553	1,386,553	1,284,520
ENDING FUND BALANCE					
	\$ 1,386,553	\$ 175,033	\$ 1,112,428	\$ 1,284,520	\$ 179,300

522 - Measure I - Major Arterial

Work in Progress Detail		Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Project	Account					
SR62/SR247 Median	522 55-59 8310 8325	8,535	272,000	269,755	270,000	-
Town Wide Slurry Seal	522 55-59 8310 8340	-	-	-	-	-
Congestion Management Plan	522 55-59 8310 8507	-	-	-	-	-
SR 62: Palm - Airway	522 55-59 8310 8527	70,027	6,200	6,126	6,126	-
SR 62: Cholla - Trojan	522 55-59 8310 8528	-	-	-	-	-
Skyline Ranch Rd-SR247	522 55-59 8310 8542	-	-	-	-	-
SR62: Airway - La Contenta PSR		-	-	-	-	-
		78,562	278,200	275,881	276,126	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

523 - Measure I - Local Roads

RECEIPTS

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Revenue SANBAG	\$ -	\$ -	\$ -	\$ -	-
Interest	1,560	250	123	200	200
TOTAL RECEIPTS	1,560	250	123	200	200

EXPENDITURES

Indirect Cost Recovery	-	-	-	-	-
Street Lights	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-

CAPITAL OUTLAY

Work in Progress	28,604	-	-	-	30,000
TOTAL CAPITAL OUTLAY	28,604	-	-	-	30,000

OPERATING TRANSFERS IN (OUT)

Transfer OUT	-	-	-	-	-
Transfer IN - Fund 516	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	-	-	-	-

**INCREASE (DECREASE) IN
FUND BALANCE**

	(27,044)	250	123	200	(29,800)
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BEGINNING FUND BALANCE

	108,662	81,618	81,618	81,618	81,818
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ENDING FUND BALANCE

	\$ 81,618	\$ 81,868	\$ 81,741	\$ 81,818	\$ 52,018
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523 - Measure I - Local Roads

Work in Progress Detail

<u>Project</u>	<u>Account</u>	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Annual Traffic Census	523 55-59 8310 8097	-	-	-	-	15,000
Traffic Studies	523 55-59 8310 8105	-	-	-	-	15,000
Town Wide Slurry Seal	523 55-59 8310 8340	945	-	-	-	-
Church, Onaga/Joshua Dr	523 55-59 8310 8348	10,499	-	-	-	-
Fortuna, Santa B/San Andr	523 55-59 8310 8351	-	-	-	-	-
Malin, Skyline/PaseoLas Nina	523 55-59 8310 8352	-	-	-	-	-
General Maint-Townwide	523 55-59 8310 8353	-	-	-	-	-
Rockaway, Fairway to end	523 55-59 8310 8354	-	-	-	-	-
Navajo:Palm to Amador	523 55-59 8310 8379	17,160	-	-	-	-
		28,604	-	-	-	30,000

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

524 - Measure I - 2010 Unrestricted

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
RECEIPTS					
Revenue SANBAG 2010 Unrestricted	\$ 678,847	\$ 655,000	\$ 443,566	\$ 600,000	\$ 612,000
Interest	827	500	374	400	400
TOTAL RECEIPTS	679,674	655,500	443,940	600,400	612,400
EXPENDITURES					
Indirect Cost Recovery 524 00-00 7999 0000-000					
Street Lights 524 55-59 8310 8103-000	47,609	40,000	32,238	50,000	50,000
09/10 Townwide Slurry Rep 001 20-01 7111 8340-000	-	-	-	-	-
TOTAL EXPENDITURES	47,609	40,000	32,238	50,000	50,000
CAPITAL OUTLAY					
Work in Progress	519,640	521,478	442,242	350,096	733,208
TOTAL CAPITAL OUTLAY	519,640	521,478	442,242	350,096	733,208
OPERATING TRANSFERS IN (OUT)					
Transfer OUT - Fund 513	-	(170,000)	-	-	(170,000)
Transfer IN - Fund 516	-	-	-	-	-
Transfer IN - Fund 528	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	(170,000)	-	-	(170,000)
INCREASE (DECREASE) IN FUND BALANCE					
	112,425	(75,978)	(30,540)	200,304	(340,808)
BEGINNING FUND BALANCE	203,021	315,446	315,446	315,446	515,750
ENDING FUND BALANCE	\$ 315,446	\$ 239,468	\$ 284,906	\$ 515,750	\$ 174,942

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

		Actual	Amended Budget	YTD-March	Projected	Proposed
		2011-12	2012-13	2012-13	2012-13	2013-14
524 - Measure I - Unrestricted						
Annual Traffic Census	524 55-59 8310 8097	6,300	6,000	6,000	6,000	6,000
SANBAG STP	524 55-59 8310 8098	655	5,000	-	-	5,000
Traffic Studies	524 55-59 8310 8105	1,435	10,000	1,675	4,055	10,000
Town Wide Slurry Seal	524 55-59 8310 8340	-	332,541	319,543	332,541	206,069
Natoma, Del Monte to East End		-	-	-	-	30,000
Free Gold, Amador to West End		-	-	-	-	30,000
Desert Gold, Amador to Grand		-	-	-	-	40,000
Apache, SR 62 to Sante Fe		-	-	-	-	13,800
Yuma, Cibola to Church		-	-	-	-	30,000
Pueblo, Condalia to Valley Vista		-	-	-	-	45,000
Deer, SR 62 to Pueblo		-	-	-	-	50,000
Lucerne Vista, Onaga to Pueblo		-	-	-	-	50,000
Palomar, Yucca Tr to Juarez		-	-	-	-	158,839
SHOPP, proj applic thru CT	524 55-59 8310 8347	-	5,000	-	5,000	5,000
Signal Maintenance Contract		-	-	-	-	50,000
Yucca Mesa: SR62 to Buena Vi	524 55-59 8310 8382	120,791	-	-	-	-
Acoma: Pueblo to Papago	524 55-59 8310 8383	93	-	-	-	-
Apache: Santa Fe to SR62	524 55-59 8310 8384	47	-	-	-	-
SR247 OH: Buena Suerte to En	524 55-59 8310 8388	231	-	-	-	-
Anaconda: cul-de-sac to Rubidc	524 55-59 8310 8389	10,231	-	-	-	-
Balsa: Joshua Ln to Joshua Dr.	524 55-59 8310 8390	17,751	-	-	-	-
Bonanza: Carlyle to Palomar	524 55-59 8310 8391	20,228	-	-	-	-
Carlyle: Warren Vista to Palomz	524 55-59 8310 8392	29,604	-	-	-	-
Desert Gold: Warren Vista to Pz	524 55-59 8310 8393	20,628	-	-	-	-
El Dorado: Warren Vsita to Kea	524 55-59 8310 8394	27,607	-	-	-	-
Emerson: Joshua Ln to Joshua	524 55-59 8310 8395	17,000	-	-	-	-
Joshua Dr: Joshua Ct. to Palom	524 55-59 8310 8396	15,162	-	-	-	-
Keats: Palomar to Joshua Dr.	524 55-59 8310 8397	6,671	-	-	-	-
Rubidoux: Anaconda to Joshua	524 55-59 8310 8398	3,410	-	-	-	-
Warren Vista: Joshua Ln to cul-	524 55-59 8310 8399	12,008	-	-	-	-
Acoma: Papago to SR62; Onag	524 55-59 8310 8400	26,399	-	-	-	-
Apache: Onaga to Santa Fe	524 55-59 8310 8401	17,026	-	-	-	-
Bannock: Onaga to SR62	524 55-59 8310 8402	17,193	-	-	-	-
Borrogo: Yuma to Papago	524 55-59 8310 8403	11,419	-	-	-	-
Cherokee: Onaga to SR62	524 55-59 8310 8404	16,435	-	-	-	-
Cibola: Yuma to Papago	524 55-59 8310 8405	13,911	-	-	-	-
Deer: Onaga to Pueblo	524 55-59 8310 8406	10,688	-	-	-	-
Elk: Onaga to SR62	524 55-59 8310 8407	15,240	-	-	-	-
Fox: Onaga to SR62	524 55-59 8310 8408	17,099	-	-	-	-
Geronimo: Pueblo to SR62	524 55-59 8310 8409	15,133	-	-	-	-
Hopi-: Onaga to Santa Fe	524 55-59 8310 8410	16,470	-	-	-	-
Inca: Onaga to SR62	524 55-59 8310 8411	13,453	-	-	-	-
Jemez: Onaga to Santa Fe	524 55-59 8310 8412	8,081	-	-	-	-
Mariposa: Onaga to Pueblo	524 55-59 8310 8413	8,758	-	-	-	-
Pueblo:Condalia-Valley Vista	524 55-59 8310 8421	-	40,213	-	-	-
Acoma: Golden Bee to Onaga	524 55-59 8310 8422	-	78,425	73,225	-	-
Amador: Kismet to Joshua Dr	524 55-59 8310 8423	-	20,665	20,665	-	-
Grand: Kismet to Joshua Dr.	524 55-59 8310 8424	-	21,134	21,134	-	-
Congestion Management Plan	524 55-59 8310 8507	2,483	2,500	-	2,500	3,500
SR 62: Palm/Airway-Fairway/Cz	524 55-59 8310 8527	-	-	-	-	-
		519,640	521,478	442,242	350,096	733,208

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
526 - HSIP - Highway Safety Improvement Program					
RECEIPTS					
Revenue - HSIP-08-044 - SR 62/247	\$ -	\$ 185,400	\$ -	\$ 185,400	\$ -
Revenue - HSIP-08-045 - TCRP	-	899,000	-	-	899,000
Interest	-	-	-	-	-
TOTAL RECEIPTS	-	1,084,400	-	185,400	899,000
EXPENDITURES					
Expenditures	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-
CAPITAL OUTLAY					
Work in Progress	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
OPERATING TRANSFERS IN (OUT)					
Transfer OUT - Fund 522	-	(184,900)	-	(184,900)	-
Transfer OUT - Fund 513	-	(899,500)	-	-	(899,500)
TOTAL OPERATING TRANSFERS IN (OUT)	-	(1,084,400)	-	(184,900)	(899,500)
INCREASE (DECREASE) IN FUND BALANCE					
	-	-	-	500	(500)
BEGINNING FUND BALANCE					
	-	-	-	-	500
ENDING FUND BALANCE					
	\$ -	\$ -	\$ -	\$ 500	\$ -

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
		-	-	-	-	-
		-	-	-	-	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

		Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
527 - Public Lands Fed Grant						
RECEIPTS						
PLHD Grant		\$ 29,070	\$ -	\$ -	\$ -	\$ -
Bond Funds From SA	527 55-59 4702 8661-630	-	250,000	-	-	250,000
Measure I Exchange		-	-	-	-	-
SLPP Funding		-	-	-	-	-
SAFETEA -LEU -Federal		-	-	-	-	-
TOTAL RECEIPTS		29,070	250,000	-	-	250,000
EXPENDITURES						
TOTAL EXPENDITURES						
CAPITAL OUTLAY						
Work in Progress		121,962	3,031,293	38,074	87,393	2,943,900
TOTAL CAPITAL OUTLAY		121,962	3,031,293	38,074	87,393	2,943,900
OPERATING TRANSFERS IN (OUT)						
Transfer IN - Fund 535	527 55-59 4999 8661-401	-	1,440,000	-	-	1,440,000
Transfer IN - Fund 534	527 55-59 4999 8661-402	-	723,120	-	-	723,120
Transfer IN - Fund 520	527 55-59 4999 8661-403	-	135,000	-	-	135,000
Transfer IN - Fund 522	527 55-59 4999 8661-404	-	588,120	-	-	588,120
TOTAL OPERATING TRANSFERS IN (OUT)		-	2,886,240	-	-	2,886,240
INCREASE (DECREASE) IN FUND BALANCE						
		(92,892)	104,947	(38,074)	(87,393)	192,340
BEGINNING FUND BALANCE						
		53	(92,839)	(92,839)	(92,839)	(180,232)
ENDING FUND BALANCE						
		\$ (92,839)	\$ 12,108	\$ (130,913)	\$ (180,232)	\$ 12,108

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
PLHD PA/ED Phase 1	527 55-59 8310 8661 100	-	-	-	-	-
PLHD PS&E Phase 2	527 55-59 8310 8661 101	46,095	-	-	-	-
PHLD ROW Phase 3	527 55-59 8310 8661 102	75,867	-	37,393	37,393	-
Measure I Exchange Phase 1	527 55-59 8310 8661 0200	-	-	-	-	-
Measure I Exchange Phase 2	527 55-59 8310 8661 0200	-	-	-	-	-
Cnstr Phase 4 - Non Contract	527 55-59 8310 8661 0400	-	145,053	681	50,000	57,660
Cnstr Phase 4 - SAFETEA	527 55-59 8310 8661 0401	-	1,440,000	-	-	1,440,000
Cnstr Phase 4 - SLPP	527 55-59 8310 8661 0402	-	723,120	-	-	723,120
Cnstr Phase 4 - Mea I Reg	527 55-59 8310 8661 0403	-	135,000	-	-	135,000
Cnstr Phase 4 - Mea I Arterial	527 55-59 8310 8661 0404	-	588,120	-	-	588,120
		121,962	3,031,293	38,074	87,393	2,943,900

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
528 - Prop 1B Funds					
RECEIPTS					
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Stimulus Exchange	-	-	-	-	-
Interest	509	-	208	400	-
TOTAL RECEIPTS	509	-	208	400	-
EXPENDITURES					
Indirect Cost	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-
CAPITAL OUTLAY					
Work in Progress	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
OPERATING TRANSFERS IN (OUT)					
Transfer OUT- Fund 522	-	(138,000)	-	(138,844)	-
Transfer OUT - Fund 524	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	(138,000)	-	(138,844)	-
INCREASE (DECREASE) IN FUND BALANCE	509	(138,000)	208	(138,444)	-
BEGINNING FUND BALANCE	137,935	138,444	138,444	138,444	-
ENDING FUND BALANCE	\$ 138,444	\$ 444	\$ 138,652	\$ -	\$ -

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Camino Del Cielo Traf Signal	528 55-59 8310 8304	-	-	-	-	-
Unidentified Project		-	-	-	-	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

529 - Safe Routes to School - Infrastructure

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
RECEIPTS					
Grant Revenue	\$ -	\$ 399,800	\$ -	\$ 50,000	\$ 372,000
TOTAL RECEIPTS	-	399,800	-	50,000	372,000
EXPENDITURES					
Indirect Cost	-	20,000	-	2,149	16,211
TOTAL EXPENDITURES	-	20,000	-	2,149	16,211
CAPITAL OUTLAY					
Work in Progress	-	422,000	5	47,750	360,250
TOTAL CAPITAL OUTLAY	-	422,000	5	47,750	360,250
OPERATING TRANSFERS IN (OUT)					
Transfer IN - Fund 516	-	50,000	-	-	-
Transfer OUT	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	50,000	-	-	-
INCREASE (DECREASE) IN FUND BALANCE	-	7,800	(5)	101	(4,461)
BEGINNING FUND BALANCE	-	-	-	7,800	7,901
ENDING FUND BALANCE	\$ -	\$ 7,800	\$ (5)	\$ 7,901	\$ 3,440

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Safe Routes Infrastructure	529 00-00 8310 xxxx	-	422,000	5	47,750	360,250
sidewalks- sage highschool to highway		-	422,000	5	47,750	360,250

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
530 - Safe Routes to School					
RECEIPTS					
Grant Revenue	\$ 9,210	\$ 99,000	\$ -	\$ 5,000	\$ 93,972
TOTAL RECEIPTS	9,210	99,000	-	5,000	93,972
EXPENDITURES					
Indirect Cost	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-
CAPITAL OUTLAY					
Work in Progress	9,210	98,972	4,306	5,000	93,972
TOTAL CAPITAL OUTLAY	9,210	98,972	4,306	5,000	93,972
OPERATING TRANSFERS IN (OUT)					
Transfer IN	-	-	-	-	-
Transfer OUT	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE	-	28	(4,306)	-	-
BEGINNING FUND BALANCE	(28)	(28)	(28)	-	-
ENDING FUND BALANCE	\$ (28)	\$ -	\$ (4,334)	\$ -	\$ -

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Safe Routes non-infrastructure	530 00-00 8310 8517	9,210	98,972	4,306	5,000	93,972
		9,210	98,972	4,306	5,000	93,972

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
531 - Flood Control					
RECEIPTS					
Interest	\$ 1,042	\$ 600	\$ -	\$ -	\$ -
TOTAL RECEIPTS	1,042	600	-	-	-
EXPENDITURES					
TOTAL EXPENDITURES	-	-	-	-	-
CAPITAL OUTLAY					
Work in Progress	-	104,750	104,750	104,750	-
TOTAL CAPITAL OUTLAY	-	104,750	104,750	104,750	-
OPERATING TRANSFERS IN (OUT)					
Transfer OUT - Fund 350	-	(205,000)	-	(205,000)	-
Transfer IN - Fund 545	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	(205,000)	-	(205,000)	-
INCREASE (DECREASE) IN FUND BALANCE	1,042	(309,150)	(104,750)	(309,750)	-
BEGINNING FUND BALANCE	378,272	379,314	379,314	379,314	69,564
ENDING FUND BALANCE	\$ 379,314	\$ 70,164	\$ 274,564	\$ 69,564	\$ 69,564

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Army Corp Prj Study Match	531 00-00 8310 8355	-	104,750	104,750	104,750	-
		-	104,750	104,750	104,750	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
535 - SAFETEA-Leu					
RECEIPTS					
SAFETEA -LEU -Federal	\$ -	\$ 1,440,000	\$ -	\$ -	\$ 1,440,000
TOTAL RECEIPTS		1,440,000	-	-	1,440,000
EXPENDITURES					
TOTAL EXPENDITURES		-	-	-	-
CAPITAL OUTLAY					
Work in Progress	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
OPERATING TRANSFERS IN (OUT)					
Transfer OUT - Fund 527 535 55-59 9499 8661 401	-	(1,440,000)	-	-	(1,440,000)
TOTAL OPERATING TRANSFERS IN (OUT)	-	(1,440,000)	-	-	(1,440,000)
INCREASE (DECREASE) IN FUND BALANCE	-	-	-	-	-
BEGINNING FUND BALANCE	-	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
		-	-	-	-	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
540 - CEC - ARRA					
RECEIPTS					
ECCBG Grant	\$ 95,918	\$ -	\$ -	\$ -	\$ -
CA Energy Commission Loan	-	-	-	-	-
SCE Incentives	-	-	-	-	-
Interest	10	-	-	-	-
TOTAL RECEIPTS	95,928	-	-	-	-
EXPENDITURES					
	95,948	-	-	-	-
TOTAL EXPENDITURES	95,948	-	-	-	-
CAPITAL OUTLAY					
Work in Progress	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
OPERATING TRANSFERS IN (OUT)					
Transfer out - Fund 800	-	-	(9,592)	(9,592)	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	-	(9,592)	(9,592)	-
INCREASE (DECREASE) IN FUND BALANCE					
	(20)	-	(9,592)	(9,592)	-
BEGINNING FUND BALANCE	9,612	9,592	9,592	9,592	-
ENDING FUND BALANCE	\$ 9,592	\$ 9,592	\$ -	\$ -	-

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
ECCBG Professional Services	540 00-00 7110 000-000	7,304	-	-	-	-
ECCBG Energy Grant	540 00-00 8310 5401-000	88,644	-	-	-	-
ECCBG-Town Share	540 00-00 8310 5421-000	-	-	-	-	-
		95,948	-	-	-	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
542 - CMAQ					
RECEIPTS					
State Reimbursement	\$ 9,080	\$ 216,920	\$ -	\$ 29,670	\$ 187,250
	-	-	-	-	-
TOTAL RECEIPTS	9,080	216,920	-	29,670	187,250
EXPENDITURES					
Indirect Cost	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-
CAPITAL OUTLAY					
Work in Progress	18,110	207,890	20,640	20,640	187,250
TOTAL CAPITAL OUTLAY	18,110	207,890	20,640	20,640	187,250
OPERATING TRANSFERS IN (OUT)					
	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE	(9,080)	9,030	(20,640)	9,030	-
BEGINNING FUND BALANCE	50	(9,030)	(9,030)	(9,030)	-
ENDING FUND BALANCE	\$ (9,030)	\$ -	\$ (29,670)	\$ -	\$ -

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Hwy 62 Signal Synchronization	542 55-59 8310 8028	18,110	207,890	20,640	20,640	187,250
		-	-	-	-	-
		18,110	207,890	20,640	20,640	187,250

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

543 - Air Pollution Trust

RECEIPTS

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Revenue	\$ 13,874	\$ 13,000	\$ 7,228	\$ 13,500	\$ 13,500
Interest	376	200	169	300	300
TOTAL RECEIPTS	14,250	13,200	7,397	13,800	13,800

EXPENDITURES

Indirect Cost	500	500	-	500	500
TOTAL EXPENDITURES	500	500	-	500	500

CAPITAL OUTLAY

Work in Progress	-	90,000	-	-	75,000
TOTAL CAPITAL OUTLAY	-	90,000	-	-	75,000

OPERATING TRANSFERS IN (OUT)

	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	-	-	-	-

**INCREASE (DECREASE) IN
FUND BALANCE**

	13,750	(77,300)	7,397	13,300	(61,700)
BEGINNING FUND BALANCE	95,614	109,364	109,364	109,364	122,664
ENDING FUND BALANCE	\$ 109,364	\$ 32,064	\$ 116,761	\$ 122,664	\$ 60,964

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
AB 32 Implementation Measure	543 00-00 8310 8376	-	-	-	-	-
Carb Compliance	543 55 59 8310 8356	-	-	-	-	-
Greenhouse Gas Study	543 00-00 8310 8375	-	-	-	-	-
Park n Ride Improvement	543 00-00 8310 xxxx	-	90,000	-	-	75,000
		-	90,000	-	-	75,000

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
551 - HUD Park Funds					
RECEIPTS					
Grant 0136	\$ 59,923	\$ 138,077	\$ 138,077	\$ 138,077	\$ -
Grant 0379	79,360	-	(79,360)	(79,360)	-
Grant 0409	-	156,800	156,800	156,800	-
Successor Agency	-	-	-	-	300,000
SB County 3rd Dist Contribution	-	200,000	200,000	200,000	-
TOTAL RECEIPTS	139,283	494,877	415,517	415,517	300,000
EXPENDITURES					
TOTAL EXPENDITURES	-	-	-	-	-
CAPITAL OUTLAY					
Work in Progress	259,213	1,080,182	1,044,329	1,044,329	-
TOTAL CAPITAL OUTLAY	259,213	1,080,182	1,044,329	1,044,329	-
OPERATING TRANSFERS IN (OUT)					
Transfer IN (OUT) - Fund 300	75,000	-	-	-	(25,131)
Transfer IN - Fund 516	135,000	-	-	-	-
Transfer IN (OUT) - Fund 350	399,000	-	-	-	(231,626)
TOTAL OPERATING TRANSFERS IN (OUT)	609,000	-	-	-	(256,757)
INCREASE (DECREASE) IN FUND BALANCE	489,070	(664,665)	(628,812)	(628,812)	43,243
BEGINNING FUND BALANCE	96,499	585,569	585,569	585,569	(43,243)
ENDING FUND BALANCE	\$ 585,569	\$ (79,096)	\$ (43,243)	\$ (43,243)	\$ -

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
SS Const Contract	551 55-58 8310 8518-000	154,759	560,701	560,701	560,701	-
SS Const Contingency	551 55-58 8310 8518-001	-	78,275	42,422	42,422	-
SS Const Other	551 55-58 8310 8518-002	96,229	271	271	271	-
SS Const Pre-Construction	551 55-58 8310 8518-003	8,225	6,775	6,775	6,775	-
SS Const Other-Grant 0136	551 55-58 8310 8518-136	-	198,000	198,000	198,000	-
SS Const Other-Grant 0379	551 55-58 8310 8518-379	-	79,360	79,360	79,360	-
SS Const Other-Grant 0409	551 55-58 8310 8518-409	-	156,800	156,800	156,800	-
		259,213	1,080,182	1,044,329	1,044,329	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
560 - CDBG					
RECEIPTS					
County Reimbursement	\$ 173,874	\$ 401,667	\$ 2,377	\$ 2,377	\$ 423,310
Contingency Funding	-	-	-	-	90,500
Third District Funds	-	15,000	-	-	15,000
TOTAL RECEIPTS	173,874	416,667	2,377	2,377	528,810
EXPENDITURES					
Indirect Cost	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-
CAPITAL OUTLAY					
Work in Progress	209,635	356,017	13,896	13,896	438,310
TOTAL CAPITAL OUTLAY	209,635	356,017	13,896	13,896	438,310
OPERATING TRANSFERS IN (OUT)					
Transfer OUT (001)	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE					
	(35,761)	60,650	(11,519)	(11,519)	90,500
BEGINNING FUND BALANCE	(43,069)	(78,830)	(78,830)	(78,830)	(90,349)
ENDING FUND BALANCE	\$ (78,830)	\$ (18,180)	\$ (90,349)	\$ (90,349)	\$ 151

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
MB Adult Health-Reroof Patio	560 00-00 8310 8954	-	-	-	-	-
TYV-ADA Doors- CC	560 00-00 8310 8955	43,130	-	-	-	-
TYV-Lighted Tennis Jacob's Pa	560 00-00 8310 8956	-	-	-	-	-
B & G Club - Teen Center HOM	560 00-00 8310 8960	754	-	1,189	1,189	-
Playground Impv/Splash Park	560 00-00 8310 8961	39,365	356,017	12,707	12,707	343,310
Contingency	560 00-00 8310 9999	-	-	-	-	-
Code Enforcement	560 00-00 8310	126,386	-	-	-	95,000
		209,635	356,017	13,896	13,896	438,310

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
570 - Recycling Activities					
RECEIPTS					
Revenue	\$ 5,902	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Earth Day Donations	220	-	-	-	-
Interest	-	-	3	5	-
TOTAL RECEIPTS	6,122	5,000	3	5,005	5,000
EXPENDITURES					
Earth Day Salaries 570 40-21 5111 0000-000					
Earth Day Supplies/Service 570 00-00 6120 4570-000	9,632	5,800	-	5,600	4,700
Indirect Cost 570 00-00 7999 0000-000	200	200	-	200	200
TOTAL EXPENDITURES	9,832	6,000	-	5,800	4,900
CAPITAL OUTLAY					
Work in Progress	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
OPERATING TRANSFERS IN (OUT)					
Transfer IN - Fund 547	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE	(3,710)	(1,000)	3	(795)	100
BEGINNING FUND BALANCE	5,499	1,789	1,789	789	(6)
ENDING FUND BALANCE	\$ 1,789	\$ 789	\$ 1,792	\$ (6)	\$ 94

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Prof Serv-Used Oil Block Grant	570 00-00 7110 4571	-	-	-	-	-
Operating Supplies-Earth Day	570 00-00 6120 4570	2,952	2,300	-	2,300	1,800
Professional Serv-Earth Day	570 00-00 7110 4570	6,680	3,500	-	3,300	2,900
		9,632	5,800	-	5,600	4,700

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

581 - LLD

RECEIPTS

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Assessments-Living Space-TM16957	\$ 3,583	\$ 3,025	\$ 1,350	\$ 5,000	\$ 5,000
Assessments-Mesquite 55-TM16587	978	694	-	-	-
Assessments-YV Estates-TM17328	2,020	1,010	-	-	-
Assessments-Burnt Mtn-TM17633	68	68	-	-	-
Prop Tax Penalty	-	251	-	-	-
Interest	35	16	15	15	15
TOTAL RECEIPTS	6,685	5,064	1,365	5,015	5,015

EXPENDITURES

Indirect Cost	500	-	-	500	500
County Admin Cost	90	110	-	95	95
Assessment Engineering 581 00-00 7119 0000	3,051	5,000	1,350	5,000	5,000
TOTAL EXPENDITURES	3,641	5,110	1,350	5,595	5,595

CAPITAL OUTLAY

Work in Progress	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-

OPERATING TRANSFERS IN (OUT)

	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN(OUT)	-	-	-	-	-

**INCREASE (DECREASE) IN
FUND BALANCE**

	3,044	(46)	15	(580)	(580)
BEGINNING FUND BALANCE	7,522	10,566	10,566	10,566	9,986

ENDING FUND BALANCE

	\$ 10,566	\$ 10,520	\$ 10,581	\$ 9,986	\$ 9,406
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Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Prop Tax Admin	581 00-00 7979 0000	-	-	-	-	-
Contract Admin-Living Space-TM16957-5810		3,583	2,450	1,350	2,450	2,450
Contract Admin-Mesquite 55-TM16587-5811		978	1,000	-	1,000	1,000
Contract Admin-YV Estates-TM17328-5812		2,020	1,500	-	1,500	1,500
Contract Admin-Burnt Mtn-TM17633-5814		68	50	-	50	50
		6,650	5,000	1,350	5,000	5,000

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
582 - SDD					
RECEIPTS					
Assessments-Living Space-TM16957-5810	\$ 6,187	\$ 5,017	\$ 3,183	\$ 3,183	\$ 3,183
Assessments-Mesquite 55-TM16587-5811	925	694	-	694	694
Assessments-YV Estates-TM17328-5812	2,020	1,010	-	1,010	1,010
Assessments-Burnt Mtn-TM17633-5814	68	68	-	68	68
Assessments-Home Depot-TM17455-5813	14,083	7,043	-	7,043	7,043
Prop Tax Penalty	-	475	-	475	475
Interest	328	159	148	155	175
TOTAL RECEIPTS	23,611	14,466	3,331	12,628	12,648
EXPENDITURES					
Indirect Cost	500	1,000	-	500	500
County Admin Cost	94	110	-	100	100
Assessment Engineering 582 00-00 7119 0000	3,552	5,000	1,600	3,000	3,000
TOTAL EXPENDITURES	4,146	6,110	1,600	3,600	3,600
CAPITAL OUTLAY					
Work in Progress	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
OPERATING TRANSFERS IN (OUT)					
Transfer IN 582 00-00 4999 0000-000	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN(OUT)	-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE	19,465	8,356	1,731	9,028	9,048
BEGINNING FUND BALANCE	79,903	99,368	99,368	99,368	108,396
ENDING FUND BALANCE	\$ 99,368	\$ 107,724	\$ 101,099	\$ 108,396	\$ 117,444

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Living Space-TM16957	582 00-00 7118 5810-000	-	-	-	-	-
Mesquite 55-TM16587	582 00-00 7118 5811-000	-	-	-	-	-
YV Estates-TM17328	582 00-00 7118 5812-000	-	-	-	-	-
Burnt Mtn TM17633	582 00-00 7118 5814-000	-	-	-	-	-
Home Depot-TM17455	582 00-00 7118 5813000	-	-	-	-	-
County Admin-Home Depot-TM	582 00-00 7120 5813-000	-	-	-	-	-
Warren Vista Center-TM18011		-	-	-	-	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
583 - MELLO ROOS CFD					
RECEIPTS					
CFD Receipts	\$ -	\$ 6,816	\$ -	\$ 6,816	\$ 6,816
TOTAL RECEIPTS	-	6,816	-	6,816	6,816
EXPENDITURES					
Indirect/Admin Cost	-	2,500	-	2,500	2,500
TOTAL EXPENDITURES	-	2,500	-	2,500	2,500
CAPITAL OUTLAY					
Work in Progress	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
OPERATING TRANSFERS IN (OUT)					
TOTAL OPERATING TRANSFERS IN(OUT)	-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE	-	4,316	-	4,316	4,316
BEGINNING FUND BALANCE	-	-	-	-	4,316
ENDING FUND BALANCE	\$ -	\$ 4,316	\$ -	\$ 4,316	\$ 8,632

Work in Progress Detail

Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
		-	-	-	-	-

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
632 - Town Housing Fund					
RECEIPTS					
Gain on RDA Dissolution	\$ 648,841	\$ -	\$ -	\$ -	-
DIF Loan Repayment	-	-	-	-	250,000
SERAF Loan Repayment 932 00-00 4177	-	636,679	-	-	636,679
Interest	-	-	295	500	500
TOTAL RECEIPTS	648,841	636,679	295	500	887,179
EXPENDITURES					
Operating Expenditures	-	-	-	-	2,000
Professional Services	1,250	-	1,250	5,000	5,000
Debt Service - Housing Bonds	-	-	-	-	-
TOTAL EXPENDITURES	1,250	-	1,250	5,000	7,000
CAPITAL OUTLAY					
Work in Progress	-	250,000	-	550,000	635,000
TOTAL CAPITAL OUTLAY	-	250,000	-	550,000	635,000
OPERATING TRANSFERS IN (OUT)					
Transfer OUT - Fund	-	(65,000)	-	-	-
Transfer OUT - Fund	-	-	-	-	(250,000)
Transfer IN - Fund 350	-	-	-	550,000	-
TOTAL OPERATING TRANSFERS IN (OUT)	-	(65,000)	-	550,000	(250,000)
INCREASE (DECREASE) IN FUND BALANCE					
	647,591	321,679	(955)	(4,500)	(4,821)
BEGINNING FUND BALANCE					
	-	10,912	10,912	10,912	6,412
ENDING FUND BALANCE					
	\$ 10,912	\$ 332,591	\$ 9,957	\$ 6,412	\$ 1,591

Work in Progress Detail

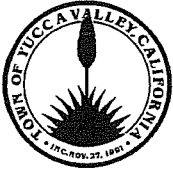
Project	Account	Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
Sr. Housing Proj-CORE	932 00-00 8310 8671-811	-	250,000	-	550,000	635,000
Sr. Housing Project/NRG	932 00-00 8453 3130	-	-	-	-	-
		-	250,000	-	550,000	635,000

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

		Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
800 Capital Projects Reserve						
RECEIPTS						
Capital Projects Reimb	800 00-00 8310 8048 805	\$ 1,300	\$ -	\$ -	\$ -	\$ -
Cap Proj Reimb-YVHS Lift	800 00-00 8310 8048 821	-	-	6,033	6,033	-
Cap Project Reimb		-	-	-	-	-
TOTAL RECEIPTS		1,300	-	6,033	6,033	-
EXPENDITURES						
Indirect Cost		-	-	-	-	-
Operating Supplies		-	-	-	-	-
TOTAL EXPENDITURES		-	-	-	-	-
CAPITAL OUTLAY						
Work in Progress		815,347	369,464	155,970	343,464	126,000
TOTAL CAPITAL OUTLAY		815,347	369,464	155,970	343,464	126,000
OPERATING TRANSFERS IN (OUT)						
Transfer OUT - Fund 540		-	-	-	-	-
Transfer IN - Fund 001		700,000	-	-	-	-
Transfer IN - Fund 350		-	90,000	-	90,000	-
TOTAL OPERATING TRANSFERS IN(OUT)		700,000	90,000	-	90,000	-
INCREASE (DECREASE) IN FUND BALANCE						
		(114,047)	(279,464)	(149,937)	(247,431)	(126,000)
Unassigned Cap Reserve Fund		614,341	627,295	500,294	500,294	715,363
Animal Shelter Reserve		462,500	362,500	462,500	462,500	-
BEGINNING FUND BALANCE		1,076,841	989,795	962,794	962,794	715,363
ENDING FUND BALANCE		\$ 962,794	\$ 710,331	\$ 812,857	\$ 715,363	\$ 589,363

Town of Yucca Valley
FY 2013-14 Proposed Budget
Special Revenue Funds

		Actual	Amended Budget	YTD-March	Projected	Proposed
		2011-12	2012-13	2012-13	2012-13	2013-14
Work in Progress Detail						
Project	Account					
Brehm Sports Park	800 00-00 8310 3089-000	2,376	-	-	-	-
EECBG Town Share	800 00-00 8310 5421-000	58,113	-	-	-	-
General Plan Update	800 00-00 8310 8041-000	-	-	-	-	-
Kennel Project	800 00-00 8310 8045-000	8,766	91,234	8,558	91,234	-
Kennel Project-DIF Portion	800 00-00 8310 8045-350	-	90,000	47,353	90,000	-
		69,255	181,234	55,911	181,234	-
Cap Maint Program - Project Detail						
Community Ctr - Re-plumb	800 00-00 8310 8048 802	4,370	83,630	78,614	83,630	-
Town-wide Re-Key Prog Ph 1	800 00-00 8310 8048 803	20,601	20,000	-	20,000	-
Machris Park-Repl HVAC Sys	800 00-00 8310 8048 804	-	-	-	-	-
Town Bldgs-Night Sky Compl	800 00-00 8310 8048 805	9,644	-	-	-	-
Town-wide Sec Cam Install	800 00-00 8310 8048 806	15,076	-	-	-	-
Sen Center- Rep Light Diff	800 00-00 8310 8048 807	3,742	-	-	-	-
Senior Center Patio	800 00-00 8310 8048 808	-	-	-	-	-
Paradise Park Improvements	800 00-00 8310 8048 809	-	-	-	-	25,000
Cap Projects- Contingency	800 00-00 8310 8048 810	-	20,000	-	20,000	75,000
Mower Shed Re-roof	800 00-00 8310 8048 801	-	-	-	-	-
Park Picnic Tables	800 00-00 8310 8048 814	-	15,000	-	-	15,000
Town-wide Infrastructure Plan	800 00-00 8310 8048 815	-	-	-	-	-
Community Ctr Sound System	800 00-00 8310 8048 816	-	-	-	-	-
Roof Re-coat Projects	800 00-00 8310 8048 818	8,300	8,600	8,600	8,600	-
Community Ctr Ball Fields	800 00-00 8310 8048 819	-	17,000	-	17,000	-
YVHS Pool Motor Replc	800 00-00 8310 8048 820	-	11,000	-	-	11,000
YVHS Lift	800 00-00 8310 8048 821	-	6,000	6,000	6,000	-
		61,733	181,230	93,214	155,230	126,000
Church/Joshua/Onaga	800 55-59 8310 8348	169,054	7,000	6,845	7,000	-
Avalon/Barron/62	800 55-59 8310 8359	4,344	-	-	-	-
David/Indio/E/End	800 55-59 8310 8360	5,997	-	-	-	-
Linda Lee/62OHN-End	800 55-59 8310 8364	12,061	-	-	-	-
Richards/SR62/Barron	800 55-59 8310 8366	8,021	-	-	-	-
Ronald/SR62/Barron	800 55-59 8310 8367	7,999	-	-	-	-
Palo Alto/Paxton	800 55 59 8310 8368 001	6,683	-	-	-	-
Palo Alto/Redondo	800 55 59 8310 8368 002	-	-	-	-	-
SR62 OHN/EI Dorado	800 55-59 8310 8370	7,188	-	-	-	-
Onaga/Kickapoo	800 55-59 8310 8414	372,804	-	-	-	-
Natoma/Del Monte	800 55-59 8310 8415	-	-	-	-	-
Pinon/Ridge	800 55-59 8310 8416	90,208	-	-	-	-
Street Proj Contingency	800 55-59 8310 9999	-	-	-	-	-
		684,359	7,000	6,845	7,000	-



TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Curtis Yakimow, Administrative Services Director
Date: April 22, 2013
For Council April 30, 2013
Meeting:

Subject: GASB 45 Actuarial Study and Funding Method Implementation Update

Prior Council Review: On March 12, 2009, the Town Council acted to receive and file the *Actuarial Valuation of the Other Post-Employment Benefit programs as of July 1, 2008* as prepared by Bickmore Risk Services & Consulting, and directed staff to evaluate the financial funding alternatives associated with the actuarial study, and return to Council with a recommended funding method. On February 2, 2010, the Town Council adopted a Pay as You Go Funding policy for Other Post-Employment Benefits (OPEB), and directed staff to identify and disclose any related net OPEB as required in the Town's financial statements.

Recommendation: It is recommended that the Council:


- Receive and file the July 1, 2012 Actuarial Report on GASB 45 Retiree Benefit Valuation;
- Direct staff to adopt a prefunding approach and include a total payroll allocation equal to 3% as part of a comprehensive approach in dealing with the Town's unfunded accrued liability;
- Direct staff to evaluate various third-party alternatives for the establishment of an irrevocable trust in which to deposit contributions, and return to Council with a recommended trust structure.

Summary: In 2004, GASB issued Statement 45 covering accounting and financial reporting rules for post-employment benefits other than pensions, most commonly health care. GASB 45 requires that all public entities with OPEB plans calculate their existing liability and disclose these liabilities on their balance sheets. This is a multi-step process that can be summarized in three activities; 1) Completion of an actuarial study, 2) Analysis of study results and associated funding recommendation, and 3) Implementation of funding recommendation and financial statement disclosure. The staff recommendation completes these activities and implements a long-term solution to financial challenges associated with the Town's OPEB obligation.

Reviewed By:


Town Manager

Town Attorney


Admin Services


Dept Head

Department Report
 Consent

Ordinance Action
 Minute Action

Resolution Action
 Receive and File

Public Hearing
 Study Session

Order of Procedure:

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

Discussion:Background

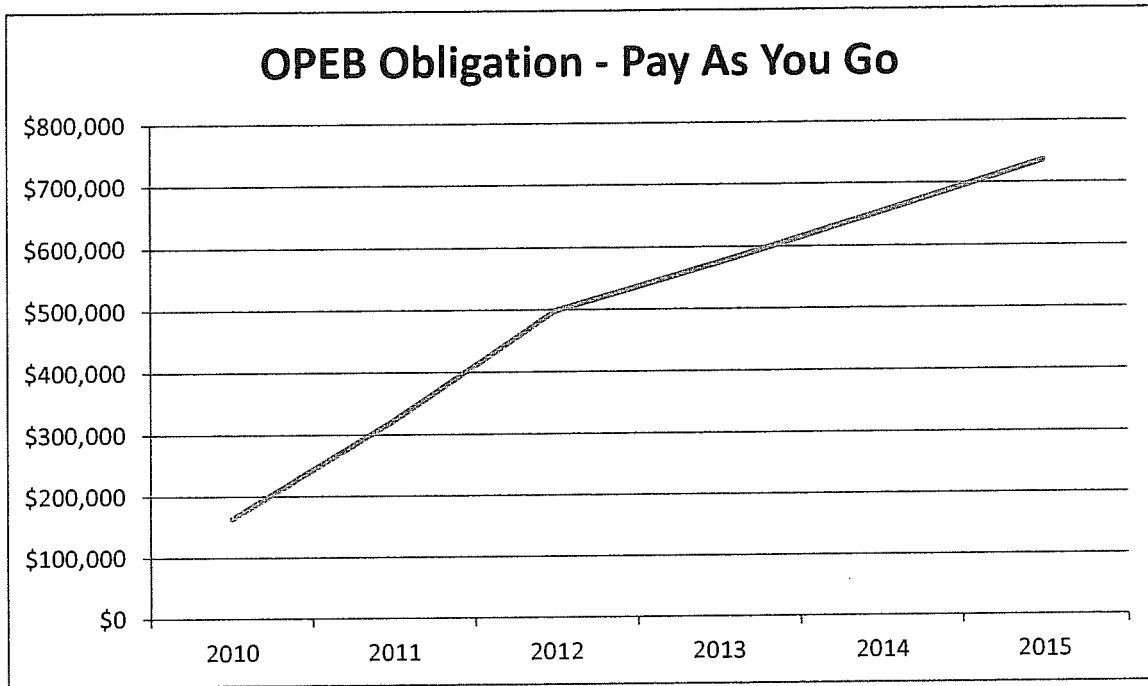
As part of its financial reporting requirements, the Town of Yucca Valley adheres to the accounting regulations established by the Governmental Accounting Standards Board (GASB). In 2004, GASB issued Statement 45 covering accounting and financial reporting rules for post-employment benefits other than pensions. Unlike pensions, which are typically funded over the employees' career, other post-employment benefits (OPEB) have been paid as the premiums come due (pay as you go funding). GASB 45 requires that all public entities with OPEB plans calculate their existing liability and disclose these liabilities on their balance sheets. The Town of Yucca Valley offers qualified employees a limited medical benefit upon retirement through the Town. This benefit is required as part of the Town's utilization of PERS for the provision of health benefits for active employees. This benefit currently is set at \$86.25 per month, and will continue to increase to a maximum of the minimum employer contribution for active employees, currently \$115 per month.

In 2008, the Town engaged Bickmore Risk Services to complete an actuarial study to identify the Town's obligations related to GASB 45 implementation, which was subsequently received by the Town Council. GASB 45 requires this study to be updated every three years. To comply with this guideline, staff and Bickmore Risk Services recently concluded the update to the actuarial, and the study is attached for the Council's review. According to the findings of the study,

- *The GASB 45 actuarial accrued liability is \$766,012 as of July 1, 2012. This also represents the unfunded actuarial accrued liability;*
- *The annual required contribution to be \$84,935;*
- *If no prefunding is adopted, we estimate the total pay as you go cash outlay for retirees to be \$8,942 for the year ending June 30, 2013;*
- *Based on the calculations and contributions as described, we calculate a net OPEB obligation of \$574,619 as of June 30, 2013.*

Growing Obligation – Chart One

Since the Town began implementing GASB 45 in 2008, the associated OPEB obligation has been growing. The following chart illustrates the increase in unfunded liability over the past few years. Unless a long-term funding solution is established, this liability will continue to increase over time. Such liabilities may impact the Town’s ability to utilize general fund bond funding should that be desired at some future time.



Funding Alternatives

The decision whether or not to prefund, and at what level, is at the discretion of the Town. This direction taken however, impacts the rate of return used in identifying the long-term obligation of the Town, as well as the corresponding unfunded liability.

The key decision for the Town at this point is the advisability of establishing a pre-funding approach in meeting its OPEB obligations. Doing so would necessitate an annual budgetary contribution toward the obligation as well as the establishment of an irrevocable OPEB Trust.

While prefunding generally is a fiscally prudent approach to meeting future obligations, in 2008, the Town opted not to take this approach for the following reasons:

Health Care Policy – The Town’s current health care policy specifically states that the Town provides no post-retirement medical benefit for its retirees. It also states that as long as the Town contracts with PERS for provision of medical benefits for its active employees, the Town will provide the required minimum contribution for its retirees as directed by PERS rules and regulations. Establishing a pre-funded trust could be interpreted as a long-term commitment to provide a retiree health care benefit, irrespective of the Town’s existing Health Care Policy.

Flexibility in Providers – The Town currently retains the right to utilize a health care coverage provider of its choosing. If the Town elects to change its health care coverage provider to someone other than PERS, the related OPEB obligation will cease. In such a case, there would be no need for an ongoing third-party trust, and any trust in existence would eventually need to be terminated.

Continuing Review – The GASB 45 Statement identifies the need for public agencies to conduct an actuarial evaluation every three years. The valuation would consider any demographic or policy changes since the last valuation and provide updated required contribution and liability amounts. If the Town decided to utilize PERS as provider of its insurance permanently, the Town could elect to change its funding alternative at that time.

Changes since 2008

A number of changes have occurred which address the issues raised in 2008. Clearly, the most substantial change was the passage of the Affordable Care Act (ACA). This legislation has changed, and will continue to change the provision of health care nationwide. It is sufficient to say that as these changes continue to occur, larger health care organizations such as CalPERS will retain the most leverage and capacity to absorb the likely pending cost impacts, and influence ACA implementation. Accordingly, Town staff is not comfortable recommending a departure from CalPERS as the Town's provider at this time.

Secondly, since the Town currently has retirees (eight) that have currently opted to utilize this benefit, the Town will have an obligation to fund the associated costs irrespective of any change affecting future employees. Therefore, the prudent fiscal approach is to recognize and fund this obligation.

Recommended Approach

After consulting with the Town's auditor and the Town's actuarial consultant, Town staff is recommending that the Town transition to a prefunding approach in place of the current pay as you go funding approach. The prefunding approach will require the establishment of a third party trust, and would require that the Town allocate a percentage of payroll for contribution to the trust. The funds in the trust would be limited for qualified expenditures of the trust, and would not be able to be used for other purposes. In taking this approach, the Town would be implementing a long-term approach that deals with two significant issues:

1. Adequately funding the calculated annual required contribution.
2. Incrementally addressing and reducing the Town's unfunded accrued liability.

Furthermore, by implementing a prefunding approach, the Town would be able to implement a higher discount rate substantially reducing the annual cost associated with the program. For illustrative purposes, the two alternatives are shown in the tables below.

Table One – Pay As You Go

Table one assumes no prefunding, but rather a continuation of the pay as you go approach. Under this scenario, over the next three years, the Town's OPEB obligation increases from \$574,619 to \$735,500. This is primarily a function of the Town contributing much less than the annual required contribution, which then compounds year over year.

Fiscal Year End	Pay-As-You-Go Basis		
	6/30/2013	6/30/2014	6/30/2015
1. Calculation of the Annual OPEB Expense			
a. ARC for current fiscal year	\$ 84,935	\$ 89,573	\$ 94,374
b. Interest on Net OPEB Obligation (Asset) at beginning of year	19,914	22,985	26,158
c. Adjustment to the ARC	(19,131)	(22,081)	(25,129)
d. Annual OPEB Expense (a. + b. + c.)	85,718	90,477	95,403
2. Calculation of Expected Contribution			
a. Estimated payments on behalf of retirees	8,942	11,146	13,853
b. Estimated contribution to OPEB trust	-	-	-
c. Total Expected Employer Contribution	8,942	11,146	13,853
3. Change in Net OPEB Obligation (1.d. minus 2.c.)	76,776	79,331	81,550
Net OPEB Obligation (Asset), beginning of fiscal year	497,843	574,619	653,950
Net OPEB Obligation (Asset) at fiscal year end	574,619	653,950	735,500

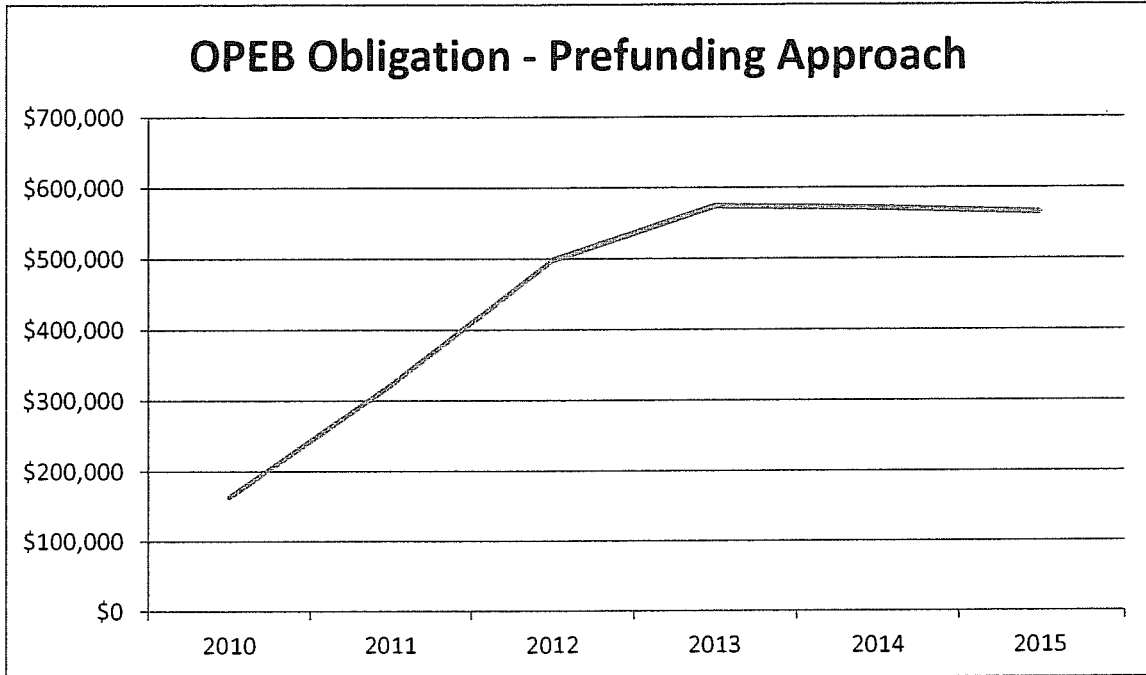
Table Two – Prefunding Basis

Table two illustrates the difference if the Town implements the prefunding approach. In doing so, the Town is able to assume a higher rate of return which over times greatly impacts the cash flow needed for future liabilities. As a result, the Town would be meeting the annual required contribution with some residual payment toward the outstanding OPEB obligation. Under this scenario, over the next three years, the Town's OPEB obligation actually decreases from \$574,619 to \$564,858.

Fiscal Year End	Prefunding Basis	
	6/30/2014	6/30/2015
1. Calculation of the Annual OPEB Expense		
a. ARC for current fiscal year	\$ 59,975	\$ 61,083
b. Interest on Net OPEB Obligation (Asset) at beginning of year	40,223	39,961
c. Adjustment to the ARC	(32,794)	(33,210)
d. Annual OPEB Expense (a. + b. + c.)	67,404	67,834
2. Calculation of Expected Contribution		
a. Estimated payments on behalf of retirees	11,146	13,853
b. Estimated contribution to OPEB trust	60,000	60,000
c. Total Expected Employer Contribution	71,146	73,853
3. Change in Net OPEB Obligation (1.d. minus 2.c.)	(3,742)	(6,019)
Net OPEB Obligation (Asset), beginning of fiscal year	574,619	570,877
Net OPEB Obligation (Asset) at fiscal year end	570,877	564,858

Addressing the Obligation – Chart Two

By taking the prefunding approach, establishing an irrevocable trust, and budgeting a defined contribution to the obligation, the Town will be implementing a fiscally conservative and concrete solution to the obligation. In doing so, there will be an immediate change in the Town’s liability. The following chart illustrates the impact of the prefunding approach in the same six-year timeframe as illustrated in Chart One.



Budgetary Impact of Prefunding

To implement the prefunding approach, the Town would need to commit a defined contribution that is placed in an irrevocable trust, to be used only for the stated purpose of the trust. During the current budget cycle, Town staff has run multiple scenarios to identify a reasonable prefunding approach. Current analysis shows that an OPEB contribution of 3% of payroll will generate a contribution amount sufficient to cover the current OPEB contribution, plus contribute a modest amount to the existing OPEB obligation. This amount is approximately \$71,000 annually, and is incorporated into the latest budget iteration for FY 2013-14.

Next Steps

Upon Council direction to proceed with the prefunding approach, staff will continue to incorporate the 3% funding factor in the FY 2013-14 budget and will return to Council in FY 2013-14 with a recommended OPEB trust administrator. While the contribution amount would be set at 3% for FY 2013-14, the contribution can be modified in conjunction with the Town’s annual budget process. Additionally, the actuarial valuation is updated every three years, and will provide a current assessment of the Town’s progress in addressing this obligation along with any recommended modifications.

Alternatives: Continue the pay as you go approach.

Fiscal impact: The recommended approach will establish a FY 2013-14 OPEB contribution rate of 3% of payroll (\$71,000) to be identified for contribution to an authorized OPEB trust. By establishing a prefunding approach, the Town will be contributing the annual required contribution, thereby eliminating the continual increase in the outstanding liability, and will accommodate a modest contribution toward the existing OPEB obligation. The disclosure of the Town's approach in addressing the Net OPEB Obligation on the Town's financial statements may have a positive impact on future borrowing costs.

Attachments: Actuarial Valuation

Bickmore

April 11, 2013

Mr. Curtis Yakimow
Director of Administrative Services
The Town of Yucca Valley
57090 29 Palms Highway
Yucca Valley, CA 9228

Re: July 1, 2012 Actuarial Report on GASB 45 Retiree Benefit Valuation

Dear Curtis:

We are pleased to enclose our report providing the results of the July 1, 2012 actuarial valuation of "other post-employment benefits" (OPEB) liabilities for the Town of Yucca Valley (the Town). The report's text describes our analysis and assumptions in detail.

It is expected that the results of this valuation will be applied to determine the annual OPEB expense for the Town's fiscal years ending June 30, 2013, June 30, 2014, and June 30, 2015. While it is expected that the Town will report on a pay-as-you-go basis for the fiscal year ending June 30, 2013, prefunding for the following two years is a strong possibility. We have included results for those years reflecting both possible funding approaches.

We have based our valuation on employee data and plan information provided by the Town. We have assumed that the Town will continue to follow its previously established resolutions on file with PEMHCA, and that the Town has in place a Flexible Benefit Plan to provide benefits in excess of the MEC for active employees. We encourage you to review our summary of the benefits described in Table 3A to be comfortable that we have captured these provisions correctly.

We appreciate the opportunity to work on this analysis and acknowledge the efforts of the Town's staff, who provided valuable information and assistance to enable us to perform this valuation. Please let us know if we can be of further assistance.

Sincerely,



Catherine L. MacLeod, FSA, EA, MAAA
Director, Health and Benefit Actuarial Services

Enclosure



Bickmore

The Town of Yucca Valley

Actuarial Valuation of Other
Post-Employment Benefit Programs
as of July 1, 2012

Submitted April 2013

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A. Executive Summary

This report presents the results of the July 1, 2012 actuarial valuation of the Town of Yucca Valley (the Town) other post-employment benefit (OPEB) programs. Briefly, benefits include subsidized medical coverage for eligible retirees. The purpose of this valuation is to assess the OPEB liabilities and provide disclosure information as required by Statement No. 45 of the Governmental Accounting Standards Board (GASB 45).

Prefunding is the term used to describe when an agency consistently contributes an amount at least equal to the annual required contribution (ARC) each year. Contributing only the current year's retiree payments is referred to as pay-as-you-go funding. There are other options relating to the funding policy, including shorter amortization periods and partial pre-funding. These other options would require additional calculations not provided in this report, though we would be happy to provide illustrations at the Town's request.

Prefunding the plan supports use of a higher discount rate and often produces substantially lower liabilities than a pay-as-you-go funding policy, which requires a lower discount rate. This valuation uses discount rates of 7.0% and 4.0% for prefunding and pay-as-you-go calculations, respectively. Neither rate is a guarantee of future investment performance, but rather an assumption about the long term rate of return. We have selected these rates for illustrative purposes, though the ultimate decision for these rates lies with the Town.

In its financial report for the period ending June 30, 2012, the Town reported a net OPEB obligation of \$497,843. The Town confirmed it has not yet established an irrevocable OPEB trust and does not expect to do so prior to June 30, 2013. Accordingly, we calculated the results for the fiscal year ending June 30, 2013 on a pay-as-you-go basis.

- The GASB 45 actuarial accrued liability (AAL) is \$766,012 as of July 1, 2012. With no trust assets to offset these liabilities, the unfunded accrued liability as of this date is also \$766,012.
- We calculate the annual required contribution (ARC) to be \$84,935.
- We project contributions totaling \$8,942 for the fiscal year ending June 30, 2013, equal to the premium payments for retirees.
- Based on the calculations and contributions as described above, we calculate a net OPEB obligation of \$574,619 as of June 30, 2013.

These results are shown in tables beginning on page 11. Projected results for the fiscal years ending June 30, 2014 and June 30, 2015 are also shown in these tables.

We are aware that the Town is considering establishing an irrevocable OPEB trust and prefunding the ARC for the fiscal year ending June 30, 2014 and beyond. We included additional exhibits beginning on page 14 to illustrate prefunding results.

The liabilities shown in the report reflect assumptions regarding continued future employment, rates of retirement and survival, and elections by future retirees to retain coverage for themselves and their dependents. To the extent that actual experience is not what we assumed, future results will be different. We also note that this valuation has been prepared on a closed group basis; no provision is made for new employees.

Executive Summary (Concluded)

Details of our valuation process and the various disclosures required by GASB 45 are provided on the succeeding pages. The date of the next actuarial valuation should not be later than July 1, 2015. If there are any significant changes in the employee data, benefits provided or the funding policy, please contact us to discuss whether an earlier valuation is appropriate.

B. Requirements of GASB 45

The Governmental Accounting Standards Board (GASB) issued GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This Statement establishes standards for the measurement, recognition, and display of OPEB expense/expenditures and related liabilities (assets), note disclosures, and, if applicable, required supplementary information (RSI) in the financial reports of state and local governmental employers. We understand that the Town implemented GASB 45 for the fiscal year ended June 30, 2010.

GASB 45 disclosures include the determination of an annual OPEB cost. For the first year, the annual OPEB cost is equal to the annual required contribution (ARC) as determined by the actuary.

- If the Town's OPEB contributions equal the ARC each year, the net OPEB obligation will equal \$0.
- If the Town's actual contribution is less than (greater than) the ARC, then a net OPEB obligation (asset) amount is established. In subsequent years, the annual OPEB expense will reflect adjustments made to the net OPEB obligation, in addition to the ARC (see Table 1C).

The decision whether or not to prefund, and at what level, is at the discretion of the Town, as are the manner and term for paying down the unfunded actuarial accrued liability. Once a funding policy has been established, however, the Town's auditor may have an opinion as to the timing and manner of any change to such policy in future years. The level of prefunding also affects the selection of the discount rate used for valuing the liabilities.

We note that various issues in this report may involve legal analysis of applicable law or regulations. The Town should consult counsel on these matters; Bickmore does not practice law and does not intend anything in this report to constitute legal advice. In addition, we recommend the Town consult with their internal accounting staff or external auditor or accounting firm about the accounting treatment of OPEB liabilities.

C. Sources of OPEB Liabilities

Post-employment benefits other than pensions (OPEB) comprise a part of compensation that employers offer for services received. The most common OPEB are:

- Medical
- Dental
- Prescription drug
- Vision
- Life insurance

Other possible post-employment benefits may include outside group legal, long-term care, or disability benefits outside of a pension plan. OPEB does not generally include vacation, sick leave¹ or COBRA benefits, which fall under other GASB accounting statements.

A direct employer payment toward the cost of OPEB is referred to as an “explicit” subsidy and these are included in the determination of OPEB liabilities. In addition, if claims experience of employees and retirees are pooled when determining premiums, the retirees pay a premium based on a pool of members that, on average, are younger and healthier. For certain types of coverage, such as medical, payment of the same premium rate results in an “implicit subsidy” of retiree claims by active employee premiums since the retiree premiums are lower than they would have been if the retirees were insured separately. Paragraph 13.a. of GASB 45 generally requires an implicit subsidy of retiree premium rates be valued as an OPEB liability.

Exceptions may exist when the plan is part of a “community-rated” program. GASB guidance indicates that an agency whose membership is a small portion (in the neighborhood of 1%) of the total coverage of a multiple employer plan, may reasonably conclude that any change in their group’s mix of retirees and active employees would not affect the premium rates for the plan. In those circumstances, while an implicit subsidy may exist, it is not required to be disclosed.

OPEB Obligations of the Town

The Town provides continuation of medical coverage to its retiring employees. For retirees and their dependent(s) who have chosen to retain this coverage:

- The Town contributes directly to the cost of retiree medical coverage. These benefits are described in Table 3 and liabilities have been included in this valuation.
- Employees are covered by the CalPERS medical program. The experience of public agency employer membership in this program is community-rated (“OPEB Assumption Model”, April 2010) and the Town’s membership in this program is incidental relative to the total number of members covered. This report, therefore, does not make age-related premium adjustments or compute an implicit rate subsidy for employees covered under this program.

¹ When a terminating employee’s unused sick leave credits are converted to provide or enhance a defined benefit OPEB, e.g., healthcare benefits, such converted sick leave credits should be valued under GASB 45.

D. Valuation Process

The valuation has been based on employee census data initially submitted to us by the Town in December 2012 and clarified in various related communications. Summaries of that data are provided in Table 2. While the individual employee records have been reviewed to verify that it is reasonable in various respects, the data has not been audited and we have otherwise relied on the Town as to its accuracy. A summary of the benefits provided under the Plan is provided in Table 3, based on information supplied to Bickmore by the Town. The valuation described below has been performed in accordance with the actuarial methods and assumptions described in Table 4.

In the specific development of the projected benefit values and liabilities, we first determine an expected premium or benefit stream over the employee's future retirement. We then calculate a present value of these benefits as of the valuation date.

- These present value determinations discount the value of each future expected benefit payment back to the valuation date, using the discount rate. The present value calculations also reflect assumptions for the likelihood that an employee may not continue in service with the Town to receive benefits.
- For those that do, appropriate assumptions are made to reflect the probability of retirement at various ages.
- After reduction for the probability an employee may not receive a benefit, for the remaining probability he or she does, those benefits reflect assumptions as to whether they will elect coverage for themselves and/or dependents.
- The cost of benefits payable, once they begin for each employee, reflect expected trends in the cost of those benefits and the assumptions as to the expected date(s) those benefits will cease.
- These benefit projections and liabilities have a very long time horizon. The final payments for currently active employees may not be made for 70 years or more.

The resulting present value for each employee is allocated as a level percent of payroll each year over the employee's career using the entry age normal cost method. This creates a cost expected to increase each year as payroll increases. Amounts attributed to prior fiscal years form the "actuarial accrued liability" (AAL). The amount of future OPEB cost allocated to the current year is referred to as the "normal cost". The remaining cost to be assigned to future years is called the "present value of future normal costs".

In summary:

Actuarial Accrued Liability plus Normal Cost <u>plus Present Value of Future Normal Costs</u> equals Present Value of Future Benefits	Past Years' Costs Current Year's Cost <u>Future Years' Costs</u> Total Benefit Costs
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Where contributions have been made to an irrevocable OPEB trust, the accumulated value of trust assets is applied to offset the AAL. It is our understanding that the Town's plans have not yet been funded and no assets have been set aside in an irrevocable trust as of the valuation date. The portion of the AAL not covered by assets is referred to as the unfunded actuarial accrued liability (UAAL).

E. Basic Valuation Results

The following chart summarizes the results of the July 1, 2012 valuation of OPEB liabilities on a pay-as-you-go basis (Column 2) and on a prefunding basis (Column 3). The results of the July 1, 2008 valuation are shown as well for comparison (Column 1).

Valuation date	Pay-As-You-Go Basis		Prefunding
	7/1/2008	7/1/2012	7/1/2012
Discount rate	4.50%	4.00%	7.00%
Number of Covered Employees			
Actives	57	44	44
Retirees	3	6	6
Total Participants	60	50	50
Actuarial Present Value of Projected Benefits			
Actives	\$ 1,903,136	\$ 954,280	\$ 481,853
Retirees	86,349	278,094	189,018
Total APVPB	1,989,485	1,232,374	670,871
Actuarial Accrued Liability (AAL)			
Actives	882,624	487,918	284,661
Retirees	86,349	278,094	189,018
Total AAL	968,973	766,012	473,679
Actuarial Value of Assets	-	-	-
Unfunded AAL (UAAL)	968,973	766,012	473,679
Normal Cost	122,381	53,365	27,239
Benefit Payments			
Actives (in retirement)	1,378	1,070	1,070
Retirees	1,746	7,872	7,872
Total	3,124	8,942	8,942

The funded ratio (the ratio of the Actuarial Value of Assets divided by the Actuarial Accrued Liability) is 0.0% as of July 1, 2012. Covered payroll as of July 1, 2012 was reported to be \$2,471,009. The Unfunded Actuarial Accrued Liability, expressed as a percentage of payroll, is 31.0% as of this date.

Changes Since the Prior Valuation

Even if all of our previous assumptions were met exactly as projected, liabilities generally increase over time as active employees get closer to the date their benefits are expected to begin. Of course, our prior assumptions were *not* exactly realized. For example, terminations of employees not eligible for benefits were higher than projected and fewer eligible retirees elected to continue their medical coverage than we anticipated. The required PEMHCA minimum employer contribution is also slightly less than we expected.

Basic Valuation Results (Concluded)

In comparing results shown in the exhibit on the prior page, we can see that the change in the AAL over the four year period between July 1, 2008 and July 1, 2012 was a decrease of about \$203,000. In fact, we *expected* the AAL to increase by \$526,000, due to the passage of time and additional cost accruals for active members. The \$729,000 difference between the actual and expected is attributable to a combination of plan experience other than expected and the assumption changes described below:

- Updates in employee and premium data (plan experience relative to prior assumptions, including a reduction in the total number of members covered: (\$470,000 *decrease in AAL*);
- Change in discount rates used to develop the OPEB liability, from 4.5% to 4.0% (\$64,000 *increase in AAL*);
- More direct recognition of the cost associated with disability retirement (\$2,000 *increase in AAL*);
- Revised assumptions for mortality, termination and retirement, based on the most recent CalPERS retirement plan experience study covering Town employees (\$32,000 *increase in AAL*); and
- A decrease in assumed future increase in the Minimum Employer Contribution (MEC) levels between 2013 and 2018 (\$77,000 *decrease in AAL*).
- A decrease in our assumption about how many retiree will elect to continue their medical coverage in retirement and a reduction in the percentage of those retirees who are assumed to cover a spouse (\$280,000 *decrease in AAL*).

F. Funding Policy

The specific calculation of the ARC and annual OPEB expense for an agency depends on how it elects to fund these benefits. The funding levels are generally categorized as follows:

1. *Prefunding* – contributing an amount greater than or equal to the ARC each year. Prefunding generally allows the employer to have the liability calculated using a higher discount rate, such as 7.0% used in this valuation, which lowers the liability. In addition, following a prefunding policy does not build up a net OPEB obligation because the contribution equals or exceeds the annual OPEB cost each year.
2. *Pay-As-You-Go funding* – contributing only the amounts needed to pay retiree benefits in the current year; generally requires a lower discount rate, such as the 4.0% rate used in this valuation.
3. *Partial prefunding* – contributing more than the current year's retiree payments but less than 100% of the ARC; requires that liabilities be developed using a discount rate that "blends" the relative portions of benefits that are prefunded and those which are not.

Determination of the ARC

The Annual Required Contribution (ARC) consists of two basic components, which have been adjusted with interest to the Town's fiscal year end:

- The amounts attributed to service performed in the current fiscal year (the normal cost) and
- Amortization of the unfunded actuarial accrued liability (UAAL).

The ARC for each of the fiscal years ending June 30, 2013, June 30, 2014, and June 30, 2015 is developed in Table 1B.

Decisions Affecting the Amortization Payment

The period and method for amortizing the AAL can significantly affect the ARC. GASB 45:

- Prescribes a maximum amortization period of 30 years and requires no minimum amortization period (except 10 years for certain actuarial gains). Immediate full funding of the liability is also permitted.
- Allows amortization payments to be determined (a) as a level percentage of payroll, designed to increase over time as payroll increases, or (b) as a level dollar amount much like a conventional mortgage, so that this component of the ARC does not increase over time. Where a plan is closed and has no ongoing payroll base, a level percent of payroll basis is not permitted.
- Allows the amortization period to decrease annually by one year (closed basis) or to be maintained at the same number of years (open basis).

Funding Policy Illustrated in This Report

For the fiscal year ending June 30, 2013, the Town's will continue its pay-as-you-go policy, which includes amortization of the unfunded AAL over an open 30-year period with payments developed as a level percent of pay. A change to a prefunding approach is possible for fiscal year end 2014; if adopted, the amortization basis is expected to be changed to a closed period, thus decreasing to 29 years for fiscal year end June 30, 2015.

G. Choice of Actuarial Funding Method and Assumptions

The ultimate real cost of an employee benefit plan is the value of all benefits and other expenses of the plan over its lifetime. These expenditures are dependent only on the terms of the plan and the administrative arrangements adopted, and as such are not affected by the actuarial funding method. The actuarial funding method attempts to spread recognition of these expected costs on a level basis over the life of the plan, and as such sets the "incidence of cost". Methods that produce higher initial annual (prefunding) costs will produce lower annual costs later. Conversely, methods that produce lower initial costs will produce higher annual costs later relative to the other methods. GASB 45 allows the use of any of six actuarial funding methods; a brief description of each is in the glossary.

Factors Impacting the Selection of Funding Method

While the goal of GASB 45 is to match recognition of retiree medical expense with the periods during which the benefit is earned, the funding methods differ because they focus on different financial measures in attempting to level the incidence of cost. Appropriate selection of a funding method contributes to creating intergenerational equity between generations of taxpayers. The impact of potential new employees entering the plan may also affect selection of a funding method, though this is not a factor in this plan.

We believe it is most appropriate for the plan sponsor to adopt a theory of funding and consistently apply the funding method representing that theory. This valuation was prepared using the entry age normal cost method with normal cost determined on a level percent of pay basis. The entry age normal cost method often produces initial contributions between those of the other more common methods and is generally regarded by pension actuaries as the most stable of the funding methods and is one of the most commonly used methods for GASB 45 compliance.

Factors Affecting the Selection of Assumptions

Special considerations apply to the selection of actuarial funding methods and assumptions for the Town. The actuarial assumptions used in this report were chosen, for the most part, to be the same as the actuarial assumptions used for the most recent actuarial valuation of the retirement plans covering Town employees. Several of these assumptions were updated since the last valuation was prepared.

In selecting an appropriate discount rate, GASB states that the discount rate should be based on the expected long-term yield of investments used to finance the benefits. The Town approved calculation of liabilities on a pay-as-you-go basis using a 4.0% discount rate, slightly lower than the 4.5% rate used in the prior valuation. Since no OPEB trust has yet been established, for illustrative purposes, we have used a 7.0% discount rate in developing results on a funded basis. The actual discount rate, should the Town decide to establish an OPEB trust account, will depend on the particular investments and asset allocation strategy selected.

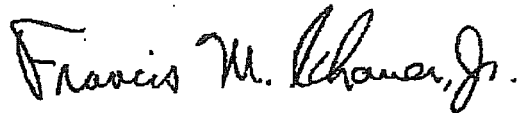
H. Certification

We certify that this report has been prepared in accordance with our understanding of GASB 45, and that the figures in Section E and in Tables 1A, 1B and 1C accurately present our analysis of the actuarial calculations for this plan required by GASB 45. Each signing individual is a Manager in the Health & Benefits Actuarial Unit at Bickmore Risk Services and a Member of the American Academy of Actuaries who satisfies the qualification requirements for rendering this opinion.

Signed: April 11, 2013



Catherine L. MacLeod, FSA, EA, MAAA



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Table 1A
Summary of Valuation Results
Pay-As-You-Go Basis

The following summarizes the results of our valuation of OPEB liabilities for the Town calculated under GASB 45 for the fiscal year ending June 30, 2013 as well as projected amounts for the fiscal years ending June 30, 2014 and June 30, 2015.

Valuation date	Pay-As-You-Go Basis		
	7/1/2012		
For fiscal year beginning	7/1/2012	7/1/2013	7/1/2014
For fiscal year ending	6/30/2013	6/30/2014	6/30/2015
Discount rate	4.00%	4.00%	4.00%
Number of Covered Employees*			
Actives	44	44	44
Retirees	6	6	6
Total Participants	50	50	50
Actuarial Present Value of Projected Benefits			
Actives	\$ 954,280	\$ 990,970	\$ 1,027,484
Retirees	278,094	278,322	278,152
Total APVPB	1,232,374	1,269,292	1,305,636
Actuarial Accrued Liability (AAL)			
Actives	487,918	561,453	638,089
Retirees	278,094	278,322	278,152
Total AAL	766,012	839,775	916,241
Actuarial Value of Assets	-	-	-
Unfunded AAL (UAAL)	766,012	839,775	916,241
Normal Cost	53,365	55,099	56,890
Benefit Payments			
Actives (in retirement)	1,070	2,414	4,215
Retirees	7,872	8,732	9,637
Total	8,942	11,146	13,853

* The number of active employees and retirees shown above are as of the valuation date and are not necessarily the number expected in each category in the future year(s) shown. In addition, because this valuation has been prepared on a closed group basis, no potential future employees are included. In reality, based on assumptions outlined in Table 4, we recognize the possibility that active employees will leave employment and that some may retire and elect benefits. We also include some possibility that coverage for some of the retired employees may cease. It is possible, therefore, that the actual number of employees and retirees in each future year would be different from those shown above.

Table 1B
Calculation of the Annual Required Contribution
Pay-As-You-Go Basis

The following exhibit calculates the amortization payments and the annual required contribution (ARC) on a pay-as-you-go basis for the fiscal years ending June 30, 2013, June 30, 2014, and June 30, 2015.

Fiscal Year End	Pay-As-You-Go Basis		
	6/30/2013	6/30/2014	6/30/2015
Funding Policy			
Discount rate	4.00%	4.00%	4.00%
Amortization method	Level % of Pay	Level % of Pay	Level % of Pay
Initial amortization period (in years)	30	30	30
Remaining period (in years)	30	30	30
Determination of Amortization Payment			
UAAL	\$ 766,012	\$ 839,775	\$ 916,241
Factor	27.0642	27.0642	27.0642
Payment	28,303	31,029	33,854
Annual Required Contribution (ARC)			
Normal Cost	53,365	55,099	56,890
Amortization of UAAL	28,303	31,029	33,854
Interest to 06/30	3,267	3,445	3,630
Total ARC at fiscal year end	84,935	89,573	94,374

While the following is not intended to be used to determine the normal cost or ARC in future years, this information may be of value for planning purposes:

Valuation date	7/1/2012		
	6/30/2013	6/30/2014	6/30/2015
Projected covered payroll	\$ 2,471,009	\$ 2,551,317	\$ 2,634,234
Normal Cost as a percent of payroll	2.2%	2.2%	2.2%
ARC as a percent of payroll	3.4%	3.5%	3.6%
ARC per active ee	1,930	2,036	2,145

Table 1C
Expected OPEB Disclosures
Pay-As-You-Go Basis

The exhibit below develops the annual OPEB expense, estimates the expected OPEB contributions and projects the net OPEB obligation for the fiscal years ending June 30, 2013, June 30, 2014, and June 30, 2015. The calculations assume the Town continues to follow the pay-as-you-go funding approach outlined on the prior page.

Fiscal Year End	Pay-As-You-Go Basis		
	6/30/2013	6/30/2014	6/30/2015
1. Calculation of the Annual OPEB Expense			
a. ARC for current fiscal year	\$ 84,935	\$ 89,573	\$ 94,374
b. Interest on Net OPEB Obligation (Asset) at beginning of year	19,914	22,985	26,158
c. Adjustment to the ARC	(19,131)	(22,081)	(25,129)
d. Annual OPEB Expense (a. + b. + c.)	85,718	90,477	95,403
2. Calculation of Expected Contribution			
a. Estimated payments on behalf of retirees	8,942	11,146	13,853
b. Estimated contribution to OPEB trust	-	-	-
c. Total Expected Employer Contribution	8,942	11,146	13,853
3. Change in Net OPEB Obligation (1.d. minus 2.c.)	76,776	79,331	81,550
Net OPEB Obligation (Asset), beginning of fiscal year	497,843	574,619	653,950
Net OPEB Obligation (Asset) at fiscal year end	574,619	653,950	735,500

Please note that the expected payments to retirees shown in all of the columns above are projections and should be replaced with the actual payments for reporting in the Town's financial statements.

**Table 1D
Summary of Valuation Results
Prefunding Basis**

If the Town were to adopt a prefunding policy, the ARC would be reduced. The following exhibit projects the basic valuation results, calculated on a prefunding basis and shown in Column 3 in Section E, to the years shown below. These results are then used to develop the ARC on a prefunding basis for the fiscal years ending June 30, 2014 and June 30, 2015.

Valuation date	Prefunding Basis	
	7/1/2012	
For fiscal year beginning	7/1/2013	7/1/2014
For fiscal year ending	6/30/2014	6/30/2015
Discount rate	7.00%	7.00%
Number of Covered Employees*		
Actives	44	44
Retirees	6	6
Total Participants	50	50
Actuarial Present Value of Projected Benefits		
Actives	\$ 514,102	\$ 546,964
Retirees	191,353	193,445
Total APVPB	705,455	740,409
Actuarial Accrued Liability (AAL)		
Actives	332,252	382,477
Retirees	191,353	193,445
Total AAL	523,605	575,922
Actuarial Value of Assets	-	60,000
Unfunded AAL (UAAL)	523,605	515,922
Normal Cost	28,124	29,038
Benefit Payments		
Actives (in retirement)	2,414	4,215
Retirees	8,732	9,637
Total	11,146	13,853

Table 1E
Calculation of the Annual Required Contribution
Prefunding Basis

The following exhibit calculates the amortization payments and the annual required contribution (ARC) on a prefunding basis for the fiscal years ending June 30, 2014 and June 30, 2015.

Fiscal Year End	Prefunding Basis	
	6/30/2014	6/30/2015
Funding Policy		
Discount rate	7.00%	7.00%
Amortization method	Level % of Pay	Level % of Pay
Initial amortization period (in years)	30	30
Remaining period (in years)	30	29
Determination of Amortization Payment		
UAAL	\$ 523,605	\$ 515,922
Factor	18.7488	18.3934
Payment	27,927	28,049
Annual Required Contribution (ARC)		
Normal Cost	28,124	29,038
Amortization of UAAL	27,927	28,049
Interest to 06/30	3,924	3,996
Total ARC at fiscal year end	59,975	61,083

While the following is not intended to be used to determine the normal cost or ARC in future years, this information may be of value for planning purposes:

Valuation date	7/1/2012	
	6/30/2014	6/30/2015
Projected covered payroll	\$ 2,551,317	\$ 2,634,234
Normal Cost as a percent of payroll	1.1%	1.1%
ARC as a percent of payroll	2.4%	2.3%
ARC per active ee	1,363	1,388

**Table 1F
Expected OPEB Disclosures
Prefunding Basis**

Assuming the Town adopts a prefunding approach, the exhibit below develops the annual OPEB expense, estimates the expected OPEB contributions, and projects the net OPEB obligation for the fiscal years ending June 30, 2014 and June 30, 2015.

Fiscal Year End	Prefunding Basis	
	6/30/2014	6/30/2015
1. Calculation of the Annual OPEB Expense		
a. ARC for current fiscal year	\$ 59,975	\$ 61,083
b. Interest on Net OPEB Obligation (Asset) at beginning of year	40,223	39,961
c. Adjustment to the ARC	(32,794)	(33,210)
d. Annual OPEB Expense (a. + b. + c.)	67,404	67,834
2. Calculation of Expected Contribution		
a. Estimated payments on behalf of retirees	11,146	13,853
b. Estimated contribution to OPEB trust	60,000	60,000
c. Total Expected Employer Contribution	71,146	73,853
3. Change in Net OPEB Obligation (1.d. minus 2.c.)	(3,742)	(6,019)
Net OPEB Obligation (Asset), beginning of fiscal year	574,619	570,877
Net OPEB Obligation (Asset) at fiscal year end	570,877	564,858

Please note that the expected payments to retirees shown in all of the columns above are projections and should be replaced with the actual payments for reporting in the Town's financial statements.

Table 2
Summary of Employee Data

The Town reported 44 active employees; of these, 32 are currently participating in the medical program while 12 employees were waiving coverage as of the valuation date. Age and service information for the reported individuals is provided below:

Distribution of Benefits-Eligible Active Employees								
Current Age	Years of Service						Total	Percent
	Under 1	1 to 4	5 to 9	10 to 14	15 to 19	20 & Up		
Under 25	1						1	2%
25 to 29							0	0%
30 to 34			2				2	5%
35 to 39	2	1		1			4	9%
40 to 44	1	1	2	1	3		8	18%
45 to 49	2	3		1	1		7	16%
50 to 54		1	4	2	2	1	10	23%
55 to 59	1		3	1	1	1	7	16%
60 to 64				2	1		3	7%
65 to 69		1			1		2	5%
70 & Up							0	0%
Total	7	7	11	8	9	2	44	100%
Percent	16%	16%	25%	18%	20%	5%	100%	

(Percentages adjusted to total 100%)

Annual Covered Payroll	\$2,471,009
Average Attained Age for Actives	49.2
Average Years of Service	9.0

There are also 6 retirees or their beneficiaries currently covered and receiving benefits. The following chart summarizes the ages of current retirees in the Town plan.

Retirees by Age		
Current Age	Number	Percent
Below 50	0	0%
50 to 54	1	17%
55 to 59	2	33%
60 to 64	1	17%
65 to 69	2	33%
70 to 74	0	0%
75 to 79	0	0%
80 & up	0	0%
Total	6	100%
Average Attained Age for Retirees:		64.2

Table 3A Summary of Retiree Benefit Provisions

OPEB provided: The Town reported that the only OPEB provided is medical coverage.

Access to coverage: Medical coverage is currently provided through CalPERS as permitted under the Public Employees' Medical and Hospital and Care Act (PEMHCA).

- This coverage requires the employee to satisfy the requirements for retirement under CalPERS, which requires attainment of age 50 with 5 years of State or public agency service or approved disability retirement.
- If an eligible employee is not already enrolled in the medical plan, he or she may enroll within 60 days of retirement or during any future open enrollment period.
- Coverage may be continued at the retiree's option for his or her lifetime. A surviving spouse and other eligible dependents may also continue coverage.
- The employee must commence his or her retirement warrant within 120 days of terminating employment with the Town to be eligible to continue medical coverage through the Town and be entitled to the employer subsidy described below.

Benefits provided: As a PEMHCA employer, the Town is obligated to contribute toward the cost of retiree medical coverage for the retiree's lifetime or until coverage is discontinued. The benefit is continued to a surviving spouse, if covered at the time of the retiree's death. The Town maintains an "unequal" resolution with CalPERS (executed in 1998) defining the level of the Town's contribution toward the cost of medical plan premiums for *active* employees to be the PEMHCA minimum employer contribution (MEC)². The MEC was \$112 per month in 2012 and increased to \$115 per month in 2013. The Town's contribution toward *retiree* medical benefits is determined by multiplying together:

- 5% *times*
- The number of prior years the employer has been contracted with PEMHCA *times*
- The employer's contribution toward active employee health benefits (i.e., the MEC).

The monthly benefit for retirees was \$78.40 during 2012 and increased to \$86.25 in 2013.

Current premium rates: The 2012 CalPERS monthly medical plan rates in the Los Angeles Area rate group are shown in the table below.

Los Angeles Area 2012 Health Plan Rates						
Plan	Actives and Pre-Med Retirees			Medicare Eligible		
	Ee Only	Ee & 1	Ee & 2+	Ee Only	Ee & 1	Ee & 2+
Blue Shield HMO	\$510.72	\$1,021.44	\$1,327.87	\$337.99	\$675.98	\$982.41
Blue Shield NetValue HMO	439.25	878.50	1142.05	337.99	675.98	939.53
Kaiser HMO	465.63	931.26	1210.64	277.81	555.62	835.00
PERS Choice PPO	505.63	1011.26	1314.64	383.44	766.88	1070.26
PERS Select PPO	429.22	858.44	1115.97	383.44	766.88	1024.41
PERS Care PPO	906.39	1812.78	2356.61	432.43	864.86	1408.69

² It is our understanding that there is a pre-tax flexible benefit plan in place for active employees that provides premiums in excess of the MEC and these additional payments are not required to be provided to retired employees to meet PEMHCA requirements.

Table 3B

General CalPERS Annuitant Eligibility Provisions

The content of this section has been drawn from Section C, Summary of Plan Provisions, of the State of California OPEB Valuation as of June 30, 2011, issued February 2012, to the State Controller from Gabriel Roeder & Smith. It is provided here as a brief summary of general annuitant and survivor coverage.

Health Care Coverage

Retired Employees

A member is eligible to enroll in a CalPERS health plan if he or she retires within 120 days of separation from employment and receives a monthly retirement allowance. If the member meets this requirement, he or she may continue his or her enrollment at retirement, enroll within 60 days of retirement, or enroll during any Open Enrollment period. If a member is currently enrolled in a CalPERS health plan and wants to continue enrollment into retirement, the employee will notify CalPERS and the member's coverage will continue into retirement.

Eligibility Exceptions: Certain family members are not eligible for CalPERS health benefits:

- Children age 26 or older
- Children's spouses
- Former spouses
- Never enrolled or disabled children over age 26
- Grandparents
- Parents
- Children of former spouses
- Other relatives

Coordination with Medicare

CalPERS retired members who qualify for premium-free Part A, either on their own or through a spouse (current, former, or deceased), must sign up for Part B as soon as they qualify for Part A. A member must then enroll in a CalPERS sponsored Medicare plan. The CalPERS-sponsored Medicare plan will pay for costs not paid by Medicare, by coordinating benefits.

Survivors of an Annuitant

If a CalPERS annuitant satisfied the requirement to retire within 120 days of separation, the survivor may be eligible to enroll within 60 days of the annuitant's death or during any future Open Enrollment period. Note: A survivor cannot add any new dependents; only dependents that were enrolled or eligible to enroll at the time of the member's death qualify for benefits.

Surviving registered domestic partners who are receiving a monthly annuity as a surviving beneficiary of a deceased employee or annuitant on or after January 1, 2002, are eligible to continue coverage if currently enrolled, enroll within 60 days of the domestic partner's death, or enroll during any future Open Enrollment period.

Surviving enrolled family members who do not qualify to continue their current coverage are eligible for continuation coverage under COBRA.

Table 4
OPEB Valuation Actuarial
Methods and Assumptions

Valuation Date	July 1, 2012
Funding Method	Entry Age Normal Cost, level percent of pay ³
Asset Valuation Method	Market value of assets (\$0; plan has not yet been funded)
Discount Rates	4.0% for pay-as-you-go; 7% for prefunding
Participants Valued	Only current active employees and retired participants and covered dependents are valued. No future entrants are considered in this valuation.
Salary Increase	3.25% per year
Assumed Increase for Amortization Payments	3.25% per year where determined on a percent of pay basis
Inflation Rate	3.25% per year

The demographic actuarial assumptions used in this valuation are based on the (demographic) experience study of the California Public Employees Retirement System using data from 1997 to 2007. Rates for selected age and service are shown below and on the following pages.

Mortality Before Retirement Illustrative rates:

CalPERS Public Agency Miscellaneous Non-Industrial Deaths only Projected to 2015		
Age	Male	Female
15	0.00041	0.00006
20	0.00043	0.00015
30	0.00052	0.00034
40	0.00084	0.00060
50	0.00161	0.00116
60	0.00364	0.00259
70	0.00848	0.00633
80	0.01452	0.01070

³ The level percent of pay aspect of the funding method refers to how the normal cost is determined. Use of level percent of pay cost allocations in the funding method is separate from and has no effect on a decision regarding use of a level percent of pay or level dollar basis for determining amortization payments.

**Table 4 - Actuarial Methods and Assumptions
(Continued)**

Mortality After Retirement
Illustrative rates:

Healthy Lives

Disabled Lives

CalPERS Public Agency Miscellaneous, Police & Fire Post Retirement Mortality Projected to 2015			CalPERS Public Agency Miscellaneous Disability Post Retirement Mortality Projected to 2015		
Age	Male	Female	Age	Male	Female
40	0.00089	0.00058	40	0.01600	0.00625
50	0.00218	0.00115	50	0.01490	0.01143
60	0.00664	0.00420	60	0.02115	0.01588
70	0.01553	0.01213	70	0.03588	0.02944
80	0.05012	0.03620	80	0.07977	0.05363
90	0.16415	0.12219	90	0.21126	0.14726
100	0.34379	0.31717	100	0.45676	0.37474
110	1.00000	1.00000	110	1.00000	1.00000

Termination Rates

For miscellaneous employees: sum of CalPERS Terminated Refund and Terminated Vested rates for miscellaneous employees – Illustrative rates

Attained Age	Years of Service					
	0	3	5	10	15	20
15	0.1812	0.0000	0.0000	0.0000	0.0000	0.0000
20	0.1742	0.1193	0.0946	0.0000	0.0000	0.0000
25	0.1674	0.1125	0.0868	0.0749	0.0000	0.0000
30	0.1606	0.1055	0.0790	0.0668	0.0581	0.0000
35	0.1537	0.0987	0.0711	0.0587	0.0503	0.0450
40	0.1468	0.0919	0.0632	0.0507	0.0424	0.0370
45	0.1400	0.0849	0.0554	0.0427	0.0347	0.0290

Service Retirement Rates

*For miscellaneous employees hired before 7/16/2011
CalPERS Public Agency 2.7% @ 55 – Illustrative rates*

Attained Age	Years of Service					
	5	10	15	20	25	30
50	0.0275	0.0350	0.0425	0.0500	0.0575	0.0650
55	0.0908	0.1155	0.1403	0.1650	0.1898	0.2145
60	0.0880	0.1120	0.1360	0.1600	0.1840	0.2080
65	0.1458	0.1855	0.2253	0.2650	0.3048	0.3445
70	0.1288	0.1638	0.1990	0.2340	0.2692	0.3042
75 & over	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

**Table 4 - Actuarial Methods and Assumptions
(Continued)**

Service Retirement Rates
(concluded)

*For miscellaneous employees hired on or after
7/16/2011 CalPERS Public Agency 2.0% @ 60 –
Illustrative rates*

Attained Age	Years of Service					
	5	10	15	20	25	30
50	0.0110	0.0150	0.0180	0.0210	0.0230	0.0260
55	0.0230	0.0320	0.0390	0.0440	0.0490	0.0550
60	0.0620	0.0870	0.1050	0.1190	0.1330	0.1490
65	0.1730	0.2430	0.2960	0.3340	0.3730	0.4180
70	0.1270	0.1780	0.2160	0.2440	0.2730	0.3060
75 & over	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

Disability Retirement Rates

Illustrative rates:

CalPERS Public Agency Miscellaneous Disability		
Age	Male	Female
25	0.00010	0.00010
30	0.00021	0.00020
35	0.00063	0.00088
40	0.00145	0.00164
45	0.00252	0.00243
50	0.00331	0.00311
55	0.00366	0.00306
60	0.00377	0.00253

Healthcare Trend Rate

The PEMHCA minimum required contribution (MEC) is assumed to increase annually by 4.5%.

Participation Rate

Participating actives: 75% are assumed to continue medical plan coverage in retirement.

Non-participating actives: 37.5% are assumed to elect coverage at a later date, thus gaining access to coverage in retirement.

Retired participants: Existing medical plan elections are assumed to be maintained until the retiree's death.

**Table 4 - Actuarial Methods and Assumptions
(Concluded)**

Spouse Coverage	<p><i>Active employees:</i> 85% are assumed to be married and 70% of married employees are assumed to elect coverage for their spouse in retirement. Surviving spouses are assumed to retain coverage until their death. Husbands are assumed to be 3 years older than their wives.</p> <p><i>Retired participants:</i> Current spouse coverage is assumed to continue until the spouse's death. Actual spouse ages are used, where known; if not, husbands are assumed to be 3 years older than their wives.</p>
Medicare Eligibility	Absent contrary data, all individuals are assumed to be eligible for Medicare Parts A and B at age 65.

Changes Since the Prior Valuation:

Discount rates	<p><i>Pay-as-you-go rate:</i> decreased from 4.5% to 4.0%</p> <p><i>Prefunding rate:</i> decreased from 7.75% to 7.0%</p>
Demographic assumptions	Rates of assumed mortality, termination, disability and retirement rates were updated from those provided in the CalPERS 2002 experience study to those developed from the CalPERS 2007 experience study. Explicit costs for potential disability benefits were included.
Healthcare trend	The minimum employer contribution rates are assumed to increase at a constant 4.5% rate rather than at a decreasing rate with an ultimate 4.5% rate.
Spouse Coverage	While there was no change to our assumption about the percentage of future retirees assumed to be married (85%), the percentage of those married employees assumed to continue medical coverage for their spouse was decreased from 100% to 70%.
Participation Rate	We decreased our assumption of the percentage of active employees who are assumed to elect medical coverage through the Town in retirement (a) from 100% to 75%, if currently participating in the medical plan, and (b) from 100% to 37.5%, if currently waiving medical coverage through the Town.

Table 5
Projected Benefit Payments

The following is an estimate of other post-employment benefits to be paid on behalf of current retirees and current employees expected to retire from the Town.

- No benefits expected to be paid on behalf of current active employees prior to retirement are considered in this projection.
- No benefits for potential future employees have been included.

Expected annual benefits have been projected on the basis of the actuarial assumptions outlined in Table 4.

Projected Annual Benefit Payments			
Fiscal Year Ending	Current Retirees	Future Retirees	Total
2013	\$ 7,872	\$ 1,070	\$ 8,942
2014	8,732	2,414	11,146
2015	9,637	4,215	13,853
2016	10,589	6,259	16,848
2017	11,587	8,717	20,303
2018	12,629	11,745	24,374
2019	13,410	14,908	28,318
2020	13,827	17,998	31,825
2021	14,234	20,992	35,226
2022	14,626	24,107	38,733

Appendix 1 OPEB Disclosure Information

The location of key information necessary to complete the OPEB footnote in the Town's financial reports is summarized below.

Summary of Plan Provisions:	See Table 3A
OPEB Funding Policy:	See Section F; details are provided also at the top of the exhibit in Table 1B
Annual OPEB Cost and Net OPEB Obligation:	See Table 1C
Actuarial Methods and Assumptions:	See Table 4.
Funding Status and Funding Progress:	See Section E – Basic Valuation Results Additional details available on request

Glossary

Actuarial Accrued Liability (AAL) – Total dollars required to fund all plan benefits attributable to service rendered as of the valuation date for current plan members and vested prior plan members; see “Actuarial Present Value”

Actuarial Funding Method – A procedure which calculates the actuarial present value of plan benefits and expenses, and allocates these expenses to time periods, typically as a normal cost and an actuarial accrued liability

Actuarial Present Value (APV) – The amount presently required to fund a payment or series of payments in the future, it is determined by discounting the future payments by an appropriate interest rate and the probability of nonpayment.

Aggregate – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Annual Required Contribution (ARC) – The amount the employer would contribute to a defined benefit OPEB plan for a given year, it is the sum of the normal cost and some amortization (typically 30 years) of the unfunded actuarial accrued liability

Annual OPEB Expense – The OPEB expense reported in the Agency’s financial statement, which is comprised of three elements: the ARC, interest on the net OPEB obligation at the beginning of the year and an ARC adjustment.

Attained Age Normal Cost (AANC) – An actuarial funding method where, for each plan member, the excess of the actuarial present value of benefits over the actuarial accrued liability (determined under the unit credit method) is levelly spread over the individual’s projected earnings or service forward from the valuation date to the assumed exit date

CalPERS – Many state governments maintain a public employee retirement system; CalPERS is the California program, covering all eligible state government employees as well as other employees of other governments within California who have elected to join the system

Defined Benefit (DB) – A pension or OPEB plan which defines the monthly income or other benefit which the plan member receives at or after separation from employment

Defined Contribution (DC) – A pension or OPEB plan which establishes an individual account for each member and specifies how contributions to each active member’s account are determined and the terms of distribution of the account after separation from employment

Entry Age Normal Cost (EANC) – An actuarial funding method where, for each individual, the actuarial present value of benefits is levelly spread over the individual’s projected earnings or service from entry age to assumed exit age

Glossary (Continued)

Frozen Attained Age Normal Cost (FAANC) – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability (determined under the unit credit method) is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Frozen Entry Age Normal Cost (FEANC) – An actuarial funding method under which the excess of the actuarial present value of projected benefits over the actuarial accrued liability (determined under the entry age normal cost method) is levelly spread over the earnings or service of the group forward from the valuation date to the assumed exit date, based not on individual characteristics but rather on the characteristics of the group as a whole

Financial Accounting Standards Board (FASB) – A private, not-for-profit organization designated by the Securities and Exchange Commission (SEC) to develop generally accepted accounting principles (GAAP) for U.S. public corporations

Government Accounting Standards Board (GASB) – A private, not-for-profit organization which develops generally accepted accounting principles (GAAP) for U.S. state and local governments; like FASB, it is part of the Financial Accounting Foundation (FAF), which funds each organization and selects the members of each board

Net OPEB Obligation (Asset) - The net OPEB obligation (NOO) represents the accumulated shortfall of OPEB funding since GASB 45 was implemented. If cumulative contributions have exceeded the sum of the prior years' annual OPEB expenses, then a net OPEB asset results.

Non-Industrial Disability (NID) – Unless specifically contracted by the individual Agency, PAM employees are assumed to be subject to only non-industrial disabilities.

Normal Cost – Total dollar value of benefits expected to be earned by plan members in the current year, as assigned by the chosen funding method; also called current service cost

Other Post-Employment Benefits (OPEB) – Post-employment benefits other than pension benefits, most commonly healthcare benefits but also including life insurance if provided separately from a pension plan

Pay-As-You-Go (PAYGO) – Contributions to the plan are made at about the same time and in about the same amount as benefit payments and expenses coming due

PEMHCA – The Public Employees' Medical and Hospital Care Act, established by the California legislature in 1961, provides community-rated medical benefits to participating public employers. Among its extensive regulations are the requirements that medical insurance contributions for retired annuitants and paid for by a contracting Agency be equal to the medical insurance contributions paid for its active employees, and that a contracting Agency file a resolution, adopted by its governing body, with the CalPERS Board establishing any new contribution.

Glossary (Concluded)

Projected Unit Credit (PUC) – An actuarial funding method where, for each individual, the projected plan benefit is allocated by a consistent formula from entry date to assumed exit date

Public Agency Miscellaneous (PAM) – Actuarial assumptions used by CalPERS for most non-safety public employees.

Select and Ultimate – Actuarial assumptions which contemplate rates which differ by year initially (the select period) and then stabilize at a constant long-term rate (the ultimate rate)

Trend – The healthcare cost trend rate, defined as the rate of change in per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design and technological developments

Unfunded Actuarial Accrued Liability (UAAL) – The excess of the actuarial accrued liability over the actuarial value of plan assets

Unit Credit (UC) -- An actuarial funding method where, for each individual, the unprojected plan benefit is allocated by a consistent formula from entry date to assumed exit date

Vesting – As defined by the plan, requirements which when met make a plan benefit nonforfeitable on separation of service before retirement eligibility

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Mark Nuaimi, Town Manager
Date: April 24, 2013
For Council Meeting: April 30, 2013 – Budget Workshop

Subject: Tourism & Regional Marketing Budget Allocation

Prior Council Review: None on this particular item. The Town has annually been asked to provide funding to support the efforts of the Yucca Valley Chamber of Commerce and Desert Regional Tourism Agency (DRTA).

Recommendation: Receive & provide policy direction on Tourism & Regional Marketing Budget allocation.

Summary: As staff is developing the FY 13/14 budget, Partnership funding requests have been reviewed. Staff identified two requests -- Yucca Valley Chamber of Commerce and Desert Regional Tourism Agency (DRTA) – that warrant a discussion by the Town Council concerning near- and long-term regional marketing objectives.

Order of Procedure:

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

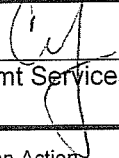
Background: The Town has entered into several agreements related to tourism and marketing that have required annual financial contributions from either the Town or the former Redevelopment Agency budgets. As the impacts from the economic downturn have continued to erode the Town's resources, staff has examined these agreements and the Town's ability to continue such financial support.

Desert Regional Tourism Agency (DRTA): Since entering a lease agreement with DRTA in June 2005, the Town has maintained annual financial support to DRTA through rent subsidy and direct monetary contributions. The original lease agreement stated *"Town has committed tourism funding to Agency for the first two years of the Agreement... In future years, Town may opt to contribute funds to the Agency for the fulfillment of the tourism objectives associated with the operation of the California Welcome Center."*

Reviewed By:


Town Manager

Town Attorney


Mgmt Services

Dept Head

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

Since the inception of the agreement (June 2005), the Town has contributed \$25,000 annually from the General Fund, with the exceptions of FY 11/12 (\$23,750 from former RDA) and FY 12/13 (\$15,000 General Fund). The Town has leased the facilities to DRTA a nominal one-dollar (\$1) annually. This lease amount represents an additional financial contribution of conservatively \$15,000 annually. For FY 13/14, DRTA has requested an allocation of \$18,000 from the Town's General Fund.

Yucca Valley Chamber of Commerce: Prior to incorporation, the Yucca Valley Chamber of Commerce received funding from the County of San Bernardino Transient Occupancy Tax (TOT) revenue. At incorporation, those revenues began to flow to the Town of Yucca Valley, at which point the Chamber of Commerce and Town began a partnership that has seen many changes throughout the course of twenty-two years. Throughout this partnership, the Town and the Chamber of Commerce have worked collaboratively to identify opportunities to work together that promoted the economic environment in Yucca Valley. Such activity included: Town Banner Program, joint Marketing programs, Special Events (Grubstakes, Cactus Days, Gourd Festival), operation of Yucca Valley Visitor's Center, Business Watch program, and Internship Partnership program to name a few. Financial support from the Town ranged as high as \$60,000 in support of this partnership.

In recent years, the Town's support of the Chamber of Commerce has focused specifically on joint Marketing and provision of office space in exchange for coordinating outreach with the business community, welcoming new arrivals, providing information / answering inquiries concerning the Town, and various other support functions that assist the Town.

Challenges

Budget challenges are impacting the resources available for Tourism & Regional Marketing activities. The same financial pressures being felt by the Town are also affecting local businesses, other potential funding partners, and our partner agencies. In reviewing the DRTA Partnership application, it is apparent that a number of their financial resources are uncertain at this time. In recent years, DRTA has relied upon resources from the Town, City of 29 Palms, and the County of San Bernardino. It is unlikely at this point that both the City and County are going to continue to support the California Welcome Center. In fact, there are some indications that both entities may discontinue their support of the CWC.

This places the Town and our partners in a very difficult predicament. What should we do in the event that both agencies (City & County) discontinue their support of the CWC? As Town staff is developing the FY 13/14 budget, we don't have a solid answer to this dilemma. A number of questions exist that need to be answered in the coming months:

- Does DRTA survive without City or County funding? Would DRTA request more funding from the Town if either doesn't commit to funding the CWC?
- If DRTA cannot financially continue, what are the alternatives for maintaining the CWC designation for the Morongo Basin? Are there alternative approaches to staffing the CWC?
- How critical is it that the Town maintains the CWC in the community? What happens if the CWC shuts down?

Other Factors Concerning Tourism & Regional Marketing

As council deliberates the issue and evaluates the alternatives, there are several factors associated with these requests:

1. The California Welcome Center provides services to roughly 15,000 annual visitors;
2. The CWC used to have a JTNP Ranger welcoming visitors. JTNP has since discontinued this support of the CWC;
3. The Yucca Valley Chamber of Commerce used to operate a "Visitor's Center" prior to the establishment of the CWC. The Town's annual contribution to that function was under \$25,000;
4. The Greater Palm Springs Convention & Visitors Bureau (GPSCVB) recently announced the management and coordination of the Visit California urban grant for the Desert Region, including marketing the Morongo Basin;

Recommendation

Given the uncertainty at this time, staff recommends that the Council allocate \$25,000 in the FY 13/14 budget to fund Tourism & Regional Marketing, in addition to the in-kind facility contribution currently identified in the lease agreements. Staff would then work with representatives from DRTA, the Chamber of Commerce, City of 29 Palms, County Economic Development Agency, Supervisor Ramos's office, and other regional interests in formulating a recommendation for expending these resources.

Fiscal impact: Combined, the DRTA and Chamber partnership requests seek direct monetary contributions of \$33,000, with in-kind contributions in excess of \$20,000 associated with the lease of the building. Town staff is recommending that Council set Town funding at \$25,000 (plus in-kind facility use). Further, Town council should be aware that DRTA currently owes the Town over \$10,000 in unpaid utility expenses. If DRTA is unable to continue, the Town would need to write off that receivable.

Attachments: Partnership Request Applications

**Town of Yucca Valley
2013-14 Partnership Funding Application**



Yucca Valley Chamber of Commerce		
Agency/Organization		
56711 29 Palms Hwy.		
Mailing Address		
Yucca Valley, CA 92284		
City	State	Zip
760-365-6323	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Agency Phone Number	Non-Profit	Other

Cheryl Nankervis	Executive Director
Contact Person	Title
760-365-6323	760-401-0016
Contact Phone Number	Contact Phone # (Cell or Other)
director@yuccavalley.org	
Contact Email Address	

Anticipated Agency 2013-14 Budget

100,000.00

Amount Requested from Town of Yucca Valley FY 2013-14

15,000.00

Describe the project or program for which funds are requested (25 words or less):

The Yucca Valley Chamber of Commerce is the front door to the community. The Chamber is often the first place potential new residents and visitors go for information. The funds requested help us in our marketing efforts to showcase Yucca Valley as a great place to live, work, and play.

Benefit of project/program to the residents of the Town of Yucca Valley:

To encourage residents and visitors alike to Discover Yucca Valley. More local shoppers will benefit businesses by increasing their customers base and revenue. Shopping locally saves residents gas money and time by supporting their local businesses.

Specific items to be funded: (Provide Details on Attached Form A)

1 Shop Local Campaign & Grubstakes	\$ 5000
2 Advertisement Out of Area	\$ 5000
3 Marketing Materials and Postage	\$ 5000

Required Attachments:

- Copy of 501c6 incorporation papers
- Current list of agency board of directors (w/ contact info.)
- 2012-13 Partnership funding report (Attachment "A")
- Details of 2013-14 project/program for which funds are requested (Attachment "A")
- Copy of recent Audit or Financial Report

<i>Jennifer L. Collins</i>	2-28-13
Signature	Date
Jennifer L. COLLINS	<i>President</i>
Print Name	Title

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: July 25, 2002

Person to Contact:
Brenda Fox 31-07209
Customer Service Representative

Yucca Valley Chamber of Commerce, Inc.
56711 29 Palms Hwy.
Yucca Valley, CA 92284-2942

Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:
513-263-3756

Federal Identification Number:
95-2041145

Dear Sir or Madam:

This is in response to your request dated July 25, 2002 for affirmation of your organization's exempt status.

In July 1980 we issued a determination letter that recognized your organization as exempt from federal income tax under section 501(c)(6) of the Internal Revenue Code. That letter is still in effect.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is also liable for tax under the Federal Unemployment Tax Act for each employee to whom it pays \$50 or more during a calendar quarter if, during the current or preceding calendar year, it had one or more employees at any time in each of 20 calendar weeks or it paid wages of \$1,500 or more in any calendar quarter.

If your organization's character, method of operation, or purposes change, please let us know so we can consider the effect of the change on the organization's exempt status. Also, your organization should inform us of all changes in its name or address.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

Because your organization is not an organization described in section 170(c) of the Code, donors may not deduct contributions made to your organization. You should advise your contributors to that effect.

Yucca Valley Chamber of Commerce, Inc.
95-2041145

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Internal Revenue Code. If your organization is subject to this tax, it must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your organization's activities are unrelated trade or business as defined in Code section 513.

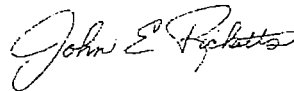
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

As this letter could help resolve any questions about your organization's exempt status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms the exempt status of your organization.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

258736

FILED

In the office of the Secretary of State
of the State of California

DEC 10 1951

FRANK M. JORDAN, Secretary of State

Frank M. Jordan
Deputy

ROBERT H. WALLIS
ATTORNEY AT LAW
SUITE 204
FARMERS AND MERCHANTS BANK BLDG.
320 PINE AVENUE
LONG BEACH 12, CALIFORNIA
TELEPHONE 7-4808

ARTICLES OF INCORPORATION

OF

YUCCA VALLEY CHAMBER OF COMMERCE, INC.

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, all of whom are citizens and residents of the State of California, have this day voluntarily associated ourselves together for the purpose of forming a corporation under the laws of the State of California:

AND WE HEREBY CERTIFY:

I
That the name of this corporation shall be

"YUCCA VALLEY CHAMBER OF COMMERCE, INC."

II

The primary business in which the corporation intends initially to engage is as follows:

To foster and encourage commerce, to stimulate the natural advantages, industrial and residential possibilities and to promote the economic, civil and social welfare of the people of Yucca Valley, and vicinity.

Further purposes and objects are:

(a) To do any and all things necessary in aid of the advancement of the resources and activities of the residents and the territory embraced by Yucca Valley and vicinity.

(b) To receive real and personal property in the aid and advancement of the objects of this corporation.

(c) To raise funds, incur indebtedness, borrow money, issue evidences of said indebtedness, and to secure the payment of same by deeds of trust or mortgages or other liens,

Restriction of Right
to Amend Articles

Yes

No

1
 2 That the undersigned do hereby certify that the above is the original of the
 3 original of the records of the members thereof.
 4 IN WITNESS WHEREOF, the following members have hereunto
 5 set their hands and the day of November 1951.

6		
7	<u>John Travers</u>	<u>John Travers</u>
8	<u>...</u>	<u>...</u>
9	<u>...</u>	<u>...</u>
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21	<u>...</u>	<u>...</u>
22		<u>...</u>
23	STATE OF CALIFORNIA	<u>...</u>
24	COUNTY OF SAN PERNANDO } 33	<u>...</u>

25 On this 21st day of November, 1951, before me, the under-
 26 signed, Notary Public in and for said County and State, personally
 27 appeared Robert W. Phelps, John A. Randall, R.M. Cooper, Chas. S. Perkins,
 28 Jack E. Thomas, Harold Westcott, Edward L. Hardesty, Earl N. Rivers,
 29 ...
 30 known to me to be the persons whose names are subscribed to the
 31 within instrument and acknowledged to me that they executed same.

32 WITNESS my hand and official seal.
 33
 34 John W. Rice
 35 Notary Public in and for said
 County and State.
 My Commission Expires Nov 11, 1953

THE HONORABLE JOHN J. CAMPBELL
GOVERNOR
JAMES C. HARRIS, Vice Governor
JAMES E. HARRIS, Secretary
JAMES E. HARRIS, Treasurer
JAMES E. HARRIS, Auditor

JOHN J. CAMPBELL
GOVERNOR



4-C-10-1951

STATE OF CALIFORNIA
OFFICE OF
Franchise Tax Board
SACRAMENTO 14

December 7, 1951

Yucca Valley Chamber of Commerce, Inc.
Yucca Valley, California

Gentlemen:

RE: Exemption From Franchise Tax

It is the opinion of this office, based upon the evidence presented, that you are exempt from State franchise tax under the provisions of Section 23701 of the Revenue and Taxation Code, as it is shown that you are organized and operated exclusively for ~~charitable~~ **charitable or commerce purposes.**

Accordingly, you will not be required to file franchise tax returns unless you change the character of your organization, the purposes for which you were organized, or your method of operation. Any such changes should be reported immediately to this office in order that their effect upon your exempt status may be determined.

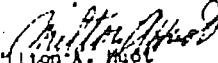
You will be required, however, to file annually, beginning with your current accounting period, an information return on Form X990 with this office as long as this exemption remains in effect. This form may be obtained from this office or any of its branches and is required to be filed on or before the 15th day of the fifth month following the close of your annual accounting period.

However, if you have income that is taxable under the provisions of Section 23771 of the Revenue and Taxation Code, a return on Form 1990 must be filed in this office on or before the 15th day of the third month following the close of your annual accounting period. This form may be obtained from this office or any of its branches.

If the organization is not yet incorporated or has not yet qualified to do business in California, this approval will expire within thirty days unless incorporation or qualification is completed within such period.

Very truly yours

FRANCHISE TAX BOARD
John J. Campbell
Executive Officer

By 
Milton A. Wood
Associate Tax Counsel

LJH:neb
cc - Secretary of State
cc - P. Russell

258736

FILED

In the office of the Secretary of State
of the State of California

DEC 10 1951

FRANK M. JORDAN, Secretary of State

W. A. [Signature]
Deputy

ROBERT H. WALLIS
ATTORNEY AT LAW
SUITE 204
FARMERS AND MERCHANTS BANK BLDG.
220 PINE AVENUE
LONG BEACH 15, CALIFORNIA
TELEPHONE 7-4808

ARTICLES OF INCORPORATION
OF

YUCCA VALLEY CHAMBER OF COMMERCE, INC.

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AND WE HEREBY CERTIFY:

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(a) To do any and all things necessary in aid of the advancement of the resources and activities of the residents and the territory embraced by Yucca Valley and vicinity.

(b) To receive real and personal property in the aid and advancement of the objects of this corporation.

(c) To raise funds, incur indebtedness, borrow money, issue evidences of said indebtedness, and to secure the payment of same by deeds of trust or mortgages or other liens,

Restriction of right
to amend articles

Yes

No

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23 STATE OF CALIFORNIA }
 24 COUNTY OF SAN BERNARDINO } 33

25 On this 22nd day of October, 1951, before me, the under-
 26 signed, Notary Public in and for said County and State, personally
 27 appeared Robert W. Phelps, John A. Bendall, R.M. Cooper, Chas. E. Watkins,
Jack E. Phoenix, Harold Westcott, Edward J. Hardesty, Earl W. Higgins,
W. Goldfarb, J. K. Taylor, John Preston, Stanley L. Johnson, L. J. Overbay,
W. J. Bolander, R. M. Jorgensen, Alex. Mann, Thomas J. Scully, Wm. J. Jernay, Brent
 28 Westcott, Russell L. Jeff, Antiferer, Harvey Myers, Robert Walter, & Morris Evansoff.
 29 known to me to be the persons whose names are subscribed to the
 within instrument and acknowledged to me that they executed same.

30 WITNESSED my hand and official seal.
 31
 32
 33

John H. Rice
 Notary Public in and for said
 County and State.
 My Commission Expires NOV 11, 1952

Director Contact List

July 2012 - June 2013

Director	Phone	Cellular	Email	Company
Brett Weeda	760-777-9090	760-535-5667	brettweeda@gmail.com	Capitis Real Estate
Dave Eckenberg	760-365-0661	760-774-1594	dave@tumbleweedphotos.com	Tumbleweed Photos
Jeff Poland	760-365-8880	760-660-3247	jeffpoland@hotmail.com	Coldwell / Roadrunner
Jennifer Collins	760-365-2420	760-218-7810	jennifercollinsinsurance@verizon.net	Farmers Insurance
Jim Lawless	760-365-1001	760-831-7371	lawless.jd@gmail.com	LawlessFinancial.com
Megan Wilson	760-228-1500	760-217-2631	megannielsen_hair@yahoo.com	The Color Bar
Renu Idnani	760-365-3311	432-638-1000	travelodge75@gmail.com	Travelodge Inn & Suites
Rick Ghan	760-369-0811	760-861-8628	ghanlawoffice@gmail.com	Richard Ghan Attorney at Law
Shelley Licata	760-365-6371	760-401-7495	slicata@pwbonline.com	Pacific Western Bank
Tom Huls	760-369-6791	760-821-3210	bigotireyv@hotmail.com	Big 'O' Tires
Vickie Bridenstine		760-524-7076	bridenstine@msn.com	Games 4 U
Dr. Gene Swella	760-365-1933		eugene.swella@verizon.net	Swella Chiropractic

**Town of Yucca Valley
Partnership/Contract Funding Program**



Attachment A: Project and Program Details

2012-13 Information

Please provide details about how 2012-13 Town of Yucca Valley partnership funds were used by the agency. Attach additional sheet if necessary.

The Chamber has provided a yellow folder outlining the Yucca Valley Chambers projects of the Marketing Funds so far this year. There is also a record of funds spent attached. Other projects the Chamber is working on include a Beautification Project encouraging businesses to take a look at the exterior of their businesses to see what can be done to spruce-up the appearance. The Chamber is working on a task force to help the business owners in this effort. We are also planning for the Grubstake Days Parade and will use a portion of the funds to pay for barricades for traffic control to ensure we have a safe parade.

2013-14 Request

Please provide details about how 2013-14 Town of Yucca Valley partnership funding would be used if approved. Attach additional sheet if necessary.

The Yucca Valley Chamber of Commerce will continue our efforts to market Yucca Valley to Yucca Valley and market Yucca Valley outside of Yucca Valley. Please see the attachment for more details.

List any other anticipated requests such as meeting rooms, event support, etc. (Additional application and review of other service request may be required.)

- 1 Community Center for Board Meetings on the second Tuesday of the month
- 2 Use of the entire Community Center Complex for Grubstake Days
- 3 Use of the entire Community Center Complex for Gourd Festival
- 4 Use of the Community Center for Workshops and SCORE Counseling

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
08/03/2012	Sunset Magazine	Sunset Magazine August 2012 Southern CA & Northern CA Region Ad	1,900.00
08/03/2012	Dollar Tree	Cash Mob Supplies	6.47
08/06/2012	Postmaster	DVD Postage	135.00
08/08/2012	Dollar Tree	Cash Mob Supplies	2.16
08/21/2012	Wal*Mart Community BRC	Flash Drive for Sept. FAM Tour	96.49
08/21/2012	Wal*Mart Community BRC	Cash Mob Supplies	19.84
09/07/2012	Postmaster	Postage	12.80
09/18/2012	Rite Aid	Key Chains for British Fam Tour	10.72
09/21/2012	Wal*Mart Community BRC	DVD Supplies	19.78
09/25/2012	Stater Bros.	September 25, 2012 British FAM Lunch	75.84
09/29/2012	Sam's Club	Insulated bag for British Fam Tour Lunches	9.71
10/11/2012	Valley Independent Printing	Shop Local Discount Cards	218.25
10/23/2012	Wal*Mart Community BRC	Beverages and Foam Chest for September 25, 2012 British FAM Tour	15.27
10/29/2012	Valley Independent Printing	Shop Local Discount Cards	119.66
11/05/2012	Oasis Office Supply*	Discount Card Holders	27.50
12/10/2012	Hi-Desert Star	Cash Mob	241.00
12/20/2012	Valley Independent Printing	Reprint of 5 Day Itinerary	2,047.25
01/06/2013	Hi-Desert Star	Cash Mob December 1 Promotion	169.00
01/25/2013	Signs by Wanda	King of the Hammers Signs	1,957.64
01/25/2013	Capital One Services	Domain Registration for the Film Commission	50.67
01/30/2013	Valley Independent Printing	King of Hammers Resource Guides	244.64
01/30/2013	Home Depot	King of the Hammers Sign Equipment	14.55
02/12/2013	Valley Independent Printing	Shop Local Discount Cards	213.35
02/20/2013	Capital One Services	King of the Hammers Sign Equipment	190.56
			<u>7,798.15</u>
			<u>7,798.15</u>
			<u>7,798.15</u>

2013-2014 Funding Request

SHOP LOCAL CAMPAIGN AND GRUBSTAKE DAYS PARADE SUPPORT

The Chamber plans on launching an extensive Shop Local Campaign to encourage Yucca Valley Residents and visitors to shop Yucca Valley first to raise additional revenues via sales tax. Funds will be used for posters, signage, stickers, discount program and advertisement for the program.

A portion of the funds will be used for traffic control barricade rentals and encroachment permit for the parade.

Estimated Cost - \$5000.00

ADVERTISEMENT OUT OF AREA

The Chamber is looking into advertising in Sunset Magazine and/or Westways Magazine inviting the readership to "Discover Yucca Valley".

Increase our marketing efforts with the King of the Hammers event by providing resource information to the participants and spectators alike.

Hold Familiarization Tours for tourism professionals including travel writers, location scouts for film companies and travel agents.

Estimated Cost - \$5000.00

MARKETING MATERIALS AND POSTAGE

The Chamber needs to replenish our marketing materials and postage to mail packets including a new DVD showcasing Yucca Valley. We would like to explore using the footage provided by CGI and use the funding to reproduce and package the DVD.

Increase the Chamber's presence on the World Wide Web with search engine optimization.

We are continually providing "goody bags" full of information about Yucca Valley to independent tour companies. The information distributed encourages the visitors to come back for an extended stay to visit our area. Funds will be used for reproduction of the Five Day Itinerary, bags to be used for distribution,

Estimated Cost - \$5000.00

The Yucca Valley Chamber requests flexibility to move requested funds among the different areas referenced above.

12:00 PM
02/27/13
Cash Basis

Yucca Valley Chamber of Commerce
Balance Sheet
As of February 27, 2013

	<u>Feb 27, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1003 Pacific Western- Checking	7,361.62
1011 Pacific Wester- Petty Cash	100.00
Money Market	4,975.85
Putnam American Govt Inc C	5,243.37
Putnam US Govt Income Tr B	5,252.30
State Farm Money Market	5,530.97
Total Checking/Savings	<u>28,464.11</u>
Accounts Receivable	
1035 Accounts Receivable	-5,469.75
Total Accounts Receivable	<u>-5,469.75</u>
Total Current Assets	22,994.36
Fixed Assets	
1602 Equipment	1,033.32
1603 Furniture & Fixtures	761.49
1604 Office Equipment	26,658.28
Total Fixed Assets	<u>28,453.09</u>
Other Assets	
1700 Guarantee Deposit	100.00
Total Other Assets	<u>100.00</u>
TOTAL ASSETS	<u>51,547.45</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2025 Accounts Payable	7,257.26
Total Accounts Payable	<u>7,257.26</u>
Other Current Liabilities	
Payroll Liabilities	2,137.79
Sales Tax Payable	6.00
To/From YVCOCSF	-3,577.63
Total Other Current Liabilities	<u>-1,433.84</u>
Total Current Liabilities	<u>5,823.42</u>
Total Liabilities	5,823.42
Equity	
Retained Earnings	49,949.26
Net Income	-4,225.23
Total Equity	<u>45,724.03</u>
TOTAL LIABILITIES & EQUITY	<u>51,547.45</u>

12:00 PM
02/27/13
Cash Basis

Yucca Valley Chamber of Commerce
Profit & Loss
February 1 - 27, 2013

	<u>Feb 1 - 27, 13</u>
Ordinary Income/Expense	
Income	
3047-01 Internet Banner Ads	1,112.50
3120-01 Chamber Store	3.85
3160-01 Member Services	179.20
3164-02 Membership Dues-New	406.00
3165-02 Membrshp Dues Renew	4,016.11
3167-01 Mixer Non-Txbl	59.00
3305-03 Town Contract	
3356-03 Joint Marketing	809.87
Total 3305-03 Town Contract	809.87
3515-05 Chamber Challenge Golf	1,000.00
Total Income	<u>7,586.53</u>
Expense	
4305-03 Town Contract	
4356-03 Joint Marketing	403.91
Total 4305-03 Town Contract	403.91
4500-05 Special Events	29.27
5000-01 Administrative	
5001-01 Salaries	750.50
5002-01 Payroll Tax Exp	108.44
Total 5000-01 Administrative	858.94
5011-01 Overhead Expense	
5015-01 Dues & Subscriptions	79.99
5025-01 Legal & Professional	200.00
5026-01 Bank & CC Charges	-6.96
5042-01 Supplies	160.81
5045-01 Taxes/License	41.00
5046-01 Telephone	229.77
5047-01 Internet	24.00
Total 5011-01 Overhead Expense	728.61
Total Expense	<u>2,020.73</u>
Net Ordinary Income	<u>5,565.80</u>
Net Income	<u><u>5,565.80</u></u>



Desert Regional Tourism Agency

(760) 365-9632
Fax: 365-5770

56711 29 Palms Hwy.
Yucca Valley, CA 92284
California Welcome Center

*A non-profit organization
dedicated to the promotion
and management of the
California Welcome Center
for the Desert Region in
addition to encouraging the
advancement of all positive
tourism in our desert area.*

March 1, 2013

Honorable Mayor Merl Able
Mayor Pro-Tem Dr. Robert Lombardo
Council Members George Huntington and Dawn Rowe
Town Manager Mark Nuaimi
The Town of Yucca Valley

RE: California Welcome Center, Yucca Valley
Community Partnership Funding Program
Budget Year 2013-2014

Following the Town of Yucca Valley's (Town) recent Strategic Budget Planning session, Desert Regional Tourism Agency's (DRTA) President Cary Harwin and Board Member Bill Neeb, met with the Town Manager to review the Town's current budget constraints and projected deficit. It was clear that a reduction in Partnership funding was an across the board plan at present.

During the discussion it became clear that Town Council and Staff perceived a duplication of efforts by two Town Partners, DRTA and the Yucca Valley Chamber of Commerce (Chamber). The request was made that the organizations meet and explore collaborative possibilities in order to reduce costs and position to absorb anticipated funding reductions.

Several DRTA Board Members and the Executive Director met with their Chamber contemporaries to explore and address that request thoroughly. Two very interesting 'misconceptions' became apparent. First is the belief that the Town is paying two partners for a duplication of efforts and second, it is possible that the financial history and initial commitments made regarding the CWC creation may have become misplaced over time.

A snapshot of CWC history brings us to late 1999 and early 2000; the Basin Wide Foundation (BWF) (formerly the Yucca Valley Foundation) had discussions with the Town regarding BWF's desire to obtain a California Welcome Center (CWC) designation for a building that BWF had recently purchased. The Town liked the concept and in turn presented the vision to the Morongo Basin Regional Economic Development Consortium. The Consortium engaged consultants to prepare a study regarding economic strategies for the basin. The final report listed improving Tourism Promotion as the #1 Initiative that should be pursued throughout the basin, thereby affirming that BWF's CWC project was viable.

BWF applied for the designation and on January 11, 2001, California's ninth Welcome Center designation was granted for the Yucca Valley location. It was then determined that the Town was best equipped to remodel the BWF building and the Town also agreed to initially manage the CWC.

In order to assist the Town's financial responsibilities in remodeling and then operating the CWC, the BWF transferred a quarter of a million dollars of equity in the building, when it sold the building to the Town for \$275,000. At the time of sale the building had a market value of \$525,000, confirmed by the fact that the BWF turned down an offer for that price from a Bank in Palm Springs. BWF felt it prudent to provide that equity to aid the Town in justifying the resources it was committing to the CWC on behalf the community.



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The Council accepted this arrangement with the provision that in two years BWF would resume management of the CWC, locate, or create an organization to assume that management. BWF agreed, and the Town opened the new CWC in May of 2002. To fulfill the agreement, BWF formed an ad-hoc committee to structure a new 501(c)(6) nonprofit corporation, resulting in the Desert Regional Tourism Agency. Formed in 2004, DRTA assumed operating responsibilities of the CWC and released the Town from that obligation.

DRTA, BWF and the Chamber are housed in the CWC building. The Town and Council's perception that DRTA and the Chamber duplicate efforts and should therefore be able to reduce costs and funding requests is not valid. DRTA and the Chamber do not duplicate efforts; in fact, between them they are able to meet the needs of the Town. The budget and execution of two items for the Town, 'Tourism' and 'Economic Development', are met by DRTA and the Chamber.

During the joint meeting analysis, participants realized that the reason there is this easily perceived appearance of service duplication is simply because DRTA and the Chamber facilitate both tourism and economic development activities for the Town. However, the reality that seems to be missed is that these two organizations are actually dividing, not duplicating, all the required facilitations needed in order to fulfill the objectives for the Town in both tourism and economic development.

DRTA has run very lean for several years now as we adjusted to the Town's reduction of funding levels. We've reduced paid staff and increased volunteer staff as far as possible. At the present, over 77% of those providing services to DRTA's CWC are volunteers.

Meeting continued funding reductions from the Town by reducing overhead isn't an option as a line by line analysis of every expense item precludes the possibility of DRTA absorbing further cuts. DRTA is also restricted in how much 'pull back' can be done without violating the CWC contract and risking the loss of the CWC designation.

DRTA appreciates the financial constraints of the present-day. However, DRTA is confident, as is Council, that the economy will eventually recover while the 'when' of recovery remains unknown. As Council makes the tough decisions to cut back budget items, please weigh the effect some cuts may have that could strongly affect the future needs of the Town.

A reduction in DRTA's partnership funding for the next fiscal year is an example of a potentially costly loss to the town. DRTA is presently looking at a projected \$8,000 shortfall by the end of April. The shortfall is due to the apparent loss of the \$8,750 midyear funding DRTA had understood might be available, based on prior years funding history, and due to the overall rising costs of conducting any business in these economic times.

The Desert Regional Tourism Agency is requesting the funding amount of \$18,000 in support of the California Welcome Center for budget year 2013-2014. The Town's partnership funding directly contributes to the California Welcome Center's operational expenses, including the annual CWC designation fee remitted to the state, and four part time employees. The CWC's income also includes projected partnership funding from the City of Twentynine Palms and San Bernardino County, retail activities of the gift store as well as the marketing opportunities purchased by travel and host providers for advertising space within the CWC.

The Center's part time staff and ten volunteer Ambassadors are personally engaging, highly trained and offer valuable information and services for both basin locals and out



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tourism in our desert area.*

of area travelers, acting as a personal travel concierge to assist the visitor in all aspects of a basin stay, recommending local attractions, events, restaurants, lodging and retail activities. In addition staff and volunteers also assist with travel opportunities, road conditions and even weather forecasts throughout California as well as in neighbor states. Utilizing 2,733 square feet of the Town's 5,000 sq. ft. building, the CWC is an air-conditioned rest stop with ample parking for cars, recreational vehicles and tour buses, complete with spotless public restrooms, internet access, hospitality reservation desk, vending machines and displays of travel attractions and points of interest.

The CWC may well be the first point of contact for out of area travelers and it is our goal to make each and every person welcome in our basin and familiar with the richness of our area attractions and tourism providers while serving visitors seven days a week all year long. The CWC also conducts daily surveys for visitor input. Survey results are compiled and included in a quarterly performance report for DRTA and their funding partners. Staff, Ambassadors, and the report note an increase in out-of-state visitors, visitors from foreign countries, as well as locals coming in to gather information about local attractions and events.

If Yucca Valley's CWC were to close due to inadequate funding you may be assured that one of the low desert cities would immediately file to obtain a designation. Upon approval of a new CWC location, in our immediate proximity, Yucca Valley would be eliminated from the application process for a second chance designation when the economy turns around.

The potential loss of the California Welcome Center could be devastating for the Town's financial future in garnering the tourism traffic once the economy turns around and begins its habitual cyclic growth.

Please give careful consideration to the Desert Regional Tourism Agency's Partnership Funding Request of \$18,000 for Fiscal Year 2013-2014, not just with the thought's and concerns for today, but the incredible Return On Investment possibilities in future years.

Respectfully submitted,

Cary Harwin, President

Kelly Carson, Executive Director



Recent Partnership Funding

- Partnership Funding Application 2010-2011 submitted, two year budget cycles.
- Fiscal Year 2010-2011, DRTA Received \$25,000
- Fiscal Year 2011-2012, DRTA orally requested to accept 5% reduced funding, DRTA Received \$23,750.
- Fiscal Year 2012-2013, DRTA request was reduced again, DRTA received \$15,000.

**Town of Yucca Valley
2013-14 Partnership Funding Application**



<u>Desert Regional Tourism Agency</u>		
Agency/Organization		
<u>56711 29 Palms Hwy.</u>		
Mailing Address		
<u>Yucca Valley</u>	<u>CA.</u>	<u>92284</u>
City	State	Zip
<u>760-365-7219</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Agency Phone Number	Non-Profit	Other

<u>Kelly Carson</u>	<u>Executive Director</u>
Contact Person	Title
<u>760-365-7219</u>	<u>760-333-2277</u>
Contact Phone Number	Contact Phone # (Cell or Other)
<u>kcarson@basinwidefoundation.com</u>	
Contact Email Address	

Anticipated Agency 2013-14 Budget

\$100,000.00

Amount Requested from Town of Yucca Valley FY 2013-14

\$18,000

Describe the project or program for which funds are requested (25 words or less):

Partnership funding is requested to apply towards the operating expenses and designation fee of the California Welcome Center located in Yucca Valley.

Benefit of project/program to the residents of the Town of Yucca Valley:

See Attachment

Specific items to be funded: (Provide Details on Attached Form A)

1 <u>Operational Expenses</u>	<u>\$ 15,500</u>
2 <u>Designation Fee</u>	<u>\$ 2500</u>
3 _____	<u>\$ _____</u>

Required Attachments:

- Copy of 501(c)3 incorporation papers
- Current list of agency board of directors (w/ contact info.)
- 2012-13 Partnership funding report (Attachment "A")
- Details of 2013-14 project/program for which funds are requested (Attachment "A")
- Copy of recent Audit or Financial Report

Kelly Carson
Signature

Kelly Carson
Print Name

3/1/13
Date

Exec. Director
Title

**Town of Yucca Valley
Partnership/Contract Funding Program**



Attachment A: Project and Program Details

2012-13 Information

Please provide details about how 2012-13 Town of Yucca Valley partnership funds were used by the agency. Attach additional sheet if necessary.

Partner funds were used for California Welcome Center operational expenses and marketing tourism.

2013-14 Request

Please provide details about how 2013-14 Town of Yucca Valley partnership funding would be used if approved. Attach additional sheet if necessary.

Funds will be used to enhance our marketing goals, sustain current advertisers and continued operational expenses.

Other Services Requested from the Town of Yucca Valley

List any other anticipated requests such as meeting rooms, event support, etc. (Additional application and review of other service request may be required.)

- 1 _____
- 2 _____
- 3 _____
- 4 _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

APR 08 2008

Date:

DESERT REGIONAL TOURISM AGENCY
56711 29 PALMS HWY
YUCCA VALLEY, CA 92284


Employer Identification Number:
20-2844543
DLN:
17053019724008
Contact Person:
DIANE M GENTRY ID# 31361
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Form 990 Required:
Yes
Effective Date of Exemption:
October 7, 2004
Contribution Deductibility:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other Than 501(c)(3)

Letter 948 (DO/CG)

DESERT REGIONAL TOURISM AGENCY
BUDGET
2012 - 2013

DRTA Budget 2012-2013	ACTUAL Jul '11 - Jun 12	2012-2013 Budget
Income		
4101 · Bank Interest	14.54	15.00
4400 · CWC Partnership	48,250.00	39,500.00
4500 · Reservation Desk Sales Income	9,226.00	12,000.00
4505 · Website Package	192.00	500.00
4506 · Shopping Wall	578.00	1,000.00
4507 · Old Town Promo	2,020.00	2,020.00
4508 · 29 CWC Promo	2,144.00	2,144.00
4550 · Back Lit Panel	3,330.00	5,000.00
4552 · DRTA - Membership	50.00	50.00
4600 · Gift Store - Consignment Sales	10,517.51	15,000.00
4601 · Gift Store/CWC Sales	3,818.48	
4701 · Certified	6,023.40	6,000.00
4900 · Miscellaneous Income	263.38	0.00
4920 · DVD Income	956.29	250.00
1150 · Due from Town YV - Janitorial	1,560.00	1,600.00
Total Income	88,943.60	85,079.00
Cost of Goods Sold		
5000 · Gift Store Consignment Fees	7,789.00	9,700.00
1120.02 - CWC Inventory Cost	1,376.85	1,500.00
Total COGS	9,165.85	11,200.00
Gross Profit	79,777.75	73,879.00
Expense		
6000 · Advertising Costs	1,815.08	500.00
6120 · Bank Service Charges	649.69	500.00
6122 · Register Over/Short	129.42	25.00
6130 · Car/Truck Expense	1,356.28	1,400.00
6155 · Web Site	159.48	200.00
6160 · Dues and Subscriptions	5,223.99	5,250.00
6170 · EMPLOYEE LEASING	9,600.00	9,600.00
6180 · Insurance	1,394.92	3,149.00
6191 · Ad Design & Print Expense	693.57	500.00
6200 · DVD Expense	2,109.93	250.00
6249 · Special Meeting/Event Expense	52.51	100.00
6250 · Office Equipment & Supplies	1,284.80	1,200.00
6252 · Payroll Tax Expense	2,349.24	3,000.00
6255 · Postage and Delivery	524.53	600.00
6260 · Reimbursable Expenses	23.71	50.00
6270 · Professional Fees	2,025.00	2,025.00
6330 · Janitor	4,683.33	4,690.00
6340 · Utilities Expense	10,909.07	11,000.00
6360 · Tax - License	136.02	140.00
6400 · CWC Sales Commission	4,321.44	6,000.00
2200 · Gift Store Sales Tax	1,118.48	1,200.00
6500 · Internet Management Cost	854.79	1,000.00
2900 · Note payable to BWF	2,400.00	2,400.00
2901 · Note interest payable to BWF	1,430.00	1,310.00
2650 · Town YV Utilities	7,399.00	8,000.00
6560 · Salaries & Wages	19,246.82	22,000.00
Total Expense	81,891.10	86,089.00
Net Income or Loss	-2113.35	-12,210.00
<i>DRTA Board Approved - July 26, 2012</i>		

1:08 PM

02/27/13

Accrual Basis

DESERT REGIONAL TOURISM AGENCY

Profit & Loss

July 1, 2012 through February 27, 2013

Jul 1, '12 - Feb 27, 13

Ordinary Income/Expense	
Income	
4101 · Bank Interest	8.01
4400 · CWC Partnership	27,000.00
4500 · Reservation Desk Sales Income	5,452.00
4503 · Kiosk	450.00
4506 · Shopping Wall	665.00
4507 · Old Town Promo	1,731.00
4509 · JT Promo	2,880.00
4550 · Back Lit Panel	2,890.00
4600 · Gift Store Sales Income	7,313.75
4701 · Certified	4,127.10
4705 · BWF Shared Expenses	752.98
4900 · Miscellaneous Income	122.84
4999 · Donations	300.00
Total Income	53,692.68
Cost of Goods Sold	
5000 · Cost of Goods SOLD!!!!	4,625.74
Total COGS	4,625.74
Gross Profit	49,066.94
Expense	
6000 · Advertising/Printing Expenses	1,610.00
6120 · Bank Service Charges	430.05
6122 · Register Over/Short	12.61
6130 · Car/Truck Expense	510.40
6135 · Business License and Fees	20.00
6155 · Web Site	20.98
6160 · Dues and Subscriptions	4,164.00
6170 · EMPLOYEE LEASING	6,400.00
6180 · Insurance	2,420.20
6191 · Ad Design & Print Expense	79.00
6245 · Miscellaneous	122.84
6249 · Special Meeting/Event Expense	102.32
6250 · Office Equipment & Supplies	2,504.90
6251 · Holiday party	461.00
6252 · Payroll Tax Expense	1,459.27
6253 · IT Service.	465.00
6255 · Postage and Delivery	316.95
6270 · Professional Fees	1,475.00
6330 · Janitor	3,167.37
6340 · Utilities Expense	8,705.45
6360 · Tax - License	35.00
6400 · CWC Sales Commission	3,274.20
6500 · Internet Management Cost	378.27
6560 · Salaries & Wages	13,071.28
Total Expense	51,206.09
Net Ordinary Income	-2,139.15
Net Income	-2,139.15

**Desert Regional Tourism Agency
Yucca Valley Chamber of Commerce**
IRS 501(c)(6) nonprofit organizations

**Joint Meeting
Yucca Valley Chamber Office
February 22, 2013**

Desert Regional Tourism Agency, Mission Statement:

The Desert Regional Tourism Agency provides operational governance, financial support and promotion of regional tourism for the California Welcome Center, located in Yucca Valley, and provides the organizational structure, facilitation and educational support to coordinate and promote cooperative tourism efforts throughout the Morongo Basin and to facilitate economic growth within the Morongo Basin to enhance the quality of life for all residents. [October 23, 2008]

Yucca Valley Chamber of Commerce, Mission Statement:

To promote a healthy, thriving business environment; to partner with the public and private sector; to provide leadership for our business community; while enhancing Yucca Valley's quality of life. [August 18, 2012]

Present:

- Desert Regional Tourism Agency (DRTA): President Cary Harwin, Secretary Nancy Huntington, Executive Director Kelly Carson.
- Yucca Valley Chamber of Commerce (Chamber): President Jennifer Collins, Marketing Committee members Tom Huls and Jim Lawless, Executive Director Cheryl Nankervis.

The meeting was called at the request of the Executive Director of the Desert Regional Tourism Agency (DRTA) and the Executive Director of Yucca Valley Chamber of Commerce (Chamber). Topics for discussion include: Partnership relationships with the Town of Yucca Valley, a perception of duplicating services, and collaborating possibilities

It may be noted:

1. Both DRTA and the Chamber have a partnership relationship with the Town of Yucca Valley (Town).
2. Partnership/Contract Funding Program applications for fiscal year 2013-2014 are due March 1, 2013.
3. All partnerships have been advised that a reduction of 25% in funding requests may be appropriate.
4. There is a perception that DRTA and the Chamber may be duplicating services.
5. DRTA's service is provided by the California Welcome Center (CWC).
6. It has been suggested that DRTA and the Chamber should explore collaborating possibilities.

The meeting came to order at 12:10pm with an informal format and without a designated chair person. Discussion free flowing and non restrictive.

Discussion items:

1. Economic conditions currently experienced in governmental venues lightly discussed and included federal, state, county, the Town and other basin entities.
2. Awareness expressed of the Town's budgetary challenges and the need to be responsive while establishing each agencies individual funding request to a reality based number.
3. Focus: Duplication of Services.

Both DRTA's and the Chamber's Executive Directors gave an overview of provided services that may be perceived as duplicating. The list is short and the ensuing discussion included:

a. Greeting of Visitors:

- 1) The building has two doors.
 - Front entry (north side), Chamber.
 - Back entry (south side), California Welcome Center.
- 2) Both agencies provide excellent customer service by greeting those who come through their door and directing the visitor to the appropriate "side" of the building for the requested service.

Consensus:

- Greeting is a courtesy.
- Non budgetary issue.
- Not duplicating.

b. Tourism.

- 1) DRTA: Staff and Ambassadors act as a personal travel concierge to assist the visitor in all aspects of a basin stay, recommending local attractions, events, restaurants, lodging and retail activities. In addition staff and volunteers also assist with travel opportunities, road conditions and even weather forecasts throughout California as well as in neighbor states.
- 2) Chamber: The Chamber promotes Yucca Valley, the Joshua Tree National Park and surrounding communities within the Town's sphere of influence.
- 3) The Chamber acts as a host for travel and tourism opportunities with and for the Town of Yucca Valley. The CWC often provides a welcome, meet and greet start for the Town and Chamber guests.

Consensus:

- Tourism activities may be perceived as duplicating from the outside but in actuality the two organizations collaborate and augment the outreach tourism activities with knowledgeable support for a similar service component.

c. Agency Advertising Opportunities.

- 1) The Chamber offers advertising opportunities for their electronic website and in the monthly Business Review in the Hi-Desert Star.
- 2) DRTA offers advertising opportunities to regional tourism providers.

Consensus:

- Both agencies advertising incomes contribute to their operation expenses.
- Not duplicating.

d. Packets mailed upon request:

- 1) DRTA:
 - Tourism information, local and state, printed copies and DVD.
- 2) Chamber:
 - New Business, New Residents, and Relocation information.
 - Printed area and business information, local tourism information, DVD.

Consensus:

- a) Promo packet distribution is minimally duplicating.
- b) Packets are mailed to different requesting individuals.
- c) Packet postage is a minimal part of each agencies budget.
- d) Postage could possibly be reduced with an increased use of email distribution when and as applicable.
- e) The Chamber is willing to assume packet distribution for both agencies if that collaborative function be deemed appropriate.

e. Rental, Utilities and Janitorial.

1. DRTA holds the facility lease, \$1.00 per year, contract current through 2014.
2. Utilities and Janitorial are split at 75% - 25%
3. DRTA pays 75% and the Town pays the Chamber's 25%.
4. Basin Wide Foundation does not pay for office space.
5. Janitor service is two times per week, supplies as necessary.

Consensus:

- Number one complement for both the CWC and the Chamber is - **clean** rest rooms and facilities.
- Reducing janitorial service will have a minimal budget impact and may directly affect a highly appreciated asset.

f. CWC.

- 1) CWC staff is a budgetary issue for partnership funding; the Chamber staff is not paid through partnership funding.
 - Focus on the CWC for this discussion.
- 2) The CWC is under contract to the State and required to be open seven days a week.
- 3) Four paid staff members, approximately 20 hours per week per person.
- 4) CWC automatically reduces hours in off season, summer months.
- 5) Staff members have building keys, alarm codes, operate cash registers, charge machines and are responsible for overall CWC operations under the management of DRTA's Executive Director.
- 6) Ten volunteer Ambassadors also provide tourism service in the Center.
- 7) Reducing the number of staff members burdens the Executive Director and increases risk management issues.
- 8) CWC staff and Chamber staff support each other on a day to day basis, covering any temporary personnel gaps automatically.

Consensus:

- Informal collaboration exists and takes place on an as needed basis.
- DRTA's budget line item is as minimal as possible at all times.
- Not duplicating.

Historical Note:

- BWF originally owned the building and then transferred a quarter of a million dollars of equity in the building when it sold the building to the Town for \$275,000. At the time of sale the building had a market value of \$525,000, confirmed by the fact that the BWF turned down an offer for that price from a Bank in Palm Springs. BWF felt it prudent to provide that equity to aid the Town in justifying the resources it was committing to the CWC on behalf the community.
- The Town operated the CWC for the first two years, responsibilities then shifted to the newly formed Desert Regional Tourism Agency.

g. Telephone Service.

- 1) Chamber phone calls are answered by a person.
- 2) The Town of Yucca Valley utilizes an automated messaging telephone system. Department extensions are difficult to access.
- 3) Many people call the Chamber for local information when unable to access a person or the right department through the Town's telephone system.
- 4) The Chamber answers multiple Town related inquiries, fields and refers calls on behalf of the Town.

Group Observations:

DRTA and the Chamber participants were pleased to meet and discuss important topics of joint interest. Discussion brought both organizations to a better understanding of services provided, funding needs, and budgetary concerns and constraints.

Services, specifically tourism activities, minimally duplicate and such duplication is now recognized as inconsequential or as an asset vs. a debit. Strength augments strength in service to our community and through the cooperative efforts with other basin entities as each organization provides service components within the framework of their individual focus and mission statement.

Chamber: With a reduction of partnership funding the Chamber may need to reduce some services currently provided to the Town.

DRTA: With the possibility of additional reductions in partnership funding DRTA is facing the reality that the ability to financially sustain the activities of the California Welcome Center is in jeopardy.

1. The California Welcome Center is one of three in San Bernardino County.
 - Barstow, San Bernardino and Yucca Valley.
2. Partnership funding is received from the Town of Yucca Valley, The City of Twentynine Palms and San Bernardino County through the office of our Supervisor.
3. Additional income streams are received through advertising opportunities in the California Welcome Center, gift shop receipts, and a percent of consignment items.
4. Partnership funding is the make or break financial income stream.
 - a. The funding issues faced by the Town are recognized and acknowledged.
 - b. The newly elected Supervisor's support is an unknown, a meeting requested but not yet scheduled.
 - c. The City of Twentynine Palms has not yet indicated their position in partnership funding for the next fiscal year.
5. DRTA and the California Welcome Center do not waste funds and have severely limited means with which to increase income or to reduce expenditures.
6. The California Welcome Center designation is an asset for the Town of Yucca Valley, the Joshua Tree National Park and basin communities.

Group Conclusion:

While it may appear that some aspects of service provided by DRTA and the Chamber overlap or are duplicating, in actuality the existing collaboration between the two agencies allows for the delivery of seamless service to meet the Town's objectives and expectations for tourism and economic development.

Both Executive Directors deserve commendations for all the areas of collaboration that automatically takes place and for the excellent service provided to all Yucca Valley visitors that come through our doors.

The California Welcome Center and the Yucca Valley Chamber of Commerce render a superlative first impression of our Town and for the basin as a whole.

The meeting adjourned at 1:35pm.

Meeting notes taken, transcribed and respectfully submitted for both agencies,

Nancy Huntington, Secretary
Desert Regional Tourism Agency

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Mark Nuaimi, Town Manager
Date: April 21, 2013
For Council Meeting: April 30, 2013 – Budget Workshop

Subject: Park Maintenance Transition Plan

Prior Council Review: None on this specific plan. The Town has previously negotiated a water purchase agreement with the Hi-Desert Water District that provides irrigation water at cost, providing dramatic savings to Town-owned facilities.

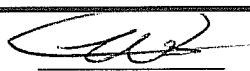

Recommendation: Receive & provide policy direction on Recommended Strategies for providing long-term maintenance for current and future park facilities.

Summary: As staff is developing the FY 13/14 budget, a strategy for absorbing the maintenance of additional park facilities has been developed and is being brought forward to the Town Council for consideration. This approach phases in the maintenance obligations allowing the Town to gradually accommodate the new demands for service. The strategy also relies upon seasonal landscape maintenance and part-time, non-benefitted resources to provide cost-effective, on-going maintenance of the facilities.

Order of Procedure:

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

Background: The Basin Wide Foundation (BWF) has acquired 12+ acres of property for the development of a community park. The park location was recommended in the Town's Park Master Plan Update, adopted by the Council in 2008. The Foundation has been involved in ongoing project fundraising and has regularly conferred with stakeholder agencies to develop the park concept. Through the generosity of the Brehm family and many individual and corporate donors, the BWF is nearing completion of a majority of the proposed project features. Included in these improvements are: Miracle League facility, two grass soccer fields, picnic facilities, a concession / restroom facility, and two of the three parking lots.

Reviewed By:	 Town Manager	_____ Town Attorney	 Mgmt Services	_____ Dept Head
--------------	---	------------------------	---	--------------------

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

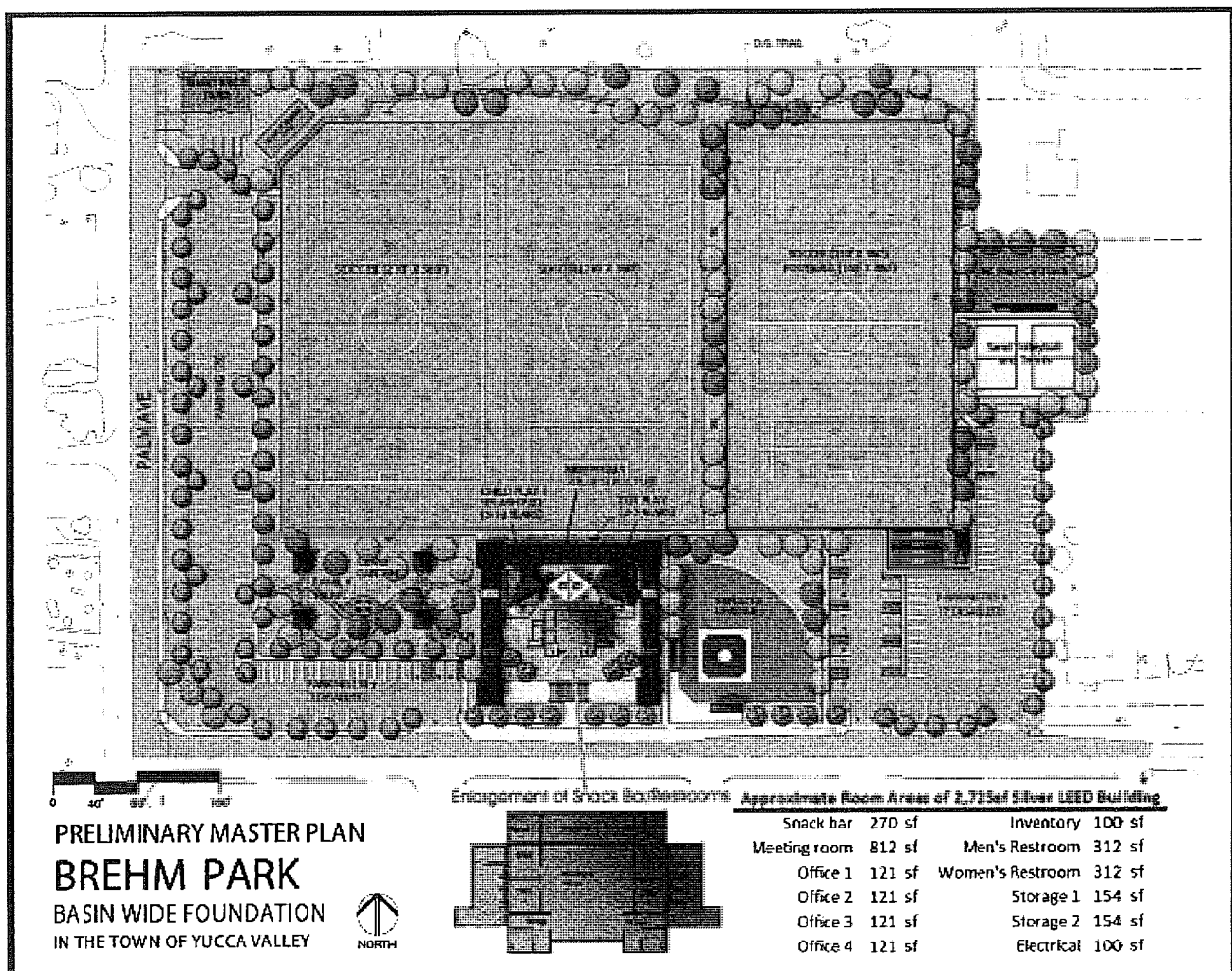
While no formal agreements are in place, there has been on-going dialog between the BWF and Town officials over the past decade concerning the eventual operation & maintenance of these facilities. In fact, the Town partnered with the BWF to compete for Proposition 84 funds to complete construction of all features at the park. Unfortunately prior efforts were unsuccessful in securing construction funding. This proposal looks to formally capture policy direction from the Town Council and provide certainty to the BWF as they near project completion.

The Town also has an on-going partnership agreement with the BWF, contributing to the maintenance of the Youth Sports Park located on the corner of Palm & Little League Drive. The Town has contributed \$13,000 annually through a partnership agreement with the BWF to cover portions of the maintenance costs associated with this facility. BWF representatives have continued to maintain this facility since partnering with the Town years ago to bring about this improvement as well. Nonetheless, the stated goal of the BWF is to strengthen non-profit organizations in the community. Accordingly, BWF is not a park facility operator and should not be placed in the position of maintaining a community asset for extended timeframes, as has been the case with the existing Youth Sports Park.

Park Maintenance Transition Plan. In developing a long-term maintenance plan for Brehm Park, Town staff has also examined options to bring the Youth Sports Park under Town ownership and responsibility as well, should BWF desire to exit park facility operations. A proposed maintenance transition plan is outlined below:

1. Youth Sports Park accepted by Town for FY 13/14 Budget Cycle –
 - a. BWF would dedicate the Youth Sports Park to the Town of Yucca Valley;
 - b. Town would add YSP to Town irrigation accounts with HDWD, water costs would be substantially reduced;
 - c. Town would transition the current partnership funding with BWF for the YSP (\$13,000) to cover a portion of Town maintenance expenses;
 - d. Town would negotiate and coordinate facility use agreements with current users of those facilities (MUSD, MBYSA, TVLL);
 - e. Town would pursue potential energy-efficiency investments to reduce the costs of utilities;
2. Town could consider the contribution of non-general fund resources (RDA bonds, Park Development Impact Fees, other Special Revenues) to complete elements of the Brehm Park currently being delivered by the BWF. In exchange for that investment of resources, the BWF would extend their maintenance of the facilities beyond a minimum 6 months warranty period –

- a. BWF & Town to negotiate items that remain to be completed that would qualify for Town resources. Examples include: west-side parking lot, playground equipment purchase, off-site improvements;
- b. BWF would complete two grass soccer fields and maintain those fields through a normal "establishment" (warranty) period (minimum 6 months);
- c. BWF would dedicate the Brehm Park complex to the Town at the end of the warranty period and completion of required improvements;
- d. Upon dedication, Town would add Brehm Park complex to Town irrigation accounts with HDWD; water costs would be substantially reduced through the Town's water purchase agreement;
- e. Town would solicit bids to provide maintenance of the Brehm Park complex; BWF would be invited to continue providing maintenance for the complex. Maintenance costs would be credited against the Town's investment in improvements (item a);
- f. Town would negotiate facility use agreements with potential users of those facilities (Lobos football, MUSD, MBYSA, TVLL, Miracle League);



Through this transition plan, the community would receive the park improvements as a dedicated addition to the Town's maintained park inventory, bringing the total acreage of improved parks to over 52 acres.

Park Site	Developed Acreage	Undeveloped Acreage	Managed Open Space	Amenities
Community Center Park	19.9	2.3	0	Lighted softball field Lighted soccer field 2 lighted basketball courts Lighted volleyball court Playground 2 picnic shelters Horseshoe pits
Jacobs Park	5.0	0	0	2 basketball half-courts 4 lighted tennis courts Tee-ball field (un-turfed) Playground Picnic shelter Community building
Machris Park	4.0	8.0	0	Lighted softball field Basketball court Playground Community building
Paradise Park	5.0	0	0	Basketball half-court Tee-ball field (un-turfed) Playground Picnic shelter Community building
Sunnyslope Park	2.5	8.0	0	BMX Track
North Park	0	0	80.0	-
South Park	0	0	40.0	Developed Hiking Trail
Essig Park	3.5	76.5	0	Playground Picnic shelter Turfed play area Dog Park
Remembrance Park	0.2	0	0	Xeriscape Garden
Youth Sports Park	3.5	0	0	Lighted softball field Lighted soccer field Restroom / SnackBar
Brehm Park	12.0	0	0	Lighted soccer fields Miracle Field Playground Picnic shelters Community building Snack bar/restrooms
Total	52.1	94.8	P.181	0

Park Maintenance Strategy – One of the primary concerns with transitioning these facilities to the Town was the cost to maintain these assets. There are three primary factors that drive the cost to maintain these parks: 1) water, 2) staffing, & 3) electricity. Staff has examined each of these components and believes that a cost-effective approach is possible to maintain these assets.

- Water cost containment – the Town completed a water purchase agreement with the Hi-Desert Water District last year that brought considerable savings to irrigation for Town-maintained park facilities. In doing so, the Town has greatly reduced the on-going costs for bringing park facilities into the maintained Town inventory. Further, the Town has invested in technology promoting water efficiency and further reducing the costs of irrigation;
- Staffing transition – as the Town expands the park inventory, staff is transitioning from full-time resources to a hybrid approach combining full-time and part-time, non-benefitted staffing resources. The Town may also examine the possibility of outsourcing some of the more routine maintenance activity if it makes financial sense;
- Renewable Energy projects – Town staff are examining a number of energy-efficiency improvements to reduce the on-going maintenance costs associated with recreational facilities. Staff will bring forward these projects in FY13/14 as Redevelopment bond expenditure plans move forward.

Transitioning Improvements to Use – As the BWF completes components of Brehm Park, they are looking for Town approval to phase in use of these components without completion of all the improvements in the complex. Town staff is primarily concerned with having sufficient parking improvements in place to support the additional recreational facilities. Staff has reviewed the park design and determined that there are sufficient parking spaces currently constructed to open the facilities as they are completed. However, the west parking lot **must be completed** prior to the Town accepting the park into its maintained park inventory. There is the potential that off-site improvements may be delayed due to lack of funding, coordination with SCE utility activity, and/or coordination with the HDWD sewer project. Staff will bring those items back to council for concurrence as more details are known. Staff is seeking council concurrence with staff's determination on phasing of improvements for use.

Fiscal impact: Bringing on additional recreational facilities will have a recurring cost impact on the General Fund. Staff has focused on two of the primary cost drivers and believes there may be additional capital improvements that can be brought forward that reduces the recurring costs for maintaining these facilities.

Based upon the phasing Park Maintenance transition plan, the FY 13/14 budget would be impacted by a full year of maintenance costs associated with the Youth Sports Park of \$51,463 (net \$29,463 when credited with water pre-purchase and annual partnership contributions) and a maximum of six (6) months of maintenance on the Brehm Park facility of \$63,000 (net \$51,000 with water pre-purchase) for a total impact of \$115,000 (net \$80,000) for FY 2013-14. The maintenance of Brehm Park facilities could be delayed in exchange for non-General Fund capital contributions towards features within the park project. The annual maintenance costs for the facilities are shown below:

Youth Sports Park		\$ 35.00	\$ 20.00	\$ 15.00	\$ 10.00		
						P/T	P/T
	Total Hours	Towns F/T	Seasonal	Janitorial	P/T Rec		
Mow	113		12	101			
Irrigation Repair	130	130					
Aerate	27		7	20			
Fert/Overseed, gophers	36		4	32			
weeds/grubs	12		2	10			
Tree/Shrub Trim-Prune	60		20	40			
travel time, set up, training, mex	100		10	20	70		
Vandalism	20		10	10			
Equipment Maintenance	52		40	12			
Field Striping	225					225	
Hardscape Maintenance	25				25		
String Trimming	52			52			
Irrigation System Adjustments	33	33					
Softball Field Groom	112		50	62			
Trash/Restrooms	182.5		12		170.5		
Labor Hourly Totals	1179.5	330	359	265.5	225		
Labor Costs	\$ 24,963	\$ 11,550	\$ 7,180	\$ 3,983	\$ 2,250		
Annual Light Adjustments	\$ 2,500						
Fert/Chem/seed	\$ 2,500						
Facility Maintenance supplies	\$ 2,000						
Equip/Vehic Amort	\$ 2,500						
Other	\$ 1,500						
Electrical field lights,	\$ 6,500						
Irrigation Water	\$ 9,000						
		Long-Term Costs					
Total:	\$ 51,463	\$ 51,463					
net water pre-paid	\$ (9,000)	\$ (9,000)					
net annual partnership	\$ (13,000)	\$ (13,000)					
future water liability		\$18,905					
Town Cost Increase	\$29,463	\$48,367					

Brehm Youth Sports Park

	\$	35.00	\$ 20.00	\$ 15.00	\$ 10.00
			P/T	P/T	
	Total Hours	Town F/T	Seasonal	Janitorial	P/T Rec
Mow	180	18	162		
Irrigation Repair	130	130			
Aerate	54	13	41		
Fert/Overseed, gophers	72	8	64		
weeds/grubs	24	4	20		
Travel time, setup	100	10	20	70	
Tree/Shrub Trim-Prune	26	26			
Vandalism	26	13	13		
PGE Inspections	40	40			
Equipment Maintenance	104	78	26		
Field Striping (rec, min wage)	450		450		
Hardscape Maintenance	365			365	
String Trim (unknown)	104				104
Irrigation System adjustments	66	66			
Weed control non turf areas	52		52		
Trash/Restrooms	182.5	12		170.5	
Labor Hourly Totals	1975.5	418	848	605.5	104
Labor Costs	\$ 41,713	\$ 14,630	\$16,960	\$ 9,083	\$ 1,040
Fert/Chem/seed	\$ 10,000				
Equip/Vehic Amort	\$ 2,500				
Other	\$ 1,500				
Annual Light Adjustments	\$ 5,000				
Facility Maintenance Supplies	\$ 3,000				
Play Surface amortization, Mir F	\$ 7,500				
Replace PG Surface 10 years	\$ 2,000				
Electrical field lights,	\$ 30,000				
Irrigation Water	\$ 22,000				
			Long-Term Costs		
Total:	\$ 125,213	\$ 125,213			
net water pre-paid	\$ (22,000)	\$ (22,000)			
future water liability		\$46,189			
Town Cost Increase	\$ 103,213	\$ 149,402			

Ultimately, the ongoing maintenance costs for these facilities would increase to approximately \$200,000 in subsequent fiscal years (assuming full rate water purchases, no revenues from potential users). These on-going operating costs also include amortization for capital improvements and equipment replacement, representing a conservative assessment of real costs to the Town for long-term maintenance of these new assets.

Long-Term Policy Impacts: Over the past several years, the Town has been approached by representatives from the Tri-Valley Little League concerning the Town's willingness and ability to maintain the baseball facilities adjacent to the Youth Sports Park and across the street from the Brehm Park. Town staff has expressed concern that the current Little League facilities are not currently consistent with Town park standards and that in order for the Town to be able to consider maintaining these facilities, they would need to be brought up to Town standards (irrigation, ADA access, parking, etc.) and the facilities would need to be dedicated to Town ownership.

Staff believes that this Park Maintenance Transition Plan establishes a model by which additional recreational facilities could be brought into the Town's list of maintained recreational facilities.

Attachments: None

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Mark Nuaimi, Town Manager
Date: April 25, 2013
For Council Meeting: April 30, 2013 – Budget Workshop

Subject: Partnership Requests Budget Allocation

Prior Council Review: The Council has received updates on the Partnership Requests at the various budget workshops.

Recommendation: Receive update & provide policy direction on Partnership Requests

Summary: As staff is developing the FY 13/14 budget, Partnership funding requests have been reviewed. Staff has evaluated the proposals submitted by the non-profits in the community and is seeking Council direction on incorporation of funding requests in the FY13/14 budget.

Order of Procedure:

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

Background: The Town has historically provided support to numerous non-profits in the community that provide services to the community. This year, the Town received requests for funding totaling \$76,000 (\$43,000 "Partnerships"/ \$33,000 "Contracts"). The FY 12/13 budget included \$109,000 of Partnership (\$36,000) & Contract (\$73,000) requests. Town staff has reviewed the applications and is making the following recommendations to the Town Council:

- Allocate \$19,500 towards Partnership requests
- Allocate \$20,000 towards the Tourism & Regional Marketing Contract requests

While this represents a substantial reduction in Partnership & Contract funding, there are additional expenditures the Town is taking on that replaces the need for the Partnership & Contract arrangement. These changes are summarized in the following paragraphs.

Reviewed By:


Town Manager

Town Attorney

Mgmt Services

Dept Head

Department Report
 Consent

Ordinance Action
 Minute Action

Resolution Action
 Receive and File

Public Hearing
 Study Session

Rotary Fireworks: Last year, the Town provided the Rotary Club with \$10,000 that it received from the County Supervisor's office. Rotary requested \$8,000 from the Town this year and Town staff have contacted a number of local businesses to contribute to this event. Staff is confident that \$8,000 will be raised from within the community to meet the funding request from Rotary. At the time of this agenda, staff has commitments of \$7,500 in support from businesses staff contacted, with an additional \$4,000 tentatively committed.

Youth Sports Park Maintenance: In prior years, the Basinwide Foundation (BWF) has maintained the Youth Sports Park with financial assistance from the Town. On a prior agenda item, Town staff recommended that the Town incorporate that facility within the Town's maintained park inventory. Therefore, the funding requested by BWF is no longer required.

Rotary Festival of Lights: The Town has supported the Festival of Lights event through the coordination and contracting of road detour services. These costs are approximately \$2,000. Staff is recommending maintaining the Town support at that level. Further, in years prior, the event has also raised entry fees from parade participants. These funds have then been donated to non-profit organizations. Town staff believes that there should be adequate outside resources that don't require an increase in the Town's contribution to this event.

MB Tennis Association: The Morongo Basin Tennis Association has offered an outstanding program at Jacob's Park for a number of years. Their request this year reduced the amount required of the Town. Staff is recommending funding this request.

YV Branch Library / Adult Literacy: The County requested a substantial increase in funding for the Adult Literacy program compared to what the Town has previously provided. As Town staff presented at the April 6th Budget Workshop, several government entities received one-time resources from the former Redevelopment Agency Low/Mod Housing fund. The County library received almost \$6,000. Town staff is recommending Council maintain the Town's prior year contribution.

MB Unity Home: Staff reviewed the request from the MB Unity Home and is recommending against providing resources in the FY 13/14 budget. This year's funding request is for transportation costs; the Morongo Basin Transit Authority has grant opportunities specifically related to transportation services.

MB Adult Health Services (dba MB Senior Support Center): The MB Adult Health Services has been a recipient of support from the Town for a number of years. Staff is recommending continuation of this relationship and financial support. Staff had conversations with representatives from the Senior Support Center about expanding collaborations between the Town and the Center.

Contract Requests: In prior years, the Town has entered into contracts with the Chamber of Commerce, Boys & Girls Club, and DRTA. Last year's contracts were for \$73,000. This year, the following changes are impacting the level of contract support:

- Tourism & Regional Marketing – under a separate item, staff recommended the Town Council establish an allocation of \$25,000 total towards Tourism & Regional Marketing. Based upon the feedback from that item, Town staff will allocate resources and bring items forward to address the Council's direction;
- Boys & Girls Club – the Town and the BGC of the Hi-Desert had a long-standing facility use agreement in place tied to a prior grant award from the Town for improvements at the clubhouse. Support from the Town was considered both an operational support as well as facility rental in years past. This year, the BGC did not request Partnership funding. They did, however, propose a Lease/Facility Use Agreement. The Town's use of the Boys & Girls Club is part of the annual youth basketball program. Staff will bring back the necessary facility use agreements as the basketball season nears.

Town of Yucca Valley
Community Partnership Requests
Budget year 2013-2014

Acct.	Description	Full Pckg Rec'd	Date Received	2012-13 Awards	Entity Budget and Request			Town Manager Recommendation	
					2013-14 Budget	2013-14 Request	% of Entity total Budget	2013-14 Proposed Budget	% Var from 2012-13
41-40	Community Partnerships (7920)								
r 4105	Rotary-Fireworks**	N	4/1/13	10,000	20,000	8,000	40.0%	8,000	-20%
r 4107	Basin Wide Fdn-Youth Park Maint	Y	3/1/13	10,000	40,000	13,000	32.5%	0	-100%
r 4109	Rotary/Old Town-Festival of Lights	Y	2/20/13	2,000	10,000	2,500	25.0%	2,000	0%
r 4110	MB Tennis Assn	Y	2/20/13	3,000	9,800	1,500	15.3%	1,500	-50%
r 4162	YV Branch Library-Adult Literacy	N	2/26/13	3,000	14,000	10,000	71.4%	3,000	0%
r 4163	MB Unity Home	Y	2/19/13	3,000	950,079	3,000	0.3%	0	-100%
r 4164	MB Adult Health Services**	Y	3/15/13	5,000	148,000	5,000	3.4%	5,000	0%
				36,000	1,191,879	43,000		19,500	-46%
41-41	Contracts (7925)								
r 4156	Chamber Joint Marketing	Y	3/1/13	15,000	100,000	15,000	15.0%	TBD	
r 4157	Boys & Girls Club-Facility Rental	N	n/a	43,000	no partnership requested			-	
r 4159	DRTA-CA Welcome Center	Y	3/1/13	15,000	100,000	18,000	18.0%	TBD	
	(Past due Utilities owed to Town-515.488)			73,000	200,000	33,000		0	0%
	Total Department			109,000	1,391,879	76,000		19,500	18%

** Application for funding was received after deadline of 3/1/13

Fiscal impact: The FY 13/14 Budget will include adequate funding to meet the policy direction of the Town Council.

Attachments: Partnership Request Applications

Town of Yucca Valley
2013-14 Partnership Funding Application



ROTARY CLUB OF YUCCA VALLEY NOON
Agency/Organization

YUCCA VALLEY CA 92284
City State Zip

760 567 2006
Agency Phone Number Non-Profit Other

JOHN BABROWSKI PRESIDENT
Contact Person Title

760 567 2006 _____
Contact Phone Number Contact Phone # (Cell or Other)

slats_5@hotmail.com
Contact Email Address

Anticipated Agency 2013-14 Budget

\$

Amount Requested from Town of Yucca Valley FY 2013-14

\$ 8000

Describe the project or program for which funds are requested (25 words or less):

4TH OF JULY FIREWORKS

Benefit of project/program to the residents of the Town of Yucca Valley:

5000 AVERAGE ATTENDANCE - SEEN BY ENTIRE TOWN
TELEVIC SMALL TOWN EVENT FOR FAMILIES
LARGEST SINGLE EVENT IN TOWN EACH YEAR

Specific items to be funded: (Provide Details on Attached Form A)

<u>1</u>	<u>COST OF FIREWORKS</u>	<u>\$ 20,000</u>
<u>2</u>	_____	\$ _____
<u>3</u>	_____	\$ _____

Required Attachments:

- Copy of 501(c)3 incorporation papers
- Current list of agency board of directors (w/ contact info.)
- 2012-13 Partnership funding report (Attachment "A")
- Details of 2013-14 project/program for which funds are requested (Attachment "A")
- Copy of recent Audit or Financial Report

John Babrowski
Signature

4-1-2013
Date

JOHN BABROWSKI
Print Name

PRESIDENT
Title

Town of Yucca Valley
Partnership/Contract Funding Program



Attachment A: Project and Program Details

2012-13 Information

Please provide details about how 2012-13 Town of Yucca Valley partnership funds were used by the agency. Attach additional sheet if necessary.

Town funded by County of San Bernardino in 2012 then town issued funds of \$13000 to Rotary, prior years has been approx \$8000 for assistance w/ fireworks cost.

2013-14 Request

Please provide details about how 2013-14 Town of Yucca Valley partnership funding would be used if approved. Attach additional sheet if necessary.

All funds would go towards \$20000 cost of fireworks display.

Please contact me if a lesser amount is available

Other Services Requested from the Town of Yucca Valley

List any other anticipated requests such as meeting rooms, event support, etc. (Additional application and review of other service request may be required.)

- 1 TOWN STAGE DROP OFF & PICK UP - HIGH SCHOOL
- 2 _____
- 3 _____
- 4 _____

**Town of Yucca Valley
2013-14 Partnership Funding Application**



<u>BWF - Youth Sports Park Coalition (YSP)</u>		
Agency/Organization		
<u>56711 29 Palms Hwy.</u>		
Mailing Address		
<u>Yucca Valley</u>	<u>CA</u>	<u>92284</u>
City	State	Zip
<u>760-365-7219</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Agency Phone Number	Non-Profit	Other

<u>Cindy Melland</u>	<u>President</u>
Contact Person	Title
<u>760-365-7219</u>	<u>760-217-0133</u>
Contact Phone Number	Contact Phone # (Cell or Other)
<u>cmelland@hidesertstar.com</u>	
Contact Email Address	

Anticipated Agency 2013-14 Budget	\$40,000
Amount Requested from Town of Yucca Valley FY 2013-14	\$13,000

Describe the project or program for which funds are requested (25 words or less):

The YSP multi-use park, located on the corner of Palm and Little League Drive, behind the Boys and Girls Club is a Community asset and your partnership is essential to keep it open and available to the public. Your partnership will go towards on-going maintenance, utilities and park improvements.

Benefit of project/program to the residents of the Town of Yucca Valley:

The YSP is used by several organizations, including Morongo Basin Youth Soccer Association, Tri-Valley Little League, YVHS Softball, the Boys and Girls Club and the neighborhood in general. We are committed to continue to enhance the park and make it fit the growing needs of our community.

Specific items to be funded: (Provide Details on Attached Form A)

1 <u>Water</u>	<u>\$ 25,000</u>
2 <u>Maintenance/Repairs</u>	<u>\$ 8,500</u>
3 <u>Utilities</u>	<u>\$ 6,500</u>

Required Attachments:

- Copy of 501(c)3 incorporation papers
- Current list of agency board of directors (w/ contact info.)
- 2012-13 Partnership funding report (Attachment "A")
- Details of 2013-14 project/program for which funds are requested (Attachment "A")
- Copy of recent Audit or Financial Report

	<u>2/28/13</u>
Signature	Date
<u>Cindy Melland</u>	<u>President</u>
Print Name	Title

**Town of Yucca Valley
Partnership/Contract Funding Program**



Attachment A: Project and Program Details

2012-13 Information

Please provide details about how 2012-13 Town of Yucca Valley partnership funds were used by the agency. Attach additional sheet if necessary.

Funds were used for repairs, maintenance, water and electric bills.

2013-14 Request

Please provide details about how 2013-14 Town of Yucca Valley partnership funding would be used if approved. Attach additional sheet if necessary.

Partnership funds will be used to continue the upkeep of the park, water and utilities in order to keep this asset open to our Community.

Other Services Requested from the Town of Yucca Valley

List any other anticipated requests such as meeting rooms, event support, etc. (Additional application and review of other service request may be required.)

- 1 _____
- 2 _____
- 3 _____
- 4 _____

YSP 2013/2014 Budget

Expenses	
Water	25,000
Repairs/Maintenance	8,500
Utilities	6,500
Total	40,000
Income	
YSP Town Partnership	13,000
Brehm Donation	10,000
MBYSA/SCE Reimb.	7,000
Other donations	10,000
Total	40,000

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: January 12, 2002

Basin Wide Foundation
% Steven G Frazer
P.O. Box 1911
Yucca Valley, CA 92286-1911

Person to Contact:
Ms. Smith #31-07262
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
33-0688147

Dear Sir or Madam:

This is in response to the Amendment to your organization's Articles of Incorporation, filed with the state on November 8, 2001. We have updated our records to reflect the name change as indicated above.

Our records indicate that a determination letter issued in July 1996 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Basin Wide Foundation
Account QuickReport
 June 2011 through May 2012

Type	Date	Num	Name	Memo	Split	Amount
597 · YSP Expense						
597.01 · Licenses & Permits YSP						
Check	7/11/2011	1532	v_Dept. of Housing ...	Annual Rene...	101.07 · P W ...	52.00
Total 597.01 · Licenses & Permits YSP						52.00
597.02 · Equipment Rental YSP						
Check	8/23/2011	1559	v_Pro Security Syst...	Security/Alar...	101.07 · P W ...	444.00
Total 597.02 · Equipment Rental YSP						444.00
597.05 · Taxes RE YSP						
Deposit	9/23/2011	8796...	SBC Tax Refund - ...	Refund	101.07 · P W ...	-91.53
Total 597.05 · Taxes RE YSP						-91.53
597.06 · Utilities - Water YSP						
Check	6/13/2011	1524	v_Hi Desert Water ...	17415-0	101.07 · P W ...	2,903.73
Check	7/25/2011	1536	v_Southern Californ...	2-23-709-5971	101.07 · P W ...	210.74
Check	7/25/2011	1538	v_Hi Desert Water ...	17415-0	101.07 · P W ...	3,737.03
Check	8/23/2011	1558	v_Hi Desert Water ...	17415-0	101.07 · P W ...	4,089.91
Check	10/19/2011	1581	v_Hi Desert Water ...	17415-0	101.07 · P W ...	6,688.28
Check	11/14/2011	1594	v_Hi Desert Water ...	17415-0	101.07 · P W ...	1,872.07
Check	12/27/2011	1601	v_Hi Desert Water ...	17415-000	101.07 · P W ...	628.72
Check	1/23/2012	1612	v_Hi Desert Water ...	17415-0	101.07 · P W ...	428.18
Check	2/21/2012	1623	v_Hi Desert Water ...	17415-0	101.07 · P W ...	542.00
Check	2/21/2012	1624	v_Hi Desert Water ...	17415-003	101.07 · P W ...	25.00
Check	4/3/2012	1639	v_Hi Desert Water ...	LL	101.07 · P W ...	46.60
Check	4/3/2012	1645	v_Hi Desert Water ...	17415-0	101.07 · P W ...	628.72
Check	4/17/2012	1653	v_Hi Desert Water ...	17415-0	101.07 · P W ...	1,506.76
Check	4/30/2012	1663	v_Hi Desert Water ...	017415-001	101.07 · P W ...	33.50
Check	4/30/2012	1663	v_Hi Desert Water ...	017415-001	101.07 · P W ...	23.30
Check	5/15/2012	1667	v_Hi Desert Water ...	17415-003 a...	101.07 · P W ...	1,463.94
Total 597.06 · Utilities - Water YSP						24,828.48
597.07 · Repairs & Maintenance						
Check	6/7/2011	1516	v_Simplot Partners	Sprinklers an...	101.07 · P W ...	0.00
Check	6/7/2011	1517	v_Simplot Partners	Sprinklers an...	101.07 · P W ...	556.03
Check	6/27/2011	1525	V_Stephanie Scott	June	101.07 · P W ...	600.00
Check	7/11/2011	1533	v_Rusty Scott	Gas	101.07 · P W ...	21.25
Check	7/25/2011	1540	V_Stephanie Scott	July	101.07 · P W ...	600.00
Check	8/23/2011	1560	V_Stephanie Scott	August Maint...	101.07 · P W ...	600.00
Check	9/7/2011	1566	v_Builders Supply	Order # 6420...	101.07 · P W ...	298.20
Check	9/20/2011	1571	V_Stephanie Scott	September	101.07 · P W ...	600.00
Check	10/19/2011	1580	v_Raymond Gelsin...	Trash Cans	101.07 · P W ...	58.12
Check	10/19/2011	1584	V_Stephanie Scott	October	101.07 · P W ...	600.00
Check	11/14/2011	1589	V_Stephanie Scott		101.07 · P W ...	600.00
Check	11/14/2011	1593	v_Carl Otteson's Ba...	Invoice 1781	101.07 · P W ...	35.00
Check	12/27/2011	1605	V_Stephanie Scott	December M...	101.07 · P W ...	600.00
Check	1/10/2012	1608	v_DVS Plumbing	Repair to toil...	101.07 · P W ...	200.00
Check	1/23/2012	1613	V_Stephanie Scott	Jan Maintena...	101.07 · P W ...	600.00
Check	2/21/2012	1627	V_Stephanie Scott		101.07 · P W ...	600.00
Check	3/20/2012	1635	V_Stephanie Scott	March Mainte...	101.07 · P W ...	600.00
Total 597.07 · Repairs & Maintenance						7,168.60
597.08 · Utilities - Electric YSP						
Check	6/1/2011	1513	v_Southern Californ...	2-23-709-5971	101.07 · P W ...	121.34
Check	6/13/2011	1523	v_Southern Californ...	2-23-709-5971	101.07 · P W ...	121.60
Check	8/23/2011	1557	v_Southern Californ...	2-23-709-5971	101.07 · P W ...	1,170.00
Check	9/20/2011	1572	v_Southern Californ...	2-23-709-5971	101.07 · P W ...	1,258.34
Check	10/19/2011	1583	v_Southern Californ...	2-23-709-5971	101.07 · P W ...	1,156.97
Check	11/14/2011	1595	v_Southern Californ...		101.07 · P W ...	722.62
Check	12/27/2011	1603	v_Southern Californ...	2-23-709-5971	101.07 · P W ...	716.35
Check	1/23/2012	1611	v_Southern Californ...	2-23-709-5971	101.07 · P W ...	122.23
Check	2/21/2012	1625	v_Southern Californ...		101.07 · P W ...	146.59
Check	4/3/2012	1646	v_Southern Californ...	2-23-709-5971	101.07 · P W ...	146.66
Check	4/17/2012	1652	v_Southern Californ...	2-23-709-5971	101.07 · P W ...	477.84
Check	5/15/2012	1666	v_Southern Californ...		101.07 · P W ...	143.57
Total 597.08 · Utilities - Electric YSP						6,304.11

Basin Wide Foundation
Account QuickReport
 June 2011 through May 2012

Type	Date	Num	Name	Memo	Split	Amount
597.09 · Reimbursements						
Check	10/5/2011	1575	v_Rusty Scott	Gas Reimbur...	101.07 · P W ...	26.09
Total 597.09 · Reimbursements						26.09
597.11 · YSP Park Plan						
597.117 · Professional Legal Service						
Check	8/9/2011	1545	v_Dunn, Lee & Keary	Review lease...	101.07 · P W ...	0.00
Check	8/10/2011	1552	v_Dunn, Lee & Keary	Review email...	101.07 · P W ...	512.00
Total 597.117 · Professional Legal Service						512.00
597.11 · YSP Park Plan - Other						
Check	2/7/2012	1617	v_Signs By Wanda	Sign for Cons...	101.07 · P W ...	885.80
Total 597.11 · YSP Park Plan - Other						885.80
Total 597.11 · YSP Park Plan						1,397.80
597.13 · Property Taxes						
Check	9/7/2011	1564	v_Larry Walker Tax ...	APN 0595-13...	101.07 · P W ...	6,521.40
Check	9/7/2011	1564	v_Larry Walker Tax ...	APN 0595-13...	101.07 · P W ...	393.31
Check	9/7/2011	1564	v_Larry Walker Tax ...	APN 0595-13...	101.07 · P W ...	1,086.88
Total 597.13 · Property Taxes						8,001.59
597.15 · Little League Mtg. House						
597.151 · Trash Service						
Check	9/20/2011	1574	v_Burtec	Balance Due ...	101.07 · P W ...	13.48
Total 597.151 · Trash Service						13.48
597.152 · SCE						
Check	7/25/2011	1537	v_Southern Californ...	2-31-959-3174	101.07 · P W ...	82.57
Check	8/23/2011	1556	v_Southern Californ...	2-31-959-3174	101.07 · P W ...	83.97
Check	9/20/2011	1573	v_Southern Californ...	2-31-959-3174	101.07 · P W ...	51.06
Check	10/19/2011	1582	v_Southern Californ...	2-31-959-3174	101.07 · P W ...	22.72
Check	11/14/2011	1596	v_Southern Californ...	2-31-959-3174	101.07 · P W ...	26.06
Check	12/27/2011	1602	v_Southern Californ...	2-31-959-3174	101.07 · P W ...	26.14
Check	1/23/2012	1610	v_Southern Californ...	2-31-959-3174	101.07 · P W ...	12.82
Check	2/21/2012	1626	v_Southern Californ...	2-31-959-3174	101.07 · P W ...	3.62
Check	3/2/2012	1628	v_Southern Californ...	2-31-959-3174	101.07 · P W ...	4.00
Total 597.152 · SCE						312.96
597.153 · Water						
Check	6/1/2011	1512	v_Hi Desert Water ...	17415-0	101.07 · P W ...	20.10
Check	6/27/2011	1527	v_Hi Desert Water ...	LL House	101.07 · P W ...	23.50
Check	8/9/2011	1542	v_Hi Desert Water ...	VOID: 17415-0	101.07 · P W ...	0.00
Check	8/10/2011	1549	v_Hi Desert Water ...	17415-001	101.07 · P W ...	20.10
Check	9/7/2011	1568	v_Hi Desert Water ...	LL House	101.07 · P W ...	20.80
Check	10/5/2011	1576	v_Hi Desert Water ...	LL House - 0...	101.07 · P W ...	20.80
Check	11/1/2011	1588	v_Hi Desert Water ...	LL House	101.07 · P W ...	21.20
Check	11/21/2011	1598	v_Hi Desert Water ...	YSP House	101.07 · P W ...	23.30
Check	1/10/2012	1607	v_Hi Desert Water ...	17415-001	101.07 · P W ...	46.60
Check	2/7/2012	1616	v_Hi Desert Water ...	LL House	101.07 · P W ...	23.30
Total 597.153 · Water						219.70
597.15 · Little League Mtg. House - Other						
Check	4/3/2012	1640	v_Amerigas - Yucc...	Final Bill	101.07 · P W ...	82.40
Total 597.15 · Little League Mtg. House - Other						82.40
Total 597.15 · Little League Mtg. House						628.54
597.155 · Water - Palm House						
Check	6/27/2011	1526	v_Hi Desert Water ...	Palm House	101.07 · P W ...	73.63
Total 597.155 · Water - Palm House						73.63
597.16 · Annual dues to BWF						
Check	6/1/2011	1511	v_Basin Wide Foun...	2011-2012	101.07 · P W ...	780.00
Total 597.16 · Annual dues to BWF						780.00

Basin Wide Foundation Account QuickReport June 2011 through May 2012

Type	Date	Num	Name	Memo	Split	Amount
597.17 · Miracle League Expense						
Check	8/30/2011	1562	v_The Miracle Leag...	2011 Membe...	101.07 · P W ...	500.00
Check	1/10/2012	1606	v_Hi-Desert Star	Miracle Leag...	101.07 · P W ...	249.20
Total 597.17 · Miracle League Expense						749.20
597.18 · Palm House						
Check	6/1/2011	1514	v_Hi Desert Water ...	Repairs to w...	101.07 · P W ...	2,947.10
Check	6/7/2011	1521	v_David Colucci Plu...	Replace Wat...	101.07 · P W ...	150.00
Check	8/9/2011	1543	v_Hi Desert Water ...	Palm House ...	101.07 · P W ...	0.00
Check	8/10/2011	1550	v_Hi Desert Water ...	17415-002	101.07 · P W ...	23.50
Check	9/7/2011	1569	v_Hi Desert Water ...	Palm House	101.07 · P W ...	20.80
Check	10/5/2011	1576	v_Hi Desert Water ...	Palm House -...	101.07 · P W ...	20.80
Check	11/1/2011	1588	v_Hi Desert Water ...	Palm House	101.07 · P W ...	20.40
Check	11/21/2011	1598	v_Hi Desert Water ...	Palm House	101.07 · P W ...	23.30
Check	2/7/2012	1616	v_Hi Desert Water ...	Palm House	101.07 · P W ...	23.30
Check	4/3/2012	1639	v_Hi Desert Water ...	PALM	101.07 · P W ...	46.60
Check	4/30/2012	1663	v_Hi Desert Water ...	017415-002	101.07 · P W ...	33.30
Check	4/30/2012	1663	v_Hi Desert Water ...	017415-002	101.07 · P W ...	23.30
Total 597.18 · Palm House						3,332.40
597.20 · 5% Affiliate Fees to BWF						
Check	10/21/2011	1585	v_Basin Wide Foun...	2% Fees fro...	101.07 · P W ...	3,120.00
Check	2/7/2012	1614	v_Basin Wide Foun...	3% of funds	101.07 · P W ...	4,680.00
Check	5/15/2012	1668	v_Basin Wide Foun...	5% - Februar...	101.07 · P W ...	250.00
Total 597.20 · 5% Affiliate Fees to BWF						8,050.00
597.25 · Old Park/Softball - Upgrade						
Check	3/20/2012	1631	v_Daniel Engineerin...	Brehm OLD ...	101.07 · P W ...	7,535.00
Check	3/20/2012	1632	v_Hathaway & Son...	Brehm - OLD...	101.07 · P W ...	1,194.02
Check	3/20/2012	1637	v_Hi-Desert Masonry	Brehm OLD ...	101.07 · P W ...	1,520.00
Check	4/3/2012	1641	V_Home Depot	Account # 60...	101.07 · P W ...	36.56
Check	4/3/2012	1641	V_Home Depot	Account # 60...	101.07 · P W ...	105.80
Check	4/3/2012	1641	V_Home Depot	Account # 60...	101.07 · P W ...	30.46
Check	4/3/2012	1641	V_Home Depot	Account # 60...	101.07 · P W ...	172.31
Check	4/3/2012	1643	v_Dillion Concrete	Concrete	101.07 · P W ...	2,700.00
Check	4/3/2012	1644	v_MAC's Concrete ...	Set-up Concr...	101.07 · P W ...	442.00
Check	4/4/2012	1648	v_Clay Gilbert Tren...	Dirt and dug ...	101.07 · P W ...	648.00
Check	4/4/2012	1649	v_Builders Supply	Rebar and fu...	101.07 · P W ...	202.35
Check	4/16/2012	1650	v_Corona Clay	Old Park Clay	101.07 · P W ...	8,636.38
Check	4/17/2012	1656	v_Hi-Desert Masonry		101.07 · P W ...	1,400.00
Check	4/20/2012	1660	v_Fatty's Fence	Fencing	101.07 · P W ...	775.00
Check	4/30/2012	1662	v_Daniel Engineerin...	Old Park Upg...	101.07 · P W ...	6,208.00
Check	5/15/2012	1664	V_Home Depot	6035 3225 0...	101.07 · P W ...	442.40
Total 597.25 · Old Park/Softball - Upgrade						32,048.28
597 · YSP Expense - Other						
Check	4/17/2012	1654	v_Oasis Office Sup...	Copies	101.07 · P W ...	179.39
Total 597 · YSP Expense - Other						179.39
Total 597 · YSP Expense						93,972.58
TOTAL						93,972.58

Town of Yucca Valley
2013-14 Partnership Funding Application



Rotary Club of Yucca Valley / OTMA Agent Wanda Stadium
 Agency/Organization
 7387 Elk TR.
 Mailing Address
 Y.V. CA 92284
 City State Zip
 760.365.0044
 Agency Phone Number Non-Profit Other

Wanda Stadium Agent
 Contact Person Title
 760.365.0044 760.408.7542
 Contact Phone Number Contact Phone # (Cell or Other)

Signs by wanda@roadrunner.com
 Contact Email Address

Anticipated Agency 2013-14 Budget \$

Amount Requested from Town of Yucca Valley FY 2013-14 \$2500.00

Describe the project or program for which funds are requested (25 words or less):
 Festival of Lights Parade

Benefit of project/program to the residents of the Town of Yucca Valley:
 Creates a positive mental Attitude!

Specific items to be funded: (Provide Details on Attached Form A)

1	Road Closures	\$	
2	Insurance	\$	
3		\$	

Required Attachments:

- Copy of 501(c)3 incorporation papers
- Current list of agency board of directors (w/ contact info.)
- 2012-13 Partnership funding report (Attachment "A")
- Details of 2013-14 project/program for which funds are requested (Attachment "A")
- Copy of recent Audit or Financial Report

Wanda Stadium
 Signature
 WANDA STADIUM
 Print Name

Feb. 20, 2013
 Date
 Agent for OTMA
 Title

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 25 2002**

THE ROTARY CLUB OF YUCCA VALLEY
FOUNDATION, INC
C/O ROGER DURAN
7355 CHURCH ST STE B
YUCCA VALLEY, CA 92284

Employer Identification Number:
91-2143586
DLN:
17053221025002
Contact Person:
DAVID V SCIAN ID# 31369
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
June 30
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

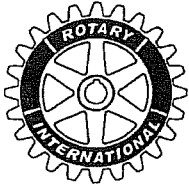
If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware

Letter 947 (DO/CG)



Rotary Club of Yucca Valley



2013-14

Ignacio Ficara
760-365-7000
President

Cynthia Kraemer
760-219-4433
President -Elect

Bob Stadum
760-365-0044
Secretary

Ellin Loveless
760-365-0691
Treasurer

Tracy Stockman
760-365-6371
Director

Shannon Luckino
760-333-0053
Director

Cindy Melland
760-365-3315
Director

The Rotary Four-way Test of the things we think, say or do.
1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOOD WILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

**Town of Yucca Valley
Partnership/Contract Funding Program**



Attachment A: Project and Program Details

2012-13 Information

Please provide details about how 2012-13 Town of Yucca Valley partnership funds were used by the agency. Attach additional sheet if necessary.

Hwy. 62 Road Closures
Liability Insurance Fees

2013-14 Request

Please provide details about how 2013-14 Town of Yucca Valley partnership funding would be used if approved. Attach additional sheet if necessary.

Hwy. 62 Road Closures
Liability Insurance Fees

Other Services Requested from the Town of Yucca Valley

List any other anticipated requests such as meeting rooms, event support, etc. (Additional application and review of other service request may be required.)

- 1 Side Street road closures
- 2 Citizens Patrol Support
- 3 SB Cnty. Sheriffs Support
- 4 _____

Rotary Club of Yucca Valley
Profit & Loss
 July 2012 through January 2013

Jul '12 - Jan 13

Ordinary Income/Expense

Income

FOUNDATION INCOME

Fireworks Income

FW 2012

FW 2012 firecrackers 134.70

FW 2012 Gates 1,147.00

FW 2012 Glo

FW 2012 After Glo 573.00

FW 2012 Glo - Other 1,627.95

Total FW 2012 Glo 2,200.95

FWV 2012 480.00

FW 2012 - Other 600.00

Total FW 2012 4,562.65

Total Fireworks Income 4,562.65

Foundation Savings Interest 0.35

General fund misc income 151.91

Pageant Income

2012 pageant Income

2012 Misc. Income 80.00

2012 Videos 80.00

Total 2012 pageant Income 160.00

2013 Pageant income

2013 participant income 580.00

2013 snacks 108.05

2013 tickets 1,347.00

2013 Videos 220.00

Total 2013 Pageant income 2,255.05

Total Pageant Income 2,415.05

Pioneer Pass Income 4,995.00

Total FOUNDATION INCOME 12,124.96

OPERATING INCOME

Initiation Fees 300.00

Meals - Income

Guests 312.00

Member meal income 6,388.79

Special Functions

Xmas party income 56.00

Special Functions - Other 20.00

Total Special Functions 76.00

Meals - Income - Other 971.00

Total Meals - Income 7,747.79

Rotary Club of Yucca Valley
Profit & Loss
July 2012 through January 2013

	<u>Jul '12 - Jan 13</u>
Membership Dues	1,797.50
Membership Pledges	
Member Pledges	1,646.59
Membership Pledges - Other	150.00
Total Membership Pledges	<u>1,796.59</u>
Miscellaneous Income	
Badges	30.00
Miscellaneous Income - Other	50.88
Total Miscellaneous Income	<u>80.88</u>
Total OPERATING INCOME	11,722.76
SERVICE INCOME	
Community Service Income	
CERT	100.00
CPS Room	26.00
Firefighters Dinner	335.00
Total Community Service Income	<u>461.00</u>
Fund Raiser Income	
4th of July	300.00
Pioneer Pass Golf	2,645.00
Playhouse	220.29
Raffle	184.00
Total Fund Raiser Income	<u>3,349.29</u>
PHI	694.31
President's Project	
Coffee	120.00
Total President's Project	<u>120.00</u>
Youth Serv - Income	
MYVI	115.62
Total Youth Serv - Income	<u>115.62</u>
Total SERVICE INCOME	<u>4,740.22</u>
Total Income	28,587.94
Expense	
FOUNDATION EXPENSE	
Fireworks Expense	
FWE 2012	9,545.00
Total Fireworks Expense	<u>9,545.00</u>
General Fund Expense	434.95
Pageant Expense	
2011 Pageant expense	
2011 Scholarships	2,090.00

Rotary Club of Yucca Valley
Profit & Loss
July 2012 through January 2013

	<u>Jul '12 - Jan 13</u>
Total 2011 Pageant expense	2,090.00
2012 Pageant Expense	
2012 misc.	25.94
Total 2012 Pageant Expense	25.94
2013 Pageant expense	
2013 Books	146.28
2013 Clothing	416.47
2013 misc.	20.52
Total 2013 Pageant expense	583.27
Total Pageant Expense	2,699.21
Pioneer Pass Expense	2,382.47
Total FOUNDATION EXPENSE	15,061.63
OPERATING EXPENSE	
Bank Charge	92.14
Club Service	
Badges	24.30
Miscellaneous	200.00
Special Functions	
Demotion	-225.00
Total Special Functions	-225.00
Total Club Service	-0.70
Club Supplies	
Misc	195.93
New Member Pak	74.46
Pins	317.81
Total Club Supplies	588.20
Dues - Paid	
Chamber Dues	85.00
District Dues	1,425.00
International Dues	1,087.86
Total Dues - Paid	2,597.86
Meals - Expense	5,456.00
Postage	
P.O. Box	78.00
Total Postage	78.00
Total OPERATING EXPENSE	8,811.50
SERVICE EXPENSE	
Community Service	
CPS Room Expense	467.03
Dreams for Kids	150.00

Rotary Club of Yucca Valley
Profit & Loss
July 2012 through January 2013

	<u>Jul '12 - Jan 13</u>
Light parade	809.71
Pioneer Pass Expense	2,935.00
Special Olympics	250.00
TLC	250.00
Total Community Service	<u>4,861.74</u>
Donations - Misc	250.00
Fund Raiser Expense	
Raffle	200.00
Total Fund Raiser Expense	<u>200.00</u>
PHE	1,930.40
Youth Services	
Misc.	500.00
MYVE	375.00
Scholarships	
RYLA	1,800.00
Total Scholarships	<u>1,800.00</u>
Total Youth Services	<u>2,675.00</u>
Total SERVICE EXPENSE	<u>9,917.14</u>
Total Expense	<u>33,790.27</u>
Net Ordinary Income	<u>-5,202.33</u>
Net Income	<u><u>-5,202.33</u></u>

**Town of Yucca Valley
2013-14 Partnership Funding Application**



<u>Morongo Basin Tennis Association</u>		
Agency/Organization		
<u>P.O. Box 1673</u>		
Mailing Address		
<u>Yucca Valley, CA 92286-1673</u>		
<u>City</u>	<u>State</u>	<u>Zip</u>
<u>760-365-3851</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Agency Phone Number	Non-Profit	Other

<u>Gideon B. Smith</u>	<u>President</u>
Contact Person	Title
<u>760-365-3851</u>	<u>760-831-8844</u>
Contact Phone Number	Contact Phone # (Cell or Other)
<u>Yvpiedpiper@aol.com</u>	
Contact Email Address	

Anticipated Agency 2013-14 Budget

\$9,800

Amount Requested from Town of Yucca Valley FY 2013-14

\$1,500

Describe the project or program for which funds are requested (25 words or less):

Partnership funding is requested for Youth Tennis Programs. These programs are conducted year-round at Jacobs Park, Yucca Valley, and at tennis facilities throughout the Basin.

Benefit of project/program to the residents of the Town of Yucca Valley:

It is estimated that in 2013, over 200 youth will participate in organized youth tennis programs at Jacobs Park. These programs will range from Junior Team Tennis (includes a Family Tennis Carnival), Friday Night Teen Tennis, National Junior Tennis & Learning, to Winning in Tennis-Leadership-Life.

Specific items to be funded: (Provide Details on Attached Form A)

<u>1 Junior Team Tennis</u>	<u>\$ 900</u>
<u>2 Friday Night Teen Tennis</u>	<u>\$ 300</u>
<u>3 Winning in Tennis- Leadership-Life</u>	<u>\$ 300</u>

Required Attachments:

- Copy of 501(c)3 incorporation papers
- Current list of agency board of directors (w/ contact info.)
- 2012-13 Partnership funding report (Attachment "A")
- Details of 2013-14 project/program for which funds are requested (Attachment "A")
- Copy of recent Audit or Financial Report

<u></u>	<u>Feb. 20, 2013</u>
Signature	Date
<u>Gideon B. Smith</u>	<u>President</u>
Print Name	Title

**Town of Yucca Valley
Partnership/Contract Funding Program**



Attachment A: Project and Program Details

2012-13 Information

Please provide details about how 2012-13 Town of Yucca Valley partnership funds were used by the agency. Attach additional sheet if necessary.

Funds were used in support of Junior Team Tennis, Friday Night Teen Tennis, National Junior Tennis & Learning and Winning in Tennis - Leadership - Life. This support consisted of equipment (e.g. racquets, balls, baskets, first aid kits, etc.), T-shirts, printing, postage, fruit snacks, water, ice and awards.

2013-14 Request

Please provide details about how 2013-14 Town of Yucca Valley partnership funding would be used if approved. Attach additional sheet if necessary.

Similar to last year, the funds will be used to support Junior Team Tennis, Friday Night Teen Tennis, National Junior Tennis & Learning and Winning in Tennis - Leadership - Life. The support will consist of equipment, T-shirts, printing, postage, Fruit snacks, water, ice and awards.

Other Services Requested from the Town of Yucca Valley

List any other anticipated requests such as meeting rooms, event support, etc. (Additional application and review of other service request may be required.)

- 1 Tennis Courts
- 2 The classroom building at Jacobs Park.
- 3 _____
- 4 _____

Morongo Basin Tennis Association: Town of Yucca Valley Partnership Grant

Organization History and Expertise:

The Morongo Basin Tennis Association (MBTA) is an all volunteer, tax-exempt, nonprofit, California corporation.

Mission: To build a tennis tradition for the youth/adults of the Morongo Basin.

Goals: To conduct USTA Pathway Programs and recreational tennis programs for the youth/adults of the Morongo Basin.

To develop and conduct life-skills/tennis instructional programs for youth.

To support the development of junior high school and high school tennis programs.

To support the upgrade/new construction of tennis facilities in the Basin.

History: the MBTA is the outgrowth of a small tennis social club started in 1993 in Yucca Valley, CA. The MBTA became a Community Tennis Association in 2000; incorporated as a nonprofit in 2004; became a 501 (c)(3) in 2005.

Accomplishments: USA Tennis 1-2-3 (Kids) in summer of 2000 was the first USTA Pathway Program conducted in the Morongo Basin.

2012/2013 programs: National Junior Tennis & Learning, Junior Team Tennis, Family Tennis Carnival, Friday Night Teen Tennis, Yucca Valley High School Boys' Tennis Team, Twentynine Palms High School Boys' Tennis Team, USA School Tennis (thirteen elementary/middle schools), Adult Tournament Tennis, Adult Drop-in Tennis and *Winning in Tennis - Leadership – Life*.

Winning in Tennis – Leadership – Life is an innovative 12-week, life skills & tennis program, created and developed in Yucca Valley, CA, in 2003. It has been conducted annually since 2004, at Jacobs Park, Yucca Valley. In 2012, operating under a national grant provided by USTA Serves, the program was expanded to include Twentynine Palms High School and Jacobs Park, Yucca Valley.

Adopt-a-Court Projects: Since 2003, four completed (Yucca Valley High School-2, Twentynine Palms High School-1, Sunburst Park, Joshua Tree-1). Tennis-in-the-Park Projects: two funded at Jacobs Park, Yucca Valley. Repair/resurfacing of the tennis courts at Jacobs Park was completed July 19, 2007. Construction of the tennis backboard was completed by the Town of Yucca Valley in 2009.

Friday Night Teen Tennis, cosponsored by the Town of Yucca Valley, continues to be one of our most popular youth programs at Jacobs Park. Fun tennis with friends under the lights, jock jams and pizza is a winning summer combination. Each summer, the teens want to continue this program into the fall, but I believe it is best to stop at the peak of interest and enthusiasm.

Summer 2009, was quite a change from previous summers at Jacobs Park when I've confronted a skin-head gang that had invaded the courts; contended with roaming young thugs; organized fists fights on the basketball pad and a steady stream of cursing and foul language from the basketball players.

After the upgrade of tennis facilities at Jacobs Park, June 09, we saw a "sea change" in the recreational environment. For example, on the first Friday of the teen evening program, July 10, two teen tournaments (advanced & intermediate) were running on the two lower courts; up on the two new courts adult recreational tennis was being played; on the basketball pad eight or ten boys were having a shoot around; on the playground equipment a couple of families with young children were laughing and having fun. Not a disparaging word was heard. A similar scene was repeated each Friday evening through the end of teen tennis Aug. 21.

In conclusion, I'm encouraged by the community recreational environment at Jacobs Park. A major component of that environment is the youth tennis programs that we conduct. **Much of what we do to deliver high quality tennis programs to the youth of our area would not be possible without the support of the Town of Yucca Valley. Thank you!**

We appreciate the opportunity to submit this request. We look forward to your favorable response to our application. We stand ready to provide whatever additional information you may require as our success story continues to unfold.

Sincerely,



Gideon B. Smith

Morongo Basin Tennis Association: 2013, Town of Yucca Valley Partnership Grant

Program aims to help kids improve on, off court

YUCCA VALLEY — The Winning in Tennis — Leadership — Life program kicks off at 3 p.m. Oct. 6 at Jacobs Park here.

The 12-week life-skills and tennis program sponsored by the Morongo Basin Tennis Association helps youngsters:

- Improve tennis skills and match play;
- Develop self-confidence to stand up and speak out;
- Set and achieve goals by creating a written plan of action;
- Get along better with others;

- Make new friends and have fun.

The U.S. Tennis Association Serves, a national foundation, has provided a grant for the program.

“There are strong indications that the ‘Winning’

program is something very special,” said Gideon Smith, president of the Morongo Basin Tennis Association. “The results from Winning in Tennis — Leadership — Life are real.”

To reserve a place, call the Morongo Basin Tennis Association at (760) 365-3851.

Junior tennis team play emphasizes fun, fitness

MORONGO BASIN — Junior Team Tennis signups are open with the Morongo Basin Tennis Association.

To register for the program, visit www.elearnz.com/morongotennis or call (760) 365-3851. Junior Team Tennis is a nationally sanctioned program of practice and match play for boys and girls

ages 6 to 18 of all skill levels. The season runs from March 4 through May 18, at Basin community tennis facilities, Yucca Valley High School and Twenty-nine Palms High School.

Players are assigned to teams based upon their home community, age, experience and skill level. Beginners are welcome. Players receive a free T-shirt in the colors of

their team. Racquets are available on loan if needed. A small fee will be charged. The emphases of Junior Team Tennis are fun, fitness and friends.

Medalists on the court



From left, Shawn Ichnani won gold, Danielle Bees took silver, Jasmine Smith took bronze and Kalie Hendry was tournament director at the Friday Night Teen tennis advanced tournament at Jacobs Park July 27.

Morongo Basin Tennis Association: 2013, Town of Yucca Valley Partnership Grant

Morongo Basin Tennis Association, Board of Directors:

Gideon Smith, President, 760-365-3851
Mary Hagerty-Severns, Vice President, 805-796-1343
Morgan Provan, Secretary, 760-369-1480
Richard Schwartz, Treasurer, 760-228-2821
Gerald Russell, Membership Chairman, 760-424-9260
Bill Green, Youth/Adult Programs, 760-401-5181
Harold Bees, Youth Coach, 760-228-1537
Kalie Hendry, Youth Coordinator, 760-285-1333

MORONGO BASIN TENNIS ASSOCIATION

BUDGET 2013

INCOME

MEMBERSHIP	500
TOURNAMENTS	200
ADULT PROGRAMS	200
YOUTH PROGRAMS	3000
DONATIONS	1000
GRANTS	2000
FUND RAISING	1200
WINNING PROGRAM	200
YUCCA VALLEY PARTNERSHIP	1500
TOTAL	9800

EXPENSES

TOURNAMENTS	100
INSURANCE	200
NEWSLETTER & MAILINGS	200
FUND RAISING	150
ADULT PROGRAMS	100
YOUTH PROGRAMS	7500
Website	200
WINNING PROGRAM	800
FAMILY EVENTS	500
TOTAL	9750

MORONGO BASIN TENNIS ASSOCIATION

BUDGET 2014

INCOME

MEMBERSHIP	600
TOURNAMENTS	200
ADULT PROGRAMS	200
YOUTH PROGRAMS	3200
DONATIONS	1200
GRANTS	2000
FUND RAISING	1200
WINNING PROGRAM	200
YUCCA VALLEY PARTNERSHIP	1500
TOTAL	10300

EXPENSES

TOURNAMENTS	100
INSURANCE	200
NEWSLETTER & MAILINGS	300
FUND RAISING	150
ADULT PROGRAMS	200
YOUTH PROGRAMS	7800
Website	200
WINNING PROGRAM	800
FAMILY EVENTS	500
TOTAL	10250

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

MAR 11 2004

KEVIN SHELLEY
Secretary of State

ARTICLES OF INCORPORATION
OF
MORONGO BASIN TENNIS ASSOCIATION

I. NAME

The name of the corporation is MORONGO BASIN TENNIS ASSOCIATION.

II. PURPOSES

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable and public purposes. The public, charitable and educational purposes of the corporation are to: (1) promote the development of tennis as a means of healthy recreation and physical fitness for all of the residents of the Morongo Basin; (2) work with the Morongo Unified School District and other educational institutions in establishing and maintaining tennis programs for the youth of the Morongo Basin; maintaining the Scholastic Scholarship Program for qualified graduates of local high schools, and (3) cooperate with the United States Tennis Association and other associations in the pursuit of these aims.

III. INITIAL AGENT FOR SERVICE OF PROCESS

The name of the initial agent of the corporation for service of process is: Gideon B. Smith, 56045 Mountain View Trail, Yucca Valley, CA 92284.

IV. BYLAW PROVISIONS

(a) This corporation is organized and operated exclusively for public, charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Code.

(b) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for office.

V. TRUST FUNDS

The Corporation may establish one or more common trust funds for the purpose of furnishing investments to it or to any funds held by the Corporation in a fiduciary capacity. It shall be lawful for the Corporation to invest any or all of its funds or property in shares or interests of such common trust fund or trust funds; provided, that, in the case of funds or property held as fiduciary, such investment is not prohibited by the wording of the will, deed, or other instrument creating such fiduciary relationship.

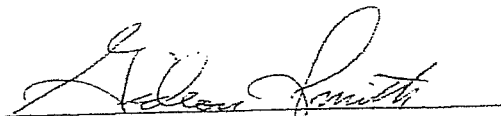
VI. DEDICATION AND DISSOLUTION

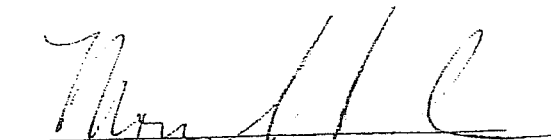
(a) The property of this corporation is irrevocably dedicated to public, charitable and educational purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof, or to the benefit of any private persons;

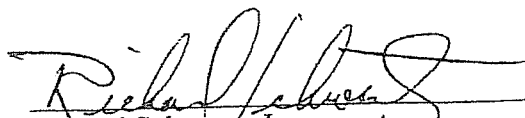
(b) On the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Internal Revenue Code Section 501(c)(3).

IN WITNESS WHEREOF, the undersigned, being the Incorporators of Morongo Basin Tennis Association, have executed these Articles of Incorporation on March 4, 2004.

INCORPORATORS


Gideon Smith, Incorporator


Monica Hamrick, Incorporator


Richard Schwartz, Incorporator



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 12 2005

MORONGO BASIN TENNIS ASSOCIATION
56045 MOUNTAIN VIEW TRAIL
YUCCA VALLEY, CA 92284

Employer Identification Number:
11-3732197
DLN:
17053321086044
Contact Person:
STEPHANIE L JONES TAYLOR ID# 31395
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 11, 2004
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

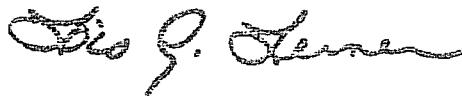
Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

MORONGO BASIN TENNIS ASSOCIATION

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois G. Lerner".

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

Letter 1045 (DO/CG)

Abbott Business Services
PO Box 1002
Yucca Valley, CA 92286
(760) 364-4201 Fax (760) 364-3767

January 13, 2011

Morongo Basin Tennis Association
58884 Terra Vista Dr
Yucca Valley, CA 92284

Dear Morongo Basin Tennis,

The accompanying balance sheet of Morongo Basin Tennis Association as of December 31, 2010, and the related statements of income and cash flows for the twelve months then ended have been compiled.

The attached financial statement has been compiled from cancelled checks, check stubs, deposits and cash receipts supplied to us by the owner.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, we do not express an opinion or any other form of assurance on them.

Sincerely,



Shelly L. Abbott
Abbott Business Services

Morongo Basin Tennis Association

Profit & Loss

January through December 2010

	<u>Jan - Dec 10</u>
Ordinary Income/Expense	
Income	
CARNIVAL	100.00
DONATIONS-YOUTH PROGRAMS	490.00
FRIDAY TEEN TENNIS	250.00
FUND RAISING	400.00
GRANTS	3,000.00
MEMBERSHIP	450.00
TOURNAMENTS	10.00
TOWN OF YV-PARTNERSHIP	3,000.00
WINNING PROGRAM	150.00
YOUTH- NJTL	430.00
YOUTH TEAM TENNIS	2,315.00
YVHS fund raising & uniforms	1,000.00
Total Income	<u>11,595.00</u>
Expense	
29 Palms HS	1,648.65
A-1-2-3	11.30
Annual Meeting	58.87
BD. Meetings	27.95
CARNIVAL EXP.	504.47
FRI NIGHT TEEN TENNIS	525.52
FUND RAISING EXP.	217.49
Gas	16.99
INSURANCE	165.00
LEGAL FEES	33.00
Manager's exp	41.89
POSTAGE & PRINTING	347.00
PUBLICITY	35.56
USTA & SCTA	35.00
Website	186.95
WINNING PRO.	257.83
Y-NJTL	513.99
Y-TEAM TENNIS	3,552.56
YVHS TENNIS	2,891.01
Total Expense	<u>11,071.03</u>
Net Ordinary Income	<u>523.97</u>
Net Income	<u>523.97</u>

Morongo Basin Tennis Association

Balance Sheet

As of December 31, 2010

	<u>Dec 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
CASH-CHECKING	5,282.88
Petty cash	100.00
Total Checking/Savings	<u>5,382.88</u>
Other Current Assets	
Undeposited Funds	97.00
Total Other Current Assets	<u>97.00</u>
Total Current Assets	<u>5,479.88</u>
TOTAL ASSETS	<u><u>5,479.88</u></u>
LIABILITIES & EQUITY	
Equity	
EQUITY	3,382.89
Unrestrict (retained earnings)	1,573.02
Net Income	523.97
Total Equity	<u>5,479.88</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,479.88</u></u>

**Town of Yucca Valley
2013-14 Partnership Funding Application**



San Bernardino County Library System - Yucca Valley Branch
Agency/Organization

777 East Rialto Avenue, San Bernardino 92415
Mailing Address

San Bernardino CA 92415
City State Zip

909) 387-2220 Government
Agency Phone Number Non-Profit Other

LEONARD X. HERNANDEZ County Librarian
Contact Person Title

(909) 387-2258 N/A
Contact Phone Number Contact Phone # (Cell or Other)

LHERNANDEZ@LIB-SBCOUNTY.CO
Contact Email Address

Anticipated Agency 2013-14 Budget

\$ 14,000,000

Amount Requested from Town of Yucca Valley FY 2013-14

\$ 10,000.00

Describe the project or program for which funds are requested (25 words or less):
Provide adults who don't know how to read access to tutors, computers, learning materials, and trainings to promote literacy in the Yucca Valley community.

Benefit of project/program to the residents of the Town of Yucca Valley:
A literate community provides more economic, recreational, and social advantages.

Specific items to be funded: (Provide Details on Attached Form A)

<u>1</u>	<u>Staff Salaries</u>	<u>\$ 8,000</u>
<u>2</u>	<u>Program Materials</u>	<u>\$ 2,000</u>
<u>3</u>		

Required Attachments:

- Copy of 501(c)3 incorporation papers
- Current list of agency board of directors (w/ contact info.)
- 2012-13 Partnership funding report (Attachment "A")
- Details of 2013-14 project/program for which funds are requested (Attachment "A")
- Copy of recent Audit or Financial Report

Leonard X. Hernandez 2/26/2013
Signature Date

LEONARD X. HERNANDEZ County Librarian
Print Name Title

Town of Yucca Valley
Partnership/Contract Funding Program



Attachment A: Project and Program Details

2012-13 Information

Please provide details about how 2012-13 Town of Yucca Valley partnership funds were used by the agency. Attach additional sheet if necessary.

Funds provided went to supplement the staff salaries who directly work and provide the adult literacy services.

2013-14 Request

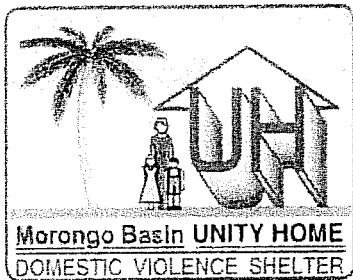
Please provide details about how 2013-14 Town of Yucca Valley partnership funding would be used if approved. Attach additional sheet if necessary.

Funds provided would continue to be used for staff salaries and support supplies that directly support and benefit the adult literacy program.

Other Services Requested from the Town of Yucca Valley

List any other anticipated requests such as meeting rooms, event support, etc. (Additional application and review of other service request may be required.)

- 1 _____
- 2 _____
- 3 _____
- 4 _____



PO Box 1662 • Joshua Tree, CA 92252 • 760 366-1247

February 19, 2013

To Town Council Members:

Morongo Basin Unity Home is pleased to apply for the 2013-2014 Partnership Funding. Attached you will find our completed application, if there is anything else you need please let us know. We look forward to continuing to help Yucca Valley citizens this year.

Thank you for your consideration.

Sincerely,

Mary Jo Thornton, M.S., LMFT
Executive Director
Morongo Basin Unity Home

This application packet was received on _____ by _____.

Town of Yucca Valley
Partnership/Contract Funding Program



Attachment A: Project and Program Details

2012-13 Information

Please provide details about how 2012-13 Town of Yucca Valley partnership funds were used by the agency. Attach additional sheet if necessary.

The 2012-2013 funds were used to cover a portion of our mass shelter costs. In 2012 we provided a total of 10,375 bed nights (aggregate number of nights that clients spent in our Emergency Shelter or our Transitional Living Shelter). The National Emergency Food and Shelter Board estimates that the cost of providing shelter per person per night is \$12.50. Thus Unity Home's cost to provide shelter for the year was just under \$130,000. The Town of Yucca Valley partnership funds were used to supplement funds from other grants to cover these mass shelter expenses. More specifically, funds were used to purchase new mattress covers, pillows, and book shelves for our Emergency Shelter, as well as additional household items to create a safe, healthy living environment for our clients.

2013-14 Request

Please provide details about how 2013-14 Town of Yucca Valley partnership funding would be used if approved. Attach additional sheet if necessary.

Funds will be used to cover a portion of our transportation costs and the costs of vehicle repair and maintenance. In 2012, we logged over 21,000 miles in our company vehicles. Company vehicles are used for client transportation as well as for staff travel in order to provide educational outreach programs free of charge to the community.

Please see Attachment B: Details on 2013-2014 Funding Use

Other Services Requested from the Town of Yucca Valley

List any other anticipated requests such as meeting rooms, event support, etc. (Additional application and review of other service request may be required.)

- 1 Meeting room at Community Center to hold a free, community-wide Parenting Class 2 times/year
- 2 _____
- 3 _____
- 4 _____

**Town of Yucca Valley
Partnership/Contract Funding Program**

Moronggo Basin Unity Home

Attachment B: Details on 2013-2014 Funding Use

Funds will be used to cover a portion of our transportation costs and the costs of vehicle repair and maintenance. In 2012, we logged over 21,000 miles in our company vehicles. Company vehicles are used for client transportation as well as for staff travel in order to provide educational outreach programs.

As mentioned previously, our staff currently teaches a weekly Healthy Relationships class at the Yucca Valley Boys and Girls Club (to 23-27 children each week) and a Healthy Relationships course at three local high schools, including Yucca Valley High School, free of charge. We also offer a 40-hour, California State mandated, Domestic Violence Advocate Training Program to local residents at no cost to participants. This 5-week training program is offered four times per year. Our transportation funds are used to cover travel to and from these outreach programs.

Our transportation needs are on-going and very important to our clients and this community. We would like to spend approximately \$800 for new tires for our existing vehicles, approximately \$1000 for vehicle maintenance, and approximately \$1200 for other transportation costs. Vehicle maintenance will include vehicle registration and smog inspections, oil changes, and other periodic maintenance. Transportation costs will cover any additional unexpected costs, as well as supplement our transportation budget to account for increased gas prices.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91754

DEPARTMENT OF THE TREASURY

Date: JUL. 12, 1991

MORONGO BASIN UNITY HOME INC
P O BOX 1662
JOSHUA TREE, CA 92252

Employer Identification Number:
33-0126790
Case Number:
951102222
Contact Person:
TYRONE THOMAS
Contact Telephone Number:
(213) 725-6753

Our Letter Dated:
Nov. 18, 1987
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

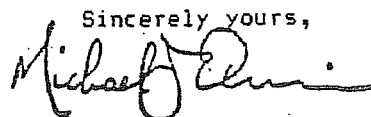
Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

DISTRICT DIRECTOR

Morongo Basin Unity Home, Inc.
OFFICERS

NAME	Address	Phone Numbers	Email Address	Date Joined
President Wayne Hamilton Morongo Basin ARCH	2150 Los Olivos Ave. Twentynine Palms, Ca. 92277	760-401-0375 (C)	wayin2000@msn.com	11/21/2011
Vice President Dorothy Clemmons New Horizons Counseling	7571 Condolia Ave. Yucca Valley, Ca. 92284	760-218-9418 (C)	dorothy.clemmons@msn.com	11/21/2011
Secretary Joe Guzzetta General Manager Joshua Basin Water District	61750 Cholita Road Joshua Tree, Ca. 92252	760-366-2042 X226 (W) 951-660-4655 (C)	wingcrest@aol.com	3/27/2006
Treasurer Donald R. Taylor Retired	872 Border A-2 Joshua Tree, Ca. 92252	760-401-5938 (C) 760-366-7922 (H)	JDRTaylor@gmail.com	11/21/2011

Directors

NAME	Address	Phone Numbers	Email Address	Date Joined
Lupe Lomeli -Naylor Retired	PO Box 1771 Yucca Valley, CA. 92286	760-218-5719	None	11/21/2011
Donna Powell Special Ed Specialist	68077 Good Guy Lane 29 Palms, CA. 92277	760-799-7436	dmpowell29@yahoo.com	8/20/2012
Jeannie Lindberg Retired	54999 Martinez Tr Yucca Valley, CA 92284	760-401-1983	jeannie_lindberg@msn.com	1/15/2013
Jackie Combs RN	7911 Acoma Trail Yucca Valley, CA 92284	858-353-4881	jackiecombs@gmail.com	1/15/2013
Jodene Yochmowitz Retired	56254 29 Palms Hw #96 Twentynine Palms, CA 92272	760-418-5546	None	1/15/2013

3:16 PM
02/19/13
Accrual Basis

Morongo Basin Unity Home, Inc.
Profit & Loss
January through December 2012

	Jan - Dec 12
Ordinary Income/Expense	
Income	
Victim's Services	1,000.00
Short Term Loan Advance	40,000.00
Refund	2,164.14
Client Donations	34.50
Contributions	
Contributions Mail Campaign	552.11
Contributions - Other	83,579.62
Total Contributions	84,131.73
Dividend	1,590.77
Fundraisers	97.00
Grants	644,368.64
Interest Income	3.51
Program Fees	19,942.25
Reimbursement possessory tax	651.79
Restitution Fees	7,430.40
Thrift Store Income	133,979.32
Uncategorized Income	67.62
Utilities Income	2,956.08
Total Income	938,417.75
Gross Profit	938,417.75
Expense	
Trash	
trash thrift store	1,427.11
trash transitional housing	1,837.77
Total Trash	3,264.88
Refund to client	846.00
Safety Transfer	778.54
403b employer contribution	3,200.00
Internet Expenses	
Email provider	160.74
Internet Expenses - Other	47.00
Total Internet Expenses	207.74
Thrift Store Expenses	
Thrift Store Supplies	167.89
Total Thrift Store Expenses	167.89
Advertising Expense	
Advertisement	68.07
Total Advertising Expense	68.07
Automobile Expense	
Registration & DMV Fees	397.00
Car Maintenance	1,314.96
Fuel Expense	5,020.21
Mileage/Travel	7,264.10
Van Maintenance	384.32
Automobile Expense - Other	1,049.03
Total Automobile Expense	15,429.62
Bank Service Charges	
Overdraft	1,307.00
Bank Card Fees	2,912.62
Bank Service Charges - Other	362.73
Total Bank Service Charges	4,582.35
Communications	262.71
Consultant Services	10,927.54

Morongo Basin Unity Home, Inc.
Profit & Loss
January through December 2012

	Jan - Dec 12
Dues and Subscriptions	
Membership Dues	1,578.00
Total Dues and Subscriptions	1,578.00
DV Promotion	3,462.92
Education Supplies	70.00
Employee Fingerprinting	384.00
Equipment Purchase	0.00
Expense Reimbursement	0.00
Insurance	
Medical Ins Vision	188.00
Liability Insurance	24,410.06
Workers Compensation Insurance	31,029.00
Medical Insurance	
Blue Shield Dental	883.80
Blue Shield Health	35,928.96
Aflac	312.59
Medical Insurance - Other	2,854.40
Total Medical Insurance	39,979.75
Total Insurance	95,606.81
Interest Expense	587.42
Licenses and Permits	337.10
MBUH Thrift Store	
Sales Tax	16,039.82
Total MBUH Thrift Store	16,039.82
Payroll Expenses	
PAYROLL EXPENSES Paychex	4,730.21
Salaries	125,297.66
Wages	395,807.64
Payroll Expenses - Other	14,493.96
Total Payroll Expenses	540,329.47
Payroll Tax Expense	
Payroll Taxes	47,105.80
Payroll Tax Expense - Other	176.95
Total Payroll Tax Expense	47,282.75
Petty Cash Shortage	32.73
Post Office	
Post Office Box	112.77
Postage	786.79
Total Post Office	899.56
Professional Fees	
Accounting	18,900.00
Total Professional Fees	18,900.00
Rent	
Rent outreach	24,408.00
Rent Thrift Store	15,000.00
Rent - Other	0.00
Total Rent	39,408.00
Repairs & Maintenance	
Pest Extermination	1,200.00
Facilities Maintenance	625.56
Building Repairs & Maintenance	1,747.82
Computer Repairs & Maintenance	0.00
Equipment Repairs & Maintenance	4,103.64
Transitional Housing	3,250.12
Total Repairs & Maintenance	10,927.14
Security	6,061.00

3:16 PM
 02/19/13
 Accrual Basis

Morongo Basin Unity Home, Inc.
Profit & Loss
 January through December 2012

	Jan - Dec 12
Shelter Expenses	
Shelter Bdlg Safety Improvement	185.83
Shelter Supplies	10,538.67
Groceries	4,738.93
Shelter Furnishings	2,067.27
Shelter Expenses - Other	207.00
Total Shelter Expenses	17,737.70
Supplies	
Computer Supplies	147.91
Office Supplies	7,539.83
Printing	150.04
Program Supplies	7,703.44
Supplies - Other	492.00
Total Supplies	16,033.22
Taxes	
Property Taxes	
possessory tax	589.18
Property Taxes - Other	1,211.05
Total Property Taxes	1,800.23
Total Taxes	1,800.23
Training	
Employee Training	1,359.76
Conference/Workshops	299.00
Lodging	170.22
Meals	364.66
Travel	106.08
Total Training	2,299.72
Utilities	
Telephone Expense	14,035.64
Cell Phone	160.48
Cable	741.50
Electric	17,727.76
Gas	2,681.19
Water	6,501.62
Utilities - Other	58.26
Total Utilities	41,906.45
Total Expense	901,419.38
Net Ordinary Income	36,998.37
Other Income/Expense	
Other Income	
Other Income	
Overdraft Reversal	298.00
Total Other Income	298.00
Total Other Income	298.00
Net Other Income	298.00
Net Income	37,296.37

Morongo Basin Unity Home, Inc.

Audited Financial Statements

For the Year Ended December 31, 2011

Sheri Raborn
Certified Public Accountant

Independent Auditor's Report

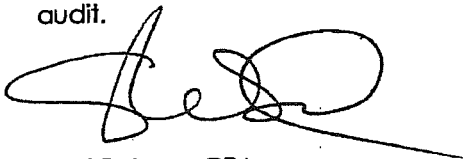
To the Board of Directors
Morongo Basin Unity Home, Inc.
Joshua Tree, California

I have audited the accompanying statement of financial position of Morongo Basin Unity Home, Inc. (a nonprofit organization) as of December 31, 2011, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Morongo Basin Unity Home, Inc. as of December 31, 2011, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report dated October 14, 2012, on my consideration of Morongo Basin Unity Home, Inc.'s internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.



Sheri Raborn, CPA
Highland, California
October 14, 2012

Morongo Basin Unity Home, Inc.

STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2011

	<u>December 31, 2011</u>
Unrestricted Net Assets:	
Revenue and other support:	
Grants and reimbursement contracts	\$ 641,297
Thrift store	108,421
Contributions	37,226
Contributed services	50,241
Program fees	31,825
Fundraising	3,977
Interest and other income	1,213
Released from restrictions	-
Total revenue and other support	<u>874,200</u>
Expenses:	
Program services	655,065
Support services	339,600
Fundraising	3,254
Total expenses	<u>997,919</u>
Increase in unrestricted net assets	(123,719)
Unrestricted net assets, beginning of year	<u>320,362</u>
Unrestricted net assets, end of year	<u>\$ 196,643</u>

Morongo Basin Unity Home, Inc.

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended December 31, 2011

	Program Services			Support Services		
	Outreach	Shelter	Transitional Housing	Admin. & General	Thrift Store	2011 Total
Salaries and related expenses:						
Salaries, wages and benefits	\$ 202,886	207,586	32,641	169,012	50,631	662,756
Total salaries and related expenses	202,886	207,586	32,641	169,012	50,631	662,756
Operating expenses:						
Contributed services	5,559	1,032	12,060	-	31,590	50,241
Depreciation	1,985	11,343	3,353	-	667	17,348
Dues, licenses and training	3,906	175	4,081	365	274	4,720
Fundraising	3,254	-	3,254	-	-	3,254
Groceries	-	14,051	-	-	-	14,051
Insurance	16,852	2,105	-	2,360	-	21,317
Interest	25	417	332	-	-	774
Office expense	8,114	1,067	65	516	1,884	11,646
Professional fees	9,385	9,613	-	1,821	372	21,191
Promotion and advertising	990	132	-	302	70	1,494
Rent	22,272	-	-	12,000	15,000	49,272
Repairs and maintenance	7,198	13,964	7,391	942	1,052	30,547
Sales tax	-	-	-	-	12,249	12,249
Supplies	4,551	13,889	-	999	1,211	20,650
Telephone	3,075	5,771	-	1,344	1,927	12,117
Transportation and travel	10,631	1,293	-	139	268	12,331
Utilities	6,482	6,525	6,123	1,750	7,537	28,417
Other	146	80	226	19,138	4,180	23,544
Total operating expenses	104,425	81,457	29,324	41,676	78,281	335,163
Total expenses	\$ 307,311	289,043	61,965	210,688	128,912	997,919

See accompanying notes to financial statements.

Morongo Basin Unity Home, Inc.

NOTES TO FINANCIAL STATEMENTS

December 31, 2011

NOTE 1 – SUMMARY OF ACCOUNTING POLICIES, Continued

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization, that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Contributions

In accordance with SFAS No. 116, "Accounting for Contributions Received and Contributions Made", contributions received are recognized in the period received. In addition, contributions received are recorded as unrestricted, temporarily restricted or permanently restricted net assets depending on the absence or existence of donor imposed restrictions.

Contributed Services

Donated services estimated in the amount of \$50,241 for the year ended December 31, 2011 were received. The services were donated to Morongo Basin Unity Home, Inc. by volunteers working in various areas of the Organization. Contribution of services received, that are measurable, are valued at their estimated fair market value and are recorded as revenue when received.

Functional Allocation of Expenses

The costs of providing the various programs have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results may differ from those estimates.

Morongo Basin Unity Home, Inc.

NOTES TO FINANCIAL STATEMENTS

December 31, 2011

NOTE 2 – GRANTS RECEIVABLE

Grants receivable are deemed to be fully collectible by management and are composed of the following:

	<u>2011</u>
State of California - Cal EMA	\$ 62,183
County of San Bernardino - CalWorks	8,707
County of San Bernardino - Presley	4,412
State of California - Child and Family Services	3,544
County of San Bernardino - CDBG	1,058
Total	\$ <u>79,904</u>

NOTE 3 – PROPERTY AND EQUIPMENT

Property and equipment are composed of the following:

	<u>2011</u>
Land	\$ 4,995
Building	64,000
Improvements and equipment	214,049
Vehicles	46,446
Total	<u>329,490</u>
Less: accumulated depreciation	<u>(188,699)</u>
Property and equipment, net	\$ <u>140,791</u>

Depreciation expense for the year ended December 31, 2011 was \$17,348.

NOTE 4 – NOTES PAYABLE

Unsecured note payable, bearing interest at 2.70% per annum, payable in annual installments of \$1,731.64, including interest, maturing November 2018.

	<u>2011</u>
	\$ 10,912
Total	10,912
Less: current portion	<u>(1,437)</u>
Noncurrent portion	\$ <u>9,475</u>

SUPPLEMENTARY INFORMATION

Sheri Raborn
Certified Public Accountant

REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Morongo Basin Unity Home, Inc.
Joshua Tree, California

I have audited the financial statements of Morongo Basin Unity Home, Inc. (a nonprofit organization) as of and for the year ended December 31, 2011, and have issued my report thereon dated October 14, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

Management of Morongo Basin Unity Home, Inc. is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing my audit, I considered Morongo Basin Unity Home, Inc.'s internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Morongo Basin Unity Home, Inc.'s internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Morongo Basin Unity Home, Inc.'s financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests

**Town of Yucca Valley
2013-14 Partnership Funding Application**



Morongo Basin Adult Health Service Corp DBA MBSSC
Agency/Organization

P.O. Box 106
Mailing Address

Yucca Valley CA 92286-0106
City State Zip

760-345-9661
Agency Phone Number Non-Profit Other

Kari Grimes Executive Director
Contact Person Title

760-365-9661 760-219-4128
Contact Phone Number Contact Phone # (Cell or Other)

director @ mbssc.org
Contact Email Address

Anticipated Agency 2013-14 Budget \$148,000

Amount Requested from Town of Yucca Valley FY 2013-14 \$5,000

Describe the project or program for which funds are requested (25 words or less):
Providing 225 low-income seniors improved mobility, strength, balance, flexibility, pain management and improved quality of life through indoor warm salt water exercise programs.

Benefit of project/program to the residents of the Town of Yucca Valley:
See page 1 of attachments

Specific items to be funded: (Provide Details on Attached Form A)

1 <u>Items listed on page 3</u>	\$ _____
2 _____	\$ _____
3 _____	\$ _____

- Required Attachments:
- Copy of 501(c)3 incorporation papers
 - Current list of agency board of directors (w/ contact info.)
 - 2012-13 Partnership funding report (Attachment "A")
 - Details of 2013-14 project/program for which funds are requested (Attachment "A")
 - Copy of recent Audit or Financial Report

Kari Grimes 3-15-13
Signature Date

Kari Grimes Executive Director
Print Name Title

**Town of Yucca Valley
Partnership/Contract Funding Program**



Attachment A: Project and Program Details

2012-13 Information

Please provide details about how 2012-13 Town of Yucca Valley partnership funds were used by the agency. Attach additional sheet if necessary.

See page 2 of attachments

2013-14 Request

Please provide details about how 2013-14 Town of Yucca Valley partnership funding would be used if approved. Attach additional sheet if necessary.

See page 3 of attachments

Other Services Requested from the Town of Yucca Valley

List any other anticipated requests such as meeting rooms, event support, etc. (Additional application and review of other service request may be required.)

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Morongo Basin Adult Health Services, Corp offers an extremely unique service with the only indoor warm salt water pool in San Bernardino County, CA. According to the 2010 United States Census, Yucca Valley is home for 4,710 of our seniors who are 55 years or older and with the average income of those seniors (according to the new Social Security Administration report) is between \$15,000 and \$19,999 annually, an income range that 12.6 percent of retirees fall into. With an area of 40 square miles and none of it is covered in water. The Centers for Disease Control and Prevention states that (CDC24/7:Saving Lives, Protecting People) those who are suffering from osteoarthritis, rheumatoid arthritis, fibromyalgia, lupus, diabetes, heart disease, and obesity are finding the benefits from aquatic exercise, in fact can reduce pain and improve function, mobility, mood and quality of life for most adults. Many of our local physicians recommend aquatic exercise as it can provide benefits not possible with other treatments and can advance individuals to a higher level of muscle fitness and mobility sooner. Buoyancy provided by the salt water allows you to move more easily with decreased stress on muscles, joints, and bones while increasing flexibility and balance. The warm salt water exercise has even greater benefits, besides the comfort of the temperature, immersing in the warm water raises your body temperature and relaxes your muscles. This can benefit individuals with disabilities and conditions such as arthritis, muscular dystrophy, Parkinson's disease, post-polio syndrome and many others. According to Housing and Resources for Aging Well, it can decrease joint and soft tissue inflammation, improve bone density, improve pulmonary function, increase circulation, strengthen muscles and reduce pain. Additionally, warm salt water exercise can have psychosocial benefits including reduced anxiety and stress and improved mood.

We are currently serving 250 seniors at our indoor warm salt water pool with over 10,000 visitations per year even in these very tough economic times. Our certified and highly qualified instructors assist, encourage and demonstrate the proper exercises to help all reach their individual goals. We are extremely proud that we offer the most Certified Arthritis Foundation Warm Salt Water Exercise Classes in the country. From our Basic Arthritis to Active Arthritis and then to Aerobic, Yoga, Zumba and to Walking we have classes to support and assist all of our participants with their health needs.

Our goal: To increase the number of individuals we serve by 50% in the next year, while continuing to offer the highest quality service and programs possible. We will be using surveys to measure our goals and objectives.

Our Mission: We are a not-for-profit organization, exists to serve the seniors of the community by providing support through exercise, activities, education and information to foster independence.

Our Vision: To be recognized as the leader in superior services and resources for the seniors in the Morongo Basin. To improve the quality of life by continuing upon our 30 years commitment to the community and meet the needs of the individuals we serve.

The Morongo Basin Adult Health Services, Corp used the 2012-2013 partnership funds provided by the Town of Yucca Valley for our Warm Salt Water Pool. The expenses for such a facility are ongoing. The daily maintenance, supplies and cleaning are a monthly expense while other larger challenges come in bigger packages. This past year we had to replace our pump, heater and structural repairs to the pool to prevent leakage. All of these expenses to some degree were funded by the Town of Yucca Valley Partnership Funds. The funds are allotted over a 12 month period so that there was money available for the monthly as well as the unexpected expenses. All funds given no matter the amount are appreciated and utilized to the maximum level.

The Morongo Basin Adult Health Services, Corp used the 2013-2014 partnership funds provided by the Town of Yucca Valley for our Warm Salt Water Pool. We have our regular maintenance, supply and cleaning. We have already experienced some of our larger issues. We have to replaced our heaters and thermostats in the pool and restroom areas, resurface the pool deck for safety purposes, install new exhaust in the pool and restroom areas and re-plaster the pool surface due to aging, re-place cartridges for Salt System and the Probes for the Auto Feed for the Chlorinator. These are the expenses we are aware of and because we have no way of knowing what may go come up as the year progress, the expenses will grow.

Expenses

Annual Maintenance/Supplies/Cleaning	\$2,500
Heaters/Thermostats	1,100
Resurface Pool Deck	1,250
New Exhaust	10,000
Re-plaster Pool Surface	8,000
Re-place Cartridges for Salt System	500
Probes for Auto Feed for Chlorinator	<u>300</u>
Total	\$23,650

All funding is allocated over the 12 month period to be utilized for the monthly expenses as well as the larger issues as they arise.

MBSSC Board Contact List - January 1, 2013

Name/Address – Board Members	Phone				Email
Sue Tsuda, President	Home	760-365-4232	Cell	760-898-1047	sue.tsuda@yahoo.com
8658 Amador Avenue Yucca Valley, CA 92284	Business		Fax		
Walter Holmes , Vice President	Home	760-228-2986	Cell		holmeswp@yahoo.com
P. O. Box 1295, Yucca Valley, Ca 92286	Business		Fax		
Cheyenne Bonnell, Secretary	Home	760-364-2960	Cell		cheyennebonnell@hotmail.com
PO Box 3904, Landers, CA 92285	Business		Fax		
John Yonushonis, Treasurer	Home		Cell	602-469-1203	yono07@hotmail.com
8075 Quail Trail, Yucca Valley, CA 92284	Business		Fax		john.yonushonis@yahoo.com
PO Box 1004, Yucca Valley, Ca 92286					
Jean Bixby	Home	760-366-7315	Cell	760-834-1975	j.bixby@hotmail.com
6915 Sunny Vista Rd., Joshua Tree, CA, 92252	Business		Fax		
Renate Bodden	Home		Cell		renatebodden@aol.com
1895 E. Desert Palms Dr., Palm Springs, CA 92262	Business	760-464-4718	Fax		
Timothy Murphy	Home	760-401-5709	Cell		maykit28@yahoo.com
58256 Lisbon Drive, Yucca Valley, CA 92284	Business		Fax		
Jeri Reed	Home	760-366-2244	Cell	760-464-9476	activities@mbssc.org
60710 Natoma Trail, Joshua Tree, CA 92251	Business		Fax		reedjeree@msn.com
Name/Address – Honorary Board Members	Phone				Email Address
Jacqueline Underwood	Home	760-842-8334	Cell	760-219-3043	rt.wood3@yahoo.com
650 S. Santa Fe Rancho Rd., Sp. 140, San Marcos, CA 92078	Business		Fax		
Terry Layton, Deceased					
Howard Marsa	Home	760-365-3096	Cell		
PO Box 2529, Yucca Valley, CA 92286	Business		Fax		
Carl Smelko	Home	760-365-3096			
PO Box 2529, Yucca Valley, CA 92286	Business				
Liberty Powell	Home	760-272-4408	Cell		CucinaLibby@aol.com
58405 Joshua Lane Yucca Valley Ca 92284	Business		Fax		
Name/Address – Staff	Phone				Email Address
Kari Grimes, Executive Director	Home	760-369-2437	Cell	760-219-4128	director@mbssc.org
7340 Indio Avenue, Yucca Valley, CA 92284	Business	760-365-9661	Fax	760-994-1337	kari17us@aol.com
Rachelle (Shelly) Burrer, Pool Coordinator	Home		Cell	949-419-5074	pool@mbssc.org
778 Jemez Trail, #2, Yucca Valley, CA 92284	Business	760-365-9661	Fax	760-994-1337	
Jeri Reed, Activities Coordinator	Home	760-366-2244	Cell	760-464-9476	activities@mbssc.org
60710 Natoma Trail, Joshua Tree, CA 92251	Business		Fax		reedjeree@msn.com
Martha Mitchell	Home:		Cell	760-673-8314	martha29p@hotmail.com
	Business		FAX		admin@mbssc.org
	Home		Cell		
	Business		Fax		

date: MAY 27 1983

Employer Identification Number:

95-3836108

Accounting Period Ending:

January 31

Foundation Status Classification:

170(b)(1)(A)(vi) and 509(a)(1)

Advance Ruling Period Ends:

January 31, 1985

Person to Contact:

L. Hill

Contact Telephone Number:

(213) 688-4889

▷ Morongo Basin Adult Health
Services Corporation
7425-75 Church Street
Yucca Valley, CA 92284

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 170(b)(1)(A)(vi) and 509(a)(1).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1)** organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1)** status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1)** organization.

P.O. Box 2350, Los Angeles, Calif. 90053

(over)

Letter 1045(DC) (5-77)

** and section 170(b)(1)(A)(vi).

ATTACHMENT NUMBER

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Requests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

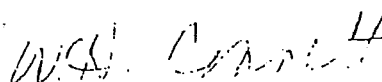
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

Morongo Basin Senior Support Center
Profit & Loss
January through December 2012

Jan - Dec 12

Ordinary Income/Expense	
Income	
Another Time	
1 Clothes Another Time	9,893.12
2 Jewelry Another Time	968.76
3 Housewares Another Time	16,315.83
4 Furniture Another Time	3,959.06
5 Soda and Water Another Time	99.25
8 Donations Another Time	511.20
9 Sales Tax Another Time	0.00
Discounts - Another Time	-647.19
Gift Certificate Used	-9.70
Overages	28.93
Shortages	-35.37
Another Time - Other	34.26
Total Another Time	31,118.15
Club Membership	4,070.00
Donations	
Monetary Donations	
Individual	
Bridge Club	535.00
DermaSwim	30.00
Duct Tape Craft Class	35.00
Loan Locker Donation	50.00
Maintenance Donation	100.00
New To You	580.23
Newsletter Donation	25.00
Nutrition/Coffee/Water/Soda	394.86
Restricted Donation	1,548.39
Restricted Donations Admin	828.17
Safety Grip Handrail	160.00
Salt Water Change	2,889.00
Septic System Donation	7,570.00
Unrestricted Donation	3,300.44
Web Design	400.00
Total Individual	18,446.09
Organization	
Maintenance (R)	310.00
Unrestricted	
Change for Seniors	16.15
Unrestricted - Other	6,033.11
Total Unrestricted	6,049.26
Total Organization	6,359.26
Total Monetary Donations	24,805.35
Non-Cash Donations	
Automobiles	1,250.00
In-Kind Donations	90.62
Total Non-Cash Donations	1,340.62
Total Donations	26,145.97
Fundraisers (Gross)	
A Touch of Italy	
Bar	144.00
Dinner Tickets - Adults	1,880.00
Dinner Tickets - Child	20.00
Raffle	273.00
Silent Auction	1,245.00
A Touch of Italy - Other	97.00
Total A Touch of Italy	3,659.00

12:09 PM
 03/18/13
 Cash Basis

Morongo Basin Senior Support Center
Profit & Loss
 January through December 2012

	Jan - Dec 12
Car Show	1,928.00
Newsletter Advertising	1,000.00
Total Newsletter	1,000.00
Other	
First Aid Kits	140.00
Photostamps	650.00
Pool Gift Certificates	32.00
Pool Tiles	2,600.00
Sr. Activities Miscellaneous	7.25
Total Other	3,429.25
Rubber Ducky	
Balloon Ride Raffle	500.00
Bar	319.00
Donations General	200.00
Duck and Dinner Tickets	4,795.00
Live Auction Income	2,650.00
Silent Auction	1,420.00
Sponsorship	5,500.00
Total Rubber Ducky	15,384.00
Theater Tickets	1,380.00
Water Canyon Reunion	1,801.00
Total Fundraisers (Gross)	28,581.25
Grants	
CDBG Grant	
CDBG 29 Palms	3,664.00
Total CDBG Grant	3,664.00
Special Pool	
Personnel (R)	12,500.00
Total Special Pool	12,500.00
Town of Yucca Valley Grant	10,000.00
Work Force Development	5,502.40
Total Grants	31,666.40
Interest	244.94
Other Income	
Insurance Claims	9,753.49
Miscellaneous	4.69
Recycling	56.31
State Compensation Ins. Refund	93.51
Total Other Income	9,908.00
Room Rental	
Equipment Rental	65.00
Space Rental	150.00
Room Rental - Other	2,462.00
Total Room Rental	2,677.00
Scholarships	
Donations - Individuals	550.00
Donations - Organizations	500.00
Scholarship Basket Raffle	160.00
Total Scholarships	1,210.00

12:09 PM
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Cash Basis

Morongo Basin Senior Support Center
Profit & Loss
January through December 2012

	Jan - Dec 12
Service Payments	
Activity Center	
Advanced Computer Class	125.00
Basic Computer Class	280.00
Computer Tutoring	25.00
Land-Based Exercise Classes	2,197.00
Water Color Class Fees	216.00
Total Activity Center	2,843.00
Aquatic Center Classes	
Discounts -- Pool	-20.00
Silver & Fit	252.00
Aquatic Center Classes - Other	37,015.00
Total Aquatic Center Classes	37,247.00
Total Service Payments	40,090.00
Total Income	175,711.71
Gross Profit	175,711.71
Expense	
Advertising/Public Outreach	3,310.50
Annual Taxes	60.00
Bank Fees	1,061.25
Bldg Maintenance and Repair	13,802.23
Consumable Supplies	4,316.85
Contract Services	10,793.66
Dues & Subscriptions	812.97
Financial Aid	0.00
Fundraisers	
2011 Rubber Ducky	240.00
A Touch of Italy	1,315.54
Anne of Green Gables	1,048.75
MBOCC Car Show	812.01
Pool Tiles	38.79
Rubber Ducky 2012	2,787.76
Sales Tax - Auctions	315.43
Water Canyon Reunion	340.77
Total Fundraisers	6,899.05
Insurance	12,000.70
Licenses & Permits	
Training/Certification	633.00
Licenses & Permits - Other	628.00
Total Licenses & Permits	1,261.00
Mileage	188.25
Miscellaneous/Other	
Christmas Party	151.73
Miscellaneous/Other - Other	13.60
Total Miscellaneous/Other	165.33
Office Equipment Purchase	1,061.46
Office Supplies	4,043.82
Payroll Expenses	9,793.23
Payroll Taxes	39.82
Professional	1,450.00
Property Taxes	564.41
Reconciliation Discrepancies	143.77
Refunds	39.00
Rent/Lease	
Thrift Store Rent	12,000.00
Rent/Lease - Other	729.52
Total Rent/Lease	12,729.52

12:09 PM
03/18/13
Cash Basis

Morongo Basin Senior Support Center
Profit & Loss
January through December 2012

	<u>Jan - Dec 12</u>
Sales Tax	0.00
Salt Water Change	2,068.00
Utilities	21,408.36
Wages	97,118.88
Total Expense	<u>205,132.06</u>
Net Ordinary Income	<u>-29,420.35</u>
Net Income	<u><u>-29,420.35</u></u>

Morongo Basin Senior Support Center
Balance Sheet
 As of December 31, 2012

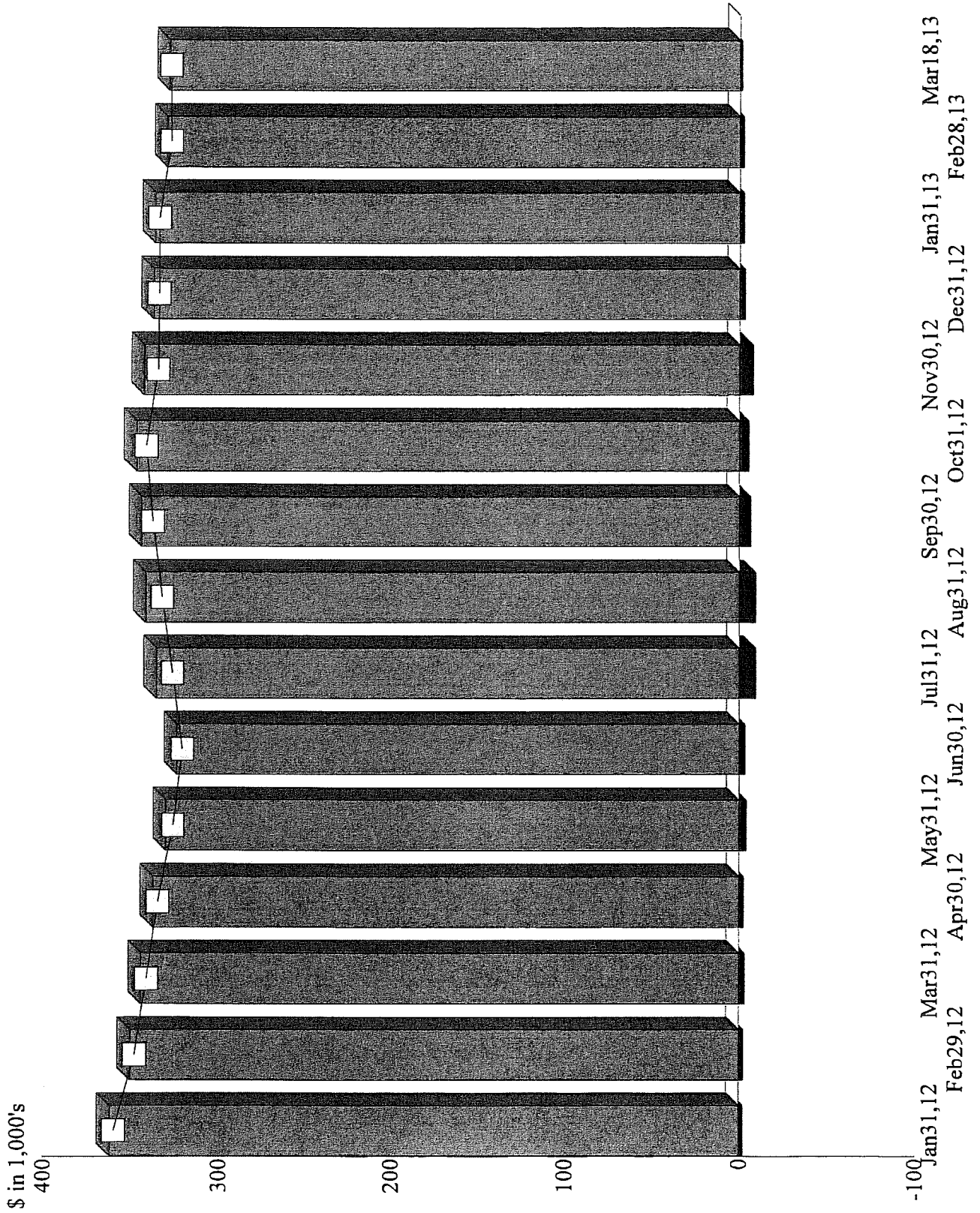
	Dec 31, 12
ASSETS	
Current Assets	
Checking/Savings	
Checking Accounts	
Pacific Marine Credit Union	8,178.01
Pacific Western Bank	7,759.30
Total Checking Accounts	15,937.31
Money Market	
Pacific Marine Credit Union 471	51,324.04
Total Money Market	51,324.04
Petty Cash Boxes	
Petty Cash Box Another Time	75.00
Petty Cash Box Aquatic Center	75.00
Petty Cash Box Office	15.00
Petty Cash Box Sr. Activities	75.00
Total Petty Cash Boxes	240.00
Restricted Accounts	
Pacific Western Savings Acct	3,500.03
PMCU Primary Shares	5,001.19
Total Restricted Accounts	8,501.22
Total Checking/Savings	76,002.57
Other Current Assets	
Undeposited Funds	-45.00
Total Other Current Assets	-45.00
Total Current Assets	75,957.57
Fixed Assets	
200 Fixed Asset	
201 Land	32,987.04
202 Buildings	176,325.00
203 Carpets	7,780.00
204 Equipment	30,057.95
205 Fences	750.00
206 Furniture & Fixtures	4,186.37
207 Parking Lot & Flood	42,185.00
208 Office Equipment	5,350.81
209 Restroom & Showers	100,003.96
210 Sheds	9,615.92
Total 200 Fixed Asset	409,242.05
Accumulated Depreciation	-145,909.00
Total Fixed Assets	263,333.05
TOTAL ASSETS	339,290.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-0.02
Total Accounts Payable	-0.02

12:05 PM
03/18/13
Cash Basis

Morongo Basin Senior Support Center
Balance Sheet
As of December 31, 2012

	<u>Dec 31, 12</u>
Other Current Liabilities	
Direct Deposit Liabilities	20.01
Payroll Liabilities	2,058.55
Sales Tax Payable	951.23
	<hr/>
Total Other Current Liabilities	3,029.79
	<hr/>
Total Current Liabilities	3,029.77
	<hr/>
Total Liabilities	3,029.77
Equity	
Unrestricted Net Assets	365,681.20
Net Income	-29,420.35
	<hr/>
Total Equity	336,260.85
	<hr/>
TOTAL LIABILITIES & EQUITY	339,290.62
	<hr/> <hr/>

Net Worth by Month
As of March 18, 2013



March 7, 2013

Town of Yucca Valley
Mark Nuaimi, Town Manager
57090 Twentynine Palms Highway
Yucca Valley, CA 92284

Re: Partnership Funding Request

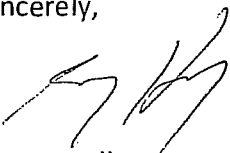
Dear Mr. Nuaimi:

Thank you for your letter requesting our application for partnership funding for your fiscal year 2013-2014. We recognize the financial situation the Town Council is currently facing. As a non-profit entity we can most definitely appreciate the challenges presented in this economy as we too face these challenges. To that extent we are not submitting a request for partnership funding for your upcoming fiscal year.

However, we do wish to renegotiate our lease agreement with the Town so the town may continue to utilize our facility for recreation purposes. Our Board of Directors is currently working on drafting a letter of intent, which will be presented to you no later than March 31, 2013.

We are confident we shall be able to structure a lease agreement that is fair and equitable to both the Town of Yucca Valley and the Boys & Girls Club of the Hi-Desert. We appreciate and value the longtime partnership we have had, which has benefitted the citizens and most especially, the youth of the community, and we look forward to working with you on future endeavors.

Sincerely,



Sam Handley
Executive Director

Cc: Tracy Stockman
Board President

March 20, 2013

Town of Yucca Valley
Mark Nuaimi, Town Manager
57090 Twentynine Palms Highway
Yucca Valley, CA 92284

Re: 56525 Little League Drive
Yucca Valley, CA 92284

Dear Mr. Nuaimi:

This letter of intent shall outline proposed general terms and conditions upon which the Boys & Girls Club of the Hi-Desert ("Landlord") would be willing to enter into a Lease/Facility Use Agreement with the Town of Yucca Valley ("Tenant"):

- Premises: Gymnasium, restrooms, lobby area, and a specified lockable equipment storage area located at 56525 Little League Drive, Yucca Valley, CA 92284.
- Usage/Term: Tenant will lease Premises for the purpose of recreational programming. Town will have access to Premises between November 2013 and March 2014 for up to 400 total hours. Use of the Premises shall not conflict with Landlord's normal hours of operation, which is defined as Monday through Friday between 2:00 and 6:00 p.m. Landlord will notify tenant 14 days in advance if use of the Premises is needed by Landlord. In good faith Landlord will make efforts to minimize the impact on Tenant's schedule.
- Base Rental Rate: \$80.00 per hour for a total annual lease of \$32,000, payable in quarterly installments of \$8,000.00 beginning July 1, 2013.
- Additional Rent: \$80.00 per hour for use of Premises by Tenant in excess of 400 hours total during the Term. Landlord shall calculate Additional Rent based on times Landlord's security system was armed and disarmed by Tenant. Additional Rent shall be billed in one invoice upon expiration of the Term payable within 30 days.

Net Expenses: Landlord agrees to pay all expenses associated with the Premises, which include but are not limited to property taxes, property insurance, and maintenance costs, except the following:

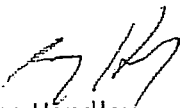
1. Tenant is responsible for turning off lights, heating system, and cooling system upon vacating the Premises daily. Tenant shall be charged \$50.00 per hour per system that is left on by the Tenant upon discovery by Landlord. Landlord shall begin accruing charges following a report from Landlord's security system verifying the time the alarm was armed upon exit by Tenant.
2. Repair costs arising from damages caused by Tenant above and beyond the course of normal wear and tear shall be paid by Tenant.
3. Expenses shall be billed upon occurrence and payable within 30 days.

Other: Background checks must be provided to Landlord for all employees and agents of Tenant, who will be in/on the Premises. Landlord shall bear no expense associated with background checks. Landlord reserves the right to prohibit access to Premises by Tenant's employees or agents based on results of background checks.

Non-binding Effect: This letter is intended as a preliminary expression of intent, and neither party shall have any binding contractual obligation to the other with respect to the matters referred to herein unless and until a formal written Lease/Facility Use Agreement has been fully executed and delivered by the parties.

If you have any questions, please contact the undersigned immediately. We look forward to continuing our partnership with the Town of Yucca Valley.

Sincerely,



Sam Handley
Executive Director

Cc: Tracy Stockman
Board President

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For more detailed information on an organization's registration, click on the Organization Name from the alphabetical list below. If there are additional pages of the search results, there will be clickable page numbers at the bottom of the list. The maximum number of pages is 25 so if you do not find the organization for which you are searching, click the 'Search Again' button and change the search criteria.

Search Again

Organization Name	Registration Number	Record Type	Registration Status	City	State	Registration Type	Record Type
BOYS' & GIRLS' CLUB OF THE HI-DESERT	049144	Charity	Current	YUCCA VALLEY	CA	Charity Registration	Charity
1							

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Below is the detailed data for the registrant you selected.
 You may CLOSE this window to return to the Search Results and choose another registrant.

Registrant Information

Full Name:	BOYS' & GIRLS' CLUB OF THE HI-DESERT	FEIN:	953766860
Type:	Public Benefit	Corporate or Organization Number:	1121726
Registration Number:	049144	Registration Type:	Charity Registration
Record Type:	Charity	Renewal Due Date:	5/15/2012
Issue Date:	12/31/2006	Date This Status:	4/21/2009
Registration Status:	Current		
Date of Last Renewal:	5/3/2011		

Address Information

Address Line 1:	PO BOX 402	Phone:	
Address Line 2:			
Address Line 3:			
Address Line 4:	YUCCA VALLEY CA 92286		

Annual Renewal Information

Fiscal Begin:	01-JAN-01
Fiscal End:	31-DEC-01
Total Assets:	\$815,567.00
Gross Annual Revenue:	\$449,432.00
RRF Received:	03-APR-02
Returned Date:	
990 Attached:	N
Status:	Accepted
Fiscal Begin:	31-DEC-02
Fiscal End:	
Total Assets:	\$0.00
Gross Annual Revenue:	\$0.00
RRF Received:	
Returned Date:	
990 Attached:	N
Status:	
Fiscal Begin:	01-JAN-03
Fiscal End:	31-DEC-03
Total Assets:	\$871,899.00
Gross Annual Revenue:	\$410,304.00
RRF Received:	10-MAR-09
Returned Date:	
990 Attached:	Y
Status:	Accepted
Fiscal Begin:	01-JAN-04
Fiscal End:	31-DEC-04
Total Assets:	\$924,955.00
Gross Annual Revenue:	\$380,324.00
RRF Received:	10-MAR-09
Returned Date:	
990 Attached:	Y
Status:	Accepted
Fiscal Begin:	01-JAN-05
Fiscal End:	31-DEC-05

Total Assets:	\$904,455.00
Gross Annual Revenue:	\$379,647.00
RRF Received:	21-APR-09
Returned Date:	
990 Attached:	Y
Status:	Accepted
Fiscal Begin:	01-JAN-06
Fiscal End:	31-DEC-06
Total Assets:	\$809,315.00
Gross Annual Revenue:	\$387,145.00
RRF Received:	26-MAR-07
Returned Date:	
990 Attached:	Y
Status:	Accepted
Fiscal Begin:	01-JAN-07
Fiscal End:	31-DEC-07
Total Assets:	\$799,008.00
Gross Annual Revenue:	\$363,930.00
RRF Received:	15-SEP-08
Returned Date:	
990 Attached:	Y
Status:	Accepted
Fiscal Begin:	01-JAN-08
Fiscal End:	31-DEC-08
Total Assets:	\$757,231.00
Gross Annual Revenue:	\$358,704.00
RRF Received:	16-JUN-09
Returned Date:	
990 Attached:	Y
Status:	Accepted
Fiscal Begin:	01-JAN-09
Fiscal End:	31-DEC-09
Total Assets:	\$693,255.00
Gross Annual Revenue:	\$285,515.00
RRF Received:	12-NOV-10
Returned Date:	
990 Attached:	Y
Status:	Accepted
Fiscal Begin:	01-JAN-10
Fiscal End:	31-DEC-10
Total Assets:	\$662,871.00
Gross Annual Revenue:	\$300,054.00
RRF Received:	01-APR-11
Returned Date:	
990 Attached:	Y
Status:	Accepted
Related Documents	
<u>000500A1</u>	RRF-1 2006
<u>000500A3</u>	RRF-1 2005
<u>0005009C</u>	Founding Documents
<u>0005009D</u>	RRF-1 2008
<u>0005009E</u>	IRS Form 990 2008
<u>0005009F</u>	RRF-1 2007
<u>000500A0</u>	IRS Form 990 2007
<u>000500A2</u>	IRS Form 990 2006
<u>000500A4</u>	IRS Form 990 2005
<u>000500A5</u>	RRF-1 2004
<u>000500A6</u>	IRS Form 990 2004

000500A7	RRF-1 2003
000500A8	IRS Form 990 2003
000500A9	RRF-1 2001
0023246E	RRF-1 2010
000A76FF	IRS Form 990 2010
000A76FE	RRF-1 2010
001FB588	RRF-1 2009
001FB589	IRS Form 990 2009
29515757	Return Check Notice 2010
Prerequisite Information	
No Prerequisite Information	

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Jamie Anderson, Town Clerk
Date: April 17, 2013
For Council Meeting: April 30, 2013

Subject: Appointments to Parks, Recreation and Cultural Commission and Planning Commission

Prior Council Review: Council adopted Ordinance No. 223 amending the terms of the Commissioners to coincide with Council member terms.

Recommendation: Council Member Leone nominates members for appointment to the Planning Commission and Parks, Recreation and Cultural Commission.


Summary: Each Council Member nominates, subject to ratification by the Council, a member to the Commissions, and acts as liaison to those Commissioners.

Order of Procedure:

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

Discussion: On March 1, 2011 Council adopted Ordinance 223 amending the terms of Commissioners to coincide with the term of the Council Member appointing them. Terms are for 4 years and run February 1st at the beginning of the Member's term to January 31st, following the termination of the Members Term. The beginning and ending dates of the Commission terms were amended to allow incoming Council Members time to review their commission appointments and seek applications from potential Commissioners. Council Member Leone was elected to a 20 month term at the Special Election of March 5, 2013.

At the Council Meeting of April 2, 2013, the position for Parks, Recreation and Cultural commission was continued for additional applications to be accepted. Michael Hildebrand was appointed to continue his term on the Planning Commission. Since that time Mr. Hildebrand tendered his resignation from the Commission.

Reviewed By:  _____
Town Manager Town Attorney Mgmt Services Dept Head

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

The positions were advertised a second time (for terms expiring on January 31, 2015) and applications have been received from:

Planning Commission:

- Kris Collins
- Curt Duffy
- Edith Jones-Poland (2nd choice)
- Moran (Warren) Lavender
- Charles McHenry
- Mary Jean Puckett

Parks, Recreation and Cultural Commission

- Lori Herbel
- Edith Jones-Poland (1st choice)

Alternatives: Do not ratify the nominations or make appointments at this time. Seek additional persons to apply.

Fiscal impact: None

Town of Yucca Valley



Boards, Commissions, Committees Application

Contact Information

RECEIVED

Name

KRIS COLLINS

APR 23 2013

Street Address

City, State, and ZIP Code

YUCCA VALLEY, CA 92284

TOWN OF YUCCA VALLEY

Home Phone

Work Phone

E-Mail Address

Education

Please describe your education background:

B.S. IN CIVIL ENGINEERING CAL POLY POMONA, 1997

Interests

I am interested in serving on the following Board(s), Commission(s) in order of preference (Please indicate 1st, 2nd, 3rd choice, etc.):

Parks, Recreation and Cultural Commission

Planning Commission

Traffic Commission

Youth Commission (Jr. High or High School Students)

Public Arts Advisory Committee

Other (Please Indicate _____)

Special Project you feel needed by the Town (Please Specify _____)

Job Experience, Special Skills or Qualifications

Summarize your work experience, special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

- WORKED AS CIVIL ENGINEER, LICENSED SINCE 2000
- WORKED FOR PLANNING DEPT. COUNTY OF LOS ANGELES
- SELF-EMPLOYED LICENSED ENGINEER IN YUCCA VALLEY
- MEMBER OF CHI EPSILON (NATIONAL ENGINEERING-P.267NOR SOCIETY)
- PRESIDENT OF YUCCA VALLEY FOR TEN YEARS

Qualifications for Appointment and/or Reasons for Application

Summarize your qualifications and/or reasons.

- WELL VERSED AND EXPERIENCED IN CIVIL & STRUCTURAL ENGINEERING
- I WISH TO SERVE THE COMMUNITY OF YUCCA VALLEY AND OFFER MY SKILLS AS A LICENSED ENGINEER TO THE PLANNING COMMISSION

Person to Notify in Case of Emergency

Name	
Street Address	
City, State, and ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted to serve on any Board, Commissions or Committee, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	KRIS COLLINS
Signature	<i>Kris Collins</i>
Date	4/23/2013

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in working with us.

Town of Yucca Valley



Boards, Commissions, Committees Application

Contact Information

Name	Curt Paul Duffy
Street Address	
City, State, and ZIP Code	Yucca Valley, CA 92284
Home Phone	
Work Phone	
E-Mail Address	

Education

Please describe your education background: EdD - Educational Leadership & Change from Fielding Graduate University; MFA - Creative Writing from Antioch University, Los Angeles; BS - Mechanical Engineering from Worcester Polytechnic Institute; Leadership Development Program - Center for Creative Leadership

Interests

I am interested in serving on the following Board(s), Commission(s) in order of preference (Please indicate 1st, 2nd, 3rd choice, etc.):

- Parks, Recreation and Cultural Commission
- 1 Planning Commission
- Traffic Commission
- Youth Commission (Jr. High or High School Students)
- Public Arts Advisory Committee
- Other (Please Indicate _____)
- Special Project you feel needed by the Town (Please Specify _____)

Job Experience, Special Skills or Qualifications

Summarize your work experience, special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Curt Duffy, B.S.M.E, M.F.A, Ed.D. has been teaching in a wide range of college and university settings since 2001. With degrees in both the arts and sciences, as well as business experience in project management, marketing, and educational administration, Dr. Duffy is well versed in the skills professionals need to succeed in today's high-tech, communications-dependent industries. Dr. Duffy has worked with major Southern California employers such as Paramount Pictures and Southern California Edison. He was also chair of the Business Program at ITT Technical Institute, Torrance and Dean of Students at West Coast University. Dr. Duffy's dissertation focused on the creation, propagation, and adoption of linguistic memes, or slogans.

Qualifications for Appointment and/or Reasons for Application

Summarize your qualifications and/or reasons.

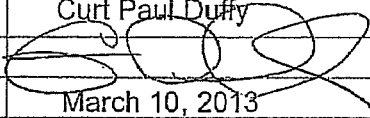
I have experience with designing multimillion dollar steam generating units, a record of administering multimillion dollar software projects and educational programs, and the ability to design and implement community-wide change through education, involvement, and engagement. I desire to help Yucca Valley become a desirable community with high-paying jobs and medical/educational/cultural resources while preserving its rural character.

Person to Notify in Case of Emergency

Name	
Street Address	
City, State, and ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted to serve on any Board, Commissions or Committee, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Curt Paul Duffy
Signature	
Date	March 10, 2013

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in working with us.

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APR 16 2013

TOWN OF YUCCA VALLEY
APPLICATION

TOWN OF YUCCA VALLEY

BOARDS, COMMISSIONS, COMMITTEES

DATE: 4-16-2013

NAME LAVENDER MORAN (WARREN) F.
LAST FIRST MIDDLE INITIAL

RESIDENCE ADDRESS_
NUMBER/STREET CITY PHONE

BUSINESS ADDRESS_
NUMBER/STREET CITY PHONE

EDUCATION HIGH SCHOOL + 3 SEMESTER OF COLLEGE IN THE MILITARY (USN)

JOB EXPERIENCE 22 1/2 YEARS AS TOOL DESIGNER AND TOOL ENGINEER WITH NORTH AMERICAN ROCKWELL. 42 YEARS IN CONSTRUCTION WITH 39 YEARS AS A GENERAL CONTRACTOR, BUILDING DESIGNER AND ENERGY ANALYST

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARD(S), COMMISSION(S) IN ORDER OF PREFERENCE (INDICATE 1ST, 2ND CHOICE, ETC.):

- PARKS, RECREATION & CULTURAL COMMISSION
- 1ST PLANNING COMMISSION
- TRAFFIC COMMISSION
- YOUTH COMMISSION (JR. HIGH/HIGH SCHOOL STUDENTS)
- PUBLIC ARTS ADVISORY COMMITTEE
- OTHER (INDICATE) _____
- SPECIAL PROJECT YOU FEEL NEEDED BY THE TOWN (SPECIFY) _____

QUALIFICATIONS FOR APPOINTMENT AND/OR REASONS FOR APPLICATION
OVER 40 YEARS OF DEALING WITH BUILDING & SAFETY AND PLANNERS ~~NET~~ IN SAN BERNARDINO, RIVERSIDE AND SAN DIEGO COUNTY. I BELIEVE PLANNING SHOULD BE MORE CUSTOMER FRIENDLY AND CODE ENFORCEMENT SHOULD BE UNIFORMLY APPLIED.

RECEIVED

APR 11 2013



TOWN OF YUCCA VALLEY
TOWN CLERKS OFFICE

Town of Yucca Valley

Boards, Commissions, Committees Application

Contact Information

Name	CHARLES MCHENRY
Street Address	
City, State, and ZIP Code	YUCCA VALLEY, CA 92284
Home Phone	
Work Phone	
E-Mail Address	

Education

Please describe your education background: HIGH SCHOOL GRADUATED 1975
 60+ UNITS COLLEGE
 MILITARY ELECTRONICS COURSES

Interests

I am interested in serving on the following Board(s), Commission(s) in order of preference (Please indicate 1st, 2nd, 3rd choice, etc.):

- Parks, Recreation and Cultural Commission
- 1st Planning Commission
- Traffic Commission
- Youth Commission (Jr. High or High School Students)
- Public Arts Advisory Committee
- Other (Please Indicate _____)
- Special Project you feel needed by the Town (Please Specify _____)

Job Experience, Special Skills or Qualifications

Summarize your work experience, special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

1976-1981 US NAVY ELECTRONICS TECHNICIAN. NOV. 1982 TO PRESENT CIVIL SERVICE. VOLUNTEER WORK FOR OPERATION GAMMA UNITS 1988-1989 RAISING MONEY FOR FOOD BASKETS. YMCA BOARD MEMBER 2010-2011. STJPA BOARD MEMBER 2010-PRESENT HILL AFB TOOL CONTROL POLICY TEAM 2000. TRAFFIC COMMISSION 2006-2009

Qualifications for Appointment and/or Reasons for Application

Summarize your qualifications and/or reasons.

HAVE SERVED ON BOARDS OF SEVERAL NON-PROFITS AND POLICY MAKING PANELS. SERVED IN THE PAST ON TRAFFIC COMMISSION AND CURRENTLY SERVING ON GENERAL PLAN ADVISORY COMMITTEE. I WOULD LIKE TO SERVE ON THE PLANNING COMMISSION OUT OF A DESIRE TO SEE THE TOWN GROW PROPERLY

Person to Notify in Case of Emergency

Name _____
Street Address _____
City, State, and ZIP _____
Home Phone () _____
Work Phone _____
E-Mail Address _____

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted to serve on any Board, Commissions or Committee, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) CHARLES McHENRY
Signature [Handwritten Signature]
Date APR 10, 2003

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in working with us.

APR 11 2013

TOWN OF YUCCA



Town of Yucca Valley

Boards, Commissions, Committees Application

Contact Information

Name	Mary Jean Puckett
Street Address	
City, State, and ZIP Code	Yucca Valley CA 92284
Home Phone	
Work Phone	
E-Mail Address	

Education

Please describe your education background:

See attached

Interests

I am interested in serving on the following Board(s), Commission(s) in order of preference (Please indicate 1st, 2nd, 3rd choice, etc.):

- Parks, Recreation and Cultural Commission
- Planning Commission
- Traffic Commission
- Youth Commission (Jr. High or High School Students)
- Public Arts Advisory Committee
- Other (Please Indicate _____)
- Special Project you feel needed by the Town (Please Specify _____)

Job Experience, Special Skills or Qualifications

Summarize your work experience, special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

See attached

Qualifications for Appointment and/or Reasons for Application

Summarize your qualifications and/or reasons.

See attached

Person to Notify in Case of Emergency

Name
Street Address
City, State, and ZIP Co
Home Phone
Work Phone
E-Mail Address

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted to serve on any Board, Commissions or Committee, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) *Mary Jean Puckett*
Signature *[Handwritten Signature]*
Date *4/11/13*

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in working with us.

Mary Jean (MJ) Puckett
Masters in the Science of Nursing (MSN)
Clinical Nurse Specialist, (CNS) in Paternal/Family, Child Health
Expertise in Child Maltreatment and Emergency Medicine
BSN, Public Health Nurse (PHN), QAC, RN, MICN, CCRN, CEN, ACLS, PALS

I came to the Morongo Basin with my husband Daniel Bywater, California Highway Patrolman in 1975. I have maintained my residence here since then living in Twentynine palms, Morongo Valley and for the last 20 years in Yucca Valley.

I have bought and sold many properties in the Morongo Basin in my 37 years of residence here. I have dealt with many realtors, contractors, and businesses during that time. I have many properties, improved and unimproved, I maintain my own rentals. I've built my own home and remodeled many as well. I am well aware of the market and home/property values of the Morongo Basin and the struggles we face.

I have been a Registered Nurse since 1982 with experience in Emergency/Trauma, Critical Care, Employee Occupational Health, and Public Health. I have continued my family life as wife, mother, grandmother and companion to my maturing parents who also live in the Morongo Basin.

I received my A.S. degree and from the College of the Desert's first RN class/program when it had a satellite Campas in Twentynine Palms in 1980. I pursued my Baccalaureate degree in nursing and a Master's degree with a Clinical Nurse Specialist in Parental/Family, Child Health focused on child maltreatment with the University of California at Dominguez Hills.

For the last nineteen years I have been the lone Public Health Nurse for the County Of San Bernardino's, Department of Family and Child Services, in Yucca Valley servicing the Morongo Basin. I collaborate with a multitude of service organizations in the basin and on the Marine Base. My focus is identifying and assisting neglected and maltreated children. I am constantly traveling from Morongo Valley to Wonder Valley in my role as Public Health Nurse for the County of San Bernardino; going into the homes of the Morongo Basins residence and seeing exactly what their living conditions are and what they need most in their lives. It is a challenging role that is very fulfilling. I have also maintained a part-time position as an Emergency Registered Nurse in those 30 plus years.

I'm a Mother of a Marine Gunnery Sergeant stationed in Twenty-nine Palms who has been deployed to Iraq three times. I am an avid Grandmother, cook, baker and camper. I participate in local events, festivals, and activities that benefit the Morongo Basins livelihood. I would be an asset to the planning commission and feel the town and community would benefit from my real estate expertise, my educational background and most especially from my many years of residence and daily contact with the residence of the Morongo Basin.

Town of Yucca Valley



Boards, Commissions, Committees Application

Contact Information

Name	Edith A. Jones-Poland
Street Address	
City, State, and ZIP Code	Yucca Valley, CA 92284
Home Phone	
Work Phone	
E-Mail Address	

Education

Please describe your education background:

M.D., the University of Arizona in Tucson.
B.S., the University of Arizona in Tucson.

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APR - 9 2013

TOWN OF YUCCA VALLEY

Interests

I am interested in serving on the following Board(s), Commission(s) in order of preference (Please indicate 1st, 2nd, 3rd choice, etc.):

- Parks, Recreation and Cultural Commission
- Planning Commission
- Traffic Commission
- Youth Commission (Jr. High or High School Students)
- Public Arts Advisory Committee
- Other (Please Indicate _____)
- Special Project you feel needed by the Town (Please Specify _____)

Job Experience, Special Skills or Qualifications

Summarize your work experience, special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

In 2007, I opened my medical practice, providing primary care to the residents of the High Desert. I have grown my business in a responsible manner over the past 6 years and now operate one of the largest medical practices in Yucca Valley. I am proud to have fostered strong relationships with other local medical providers and have developed a spirit of cooperation. In an effort to aid other providers, I have written a program to enhance their quality of healthcare delivery and now lecture on behalf of Desert Oasis Healthcare, so that other physicians may improve their own systems of delivering care. As a recognized leader in the emerging healthcare markets, I am called upon to consult for other practices, helping medical professionals adapt to new emerging markets.

Qualifications for Appointment and/or Reasons for Application

Summarize your qualifications and/or reasons.

I am interested in the Parks, Recreation and Cultural Commission because as a physician, mother and resident of Yucca Valley, I appreciate how vital these programs and services are to the quality of life and the enrichment of our citizens. I have a strong interest in enhancing the stability of these programs and seeking creative means to expand these programs to meet future needs. One of my unique qualifications is my work as a consultant for medical practices where I am hired to accumulate data, analyze work-flow, locate problem areas and then propose and implement solutions. I am a highly motivated individual with a passionate, holistic vision for our community and a proven ability to provide and implement solutions.

Person to Notify in Case of Emergency

Name	
Street Address	
City, State, and ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted to serve on any Board, Commissions or Committee, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Edith A Jones-Poland
Signature	Edith A Jones Poland MD
Date	4/5/2013

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in working with us.

Edith A. Jones-Poland, M.D.

License

California Physician and Surgeon License A76482.

Employment

Edith A. Jones-Poland, M.D. and Associates, Inc., April 2007 – Present

Yucca Valley, California

- President and General Practitioner.
- Member of Desert Oasis Independent Physician Association.
- Member of Heritage California ACO.
- Member of the California Quality Collaborative of 2008.
- Medicare, Medi-Cal, HMO and PPO provider.
- Consultant for implementation of electronic medical records and electronic workflow.
- Consultant for improving patient quality outcomes and enhancing physician performance.
- Privileges at **Desert Manor and Continuing Care Center of the High Desert Medical Center.**

Yucca Valley Family Medical Associates, Inc., November 2001 – March 2002 and January 2004 - 2007.

Yucca Valley, California

- General Practitioner in busy private practice office.
- Staff physician **High Desert Medical Center**, Joshua Tree, California, 2005 to 2008.
- Privileges at **Sky Harbor Care Center, Desert Manor and Continuing Care Center for High Desert Medical Center.**
- Certified Botox provider.
- Medicare, Medi-Cal, HMO and PPO provider.
- Oasis IPA credentialed provider.

Rui A. Da Silva, M.D., Inc., April 2002 – December 2003.

Yucca Valley, California

- General Practitioner and Urgent Care provider.
- Medicare, Medi-Cal, HMO and PPO provider.
- Oasis IPA credentialed provider.

Copper Mountain College, August 2002 – December 2003.

Joshua Tree, California

- Adjunct Professor of Microbiology.
- Responsible for structuring course curriculum, weekly lectures and presentations, designing and instructing laboratory portion of course.

**Professional
Training**

**Integrative Medicine Fellowship, Arizona Center for Integrative
Medicine, January 2011 to December 2012.**

- Fellowship for Integrative Medicine at the Arizona Center for Integrative Medicine is a 1,000 hour, two year distance learning program. Created by Andrew Weil, M.D. in 2000, the Fellowship has achieved international recognition as the leading integrative medical education. Fellows learn a new way of caring for patients with emphasis on the individual, not simply the disease – and on prevention, not just treatment. Education includes nutritional health, dietary supplements and botanicals, mind-body medicine, complimentary and alternative practices and integrative approaches to disease treatment and prevention.
- Women’s Health, Gastroenterology, Cardiology, Neurology, Mental Health, Oncology, Respiratory and Allergy, Musculoskeletal.

**General Surgery Internship, Loma Linda University Medical Center,
July 2000 – July 2001.**

Loma Linda University Medical Center
Loma Linda, California

- Rotations in Trauma, Neurosurgery, Surgical Oncology, Plastics and Hand, Orthopedics, Anesthesia and Vascular Surgery.
- Affiliated hospitals included Riverside County Hospital, Loma Linda University Medical Center, Jerry L. Pettis VA Hospital.
- Nominated and served as Residency Council Representative.

Education

**M.D., University of Arizona College of Medicine, August 1996 to May
2000.**

- Madera Scholarship 1998 and 1999.
- AOA nominee.
- Physician of the Day - Arizona State Legislature.
- Basic Science Honors: Anatomy, Human Neuroscience, Biochemistry, Medical and Molecular Genetics, Pathology, Pharmacology.
- Clinical Hours: Family and Community Medicine, Surgery, Obstetrics and Gynecology, Neurology.

B.S., University of Arizona, August 1991 to May 1995.

Cum Laude

Major: Molecular and Cellular Biology

Minor: Chemistry and Math

**Community
Outreach**

Medical Correspondent, Z107.7 FM, 2009-Present.

Joshua Tree, California.

- Research, write and record topics to improve community health and wellness. Broadcast daily as key element of the morning show. My approach to topic selection has always been about enabling individuals to better their own health, the health of their loved-ones and reduce disease burden in our community.

Research

Foundation for Parkinson's and Neurological Research Board of Directors, 2006 to 2012

Phoenix, Arizona

- Serving on both the Board of Directors and Grant Review Committee for an organization committed to raising funds to improve the quality of life and available treatment options for those with Parkinson's Disease.

Sun Health Laboratories

Research Assistant, 1993

Sun City, Arizona

Utilized techniques of molecular biology to process donor brain tissue for the extraction of human mRNA to investigate the relationship of the Bcl-x gene in apoptosis of neurons and Alzheimer's dementia.

Professional Societies

- **American Board of Integrative Holistic Medicine**, 2010 to Present
- **American Medical Association**
- **Oasis Independent Physicians Association**, Palm Springs, California, 2001 to Present.

Committees

- **NextGen Electronic Medical Records steering committee**
- **Physician Advisory Council** for Desert Oasis Healthcare
- **Continuing Care Center** for the High Desert Medical Center

Lectures

- "Enhancing Patient Access to Care: the California Quality Collaborative", 2009
- "Mind-Body-Medicine", 2013
- "Improving Patient Outcomes: A Panel Discussion on the Heritage Experience", 2013
- "Survival Guide: Improving Quality Performance Measure", 2013

Recognition

- **2012:** Voted "**#1 Doctor's Office**" in the High Desert by the High Desert Star.
- **2011:** Voted "**#1 Doctor's Office**" in the High Desert by the High Desert Star.

Professional Corporation

Edith A. Jones-Poland, M.D., Professional Corporation

Town of Yucca Valley



Boards, Commissions, Committees Application

Contact Information

Name	Lori Herbel
Street Address	
City, State, and ZIP Code	Yucca Valley, CA 92284
Home Phone	
Work Phone	
E-Mail Address	

Education

Please describe your education background: AA Degree in Art

Interests

I am interested in serving on the following Board(s), Commission(s) in order of preference (Please indicate 1st, 2nd, 3rd choice, etc.):

- Parks, Recreation and Cultural Commission
- Planning Commission
- Traffic Commission
- Youth Commission (Jr. High or High School Students)
- Public Arts Advisory Committee
- Other (Please Indicate _____)
- Special Project you feel needed by the Town (Please Specify _____)

Job Experience, Special Skills or Qualifications

Summarize your work experience, special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Elected to the Yucca Valley Town Council (2006) served four years. Previously served as a Parks Recreation and Cultural Commission. Retired Farmer.

Founder of Yucca Valley Certified Farmers Market and Joshua Tree Certified Farmers Market. For the past 10 years I am a trainer of dogs in the Morongo Basin, Basic Obedience, Advanced Obedience, Personal Service Dogs and Therapy Dogs.

AKC Canine Good Citizen Evaluator.

Qualifications for Appointment and/or Reasons for Application

Summarize your qualifications and/or reasons.

Elected to the Yucca Valley Town Council (2006) served for four years. Previously served on the Parks Recreation and Cultural Commission.

It would be a privilege to volunteer my time and continue service to the community on the Parks Recreation and Cultural Commission.

Person to Notify in Case of Emergency

Name	
Street Address	
City, State, and ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted to serve on any Board, Commissions or Committee, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Lori Herbel
Signature	
Date	3/8/2013

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in working with us.