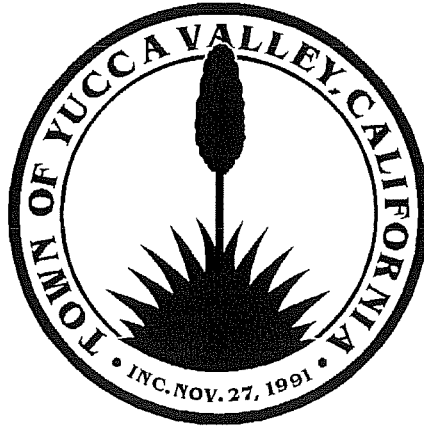


TOWN OF YUCCA VALLEY  
SPECIAL TOWN COUNCIL MEETING



*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.*

**THURSDAY, MAY 16, 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](http://www.yucca-valley.org)**

**AGENDA  
SPECIAL MEETING OF THE  
TOWN OF YUCCA VALLEY COUNCIL  
THURSDAY, MAY 16, 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](http://www.yucca-valley.org), prior to the Council meeting. Any materials submitted to the Agency after distribution of the agenda packet will be available for public review in the Town Clerk's Office during normal business hours and will be available for review at the Town Council meeting. Such documents are also available on the Town's website subject to staff's ability to post the documents before the meeting. For more information on an agenda item or the agenda process, please contact the Town Clerk's office at 760-369-7209 ext. 226.*

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

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

**OPENING CEREMONIES**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

Led by Bishop Ralph Clinger, Church of Jesus Christ and Latter Day Saints

**APPROVAL OF AGENDA**

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

## AGENCY REPORTS

### Chamber of Commerce

1. Monthly Chamber of Commerce Report for April 2013

## CONSENT AGENDA

- 1-11 2. Minutes of the Regular Town Council Meeting of April 16, 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.**

- 12-14 4. AB 1234 Reporting Requirements

**Recommendation: Receive and file the AB 1234 Reporting Requirement Scheudle for the month of April 2013**

- 15 5. Rejection of One (1) Claim

**Recommendation: Reject one Claim filed against the Town of Yucca Valley submitted on April 25, 2013 by Friederich Koenig**

- 16-17 6. Monthly Fire Department Statistical Report for April 2013

**Recommendation: Receive and file the monthly statistical Fire Department report for April 2013**

- 18-66 7. Resolution Updating the Assessment Engineer's Reports, Previously Formed Street & Drainage and Landscape and Lighting Maintenance Districts Set Public Hearing Date for Annual Levy

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, CAUSING AN ENGINEER'S REPORT TO BE PREPARED FOR ASSESSMENTS TO BE LEVIED WITHIN EXISTING ASSESSMENT DISTRICTS DURING THE 2013-2014 TAX YEAR AND PRELIMINARILY APPROVING THE ASSESSMENT ENGINEERING REPORTS AND SETTING A PUBLIC HEARING DATE TO CONSIDER THE LEVY OF ASSESSMENTS WITHIN THE EXISTING ASSESSMENT DISTRICT FOR THE 2013-14 TAX YEAR.

**Recommendation: Adopt the Resolution:**

1. Directing the preparation of an assessment engineer's report describing any new improvements or any substantial changes in the existing improvements in the existing assessment districts.
2. Preliminarily approving the engineering reports for the existing assessment districts and directing the filing of such reports with the Town Clerk.
3. Setting a date for conducting a public hearing at 6:00 p.m. on Tuesday, June 18, 2013, in the Yucca Valley Community Center, 57090 29 Palms Highway, Yucca Valley, CA 92284 pursuant to California Streets and Highways Code Sections 22552 and 22553 and Government Code Section 53753.5, to consider the levy of annual assessments upon real property.

- 67-82 8. Budget Amendment, Professional Services Agreement, Design Services, SR 62 @ Dumosa Avenue Traffic Signal Project, Albert A. Webb Associates, San Bernardino Associated Governments, Major Local Highways Program Funding, Resolution

**Recommendation: Adopt the Resolution, amending the 2012/2013 FY Budget, and award a contract or professional design services to Albert A. Webb Associates for the preparation of plans, specifications and estimates, including bid ready documents, for the design of the traffic signal project at SR 62 and Dumosa Avenue, in the amount of \$72,262.00 and \$3,738.00 for incidental charges (printing, mileage, postage) for a total of \$76,000, and authorize the Town Manager, Town Attorney, and the Mayor to sign all necessary documents to complete the project.**

- 83-92 9. Resolution in Support of H.R. 1676, the Johnson Valley National Off Highway Vehicle Recreation Area Establishment Act

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, IN SUPPORT OF H.R. 1676, THE JOHNSON VALLEY NATIONAL OFF HIGHWAY VEHICLE RECREATION AREA ESTABLISHMENT ACT

**Recommendation: Adopt the Resolution in support of H.R. 1676**

- 93-100 10. Transportation Congestion Relief Program (TCRP), SR 62 Median Improvement project – La Honda to Dumosa, Right of Way Acquisition, Temporary Construction Easements (TCE's)

**Recommendation: Authorize the Town Manager to execute all right-of-way**

documents and authorize payment to the property owners to temporary construction easements (TCE's) for the TCRP Project, as indicated in Attachment "A".

101-115 11. Ratification of the FY 2012-13 Audit Engagement Letter

**Recommendation:** Review the attached engagement letter between the Town of Yucca Valley and Rogers, Anderson, Malody & Scott, LLP concerning audit services for the year ending June 30, 2013 and authorize the Town's Administrative Services Director to sign the engagement letter.

116-122 12. Warrant Register, May 16, 2013.

**Recommendation:** Ratify the Warrant Register total of \$398,824.44 for checks dated May 2, 2013. Ratify Payroll Registers total of \$147,867.14 for checks dated April 26, 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 2-12)

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

## DEPARTMENT REPORTS

123-160 13. FY 2013-14 Baseline Budget Update #5

Staff Report

**Recommendation:** Receive the updated baseline budget report for the 2013-14 fiscal year, and provide comments, input and direction as appropriate.

Action: Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 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**

14. Council Member Leone
15. Council Member Rowe
16. Council Member Huntington
17. Mayor Pro Tem Lombardo
18. Mayor Abel

## **ANNOUNCEMENTS**

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

**6:00 p.m., Tuesday, May 28, 2013, Special Meeting, Yucca Valley Community Center  
Yucca Room**

## **CLOSING ANNOUNCEMENTS**

## **ADJOURNMENT**

**TOWN OF YUCCA VALLEY  
TOWN COUNCIL MEETING MINUTES  
APRIL 16, 2013**

Mayor Abel called the meeting at 6:00 p.m.

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

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

**PLEDGE OF ALLEGIANCE**

Led by Mayor Abel

**INVOCATION**

Led by Pastor David DiFalco, Church of the Nazarene

**AGENCY REPORTS**

**Hi Desert Water District**

**1. Water and Wastewater Project updates**

Mark Ban, Hi Desert Water District, gave the monthly water and wastewater project update.

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

2. **Approve**, Minutes of the Regular Town Council Meeting of April 2, 2013, as presented.
3. **Waive**, further reading of all ordinances and read by title only.
4. **Receive and file**, monthly statistical Fire Department Report for March 2013.

5. **Receive and file**, the AB 1234 Reporting Requirement Schedule for the month of March 2013.
7. **Adopt**, Resolution No. 13-12, approve the plans and specifications for Project No. 8961, and authorize the Town Clerk to advertise and receive bids, subject to San Bernardino County final approvals, Community Center Playground Improvement.

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

8. **Adopt**, Resolution No. 13-13, declaring the intent to vacate approximately 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 595-371-41, and setting a Public Hearing for May 21, 2013 at 6:00 p.m.

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. 595-371-41 IDENTIFIED ON THE ATTACHED MAPS AND SETTING A TIME AND PLACE FOR HEARING THEREON

9. **Ratify**, Warrant Register total of \$196,349.10 for checks dated April 4, 2013. Ratify Payroll Registers total of \$126,180.31 for checks dated March 29, 2013.

**James Walker**, Yucca Valley, spoke in opposition to Item No. 6, Community Services programs and fee schedule.

**Margo Sturges**, Yucca Valley, requested a change to the April 2, 2013 minutes, spoke in opposition to changing the fees, the changes to the Community Center playground plans by removal of the volleyball court, and checks in the warrant register.

**Ron Cohen**, Yucca Valley, commented regarding several checks on the warrant Register.

Town Manager Nuaimi advised that staff did receive a call from Mr. Cohen who received the backup for all his questions on the warrant register. Advised the volleyball court is not being removed as part of the playground renovation.



Council Member Leone questioned if there is any difference in the electrical billing since the solar panels were installed. Administrative Services Director Yakimow advised it is difficult to identify the degree if savings due to the rate increases since the panels were put in, but there were definitely savings in the beginning. He noted there have been very few expenses for repair and maintenance of those.

Council Member Huntington requested to pull Item 6.

Council Member Huntington moved to adopt Consent Agenda Item 2-5 and 7-9. Council Member Lombardo seconded. Motion carried 5-0

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

**6. Fee Schedule – Community Services Department programs and services, Resolution.**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, REVISING CERTAIN FEES FOR COMMUNITY SERVICES DEPARTMENT SERVICES, PROGRAMS, ACTIVITIES AND EVENTS**

Community Services Director Schooler gave the staff report noting the item has to do with the market rate, as well as Council’s direction to recover costs for aquatics for assistance with maintenance of the pool. He noted that staff was recommending instituting new fees for a few of the museum programs.

Mayor Abel questioned when the aquatics fees were last increased. Community Services Director Schooler advised about 4 to 5 years ago.

Council Member Huntington commented that at the last meeting concerning Community Services programs, most of the testimony from the audience showed they were willing to accept higher fees to keep the program intact.

Council Member Leone questioned if there will also be future discussion regarding fees for room rental. Town Manager Nuaimi stated staff will be doing a comprehensive review this year.

Council Member Rowe moved to adopt Resolution No. 13-14, approving fees for certain Community Services Department programs and services. Council Member Lombardo seconded. Motion carried 5-0.

DEPARTMENT REPORTS

**10. Appointment of Voting Delegate to Represent the Town at the Southern California Association of Governments (SCAG) Annual General Assembly**

Town Manager Nuaimi reported the item is the annual appointment of a voting delegate at the SCAG General Assembly.

Council Member Leone questioned if it is customary for the Mayor to take on that responsibility, and volunteered if the Mayor is not available.

Staff advised that the voting member has traditionally been the SANBAG representative. Council Member Huntington stated he is available.

Council Member Lombardo moved to designate Council Member Huntington as the voting delegate and Council Member Leone as the alternate to the SCAG General Assembly on May 2-3, 2013 in Palm Desert. Mayor Abel seconded. Motion carried 5-0.

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

**11. California Federal Land Access Program (Access Program) Authorization to Submit Grant Application, Acceptance of Black Rock Canyon Road after improvements into Town Maintained Road System, Resolution**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AUTHORIZING THE SUBMITTAL OF THE GRANT APPLICATION UNDER THE CALIFORNIA FEDERAL LANDS ACCESS PROGRAM FOR BLACK ROCK CANYON ROAD, AND SAN MARINE DRIVE BETWEEN JOSHUA LANE AND BLACK ROCK CANYON ROAD, AND AGREEING TO ACCEPT BLACK ROCK CANYON ROAD INTO THE TOWN'S MAINTAINED ROAD SYSTEM IF THE GRANT APPLICATION IS SUCCESSFUL AND FOLLOWING CONSTRUCTION OF THE GRANT FUNDED IMPROVEMENTS

Deputy Town Manager Stueckle gave the staff report and a PowerPoint presentation showing the condition of the road. The revised recommendation is to adopt the Resolution, authorize submittal of grant application, including San Marino between Joshua Lane and Black Rock, commit matching funds of \$90,650 from Measure I or other transportation funds, commit to accepting Black Rock Canyon Road into the

maintained road system if grant application is successful, and authorize the Town Manager to sign all grant documents.

**Michael Alford**, Yucca Valley, spoke in favor of the request and commented regarding the dangerous condition of the road.

**Meredith Jones**, Yucca Valley, spoke in favor of the request, but expressed concern about diverting the water causing flooding. Stated the road needs to be engineered and there needs to be cooperation with the National Park.

Deputy Town Manager Stueckle advised that coordination with Joshua Tree National Park is underway, noting representatives of the park made the Town aware of the grant application. There has historically been diversion of some flood waters, but the National Park is working on a complete redesign and reconstruction to move flood waters to the original location.

Town Manager Nuaimi National advised the Park is also looking for funds to make renovations at the campground, and we have been encouraging them to include this road in that project. The fact is that these are federal funds and it is our hope we can coordinate this project. The soonest we could get funding is 2015 and hopefully they would have funds by then also.

**Ron Cohen**, Yucca Valley, agreed the road needs to be fixed, but it needs to be clear that general funds cannot be used.

**Gladys Kovaleff**, Yucca Valley, expressed gratitude for the Town looking into repairing the road.

Council Member Leone stated he was in the area on Friday and agrees the road is in very bad shape. He is in favor of the resolution with the exception it might take 2 years to receive the funding, and suggested removing the asphalt in the meantime and making it a dirt road.

Council Member Rowe questioned the cost to apply for the grant. Town Manager Nuaimi advised there no cost for submitting the grant application. He noted the grant is due by the end of the month, and staff has been working to pull everything together. Council Member Rowe questioned if letters from Senators Feinstein and Boxer, and Congressman Cook would be beneficial. Deputy Town Manager Stueckle advised that they would. Council Member Rowe encouraged the Mayor to seek those letters of support.

Council Member Leone questioned if the cost factor included demolition of the existing asphalt. Deputy Town Manager Stueckle advised it included what is commonly

referred to as pulverization. Council Member Leone questioned if that could be done prior to the road being repaved. Deputy Town Manager Stueckle advised that Black Rock Canyon Road is encumbered in 3 ways: part is private property and has no public easement; another portion is within the public roadway; and there is a utility easement and some drainage flows in a 20' easement that was granted to the park some time ago. He added there are a number of private property owners who would have to get together and undertake that on their own.

Council Member Huntington agreed noting we have been talking with Superintendent Butler over the years to find some way to improve that road since it is to their benefit. He advised he has also attended meetings to look at those flood water problems, noting the thought to take water in an east west direction and dump it into the Black Rock Wash is a \$12,000,000 expense that the Feds are not willing to pay.

Council Member Lombardo advised he is in favor of the grant but even if it is successful we are two or so years out. Deputy Town Manager Stueckle explained the earliest is 2014 for the engineering and 2015 for the funding. Council Member Lombardo also agreed with Council Member Leone's idea. Deputy Town Manager Stueckle advised that the use of transportation dollars is a federal process that is extremely strict for expenditure of funds. Pre-pulverizing the road would not be eligible for reimbursement.

Mayor Abel questioned the probability of receiving the grant. Deputy Town Manager Stueckle advised there have been ongoing discussions for years regarding Black Rock Canyon Road, noting when reading the guidelines, the purpose and intent is a very good fit for addressing the park and community's needs. Representatives from Caltrans and the national park service, who have to buy off on the application, have indicated high levels of support for the project. Mayor Abel questioned if the park is looking at enlarging the campground's capacity. Deputy Town Manager Stueckle advised nothing is proposed that would necessitate any change in the design of the roadway. Mayor Abel questioned if it is correct that, if we did anything to the road as a Town we could be held liable. Deputy Town Manager Stueckle noted that going on to private property exposes the Town to liability factors and the obligation to accept ongoing maintenance from that point forward.

Council Member Huntington moved to adopt Resolution No. 13-15, authorizing submittal of grant application, including San Marino between Joshua Lane and Black Rock, commit matching funds of \$90,650 from Measure I or other transportation funds, commit to accepting Black Rock Canyon Road into the maintained road system if grant application is successful, and authorize the Town Manager to sign all grant documents necessary to submit and implement the grant. Council Member Lombardo seconded. Motion carried 5-0.

**12. Town-Wide Slurry Seal Project - Town Project No. 8340, Approval of Plans and Specifications, Authorization to Advertise for Construction, Resolution**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, APPROVING THE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE 2013/2014 TOWN WIDE SLURRY SEAL IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE AND RECEIVE BIDS

Deputy Town Manager Stueckle gave the staff report and PowerPoint presentation, advising the goal of the street maintenance program is to have the streets in sufficient condition to slurry seal every street in the maintained road system every 5 to 7 years. The annual slurry seal program implements that goal based upon available funding. The 2013/14 FY program is estimated at approximately \$400,000. Due to construction projects moving forward, the recommendation retains approximately \$250,000 of annual Measure I revenues for potential need for ongoing projects. Approximately 16.22 lane miles are maintained in this project. To meet the goal of slurry sealing every street in the maintained road system every 5 to 7 years requires the \$650,000 annual Measure I funds plus an additional \$750,000.

**Michael Alford**, Yucca Valley, commented regarding the fact that Cholla has never been maintained, adding that the whole area on the north side of the highway has been shunned.

Deputy Town Manager Stueckle advised that Cholla is in a condition that requires reconstruction so is not eligible for overlay. Additionally the road is located in Phase 1 of the Hi Desert Water District sewer treatment system. In the overall Measure I 5 year plan we have today there are no dollars going to road reconstruction at all, they are currently committed to the slurry seal project except for action taken today for the \$90,000 commitment. He added that over the years Sunnyslope, which used to be a dirt road, was paved. Town forces also overlaid Palm Avenue and Acoma Trail, so that area has not been completely ignored, but we don't have the adequate financial resources to address the road needs of this community.

Town Manager Nuaimi commented regarding previous reference to \$5,000,000 being spent on SR 62 noting there are two projects that are funded through a variety of federal and state grants. These are not dollars that can be used for road maintenance such as what is being looked at today. He explained the different sources of funding and restrictions on those funds. It was noted the Town has a \$15,000,000 back log in deferred road maintenance, and unless we get into a preventative mode where we have adequate resources, there will be more roads in need of reconstruction.

Deputy Town Manager Stueckle advised that we will make sure the street crew looks at Cholla to see if there is anything they can do to make sure the pothole issues are addressed.

Council Member Rowe noted that at the budget workshop, a majority of the Council voted not to put more money into infrastructure, adding she would like to revisit that issue again. Administrative Services Director Yakimow advised when property tax revenues come in we will have more information. Council Member Rowe stated that Council has the responsibility to be financially responsible to our taxpayers, noting that by not paying for the preventative maintenance Council is not doing its job. It is a public safety component.

Council Member Huntington commented it is true that we need to spend more money on roads, and that they have been the number one priority of this community since incorporation. Unfortunately, financially we can't keep up with the treatment. We have been faced with economic recession and have seen the general fund decrease due to lower property taxes. It is important get back into this and do best we can with available resources.

Council Member Lombardo agreed it is important to fund maintenance of roads so they don't land in the overlay or reconstruct categories, and it is important to work with the Water district as the sewer is planned so that the roads can be reconstructed at the same time the sewer work is done. It is time to start looking at other sources of revenue to dedicate towards roads, and to work together to come up with a better strategy.

Council Member Leone commented that the priority now is the wastewater issue, and we have to concentrate on that. The Water District has to present the costs to the Council and community, and then it becomes the responsibility of the residents to vote on assessment districts. There are some roads that have to be sacrificed due to the economy.

Council Member Rowe moved to adopt Resolution No. 13-16, approve the plans and specifications for Project No. 8340, and authorize the Town Clerk to advertise and receive bids. Council Member Huntington seconded. Motion carried 5-0.

## **FUTURE AGENDA ITEMS**

Council Member Huntington reported regarding attendance at a DRECP meeting and stated it would be beneficial to have a presentation from the National Park Conservation Association or someone involved with that to see if we can assist in that process in any way. Council Member Rowe concurred noting it will affect everyone in the community. Council agreed.

**PUBLIC COMMENT**

**Lori Herbel**, Yucca Valley, read a letter regarding an exchange between two Council Members where it was stated that she was the reason the General wasn't visiting the Council.

**Ron Cohen**, Yucca Valley, commented regarding review of the proposed budget and recommended that the Council form a subcommittee to review it.

**Fritz Koenig**, Yucca Valley, Read a letter on behalf of Gerard Van Der Veen regarding dog issues, and commented regarding work he was having done on his property that was stopped by the Town.

**Bill McDowell**, Yucca Valley, encouraged the Council to work together and fix what needs to be fixed.

**Patience McDowell**, Yucca Valley, commented regarding fees for use of the pool.

**Margo Sturges**, Yucca Valley, commented regarding the warrant register noting there was nothing listed under partnership funds, and questioned why expenditures aren't categorized that way. Stated when referring to Measure I funds, there is a lot of money going into the Sky Harbor area.

**STAFF REPORTS AND COMMENTS**

Administrative Services Director Yakimow commented the Finance Department is excited about the fact that people are becoming involved and taking part in budget cycle, and invited anyone who is interested in the budget to come to Town Hall to ask questions. With respect to the Warrant Register, action is ratification of expenses that are already adopted and approved by the budget.

Deputy Town Manager Stueckle commented regarding the paving of Del Monte and Fortuna noting that occurred several years ago and the final project costs were a matter of public record, brought before Town Council. The reason those two roads were selected in the capital improvement program was illustrated this evening perfectly with the photos of Black Rock Canyon Road. Both of those streets run north and south and carry extreme volumes of storm waters. Neither one of the roads received any work since incorporation, and did not meet the minimum standards and was being washed away by flood waters.

**MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS**

**13. Council Member Leone**

Thanked the citizens who come to Council meetings.

**14. Council Member Rowe**

Questioned if it is possible to consider an annual family card or summer pass for family swim.

Thanked Capt. Boswell and all the volunteers and deputies who worked at DUI checkpoint.

**15. Council Member Huntington**

Reported that the SANBAG General Assembly meeting will be in Ontario on June 20, 2013.

Advised that the Earth Day Celebration is Saturday from 9-2 in the Community Center quad.

Expressed thoughts and prayers with those affected by bombing in Boston.

**16. Mayor Pro Tem Lombardo**

Expressed concern for those affected by the bombings in Boston stating it confirms why community is important.

Advised there are a lot of opportunities to be involved in the community.

Thanked all those who came out to the meeting.

**17. Mayor Abel**

Thanked Council Member Huntington for the Earth Day reminder.

Expressed thoughts and prayers to the City of Boston.

Advised there is a change from the regular schedule and the next Council meeting will be on Tuesday April 30<sup>th</sup>.



**ANNOUNCEMENTS**

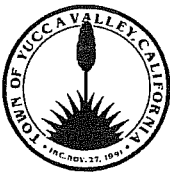
Next Town Council Meeting, 6:00 p.m., Tuesday, April 30, 2013, Special Meeting to replace the May 7, 2013 Regular Meeting, Yucca Valley Community Center Yucca Room

**ADJOURNMENT**

There being no further business the meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Jamie Anderson, MMC  
Town Clerk



## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Director of Administrative Services  
 Sharon Cisneros, Senior Accountant  
**Date:** May 13, 2013  
**For Council Meeting:** May 16, 2013  
**Subject:** AB1234 Reporting Requirements

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

**Recommendation:** Receive and file the AB1234 Reporting Requirement Schedule for the month of April 2013.

### Order of Procedure:

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

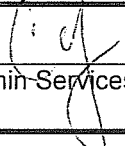
**Discussion:** AB1234 requires members of a legislative body to report on "meetings" attended at public expense at the next meeting of the legislative body. "Meetings" for purpose of this section are tied to the Brown Act meaning of the term: *any congregation of a majority of the members of a legislative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

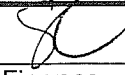
An example of when a report is required is when a Town Council member represents his or her agency on a joint powers agency board and the Town pays for the official's expenses in serving in that representative capacity. Additionally, in the spirit of AB1234, the Yucca Valley Town Council also reports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

Reviewed By:

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

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

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

  
 \_\_\_\_\_  
 Finance

\_\_\_\_ Department Report  
 Consent

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

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

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

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

**Alternatives:** None.

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

**Attachments:** AB1234 Reporting Requirement Schedule

# Town of Yucca Valley

## Councilmember AB1234 Meetings Schedule Month of April 2013

Date of Travel	Organization	Description	Location
<b>Mayor Abel</b>	No Reportable Meetings		
<b>Mayor Pro Tem Lombardo</b>	No Reportable Meetings		
<b>Councilmember Huntington</b>	No Reportable Meetings		
<b>Councilmember Rowe</b>	No Reportable Meetings		
<b>Councilmember Robert Leone</b>	San Bernardino County Economic Development Agency	State of the County 2013	Ontario, CA

**TOWN COUNCIL STAFF REPORT**

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Director of Administrative Services  
Debra Breidenbach-Sterling, Human Resources Manager  
**Date:** May 7, 2013  
**For Council Meeting:** May 16, 2013  
**Subject:** Rejection of One (1) Claim

**Prior Council Review:** There has been no prior Council review of this item.

**Recommendation:** Reject one Claim filed against the Town of Yucca Valley submitted on April 25, 2013 by Friederich Koenig.

**Executive Summary:** Under state law, a claim for personal damage must be presented in accordance with Government Code Section 910. Based upon staff and legal review, it is recommended that the claim be rejected in accordance with Government Code 913 and 915.4. If Council wishes to discuss the nature and content of the claim, a closed session under the terms of the Brown Act is appropriate.

**Order of Procedure:**

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



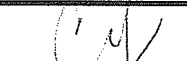
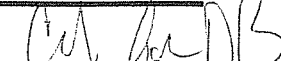
**Discussion:** When the Town receives a claim, a review is conducted regarding the charges of the claim. Based upon legal review and/or review by our insurer Public Agency Risk Sharing Authority of California, a claim is either recommended for rejection or a settlement is attempted.

**Alternatives:** No alternative is recommended.

**Fiscal impact:** None

**Attachments:** None

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Reviewed By:    

Town Manager      Town Attorney      Mgmt Services      Dept Head

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



# SAN BERNARDINO COUNTY FIRE DEPARTMENT SERVING YUCCA VALLEY

## April 2013 Summary

### ADMINISTRATIVE MONTHLY REPORT

The County Fire Department responded to a total of 398 requests for assistance within our town boundaries. Division wide responses for the South Desert during the Month of April were 630 incidents.

#### EMERGENCY RESPONSES

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

Total Loss	\$	4,000	Value	\$	4,000
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##### RESPONSES OTHER THAN FIRES

Fires	7
Rupture / Explosion	0
EMS / Rescue	300
Hazardous Condition	8
Service Calls	30
Good Intent Calls	46
False Call	6
Other	1

##### ALARMS – ALL TYPES

Yucca Valley Response Area

##### 2013 Year-to-Date

TOTAL NON-FIRE RESPONSE .....	1538
TOTAL FIRE RESPONSES.....	29
TOTAL ALARMS .....	1567

#### Significant Events:

- Brush Fire Season Preparedness – All stations completed the 2013 readiness program.
- Fire loss was attributed to a vehicle fire, and vegetation fire that spread to a home causing exterior damage to the residence.



# SAN BERNARDINO COUNTY FIRE DEPARTMENT SERVING YUCCA VALLEY

## WILDFIRE PREPAREDNESS

While the wild land areas can be a wonderfully tranquil place to live, dangerous wildfires threaten Southern California lives and property each year. Dry, hot winds are capable of pushing wildfire incredibly fast into neighborhoods far from the edge of native vegetation. When dry native brush explodes, a single wind driven spark can ignite one roof, sending sparks to other roofs. Reduce the risk to your family and property-take steps now to protect your home!

### Brush Clearance

- Reduce flammable vegetation like dry brush, grass, and dead leaves a minimum of 30 feet around the perimeter of your home. If your home is located on steep terrain, or surrounded by dense vegetation, provide even more clearance up to 100 feet. Call your local fire department for exact brush clearance rules in your area.
- Remove trees and bushes planted against your home, they can ignite and spread flames to the home.
- Cut dead limbs overhanging any buildings and remove limbs within 10 feet of the chimney opening.
- Stack fire wood neatly away from structures and keep covered.
- Plant and maintain trees at least 10 feet apart, not in close groups and keep ornamental plants in a green, healthy condition.
- Check with your local nursery and purchase fire-resistant plants. Landscaping with the right materials can provide an attractive, fire resistant barrier.

## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor and Town Council  
**From:** Shane Stueckle, Deputy Town Manager  
Alex Qishta, Project Manager  
**Date:** May 1, 2013  
**For Council Meeting:** May 16, 2013

**Subject:** Resolution No. 13-  
Updating the Assessment Engineer's Reports  
Previously Formed Street & Drainage and  
Landscape and Lighting Maintenance Districts  
Set Public Hearing Date for Annual Levy

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

**Recommendation:** That the Town Council approves the Resolution:

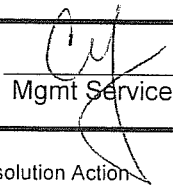
1. Directing the preparation of an assessment engineer's report describing any new improvements or any substantial changes in the existing improvements in the existing assessment districts.
2. Preliminarily approving the engineering reports for the existing assessment districts and directing the filing of such reports with the Town Clerk.
3. Setting the date for conducting a public hearing at 6:00 PM on Tuesday, June 18, 2013, in the Yucca Valley Community Center, 57090 29 Palms Highway, Yucca Valley, CA 92284 pursuant to California Streets and Highways Code Sections 22552 and 22553 and Government Code Section 53753.5, to consider the levy of annual assessments upon real property.

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

Reviewed By:

  
Town Manager

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

  
Mgmt Services

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

\_\_\_\_ Department Report  
 Consent

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

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

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



**Order of Procedure:**

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

**Discussion:** Development projects are approved subject to Conditions of Approval that require the formation of maintenance districts to recover the costs of annual maintenance of public improvements constructed as a result of the development project. The assessment of an annual fee upon properties within the District provides the revenue to offset the cost of maintenance of the public improvements necessary to serve the development.

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

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

**May 16, 2013:** Town Council 1) direction of preparation of an assessment engineer's report describing any new improvements or any substantial changes in the existing improvements in the existing assessment districts, 2) preliminarily approving the engineering reports for the existing assessment districts and directing the filing of such reports with the Town Clerk, and 3) setting the date for the public hearing at 6:00 PM on Tuesday, June 18, 2013, at 6:00 P.M. in the Yucca Valley Community Center, 57090 29 Palms Highway, Yucca Valley, CA 92284 pursuant to California Streets and Highways Code Sections 22552 and 22553 and Government Code Section 53753.5 to consider the levy of annual assessments upon real property

**June 18, 2013:** Town Council public hearing and approval of the levy of assessments upon real property within each of the Districts for fiscal year 2013-2014.

**June 30, 2013:** Deadline for submission of preliminary notice of assessments to San Bernardino County.

**August 10, 2013:** Deadline for submission of final notice of assessments to San Bernardino County.

**September 2, 2013:** Last day for submission of corrections to San Bernardino County.

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

**TM 16957:**

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

No. of Lots: 34 residential lots

Map Recorded: Yes

District type:

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

**TM 16587:**

Location: Northeast corner of Acoma Trail and Zuni Trail

No. of Lots: 55 Residential lots

Map Recorded: Yes

District type:

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

**TM 17328:**

Location: Southwest corner of Emerson Avenue and Yucca Trail.

No. of Lots: 17 residential lots.

Map Recorded: Yes

District type:

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

**TM 17455:**

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

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

Map Recorded: Yes

District Type:

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

**TM 17633:**

Location: Southwest corner of Palomar Avenue and Onaga Trail

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

Map Recorded: No

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

District type:

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

The Community Facilities Districts formed for similar purposes will be brought before the Town Council under separate action.

**Alternatives:** No alternatives are recommended.

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

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

**Attachments:** Resolution

Benefit Assessment District Engineering Reports

Landscape and Lighting Assessment District Engineering Reports

Assessment District Summary Table

**RESOLUTION NO 13-**

**A RESOLUTION OF THE TOWN COUNCIL, OF THE TOWN OF YUCCA VALLEY, CALIFORNIA CAUSING AN ENGINEER'S REPORT TO BE PREPARED FOR ASSESSMENTS TO BE LEVIED WITHIN EXISTING ASSESSMENT DISTRICTS DURING THE 2013-2014 TAX YEAR AND PRELIMINARILY APPROVING THE ASSESSMENT ENGINEERING REPORTS AND SETTING A PUBLIC HEARING DATE TO CONSIDER THE LEVY OF ASSESSMENTS WITHIN THE EXISTING ASSESSMENT DISTRICTS FOR THE 2013-14 TAX YEAR**

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

Street and Drainage Maintenance District No. 1 and Landscape and Lighting Maintenance District No. 1 both districts comprised of Tract Map 16957;

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

Street and Drainage Maintenance District No. 1, Annexation No. 2, Zone 3 and Landscape and Lighting Maintenance District No. 1, Annexation No. 2, Zone 3 both districts comprised of Tract Map 17328;

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

Street and Drainage Maintenance District No. 1, Annexation No. 4, Zone 5 comprised of Parcel Map 17455; and

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

maintenance, repair and replacement of pedestrian pathways, within the public rights-of-ways or easements; and administrative services to operate the District; and

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

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

**WHEREAS**, the Town Council has received and reviewed the engineering assessment reports which reviews and updates the original engineer's report for the aforementioned Districts for purposes of determining the levy of assessments for the 2013-2014 tax year, and

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

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

**Section 1:** The Town Council of the Town of Yucca Valley directs the Town Engineer to cause an engineer's report to be prepared and filed with the Town Clerk for submission to the Town Council for the following assessment districts for the fiscal year commencing July 1, 2013 and ending June 30, 2014:

Street and Drainage Maintenance District No. 1 and Landscape and Lighting Maintenance District No. 1 both districts comprised of Tract Map 16957;

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

Street and Drainage Maintenance District No. 1, Annexation No. 2, Zone 3 and Landscape and Lighting Maintenance District No. 1, Annexation No. 2, Zone 3 both districts comprised of Tract Map 17328;

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

Street and Drainage Maintenance District No. 1, Annexation No. 4, Zone 5 comprised of Parcel Map 17455.

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

**Section 3:** The Town Council hereby sets date for the conduct of a public hearing at 6:00 PM on Tuesday, June 18, 2013 in the Yucca Valley Community Center, 57090 29 Palms Highway, Yucca Valley, CA 92284 pursuant to California Streets and Highways Code Sections 22552 and 22553 and Government Code Section 53753.5 to consider the levy of annual assessments upon real property within the existing assessment districts.

APPROVED AND ADOPTED this 16<sup>TH</sup> day of May, 2013.

\_\_\_\_\_  
MAYOR

ATTEST:

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

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

**Fiscal Year 2013-14**

*Prepared for:*

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

*Prepared by:*

***K. Dennis Klingelhofer***  
***Assessment Engineer***

**May, 2013**

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

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

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

Dated: May 3, 2013

By: \_\_\_\_\_  
K. Dennis Klingelhofer, P.E.  
Assessment Engineer

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was filed with me on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

By \_\_\_\_\_

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was approved and confirmed by the Council of the Town of Yucca Valley, San Bernardino County, California, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

By \_\_\_\_\_

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was filed with the County Auditor of the County of San Bernardino, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

By \_\_\_\_\_

## **SECTION I - INTRODUCTION**

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

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

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

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

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

This annual update provides an estimated budget for each benefit zone within the District for fiscal year 2013-14 and lists the proposed assessments to be levied upon each assessable lot or parcel within the District.

The Town Council may order amendments to the budget as presented herein or confirm the report as submitted. Following final approval of the report and confirmation of the assessments, the Town Council may order the levy and collection of the assessment for Fiscal Year 2013-14. Upon approval, the assessments will be submitted to the San Bernardino County Auditor-Controller's Office to be included on the FY 2013-14 tax roll.

**SECTION II - PLANS AND SPECIFICATIONS**

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

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

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

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

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

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

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

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

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

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

**SECTION III - ESTIMATE OF COST**

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

The following operation, maintenance and servicing costs for Fiscal Year 2013-14 are proposed to be included in the Street and Drainage Maintenance District No.1, including contributions to reserves.

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

Town of Yucca Valley Street and Drainage Maintenance District No. 1 Estimated Annual Costs					
Fiscal Year 2013-14	Benefit Zone 1 (Tract 16957)	Benefit Zone 2 (Tract 16587)	Benefit Zone 3 (Tract 17328)	Benefit Zone 4 (Tract 17633)	Benefit Zone 5 (PM 17455)
<b>Maintenance &amp; Servicing</b>					
Surfacing	\$ -	\$ -	\$ -	\$ -	\$ 1,255.00
Street Sweeping	\$ -	\$ -	\$ -	\$ -	\$ 100.00
Vandalism Abatement	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Storm Drain Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 4,600.00
Rehabilitation Reserve	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 10,055.00
<b>Incidental Expenses</b>					
City Administration	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Assessment Engineering	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
County Administration Fee	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<b>Annual Levy</b>					
Total Maintenance and Incidental Expenses	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 12,055.00
Less Contribution from Reserves					
Operating	\$ -	\$ -	\$ -	\$ -	\$ (2,000.00)
Capital Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Balance to Levy	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 14,055.00
Total EDU's /BU's	34	55	17	61	7,184
Proposed Levy per EDU	\$ 58.82	\$ 36.36	\$ 117.65	\$ 32.79	\$ 1.96
Maximum Allowable Levy per EDU	\$ 816.23	\$ 469.72	\$ 711.39	\$ 487.55	\$ 2.16
<b>Fund Balance Summary</b>					
Operating Reserve (Projected as of July 1, 2013)	\$ 4,186.43	\$ 4,186.43	\$ 4,186.43	\$ 4,186.43	\$ 4,442.04
Contribution to Operating Reserve	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
Projected Operating Reserve as of June 30, 2014	\$ 4,186.43	\$ 4,186.43	\$ 4,186.43	\$ 4,186.43	\$ 6,442.04
Capital Replacement Reserve (Projected as of July 1, 2013)	\$ -	\$ -	\$ -	\$ -	\$ 29,883.33
Contribution to Capital Replacement Reserve	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00
Projected Capital Replacement Reserve as of June 30, 2014	\$ -	\$ -	\$ -	\$ -	\$ 33,683.33

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

Since construction of the improvements in several of the benefit zones has not been completed, a reduced assessment is proposed to be levied in several of the benefit zones for 2013-14. However, the Maximum Annual Assessment per EDU will be increased as established at the time of formation by the change in Consumer Price Index for all Urban Consumers for the Los Angeles Area (December – December) to provide sufficient revenues for the maintenance of the improvements in future years. The Maximum Allowable Assessment by Benefit Zone for 2013-14 shall be as shown below:

Benefit Zone	Fiscal Year						
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
	% Change in CPI						
	3.29%	4.17%	0.11%	1.83%	1.23%	2.29%	1.93%
Zone 1 - Tract 16957	\$ 728.25	\$ 758.59	\$ 759.44	\$ 773.35	\$ 782.85	\$ 800.76	\$ 816.23
Zone 2 - Tract 16587	\$ 419.09	\$ 436.55	\$ 437.04	\$ 445.04	\$ 450.51	\$ 460.81	\$ 469.72
Zone 3 - Tract 17328	\$ 634.71	\$ 661.15	\$ 661.89	\$ 674.01	\$ 682.30	\$ 697.90	\$ 711.39
Zone 4 - Tract 17633	\$ 435.00	\$ 453.12	\$ 453.63	\$ 461.93	\$ 467.61	\$ 478.31	\$ 487.55
Zone 5 - Tract 17455	\$ 1.93	\$ 2.01	\$ 2.01	\$ 2.05	\$ 2.07	\$ 2.12	\$ 2.16

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

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

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

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

**SECTION IV - ASSESSMENT ROLL**

The proposed assessment for Fiscal Year 2013-14 apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, is shown in Appendix A.

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

The total Assessment to be levied for 2013-14 Fiscal Year as approved by the Town Council per EDU/BU is shown below.

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

## **SECTION V - METHOD OF APPORTIONMENT OF ASSESSMENT**

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

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

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

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

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

### **Method of Assessment – Zones 1- 4**

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



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

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

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

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

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

**Method of Assessment - Zone 5**

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

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

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

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

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

**SECTION VI - PROPERTY OWNER LIST**

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

**APPENDIX A**

**TOWN OF YUCCA VALLEY**  
**STREET AND DRAINAGE MAINTENANCE DISTRICT No. 1**  
**ASSESSMENT ROLL**  
**Fiscal Year 2013-14**

Benefit Zone 1 - Tract 16957

APN	Maximum Allowable Assessment	Assessment to Levy
585621010000	\$816.23	\$58.82
585621020000	\$816.23	\$58.82
585621030000	\$816.23	\$58.82
585621040000	\$816.23	\$58.82
585621050000	\$816.23	\$58.82
585621060000	\$816.23	\$58.82
585621070000	\$816.23	\$58.82
585621080000	\$816.23	\$58.82
585621090000	\$816.23	\$58.82
585621100000	\$816.23	\$58.82
585621110000	\$816.23	\$58.82
585621120000	\$816.23	\$58.82
585621130000	\$816.23	\$58.82
585621140000	\$816.23	\$58.82
585621150000	\$816.23	\$58.82
585621160000	\$816.23	\$58.82
585621170000	\$816.23	\$58.82
585621180000	\$816.23	\$58.82
585621190000	\$816.23	\$58.82
585621200000	\$816.23	\$58.82
585621210000	\$816.23	\$58.82
585621220000	\$816.23	\$58.82
585621230000	\$816.23	\$58.82
585621240000	\$816.23	\$58.82
585621250000	\$816.23	\$58.82
585621260000	\$816.23	\$58.82
585621270000	\$816.23	\$58.82
585621280000	\$816.23	\$58.82
585621290000	\$816.23	\$58.82
585621300000	\$816.23	\$58.82
585621310000	\$816.23	\$58.82
585621320000	\$816.23	\$58.82
585621330000	\$816.23	\$58.82
585621340000	\$816.23	\$58.82
<b>Total:</b>	<b>\$27,751.82</b>	<b>\$1,999.88</b>

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

**Benefit Zone 2 - Tract 16587**

APN	Maximum Allowable Assessment	Assessment to Levy	APN	Maximum Allowable Assessment	Assessment to Levy
587441010000	\$469.72	\$36.36	587441290000	\$469.72	\$36.36
587441020000	\$469.72	\$36.36	587441300000	\$469.72	\$36.36
587441030000	\$469.72	\$36.36	587441310000	\$0.00	\$0.00
587441040000	\$469.72	\$36.36	587451040000	\$469.72	\$36.36
587441050000	\$469.72	\$36.36	587451050000	\$469.72	\$36.36
587441060000	\$469.72	\$36.36	587451060000	\$469.72	\$36.36
587441070000	\$469.72	\$36.36	587451070000	\$469.72	\$36.36
587441080000	\$469.72	\$36.36	587451080000	\$469.72	\$36.36
587441090000	\$469.72	\$36.36	587451090000	\$469.72	\$36.36
587441100000	\$469.72	\$36.36	587451100000	\$469.72	\$36.36
587441110000	\$469.72	\$36.36	587451110000	\$469.72	\$36.36
587441120000	\$469.72	\$36.36	587451120000	\$469.72	\$36.36
587441130000	\$469.72	\$36.36	587451130000	\$469.72	\$36.36
587441140000	\$469.72	\$36.36	587451140000	\$469.72	\$36.36
587441150000	\$469.72	\$36.36	587451150000	\$469.72	\$36.36
587441160000	\$469.72	\$36.36	587451160000	\$469.72	\$36.36
587441170000	\$469.72	\$36.36	587451170000	\$469.72	\$36.36
587441180000	\$469.72	\$36.36	587451180000	\$469.72	\$36.36
587441190000	\$469.72	\$36.36	587451190000	\$469.72	\$36.36
587441200000	\$469.72	\$36.36	587451200000	\$469.72	\$36.36
587441210000	\$469.72	\$36.36	587451210000	\$469.72	\$36.36
587441220000	\$469.72	\$36.36	587451220000	\$469.72	\$36.36
587441230000	\$469.72	\$36.36	587451230000	\$469.72	\$36.36
587441240000	\$469.72	\$36.36	587451240000	\$469.72	\$36.36
587441250000	\$469.72	\$36.36	587451250000	\$469.72	\$36.36
587441260000	\$469.72	\$36.36	587451260000	\$469.72	\$36.36
587441270000	\$469.72	\$36.36	587451270000	\$469.72	\$36.36
587441280000	\$469.72	\$36.36	587451280000	\$469.72	\$36.36
			<b>TOTAL ASSEMENT</b>	<b>\$25,834.60</b>	<b>\$1,999.80</b>

Benefit Zone 3 - Tract 17328

APN	Maximum Allowable Assessment	Assessment to Levy
58831110000	\$711.39	\$117.64
58831111000	\$711.39	\$117.64
58831112000	\$711.39	\$117.64
58831113000	\$711.39	\$117.64
58831114000	\$711.39	\$117.64
58831115000	\$711.39	\$117.64
58831116000	\$711.39	\$117.64
58831117000	\$711.39	\$117.64
58831118000	\$711.39	\$117.64
58831119000	\$711.39	\$117.64
58831120000	\$711.39	\$117.64
58831121000	\$711.39	\$117.64
58831122000	\$711.39	\$117.64
58831123000	\$711.39	\$117.64
58831124000	\$711.39	\$117.64
58831125000	\$711.39	\$117.64
58831126000	\$711.39	\$117.64
<b>TOTAL ASSEMENT</b>	<b>\$12,093.63</b>	<b>\$1,999.88</b>

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

**Benefit Zone 4 - Tract 17633**

<b>Tract</b>	<b>Lot</b>	<b>Maximum Allowable Assessment</b>	<b>Assessment to Levy</b>	<b>Lot</b>	<b>Maximum Allowable Assessment</b>	<b>Assessment to Levy</b>
17633	1	\$487.55	\$32.78	32	\$487.55	\$32.78
17633	2	\$487.55	\$32.78	33	\$487.55	\$32.78
17633	3	\$487.55	\$32.78	34	\$487.55	\$32.78
17633	4	\$487.55	\$32.78	35	\$487.55	\$32.78
17633	5	\$487.55	\$32.78	36	\$487.55	\$32.78
17633	6	\$487.55	\$32.78	37	\$487.55	\$32.78
17633	7	\$487.55	\$32.78	38	\$487.55	\$32.78
17633	8	\$487.55	\$32.78	39	\$487.55	\$32.78
17633	9	\$487.55	\$32.78	40	\$487.55	\$32.78
17633	10	\$487.55	\$32.78	41	\$487.55	\$32.78
17633	11	\$487.55	\$32.78	42	\$487.55	\$32.78
17633	12	\$487.55	\$32.78	43	\$487.55	\$32.78
17633	13	\$487.55	\$32.78	44	\$487.55	\$32.78
17633	14	\$487.55	\$32.78	45	\$487.55	\$32.78
17633	15	\$487.55	\$32.78	46	\$487.55	\$32.78
17633	16	\$487.55	\$32.78	47	\$487.55	\$32.78
17633	17	\$487.55	\$32.78	48	\$487.55	\$32.78
17633	18	\$487.55	\$32.78	49	\$487.55	\$32.78
17633	19	\$487.55	\$32.78	50	\$487.55	\$32.78
17633	20	\$487.55	\$32.78	51	\$487.55	\$32.78
17633	21	\$487.55	\$32.78	52	\$487.55	\$32.78
17633	22	\$487.55	\$32.78	53	\$487.55	\$32.78
17633	23	\$487.55	\$32.78	54	\$487.55	\$32.78
17633	24	\$487.55	\$32.78	55	\$487.55	\$32.78
17633	25	\$487.55	\$32.78	56	\$487.55	\$32.78
17633	26	\$487.55	\$32.78	57	\$487.55	\$32.78
17633	27	\$487.55	\$32.78	58	\$487.55	\$32.78
17633	28	\$487.55	\$32.78	59	\$487.55	\$32.78
17633	29	\$487.55	\$32.78	60	\$487.55	\$32.78
17633	30	\$487.55	\$32.78	61	\$487.55	\$32.78
17633	31	\$487.55	\$32.78			
<b>TOTAL ASSEMENT</b>					<b>\$29,740.55</b>	<b>\$1,999.58</b>



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

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Benefit Zone 5 - Map 17455

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

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

**Fiscal Year 2013-14**

*Prepared for:*

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

*Prepared by:*

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

**May, 2013**

PRELIMINARY ENGINEER'S REPORT

TOWN OF YUCCA VALLEY

LANDSCAPE & LIGHTING MAINTENANCE DISTRICT No. 1, BENEFIT ZONES 1-4

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Appendix A – Assessment Diagrams

Appendix B - FY 2013-14 Assessment Roll

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

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

Dated: May 3, 2013

By: \_\_\_\_\_  
K. Dennis Klingelhofer, P.E.  
Assessment Engineer

I HEREBY CERTIFY that the enclosed Preliminary Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was filed with me on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

By \_\_\_\_\_

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was approved and confirmed by the Council of the Town of Yucca Valley, San Bernardino County, California, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

By \_\_\_\_\_

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram thereto attached was filed with the County Auditor of the County of San Bernardino, on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

By \_\_\_\_\_

**SECTION I - INTRODUCTION**

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

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

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

As required by the Landscaping and Lighting Act of 1972, this Engineer's Report describes the improvements to be maintained by the District, provides an estimated budget for the District, sets the Maximum Allowable Assessment which may be levied upon each parcel and lists the proposed assessments to be levied upon each assessable lot or parcel within the District for 2013-14.

The Town will hold a Public Hearing on \_\_\_\_\_, to provide an opportunity for any interested person to be heard. Following consideration of public comments and review of this report, the Town Council may order amendments to the Report or confirm the report as submitted. Following final approval of the report and confirmation of the assessments, the Town Council may order the levy and collection of the assessment for Fiscal Year 2013-14. Upon approval, the assessments will be submitted to the San Bernardino County Auditor-Controller's Office to be included on the FY 2013-14 tax roll.

## **SECTION II - PLANS AND SPECIFICATIONS**

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

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

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

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

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

**SECTION III - ESTIMATE OF COST**

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

The projected costs for the maintenance, repair and servicing costs of the improvements within each Benefit including contributions to reserves for Fiscal Year 2013-14 are summarized below.

Town of Yucca Valley Lighting and Landscape Maintenance District No. 1 Estimated Annual Costs Fiscal Year 2013-14				
Fiscal Year 2013-14	Benefit Zone 1 (Tract 16957)	Benefit Zone 2 (Tract 16587)	Benefit Zone 3 (Tract 17328)	Benefit Zone 4 (Tract 17633)
<b>Direct Cost</b>				
Electricity for Street Lights	\$ -	\$ -	\$ -	\$ -
Acoma Trail Parkway Maintenance	\$ -	\$ -	\$ -	\$ -
Irrigation Water	\$ -	\$ -	\$ -	\$ -
Landscape Maintenance	\$ -	\$ -	\$ -	\$ -
Retention Basin Landscape & Irrigation	\$ -	\$ -	\$ -	\$ -
Capital Replacements	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -
<b>Administration Costs</b>				
Town Administration	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Assessment Engineering	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
County Administration Fees	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<b>Annual Levy</b>				
Total Direct and Administration Costs	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Capital Replacement Reserve Contribution	\$ -	\$ -	\$ -	\$ -
Operating Reserve Contribution				
Less Contribution from Reserves				
Operating	\$ -	\$ -	\$ -	\$ -
Capital Replacement	\$ -	\$ -	\$ -	\$ -
Balance to Levy	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Total EDU's	34	55	17	61
Proposed Levy per Edu	\$ 58.82	\$ 36.36	\$ 117.65	\$ 32.79
Maximum Allowable Levy	\$ 207.50	\$ 235.68	\$ 407.87	\$ 201.32
<b>Fund Balance Summary (Projected as of June 30, 2013)</b>				
Operating Reserve (Projected as of July 1, 2013)	\$ 3,998.00	\$ 3,998.00	\$ 3,998.00	\$ 3,998.00
Contribution to Operating Reserve	\$ -	\$ -	\$ -	\$ -
Projected Operating Reserve as of June 30, 2014	\$ 3,998.00	\$ 3,998.00	\$ 3,998.00	\$ 3,998.00
Capital Replacement Reserve (Projected as of July 1, 2013)	\$ -	\$ -	\$ -	\$ -
Contribution to Capital Replacement Reserve	\$ -	\$ -	\$ -	\$ -
Projected Capital Replacement Reserve as of June 30, 2014	\$ -	\$ -	\$ -	\$ -

Since construction of the improvements in several of the benefit zones have not been completed, a reduced assessment is proposed to be levied for 2013-14. However, as established at the time of District Formation, the Maximum Allowable Annual Assessment per EDU which may be levied in future years will be increased by the Consumer Price Index for all

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

Urban Consumers for the Los Angeles Area (December – December) to provide sufficient revenues for the maintenance of the improvements in future years. The Maximum Allowable Annual Assessment for 2013-14 shall be as shown below:

Benefit Zone	Fiscal Year						
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
	% Change in CPI						
	3.29%	4.17%	0.11%	1.83%	1.23%	2.29%	1.93%
Zone 1 - Tract 16957	\$ 184.49	\$ 192.18	\$ 192.39	\$ 195.91	\$ 198.32	\$ 202.86	\$ 207.50
Zone 2 - Tract 16587	\$ 209.55	\$ 218.28	\$ 218.53	\$ 222.52	\$ 225.26	\$ 230.41	\$ 235.68
Zone 3 - Tract 17328	\$ 362.65	\$ 377.76	\$ 378.18	\$ 385.10	\$ 389.84	\$ 398.75	\$ 407.87
Zone 4 - Tract 17633	\$ 179.00	\$ 186.46	\$ 186.67	\$ 190.08	\$ 192.42	\$ 196.82	\$ 201.32

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

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

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



**SECTION IV - ASSESSMENT DISTRICT DIAGRAM**

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

A detailed description of the lines and dimensions of each lot or parcel within the assessment District are those lines and dimensions shown on the maps of the Assessor of the County of San Bernardino for FY 2013-14.

## SECTION V - METHOD OF APPORTIONMENT OF ASSESSMENT

### GENERAL

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

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

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

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

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

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

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

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

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

### **LANDSCAPING BENEFIT DETERMINATION**

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

### **STREET LIGHTING BENEFIT DETERMINATION**

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

### **PARCEL CLASSIFICATIONS**

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

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

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

### **ZONE CLASSIFICATION**

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

### **BENEFIT SPREAD METHODOLOGY**

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

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

**BENEFIT ZONES NO. 1-4**

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

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

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

**SECTION VI- PROPERTY OWNER LIST & ASSESSMENT ROLL**

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

The proposed assessments and the amount of assessments for FY 2013-14 apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, are on file in the Office of the Town Clerk. The description of each lot or parcel is part of the records of the Assessor of the County of San Bernardino and these records are, by reference, made part of this Report.

The Assessment Roll for FY 2013-14 is included in Appendix A of this Report and is on file in the Office of the Town Clerk.

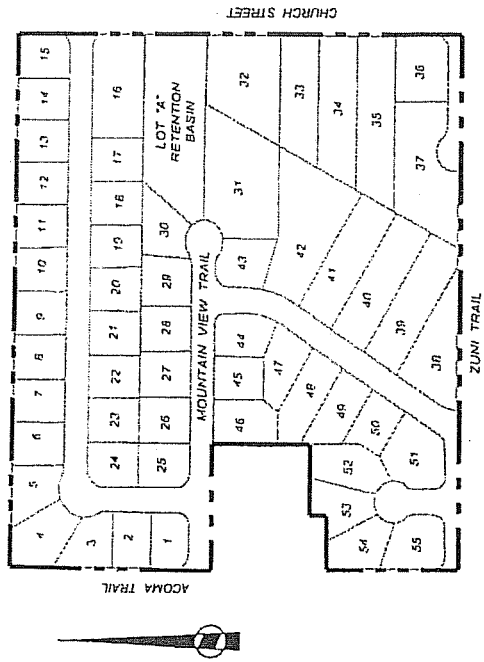
## **APPENDIX A**

### **Assessment Diagrams**



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

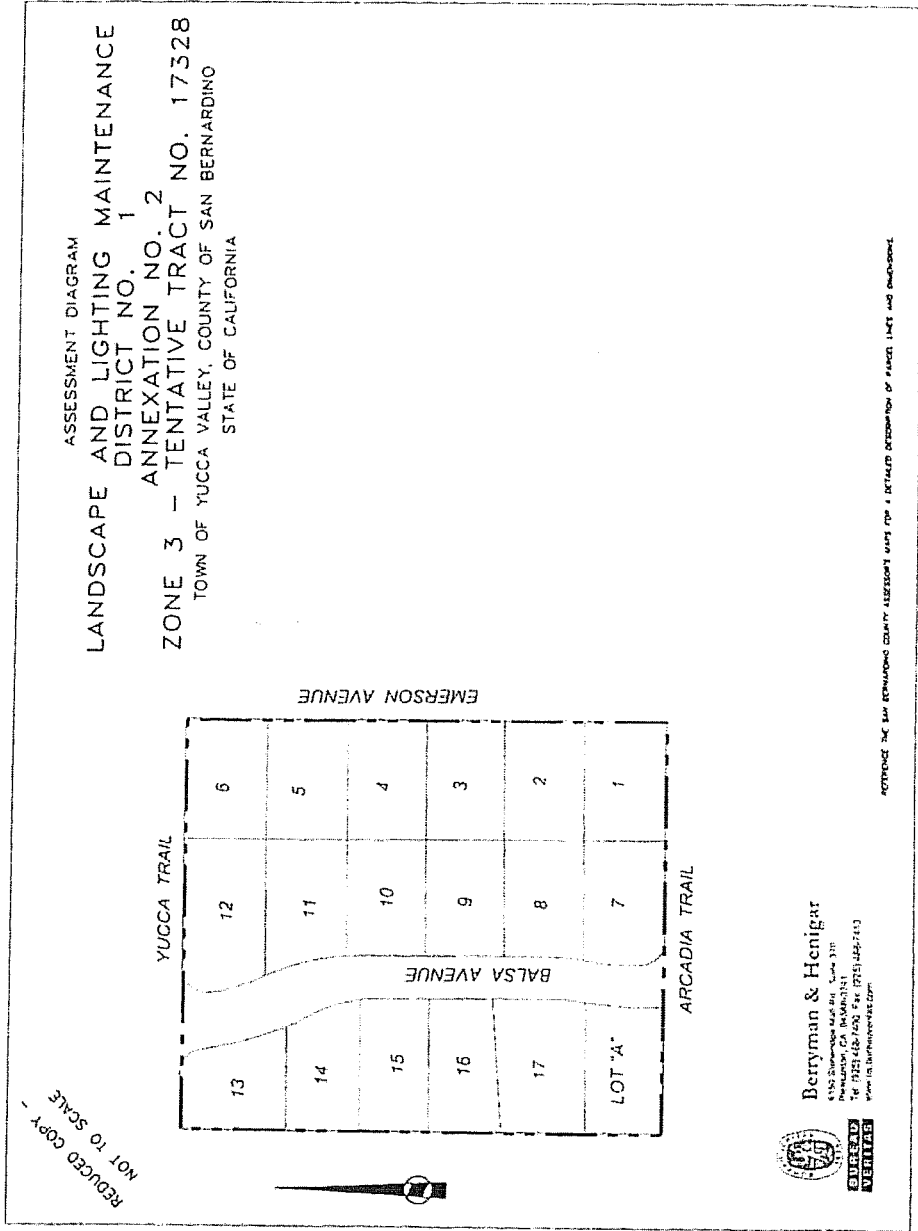
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 NOT TO SCALE



**Berryman & Henigar**  
 6150 Riverside Ave. Suite 370  
 San Bernardino, CA 92408  
 Tel: (951) 468-1400 Fax: (951) 468-1413  
 www.bhfranchise.com

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







**APPENDIX B  
FY 2013-14  
ASSESSMENT ROLL**

Benefit Zone 1 - Tract 16957

APN	Maximum Allowable Assessment	Assessment to Levy
585621010000	\$207.50	\$58.82
585621020000	\$207.50	\$58.82
585621030000	\$207.50	\$58.82
585621040000	\$207.50	\$58.82
585621050000	\$207.50	\$58.82
585621060000	\$207.50	\$58.82
585621070000	\$207.50	\$58.82
585621080000	\$207.50	\$58.82
585621090000	\$207.50	\$58.82
585621100000	\$207.50	\$58.82
585621110000	\$207.50	\$58.82
585621120000	\$207.50	\$58.82
585621130000	\$207.50	\$58.82
585621140000	\$207.50	\$58.82
585621150000	\$207.50	\$58.82
585621160000	\$207.50	\$58.82
585621170000	\$207.50	\$58.82
585621180000	\$207.50	\$58.82
585621190000	\$207.50	\$58.82
585621200000	\$207.50	\$58.82
585621210000	\$207.50	\$58.82
585621220000	\$207.50	\$58.82
585621230000	\$207.50	\$58.82
585621240000	\$207.50	\$58.82
585621250000	\$207.50	\$58.82
585621260000	\$207.50	\$58.82
585621270000	\$207.50	\$58.82
585621280000	\$207.50	\$58.82
585621290000	\$207.50	\$58.82
585621300000	\$207.50	\$58.82
585621310000	\$207.50	\$58.82
585621320000	\$207.50	\$58.82
585621330000	\$207.50	\$58.82
585621340000	\$207.50	\$58.82
<b>Total:</b>	<b>\$7,055.00</b>	<b>\$1,999.88</b>

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

Benefit Zone 2 - Tract 16587

APN	Maximum Allowable Assessment	Assessment to Levy
587441010000	\$235.68	\$36.36
587441020000	\$235.68	\$36.36
587441030000	\$235.68	\$36.36
587441040000	\$235.68	\$36.36
587441050000	\$235.68	\$36.36
587441060000	\$235.68	\$36.36
587441070000	\$235.68	\$36.36
587441080000	\$235.68	\$36.36
587441090000	\$235.68	\$36.36
587441100000	\$235.68	\$36.36
587441110000	\$235.68	\$36.36
587441120000	\$235.68	\$36.36
587441130000	\$235.68	\$36.36
587441140000	\$235.68	\$36.36
587441150000	\$235.68	\$36.36
587441160000	\$235.68	\$36.36
587441170000	\$235.68	\$36.36
587441180000	\$235.68	\$36.36
587441190000	\$235.68	\$36.36
587441200000	\$235.68	\$36.36
587441210000	\$235.68	\$36.36
587441220000	\$235.68	\$36.36
587441230000	\$235.68	\$36.36
587441240000	\$235.68	\$36.36
587441250000	\$235.68	\$36.36
587441260000	\$235.68	\$36.36
587441270000	\$235.68	\$36.36
587441280000	\$235.68	\$36.36
587441290000	\$235.68	\$36.36
587441300000	\$235.68	\$36.36
587441310000	\$0.00	\$0.00
587451040000	\$235.68	\$36.36
587451050000	\$235.68	\$36.36
587451060000	\$235.68	\$36.36
587451070000	\$235.68	\$36.36
587451080000	\$235.68	\$36.36
587451090000	\$235.68	\$36.36
587451100000	\$235.68	\$36.36
587451110000	\$235.68	\$36.36
587451120000	\$235.68	\$36.36
587451130000	\$235.68	\$36.36
587451140000	\$235.68	\$36.36
587451150000	\$235.68	\$36.36
587451160000	\$235.68	\$36.36
587451170000	\$235.68	\$36.36
587451180000	\$235.68	\$36.36
587451190000	\$235.68	\$36.36
587451200000	\$235.68	\$36.36
587451210000	\$235.68	\$36.36
587451220000	\$235.68	\$36.36
587451230000	\$235.68	\$36.36
587451240000	\$235.68	\$36.36
587451250000	\$235.68	\$36.36
587451260000	\$235.68	\$36.36
587451270000	\$235.68	\$36.36
587451280000	\$235.68	\$36.36
<b>TOTAL ASSEMENT</b>	<b>\$12,962.40</b>	<b>\$1,999.80</b>

**Benefit Zone 3 - Tract 17328**

APN	Maximum Allowable Assessment	Assessment to Levy
588311100000	\$407.87	\$117.64
588311110000	\$407.87	\$117.64
588311120000	\$407.87	\$117.64
588311130000	\$407.87	\$117.64
588311140000	\$407.87	\$117.64
588311150000	\$407.87	\$117.64
588311160000	\$407.87	\$117.64
588311170000	\$407.87	\$117.64
588311180000	\$407.87	\$117.64
588311190000	\$407.87	\$117.64
588311200000	\$407.87	\$117.64
588311210000	\$407.87	\$117.64
588311220000	\$407.87	\$117.64
588311230000	\$407.87	\$117.64
588311240000	\$407.87	\$117.64
588311250000	\$407.87	\$117.64
588311260000	\$407.87	\$117.64
<b>TOTAL ASSEMENT</b>	<b>\$6,933.79</b>	<b>\$1,999.88</b>

**Benefit Zone 4 - Tract 17633**

<b>Tract</b>	<b>Lot</b>	<b>Maximum Allowable Assessment</b>	<b>Assessment to Levy</b>	<b>Lot</b>	<b>Maximum Allowable Assessment</b>	<b>Assessment to Levy</b>
17633	1	\$201.32	\$32.78	32	\$201.32	\$32.78
17633	2	\$201.32	\$32.78	33	\$201.32	\$32.78
17633	3	\$201.32	\$32.78	34	\$201.32	\$32.78
17633	4	\$201.32	\$32.78	35	\$201.32	\$32.78
17633	5	\$201.32	\$32.78	36	\$201.32	\$32.78
17633	6	\$201.32	\$32.78	37	\$201.32	\$32.78
17633	7	\$201.32	\$32.78	38	\$201.32	\$32.78
17633	8	\$201.32	\$32.78	39	\$201.32	\$32.78
17633	9	\$201.32	\$32.78	40	\$201.32	\$32.78
17633	10	\$201.32	\$32.78	41	\$201.32	\$32.78
17633	11	\$201.32	\$32.78	42	\$201.32	\$32.78
17633	12	\$201.32	\$32.78	43	\$201.32	\$32.78
17633	13	\$201.32	\$32.78	44	\$201.32	\$32.78
17633	14	\$201.32	\$32.78	45	\$201.32	\$32.78
17633	15	\$201.32	\$32.78	46	\$201.32	\$32.78
17633	16	\$201.32	\$32.78	47	\$201.32	\$32.78
17633	17	\$201.32	\$32.78	48	\$201.32	\$32.78
17633	18	\$201.32	\$32.78	49	\$201.32	\$32.78
17633	19	\$201.32	\$32.78	50	\$201.32	\$32.78
17633	20	\$201.32	\$32.78	51	\$201.32	\$32.78
17633	21	\$201.32	\$32.78	52	\$201.32	\$32.78
17633	22	\$201.32	\$32.78	53	\$201.32	\$32.78
17633	23	\$201.32	\$32.78	54	\$201.32	\$32.78
17633	24	\$201.32	\$32.78	55	\$201.32	\$32.78
17633	25	\$201.32	\$32.78	56	\$201.32	\$32.78
17633	26	\$201.32	\$32.78	57	\$201.32	\$32.78
17633	27	\$201.32	\$32.78	58	\$201.32	\$32.78
17633	28	\$201.32	\$32.78	59	\$201.32	\$32.78
17633	29	\$201.32	\$32.78	60	\$201.32	\$32.78
17633	30	\$201.32	\$32.78	61	\$201.32	\$32.78
17633	31	\$201.32	\$32.78			
<b>TOTAL ASSEMENT</b>					<b>\$12,280.52</b>	<b>\$1,999.58</b>



**TOWN OF YUCCA VALLEY  
ASSESSMENT DISTRICTS**

PROJECT	DISTRICT NO. 1 BENEFIT ZONE 1	MAX. 2012-13 ALLOWED ASSESSMENT PER EDU	MAX. 2013-14 ALLOWED ASSESSMENT PER EDU	2013-2014 ANNUAL ASSESSMENT & LEVY PER EDU
TM #16957	Street & Drainage	800.76	816.23	58.82
TM #16957	Landscape & Lighting	202.86	207.5	58.82
<b>16957 TOTAL:</b>		<b>\$1,003.62</b>	<b>\$1,023.73</b>	<b>\$117.64</b>
TM #16587	Street & Drainage	460.81	469.72	36.36
TM #16587	Landscape & Lighting	230.41	235.68	36.36
<b>16587 TOTAL:</b>		<b>\$691.22</b>	<b>\$705.40</b>	<b>\$72.72</b>
TM #17328	Street & Drainage	697.90	711.39	117.65
TM #17328	Landscape & Lighting	398.75	407.87	117.65
<b>17328 TOTAL:</b>		<b>\$1,096.65</b>	<b>\$1,119.26</b>	<b>\$235.30</b>
TM #17633	Street & Drainage	478.31	487.55	32.79
TM #17633	Landscape & Lighting	196.82	201.32	32.79
<b>17633 TOTAL:</b>		<b>\$675.13</b>	<b>\$688.87</b>	<b>\$65.58</b>
PM #17455	Street & Drainage	2.12	2.16	1.96
<b>17455 TOTAL:</b>		<b>\$2.12</b>	<b>\$2.16</b>	<b>\$1.96</b>



## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Shane Stueckle, Deputy Town Manager  
Alex Qishta, Project Engineer  
**Date:** May 13, 2013  
**For Council Meeting:** May 16, 2013

**Subject:** Resolution No. 13-  
Budget Amendment  
Professional Services Agreement, Design Services  
SR 62 @ Dumosa Avenue Traffic Signal Project  
Albert A. Webb Associates  
San Bernardino Associated Governments  
Major Local Highways Program Funding

**Prior Council Review:** There has been no prior Council review of this Item.

**Recommendation:** That the Town Council adopts the Resolution, amending the 2012/2013 FY Budget, and awards a contract for professional design services to Albert A. Webb Associates for the preparation of plans, specifications and estimates, including bid ready documents, for the design of the traffic signal project at SR 62 and Dumosa Avenue, in the amount of \$72,262.00 and \$3,738.00 for incidental charges (printing, mileage, postage) for a total of \$76,000, and authorizes the Town Manager, Town Attorney, and the Mayor to sign all necessary documents to complete the project.


**Executive Summary:** The Measure I 2010-2040 Expenditure Plan and the Morongo Basin Subarea transportation planning partners have identified projects eligible for funding from Measure I 2010-2040 Rural Mountain/Desert Subarea Major Local Highway Program "MLHP" funds. The traffic signal at the intersection of SR62 and Dumosa Avenue is one of the projects identified as eligible for funding through the MLHP.

**Order of Procedure:**


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

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Reviewed By:

  
Town Manager

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

  
Mgmt Services

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

---

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

**Discussion:** The project consists of the construction of a traffic signal at the intersection of SR62 and Dumosa Avenue. The project also includes raised median construction on Dumosa Avenue south of SR62, as well as modifications to the existing turn pockets for east and west bound traffic on SR 62.

Prior to commencing construction of public facilities, plans and specifications must be prepared for public works project bidding and construction. The Town solicited design proposal from the following consultants, both of which are very experienced in the design of traffic signal projects. Proposals and statements of qualifications from both firms are attached.

- Albert Grover and Associates
- Albert A. Webb Associates

While both firms are highly qualified to provide design services for the project, based upon review of the proposals and associated cost proposals, staff is recommending award of the professional services agreement to Albert A. Webb & Associates.

On April 24, 2013, the Morongo Basin Subarea approved the allocation of \$471,000 in MLHP funds for the design and construction of the traffic signal at the intersection of SR 62 and Dumosa Avenue. The matter is scheduled for consideration by the Mountain/Desert Measure I Committee in June, 2013, and by the SANBAG Board in July, 2013.

Because of the three-to-four month lead time required for manufacturing traffic signal components once design is completed and approved by Caltrans, staff is recommending that the Council award the Professional Services Agreement in advance of SANBAG Board action.

SANBAG staff communication attached to this Staff Report indicates that while Board action is not scheduled until July, 2013 and the Town is proceeding at its own risk, the Agreement will include language that provides for complete project reimbursement, including those costs incurred prior to Board action on the agreement.

The project schedule will generally follow the below timelines. A formal project schedule will be developed when the design process is initiated.

Preliminary Design, 35% Plans:	May - July, 2013
Final Design & Specifications:	July - September, 2013
Caltrans, Three Plan Check Cycles:	July - November, 2013
Caltrans Permitting:	November – December, 2013
Project Bidding:	January - March, 2014
Town Council Award:	March, 2014
Project Construction:	March - July, 2014
Project Close Out:	July - August, 2014

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

**Fiscal impact:** Total project costs are estimated at \$471,000.00. On April 24, 2013, the Morongo Basin Subarea approved the allocation of \$471,000 in MLHP funds for the design and construction the signal light at the intersection of SR 62 and Dumosa Avenue. The matter is scheduled for consideration by the Mountain/Desert Measure I Committee in June, 2013, and by the SANBAG Board in July, 2013.

Design, PS&E, Bid Ready Documents:	\$76,000.00
Caltrans Plan Check & Permits:	\$5,000.00
Traffic Signal Components:	\$200,000.00
Signal Construction & Installation:	\$96,000.00
Existing Median Island Modifications:	\$20,000.00
New Raised Median on Dumosa, South of SR 62:	\$20,000.00
Inspection/Administration/Testing:	\$10,000.00
Contingency:	\$20,000.00
Indirect Cost Recovery:	\$24,000.00

**Total Project Preliminary Estimate of Probable Construction Costs: \$471,000.00**

The Town solicited design proposal from the following consultants, both of which are very experienced in the design of traffic signal projects. Proposals and statements of qualifications from both firms are attached.

Albert A. Webb Associates:	\$76,000.00
Albert Grover and Associates:	\$147,500.00

This action will allocate funding from Fund 522, Measure I, Major Arterials, for purposes of moving forward with the design activity prior to final action by SANBAG to award MLHP funding.

**Attachments:** Albert A. Webb Associates Proposal  
Albert Grover & Associates Proposal  
SANBAG Correspondence  
Caltrans Correspondence

RESOLUTION NO. 13-

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, APPROPRIATING MEASURE I FUND 522, MAJOR ARTERIAL FUNDS, FOR THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATES FOR THE SR 62 AT DUMOSA AVENUE TRAFFIC SIGNAL FOR EXPENDITURES PRIOR TO SAN BERNARDINO ASSOCIATED GOVERNMENTS PROJECT FUNDING**

WHEREAS, the Town of Yucca Valley has been authorized by the California Department of Transportation (Caltrans) for the construction of a traffic signal at SR 62 and Dumosa Avenue; and

WHEREAS, the Town has requested funding in the amount of \$471,000 in Measure I Major Local Highways Program (MLH) funds from San Bernardino Associated Governments (SANBAG); and

WHEREAS, the SANBAG Board is not scheduled to act on the Town's funding request until July 2013; and

WHEREAS, the transportation planning partners in the Subarea recommended the funding request to the Mountain/Desert Policy Committee at its meeting of April 24, 2013, and recommended the project receive MLH funding in Fiscal Year 2013/2014;

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

**Section 1.** The Town Council appropriates \$76,000 from Fund 522, Measure I, Major Arterials for the project.

**Section 2.** The Town Council directs that all Fund 522 funds expended on the project be returned to Fund 522 following reimbursement from SANBAG.

APPROVED AND ADOPTED THIS 16th DAY OF MAY 2013.

\_\_\_\_\_  
MAYOR

ATTEST:

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

**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
<b>522 - Measure I - Major Arterial</b>					
<b>RECEIPTS</b>					
Revenue SANBAG	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	3,764	500	1,756	3,000	500
<b>TOTAL RECEIPTS</b>	<b>3,764</b>	<b>500</b>	<b>1,756</b>	<b>3,000</b>	<b>500</b>
<b>EXPENDITURES</b>					
Indirect Cost Recovery	-	13,000	-	17,606	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>13,000</b>	<b>-</b>	<b>17,606</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>					
Work in Progress	78,562	354,200	275,881	352,126	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>78,562</b>	<b>354,200</b>	<b>275,881</b>	<b>352,126</b>	<b>-</b>
<b>OPERATING TRANSFERS IN (OUT)</b>					
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	-
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>	<b>20,000</b>	<b>(920,820)</b>	<b>-</b>	<b>184,900</b>	<b>(1,105,720)</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>	<b>(54,798)</b>	<b>(1,287,520)</b>	<b>(274,125)</b>	<b>(181,832)</b>	<b>(1,105,220)</b>
<b>BEGINNING FUND BALANCE</b>	<b>1,441,351</b>	<b>1,386,553</b>	<b>1,386,553</b>	<b>1,386,553</b>	<b>1,204,720</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,386,553</b>	<b>\$ 99,033</b>	<b>\$ 1,112,428</b>	<b>\$ 1,204,720</b>	<b>\$ 99,500</b>

**522 - Measure I - Major Arterial**

<b>Work in Progress Detail</b>		Actual 2011-12	Amended Budget 2012-13	YTD-March 2012-13	Projected 2012-13	Proposed 2013-14
<b>Project</b>	<b>Account</b>					
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	-	-	-	-	-
Dumosa Traffic Signal Design	522 55-59 8310 xxxx	-	76,000	-	76,000	-
SR62: Airway - La Contenta PSR		-	-	-	-	-
		<b>78,562</b>	<b>354,200</b>	<b>275,881</b>	<b>352,126</b>	<b>-</b>

A L B E R T A . **WEBB** A S S O C I A T E S

---

Corporate Headquarters  
3788 McCray Street | Riverside, CA 92506 | T: 951.686.1070 | F: 951.788.1256

Desert Region  
36-951 Cook Street #103 | Palm Desert, CA 92211 | T: 760.568.5005 | F: 760.568.3443

February 12, 2013

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

RE: Proposal to Prepare Traffic Signal and Street Improvement Plan for the Intersection of  
State Route 62 (SR62) and Dumosa Avenue

Dear Alex:

Thank you for the opportunity to present this proposal to prepare traffic signal and street improvement plans for the intersection of State Route 62 and Dumosa Avenue in the Town of Yucca Valley. Our Scope of Services and Compensation are outlined in Exhibit "A" and Exhibit "B".

We appreciate this opportunity to be of service and look forward to hearing from you.

Sincerely,



Dilesh Sheth, P.E., T.E.  
Director of Traffic & Transportation

**EXHIBIT "A"**  
**Scope of Services**

**PROJECT UNDERSTANDING:**

The Town of Yucca Valley is seeking engineering services to prepare traffic signal plans, signing & striping plans, street improvement plans, and traffic control plans for the intersection of SR 62 and Dumosa Avenue. Twentynine Palms Highway (SR 62) is a four lane divided highway (two lanes in each direction) that generally runs east/west. At the intersection with Dumosa Avenue, the posted speed limit is 40 mph and there is a left-turn lane in both directions. Traffic control signals currently exist at Sage Avenue (approximately 1,500 feet west of Dumosa Avenue) and SR 247 (approximately 1,150 feet east of Dumosa Avenue). Dumosa Avenue is a two lane local road (one lane in each direction) that generally runs north/south. At the intersection with SR 62, it is stop controlled in both directions. Dumosa Avenue provides access to commercial properties to the north and south of SR 62 as well as the town hall for the Town of Yucca Valley.

The City has prepared conceptual improvement plans for the intersection. The proposed senior housing project located on the northwest corner of SR 62 and Dumosa Avenue is planning to provide offsite improvements along SR62, Dumosa Avenue, and the frontage road located on the south side of SR 62. The proposed project (City) will install traffic signal, reconstruct curb returns on the south side of SR 62, reconstruct median along SR62, and install median at the south approach of Dumosa Avenue. WEBB will prepare traffic signal, signing & striping, street improvement, and traffic control plans for above mentioned improvements. In addition, WEBB will fill out an application for an Encroachment Permit, attend meetings, and provide coordination with the Town and Caltrans for processing and approval of improvement plans. The Town will prepare all Environmental Documents. We believe that the improvement plans prepared by the Development and the City will meet Caltrans Standards and Requirements and there will be no need for preparation of a Fact Sheet for the Design Exception.

Our Scope of Service is as follows:

**1. *Pre-Design Meeting***

- The pre-design meeting is an initial meeting between WEBB and Town staff to clarify project design objectives.
- Prepare meeting agenda and meeting minutes.

**2. *Data Collection, Field Survey, and Right-of-Way Establishment***

- Perform engineering related field surveys and obtain existing curb & gutter, sidewalk, curb ramps, driveways, signing, striping and pavement markings, underground and overhead utilities.
- Obtain Caltrans Encroachment Permit to perform survey work within Caltrans right of way.
- The survey for SR 62 will include cross-sections at fifty-foot (50') intervals 500 feet on both sides of Dumosa Avenue.

- The survey for Dumosa Avenue will include cross-sections at fifty-foot (50') intervals 300 feet on both sides of SR 62.
- Obtain Caltrans Right of Way maps, parcel maps, and easement documents.

### **3. *Utility Investigation and Coordination***

- Perform utility investigation. Provide coordination with Electric Service provider regarding electrical service.

### **4. *Preparation of Preliminary Design***

- Prepare 30% concept review plans. The concept review plans will show existing and proposed improvements, traffic signal pole locations, utilities, raised median, signing & striping, ADA ramps.
- Prepare preliminary cost estimate.

### **5. *Preparation of Final Plans (PS&E)***

- WEBB will prepare the following documents:
  - Street Improvement Plans
  - Traffic Signal Plans
  - Signing & Striping Plans
  - Traffic Control Plans
  - Cost Estimate

### **6. *Coordination with the Town and Caltrans***

- WEBB will attend two meetings in addition to the pre-design meeting.
- WEBB will fill out Caltrans Encroachment Permit application.
- WEBB will attend one meeting with Caltrans during the plan check process.
- WEBB will provide coordination with Town and Caltrans staff for review and approval of plans.



**EXHIBIT "B"**

Compensation

Our services will be provided on a time and material basis. Total fees for services shown in Exhibit "A" shall be \$72,262 and shall not be exceeded without prior authorization from the client.

Kick-off/Pre-Design Meeting	\$ 1,012
Data Collections, Field Survey, and Right-of-Way Establishment	\$ 8,388
Utility Investigation and Coordination	\$ 5,924
Preparation of Preliminary Design (30% Concept Plans)	\$ 4,600
Preparation of Final Plans	
Street Improvement Plans	\$ 15,552
Traffic Signal Plans	\$ 13,204
Signing & Striping Plans	\$ 4,256
Traffic Control Plans	\$ 9,064
Cost Estimate	\$ 2,480
Coordinate with Town and Caltrans	
Meetings with Town (2) and Caltrans (1)	\$ 3,218
Coordination	<u>\$ 4,564</u>
<b>TOTAL</b>	<b>\$ 72,262</b>

Charges for printing, copying, mileage, postage, outside services, electronic distance measuring equipment, and other services not specifically listed in Exhibits "A" or "B", are not included in this scope and will be billed on a "time and material" basis in accordance with the attached schedule of fees. Charges for subcontracted services, including outside consultants requested by the client, will be subject to a 15% surcharge.

**Plan review and/or project filing fees are not included in this contract, and shall be paid by the client directly to the appropriate local governmental agency.**

All invoices shall be due and payable upon receipt. If invoices remain unpaid after 30 days, consultant shall cease work on project, and interest of 1.5% per month shall be charged on unpaid balances.



February 13, 2013

Mr. Alex Qishta  
Project Engineer  
Town of Yucca Valley  
58928 Business Center Drive  
Yucca Valley, California 92284

**RE: Proposal – Signalization Design: SR 62/Dumosa Avenue**

Dear Alex:

Pursuant to our discussion, following are two alternative proposals relative to the signalization of the SR 62/Dumosa Avenue intersection in the Town of Yucca Valley.

**Option 1: Place Signal Poles at Ultimate Locations**

Under this scenario, Caltrans would require confirmation/assurance that the ultimate pole locations would be appropriate when the State Highway would be widened to three through lanes in each direction. This would require that a complete Encroachment Permit Package be prepared and submitted for review and approval. The following are key components of the procedural and submittal requirements of Caltrans:

Preliminary Phase

- Anticipated two to four meetings with Caltrans, Town, and AGA staff
- Preparation/submittal of Project Initiation Package, including Letter of Intent from the Town, Encroachment Permit Application, preliminary geometric plan, preliminary cost estimate, project schedule, location map, etc.
- Development of survey control/aerial base map
- Traffic data determination – turn pocket length requirements, LOS determinations, etc.

NOTE: This has already been completed and reviewed by Caltrans, but should be resubmitted as part of this overall package

- Geotechnical Investigation/Report, including subsurface field investigation and laboratory testing

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TRANSPORTATION CONSULTING ENGINEERS

211 E. Imperial Hwy., Suite 208, Fullerton, CA 92835

(714) 992-2990 FAX (714) 992-2883 E-Mail: [aga@albertgrover.com](mailto:aga@albertgrover.com)

- Preliminary Geometric Plans based on topographic data, including centerline controls, striping, lane and shoulder widths, grading and drainage, and utility data
- Hydrology/Drainage Report
- Water Pollution Control Plan
- Preliminary Cost Estimate
- Mandatory/Advisory Fact Sheets for Design Exceptions
- Permit Engineering Evaluation Report

#### Final Phase

- Design survey, including detailed cross sections
- Utility coordination
- Roadway Construction Plans
  - Title Sheet/Notes
  - Typical Cross Sections
  - Plan and Profile Sheets
  - Construction details – Intersection Grades
  - Grading/Drainage Plans/Profiles
  - Traffic Signal Plans
  - Traffic Handling Plans
- Special Provisions
- Quality and Cost Estimates
- Right-of-Way Engineering (as required)

Excluded is any Environmental Documentation or Technical Environmental studies, which would be the responsibility of the Town.

It is estimated that the entire approval process could take six to nine months. The Fee to conduct the above-described scope of work would be **\$147,500**.

#### **Option 2: Place Signal Poles at Interim Locations**

Under this scenario, AGA would prepare the Encroachment Permit Application, a signal plan, and a PEER. No roadway work would be included other than ADA compliant ramps on all four corners. No curbs or raised medians would be moved/removed/installed. We suggest that the new raised median on the south leg of the intersection be designed/constructed under separate contract so as to simplify/expedite the Caltrans approval process (this median is outside of the Caltrans right-of-way, and

Mr. Alex Qishta  
February 13, 2013  
Page 3

could be shown on the signal plan as “constructed under separate contract”). Two meetings with Caltrans and Town staff are anticipated.

Evaluated is any Environmental Documentation or Technical Environmental Studies, which would be the responsibility of the Town.

It is estimated that the entire approval process would take three to four months. The Fee to conduct the above-described scope of work would be **\$24,250**.

Please contact me with any questions regarding these two options.

Respectfully submitted,

ALBERT GROVER & ASSOCIATES

A handwritten signature in black ink, appearing to read "Rob Kuehn", with a long horizontal flourish extending to the right.

Rob Kuehn  
*Director of Project Development*

SR 62-Dumosa Signal Design Qishta Pro Ltr.docx



**San Bernardino Associated Governments**

1170 W. 3rd Street, 2nd Floor San Bernardino, CA 92410-1715  
Phone: (909) 884-8276 Fax: (909) 885-4407 Web: www.sanbag.ca.gov



- 
- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
  - San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies
- 

May 8, 2013

Mr. Mark Nuami  
Town Manager  
Town of Yucca Valley  
58928 Business Center Drive  
Yucca Valley, CA 92284

Dear Mr. Nuami:

We have received a request from the Town of Yucca Valley to prepare a Funding Agreement for \$471,000 in Major Local Highway Program (MLH) funding for traffic signal design and construction at the intersection of SR 62 and Dumosa Avenue.

Measure I Strategic Plan Policy 40017 MDMLH-2 and MDMLH-5 requires that transportation planning partners in the Subarea prepare a candidate project list and recommend the funding request to the Mountain/Desert Policy Committee. The Morongo Basin subarea met on April 24, 2013, approved the project as a candidate for MLH funds, and recommended the project receive MLH funding in Fiscal Year 2013/2014. At this time, we anticipate that their recommendation will be presented to the Mountain/Desert Policy Committee in June and SANBAG Board of Directors in July.

As the Town is considering awarding the contract for design of the project before approval by the SANBAG Board, there is a risk that the funds may not be allocated as recommended by the Subarea. However, awarding ahead of this recommended allocation will not jeopardize the eligibility of the project for future reimbursement.

If you have any questions, please feel free to contact me at 909-884-8276 or at [azureick@sanbag.ca.gov](mailto:azureick@sanbag.ca.gov) at your convenience.

Sincerely,

Andrea Zureick  
Director of Fund Administration and Programming

MN130508-az

**DEPARTMENT OF TRANSPORTATION**

DISTRICT 8

PLANNING

464 WEST 4th STREET, 6th FLOOR, MS 725

SAN BERNARDINO, CA 92401-1400

PHONE (909) 383-4557

FAX (909) 383-5936

TTY (909) 383-6300

*Flex your power!  
Be energy efficient!*

July 25, 2011

08-SBD-62-P.M. 11.893

Noel Owsley  
Town of Yucca Valley  
Community Development/Public Works Dept.  
57090 Twentynine Palms Highway #B  
Yucca Valley, CA 92284

Subject: 75-Unit Senior Housing Project – Yucca Valley

Dear Mr. Owsley,

The California Department of Transportation (Caltrans) reviewed the traffic signal warrants at Dumosa Avenue and Twentynine Palms Highway (SR-62), for the proposed construction of a 75 unit Senior in Yucca Valley, please consider the following comments:

1. During the design stage, signal interconnect to adjacent traffic signals shall be installed.
2. Electrical Operations shall review traffic signal plans during review stage.
3. Reference shall be made to Antelope Trail, not Antelope Road (second page, fourth line).
4. Vicinity map illustrates an offset at the State Route 62/Dumosa Avenue intersection. This is incorrect. Both the northbound and southbound approaches (Dumosa Avenue) to the intersection are aligned with no apparent offset.
5. The 29 Palms Outer Highway is adjacent the State Route 62/Dumosa Avenue intersection and must be considered in any design of a traffic signal there, preferably no access to Dumosa Avenue.
6. Please provide trip generation volumes for the morning and evening peak periods.

If you have any questions regarding this letter, please contact Dan Kopulsky at (909) 383-4557 for assistance.

Sincerely,

*Original signed by Daniel Kopulsky*

DANIEL KOPULSKY  
Office Chief  
Community Planning/Local Development Review





TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Jamie Anderson, Town Clerk
Date: May 10, 2013
For Council Meeting: May 16, 2013

Subject: Resolution in Support of H.R. 1676, the Johnson Valley National Off Highway Vehicle Recreation Area Establishment Act

Recommendation: Adopt the Resolution in support of H.R. 1676.

Executive Summary: In early 2013 the Department of the Navy and the U.S. Marine Corps issued a record of decision on the proposed expansion of the Marine Corps Air Ground Combat Center (MCAGCC) at Twentynine Palms, California. Their proposal would transfer 120,000 acres of Johnson Valley Off-Highway Vehicle area to exclusive military use and another 40,000 acres to shared use. The purpose is to conduct a brigade-level expeditionary force exercise of about 15,000 troops twice a year. In the exclusive use areas the exercise would combine air and land live-fire.

Order of Procedure:

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

Background and analysis: Johnson Valley OHV area is the largest open off-highway vehicle area in the country, totaling nearly 189,000 acres. It is managed by the U.S. Bureau of Land Management and offers year round recreation that attracts all kinds of outdoor enthusiasts. The area is also home to numerous events that draw thousands of competitors and spectators - up to thirty thousand in a single week. BLM estimates that Johnson Valley OHV area generates \$71.5 million annually to the local economy and \$191.2 million to the national economy. The area also includes several iron mines that could provide significant economic benefit in the future.

Reviewed By:

Handwritten signatures for Town Manager, Town Attorney, Admin Services, and Dept Head.

- Department Report, Ordinance Action, Resolution Action (checked), Public Hearing, Consent (checked), Minute Action, Receive and File, Study Session

Local communities are not the only ones undergoing financial stress these days. Before the House Armed Services Committee, Chairman of the Joint Chiefs Martin Dempsey testified that the military cannot fulfill their current mission if even one more dollar is cut. Under the current fiscal environment dollars may not be available to conduct the proposed exercises, not to mention the need for year round safety measures to deter civilian incursions.

Scrappers have always been a problem at the MCAGCC, coming on to the base to retrieve valuable metals left behind from exploded and unexploded ordnance. It is not uncommon to see Explosive Ordnance Disposal teams defusing dangerous materials removed from the base. These incursions could greatly increase as the Marines expand into an area that has grown exponentially in popularity among the outdoor recreation community. The capabilities of today's off-high vehicles have changed the question from *if* civilians can gain access to the base, to *when*. The military has not done an adequate job of planning for that eventuality.

H.R. 1676, as proposed by Congressman Paul Cook, would preserve the Johnson Valley OHV area for recreation by making it the *first* National Off-highway Vehicle Recreation Area in the nation. It preserves all existing uses of the land, including several active mines. Second, the bill instructs BLM to authorize the Department of the Navy to use the land twice annually for up to 42 days, and bars them from using dud-producing ordnance that would functionally condemn the land for any other use.

Given the absolutely vital role Johnson Valley OHV area plays in the local economy, and the very real safety risks associated with the expansion, H.R. 1676 offers the most equitable solution.

<b>Alternatives:</b>	None
<b>Fiscal impact:</b>	None
<b>Attachments:</b>	Resolution HR 1676

**RESOLUTION NO. 13-**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA,  
IN SUPPORT OF H.R. 1676, THE JOHNSON VALLEY NATIONAL OFF HIGHWAY VEHICLE  
RECREATION AREA ESTABLISHMENT ACT**

WHEREAS, the Bureau of Land Management designated Johnson Valley Off Highway Vehicle area as a vital economic resource to the Inland Empire and High Desert, contributing \$71.5 million annually to the local economy and \$191.2 million to the national economy; and

WHEREAS, the Department of the Navy and the United States Marine Corps identified Johnson Valley Off Highway Vehicle area as their preferred location for a new large scale training exercise at the Marine Corps Air Ground Combat Center; and

WHEREAS, the proposed training exercise would permanently deny access for recreation; and

WHEREAS, such a loss of land for recreation would be a catastrophic loss for a region that relies so heavily on the tourism and recreation business that Johnson Valley Off Highway Vehicle area attracts; and

WHEREAS, incursions could greatly increase at the Marine Corps Air Ground Combat Center if it expands into an area that has grown exponentially in popularity among the recreation community; and

WHEREAS, the capabilities of today's off-highway vehicles make it difficult to deny them access; and

WHEREAS, the military has not done an adequate job of planning for that eventuality; and

WHEREAS, Congressman Paul Cook introduced H.R. 1676, the Johnson Valley National Off Highway Vehicle Recreation Area Establishment Act, to protect Johnson Valley OHV from being taken over by the Department of the Navy and the United States Marine Corps; and

WHEREAS, this legislation will protect the local economy as well as public safety;

NOW, THEREFORE, The Town Council of the Town of Yucca Valley hereby resolves that they support H.R. 1676.

APPROVED AND ADOPTED this 16<sup>th</sup> day of May, 2013.

\_\_\_\_\_  
MAYOR

ATTEST:

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

113TH CONGRESS  
1ST SESSION

# H. R. 1676

To designate the Johnson Valley National Off-Highway Vehicle Recreation Area in San Bernardino County, California, to authorize limited military use of the area, to provide for the transfer of the Southern Study Area to the administrative jurisdiction of the Secretary of the Navy for inclusion in the Marine Corps Air Ground Combat Center Twentynine Palms, and by recreational users, and for other purposes.

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## IN THE HOUSE OF REPRESENTATIVES

APRIL 23, 2013

Mr. COOK (for himself and Mr. McKEON) introduced the following bill; which was referred to the Committee on Natural Resources, and in addition to the Committee on Armed Services, for a period to be subsequently determined by the Speaker, in each case for consideration of such provisions as fall within the jurisdiction of the committee concerned

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## A BILL

To designate the Johnson Valley National Off-Highway Vehicle Recreation Area in San Bernardino County, California, to authorize limited military use of the area, to provide for the transfer of the Southern Study Area to the administrative jurisdiction of the Secretary of the Navy for inclusion in the Marine Corps Air Ground Combat Center Twentynine Palms, and by recreational users, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*  
2 *tives of the United States of America in Congress assembled,*

1 **SECTION 1. SHORT TITLE.**

2 This Act may be cited as the “Johnson Valley Na-  
3 tional Off-Highway Vehicle Recreation Area Establish-  
4 ment Act”.

5 **SEC. 2. DESIGNATION OF JOHNSON VALLEY NATIONAL**  
6 **OFF-HIGHWAY VEHICLE RECREATION AREA.**

7 (a) DESIGNATION.—The approximately 188,000  
8 acres of public land and interests in land administered by  
9 the Secretary of the Interior through the Bureau of Land  
10 Management in San Bernardino County, California, as  
11 generally depicted as the “Johnson Valley Off-Highway  
12 Vehicle Recreation Area” on the map titled “Johnson Val-  
13 ley National Off-Highway Vehicle Recreation Area and  
14 Transfer of the Southern Study Area” and dated April  
15 11, 2013, are hereby designated as the “Johnson Valley  
16 National Off-Highway Vehicle Recreation Area”.

17 (b) RECREATIONAL AND CONSERVATION USE.—The  
18 Johnson Valley National Off-Highway Vehicle Recreation  
19 Area is designated for the following purposes:

20 (1) Public recreation (including off-highway ve-  
21 hicle use, camping, and hiking) when the lands are  
22 not used for military training as authorized by sec-  
23 tion 3.

24 (2) Natural resources conservation.

25 (c) WITHDRAWAL.—The public land and interests in  
26 land included in the Johnson Valley National Off-Highway

1 Vehicle Recreation Area are hereby withdrawn from all  
 2 forms of appropriation under the public land laws, includ-  
 3 ing the mining laws and the mineral leasing and geo-  
 4 thermal leasing laws.

5 (d) TREATMENT OF EXISTING RIGHTS.—The des-  
 6 ignation of the Johnson Valley National Off-Highway Ve-  
 7 hicle Recreation Area and the withdrawal of the public  
 8 land and interests in land included in the Recreation Area  
 9 are subject to valid existing rights.

10 **SEC. 3. LIMITED BIENNIAL MARINE CORPS AIR GROUND**  
 11 **COMBAT CENTER TWENTYNINE PALMS USE**  
 12 **OF JOHNSON VALLEY NATIONAL OFF-HIGH-**  
 13 **WAY VEHICLE RECREATION AREA.**

14 (a) USE FOR MILITARY PURPOSES AUTHORIZED.—  
 15 Subject to subsection (b), the Secretary of the Interior  
 16 shall authorize the Secretary of the Navy to utilize por-  
 17 tions of Johnson Valley National Off-Highway Vehicle  
 18 Recreation Area twice in each calendar year for up to a  
 19 total of 42 days per year for the following purposes:

- 20 (1) Sustained, combined arms, live-fire, and  
 21 maneuver field training for large-scale Marine air-  
 22 ground task forces.
- 23 (2) Individual and unit live-fire training ranges.
- 24 (3) Equipment and tactics development.

1           (4) Other defense-related purposes consistent  
2 with the purposes specified in the preceding para-  
3 graphs.

4           (b) CONDITIONS ON MILITARY USE.—

5           (1) CONSULTATION AND PUBLIC PARTICIPATION  
6 REQUIREMENTS.—Before the Secretary of the Navy  
7 requests the two time periods for military use of the  
8 Johnson Valley National Off-Highway Vehicle  
9 Recreation Area in a calendar year, the Secretary of  
10 the Navy shall—

11           (A) consult with the Secretary of the Inte-  
12 rior regarding the best times for military use to  
13 reduce interference with or interruption of non-  
14 military activities authorized by section 2(b);  
15 and

16           (B) provide for public awareness of and  
17 participation in the selection process.

18           (2) PUBLIC NOTICE.—The Secretary of the  
19 Navy shall provide advance, wide-spread notice be-  
20 fore any closure of public lands for military use  
21 under this section.

22           (3) PUBLIC SAFETY.—Military use of the John-  
23 son Valley National Off-Highway Vehicle Recreation  
24 Area during the biannual periods authorized by sub-  
25 section (a) shall be conducted in the presence of suf-

1        efficient range safety officers to ensure the safety of  
2        military personnel and civilians.

3            (4) CERTAIN TYPES OF ORDNANCE PROHIB-  
4        ITED.—The Secretary of the Navy shall prohibit the  
5        use of dud-producing ordnance in any military train-  
6        ing conducted under subsection (a).

7        (c) IMPLEMENTING AGREEMENT.—

8            (1) AGREEMENT REQUIRED; REQUIRED  
9        TERMS.—The Secretary of the Interior and the Sec-  
10       retary of the Navy shall enter into a written agree-  
11       ment to implement this section. The agreement shall  
12       include a provision for periodic review of the agree-  
13       ment for its adequacy, effectiveness, and need for re-  
14       vision.

15            (2) ADDITIONAL TERMS.—The agreement may  
16       provide for—

17            (A) the integration of the management  
18       plans of the Secretary of the Interior and the  
19       Secretary of the Navy;

20            (B) delegation to civilian law enforcement  
21       personnel of the Department of the Navy of the  
22       authority of the Secretary of the Interior to en-  
23       force the laws relating to protection of natural  
24       and cultural resources and of fish and wildlife;  
25       and



1 (C) the sharing of resources in order to  
2 most efficiently and effectively manage the  
3 lands.

4 (d) DURATION.—Any agreement for the military use  
5 of the Johnson Valley National Off-Highway Vehicle  
6 Recreation Area shall terminate not later than March 31,  
7 2039.

8 **SEC. 4. TRANSFER OF ADMINISTRATIVE JURISDICTION,**  
9 **SOUTHERN STUDY AREA, MARINE CORPS AIR**  
10 **GROUND COMBAT CENTER TWENTYNINE**  
11 **PALMS, CALIFORNIA.**

12 (a) TRANSFER REQUIRED.—Not later than Sep-  
13 tember 30, 2014, the Secretary of the Interior shall trans-  
14 fer, without reimbursement, to the administrative jurisdic-  
15 tion of the Secretary of the Navy certain public land ad-  
16 ministered by the Bureau of Land Management consisting  
17 of approximately 20,000 acres in San Bernardino County,  
18 California, as generally depicted as the “Southern Study  
19 Area” on the map referred to in section 2.

20 (b) USE OF TRANSFERRED LAND.—Upon the receipt  
21 of the land under subsection (a), the Secretary of the Navy  
22 shall include the land as part of the Marine Corps Air  
23 Ground Combat Center Twentynine Palms, California,  
24 and authorize use of the land for military purposes.

25 (c) LEGAL DESCRIPTION.—

1           (1) PREPARATION AND PUBLICATION.—The  
2           Secretary of the Interior shall publish in the Federal  
3           Register a legal description of the public land to be  
4           transferred under subsection (a).

5           (2) FORCE OF LAW.—The legal description filed  
6           under paragraph (1) shall have the same force and  
7           effect as if included in this Act, except that the Sec-  
8           retary of the Interior may correct clerical and typo-  
9           graphical errors in the legal description.

10          (d) REIMBURSEMENT OF COSTS.—The Secretary of  
11          the Navy shall reimburse the Secretary of the Interior for  
12          any costs incurred by the Secretary of the Interior to carry  
13          out this section.

○

## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Shane Stueckle, Deputy Town Manager  
Alex Qishta Project Engineer  
**Date:** May 13, 2013  
**For Council Meeting:** May 16, 2013

**Subject:** Transportation Congestion Relief Program (TCRP)  
SR 62 Median Improvement project-La Honda to Dumosa  
Right of Way Acquisition, Temporary Construction Easements (TCE's)

**Prior Council Review:** On August 21, 2012 the Town Council authorized a Professional Services Agreement with Overland Pacific & Cutler, Inc., to provide Right of Way acquisition and support services for the TCRP SR 62 Median Improvement project.

**Recommendation:** That the Town Council authorizes the Town Manager to execute all right-of-way documents and authorizes payment to the property owners to secure temporary construction easements (TCE's) for the TCRP Project, as indicated in Attachment "A".

**Executive Summary:** Property acquisition is often necessary when constructing public works projects. The TCRP project extends from La Honda to Dumosa Avenue, and includes the requirement to acquire temporary construction easements. A total of 26 property owners and 29 properties are included in the recommended actions. Approving and executing the agreements/grant of easement forms and authorizing payment for the temporary and permanent easements are necessary to construct the TCRP improvements.

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

**Discussion:** The TCRP project entails the construction of raised medians, sidewalks, and Curb and Gutter from La Honda Way to Dumosa Avenue. The first phase of the project consisted of Caltrans approval of the project and environmental document which is completed (PA & ED). The second phase, referred to as the PS&E phase, entailed the preparation of the plans, specifications, and estimates necessary to advertise for competitive bids and selection of a contractor for the final construction phase, has been completed.

---

Reviewed By:

  
Town Manager

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

  
Mgmt Services

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

---

\_\_\_\_ Department Report  
 Consent

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

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

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

The acquisition of right of way is the third phase of project development which entails the acquisition of temporary construction easements that are necessary for the construction project. Phase III technical work is complete, and all final documents are ready for execution.

A total of twenty-nine offers for TCE's have been made to property owners. Of the twenty-nine offers, twenty have been accepted, and nine are still under negotiation. The recommended action authorizes the Town Manager to complete the acquisition process based upon the original offers made to all property owners. If required, staff will return to the Town Council for necessary actions on the remaining nine TCE's.

**Alternatives:** No alternative action is recommended. Completion of the right-of-way acquisition is necessary for the construction of the project.

**Fiscal impact:** The total acquisition costs paid to private property owners with the recommended action is \$7,750.00 (Attachment A). These costs are included as part of the project budget.

**Attachments:** Exhibit "A"  
Right of Way Map

**EXHIBIT A**  
**Town of Yucca Valley State Route 62 Improvements Project HSIPLN 5466(017)**  
 Right of Way Acquisition Report (TCRP)  
 Post Mile 9.6 to 12.2

PREPARED: 3-13-13

	APN	SUBJECT PROPERTY ADDRESS	OWNER	PAYMENT
1	595-081-22	56528 TWENTY-NINE PALMS HWY.	MICHAEL DAVID RICHARDS 8350 E. EVANS RD., STE. A-4 SCOTTSDALE, AZ 85260	\$250.00
2	595-081-20	56560 TWENTY-NINE PALMS HWY.	DAVID W. & DEBRA J. BRADLEY, TRUSTEES 56560 29 PALMS HWY. YUCCA VALLEY, CA 92284	\$250.00
3	595-081-19	56572 TWENTY-NINE PALMS HWY.	SAMUEL KODISH, TRUSTEE 56572 29 PALMS HWY. YUCCA VALLEY, CA 92284	\$250.00
4	595-081-18	56592 TWENTYNINE PALMS HWY.	DANIEL & KIM HARO 56592 29 PALMS HWY. YUCCA VALLEY, CA 92284-2864	\$250.00
5	595-081-17	56608 TWENTY-NINE PALMS HWY.	MICHAEL WILSON 1381 BEECHLAKE DR. COLUMBUS, OH 43235-1601	\$250.00
6	595-081-16	56624 TWENTY-NINE PALMS HWY.	MICHAEL HILDEBRAND P.O. BOX 955 YUCCA VALLEY, CA 92284-0955	\$250.00
7	595-081-15	56636 TWENTY-NINE PALMS HWY.	WERNER & ELISABETH F. ALTENBURG 1156 LITA LANE VISTA, CA 92084-7235	\$250.00
8	595-081-14	56650 TWENTY-NINE PALMS HWY.	HOSEA E. & BARBARA J. BROWN, TRUSTEES 950 N. AVENIDA OLIVOS SPRINGS, CA 92262-5744 PALM	\$250.00
9	595-081-13	56668 TWENTY-NINE PALMS HWY.	IRON HORSE CAPITAL, INC. 710-745 W. GEORGIA ST. VANCOUVER, BC V6B-4MP CANADA	\$350.00
10	595-111-11	56750 TWENTY-NINE PALMS HWY.	MARGARET PETERSON, RAYMOND HOUSE & GLORIA ZRINZO 10313 LOZITA WAY LAKESIDE, CA 92040-2233	\$250.00
11	595-111-10	56780 TWENTY-NINE PALMS HWY.	LEROY BRASZEAL, TRUSTEE 482 DELGADA AVE. YUCCA VALLEY, CA 92284-1706	\$375.00
12	595-111-33	56778 TWENTY-NINE PALMS HWY.	CHESTER G. & ANN M. MISTAL & MELVIN G. SCHROEDER 927 PACIFIC COURT WALNUT CREEK, CA 94598-4330	\$250.00
13	595-111-29	N/A	SAN BERNARDINO COUNTY FLOOD CONTROL	
14 - 15	595-111-07 & 32	56806 TWENTY-NINE PALMS HWY.	ULIMATE MOTORS, INC. 56816 29 PALMS HWY. YUCCA VALLEY, CA 92284	\$375.00
16	595-111-05	56824 TWENTY-NINE PALMS HWY.	ROBERT R. BEAM, III 7548 ROCKAWAY AVE. YUCCA VALLEY, CA 92284-2364	\$450.00
17 - 18	595-111-03 & 04	56840 TWENTY-NINE PALMS HWY.	JOSEPH R. & SUSAN L. HUBER, TRUSTEES 7490 CAMARILLA AVE. YUCCA VALLEY, CA 92284-2364	\$575.00

	APN	SUBJECT PROPERTY ADDRESS	OWNER	PAYMENT
19	595-371-34	57044 TWENTY-NINE PALMS HWY.	JAMES ERIC & EVELYN KO HOM, TRUSTEES 2609 28TH STREET SAN DIEGO, CA 92104	\$250.00
20	595-371-33	57084 TWENTY-NINE PALMS HWY.	THERESIA HETTICH, TRUSTEE 10671 MORADA ORANGE, CA 92869-1547	\$250.00
21	595-371-30	57096 TWENTY-NINE PALMS HWY.	SANJAY D. & BINABEN S. PATEL 57096 29 PALMS HWY. YUCCA VALLEY, CA 92284	\$250.00
22	587-351-02	56547 TWENTY-NINE PALMS HWY.	ARTURO & MARTHA CASTENEDA 56547 29 PALMS HWY. YUCCA VALLEY, CA 92284-2863	\$250.00
23	587-351-06	56637 TWENTY-NINE PALMS HWY.	PAUL A. & EDRA LOUISE CELLA, TRUSTEES 1320 WILCOX AVE. MONTEREY PARK, CA 91755-5008	\$250.00
24 - 25	587-351-07 & 08	56659 TWENTY-NINE PALMS HWY.	BAE & PERRIS, LLC 750 S. SPAULDING AVE., STE. 323 LOS ANGELES, CA 90036-4567	\$250.00
26	587-361-10	N/A	BETTY H. HANSEN 2820 WIND RIVER LANE, STE. 227 DENTON, TX 76210-7222	\$575.00
27	595-371-19	57075 TWENTY-NINE PALMS HWY.	FT. WAYNE MATADOR, INC., SUSAN SANDELMAN 185 NW SPANISH RIVER BLVD., STE. 100 BOCA RATON, FL 33431-4230	\$400.00
28	595-371-21	57037 TWENTY-NINE PALMS HWY.	ARTHUR E. MILLER, JR., TRUSTEE P.O. BOX 820 YUCCA VALLEY, CA 92286-0820	\$250.00
29	595-371-23	57125 TWENTY-NINE PALMS HWY.	WORLD SAVINGS & LOAN ASSOCIATION P.O. BOX 2609 CARLSBAD, CA 92018-2609	\$400.00
<b>TOTAL</b>				<b>\$7,750.00</b>

Property owners accepted and signed offer

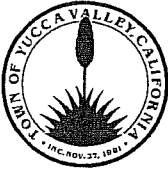












**TOWN COUNCIL STAFF REPORT**

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Administrative Services Director  
Sharon Cisneros, Senior Accountant  
**Date:** May 13, 2013  
**For** Council May 16, 2013  
**Meeting:**

**Subject:** Ratification of the FY 2012-13 Audit Engagement Letter

**Prior Council Review:** Town Council appointment of Rogers, Anderson, Malody & Scott, LLP as the Town's Independent Auditor in May 2008. On February 16, 2011, Council amended the agreement to extend the term of the agreement for a three year period through fiscal year 2012-2013.

**Recommendation:** Review the attached engagement letter between the Town of Yucca Valley and Rogers, Anderson, Malody & Scott, LLP concerning audit services for the year ending June 30, 2013 and authorize the Town's Administrative Services Director to sign the engagement letter.

**Order of Procedure:**

- Request Staff Report
- Request Public Comment
- Council Discussion / Questions of Staff
- Motion/Second
- Discussion on Motion
- Voice Vote (Consent)

**Discussion:** In May 2008, the Town of Yucca Valley appointed Rogers, Anderson, Malody & Scott, LLP as the Town's Independent Auditor in accordance with Town Code, and entered into a professional services contract for audit services. This contract was renewed in February 2011. Since 2008, Rogers, Anderson, Malody & Scott, LLP has performed annual audits of the Town's financial statements and other related audit services to the satisfaction of the Town Council. Annually, the Auditor requests a formal engagement letter clarifying the terms concerning the current audit.

Reviewed By:

Town Manager       Town Attorney       Admin Services       Finance

Department Report       Ordinance Action       Resolution Action       Public Hearing  
 Consent       Minute Action       Receive and File       Study Session

There are no significant changes proposed in the current engagement letter. Total costs associated for the fiscal year 2012-13 audit and reporting activities (excluding the Single Audit and Successor Agency reporting) are \$41,620. The fee includes the additional cost associated with assisting in the preparation of the government-wide financial statements on the accrual basis of accounting. The fee for the single audit for fiscal year 2012-13 is \$3,500.

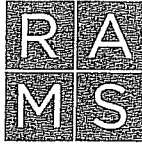
The audit for fiscal year ending June 30, 2013 is scheduled for the third week in August with presentation of the comprehensive annual financial report tentatively scheduled for November or December 2013.

**Alternatives:** No alternative is recommended.

**Fiscal impact:** The FY 2013-14 Proposed Budget provides \$61,000 in the Finance Division line item 001-10-10-7110 Professional Services for audit and other professional services. The recommended action is accommodated in the proposed FY 13/14 budget.

**Attachments:** Rogers, Anderson, Malody & Scott, LLP  
Engagement Letter

Rogers, Anderson, Malody & Scott, LLP  
Single Audit Engagement Letter



ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100  
San Bernardino, CA 92408  
909 889 0871 T  
909 889 5361 F  
ramscpa.net

April 23, 2013

**PARTNERS**  
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Terry P. Shea, CPA  
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**MANAGERS / STAFF**  
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Charles De Simoni, CPA

**MEMBERS**  
American Institute of  
Certified Public Accountants

*PCPS The AICPA Alliance  
for CPA Firms*

*Governmental Audit  
Quality Center*

California Society of  
Certified Public Accountants

To the Honorable Town Council  
Town of Yucca Valley  
57090 Twentynine Palms Highway  
Yucca Valley, California 92284

We are pleased to confirm our understanding of the services we are to provide the Town of Yucca Valley (the Town) for the year ended June 30, 2013. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town, as of and for the year ended June 30, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) PERS/OPEB schedules of funding progress.
- 3) Major fund budgetary comparison schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards, if applicable.
- 2) Combining fund schedules.
- 3) Budgetary comparison schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Statistical data.
- 2) Introductory section.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.



You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town's major programs. The purpose of these procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Rogers, Anderson, Malody & Scott, LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to various regulators or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rogers, Anderson, Malody & Scott, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by any regulator. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

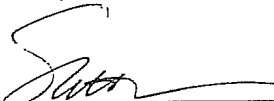
We expect to begin our audit on approximately May 6, 2013. Scott Manno, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$41,620. This amount is based on our letter dated February 2, 2011 less a portion designated for the redevelopment agency plus a portion for continuing auditing of the Successor Agency funds included in the town's CAFR. If a single audit is required, our fee will be \$3,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

ROGERS, ANDERSON, MALODY & SCOTT, LLP

  
\_\_\_\_\_  
Scott Manno, CPA, CGMA

RESPONSE:

This letter correctly sets forth the understanding of the Town of Yucca Valley.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

## System Review Report

May 31, 2012

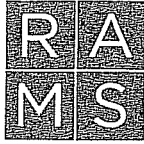
To the Owners of  
Rogers, Anderson, Malody & Scott, LLP  
and the Peer Review Committee of the  
California Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of **Rogers, Anderson, Malody & Scott, LLP** (the firm) in effect for the year ended November 30, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a *System Review* are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of **Rogers, Anderson, Malody & Scott, LLP** in effect for the year ended November 30, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Rogers, Anderson, Malody & Scott, LLP** has received a peer review rating of *pass*.

*Timpson Garcia, LLP*



ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100  
San Bernardino, CA 92408  
909 889 0871 T  
909 889 5361 F  
ramscca.net

April 23, 2013

Honorable Town Council  
Town of Yucca Valley  
Yucca Valley, California

**PARTNERS**  
Brenda L. Odle, CPA, MST  
Terry P. Shea, CPA  
Kirk A. Franks, CPA  
Matthew B. Wilson, CPA, MSA  
Scott W. Manno, CPA  
Leena Shanbhag, CPA, MST  
Ray H. Zercher, CPA (Retired)  
Phillip H. Waller, CPA (Retired)

**MANAGERS / STAFF**  
Nancy O'Rafferty, CPA, MBA  
Bradford A. Welebir, CPA, MBA  
Jenny Liu, CPA, MST  
Katie L. Millsom, CPA  
Papa Matar Thiaw, CPA, MBA  
Maya S. Ivanova, CPA, MBA  
William C. Clayton, CPA  
Peter E. Murray, CPA  
Genivive Schwarzkopf, CPA  
Jeong-Hyea Lee, CPA, MBA  
Charles De Simoni, CPA

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Yucca Valley (the Town) for the year ended June 30, 2013. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

***Our Responsibilities under U.S. Generally Accepted Auditing Standards and OMB Circular A-133***

As stated in our engagement letter dated April 23, 2013, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

**MEMBERS**  
American Institute of  
Certified Public Accountants

*PCPS The AICPA Alliance  
for CPA Firms*  
*Governmental Audit  
Quality Center*

California Society of  
Certified Public Accountants

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants, 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 is not an objective of our audit. Also in accordance with OMB Circular A-133, we will examine, on a test basis, evidence about the Town's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the Town's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the Town's compliance with those requirements.

1. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.
2. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

#### ***Other Information in Documents Containing Audited Financial Statements***

The Town currently issues a Comprehensive Annual Financial Report (CAFR) which contains certain required supplementary information such as *Management's Discussion and Analysis*, the *PERS schedule of funding progress* and budget vs. actual comparisons for the general fund and each major special revenue fund. Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. The CAFR will also include various budget vs. actual comparison schedules. This information will be subjected to the auditing procedures applied in the audit of the basic financial statements.

Also included in the CAFR will be a statistical section containing certain statistical data as required by the Government Finance Officers Association. The above mentioned statistical information will not be subjected to the auditing procedures applied in our audit of the financial statements and our audit report will disclaim our opinion on the data.

#### ***Planned Scope and Timing of the Audit***

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.



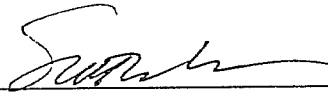
Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately May 6, 2013.

This information is intended solely for the use of the Town Council and management of the Town and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

ROGERS, ANDERSON, MALODY & SCOTT, LLP



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Scott Manno, CPA, CGMA



## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Administrative Services Director  
**Date:** May 13, 2013  
**Council Meeting:** May 16, 2013

**Subject:** Warrant Register: May 16, 2013

### Recommendation:

Ratify the Payroll Register total of \$ 147,867.14 for checks dated April 26, 2013.  
Ratify the Warrant Register total of \$ 398,824.44 for checks dated May 2, 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:

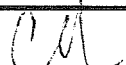
Payroll Register No. 44 dated April 26, 2013 total of \$ 147,867.14  
Warrant Register No. 49 dated May 2, 2013 total of \$ 398,824.44

---

Reviewed By:

  
Town Manager

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

  
Admin. Services

  
Finance

---

Department Report

Ordinance Action

Resolution Action

Public Hearing

Consent

Minute Action

Receive and File

Study Item

TOWN OF YUCCA VALLEY  
PAYROLL REGISTER # 44  
CHECK DATE - April 26, 2013

Fund Distribution Breakdown

**Fund Distribution**

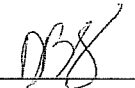
General Fund	\$132,488.39
Gas Tax Fund	8,790.39
Successor Agency	6,588.36 **
	<hr/>
<b>Grand Total Payroll</b>	<b>\$147,867.14</b>
	<hr/> <hr/>

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

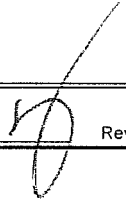

Prepared by P/R & Financial Specialist:



Reviewed by H/R & Risk Mgr.:



**Town of Yucca Valley**  
**Payroll Net Pay & Net Liability Breakdown**  
Pay Period 44 - Paid 04/26/2013  
(April 06, 2013 - April 19, 2013)  
Checks: 4655 - 4661

	Employee	Employer	Total
<b><u>Net Employee Pay</u></b>			
Payroll Checks	\$3,804.51		\$3,804.51
Direct Deposit	71,397.18	-	71,397.18
Sub-total	75,201.69		75,201.69
<b><u>Employee Tax Withholding</u></b>			
Federal	13,213.36		13,213.36
Medicare	1,455.40	1,455.41	2,910.81
SDI - EE	-	-	-
State	4,138.03		4,138.03
Sub-total	18,806.79	1,455.41	20,262.20
<b><u>Employee Benefit &amp; Other Withholding</u></b>			
Health Benefit Account Credit	-	-	-
Deferred Compensation	3,312.73	2,610.85	5,923.58
PERS Survivor Benefit	50.00		50.00
Health Café Plan	1,858.79	13,268.55	15,127.34
American Fidelity Pre-Tax	148.86		148.86
American Fidelity After-Tax	97.40		97.40
American Fidelity-FSA	661.20		661.20
PERS EE - Contribution 7%	1,013.04		1,013.04
PERS EE - Contribution 8%	6,369.33		6,369.33
PERS Retirement - Employer	-	1,135.48	1,135.48
PERS Retirement - Employer	-	14,797.44	14,797.44
Wage Garnishment - Employee	293.38		293.38
Life & Disability Insurance		980.55	980.55
Unemployment Insurance		1,766.94	1,766.94
Workers' Compensation		4,038.71	4,038.71
Sub-total	13,804.73	38,598.52	52,403.25
<b>Gross Payroll</b>	<b>\$107,813.21</b>	<b>\$40,053.93</b>	<b>\$147,867.14</b>
Prepared by P/R & Financial Specialist:  Reviewed by H/R & Risk Mgr.: 			

**WARRANT REGISTER # 49  
CHECK DATE - MAY 2, 2013**

**FUND DISTRIBUTION BREAKDOWN**

Checks # 42572 to # 42640 are valid

GENERAL FUND # 001	\$381,947.90
CENTRAL SUPPLIES FUND # 100	\$4,780.75
CUP DEPOSITS FUND # 200	\$93.08
COPS SLESF FUND # 509	\$7,713.38
AB2928 STATE CONSTRUCTION FUND # 513	\$779.69
STREET MAINTENANCE - FUND # 515	\$2,156.17
MEASURE I 2010-2040 FUND # 524	\$1,292.23
SR2S STATE SAFE ROUTES TO SCHOOLS FUND # 529	\$41.19
CAPITAL PROJECT RESERVE FUND # 800	\$20.05
<b>GRAND TOTAL</b>	<b><u>\$398,824.44</u></b>

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

May 2, 2103

Fund	Check #	Vendor	Description	Amount
001	GENERAL FUND			
	42572	Wal-Mart	Operating Supplies	\$84.34
	42574	Ace Alternators	Fleet Vehicle Maintenance	78.50
	42575	Animal Care Equip. & Svs.	Shelter Equipment	147.79
	42576	Action Pumping, Inc.	Septic Line Pumping & Replacement	610.00
	42577	Alsco/American Linen, Inc.	Parks Uniform Service	135.76
	42578	Arrowhead Mountain Water	Office Supplies	167.80
	42579	AT & T Mobility	Cell Phone Service	20.75
	42580	Bickmore Risk Services, Inc.	Professional Services	4,400.00
	42581	Builders Supply-Yucca Valley	Parks Tools	39.94
	42582	Charles Abbott & Assoc, Inc.	Check Planning Svs.	15,282.96
	42583	Chet's Appliances	Shelter Equipment Maintenance	205.02
	42584	Chevron & Texaco Card Services	Vehicle Fuel	110.47
	42585	Companion Animal Clinic	Veterinary Services	160.00
	42586	Data Ticket	Citation Processing	2,130.50
	42588	Desert Hot Springs Animal Clinic	Veterinary Professional Svs.	66.00
	42589	Division of the State Architect	1st Qtr FY 12/13 SB 1186 Pass	75.30
	42590	Shirlene Doten	Office Supplies	101.15
	42591	Thomas Estrada	Sports Referee	176.00
	42592	Ewing Irrigation, Inc.	Parks Irrigation Supplies	654.00
	42593	Farmer Bros. Co.	Office Supplies	325.83
	42595	Fulton Distributing Co.	Shelter Custodial Supplies	247.08
	42596	G & K Propane	Vehicle Fuel	39.20
	42598	Totalfunds by Hasler	Postage	34.95
	42599	Totalfunds by Hasler	Postage	1,000.00
	42600	HdL Software, LLC	Business License Program Software	4,120.05
	42601	Hi-Desert Water	Water Service	527.72
	42602	Hi-Desert Publishing	Commission Advertising	50.00
	42603	Hi-Desert Star	Newspaper Subscription	64.00
	42605	Legacy Office Products	Office Supplies	541.66
	42606	Liebert, Cassidy & Whitmore	Professional Services	270.00
	42609	NRO Engineering	Engineering Services	460.00
	42610	Oasis Office Supply	Toner Cartridges	409.27
	42611	OnTrac	Delivery Service	3.59
	42613	Phone Solutions	Telephone System Support	95.00
	42615	SBCO-Office of the Assessor	Assessor Disk	429.43
	42616	SBCO Animal Care & Control	3rd Qtr FY 12/13 License Pass	5,290.35
	42617	SBCO Sheriff's Dept	01-03/13 Overtime Services	5,966.24
	42618	SBCO Sheriff's Dept	May 2013 Professional Services	288,911.00
	42619	Office of the County Recorder	Filing Fee	21.00
	42620	SCE	Electric Service	6,622.59

Town of Yucca Valley

Warrant Register

May 2, 2103

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
	42621	Todd Show Electric, Inc.	Com Svs. Parking Lot Light	5,075.00
	42622	So. Cal. Gas Co.	Natural Gas Service	1,098.24
	42623	Tease Shirts	Recreation Program Expense	4,684.50
	42624	The Planning Center	General Plan Update Svs.	12,034.20
	42625	Delanford Truitt	Sports Referee	110.00
	42626	Turf Star, Inc.	Parks Equipment Maintenance	1,254.65
	42627	Unisource Worldwide, Inc.	Maintenance Supplies	3,012.91
	42628	Vagabond Welding Supply	YVHS Pool Expense	128.30
	42629	VCA Yucca Valley Animal Hospital	Veterinary Services	311.00
	42630	Verizon	Internet & Phone Service	3,809.41
	42631	Valley Independent	Com Dev Envelope Printing	142.89
	42632	Walmart Community	Program Expense	557.65
	42633	West Coast Turf	Parks Maintenance	348.36
	42634	WG Hall, LLC	Temporary Employment Svs.	1,572.32
	42635	Woods Auto Repair	Fleet Vehicle Repair & Smog Svs.	694.07
	42636	Guy Wulf	Sports Referee	132.00
	42637	Yucca Valley Quick Lube	Fleet Maintenance	147.71
	42638	YV Chamber of Commerce	Joint Marketing	2,999.36
	42639	Yucca Valley NAPA Auto Parts, Inc.	Vehicle Maintenance	14.34
	42640	Z 107.7 Mobile Music	Recreation Program Expense	175.00
	42641	Charles Wingate, Jr.	Refund Tax Collection/Citation	100.00
	EFT	First Bankcard	Meetings & Operating Supplies	3,470.75
<b>Total 001</b>	<b>GENERAL FUND</b>			<b>\$381,947.90</b>
100 INTERNAL SERVICE FUND				
	42587	Desert Images Office Equip.	Copier/Printer Maintenance	\$3,583.75
	42597	GE Capital Corporation	Shelter Copier Lease	653.67
	42607	Mail Finance	Town Hall Postage Meter Lease	543.33
<b>Total 100</b>	<b>INTERNAL SERVICE FUND</b>			<b>\$4,780.75</b>
200 DEPOSITS FUND				
	42594	FedEx	Delivery Service	\$93.08
<b>Total 200</b>	<b>DEPOSITS FUND</b>			<b>\$93.08</b>
509 COPS-SLESF FUND				
	42617	SBCO Sheriff's Dept	01-03/13 SLESF Overtime	\$7,713.38
<b>Total 509</b>	<b>COPS-SLESF FUND</b>			<b>\$7,713.38</b>

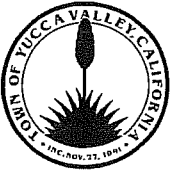
Town of Yucca Valley

Warrant Register

May 2, 2103

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
513 AB2928-TCRP FUND				
	42605	Legacy Office Products	TCRP Plan Copies	\$360.19
	42612	Overland Pacific & Cutler, Inc.	TCRP SR 62 La Honda/Dumosa	419.50
<b>Total 513</b>	<b>AB2928-TCRP FUND</b>			<b>\$779.69</b>
515 GAS TAX FUND				
	42573	A Cone Zone, Inc.	Street Name Signage	\$613.17
	42577	Alsco/American Linen, Inc.	Streets Uniform Service	33.00
	42604	Johnson Machinery Co.	Streets Tractor Supplies	118.83
	42608	Matich Corporation	Asphalt Berm Repair	1,004.07
	42620	SCE	Electric Service	387.10
<b>Total 515</b>	<b>GAS TAX FUND</b>			<b>\$2,156.17</b>
524 MEASURE I -2010-2040 FUND				
	42614	SANBAG	Congestion Management Plan Due	\$1,268.97
	42620	SCE	Electric Service	23.26
<b>Total 524</b>	<b>MEASURE I - 2010-2040 FUND</b>			<b>\$1,292.23</b>
529 SR2S STATE SAFE ROUTES TO SCHOOL FUND				
	42594	FedEx	Delivery Service	\$41.19
<b>Total 529</b>	<b>SR2S STATE SAFE ROUTES TO SCHOOL FUND</b>			<b>\$41.19</b>
800 CAPITAL PROJECT RESERVE FUND				
	42601	Hi-Desert Water	Water Service	\$20.05
<b>Total 800</b>	<b>CAPITAL PROJECT RESERVE FUND</b>			<b>\$20.05</b>
<b>***</b>	<b>Report Total</b>			<b><u>\$398,824.44</u></b>





## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Director of Administrative Services  
**Date:** May 13, 2013

**For Meeting:** Council May 16, 2013

**Subject:** FY 2013-14 Baseline Budget Update #5

**Recommendation:** It is recommended that the Council:

- Receive the updated baseline budget report for the 2013-14 fiscal year, and provide comments, input and direction as appropriate.

### Order of Procedure:

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

### Discussion:

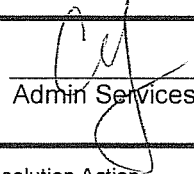
The development of the annual spending plan for the Town begins with the Council's Strategic Planning efforts in January and will end with the actual budget adoption on June 4, 2013. Important steps in this critical process include the following:

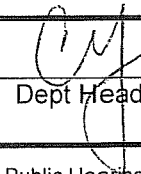
1. Strategic Planning Workshop
2. Strategic Planning Public Input and Comment
3. Town Manager Evaluation and Goal Setting
4. Executive Management Team Work Plan Development
5. Development of Goals and Objectives

Reviewed By:

  
Town Manager

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

  
Admin Services

  
Dept Head

Department Report

Ordinance Action

Resolution Action

Public Hearing

Consent

Minute Action

Receive and File

Study Item

6. *Team Development of Departmental Budgets*
7. *Executive Management Review of Budget Requests*
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. Budget Workshop #2 & #3 were conducted on April 2 and 6, 2013, and included a revised budget that reflected pending retirements and reduction in force. Special Revenue Funds was the focus of Budget Workshop #4 at the April 30, 2013 council meeting, and extended presentation and summary was provided regarding the Town's multiple special revenue funds.

In this fifth budget update, the budget plan essentially reflects the latest changes as implemented by the departments and revised by the Town Manager. Town staff will be presenting a detailed review of this budget update at the council meeting.

### **Baseline Budget Update (Update changes in bold)**

#### Assumptions used in baseline budget update

- *No GF contribution to infrastructure.*
- *No COLA – Merit limited to one step.*
- *Incorporation of Other Post Employment Benefit Charge of 3%*
- *6 Positions affected by ERI Program*
- *3 RIF Positions w/ modifications*
- *2% sales tax growth rate*
- *2.0% property tax growth rate*
- *Revised partnership budgets*
- ***Public safety increase of 3.8%***
- *No election expense provision*
- ***Revised programming for Community Services***
- ***Incorporation of Brehm Parks***

Updated Baseline Budget Results

During the budget workshop, staff will walk through the updated baseline budget summary and provide an overview of the various components and their impacts on the baseline budget. A topline summary of the updated budget follows:

**Revenues**

(In thousand \$ )

<b>Sources</b>	<b>FY 2012-13 Projected</b>	<b>FY 2013-14 Baseline</b>	<b>\$\$ Change</b>	<b>% Change</b>
Property Tax	\$ 4,358	\$ 4,176	\$ (182)	-4%
Sales Tax	2,957	3,010	53	2%
Franch/TOT	967	970	3	0%
Svc/Other	1,536	955	(581)	-38%
<b>Total</b>	<b>\$ 9,818</b>	<b>\$ 9,111</b>	<b>\$ (707)</b>	<b>-7%</b>

**Expenditures**

(In thousand \$)

<b>Uses</b>	<b>FY 2012-13 Projected</b>	<b>FY 2013-14 Baseline</b>	<b>\$\$ Change</b>	<b>% Change</b>
Personnel	\$ 3,456	\$ 2,910	\$ (546)	-16%
Public Safety	3,610	3,738	128	4%
Supplies & Services	2,306	1,981	(325)	-14%
Partnerships	108	44	(64)	-59%
Capital	403	163	(240)	-60%
<b>Total</b>	<b>\$ 9,883</b>	<b>\$ 8,836</b>	<b>\$ (1,047)</b>	<b>-11%</b>

**Baseline Budget Surplus (Deficit)**

Based on the tables above, the baseline budget presents a "surplus" as follows:

Total Revenues	\$9,111
Total Expenditures	<u>8,836</u>
Budget Surplus (Deficit)	\$ 275

Council & the community are cautioned that this budget **does not fund a number of significant community priorities.**

Future Budgetary Considerations

Over the course of the past three months, the Council has addressed a number of budgetary considerations previously unaddressed. These include:

- OPEB Contributions \$65,000
- Brehm Park Commitment (half-year) 100,000
- PERS Retirement Increases 35,000

Each of these considerations would not have been possible absent the significant budget decisions previously directed by Council. While this effort provides meaningful action on pressing issues, other obligations remain unaddressed at this time. The following table identifies some of these pending challenges. Further, without additional revenue sources, the Town will be unable to make significant progress in addressing some these initiatives, all of which are included in the Council’s strategic plan. A sample of these needs is summarized as follows:

(In thousand \$)

**Additional Budgetary Requirements**

Public Infrastructure Maintenance	Unaddressed	\$	300
Brehm Park Maintenance	Partially		100
PERS Retirement Increases	Ongoing-5-yrs		30
OPEB Contributions	Addressed		
<b>Total</b>		<b>\$</b>	<b>430</b>

Council is reminded that the need for public infrastructure maintenance grows considerably from the \$300,000 shown above. Without a considerable infusion of new revenue, **the Town will realize a significant degradation in infrastructure (road) quality.**

Impact on Baseline Budget Surplus (Deficit)

When looking at the additional budgetary requirements coming in the near future, the projected budget “surplus”, while positive, remains inadequate to fully fund the many current and future needs of the community. The Town remains in need of a long-term financial solution to address both the backlog and current maintenance needs of its infrastructure assets.

### **Next Steps**

In presenting this updated baseline budget, the objective at this stage is to address any remaining budget questions as well as lay out a high-level summary that identifies the scope of challenges facing the Town in establishing a long-term viable fiscal plan, and to reflect the impact of the changes coming from reorganization. ***A final opportunity for public input will be the budget hearing and adoption, scheduled for Tuesday May 30, 2013 at 6 pm.***

The updated baseline budget remains subject to revision, update, refinement and correction as additional information and public input becomes available.

**Attachments:**      Exhibit A – FY 2013-14 Updated Baseline Budget Summary

**Town of Yucca Valley**  
**Proposed Budget**  
**FY 2013-14**  
**General Fund Summary**  
**Baseline Budget Update #5**

	FY 2012/13				FY 2013/14 Proposed		
	FY 2010/11	FY 2011/12	Amended		Change from	Department Baseline	
	Actual	Actual	Budget	Projected	12/13 Budget	Proposed	Change from PY Budget
<b>Revenues</b>							
Sales Tax	\$ 2,712,111	\$ 2,863,039	\$ 3,100,000	\$ 2,957,000	\$ (143,000)	\$ 3,010,000	\$ (90,000)
Property Tax	2,385,768	4,060,117	4,009,000	4,358,085	349,085	4,176,463	167,463
Vehicle License Funds	97,307	10,533	-	14,000	14,000	15,000	15,000
Franchise/TOT/Interest	1,017,608	1,058,293	1,008,500	967,500	(41,000)	970,000	(38,500)
Community Development	575,109	563,900	825,500	956,500	131,000	634,750	(190,750)
Administrative/Other	1,207,235	294,125	251,800	375,250	123,450	204,717	(47,083)
Community Services	211,929	177,250	220,500	190,000	(30,500)	100,000	(120,500)
<b>Total Revenue</b>	<b>8,207,067</b>	<b>9,027,257</b>	<b>9,415,300</b>	<b>9,818,335</b>	<b>403,035</b>	<b>9,110,930</b>	<b>(304,370)</b>
<b>Expenditures</b>							
Personnel Services	3,291,611	3,233,055	3,414,963	3,456,365	41,402	2,909,677	(546,688)
Contract Safety	3,327,192	3,490,351	3,600,711	3,610,000	9,289	3,738,000	128,000
Operating Supplies and Services	2,129,781	2,087,017	2,043,110	2,305,225	262,115	1,980,510	(324,715)
Contracts and Partnerships	136,492	80,500	109,000	108,800	(200)	44,500	(64,300)
Capital Projects/GP Update	47,102	238,473	15,000	403,229	388,229	163,000	(240,229)
<b>Total Expenditures</b>	<b>8,932,178</b>	<b>9,129,396</b>	<b>9,182,784</b>	<b>9,883,619</b>	<b>700,835</b>	<b>8,835,687</b>	<b>(1,047,932)</b>
<b>Other Sources (Uses) of Funds</b>							
Transfer from Other Funds		-		-	-	-	-
Transfer to Capital Projects Fund		(690,460)	-	-	-	-	-
<b>Total Other Sources (Uses) of Funds</b>		<b>(690,460)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Increase (Decrease) in Fund Balance</b>		<b>(792,600)</b>	<b>232,516</b>	<b>(65,284)</b>	<b>(297,800)</b>	<b>275,243</b>	<b>42,727</b>
<b>Beginning Fund Cash Balance</b>		<b>7,469,586</b>	<b>6,676,986</b>	<b>6,676,986</b>		<b>6,611,702</b>	
<b>Ending Fund Balance</b>		<b>6,676,986</b>	<b>6,909,502</b>	<b>6,611,702</b>	<b>(297,800)</b>	<b>6,886,945</b>	<b>(22,557)</b>
<b>Reserve Balance Summary</b>							
Undesignated Reserves		5,286,986	5,519,502	4,232,702	(1,286,800)	4,859,945	627,243
Non-Cash Reservations		350,000	350,000	777,000	427,000	727,000	(50,000)
Vehicle & Equipment		-	-	-	-	-	-
Risk Management		165,000	165,000	200,000	35,000	200,000	-
Catastrophic		800,000	800,000	1,000,000	200,000	1,000,000	-
Other		75,000	75,000	402,000	327,000	100,000	(302,000)
<b>Ending Fund Balance</b>		<b>\$ 6,676,986</b>	<b>\$ 6,909,502</b>	<b>\$ 6,611,702</b>	<b>\$ (297,800)</b>	<b>\$ 6,886,945</b>	<b>\$ 275,243</b>
<b>Operating Reserves</b>	<b>(% of Expenditur</b>	<b>58%</b>	<b>60%</b>	<b>43%</b>	<b>-17%</b>	<b>55%</b>	<b>-5%</b>

**Town of Yucca Valley  
Proposed Budget  
FY 2013-14  
Baseline Budget Update #5  
Revenue Detail**

Acct	Revenue Description	Actual 10/11	Actual 11/12	Amended FY 12/13	% Var 11/12 Act	Projected FY 12/13	% Var 12/13 Bdgt	Proposed FY 13/14	% Var 12/13 Prj
<b>Property Tax</b>									
7979	Prop Tax Admin Fee	(65,696)	0	\$ (65,000)	#DIV/0!	\$ 163,000	-351%	\$ (35,000)	-121%
4111	Property Tax-Secured/Unsecured	2,339,724	2,348,830	2,400,000	2%	2,467,435	3%	2,516,783	2%
4112	Prop Tax-Supp Sec'd/Unsec'd	32,072	25,588	20,000	-22%	15,000	-25%	30,000	100%
4114	Property Tax Penalties	8,929	6,483	10,000	54%	5,000	-50%	7,500	50%
4115	Property Transfer Tax	38,347	45,222	35,000	-23%	27,000	-23%	38,000	41%
4116	HOPTR	32,392	32,592	34,000	4%	28,000	-18%	29,000	4%
4117	Vehicle In Lieu Property	1,573,407	1,570,696	1,575,000	0%	1,559,000	-1%	1,590,180	2%
4119	RPTTF-Property Tax		30,706	0	-100%	93,650	#DIV/0!	0	-100%
	<b>Sub-total Prop Tax</b>	<b>2,385,768</b>	<b>4,060,117</b>	<b>4,009,000</b>	<b>-1%</b>	<b>4,358,085</b>	<b>9%</b>	<b>4,176,463</b>	<b>-4%</b>
<b>Sales Tax/VLF Revenue</b>									
4120	1% Local Tax	2,712,111	2,863,039	3,100,000	8%	2,957,000	-5%	3,010,000	2%
4805	Vehicle License Fees	97,307	10,533	0	-100%	14,000	#DIV/0!	15,000	7%
	<b>Sub-total State/County Subvention</b>	<b>2,809,418</b>	<b>2,873,572</b>	<b>3,100,000</b>	<b>8%</b>	<b>2,971,000</b>	<b>-4%</b>	<b>3,025,000</b>	<b>2%</b>
<b>Franchise/TOT/Interest Revenues</b>									
4150	Franchise Fees	778,255	809,736	795,000	-2%	760,000	-4%	750,000	-1%
4815	Article 19 WDA	40,088	32,762	38,000	16%	50,000	32%	40,000	-20%
4135	TOT Permit Fee	0	0	0	0%	0	0%	0	0%
4140	Transient Occupancy Tax	164,614	188,392	160,000	-15%	135,000	-16%	165,000	22%
4610	Money Market Interest	230	206	500	143%	500	0%	0	-100%
4611	LAIF Interest	34,421	27,197	15,000	-45%	22,000	47%	15,000	-32%
	<b>Sub-total Franchise/TOT/Interest</b>	<b>1,017,608</b>	<b>1,058,293</b>	<b>1,008,500</b>	<b>-5%</b>	<b>967,500</b>	<b>-4%</b>	<b>970,000</b>	<b>0%</b>
<b>Administrative Revenues</b>									
4250	Business Registration	37,759	39,382	55,000	40%	51,000	-7%	50,000	-2%
4402	Election Fees	2,095	0	3,500	#DIV/0!	0	100%	0	#DIV/0!
4403	Notary Fees	280	60	300	400%	300	0%	300	0%
4404	Passport Fees	3,300	1,625	2,500	54%	2,000	-20%	2,000	0%
4320	County Fines/Forfeitures	5,907	6,580	8,000	22%	10,000	25%	10,000	0%
4330	Parking Citations	0	6,211	3,500	100%	500	-86%	500	0%
4340	Booking Fees	389	393	500	27%	250	-50%	250	0%
4621	Lease/Rents of Bldgs	24,000	24,000	30,000	25%	30,000	0%	32,000	7%
4820	County Reimbursement	7,572	0	0	#DIV/0!	0	0%	0	0%
4829	OES Reimbursement- FEMA		104,458	0	-100%	0		0	
4830	State Reimbursement	0	29,944	0	0%	0	0%	0	0%
4831	Mandates/MUSD Reimb	6,984	25,075	25,000	0%	25,000	100%	25,000	0%
4840	Sale Of Town Assets	940,000	0	0	#DIV/0!	5,000	#DIV/0!	0	-100%
4870	Grant Revenue 05-07	0	8,920	70,000	100%	10,000	-86%	0	100%
4870	Grant Revenue 25-01	74,123	42,367	17,000	-60%	35,000	106%	51,667	48%
4950	Other Miscellaneous Revenue	771	(1,690)	20,000	-1283%	200,000	900%	25,000	-88%
4990	Reimb of Operating Expenses	103,255	0	10,000	#DIV/0!	0	-100%	2,000	#DIV/0!
4340	Vehicle Impound Fee	800	6,800	6,500	-4%	6,200	-5%	6,000	-3%
4999	Transfers In	0	0	0	0%	0	0%	0	0%
	<b>Sub-total Administrative</b>	<b>1,207,235</b>	<b>294,125</b>	<b>251,800</b>	<b>-14%</b>	<b>375,250</b>	<b>49%</b>	<b>204,717</b>	<b>-45%</b>

**Town of Yucca Valley  
Proposed Budget  
FY 2013-14  
Baseline Budget Update #5  
Revenue Detail**

Acct	Revenue Description	Actual 10/11	Actual 11/12	Amended FY 12/13	% Var 11/12 Act	Projected FY 12/13	% Var 12/13 Bdgt	Proposed FY 13/14	% Var 12/13 Prj
<b>Community Services</b>									
4501	Recreation Revenue	165,494	138,203	175,000	27%	150,000	-14%	75,000	-50%
4501	Museum Gift Shop-4052	10,836	11,319	17,500	55%	15,000	-14%	0	-100%
4501	Museum-Revenue	4,594	(9,037)	3,000	-133%	1,000	100%	0	-100%
4620	Facility Rentals	27,261	29,717	25,000	-16%	22,000	-12%	25,000	14%
4902	Donations - Museum	3,744	7,048	0	-100%	2,000	0%	0	0%
	<b>Sub-total Com Services</b>	<b>211,929</b>	<b>177,250</b>	<b>220,500</b>	<b>24%</b>	<b>190,000</b>	<b>-14%</b>	<b>100,000</b>	<b>-47%</b>
<b>Community Development</b>									
4310	Administrative Citation Fee	0	21,569	0	-100%	55,000	#DIV/0!	45,000	-18%
4421	Planning Miscellaneous	6,494	5,249	12,000	129%	10,000	-17%	10,000	0%
4440	Abatement Related Fees	10,050	34,402	40,000	16%	33,000	-18%	15,000	-55%
4460	Gen Plan Maintenance Fee	1,538	1,156	5,000	333%	8,000	60%	1,000	-88%
4461	Building Inspection Fees	117,785	114,415	355,000	210%	200,000	-44%	127,500	-36%
4462	Plan Check Fees	91,090	28,622	40,000	40%	40,000	0%	60,000	50%
4463	SMIP - Residential	91	15	250	1567%	250	0%	250	0%
4464	SMIP - Commercial	22	1	500	49900%	500	0%	500	0%
4465	Cert of Compliance-MUSD Reim	1,135	150	500	233%	250	-50%	500	100%
4466	Electronic Archive fee	441	143	500	250%	0	100%	0	#DIV/0!
4481	Engineering Fees	0	9	250	100%	250	0%	500	100%
4483	Encroachment - Public Improvmt	861	6,545	2,500	-62%	1,200	-52%	1,000	-17%
4484	Encroachment - Utilities	6,120	2,989	2,500	-16%	2,500	0%	1,000	-60%
	<b>Sub-total Com Development</b>	<b>235,627</b>	<b>215,265</b>	<b>459,000</b>	<b>113%</b>	<b>295,950</b>	<b>-36%</b>	<b>217,250</b>	<b>-27%</b>
<b>Animal Control/Shelter</b>									
4210	Commercial Permit - Generic	390	390	500	28%	500	0%	500	0%
4230	License Fees-Dogs	21,060	24,006	25,000	4%	20,000	-20%	20,000	0%
4350	Impound Fees-Dog/Cat Pickup	10,376	12,924	9,000	-30%	10,000	11%	10,000	0%
4418	Administrative Hearing Fee	0	1,501	500	100%	500	0%	500	0%
4419	Quarantine Fees	45	45	0	-100%	0	100%	0	#DIV/0!
4422	Potentially Dangerous	80	80	0	-100%	0	0%	0	0%
4424	Euthanasia Fees	1,175	665	500	-25%	3,000	500%	2,000	-33%
4425	Humane Trap Fees	325	105	0	-100%	0	100%	0	#DIV/0!
4427	Boarding Fee	1,295	5,160	1,000	-81%	1,200	20%	1,000	-17%
4428	Adoptions	21,547	30,498	20,000	-34%	22,000	10%	20,000	-9%
4429	Disposal Fee	510	390	500	28%	1,000	100%	1,000	0%
4430	Turn In Fees	1,696	4,432	2,000	-55%	2,500	25%	2,500	0%
4432	Town Veterinary Fees	519	3,699	2,500	-32%	0	100%	0	#DIV/0!
4820	County Reimbursement	280,464	268,431	305,000	14%	295,000	-3%	360,000	22%
4904	Donations/Bequests	0	(3,691)	0	0%	304,850	100%	0	-100%
	<b>Sub-total Animal Control/Shelter</b>	<b>339,482</b>	<b>348,635</b>	<b>366,500</b>	<b>5%</b>	<b>660,550</b>	<b>80%</b>	<b>417,500</b>	<b>-37%</b>
	<b>Total Revenue</b>	<b>\$ 8,207,067</b>	<b>\$ 9,027,257</b>	<b>\$ 9,415,300</b>	<b>4.30%</b>	<b>\$ 9,818,335</b>	<b>4.28%</b>	<b>\$ 9,110,930</b>	<b>-7.20%</b>



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

**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>Expenditure Summary by Category</b>									
	Personnel Services	3,291,611	3,272,489	3,233,055	3,414,963	6%	3,456,365	2,909,677	-15%
	Operating Supplies and Services	2,129,781	2,115,786	2,087,017	2,043,110	-2%	2,305,225	1,980,510	-3%
	Contract Safety	3,327,192	3,429,500	3,490,351	3,600,711	3%	3,610,000	3,738,000	4%
	Partnerships	136,492	82,000	80,500	109,000	35%	108,800	44,500	-59%
	Capital Projects	47,102	711,500	238,473	15,000	-94%	403,229	163,000	987%
	<b>Total</b>	<b>8,932,178</b>	<b>9,611,275</b>	<b>9,129,396</b>	<b>9,182,784</b>	<b>1%</b>	<b>9,883,619</b>	<b>8,835,687</b>	<b>-4%</b>

**Expenditure Summary by Department**

Town Council	103,467	90,672	86,533	86,309	0%	75,694	99,800	16%
Town Manager	631,716	562,100	580,228	540,348	-7%	940,785	524,635	-3%
Legal Counsel	166,367	135,000	186,774	140,000	-25%	192,000	150,000	7%
Administrative Services	728,464	847,672	823,643	763,682	-7%	828,325	756,540	-1%
Community Services	2,076,723	2,060,483	1,980,391	2,121,362	7%	1,082,959	1,931,274	-9%
Community Development	847,406	1,492,758	941,686	1,076,640	14%	2,031,661	737,833	-31%
Public Works	729,073	732,090	579,971	609,782	5%	874,695	641,905	5%
Contract Safety	3,327,192	3,429,500	3,490,351	3,600,711	3%	3,610,000	3,738,000	4%
Interdepartmental	321,771	261,000	459,819	243,950	-47%	247,500	255,700	5%
<b>Total</b>	<b>8,932,178</b>	<b>9,611,275</b>	<b>9,129,396</b>	<b>9,182,784</b>	<b>1%</b>	<b>9,883,619</b>	<b>8,835,687</b>	<b>-4%</b>

**Town of Yucca Valley**

Proposed Budget  
FY 2013-14

**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>Departmental Summary</b>									
Town Council		103,467	90,672	86,533	86,309	0%	75,694	99,800	16%
Legal Counsel		166,367	135,000	186,774	140,000	-25%	192,000	150,000	7%
Contract Safety		3,327,192	3,429,500	3,490,351	3,600,711	3%	3,610,000	3,738,000	4%
Interdepartmental		321,771	261,000	459,819	243,950	-47%	247,500	255,700	5%
<b>Town Manager</b>									
05-01	Town Manager	337,378	258,263	278,215	222,633	-20%	567,355	221,000	-1%
05-07	Disaster Preparedness	6,376	2,350	1,263	2,700	114%	3,200	8,700	222%
05-08	Information Services	121,859	138,000	148,634	146,000	-2%	169,000	146,000	0%
05-09	Recycling & Solid Waste	53,992	55,500	51,539	51,500	0%	51,500	52,000	1%
10-12	Town Clerk	112,111	107,987	100,577	117,516	17%	149,730	96,935	-18%
	<b>Total Town Manager</b>	<b>631,716</b>	<b>562,100</b>	<b>580,228</b>	<b>540,348</b>	<b>-7%</b>	<b>940,785</b>	<b>524,635</b>	<b>-3%</b>
<b>Administrative Services</b>									
10-10	Finance	330,369	470,591	486,234	460,522	-5%	502,455	420,750	-9%
10-11	Human Resources/Risk Mgt	398,095	377,081	337,409	303,160	-10%	325,870	335,790	11%
	<b>Total Adminstrative Serv</b>	<b>728,464</b>	<b>847,672</b>	<b>823,643</b>	<b>763,682</b>	<b>-7%</b>	<b>828,325</b>	<b>756,540</b>	<b>-1%</b>
<b>Community Services</b>									
40-01	Community Services Admin	358,231	281,397	285,775	278,016	-3%	291,240	105,780	-62%
40-20	Recreation	374,462	404,694	370,410	415,165	12%	395,719	330,824	-20%
40-21	Museum	243,776	267,657	258,670	268,129	4%	271,500	134,960	-50%
40-23	Community Relations	20,834	39,650	29,891	21,700	-27%	15,700	12,300	-43%
40-45	Animal Shelter	382,506	518,983	475,242	519,792	9%	513,685	685,215	32%
40-54	Animal Control	246,611	178,442	198,878	214,894	8%	231,230	230,015	7%
40-55	Facilities Maintenance	313,810	287,660	281,024	294,665	5%	295,105	387,680	32%
41-40	Community Partnerships	136,492	82,000	80,500	109,000	35%	108,800	44,500	-59%
	<b>Total Community Services</b>	<b>2,076,723</b>	<b>2,060,483</b>	<b>1,980,391</b>	<b>2,121,362</b>	<b>7%</b>	<b>2,122,979</b>	<b>1,931,274</b>	<b>-9%</b>
<b>Community Development</b>									
50-01	Comm Dev Admin	213,652	170,022	166,527	167,640	1%	164,941	178,215	6%
50-50	Planning	155,567	740,061	371,842	196,187	-47%	552,672	94,435	-52%
50-51	Engineering	202,722	197,680	262,375	234,331	-11%	262,085	298,488	27%
50-52	Code Compliance	119,115	203,795	33,646	212,232	531%	152,099	63,145	-70%
50-53	Building & Safety	156,350	181,200	107,296	266,250	148%	154,950	103,550	-61%
	<b>Total Community Develop</b>	<b>847,406</b>	<b>1,492,758</b>	<b>941,686</b>	<b>1,076,640</b>	<b>14%</b>	<b>1,286,746</b>	<b>737,833</b>	<b>-31%</b>
<b>Public Works</b>									
55-01	Public Works Admin	68,007	74,166	45,693	54,250	19%	50,400	65,670	21%
55-57	Fleet Maintenance	86,072	133,000	75,737	101,100	33%	101,000	105,600	4%
55-58	Parks Maintenance	411,462	524,924	458,541	454,432	-1%	428,190	470,635	4%
55-59	Streets Operations (GF)	163,532	0	0	0	0%	0	0	0%
	<b>Total Public Works</b>	<b>729,073</b>	<b>732,090</b>	<b>579,971</b>	<b>609,782</b>	<b>5%</b>	<b>579,590</b>	<b>641,905</b>	<b>5%</b>
<b>Total</b>		<b>8,932,178</b>	<b>9,611,275</b>	<b>9,129,396</b>	<b>9,182,784</b>	<b>1%</b>	<b>9,883,619</b>	<b>8,835,687</b>	<b>-4%</b>

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Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>00-00</b>	<b>Interdepartmental</b>								
6130	Postage	8,843	16,000	10,331	14,000	36%	14,500	15,000	7%
6132	Postage Supplies	556	750	0	600	#DIV/0!	300	0	-100%
7122	Public Access Programming	4,050	0	0	0	0%	0	0	0%
7131	Basic Telephone	32,725	32,500	29,606	32,500	10%	30,500	33,000	2%
7134	Internet Connection	1,916	6,000	2,060	6,000	191%	5,000	6,000	0%
7135	Cell Phones	5,487	7,000	4,492	5,000	11%	4,300	5,000	0%
7136	Pagers	1,045	1,000	22	250	1036%	0	0	-100%
7137	Data Connection-TH-CD-AS	7,529	8,500	9,823	8,500	-13%	15,000	15,000	76%
7139	800 Mhz Radio-County	24,444	25,000	22,398	25,000	12%	24,200	25,000	0%
7210	Utilities - Gas	19,598	21,000	17,489	21,000	20%	20,000	21,000	0%
7211	Utilities - Electricity	108,584	118,000	106,406	110,000	3%	114,000	115,000	5%
7212	Utilities - Water	25,659	22,000	17,042	19,000	11%	19,000	20,000	5%
7214	Cable	0	750	520	700	35%	700	700	0%
7411	Maintenance - Equip	224	0	0	0	0%	0	0	0%
7510	Printing	1,000	2,000	0	0	0%	0	0	0%
7630	Dues & Memberships	14,660	16,000	15,876	16,000	1%	15,000	15,000	-6%
7890	Promotional Events	0	400	0	400	0%	0	0	-100%
7940	Over/Short-Cash Dep	2	100	2	0	0%	0	0	0%
7979	Property Tax Admin	65,690	0	66,797	0	0%	0	0	0%
7980	Principal Exp-CEC Loan	11,133	0	161,562	0	0%	0	0	0%
7990	Interest Exp-CEC Loan	7,237	0	3,919	0	0%	0	0	0%
7999	Indirect Cost Recovery	(18,611)	(16,000)	(8,526)	(15,000)	76%	(15,000)	(15,000)	0%
	<b>Supplies &amp; Services</b>	<b>321,771</b>	<b>261,000</b>	<b>459,819</b>	<b>243,950</b>	<b>-7%</b>	<b>247,500</b>	<b>255,700</b>	<b>5%</b>
	<b>Total Department</b>	<b>321,771</b>	<b>261,000</b>	<b>459,819</b>	<b>243,950</b>	<b>-47%</b>	<b>247,500</b>	<b>255,700</b>	<b>5%</b>

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Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>01-01</b>	<b>Town Council</b>								
5110	Salaries	30,295	29,340	28,426	29,340	3%	24,000	29,340	0%
5121	FICA Medicare	922	460	678	460	-32%	650	600	31%
5123	Health Care	40,394	28,000	30,169	28,000	-7%	22,000	39,200	40%
5124	Workers' Comp	1,250	1,344	878	1,344	53%	1,344	1,350	0%
5126	Unemployment Insurance	318	542	293	542	85%	500	950	75%
5127	Retirement	5,307	5,186	4,632	4,823	12%	4,300	4,360	-10%
5128	OPEB	0	0	0	0	0%	0	900	100%
	<b>Personnel</b>	<b>78,486</b>	<b>64,872</b>	<b>65,077</b>	<b>64,509</b>	<b>-1%</b>	<b>52,794</b>	<b>76,700</b>	<b>19%</b>
6110	Office Supplies	984	1,000	999	1,000	0%	1,300	1,300	30%
6120	Operating Supplies	1,373	2,000	1,790	1,500	-16%	1,500	1,500	0%
6610	Reference Material	0	300	0	300	0%	300	300	0%
7110	Professional Services	3,952	2,500	1,937	2,000	3%	1,000	1,000	-50%
7510	Printing	10,439	9,000	9,791	8,500	-13%	10,500	10,500	24%
7610	Major Conferences	7,533	9,000	6,465	7,500	16%	7,800	8,000	7%
7618	Meetings & Travel	700	2,000	474	1,000	111%	500	500	-50%
	<b>Supplies &amp; Services</b>	<b>24,981</b>	<b>25,800</b>	<b>21,456</b>	<b>21,800</b>	<b>2%</b>	<b>22,900</b>	<b>23,100</b>	<b>6%</b>
	<b>Total Department</b>	<b>103,467</b>	<b>90,672</b>	<b>86,533</b>	<b>86,309</b>	<b>0%</b>	<b>75,694</b>	<b>99,800</b>	<b>16%</b>

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Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>05-01</b>	<b>Town Manager</b>								
5110	Salaries	218,016	147,000	166,085	152,505	-8%	155,000	157,510	3%
5111	Salaries- Temporary	670	0	0	0	0%	0	0	0%
5112	Salaries - Overtime	0	0	0	0	0%	0	0	0%
5115	Vac-Sick Leave Cash	0	0	9,591	0	-100%	10,000	14,620	100%
5121	FICA Medicare	3,144	1,550	2,650	1,623	-39%	2,325	1,785	10%
5123	Health Care	13,987	9,450	8,214	9,450	15%	9,750	9,450	0%
5124	Workers' Comp	7,858	4,275	5,059	4,479	-11%	6,000	4,920	10%
5125	Life & Disability	2,691	2,400	1,987	2,400	21%	2,500	2,400	0%
5126	Unemployment Insurance	1,995	1,870	1,687	1,959	16%	3,700	2,160	10%
5127	Retirement	39,577	25,188	25,345	26,486	5%	22,000	27,850	5%
5128	OPEB	0	0	0	0	0%	0	4,275	100%
5200	Car Allowance	5,583	5,400	5,423	5,400	0%	5,400	5,400	0%
5202	Communications Stipend	2,800	1,380	1,391	1,380	-1%	1,380	1,380	0%
5999	Indirect Cost Recovery	(14,863)	(30,000)	(11,265)	(30,000)	166%	(25,000)	(30,000)	0%
	<b>Personnel</b>	<b>281,458</b>	<b>168,513</b>	<b>216,168</b>	<b>175,683</b>	<b>-19%</b>	<b>193,055</b>	<b>201,750</b>	<b>15%</b>
6110	Office Supplies	1,011	1,000	1,121	1,000	-11%	1,000	1,000	0%
6610	Reference Material	0	250	0	0	0%	0	0	0%
7110	Professional Services	48,007	58,500	54,515	30,000	-45%	55,000	10,000	-67%
7510	Printing	599	1,000	295	750	154%	500	750	0%
7610	Major Conferences	6,409	7,500	5,503	6,000	9%	6,000	6,000	0%
7618	Meetings & Travel	1,605	2,500	1,484	500	-66%	3,100	3,000	500%
7620	Staff Training & Education	149	0	0	0	0%	0	0	0%
7630	Dues & Memberships	2,420	2,000	600	2,500	317%	2,500	2,500	0%
7911	Oper & Salary Contingency	0	20,000	494	10,000	1924%	310,000	0	-100%
7999	Indirect Cost Recovery	(4,280)	(4,000)	(1,965)	(3,800)	93%	(3,800)	(4,000)	5%
	<b>Supplies &amp; Services</b>	<b>55,920</b>	<b>88,750</b>	<b>62,047</b>	<b>46,950</b>	<b>-24%</b>	<b>374,300</b>	<b>19,250</b>	<b>-59%</b>
8521	Furniture	0	1,000	0	0	0%	0	0	0%
	<b>Capital</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0%</b>
	<b>Total Department</b>	<b>337,378</b>	<b>258,263</b>	<b>278,215</b>	<b>222,633</b>	<b>-20%</b>	<b>567,355</b>	<b>221,000</b>	<b>-1%</b>

**Town of Yucca Valley**  
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**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>05-07 Office of Disaster Preparedness</b>									
6110	Office Supplies	75	150	58	100	72%	100	100	0%
6120	Operating Supplies	461	500	468	500	7%	500	500	0%
6910	Small Tools & Equipment	433	500	0	500	0%	500	500	0%
7110	Professional Services	5,000	0	0	0	0%	0	0	0%
7130	Communications	0	500	540	500	-7%	500	500	0%
7520	Advertising	0	500	0	0	0%	0	500	0%
7618	Meetings & Travel	0	0	197	1,000	0%	1,500	1,500	50%
7620	Education and Training	352	0	0	0	0%	0	5,000	0%
7630	Dues & Memberships	55	200	0	100	0%	100	100	0%
	<b>Supplies &amp; Services</b>	<b>6,376</b>	<b>2,350</b>	<b>1,263</b>	<b>2,700</b>	<b>114%</b>	<b>3,200</b>	<b>8,700</b>	<b>222%</b>
<b>Total Department</b>		<b>6,376</b>	<b>2,350</b>	<b>1,263</b>	<b>2,700</b>	<b>114%</b>	<b>3,200</b>	<b>8,700</b>	<b>222%</b>

**Town of Yucca Valley**  
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**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11	2011-12	2011-12	2012-13	% Var	2012-13 Projection	Department Baseline	
		Year-end Actual	Adopted Budget	Year-end Actuals	Adopted Budget	from PY YE Act		2013-14 Proposed Budget	% Var fr Adopted Budget
<b>05-08 Information Services</b>									
6120	Operating Supplies	500	500	339	500	47%	500	500	0%
6910	Small Tools & Equipment	500	500	0	500	0%	500	500	0%
7110	Professional Services	64,610	65,000	62,268	75,000	20%	75,000	75,000	0%
7410	Maint Comp(Hardware)	16,684	27,000	31,997	20,000	-37%	20,000	20,000	0%
7415	Software Licenses	34,130	30,000	30,140	30,000	0%	28,000	30,000	0%
7416	Web-Site Maintenance	5,435	15,000	12,688	10,000	-21%	10,000	10,000	0%
	<b>Supplies &amp; Services</b>	<b>121,859</b>	<b>138,000</b>	<b>137,432</b>	<b>136,000</b>	<b>-1%</b>	<b>134,000</b>	<b>136,000</b>	<b>0%</b>
8531	Special Equipment	0	0	11,202	10,000	-11%	35,000	10,000	0%
	<b>Capital</b>	<b>0</b>	<b>0</b>	<b>11,202</b>	<b>10,000</b>	<b>-11%</b>	<b>35,000</b>	<b>10,000</b>	<b>0%</b>
	<b>Total Department</b>	<b>121,859</b>	<b>138,000</b>	<b>148,634</b>	<b>146,000</b>	<b>-2%</b>	<b>169,000</b>	<b>146,000</b>	<b>0%</b>

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Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>05-09</b>	<b>Recycling &amp; Solid Waste</b>								
6110	Office Supplies	0	250	226	250	11%	250	500	100%
6120	Operating Supplies	0	250	173	250	45%	250	500	100%
7110	Professional Services	26,974	31,500	27,680	28,500	3%	28,500	28,500	0%
7630	Dues & Memberships	24,068	21,000	22,228	22,000	-1%	22,000	22,000	0%
7890	Promotional Events	2,950	2,500	1,232	500	-59%	500	500	0%
	<b>Supplies &amp; Services</b>	<b>53,992</b>	<b>55,500</b>	<b>51,539</b>	<b>51,500</b>	<b>0%</b>	<b>51,500</b>	<b>52,000</b>	<b>1%</b>
	<b>Total Department</b>	<b>53,992</b>	<b>55,500</b>	<b>51,539</b>	<b>51,500</b>	<b>0%</b>	<b>51,500</b>	<b>52,000</b>	<b>1%</b>



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								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>10-10 Finance</b>									
5110	Salaries	204,558	291,381	298,065	316,661	6%	318,500	258,000	-19%
5111	Salaries-Temporary	4,075	500	246	0	-100%	0	0	0%
5112	Salaries - Overtime	121	1,703	2,090	1,909	-9%	1,900	2,000	5%
5115	Vac-Sick Leave	0	0	8,237	0	0%	10,000	7,500	0%
5121	FICA Medicare	2,823	4,205	4,254	4,474	5%	4,875	3,420	-24%
5123	Health Care	24,730	61,700	30,488	57,330	88%	60,100	44,100	-23%
5124	Workers' Comp	8,003	11,600	9,003	12,350	37%	14,300	9,410	-24%
5125	Life & Disability	2,036	3,363	2,995	3,363	12%	3,800	2,720	-19%
5126	Unemployment Insurance	2,053	5,075	3,001	5,400	80%	6,300	7,100	31%
5127	Retirement	41,329	52,579	52,194	58,855	13%	60,000	43,400	-26%
new	OPEB	0	0	0	0	0%	6,430	7,740	100%
5200	Car Allowance	4,931	5,100	4,519	4,500	0%	9,250	9,000	100%
5202	Communications Stipend	1,363	1,200	1,385	1,380	0%	2,400	2,760	100%
5999	Indirect Cost Recovery	(22,035)	(55,000)	(21,207)	(60,000)	183%	(60,000)	(60,000)	0%
	<b>Personnel</b>	<b>273,988</b>	<b>383,406</b>	<b>395,269</b>	<b>406,222</b>	<b>3%</b>	<b>437,855</b>	<b>337,150</b>	<b>-17%</b>
6110	Office Supplies	4,743	4,485	4,880	4,500	-8%	3,500	3,500	-22%
6610	Reference Material	525	300	462	300	-35%	300	300	0%
7110	Professional Services	43,095	71,000	67,653	47,500	-30%	48,100	61,000	28%
7341	Storage Unit Rental	819	1,300	1,034	1,300	26%	1,200	1,300	0%
7510	Printing	3,561	4,600	5,791	5,000	-14%	4,500	5,000	0%
7610	Major Conferences	0	1,000	976	1,000	2%	1,500	3,000	200%
7615	Minor Conferences	75	0	0	0	0%	0	0	0%
7618	Meetings & Travel	1,841	4,000	3,636	3,200	-12%	3,500	5,000	56%
7630	Dues & Memberships	1,024	500	861	1,000	16%	2,000	2,500	150%
7933	Bank Charges	10,006	10,000	9,950	500	-95%	10,000	12,000	2300%
7999	Indirect Cost Recovery	(9,308)	(10,000)	(4,278)	(10,000)	134%	(10,000)	(10,000)	0%
	<b>Supplies &amp; Services</b>	<b>56,381</b>	<b>87,185</b>	<b>90,965</b>	<b>54,300</b>	<b>-40%</b>	<b>64,600</b>	<b>83,600</b>	<b>54%</b>
	<b>Total Department</b>	<b>330,369</b>	<b>470,591</b>	<b>486,234</b>	<b>460,522</b>	<b>-5%</b>	<b>502,455</b>	<b>420,750</b>	<b>-9%</b>

**Town of Yucca Valley**

Proposed Budget

FY 2013-14

**BASELINE BUDGET UPDATE #5**

Acct. Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act.	2012-13 Projection	Department Baseline	
							2013-14 Proposed Budget	% Var fr Adopted Budget
<b>10-11 Human Resources/Risk Mgmt</b>								
5110 Salaries	139,157	136,075	138,466	108,160	-22%	110,890	110,900	3%
5112 Salaries - Overtime	794	1,000	890	500	-44%	200	200	-60%
5115 Vac-Sick Leave	0	0	725	0	0%	1,000	1,000	0%
5121 FICA Medicare	1,970	2,127	1,999	1,588	-21%	1,650	1,650	4%
5123 Health Care	17,981	25,200	26,130	25,200	-4%	25,200	25,200	0%
5124 Workers' Comp	5,514	5,866	4,175	4,382	5%	4,530	4,540	4%
5125 Life & Disability	1,409	1,320	1,145	1,320	15%	1,320	1,320	0%
5126 Unemployment Insurance	1,400	2,566	1,392	1,917	38%	1,990	3,400	77%
5127 Retirement	28,386	25,677	18,503	12,743	-31%	13,070	13,450	6%
5128 OPEB	0	0	0	0	0%	2,220	3,330	100%
5200 Car Allowance	4,980	0	2,220	0	0%	0	0	0%
5202 Communications Stipend	1,363	2,400	1,289	1,200	-7%	1,200	1,200	0%
5888 Retiree Health Benefits	6,319	8,000	6,997	10,000	43%	7,500	10,000	0%
5999 Indirect Cost Recovery	(2,956)	(6,000)	(3,691)	(6,000)	63%	(5,000)	(5,000)	-17%
<b>Personnel</b>	<b>206,318</b>	<b>204,231</b>	<b>200,238</b>	<b>161,010</b>	<b>-20%</b>	<b>165,770</b>	<b>171,190</b>	<b>6%</b>
6110 Office Supplies	1,490	1,500	1,464	1,800	23%	1,800	1,800	0%
6610 Reference Material	1,266	1,000	42	1,000	2281%	900	900	-10%
7110 Professional Services	16,473	12,000	9,950	12,000	21%	11,000	11,000	-8%
7110 Prof Serv-ADP	13,315	12,000	10,738	1,000	-91%	0	0	-100%
7112 Medical Services-Avalon	2,846	4,000	3,421	3,500	2%	3,800	3,800	9%
7510 Printing	3,815	2,500	2,246	2,000	-11%	1,800	1,800	-10%
7520 Advertising	2,366	8,000	8,216	10,000	22%	5,000	5,000	-50%
7610 Major Conferences	1,014	0	0	0	0%	0	0	0%
7618 Meetings & Travel	299	0	0	0	0%	0	0	0%
7630 Dues & Memberships	689	850	706	850	20%	800	800	-6%
7710 Insurance	98,407	100,000	88,073	95,000	8%	125,000	125,000	32%
7730 Claims	28,591	10,000	7,769	10,000	29%	5,000	10,000	0%
7820 Special Projects	6,033	5,000	5,131	6,500	27%	6,500	6,500	0%
7999 Indirect Cost Recovery	(1,292)	(2,000)	(585)	(2,000)	242%	(2,000)	(2,000)	0%
<b>Supplies &amp; Services</b>	<b>175,312</b>	<b>154,850</b>	<b>137,171</b>	<b>141,650</b>	<b>3%</b>	<b>159,600</b>	<b>164,600</b>	<b>16%</b>
8521 Furniture	0	0	0	500	0%	500	0	-100%
<b>Capital</b>	<b>16,465</b>	<b>18,000</b>	<b>0</b>	<b>500</b>	<b>0%</b>	<b>500</b>	<b>0</b>	<b>-100%</b>
<b>Total Department</b>	<b>398,095</b>	<b>377,081</b>	<b>337,409</b>	<b>303,160</b>	<b>-10%</b>	<b>325,870</b>	<b>335,790</b>	<b>11%</b>

**Town of Yucca Valley**  
**Proposed Budget**  
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**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>10-12 Town Clerk</b>									
5110	Salaries	60,312	60,426	60,929	61,936	2%	59,520	52,610	-15%
5115	Vacation Pay out	0	0	0	0	0%	0	2,500	
5121	FICA Medicare	824	701	825	718	-13%	700	800	11%
5123	Health Care	7,348	10,080	11,168	10,080	-10%	10,080	9,450	-6%
5124	Workers' Comp	2,350	1,934	1,820	1,982	9%	1,910	2,210	12%
5125	Life & Disability	617	720	649	720	11%	720	650	-10%
5126	Unemployment Insurance	603	846	607	867	43%	840	1,660	91%
5127	Retirement	12,226	10,680	10,727	11,512	7%	11,070	10,275	-11%
5128	OPEB	0	0	0	0	0%	1,190	1,580	0%
5999	Indirect Cost Recovery	(2,081)	(4,000)	(2,262)	(4,000)	77%	(4,000)	(4,000)	0%
	<b>Personnel</b>	<b>82,138</b>	<b>81,387</b>	<b>84,461</b>	<b>83,816</b>	<b>-1%</b>	<b>82,030</b>	<b>77,735</b>	<b>-7%</b>
6110	Office Supplies	869	700	628	500	-20%	1,000	1,000	100%
6610	Reference Material	27	500	64	200	211%	200	200	0%
7110	Professional Services	11,853	11,000	10,064	12,000	19%	12,000	12,000	0%
7510	Printing	106	500	137	500	265%	500	500	0%
7520	Advertising	6,007	5,000	3,263	6,000	84%	6,000	4,000	-33%
7610	Major Conferences	27	0	0	0	0%	0	0	0%
7618	Meetings & Travel	3,213	3,500	1,758	1,500	-15%	1,500	1,500	0%
7630	Dues & Memberships	290	400	375	500	33%	500	500	0%
7860	Election Expenses	7,952	5,000	0	12,500	0%	46,500	0	-100%
7999	Indirect Cost Recovery	(371)	(500)	(174)	(500)	187%	(500)	(500)	0%
	<b>Supplies &amp; Services</b>	<b>29,973</b>	<b>26,100</b>	<b>16,116</b>	<b>33,200</b>	<b>106%</b>	<b>67,700</b>	<b>19,200</b>	<b>-42%</b>
8531	Special Equipment-Capital	0	500	0	500	0%	0	0	-100%
	<b>Capital</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>-100%</b>
	<b>Total Department</b>	<b>112,111</b>	<b>107,987</b>	<b>100,577</b>	<b>117,516</b>	<b>17%</b>	<b>149,730</b>	<b>96,935</b>	<b>-18%</b>

**Town of Yucca Valley**  
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**BASELINE BUDGET UPDATE #5**

<b>Acct.</b>	<b>Description</b>	<b>2010-11 Year-end Actual</b>	<b>2011-12 Adopted Budget</b>	<b>2011-12 Year-end Actuals</b>	<b>2012-13 Adopted Budget</b>	<b>% Var from PY/YE Act</b>	<b>2012-13 Projection</b>	<b>Department Baseline</b>	
								<b>2013-14 Proposed Budget</b>	<b>% Var fr Adopted Budget</b>
<b>20-01</b>	<b>Town Attorney</b>								
7111	Contract Legal Costs	166,367	135,000	186,774	140,000	-25%	192,000	150,000	7%
	Supplies & Services	166,367	135,000	186,774	140,000	-25%	192,000	150,000	7%
	<b>Total Department</b>	<b>166,367</b>	<b>135,000</b>	<b>186,774</b>	<b>140,000</b>	<b>-25%</b>	<b>192,000</b>	<b>150,000</b>	<b>7%</b>

**Town of Yucca Valley**  
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**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>25-01</b>	<b>Law Enforcement</b>								
7140	Schedule A Costs	3,128,857	3,155,000	3,278,504	3,398,211	4%	3,400,000	3,530,000	4%
7146	Overtime	5,472	65,000	46,808	70,000	50%	75,000	75,000	7%
7148	Special Projects (CAL-ID)	22,301	23,000	22,357	23,000	3%	23,000	23,000	0%
7149	Booking Fees	0	60,000	0	0	0%	0	0	0%
7151	Off Highway Vehicle Progra	50,437	2,000	16,099	0	-100%	0	0	0%
7153	Grant Programs	7,465	18,000	27,957	7,500	-73%	12,000	10,000	33%
7154	Citation Processing Fee	0	1,500	0	0	0%	0	0	0%
7155	Vehicle Fuel and Maintenanc	112,660	105,000	98,626	102,000	3%	100,000	100,000	-2%
	<b>Supplies &amp; Services</b>	<b>3,327,192</b>	<b>3,429,500</b>	<b>3,490,351</b>	<b>3,600,711</b>	<b>3%</b>	<b>3,610,000</b>	<b>3,738,000</b>	<b>4%</b>
	<b>Total Department</b>	<b>3,327,192</b>	<b>3,429,500</b>	<b>3,490,351</b>	<b>3,600,711</b>	<b>3%</b>	<b>3,610,000</b>	<b>3,738,000</b>	<b>4%</b>

**Town of Yucca Valley**

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**FY 2013-14**

**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY, YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>40-01</b>	<b>Community Services Admin</b>								
5110	Salaries	231,425	163,150	177,424	176,845	0%	178,000	58,900	-67%
5111	Salaries- Temp	39	1,000	683	0	-100%	0	0	0%
5112	Salaries - Overtime	1,338	1,700	322	0	-100%	0	0	0%
5115	Vac-Sick Leave Cash	0	0	10,853	0	0%	11,000	2,000	0%
5121	FICA Medicare	3,253	2,560	2,747	2,564	-7%	2,620	890	-65%
5123	Health Care	28,418	36,220	22,903	25,200	10%	25,200	12,600	-50%
5124	Workers' Comp	9,049	7,075	5,458	7,074	30%	7,210	2,440	-66%
5125	Life & Disability	2,238	1,640	1,636	1,640	0%	1,640	480	-71%
5126	Unemployment Insurance	2,329	3,095	1,819	3,095	70%	3,160	1,850	-40%
5127	Retirement	46,802	30,257	31,213	32,868	5%	33,110	11,500	-65%
5128	OPEB	0	0	0	0	0%	3,570	1,770	100%
5200	Car Allowance	6,225	6,000	6,025	6,000	0%	6,000	0	-100%
5202	Communications Stipend	1,599	1,200	1,712	1,380	-19%	1,380	0	-100%
	<b>Personnel</b>	<b>332,715</b>	<b>253,897</b>	<b>262,795</b>	<b>256,666</b>	<b>-2%</b>	<b>272,890</b>	<b>92,430</b>	<b>-64%</b>
6110	Office Supplies	1,105	1,200	1,492	1,600	7%	1,600	1,600	0%
6120	Operating Supplies	500	500	0	500	0%	500	500	0%
6190	Clothing	0	200	0	200	0%	200	200	0%
6610	Reference Materials	0	200	0	200	0%	200	200	0%
7110	Professional Services	9,934	11,000	9,354	1,000	-89%	1,000	1,000	0%
7510	Printing	2,338	2,500	2,166	2,400	11%	2,400	2,400	0%
7620	Staff Training & Education	5,785	5,500	5,420	8,000	48%	5,000	5,000	-38%
7630	Dues & Memberships	640	600	600	650	8%	650	650	0%
7930	Commission Expense	948	1,500	1,688	1,800	7%	1,800	1,800	0%
7931	Service Fees	4,266	4,300	2,260	5,000	121%	5,000	0	-100%
	<b>Supplies &amp; Services</b>	<b>25,516</b>	<b>27,500</b>	<b>22,980</b>	<b>21,350</b>	<b>-7%</b>	<b>18,350</b>	<b>13,350</b>	<b>-37%</b>
	<b>Total Department</b>	<b>358,231</b>	<b>281,397</b>	<b>285,775</b>	<b>278,016</b>	<b>-3%</b>	<b>291,240</b>	<b>105,780</b>	<b>-62%</b>

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**BASELINE BUDGET UPDATE #5**

Acct. Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
							2013-14 Proposed Budget	% Var fr Adopted Budget
<b>40-20 Recreation</b>								
5110 Salaries	65,607	77,000	76,284	81,284	7%	81,284	52,150	-36%
5111 Salaries - Temp	113,010	105,000	111,948	105,000	-6%	105,000	75,024	-29%
5112 Salaries - Overtime	1,398	2,300	1,775	0	-100%	0	0	0%
5115 Vac-Sick Leave Cash	0	0	707	0	0%	3,000	0	
5121 FICA Medicare	2,536	2,697	2,740	2,616	-5%	2,620	1,850	-29%
5123 Health Care	18,237	25,200	23,971	25,200	5%	25,200	12,600	-50%
5124 Workers' Comp	7,625	7,440	5,780	7,216	25%	7,216	5,100	-29%
5125 Life & Disability	654	636	775	636	-18%	636	300	-53%
5126 Unemployment Insurance	1,800	3,255	1,927	3,157	64%	3,157	3,825	21%
5127 Retirement	13,518	14,200	14,003	15,107	8%	15,107	10,175	-33%
5128 OPEB	0	0	0	0	0%	0	1,565	100%
5202 Communications Stipend	653	650	653	650	0%	650	325	-50%
<b>Personnel</b>	<b>225,038</b>	<b>238,378</b>	<b>240,563</b>	<b>240,865</b>	<b>0%</b>	<b>243,869</b>	<b>162,914</b>	<b>-32%</b>
6110 Office Supplies	1,581	2,000	1,653	2,000	21%	2,000	1,400	-30%
6120 Operating Supplies	54,984	52,551	43,658	55,000	26%	40,000	40,000	-27%
6130 Postage	562	200	33	200	506%	200	200	0%
6190 Clothing	110	5,500	1,170	3,800	225%	3,000	2,960	-22%
6610 Reference Material	37	300	221	300	36%	300	300	0%
6910 Small Tools & Equipment	1,825	8,676	4,229	7,000	66%	2,500	2,500	-64%
7110 Professional Services	66,027	68,199	53,707	75,950	41%	70,000	70,000	-8%
7310 Rental of Equipment	317	100	0	500	0%	500	500	0%
7340 Rental of Bldgs	9,097	10,000	9,229	10,300	12%	10,300	30,000	191%
7510 Printing	14,242	15,640	14,087	15,500	10%	19,500	16,500	6%
7520 Advertising	0	1,500	689	1,500	118%	1,500	1,500	0%
7615 Minor Conferences	0	150	15	750	4900%	550	550	-27%
7630 Dues & Memberships	659	1,500	1,136	1,500	32%	1,500	1,500	0%
7940 Cash Over/Short	(16)	0	20	0	0%	0	0	0%
<b>Supplies &amp; Services</b>	<b>149,424</b>	<b>166,316</b>	<b>129,847</b>	<b>174,300</b>	<b>34%</b>	<b>151,850</b>	<b>167,910</b>	<b>-4%</b>
<b>Total Department</b>	<b>374,462</b>	<b>404,694</b>	<b>370,410</b>	<b>415,165</b>	<b>12%</b>	<b>395,719</b>	<b>330,824</b>	<b>-20%</b>

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Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>40-21</b>	<b>Museum</b>								
5110	Salaries	123,798	133,761	126,589	137,105	8%	138,000	48,260	-65%
5111	Salaries - Temp	17,118	17,000	17,623	17,500	-1%	20,000	25,150	44%
5112	Salaries - Overtime	0	100	58	0	-100%	0	0	0%
5121	FICA Medicare	2,109	2,186	2,281	2,224	-3%	2,300	1,075	-52%
5123	Health Care	25,356	34,650	33,145	34,650	5%	34,650	12,600	-64%
5124	Workers' Comp	5,636	6,030	4,558	6,134	35%	6,300	2,940	-52%
5125	Life & Disability	1,283	1,200	1,293	1,200	-7%	1,200	435	-64%
5126	Unemployment Ins.	1,440	2,638	1,519	2,684	77%	2,750	2,210	-18%
5127	Retirement	26,148	23,642	23,742	25,482	7%	26,100	9,450	-63%
5128	OPEB	0	0	0	0	0%	0	1,450	100%
	<b>Personnel</b>	<b>202,887</b>	<b>221,207</b>	<b>210,808</b>	<b>226,979</b>	<b>8%</b>	<b>231,300</b>	<b>103,570</b>	<b>-54%</b>
6110	Office Supplies	2,327	3,000	2,729	2,500	-8%	2,500	3,300	32%
6120	Operating Supplies	5,695	13,000	14,275	13,000	-9%	12,500	9,350	-28%
6121	Gift Shop Supplies	8,330	8,500	8,490	8,500	0%	8,500	0	-100%
6130	Postage	5	200	15	500	3233%	200	200	-60%
6610	Reference Material	271	500	391	200	-49%	200	500	150%
7110	Professional Services	7,097	6,900	8,164	6,900	-15%	6,900	8,640	25%
7510	Printing	8,163	2,400	2,457	2,600	6%	2,600	2,600	0%
7520	Advertising	5,758	7,000	6,410	6,000	-6%	6,000	6,000	0%
7630	Dues & Memberships	811	950	931	950	2%	800	800	-16%
	<b>Supplies &amp; Services</b>	<b>38,457</b>	<b>42,450</b>	<b>43,862</b>	<b>41,150</b>	<b>-6%</b>	<b>40,200</b>	<b>31,390</b>	<b>-24%</b>
8529	Exhibit Renovation	2,432	4,000	4,000	0	-100%	0	0	-100%
	<b>Capital</b>	<b>2,432</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>-100%</b>	<b>0</b>	<b>0</b>	<b>-100%</b>
	<b>Total Department</b>	<b>243,776</b>	<b>267,657</b>	<b>258,670</b>	<b>268,129</b>	<b>4%</b>	<b>271,500</b>	<b>134,960</b>	<b>-50%</b>



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Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>40-23 Community Relations</b>									
6110	Office Supplies	255	500	265	500	89%	500	500	0%
6120	Operating Supplies	7,236	3,000	1,745	400	-77%	400	1,500	275%
6130	Postage	0	500	0	500	0%	500	500	0%
6610	Reference Material	98	300	0	300	0%	300	300	0%
7110	Professional Services	2,925	2,500	2,397	2,500	4%	2,500	2,500	0%
7510	Printing	3,980	8,000	3,931	8,000	104%	2,500	3,000	-63%
7520	Advertising	3,096	2,000	714	2,000	180%	1,500	1,500	-25%
7630	Dues & Memberships	0	350	0	0	0%	0	0	0%
7890	Promotional Events	3,244	22,500	20,839	7,500	-64%	7,500	2,500	-67%
	<b>Supplies &amp; Services</b>	<b>20,834</b>	<b>39,650</b>	<b>29,891</b>	<b>21,700</b>	<b>-27%</b>	<b>15,700</b>	<b>12,300</b>	<b>-43%</b>
<b>Total Department</b>		<b>20,834</b>	<b>39,650</b>	<b>29,891</b>	<b>21,700</b>	<b>-27%</b>	<b>15,700</b>	<b>12,300</b>	<b>-43%</b>

**Town of Yucca Valley**

**Proposed Budget**

**FY 2013-14**

**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>40-45 Animal Shelter</b>									
5110	Salaries	171,772	227,461	222,275	232,420	5%	232,420	229,740	-1%
5111	Salaries - Temp	14,065	12,802	15,422	13,122	-15%	13,120	13,450	2%
5112	Salaries - Overtime	3,848	3,737	7,673	4,000	-48%	4,000	3,800	-5%
5115	Vac-Sick Leave Cash	0	0	6,602	0	-100%	0	0	0%
5121	FICA Medicare	2,949	3,538	3,835	3,628	-5%	3,630	3,600	-1%
5123	Health Care	37,909	63,630	54,272	63,630	17%	63,630	63,630	0%
5124	Workers' Comp	7,625	9,760	7,443	10,009	34%	10,010	9,920	-1%
5125	Life & Disability	1,629	2,081	1,976	2,153	9%	2,150	2,140	-1%
5126	Unemployment Insurance	1,885	4,270	2,483	4,379	76%	4,380	7,450	70%
5127	Retirement	35,075	40,204	36,283	40,266	11%	40,270	39,120	-3%
5128	OPEB	-	0	0	0	0%	0	6,890	100%
5202	Communications Stipend	0	600	704	975	39%	975	975	0%
	<b>Personnel</b>	<b>276,758</b>	<b>368,083</b>	<b>358,968</b>	<b>374,582</b>	<b>4%</b>	<b>374,585</b>	<b>380,715</b>	<b>2%</b>
6110	Office Supplies	1,337	1,800	1,812	1,800	-1%	1,200	1,800	0%
6120	Operating Supplies	4,682	5,800	5,324	4,750	-11%	5,000	4,750	0%
6125	Promotional Materials	950	1,000	955	1,000	5%	1,000	1,000	0%
6140	Food & Bedding	12,617	18,000	15,946	18,000	13%	18,000	18,000	0%
6141	Vet Supplies	19,405	22,000	21,968	22,000	0%	22,000	22,450	2%
6190	Clothing	1,916	2,200	1,476	2,200	49%	2,200	2,600	18%
6430	Custodial Supplies	0	4,000	2,939	4,000	36%	4,000	4,000	0%
6610	Reference Materials	35	500	387	500	29%	500	500	0%
6910	Tools & Equipment	3,128	2,000	1,886	2,000	6%	2,000	2,000	0%
7110	Professional Services	40,727	58,000	39,904	57,360	44%	55,000	70,000	22%
7111	Contract Legal	0	1,500	0	1,500	0%	1,500	1,500	0%
7131	Basic Telephone	1,146	1,800	1,399	1,800	29%	1,800	2,000	11%
7137	Internet/DSL	3,271	3,900	3,070	3,900	27%	5,000	6,000	54%
7210	Gas - Propane	3,018	4,800	3,355	4,800	43%	4,800	7,800	63%
7211	Electricity	7,396	8,500	8,619	8,500	-1%	8,500	15,000	76%
7212	Water	2,944	3,600	3,266	3,600	10%	3,600	7,500	108%
7410	Maintenance - Computers	-	2,500	0	2,500	0%	0	5,000	100%
7411	Maintenance - Equipment	80	1,000	474	1,000	111%	500	1,000	0%
7510	Printing	3,096	2,500	3,494	3,500	0%	2,000	3,500	0%
7620	Staff Training & Education	0	0	0	0	0%	0	1,600	0%
7630	Dues & Memberships		500	-	500	0%	500	500	0%
	<b>Supplies &amp; Services</b>	<b>105,748</b>	<b>145,900</b>	<b>116,274</b>	<b>145,210</b>	<b>25%</b>	<b>139,100</b>	<b>178,500</b>	<b>23%</b>
new	Contingency Costs	0	0	0	0	0%	0	66,000	0%
7999	Admin Cost Alloc	0	0	0	0	0%	0	60,000	0%
	<b>Capital</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>126,000</b>	<b>0%</b>
	<b>Total Department</b>	<b>382,506</b>	<b>518,983</b>	<b>475,242</b>	<b>519,792</b>	<b>9%</b>	<b>513,685</b>	<b>685,215</b>	<b>32%</b>

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

**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>40-54 Animal Control</b>									
5110	Salaries	147,899	99,916	111,474	118,500	6%	118,000	111,245	-6%
5112	Salaries - Overtime	7,310	6,569	6,722	11,107	65%	11,000	9,600	-14%
5113	Standby	10,860	3,616	10,042	6,000	-40%	10,000	12,900	115%
5115	Vac-Sick Leave Cash	0	0	0	0	0%	0	7,000	100%
5121	FICA Medicare	2,423	1,615	1,892	1,990	5%	2,000	2,065	4%
5123	Health Care	27,998	25,200	28,360	31,500	11%	46,000	31,500	0%
5124	Workers' Comp	6,290	4,456	3,591	5,450	52%	5,450	5,700	5%
5125	Life & Disability	1,595	945	1,411	1,242	-12%	2,000	1,220	-2%
5126	Unemployment Insurance	1,629	1,950	1,197	2,300	92%	2,500	4,300	87%
5127	Retirement	30,262	17,890	16,149	20,600	28%	18,000	17,650	-14%
5128	OPEB	0	0	0	0	0%	0	3,350	100%
5202	Communications Stipend	435	1,300	1,332	1,380	4%	1,380	1,380	0%
	<b>Personnel</b>	<b>236,700</b>	<b>163,457</b>	<b>182,169</b>	<b>200,069</b>	<b>10%</b>	<b>216,330</b>	<b>207,910</b>	<b>4%</b>
6110	Office Supplies	630	350	199	350	76%	350	350	0%
6120	Operating Supplies	377	860	815	1,000	23%	800	1,000	0%
6190	Clothing	630	1,050	786	1,050	34%	1,250	1,050	0%
6610	Reference Materials	239	225	210	225	7%	300	305	36%
6910	Small Tools & Equipment	1,135	400	339	400	18%	400	400	0%
7110	Professional Services	3,540	10,000	12,339	8,900	-28%	8,900	10,900	22%
7411	Maintenance - Equip	0	600	547	600	10%	600	600	0%
7510	Printing	3,180	1,200	1,280	2,000	56%	2,000	2,000	0%
7620	Education and Training	0	0	0	0	0%	0	5,200	0%
7630	Dues & Memberships	180	300	195	300	54%	300	300	0%
	<b>Supplies &amp; Services</b>	<b>9,911</b>	<b>14,985</b>	<b>16,709</b>	<b>14,825</b>	<b>-11%</b>	<b>14,900</b>	<b>22,105</b>	<b>49%</b>
	<b>Total Department</b>	<b>246,611</b>	<b>178,442</b>	<b>198,878</b>	<b>214,894</b>	<b>8%</b>	<b>231,230</b>	<b>230,015</b>	<b>7%</b>

**Town of Yucca Valley**  
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**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>40-55 Facilities Maintenance</b>									
5110	Salaries	102,273	60,299	70,455	57,394	-19%	78,000	58,830	3%
5111	Salaries - Temp	46,313	62,449	58,000	68,000	17%	48,000	125,100	84%
5112	Salaries - Overtime	393	600	142	0	-100%	0	0	0%
5121	FICA Medicare	2,113	1,799	1,862	1,895	2%	1,895	2,695	42%
5123	Health Care	17,476	11,970	12,025	11,970	0%	11,970	11,970	0%
5124	Workers' Comp	5,817	4,962	3,888	5,227	34%	5,227	7,435	42%
5125	Life & Disability	980	502	551	502	-9%	502	510	2%
5126	Unemployment Insurance	1,490	2,171	1,296	2,287	76%	2,287	5,570	144%
5127	Retirement	20,997	10,658	12,193	10,667	-13%	10,700	16,500	55%
5128	OPEB	0	0	0	0	0%	0	1,765	100%
5202	Communications Stipend	1,051	1,300	1,472	1,625	10%	1,625	1,625	0%
5998	Staff Recovery	0	0	(1,781)	0	0%	0	0	0%
5999	Indirect Cost Recovery	(1,671)	(3,300)	(1,008)	(3,300)	227%	(3,300)	(3,300)	0%
	<b>Personnel</b>	<b>197,232</b>	<b>153,410</b>	<b>159,094</b>	<b>156,265</b>	<b>-2%</b>	<b>156,905</b>	<b>228,700</b>	<b>46%</b>
6110	Office Supplies	265	250	213	250	17%	250	250	0%
6190	Clothing	3,610	4,000	765	3,550	364%	3,550	4,230	19%
6410	Maintenance Supplies	32,259	35,000	31,692	35,000	10%	35,000	40,000	14%
6610	Reference Materials	0	0	0	200	0%	200	200	0%
6910	Tools & Equipment	1,000	1,000	1,000	1,000	0%	1,500	3,000	200%
6910	Furnishings & Equip Replac	0	3,000	2,999	6,700	123%	6,700	9,000	34%
7110	Professional Services	45,973	54,000	53,464	52,700	-1%	53,000	60,300	14%
7411	Maintenance - Equip	13,159	15,000	14,702	13,000	-12%	13,000	18,000	38%
7412	Maintenance-Bldg	22,255	22,000	17,986	22,000	22%	22,000	25,000	14%
new	Building Emergency Repairs	0	0	0	0	0%	0	0	
7999	Indirect Cost Recovery	(1,943)	0	(891)	0	0%	(1,000)	(1,000)	0%
	<b>Supplies &amp; Services</b>	<b>116,578</b>	<b>134,250</b>	<b>121,930</b>	<b>134,400</b>	<b>10%</b>	<b>134,200</b>	<b>158,980</b>	<b>18%</b>
8358	Facility Maintenance - Repl.	0	0	0	4,000	0%	4,000	0	-100%
	<b>Capital Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>0%</b>	<b>4,000</b>	<b>0</b>	<b>-100%</b>
	<b>Total Department</b>	<b>313,810</b>	<b>287,660</b>	<b>281,024</b>	<b>294,665</b>	<b>5%</b>	<b>295,105</b>	<b>387,680</b>	<b>32%</b>

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

**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>7920</b>									
<b>41-40</b>	<b>Community Partnerships</b>								
4105	Rotary Fireworks	8,000	8,000	8,000	10,000	25%	10,000	8,000	-20%
4107	Youth Park Maintenance	5,000	10,000	10,000	10,000	0%	10,000	0	-100%
4109	Old Town-Festival of Lights	2,500	2,000	2,000	2,000	0%	1,800	2,000	0%
4110	MB Tennis Assn	3,000	3,000	1,500	3,000	100%	3,000	1,500	-50%
4114	MB Cultural Arts-Open Stud	2,000	0	0	0	0%	0	0	0%
4162	YV Branch Library	3,000	3,000	3,000	3,000	0%	3,000	3,000	0%
4163	MB Unity Home	3,000	3,000	3,000	3,000	0%	3,000	0	-100%
4164	MB Adult Health Services	5,000	5,000	5,000	5,000	0%	5,000	5,000	0%
4115	ReachOut MB-Volunteer Ca	7,000	0	0	0	0%	0	0	0%
		<b>38,500</b>	<b>34,000</b>	<b>32,500</b>	<b>36,000</b>	<b>11%</b>	<b>35,800</b>	<b>19,500</b>	<b>-46%</b>
<b>7925</b>									
<b>41-41</b>	<b>Contracts</b>								
	Joint Marketing Funds	0	0	0	0	0%	0	25,000	100%
4156	Chamber Joint Marketing	19,992	0	0	15,000	0%	15,000	0	-100%
4157	Boys & Girls Club	53,000	48,000	48,000	43,000	-10%	43,000	0	-100%
4159	Desert Tourism-CA Welcorr	25,000	0	0	15,000	0%	15,000	0	-100%
		<b>97,992</b>	<b>48,000</b>	<b>48,000</b>	<b>73,000</b>	<b>52%</b>	<b>73,000</b>	<b>25,000</b>	<b>-66%</b>
<b>Total Department</b>		<b>136,492</b>	<b>82,000</b>	<b>80,500</b>	<b>109,000</b>	<b>35%</b>	<b>108,800</b>	<b>44,500</b>	<b>-59%</b>

**Town of Yucca Valley**

**Proposed Budget**

**FY 2013-14**

**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11	2011-12	2011-12	2012-13	% Var	2012-13 Projection	Department Baseline	
		Year-end Actual	Adopted Budget	Year-end Actuals	Adopted Budget	from PY YE Act		2013-14 Proposed Budget	% Var fr Adopted Budget
<b>50-01</b>	<b>Comm Dev Administration</b>								
5110	Salaries	142,316	104,481	110,208	104,481	-5%	106,000	107,100	3%
5112	Salaries - Overtime	7	0	0	0	0%	0	0	0%
5121	FICA Medicare	2,286	1,589	1,748	1,580	-10%	1,580	1,620	
5123	Health Care	12,815	9,450	10,187	9,450	-7%	9,450	9,450	0%
5124	Workers' Comp	5,623	3,287	3,306	3,269	-1%	3,270	4,465	37%
5125	Life & Disability	1,382	1,260	1,069	1,260	18%	1,260	1,260	0%
5126	Unemployment Insurance	1,429	1,438	1,102	1,430	30%	1,430	3,350	134%
5127	Retirement	29,113	18,467	18,550	19,419	5%	19,700	21,000	8%
5128	OPEB	0	0	0	0	0%	0	3,220	100%
5200	Car Allowance	5,106	5,100	4,519	4,500	0%	4,500	4,500	0%
5998	Staff Recovery	(1,982)	0	(2,236)	0	-100%	0	0	0%
	<b>Personnel</b>	<b>198,096</b>	<b>145,072</b>	<b>148,453</b>	<b>145,390</b>	<b>-2%</b>	<b>147,191</b>	<b>155,965</b>	<b>7%</b>
6110	Office Supplies	1,794	1,800	2,300	2,300	0%	2,300	2,300	0%
6610	Reference Materials	0	500	0	250	0%	250	250	0%
7110	Professional Services	0	0	0	0	0%	0	0	0%
7510	Printing	12,946	15,000	13,465	13,000	-3%	10,000	13,000	0%
7618	Meetings & Travel	151	5,000	1,751	3,000	71%	3,000	3,000	0%
7630	Dues & Memberships	631	650	558	700	25%	700	700	0%
7930	Commission Expense	34	2,000	0	3,000	0%	1,500	3,000	0%
	<b>Supplies &amp; Services</b>	<b>15,556</b>	<b>24,950</b>	<b>18,074</b>	<b>22,250</b>	<b>23%</b>	<b>17,750</b>	<b>22,250</b>	<b>0%</b>
	<b>Total Department</b>	<b>213,652</b>	<b>170,022</b>	<b>166,527</b>	<b>167,640</b>	<b>1%</b>	<b>164,941</b>	<b>178,215</b>	<b>6%</b>

**Town of Yucca Valley**  
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**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>50-50 Planning</b>									
5110	Salaries	94,587	92,708	85,284	127,000	49%	127,000	50,750	-60%
5112	Salaries - Overtime	293.55	1,393	122	1,500	1130%	750	1,465	-2%
5115	Vac-Sick Leave Cash	0	0	6,427	0	0%	0	3,500	0%
5121	FICA Medicare	1,343	1,739	1,469	1,168	-21%	1,168	690	-41%
5123	Health Care	15,211	25,160	21,295	25,200	18%	25,200	12,600	-50%
5124	Workers' Comp	3,778	3,143	2,992	4,055	36%	4,055	1,895	-53%
5125	Life & Disability	805	1,164	1,057	1,164	10%	1,170	460	-60%
5126	Unemployment Insurance	964	1,734	997	2,250	126%	2,250	1,675	-26%
5127	Retirement	19,635	17,270	17,335	23,600	36%	23,600	9,925	-58%
5128	OPEB	0	0	0	0	0%	0	1,525	0%
5998	Staff Recovery	(13,308)	0	0	0	0%	(6,000)	0	0%
	<b>Personnel</b>	<b>123,307</b>	<b>144,311</b>	<b>136,978</b>	<b>185,937</b>	<b>36%</b>	<b>179,193</b>	<b>84,485</b>	<b>-55%</b>
6110	Office Supplies	2,063	2,500	3,735	2,500	-33%	2,000	2,000	-20%
6610	Reference Materials	429	250	109	250	0%	250	250	0%
7110	Professional Services	479	2,500	6,428	2,500	-61%	2,500	2,500	0%
7510	Printing	683	1,500	398	3,000	654%	3,000	3,000	0%
7520	Advertising	360	2,000	923	2,000	117%	2,000	2,200	10%
7618	Meetings & Travel	41	0	0	0	0%	0	0	0%
	<b>Supplies &amp; Services</b>	<b>4,055</b>	<b>8,750</b>	<b>11,593</b>	<b>10,250</b>	<b>-12%</b>	<b>9,750</b>	<b>9,950</b>	<b>-3%</b>
1100-801	Dev Code	28,205	137,000	81,309	0	-100%	55,691	0	0%
1100-801	Gen Plan Update	0	450,000	141,962	0	-100%	308,038	0	0%
	<b>Capital</b>	<b>28,205</b>	<b>587,000</b>	<b>223,271</b>	<b>0</b>	<b>-100%</b>	<b>363,729</b>	<b>0</b>	<b>0%</b>
	<b>Total Department</b>	<b>155,567</b>	<b>740,061</b>	<b>371,842</b>	<b>196,187</b>	<b>-47%</b>	<b>552,672</b>	<b>94,435</b>	<b>-52%</b>

**Town of Yucca Valley**  
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**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>50-51 Engineering</b>									
5110	Salaries	82,269	129,765	155,189	192,246	24%	195,000	218,438	14%
5112	Salaries- Overtime	315	500	1,018	0	-100%	0	0	0%
5121	FICA Medicare	1,532	1,951	2,557	2,788	9%	2,788	3,300	18%
5123	Health Care	14,134	28,350	25,574	31,500	23%	31,500	31,500	0%
5124	Workers' Comp	3,845	5,381	5,232	7,690	47%	7,690	9,000	17%
5125	Life & Disability	1,010	1,356	1,624	1,995	23%	1,995	2,000	0%
5126	Unemployment Insurance	993	2,354	1,744	3,364	93%	3,364	6,800	102%
5200	Car Allowance	0	3,000	3,750	6,000	60%	6,000	6,000	0%
5127	Retirement	20,452	19,423	23,731	23,648	0%	23,648	29,200	23%
new	OPEB	0	0	0	0	0%	0	6,600	0%
5998	Staff Recovery	0	(60,000)	(2,397)	(80,000)	3238%	(40,000)	(50,000)	-38%
	<b>Personnel</b>	<b>124,550</b>	<b>132,080</b>	<b>218,022</b>	<b>189,231</b>	<b>-13%</b>	<b>231,985</b>	<b>262,838</b>	<b>39%</b>
6110	Office Supplies	3,274	2,500	2,538	3,000	18%	3,000	3,000	0%
7110	Professional Services	73,698	38,000	40,574	40,000	-1%	25,000	30,000	-25%
7510	Printing	665	1,600	1,063	1,600	51%	1,600	1,600	0%
7520	Advertising	463	500	178	500	181%	500	500	0%
7618	Meetings & Travel	72	0	0	0	0%	0	0	0%
7630	Dues & Memberships	0	0	0	0	0%	0	550	0%
	<b>Supplies &amp; Services</b>	<b>78,172</b>	<b>42,600</b>	<b>44,353</b>	<b>45,100</b>	<b>2%</b>	<b>30,100</b>	<b>35,650</b>	<b>-21%</b>
8541	Vehicle	0	23,000	0	0	0%	0	0	0%
	<b>Capital</b>	<b>0</b>	<b>23,000</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0%</b>
	<b>Total Department</b>	<b>202,722</b>	<b>197,680</b>	<b>262,375</b>	<b>234,331</b>	<b>-11%</b>	<b>262,085</b>	<b>298,488</b>	<b>27%</b>



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**BASELINE BUDGET UPDATE #5**

Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>50-52 Code Compliance</b>									
5110	Salaries	86,715	123,975	62,346	128,247	106%	55,000	80,600	-37%
5111	Salaries - Temp	24,630	0	46,934	0	0%	27,500	0	0%
5112	Salaries - Overtime	428	1,000	227	0	-100%	1,000	0	0%
5121	FICA Medicare	1,807	1,798	1,764	1,860	5%	1,860	1,200	-35%
5123	Health Care	17,859	25,200	16,676	25,200	51%	25,200	25,200	0%
5124	Workers' Comp	4,276	4,959	3,285	5,130	56%	5,130	3,250	-37%
5125	Life & Disability	854	840	835	840	1%	840	800	-5%
5126	Unemployment Insurance	1,117	2,170	1,095	2,244	105%	2,244	2,420	8%
5127	Retirement	17,376	15,303	11,029	16,886	53%	10,000	10,900	-35%
5128	OPEB	0	0	0	0	0%	0	2,450	100%
5998	Staff Recov-CDBG	(50,000)	0	(127,890)	0	-100%	0	(95,000)	0%
	<b>Personnel</b>	<b>105,063</b>	<b>175,245</b>	<b>16,302</b>	<b>180,407</b>	<b>1007%</b>	<b>128,774</b>	<b>31,820</b>	<b>-82%</b>
6110	Office Supplies	949	1,000	670	1,000	49%	1,000	1,000	0%
6120	Operating Supplies	189	500	110	500	356%	250	500	0%
6190	Clothing	114	750	189	750	297%	500	500	-33%
6610	Reference Materials	0	250	0	0	0%	0	0	0%
7110	Professional Services	1,496	8,500	4,581	7,500	64%	7,500	7,500	0%
7510	Printing	1,891	2,000	246	2,000	712%	2,000	1,750	-13%
7630	Dues & Memberships	175	200	75	75	0%	75	75	0%
7850	Substandard Buildings	3,000	5,000	1,383	5,000	262%	2,000	5,000	0%
7851	Abatement Costs	5,988	10,000	10,090	15,000	49%	10,000	15,000	0%
7852	Graffiti Abatement	250	350	0	0	0%	0	0	0%
7853	Clean Up Day	0	0	0	0	0%	0	0	0%
	<b>Supplies &amp; Services</b>	<b>14,052</b>	<b>28,550</b>	<b>17,344</b>	<b>31,825</b>	<b>83%</b>	<b>23,325</b>	<b>31,325</b>	<b>-2%</b>
<b>Total Department</b>		<b>119,115</b>	<b>203,795</b>	<b>33,646</b>	<b>212,232</b>	<b>531%</b>	<b>152,099</b>	<b>63,145</b>	<b>-70%</b>

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Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act.	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>50-53</b>	<b>Building &amp; Safety</b>								
6610	Reference Materials	0	100	0	100	0%	100	100	0%
7110	Professional Services	156,261	180,000	107,257	265,000	147%	150,000	102,000	-62%
7158	SMIP Fees - Residential	0	350	8	400	4900%	400	190	-53%
7159	SMIP Fees - Commercial	89	500	0	500	0%	4,200	760	52%
7510	Printing	0	250	31	250	706%	250	500	100%
	<b>Supplies &amp; Services</b>	<b>156,350</b>	<b>181,200</b>	<b>107,296</b>	<b>266,250</b>	<b>148%</b>	<b>154,950</b>	<b>103,550</b>	<b>-61%</b>
	<b>Total Department</b>	<b>156,350</b>	<b>181,200</b>	<b>107,296</b>	<b>266,250</b>	<b>148%</b>	<b>154,950</b>	<b>103,550</b>	<b>-61%</b>

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Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>55-01 Public Works Admin</b>									
5110	Salaries	40,821	0	0	0	0%	0	36,850	0%
5111	Salaries - Temp	0	40,000	39,654	45,000	13%	42,000	0	-100%
5112	Salaries - Overtime	161	991	0	0	0%	0	0	0%
5121	FICA Medicare	651	618	0	0	0%	0	535	0%
5123	Health Care	9,041	12,600	0	0	0%	0	12,600	0%
5124	Workers' Comp	1,661	1,705	0	0	0%	0	1,475	0%
5125	Life & Disability	419	396	0	0	0%	0	420	0%
5126	Unemployment Insurance	419	746	0	0	0%	0	1,125	0%
5127	Retirement	8,433	7,359	0	0	0%	0	2,300	0%
4128	OPEB							1,115	
5200	Car Allowance	0	0	0	0	0%	0	0	0%
	<b>Personnel</b>	<b>61,606</b>	<b>64,416</b>	<b>39,654</b>	<b>45,000</b>	<b>13%</b>	<b>42,000</b>	<b>56,420</b>	<b>25%</b>
6110	Office Supplies	2,545	2,500	2,492	2,000	-20%	2,000	2,000	0%
6127	Dirt Road Street Signs	1,021	1,500	0	1,500	0%	750	1,500	0%
6610	Reference Materials	212	300	0	300	0%	300	300	0%
7510	Printing	60	200	96	200	108%	100	200	0%
7618	Meetings & Travel	2,405	5,000	3,266	5,000	53%	5,000	5,000	0%
7630	Dues & Memberships	158	250	185	250	35%	250	250	0%
	<b>Supplies &amp; Services</b>	<b>6,401</b>	<b>9,750</b>	<b>6,039</b>	<b>9,250</b>	<b>53%</b>	<b>8,400</b>	<b>9,250</b>	<b>0%</b>
<b>Total Department</b>		<b>68,007</b>	<b>74,166</b>	<b>45,693</b>	<b>54,250</b>	<b>19%</b>	<b>50,400</b>	<b>65,670</b>	<b>21%</b>

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Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>55-57</b>	<b>Fleet Maintenance</b>								
6410	Maintenance Supplies	3,889	3,500	2,170	3,600	66%	3,500	3,600	0%
6500	Fuel	45,887	65,000	43,907	60,000	37%	60,000	65,000	8%
6610	Reference Materials	0	500	0	500	0%	500	500	0%
6910	Tools & Equipment	128	500	0	500	0%	500	500	0%
7411	Maintenance - Equip	12,990	15,000	5,544	15,000	171%	15,000	15,000	0%
7413	Maintenance - Vehicles	25,247	29,000	25,062	25,000	0%	25,000	25,000	0%
7999	Indirect Cost Recovery	(2,069)	(3,500)	(946)	(3,500)	270%	(3,500)	(4,000)	14%
	<b>Supplies &amp; Services</b>	<b>86,072</b>	<b>110,000</b>	<b>75,737</b>	<b>101,100</b>	<b>33%</b>	<b>101,000</b>	<b>105,600</b>	<b>4%</b>
8541	Vehicle	0	23,000	0	0	0%	0	0	0%
	<b>Capital</b>	<b>0</b>	<b>23,000</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0%</b>
	<b>Total Department</b>	<b>86,072</b>	<b>133,000</b>	<b>75,737</b>	<b>101,100</b>	<b>33%</b>	<b>101,000</b>	<b>105,600</b>	<b>4%</b>

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Acct.	Description	2010-11 Year-end Actual	2011-12 Adopted Budget	2011-12 Year-end Actuals	2012-13 Adopted Budget	% Var from PY YE Act	2012-13 Projection	Department Baseline	
								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>55-58 Parks Maintenance</b>									
5110	Salaries	179,720	186,529	181,965	185,000	2%	170,000	155,380	-16%
5111	Salaries - Temp	0	0	1,595	14,500	100%	15,000	0	-100%
5112	Salaries - Overtime	11134.49	15,363	9,127	15,745	73%	10,000	16,025	2%
5113	Standby	6,312	8,282	6,528	8,363	28%	5,000	8,450	1%
5115	Vac-Sick Leave Cash	0	0	9,430	0	0%	10,000	7,500	100%
5121	FICA Medicare	2,856	3,048	3,010	3,318	10%	3,320	2,715	-18%
5123	Health Care	37,528	50,400	44,245	50,400	14%	40,000	37,800	-25%
5124	Workers' Comp	7,494	8,407	5,987	9,153	53%	9,160	7,495	-18%
5125	Life & Disability	1,813	1,848	1,760	1,848	5%	1,850	1,370	-26%
5126	Unemployment Insurance	1,927	3,678	1,996	4,005	101%	4,010	5,660	41%
5127	Retirement	36,486	32,969	32,391	30,000	-7%	28,000	30,315	1%
5128	OPEB	0	0	0	0	0%	3,500	4,675	0%
	<b>Personnel</b>	<b>285,271</b>	<b>310,524</b>	<b>298,035</b>	<b>322,332</b>	<b>8%</b>	<b>299,840</b>	<b>277,385</b>	<b>-14%</b>
6122	Grounds Maintenance Supp	24,329	26,500	30,585	31,500	3%	31,500	38,500	22%
6190	Clothing	2,703	2,750	1,945	3,450	77%	2,500	1,800	-48%
6910	Tools & Equipment	1,249	1,500	770	7,500	874%	5,000	2,600	-65%
7110	Professional Services	2,508	2,900	5,058	7,000	38%	7,000	19,800	183%
7114	YVHS Pool Maintenance	23,681	47,500	42,858	40,000	-7%	40,000	23,400	-42%
7212	Utilities - Water	71,144	80,000	78,215	40,000	-49%	40,000	75,000	88%
7310	Rental of Equipment	0	1,000	50	1,300	2500%	1,000	1,300	0%
7411	Maintenance - Equip	577	2,000	747	1,000	34%	1,000	3,500	250%
7630	Dues & Memberships	0	250	278	350	26%	350	350	0%
	<b>Supplies &amp; Services</b>	<b>126,191</b>	<b>164,400</b>	<b>160,506</b>	<b>132,100</b>	<b>-18%</b>	<b>128,350</b>	<b>166,250</b>	<b>26%</b>
new	Brehm 1, one time costs	0	0	0	0	0%	0	17,000	0%
new	Old TC Resurface	0	0	0	0	0%	0	10,000	0%
8541	Vehicle	0	50,000	0	0	0%	0	0	0%
	<b>Capital</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>27,000</b>	<b>0%</b>
	<b>Total Department</b>	<b>411,462</b>	<b>524,924</b>	<b>458,541</b>	<b>454,432</b>	<b>-1%</b>	<b>428,190</b>	<b>470,635</b>	<b>4%</b>

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								2013-14 Proposed Budget	% Var fr Adopted Budget
<b>55-59 Streets Operations (General Fund)</b>									
7110	Professional Services	163,532	0	0	0	0%	0	0	0%
	Supplies & Services	163,532	0	0	0	0%	0	0	0%
	<b>Total Department</b>	<b>163,532</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total General Fund Expenditures</b>		<b>8,932,178</b>	<b>9,611,275</b>	<b>9,129,396</b>	<b>9,182,784</b>	<b>1%</b>	<b>9,883,619</b>	<b>8,835,687</b>	<b>-4%</b>