

**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.*

**TOWN COUNCIL: 6:00 p.m.
TUESDAY, DECEMBER 10, 2013
YUCCA VALLEY COMMUNITY CENTER
YUCCA ROOM
57090 - 29 PALMS HIGHWAY
YUCCA VALLEY, CALIFORNIA 92284**

**CLOSED SESSION: 6:00 p.m.
(Immediately Following the Regular Town Council Meeting)
TUESDAY, DECEMBER 10, 2013
TOWN HALL CONFERENCE ROOM
57090 - 29 PALMS HIGHWAY
YUCCA VALLEY, CALIFORNIA 92284**

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

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**TOWN ADMINISTRATIVE OFFICE:
760-369-7207**

www.yucca-valley.org

**AGENDA
SPECIAL MEETING OF THE
TOWN OF YUCCA VALLEY COUNCIL
TUESDAY DECEMBER 10, 2013
6:00 P.M.**

The Town of Yucca Valley complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the Town Clerk's Office at 760-369-7209 at least 48 hours prior to the meeting.

An agenda packet for the meeting is available for public view in the Town Hall lobby and on the Town's website, www.yucca-valley.org, prior to the Council meeting. Any materials submitted to the Agency after distribution of the agenda packet will be available for public review in the Town Clerk's Office during normal business hours and will be available for review at the Town Council meeting. Such documents are also available on the Town's website subject to staff's ability to post the documents before the meeting. For more information on an agenda item or the agenda process, please contact the Town Clerk's office at 760-369-7209 ext. 226.

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

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

OPENING CEREMONIES

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

INVOCATION Presented by Pastor Myron Wells, First Christian Church

PRESENTATION

1. San Bernardino County Sheriff's School Resource Officer Update
2. State of the Town Address

APPROVAL OF AGENDA

Action: Move _____ 2nd _____ Vote _____.

CONSENT AGENDA

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.

1-6 4. Town Council Meeting Minutes of November 5, 2013

Recommendation: Approve the Town Council Meeting minutes of November 5, 2013 as presented

7-18 5. Records Retention Policy Compliance; Authorization to Purge Records

Recommendation: Approve continuing compliance with the Town’s Records Retention Policy and authorizes the purging of out-of-date records in accordance with California Government Code and the Town’s Resolution 04-14.

19-27 6. Warrant Register

Recommendation: Ratify the Payroll Registers total of \$258,684.37 for checks dated November 8, 2013 and November 22, 2013; Ratify the Warrant Registers total of \$376,612.59 for checks dated November 14, 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 3-6)

Action: Move _____ 2nd _____ Vote _____

REORGANIZATION OF TOWN COUNCIL

28-32 7. Selection of Mayor

Town Clerk to accept nominations for Mayor

Recommendation: Nominate a Council Member to serve as Mayor for 2014

Action: Move _____ 2nd _____ Voice Vote _____.

8. Selection of Mayor Pro Tem.

Mayor to take nominations for Mayor Pro Tem.

Recommendation: Nominate a Council Member to serve as Mayor Pro Tem for 2014.

Action: Move _____ 2nd _____ Voice Vote _____.

9. Presentations to outgoing Mayor

15-MINUTE RECESS

PUBLIC HEARING

- 33-47 10. Development Code Amendment, DCA 08-13;
Chapter 9.46, Renewable Energy Generation Facilities

Recommendation:

- A. Find that the project is exempt from CEQA in accordance with Section 15061 (b)(3) of the California Environmental Quality Act. The proposed amendment to revise the Town's regulations has no potential to impact the environment. The proposed amendment does not alter the existing requirements that specific development projects must comply with the provisions of the California Environmental Quality Act. Development Code Amendment, DCA 08-13 meets the exemption criteria which states "that if an activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA".
- B. Introduce the Ordinance amending the Development Code, DCA 08-13

DEPARTMENT REPORTS

- 48-52 11. Budget Report for the fiscal year ended June 30, 2013;
Comprehensive Annual Financial Report for the fiscal year ended June 30, 2013

Recommendation: Receive and file the Budget Report for the fiscal year

ended June 30, 2013; and receive and file the Comprehensive Annual financial Report (CAFR) for the fiscal year ended June 30, 2013

Action: Move _____ 2nd _____ Vote _____

- 53-68 12. 2013 California Building Codes Overview; Set Public Hearing for January 21, 2014, Town Council Meeting

Recommendation:

Introduce the Ordinance and set the matter for public hearing at the Town Council meeting of January 21, 2014

Action: Move _____ 2nd _____ Vote _____

FUTURE AGENDA ITEMS

PUBLIC COMMENTS

In order to assist in the orderly and timely conduct of the meeting, the Council takes this time to consider your comments on items of concern which are on the Closed Session or not on the agenda. When you are called to speak, please state your name and community of residence. Notify the Mayor if you wish to be on or off the camera. Please limit your comments to three (3) minutes or less. Inappropriate behavior which disrupts, disturbs or otherwise impedes the orderly conduct of the meeting will result in forfeiture of your public comment privileges. The Town Council is prohibited by State law from taking action or discussing items not included on the printed agenda.

STAFF REPORTS AND COMMENTS

MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS

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

ANNOUNCEMENTS

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

6:00 p.m., Tuesday, December 17, 2013, Yucca Valley Community Center Yucca Room

ADJOURN TO CLOSED SESSION

CLOSED SESSION

(Public Comments will be taken before the Council adjourns to Closed Session)

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of Case: Mirage Front Properties, LLC

REPORT OUT FROM CLOSED SESSION

ADJOURNMENT

**TOWN OF YUCCA VALLEY
TOWN COUNCIL MEETING MINUTES
NOVEMBER 5, 2013**

OPENING CEREMONIES

Mayor Abel called the meeting to order at 6:08 p.m.

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

Staff Present: Deputy Town Manager Stueckle, Administrative Services Director Yakimow, Police Captain Boswell, Town Attorney Laymon, and Town Clerk Copeland

The Pledge of Allegiance was led by San Bernardino County Sheriff McMahon

The Invocation was presented by Pastor Bob Wagner, Joshua Springs Community Chapel

PRESENTATIONS

1. Town Employee of Quarter

Deputy Town Manager Stueckle introduced Robert Adams, Lead Maintenance Worker for the Town's Streets Division as the Town Employee of the 3rd Quarter of 2013. Mayor Abel presented a plaque and thanked Robert for his hard work and dedication.

2. San Bernardino County Sheriff's Department- AB109 Update and Annual Report

Sheriff McMahon presented an AB109 Update, explaining the legislation and the impact it has made to the public safety program.

Police Chief Boswell presented the Public Safety Annual Report

AGENCY REPORTS

3. Yucca Valley Chamber of Commerce

The monthly Yucca Valley Chamber of Commerce report was presented by Past Chairman, Jennifer Collins.

APPROVAL OF AGENDA

Deputy Town Manager Stueckle explained that Page 4 of the agenda was inadvertently omitted from the scanned, web page version of the posted agenda. Due to Brown Act provisions, it is necessary to pull items 9-12 from the agenda. Items are not time sensitive and will return on a future agenda.

Council Member Leone moved to remove items 9-12 and approve the Yucca Valley Town Council meeting agenda, including items 1-8 and 13, for November 5, 2013. Mayor Pro Tem Lombardo seconded. Motion carried 5-0 on a voice vote.

CONSENT AGENDA

4. **Waive** further reading of all ordinances and read by title only.
5. **Approve** the Town Council Meeting minutes of September 3, 2013 and September 17, 2013 and the Special Town Council Meeting minutes of September 19, 2013 as presented
6. **Award** the construction contract to Cicero Engineering, in the amount of \$105,800. And authorize a construction contingency in the amount of \$9,200. For a total contract amount not to exceed \$115,000. Authorizing the Mayor, Town Manager, and Town Attorney to sign all necessary documents, and authorizing the Town manager to expend the contingency fund, if necessary, to complete the project.
7. **Adopt** Resolution No. 13-37 and approve the granting of an easement to the public for street and utility purposes for Antelope Trail, as described in Attachment "A" to this staff report, and authorizes the Mayor to sign the grant of easement, and directs the Town Clerk to record the easement with the San Bernardino County Recorder's Office.
8. **Authorize** Town Staff to solicit informal bids from three vendors for the purchase of a portable solar message board using the FY 2013 Homeland Security Grant Program (HSGP) funds, and to waive the informal bidding procedures finding that the established procedures (Chapter 3.12) would be impractical for this purchase

Item 9-12 removed from agenda.

Mayor Abel opened public comment for the consent items. With no members of the public wishing to speak, Mayor Abel closed public comments.

Mayor Abel commented on Item 8, asking for clarification that informal bid results are also considered public records.

Council Member Leone confirmed that Item 7, has nothing to do with the closure of antelope Trail for the Senior Housing Project.

Council Member Huntington moved to approved Consent Items 4-8. Council Member Rowe seconded. Motion carried 5-0 on a voice vote.

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

NOES: None
ABSTAIN: None
ABSENT: None

DEPARTMENT REPORTS

13. Request for Amendment to Existing Relocation & Settlement Agreement California Alternative Medicinal Solutions

Deputy Town Manager Stueckle presented the staff report explaining that California Alternative Medicinal Solutions (CAMS) representatives have requested an amendment to the existing agreement allowing additional time for operations. CAMS, a medical marijuana dispensary in Yucca Valley has been operating under the current Relocation and Settlement Agreement since August 3, 2010.

Mayor Abel opened public comments.

William Green, Yucca Valley spoke in opposition to granting additional time to CAMS existing agreement.

Lori Green, Yucca Valley also spoke in opposition to allowing additional time to CAMS existing agreement.

Brian Nicholson, CAMS owner spoke of the benefits of medical marijuana and how it fills a role in the community.

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

Council Member Rowe questioned Nicholson, if he has met with school resource officers about controlling medical marijuana availability in the home.

Mayor Pro Tem Lombardo confirmed that the project being sold is not consumed on the business premises. Lombardo also questioned how money changes hands. Nicholson explained that donations are received for the project and those donations are distributed throughout the co-op.

Council Member Leone questioned the forms of marijuana offered locally and spoke of concern for abuse of the medical cards.

Council Member Huntington inquired about sales tax revenue.

Mayor Abel re-opened public comment.

Susan Simmons, Yucca Valley spoke in favor of the use of medically needed marijuana.

Robert Thacher, Yucca Valley spoke in favor of extending the CAMS agreement.

Rubicelia Sibaja, Yucca Valley spoke in favor of extending the CAMS agreement.

Bob Stadum, Yucca Valley commented favorably of regulating and taxing medical marijuana.

Annette Bourgeau, Yucca Valley stated CAMS should be able to remain in operation in Yucca Valley.

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

Mayor Pro Tem Lombardo stated he understands it is a difficult decision and though medical marijuana has a place in society, it also has a potential to be misused. Lombardo explained he is in favor of extending two more years with taxes or fees imposed to offset public safety costs.

Council Member Huntington questioned Police Captain Boswell if there has been any police activity specific to CAMS. Huntington stated he is not in favor of extending and believes that taxing would require a ballot measure.

Council Member Leone spoke in favor of extending the CAMS agreement as it is the only legally operated medical marijuana dispensary in San Bernardino County.

Council Member Rowe explained she is not in favor of extending the CAMS agreement and spoke of concern about Council considering going against the Town's own ordinance by allowing an extension of the sunset agreement put into place when the ordinance was passed.

Mayor Abel spoke against extending the agreement.

Mayor Pro Tem Lombardo requested to split the motion into two recommendations, one for the CAMS agreement and one regarding mobile dispensaries.

Council Member Rowe moved to direct the Planning commission to forward an Ordinance to the Town Council for the prohibition of mobile medical marijuana dispensaries and delivery services within the Town of Yucca Valley. Mayor Pro Tem Lombardo seconded. Motion carried 5-0 on a roll call vote.

AYES: Council Members Huntington, Leone, Lombardo, Rowe and Mayor Abel
NOES: None

ABSTAIN: None

ABSENT: None

Council Member Rowe moved to not amend the existing Relocation and Settlement Agreement with CAMS. Council Member Huntington seconded. Motion carried 3-2 on a roll call vote.

AYES: Council Members Huntington, and Rowe and Mayor Abel

NOES: Mayor Pro Tem Lombardo and Council Member Leone

ABSTAIN: None

ABSENT: None

FUTURE AGENDA ITEMS

None stated.

PUBLIC COMMENTS

Art Miller, Yucca Valley spoke as Treasurer of Desert Regional Tourism Agency and informed the Council that the California Welcome Center will be hosting an upcoming visit from a group of tourism related representatives from the Coachella Valley and invited the mayor to attend.

STAFF REPORTS AND COMMENTS

Alex Qishta presented a brief update on the Hwy 62, TCRP project schedule and stated that public outreach sessions are scheduled throughout the project timeline.

Mayor Abel questioned the use of alternate routes and if signage was in place informing motorists of these routes. Qishta stated he is working with Caltrans to adjust the timing on the traffic lights within the construction zone.

Council Member Leone suggested changing land directions during peak community times to eliminate the back log of traffic.

Deputy Town Manager Stueckle spoke of the upcoming Town Council meeting schedule and congratulated Robert Adams for being the Town's Employee of the Quarter. Stueckle also thanked Sheriff McMahan and Captain Boswell for their assistance and facilitating a great working relationship with the Town of Yucca Valley.

Administrative Services Director Yakimow informed the Council of upcoming Veterans' Day festivities in Twentynine Palms and reminded them of the upcoming Tree Lighting Event and Craft Faire on December 7th.

MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS

14. Council Member Leone congratulated Robert for the Employee of the Quarter award and Thanked Captain Boswell for the annual report.
15. Council Member Rowe spoke of the upcoming General Plan Public hearing on November 19, 2013 and congratulated Robert Adams for his award.
16. Council Member Huntington thanked Robert for his service. Huntington reported of recent committee action, including the Solid Waste Committee, the ACJPA, SANBAG, and the Senior Housing Ad Hoc Committee.
17. Mayor Pro Tem Lombardo thanked Robert for his dedication.
18. Mayor Abel thanked Robert for his service and reminded the public to donate blankets to the Animal Shelter for the cold winter months.

ANNOUNCEMENTS

The next regular meeting of the Yucca Valley Town Council will be held on Tuesday, November 19, 2013 at 6:00 pm, in the Yucca Room of the Yucca Valley Community Center.

ADJOURNMENT

With no further business, Mayor Abel adjourned the meeting at 8:10 p.m.

Respectfully Submitted,

Lesley Copeland, CMC
Town Clerk

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Curtis Yakimow, Director of Administrative Services
Jessica Rice, Administrative Assistant III
Date: November 27, 2013
For Council Meeting: December 10, 2013

Subject: Records Retention Policy Compliance
Authorization to Purge Records

Prior Council Review: Last request to purge records was approved by Council in June, 2008.

Recommendation: That Town Council approves continuing compliance with the Town's Records Retention Policy and authorizes the purging of out-of-date records in accordance with California Government Code and the Town's Resolution 04-14.




Order of Procedure:

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

Discussion: On April 4, 2004, the Town Council adopted Resolution No. 04-14 in conformance with Section 34090 of the Government Code of the State of California establishing a Town Records Retention Schedule and authorizing destruction of certain records. This Resolution provides the ability to reduce current and future records storage costs and increase efficiency by freeing up storage and office space.

Town Staff has prepared a recommended purge list for the destruction of outdated records as identified on the attached Records Purge Log, and in accordance with the Records Retention Schedule, and is requesting approval of the Town Council to purge these records. The recommended purge list has been certified by the Town Clerk for compliance with the Town's Records Retention Policy.

Alternatives: None recommended

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

Fiscal impact: Administrative Staff will be assisting the Town Clerk's office in coordinating record destruction services. Costs for shredding services are estimated not to exceed \$800, and are accommodated by the Town's Adopted FY 2013-14 budget.

Attachments: Records Purge Log

<u>Department</u>	<u>Fiscal Year or Box ID</u>	<u>Description/File Contents</u>	<u>Media Type</u> P = Paper OD = CD, DVD
Administrative Services	1991-1998	Franchise Agreements workpapers	P
Administrative Services	1996-2005	County Revenue Reports	P
Administrative Services	1997-2001	HdL Sales Tax Reports	P
Administrative Services	1999-2001	Miscellaneous Department Files and workpapers	P
Administrative Services	1989-1999	Drainage Master Plan Information finance workpapers	P
Administrative Services	2001-2003	Grant Workpapers and Capital Project Workpapers	P
Administrative Services	1996	Draft Code, Development Code Information	P
Administrative Services	2001-2006	Miscellaneous Department Workpapers	P
Animal Control	2007-2008	Cash Receipts	P
Animal Control	AC15	Animal licensing applications/renewals 2007	P
Animal Control	AC16	Animal shelter receipts August 2006- December 2007	P
Animal Control	AC17	Animal licensing applications/renewals 2008	P
Animal Control	AC18	Shelter reconciliation reports and receipt copies October 2008- May 2009	P
Animal Control	AC19	Animal licensing applications/renewals January 2009- August 2009	P
Animal Control	AC22	Shelter reconciliation reports and receipt copies March-December 2010	P
Animal Control	AC23	Animal licensing applications/ renewals 2008-2010	P
Animal Control	AC24	Animal shelter impound record copies 2010	P
Animal Control	AC26	Adoption folders A-J 2009	P
Animal Control	AC27	Adoption records K-S 2009	P
Animal Control	AC28	Animal shelter impound card copies 2009	P
Animal Control	AC29	Animal shelter records 2008	P
Animal Control	AC30	Animal shelter records 2008	P

OWN of Yucca Valley Records Purge Log for meeting of 12/10/13

Animal Control	AC32	Adoption folders T-Z 2009	P
Animal Control	AC33	Adoption folders A-L 2008	P
Animal Control	AC34	Adoption folders M-Z 2008	P
Animal Control	AC35	Animal control monthly records 2007	P
Animal Control	AC36	Animal control records 2006	P
Animal Control	AC37	Animal control case files 2007	P
Animal Control	AC38	Animal control case files 2007	P
Animal Control	AC39	Animal shelter records January-July 2007	P
Animal Control	AC40	Animal shelter records August-December 2006	P
Animal Control	AC41	Animal shelter records August-December 2007	P
Animal Control	AC42	Animal shelter records January-July 2006	P
Animal Control	AC50	Daily reconciliation reports, yearly budgets, invoices 1999-2006	P
Animal Control	AC51	Animal shelter/Control revenue reports, shelter statistics, county invoices 2008-2010	P
Animal Control	AC53	Animal shelter returned to owner cards/forms January-May 2010	P
Animal Control	AC54	Animal shelter impound cards and daily activity logs January-May 2009	P
Animal Control	AC55	Animal shelter daily activity logs and impound cards June-October 2010	P
Animal Control	AC56	Euthanasia and controlled substances logs 2006- November 2010	P
Community Services	2005	Registration Receipts January to September	P
Community Services	2006	CA Welcome Center Correspondence	P
Community Services	2006	Registration Receipts June to December	P
Community Services	2007	Activity Files	P
Community Services	2007	Contract Instructors sign in sheets	P
Community Services	2007	Registration Receipts January to June	P
Community Services	2008	Registration Receipts April to December	P
Community Services	2009	Registration Receipts January to August	P
Community Services	2010	Registration Receipts April to December 2010	P
Community Services	1987 + prior yrs	Director Correspondence	P

Community Services	1992-1994	CDBG Project Files	P
Community Services	1994-2000	CDBG Project Files	P
Community Services	1994-2002	CDBG Project Files	P
Community Services	2003-2006	Facility Rental Applications	P
Community Services	2003-2009	Miscellaneous Recreation Files	P
Community Services	2004-2006	Recreation Program Files	P
Community Services	2005-2006	Bank Deposits/Cash Receipts	P
Community Services	2005-2006	Bank Deposits/Cash Receipts (2nd box)	P
Community Services	2005-2006	Registration Receipts October 2005 to May 2006	P
Community Services	2006-2007	Recreation Program Files	P
Community Services	2006-2007	Recreation Program Files	P
Community Services	2007-2008	Cash Receipts	P
Community Services	2007-2008	Registration Receipts July 2007 to April 2008	P
Community Services	2008-2009	Program Files and Facilities Calendar, Recreation Supervisor Correspondence	P
Community Services	2008-2009	Sports Team and Program Files	P
Finance	2003	Building & Safety Deposits/Cash Receipts (July-December)	P
Finance	2004	Building & Safety Deposits/Cash Receipts	P
Finance	2005	EOC Winter Storm Correspondence (event has been reimbursed)	P
Finance	2004-2005	Bank Deposits/Cash Receipts	P
Finance	2005-2006	Bank Deposits/Cash Receipts	P
Finance	2007-2008	Cash Receipts	P
Finance	1989	Planning Commissioner Handbook 1989	P
Finance	2001	Bank Deposits/Cash Receipts (February -June)	P
Finance	2003	Correspondence & Monthly Reports	P
Finance	2005	1099 Reporting	P
Finance	2006	AP Cancelled Checks January 2006 - Sept 2006	P
Finance	1990-1994	Workpapers, Cash Receipts, year end close workpapers	P

own of Yucca Valley Records Purge Log for meeting of 12/10/13

Finance	1993-2001	Budget & Journal Entries 00/01, Comprehensive Plan 1995, RDA Project & Project 1993	P
Finance	1994-2001	Miscellaneous Finance Workpapers	P
Finance	1994-2003	Vendor Contracts	P
Finance	1994-2004	Administrative Records/Reports	P
Finance	1994-2006	State Controllers Correspondence	P
Finance	1995-1996	Bank Deposits/Cash Receipts (July 1995-April 1996)	P
Finance	1995-1996	Measure I Audit Workpapers, Treasurers Reports	P
Finance	1995-1996	Revenue Reports and Correspondence	P
Finance	1995-1996	US Trust Correspondence	P
Finance	1996-1998	Financial Reports and Analysis, Banking	P
Finance	1996-2000	LLEBG Fund	P
Finance	1996-2000	Miscellaneous Finance Workpapers and Revenue Reports	P
Finance	1997-1998	Audit Workpapers	P
Finance	1997-1998	Audit Workpapers, Banking, Journal Entries	P
Finance	1997-2002	SEMS Multifunction Plan, Capital Impr Workpapers, Journal Entries 01/03, Legislative Program	P
Finance	1997-2003	Budget Workpapers and Capital Projects Workpapers	P
Finance	1998-2004	1099 & Revenue & Purchase Orders 2004-2005	P
Finance	2000-2001	Accounts Payable letters A-B	P
Finance	2000-2001	Accounts Payable letters C-E	P
Finance	2000-2001	Accounts Payable letters F-H	P
Finance	2000-2001	Accounts Payable letters I-O	P
Finance	2000-2001	Accounts Payable letters P-R	P
Finance	2000-2001	Accounts Payable letters S-St	P
Finance	2000-2001	Accounts Payable letters Ste-V	P
Finance	2000-2001	Accounts Payable letters V-Z	P
Finance	2000-2001	Bank Deposits/Cash Receipts (July 2000-Jan 2001)	P
Finance	2000-2001	Bank Reconciliation	P

Finance	2000-2001	Cash Receipts and Warrant Registers	P
Finance	2000-2001	Warrant Registers	P
Finance	2000-2002	Budget Workpapers	P
Finance	2000-2002	Warrant Registers	P
Finance	2000-2003	Bank Reconciliation	P
Finance	2001-2002	Accounts Payable letters A-B	P
Finance	2001-2002	Accounts Payable letters C-E	P
Finance	2001-2002	Accounts Payable letters F-H	P
Finance	2001-2002	Accounts Payable letters I-M	P
Finance	2001-2002	Accounts Payable letters N-P & workpapers	P
Finance	2001-2002	Accounts Payable letters Q-St	P
Finance	2001-2002	Accounts Payable letters St-U	P
Finance	2001-2002	Accounts Payable letters V-Z	P
Finance	2001-2002	Bank Deposits & Audit Workpapers 2001-2003	P
Finance	2001-2002	Bank Deposits/Cash Receipts	P
Finance	2001-2002	Cash Receipts and Purchase Orders	P
Finance	2001-2003	Capital Projects workpapers	P
Finance	2001-2003	Miscellaneous Correspondence	P
Finance	2001-2005	Banking, Budget and Journal Entries	P
Finance	2002-2003	Accounts Payable letters A-B	P
Finance	2002-2003	Accounts Payable letters C-Fe	P
Finance	2002-2003	Accounts Payable letters Fi-K	P
Finance	2002-2003	Accounts Payable letters L-Pa	P
Finance	2002-2003	Accounts Payable letters Pe-Sc	P
Finance	2002-2003	Accounts Payable letters Se-V	P
Finance	2002-2003	Accounts Payable letters V-Z	P
Finance	2002-2003	Bank Deposits/Cash Receipts	P

own of Yucca Valley Records Purge Log for meeting of 12/10/13

Finance	2002-2003	Bank Deposits/Cash Receipts (2nd box)	P
Finance	2002-2003	Cash Receipts, COPS Grants	P
Finance	2002-2003	Journal Entries and Budget Workpapers	P
Finance	2002-2004	HdL Reports	P
Finance	2002-2007	Receipt Books December 2002-October 2007	P
Finance	2003-2004	Accounts Payable letters A-C	P
Finance	2003-2004	Accounts Payable letters D-H	P
Finance	2003-2004	Accounts Payable letters I-Pi	P
Finance	2003-2004	Accounts Payable letters PI-St	P
Finance	2003-2004	Accounts Payable letters Su-Z	P
Finance	2003-2004	AP Cancelled Checks July 2003 - Sept 2004	P
Finance	2003-2004	Bank Deposits/Cash Receipts	P
Finance	2003-2004	Bank Deposits/Cash Receipts	P
Finance	2003-2004	Journal Entries & Banking	P
Finance	2003-2004	Revenue	P
Finance	2003-2004	Warrant Registers & Purchase Orders	P
Finance	2003-2005	Capital Projects, Warrant Registers	P
Finance	2003-2007	Bank of New York Statements	P
Finance	2004-2005	Accounts Payable letters A-Ba	P
Finance	2004-2005	Accounts Payable letters Be-Def	P
Finance	2004-2005	Accounts Payable letters Des-H	P
Finance	2004-2005	Accounts Payable letters Ha-L	P
Finance	2004-2005	Accounts Payable letters M-Pe	P
Finance	2004-2005	Accounts Payable letters Pe-Sce	P
Finance	2004-2005	Accounts Payable letters Sc-U	P
Finance	2004-2005	Accounts Payable letters V-Z	P
Finance	2004-2005	Adelphia Workpapers	P

Finance	2004-2005	Bank Reconciliation, Purchase Orders & Revenue Reports	P
Finance	2004-2005	Cash Receipts	P
Finance	2004-2005	Cash Receipts	P
Finance	2004-2005	Journal Entries & Special Revenue Funds	P
Finance	2004-2005	Warrant Registers & Purchase Orders	P
Finance	2004-2006	AP Cancelled Checks Sept 2004 - January 2006	P
Finance	2005-2006	Accounts Payable letters A-Ci	P
Finance	2005-2006	Accounts Payable letters Cin-F	P
Finance	2005-2006	Accounts Payable letters J-K	P
Finance	2005-2006	Accounts Payable letters L-O	P
Finance	2005-2006	Accounts Payable letters P-SBCO	P
Finance	2005-2006	Accounts Payable letters Sce-T	P
Finance	2005-2006	Accounts Payable letters U-Z	P
Finance	2005-2006	Bank Deposits/Cash Receipts	P
Finance	2005-2006	Journal Entries	P
Finance	2005-2006	Warrant Registers & Bank Reconciliation	P
Finance	2005-2008	Museum Event Reports, Budget, Gift Shop Receipts, Donations	P
Finance	2006-2007	Accounts Payable letters A-B	P
Finance	2006-2007	Accounts Payable letters C-E	P
Finance	2006-2007	Accounts Payable letters F-Hi	P
Finance	2006-2007	Accounts Payable letters Hj-L	P
Finance	2006-2007	Accounts Payable letters M-Pa	P
Finance	2006-2007	Accounts Payable letters P-SBCO	P
Finance	2006-2007	Accounts Payable letters SCE-St	P
Finance	2006-2007	Accounts Payable letters Su-Ve	P
Finance	2006-2007	Accounts Payable letters Ve-Z & 1099's	P
Finance	2006-2007	Animal Control Cash Receipts	P

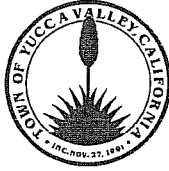
Town of Yucca Valley Records Purge Log for meeting of 12/10/13

Finance	2006-2007	Bank Reconciliation	P
Finance	2006-2007	Community Development Cash Receipts	P
Finance	2006-2007	Community Services Cash Receipts	P
Finance	2006-2007	Journal Entries	P
Finance	2006-2007	SBCO & Franchises & Cash Receipts	P
Finance	2006-2007	Town Hall Cash Receipts	P
Finance	2006-2007	Warrant Registers	P
Finance	2006-2008	AT&T Telephone Invoices	P
Finance	2006-2008	Journal Entries, Budget workpapers, BNY, RFP Auditors	P
Finance	2006-2008	SBCO/CA/Misc. Revenue	P
Finance	2007-2008	Accounts Payable letters A-B	P
Finance	2007-2008	Accounts Payable letters C-D	P
Finance	2007-2008	Accounts Payable letters E-G	P
Finance	2007-2008	Accounts Payable letters H-K	P
Finance	2007-2008	Accounts Payable letters L-O	P
Finance	2007-2008	Accounts Payable letters P-R	P
Finance	2007-2008	Accounts Payable letters S-Sp	P
Finance	2007-2008	Accounts Payable letters St-Va	P
Finance	2007-2008	Accounts Payable letters Ve-Z	P
Finance	2007-2008	Bank Reconciliation	P
Finance	2007-2008	Cash Receipts & Deposit Books Town Hall & Museum	P
Finance	2007-2008	Cash Receipts Town Hall	P
Finance	2007-2008	Journal & Budget Entries	P
Finance	1998-2004	OES Seminar, Audit Workpapers, Misc. Correspondence, Budget Workpapers, General Plan	P
Human Resource	2005-2008	Recruitment: Public Works 2005 - 2008	P
Human Resource	2000-2003	Historical PARMA: 2000 - 2003	P
Human Resource	2004	Recruitment: Admin. Services Dir., and Town Manager / 2004	P

Human Resource	1994-1996	Personnel Files: 1994 - 1996 / Non-Medical	P
Human Resource	1994-1996	Personnel Files: 1994 - 1996 / Non-Medical	P
Human Resource	2000-2002	Personnel Files: 2000 - 2002 / Non-Medical	P
Human Resource	1999	Personnel Files: 1999 / Non-Medical	P
Human Resource	2007	Recruitment: Admin. Asst. II, and Recreation Leader / 2007	P
Human Resource	2005-2006	Recruitment: Admin. Asst. II, Public Works Inspector, Engineer Tech, Code Compliance Officer, Community Services Supervisor, Maintenance Wkr. I / 2005 - 2006	P
Human Resource	2005	Recruitment: Admin. Asst. I & II, Recreation Asst., Lifeguard, and Animal Control Officer I / 2005	P
Human Resource	2005-2006	Recruitment: Recreation Leader, Recreation Asst., Animal Control Officer I & II, Sr. Planner, and Recreation Coordinator / 2005 - 2006	P
Human Resource	2007	Recruitment: Public Works Director	P
Human Resource	2007	Recruitment: Recreation Asst., Sr. Management Analyst, Maintenance Wkr. I & II / 2007	P
Human Resource	2005-2006	Recruitment: Maintenance Wkr. I, Sr. Admin. Asst., Community Services Supervisor, Office Asst., Museum Educator, Museum Aide, Code Compliance Officer I, Human Resource Manager, Kennel Tech. / 2005 - 2006	P
Human Resource	2006-2007	Recruitment: Kennel Tech., Recreation Asst., Facility Maintenance Wkr., Lifeguard, Pool Cashier, Public Works Inspector / 2006 - 2007	P
Human Resource	2007	Work Release Information 2007	P
Payroll	2007-2008	Timesheets: 01-2007 to 10-2007	P
Payroll	2006-2007	Timesheets: 06-2006 to 01-2007	P
Payroll	1995-2001	PERS Reports: 1995 - 2001	P
Payroll	2005-2006	Timesheets: 07-2005 to 06-2006	P
Payroll	2002-2006	Payroll Journal Entries: 07-2002 to 12-2006	P
Payroll	2007-2008	Payroll Journal Entries: 2007 - 2008	P
Payroll	2001-2002	Timesheets: 01-2001 to 05-2001	P
Payroll	2004-2005	Timesheets: 07-16-04 to 06-17-05	P
Town Clerk	2009	Town Council Agendas (January-December)	P
Town Clerk	2010	Town Council Agendas (January-December)	P
Town Clerk & Finance	2007-2008	Unsuccessful Bids & Warrant Registers	P
Town Council	1991-1993	Town Council Agendas	P
Town Council	2006-2008	Town Council Agendas (June 2006-December 2008)	P
Town Manager	1998-2010	Administrative Assistant Correspondence	P

Town of Yucca Valley Records Purge Log for meeting of 12/10/13

		I, Lesley Copeland, Town Clerk for the Town of Yucca Valley attests that the information presented conforms to the Town's established Records Retention Policy under Resolution 04-14 and are ready for destruction.	
		/s/ Lesley Copeland 12/03/13	



TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Curtis Yakimow, Administrative Services Director
Date: December 10, 2013
Council Meeting: December 10, 2013
Subject: Warrant Register

Recommendation:

Ratify the Payroll Registers total of \$ 258,684.37 for checks dated November 8, 2013 and November 22, 2013
Ratify the Warrant Registers total of \$ 376, 612.59 for checks dated November 14, 2013

Order of Procedure:

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

Attachments:

- Payroll Register No. 18 dated November 8, 2013 total of \$ 122,275.57
- Payroll Register No. 20 dated November 22, 2013 total of \$ 136,408.80
- Warrant Register No. 25 dated November 14, 2013 total of \$ 376,612.59

Reviewed By:

SRS
Town Manager

Town Attorney

CY
Admin. Services

CS
Finance

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

TOWN OF YUCCA VALLEY
PAYROLL REGISTER # 18
CHECK DATE - November 08, 2013

Fund Distribution Breakdown

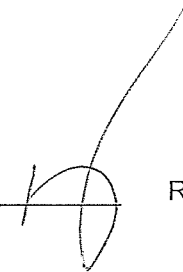
Fund Distribution

General Fund	\$112,151.64
Gas Tax Fund	10,123.93
Successor Agency	0.00 **
	<hr/>

Grand Total Payroll	\$122,275.57
	<hr/> <hr/>

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


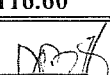
Prepared by P/R & Financial Specialist:



Reviewed by H/R & Risk Mgr.:



Town of Yucca Valley
Payroll Net Pay & Net Liability Breakdown
 Pay Period 18 - Paid 11/08/2013
 (October 19, 2013 - November 01, 2013)
 Checks: 4775 - 4781

	Employee	Employer	Total
<u>Net Employee Pay</u>			
Payroll Checks	\$4,146.70		\$4,146.70
Direct Deposit	59,264.50	-	59,264.50
Sub-total	63,411.20		63,411.20
<u>Employee Tax Withholding</u>			
Federal	10,854.89		10,854.89
Medicare	1,190.19	1,190.21	2,380.40
SDI - EE	-	-	-
State	3,385.02		3,385.02
Sub-total	15,430.10	1,190.21	16,620.31
<u>Employee Benefit & Other Withholding</u>			
Misc. Payroll Adjustment Credit's	-	542.92	542.92
Deferred Compensation	2,286.35	814.53	3,100.88
PERS Survivor Benefit	34.00		34.00
Health Café Plan	1,534.58	11,077.34	12,611.92
American Fidelity Pre-Tax	77.94		77.94
American Fidelity After-Tax	97.40		97.40
American Fidelity-FSA	627.86		627.86
PERS EE - Contribution 6.25 %	160.97		160.97
PERS EE - Contribution 7%	908.59		908.59
PERS EE - Contribution 8%	4,537.61		4,537.61
PERS Retirement - Employer 6.25 %	-	160.97	160.97
PERS Retirement - Employer 7.846 %	-	1,044.75	1,044.75
PERS Retirement - Employer 18.586 %	-	11,065.99	11,065.99
Wage Garnishment - Employee	10.00		10.00
Life & Disability Insurance		138.94	138.94
Other Post Employee Benefit's		2,307.04	2,307.04
Unemployment Insurance		1,465.79	1,465.79
Workers' Compensation		3,350.49	3,350.49
Sub-total	10,275.30	31,968.76	42,244.06
Gross Payroll	\$89,116.60	\$33,158.97	\$122,275.57
Prepared by P/R & Financial Specialist:  Reviewed by H/R & Risk Mgr.: 			

TOWN OF YUCCA VALLEY
PAYROLL REGISTER # 20
CHECK DATE - November 22, 2013

Fund Distribution Breakdown

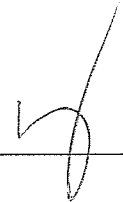
Fund Distribution

General Fund	\$124,692.68
Gas Tax Fund	11,716.12
Successor Agency	0.00 **
	<hr/>

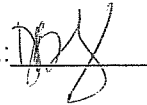
Grand Total Payroll	\$136,408.80
	<hr/> <hr/>

**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 20 - Paid 11/22/2013
 (November 02, 2013 - November 15, 2013)
 Checks: 4782 - 4787


	Employee	Employer	Total
<u>Net Employee Pay</u>			
Payroll Checks	\$3,334.24		\$3,334.24
Direct Deposit	67,582.97	-	67,582.97
Sub-total	70,917.21		70,917.21
<u>Employee Tax Withholding</u>			
Federal	12,442.87		12,442.87
Medicare	1,462.78	1,367.78	2,830.56
SDI - EE	-	-	-
State	3,867.50		3,867.50
Sub-total	17,773.15	1,367.78	19,140.93
<u>Employee Benefit & Other Withholding</u>			
Misc. Payroll Adjustment Credit's	-	-	-
Deferred Compensation	3,138.34	2,349.64	5,487.98
PERS Survivor Benefit	44.00		44.00
Health Café Plan	1,534.58	12,054.77	13,589.35
American Fidelity Pre-Tax	77.94		77.94
American Fidelity After-Tax	97.40		97.40
American Fidelity-FSA	627.86		627.86
PERS EE - Contribution 6.25 %	160.97		160.97
PERS EE - Contribution 7%	941.67		941.67
PERS EE - Contribution 8%	4,696.59		4,696.59
PERS Retirement - Employer 6.25 %	-	160.97	160.97
PERS Retirement - Employer 7.846 %	-	1,082.79	1,082.79
PERS Retirement - Employer 18.586 %	-	11,453.67	11,453.67
Wage Garnishment - Employee	10.00		10.00
Life & Disability Insurance		760.62	760.62
Other Post Employee Benefit's		2,327.35	2,327.35
Unemployment Insurance		1,470.52	1,470.52
Workers' Compensation		3,360.98	3,360.98
Sub-total	11,329.35	35,021.31	46,350.66
Gross Payroll	\$100,019.71	\$36,389.09	\$136,408.80
Prepared by P/R & Financial Specialist:  Reviewed by H/R & Risk Mgr.: 			


WARRANT REGISTER # 25
CHECK DATE - NOVEMBER 14, 2013

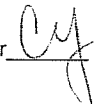
FUND DISTRIBUTION BREAKDOWN

Checks # 43686 to # 43766 are valid:

GENERAL FUND # 001	\$370,311.16
CENTRAL SUPPLIES FUND # 100	\$161.50
CUP DEPOSITS FUND # 200	\$411.40
COPS LLESA FUND # 511	\$38.01
STREET MAINTENANCE FUND # 515	\$3,044.84
MEASURE I MAJOR ARTERIAL FUND # 522	\$1,996.59
MEASURE I 2010-2040 FUND # 524	\$499.33
SAFE ROUTES TO SCHOOL FUND # 530	\$131.76
CDBG FUND # 560	\$18.00
GRAND TOTAL	<u><u>\$376,612.59</u></u>

Prepared by Shirlene Doten, Accounting Technician II 

Reviewed by Sharon Cisneros, Senior Accountant 

Approved by Curtis Yakimow, Administrative Services Director 

Town of Yucca Valley

Warrant Register

November 14, 2013

Fund	Check #	Vendor	Description	Amount
001		GENERAL FUND		
	43686	Ace Alternators	Fleet Vehicle Maintenance	\$ 157.85
	43687	Action Door Controls, Inc.	Senior Center Door Repair	2,053.56
	43688	Aleshire & Wynder, LLC	Sept 2013 Legal Services	18,622.56
	43689	Ruth Alkire	Contract Instructor	53.20
	43690	Alsco/American Linen, Inc.	Facilities Operating Supplies	158.65
	43691	Animal Action League	Veterinary Services	80.00
	43692	Arrowhead Mountain Water	Shelter Supplies	338.49
	43693	Cheyenne Bonnell	Contract Instructor	78.40
	43694	Carol Boyer	Contract Instructor	49.70
	43695	BSN Sports	Recreation Supplies	372.52
	43696	Vanessa Cantu	Museum Professional Services	2,240.00
	43697	CDW Government, Inc.	Computer Maintenance	136.14
	43699	Janine Cleveland	11/13 Medical Insurance	104.90
	43700	Companion Animal Clinic	Veterinary Services & Supplies	1,382.50
	43701	Evan Copeland	Museum Event Assistant	100.00
	43702	Robert Cox	Contract Instructor	51.80
	43703	CSMFO	Finance Seminar Fee	150.00
	43704	Data Ticket	Citation Processing Fee	268.00
	43705	Desert Fire Extinguisher	Facilities Maintenance	241.84
	43706	Farmer Bros. Co.	Office Supplies	81.34
	43707	Catherine Fletcher	Contract Instructor	46.90
	43708	Fred's Tires	Fleet Vehicle Maintenance	235.00
	43709	Fulton Distributing Co.	Facilities Maintenance	1,540.12
	43710	Gosch Toyota	Special License Permit	160.00
	43711	Grainger	Shelter Supplies	457.39
	43712	Graphic Penguin	Web Site Maintenance	400.00
	43713	Joy Groves	Contract Instructor	348.53
	43714	Dave Hall	Facility Rental Refund	200.00
	43715	Totalfunds by Hasler	Postage	400.00
	43716	Hi-Desert Glass	Facilities Maintenance	210.86
	43717	Hi-Desert Water	Water Service	1,090.63
	43719	Hill's Towing	Shelter Move Expense	240.00
	43720	Intervet, Inc.	Shelter Adoption Supplies	2,123.24
	43722	Susan Jordan	Contract Instructor	301.00
	43723	Joshua Springs	Community Event Expense	100.00
	43724	Heather Kaczmarczk	Contract Instructor	868.00
	43725	Legacy Office Products	Office Supplies	304.18
	43726	David Luse	Contract Instructor	44.80
	43727	Morongo Basin Historical Society	Advertising	100.00
	43728	MSC Industrial Supply Co.	Shelter Supplies	430.25
	43729	Sierra Oakes	Contract Instructor	21.70

Town of Yucca Valley

Warrant Register

November 14,2013

Fund	Check # Vendor	Description	Amount
	43730 Oasis Office Supply, Inc.	Office Supplies	2,311.87
	43731 Oriental Trading Co. Inc.	Recreation Supplies	164.50
	43732 Carl Otteson	Shelter Equipment	160.00
	43733 Pacific Telemanagement Svs.	Public Phone Service	82.64
	43735 Petty Cash	Operating Supplies	848.09
	43736 Plaza Art & Frame	Town Council Expense	34.02
	43737 Pool & Spa Center	YVHS Pool Expense	89.42
	43738 Pro Video	Town Council Taping	200.00
	43739 PV Inverter Services, Inc.	Solar Panel Maintenance	1,577.00
	43740 Lynne Richardson	11/13 Medical Insurance	501.21
	43741 Linda Sande	Contract Instructor	84.00
	43743 SBCO Animal Care & Control	FY 13/14 1st Qtr Licenses	3,844.25
	43744 SBCO Sheriff's Dept	11/13 Professional Services	293,590.00
	43745 SBCO Sheriff's Dept	Livescan Services	750.00
	43746 SBCO Fire Protection District	Senior Center Hood Permit	244.00
	43747 Office of the County Recorder	Filing Fee	21.00
	43748 SCE	Electric Service	4,408.08
	43749 Beverly Schmuckle	Contract Instructor	50.40
	43750 Southwest Networks, Inc.	Animal Shelter Tech Service	11,203.77
	43751 Sprint	Cell Phone Service	4.44
	43752 Stater Bros	Recreation Event Supplies	33.54
	43753 TFI Resources, Inc.	Temporary Employment Services	1,585.00
	43754 Time Warner Cable	Internet & Cable Service	464.62
	43755 Trophy Express	Engraving Expense	281.98
	43756 Twentynine Palms Chamber	Advertising	43.32
	43757 Vagabond Welding Supply	Facility Maintenance	3.02
	43759 Nichole Vikdal	Craft Faire Refund	25.00
	43760 Valley Independent	Printing Expense	711.80
	43761 US Bank Voyager Fleet Systems	Natural Gas Vehicle Fuel	180.98
	43762 Walmart Community	Operating Supplies	1,161.95
	43764 Guy Wulf	Sports Referee	750.00
	43765 Elizabeth (Betty) Wulf	Contract Instructor	57.40
	43766 Yucca Valley Auto Parts, Inc.	Vehicle Maintenance	4.23
	EFT First Bankcard	Supplies, Meetings, Shelter	4,318.51
	EFT First Bankcard	Shelter Supplies	862.36
	EFT Home Depot	Maintenance Supplies	3,314.71
Total 001	GENERAL FUND		\$ 370,311.16
100 INTERNAL SERVICES FUND			
	43725 Legacy Office Products	Office Supplies	\$ 161.50
Total 100	INTERNAL SERVICES FUND		\$ 161.50

Town of Yucca Valley

Warrant Register

November 14,2013

Fund	Check # Vendor	Description	Amount
200 DEPOSITS FUND			
	43718 Hi-Desert Publishing	Advertising	\$ 157.50
	43725 Legacy Office Products	Project Photocopies & CD	87.90
	43742 SBCO-Clerk/Board of Supervisors	Notice of Exemption	100.00
	43747 Office of the County Recorder	Filing Fee	66.00
Total 200	DEPOSITS FUND		\$ 411.40
511 COPS-LLESA FUND			
	43758 Verizon Wireless	Sheriff's Office Phone Svs.	\$ 38.01
Total 511	COPS-LLESA FUND		\$ 38.01
515 GAS TAX FUND			
	43690 Alsco/American Linen, Inc.	Streets Uniform Service	\$ 33.00
	43698 Century Manufacturing	Streets Supplies	131.92
	43717 Hi-Desert Water	Water Service	60.00
	43721 Johnson Machinery Co.	Streets Tractor Supplies	1,644.84
	43734 Parkhouse Tires, Inc.	Vehicle Maintenance	507.09
	43748 SCE	Electric Service	667.99
Total 515	GAS TAX FUND		\$ 3,044.84
522 MEASURE I MAJOR ARTERIAL FUND			
	43763 Albert A. Webb Assoc.	Dumosa Signal Light Design	\$ 1,996.59
Total 522	MEASURE I MAJOR ARTERIAL FUND		\$ 1,996.59
524 MEASURE I - 2010-2040 FUND			
	43747 Office of the County Recorder	Filing Fee	\$ 18.00
	43748 SCE	Electric Service	481.33
Total 524	MEASURE I - 2010-2040 FUND		\$ 499.33
530 SAFE ROUTES TO SCHOOLS FUND			
	43725 Legacy Office Products	Office Supplies	\$ 131.76
Total 530	SAFE ROUTES TO SCHOOLS FUND		\$ 131.76
560 CDBG FUND			
	43747 Office of the County Recorder	Filing Fee	\$ 18.00
Total 560	CDBG FUND		\$ 18.00
***	Report Total		<u>\$ 376,612.59</u>

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Lesley Copeland, Town Clerk
Date: November 14, 2013
For Council Meeting: November 19, 2013
Subject: Council Manual of Procedural Guidelines – Status Update and Approval of Interim Language regarding Officers

Recommendation: That the Town Council:

- Receive and File a status update on the Council’s Manual of Procedural Guidelines.
• Adopt Section 9.1 (a) of Article IX – Officers, and direct staff to include the adopted language in the final draft when presented to Council for action.

Order of Procedure:

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

Discussion: Since incorporation, the Town Council has implemented, added, removed and modified various provisions to the Town’s Municipal Code establishing rules and procedures related to many aspects of Council protocol and procedure. Most recently in March 2011, the Council adopted Ordinance No. 223, repealing and reenacting Chapter 2.05 relating to Mayor and Town Council, and directed staff and legal counsel to develop a comprehensive manual of procedural guidelines that can be reviewed and adopted by resolution. Further, the Council appointed an ad hoc committee to provide initial review of the proposed manual and make recommendations to the Council as appropriate.

Over the past month, staff and legal counsel have completed a majority of the initial draft of the manual, and are currently working with the ad hoc committee in reviewing the various topics covered in the manual. Staff anticipates that the initial draft of the manual and related ad hoc committee recommendations will come before Council in January 2014.

With the adoption of Ordinance No. 223, the Town’s current municipal code does not contain any language regarding the selection of Mayor and Mayor Pro Tem. The rotation of officers traditionally occurs at the Council’s first meeting in December. Given the Council’s desire for standard language related to the selection of Mayor and Mayor Pro Tem in advance of the

Reviewed By: [Signatures]
Town Manager, Town Attorney, Admin Services, Dept Head

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

traditional rotation of officers, staff is bringing forward a recommendation for adoption of the pertinent language related to such selection. This language is captured in Section 9.1 (a) of the draft manual and reads as follows:

9.1 Selection of Mayor/Mayor Pro Tem (For Town Council Only)

(a) *The Town Council reorganizes at the first meeting in December, or at the meeting immediately following a certification by the County of San Bernardino Registrar of Voters in an election year. Traditionally the Mayor Pro Tem is nominated as Mayor and the next Mayor Pro Tem is nominated according to seniority. Seniority is based on the number of votes received in the member's election cycle, in the order in which the election cycle takes place, including any special election. Appointed members will be junior in seniority to all other members seated at the time of appointment. While considering Council tradition, the Town Council may choose to nominate and confirm through majority vote any member of the Council for Mayor and Mayor Pro Tem based upon qualifications, need, or other criteria as may be appropriate at any given time.*

Town staff, legal counsel and the ad hoc committee have reviewed this section and have no further recommended modifications to the proposed language. If the staff recommendation is moved forward, this language will be the adopted guiding language and will be included in the final draft of the Council's manual as written.

Alternatives: Modify the language as desired, or defer action on the language until a later date.

Fiscal impact: There is no fiscal impact associated with this item.

Attachments: Ordinance 223

Town Council History

Name	Votes	1991/92	1992/93	1993/94	1994/95	1995/96	1996/97	1997/98	1998/99	1999/00
------	-------	---------	---------	---------	---------	---------	---------	---------	---------	---------

1991 Incorporation Election										
Pedersen		Mayor			Mayor		Did Not Run			
Burnside		Pro Tem	Mayor				Not Re-elected			
Reed					Did not Run					
Richmond				Pro Tem	Not Re-elected					
Crouter			Pro Tem	Mayor	Re-elected				Did Not Run	

1994 Election										
Hockett					Pro Tem	Mayor			Did Not Run	
Loveless						Pro Tem	Mayor		Did Not Run	
Crouter									Did Not Run	

1996 Election										
Hunt	2,134					Pro Tem	Mayor		Did Not Run	
Leone	1,922						Pro Tem	Mayor	Re-elected	

1998 Election (no Incumbents ran)										
Cook	3,046							Pro Tem	Mayor	
Scott	1,981								Pro Tem	
Neeb	1,954									

Town Council History

Name	Votes	2000/01	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10
Cook	3,046						Re-elected				
Scott	1,981	Mayor					Resigned 8/01/02				
Neeb	1,954	Pro Tem	Mayor				Re-elected				Re-elected
2000 Election											
Earnest	2,727		Pro Tem	Mayor			Did Not Run				
Leone	2,702			Pro Tem	Mayor		Re-elected				Did Not Run
2002 Election											
Mayes	2,601			Pro Tem	Mayor		Re-elected				
Cook	2,119				Pro Tem	Mayor	Did Not Run				
Neeb	1,846					Pro Tem	Mayor				
2004 Election											
Leone	3,282							Pro Tem	Mayor		Did Not Run
Luckino	2,886								Pro Tem		Re-elected
2006 Election											
Mayes	2,677									Pro Tem	Mayor
Neeb	2,168										
Herbel	1,894										Pro Tem
2008 Election											
Luckino	4,099										Mayor
Huntington	2,631										

Town Council History

Name	Votes	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2015/17	2017/18	2018/19	2019/20
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Luckino	4,099	Pro Tem	Resigned 06/19/2011								
Huntington	2,631	Mayor	Re-elected								

2010 Election	
Rowe	3,507 Mayor
Mayes	3,293 Resigned 04/05/2011
Hagerman	2,455 Pro Tem Resigned 07/20/2012

05/11/2011 Appointment	
Abel	(Finish Mayes term) Mayor
07/25/2011 Appointment	
Lombardo	(Finish Luckino term) Pro Tem Re-elected

2012 Election	
Lombardo	4,262
Huntington	3,663

2013 Special Election	
Leone	1,425

TOWN COUNCIL STAFF REPORT

To: Mayor and Town Council
From: Shane Stueckle, Deputy Town Manager
Diane Olsen, Planning Technician
Date: November 21, 2013
For Town Council Meeting: December 10, 2013

Subject: Development Code Amendment, DCA-08-13
Chapter 9.46, Renewable Energy Generation Facilities

Prior Town Council Review: There has been no prior Town Council discussion on this matter.

Recommendation: That the Town Council:

- A. Finds that the project is exempt from CEQA in accordance with Section 15061 (b)(3) of the California Environmental Quality Act. The proposed amendment to revise the Town's regulations has no potential to impact the environment. The proposed amendment does not alter the existing requirements that specific development projects must comply with the provisions of the California Environmental Quality Act. Development Code Amendment, DCA 08-13 meets the exemption criteria which states "that if an activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA".
B. Introduces the Ordinance.

Executive Summary: As part of the Development Code Update project, the Planning Commission discussed Renewable Energy Generation Facilities at its meeting of May 07, 2013 and held a public hearing on October 22, 2013.

Chapter 9.46 prohibits the development of commercial solar facilities and commercial wind energy facilities in any land use district with the Town of Yucca Valley.

Reviewed By: [Signatures]
Town Manager, Town Attorney, Mgmt Services, Dept Head

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

Order of Procedure:

- Request Staff Report
- Open the Public Hearing,
- Request Public Comment
- Close the Public Hearing
- Commission Discussion/Questions of Staff
- Motion/Second
- Discussion on Motion
- Call the Question (Voice Vote)

Discussion: Renewable Energy Generation Facilities are large scale commercial solar and commercial wind projects as the primary use of the property. The Planning Commission discussed Renewable Energy Generation Facilities at its meeting of May 7, 2013. At that time the Commission consensus was to prohibit the establishment of these facilities in all land use districts within the Town. At its meeting of October 22, 2013, the Planning Commission forwarded to the Town Council a recommendation to approve the ordinance.

Chapter 9.46 prohibits the development of commercial solar facilities and commercial wind energy facilities in any land use district with the Town of Yucca Valley.

Alternatives: The Town Council may elect to modify the Ordinance as deemed necessary.

Fiscal impact: This Ordinance is included in the Town's contract for the Development Code Update project. No additional costs are incurred beyond existing contract services.

Attachments: Ordinance, Renewable Energy Generation Facilities
Planning Commission minutes of May 07 and October 22, 2013

ORDINANCE NO. .

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING TITLE 9, ARTICLE 3 OF THE YUCCA VALLEY DEVELOPMENT CODE, BY ADDING CHAPTER 9.46 RENEWABLE ENERGY GENERATION FACILITIES.

The Yucca Valley Town Council ordains as follows.

WHEREAS, the Town of Yucca Valley desires to protect the character and value of the community, neighborhoods, and the natural and scenic values of the landscape within the Town from increased impacts of new commercial solar and wind energy generation facilities and;

WHEREAS, in protecting natural and scenic values of the landscape, the Town recognizes not only the substantial intrinsic value of the desert's natural and scenic setting, but also the importance of this setting for the quality of life of area residents and the economic value it creates for property owners and for the area's tourism industry.

Section 1:

Chapter 9.46 Renewable Energy Generation Facilities

- 9.46.010 – Purpose
- 9.46.020 – Definitions
- 9.46.030 - Prohibited

9.46.010 Purpose

- A. The provisions of this Chapter, as determined by the Council, are intended to be in the best interest of the Town for the public health, safety and welfare of the community through implementation of the General Plan through this Chapter.

9.46.020 Definitions

- A. "Commercial Solar Energy", "Solar Power Plant" or "Solar Farm" means a utility scale commercial facility that converts sunlight into electricity, whether by photovoltaics (PV), concentrating solar thermal (CST) devices, or various experimental solar technologies, with the primary purpose of wholesale or retail sales of generated electricity.
- B. "Wind Energy Facility" means a utility scale commercial facility that converts wind into energy through the use of windmills or wind turbines, with the primary purpose of wholesale or retail sales of generated energy.

- C. For purposes of this ordinance, “solar energy generation project” or “wind energy facility” shall not include accessory solar or wind energy equipment installed primarily for onsite consumption.

9.46.030 Prohibited

Commercial Solar Energy, including Solar Power Plant or Solar Farm and Wind Energy Facilities shall be a prohibited use in all land use districts within the Town. No Conditional Use Permit, Site Plan Review, building permit or other entitlement for use shall be accepted, processed, approved or issued for the establishment of a Renewable Energy Generation Facility.

Section 2: Severability: If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The Town Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof.

Section 3. Certification; Publication: The Town Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published once within 15 days of adoption in a newspaper of general circulation printed and published within the Town of Yucca Valley, and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the Town Clerk in accordance with Government Code § 36933.

Section 4. Effective Date: This Ordinance shall become effective thirty (30) days from its adoption.

APPROVED AND ADOPTED this _____ day of _____, 2013.

MAYOR

ATTEST:

TOWN CLERK

**TOWN OF YUCCA VALLEY
PLANNING COMMISSION MEETING MINUTES
MAY 7, 2013**

Chair Humphreville called the regular meeting of the Yucca Valley Planning Commission to order at 6:00 p.m.

Deputy Town Clerk presented the Oath of Office to M.F. Warren Lavender.

Commissioners Present: Bridenstine, Drozd, Lavender, Whitten, and Humphreville.

The Pledge of Allegiance was led by Chair Humphreville.

APPROVAL OF AGENDA

Commissioner Whitten moved to change the order of the agenda, to move the department report after the public hearing. Motion died for a lack of second.

Bridenstine moved to approve the agenda. Chair Humphreville seconded. Motion carried 4-0-1 on a voice vote.

PUBLIC COMMENTS

None

DEPARTMENT REPORT:

1. DRAFT DEVELOPMENT CODE

Deputy Town Manager Shane Stueckle presented a staff report and PowerPoint presentation. At the request of the Planning Commission at a prior meeting, Article 3 of the Draft Development Code relating to sign regulations is being brought in front of the commission for separate review. Existing general allowances in the Sign Ordinance were explained. Stueckle explained areas for specific review including sign height, design merits, square footage for free standing signs and wall signage.

Deputy Town Manager Stueckle continued to explain that amortization schedules are commonly used to address non-conforming signs. Proposed modifications are amortized based on fair market value from the Date of Notice and a time schedule for compliance. Stueckle explained that temporary signs and how to regulate them, such as banners, flags, pennants, hulas, political, and temporary subdivision signs is also an area needing attention.

Jennifer Collins, Yucca Valley, introduced others present at the meeting and spoke of input received through the Yucca Valley Chamber of Commerce office. Collins explained that these suggestions were forwarded to the Planning Commission for consideration.

Fritz Koenig, Yucca Valley, presented a document to the Planning Commission and commented that the purpose of the Sign Ordinance does not include any reference to improving the economy. Mr. Koenig suggested creating a sign ordinance that is in relation to local resources, not compared to other larger cities.

Tom Huls, Yucca Valley, explained that his business, Big O Tires sets back off the highway, and the recent relaxation of the sign code has helped his business tremendously. The use of temporary signage when used responsibly by business owners is very helpful. The Sign Code itself was created for the big business entities, but not for the small businesses we have in Yucca Valley.

Commissioner Drozd asked if the sign square footage is measured on letter size or background. Engineering Technician, Diane Olsen responded that the measurement would be taken by squaring off the total area.

Commissioner Bridenstine agreed that signage is very important and should be easy to see and of appropriate size for traffic view. Signage should be in good taste and well kept, but not to be as harmonious as the current code limits. The community expects signage in a commercial district. Signage, including temporary signage should not be blocking line of sight for safety reasons. Agrees with Mr. Koenig's comment about including the purpose of regulating signage is to promote business.

Commissioner Whitten thanked those in attendance for coming out this evening and questioned how many suggestions provided by the Chamber of Commerce group was included in the draft document. Also agreeing with Koenig's statement recommending a purpose of a sign ordinance should be included. Commissioner Whitten commented on his observation of the current signage throughout the community. Need to give the small businesses a chance to compete with the larger businesses and spoke of the benefit of monument signage.

Commissioner Whitten continued to discuss temporary signage including political signage. Twirler type signs provide employment for the youth of the community and help businesses that set back away from the road. Whitten also spoke on the limits of mural type signage on the side of buildings.

Commissioner Lavender spoke in favor of taking a relaxed attitude toward sign regulations.

Chair Humphreville asked Huls, what specific temporary signage he used to promote his business and asked about typical amortization schedule limits. Stueckle responded that 20 years is usually the maximum, usually based on value. Olsen also explained the inclusion of the Design Merits Program and the Landmark Signage Program to take into account

historical signage. Humphreville stated he would like to see the signs stay smaller, yet appealing and more effective; would like to see the consultant's recommendation. Political signage should have limits on size and frequency.

Commissioner Bridenstine would like to see an amortization schedule included in the new sign regulations, including an incentive such as reduced fees to encourage sign owners to bring into compliance. Signs should not be higher than the roof lines.

Commissioner Drozd agreed with including an amortization schedule as a fair and consistent avenue to bring signs into compliance and also suggested using type of business ownership instead of square footage to regulate signage to help with the smaller, mom and pop type stores. Stueckle responded that one way to possibly address this is to regulate signage by the sign size itself, not by allowing signage size to be based on property or building size.

Commissioner Lavender questioned the use of frontage feet as a tool for regulation. The Ideal Mall property was given as an example of an area where a monument type sign addressing all occupants of that property consistently.

Deputy Town Manager Stueckle presented information on the draft development code section 3-19 regarding commercial solar and wind energy. With tax incentives in effect, property used for energy production limits the amount of property tax collected. Consensus was made among all commissioners present to not allow commercial solar or wind energy within Town limits.

Commissioner Lavender questioned the use of residential solar energy and the possibility of including provisions for home solar use. Stueckle responded that section 3-23, accessory energy systems provides guidelines for residential alternate energy use. Commission discussion continued, questioning the use of roof mount vs. pole mount systems, the need for roof designs of both commercial and residential buildings to accommodate solar panels, and the use of renewable energy parking lot and accessory lights. The use of solar energy when possible was encouraged by the commissioners.

Deputy Town Manager Stueckle recommended that this item be continued to the May 14, 2013 Planning Commission meeting for further discussion.

PUBLIC HEARINGS:

2. DEVELOPMENT CODE AMENDMENT, DCA 01-13, REASONABLE ACCOMODATIONS

Proposed amendment to Title 8, Yucca Valley Development Code adding Article 9, Section 83.0309 et al, Reasonable Accommodations, to provide reasonable accommodations in the Town’s zoning and land use regulations, policies and procedures when needed to ensure equal access to housing and facilitate the development of housing for individuals with disabilities.

Deputy Town Manager Stueckle presented the staff report explaining that it is necessary to update the ordinance to bring into compliance, giving reasonable accommodations for those with disabilities. New construction will usually not be affected by these changes; however older, existing buildings may see the effects of this state mandate.

Chair Humphreville opened public comment. With no one wishing to speak on the item, the public comment period was closed.

Commissioner Bridenstine asked if fees would be charged for the variance process. Stueckle responded, that fees will not be charged as the intent of state law.

Commissioner Whitten moved that the Planning Commission find that the proposed ordinance is exempt from CEQA under Section 15061 (b) (3) and recommends that the Town Council adopt the ordinance. Bridenstine seconded. Motion carried 4-0-1 on a voice vote.

3. DEVELOPMENT CODE AMENDMENT, DCA 03-13, EMERGENCY TRANSITIONAL HOUSING AND SINGLE ROOM OCCUPANCY

Proposed amendment to Title 8, Yucca Valley Development Code to amend Section 84.0370 to allow emergency transitional housing subject to a Special Use Permit and single room occupancy units subject to a Conditional Use permit in the Industrial land use district.

Deputy Town Manager Stueckle presented the staff report explaining the provisions in the current general plan housing element regarding emergency transitional housing. The ordinance presented here, establishes reasonable standards providing elements to Town staff for granting approval of homeless shelter facilities within the industrial land-use district. Stueckle gave examples of these reasonable standards and explained that the shelters are for use by those who are homeless and need emergency shelter, and not for long-term or used as an emergency shelter due to a local disaster.

Deputy Town Manager Stueckle explained the second component of the state mandate requiring this ordinance mandates the Town to provide transitional housing and supportive housing. The Town is also required to develop Single Room Occupancy capacity with at least one land use district. All projects are subjected to the Conditional Use Permit process.

Chair Humphreville opened public comment.

Fritz Koenig, Yucca Valley voiced concern that the locations of such shelters, have reasonable access to bus stops, laundry facilities and spoke in favor of building clusters of high-density to fulfill these requirements.

With no others wishing to speak, Humphreville closed public comment.

Deputy Town Manager Stueckle again explained that the item before the commission was for emergency homeless sheltering and does not address sheltering for those affected by natural disaster. Industrial areas are scattered around different areas within the Town limits, to give opportunity for sheltering units.

Commissioner Bridenstine asked for clarification of the term transitional and supportive housing.

Commissioner Whitten asked if there were current numbers representing the homeless population and suggested alternative wording regarding the use of illegal drugs and alcohol. Whitten also asked if trailer parks could be used as supporting or transitional housing as he has seen in other communities.

Commissioner Lavender asked if the state is providing any monetary provisions for financing these mandates. Stueckle explained the mandate is for provisions, but not for the actual construction of actual units. Other funding options may be available on a project by project basis.

Commissioner Whitten moved that the Planning Commission recommends that the Town Council finds the proposed ordinance exempt from CEQA under Section 15061 (b) (3), and adopts the ordinance. Commissioner Bridenstine seconded. Motion carried 4-0-1 on a voice vote.

4. DEVELOPMENT CODE AMENDMENT, DCA 04-13, SECOND DWELLING UNITS

Proposed amendment to Title 8, Yucca Valley Development Code amending Section 84.0305 (b), 84.0320(b), 84.0325(b) and 84.0510, pertaining to second dwelling

units.

Deputy Town Manager Stueckle presented the staff report regarding the state mandate requirement the amendment of the Development Code pertaining to second living dwellings in designated zones. State law requires cities and counties to enact second unit regulations that support and facilitate the development of second units as a means of encouraging and supporting affordable housing, on all residentially designated parcels. Existing Town regulations must be amended to encourage and support second units on all residential lots.

Deputy Town Manager Stueckle continued by explaining ordinance provisions including, that the owner must live in one of the two units and cannot be owned by an investor. Also there is a need to eliminate the language about caretaker housing.

Chair Humphreville opened public comment.

Fritz Koenig, Yucca Valley, commented about enforcement of second units. The minimum standard presented at 725 square feet is not necessary and suggested the commissioners to look at architectural drawings for small living spaces. Less than 725 square feet is sufficient for many people.

With no others wishing to speak, Humphreville closed public comment.

Commissioner Whitten agreed with Mr. Koenig regarding the minimum standard of 725 square feet, being quite large for a second unit minimum and suggested using a percentage instead. Stueckle suggested that all sections work with each other including ancillary structures. Whitten expressed the need for further discussion on this particular language.

Chair Humphreville suggested that provisions for enforcement may need to be included such as property title disclosure.

Commissioner Whitten moved to approve that the Planning Commission recommends that the Town Council finds the proposed ordinance exempt from CEQA under Section 15061 (b) (3), and adopts the ordinance, without the inclusion of 84.0510 (a) due to caretaker language. Commissioner Drozd seconded. Motion carried 4-0-1 on a voice vote.

CONSENT AGENDA

STAFF REPORTS AND COMMENTS

Deputy Town Manager Stueckle explained that a public hearing was scheduled on May 14, 2013 regarding Affordable Housing, Article 3 of the Draft Development Code.

There will be an Public Hearing for an appeal of director approval of an HOP permit regarding firearm sales.

Super Wal Mart opening day was moved a month further out to July 2013.

Warren Vista Center Phase 2 under construction.

COMMISSIONER REPORTS AND REQUESTS

Commissioner Bridenstine thanked staff for their hard work and thanked the public for the comments.

Commissioner Drozd gave kudos to staff and appreciated the public comment heard tonight.

Commissioner Lavender thanked staff for explaining the items.

Commissioner Whitten thanked the public for their input and thanked staff for their work on these items. Whitten questioned the allowance of parking in the front yard due to septic issues and compaction problems.

Chair Humphreville welcomed Mr. Lavender to the Planning Commission

ANNOUNCEMENTS

The next regular meeting of the Yucca Valley Planning Commission will be held on Tuesday, May 14, 2013 at 6:00 p.m. in the Yucca Room of the Yucca Valley Community Center.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Lesley Copeland, CMC
Deputy Town Clerk

**TOWN OF YUCCA VALLEY
PLANNING COMMISSION MEETING MINUTES
OCTOBER 22, 2013**

Chair Humphreville called the regular meeting of the Yucca Valley Planning Commission to order at 6:05 p.m. Commissioners Bridenstine, Drozd, Whitten and Chair Humphreville were present. Commissioner Lavender was absent.

The Pledge of Allegiance was led by Chair Humphreville.

APPROVAL OF AGENDA

Commissioner Whitten moved to approve the agenda. Vice Chair Bridenstine seconded. Motion carried 4-0-1 on a voice vote.

PUBLIC COMMENTS

None

PUBLIC HEARING

1. DEVELOPMENT CODE AMENDMENT, DCA 08-13,

Chair Humphreville opened the public hearing for DCA 08-13

Town Planning Technician Diane Olsen presented the staff report regarding the proposed amendment to Title 9, Article 3 of the Yucca Valley Development Code, including the addition of Chapter 9.46 and 9.47, Renewable Energy Generation Facilities.

With no members of the public wishing to speak, Chair Humphreville closed the public hearing.

Commissioner Whitten commented that the proposed language is clear to understand.

Vice Chair Bridenstine stated she was glad to see that the proposed amendment allows for rooftop commercial building applications for the occupant's own use.

Chair Humphreville moved to

A. that the project is exempt from CEQA in accordance with Section 15061 (b)(3) of the California Environmental Quality Act. The proposed amendment to revise the Town's regulations has no potential to impact the environment. The proposed amendment does not alter the existing requirements that specific development projects must comply with the provisions of the California Environmental Quality Act. Development Code Amendment, DCA 08-13 meets the

exemption criteria which states “that if an activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA”.

B. Recommend that the Town Council adopts the Ordinance

Vice Chair Bridenstine seconded. Motion carried 4-0-1 on a voice vote.

CONSENT AGENDA

MINUTES

Commissioner Whitten moved to approve the Yucca Valley Planning Commission minutes of August 27, 2013 as presented. Chair Humphreville seconded. Motion carried 4-0-1 on a voice vote.

STAFF REPORTS AND COMMENTS

Deputy Town Manager Stueckle stated that Ross has been in contact with the Town of Yucca Valley regarding future plans to locate here.

FUTURE AGENDA ITEMS

None

COMMISSIONER REPORTS AND REQUESTS

None

ANNOUNCEMENTS

The next regular meeting of the Yucca Valley Planning Commission will be held on Tuesday, November 12, 2013 at 6:00 p.m. in the Yucca Room of the Yucca Valley Community Center.

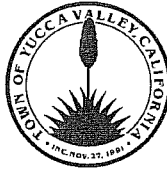
ADJOURNMENT

There being no further business, Chair Humphreville adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Lesley Copeland, CMC
Town Clerk

DRAFT



TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Curtis Yakimow, Director of Administrative Services
Sharon Cisneros, Senior Accountant
Date: December 2, 2013
For Council Meeting: December 10, 2013
Subject: Budget Report for the fiscal year ended June 30, 2013
Comprehensive Annual Financial Report for the fiscal year
ended June 30, 2013

Recommendation: It is recommended that the Council:

- Receive and file the Budget Report for the fiscal year ended June 30, 2013
- Receive and file the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2013

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: The attached report summarizes the Town’s General Fund fiscal performance for the fiscal year ended June 30, 2013. Revenue exceeded the final budget by \$602,000 and expenditures were \$352,000 less than the final budget.

The excess in revenue is primarily due to property tax revenues which exceeded budget and prior year by over \$400,000. The majority of this is due to one-time RDA dissolution funds and property taxes for transitioned properties to the town which totaled over \$300,000 received in fiscal year 2012-13. The one-time donation to the animal shelter of \$302,844 contributed to the excess in other revenues.

Reviewed By: *SA* Town Manager Town Attorney *CY* Admin Services *SC* Finance

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

Expenditures were less than final budget as a result of realizing some of the savings from actions taken near the end of the fiscal year. Public safety expenditures reflect savings from less than anticipated overtime. Savings were also realized in professional services and operating supplies throughout various departments within the Town.

The actual general fund balance(reserve) exceeded the final budgeted fund balance by \$953,000 due to the excess revenue and reduced expenditures previously mentioned. The total general fund balance increased by \$393,722 over the prior year end balance resulting in a year-end balance of \$7 million in the general fund both reserved and unreserved. Within the balance remaining at the end of the fiscal year, reserves for risk management, catastrophic events and other liabilities total \$1.3 million which is an increase of \$260,000 over the prior fiscal year end. Other fund balance restrictions and noncash reserves include the remaining balance of the donation to the animal shelter and the prepaid water agreement balance.

State and local legislation require the Town to have an audit of its annual financial statements. The 2012-13 fiscal year audit was conducted by Rogers, Anderson, Malody and Scott, LLP, a firm of independent CPAs appointed by and reporting to the Town Council. The purpose of the audit is to state an opinion with regards to the accuracy of the Town's financial statements and results of operations. Additionally, if the Town participates in major federal programs with expenditures in excess of \$500,000, the Town is required to complete the Single Audit Report on Federal Award Programs, pursuant to federal guidelines identified in U.S. Office of Management and Budget (OMB) Circular A-133. The Town is required to complete a Single Audit Report for the 2012-13 fiscal year. Preparation will begin in January 2014, and the report summary will be presented to Council in the spring of 2014.

A representative of Rogers, Anderson, Malody and Scott, LLP, is presenting the FY 2012-13 audit report, including a brief summary of the audit process and related findings, and will be available to answer any questions.

After completing their audit of the Town's records, Rogers, Anderson, Malody and Scott, LLP has issued the opinion that the Town's financial statements:

"..present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Yucca Valley (Town), California, as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."

This represents an unqualified audit opinion and is a result of Council's sound fiscal policies, procedures, and financial management at the Town of Yucca Valley. Town staff will once again submit the current annual report for consideration in the Government Finance Officers Association financial reporting award program. The Town has received the Association's award for the past eight years.

Alternatives: None.

Fiscal impact: The 2012-13 Fiscal Year End positive increases to the general fund balance provides a positive impact on the 2013-14 fiscal year. While there is no direct fiscal impact, receiving an unqualified audit opinion and reporting award is an indicator to external parties such as bond underwriters, granting agencies, and vendors of the Town's financial policies and practices.

Attachments:

Budget Report for the Fiscal Year ending June 30, 2013

Fiscal Year 2012-13 Comprehensive Annual Financial Report (under separate cover)

Town of Yucca Valley
General Fund Revenues and Expenditures
Fiscal Year End Budget Report
June 30, 2013

Revenues	FY 2012-13			
	Actual	Final Amended Budget	Variance with final budget	% of Budget
Property Tax	\$ 2,928,637	\$ 2,465,000	\$ 463,637	118.81%
Property Taxes in lieu	1,560,010	1,575,000	(14,990)	99.05%
Sales and Use Tax	3,083,885	3,100,000	(16,115)	99.48%
Franchise fees	765,448	795,000	(29,552)	96.28%
Transient occupancy tax	147,195	160,000	(12,805)	92.00%
Other Revenues	1,597,175	1,385,300	211,875	115.29%
Total Revenues	10,082,350	9,480,300	602,050	106.35%

Expenditures	FY 2012-13			
	Actual	Final Amended Budget	Variance with final budget	% of Budget
Personnel Services	3,456,012	3,414,963	(41,049)	101.20%
Contract Safety	3,534,862	3,600,711	65,849	98.17%
Operating Supplies and Services	2,247,182	2,512,004	264,823	89.46%
Partnerships	92,748	109,000	16,253	85.09%
Capital Projects	357,825	403,729	45,904	88.63%
Total Expenditures	\$ 9,688,628	\$ 10,040,407	\$ 351,779	96.50%

Net Change in Fund Balance	393,722	(560,107)	953,829
Fund Balance, Beginning of Year	6,676,986	6,676,986	-
Fund Balance, End of Year	7,070,708	6,116,879	
Fund Balance as % of Expenditures	72.98%	60.92%	
Unrestricted as % of Expenditures	44.75%	41.13%	

Notes

1. Property tax revenues received in FY12-13 include \$128,000 from RDA related dissolution activities and \$183,000 in new revenues previously directed to the prior Yucca Valley RDA.
2. Other revenues n FY12-13 includes a one time donation in the amount of \$302,844.
3. Public Safety expenditures reflect savings related to less than anticipated overtime expenditures.
4. Capital Projects not completed in FY12-13 include the Development Code totaling \$35,476.

Town of Yucca Valley
General Fund Revenues and Expenditures
Fiscal Year End Budget Report
June 30, 2013

Comparison to Prior Year

Revenues	FY2012-13 Revenue	FY 2011-12 Revenue	Variance PY \$	Variance PY %
Property Tax	\$ 2,928,637	\$ 2,457,382	\$ 471,255	19.18%
Property Taxes in lieu	1,560,010	1,570,696	(10,686)	-0.68%
Sales and Use Tax	3,083,885	2,863,039	220,846	7.71%
Franchise fees	765,448	809,736	(44,288)	-5.47%
Transient occupancy tax	147,195	187,839	(40,644)	-21.64%
Other Revenues	1,597,175	1,138,563	458,612	40.28%
Total Revenues	10,082,350	9,027,255	1,055,095	11.69%

Expenditures	FY2012-13 Expenditures	FY 2011-12 Expenditures	Variance PY \$	Variance PY %
Personnel Services	\$ 3,456,012	\$ 3,226,450	\$ (229,562)	-7.12%
Contract Safety	3,534,862	3,490,352	(44,510)	-1.28%
Operating Supplies and Services	2,247,182	2,047,164	(200,018)	-9.77%
Partnerships	92,748	80,500	(12,248)	-15.21%
Capital Projects	357,825	975,389	617,564	63.31%
Total Expenditures	\$ 9,688,628	\$ 9,819,855	\$ 131,227	98.66%

Net Change in Fund Balance	393,722	(792,600)	923,868
Fund Balance, Beginning of Year	6,676,986	7,469,586	(792,600)
Fund Balance, End of Year	7,070,708	6,676,986	393,722
Fund Balance as % of Expenditures	72.98%	67.99%	
Unrestricted as % of Expenditures	44.75%	53.84%	

Notes

1. Capital Projects Expenditures in FY2011-12 includes a transfer of \$700,000 from the general fund to the capital reserve fund for road maintenance.

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Shane R. Stueckle, Deputy Town Manager
Patrick Carroll, Building Official
Date: December 2, 2013
For Council Meeting: December 10, 2013

Subject: 2013 California Building Codes Overview
Set Public Hearing for January 21, 2014, Town Council Meeting

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

Recommendation: That the Town Council introduces the Ordinance and sets the matter for public hearing at the Town Council meeting of January 21, 2014.

Executive Summary: The State of California updates building codes on a three year cycle. The current Codes are the 2010 California Building Codes.

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: The 2013 Building Code includes the following changes that will impact single-family residential construction projects. A majority of the changes are related to energy efficiency. As indicated in the alternatives section of this staff report, the state codes are the minimum standards which may be established and become effective without any local action.

- California Electrical Code, 2013 Edition
 - Annex A. Product Safety Standards
 - Annex B. Ampacity Calculations
 - Annex C. Conduit Fill
 - Annex I. Torque Tables (UL Standard 486-B)

Reviewed By:


Town Manager

Town Attorney


Mgmt Services

Dept Head

Department Report
 Consent

Ordinance Action
 Minute Action

Resolution Action
 Receive and File

Public Hearing
 Study Session

- California Plumbing Code, 2013 Edition
 - Appendix A, B, C & D Sizing Plumbing Systems.
 - 403.0 Water Conserving Fixtures (consistent with Green Code)
- California Mechanical Code, 2013 Edition
 - Appendix B, D & F. Sizing, Installation and Inspection of Mechanical Systems.
- California Energy Code 2013 Edition. Mandatory Requirements (Largest fiscal impact)
 - 110.1 Appliances. (California Certified)
 - 110.2 Equipment. (California Certified)
 - 110.3 Water Heating. (California Certified)
 - 110.6 Fenestration. Doors and Windows
 - 110.7 Leakage. Caulked, Gasketed and Weather-stripped
 - 110.8 Roofing and Radiant Barriers. (California Certified)
 - 110.9 Lighting. High Efficiency (California Certified)
 - 110.10 Solar Ready. Subdivision maps of > 10 after 01/01/2014.
- California Residential Code 2013 Edition
 - Appendix G. Pool Barriers (Clarification) 48" for single family residential.
 - Appendix H. Patio Covers. Expanded from Appendix I, CA Building Code
- California Green Building Standards Code 2013 Edition
 - 301.1.1 Additions and Alterations. Mandatory measures apply to residential additions and alterations. Water conserving plumbing fixtures.

The 2013 Building Code includes the following changes that will impact commercial and industrial construction projects.

- California Building Code, 2013 Edition,
 - Chapter 11B. Accessibility. Entire chapter rewritten for consistency with the ADA.
- California Electrical Code, 2013 Edition
 - Annex A. Product Safety Standards
 - Annex B. Ampacity Calculations
 - Annex C. Conduit Fill
 - Annex I. Torque Tables (UL Standard 486-B)
- California Plumbing Code, 2013 Edition
 - Appendix A, B, C & D Sizing Plumbing Systems.
 - 403.0 Water Conserving Fixtures (Consistent with Green Code)

- California Mechanical Code, 2013 Edition
 - Appendix B, D & F. Sizing, Installation and Inspection of Mechanical Systems.

- California Energy Code 2013 Edition. Mandatory Requirements. All occupancies. (Largest fiscal impact)
 - 110.1 Appliances. (California Certified)
 - 110.2 Equipment. (California Certified)
 - 110.3 Water Heating. (California Certified)
 - 110.6 Fenestration. Doors and Windows
 - 110.7 Leakage. Caulked, Gasketed and Weather-stripped
 - 110.8 Roofing and Radiant Barriers. (California Certified)
 - 110.9 Lighting. High Efficiency (California Certified)
 - 110.10 Solar Ready. Subdivision maps of > 10 after 01/01/2014.
 - 120.0 through 120.9. Establishes requirements for nonresidential design and installation of building envelopes, ventilation, space-conditioning and service water heating.
 - 130.0 through 130.5. Establishes requirements for lighting and electric power distribution.
 - 140.0 through 141.1 Prescriptive and performance compliance. (new)

- California Green Building Standards Code 2013 Edition
 - 303.3 Nonresidential additions and alterations. Mandatory measures apply to commercial additions and alterations of 1000 sq. ft. or greater and or with a valuation of \$200,000.00 dollars or more. (Water conserving plumbing fixtures)

Within the building codes profession, there continues to be disagreements regarding California moving towards what are called the “international codes”. California is continuing with the 2013 Building Codes to stay with California provisions and not move towards the “international codes.

Alternatives: None. The 2013 codes become state law as of 1/1/2014. Failure to amend and adopt would forfeit option of local amendment based on climactic, geographic and topographic conditions.

Fiscal impact: Cost increases will be determined by the scope of individual projects.

Attachments: Ordinance No.

ORDINANCE _____

AN ORDINANCE OF THE TOWN OF YUCCA VALLEY CALIFORNIA, AMENDING TITLE 8, CHAPTER 8.02, OF THE TOWNS MUNICIPAL CODE, WHICH ADDOPTS AS MODIFIED THE 2013 EDITION OF THE CALIFORNIA BUILDING CODE VOLUMES 1, 2 INCLUDING THE APPENDIX AND STANDARDS, THE 2013 EDITION OF THE CALIFORNIA ELECTRICAL CODE, THE 20103 EDITION OF THE CALIFORNIA PLUMBING CODE, THE 2013 EDITION OF THE CALIFORNIA MECHANICAL CODE, THE 2013 EDITION OF THE CALIFORNIA GREEN BUILDING CODE, THE 2013 EDITION OF THE CALIFORNIA RESIDENTIAL CODE, THE 2012 EDITION SOLAR ENERGY CODE AND OTHER REGULATIONS RELATING TO BUILDING REQUIREMENTS.

WHEREAS, Title 8 of the Municipal Code (the “Code”) of the Town of Yucca Valley (the “Town”) has provided minimum standards to safeguard life or limb, health, property and public welfare by regulating the construction, quality of materials, use, and occupancy, location and maintenance of all buildings and structures within this jurisdiction and certain equipment; and

WHEREAS, Title 8 - Building and Construction has not been comprehensively updated since January 1, 2010 and

WHEREAS, it is deemed to be in the best interest of the Town to update and amend a portion of Title 8 of the Code to incorporate the newly adopted standards adopted by the State of California Building Standards Commission and to account for the new building construction standards; and

WHEREAS, the 2013 California Building Standards Code, contained in the California Code of Regulations, Title 24, parts 1-12, incorporate public health, life safety, and general welfare standards used in the design and construction of buildings in California. The California codes incorporate the latest national standards for construction, including the 2012 International Building Code, the 2012 International Residential Code, the International Fire Code, the 2011 National Electrical Code, the 2012 Uniform Plumbing Code, the 2012 Uniform Mechanical Code and the California Green Building Standards Code; and

WHEREAS, the Town also desires to make certain amendments to the above State codes based on local climatic, geologic and topographic conditions as outlined in the resolution accompanying this ordinance; and

WHEREAS, Government Code Section §50022.1, et seq., provides that ordinances and codes of the Federal, State, or any agency of either of them, may be adopted by reference, provided that prior to such adoption by reference a notice public hearing has been held.

The Town Council of the Town of Yucca Valley does ordain as follows:

SECTION 1. Section 8.02.010 of the Yucca Valley Municipal Code, "Findings", is hereby repealed in its entirety and restated as follows:

"(a) Government Code sections 50022.1 et. Seq., provide that ordinances and codes of the federal, state or any agency of either of them may be adopted by reference, provided that prior to such adoption by reference a noticed public hearing has been held.

(b) Pursuant to Section 17958.5 of the Health and Safety Code of the State of California, The Town Council of the Town of Yucca Valley hereby finds that the amendments of the building standards contained in the California Building Code, Volumes 1, 2, 2013 Edition are necessary do to:

(1) Local Climatic Conditions.

(A) The Town is subject to extremely strong winds, commonly known as "Santa Ana Winds" which can reach speeds in excess of 90 miles per hour. Extensive damage frequently accompanies these winds, such as blowing sand and debris, downed power lines, fallen trees, overturned vehicles and structural damage to buildings. These conditions result in increased demand for fire services, blocked or delayed emergency vehicle access and impaired water supplies and building emergency systems.

(B) During the summer months, the Santa Ana Winds may produce periods of extremely low humidity, thereby reducing the fuels moisture and increasing the possibility and severity of fire from dry vegetation and other common combustibles.

(C) During the summer months, much of the Town experiences prolonged periods of temperatures in excess of 100°F. When coupled with sustained severe Santa Ana Winds, an increase in the threat from rapidly moving wildfires exists.

(D) During the winter months, heavy rains routinely cause damage to roadways rendering them completely impassible, or with limited access, sometimes for extended periods.

(E) During winter months, heavy snow and ice conditions exist in the mountain areas resulting in increased demand for fire services and limiting or delaying emergency vehicle access. In some cases, emergency vehicle access

roads are completely impassible, or have limited access, sometimes for extended periods.

(2) Local Geological Conditions.

(A) The Town is subject to moderately strong to severe shaking and surface ruptures resulting from known earthquake faults located within or near the Town. These local earthquake faults have the potential to cause severe personal and property damage, utility interruptions, fire hazards and hazardous materials releases. Additionally, significant roadway, bridge structure, water supply and communications systems are subject to failure, thereby causing a detriment to emergency services response.

(B) Unstable slopes in several areas throughout the Town have experienced soil movement as a result of heavy or soaking rains, resulting in damage to roadways, structures and utilities.

(C) Some desert areas of the Town have limited aquifers, exceptionally deep aquifers or aquifers providing only brackish or contaminated water supplies. This limits, or in some cases eliminates, water supplies available for firefighting purposes.

(3) Local Topographical Conditions.

(A) The Town encompasses an area with limited access routes connecting valley, mountain and desert areas. This distance, combined with these limited access routes, results in delays in the reallocation of resources to emergency scenes.

(B) The topography of the Town is exceptionally diverse, ranging from relatively flat desert and valley areas, to foothill areas, and canyon areas. This results in some areas that are inaccessible to radio communications, which hampers emergency response capabilities.

(C) The diverse topography of the Town results in many areas having limited, unreliable or unavailable water supplies available for firefighting purposes.

(c) Copies of these codes and standards were filed with the office of the Town Clerk fifteen days prior to the noticed hearing.

(d) A noticed public hearing shall be held by the Town Council, at which time all interested persons had the opportunity to appear and be heard on the matter of adopting by reference the current editions of certain model codes, as follows:

California Building Code, 2013 Edition, Volumes 1, 2 with Appendix F, G, H, I, J

California Residential Building Code, 2013 Edition with Appendix E, G, H, O
California Mechanical Code, 2013 Edition with Appendix and Standards
California Plumbing Code 2013 Edition with Appendix and Standards
California Electrical Code, 2013 Edition
California Green Building Code, 2013 Edition
2012 International Property Maintenance Code

(e) Pursuant to Section 17958.5 of the Health and Safety Code of the State of California, The Town Council of the Town of Yucca Valley hereby finds that the amendments of the building standards contained in the California Building Code, Volumes 1, 2, 2013 Edition are necessary do to past earthquakes (Landers 1992) and the inherent run off problems incurred with severe thunderstorm activity and flooding due to the Towns desert location.”

SECTION 2. Section 8.02.020 of the Yucca Valley Municipal Code, “Building Code Adopted; Amendments”, is hereby repealed in its entirety and restated as follows:

“(a) Building Code Adopted: Except as hereinafter provided, the California Building Codes, 2013 Edition, Volumes 1, & 2 published by the International Codes Council. All California Building Code Appendix Chapters with the exception of Appendix Chapters A,B,C,D, and E; Elevator Safety Code Title 24 part 7 for Elevators and Escalators, Society of Mechanical Engineers; Structural Welding Code-Reinforcing Steel, AWS D1.4-92 (UBC Standard No.19-2); Structural Welding Code-Steel, ANSI/AWS D1.1-84 (UBC Standard No.27-6) and Structural Welding Code-Sheet Steel, ANSI/AWS D1.3-81 (UBC Standard No. 27-13) published by the American Welding Society; as modified or amended in the California Building Code referenced herein; is hereby adopted by reference as the Building Code of the Town of Yucca Valley for regulating the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment use, height area, maintenance of all buildings or structures in the Town of Yucca Valley providing for the issuance of all permits and collection of fees therefore; and each and all of the regulations, provisions, conditions and terms of such California Building Code, 2013 Edition, Volumes 1, 2, , published by the International Code Council above, except as amended herein, all of which are on file in the office of the Town Clerk, Town of Yucca Valley are hereby referred to, adopted and made part hereof as if fully set out in this ordinance.

A copy of the Building Code of the Town of Yucca Valley shall be maintained in the office of the Town Clerk in the Town of Yucca Valley, and shall be made available for public inspection while this code is in force.

(b) Building Code Amended: The 2013 California Building Code as adopted by referenced herein is amended as follows:

(1) The California Building Code, Chapter 1, Division II, Section 104.8, “Liability”, is hereby amended to read as follows:

The Building Official, or his authorized representative charged with the enforcement of this Code and the technical codes, acting in good faith and without malice in the discharge of his duties, shall not thereby render himself personally liable for any damage that may accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of his duties. Any suit brought against the Building Official, agent or employee because of such act or omission performed by him in the enforcement of any provision of such Codes or other pertinent laws or ordinances implemented through the enforcement of this Code or enforced by the code enforcement agency shall be defended by this jurisdiction until final termination of such proceedings, and any judgment resulting there from shall be assumed by this jurisdiction.

The provisions of this section shall apply if the Building Official or his authorized representative are employees of this jurisdiction and shall also apply if the Building Official or his authorized representative are acting under contract as agents of the jurisdiction.

Such Codes shall not be construed to relieve from or lessen the responsibility of any person owning, operating or controlling any building, structure or building service equipment therein for any damages to persons or property caused by defects, nor shall the code enforcement agency or its parent jurisdiction be held as assuming any such liability by reason of the inspection authorized by this code or any permits or certificates issued under this code.

(2) California Building Code Chapter 1, Volume 1, Section 109, “Fees”, shall be amended to read as follows:

(A) All fees shall be as set forth in the most recent resolution of the Town Council regarding fees for building, plumbing, mechanical, electrical, elevator and grading permits and plan review.

(3) California Building Code Chapter 16 Volume 2, “Structural Design Requirements Division General Design Requirements”, is amended by addition of a new Section 1604.11 to read as follows:

(A) Allowable Shear Values for Stucco and Drywall. Reduce the allowable shear values for Portland cement (stucco) and gypsum sheathing board and gypsum wall board (drywall) permitted under the 2013 C.B.C Table 2306.3 (3) as follows:

Portland Cement Plaster:

1. Reduce allowable shear wall value to 90#/foot
2. Limit ratio “h/d” to 1

3. Required minimum nailing will be limited to 11 (gage) x 1 1/2(length) galvanized nails with lath furred to 1/4 in. Staples and self-furring lath will not be permitted.

Gypsum Sheeting and wallboard (1/2 or 5/8 in. thickness):

1. Reduce the maximum shear value to 30#/foot (for both blocked and unblocked shear walls), with nailing at 7 in. maximum spacing.
2. Limit the ratio "h/d" to 1.
3. Wall frame assemblies of Portland cement plaster or gypsum wallboard will not be permitted to carry shear loads at the ground floor of a multi-story building.

Plywood:

1. Reduce the allowable values for plywood shear walls to 75% of the shear values.
2. Require nominal 3 in. thick boundary and panel edge members for all shear walls with shear values exceeding 300# per foot.
3. Require minimum 1/2 in. edge distance for nailing at the 3X boundary and panel edge members of these shear walls.
4. Limit the shear wall "h/d" ratio to 2:1

(B) Hold-down Connectors:

1. All bolt holes shall be 1/16" (max.) oversized at the connection of hold-downs to posts (note on plans inspector to verify)
2. Specify that hold-down connection bolts and nuts shall be torqued 1/2 turn beyond finger tight or as required by the manufacturer. Inspector shall verify by random inspection prior to covering walls.
3. Allowable load on the manufactured hold-downs should be 75% of the value listed in the research report

(C) Open/Soft Story Design:

1. Column deflection shall be limited to 0.005H, where "H" is story height.
2. Use "K-2.1" the buckling factor for cantilevered columns for the design of columns.

(D) Plan Requirements:

1. Lateral-force resisting system of the structure shall be clearly shown on the plans and calculations.

2. Sufficient elevations and detail references for all shear-walls, frames etc. shall be provided on the plans to clearly show all applicable conditions.

(4) California Building Code Chapter 19 Volume 2, Section 1907.2, "Minimum Slab Provisions", is hereby amended to read as follows:

The minimum thickness of concrete floor slabs shall be not less than 4 inches and shall have minimum 6x6x10x10 welded wire mesh reinforcement.

(5) California Building Code Chapter 15, Volume 1, Section 1505, "Roof Covering Requirements", is hereby amended by addition of the following sentence:

The roof covering on any structure regulated by this Code shall be Class "A" as classified in Section 1505. Exception: Repairs of and additions to existing structures which requires the replacement or addition of 25% or less of the total roof area may be made using material matching the existing roof.

(6) Sections J101.3, "Grading Design", and J110.1, "Erosion Control", of California Building Code Appendix J, "Excavation and Grading", is hereby restated to read as follows:

J101.3 Grading Designation

Grading in excess of 2500 cubic yards shall be performed in accordance with the approved grading plan prepared by a civil engineer, and shall be designated "engineered grading." Grading involving less than 2500 cubic yards shall be designated "regular grading" unless the Town Engineer determines that special conditions or unusual hazards exist, in which case grading shall conform to the requirements for engineered grading.'

J110.1 Erosion Control

(a) Slopes. The faces of cut and fill slopes shall be prepared and maintained to control erosion. This control must consist of effective planting as described elsewhere in this section, or other devices satisfactory to the Building Official.

(b) Planting. The surface of all cut slopes more than 5 feet in height and fill slopes more than three feet in height shall be protected against damage by erosion by planting with grass or ground cover plants. Slopes exceeding 15 feet in height shall also be planted with shrubs, spaced at not to exceed 10 feet on centers; or trees, spaced at not to exceed 20 feet on centers; or a combination of shrubs and trees at equivalent spacing, in addition to the grass or ground cover plants. The plants selected and planting methods used shall be suitable for the soil

and climate conditions of the site and in accordance with the current Town approved publication.

Planting need not be provided for cut slopes rocky in character and not subject to damage by erosion or any slopes protected against erosion damage by other methods when such methods have been specifically recommended by a soils engineer, engineering geologist, or equivalent authority and found to offer erosion protection equal to that provided by the planting specified in this section.

Plant material shall be selected which will produce a coverage of permanent planting effectively controlling erosion. Consideration shall be given to deep-rooted plant material needing limited watering, to low maintenance during the lifetime of the project, to high root to shoot ratio (weight of above ground parts versus root system), wind susceptibility and fire-retardant characteristics.

(c) Irrigation. Slopes required to be planted by sub-section (b) shall be provided with an approved system of irrigation, designed to cover all portions of the slope and plans therefore shall be submitted and approved prior to installation. A functional test of the system may be required.

For slopes less than 20 feet in vertical height, hose bibs to permit hand watering will be acceptable if such hose bibs are installed at conveniently accessible locations where a hose no longer than 50 feet is necessary for irrigation.

The requirements for permanent irrigation systems may be modified upon specific recommendation of a landscape architect or equivalent authority that because of the type of plants selected, the planting methods used, and the soil and climatic conditions at the site, an irrigation system will not be necessary.

(d) Plans and Specifications. Planting and irrigation plans shall be submitted for slopes required to be planted and irrigated by sub-sections (b) and (c). Except when waived by the Town Planner for minor grading, the plans for slopes 20 feet or more in vertical height shall be prepared and signed by a civil engineer or landscape architect.

(e) Rodent Control. Fill slopes steeper than two horizontal to one vertical within a grading project located adjacent to undeveloped and unoccupied land determined by the Agricultural Commissioner to be infested by burrowing rodents, shall be protected from potential slope damage by an effective rodent control program.

(7) California Building Code Chapter 18, Volume 2, is hereby amended by addition of the following Section 1802.1.1.1, "Soils and Foundation" which reads:

The Town Engineer may require an engineering geology or geotechnical engineering report, or both, where in his opinion such reports are essential for the evaluation of the safety of the site. The engineering geology or geotechnical engineering report, or both shall contain a finding regarding the safety of the building site for the proposed structure against hazard from landslide, settlement, or slippage and a finding regarding the effect that the proposed building or grading construction will have on the geologic stability of property outside the building site. Any engineering geology report shall be prepared by a certified engineering geologist licensed by the State of California. Any geotechnical engineering report shall be prepared by a civil engineer qualified to perform this work, such as a geotechnical engineer experienced in soils mechanics. When both an engineering geology and geotechnical engineering report are required for the evaluation of the safety of the site, the two reports shall be coordinated before submission to the Town Engineer.”

SECTION 3. Section 8.02.030 of the Yucca Valley Municipal Code, “Residential Building Code Adopted”, is hereby repealed in its entirety and restated as follows:

“(a) Residential Building Code Adopted by Reference. Except as hereinafter provided, the Residential Code, 2013 Edition, published by the International Code Council is hereby adopted by reference as the Residential Building Code of the Town of Yucca Valley. A copy of the California Residential Building Code, 2013 Edition, shall be maintained in the office of the Town Clerk of the Town of Yucca Valley and shall be made available for public inspection while this Code is in force.”

SECTION 4. Section 8.02.040 of the Yucca Valley Municipal Code, “Electrical Code Adopted”, is hereby repealed in its entirety and restated as follows:

“(a) Electrical Code Adopted by Reference. Except as hereinafter provided, the California Electrical Code, 2013 Edition, published by the National Fire Protection Association is hereby adopted by reference as the Electrical Code of the Town of Yucca Valley. A copy of the California Electrical Code, 2013 Edition, shall be maintained in the office of the Town Clerk of the Town of Yucca Valley and shall be made available for public inspection while this Code is in force.

(b) Electrical Code Amended. The Administrative Provisions governing the California Electrical Code, 2013 Edition, Annex H including violation and penalty provisions shall be as set forth in Section 11 of this Chapter.”

SECTION 5. Section 8.02.050 of the Yucca Valley Municipal Code “Plumbing Code Adopted”, is hereby repealed in its entirety and restated as follows:

“(a) Plumbing Code Adopted by Reference. Except as hereinafter provided, the California Plumbing Code, 2013 Edition, published by the Uniform

Plumbing Code, including the installation standards contained in is hereby adopted by reference as the Plumbing Code of the Town of Yucca Valley. A copy of the California Plumbing Code 2013 Edition, including the installation standards shall be maintained in the office of the Town Clerk of the Town of Yucca Valley and shall be made available for public inspection while this Code is in force.

(b) Plumbing Code Amended. The Administrative provisions of the California Plumbing Code, 2013 Edition, contained in part one of that Code except Sections 101.1, 101.2 101.3 and 101.4 are hereby deleted. The Administrative provisions governing the Plumbing Code, including violation and penalty provisions, shall be as set forth in Section 11 of this ordinance.”

SECTION 6. Section 8.02.060 of the Yucca Valley Municipal Code, “California Existing Building Code”, is hereby repealed in its entirety and restated as follows:

“(a) Existing Building Code Adopted by Reference. Except as hereinafter provided, the California Existing Building Code, 2013 Edition, published by the International Code Council is hereby adopted by reference as the Existing Building Code of the Town of Yucca Valley. A copy of the California Existing Building Code, 2013 Edition, shall be maintained in the office of the Town Clerk of the Town of Yucca Valley and shall be made available for public inspection while this Code is in force.”

SECTION 7. Section 8.02.070 of the Yucca Valley Municipal Code, “California Historical Building Code Adopted”, is hereby repealed in its entirety and restated as follows:

“(a) Historical Building Code Adopted by Reference. Except as hereinafter provided, the California Historical Building Code, 2013 Edition, published by the International Code Council is hereby adopted by reference as the Historical Building Code of the Town of Yucca Valley. A copy of the California Historical Building Code, 2013 Edition, shall be maintained in the office of the Town Clerk of the Town of Yucca Valley and shall be made available for public inspection while this Code is in force.”

SECTION 8. Section 8.02.080 of the Yucca Valley Municipal Code, “California Reference Standards Code Adopted”, is hereby repealed in its entirety and restated as follows:

“(a) California Reference Standards Code Adopted by Reference. Except as hereinafter provided, the California Reference Standards Code, 2013 Edition, published by the International Code Council is hereby adopted by reference as the California Reference Standards Code of the Town of Yucca Valley. A copy of the California Reference Standards Code, 2013 Edition, shall be maintained in the

office of the Town Clerk of the Town of Yucca Valley and shall be made available for public inspection while this Code is in force.”

SECTION 9. Section 8.02.090 of the Yucca Valley Municipal Code “Mechanical Code Adopted”, is hereby repealed in its entirety and restated as follows:

“(a) Mechanical Code Adopted by Reference. Except as hereinafter provided, The California Mechanical Code, 2013 Edition, published by the International Association of Plumbing and Mechanical Officials, is hereby adopted by reference as the Mechanical Code of the Town of Yucca Valley. A copy of the California Mechanical Code, 2013 Edition shall be maintained in the office of the Town Clerk of the Town of Yucca Valley and shall be made available for public inspection while this Code is in force.

(b) Mechanical Code Amended. The Administrative provisions of the California Mechanical Code, 2013 Edition, contained in Part I except sections 101 and 102 are hereby deleted. The Administrative provisions governing the Mechanical Code, including violation and penalty provisions, shall be as set forth in Section 11 of this Chapter.”

SECTION 10. Section 8.02.100 of the Yucca Valley Municipal Code “California Green Building Standards Adopted”, is hereby repealed in its entirety and restated as follows:

“(a) California Green Building Standards Adopted by Reference. Except as hereinafter provided, the California Green Building Standards, 2013 Edition, published by the California Building Standards Commission is hereby adopted by reference as the Green Building Standards of the Town of Yucca Valley. A copy of the California Green Building Standards, 2013 Edition, shall be maintained in the office of the Town Clerk of the Town of Yucca Valley and shall be made available for public inspection while this Code is in force.”

SECTION 11. Section 8.02.110 of the Yucca Valley Municipal Code, “California Energy Code Adopted”, is hereby repealed in its entirety and restated as follows:

“(a) California Energy Code Adopted by Reference. Except as hereinafter provided, the California Energy Code, 2013 Edition, published by the California Building Standards Commission is hereby adopted by reference as the California Energy Code of the Town of Yucca Valley. A copy of the California Energy Code, 2013 Edition, shall be maintained in the office of the Town Clerk of the Town of Yucca Valley and shall be made available for public inspection while this Code is in force.”

SECTION 12. Section 8.02.120 of the Yucca Valley Municipal Code, “The International Property Maintenance Code”, is hereby repealed in its entirety and restated as follows:

“Except as hereinafter provided the International Property Maintenance Code, 2012 Edition, published by the International Code Council, is hereby

adopted by reference as the Housing Code of the Town of Yucca Valley. A copy of the International Property Maintenance Code, 2012 Edition, shall be maintained in the office of the Town Clerk for public inspection while this Code is in force.”

SECTION 13. Section 8.02.130 of the Yucca Valley Municipal Code, “Amendments Necessary”, is hereby repealed in its entirety.

SECTION 14. Current Section 8.02.140 of the Yucca Valley Municipal Code, “Violations and Penalties”, is hereby repealed in its entirety and re-numbered as Section 8.02.130, to read as follows:

“(a) Violations and penalties pertaining to violations of this Chapter 8.02 shall be as follows:

(1) Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this Chapter, or cause same to be done, in conflict with or in violation of any of the provisions of this Chapter.

(2) Notice of violation. The building official is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this Chapter, or in violation of a permit or certificate issued under the provisions of this Chapter. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

(3) Prosecution of violation. If the notice of violation is not complied with promptly, the building official is authorized to request the Town Attorney to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this code or of the order or direction made pursuant thereto.

(4) Violation penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

(b) Other Penalties. In addition to the penalties and procedures stated in this Section, the Town may enforce the provisions of this Chapter by any other administrative, criminal or civil remedies available to the Town under this Code.”

SECTION 15. Severability.

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town Council hereby declares that it would have passed and adopted this Ordinance and each and all provisions thereof, irrespective of the fact that any one or more of said provisions may be declared invalid.

SECTION 16. Processing of Ordinance.

After first reading, this ordinance shall be adopted pursuant to the procedures set forth in Government Code Section 50022.3. To wit, after the first reading of the title of the adopting ordinance and of the title of the code to be adopted hereby the City Clerk is directed to schedule a public hearing thereon. Notice of the hearing shall be published pursuant to Section 6066 in a newspaper of general circulation. The notice shall state the time and place of the hearing. It shall also state that copies of the codes being adopted by reference are on file with the Clerk and are open to public inspection. The notice shall also contain a description which the legislative body deems sufficient to give notice to interested persons of the purpose of the ordinance and the subject matter thereof.

PASSED AND ADOPTED this day of 2013.

AYES:
NOES:
ABSENT:

MAYOR

ATTEST:

TOWN CLERK