

# TOWN OF YUCCA VALLEY TOWN COUNCIL MEETING



*The Mission of the Town of Yucca Valley is to  
provide a government that is responsive to its citizens  
to ensure a safe and secure environment  
while maintaining the highest quality of life.*

**TOWN COUNCIL: 6:00 PM  
TUESDAY, AUGUST 18, 2015  
YUCCA VALLEY COMMUNITY CENTER  
YUCCA ROOM  
57090 - 29 PALMS HIGHWAY  
YUCCA VALLEY, CALIFORNIA 92284**

**CLOSED SESSION: 6:00 p.m.  
(Immediately following the regular meeting.)  
YUCCA VALLEY TOWN HALL  
CONFERENCE ROOM  
57090 - 29 PALMS HIGHWAY  
YUCCA VALLEY, CALIFORNIA 92284**

**\* \* \* \***

**Town Council  
Merl Abel, Council Member  
Rick Denison, Council Member  
Robert Leone, Mayor Pro Tem  
Robert Lombardo, Council Member  
George Huntington, Mayor**

**\* \* \* \***

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

**AGENDA  
MEETING OF THE  
TOWN COUNCIL  
TUESDAY, AUGUST 18, 2015  
6:00 PM**

*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, and any additional documents submitted to the majority of the Town Council, are available for public view in the Town Hall lobby and with respect to the staff agenda packet, on the Town's website, [www.yucca-valley.org](http://www.yucca-valley.org), prior to the Regular 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 Regular Meeting meeting. For more information on an agenda item or the agenda process, please contact the Town Clerk's office at 760-369-7209 ext. 226.***

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

***Where appropriate or deemed necessary, action may be taken on any item listed in the agenda.***

**OPENING CEREMONIES:**

**CALL TO ORDER:**

**ROLL CALL:**

Council Members Abel, Denison, Lombardo, Leone and Mayor  
Huntington

**INVOCATION:**

Led by Pastor Daniel Thompson- Valley Community Chapel

**PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS:**

1. Congressman Paul Cook

## APPROVAL OF AGENDA:

2. Approve the Meeting Agenda of August 18, 2015

## MINUTES APPROVAL:

3. Town Council - Regular Meeting - Aug 4, 2015 6:00 PM

**Recommendation:** Approve the Town Council Meeting Minutes of August 4, 2015 as presented.

## CONSENT AGENDA:

*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 before the consent calendar is called.*

4. 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.

5. SR62 & Dumosa Avenue Traffic Signal Project – Town Project No. 8456; Acceptance of Project as Substantially complete

**Recommendation:**

**That the Town Council accepts the project as substantially complete, authorizes staff to file the Notice of Completion, authorizes the reduction of the Faithful Performance Bond to 10% and directs staff to retain the Labor and Material Bond for six (6) months for Project No. 8456.**

6. Hi-Desert Nature Museum Maintenance Project Schedule

**Recommendation:**

**To receive and file the report regarding the temporary two week closure of the museum for deep cleaning and maintenance projects.**

7. AB1234 Required Reporting

**Recommendation:**

**Receive and file the AB1234 Reporting Requirement Schedules for the months of June 2015 and July 2015.**

8. Warrant Registers dated July 31, 2015 and August 6, 2015

**Recommendation:**

Ratify the Warrant Register totaling \$507,096.20 for checks dated August 6, 2015.

Ratify the Payroll Register totaling \$124,215.28 dated July 31, 2015.

## DEPARTMENT REPORTS:

9. PARSAC Summary

**Recommendation:**

**That the Town Council receive and file this summary of the programs and services provided by the Public Agency Risk Sharing Authority of California (PARSAC).**

10. Resolution No. 15- ; Records Retention Schedule Update

**Recommendation:**

**Approve the Resolution amending the Town's Records Retention Schedule as attached hereto as Exhibit "A"**

11. Town of Yucca Valley Public Safety Update

**Recommendation:**

**That the Town Council receive a public safety update as a verbal presentation from Sheriff's Department Captain Jeff Joling.**

## FUTURE AGENDA ITEMS:

## PUBLIC COMMENTS:

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

Council Member Abel

Council Member Denison

Council Member Lombardo

Mayor Pro Tem Leone

Mayor Huntington

**ANNOUNCEMENTS:**

**Upcoming Meeting Schedule**

The next regular meeting of the Yucca Valley Town Council is scheduled for Tuesday, September 1, 2015 at 6:00 p.m. in the Yucca Valley Community Center Yucca Room.

**ADJOURN TO CLOSED SESSION:**

**CLOSED SESSION:**

**PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT PERFORMANCE EVALUATION**

A closed session will be held, pursuant to Government Code § 54957, to conduct an employee evaluation- Town Manager

**REPORT OUT FROM CLOSED SESSION/ADJOURNMENT:**

Any report action from Closed Session will occur at Town Hall immediately following.

# Yucca Valley Town Council

## Meeting Procedures

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

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

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

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

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

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

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

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

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

## ACRONYM LIST

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

## Town Council Committee Assignments

COMMITTEE	REPRESENTATIVE	MEETING SCHEDULE	LOCATION
CITY / COUNTY ANIMAL SERVICES JPA	Huntington Lombardo	12:00 pm. Last Thursday	Yucca Valley
DESERT SOLID WASTE JPA	Huntington Leone (Alt)	10:00 a.m. 2 <sup>nd</sup> Thursday Feb, May, Aug, Nov	Victorville
LEAGUE OF CALIFORNIA CITIES DESERT MOUNTAIN DIVISION	Lombardo Denison (Alt)	10:00 a.m. 4 <sup>th</sup> Friday- Quarterly	Varies
LEAGUE OF CALIFORNIA CITIES LEGISLATIVE DELEGATE	Mayor		
LEGISLATIVE TEAM	Huntington Denison	Proposed for Council Members to work with Town Manager meeting with legislators when necessary	
HOMELESS PARTNERSHIP (SBCO) AND INTERAGENCY COUNCIL ON HOMELESSNESS	Staff	9:00 a.m. 4 <sup>th</sup> Wednesday	San Bernardino
MEASURE I	Huntington Abel (Alt)	9:30 a.m. 3 <sup>rd</sup> Friday	Apple Valley
MORONGO BASIN TRANSIT AUTHORITY	Abel Leone Lombardo (Alt)	5:00 p.m. 4 <sup>th</sup> Thursday	Joshua Tree
MOJAVE AIR QUALITY DISTRICT	Leone Abel (Alt)	10:00 a.m. 4 <sup>th</sup> Monday	Victorville
SANBAG	Huntington Abel (Alt)	10:30 a.m. 1 <sup>st</sup> Wednesday	San Bernardino
SO. CALIFORNIA ASSOC. GOV (SCAG) GENERAL ASSEMBLY	SANBAG Rep/Alternate	Annually May	Varies
SPORTS COUNCIL	Denison	6:30 p.m. 2 <sup>nd</sup> Monday March, June, Sept	Yucca Valley

## Ad Hoc Committee Assignments

COMMITTEE	REPRESENTATIVES
AUDIT	Denison Huntington
BREHM PARK	Abel Lombardo
CLASS AND COMPENSATION (Personnel)	Abel Huntington
MEDICAL MARIJUANA INITIATIVE	Lombardo Abel
ONLINE VIDEO	Huntington Evans (PRCC)
PUBLIC FACILITIES	Huntington Leone
RDA BONDS	Huntington Leone
SEWER FINANCING	Denison Leone
REVENUE MEASURE	Huntington Leone
SUBDIVISION	Huntington Leone



**TOWN OF YUCCA VALLEY  
TOWN COUNCIL MEETING MINUTES  
AUGUST 4, 2015**

**OPENING CEREMONIES**

Mayor George Huntington called the meeting to order at 6:00 PM.

**CALL TO ORDER**

**PRESENT:** Denison, Leone, Lombardo, Huntington

**ABSENT:** Abel

Council Member Abel absent due to a scheduled vacation.

Staff Members present were: Town Manager Yakimow, Deputy Town Manager Stueckle, Town Attorney Laymon, Police Chief Joling, and Town Clerk Copeland.

**PLEDGE OF ALLEGIANCE**

Led by Mayor Huntington

**INVOCATION**

Led by Pastor Stephen Jones, First Southern Baptist Church

**PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS**

**MINUTES APPROVAL**

**1. Approval of July 7, 2015 Town Council Regular Meeting Minutes**

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** Robert Leone, Mayor Pro Tem

**SECONDER:** Robert Lombardo, Council Member

**AYES:** Rick Denison, Robert Leone, Robert Lombardo, George Huntington

**ABSENT:** Merl Abel

**CONSENT AGENDA**

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** Robert Lombardo, Council Member

**SECONDER:** Robert Leone, Mayor Pro Tem

**AYES:** Rick Denison, Robert Leone, Robert Lombardo, George Huntington

**ABSENT:** Merl Abel

**2. Approve the Rejection of Claim**

**MOTION:**

That the Town Council rejects one Claim filed against the Town of Yucca Valley submitted on July 15, 2015 by Rachel Hancock.

**3. Approve the Contract Facility/Park Maintenance Services; Desert Arc Contract Amendment for Contract Services**

**MOTION:**

That the Town Council authorizes the Town Manager to execute the Amendment of the professional services agreement with Desert Arc, with a maximum annual contract value of \$52,132.42, based upon organizational need and efficiency, and with the Agreement ending on June 30, 2016.

**4. Approve the Jacobs Park Playground Improvements – Town Project No. 8948; Notice of Completion; R.E. Schultz Construction, Silverado CA**

**MOTION:**

That the Town Council accepts the project as substantially complete, authorizes staff to file the Notice of Completion, authorizes the reduction of the Faithful Performance Bond to 10%, and directs staff to retain the Labor and Material Bond for six (6) months for Project No.8948.

**5. Adopt the Grant of Easement to the Public for Street and Utility Purposes; Approximately 0.0524 Acre dedication for SR62 (Welcome Center) APN#587-361-02; Grant of Easement to the High Desert Water District (HDWD); Approximately .0131 Acre dedication for SR62 (Welcome Center) APN#587-361-02.**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AUTHORIZING THE GRANT OF EASEMENTS ON APN #587-361-02 FOR PUBLIC UTILITY AND ROADWAY PURPOSES AND FOR HI-DESERT WATER DISTRICT WASTEWATER COLLECTION SYSTEM PURPOSES**

**MOTION:**

That the Town Council approves Resolution No. 15-16, Granting of easements to:

- The Public for Street and Utility Purposes (SR 62), approximately 0.0524 acres (2,282 sq. ft. +/-) Dedication; APN#587-361-02, California Welcome Center Property
- Hi-Desert Water District, approximately .0131 acres (566 sq. ft.+/-) dedication for wastewater facilities; APN#587-361-02, California Welcome Center Property;
- and authorizes the Town Manager to sign the grant of easement, and directs the Town Clerk to record the easement with the San Bernardino County Recorder's

Office.

6. **Approve the Fourth Amendment to the Subdivision Improvement Agreement; Reduction of Bond Obligations; Tract Map 16587; Located at the northeast corner of Acoma Trail and Zuni Trail**

**MOTION:**

That the Town Council approves the attached 4<sup>th</sup> Amendment to the Subdivision Improvement Agreement, extending the period of time for completion of improvements an additional twenty-four (24) months through November 22, 2017, reducing the Irrevocable Standby Letters of Credit from \$211,185 to \$ 183,391 for the remaining public improvements.

7. **Approve the Second Reading and Adoption of Ordinance No. 256**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING CHAPTER 9.50, HOME OCCUPATION PERMITS, OF ARTICLE 3, GENERAL DEVELOPMENT STANDARDS, OF TITLE 9, YUCCA VALLEY DEVELOPMENT CODE**

**MOTION:**

That the Town Council Adopts Ordinance 256.

8. **Approve the Warrant Registers**

**MOTION:**

Ratify the Warrant Registers totaling \$1,156,926,76 for checks dated June 25, 2015 through July 23, 2015.

Ratify the Payroll Registers totaling \$457,491.72 dated June 19, 2015 through July 2, 2015.

**PUBLIC HEARING**

9. **Resolution No. 15- ; Annual Assessment Engineer's Report for Previously Formed Street & Drainage and Landscape & Lighting Maintenance Districts; Levying Annual Assessments upon Real Property within the Districts**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA CONFIRMING THE ASSESSMENT DIAGRAMS AND CONFIRMING THE ASSESSMENTS AS SET FORTH IN THE ENGINEER'S**

**REPORTS FOR LANDSCAPING AND LIGHTING MAINTENANCE DISTRICTS AND STREET AND DRAINAGE MAINTENANCE DISTRICTS WITHIN THE EXISTING DISTRICTS FOR THE 2015-2016 TAX YEAR AND AUTHORIZES THE LEVY OF ASSESSMENT UPON REAL PROPERTY AS IDENTIFIED IN THE ENGINEER'S REPORTS**

Staff report presented by Deputy Town Manager Stueckle for the Annual Assessment Engineer's Report for previously formed Street and Drainage, and Landscape and Lighting Maintenance Districts. Stueckle explained that the Town Council previously formed these districts as a condition of private subdivision development project approvals. The Assessment Engineer's Report(s) , which establishes the annual assessment in each of the Districts must be updated annually and approved by the Town Council, following a public hearing, in order to levy the annual assessment. The Town has nine such districts. A recommendation to increase assessments for Tract Map 16587 (Mesquite 55) is proposed, as the Town has accepted the roads within this development into the maintained road system. The annual assessment is designed to annually contribute to fund future reconstruction of the subject roadways, as well as for annual maintenance of the drainage system and ancillary improvements.

The recommended annual assessment for Tract Map 16587 is:

Street and Drainage Maintenance District No. 1

Annexation No. 1, Zone 2: \$378.18

Landscape and Lighting Maintenance District No. 1,

Annexation No. 1, Zone 2: \$187.72

Assessments for remaining Districts are unchanged for 2015-16.

Mayor Huntington opened the public hearing. Town Clerk Copeland reported that no written communication has been received on this item. With no members of the public wishing to speak, Mayor Huntington closed the public hearing.

**MOTION:**

That the Town Council adopts Resolution No. 15-17, Confirming the assessment diagrams and confirming the assessments as set forth in the engineer's reports for landscaping and lighting maintenance districts and street and drainage maintenance districts within the existing districts for the 2015-2016 tax year and authorizes the levy of assessment upon real property as identified in the engineer's reports.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Robert Leone, Mayor Pro Tem  
**SECONDER:** Rick Denison, Council Member  
**AYES:** Rick Denison, Robert Leone, Robert Lombardo, George Huntington  
**ABSENT:** Merl Abel

**DEPARTMENT REPORTS**

**10. Resolution No. 15- ; Authorization of the Levy of a Special Service Tax upon Real Property within Community Facilities District (CFD) No. 11-1; Improvement Areas # 1, 2, and 3**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY AUTHORIZING THE ANNUAL LEVY OF SPECIAL TAXES FOR COMMUNITY FACILITIES DISTRICT NO 11-1 FOR FISCAL YEAR 2015/2016**

Deputy Town Manager Stueckle presented the staff report on the Authorization of the Levy of a Special Service Tax upon Real Property within Community Facilities District (CFD) No. 11-1. Stueckle explained that the Town Council previously established Town of Yucca Valley CFD No. 11-1 to finance a portion of the cost of providing street, storm drain, and landscape maintenance and street lighting services that are in addition to those services provided within the CFD territory prior to the formation of the CFD. The Town Council sets annual levies for the CFD.

The Town has formed three (3) such service areas:  
 Warren Vista Center CFD, Annexation Area No. 1, Improvement Area 1  
 Dollar General CFD, Annexation Area No. 1, Improvement Area 2  
 Super Wal Mart CFD, Annexation Area No. 2, Improvement Area 3

Mayor Huntington opened public comments. With no members of the public wishing to speak, public comments were closed.

**MOTION:**

That the Town Council adopts the Resolution, authorizing the annual levy of special taxes for Community Facility District No. 11-1, Improvement Areas # 1, 2, and 3 for fiscal year 2015/2016.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Robert Lombardo, Council Member  
**SECONDER:** Rick Denison, Council Member  
**AYES:** Rick Denison, Robert Leone, Robert Lombardo, George Huntington  
**ABSENT:** Merl Abel

Minutes Acceptance: Minutes of Aug 4, 2015 6:00 PM (Minutes Approval)

**11. Contract Yucca Trail Traffic Safety & Circulation Analysis; Albert Webb Associates; Authorization for Contract Services**

Deputy Town Manager Stueckle presented the staff report, giving explanation for the recommendation to contract for services, to conduct a traffic safety and circulation analysis for Yucca Trail, from Sage Avenue to La Contenta Road. Currently, Yucca Trail carries is the largest volume of daily vehicle traffic within the Town, not including state highways. Yucca Trail is partially to fully improved at its current state. Traffic volumes and patterns have changed on Yucca Trail and its intersecting streets over the past several years.

Stueckle continued to explain that prior to proceeding with additional improvements along Yucca Trail, evaluating immediate, mid-range and long term roadway improvement is recommended. A tiered approach for implementation will accommodate based on safety needs, roadway and intersection improvements, and scheduled construction of Phase 1 of the Hi Desert Water District's collection system for the sewer project.

Mayor Huntington opened public comments. With no members of the public wishing to speak, public comments were closed.

Mayor Pro Tem Leone spoke of recent accidents at the corner of Warren Vista and Yucca Trail.

Council Member Denison inquired on costs for recommended improvements along Yucca Trail and also inquired on any additional outlay for the seven referenced items, the Town will provide to the Consultant prior to the kick-off meeting.

Council Member Lombardo spoke of the heavy traffic on Yucca Trail and welcomes this study.

Huntington spoke favorably of the item and inquired on a need to identify a cost effective fix for needed areas prior to pulverization by the sewer project.

**MOTION:**

That the Town Council authorizes the Town Manager to enter into a professional services agreement with Albert Webb Associates, with a maximum contract value of \$23,100, and direct staff to include this project and associated costs in the Measure I 5-Year Plan and Measure I Budget for Fiscal Year 2015/1016.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Robert Leone, Mayor Pro Tem  
**SECONDER:** Robert Lombardo, Council Member  
**AYES:** Rick Denison, Robert Leone, Robert Lombardo, George Huntington  
**ABSENT:** Merl Abel

**12. Ordinance No. ; AB 2188; Expedited Permitting Small Residential Rooftop Solar Systems; State Mandate**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING THE YUCCA VALLEY MUNICIPAL CODE, TITLE 8, ADDING CHAPTER 8.05, IMPLEMENTING AB 2188, PROVIDING AN EXPEDITED, STREAMLINED PERMITTING PROCESS FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS.**

Deputy Town Manager Stueckle read the title of the ordinance and clarified the motion, to waive further reading of the ordinance, and read by title only, and to introduce the ordinance, establishing expedited permitting for small residential rooftop solar systems as outlined in AB2188.

Patrick Carroll of Charles Abbot and Associates who the Town contracts with for building and safety services, gave information on the item, explaining the state mandate through AB2188 requiring municipalities to provide an expedited, streamlined, permitting process for small residential rooftop solar systems. The Town currently practices an expedited process for standard, residential rooftop solar system installs.

Mayor Huntington opened public comment.

Ricky Carrier, Yucca Valley spoke of SCE's involvement in the connectivity process of his rooftop solar system.

Bonnie Brady, Yucca Valley spoke of residential solar systems and large commercial solar projects.

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

Council Member Lombardo inquired if this ordinance effects anything other than streamlining the permitting process. Deputy Town Manager Stueckle explained that this is specifically for the permitting process, which is separate from SCE's connectivity process.

Carroll explained the permitting process for those applicants that do not meet the standard streamlined process checklist.

Mayor Pro Tem Leone spoke of solar companies business practices, and inquired on any additional cost to the Town for the streamlined permitting process.

**MOTION:**

That the Town Council waives further reading of the ordinance, and read by title only, and to introduce the ordinance, establishing expedited permitting for small residential rooftop solar systems as outlined in AB2188.

**RESULT: INTRODUCED [UNANIMOUS]**

**Next: 9/1/2015 12:00 AM**

**MOVER:** Robert Leone, Mayor Pro Tem

**SECONDER:** Robert Lombardo, Council Member

**AYES:** Rick Denison, Robert Leone, Robert Lombardo, George Huntington

**ABSENT:** Merl Abel

**13. Contract SR62 Landscape Median Maintenance Services; Desert Green Landscape; Authorization for Contract Services**

Deputy Town Manager Stueckle presented the staff report requesting authorization of a contract for landscape median maintenance along Hwy 62. A Request for Proposals (RFP) was prepared and competitive bids were received by two landscape contracting companies. Desert Green Landscape is a local company, with a bid of \$21, 398. Mariposa Landscapes, Inc. Is located in Irwindale, California with a bid of \$18, 640. The RFP places responsibility upon any potential, selected contractor for Caltrans and Town coordination, traffic control, maintenance and irrigation repairs. It is staff's recommendation to award the bid to Desert Green Landscape.

Mayor Huntington opened public comments. With no members of the public wishing to speak, public comments were closed.

Mayor Pro Tem Leone agreed with the recommendation to use a local company.

Council Member Denison commented on the benefit of using an outside source for these duties, to allow Town staff to attend to their other responsibilities.

Mayor Huntington spoke in favor of using a local contractor for quicker response time if the need arises.

**MOTION:**

That the Town Council authorizes the Town Manager to enter into a professional services agreement with Desert Green Landscape, with a maximum annual contract value of \$21,398, based upon organizational need and efficiency.

Minutes Acceptance: Minutes of Aug 4, 2015 6:00 PM (Minutes Approval)



**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Robert Lombardo, Council Member  
**SECONDER:** Rick Denison, Council Member  
**AYES:** Rick Denison, Robert Leone, Robert Lombardo, George Huntington  
**ABSENT:** Merl Abel

**14. HVAC Equipment Replacement/Upgrade; Community Center/Museum HVAC Controller**

Staff report presented the staff report explaining the services needed to upgrade the HVAC equipment at the Yucca Valley Community Center. The Town has contracted with Honeywell since 1994 for maintaining the system. As part of that contract, the HVAC controlling software was purchased and has become obsolete. The recommendation action would tie the Community Center system with the system at the Museum building. Staff recommends awarding project to Honeywell for the familiarity of the commercial systems.

Mayor Huntington opened public comments. With no members of the public wishing to speak, public comments were closed.

Council Member Lombardo expressed interest in using a local company for these services.

Council Member Denison also spoke favorably in using a local contractor, and inquired if Hi Desert Air had the capability to provide the services as needed. Denison expressed disappointment in the way Honeywell didn't upgrade the software system prior to it becoming obsolete.

Mayor Huntington spoke in favor of contracting Honeywell as they are familiar to the complex commercial system.

Mayor Pro Tem Leone also announced favor of using Honeywell.

**MOTION:**

That the Town Council amends the 2015/2016 fiscal year budget, appropriating \$12,000 from undesignated reserves, authorizes the purchase of HVAC replacement controllers in the amount of \$11,491.82 through existing maintenance service contracts with Honeywell, Inc., authorizing the Town Manager to expend the funds for project implementation, and finding that the purchase is consistent with the Town's purchasing policies as Honeywell, Inc., is under contract to the Town to provide maintenance and services to the Town's HVAC systems.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Robert Lombardo, Council Member  
**SECONDER:** Robert Leone, Mayor Pro Tem  
**AYES:** Rick Denison, Robert Leone, Robert Lombardo, George Huntington  
**ABSENT:** Merl Abel

**15. Wireless Communications Standards, Development Code Chapter 9.44; Table 3-3 of Section 9.31.030, of Article 3, Structures that May Exceed Height Limit, Policy Discussion**

Deputy Town Manager Stueckle presented the staff report, giving an update to the Town Council on the current wireless communication standards to launch a policy discussion on the topic. The Development Code Chapter 9.44 Wireless Communication Facilities is currently in place to reduce the impact of the appearance of communication towers in the community. The Town currently has an application for 55 foot high pine tree in the commercial corridor near Hwy 62.

Through recent application reviews, Development Code Table 3-3 of Section 9.31.030 of Article 3, Structures that May Exceed Height Limit, and based upon legal review, allows wireless communication facilities in commercial land use districts to exceed structure height limits by 50%. This allows wireless communication facilities in commercial land use districts and within the 5,000 foot Special Design Areas. Even when designed as trees, water tanks, or other disguised design, these facilities within the Special Design Areas may have undesirable visual impacts upon the community.

Mayor Huntington opened public comment. With no members of the public wishing to speak, public comments were closed.

Mayor Pro Tem Leone inquired on the height requirement for structures to have a flashing light installed to warn aircraft. Leone also commented on the negative impact the wireless structures may have on the natural views.

Council Member Lombardo inquired on required spacing between communication structures and encouraged the Town Council to consider future infrastructure for the anticipated need for wireless technology. Local residents will expect proper coverage as technology needs increase in the future.

Mayor Pro Tem Leone questioned if companies share locations.

Council Member Denison expressed the elected officials have an obligation to provide opportunity for communication facilities are available for local residents. Denison stated he would like the ordinance revisited with research to determine what is required by the wireless companies and how access can be available for our community without a negative appearance.

Council Member Lombardo inquired if the Town would be able to build a tower and rent the space to communication companies for a revenue stream.

Mayor Huntington believes the current ordinance is discretionary and allows staff to make an appropriate determination.

Mayor Pro Tem Leone also stated favor of the current ordinance.

No motion was made on this item.

**MOTION:**

**RESULT: NO MOTION MADE**

**FUTURE AGENDA ITEMS**

**PUBLIC COMMENTS**

Mayor Huntington opened public comments for items not on the agenda.

Bonnie Brady, Yucca Valley distributed photos to the Town Council of a parcel near Joshua Drive in Yucca Valley and requested that the native plants are not removed in a similar fashion as the recently graded Sage Estates.

With no other members of the public wishing to speak, Mayor Huntington closed public comments.

**STAFF REPORTS AND COMMENTS**

San Bernardino County Fire Chief Chamberlin gave an update on fire activity around the State.

Community Services Manager Earnest presented an update on mid-summer activities. Family Fun Day, On the Farm was a huge success and aquatics programs will continue through August 15. Family Movie Night is coming up this weekend at Paradise Park and the Summer Music Festival continues through August 15. Earnest thanked the Senior Club for sponsoring the senior dance luau.

Town Manager Yakimow gave a brief update on current State legislation.

**MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS**

Council Member Abel: Absent

Council Member Denison: None

Council Member Lombardo: None

Mayor Pro Tem Leone: Reminded the public that the concerts in the park are still going on for a couple more weeks, come down and enjoy the beautiful night air and cool grass. Leone also inquired on road maintenance conducted by Hi Desert Water District along Onaga Trail, west of Amador.

Mayor Huntington: Reported he enjoyed being "On the Farm" at the recent Family Fun Day- great event.

## ANNOUNCEMENTS

### Upcoming Meeting Schedule

The next regular meeting of the Yucca Valley Town Council is scheduled for Tuesday, August 18, 2015 at 6:00 p.m. in the Yucca Valley Community Center Yucca Room.

## CLOSED SESSION

### Adjourn to Closed Session- Public Comments will be heard prior to Closed Session

Town Attorney Laymon read the Closed Session items.

Mayor Huntington opened public comment on the Closed Session Items. With no members of the public wishing to speak, public comments were closed.

Mayor Huntington Adjourned to Closed Session at 7:25 pm.

#### 1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

A closed session will be held, pursuant to Government Code §54956.(d)(1), to confer with legal counsel regarding pending litigation to which the Town is a party. The title of such litigation is as follows: Mirage Front Properties, LLC vs. Town of Yucca Valley; CIVDS1400401

#### 2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

A closed session will be held, pursuant to Government Code §54956.9(d)(1), to confer with legal counsel regarding pending litigation to which the Town is a party. The title of such litigation is as follows: Town of Yucca Valley vs. Yashraj Hospitality, Inc., dba Best Western Yucca Valley Hotel and Suites, Nathsons Hospitality, Inc., Venokumar Nathraj, Charmaine Nathraj et. al; CIVDS1415964; San Bernardino County Superior Court

#### 3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

A closed session will be held, pursuant to Government Code §54956.9(d)(1), to confer with legal counsel regarding pending litigation to which the Town is a party. The title of such litigation is as follows: Frank Lindsay vs. Town of Yucca Valley; Case Number 515-cv-0036-VAP-DTBx; United States District Court

**REPORT OUT OF CLOSED SESSION / ADJOURNMENT- TOWN HALL LOBBY****Town Attorney Closed Session Report**

Town Attorney Laymon reported that Closed Session ended at 8:00 p.m. with reportable action on Closed Session Item No. 1. Existing Litigation- Mirage Front Properties.

A settlement was approved by a 4-0-1 vote by the Council (Abel absent). Terms of the Settlement: case to be dismissed with prejudice by Plaintiff in exchange for Plaintiff entering into a new subdivision improvement agreement for Tract Map 17328. There will be no payment of money with respect to this settlement.

Respectfully Submitted,

Lesley Copeland, CMC

Town Clerk

## Town of Yucca Valley

### TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Shane Stueckle, Deputy Town Manager  
 Alex Qishta, Project Engineer  
**Date:** August 12, 2015  
**Meeting Date:** August 18, 2015  
  
**Subject:** SR62 & Dumosa Avenue Traffic Signal Project – Town Project No. 8456;  
 Acceptance of Project as Substantially complete

**Recommendation:**

That the Town Council accepts the project as substantially complete, authorizes staff to file the Notice of Completion, authorizes the reduction of the Faithful Performance Bond to 10% and directs staff to retain the Labor and Material Bond for six (6) months for Project No. 8456.

**Prior Review**

On May 16, 2013, the Town Council adopted Resolution No.13-21, amending the 2012/2013 FY Budget, and awarded a contract for professional design services to Albert A. Webb Associates for the preparation of plans, specifications and estimates, including bid ready documents, for the design of the traffic signal project at SR 62 and Dumosa Avenue, in the amount of \$72,262.00 and \$3,738.00 for incidental charges (printing, mileage, postage) for a total of \$76,000.

On June 18, 2013, the Town Council approved the Project Funding Agreement C13161 between the Town of Yucca Valley and the San Bernardino County Transportation Authority, for the construction of the project in the amount of \$471,000.

On July 15, 2014, the Town Council adopted a Resolution approving the plans and specifications for Project No. 8456, and authorized Town Clerk to advertise and receive bids.

On September 2, 2014, the Town Council:

- Adopted Resolution No 14-29, requesting additional Major Local Highway Program (MLHP) Funds, and authorized the Mayor to sign the funding request letter;
- Awarded the construction contract to DBX, Inc., contingent upon SANBAG allocating additional MLHP funds (in the amount of \$588,338), and authorized a construction contingency in the amount of \$58,662, for a total contract amount of \$647,000, 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.

On December 16, 2014, the Town Council:

- Approved Amendment No. 1 to the Project Funding Agreement between the Town of Yucca Valley and the San Bernardino County Transportation Authority, C13161 to include an additional \$215,000, and authorized the Mayor to sign all necessary documents.
- Approved Amendment No. 1 to the Agreement for Professional Consulting Services with Albert Webb Associates, to provide additional required tasks and services specifically described in Consultant's Proposal dated November 20, 2104 and attached to the proposed amendment as Exhibit "A"; increasing the total compensation under the Agreement for Professional Consulting Services by \$5,800, bringing the total compensation under the Agreement to \$81,800.00.

### **Executive Summary**

Town Council action is sought for authorization to bid, award of bid and acceptance of projects as substantially complete. Project No. 8456 involves construction of a new signal light at the intersection of SR62 and Dumosa Avenue, and includes all appurtenant labor, materials and equipment. The project has been completed.

### **Order of Procedure**

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

### **Discussion**

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

It is appropriate for the Town to accept the work and file a Notice of Completion. It is also appropriate to reduce the Faithful Performance Bond being as held as a surety to 10%. The Labor and Material Bond shall be retained for a period of six (6) months, and then released provided no liens or stop notices have been filed.

### **Alternatives**

Staff recommends no alternative actions.

**Fiscal Impact**

The following outlines project costs of completion of the work as bid. Two change orders were approved for the project. The two change orders included the addition of improvements to the north side of SR62 and additional equipment installed per Caltrans request.

**Construction Project Cost**

Construction Project Budget	<b>\$647,000.00</b>
Project Expenditures	
Construction Contract	<b><u>\$641,135.27</u></b>
<b>Expenditure Budget Surplus</b>	<b><u>\$5,864.73</u></b>

**Attachments:**

- Town Council Minutes May 16, 2013
- Town Council Minutes June 18, 2013
- Town Council Minutes July 15, 2014
- Town Council Minutes September 2, 2014
- Town Council Minutes December 16, 2014
- Funding Agreement No. C13161
- Funding Agreement Amended C13161



## YUCCA VALLEY TOWN COUNCIL MINUTES

MAY 16, 2013

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

**Item 5- Rejection of One (1) Claim**

Town Manager Nuaimi introduced the item regarding the submission of one claim by Friederich Koenig on April 25, 2013. Council Member Leone moved to take this item into closed session for discussion. Council Member Huntington 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

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

Town Manager Nuaimi reported on the item, explaining the process for awarding the professional services agreement for the design of the traffic signal slated for SR 62 at Dumosa Avenue.

Mayor Pro Tem Lombardo questioned the cost involved if the alternative suggestion by Mr. Cohen was implemented. Nuaimi explained the traffic flow patterns in the vicinity of the senior housing project and the Town Hall complex.

Council Member Huntington inquired about the bidding process for the design services.

Council Member Leone voiced concern with the proposed changes in traffic flow patterns around the Yucca Valley Community Center and expressed that this is the first time hearing that the plan was to limit thru-traffic on Antelope Trail. Leone recommended not having a signal at the Dumosa Ave location.

Council Member Rowe explained that Town Council has had prior discussion on the traffic on Antelope Trail and has received input from residents living on the street. Rowe also asked for clarification on the obligation toward the senior housing project related to the Dumosa signal.

Mayor Abel asked about the traffic signal synchronization program schedule. Deputy Town Manager Stueckle explained that the project plans are approved, the project is fully funded, and waiting for a federal funding letter to move forward. Abel mentioned that he supports the Dumosa signal for additional pedestrian control, especially with the senior housing project, park visitors, and shopping center visitors in this highly used area.

## YUCCA VALLEY TOWN COUNCIL MINUTES

MAY 16, 2013

Council Member Huntington commented that there are alternate traffic patterns being proposed such as those included in the Compass Blueprint Civic Center Plan and expressed that he is not concerned about SANBAG approval.

Council Member Leone moved to wait on approving the SR 62 at Dumosa Avenue signal until approval is received from SANBAG. Motion died for a lack of second.

Council Member Leone moved to wait on approving the SR 62 at Dumosa Ave signal until the public has more time to comment on the changes to traffic flow on Antelope Trail. Motion died for a lack of second.

Council Member Huntington moved to Adopt Resolution No. 13-21 amending the 2012/2013 FY Budget, and award a contract or professional design services to Albert A. Webb Associates for the preparation of plans, specifications and estimates, including bid ready documents, for the design of the traffic signal project at SR 62 and Dumosa Avenue, in the amount of \$72,262.00 and \$3,738.00 for incidental charges (printing, mileage, postage) for a total of \$76,000, and authorize the Town Manager, Town Attorney, and the Mayor to sign all necessary documents to complete the project. Council Member Rowe seconded. Motion carried on a 4-1 roll call vote.

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

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

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

Town Manager Nuaimi presented the staff report, explaining HR 1676.

Council Member Leone moved to approve Resolution No. 13-22 in support H.R. 1676, the Johnson Valley National Off-Highway Vehicle Recreation Area Establishment Act. Council Member Lombardo seconded. Motion carried 5-0 on a voice vote.

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

## YUCCA VALLEY TOWN COUNCIL MINUTES

JUNE 18, 2013

an RFP before returning the information technology contract in the future. Council Member Lombardo seconded. Motion carried 5-0 on a voice vote.

**Item 9- SR62 @ Dumosa Traffic Signal Project: San Bernardino Associated Governments (SANBAG) Project Funding Agreement C13161**

Council Member Leone stated he was in favor of the funding agreement with SANBAG for the Dumosa Signal, but was opposed to the closure of Antelope Trail.

Fritz Koenig, Yucca Valley spoke in opposition of the Dumosa traffic signal.

Council Member Rowe moved to approve Project Funding Agreement C13161 between the Town of Yucca Valley and SANBAG. Council Member Huntington seconded. Motion carried on a 4-1 voice vote.

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

**PUBLIC HEARING**

**12. Resolution No. 13-24, Annual Assessment Engineer's report for Previously Formed Street and Draining and Landscape & Lighting Maintenance Districts Levying Annual Assessments Upon Real Property Within the Districts.**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA CONFIRMING THE ASSESSMENTS AS SET FORTH IN THE ENGINEER'S REPORTS FOR LANDSCAPE AND LIGHTING MAINTENANCE DISTRICTS AND STREET AND DRAINAGE MAINTENANCE DISTRICTS AND DECLARING ITS INTENT LEVY AND COLLECT ASSESSMENTS UPON REAL PROPERTY WITHIN SAID DISTRICTS FOR THE 2013-14 TAX YEAR

Mayor Abel opened the public hearing and questioned if the Town Clerk has any written communication regarding the street vacation. Deputy Town Clerk Copeland advised no written communication has been received.

Deputy Town Manager Stueckle presented the staff report and explained that before the annual assessment can be established, Town Council approval is necessary following a public hearing. The assessment of an annual fee upon properties within the district provides the revenue to offset the cost of maintenance of the public improvements necessary to serve the development.

With no one wishing to speak on the item, Mayor Abel closed the public hearing.

## YUCCA VALLEY TOWN COUNCIL MINUTES

July 15, 2014

The motion passed unanimously with a 5-0 roll call vote.

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

**APPROVAL OF AGENDA**

Mayor Pro Tem Huntington moved to approve the agenda for the Town Council Meeting of July 15, 2014. Council Member Leone seconded. Motion carried 5-0 on a roll call vote.

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

**CONSENT AGENDA**

1. **Waive** further reading of all ordinances and read by title only
2. **Approve** the Town Council Meeting Minutes for the Special Meeting of June 23, 2014
3. **Award** the SR62, Camino del Cielo to Acoma, Signal Synchronization Project, Town Project No. 8028, Federal Project No. CMLN 5466(019) construction contract to DBX, Inc., in the amount of \$49,600 and authorize a construction contingency in the amount of \$4,960, for a total contract amount of \$54,560, 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.
4. **Adopt** Resolution No. 14-24, approve the plans and specifications for the SR62 & Dumosa Avenue Traffic Signal Project, Town Project No. 8456, and authorize the Town Clerk to advertise and receive bids.
5. **Review and approve** the selection of TelePacific, Inc. to provide telecommunication services to the Town for a three-year term with option to renew, and authorize the Mayor, Town Manager and Town Attorney to make any necessary non-substantive changes and sign all related documents in a form approved by the Town Attorney.
6. **Authorize** the Town Manager to execute the Amendment of the professional services agreement with Desert Arc, with a maximum annual contract value of \$50,614.00, based upon organizational need and efficiency, and extend the Agreement for two years ending on June 30, 2016.
7. **Item Pulled**

## YUCCA VALLEY TOWN COUNCIL MINUTES

September 2, 2014

Deputy Town Manager Stueckle stated signal maintenance requires continual monitoring.

Mayor Pro Tem Huntington inquired on funding sources and if the amounts stated would cover the entire project.

Council Member Rowe moved to adopt Resolution No. 14-28, requesting allocation of all remaining CMAQ funding for Phase II Traffic Signal Synchronization, and authorizing the Mayor to sign the funding request letter. Mayor Pro Tem Huntington seconded. Motion carried 5-0 on a roll call vote.

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

**12. Resolution No. 14-29**  
**SR62 & Dumosa Avenue Traffic Signal Project – Town Project No.8456**  
**Award of Construction Contract**  
**DBX, Inc., Temecula, CA**  
**Funding request – San Bernardino Associated Governments**

Deputy Town Manager Stueckle presented the staff report.

Mayor Lombardo opened public comments and the following individuals commented on the item.

Susan Simmons, Yucca Valley  
Margo Sturges, Yucca Valley

With no other members of the public wishing to speak, public comments were closed.

Council Member Abel commented on the traffic at this intersection, and would like to see this project move forward.

Council Member Rowe inquired on the reconfiguring of the existing medians to accommodate the new turn pockets at a new signal and also asked if a four-way stop is possible at the corner of Dumosa and Antelope.

Council Member Leone stated he was against the signal, because it is too close to the existing signal located at Hwy 247 and suggested making the corner, right-hand turn only, and extending the turn pocket used to enter north-bound Dumosa from the highway.

Mayor Pro Tem Huntington spoke favorably on the project and addressed the public comment on funding sources.

## YUCCA VALLEY TOWN COUNCIL MINUTES

September 2, 2014

Council Member Rowe stated that though traffic signals are not everyone's favorite topic right now, this particular signal is important because of the high-level of pedestrian traffic in the area.

Mayor Pro Tem Huntington moved to

- Adopt Resolution No 14-29, requesting additional Major Local Highway Program (MLHP) Funds, and authorizing the Mayor to sign the funding request letter, and execute the funding agreement for the new MLHP funds under the same general terms and conditions as the current funding agreement covering the first allocation;
- Award the construction contract to DBX, Inc., contingent upon SANBAG allocating additional LMHP funds, in the total contract amount of \$588,338 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.
- Amend the FY 2014-16 adopted budget as reflected in the attached FY 2014-16 Fund 520 proposed amended budget.

Council Member Rowe seconded. Motion carried 4-1 on a roll call vote with Council Member Leone voting no.

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

### 13. San Bernardino County Operational Area Emergency Management Strategic Plan

Administrative Assistant III Jessica Rice presented the staff report.

Mayor Lombardo opened public comments for the item.

Ramon Mendoza, Morongo Valley commented on the presentation.

With no other members of the public wishing to speak, public comments were closed.

Council Member Rowe moved to receive and file the informational update on the San Bernardino County Operational Area's Emergency Management Strategic Plan, and direct the Town Manager to sign a letter of concurrence supporting the Plan. Mayor Pro Tem Huntington seconded. Motion carried 5-0 on a roll call vote.

## YUCCA VALLEY TOWN COUNCIL MINUTES

December 16, 2014

**ABSENT:** None

**Item No 6- SR62 & Dumosa Avenue Traffic Signal Project – Town Project No.8456  
SANBAG – Amendment No. 1 to Contract No. C13161  
Contract Amendment No. 1 – Albert A. Webb Associates**

Mayor Huntington reported the funding authorization is scheduled to go before the SANBAG board acting as the San Bernardino County Transportation Authority on January 7, 2015 for final funding approval. Huntington requested that the motion be changed to reflect a contingency on final SANBAG approval.

Council Member Abel moved to

1. Approve Amendment No. 1 to the SR62 & Dumosa Avenue Signal Project- Town Project No. 8456- Project Funding Agreement between the Town of Yucca Valley and the San Bernardino County Transportation Authority, C13161, AUTHORIZING THE Mayor to sign all necessary documents, contingent upon SANBAG approval expected in January 2015.
2. Approve Amendment No. 1 to the Agreement for Professional Consulting Services with Albert Webb Associates, to provide additional required tasks and services specifically described in Consultant’s Proposal dated November 20, 2104 and attached to the proposed amendment as Exhibit “A”; increasing the total compensation under the Agreement for Professional Consulting Services by \$5,800, bringing the total compensation under the Agreement to \$81,800.00,
3. Amend the budget for the Measure I Regional Fund 520 to reflect the revised appropriations and project costs, contingent upon SANBAG approval expected in January 2015.

Council Member Denison seconded. Motion carried 5-0 on a roll call vote.

**AYES:** Council Members Abel, Denison, Leone, Lombardo and Mayor Huntington  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

## DEPARTMENT REPORTS

**PROJECT FUNDING AGREEMENT C13161**

**BETWEEN**

**SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY**

**AND**

**TOWN OF YUCCA VALLEY**

**FOR**

**THE STATE ROUTE 62/DUMOSA AVENUE TRAFFIC SIGNAL PROJECT,  
TOWN OF YUCCA VALLEY**

THIS Project Funding Agreement (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_ by and between the San Bernardino County Transportation Authority (hereinafter referred to as “AUTHORITY”) and the TOWN OF YUCCA VALLEY (hereinafter referred to as “TOWN”). AUTHORITY and TOWN shall be individually or collectively, as applicable, known as “Party” or “Parties.”

RECITALS

- A. The Measure I 2010-2040 Expenditure Plan and the Morongo Subarea transportation planning partners have identified projects eligible for partial funding from Measure I 2010-2040 Rural Mountain/Desert Subarea Major Local Highway Program (“MLHP”) funds;
- B. The Design, Right of Way, and Construction Phases of the State Route 62/Dumosa Avenue Traffic Signal Project in the TOWN (“PROJECT”) is one of the projects identified as eligible for such funding and is described more fully in Attachment A;
- C. AUTHORITY has determined that the PROJECT is eligible to receive the Rural Mountains/Desert Subarea MLHP funds;
- D. On \_\_\_\_\_, AUTHORITY’s Board of Directors approved allocation of \_\_\_\_\_ in Rural Mountains/Desert Subarea MLHP funds to TOWN for the PROJECT;
- E. This Agreement is to be carried out in accordance with the policies in the Measure I 2010-2040 Strategic Plan;



F. Parties desire to proceed with the PROJECT in a timely manner;

G. This Agreement is intended to delineate the duties and funding responsibilities of the Parties for the PROJECT; and

H. AUTHORITY and TOWN are entering into this Agreement with the understanding that AUTHORITY will reimburse TOWN for eligible PROJECT expenditures with MLHP funds.

NOW, THEREFORE, AUTHORITY and TOWN agree to the following:

### SECTION I

#### AUTHORITY AGREES:

1. To reimburse TOWN for the actual cost of the PROJECT up to a maximum of \$471,000 in MLHP Funds. An estimate of costs for the PROJECT is provided in Attachment B. AUTHORITY shall have no further responsibilities to provide any funding for PROJECT exceeding this amount.
2. To reimburse TOWN within 30 days after TOWN submits an original and two copies of the signed invoices in the proper form covering those actual allowable PROJECT expenditures that were incurred by TOWN up to a maximum of \$471,000, consistent with the invoicing requirements of the Measure I 2010-2040 Strategic Plan, including backup information. Invoices may be submitted to AUTHORITY as frequently as monthly.
3. When conducting an audit of the costs claimed under the provisions of this Agreement, to rely to the maximum extent possible on any prior audit of TOWN performed pursuant to the provisions of State and Federal laws. In the absence of such an audit, work of other auditors will be relied upon to the extent that work is acceptable to AUTHORITY when planning and conducting additional audits.
4. AUTHORITY shall assign a project liaison for the purpose of attending Project Development Team (PDT) meetings.

SECTION II

TOWN AGREES:

1. To be the lead agency for this PROJECT and to diligently undertake and complete in a timely manner the Scope of Work for the PROJECT as shown in Attachment A.
2. To be responsible for expending that portion of the eligible PROJECT expenses that are incurred by TOWN, subject to reimbursement by AUTHORITY hereunder, for an amount not to exceed \$471,000 in MLHP Funds, and are reimbursable by AUTHORITY in accordance with Section I, Paragraph 2. Expenses relative to time spent on the PROJECT by TOWN are considered eligible PROJECT expenses and may be charged to the PROJECT funds subject to AUTHORITY's guidelines.
3. To abide by all AUTHORITY, TOWN, County, State, and Federal laws, regulations, policies and procedures pertaining to the PROJECT.
4. To prepare and submit to AUTHORITY an original and two copies of signed invoices for reimbursement of eligible PROJECT expenses. Invoices may be submitted to AUTHORITY as frequently as monthly.
5. To maintain all source documents, books and records connected with its performance under this Agreement for a minimum of five (5) years from the date of the Final Report of Expenditures submittal to AUTHORITY or until audit resolution is achieved, whichever is later, and to make all such supporting information available for inspection and audit by representatives of AUTHORITY during normal business hours at TOWN's TOWN Hall. Copies will be made and furnished by TOWN upon written request by AUTHORITY or CALTRANS.
6. To establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support TOWN's requests for reimbursement, payment vouchers, or invoices which segregate and accumulate costs of PROJECT work elements and produce monthly reports which clearly identify reimbursable costs, matching fund costs, indirect cost allocation, and other allowable expenditures by TOWN.
7. To prepare a Final Report of Expenditures, including a final invoice reporting the actual eligible PROJECT costs expended for those activities described in the work activities, and to submit that Final Report of Expenditures and final invoice no later than 120 days following the completion of those expenditures. An original and two copies of the Final Report of Expenditures shall be submitted to AUTHORITY and must state that these PROJECT funds were

used in conformance with this Agreement and for those PROJECT-specific work activities described.

8. To cooperate in having a PROJECT-specific audit completed by AUTHORITY, at AUTHORITY's option and expense, upon completion of the PROJECT. The audit must state that all funds expended on the PROJECT were used in conformance with this Agreement.
9. To repay to AUTHORITY any reimbursement for Measure I costs that are determined by subsequent audit to be unallowable within one hundred twenty (120) days of TOWN receiving notice of audit findings, which time shall include an opportunity for TOWN to respond to and/or resolve the findings. Should the findings not be otherwise resolved and TOWN fail to reimburse moneys due AUTHORITY within one hundred twenty (120) days of audit findings, or within such other period as may be agreed between both Parties, the AUTHORITY reserves the right to withhold future payments due TOWN from any source under AUTHORITY's control.
10. To include AUTHORITY in Project Development Team (PDT) meetings if and when such meetings are held and in related communications on PROJECT progress, to provide at least quarterly schedule updates to AUTHORITY, and to consult with AUTHORITY on critical issues relative to the PROJECT.
11. As an eligible PROJECT expense, to post signs at the boundaries of the PROJECT noting that PROJECT is funded with Measure I funds. Signs shall bear the logos of AUTHORITY and TOWN.

### SECTION III

#### IT IS MUTUALLY AGREED:

1. To abide by all applicable Federal, State and Local laws and regulations pertaining to the PROJECT, including policies in the applicable program in the Measure I 2010-2040 Strategic Plan, as amended, as of the Effective Date of this Agreement.
2. The final PROJECT cost may ultimately exceed current estimates of PROJECT cost. Any additional eligible costs resulting from unforeseen conditions over the estimated total of the PROJECT cost, shall be borne by TOWN unless prior authorization has been approved by the AUTHORITY Board of Directors pursuant to Section III, Paragraph 3 of this Agreement;
3. In the event TOWN determines PROJECT work may exceed the not to exceed amount identified in Section I, Paragraph 1, TOWN shall inform AUTHORITY of this determination and thereafter the Parties shall work together in an attempt to agree upon an amendment to the PROJECT amounts

identified in this Agreement. In no event, however, shall AUTHORITY be responsible for PROJECT costs in excess of the PROJECT amounts identified herein absent a written amendment to this Agreement that is approved by the Parties.

4. Eligible PROJECT reimbursements shall include only those costs incurred by TOWN for PROJECT-specific work activities that are described in this Agreement and shall not include escalation or interest.
5. Neither AUTHORITY nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by TOWN under or in connection with any work, authority or jurisdiction delegated to TOWN under this Agreement. It is understood and agreed that, pursuant to Government Code Section 895.4, TOWN shall fully defend, indemnify and save harmless AUTHORITY, its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by TOWN under or in connection with any work, authority or jurisdiction delegated to TOWN under this Agreement. TOWN's indemnification obligation applies to AUTHORITY's "active" as well as "passive" negligence but does not apply to AUTHORITY's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
6. Neither TOWN nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by AUTHORITY under or in connection with any work, authority or jurisdiction delegated to AUTHORITY under this Agreement. It is understood and agreed that, pursuant to Government Code Section 895.4, AUTHORITY shall fully defend, indemnify and save harmless TOWN, its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by AUTHORITY under or in connection with any work, authority or jurisdiction delegated to AUTHORITY under this Agreement. AUTHORITY's indemnification obligation applies to TOWN's "active" as well as "passive" negligence but does not apply to TOWN's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
7. This Agreement will be considered terminated upon reimbursement of eligible costs by AUTHORITY or July 1, 2017, whichever is sooner, provided that the provisions of Paragraphs 6, 7, 8, 9 and 10 of Section II, and Paragraphs 5 and 6 of Section III, shall survive the termination of this Agreement. The Agreement may also be terminated by AUTHORITY, in its sole discretion, in the event the PROJECT work described in Attachment A has not been initiated or let by TOWN within twelve (12) months of the Effective Date of this Agreement.

- 8. AUTHORITY may terminate this Agreement if TOWN fails to perform according to the terms of this Agreement and if this failure jeopardizes the delivery of the PROJECT according to the terms herein.
- 9. The Recitals to this Agreement are true and correct and are incorporated into this Agreement.
- 10. Attachment A, State Route 62/Dumosa Ave. Traffic Signal Project Description of Project and Milestones, and Attachment B, State Route 62/Dumosa Ave. Traffic Signal Project Funding Summary, are attached to and incorporated into this Agreement.
- 11. This Agreement is effective and shall be dated on the date executed by AUTHORITY.

-----SIGNATURES ON FOLLOWING PAGE-----

**SAN BERNARDINO COUNTY  
TRANSPORTATION AUTHORITY**

**TOWN OF YUCCA VALLEY**

By: \_\_\_\_\_  
Janice Rutherford, Chairperson

By: \_\_\_\_\_  
Merl Abel  
Mayor

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

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

APPROVED AS TO FORM AND  
PROCEDURE:

APPROVED AS TO FORM AND  
PROCEDURE:

By: \_\_\_\_\_  
Eileen Monaghan Teichert  
AUTHORITY General Counsel

By: \_\_\_\_\_  
Lona N. Laymon, Esquire  
TOWN Counsel

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

By: \_\_\_\_\_  
Jeffery Hill  
Contract Administrator

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

Attachment: Funding Agreement No. C13161 (1146 : SR62 & Dumosa Avenue Traffic Signal Project)

## ATTACHMENT A

### STATE ROUTE 62/DUMOSA AVENUE TRAFFIC SIGNAL PROJECT, TOWN OF YUCCA VALLEY

Project Title		
SR62/Dumosa Ave Traffic Signal		
Location, Project Limits, Description, Scope of Work, Legislative Description		
Construction of a traffic signal at the intersection of SR62 and Dumosa Avenue including ADA compliant ramp raised median construction on Dumosa Ave south of SR62 and modifications to the existing turn pockets for east and west bound traffic on SR62.		
Purpose and Need		
The existing commercial shopping centers, Town Hall Complex and proposed 75 unit Senior Housing Development generates a highly traveled intersection by both pedestrians and vehicles. The purpose of the project is to provide safe and efficient interstate and interregional mobility of visitors and goods and an improved and safe transportation corridor through the Town of Yucca Valley for both visitors and local residents who use the route to access not only our public & commercial facilities, but also Joshua Tree National Park and the California Welcome Center as well as military vehicles accessing the Twentynine Palms Marine Corps Air Ground Combat Center.		
Project Benefits		
Project benefits include increased pedestrian safety, increased pedestrian and vehicular visibility resulting in a potential reduction of vehicular conflicts, installation of ADA compliant curb ramps, signalization, elimination of two way center left turn lane and construction of medians resulting in a reduction of vehicular turning movements and expanding existing turn lanes resulting in potential reduction in vehicular conflicts.		
Project Milestone		Proposed
Project Study Report Approved		
Begin Environmental (PA&ED) Phase		06/01/13
Circulate Draft Environmental Document	Document Type	N/A
Draft Project Report		08/01/13
End Environmental Phase (PA&ED Milestone)		08/01/13
Begin Design (PS&E) Phase		07/01/13
End Design Phase (Ready to List for Advertisement Milestone)		09/01/13
Begin Right of Way Phase		
End Right of Way Phase (Right of Way Certification Milestone)		
Begin Construction Phase (Contract Award Milestone)		03/01/14
End Construction Phase (Construction Contract Acceptance Milestone)		07/01/14
Begin Closeout Phase		07/01/14
End Closeout Phase (Closeout Report)		08/01/14

Attachment: Funding Agreement No. C13161 (1146 : SR62 &amp; Dumosa Avenue Traffic Signal Project)

Description of Project and Milestones  
**ATTACHMENT B**

**STATE ROUTE 62/DUMOSA AVENUE TRAFFIC SIGNAL PROJECT,  
TOWN OF YUCCA VALLEY**

**Funding Summary**

<b>Component</b>	<b>Total Cost</b>	<b>AUTHORITY SHARE* - MLHP Funds</b>	<b>Traffic Safety Funds</b>
All Phases	\$521,000	\$471,000	\$50,000
<b>Total</b>	<b>\$521,000</b>	<b>\$471,000</b>	<b>\$50,000</b>

\*AUTHORITY’s Share can be from sources under control of AUTHORITY including but not limited to Measure I Major/Local Highways program, and State Transportation Improvement Program (STIP), or Surface Transportation Program (STP) without necessitating an amendment of this agreement.

Attachment: Funding Agreement No. C13161 (1146 : SR62 & Dumosa Avenue Traffic Signal Project)



**AMENDMENT NO. 1 TO****CONTRACT NO. C13161****BY AND BETWEEN**

**SAN BERNARDINO ASSOCIATED GOVERNMENTS, acting in its capacity as the  
SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY**

**AND****TOWN OF YUCCA VALLEY****FOR**

**THE STATE ROUTE 62/DUMOSA AVENUE TRAFFIC SIGNAL PROJECT,  
TOWN OF YUCCA VALLEY**

THIS AMENDMENT NO. 1 to CONTRACT No. C13161 is made by and between the Town of Yucca Valley (hereinafter called "TOWN") and the San Bernardino Associated Governments, acting in its capacity as the San Bernardino County Transportation Authority (hereinafter referred to as "AUTHORITY").

RECITALS

WHEREAS, TOWN has requested additional Major Local Highway Program (MLHP) Funds to fully fund the State Route 62/Dumosa Avenue Traffic Signal Project.

WHEREAS, the parties desire to amend the Contract terms regarding "Amount" as requested by TOWN.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, TOWN and AUTHORITY agree as follows:

1. Article 1.1 is deleted in its entirety and replaced with the following:
  - 1.1. To reimburse TOWN for the actual cost of the PROJECT up to a maximum of \$686,000 in MLHP Funds. An estimate of costs for the PROJECT is provided in Attachment B. AUTHORITY shall have no further responsibilities to provide any funding for PROJECT exceeding this amount.
2. Article 1.2 is deleted in its entirety and replaced with the following:
  - 1.2. To reimburse TOWN within 30 days after TOWN submits an original and two copies of the signed invoices in the proper form covering those actual allowable PROJECT expenditures that were incurred by TOWN up to a

maximum of \$686,000, consistent with the invoicing requirements of the Measure I 2010-2040 Strategic Plan, including backup information. Invoices may be submitted to AUTHORITY as frequently as monthly.

3. Article 2.1 is deleted in its entirety and replaced with the following:

2.1 To be responsible for expending that portion of the eligible PROJECT expenses that are incurred by TOWN, subject to reimbursement by AUTHORITY hereunder, for an amount not to exceed \$686,000 in MLHP Funds, and are reimbursable by AUTHORITY in accordance with Section I, Paragraph 2. Expenses relative to time spent on the PROJECT by TOWN are considered eligible PROJECT expenses and may be charged to the PROJECT funds subject to AUTHORITY’s guidelines.

4. Attachments A and B are replaced in their entirety, are attached to and incorporated into this Amendment.

This Agreement is effective and shall be dated on the date executed by AUTHORITY.

-----SIGNATURES ON FOLLOWING PAGE-----

**TOWN OF YUCCA VALLEY**

**SAN BERNARDINO COUNTY  
TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Robert Lombardo  
Mayor

By: \_\_\_\_\_  
L. Dennis Michael  
President, Board of Directors

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

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

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Eileen Monaghan Teichert  
General Counsel

**CONCURRENCE:**

By: \_\_\_\_\_  
Jeffery Hill  
Contract Administrator

Attachment: Funding Agreement Amended C13161 (1146 : SR62 & Dumosa Avenue Traffic Signal Project)

## ATTACHMENT A

### DESCRIPTION OF PROJECT AND SCHEDULE

<b>Project Title</b>		
State Route 62/Dumosa Ave Traffic Signal in the Town of Yucca Valley		
<b>Location, Project Limits, Description, Scope of Work, Legislative Description</b>		
Construction of a traffic signal at the intersection of SR62 and Dumosa Avenue including ADA compliant ramps, raised median construction on Dumosa Ave south of SR62 and modifications to the existing turn pockets for east and west bound traffic on SR62.		
<b>Purpose and Need</b>		
The existing commercial shopping centers, Town Hall Complex and proposed 75 unit Senior Housing Development generates a highly traveled intersection by both pedestrians and vehicles. The purpose of the project is to provide safe and efficient interstate and interregional mobility of visitors and goods and an improved and safe transportation corridor through the Town of Yucca Valley for both visitors and local residents who use the route to access not only our public & commercial facilities, but also Joshua Tree National Park and the California Welcome Center as well as military vehicles accessing the Twentynine Palms Marine Corps Air Ground Combat Center.		
<b>Project Benefits</b>		
Project benefits include increased pedestrian safety, increased pedestrian and vehicular visibility resulting in a potential reduction of vehicular conflicts, installation of ADA compliant curb ramps, signalization, elimination of two way center left turn lane and construction of medians resulting in a reduction of vehicular turning movements and expanding existing turn lanes resulting in potential reduction in vehicular conflicts.		
<b>Project Milestone</b>		<b>Proposed</b>
Project Study Report Approved		
Begin Environmental (PA&ED) Phase		06/01/13
Circulate Draft Environmental Document	<b>Document Type</b>	N/A
Draft Project Report		08/01/13
End Environmental Phase (PA&ED Milestone)		08/01/13
Begin Design (PS&E) Phase		07/01/13
End Design Phase (Ready to List for Advertisement Milestone)		09/01/13
Begin Right of Way Phase		
End Right of Way Phase (Right of Way Certification Milestone)		
Begin Construction Phase (Contract Award Milestone)		11/01/14
End Construction Phase (Construction Contract Acceptance Milestone)		01/31/15
Begin Closeout Phase		02/01/15
End Closeout Phase (Closeout Report)		07/01/17

Attachment: Funding Agreement Amended C13161 (1146 : SR62 &amp; Dumosa Avenue Traffic Signal Project)

**ATTACHMENT B**

**STATE ROUTE 62/DUMOSA AVENUE TRAFFIC SIGNAL PROJECT,  
TOWN OF YUCCA VALLEY**

**Funding Summary**

<b>Phase</b>	<b>Cost</b>	<b>AUTHORITY Share*</b>	<b>TOWN Share</b>
PA&ED	\$ 50,000.00	\$ -	\$ 50,000.00
Final Design	\$ 81,800.00	\$ -	\$ 81,800.00
Right of Way	\$ -	\$ -	\$ -
Construction	\$ 588,338.00	\$ 588,338.00	\$ -
Contingency	\$ 58,662.00	\$ 58,662.00	\$ -
Construction Support	\$ 39,000.00	\$ 39,000.00	\$ -
<b>Total</b>	<b>\$ 817,800.00</b>	<b>\$ 686,000.00</b>	<b>\$ 131,800.00</b>

\*AUTHORITY’s Share can be from sources under control of AUTHORITY including but not limited to Measure I Major/Local Highways program, State Transportation Improvement Program (STIP), or Surface Transportation Program (STP) without necessitating an amendment of this agreement.

Attachment: Funding Agreement Amended C13161 (1146 : SR62 & Dumosa Avenue Traffic Signal Project)

## Town of Yucca Valley

### TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Sue Earnest, Community Services Manager

**Date:** August 12, 2015  
**Meeting Date:** August 18, 2015

**Subject:** Hi-Desert Nature Museum Maintenance Project Schedule

**Recommendation:**

To receive and file the report regarding the temporary two week closure of the museum for deep cleaning and maintenance projects.

**Prior Review** None

**Order of Procedure**

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

**Discussion**

The Community Services Department is proposing a two week closure of the Hi-Desert Nature Museum from September 13 through September 26, 2015 to accomplish major maintenance projects including interior ceiling repair, lighting modifications, display case maintenance, and other deferred maintenance activities that are too extensive to be carried out during the regular museum schedule. The proposed time is ideal as September is historically a slow visitation month for the museum and is a transition period between the summer and fall exhibits. Temporary closures for annual maintenance or remodeling are customary throughout the museum industry.

Regular operating hours for the museum features weekly public access on Thursday, Friday and Saturday from 10:00 a.m. to 5:00 p.m.; therefore, the closure will result in reduced public access to the museum for six days in September, specifically September 17-19 and 24-26. Notice of the closure will be distributed through press releases, social media outlets and customer email notifications.

### Maintenance Projects

- Carpet deep steam cleaning of all exhibit rooms and offices. Carpet cleaning is only possible in between exhibits, due to the increase in humidity and its potential to harm or damage items on display. This cleaning cannot be performed with loaned items on display.
- The ceiling in room 3 will be repaired and the entire ceiling repainted; resolving damage from a prior water leak and removal of the deer display case.
- The back office will be remodeled as a dedicated animal care station including installation of storage shelves and updating of animal food prep areas and appliance location.
- Replacement of light fixtures in Room 2 mineral cabinets and repair of glow room black light.
- Installation of the last of the purchased bricks on front wall of the museum.
- Replacement of the boardwalk leading to the storage shed.

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

**Fiscal impact:** Maintenance items are covered under the 2015-16 budget.

**Attachments:**

## Town of Yucca Valley

### TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Sharon Cisneros, Finance Manager

**Date:** August 10, 2015  
**Meeting Date:** August 18, 2015

**Subject:** AB1234 Required Reporting

**Recommendation:**

Receive and file the AB1234 Reporting Requirement Schedules for the months of June 2015 and July 2015

**Prior Review:**

Current reimbursement policy for Council members and Redevelopment Agency members reviewed and approved by Council August 2006.

**Order of Procedure:**

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

**Discussion:**

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

An example of when a report is required is when a Town Council member represents his or her agency on a joint powers agency board and the Town pays for the official’s expenses in serving in that representative capacity. Additionally, in the spirit of AB1234, the Yucca Valley Town



Council also reports all travel related to conference and training attended at public expense.

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

**Fiscal Impact:**

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

**Attachments:**

AB1234 June 2015

AB1234 July 2015

# Town of Yucca Valley

## Councilmember AB1234 Meetings Schedule For Expenditures in June 2015

Date of Travel	Organization	Description	Location
----------------	--------------	-------------	----------

### Mayor Huntington

No Reportable Meetings

### Mayor Pro Tem Leone

League of California Cities	Mayors & Council Members Executive Forum	Monterey, CA
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### Councilmember Abel

No Reportable Meetings

### Councilmember Denison

League of California Cities	Mayors & Council Members Executive Forum	Monterey, CA
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### Councilmember Lombardo

League of California Cities	Desert Mountain Division	Mammoth, CA
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Attachment: AB1234 June 2015 (1141 : AB1234 Reporting)

# Town of Yucca Valley

## Councilmember AB1234 Meetings Schedule For Expenditures in July 2015

<b>Date of Travel</b>	<b>Organization</b>	<b>Description</b>	<b>Location</b>
-----------------------	---------------------	--------------------	-----------------

**Mayor Huntington**

No Reportable Meetings

**Mayor Pro Tem Leone**

No Reportable Meetings

**Councilmember Abel**

No Reportable Meetings

**Councilmember Denison**

No Reportable Meetings

**Councilmember Lombardo**

No Reportable Meetings

Attachment: AB1234 July 2015 (1141 : AB1234 Reporting)

## Town of Yucca Valley

### TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Sharon Cisneros, Finance Manager

**Date:** August 10, 2015

**Meeting Date:** August 18, 2015

**Subject:** Warrant Registers dated July 31, 2015 and August 6, 2015

**Recommendation:**

Ratify the Warrant Register totaling \$507,096.20 for checks dated August 6, 2015.

Ratify the Payroll Register totaling \$124,215.28 dated July 31, 2015.

**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:**

Warrant Register Summary No 9 - August 6, 2015

Detail Warrant Register No 9 - August 6, 2015

Payroll Register No 4 - July 31, 2015

**WARRANT REGISTER # 9  
CHECK DATE - AUGUST 6, 2015**

**FUND DISTRIBUTION BREAKDOWN**

Checks # 47233 to # 47271 are valid:

GENERAL FUND # 001	\$436,007.99
INTERNAL SERVICE FUND # 100	\$999.16
DEPOSITS FUND # 200	\$50.00
COPS - LLESA FUND # 511	\$52,883.80
GAS TAX FUND # 515	\$82.43
MEASURE I 2010-2040 REGIONAL FUND # 520	\$16,784.05
MEASURE I 2010-2040 FUND # 524	\$288.77
<b>GRAND TOTAL</b>	<b><u><u>\$507,096.20</u></u></b>

Prepared by Shirlene Doten, Accounting Technician III SD  
Reviewed by Sharon Cisneros, Finance Manager SC

Attachment: Warrant Register Summary No 9 - August 6, 2015 (1140 : Warrant Registers)

## Town of Yucca Valley

## Warrant Register

August 6, 2015

Fund	Check #	Vendor	Description	Amount
001	GENERAL FUND			
	47233	Accela, Inc.	07/15 Minute Traq Subscription	\$ 980.00
	47234	Arrowhead Mountain Water	Office Supplies	153.68
	47235	AT & T Mobility	Cell Phone Service	496.70
	47236	Avalon Urgent Care	Medical Screening Svcs.	295.00
	47237	Boys & Girls Club	FY 15/16 Program Support	16,000.00
	47238	Beltz Portable Toilets	Summer Concert Event Expense	320.75
	47239	Blue Breeze Entertainment	Summer Music Performance	2,000.00
	47240	Builders Supply-Yucca Valley	Museum Supplies	30.21
	47241	Chevron & Texaco Card Services	Vehicle Fuel	339.66
	47242	D & D Disposal, Inc.	Animal Disposal Service	4,272.00
	47245	Hi-Desert Water	Water Service	2,004.16
	47246	Hi-Desert Publishing	Advertising	181.50
	47247	Destiny Maseuli	Recreation Program Event	130.00
	47248	Destiny Maseuli	Recreation Program Event	1,170.00
	47249	Oasis Office Supply, Inc.	Office Supplies	333.98
	47250	Printz Dazzling Photo Booth Rentals	Family Farm Fun Day Event	500.00
	47251	Reach Out Morongo Basin	FY 15/16 Program Support	7,500.00
	47252	Jessica Rice	Mileage Reimbursement	190.33
	47253	Monette Rideout	Paradise Family Fun Day Event	221.00
	47254	Evelyn Robbins	Contract Instructor	56.70
	47255	Dora Sanchez	Recreation Program Refund	45.00
	47256	Sargent Communications	Telephone Support Service	95.00
	47258	SBCO Sheriff's Dept	04-06/15 FY 14/15 OHYV	16,472.56
	47258	SBCO Sheriff's Dept	04-06/15 FY 14/15 Vehicle Maint.	32,899.74
	47258	SBCO Sheriff's Dept	04-06/15 FY 14/15 Overtime	17,685.81
	47259	SBCO Sheriff's Dept	08/15 Professional Services	324,471.00
	47262	So. Cal. Gas Co.	06/15 Natural Gas Service	357.66
	47263	Star2Star Communications, LLC	Shelter Phone Service	403.89
	47264	Stater Bros	Program Supplies	11.18
	47265	Louise W. Syvertson	Family Farm Fun Day Event	550.00
	47266	Trophy Express	Engraving Service	196.18
	47267	VCA Yucca Valley Animal Hospital	Veterinary Professional Service	374.00
	47269	Valley Independent	Program Printing Expense	4,554.19
	47270	Walmart Community	Program Supplies	191.11
	47271	Guy Wulf	Sports Referee	525.00
<b>Total 001</b>	<b>GENERAL FUND</b>			<b>436,007.99</b>
100	INTERNAL SERVICE FUND			
	47244	GE Capital Corporation	Animal Shelter Copier Lease	\$ 653.67
	47249	Oasis Office Supply, Inc.	Copy Paper	345.49
<b>Total 100</b>	<b>INTERNAL SERVICE FUND</b>			<b>\$ 999.16</b>

Attachment: Detail Warrant Register No 9 - August 6, 2015 (1140 : Warrant Registers)

**Town of Yucca Valley**  
**Warrant Register**  
**August 6, 2015**

<b>Fund</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
200 DEPOSITS FUND				
	47257	SBCO-Clerk/Board of Supervisors	Filing Fee	\$ 50.00
<b>Total 200</b>	<b>DEPOSITS FUND</b>			<b>\$ 50.00</b>
511 COPS-LLESA FUND				
	47258	SBCO Sheriff's Dept	04-06/15 FY 14/15 LLESA OT	\$ 52,845.79
	47268	Verizon Wireless	Sheriff's Office Phone Service	38.01
<b>Total 511</b>	<b>COPS-LLESA FUND</b>			<b>\$ 52,883.80</b>
515 GAS TAX FUND				
	47240	Builders Supply-Yucca Valley	Streets Tools & Equipment	\$ 48.57
	47260	SCE	Electric Service	33.86
<b>Total 515</b>	<b>GAS TAX FUND</b>			<b>\$ 82.43</b>
520 MEASURE I-2010-2040 REGIONAL FUND				
	47243	DBX, Inc.	Dumosa Signal Project	\$ 15,784.05
<b>Total 520</b>	<b>MEASURE I-2010-2040 REGIONAL FUND</b>			<b>\$ 15,784.05</b>
524 MEASURE I - 2010-2040 FUND				
	47260	SCE	Electric Service	\$ 38.77
	47261	Siemens Industry, Inc.	Signal Maintenance Project	250.00
<b>Total 524</b>	<b>MEASURE I - 2010-2040 FUND</b>			<b>\$ 288.77</b>
<b>***</b>	<b>Report Total</b>			<b><u>\$ 506,096.20</u></b>

Attachment: Detail Warrant Register No 9 - August 6, 2015 (1140 : Warrant Registers)

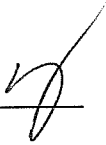

**TOWN OF YUCCA VALLEY**  
**PAYROLL REGISTER #4**  
**CHECK DATE - July 31, 2015**

Fund Distribution Breakdown

**Fund Distribution**

General Fund	\$114,197.06
Gas Tax Fund	10,018.22

**Grand Total Payroll** \$124,215.28



Prepared by P/R & Financial Specialist:  Reviewed by H/R & Risk Mgr.: 

Attachment: Payroll Register No 4 - July 31, 2015 (1140 : Warrant Registers)



**Town of Yucca Valley**  
**Payroll Net Pay & Net Liability Breakdown**  
 Pay Period 4 - Paid 07/31/2015  
 (July 11, 2015 - July 24, 2015)  
 Checks: 5095 - 5100

	Employee	Employer	Total
<b><u>Net Employee Pay</u></b>			
Payroll Checks	\$2,743.39		\$2,743.39
Direct Deposit	70,954.77	-	70,954.77
Sub-total	73,698.16		73,698.16
<b><u>Employee Tax Withholding</u></b>			
Federal	11,350.58		11,350.58
Medicare	1,339.13	1,339.12	2,678.25
SDI - EE	-	-	-
State	3,197.38		3,197.38
Sub-total	15,887.09	1,339.12	17,226.21
<b><u>Employee Benefit &amp; Other Withholding</u></b>			
Misc. Payroll Adjustment Credit's	-	-	-
Deferred Compensation	2,663.07	-	2,663.07
PERS Survivor Benefit	-		-
Health Café Plan	-	-	-
American Fidelity Pre-Tax	-		-
American Fidelity After-Tax	-		-
American Fidelity-FSA	-		-
PERS EE - Contribution 6.25 %	607.19		607.19
PERS EE - Contribution 7%	1,023.53		1,023.53
PERS EE - Contribution 8%	4,800.33		4,800.33
PERS Retirement - Employer 6.237 %	-	605.91	605.91
PERS Retirement - Employer 6.709%	-	981.00	981.00
PERS Retirement - Employer 10.298%	-	6,179.21	6,179.21
PERS UAL Retirement - Employer 13.55%	-	8,130.59	8,130.59
Wage Garnishment - Employee	104.66		104.66
Life & Disability Insurance		-	-
Other Post Employee Benefit's		2,575.56	2,575.56
Unemployment Insurance		1,710.36	1,710.36
Workers' Compensation		3,909.50	3,909.50
Sub-total	9,198.78	24,092.13	33,290.91
<b>Gross Payroll</b>	<b>\$98,784.03</b>	<b>\$25,431.25</b>	<b>\$124,215.28</b>

Prepared by P/R & Financial Specialist:  Reviewed by H/R & Risk Mgr.: 

Attachment: Payroll Register No 4 - July 31, 2015 (1140 : Warrant Registers)

## Town of Yucca Valley

### TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Debra Breidenbach, Human Resources Manager

**Date:** August 13, 2015  
**Meeting Date:** August 18, 2015

**Subject:** PARSAC Summary

**Recommendation:**

That the Town Council receive and file this summary of the programs and services provided by the Public Agency Risk Sharing Authority of California (PARSAC).

**Prior Review:**

There has been no prior review of this matter.

**Order of Procedure:**

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

**Discussion:**

The Town of Yucca Valley has been a member of the Public Agency Risk Sharing Authority of California (PARSAC) since July 1, 1992. PARSAC is an organization of unique individuals with diverse needs and common purpose. There are currently thirty-eight (38) member agencies spread all over the state and encompass small rural communities and mid-size urban cities (See Exhibit A). It has provided a financial safety net for municipalities for over twenty-nine (29) years and serves as a resource network for all of its members. As a risk sharing organization, PARSAC prides itself on sharing risk by investing in each agency's success and providing financial support and assistance when adversity occurs.

Regardless of size, each agency has a voice in the direction of the group, one member = one vote. Each agency has a representative that sits on the Board of Directors which meets bi-annually. The Board of Directors work together to support each member's goals, collaborate to solve issues and provide enhancements as litigation trends tend to develop. The Human Resources Manager serves as the Town's representative on the Board.

PARSAC offers a variety of programs and coverages. The Town has participated in the Liability, Property and Workers Compensation Programs since joining PARSAC on July 1, 1992. On July 1, 1999, the Town started participating in the Employment Practices Liability (EPL) program. PARSAC provides coverage up to \$1 million for liability (including EPL) after the Town's \$25,000 SIR (self-insured retention). If those limits are exhausted, CSAC-EIA (California State Association of Counties Excess Insurance Authority) risk shares and insures the next layers of coverage up to \$35M. The workers compensation program has an SIR of \$5,000.00 and is covered by LAWCX (Local Agency Workers Compensation Excess JPA) for any coverage for work related injury or illness in excess of \$500K. A summary of these programs is provided below.

### **Employment Practices Liability Program**

**ERMA** - Additional coverage for Employment Practices Liability is provided through the Employment Risk Management Authority for alleged workplace wrong-doing such as discrimination, harassment and wrongful termination. As indicated previously, ERMA will provide limits up to \$1M above the \$25K self-insured retention. Other services provided are:

Attorney Hotline - PARSAC members receive twelve (12) hours of free legal consultation annually to discuss employment issues. Members are allowed to choose between the two participating firms; Jackson Lewis and Liebert Cassidy Whitmore.

Employee Hotline - An 800# is available for employees to call and register concerns regarding unsafe work practices, harassment, discrimination, etc. The calls are monitored by a third party and can be made without fear of being traced.

On-site training - In house training provided by attorneys from ERMA for various topics (example: AB 1825 Sexual Harassment training).

Target Solutions - online training.

**Liebert Cassidy Consortium** - The Board of Directors recently elected to provide membership for this consortium that also provided training and unlimited consultation for employee related issues. In addition, \$10,000 grant funding is provided to each member to use towards items such as updating personnel policies, etc.

### **General Liability**

Covered Events:

- Automobile Liability
- Public Official's Errors and Omissions
- Personal and Bodily Injury
- Property Damage

Who is Covered:

- Employees
- Elected Officials
- Volunteers
- Additional Protected Parties named by contract
- Boards/Commissions Governed by Town Council

### **Workers' Compensation**

Workers' Compensation is a no fault system. Employees are covered for any injury or illness that arises in the course and scope of employment. PARSAC'S goal is to provide top quality medical care so that employees recover quickly and return to work. Claims are administered by Athens Administrators in Concord, CA and are overseen by PARSAC staff. Excess coverage is provided by the Local Agency Workers' Comp Excess pool (LAWCX), a Joint Powers Authority. The Human Resources Manager is the point of contact for any Town related workers' comp issue.

As of June 30, 2015, the Town has no open claims.

### **Risk Management and Risk Mitigation**

PARSAC, in conjunction with the Town, works proactively to prevent any issues from occurring and provide consultation and resources to assist in that goal. Some of the areas in which the Town is assisted by the pool include:

- Review of agreements/contracts to ensure that the contract language protects the Town;
- Risk assessments to help us identify those areas of operation that could potentially generate claims;
- Review of historic loss data
- Training resources
- Safety and Loss Control Grant Program

The Safety and Loss Control Grant program is evaluated annually to determine the amount allocated to each entity. The same amount is provided to each City or Town. The grant program is designed to assist members as they strive to improve employee safety and prevent general liability losses through the purchase of equipment, training or services. Examples of such improvements the Town has purchased through the grant program include:

- ADA Lift for Pool
- Training - CPR renewal and other required training renewals
- Safety equipment for Animal Control vehicles
- Fence guard for softball fields

- Ergonomic tools and equipment for staff

### **Financial Stability**

PARSAC is financially stable and well-funded. The PARSAC actuary determines the funding required for the pool overall. Each member's history of claims, their choice of deductible or SIR, and size dictate what premium they pay. Each member controls their costs by reducing claims and accidents. The premium consists of funding for self-insured losses, claims and administrative expenses or excess insurance. Every three years, the actuary evaluates the SIR/deductible level for each member. Based on their findings, the actuary recommends the SIR level be adjusted for claims activity, either up or down.

The programs are experience rated. PARSAC staff looks back and reviews actual pool performance, correlated with the actuary's projection to ensure that there are sufficient funds to cover the claim liabilities. To the extent that funds exceed liabilities, the pool surplus is then returned to members in accordance with PARSAC's funding policy. PARSAC has issued dividends in all but one of the 29 years in business.

PARSAC continues to be a strong partner to assist the Town in achieving maximizing public relations and lowering any possible risk issue.

### **Historical Premium Expenditures**

Year	Liability Program Premiums	Workers' Compensation Program Premiums
2008/2009	\$ 94,178	\$ 115,137
2009/2010	\$ 73,006	\$ 90,456
2010/2011	\$ 75,934	\$ 92,878
2011/2012	\$ 70,332	\$ 84,295
2012/2013	\$ 105,786*	\$ 92,886
2013/2014	\$ 59,669	\$ 84,105
2014/2015	\$ 52,340	\$ 79,738

\* In fiscal 12/13, the retrospective dividends were reduced as the Liability Program was funding a large deficit in the 04/05 coverage year.

#### **Alternatives:**

None.

#### **Fiscal Impact:**

There is no fiscal impact with this item.

#### **Attachments:**

Current PARSAC members

## Current PARSAC members

City of Alturas	City of Plymouth
Amador City	City of Point Arena
City of Avalon	City of Rancho Cucamonga
City of Belvedere	Rancho Cucamonga Fire Protection District
City of Blue Lake	City of Rancho Santa Margarita
City of California City	City of Rialto
City of Calimesa	City of San Juan Bautista
City of Calistoga	City of South Lake Tahoe
City of Citrus Heights	City of Tehama
City of Clearlake	City of Trinidad
City of Coalinga	City of Truckee
City of Ferndale	City of Twentynine Palms
City of Grass Valley	City of Watsonville
City of Highland	City of West Hollywood
City of Menifee	City of Wheatland
City of Nevada City	City of Wildomar
City of Pacific Grove	Town of Yountville
City of Placentia	City of Yucaipa
City of Placerville	Town of Yucca Valley

**TOWN OF YUCCA VALLEY**  
**TOWN COUNCIL STAFF REPORT**

**To:** Honorable Mayor & Town Council  
**From:** Lesley Copeland, Town Clerk

**Date:** August 11, 2015  
**Meeting Date:** August 18, 2015

**Subject:** Resolution No. 15- ; Records Retention Schedule Update

**Recommendation**

Approve the Resolution amending the Town's Records Retention Schedule as attached hereto as Exhibit "A"

**Prior Council Review:**

None for this particular action.

**Executive Summary:**

In 2004, the Town Council adopted a Records Retention Schedule in accordance with the California Government Code Section 34090. This schedule requires periodic review and updating.

**Order of Procedure:**

1. Request Staff Report
2. Request Public Comment
3. Council Discussion/Questions of Staff
4. Motion/Second
5. Discussion on Motion
6. Call the Question (Roll Call Vote)

**Discussion:**

In 2003, the Town of Yucca Valley selected Gladwell Governmental Services, Inc, a consultant in local government records, to develop a comprehensive retention schedule for the Town. In early 2015, Gladwell Governmental Services, Inc. Was contracted to perform a review of the Town's records retention schedule to assure the Town's practices are consistent with State guidelines as well as adequately addresses the inventory of Town records. The proposed updates reflect changes in law that have occurred during the last decade, organizational changes in business practices and to increase efficiency by using current technology as allowed by law.

The need for a well-defined records management program is driven by many factors, including:

- Very limited storage space in Town Hall and other facilities
- Many departments are filing and storing copies of the same records
- Yucca Valley produces and manages many permanent records
- Technology advancements, including document imaging
- Changes in law, including the adoption of statewide retention guidelines

The purpose of a records management program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all Town records.

The appropriate Department Head, the Town Clerk and the Town Attorney have reviewed and approved the Records Retention Schedules. The recommended changes in the schedule include clarification of document descriptions, addition of classification / file numbers, updated references to legal statutes, and the addition or changes of retention periods for business registration, material data sheets, temporary encroachment permits, universal building codes, traffic speed surveys, audit work papers, developer trust accounts, IRS Form W4's, IRS form I-9's, withdrawn/expired planning files, housing programs, vehicle maintenance/inspections reports, and filed 800-series FPPC forms.

The attached resolution mirrors the same provisions adopted in 2004, with the additional provision of future updates to the retention policy requiring approval from the Town Attorney, Town Manager, and Town Clerk.

In addition to an updated Records Retention Schedule, staff is working to further enhance the Town's Records Management Program by creating an efficient records storage facility located in the Community Development complex which will allow safe, easy access to Town records. This will require the purchase and installation of appropriate archival shelving. Staff is also researching the process of scanning permanent files electronically for long-term storage, which may require additional funding if this process is outsourced.

**Alternatives:** Do not approve the Resolution

**Fiscal impact:** Purchases for archival shelving and additional records management consulting will be accommodated by the current 2015-16 budget.

### **Attachments**

Exhibit A- Proposed Schedules  
Resolution 04-14



**RESOLUTION NO. 15-****A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE,  
RESCINDING RESOLUTION 04-14, AND AUTHORIZING  
DESTRUCTION OF CERTAIN TOWN RECORDS**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Town of Yucca Valley; and

**WHEREAS**, Section 34090 of the Government Code of the State of California provides a procedure whereby any Town record which has served its purpose and is no longer required may be destroyed; and

**WHEREAS**, the State of California has adopted guidelines for retention period for various government records; and

**WHEREAS**, the Town of Yucca Valley adopted Resolution 04-14, providing for records retention schedules in 2004;

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY DOES RESOLVE AS FOLLOWS:**

**Section 1.** Resolution No. 04-14 is hereby rescinded in its entirety.

**Section 2.** The records of the Town of Yucca Valley, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the Town Clerk, without further action by the Town Council of the Town of Yucca Valley.

**Section 3.** The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

**Section 4.** The Town Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**Section 5.** This resolution shall become effective immediately upon its passage and adoption.

**APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2015

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**MAYOR**

**ATTEST:**

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**TOWN CLERK**

## RESOLUTION NO. 04- 14

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Town of Yucca Valley; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any Town record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention period for various government records:

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY DOES RESOLVE AS FOLLOWS:

**Section 1.** The Records Retention Schedule attached hereto as Exhibit "A" and incorporated as though fully set forth is hereby adopted.

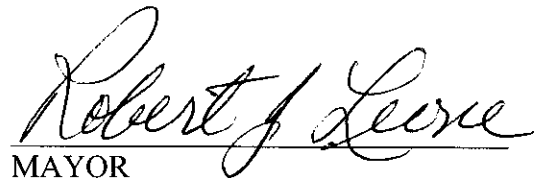
**Section 2.** In accordance with Government Code Section 34090.5, which permits limited destruction of records without prior approval of the legislative body or written consent of the City Attorney, Department Heads are authorized to destroy records in accordance with the Records Retention Schedule, provided written consent to said destruction is first obtained from the Town Clerk.

**Section 3.** The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

**Section 4.** The Town Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**Section 5.** This resolution shall become effective immediately upon its passage and adoption.

APPROVED AND ADOPTED this 1<sup>st</sup> day of April, 2004.

  
MAYOR

ATTEST:

  
TOWN CLERK

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

TOWN OF YUCCA VALLEY

I, Janet M. Anderson, Town Clerk of the Town of Yucca Valley, California do hereby certify that Resolution No. 04-14 was duly and regularly adopted by the Town Council of the Town of Yucca Valley, California, at a meeting thereof held on the 1<sup>st</sup> day of April, 2004, by the following vote:

AYES: Council Members Cook, Earnest, Mayes, Neeb and Mayor Leone

NOES: None

ABSENT: None

ABSTAIN: None

  
TOWN CLERK

Attachment: Resolution 04-14 (1143 : Records Retention Schedule Update)

## Town of Yucca Valley

### TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council  
**From:** Curtis Yakimow, Town Manager  
 Jeff Joling, San Bernardino County Sheriff's Captain  
**Date:** August 11, 2015  
**Meeting Date:** August 18, 2015  
  
**Subject:** Town of Yucca Valley Public Safety Update

**Recommendation:**

That the Town Council receive a public safety update as a verbal presentation from Sheriff's Department Captain Jeff Joling.

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

**Discussion:**

On a regular basis, the Town's Sheriff Captain provides the council and community updates with respect to public safety activities in the Town, as well as in the greater Morongo Basin. The summary reports pertain to patrols, crime trends, investigations, traffic, grant-funded special operations, Town of Yucca Valley Citizen Patrol Unit and the motorcycle enforcement team. Captain Joling will provide a verbal update regarding ongoing public safety concerns, challenges and successes as related to the Town.

**Alternatives:** None recommended.

**Fiscal impact:** None

**Attachments:**