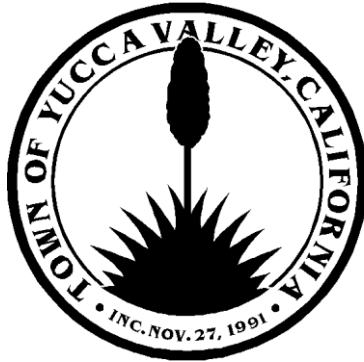


TOWN OF YUCCA VALLEY TOWN COUNCIL MEETING



*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, SEPTEMBER 1, 2015
YUCCA VALLEY COMMUNITY CENTER
YUCCA ROOM
57090 TWENTYNINE PALMS HWY
YUCCA VALLEY, CA 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

**AGENDA
MEETING OF THE
TOWN COUNCIL
TUESDAY, SEPTEMBER 1, 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, 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:

PLEDGE OF ALLEGIANCE:

INVOCATION:

PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS:

1. Third District Supervisor James Ramos- Staff Introductions
2. Yucca Valley Chamber of Commerce

APPROVAL OF AGENDA:

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.

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

Recommendation:

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

4. Town Council - Regular Meeting - Aug 18, 2015 6:00 PM

Recommendation:

Approve the minutes for the Regular Meeting of August 18, 2015 as presented

5. Ordinance No. 257 Adoption

Recommendation:

That the Town Council Adopts Ordinance No. 257

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.

6. LTF Claim for Local Streets and Roads

Recommendation:

Authorize the Finance Manager to file a claim with the San Bernardino Associated Governments (SANBAG) for Local Transportation Funds (LTF) in the amount of \$26,426.

7. Treasurer's Report for the Quarter Ending June 30, 2015

Recommendation:

Receive and file the Treasurer's Report for the fourth quarter of FY 2014-15.

8. Warrant Registers dated August 14 and August 20, 2015

Recommendation:

**Ratify the Warrant Register totaling \$651,225.35 dated August 20, 2015.
Ratify the Payroll Register totaling \$144,571.12 dated August 14, 2015.**

9. 2015/2016 Town Wide Slurry Seal Project – Town Project No.8340; 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.8340.

DEPARTMENT REPORTS:

10. Budget Report for the Year Ending June 30, 2015

Recommendation:

Receive and file the Budget Report for the fiscal year ended June 30, 2015

11. Capital Projects and Engineering Update

Recommendation:

That the Town Council receives and files the report.

12. Town Facility Update and Policy Direction

Recommendation:

It is recommended that the Town Council:

- 1. Receive and file the status update of the former Pomona First Federal bank building;**
- 2. Provide policy direction related to seeking an additional market demand and highest and best use analysis for the existing facility, with a focus on potential private/commercial uses for the existing site(s).**

13. Strategic Planning Process and Calendar

Recommendation:

It is recommended that the Town Council:

- 1. Receive and file the proposed calendar of activities related to the Town's 2015 Strategic Planning efforts;**
- 2. Provide input as desired for background information, topical information, or general areas of interest to include as part of the Town's Strategic Planning activities.**

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 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 will be held on Tuesday, September 15, 2015 at 6:00 p.m. in the Yucca Valley Community Center Yucca Room.

ADJOURNMENT:

Yucca Valley Town Council

Meeting Procedures

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

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

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

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

Public Testimony on any Item - Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Town Council should complete a "Request to Speak" form, provided 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 st 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 nd Thursday Feb, May, Aug, Nov	Victorville
LEAGUE OF CALIFORNIA CITIES DESERT MOUNTAIN DIVISION	Lombardo Denison (Alt)	10:00 a.m. 4 th 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 th Wednesday	San Bernardino
MEASURE I	Huntington Abel (Alt)	9:30 a.m. 3 rd Friday	Apple Valley
MORONGO BASIN TRANSIT AUTHORITY	Abel Leone Lombardo (Alt)	5:00 p.m. 4 th Thursday	Joshua Tree
MOJAVE AIR QUALITY DISTRICT	Leone Abel (Alt)	10:00 a.m. 4 th Monday	Victorville
SANBAG	Huntington Abel (Alt)	10:30 a.m. 1 st Wednesday	San Bernardino
SO. CALIFORNIA ASSOC. GOV (SCAG) GENERAL ASSEMBLY	SANBAG Rep/Alternate	Annually May	Varies
SPORTS COUNCIL	Denison	6:30 p.m. 2 nd 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 18, 2015**

OPENING CEREMONIES

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

CALL TO ORDER

ROLL CALL

PRESENT: Abel, Denison, Leone, Lombardo, Huntington

ABSENT:

INVOCATION

Led by Pastor Daniel Thompson- Valley Community Chapel

PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS

1. Congressman Paul Cook

Congressman Cook addressed the Council and the community on current legislation, potentially affecting the Morongo Basin.

Council Member Abel inquired on energy independence.

Mayor Pro Tem Leone spoke of international relationships between countries.

Council Member Denison thanked Congressman Cook for the visit, and inquired if there was any updated information on the OHV areas in Johnson Valley.

APPROVAL OF AGENDA

2. Approve the Meeting Agenda of August 18, 2015

MINUTES APPROVAL

3. Approval of August 4, 2015 Town Council Regular Meeting Minutes

MOTION:

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

RESULT: APPROVED [4 TO 0]
MOVER: Robert Lombardo, Council Member
SECONDER: Robert Leone, Mayor Pro Tem
AYES: Rick Denison, Robert Leone, Robert Lombardo, George Huntington
ABSTAIN: Merl Abel

CONSENT AGENDA

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

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

MOTION:

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

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

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. 8456.

6. Approve the Hi-Desert Nature Museum Maintenance Project Schedule

MOTION:

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

7. Approve the AB1234 Required Reporting

MOTION:

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

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

MOTION:

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

Staff report presented by Town Manager Yakimow explaining the Town's membership with the Public Agency Risk Sharing Authority of California (PARSAC) since 1992. PARSAC is comprised of 38 member agencies from around the state. As a risk sharing organization, PARSAC serves as a resource network for its members.

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

MOTION:

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).

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

10. Resolution No. 15-19 ; Records Retention Schedule Update

A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE, RESCINDING RESOLUTION 04-14, AND AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS

Town Clerk Copeland presented the staff report providing background and proposed changes to the Town's records retention program. The Town adopted its Records Retention Schedule in 2004 and requires updating to reflect changes in law, the addition of organizational record sets, clarification of record titles, and to increase efficiency by using current technology as allowed by law.

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

MOTION:

Approve Resolution No. 15-19 Amending the Town's Records Retention Schedule as attached hereto as Exhibit "A"

Minutes Acceptance: Minutes of Aug 18, 2015 6:00 PM (Consent Agenda)

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

11. Town of Yucca Valley Public Safety Update

San Bernardino County Sheriff's Captain Joling presented a public safety update to the Town Council.

Mayor Huntington opened public comments.

Leonard Rose, Yucca Valley commended Sheriff's Service Specialist Kramer and spoke of graffiti in the area.

Tobi Taboada, Yucca Valley inquired on recent burglaries in the Old Town area.

Michael Inglis Yucca Valley spoke favorably of the local San Bernardino County Sheriff's team.

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

Mayor Pro Tem Leone commented on the lack of a visible police station in Yucca Valley.

Council Member Lombardo inquired about the possibility of terrorist activity with our locale near the Marine Base.

Council Member Denison inquired on the prioritization of calls for assistance and response times.

Council Member Lombardo inquired on the volunteer programs offered by San Bernardino County Sheriff's. Captain Joling explained the four core volunteer programs including Explorer Scouts, Citizens on Patrol, Search and Rescue, and the Reserve Deputy Sheriff Program.

Mayor Huntington asked for an update on any recent burglaries in the area.

Council Member Abel thanked Captain Joling for the report, and leading the team in doing a fantastic job in our community. Abel stated he would like to see an increase in neighborhood watch programs and also additional statistics for review.

Mayor Huntington commented on the increase of public safety costs each year and stated he would like a review of the Town's Sheriff's Contract Schedule A for efficiency.

Mayor Pro Tem Leone inquired on the perception of the Morongo Basin being a target for relocating those leaving prison due to a lower cost of living.

Town Manager Yakimow explained that future strategic planning sessions will give Council the opportunity to visit public safety prioritization and funding.

MOTION:

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

RESULT: RECEIVED AND FILED [UNANIMOUS]
MOVER: Robert Lombardo, Council Member
SECONDER: Robert Leone, Mayor Pro Tem
AYES: Abel, Denison, Leone, Lombardo, Huntington

FUTURE AGENDA ITEMS

PUBLIC COMMENTS

STAFF REPORTS AND COMMENTS

Town Manager Yakimow announced upcoming events presented by the Community Services Department.

MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS

Council Member Abel- thanked Captain Joling for the update, thanked Congressman Cook for the legislative update, and reminded the public to be careful on the roads, that school will be back in session soon.

Council Member Denison- no comments stated.

Council Member Lombardo- thanked the public for attending and providing input and thanked Captain Joling for his report.

Mayor Pro Tem Leone- reported a fantastic turn out at the last concert of the series, and stated he would like to see more concerts included to make a longer music season.

Mayor Huntington- commended the recreation staff for their hard work over the summer and reported on recent visits with local businesses.

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 Section 54957, to conduct an employee evaluation- Town Manager

REPORT OUT FROM CLOSED SESSION/ADJOURNMENT

Closed Session of the Yucca Valley Town Council of Tuesday, August 18, 2015 adjourned at 8:25pm with the following reportable action as reported by Mayor Huntington:

“In accordance with the Employment Agreement between the Town and Town Manager Curtis Yakimow, the Town Council has completed an annual performance evaluation of the Town Manager. The Town Council is pleased to report that Mr. Yakimow received a positive performance evaluation covering the past year, and the Council is extremely pleased with the manager’s efforts to date.

Both the Town Council and Employee agree that there will be no change in compensation at this time. The Town Council will review current compensation and contract provisions upon completion of the Town-wide Classification and Compensation study being developed by Koff and Associates, scheduled for completion in approximately six months.”

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
 Patrick Carroll, Building Official
Date: July 21, 2015
Meeting Date: September 1, 2015

Subject: Ordinance No. 257 Adoption

Recommendation

That the Town Council Adopts Ordinance No. 257

Prior Council Review

The Town Council held the first reading of the ordinance at its meeting of August 4, 2015.

Executive Summary

As established in AB 2188, on or before September 30, 2015, every city, in consultation with the local fire department, must adopt an ordinance creating an expedited permitting process for small residential rooftop solar energy systems of 10 kilowatts or less.

Order of Procedure

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

Discussion

The process of adopting an ordinance is a two-step process, requiring that the Town Council first introduce the ordinance and then adopt the item at a separate meeting, with appropriate public noticing prior to the second reading. The ordinance was introduced at the Town Council meeting held on August 4, 2015 and was duly noticed on August 20, 2015. This is the second reading of the proposed ordinance.

Municipal Code, Title 8, adding Chapter 8.05. This amendment formally implements Assembly Bill 2188, providing an expedited, streamlined permitting process for small residential rooftop solar systems which meet certain requirements. The Town of Yucca Valley currently operates under these standards.

Alternatives

Staff recommends no alternatives.

Fiscal impact

No significant impact is anticipated.

Attachments

ORDINANCE NO. 257

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.

WHEREAS, as set forth in Government Code Section 65850(a) it is the policy of the State of California that local agencies encourage the installation of solar energy systems by removing obstacles to, and minimizing the costs of, permitting such energy systems; and

WHEREAS, as set forth in Government Code Section 65850 (g), cities must adopt an ordinance on or before September 30, 2015 that creates an expedited and streamlined permitting process for small residential rooftop solar energy systems; and

WHEREAS, the ordinance must substantially conform with the recommendations set forth in the California Solar Permitting Guidebook, including the use of a checklist of all requirements that, if complied with, requires cities to approve the application and issue the applied for permits; and

WHEREAS, The Town Council of the Town of Yucca Valley finds that it is in the interest of the health, welfare and safety of the public to provide an expedited permitting process to encourage the effective development of solar technology; and

WHEREAS, the Town Council of the Town of Yucca Valley finds that the Ordinance will have the effect of encouraging the installation of small residential solar energy systems and minimizing barriers, obstacles and costs of obtaining permits for their installation.

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY DOES HEREBY ORDINANCE AS FOLLOWS.

SECTION 1. Title 8, Buildings and Construction, of the Yucca Valley Municipal Code, is hereby amended by adding Chapter 8.05, Permitting Procedures For Small Residential Solar Energy Systems, is here by added to read in its entirety as follows.

SECTION:

8.05.010:	Purpose and Intent
8.05.020:	Definitions
8.05.030:	Small Residential Rooftop Solar System Requirements
8.05.040:	Application Review
8.05.050:	Electronic Access to Permit Information and Submittals
8.05.060:	Inspection

8.05.070: Fees

8.05.010 Purpose and Intent.

A. The purpose and intent of this Chapter is to adopt an expedited, streamlined solar permitting process that complies with the Solar Rights Act, as amended by Assembly Bill 2188 (Chapter 521, Statutes 2014) to achieve timely and cost-effective installations of small residential rooftop solar energy systems. This Chapter will increase the deployment of residential solar distributed generation, provide solar customers greater installation ease, improve the Town and State's ability to reach its clean energy goals, and generate much needed jobs in the Town and State. The Chapter allows the Town to achieve these goals while protecting public health and safety.

5.05.020: Definitions:

The following definitions shall be applicable to the provisions in this Chapter.

- A. "A Feasible Method To Satisfactorily Mitigate Or Avoid The Specific, Adverse Impact" means a method that includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the Town on another similarly situated application in a prior successful application for a permit. The Town shall use its best efforts to ensure that the selected method, condition, or mitigation meets the conditions of subparagraphs (A) and (B) of paragraph (1) of subdivision (d) of Section 714 of the Civil Code.
- B. "Reasonable restrictions" means on a solar energy system are those restrictions that do not significantly increase the cost of the system or significantly decrease its efficiency or specified performance, or that allow for an alternative system of comparable cost, efficiency, and energy conservation benefits.
- C. "Restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance" means:
1. For Water Heater Systems or Solar Swimming Pool Heating Systems: An amount exceeding 10 percent of the cost of the system, but in no case more than one thousand dollars (\$1,000), or decreasing the efficiency of the solar energy system by an amount exceeding 10 percent, as originally specified and proposed.
 2. For Photovoltaic Systems:: An amount not to exceed one thousand dollars (\$1,000) over the system cost as originally specified and proposed, or a decrease in system efficiency of an amount exceeding 10 percent as originally specified and proposed.
- D. "Solar Energy System" means a solar energy system as defined in California Code of

Regulations, Title 24, including but not limited to:

1. Any solar collector or other solar energy device whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating, space cooling, electric generation, or water heating.
 2. Any structural design feature of a building, whose primary purpose is to provide for the collection, storage, and distribution of solar energy for electricity generation, space heating or cooling or for water heating.
- E. “Small Residential Rooftop Solar Energy System” means a solar energy system which meets all of the following:
1. A solar energy system that is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal.
 2. A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the Town; all state, local health and safety standards; and all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.
 3. A solar energy system that is installed on a single or duplex family dwelling.
 4. A solar panel or module array that does not exceed the maximum legal building height as defined by the Town of Yucca Valley Development Code.
 5. A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the Town, all state and Town health and safety standards, and paragraph 3 of subdivision (c) of section 714 of the California Civil Code.
- F. “Specific, Adverse Impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.
- G. “Electronic submittal” means the utilization of one or more of the following.
1. Email
 2. Internet
 3. Facsimile

8.05.030 Small Residential Rooftop Solar System Requirements.

- A. All small residential rooftop solar energy systems shall comply with the applicable standards and requirements for solar energy systems as set forth in the California Code of Regulations, Title 24.
- B. The small residential rooftop solar system permit process, standard plan(s), and checklist(s), shall substantially conform to the recommendations for expedited permitting, including the checklists and standard plans, contained in the most current version of the California Solar Permitting Guidebook adopted by the Governor's Office of Planning and Research.

8.05.040 Application Review.

- A. Upon confirmation that the application is complete, staff shall review the application to ensure that the small residential rooftop solar energy system meets local, state, and federal health and safety requirements. Upon receipt of an incomplete application, the building official shall issue a written correction notice detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance. The Building Official may require an applicant to apply for a use permit pursuant to the Town of Yucca Valley Development Code, if the Building Official finds, based on substantial evidence, that the small residential rooftop solar energy system could have a specific, adverse impact upon the public health and safety.
- B. Upon confirmation by the building official of the application and supporting documentation being complete and meeting the requirements of the checklist, the building official shall administratively approve the application and issue all required permits or authorizations within a reasonable time following receipt of a complete application that meets the requirements of the approved checklist, standard plans and this Chapter. Such approval shall not include any necessary approval or permission by a local utility provider to connect the small residential rooftop energy system to the provider's electricity grid. The applicant is responsible for obtaining such approval or permission from the local utility provider.
- C. Staff's approval of an application shall not be based or conditioned on the approval of an association, as defined in California Civil Code § 4080.
- D. All documents required for the submission of a small residential rooftop solar energy system application shall be made available on the publically accessible Town website.
- E. Prior to submitting an application, the applicant shall:
 - 1. Verify to the applicant's reasonable satisfaction through the use of standard engineering evaluation techniques that the support structure for the small residential rooftop solar energy system is stable and adequate to transfer all wind, seismic, and dead and live loads associated with the system to the building foundation; and

2. At the applicant's cost, verify to the applicant's reasonable satisfaction using standard electrical inspection techniques that the existing electrical system including existing line, load ground and bonding wiring as well as main panel and subpanel sizes are adequately sized, based upon the existing electrical system's current use, to carry all new photovoltaic electrical loads.

8.05.050 Electronic Access to Permit Information and Submittals.

- B. The Building Official shall make the checklist and all permitting documentation required for a small residential rooftop solar energy system available on a publicly accessible website. The Building Official is authorized to modify the checklist consistent with state law, local regulations, and with changes in industry standards and technology.
- C. Pending software installation, adaptation and security testing, an applicant may submit the application and related documentation for a small residential rooftop solar energy system by electronic submittal, as specified on the Town website. Electronic signatures shall be accepted by the Town on all electronic submittals in lieu of a wet signature, in conformance with California Government Code § 16.5 and 2 California Code of Regulations § 22000 *et seq.*

8.05.060 Inspections.

- A. One inspection shall be required and performed by staff for small residential rooftop solar energy systems eligible for expedited review, which shall be done in a timely manner and may include a consolidated inspection by the building official and fire marshal. If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized; however, the subsequent inspection need not conform to the requirements of this Section
- B. The inspection shall be done in a timely manner.

8.05.070: Fees

- A. All fees prescribed for the permitting of small residential rooftop solar energy systems must comply with Government Code sections 65950.55, 66015, and 66016, and Health and Safety Code Section 17951.

Section 2. **Severability:** If any provision of this Ordinance or the application thereof to any

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

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

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

APPROVED AND ADOPTED this 1st day of September, 2015.

MAYOR

APPROVED AS TO FORM:

TOWN ATTORNEY

ATTEST:

TOWN CLERK

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

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

Date: August 11, 2015
Meeting Date: September 1, 2015

Subject: LTF Claim for Local Streets and Roads

Recommendation:

Authorize the Finance Manager to file a claim with the San Bernardino Associated Governments (SANBAG) for Local Transportation Funds (LTF) in the amount of \$26,426.

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

Discussion

Each year a portion of the ¼ cent State retail sales tax is made available to local associations of governments for distribution to member municipalities. SANBAG has notified the Town of Yucca Valley the amount available this year for use on local streets and roads is \$26,426. In order for the funds to be made available to the Town of Yucca Valley, a claim has to be filed with SANBAG requesting the funds. Once the funds are available, they must be utilized in strict compliance with LTF Article 8, PUC Section 99400a guidelines, (Local Streets and road improvements only).

Alternatives

None Recommended

Fiscal Impact

The revenue will be recognized in Town's Local Transportation Fund (516) in the amount of

\$26,426 for fiscal year 2015-16. Budgetary estimates for this allocation were forecasted to total \$56,000, however budgeted expenditures do not exceed the amount of the claim.

Attachments:

15 TDA Article 8 Other Claim Form-YUC

San Bernardino Associated Governments Local Transportation Fund - Article 8 Other Puposes Claim

Fiscal Year: 2014-2015

Claimant: Town of Yucca Valley
57090 29 Palms Highway
Yucca Valley, CA 92284

Attention: Sharon Cisneros
Phone #: 760-369-7207

Amount: \$26,426

PURPOSE: () Article 8, PUC Section 99400a Local Streets & Roads	\$	26,426
() Article 8, PUC Section 99400a Bicycle & Pedestrian Facilities	\$	-
() Article 8, PUC Section 99400.5 Multimodal Transportation Terminals	\$	-

Authorizing Signature:
(Claimant's Chief Adminstrator or Financial Officer)

(Signature)

Sharon Cisneros, Finance Manager
(Type Name & Title)

Condition of Approval:

Approval of this claim and payment by the County Auditor to this claimant are subject to monies being available and to the provision that such monies will be used only in accordance with the allocation instruction.

San Bernardino Associated Governments
Local Transportation Fund - Article 8
Other Purposes Claim
Financial Reporting Form

Claimant: Town of Yucca Valley

	Audited FY 2013-14	Actual FY 2014-15
Revenue		
Intergovernmental allocations LTF Article 8 Other Purposes		
Local Streets & Roads - PUC 99400(a)	\$ 181,839	\$ 55,306
Bicycle & Pedestrian Facilities - PUC 99400(a)	\$ -	\$ -
Multimodal Transportation Terminals - PUC 99400.5	\$ -	\$ -
Miscellaneous		
Interest	\$ 1,001	\$ 868
Lease occupancy	\$ -	\$ -
Miscellaneous	\$ -	\$ 7,637
Total Revenues:	\$ 182,840	\$ 63,811
Expenditures		
Construction, Maintenance and Engineering	\$ 50,000	\$ 159,028
Multimodal Transportation Terminals	\$ -	\$ -
Total Expenditures	\$ 50,000	\$ 159,028
Excess of Revenue over(under) Expenditures	\$ 132,840	\$ (95,217)
Fund Balance At Beginning of Year	\$ 741,343	\$ 874,183
Fund Balance at End of Year	\$ 874,183	\$ 778,966

Attachment: 15 TDA Article 8 Other Claim Form-YUC [Revision 1] (1142 : LTF Claim for Local Streets &

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

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

Date: August 24, 2015
Meeting Date: September 1, 2015

Subject: Treasurer's Report for the Quarter Ending June 30, 2015

Recommendation:

Receive and file the Treasurer's Report for the fourth quarter of FY 2014-15.

Order of Procedure:

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

Discussion:

The investment policy and Town Code of the Town of Yucca Valley requires that quarterly Treasurer's reports be filed with the Town Council. The attached Treasurer's Report is for the 4th Quarter of FY 2014-15.

Attachments:

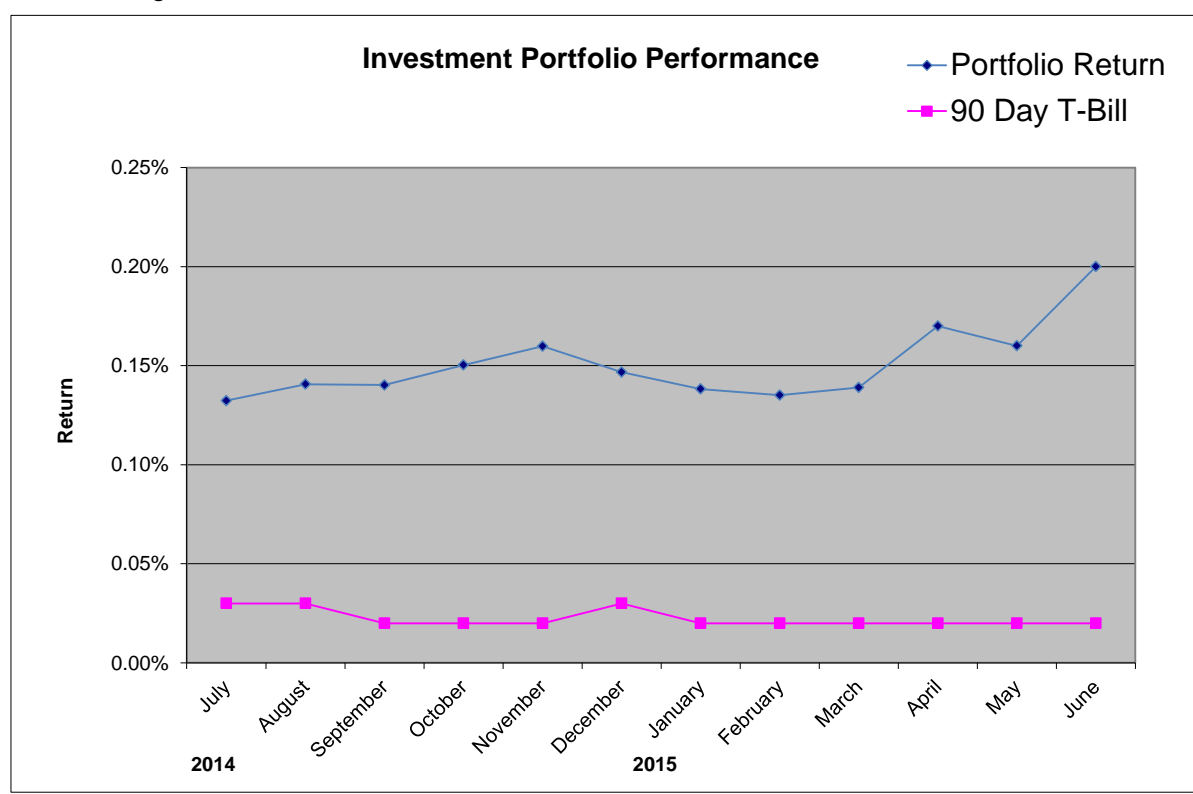
Treasurers Report Quarter Ending 6.30.15

Town of Yucca Valley
Treasurer's Report
 As of June 30, 2015

Institution/Investment	Market Value	Percent of Portfolio	Yield	Maturity Date
Pacific Western-Checking Acct	\$ 4,248,933	22.78%	0.00%	Liquid
Local Agency Investment Fund (LAIF)	8,457,205	45.34%	0.28%	Liquid
Pac Western-Successor Agency	4,441,820	23.81%	0.00%	Liquid
Pacific Western CD 830	501,123	2.69%	1.00%	5/10/2016
Pacific Western CD 835	500,000	2.68%	0.75%	11/10/2015
Pacific Western CD 338	500,260	2.68%	1.00%	7/12/2016
Petty Cash	3,390	0.02%	0.00%	Liquid
Total Cash & Investments	\$ 18,652,731	100.00%	0.20%	

I certify that to the best of my knowledge, this report accurately reflects all pooled investments, and is in conformity with the Town's investment policy revised on April 7, 2015, which complies with the California Government Code. A copy of this investment policy, along with the supporting banking and investment statements, is available in the office of the Town Clerk. This investment program provides sufficient cash flow liquidity to meet the next six months of budgeted expenditures.

/s/ Sharon Cisneros
 Sharon Cisneros
 Finance Manager



Attachment: Treasurers Report Quarter Ending 6.30.15 (1153 : Treasurer's Report)

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

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

Date: August 17, 2015
Meeting Date: September 1, 2015

Subject: Warrant Registers dated August 14 and August 20, 2015

Recommendation:

Ratify the Warrant Register totaling \$651,225.35 dated August 20, 2015.
Ratify the Payroll Register totaling \$144,571.12 dated August 14, 2015.

Order of Procedure

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

Attachments:

Warrant Register Summary No 11 - August 20, 2015
Warrant Register Detail No 11 - August 20, 2015
Payroll Register No 6 - August 14, 2015

**WARRANT REGISTER #11
CHECK DATE - AUGUST 20, 2015**

FUND DISTRIBUTION BREAKDOWN

Checks # 47272 to # 47373 are valid

GENERAL - FUND # 001	\$109,260.36
INTERNAL SERVICE FUND # 100	0.00
DEPOSITS - FUND # 200	21,759.94
COPS-LLESA FUND # 511	129.98
STREET MAINTENANCE - FUND # 515	17,901.05
MEASURE I 2010-2040 FUND # 524	465,551.62
PUBLIC LANDS FEDERAL GRANT FUND # 527	1,500.00
CMAQ FUND # 542	190.41
CAPITAL PROJECTS FUND # 800	34,931.99
GRAND TOTAL	<u><u>\$651,225.35</u></u>

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

Attachment: Warrant Register Summary No 11 - August 20, 2015 (1149 : Warrant Registers)

Town of Yucca Valley

Warrant Register

August 20, 2015

Fund	Check #	Vendor	Description	Amount
001		GENERAL FUND		
	47272	Accela, Inc.	Gov Outreach & Go Enforce License	\$ 6,600.00
	47272	Accela, Inc.	Minute Traq Monthly Subscription	980.00
	47273	Ace Alternators	Fleet Maintenance Supplies	107.97
	47274	Action Pumping, Inc.	Annual Septic Maintenance	560.00
	47275	Ruth Alkire	Contract Instructor	74.90
	47277	Alsco/American Linen, Inc.	Parks Uniform Maintenance	355.87
	47278	Animal Action League	Spay & Neuter Services	1,940.00
	47279	Arrowhead Mountain Water	Office Supplies	224.40
	47281	Suzanne Bartz	Contract Instructor	92.40
	47283	Builders Supply-Yucca Valley	Maintenance Supplies	127.60
	47285	CDW Government, Inc.	Software License	749.70
	47286	Checkered Flag Auto Spa	Fleet Vehicle Maintenance	86.75
	47287	Corelogics Information Solutions	Online Property Information	165.00
	47288	CPRS - Calif Park & Rec Society	Membership Dues	145.00
	47291	Data Ticket	Online Citation Processing Svcs	325.00
	47292	Desert Pacific Exterminators, LLC	Animal Shelter Exterminator Svcs	49.00
	47295	Desert Contractors Association	Promotional Event Expense	300.00
	47297	Dept of Justice	Livescan Services	49.00
	47298	Shelly Eich	Mileage Reimbursement	80.50
	47300	Farmer Bros. Co.	Office Supplies	114.28
	47302	Catherine Fletcher	Contract Instructor	50.40
	47303	Fred's Tires	Fleet Tire Replacement	410.84
	47304	Fulton Distributing Co.	Facilities Maintenance Supplies	1,288.08
	47305	Moriah Goddard	Training Reimbursement	110.00
	47308	Joy Groves	Contract Instructor	207.20
	47310	Totalfunds by Hasler	Postage	400.00
	47311	Hi-Desert Water	Water Service	508.85
	47312	Hi-Desert Publishing	Legal Advertising	864.00
	47314	Honeywell	HVAC Service Agreement	10,702.75
	47315	Johnson Power Systems	Maintenance Expense	2,081.35
	47316	Susan Jordan	Contract Instructor	196.00
	47317	Joshua Tree Landscape & Grounds	Code Compliance Service	240.00
	47318	Heather Kaczmarczk	Contract Instructor	1,713.60
	47319	Ed Keesling Clayworks	Youth Camp Event	50.00
	47320	Knorr Systems, Inc.	YVHS Pool Maintenance	2,521.99
	47321	Pat Lumbattis	Contract Instructor	58.80
	47322	David Luse	Contract Instructor	46.20
	47324	John Malagon	Training Reimbursement	110.00
	47327	MISAC	Membership Renewal	160.00
	47328	Jean Mueller	Contract Instructor	116.20
	47329	Morongo Unified School District	Vehicle Fuel	3,340.04
	47330	Navitas Lease Corp.	09/15 Shelter Internet Phones	527.19

Attachment: Warrant Register Detail No 11 - August 20, 2015 (1149 : Warrant Registers)

Town of Yucca Valley

Warrant Register

August 20, 2015

Fund	Check #	Vendor	Description	Amount
	47331	Virginia Neal	Family Fun Day Event	400.00
	47332	NRO Engineering	Engineering Services	2,875.00
	47333	Oasis Office Supply, Inc.	Office Supplies	736.84
	47334	Diane Olsen	Mileage Reimbursement	80.50
	47335	Carl Otteson	Brehm 2 Testing Service	90.00
	47336	Pacific Telemanagement Svs.	09/15 Public Phone Svs.	82.64
	47337	Public Agency Retirement Services	06/15 Trust Administrator Svs.	300.00
	47338	Pool & Spa Center	YVHS Pool Expense	89.42
	47339	Pro Video	Town Council Taping	100.00
	47342	Recreonics, Inc.	YVHS Pool Expense	974.52
	47344	Evelyn Robbins	Contract Instructor	58.80
	47345	Ron's Automotive	Vehicle Maintenance	444.16
	47346	Linda Sande	Contract Instructor	96.60
	47349	SBCO Animal Care & Control	Animal Shelter County Contract	13,512.00
	47350	SCE	Electric Services	23,321.24
	47351	Beverly Schmuckle	Contract Instructor	105.00
	47352	Simplot Partners, Inc.	Grounds Maintenance Supplies	1,788.48
	47353	Taylor Smith	Training Reimbursement	110.00
	47354	Southwest Networks, Inc.	Technology Support	4,404.16
	47356	Sprint	Cell Phone Service	10.66
	47357	TelePacific	Phone & Internet Service	3,773.80
	47358	Time Warner Cable	Cable/Internet Svs.	467.78
	47359	Time Warner Cable	Cable/Internet Service	467.78
	47361	Tractor Supply	Animal Shelter Supplies	1,469.23
	47362	Trophy Express	Engraving Service	340.08
	47363	UC Regents	Museum Lecturer	100.00
	47364	Unisource Worldwide, Inc.	Facilities Maintenance Supplies	3,565.50
	47365	Christine Vattuone	Special License Fee Refund	80.00
	47366	VCA Yucca Valley Animal Hospital	Veterinary Professional Service	130.75
	47367	US Bank Voyager Fleet Systems	Natural Gas Vehicle Fuel	161.57
	47369	Woods Auto Repair	Vehicle # 10 Repair	374.90
	47370	Guy Wulf	Sports Referee	350.00
	47372	Yucca Valley Quick Lube, LLC	Fleet Vehicles Maintenance	179.73
	47373	Yucca Valley Auto Parts, Inc.	Vehicle # 86 Maintenance	185.58
	EFT	First BankCard	Meetings & Supplies	9,202.78
Total 001	GENERAL FUND			\$ 109,260.36

Attachment: Warrant Register Detail No 11 - August 20, 2015 (1149 : Warrant Registers)

Town of Yucca Valley
Warrant Register
August 20, 2015

Fund	Check #	Vendor	Description	Amount
200 DEPOSITS FUND				
	47293	Desert Vista Village LLC	Deposit Account Refund	\$ 1,576.70
	47294	Desert Vista Village LLC	Deposit Account Refund	8,987.25
	47312	Hi-Desert Publishing	Legal Advertising	290.40
	47323	Don Mclean	Deposit Account Refund	2,094.21
	47325	JV Marrone	Deposit Account Refund	2,032.53
	47332	NRO Engineering	Engineering Services	4,897.50
	47347	SBCO-Recorder	Filing Fee	30.00
	47348	SBCO-Clerk/Board of Supervisors	Filing Fee	50.00
	47368	WJB Family Partnership LP	Deposit Account Refund	1,801.35
Total 200	DEPOSITS FUND			\$ 21,759.94
511 COPS-LLESA FUND				
	47358	Time Warner Cable	Sheriff's Office Cable Svs.	\$ 129.98
Total 511	COPS-LLESA FUND			\$ 129.98
515 GAS TAX FUND				
	47277	Alsco/American Linen, Inc.	Streets Uniform Maintenance	\$ 86.00
	47283	Builders Supply-Yucca Valley	Maintenance Supplies	236.94
	47289	Crafco, Inc.	Asphalt & Crack Sealant Supplies	2,773.44
	47296	Diesel Exhaust & Emissions, LLC	Vehicle # 67 Maintenance	780.35
	47307	Great West Equipment, Inc.	Vehicle # 83 Maintenance	132.93
	47311	Hi-Desert Water	Water Service	477.68
	47313	Hi-Grade Materials Co.	Streets Maintenance Supplies	119.62
	47326	Matich Corporation	Streets Maintenance Supplies	1,734.45
	47340	Quality Street Services, Inc.	Street Sweeping Serrvices	4,610.00
	47343	Right of Way, Inc.	Streets Service	925.00
	47350	SCE	Electric Service	981.15
	47352	Simplot Partners, Inc.	Parks Maintenance	768.96
	47360	Tops n Barricades, Inc.	Street Signs & Supplies	1,593.11
	47369	Woods Auto Repair	Vehicle # 8 Repair	186.41
	47371	Yucca Rentals	Water Truck Rental	2,205.25
	47373	Yucca Valley Auto Parts, Inc.	Vehicle # 2 Maintenance	9.69
Total 515	GAS TAX FUND			\$ 17,901.05
524 MEASURE I 2010-2040 FUND				
	47276	All American Asphalt	FY 15/16 Slurry Seal Project	\$ 461,441.12
	47350	SCE	Electric Service	4,110.50
Total 524	MEASURE I 2010-2040 FUND			\$ 465,551.62
527 PLHD FUND				
	47284	Cal-Stripe	PLHD Project	\$ 1,500.00
Total 527	PLHD FUND			\$ 1,500.00

Attachment: Warrant Register Detail No 11 - August 20, 2015 (1149 : Warrant Registers)

Town of Yucca Valley
Warrant Register
August 20, 2015

Fund	Check #	Vendor	Description	Amount
542 CMAQ FUND				
	47301	FedEx	Delivery Service	\$ 65.41
	47332	NRO Engineering	Engineering Services	125.00
Total 542	CMAQ FUND			\$ 190.41
800 CAPITAL PROJECTS RESERVE FUND				
	47280	Athletic Field Specialists	Com Ctr Infield Retention	\$ 925.00
	47282	Brian's Lockshop	Brehm Sports Park Key System	2,868.38
	47290	Crest Automation	Brehm Sports Park Irrigation System	400.76
	47299	Ewing Irrigation, Inc.	Brehm Sports Park Start Up Expense	4,072.84
	47306	Gillis & Panichapan Architects, Inc.	Space Planning Services	3,095.00
	47309	Hardesty Custom Floors	Carpet & Installation	1,396.00
	47332	NRO Engineering	Engineering Services	250.00
	47341	Quick Crete Product Corp.	Townwide & Brehm Sp Park Tables	21,681.01
	47355	Southwest Material Handling, Inc.	Brehm Sports Park Contract Services	243.00
Total 800	CAPITAL PROJECTS RESERVE FUND			\$ 34,931.99
GRAND TOTAL				\$ 651,225.35

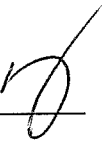
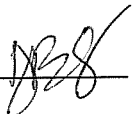
Attachment: Warrant Register Detail No 11 - August 20, 2015 (1149 : Warrant Registers)

TOWN OF YUCCA VALLEY
PAYROLL REGISTER #6
CHECK DATE - August 14, 2015

Fund Distribution Breakdown

Fund Distribution

General Fund	\$132,197.41
Gas Tax Fund	12,373.71
Grand Total Payroll	<u><u>\$144,571.12</u></u>


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

Attachment: Payroll Register No 6 - August 14, 2015 (1149 : Warrant Registers)

Town of Yucca Valley
Payroll Net Pay & Net Liability Breakdown

Pay Period 6 - Paid 08/14/2015
 (July 25, 2015 - August 07, 2015)
 Checks: 5101 - 5106

	Employee	Employer	Total
<u>Net Employee Pay</u>			
Payroll Checks	\$3,170.17		\$3,170.17
Direct Deposit	73,204.43	-	73,204.43
Sub-total	76,374.60		76,374.60
<u>Employee Tax Withholding</u>			
Federal	12,158.13		12,158.13
Medicare	1,419.83	1,419.83	2,839.66
SDI - EE	-	-	-
State	3,482.22		3,482.22
Sub-total	17,060.18	1,419.83	18,480.01
<u>Employee Benefit & Other Withholding</u>			
Misc. Payroll Credit's	-	-	-
Deferred Compensation	3,270.21	1,068.04	4,338.25
PERS Survivor Benefit	38.00		38.00
Health Café Plan	1,063.79	11,745.37	12,809.16
American Fidelity Pre-Tax	165.09		165.09
American Fidelity After-Tax	-		-
American Fidelity-FSA	414.53		414.53
PERS EE - Contribution 6.25 %	606.89		606.89
PERS EE - Contribution 7%	1,024.74		1,024.74
PERS EE - Contribution 8%	4,818.19		4,818.19
PERS Retirement - Employer 6.237 %	-	605.60	605.60
PERS Retirement - Employer 6.709 %	-	982.15	982.15
PERS Retirement - Employer 10.298%	-	6,202.17	6,202.17
PERS UAL Retirement - Employer 13.55%	-	8,160.81	8,160.81
Wage Garnishment - Employee	108.04		108.04
Life & Disability Insurance		1,156.81	1,156.81
Other Post Employee Benefit's		2,596.23	2,596.23
Unemployment Insurance		1,731.66	1,731.66
Workers' Compensation		3,958.19	3,958.19
Sub-total	11,509.48	38,207.03	49,716.51
Gross Payroll	\$104,944.26	\$39,626.86	\$144,571.12

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

Attachment: Payroll Register No 6 - August 14, 2015 (1149 : Warrant Registers)

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 27, 2015
Meeting Date: September 1, 2015

Subject: 2015/2016 Town Wide Slurry Seal Project – Town Project No.8340;
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.8340.

Prior Review

At the meeting of May 5, 2015, the Town Council awarded Project No.8340 to All American Asphalt of Corona, California.

The Town Council approved the Plans and Specifications, and authorized project bidding at its meeting of February 17, 2015. The Town Council approved the Measure I 5 Year Plan on June 23, 2014.

Executive Summary

Project No. 8340 included the application of a cape and a slurry seal on designated streets throughout the Town of Yucca Valley specifically set forth in the Bid Documents and includes but is not limited to mobilization, traffic control, removal of pavement striping, markings and legends, application of slurry and cape seal, and all appurtenant labor, materials and equipment.

Order of Procedure

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

Discussion

The Town Wide Slurry Seal Project is an annual maintenance effort that is a part of the Town’s overall pavement maintenance program. The annual maintenance effort is implemented to extend the lifetime of the roadway pavement throughout the Town prior to roads deteriorating to the degree where road reconstruction is necessary. The annual slurry seal project generally consists of applying a Type II Slurry Seal to the roadway, as well as replacement of obliterated traffic striping and damaged Raised Pavement Markers (RPM’s).

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 final project costs are summarized below.

Project Cost

Base Bid Amount	\$449,400.00
Construction Contingency	50,600.00
Total Contract Work	500,000.00
<hr/>	
Total Contract Costs	<u>\$485,727.50</u>
Contract Remaining Balance:	14,272.50
Total Back to Fund	\$14,272.50

The funds remaining from this project will be available for future appropriation by the Town Council.

Attachments:

- Street Listings
- Street Map/CIP Pages
- February 17, 2015 Meeting Minutes Excerpt
- May 5, 2015 Meeting Minutes Excerpt
- 2015-16 Budget Pages

Airway Av: Paxton/Red Bluff	Slurry
Airway Ct: Arway Ave/End	Slurry
Avila Rd: Castro/Farello	Slurry
Avila Rd: Farello/Cul-de-sac	Cape
Bandera Rd: San Juan/End	Slurry
Buena Suerte Ct: Buena Suerta Rd/End	Cape
Buena Suerte Ln: Buena Suerte Rd/End	Cape
Buena Suerte Rd: SR247E/Bandera	Slurry
Buena Suerte Rd: SR247W/End	Cape
Buena Vista Dr: SR247/Yucca Mesa Rd.	Slurry
Castro Rd: Avila/Cul-de-sac	Slurry
Del Rio Way: Buena Suerte/End	Slurry
El Cortez Rd: Buena Suerte/SR247	Slurry
Farello Ct: Farello Rd/End	Cape
Farello Rd: Plaza Del Amigo/SR247	Cape
247OH: Buena Suerte/End	Cape
Imperial Rd: Paxton/Palo Alto	Slurry
Juarez Ct: Farello/Cul-de-sa	Cape
Mandarin Rd: Bandera/End	Slurry
Montecello Ct: Montecello Rd/End	Cape
Montecello Ln: Montecello Rd/End	Cape
Montecello Rd: Panchita/Cul-de-sac	Cape
Murrietta Ave: Paxton/Cul-de-sac	Slurry
Panchita Rd: Farello/Montecello	Cape
Plaza Del Amigo Rd: Buena Suerta/End	Slurry
Red Bluff Ave: Paxton/Buena Suerte	Slurry
Rome Ct: Paxton/Cul-de-sac	Slurry
San Juan Rd: SR247/End	Slurry
San Rafael Ct: San Rafeal Rd/End	Cape
San Rafael Rd: Plaza Del Amigo/End	Cape

Project Descriptions

2014/2015 Capital Improvement Program

2015-2016 SLURRY SEAL
Fiscal Year 2015/2016

Project No: 8340
Category: Streets & Highways
Description: Installation of slurry seal/cape seal, hot mix asphalt repairs and replace street striping, markings and legends on designated streets.

Limit:

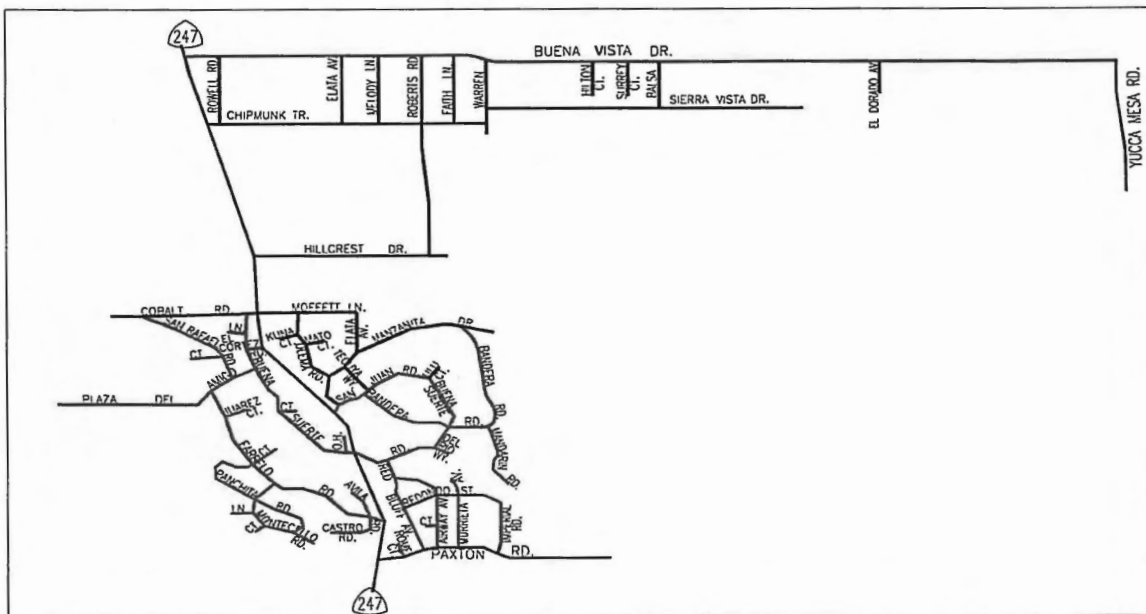
Airway Ave: Paxton/Redbluff	Castro Rd : Avila/End	Montecello Ln: Montecello Rd/End
Airway Ct: Airway Ave/End	Del Rio Wy: Buena Suerte/End	Montecello Rd: Farello Rd/End
Avila Rd: Castro/End	El Cortez Rd : Buena Suerte/SR247	Murrietta Av: Paxton/End
Avila Rd: Farello/End	Farello Ct : Farello Rd /End	Panchita Rd: Farello/Montecello
Bandera Rd: San Juan/End	Farello Rd : Plaza del Amigo/SR247	Plaza del Amigo: Buena Suerta/End
Buena Suerte Ct: Buena Suerte Rd/End	247 OH: Buena Suerte/End	Red Bluff Av: Paxton/Buena Suerta
Buena Suerte Ln: Buena Suerte Rd/End	Imperial Rd: Paxton/Palo Alto	Rome Ct: Paxton/End
Buena Suerte Rd: E. SR247/Bandera	Juarez Ct: Farello/End	San Juan Rd: SR247/End
Buena Suerte Rd: W. SR247/N. End	Mandarin Rd: Bandera/End	San Rafael Ct: San Rafael Rd/End
Buena Vista Dr: SR247/Yucca Mesa Rd.	Montecello Ct: Montecello Rd/End	San Rafael Rd: Plaza del Amigo/End

Status: Last Improvements 2006/07
Schedule: Construction to start July 2015

Project Cost Estimate

PA/ED	N/A
PS&E	N/A
ROW/Property Acquisition	N/A
Construction	467,835
Total	467,835

Fund Source	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Local Meas I – Unrestricted 524		467,835			
Total		467,835			



Town of Yucca Valley, California
Capital Improvement Program

Attachment: Street Map/CIP Pages (1158 : 2015-16 Slurry Seal Acceptance of Project Substantially Complete)

YUCCA VALLEY TOWN COUNCIL MINUTES

February 17, 2015

Community Services Manager Earnest introduced Megan Stueckle as the recipient of the Employee of the Quarter for the 4th quarter 2014. Mayor Huntington presented a plaque to Stueckle in recognition.

APPROVAL OF AGENDA

Council Member Lombardo moved to approve the agenda for the Town Council meeting of February 17, 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

CONSENT AGENDA

3. **Waive** further reading of all ordinances and read by title only
4. **Approve** the Town Council meeting minutes of February 3, 2015 as presented
5. **Adopt** Resolution No. 15-01, approve the plans and specifications for the Town-Wide Slurry Seal Project- Town Project No. 8340 and authorize the Town Clerk to advertise and received bids

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, APPROVING THE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE 2015/2016 TOWN WIDE SLURRY SEAL IN SAID TOWN AND AUTHORIZING AND DIRECTING THE TOWN CLERK TO ADVERTISE AND RECEIVE BIDS.

6. **Award** a construction contract for the Community Center Infield Refurbishment project to Athletic Field Specialists, in the amount of \$18,500, and authorizes a construction contingency in the amount of \$1,500, for a total contract amount of \$20,000, authorizing the Mayor, Town Manager and Town Attorney to sign all necessary documents, and authorizing the Town Manager to expend the contingency fund, if necessary, to complete the project.
7. **Award** the construction contract for Town Project No. 8948, Jacobs park Playground Improvements, to R.E. Schultz Construction, in the amount of \$89,405, and authorizes a construction contingency in the amount of \$8,595, for a total contract amount not to exceed \$98,000, 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 project.
8. **Amend** the FY 2014-16 Adopted Budget, transferring \$20,000 from Fund 800- Capital

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 TO LEVY AND COLLECT ASSESSMENTS UPON REAL PROPERTY WITHIN SAID DISTRICTS FOR THE 2015-2016 TAX YEAR.

4. **Approve and adopt** Resolution No. 15-09, authorizing the issuance of grading and improvement permits for Tentative Tract Map, TTM 17862, as depicted in the attached engineered drawings.

Authorize the Town Manager and Town Attorney to enter into a grading bond agreement in the amount of \$170,000.

Direct staff to return to the Town Council with the final map for Tentative Tract Map, TTM 17862, following the completion of grading and construction of improvements as identified in the engineered drawings attached to this Staff Report, and following the formation of maintenance districts in the form of landscape and lighting assessment districts, street and drainage assessments districts, or through a community facilities district.

A RESOLUTION OF THE TOWN COUNCIL, OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AUTHORIZING THE ISSUANCE OF GRADING AND IMPROVEMENT PERMITS FOR THE PROJECT IDENTIFIED AS TENTATIVE TRACT MAP, TTM-17862 AND PLANNED DEVELOPMENT, PD-01-07

5. **Authorize** the Town Manager to submit applications for the Active Transportation Program grant cycle, including the identification of matching funds for project applications, based upon available resources and budget limitations, and based upon Town Council policy guidance and public input and participation.
6. **Award** the construction contract for the 2015-2016 Town-Wide Slurry Seal Project-Town Project No. 8340 to All American Asphalt, in the amount of \$449,400 and authorizes a construction contingency in the amount of \$50,600, for a total contract amount of \$500,000, authorizing the Mayor, Town Manager and Town Attorney to sign all necessary documents, and authorizing the Town Manager to expend the contingency fund, if necessary, to complete the project.
7. **Approve** the amended and restated lease agreement between the Town of Yucca Valley and Morongo Basin Unity Home, Inc. and authorize the Mayor and Town Manager to sign all necessary documents.

YUCCA VALLEY TOWN COUNCIL MINUTES

May 5, 2015

8. **Receive and file** the Third Quarter Budget Report for FY 2014-15
9. **Receive and file** the Treasurer's Report for the third quarter of FY 2014-15
10. **Ratify** the Warrant Registers totaling \$997,255.92 for checks dated April 2, 2015 to April 30, 2015. **Ratify** the Payroll Registers totaling \$567,457.50 dated march 13, 2015 to April 24, 2015

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

Council Member Abel moved to approve the Consent Agenda items 1-10. 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

11. Town Volunteer Program Policy

Human Resources Manager Breidenbach-Sterling presented the staff report giving background information on the current volunteer resources provided to the Town. Proposed policy highlights were explained, with the intent to establish procedures for an effective volunteer program, encouraging citizens to contribute their time and talents to public service while minimizing associated risks to the Town.

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

Council Member Denison inquired if the number of volunteers typically providing service to the Town meets the demands of Town programs.

Council Member Lombardo spoke favorably of the proposed policy and the Town's volunteer program.

Mayor Pro Tem Leone commended the volunteers of the community, including those at the California Welcome Center and the Citizens on Patrol.

Mayor Huntington inquired on past workers compensation claims filed by volunteers.

Town of Yucca Valley
FY 2014-16 Amended Budget
Special Revenue Funds

Amended CM 10/7/14

	2013-14		2014-15		2015-16
	Amended Budget	Actual	Adopted Budget	Amended Budget	Adopted Budget
524 - Measure I - 2010 Unrestricted					
RECEIPTS					
Revenue SANBAG 2010 Unrestricted 55 59 4163	\$ 612,000	\$ 606,678	\$ 675,000	\$ 675,000	\$ 695,000
Other Revenue	-	-	-	-	-
LAIF Interest 4611	400	826	400	400	400
TOTAL RECEIPTS	612,400	607,504	675,400	675,400	695,400
EXPENDITURES					
Indirect Cost Recovery 7999	-	-	31,500	51,862	32,750
Actual is in individual project lines					
TOTAL EXPENDITURES	-	-	31,500	51,862	32,750
CAPITAL OUTLAY					
Work in Progress	853,208	436,393	630,000	1,037,236	655,000
TOTAL CAPITAL OUTLAY	853,208	436,393	630,000	1,037,236	655,000
OPERATING TRANSFERS IN (OUT)					
Transfer OUT - Fund 513	(170,000)	-	-	-	-
Transfer IN - Fund 516	-	-	-	-	-
Transfer IN - Fund 528	-	-	-	-	-
TOTAL OPERATING TRANSFERS IN (OUT)	(170,000)	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE					
	(410,808)	171,111	13,900	(413,698)	7,650
BEGINNING FUND BALANCE	559,636	559,636	106,939	730,747	317,049
ENDING FUND BALANCE	\$ 148,828	\$ 730,747	\$ 120,839	\$ 317,049	\$ 324,699

Attachment: 2015-16 Budget Pages (1158 : 2015-16 Slurry Seal Acceptance of Project Substantially Complete)

Town of Yucca Valley
FY 2014-16 Amended Budget
Special Revenue Funds

Amended CM 10/7/14

		2013-14		2014-15		2015-16
		Amended Budget	Actual	Adopted Budget	Amended Budget	Adopted Budget
524 - Measure I - 2010 Unrestricted						
Annual Traffic Census	524 55-59 8310 8097	7,435	8,169	7,500	7,500	7,500
SANBAG STP	524 55-59 8310 8098	5,000	-	5,000	5,000	5,000
Street Lights	524 55-59 8310 8103-000	50,000	48,190	50,000	51,810	50,000
Traffic Studies	524 55-59 8310 8105	8,565	6,941	9,000	10,624	9,000
Town Wide Slurry Seal	524 55-59 8310 8340	276,069	275,756	500,000	500,000	525,000
SHOPP, proj applic thru CT	524 55-59 8310 8347	5,000	-	5,000	5,000	5,000
Palomar, Yucca Tr to Juarez	524 55-59 8310 8457	158,839	94,983	-	63,856	-
Natoma, Del Monte to East Enc	524 55-59 8310 8458	30,000	-	-	30,000	-
Free Gold, Amador to West En	524 55-59 8310 8459	30,000	-	-	30,000	-
Desert Gold, Amador to Grand	524 55-59 8310 8460	40,000	-	-	40,000	-
Apache, SR 62 to Sante Fe	524 55-59 8310 8461	13,800	-	-	13,800	-
Yuma, Cibola to Church	524 55-59 8310 8462	30,000	-	-	30,000	-
Pueblo, Condalia to Valley Vist	524 55-59 8310 8463	45,000	-	-	45,000	-
Deer, SR 62 to Pueblo	524 55-59 8310 8464	50,000	-	-	50,000	-
Lucerne Vista, Onaga to Puebl	524 55-59 8310 8465	50,000	-	-	50,000	-
Signal Maintenance Contract	524 55-59 8310 8466	50,000	1,575	50,000	98,425	50,000
Acoma: Golden Bee to Onaga	524 55-59 8310 8422	-	-	-	-	-
Amador: Kismet to Joshua Dr	524 55-59 8310 8423	-	-	-	-	-
Grand: Kismet to Joshua Dr.	524 55-59 8310 8424	-	-	-	-	-
Hidden Gold: Amador to W Enc	524 55-59 8310 8467	-	-	-	-	-
Joshua Dr: Church to Joshua L	524 55-59 8310 8468	-	-	-	-	-
Congestion Management Plan	524 55-59 8310 8507	3,500	779	3,500	6,221	3,500
		<u>853,208</u>	<u>436,393</u>	<u>630,000</u>	<u>1,037,236</u>	<u>655,000</u>

Attachment: 2015-16 Budget Pages (1158 : 2015-16 Slurry Seal Acceptance of Project Substantially Complete)

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

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

Date: August 24, 2015
Meeting Date: September 1, 2015

Subject: Budget Report for the Year Ending June 30, 2015

Recommendation:

Receive and file the Budget Report for the fiscal year ended June 30, 2015

Order of Procedure

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

Discussion

The attached report summarizes the Town's General Fund fiscal performance for the fiscal year ended June 30, 2015.

Revenue exceeded the final budget by \$492,965 and expenditures were \$721,836 less than the final budget. The excess in revenue is primarily due to a one time settlement in Transient occupancy tax in the amount of \$318,000 and an increase in property tax revenue of \$150,000. Expenditures were less than final budget largely as a result of savings realized in insurance, professional services and operating supplies throughout various departments within the Town. Savings were also realized in Personnel costs due to changes in Administrative positions and Contracted Public Safety due to utilization of grants funds for overtime and special programs.

The net change in general fund balance exceeded the final budgeted fund balance by \$1,214,801 due to the excess revenue and reduced expenditures previously mentioned. The total general fund balance increased by \$596,268 over the prior year end balance resulting in a year-end balance of \$8.3 million in the general fund both reserved and unreserved. Within the balance remaining at the end of the fiscal year, reserves for risk management, catastrophic events and other liabilities total \$1.4 million after the risk management balance was increased

by \$100,000 to accommodate additional litigation reserves. Other fund balance restrictions and non-cash reserves include the remaining balance of the donation to the animal shelter and the prepaid water agreement balance.

State and local legislation require the Town to have an audit of its annual financial statements. The 2014-15 fiscal year audit was conducted by Rogers, Anderson, Malody and Scott, LLP, a firm of independent CPAs appointed by and reporting to the Town Council. The Town's financial statements are in process and all amounts reported are not final until the financial statements are completed. We anticipate returning to council in December to present the FY 2014-15 audit report. Any delay in presentation of the audited financial statements would be in result of the delay in reporting by CalPERS for our Retirement Plan, which has been rescheduled to be released on September 8, 2015. At this time there are no known adjustments to the FY2014-15 actuals presented.

Staff will bring back to Council recommendations for the allocation of the Positive Net Change in Fund Balance for the fiscal year ended June 30, 2015, requesting review and direction on September 15, 2015.

Alternatives

None

Fiscal Impact

The 2014-15 Fiscal Year End positive increases to the general fund balance provides a positive impact on the 2015-16 fiscal year.

Attachments:

2014-15 Fiscal Year End Budget Report



Town of Yucca Valley
Fiscal Year End Budget Report
Fiscal Year 2014-15
June 30, 2015

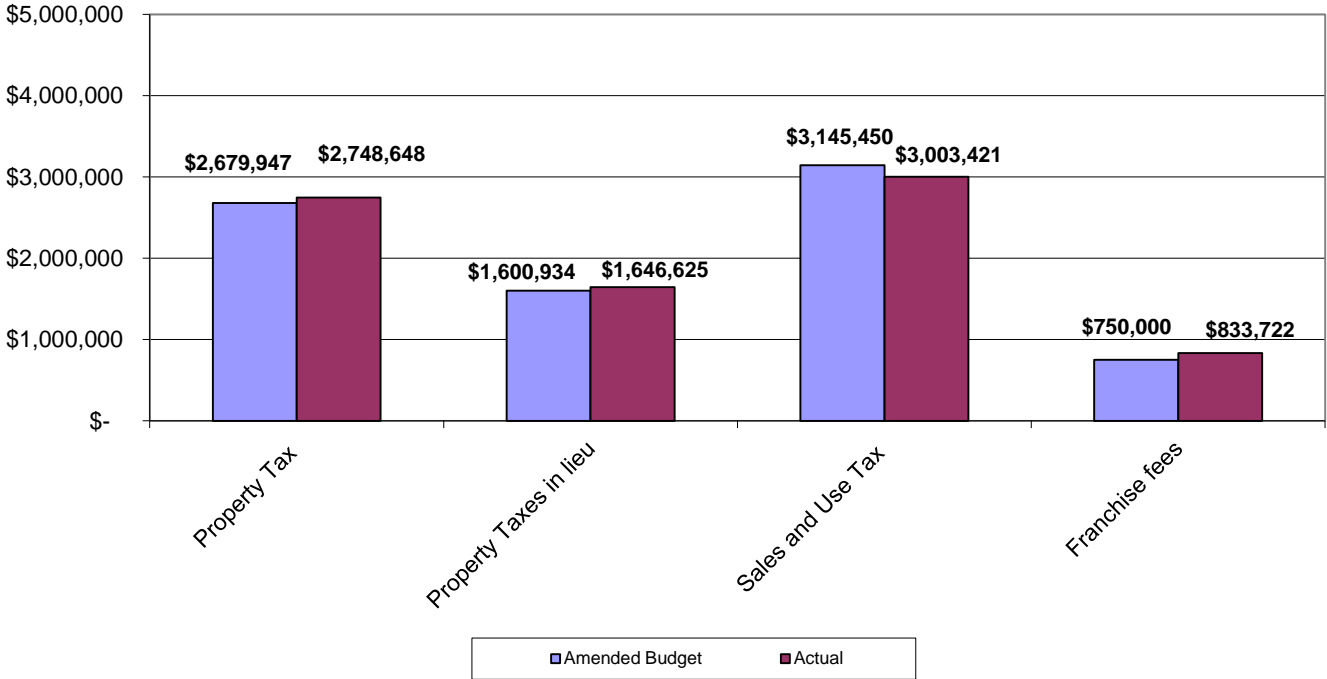
Town of Yucca Valley
General Fund Revenues and Expenditures
Fiscal Year End Budget Report
June 30, 2015

	FY 2014-15			
	Actual	Final Amended Budget	Variance with final budget	% of Budget
Revenues				
Property Tax	\$ 2,748,648	\$ 2,679,947	\$ 68,701	102.56%
Property Taxes in lieu	1,646,625	1,600,934	45,691	102.85%
Sales and Use Tax	3,003,421	3,145,450	(142,029)	95.48%
Franchise fees	833,722	750,000	83,722	111.16%
Transient occupancy tax	571,823	165,000	406,823	346.56%
Other Revenues	1,172,424	1,142,367	30,057	102.63%
Total Revenues	9,976,663	9,483,698	492,965	105.20%
Expenditures				
Personnel Services	\$ 3,023,472	\$ 3,152,725	\$ 129,253	95.90%
Contract Safety	3,837,005	3,953,473	116,468	97.05%
Operating Supplies and Services	1,871,474	2,350,557	479,083	79.62%
Partnerships	87,887	88,000	113	99.87%
Capital Projects	99,557	96,476	(3,081)	103.19%
Total Expenditures	\$ 8,919,395	\$ 9,641,231	\$ 721,836	92.51%
Excess Revenue over Expenditures (Prior to transfer to Reserve)	1,057,268	(157,533)	1,214,801	
Transfers	(461,000)	(461,000)	-	
Net Change in Fund Balance	596,268	(618,533)	1,214,801	
Fund Balance, Beginning of Year	7,660,272	7,660,272	-	
Fund Balance, End of Year	8,256,540	7,041,739	1,214,801	
Fund Balance as % of Expenditures	93%	73%		
Unrestricted as % of Expenditures	66%	49%		

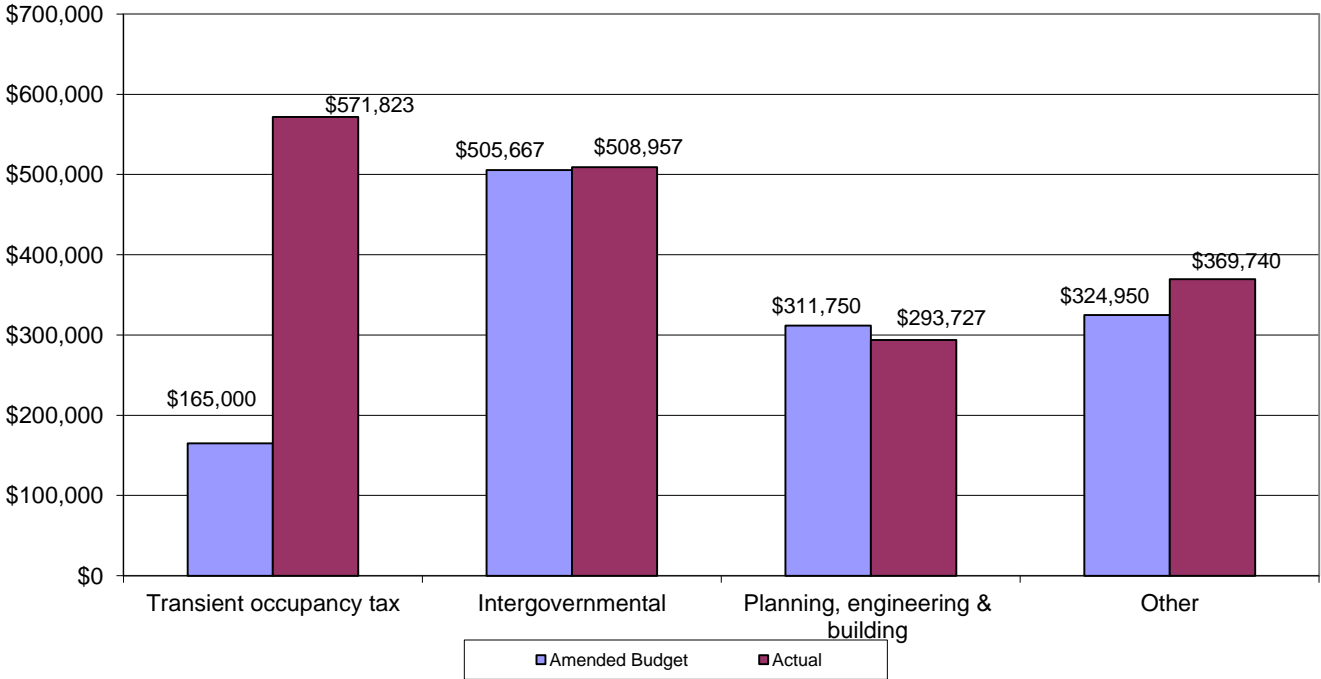
Notes

- Actual TOT tax revenue includes \$318,000 in one-time settlement revenue.
- Other Revenues includes donations of \$59,000 to Animal Services.
- Transfers include authorized transfers in the amount of \$515,000 to the Capital Projects fund designated for Street Infrastructure.

**Town of Yucca Valley
Major Revenue Sources
FYE June 30, 2015**

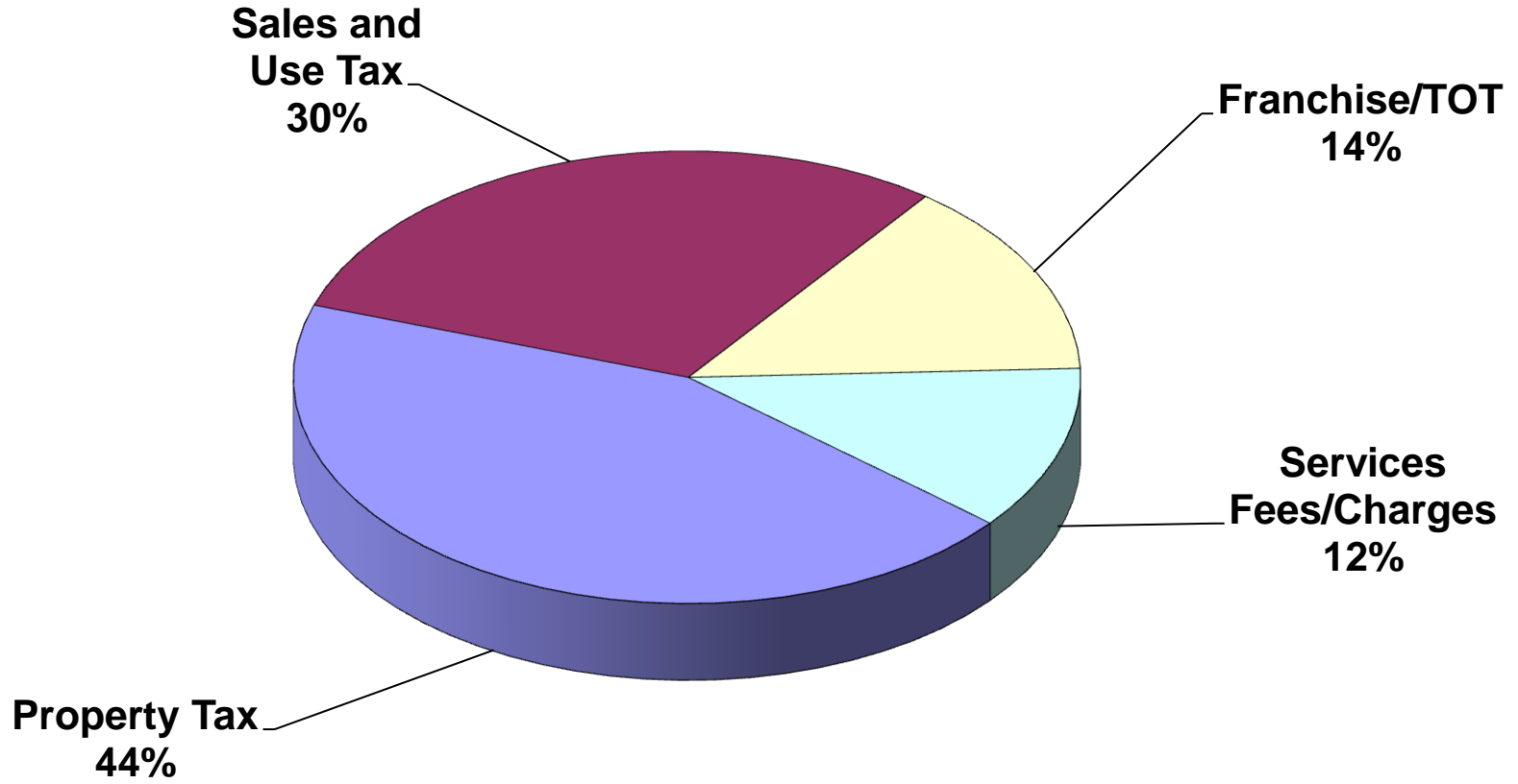


**Town of Yucca Valley
Other Revenue Sources
FYE June 30, 2015**

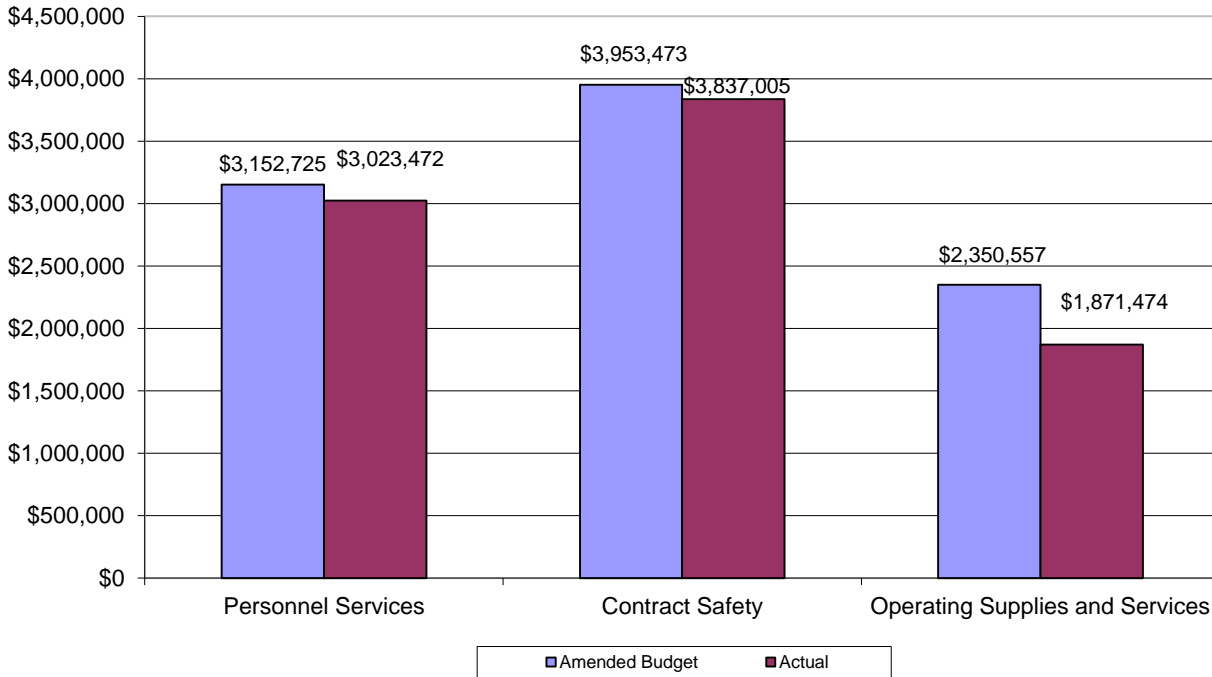


Attachment: 2014-15 Fiscal Year End Budget Report (1154 : Budget Report)

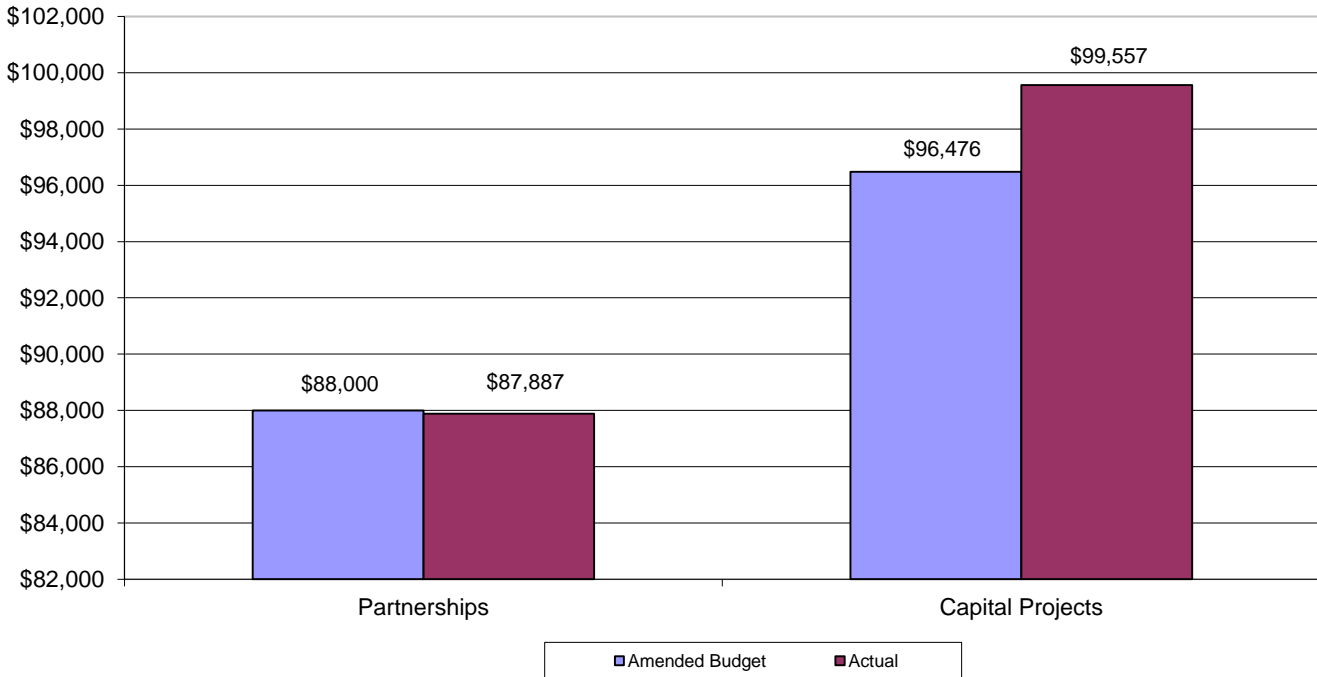
**Town of Yucca Valley
Operating Revenue
FYE June 30, 2015
\$9,976,663**



**Town of Yucca Valley
Major Expenditure Categories
FYE June 30, 2015**

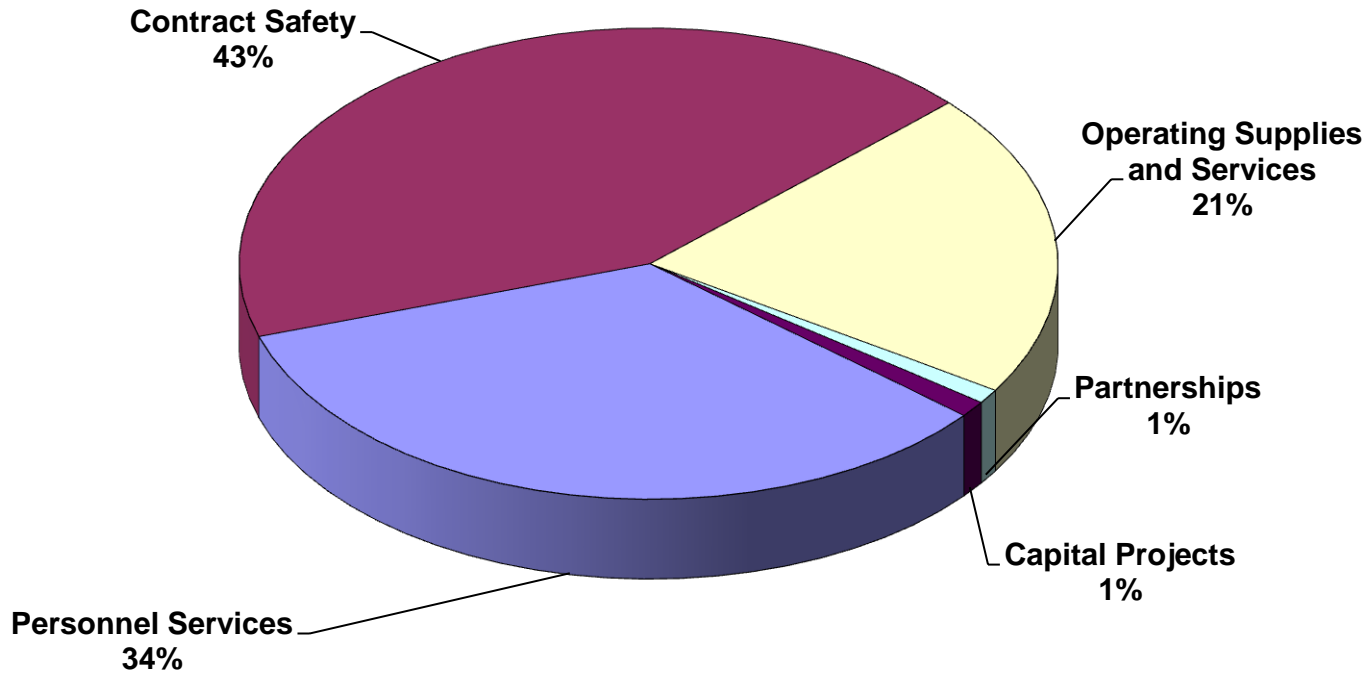


**Town of Yucca Valley
Other Expenditure Categories
FYE June 30, 2015**



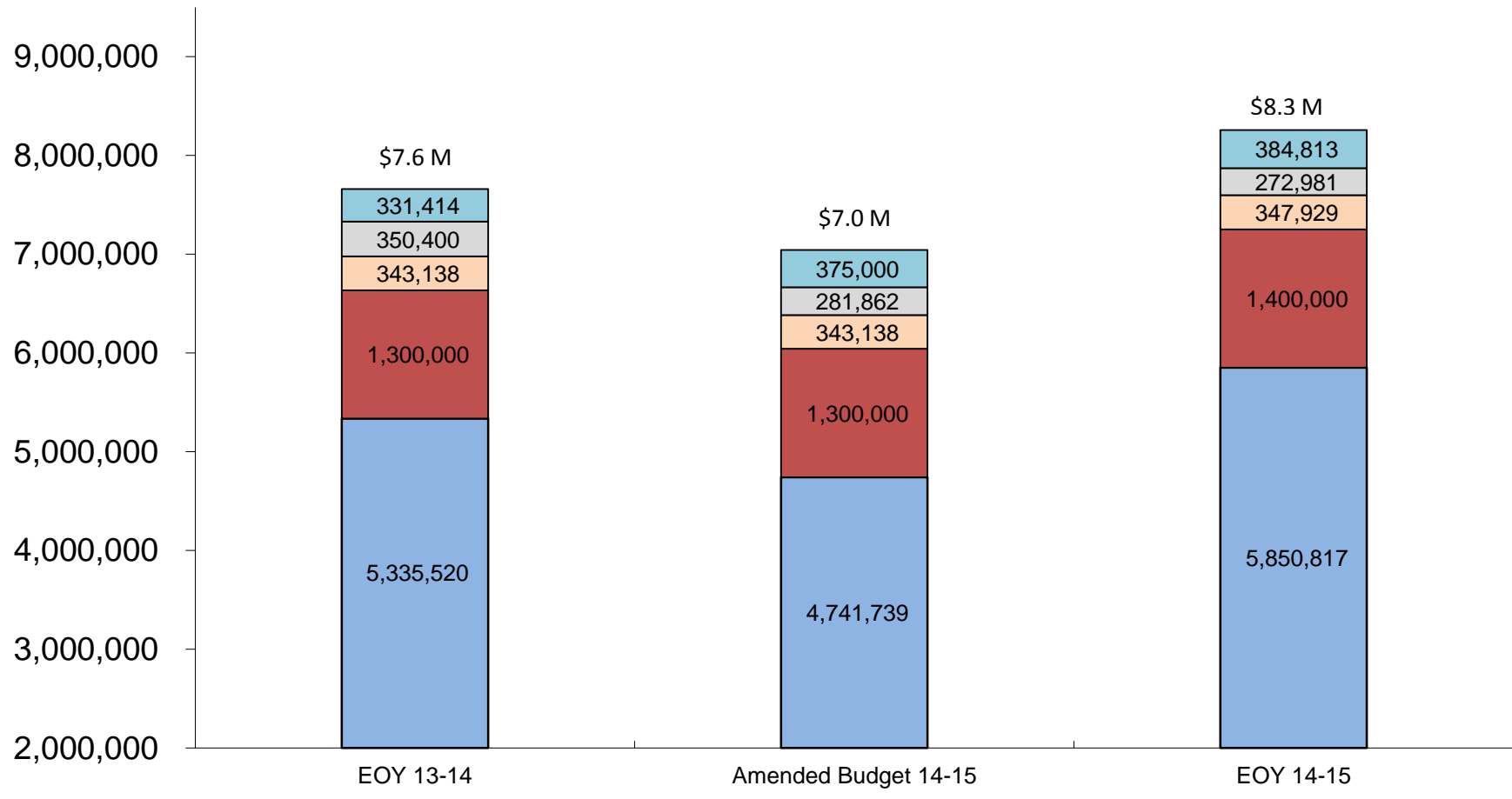
Attachment: 2014-15 Fiscal Year End Budget Report (1154 : Budget Report)

**Town of Yucca Valley
Operating Expenditures
FYE June 30 2015
\$8,919,395**



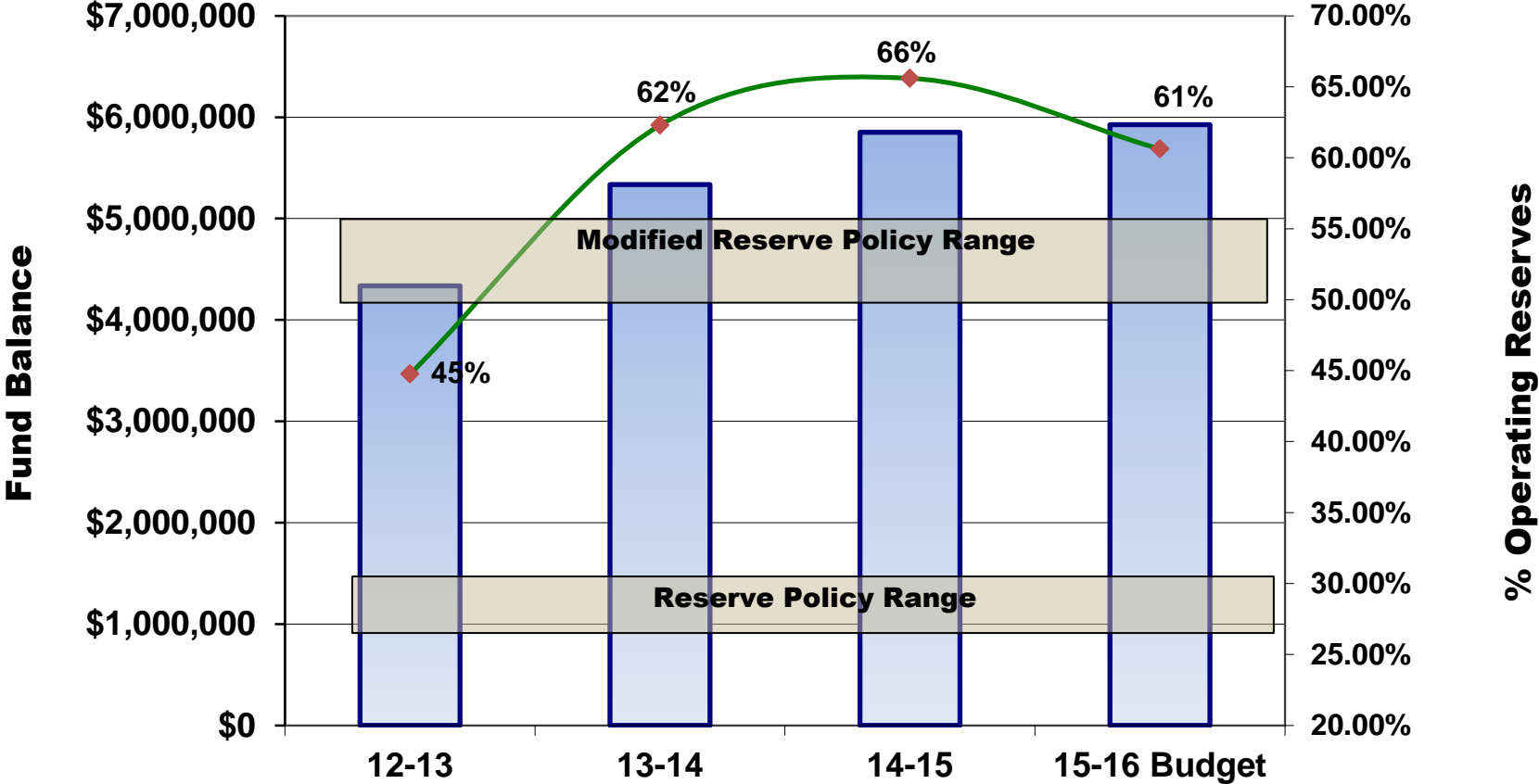
Town of Yucca Valley General Fund Reserve and Restrictions FYE June 30, 2015

■ Unassigned ■ Reserves ■ Receivables ■ Prepaids ■ Restricted



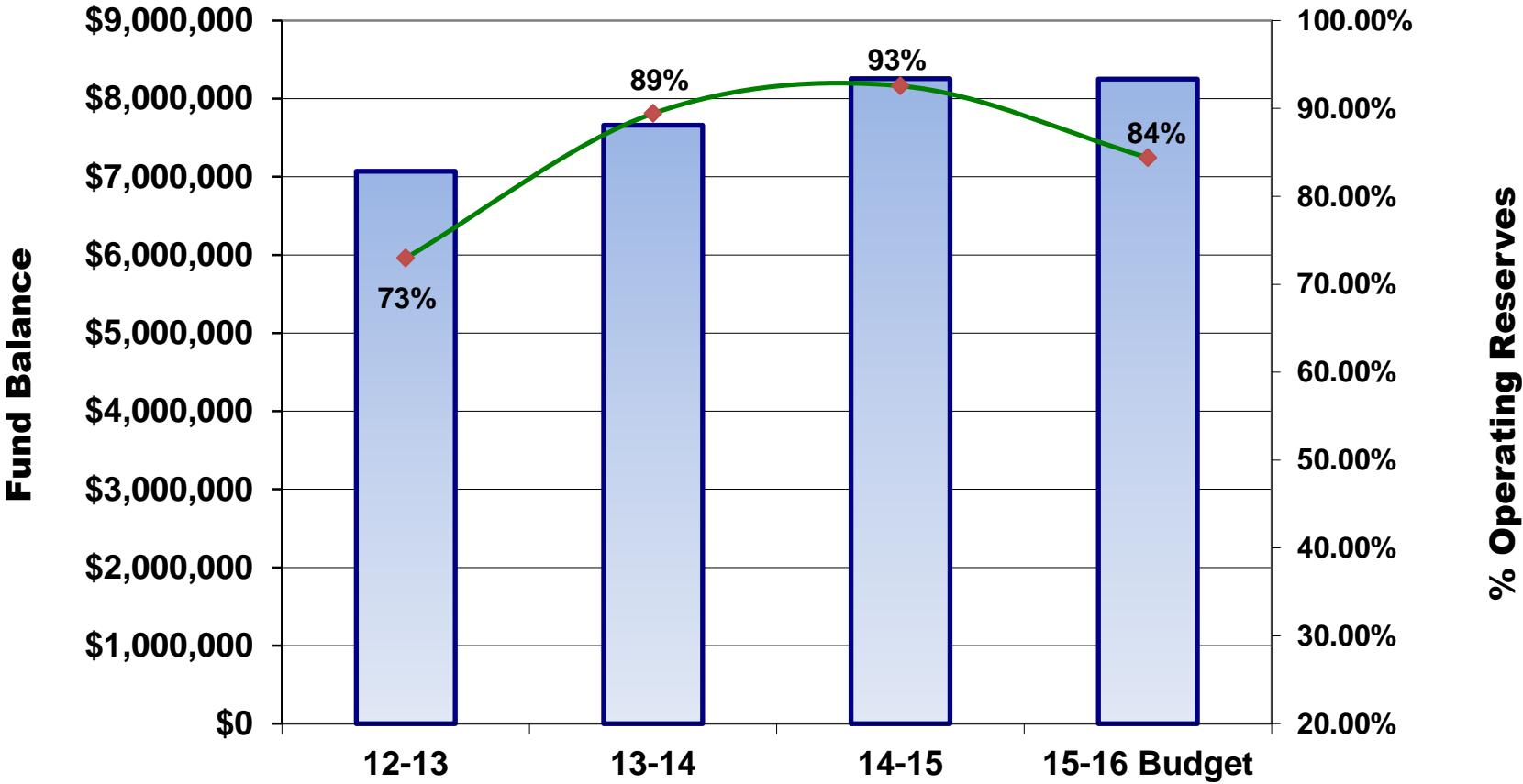
Attachment: 2014-15 Fiscal Year End Budget Report (1154 : Budget Report)

Town of Yucca Valley General Fund Operating Budget Unrestricted Reserves Trend



Attachment: 2014-15 Fiscal Year End Budget Report (1154 : Budget Report)

Town of Yucca Valley General Fund Operating Budget Total Reserves Trend



Attachment: 2014-15 Fiscal Year End Budget Report (1154 : Budget Report)

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Shane Stueckle, Deputy Town Manager

Date: August 27, 2015
Meeting Date: September 1, 2015

Subject: Capital Projects and Engineering Update

Recommendation:

That the Town Council receives and files the report.

Prior Review

There has been no prior review of this item.

Executive Summary

Staff presents project and program updates to the Town Council at times throughout the year to keep the Council informed of program implementation.

Order of Procedure

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

Discussion

Staff will present project status updates and anticipated schedules on capital projects, special studies, and private land development activities underway in the Engineering Division. These projects range from park improvements at Paradise Park, roadway improvement projects coordinated with Hi-Desert Water District wastewater collection system construction, to coordination with San Bernardino Associated Governments on the 10-year delivery schedule of Major Local Highways Program funds.

Alternatives

Staff recommends no alternative action.

Fiscal Impact

NA

Attachments:

Capital Projects Update September 1, 2015

9/1/2015 Capital & Engineering Projects Update

PROJECT	LOCATION	FUNDING	STATUS
Paradise Park Improvement Project	Paradise Park	\$167,700 State Grant and \$91,460 CDBG	Town Council has provided overall project design concept approval. Final design is underway; electrical engineering proposals are pending. Town Council authorization to bid for construction is anticipated in October 2015.
Signal Synchronization Phase II	SR 62 East of Church Street	\$107,000 CMAQ and \$120,000 Town Funds	The Preliminary Environmental Study (PES) and the request for authorization to start the design were submitted to Caltrans on June 9, 2015. Documents are under review by Caltrans Headquarters, Sacramento. Authorization for release of RFP will be presented to Town Council following Caltrans Headquarters approval.
Yucca Trail Traffic Analysis	Yucca Trail, SR62/Sage to La Contenta	Measure I	Traffic safety analysis with tiered improvement approach. The study is underway. Results will be presented to Town Council at project completion.
Pima Trail	500' east of Church to Palm	\$200,000 LTF	Dirt road has been graded and accepted into the Maintained Road System; paving will follow installation of sewer facilities, based upon HDWD Wastewater project schedule.

Attachment: Capital Projects Update September 1, 2015 (1157 : Capital Projects and Engineering Update)

Alleyway	Palm to Grand, north of SR 62	\$170,000 LTF	Initial grading project is on hold, pending HDWD water line replacement project on SR 247, which is estimated at several months. Paving will follow installation of sewer facilities. HDWD Staff could not provide a completion date for the project
HDWD Wastewater System Connections	Town owned Phase I Properties	Not yet determined	The Town needs to prepare plans and specifications for wastewater connections for Phase I properties. Site plans for each site illustrating existing improvements have been prepared for Town staff to identify most reasonable connection routing. Engineering evaluating pipe depth, construction standards, etc.
HDWD Sewer/Wastewater Collection System Plan Review and Project Coordination	Town-Wide Phase I	N/A	Staff is working with HDWD Staff on schedule and delivery of the project.
HDWD Property Acquisition	Park and Ride	NA	HDWD has requested easements across the Park & Ride property for the sewer project. Town and HDWD staff have met and the wastewater collection system design engineers are evaluating.
HDWD Waterline Replacement Program	Multiple locations, Town-wide	NA	HDWD is replacing several million dollars of existing water lines in various locations throughout the Phase I wastewater system boundaries. Town encroachment permits/inspections are underway for two different areas at this time.

Attachment: Capital Projects Update September 1, 2015 (1157 : Capital Projects and Engineering Update)

Drainage Easement	Airway @ Outer Highway South	NA	Vegetation is blocking the flow of flood waters at this intersection; ponding water results in quickly deteriorating asphalt. An easement request has been prepared and mailed to property owner.
Advanced Transportation Program	Various Locations, 1- Yucca Valley High School: Onaga Trail from Sage to Acoma Trail 2- Yucca Valley High School: Sage Avenue from Onaga Trail to Joshua Drive 3- Yucca Valley Elementary School: Pueblo Trail from Hopi Trail to Bannock, 4- La Contenta Middle School: Yucca Trail from Palomar/Avalon to La Contenta Trail.	NA	Staff submitted 4 different applications for replacement of sidewalk, curb, gutter, handicap ramps and driveway approaches. Initial application review results are scheduled for September 2015.
SANBAG Major Local Highway Program, 10 year delivery Schedule	N/A	N/A	SANBAG Board will be adopting the 10 year Measure I delivery plan in the spring of 2016. Staff has prepared and submitted to SANBAG preliminary project information. Additional Morongo Basin agency coordination is necessary.
Measure I 5 Year Plan	N/A	N/A	Plans have been developed for staff to review internally. Council Action is expected on September 15, 2015

Town Median Island Design	Various Locations	NA	Town Council requested staff evaluate median island alternative designs for water conservation and reduced maintenance requirements. This item will be returning to the Town Council at a future meeting.
PLHD and TCRP Projects	SR 62, Kickapoo to Dumosa	NA	Caltrans's final acceptance of the projects is pending. Staff continues to provide Caltrans with documentation for final project acceptance.
Desert Green Median Island Maintenance Contract	SR 62, all landscaped raised median islands	Measure I	Kickoff meeting with Desert Green was held the week of August 24, 2015. First maintenance cycle scheduled for September.
Caltrans, SR 247 Shoulder Widening	El Cortez to .01 miles north of Napa Road	Caltrans Project, no Town resources allocated to this project.	Project continues to move forward on SR247. Caltrans schedule calls for Phase I completion in November 2015. Phase II designs have been completed and Caltrans will be advertising for construction of Phase II in October 2015.
Caltrans, curve warning signs,	SR 62 @ Sage, east bound traffic	NA	Repeated accidents east bound on SR 62 at Sage resulted in Town requesting safety signs. Caltrans conducted an investigation, resulting in approval for installation of one safety sign. Installation is pending.
Private Land Development			
Sage Estates	Golden Bee @ Sage	NA	Rough grading is underway with on-going inspections and monitoring. Appraisal for Quimby Fees and Assessment District formation process is beginning.

Attachment: Capital Projects Update September 1, 2015 (1157 : Capital Projects and Engineering Update)

Home Depot Parcel Map	Front Parcels, Home Depot	NA	First plan check is completed. Returned to engineer of record for corrections.
Tract Map 18001	SE Corner of Cholla Avenue and Golden Bee Drive	NA	8 SFR lots; owner is restarting the final map process through plan check.

Recently Completed Projects

Jacobs Park Playground Equipment	Jacobs Park	\$89,405 CDBG	Project is completed
Dumosa Traffic Signal	SR 62 @ Dumosa	\$690,000, Measure I Regional and local funds	Project is completed
2015-16 Town-Wide Slurry	Streets north of Paxton Road	\$500,000 Measure I	Project is completed

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Curtis Yakimow, Town Manager

Date: August 27, 2015
Meeting Date: September 1, 2015

Subject: Town Facility Update and Policy Direction

Recommendation:

It is recommended that the Town Council:

1. Receive and file the status update of the former Pomona First Federal bank building;
2. Provide policy direction related to seeking an additional market demand and highest and best use analysis for the existing facility, with a focus on potential private/commercial uses for the existing site(s).

Order of Procedure

Staff Report
 Public Comment
 Board Discussion
 Motion/Second
 Discussion on Motion
 Call the Question

Discussion

In mid-2009, the former Yucca Valley Redevelopment Agency was notified that the former PFF Building and adjacent lot (PFF Building) would be listed for sale by the Federal Deposit Insurance Company (FDIC). The FDIC assumed ownership of the PFF Building upon failure and subsequent dissolution of Pomona First Federal Bank. In contemplating the purchase, the Agency and the Town Council determined that the PFF Building would be a potential fit in meeting some of the goals of the Facilities Master plan. Additionally, the long-term value and the ability to control the ultimate use of a highly visible piece of commercial property were appealing. As a result, the Agency authorized the purchase of the PFF Building in October 2009 for \$1.63 million.

At the Agency's February 2, 2010 and April 10, 2010 meetings, the Board directed staff to move forward with developing a conceptual use plan for the PFF Building as well as identify any other potential commercial use. As a result of this direction, staff developed two parallel paths for

Agency consideration. The first was a conceptual use plan identifying internal utilization options based upon a medium to long term disposition of the property. The second was focused on development options or sale of the property, and was based upon near-term disposition of the property.

Impact of RDA Dissolution

In 2011, as part of broader state budget action, the Governor introduced legislation that would eliminate redevelopment agencies and the tax increment funding structure that provided resources to the agencies. The state legislature quickly moved the legislation forward and adopted the proposed legislation in June 2011 effectively eliminating redevelopment agency activity statewide. Successor Agencies were then established to perform the administrative tasks associated with winding down the affairs of the former agencies. The Yucca Valley Town Council voluntarily accepted the role of Successor Agency to wind down the activities of the Yucca Valley Redevelopment Agency.

As part of the legislation, the Yucca Valley Redevelopment Agency was prohibited from taking any action on any asset that was owned by the RDA without specific authority from the local Oversight Board, the Department of Finance, and the State Controller's Office. As a result, the PFF property was essentially in limbo until the RDA dissolution was completed.

As part of RDA dissolution law, successor agencies were required to complete a Long Range Property Management Plan that detailed how former RDA properties would be disposed of. The Yucca Valley Successor Agency completed its plan and received approval from the California Department of Finance in 2014. In accordance with the plan, all former RDA owned properties, including the former PFF building, were transferred to the Town and designated for municipal use. Grant deeds to all properties were recorded in the Town's name in the late fall of 2014. While this designation does not prohibit the Town from disposing of the property, doing so would likely require the disbursement of any proceeds to go to the affected taxing agencies according to prior pass-thru formulas. In such a case, the Town's portion would be limited to approximately 17%.

Current Progress

In April 2015, the Council provided direction to move forward with the engagement of Gillis & Panichapan Architects, Incorporated (GPa) to assist the Town in evaluating the property to determine the feasibility of utilizing the property for appropriate Town purposes, as a lease option for County facilities, or alternatively, identify other potential uses consistent with the current municipal use designation for the facility.

The proposed efforts currently underway focus on the first two phases of the anticipated eight phases required for building rehabilitation:

1. Program Assessment and Block Diagrams

2. Building Assessment and Final Concept Plan Development

3. Town Planning and Council Review and Approval
4. Construction Document Development
5. Permit Approval
6. Bidding
7. Construction Administration
8. Project Close-out

Over the past three months, staff and GPa have been developing the necessary assessments and diagramming required for the identified municipal uses. The associated summary report is under development with initial presentation to the Council's ad hoc public facilities committee scheduled for September 2015, and to the full Council thereafter.

Private Development Analysis

As the assessment phase moves toward completion, staff seeks affirmative policy direction on the desire to explore the potential demand for the property within the private development community. In this scenario, the appropriate action would be to perform a Market Demand / Highest and Best Use Analysis directed toward potential private development uses such as sit down restaurant, retail or other commercial use. Further, if the Council was not interested in retaining the facility, the Council could provide alternative direction to actively market the PFF Building with a commercial broker based on potential demand identified through the analysis.

This approach requires the understanding that the Town may forgo the ability to control secondary use of the property or properties. Further, revenues received through either the commercial sale or lease of the property would likely need to be shared with other taxing entities, based on current interpretation of dissolution legislation. As an example, assuming a sale of the building and land for the original purchase price of \$1.6 million, Town proceeds would total approximately \$270,000. The remainder would be distributed to the project area taxing entities.

Attached for the Council's consideration is such a proposal from Kosmont Companies. Under Task 1 of the proposal, the firm would identify private development possibilities and interest through the completion of:

- 1) Site and Local Area Evaluation and Opportunity and Constraints Analysis
- 2) Market Demand / Highest and Best Use Analysis

The results of the study would be summarized and presented for Council consideration and further direction. If the Council opted to pursue private development for the site, additional consideration would need to be given to the following:

- Potential formal revision to the Town's approved Property Management Plan (in which the property is identified as "For Municipal Use").

- Potential drafting and entering into agreements with affected taxing entities for revenue proceeds related to the property disposition and/or lease.
- Positioning of the Town as a provider of commercial property for sale and/or lease.
- Ability/Inability for initial investment recapture.
- Desire of potential interested parties for Town financial investment, assistance or partnership in a private development arrangement.

Alternatives

At this point, the Council has a number of alternative actions to consider:

1. Proceed with the identified private development analysis to fully understand the potential market for the property.
2. Request a modified private development analysis that can provide a general level of market interest in the property, and accept the associated margin of error with such an approach (e.g. “shop the site”).
3. Move forward with the current municipal use approach, and defer further private development analysis pending the results of the current study and associated recommendations.

Fiscal Impact

The proposed professional services agreement would include task one and is for a not to exceed amount of \$20,500. Funding for the study could be provided through the use of former RDA bond proceeds through the appropriate Recognized Obligation Payment Schedule approval process.

Attachments:

Kosmont Companies Proposal



July 31, 2015

Curtis Yakimow
 Town Manager
 Town of Yucca Valley
 57090 Twentynine Palms Highway
 Yucca Valley, CA 92284

Re: Proposal for Successor Agency and Economic Development Services

Dear Mr. Yakimow:

Kosmont & Associates, Inc. doing business as Kosmont Companies ("Consultant" or "Kosmont") is pleased to present this proposal to the Town of Yucca Valley ("Town" or "Client") for Town economic development and real estate implementation services. This proposal serves as an Agreement ("Agreement").

I. BACKGROUND AND OBJECTIVE

The Town is currently seeking assistance with two separate economic development/real estate initiatives that are focused on the following:

- **Task 1** – Market Demand / Highest and Best Use for the PFF Site and an "Adjacent Vacant Parcel" (Collectively APNs 0595-162-08 and 0595-162-09). Given the visibility of these two sites at the major signalized intersection of Twentynine Palms Highway/SR 62 and Joshua Lane, along with the vacant 7,322 SF building, numerous uses may be possible for the combined sites including but not limited to sit down restaurants, retail, and other commercial uses.
- **Task 2** – Town-wide Asset Management Strategy. The Town has expressed a desire to review all of the Town-owned real property assets and determine an overall strategy for each asset in terms of retaining, developing, or selling each property.

As a firm focused on both strategy and project implementation, Kosmont is uniquely qualified to assist the Town in the implementation of the aforementioned targeted initiatives and services. Kosmont Companies has been providing cities with economic development, public private transactions, and real estate strategies since 1986 and successor agency services since redevelopment agencies were abolished in 2012. For this assignment, Kosmont staff includes Project Lead Matt McCleary. Other Kosmont staff will be assigned on an as-needed basis. Kosmont's experience with post-Redevelopment economic incentives and financing mechanisms empowers the firm to assist the Town in promoting public-private transactions and financing solutions with active private sector constituents.

II. SCOPE OF SERVICES

The Scope of Services is broken down into two Tasks to allow each component to move forward at its own schedule based on needs identified by Town staff.

Task 1: Market Demand/Highest and Best Use for PFF Site and Adjacent Vacant Parcel

Task 1A: Kickoff Meeting/Strategy Session

Kosmont will attend a kickoff meeting with Town staff to discuss a preferred approach and strategy to the preparation of the Market Demand/Highest and Best Use analysis for the two sites as well as prioritization of initial projects and development of a work plan to accomplish stated goals and objectives.

Task 1B: Market Study/Highest and Best Use Analysis

Subtask 1B.1 – Site and Local Area Evaluation and Opportunity and Constraints Analysis

Consultant will inspect the two properties to determine existing conditions related to access, visibility, views, development suitability, and related criteria. Consultant will evaluate the local area and adjacent properties to identify potential benefits and/or limitations with respect to development and utilization of the two properties. Considerations for development potential to be evaluated include:

- Area real estate, economic and demographic characteristics
- Regulatory considerations (e.g., local, regional development parameters for the Site as defined by existing zoning code, master plans, specific plans or general plans to be provided by Client, or readily available from the Town)
- Physical features (e.g., topography, soils, seismic, resources) and availability of infrastructure (e.g., water, sewer, utilities, telecommunications) as evident from relevant independent reports provided by Client
- General suitability for development.

Subtask 1B.2 – Market Demand / Highest and Best Use (“HBU”) Analysis

Consultant will evaluate key market supply and demand indicators for potential uses, potentially including but not limited to price and/or lease rates, vacancy rates, new construction, absorption, inventory levels, local competition, and/or other factors that may impact market potential as deemed relevant by Consultant. Consultant will examine regional economic and employment trends and forecasts by relevant industry and local business activity, as well as available traffic data, each as deemed relevant by Consultant.

Consultant will include a summary-level evaluation of financial feasibility in order to provide further insight into the viability of the potential uses. Based on Subtask 1B.1 and 1B.2 findings, Consultant will provide a determination for the highest and best use for the two properties.

Task 1C: Preparation of Analysis Summary Report

At the conclusion of the analysis under 1B, Consultant will prepare an Analysis Summary Report ("Summary Report") describing the data sources and methodologies utilized and results obtained from the Analysis. Analysis results will be presented in both text and tabular numerical form.

Task 1D (Optional): Presentation and Meeting Assistance

Consultant is available to assist with preparation of additional presentation materials and participation in summary presentations of the Analysis, including at Town Council meetings, public / community hearings, and/or other requested meetings to be billed on a time and materials basis.

Task 2: Town-wide Asset Management Strategy

Task 2A: Kickoff Meeting/Strategy Session

Kosmont will attend a kickoff meeting with the Town to discuss a preferred approach and strategy to the preparation of an overall Yucca Valley Asset Management Plan ("YVAMP") as well as prioritization of initial projects and development of a work plan to accomplish stated goals and objectives.

Task 2B: Review of Existing Conditions

During this phase, existing conditions of relevant real estate documentation, property conditions, and local real estate markets will be evaluated through the following tasks:

- Kosmont will complete an assessment of the existing uses of Town-owned properties. This assessment will include the property condition, proximate uses, property use, area circulation, and other relevant planning documentation. Information will be collected through discussion with Department staff, interviews with local realtors, businesses, and review of relevant real estate documentation on each property.
- Kosmont will evaluate existing real estate market conditions for the Town and surrounding market trade area. This information will be reviewed to help determine existing market conditions and help support the strategic analysis in Task 2C.

Task 2C: Strategic Analysis

During this phase Kosmont will evaluate Town assets for strategic benefit relative to the Town's long range economic and planning goals and develop recommended options for each. Recommended actions may include the potential to sell, develop, or retain each asset.. The following tasks will be completed as part of this analysis:

Task 2C.1 - Kosmont will review the General Plan and Specific Plan for use in developing recommended strategies to align land policies with the appropriate planning documentation. Kosmont will utilize its expertise to determine the highest and best use for the Town-owned parcels. This analysis will include evaluation of the potential benefits of land assemblage, entitlement, master/ground leasing and/or other similar activities.

Task 2C.2 - Based on collected information and findings under Task 2C.1, Kosmont will analyze opportunities for utilization of land and facilities controlled by the Town. These opportunities will be presented to Town staff in draft format for discussion for refinement and to ensure that potential recommendations are in alignment with Town goals and philosophies. Further, asset improvement programs, and financing sources to support same, will be evaluated and presented. Deliverables for this phase include the identification and prioritizing of potential categories for each Town asset including developing, selling, or retaining based on ease of implementation, public policy priority, and return on investment.

Task 2D: Selection of Strategic Categories & Recommendations

During this phase Kosmont will develop policies to support the long-term goals of the Town and assist with implementation by completing the following tasks:

Task 2D.1 - Based on the results of the previous phases, Kosmont will prepare a series of recommendations and strategies for utilization of parcels currently under Town control. In addition, Kosmont will develop a series of policies to assist Town staff in determining the best utilization for potentially relevant parcels that may come under Town control in the future.

Task 2D.2 - Kosmont will prepare a draft YVAMP report summarizing its research, findings, and recommended strategies and policies. This draft YVAMP will be furnished to Town staff for review. Kosmont will then revise the YVAMP at the direction of Town staff as deemed appropriate by both Kosmont and Town staff.

Task 2E (Optional) - Presentation and Meeting Assistance

Consultant is available to assist with preparation of additional presentation materials and participation in summary presentations of the YVAMP, including at Town Council meetings, public / community hearings, and/or other requested meetings to be billed on a time and materials basis.

Task 2F(Optional) – Implementation Support

Ass needed and mutually agreed upon my Consultant, Consultant is available to assist Department staff through any potential acquisition and/or disposition process, assemblage process, more detailed highest and best use analysis, and/or any other implementation tasks within the skill set and area of expertise of Kosmont Companies.

III. SCHEDULE AND REQUIRED DATA

Consultant is prepared to commence work as soon as authorized by Client. Client will provide Consultant with existing relevant market data, such as property history, ownership information, traffic counts, etc.

IV. COMPENSATION

The compensation for Tasks 1 and 2 is estimated below to be billed on a time and materials basis.

TASK	BUDGET	TOTAL
Task 1 – Market Demand/Highest and Best Use		20,500
Task 1A – Kickoff Meeting & Prelim. Preparation	2,500	
Task 1B - Market / Highest and Best Use Analysis	15,000	
Task 1C – Prepare Summary Report (included)	0	
Task 1D – OPTIONAL - Presentation	5,000	
Task 2 – Town-wide Asset Management Strategy		40,000
Task 2A – Kickoff Meeting & Prelim. Preparation	2,500	
Task 2B – Review of Existing Conditions	15,000	
Task 2C – Strategic Analysis	10,000	
Task2D - Selection of Strategic Categories & Recommendations	7,500	
Task 2E (Optional) - Presentation	5,000	
Task 2F (Optional) – Implementation Support	TBD	

Task budgets may be re-allocated between tasks as deemed appropriate by Consultant in order to adequately provide services to Client. Future increases in budget, such as for the further implementation of the Town’s Asset Management Plan, will require approval by Client in advance. Budget may be increased by Client request at any time.

Attachment: Kosmont Companies Proposal (1155 : PFF Update and Policy Direction)

Services will be invoiced monthly at Consultant's standard billing rates, as shown on Attachment A. In addition, invoices will include reimbursement for out-of-pocket expenses such as travel and mileage (provided that there shall be no overnight travel without the Client's prior approval and that mileage shall be reimbursed at Kosmont's normal mileage reimbursement rate of 57.5 cents per mile), professional printing, conference calls, and delivery charges for messenger and overnight packages at actual cost. Unless otherwise agreed to in advance, out-of-area travel, if any, requires advance funding of flights and hotel accommodations.

Consultant will also include in each invoice an administrative services fee to cover in-house copy, fax, telephone and postage costs equal to four percent (4.0%) of Consultant's monthly professional service fees incurred. Any unpaid invoices after 30 days shall accrue interest at the rate of 10% per annum.

Disclosure: Kosmont Realty Corporation ("KRC"): Compensation for possible future transaction-based services.

The following is being provided solely as an advance disclosure of possible real estate brokerage and finance services and potential compensation formats for such services. This disclosure is not intended to commit the Client.

When public agency assignments involve real estate/property brokerage or public financing transactions on behalf of the public agency, such transaction based services are typically provided by Kosmont Realty Corporation ("KRC") which is a licensed California brokerage firm (#01770428) and a registered municipal advisor with the Securities Exchange Commission (SEC). Compensation for KRC's transactional services are typically brokerage commissions for property and lease transactions, and/or success/broker fees for financial advisory ("FA")/loan broker services.

KRC also provides Broker Opinions of Value (BOV) services on a fixed fee basis.

V. OTHER PROVISIONS

A. Termination. Client or Consultant shall have the right to terminate this Agreement at any time upon written notification to the other party. Payment for fees accrued through the date of termination shall be remitted in full.

B. Arbitration. Any controversy or claim arising out of or in relation to this Agreement, or the making, performance, interpretation or breach thereof, shall be settled by arbitration at JAMS in Los Angeles, California. Each of the parties to such arbitration proceeding shall be entitled to take up to five depositions with document requests. The provisions of Section 1283.05 (except subdivision (e) thereof) of the California Code of Civil Procedure are incorporated by reference herein, except to the extent they conflict with this Agreement, in which case this Agreement is controlling. If the matter is heard by only one arbitrator, such arbitrator shall be a member of the State Bar of California or a retired judge. If the matter is heard by an arbitration panel, at least one member of such panel shall be a member of the State Bar of California or a retired judge. The

arbitrator or arbitrators shall decide all questions of law, and all mixed questions of law and fact, in accordance with the substantive law of the State of California to the end that all rights and defenses which either party may have asserted in a court of competent jurisdiction shall be fully available to such party in the arbitration proceeding contemplated hereby. The arbitrator and arbitrators shall set forth and deliver their findings of fact and conclusions of law with the delivery of the arbitration award. Judgment upon the award rendered shall be final and non-appealable and may be entered in any court having jurisdiction.

C. Attorneys' Fees. In the event of any legal action, arbitration, or proceeding arising out of an alleged breach of this Agreement, the party prevailing in such legal action, arbitration, or proceeding shall be entitled to recover reasonable attorneys' fees, expenses and costs, as well as all actual attorneys' fees, expenses and cost incurred in enforcing any judgment entered.

D. Authority. Each of the parties executing this Agreement warrants that persons duly authorized to bind each such party to its terms execute this Agreement.

E. Further Actions. The parties agree to execute such additional documents and take such further actions as may be necessary to carry out the provisions and intent of this Agreement.

F. Assignment. Neither this Agreement nor any of the rights or obligations hereunder may be assigned by either party without the prior written consent of the other party.

G. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties hereto and there respective successors and assigns.

H. Entire Agreement; Amendments and Waivers. This Agreement contains the entire agreement between the parties relating to the transactions contemplated hereby and any and all prior discussions, negotiations, commitments and understanding, whether written or oral, related hereto are superseded hereby. No addition or modification of any term or provision of this Agreement shall be effective unless set forth in writing signed by both parties. No waiver of any of the provisions of this Agreement shall be deemed to constitute a waiver of any other provision hereof (whether or not similar), nor shall such waiver constitute a continuing waiver of such provisions unless otherwise expressly provided. Each party to this Agreement has participated in its drafting and, therefore, ambiguities in this Agreement will not be construed against any party to this Agreement.

I. Severability. If any term or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and in force to the fullest extent permitted by law.

J. Notices. All notices, requests, demands and other communications which may be required under this Agreement shall be in writing and shall be deemed to have been received when transmitted; if personally delivered, if transmitted by telecopier, electronic or digital transmission method, upon transmission; if sent by next day delivery to a domestic address by a recognized overnight delivery service (e.g., Federal Express), the day after it is sent; and if sent by certified or registered mail, return receipt requested, upon receipt. In each case, notice shall be sent to the principal place of business of the respective party. Either party may change its address by giving written notice thereof to the other in accordance with the provisions of this paragraph.

K. Titles and Captions. Titles and captions contained in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision herein.

L. Governing Law. The statutory, administrative and judicial law of the State of California (without reference to choice of law provisions of California law) shall govern the execution and performance of this Agreement.

M. Confidentiality. Each of the parties agrees not to disclose this Agreement or any information concerning this Agreement to any persons or entities, other than to their attorneys and accountants, or as otherwise may be required by law.

N. Counterparts. This Agreement may be executed in one or more counterparts, each of which constitutes an original, and all of which together constitute one and the same instrument. The signature of any person on a telecopy of this Agreement, or any notice, action or consent taken pursuant to this Agreement shall have the same full force and effect as such person's original signature.

O. Disclaimer. Consultant's financial analysis activities and work product, which may include but is not limited to pro forma analysis and tax projections, are projections only. Actual results may differ materially from those expressed in the analysis performed by Consultant due to the integrity of data received, market conditions, economic events and conditions, and a variety of factors that could materially affect the data and conclusions. Client's reliance on Consultant's analysis must consider the foregoing.

Consultant services outlined and described herein are advisory services only. Any decisions or actions taken or not taken by Client and affiliates, are deemed to be based on Client's understanding and by execution of this Agreement, acknowledgement that Consultant's services are advisory only and as such, cannot be relied on as to the results, performance and conclusions of any investment or project that Client may or may not undertake as related to the services provided including any verbal or written communications by and between the Client and Consultant.

Client acknowledges that Consultant's use of work product is limited to the purposes contemplated within this Agreement. Consultant makes no representation of the work product's application to, or suitability for use in, circumstances not contemplated by the scope of work under this Agreement.

Town of Yucca Valley
Proposal for Services
Jul 31, 2015
Page 9 of 11

P. Limitation of Damages. In the event Consultant is found liable for any violation of duty, whether in tort or in contract, damages shall be limited to the amount Consultant has received from Client.

Q. Expiration of Proposal for Services. If this Agreement is not fully executed by the parties within thirty (30) days from the date of this letter, this proposal shall expire.

R. Not an agreement for Legal Services or Legal Advice. This Agreement does not constitute an agreement for the performance of legal services or the provision of legal advice, or legal opinion. Client should seek independent legal counsel on matters for which Client is seeking legal advice.

Attachment: Kosmont Companies Proposal (1155 : PFF Update and Policy Direction)

VI. ACCEPTANCE AND AUTHORIZATION

If this Agreement is acceptable to Client, please execute two copies of the Agreement and return both originals to Kosmont Companies. Upon receipt of both signed contracts, we will return one fully executed original for your files. Kosmont will commence work upon receipt of executed Agreement.

Read, understood, and agreed to this

____ Day of _____ 2015

Town of Yucca Valley, California

Kosmont & Associates, Inc.
doing business as "Kosmont Companies"

By: _____
(Signature)

By: _____
(Signature)

Name: _____
(Print Name)

Name: Larry J. Kosmont, CRE

Its : _____
(Title)

Its: President & CEO

Attachment: Kosmont Companies Proposal (1155 : PFF Update and Policy Direction)

ATTACHMENT A

Kosmont Companies 2015 Public Agency Fee Schedule

Professional Services

President & CEO	\$295.00/hour
Partner / Senior Vice President / Senior Consultant	\$275.00/hour
Vice President / Associate	\$185.00/hour
Project Analyst / Project Manager	\$150.00/hour
Technical / Research Staff	\$ 95.00/hour

• Additional Expenses

In addition to professional services (labor) fees:

- 1) An **administrative fee** for in-house copy, fax, phone and postage costs will be charged, which will be computed at four percent (4.0 %) of monthly Kosmont Companies professional service fees incurred; **plus**
- 2) **Out-of-pocket expenditures**, such as travel and mileage, professional printing, and delivery charges for messenger and overnight packages will be charged at cost.
- 3) For **Third Party Vendor(s)** retained on behalf of client (with Client's advance approval), fees and costs will be billed to Client at 1.1X (times) fees and costs.

• Charges for Court/Deposition/Expert Witness-Related Appearances

Court-related (non-preparation) activities, such as court appearances, depositions, mediation, arbitration, dispute resolution and other expert witness activities, will be charged at a court rate of 1.5 times scheduled rates, with a 4-hour minimum.

Rates shall remain in effect until December 31, 2015.

Town of Yucca Valley

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council

From: Curtis Yakimow, Town Manager

Date: August 27, 2015

Meeting Date: September 1, 2015

Subject: Strategic Planning Process and Calendar

Recommendation:

It is recommended that the Town Council:

1. Receive and file the proposed calendar of activities related to the Town's 2015 Strategic Planning efforts;
2. Provide input as desired for background information, topical information, or general areas of interest to include as part of the Town's Strategic Planning activities.

Order of Procedure

Staff Report

Public Comment

Board Discussion

Motion/Second

Discussion on Motion

Call the Question

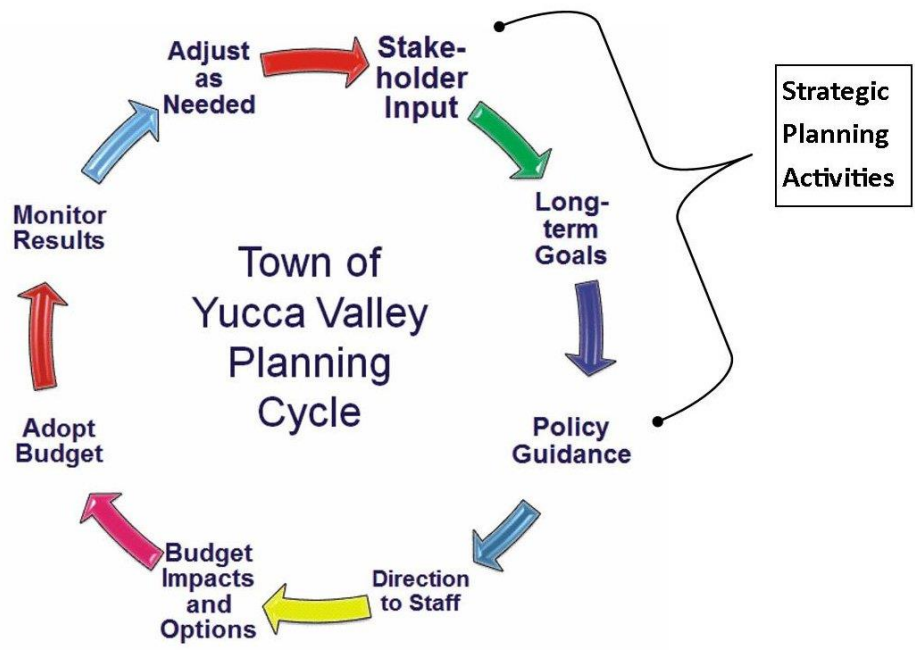
Discussion

The Town utilizes the Strategic Planning process to determine the appropriate goals and objectives that will further the mission of the Town in the near, mid and long term planning horizons. Through the process, prioritization of objectives and initiatives are developed that are then reflected in a measurable work plan supported by the Town's allocation of resources through the adopted budget.

Mission Statement

"The mission of the Town of Yucca Valley is to provide a government that is responsive to the needs and concerns of its diverse citizenry and secures a safe and secure environment while maintaining the highest quality of life."

The following chart graphically illustrates the Town’s planning cycle and how each phase of the cycle impacts the preceding and subsequent phase.



Strategic Planning Process

The Strategic Planning process will begin with a review of prior Strategic Planning efforts and will include an update of progress made towards identified goals and objectives. Upon review of prior planning activities, the Council will be able to individually suggest new or revised goals, objectives and initiatives. Additionally, through Council workshops and Town outreach, the residents, businesses and other stakeholders will be able to contribute thoughts, ideas and suggestions for Council consideration in the Strategic Planning process.

The proposed calendar for the current year’s Strategic Planning process is as follows:

September

- > Distribution of prior Strategic Planning Goals and Objectives review.
- > Interviews with Council members on individual goals and objectives.

October

- > Council hosted public workshops to provide:
 - Review of prior work plan successes, challenges and alterations.

- Update on existing work plan.
- Introduction of additions, deletions, modifications to goals and objectives.
- Opportunity for residents, businesses and other stakeholders to provide input on proposed Strategic Plan direction.
- Discussion and deliberation on prioritization and finalization of goals, objectives and initiatives.
 - > **Workshop #1 scheduled for October 6, 2015 at 4 pm**
 - > **Workshop #2 scheduled for October 20, 2015 at 4 pm**
- > Town staff to seek additional extended input from community through the Town's social media presence, solicitation of submitted comments, and community newsletter interaction.

November

- > Completion of the final Strategic Plan update of goals, objectives and initiatives.
- > Development of proposed work plan in support of updated Strategic Plan.
- > Policy guidance to staff regarding integration of Strategic Plan work plan into the FY 2016-18 budget process, commencing in January 2016.

While it is anticipated that the proposed schedule should accommodate the activities necessary to effectively complete the Strategic Planning process, the schedule is flexible in providing sufficient time for additional workshops, meetings or discussions should they be necessary.

Alternatives

The Council may provide alternative steps and tasks within the Strategic Planning Process as it deems appropriate.

Fiscal Impact

None with this item.

Attachments: