

# 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 15, 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](http://www.yucca-valley.org)

**AGENDA  
MEETING OF THE  
TOWN COUNCIL  
TUESDAY, SEPTEMBER 15, 2015  
6:00 PM**

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

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

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

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

**OPENING CEREMONIES:**

**CALL TO ORDER:**

**ROLL CALL:**

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

**PLEDGE OF ALLEGIANCE:**

**INVOCATION:**

**Led by Bishop Jeusckke, The Church of Jesus Christ of Latter-day Saints, Yucca Valley Stake**

**PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS:**

1. Boys and Girls Club of the Hi-Desert
2. Community Services Department- Summer Season Recap

## APPROVAL OF AGENDA:

### MOTION:

Approve the meeting agenda for Tuesday, September 15, 2015

## 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.

### MOTION:

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

4. Town Council - Regular Meeting - Sep 1, 2015 6:00 PM

### MOTION:

Approve the minutes for the regular meeting of September 1, 2015

5. 2014-15 Purchase Order Encumbrances and Project Carry forwards

### Recommendation:

Adopt the Resolution approving the 2014-15 Purchase Order Encumbrances and Project Carry forwards as identified.

## A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, AMENDING THE FISCAL YEAR 2015-16 ADOPTED BUDGET.

6. Yucca Valley High School Swimming Pool Lease Agreement - First Amendment

### Recommendation:

That the Town Council approves the first amendment to the Yucca Valley High School swimming pool lease between the Town of Yucca Valley and Morongo Unified School District.

7. Ad Hoc Committee Dissolution

### Recommendation:

Review the current Ad Hoc Committee Assignments and dissolve those Ad Hoc committees that are no longer needed.

8. AB1234 Reporting Requirements
- Recommendation:**  
**Receive and file the AB1234 Reporting Requirement Schedule for the month of August 2015**
9. Warrant Registers
- Recommendation:**  
**Ratify the Warrant Register totaling \$399,758.38 for checks dated September 3, 2015.**  
**Ratify the Payroll Register totaling \$147,667.69 for payroll dated August 28, 2015.**

## **DEPARTMENT REPORTS:**

10. Emergency Management Update
- Recommendation:**  
**Receive and file the informational emergency management update.**
11. Allocation of Positive Net Change in Fund Balance for the Fiscal Year Ended June 30, 2015 and resulting FY2015-16 Budget Amendments for Designated Appropriations
- Recommendation:**  
**It is recommended that the Town Council**
- o Review and provide direction to staff regarding allocation of the FY2014-15 General Fund Net Change in Fund Balance**
  - o Amend the 2015-16 Budget transferring \$400,000 from the General Fund to the Capital Projects Reserve Fund 800 in the Town Wide Infrastructure line item.**
  - o Authorize payment in the amount of \$140,000 to CalPERS to continue reducing the unfunded liability and amend the 2015-16 General Fund Budget appropriating \$140,000 of the prior year positive net change in fund balance.**
12. Resolution No. 15- ; Measure I Five-Year Capital Improvement Program, 2015/2016 to 2019/2020, Measure I Expenditure Strategy
- Recommendation:**  
**That the Town Council adopts the Resolution approving the Measure I Five-Year Capital Improvement Program and Expenditure Strategy for Fiscal Years 2015/2016 to 2019/2020.**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, ADOPTING THE FIVE-YEAR MEASURE I CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2015/2016 TO 2019/2020.**

## **FUTURE AGENDA ITEMS:**

## **PUBLIC COMMENTS:**

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

## **STAFF REPORTS AND COMMENTS:**

## **MAYOR AND COUNCIL MEMBER REPORTS AND COMMENTS:**

- Council Member Abel
- Council Member Denison
- Council Member Lombardo
- Mayor Pro Tem Leone
- Mayor Huntington

## **ANNOUNCEMENTS:**

### **Upcoming Meeting Schedule**

The next regular meeting of the Yucca Valley Town Council will be held on Tuesday, October 6, 2015 at 6:00 p.m. in the Yucca Valley Community Center Yucca Room

The Yucca Valley Town Council will hold Strategic Planning Sessions on October 6, 2015 and October 20, 2015 at 4:00 p.m. in the Yucca Valley Community Center Yucca Room. The public is encouraged to attend.

# Yucca Valley Town Council

## Meeting Procedures

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

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

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

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

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

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

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

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

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

## ACRONYM LIST

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

## Town Council Committee Assignments

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

## Ad Hoc Committee Assignments

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

**TOWN OF YUCCA VALLEY  
TOWN COUNCIL MEETING MINUTES  
SEPTEMBER 1, 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:

Staff Members Present: Town Manager Yakimow, Deputy Town Manager Stueckle, Police Captain Joling, Finance Manager Cisneros, Town Attorney Laymon and Town Clerk Copeland

**PLEDGE OF ALLEGIANCE**

Led by Mayor Huntington

**INVOCATION**

With no member of the clergy present, Mayor Huntington invited all in a moment of silence.

**PRESENTATIONS, INTRODUCTIONS, RECOGNITIONS**

**1. Third District Supervisor James Ramos- Staff Introductions**

San Bernardino County Supervisor James Ramos introduced his newly appointed 3rd District Field Representative, Mark Lundquist and Executive Aide Christina Garcia.

**2. Yucca Valley Chamber of Commerce**

Yucca Valley Chamber of Commerce Executive Director Wanda Stadum presented the Yucca Valley Chamber of Commerce Annual Report.

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

Mayor Pro Tem Leone inquired on the Leads Luncheon schedule.

Minutes Acceptance: Minutes of Sep 1, 2015 6:00 PM (Consent Agenda)

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

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

3. 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.

4. Approval of August 18, 2015 Town Council Regular Meeting Minutes

**MOTION:**

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

5. Approve the Ordinance No. 257 Adoption

**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.**

**MOTION:**

That the Town Council Adopts Ordinance No. 257

6. Approve the LTF Claim for Local Streets and Roads

**MOTION:**

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

**MOTION:**

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

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

**MOTION:**

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

**DEPARTMENT REPORTS**

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

Finance Manager Cisneros presented the staff report, reporting the final budget figures for the fiscal year ending June 30, 2015. Revenue exceeded the final budget by \$492,965 and expenditures were \$721,836 less than anticipated for the year. The excess in revenue is primarily due to a one time increase in Transient Occupancy Tax in the amount of \$318,000 and an increase in property tax revenue of \$150,000. Expenditures were less than the final budget largely as a result as savings realized in insurance, professional services and operating supplies throughout various departments within the Town.

Total General Fund Reserves are \$8.3 Million, an increase of \$596,268. Staff will bring back to Council at the next meeting, options to allocate the positive net change in fund balance.

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

Council Member Lombardo commended staff on a great year and thanked Cisneros for the report.

Council Member Abel thanked staff for taking a conservative approach with the approved budget and requested additional explanation on the water pre-purchase

agreement with Hi Desert Water and loan for the Senior Housing Project as identified in the non-cash reservations of \$621,000.

**MOTION:**

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

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

**11. Capital Projects and Engineering Update**

Deputy Town Manager Stueckle presented the staff report providing project status updates and anticipated schedules on capital projects, special studies, and private land development activities currently underway in the Engineering Division.

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

Mayor Pro Tem Leone inquired on safety concerns along Hwy 247 in the construction zone.

Council Member Lombardo commented on the summary of funds available for street construction projects, and asked if the \$8.6 million meets the need of the infrastructure construction.

Council Member Denison commented favorably on the Dumosa Signal and the importance of having a signal at this location.

Mayor Huntington thanked Stueckle on the report and spoke of concerns in coordinating schedules with HDWD and the installation of the sewer system and stated he would like to see new berms to improve drainage and bicycle lanes included in areas as road sections are completed.

**MOTION:**

**That the Town Council receives and files the report.**

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

**12. Town Facility Update and Policy Direction**

Town Manager Yakimow presented the staff report giving a status update on possible uses for the former Pomona First Federal Bank building, and the adjacent lot. In April 2015, the Council provided direction to move forward with the engagement of Gillis and Panichapan Architects, Incorporated to assist the Town in evaluating the property to determine 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.

In accordance to the State-approved Long Range Property Management Plan for former RDA properties, the Town is allowed to dispose of the property, though 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% of any proceeds.

Mayor Huntington opened public comments.

Phyllis Schwartz, Yucca Valley would like to see the building used as a community cultural arts building.

Esther Shaw, Yucca Valley spoke in favor of using the former PFF building as a cultural arts center.

Bonnie Brady, Yucca Valley expressed the need for venues to display art and to host art events and would like some art components considered in the use of the former PFF building.

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

Council Member Lombardo spoke in favor of alternative three, to see what options the current consultant will bring to the table. Lombardo also expressed interest in incorporating a cultural component if feasible.

Mayor Pro Tem Leone stated he looks forward to the current study and would like to see the building used for municipal use for a higher visibility in the community, especially for public safety.

Council Member Abel inquired on the square footage of the building, and spoke favorably of incorporating art within the site. Abel stated he supportive of option three at this point in the process.

Council Member Denison thanked the public for their input, and expressed he is interested in seeing the results of the current consultant's study before entertaining the other options.

Mayor Huntington also would like to see the study before committing to a different approach.

Consensus was made among the Council, to move forward with the current municipal use approach, and defer further private development analysis pending the results of the current study and associated recommendations.

**MOTION:**

**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).**

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

**13. Strategic Planning Process and Calendar**

Town Manager Yakimow presented the staff report requesting input on the upcoming strategic planning process.

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

Council Member Lombardo encouraged the public to participated in the upcoming strategic planning process.

Council Member Abel looks forward to stakeholder input for the strategic planning process.

**MOTION:**

**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.**

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

#### **FUTURE AGENDA ITEMS**

None Stated

#### **PUBLIC COMMENTS**

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

#### **STAFF REPORTS AND COMMENTS**

San Bernardino County Sheriff's Captain Joling updating the Council on recent public safety activity in Yucca Valley.

Town Manager Yakimow announced a "Save the Date" for the Mayor's State of the Basin luncheon scheduled for October 29th and thanked the Chamber for their outreach in promoting Yucca Valley.

#### **MAYOR AND COUNCIL REPORTS AND COMMENTS**

- Council Member Abel- thanked Captain Joling for the update and the Sheriff's Department presence around our local schools. Abel welcomed Lundquist and Garcia to their posts at the County Supervisor's Office and is looking forward to the Town's upcoming Strategic Planning sessions.
- Council Member Denison- thanked Captain Joling for the update and the wonderful collaboration with public safety agencies and the community on the recent Wal Mart fire. Denison also welcomed Mark Lundquist to his new office.
- Council Member Lombardo also thanked Captain Joling for the update and welcomed Lundquist and Garcia. Lombardo thanked the Chamber of Commerce for their hard work this past year in marketing Yucca Valley and supporting the local businesses and asked the public to participate in the strategic planning sessions in October.
- Mayor Pro Tem Leone welcomed Mark Lundquist and Christina Garcia to their new assignments.
- Mayor Huntington also expressed congratulations to Lunquist and Garcia and thanked the fire department for their quick response at the Wal Mart fire. Huntington explained the expansion of the annual State of the Town address to include other local agencies for a nice State of the Basin event this year.

**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**

The meeting was closed at 7:54 PM

Respectfully Submitted,

Lesley Copeland, CMC

Town Clerk

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

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

**Date:** September 8, 2015  
**Meeting Date:** September 15, 2015

**Subject:** 2014-15 Purchase Order Encumbrances and Project Carry forwards

**Recommendation**

Adopt the Resolution approving the 2014-15 Purchase Order Encumbrances and Project Carry forwards as identified.

**Order of Procedure**

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

**Discussion**

The encumbrances and projects identified in the attached schedule (Exhibit "A") represent expenditures that were authorized and approved, but not completed or invoiced as of June 30, 2015. The most common example would be for a contract executed but not all services received and billed as of the end of the fiscal year. Another example would be the authorization of a capital project that has been planned, approved and budgeted for, but not yet initiated or completed.

The approval of the encumbrance schedule will transfer the authorized amount from the fiscal year 2014-15 budget to the current fiscal year 2015-16 budget. Due to the fact that these funds were not expended in the prior fiscal year, there is no net impact on total expenditures. This process simply moves the expenditure authorization from one fiscal year to the next.

Pursuant to the Town's Budget Resolution, for all special revenue funds, unexpended appropriations for approved individual capital projects will be carried forward as necessary. Those special revenue funds with carry forwards are attached as Exhibit B. In addition to unexpended appropriations, there are transfers and revenue included in the carry forward to the fiscal year 2015-16 budget.

## Budget Amendments

There are six Special Revenue budget amendments included as part of this update:

1. Increase in transfers from General Fund to the Internal Service Fund 100 to reflect budgeted reserve for the animal control vehicle as stated in the County Budget for the Shared Operations of the Animal Shelter.
2. Decrease in revenue from San Bernardino Associated Governments (SANBAG) in Local Transportation Fund 516(LTF) reflects the actual claim amount to be received in the 2015-16 Fiscal Year.
3. Increase in transfers in Measure I MLHP Fund 520 reflects repayment of excess funds due to project coming under budget.
4. Increase in revenue and expenditures to reflect the actual approved funding from the Community Development Block Grant (CDBG) program administered by San Bernardino County.
5. Increase in revenue from the State of California CalRecycle program in the Recycling Activities Fund 570 represents the reinstatement of the allocation to local municipal governments for recycling program expenditures.
6. Increase in expenditures in the Capital Projects Reserve Fund 800 in the amount of \$400,000 and the corresponding increase in transfer represent the requested amendment to complete the designated funds from the 2014-15 fiscal year that are being addressed in a separate staff report. An increase in bond funds received from the Successor Agency and the expenditure of those funds to reflect the ROPS due to the Department of Finance in early October. An increase in expenditures for demolition of the Elk Trail property received from the former RDA.

### **Alternatives**

None

### **Fiscal Impact**

Total requested general fund carryovers are \$56,100. This amount has reduced the amount of funds available for appropriation from FY2014-15 positive net change in fund balance.

### **Attachments**

Exhibit A-General Fund Carryforwards

Exhibit B-Special Revenue Budgets

## RESOLUTION NO. 15-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA,  
AMENDING THE FISCAL YEAR 2015-16 ADOPTED BUDGET.

WHEREAS, the Town Council of the Town of Yucca Valley has adopted a budget for the Town's 2015-16 fiscal year; and

WHEREAS, amendments are required to reflect changes in appropriations from the original adopted budget.

NOW, THEREFORE, THE TOWN COUNCIL resolves as follows:

1. A total of \$56,100 is appropriated as reflected in Exhibit "A" to cover amounts encumbered during the 2014-15 fiscal year within the Town's General Fund (001) as identified.
2. Amends the Fiscal Year 2015-16 Special Revenue Fund budgets as identified in Exhibit B.

APPROVED AND ADOPTED THIS 15<sup>th</sup> day of September 2015.

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MAYOR

ATTEST:

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TOWN CLERK

EXHIBIT A

Town of Yucca Valley  
Fiscal Year 2014-15  
Proposed Carryforward Listing

Encumbrance Detail

Vendor/Project	Description of Services	Amount	Account
<b>General Fund 001</b>			
Koff & Associates	Compensation & Classification Study	\$34,150	001.10.11.7110.0000.000
Sterling Codifiers	Development Code Update Codification	\$21,950	001 50 50 8100 8012 000
Subtotal General Fund		56,100	
<b>Total proposed carry forward funds</b>		<b>\$56,100</b>	

Attachment: Exhibit A-General Fund Carryforwards (1162 : Budget Carry forwards)

EXHIBIT B

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

Proposed Amendment for 9/15/15

	2014-15		2015-16		
	Amended Budget	Year-end Actual	Adopted Budget	Amended Budget	
<b>100 - Internal Service</b>					
<b>RECEIPTS</b>					
Photo Copy Sales	4630	\$ 39,000	\$ 34,039	\$ 39,000	\$ 39,000
Stationary/Env Sales	4631	1,000	1,315	1,000	1,000
<b>TOTAL RECEIPTS</b>		<b>40,000</b>	<b>35,354</b>	<b>40,000</b>	<b>40,000</b>
<b>EXPENDITURES</b>					
Operating Supplies	6120	7,000	4,116	7,000	7,000
Equipment Rental-Copiers	7310	28,000	27,350	28,000	28,000
Equip Rental-Postage Machines	7311	5,000	3,888	5,000	5,000
<b>TOTAL EXPENDITURES</b>		<b>40,000</b>	<b>35,354</b>	<b>40,000</b>	<b>40,000</b>
<b>CAPITAL OUTLAY</b>					
Vehicle and Equipment Purchase		-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING TRANSFERS IN (OUT)</b>					
Transfer OUT		-	-	-	-
Transfer IN - GF Animal Shelter vehicle reserve		-	14,000	-	7,000
<b>TOTAL OPERATING TRANSFERS IN(OUT)</b>		<b>-</b>	<b>14,000</b>	<b>-</b>	<b>7,000</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>					
		<b>-</b>	<b>14,000</b>	<b>-</b>	<b>7,000</b>
Undesignated		9,962	9,962	16,962	16,962
Designated- Animal Care Vehicle		14,000	14,000	21,000	21,000
Designated- Vehicle & Equipment		500,000	500,000	500,000	500,000
<b>BEGINNING FUND BALANCE</b>		<b>523,962</b>	<b>523,962</b>	<b>537,962</b>	<b>537,962</b>
Undesignated		2,962	16,962	16,962	16,962
Designated- Animal Care Vehicle		21,000	21,000	21,000	28,000
Designated- Vehicle & Equipment		500,000	500,000	500,000	500,000
<b>ENDING FUND BALANCE</b>		<b>\$ 523,962</b>	<b>\$ 537,962</b>	<b>\$ 537,962</b>	<b>\$ 544,962</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

Proposed Amendment for 9/15/15

	2014-15		2015-16		
	Amended Budget	Year-end Actual	Adopted Budget	Amended Budget	
<b>513 - AB2928 TCRP - Construction</b>					
<b>RECEIPTS</b>					
Bond Funds From SA	513 55-59 4702 8327-630	\$ -	\$ -	\$ -	-
State Reimbursement		76,735	76,736	-	-
Interest Income		-	26	-	-
Plans		-	-	-	-
<b>TOTAL RECEIPTS</b>		<b>76,735</b>	<b>76,762</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>					
Indirect Cost		20,320	255	-	-
<b>TOTAL EXPENDITURES</b>		<b>20,320</b>	<b>255</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>					
Work in Progress		757,171	3,757	-	58,345
<b>TOTAL CAPITAL OUTLAY</b>		<b>757,171</b>	<b>3,757</b>	<b>-</b>	<b>58,345</b>
<b>OPERATING TRANSFERS IN (OUT)</b>					
Transfer IN - Fund 534		618,735	375,387	-	-
Transfer IN - Fund 520		4,500	4,500	-	-
Transfer IN - Fund 522		244,179	-	-	-
Transfer IN - Fund 524		170,000	-	-	-
Transfer IN - Fund 522		90,000	-	-	-
Transfer IN - Fund 526		589,656	590,156	-	-
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>		<b>1,717,070</b>	<b>970,043</b>	<b>-</b>	<b>-</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>					
		<b>1,016,314</b>	<b>1,042,793</b>	<b>-</b>	<b>(58,345)</b>
<b>BEGINNING FUND BALANCE</b>		<b>(984,448)</b>	<b>(984,448)</b>	<b>31,866</b>	<b>58,345</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 31,866</b>	<b>\$ 58,345</b>	<b>\$ 31,866</b>	<b>\$ -</b>

**Work in Progress Detail**

Project	Account	2014-15		2015-16	
		Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
SR62/TCRP Phase 1	513 55-59 8310 8327-100	-	-	-	-
SR62/TCRP Phase 2-PC&E	513 55-59 8310 8327-200	67,059	3,620	-	-
SR62/TCRP Phase 3-ROW	513 55-59 8310 8327-300	1,650	-	-	-
Cnstr Phase 4 - Non Reimb	513 55-59 8310 8327-400	112,266	137	-	58,345
Cnstr Phase 4 - SLPP 534	513 55-59 8310 8327-402	243,348	-	-	-
Cnstr Phase 4 - Mea I Reg 520	513 55-59 8310 8327-403	-	-	-	-
Cnstr Phase 4 - Mea I Arterial 522	513 55-59 8310 8327-404	203,679	-	-	-
Cnstr Phase 4 - Mea I Unrestricted 524	513 55-59 8310 8327-405	-	-	-	-
Cnstr Phase 4 - Mea I Arterial 522	513 55-59 8310 8327-406	-	-	-	-
Cnstr Phase 4 - HSIP 526	513 55-59 8310 8327-407	-	-	-	-
Constr Phase 4 - Bond Funds	513 55-59 8310 8327-630	129,169	-	-	-
		<b>757,171</b>	<b>3,757</b>	<b>-</b>	<b>58,345</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

Proposed Amendment for 9/15/15

	2014-15		2015-16		
	Amended Budget	Year-end Actual	Adopted Budget	Amended Budget	
<b>515 - Gas Tax</b>					
<b>RECEIPTS</b>					
Highway Users Tax	4160 2105	\$ 300,000	\$ 343,614	\$ 300,000	\$ 300,000
Highway Users Tax (Prop 42 Replc)	4160 2103	200,000	197,104	200,000	200,000
Interest	4611	1,000	1,575	1,000	1,000
<b>TOTAL RECEIPTS</b>		<b>501,000</b>	<b>542,293</b>	<b>501,000</b>	<b>501,000</b>
<b>EXPENDITURES</b>					
Personnel		340,450	291,921	346,110	346,110
Supplies & Services		336,500	242,247	341,500	341,500
Indirect Recovery		4,000	16,476	4,000	23,905
<b>TOTAL EXPENDITURES</b>		<b>680,950</b>	<b>550,644</b>	<b>691,610</b>	<b>711,515</b>
<b>CAPITAL OUTLAY</b>					
Work in Progress		145,000	500	10,000	220,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>145,000</b>	<b>500</b>	<b>10,000</b>	<b>220,000</b>
<b>OPERATING TRANSFERS IN (OUT)</b>					
Transfer IN -		-	-	-	-
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>					
		<b>(324,950)</b>	<b>(8,851)</b>	<b>(200,610)</b>	<b>(430,515)</b>
<b>BEGINNING FUND BALANCE</b>					
		<b>871,523</b>	<b>871,523</b>	<b>546,573</b>	<b>862,672</b>
<b>ENDING FUND BALANCE</b>					
		<b>\$ 546,573</b>	<b>\$ 862,672</b>	<b>\$ 345,963</b>	<b>\$ 432,157</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

Proposed Amendment for 9/15/15

		2014-15		2015-16	
		Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>55-59 Streets Operations</b>					
	<b>Acct</b>				
Salaries	5110	197,640	180,405	200,140	200,140
Salaries-Temp	5111	-	-	-	-
Salaries - Overtime	5112	19,375	4,306	19,690	19,690
Standby	5113	5,625	5,784	5,700	5,700
Vacation Pay out	5114	-	-	-	-
FICA Medicare	5121	3,230	2,789	3,270	3,270
Health Care	5123	50,400	43,723	50,400	50,400
Workers' Comp	5124	8,910	7,806	9,020	9,020
Life & Disability	5125	2,320	2,169	2,320	2,320
Unemployment Insurance	5126	8,910	2,915	9,020	9,020
Retirement	5127	38,110	36,169	40,540	40,540
OPEB	5128	5,930	5,855	6,010	6,010
Staff Recovery	5998				
	<b>Personnel</b>	<b>340,450</b>	<b>291,921</b>	<b>346,110</b>	<b>346,110</b>
Signs	6126	30,000	15,434	30,000	30,000
Clothing	6190	4,200	3,019	4,200	4,200
Maintenance Supplies	6410	140,000	89,576	140,000	140,000
Tools & Equipment	6910	2,000	1,719	1,500	1,500
Professional Services	7110	120,000	78,922	125,000	125,000
Utilities-Gas Co.	7210	2,800	-	2,800	2,800
Utilities- Electricity	7211	6,000	8,970	6,000	6,000
Utilities- Water	7212		1,342		
Rental of Equipment	7310	4,000	6,608	4,000	4,000
Maintenance - Equip	7411	24,000	36,657	24,000	24,000
Conferences	7610	2,500	-	3,000	3,000
Minor Conferences	7615	-	-	-	-
Meetings & Travel	7618	1,000	-	1,000	1,000
	<b>Supplies &amp; Services</b>	<b>336,500</b>	<b>242,247</b>	<b>341,500</b>	<b>341,500</b>
Indirect Cost	7999	4,000	16,476	4,000	23,905
Vehicle Repl	515 55-59 8541	135,000	-	-	210,000
Pavement Management System	515 55-59 8310 8505	10,000	500	10,000	10,000
Special Equipment		<b>145,000</b>	<b>500</b>	<b>10,000</b>	<b>220,000</b>
	<b>Capital</b>				
	<b>Total Department</b>	<b>821,950</b>	<b>534,668</b>	<b>697,610</b>	<b>907,610</b>

Position
Lead Skilled Maintenance Worker
Skilled Maintenance Worker II
<b>Division Total</b>

FY 2014-15	FY 2014-15	FY 2015-16	FY 2015-16
1	1	1	1
3	3	3	3
4	4	4	4

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

Proposed Amendment 9/15/15

		2014-15		2015-16	
		Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>516 - LTF</b>					
<b>RECEIPTS</b>					
SANBAG Revenue	4828	\$ 55,306	\$ 55,306	\$ 56,000	\$ 26,426
SANBAG TDA Grant -TAIM	4167	-	-	-	-
Legal Settlement		-	-	-	-
Interest	4611	500	869	250	250
<b>TOTAL RECEIPTS</b>		<b>55,806</b>	<b>56,175</b>	<b>56,250</b>	<b>26,676</b>
<b>EXPENDITURES</b>					
Indirect Cost		-	10,108	-	25,407
Professional Services		4,600	-	4,600	4,600
<b>TOTAL EXPENDITURES</b>		<b>4,600</b>	<b>10,108</b>	<b>4,600</b>	<b>30,007</b>
<b>CAPITAL OUTLAY</b>					
Work in Progress		511,870	148,920	5,000	362,950
<b>TOTAL CAPITAL OUTLAY</b>		<b>511,870</b>	<b>148,920</b>	<b>5,000</b>	<b>362,950</b>
<b>OPERATING TRANSFERS IN (OUT)</b>					
Transfer (OUT) IN - Fund 529		7,637	7,637	-	-
Transfer OUT - Fund 542		(120,000)	-	-	(120,000)
Transfer OUT - Fund 527		-	-	-	-
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>		<b>(112,363)</b>	<b>7,637</b>	<b>-</b>	<b>(120,000)</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>					
		<b>(573,027)</b>	<b>(95,216)</b>	<b>46,650</b>	<b>(486,281)</b>
<b>BEGINNING FUND BALANCE</b>					
		<b>874,183</b>	<b>874,183</b>	<b>301,156</b>	<b>778,967</b>
<b>ENDING FUND BALANCE</b>					
		<b>301,156</b>	<b>778,967</b>	<b>347,806</b>	<b>292,687</b>
<b>Due to (from other funds)</b>					
		<b>(300,000)</b>	<b>(302,874)</b>	<b>(300,000)</b>	<b>(302,874)</b>
<b>ENDING CASH BALANCE</b>					
		<b>\$ 1,156</b>	<b>\$ 476,093</b>	<b>\$ 47,806</b>	<b>\$ (10,188)</b>
<b>Work in Progress Detail</b>					
		2014-15		2015-16	
		Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
Project	Account				
Street Engineering Prof Serv	516 55-59 7117 0000	5,000	-	5,000	5,000
SANBAG TAIM Project	516 55-59 8310 8454	-	-	-	-
Town Wide Slurry Seal	516 55-59 8310 8340	-	-	-	-
Blackrock Road Repair	516 55-59 8310 8455	116,870	116,870	-	-
Fortuna	516 55-59 8310 8351	20,000	-	-	20,000
Grand/Palm Alley	516 55-59 8310 8559	170,000	7,550	-	162,450
Pima Trail	516 55-59 8310 8562	200,000	24,500	-	175,500
<b>Total Capital Outlay</b>		<b>511,870</b>	<b>148,920</b>	<b>5,000</b>	<b>362,950</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

Proposed Amendment for 9/15/15

	2012-13	2013-14	2014-15		2015-16	
	Year-end Actual	Year-end Actual	Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>520 - Measure I - 2010-40 Regional Funds</b>						
<b>RECEIPTS</b>						
Revenue SANBAG Regional Funds-MLHP 4164	\$ -	\$ 59,278	\$ 576,722	\$ 607,378	\$ -	\$ 19,344
Revenue SANBAG Regional Funds-TCRP/PLHD Interest	-	\$ 85,500	139,500	139,500	-	-
<b>TOTAL RECEIPTS</b>	-	<b>144,778</b>	<b>716,222</b>	<b>746,878</b>	-	<b>19,344</b>
<b>EXPENDITURES</b>						
Indirect Cost Recovery actual in project costs	-	2,266	27,196	-	-	967
<b>TOTAL EXPENDITURES</b>	-	<b>2,266</b>	<b>27,196</b>	-	-	<b>967</b>
<b>CAPITAL OUTLAY</b>						
Work in Progress	-	56,656	679,898	681,498	-	19,344
<b>TOTAL CAPITAL OUTLAY</b>	-	<b>56,656</b>	<b>679,898</b>	<b>681,498</b>	-	<b>19,344</b>
<b>OPERATING TRANSFERS IN (OUT)</b>						
Transfer INT - Fund 507 4999	-	-	225,000	137,400	-	(55,285)
Transfer OUT - Fund 513	-	(85,500)	(4,500)	(4,500)	-	-
Transfer OUT - Fund 522	-	(7,384)	-	-	-	-
Transfer OUT - Fund 527	-	-	(135,000)	(135,000)	-	-
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>	-	<b>(92,884)</b>	<b>85,500</b>	<b>(2,100)</b>	-	<b>(55,285)</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>						
	-	<b>(7,028)</b>	<b>94,628</b>	<b>63,280</b>	-	<b>(56,252)</b>
<b>BEGINNING FUND BALANCE</b>	-	-	<b>(7,028)</b>	<b>(7,028)</b>	<b>87,600</b>	<b>56,252</b>
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ (7,028)</b>	<b>\$ 87,600</b>	<b>\$ 56,252</b>	<b>\$ 87,600</b>	<b>\$ (0)</b>

**520 - Measure I - 2010-40 Regional Funds**

Work in Progress Detail <u>Project</u>	<u>Account</u>	2012-13	2013-14	2014-15		2015-16	
		Year-end Actual	Year-end Actual	Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
Dumosa Traffic Signal Design	520 55-59 8310 8456 000	-	56,656	32,898	31,020	-	-
Dumosa Traffic Signal Const	520 55-59 8310 8456 001	-	-	647,000	650,478	-	19,344
		-	<b>56,656</b>	<b>679,898</b>	<b>681,498</b>	-	<b>19,344</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

**Proposed Amendment 9/15/15**

	2014-15		2015-16	2015-16
	Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>527 - Public Lands Fed Grant</b>				
<b>RECEIPTS</b>				
PLHD Grant	\$ -	\$ -	\$ -	\$ -
Bond Funds From SA 527 55-59 4702 8661-630	-	-	-	-
Measure I Exchange	-	-	-	-
SLPP Funding	-	-	-	-
SAFETEA -LEU -Federal	-	-	-	-
<b>TOTAL RECEIPTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>				
Indirect Cost Recovery	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>				
Work in Progress	2,769,030	2,358,273	-	26,955
<b>TOTAL CAPITAL OUTLAY</b>	<b>2,769,030</b>	<b>2,358,273</b>	<b>-</b>	<b>26,955</b>
<b>OPERATING TRANSFERS IN (OUT)</b>				
Transfer IN - Fund 800 527 55-59 4999 8661-400	91,400	-	-	-
Transfer IN - Fund 535 527 55-59 4999 8661-401	1,440,000	137,580	-	1,302,420
Transfer IN - Fund 534 527 55-59 4999 8661-402	723,120	596,860	-	-
Transfer IN - Fund 520 527 55-59 4999 8661-403	135,000	135,000	-	-
Transfer IN - Fund 522 527 55-59 4999 8661-404	613,120	461,860	-	-
Transfer IN - Fund 516 527 55-59 4999 8661-405	30,800	-	-	-
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>	<b>3,033,440</b>	<b>1,331,300</b>	<b>-</b>	<b>1,302,420</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>	<b>264,410</b>	<b>(1,026,973)</b>	<b>-</b>	<b>1,275,465</b>
<b>BEGINNING FUND BALANCE</b>	<b>(248,492)</b>	<b>(248,492)</b>	<b>15,918</b>	<b>(1,275,465)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 15,918</b>	<b>\$ (1,275,465)</b>	<b>\$ 15,918</b>	<b>\$ -</b>

Work in Progress Detail		2014-15		2015-16	
		Adopted Budget	Year-end Actual	Adopted Budget	Amended Budget
Project	Account				
PLHD PA/ED Phase 1	527 55-59 8310 8661 100	-	-	-	-
PLHD PS&E Phase 2	527 55-59 8310 8661 101	-	-	-	-
PHLD ROW Phase 3	527 55-59 8310 8661 102	-	-	-	-
Measure I Exchange Phase 1	527 55-59 8310 8661 200	-	-	-	-
Measure I Exchange Phase 2	527 55-59 8310 8661 200	-	-	-	-
Cnstr Phase 4 - Non Contract	527 55-59 8310 8661 400	159,641	32,205	-	26,955
Cnstr Phase 4 - SAFETEA	527 55-59 8310 8661 401	1,307,984	1,307,984	-	-
Cnstr Phase 4 - SLPP	527 55-59 8310 8661 402	623,110	496,849	-	-
Cnstr Phase 4 - Mea I Reg	527 55-59 8310 8661 403	59,375	59,375	-	-
Cnstr Phase 4 - Mea I Arterial	527 55-59 8310 8661 404	588,120	461,860	-	-
Cnstr Phase Blackrock Amend	527 55-59 8310 8661 405	30,800	-	-	-
		<b>2,769,030</b>	<b>2,358,273</b>	<b>-</b>	<b>26,955</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

Proposed Amendment for 9/15/15

	2014-15		2015-16	
	Amended Budget	Year End Actuals	Adopted Budget	Amended Budget
<b>530 - Safe Routes to School</b>				
<b>RECEIPTS</b>				
Grant Revenue	\$ 34,583	\$ 28,128	\$ 35,000	\$ 47,500
<b>TOTAL RECEIPTS</b>	<b>34,583</b>	<b>28,128</b>	<b>35,000</b>	<b>47,500</b>
<b>EXPENDITURES</b>				
Indirect Cost	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>				
Work in Progress	57,656	1,990	35,000	96,711
<b>TOTAL CAPITAL OUTLAY</b>	<b>57,656</b>	<b>1,990</b>	<b>35,000</b>	<b>96,711</b>
<b>OPERATING TRANSFERS IN (OUT)</b>				
Transfer IN	-	-	-	-
Transfer OUT	-	-	-	-
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>	<b>(23,073)</b>	<b>26,138</b>	<b>-</b>	<b>(49,211)</b>
<b>BEGINNING FUND BALANCE</b>	<b>-</b>	<b>23,073</b>	<b>49,211</b>	<b>49,211</b>
<b>ENDING FUND BALANCE</b>	<b>\$ (23,073)</b>	<b>\$ 49,211</b>	<b>\$ 49,211</b>	<b>\$ -</b>

Work in Progress Detail	2014-15		2015-16	
	Amended Budget	Year End Actuals	Adopted Budget	Amended Budget
<b>Project</b>				
Safe Routes non-infrastructure	57,656	1,990	35,000	96,711
	<b>57,656</b>	<b>1,990</b>	<b>35,000</b>	<b>96,711</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

Proposed Amendment for 9/15/15

	2014-15		2015-16	
	Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>535 - SAFETEA-LU</b>				
<b>RECEIPTS</b>				
SAFETEA -LEU -Federal	\$ 1,440,000	\$ 137,580	\$ -	\$ 1,302,420
<b>TOTAL RECEIPTS</b>	<b>1,440,000</b>	<b>137,580</b>	<b>-</b>	<b>1,302,420</b>
<b>EXPENDITURES</b>				
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>				
Work in Progress	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING TRANSFERS IN (OUT)</b>				
Transfer OUT - Fund 527                      535 55-59 9499	(1,440,000)	(137,580)	-	(1,302,420)
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>	<b>(1,440,000)</b>	<b>(137,580)</b>	<b>-</b>	<b>(1,302,420)</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BEGINNING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

Proposed Amendment for 9/15/15

		2014-15		2015-16	
		Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>542 - CMAQ</b>					
<b>RECEIPTS</b>					
State Reimbursement	Federal FHWA 4830	\$ 187,250	\$ 69,034	\$ -	\$ 118,216
		-	-	-	-
<b>TOTAL RECEIPTS</b>		<b>187,250</b>	<b>69,034</b>	<b>-</b>	<b>118,216</b>
<b>EXPENDITURES</b>					
Indirect Cost		-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>					
Work in Progress		304,609	67,809	-	236,800
<b>TOTAL CAPITAL OUTLAY</b>		<b>304,609</b>	<b>67,809</b>	<b>-</b>	<b>236,800</b>
<b>OPERATING TRANSFERS IN (OUT)</b>					
Transfer IN - Fund 516	4999	120,000	-	-	120,000
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>		<b>120,000</b>	<b>-</b>	<b>-</b>	<b>120,000</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>		<b>2,641</b>	<b>1,225</b>	<b>-</b>	<b>1,416</b>
<b>BEGINNING FUND BALANCE</b>		<b>-</b>	<b>(2,641)</b>	<b>(1,416)</b>	<b>(1,416)</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 2,641</b>	<b>\$ (1,416)</b>	<b>\$ (1,416)</b>	<b>\$ -</b>
<b>Work in Progress Detail</b>					
<b>Project</b>	<b>Account</b>	2014-15 Amended Budget	2014-15 Year-end Actual	2015-16 Adopted Budget	2015-16 Adopted Budget
Hwy 62 Signal Synchronization	542 55-59 8310 8028	304,609	67,809	-	236,800
		-	-	-	-
		<b>304,609</b>	<b>67,809</b>	<b>-</b>	<b>236,800</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

Proposed Amendment for 9/15/15

		2014-15		2015-16	
		Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>543 - Air Pollution Trust</b>					
<b>RECEIPTS</b>					
Revenue	4835	\$ 13,500	\$ 14,237	\$ 13,500	\$ 13,500
Interest	4611	300	260	300	300
<b>TOTAL RECEIPTS</b>		<b>13,800</b>	<b>14,497</b>	<b>13,800</b>	<b>13,800</b>
<b>EXPENDITURES</b>					
Indirect Cost	7999	4,425	-	500	500
<b>TOTAL EXPENDITURES</b>		<b>4,425</b>	<b>-</b>	<b>500</b>	<b>500</b>
<b>CAPITAL OUTLAY</b>					
Work in Progress		88,500	-	-	75,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>88,500</b>	<b>-</b>	<b>-</b>	<b>75,000</b>
<b>OPERATING TRANSFERS IN (OUT)</b>					
		-	-	-	-
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>					
		(79,125)	14,497	13,300	(61,700)
<b>BEGINNING FUND BALANCE</b>					
		136,469	136,469	57,344	150,966
<b>ENDING FUND BALANCE</b>					
		<b>\$ 57,344</b>	<b>\$ 150,966</b>	<b>\$ 70,644</b>	<b>\$ 89,266</b>

<b>Work in Progress Detail</b>		2014-15	2014-15	2015-16	2015-16
Project	Account	Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
EV Charging Station	543 55-59 8310 0000	13,500	-	-	-
Park n Ride Improvement	543 55-59 8310 8417	75,000	-	-	75,000
		<b>88,500</b>	<b>-</b>	<b>-</b>	<b>75,000</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

Proposed Amendment 9/15/15

		2014-15		2015-16	
		Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>560 - CDBG</b>					
<b>RECEIPTS</b>					
County Reimbursement	Federal FHWA	\$ 138,716	\$ 69,995	\$ 100,000	\$ 126,460
Contingency Funding	4820	70,000	-	45,000	119,335
Third District Funds		-	-	-	-
<b>TOTAL RECEIPTS</b>		<b>208,716</b>	<b>69,995</b>	<b>145,000</b>	<b>245,795</b>
<b>EXPENDITURES</b>					
Indirect Cost		-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>					
Work in Progress		208,716	164,523	100,000	126,960
<b>TOTAL CAPITAL OUTLAY</b>		<b>208,716</b>	<b>164,523</b>	<b>100,000</b>	<b>126,960</b>
<b>OPERATING TRANSFERS IN (OUT)</b>					
Transfer OUT (001)		-	-	-	-
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>		<b>-</b>	<b>(94,528)</b>	<b>45,000</b>	<b>118,835</b>
<b>BEGINNING FUND BALANCE</b>		<b>(24,307)</b>	<b>(24,307)</b>	<b>(24,307)</b>	<b>(118,835)</b>
<b>ENDING FUND BALANCE</b>		<b>\$ (24,307)</b>	<b>\$ (118,835)</b>	<b>\$ 20,693</b>	<b>\$ 0</b>
<b>Work in Progress Detail</b>					
		2014-15		2015-16	
Project	Account	Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
B & G Club - Teen Center HOM	560 00-00 8310 8960	-	-	-	-
CC Playground Impv	560 00-00 8310 8961	-	-	-	-
Paradise Playground	560 00-00 8310 8947	-	-	-	91,460
Jacobs Park Playground Equip	560 00-00 8310 8948	138,721	94,528	65,000	500
Code Enforcement	560 00-00 8210 8888 012	69,995	69,995	35,000	35,000
		<b>208,716</b>	<b>164,523</b>	<b>100,000</b>	<b>126,960</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

**Proposed Amendment for 9/15/15**

	2014-15		2015-16	
	Amended Budget	Year end Actual	Adopted Budget	Amended Budget
<b>570 - Recycling Activities</b>				
<b>RECEIPTS</b>				
Revenue	\$ 5,000	\$ -	\$ -	\$ 5,000
Earth Day Donations	-	-	-	-
Interest	-	6	-	-
<b>TOTAL RECEIPTS</b>	<b>5,000</b>	<b>6</b>	<b>-</b>	<b>5,000</b>
<b>EXPENDITURES</b>				
Earth Day Salaries	570 40-21 5111 0000-000	-	-	-
Earth Day Supplies	570 00-00 6120 4570-000	1,637	616	1,500
Earth Day Prof Serv	570 00-00 7110 4570-000	2,805	4,011	3,121
Indirect Cost	570 00-00 7999 0000-000	200	200	200
<b>TOTAL EXPENDITURES</b>	<b>4,642</b>	<b>4,827</b>	<b>-</b>	<b>4,821</b>
<b>CAPITAL OUTLAY</b>				
Work in Progress	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING TRANSFERS IN (OUT)</b>				
Transfer IN - Fund 547	-	-	-	-
<b>TOTAL OPERATING TRANSFERS IN (OUT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>	<b>358</b>	<b>(4,821)</b>	<b>-</b>	<b>179</b>
<b>BEGINNING FUND BALANCE</b>	<b>3,537</b>	<b>4,642</b>	<b>(179)</b>	<b>(179)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 3,895</b>	<b>\$ (179)</b>	<b>\$ (179)</b>	<b>\$ -</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

Proposed Amendment 9/15/15

	2014-15		2015-16	
	Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>800 - Capital Projects Reserve</b>				
<b>RECEIPTS</b>				
Successor Agency- Bond Proceeds- 4702	\$ 410,000	\$ 423,122	\$ -	\$ 615,000
Capital Projects Reimbursements	-	1,020	-	-
<b>TOTAL RECEIPTS</b>	<b>410,000</b>	<b>424,142</b>	<b>-</b>	<b>615,000</b>
<b>EXPENDITURES</b>				
Indirect Cost	-	-	-	-
Specialized Professional Services	-	-	-	165,000
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>165,000</b>
<b>CAPITAL OUTLAY</b>				
Construction Projects	460,000	-	-	1,035,000
Capital Replacement	64,000	37,988	134,000	165,000
Capital Maintenance	64,960	33,736	150,000	1,242,224
<b>TOTAL CAPITAL OUTLAY</b>	<b>588,960</b>	<b>71,724</b>	<b>284,000</b>	<b>2,442,224</b>
<b>OPERATING TRANSFERS IN (OUT)</b>				
Transfer OUT - Fund 001      001.40.45-Animal Shelter			-	-
Transfer IN - Fund 001	15,000	15,000	150,000	525,000
Transfer OUT- Fund 527	(91,400)	-	-	-
Transfer IN - Fund 540	-	-	-	-
Transfer IN (OUT) - Fund 350	(19,329)	-	-	-
Transfer IN - Fund 001                      FY13-14	500,000	500,000	-	-
<b>TOTAL OPERATING TRANSFERS IN(OUT)</b>	<b>404,271</b>	<b>515,000</b>	<b>150,000</b>	<b>525,000</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>				
	<b>225,311</b>	<b>867,418</b>	<b>(134,000)</b>	<b>(1,467,224)</b>
Unassigned Cap Reserve Fund	549,253	549,253	951,671	951,671
Town Wide Infrastructure Reserve 13-14	170,000	170,000	170,000	170,000
Town Wide Infrastructure Reserve 13-14 excess	-	-	400,000	400,000
Town Wide Infrastructure Reserve 14-15	-	-	15,000	15,000
Town Wide Infrastructure Reserve 15-16	-	-	-	-
Specialized Professional Services Reserve	-	-	100,000	100,000
Animal Shelter Reserve	100,000	100,000	50,000	50,000
<b>BEGINNING FUND BALANCE</b>	<b>819,253</b>	<b>819,253</b>	<b>1,686,671</b>	<b>1,686,671</b>
Unassigned Cap Reserve Fund	309,564	951,671	1,332,671	219,447
Town Wide Infrastructure Reserve 13-14	170,000	170,000	170,000	-
Town Wide Infrastructure Reserve 13-14 excess	400,000	400,000	-	-
Town Wide Infrastructure Reserve 14-15	15,000	15,000	-	-
Town Wide Infrastructure Reserve 15-16	-	-	-	-
Specialized Professional Services Reserve	100,000	100,000	-	-
Animal Shelter Reserve	50,000	50,000	50,000	-
<b>ENDING FUND BALANCE</b>	<b>\$ 1,044,564</b>	<b>\$ 1,686,671</b>	<b>\$ 1,552,671</b>	<b>\$ 219,447</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

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

**Proposed Amendment 9/15/15**

		2014-15		2015-16	
		Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>800 - Capital Projects Reserve</b>					
<b>Project Detail</b>	<b>Account</b>				
<b>Construction Projects</b>					
Brehm 2 Sports Park	800 00-00 8310 3089-000	410,000	-	-	410,000
Brehm 2 Start up	800 00-00 8310 3089-001	50,000	-	-	50,000
Old Kennel Demolition	800 00-00 8310 8045-000	-	-	-	50,000
Kennel Project-DIF Portion	800 00-00 8310 8045-350	-	-	-	-
Paradise Park Improvements	800 00-00 8310 8048 809	-	-	-	25,000
Public Buildings Design/Renov	800 00-00 8310 8948 000	-	-	-	500,000
		<b>460,000</b>	<b>-</b>	<b>-</b>	<b>1,035,000</b>
<b>Capital Replacement Program</b>					
Cap Projects- Contingency	800 00-00 8310 8048 810	30,000	11,112	50,000	50,000
Town Hall Equipment Upgrade	800 00-00 8310 8048 102	20,000	20,868	-	-
Scorpio Radio Upgrades	800 00-00 8310 8017 000	-	-	-	25,000
New telephone system	800 00-00 8310 8018 000	-	-	30,000	35,000
Financial Software	800 00-00 8310 8019 000	-	-	5,000	5,000
New website	800 00-00 8310 8020 000	-	-	20,000	25,000
PEG Operations	800 00-00 8310 8029 000	-	-	20,000	25,000
Agenda Management System	800 00-00 8310 8030 000	14,000	6,008	9,000	-
		<b>64,000</b>	<b>37,988</b>	<b>134,000</b>	<b>165,000</b>
<b>Capital Maintenance Program</b>					
<b>Facilities Maintenance</b>					
Elk Trail Demolition		-	-	-	17,000
Town Hall Carpeting		25,000	13,776	-	11,224
		<b>25,000</b>	<b>13,776</b>	<b>-</b>	<b>28,224</b>
<b>Parks Maintenance</b>					
Community Ctr Ball Fields	800 00-00 8310 8048 819	19,960	19,960	-	-
Com Ctr in field clay		-	-	-	-
Com Ctr- Basketball resurface		-	-	-	-
Machris- infield clay	800 00-00 8310 8048 823	-	-	-	10,000
Jacobs Ten Ct Resurface	800 00-00 8310 8948 000	-	-	-	12,000
Park Picnic Tables	800 00-00 8310 8048 814	20,000	-	-	32,000
		<b>39,960</b>	<b>19,960</b>	<b>-</b>	<b>54,000</b>
<b>Public Works</b>					
Town-wide Infrastructure 13-14	800 55-59 8310 8048 815	-	-	-	170,000
Town-wide Infrastructure 13-14	800 55-59 8310 8048 815	-	-	-	400,000
Town-wide Infrastructure 14-15	800 55-59 8310 8048 815	-	-	-	15,000
Town-wide Infrastructure 15-16	800 55-59 8310 8048 815	-	-	150,000	125,000
Town-wide Infrastructure 15-16	800 55-59 8310 8048 815	-	-	-	400,000
Church/Joshua/Onaga	800 55-59 8310 8348	-	-	-	-
Sewer Connection Design	800 55-59 8310 9999	-	-	-	50,000
		<b>-</b>	<b>-</b>	<b>150,000</b>	<b>1,160,000</b>
<b>Capital Maintenance subtotal</b>		<b>64,960</b>	<b>33,736</b>	<b>150,000</b>	<b>1,242,224</b>

Attachment: Exhibit B-Special Revenue Budgets (1162 : Budget Carry forwards)

**Town of Yucca Valley**  
**TOWN COUNCIL STAFF REPORT**

**To:** Honorable Mayor & Town Council  
**From:** Jessica Rice, Management Analyst

**Date:** September 8, 2015  
**Meeting Date:** September 15, 2015

**Subject:** Yucca Valley High School Swimming Pool Lease Agreement - First Amendment

**Recommendation:**

That the Town Council approves the first amendment to the Yucca Valley High School swimming pool lease between the Town of Yucca Valley and Morongo Unified School District.

**Prior Council Review:**

The Town Council entered into a lease agreement with the Morongo Unified School District (District) to lease a portion of the premises known as the Yucca Valley High School swimming pool effective October 1, 2003.

**Order of Procedure**

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

**Discussion:**

In October 2003 the Town Council entered into a lease agreement with the Morongo Unified School District to lease the swimming pool and surrounding area at Yucca Valley High School. To reflect and memorialize current operating practices, Town and District staff have developed the mutually agreed upon updated terms and provisions that are identified in the First Amendment lease document. The most significant change provides clarification of responsibilities for utilities, maintenance and repair costs of the leased area, as well as modification to facility programming prioritization.

**Alternatives:** None recommended.

**Fiscal impact:**

The original lease agreement stipulates that the Town lease the swimming pool area from

Morongo Unified School District for \$1.00 per year, and that the Town would be responsible for all associated capital and operational costs. The proposed lease amendment will provide for a sharing of costs in exchange for providing the District with programming priority outside of the Town's summer aquatics program.

**Attachments:**

9 15 15 YVHS Pool Lease First Amendment

9 15 15 Original Lease for Pool with MUSD

## FIRST AMENDMENT TO LEASE AGREEMENT

THIS FIRST AMENDMENT TO THE LEASE AGREEMENT is executed this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between MORONGO UNIFIED SCHOOL DISTRICT (“MUSD” or “Lessor”) and the TOWN OF YUCCA VALLEY, a public body, corporate and politic (“Town” or “Lessee”) (collectively, the “Parties”).

### R E C I T A L S

A. MUSD is the owner of a high school site known as Yucca Valley High School, located at 7600 Sage Avenue, Yucca Valley, California (“Premises”).

B. MUSD and TOWN previously entered into a Lease Agreement (the “Original Agreement”) dated October 1, 2003 in which MUSD leased to TOWN a portion of the Premises known as the Yucca Valley High School swimming pool area and further described in Appendix I and II of the Original Agreement.

C. It is the intent of the parties to continue TOWN’S leasing of the Premises under the terms contained in the Original Agreement but add or change certain terms and conditions to the Original Agreement by way of this First Amendment.

### A M E N D M E N T P R O V I S I O N S

NOW, THEREFORE, the parties hereto agree to amend the Original Lease Agreement as follows:

1. **MAINTENANCE AND REPAIRS** – Section 3.02 of the Original Agreement is deleted in its entirety and replaced with the following:

“3.02 – Maintenance and Repairs. During the term of this Lease, TOWN shall, at Town’s own cost and expense, including chemical cost, keep and maintain the Leased Premises in good order and condition and make all necessary repairs of the Leased Premises, including such repairs related to the routine use of the facility. Major repairs, or any repair exceeding \$10,000, shall be identified through collaboration of both TOWN and MUSD, and cost and operational responsibility of such repair, shall be determined through mutual agreement of both parties.

2. **UTILITIES** – Section 3.07 of the Original Agreement is deleted in its entirety and replaced with the following:

“3.07 – Utilities. MUSD shall pay all charges incurred for the furnishings of gas, electricity, water and solid waste service during the term of this Lease. TOWN shall pay all charges for the furnishing of telephone, internet and alarm service during the term of this Lease directly to provider, unless otherwise agreed to by both parties.”

3. **ARTICLE IV – USE OF PREMISES** –Section 4.015 is added to the Agreement as follows:

“**Section 4.015 – Priority of Use** – Each party hereby grants to the other party a priority in the use of the Premises in accordance with the annual schedule approved between parties. In the annual schedule for the use of the Premises, it is agreed that the TOWN’s Summer Aquatics Program shall have first priority. It is further agreed that at all other times, MUSD programming shall have first priority.”

4. **INSURANCE IS PRIMARY** - Section 5.03 of the Original Agreement is deleted in its entirety and replaced with the following:

“**5.07 – Insurance is Primary.** During the Summer Aquatics Program, and any other time during Town Programming of the Premises, insurance obtained by TOWN shall be primary and non-contributory with any insurance or self-insurance programs covered by MUSD, but not to MUSD for its own acts or omissions.

During all other time of MUSD programming of the Premises, insurance obtained by MUSD shall be primary and non-contributory with any insurance of self-insurance programs covered by TOWN, but not to TOWN for its own acts or omissions.

5. **NO OTHER CHANGES.** Except as expressly provided for in this First Amendment, the terms of the Original Agreement shall remain in full force and effect as written. All terms used herein and not defined herein but defined in the Original Agreement shall have the meaning given to such terms in the Original Agreement. In the event of any conflict between the terms of this First Amendment and the Original Agreement, the terms of this First Amendment shall control.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, Lessor and Lessee have executed this First Amendment as of the date first written above.

**“LESSOR”**

MORONGO UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_  
Name:  
Title:

Dated: \_\_\_\_\_

**“LESSEE”**

TOWN OF YUCCA VALLEY

By: \_\_\_\_\_  
George Huntington, Mayor

Dated: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Lesley Copeland, Town Clerk

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP

By: \_\_\_\_\_  
Lona N. Laymon, Town Attorney

Attachment: 9 15 15 YVHS Pool Lease First Amendment (1163 : Pool Lease First Amendment)

## LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made and entered into as of this 1st day of October, 2003, by and between MORONGO UNIFIED SCHOOL DISTRICT ("MUSD") and the TOWN OF YUCCA VALLEY, a municipal corporation ("TOWN").

### RECITALS

A. MUSD is the owner of a high school site known as Yucca Valley High School, 7600 Sage Avenue, Yucca Valley, California (the "Premises").

B. TOWN desires to use a portion of the premises known as the Yucca Valley High School swimming pool area and further described in appendix I & II for recreational purposes in support of the TOWN's general recreational program.

C. MUSD and TOWN desire by this Lease to provide the terms and conditions of the Lease of the portion of the Premises described in appendix I & II and hereinafter referred to as Leased Premises pursuant to former Education Code section 39500 et. seq. and in accordance with Education Code section 35160 et seq. ("The Permissive Education Code").

### AGREEMENT

NOW, THEREFORE, MUSD hereby leases to TOWN, and TOWN leases from MUSD, the Leased Premises, subject to the terms and conditions set forth in this Lease:

### ARTICLE I

#### TERM OF LEASE

1.01. Original Term. The term of this Lease shall be for a period of five (5) years commencing at 12:01 A.M. on October 1, 2003, and ending at 12:01 A.M. on September 30, 2008 providing however that this Lease shall be renewed annually for successive one year terms unless Town gives MUSD ninety (90) days written notice of its intention not to renew and further that Town retains the ability to terminate the Lease at any time upon thirty (30) days written notice upon circumstances which would make further operation and maintenance of the leased premises unrealistic, but further provided that Town Complies with Title 24 code of Federal Regulations Section 570.505 Use of Real Property..

Attachment: 9 15 15 Original Lease for Pool with MUSD (1163 : Pool Lease First Amendment)

## ARTICLE II

### CONSIDERATION

2.01 Consideration. TOWN agrees to pay MUSD annual rent for each year during the term of this lease in the amount of \$1.00 (one dollar) per year payable on October 1<sup>st</sup> of the first year this Lease is in effect and on July 1<sup>st</sup> of each subsequent year.

2.02 Use of Premises. TOWN shall have access to, and the right to use the Leased Premises and its appurtenances and shall be entitled to store items of personal property at the Leased Premises during the term of this Lease, and further retains the ability to construct any storage facilities deemed necessary subject to the prior approval of MUSD which approval shall not be unreasonably withheld. MUSD shall not be liable for loss of or damage to such stored items.

2.03 Parking Spaces. During the time when school is in regular session during the regular school year defined as the period commencing on the first day of school in August and terminating on the last day of school in June, TOWN shall use off-site parking. During all other times, TOWN shall be entitled to use any available parking spaces, proximate to the Leased Premises for parking of TOWN's employees', officers' customers' and guests' motor vehicles. TOWN shall hold MUSD harmless from any damage or injury arising from the use of said parking spaces. Where a significant change in the school's schedule is approved by the Board of Education, the actual scheduled school year shall become the basis for determining off site parking.

## ARTICLE III

### REPAIRS, MAINTENANCE AND LIABILITY

3.01 Present Condition of Premises. TOWN agrees to take the Leased Premises "as is" and to make any necessary improvements, repairs and/or maintenance including, without limitation, to meet the needs of the TOWN for a swimming pool including the construction of any fencing or other improvements necessary for security. Prior to taking any action to physically alter the Premises, TOWN agrees to seek the written consent of MUSD with respect to the proposed improvements of the Premises which consent shall not be unreasonably withheld. In undertaking any construction with respect to the Premises, TOWN agrees to comply with all laws and regulations applicable to construction by both MUSD and TOWN.

3.02 Maintenance and Repairs. During the term of this Lease, TOWN shall, at TOWN's own cost and expense, keep and maintain the Leased Premises in good order and condition and make all necessary repairs of the Leased Premises; provided, however, that MUSD shall be required to make any repairs to the Premises that are rendered necessary by the negligence of or abuse of that property by MUSD or any employees, agents, or permittees of MUSD.

3.03 Improvements and Fixtures. Any permanent alterations, improvements or installations made by TOWN to the Premises which can not be removed without permanent

damage to the Leased Premises shall become the property of MUSD upon the termination of this Lease.

### 3.04 Liens.

(a) TOWN agrees to keep all of the Leased Premises and every part thereof free and clear of any and all mechanics', material men's and other liens for or arising out of or in connection with work or labor done, services performed, or materials or appliances used or furnished for or in connection with any operations of TOWN; any alteration, improvement, or repairs or additions that TOWN may make or permit or cause to be made; or any obligations of any kind incurred by TOWN. TOWN further agrees to pay promptly and fully and discharge any and all claims on which any such lien may or could be based, and to save and hold MUSD and all of the Premises and any other improvements on the Premises free and harmless from any and all such liens and claims of liens and suits or other proceedings pertaining thereto.

3.05 MUSD's Right of Inspection. MUSD or MUSD's duly authorized agents may enter the Premises at any and all reasonable times during the term of this Lease, including any extended term upon giving reasonable notice, to determine whether TOWN is complying with the terms and conditions of this Lease or to perform any other acts authorized by this Lease to be performed by MUSD or reasonably necessary to protect MUSD's rights under this Lease.

3.06 Surrender of Premises. On expiration or earlier termination of this Lease, TOWN shall promptly surrender possession of the Leased Premises in reasonable condition taking into account the condition of the Leased Premises at commencement of the Lease.

3.07 Utilities. TOWN shall pay all charges incurred for the furnishing of gas, electricity, water, telephone service, alarm service, garbage or refuse service, and other public utilities to the Leased Premises during the term of this Lease. MUSD shall at its sole cost and expense install a water meter for separate metering of the leased facility. Town and MUSD shall arrive at a mutually agreeable percentage split of gas, electricity, garbage and refuse services and any other utilities based on definable previous use and/or the percentage that the Leased Premises bears to the entire Premises. Town shall be billed for said utilities by MUSD monthly and shall pay them to MUSD within thirty (30) days of receipt. Town shall pay telephone and alarm service directly to provider.

## ARTICLE IV

### USE OF PREMISES

4.01 Permitted and Prohibited Use of Premises. TOWN shall use Leased Premises for swimming and all other recreational purposes permitted by TOWN and for other reasonable and similar uses and purposes. No alcoholic beverages or tobacco products are permitted on the premises at any time.

4.02 Compliance With Law. Except as provided by law governing the use of chemicals for the operation of the pool facility, TOWN shall not keep or have on the Premises any article or thing of a dangerous, flammable, or explosive character that might substantially increase the danger of fire on the Premises or that might be considered hazardous by a responsible insurance company, unless the prior written consent of MUSD is obtained and proof

of adequate insurance protection is provided by TOWN to MUSD. TOWN agrees that it shall comply with all applicable requirements and regulations of the County Health Department and County Fire Department.

4.03 Training of Personnel. TOWN represents and warrants that all persons employed by TOWN in use of Premises shall be properly trained and possess all appropriate certifications of such training, including, but not limited to, all applicable CPR certifications, Lifeguard/Life Safety Certifications, and certification to handle any chemicals or hazardous materials.

4.04 TOWN shall have full responsibility and accountability to the County Health Department and County Fire Department for the maintenance and storage of all chemicals kept at the facility as required by law during the term of the Lease. MUSD warrants that to the best of its knowledge all chemicals currently at the Leased Premises are maintained and stored in full compliance with all applicable regulations of the County Health Department and County Fire Department

## ARTICLE V

### INSURANCE

5.01 Public Liability, Property Damage and Automobile Insurance. TOWN shall, at its own cost and expense, secure and maintain during the entire term of this Lease and any extended term of this Lease, public liability, property damage and automobile insurance, insuring against all bodily injury, property damage, personal injury, and other loss or liability caused by or connected with TOWN's occupation and use of the Premises under this Lease in amounts not less than:

(b) \$1,000,000 (One Million Dollars) for injury to or death of one person and, subject to the limitation for the injury or death of one person, of not less than \$2,000,000 (Two Million Dollars) for injury to or death of two or more persons as a result of any one accident or incident; and

(c) \$500,000 (Five Hundred Thousand Dollars) for property damage.

(d) \$1,000,000 (One Million Dollars) combined single limit per accident.

The policy shall name MUSD as an additional insured and shall be issued by either a California admitted insurer or similar entity, formed for the purpose of providing insurance to public entities. Town is a public entity and is self insured.

5.02 Workers' Compensation Insurance. TOWN shall maintain in effect throughout the term of this Lease, at its own cost, Workers' Compensation insurance in accordance with the laws of California, and employers' liability insurance.

5.03 Insurance is Primary. Insurance obtained by TOWN shall be primary and non-contributory with any insurance or self-insurance programs covered by MUSD but not to MUSD for its own acts or omissions.

5.04 Public Liability, Property Damage and Automobile Insurance. MUSD shall, at its own cost and expense, secure and maintain during the entire term of this Lease and any extended term of this Lease, public liability, property damage and automobile insurance, insuring against all bodily injury, property damage, personal injury, and other loss or liability caused by or connected with MUSD's obligation under this Lease in amounts not less than:

(a) \$1,000,000 (One Million Dollars) for injury to or death of one person and, subject to the limitation for the injury or death of one person, of not less than \$2,000,000 (Two Million Dollars) for injury to or death of two or more persons as a result of any one accident or incident; and

(b) \$500,000 (Five Hundred Thousand Dollars) for property damage.

(c) \$1,000,000 (One Million Dollars) combined single limit per accident.

The policy shall name TOWN as an additional insured and shall be issued by either a California admitted insurer or similar entity, formed for the purpose of providing insurance to public entities.

5.05 Workers' Compensation Insurance. MUSD shall maintain in effect throughout the term of this Lease, at its own cost, Workers' Compensation insurance in accordance with the laws of California, and employers' liability insurance.

5.06 Cancellation Clause. Each policy of insurance procured by any party pursuant to this Article shall expressly provide that it cannot be canceled for any reason or altered in any manner unless at least ten (10) days prior written notice has been given by the insurance company issuing the policy to the other party in the manner specified in this Lease for service of notices.

5.07 Deposit of Insurance Policies. Promptly on the issuance, reissuance, or renewal of any insurance policy required by this Lease, including fire and liability insurance policies, each party shall cause a duplicate copy of the policy or a certificate evidencing the policy and executed by the insurance company issuing the policy or its authorized agent to be given to the other party.

## ARTICLE VI

### MUTUAL INDEMNIFICATION

6.01 TOWN's Hold-Harmless Clause. TOWN agrees to hold harmless, defend, and indemnify MUSD against all actions, claims, or demands for injury, death, loss or damages, regardless of fault or cause, by anyone whomsoever (except where such injury, death, loss, or damage was due to the acts or omissions of MUSD, its agents, servants, or employees), whenever such injury, death, loss, damage or claim is a consequence of, or arises out of the use of the Leased Premises by TOWN or its agents, servants, or employees, including without limitation, negligent acts or omissions of TOWN.

6.02 MUSD's Hold-Harmless Clause. MUSD agrees to hold harmless, defend, and indemnify TOWN against all actions, claims, or demands for injury, death, loss, or damage, regardless of fault or cause, by anyone whomsoever (except where such injury, death, loss, or damage was due to the acts or omissions of TOWN, its agents, servants, or employees), whenever such injury, death, loss or damage is a consequence of, or arises out of the use of the Leased Premises by MUSD or its agents, servants, or employees, including without limitation, negligent acts or omissions of MUSD .

## ARTICLE VII

### DEFAULT AND REMEDIES

7.01 Remedies on Default. If either party breaches this Lease before the natural expiration of the term of this Lease, the nondefaulting party shall have any remedy given such party by law or equity.

7.02 Defaults. All covenants and agreements contained in this Lease are declared to be conditions to this Lease. The following shall constitute a material default and breach of this Lease:

(a) Any failure of a party to pay any amount under this Lease when due when the failure continues for ten (10) days after written notice to pay that amount or surrender possession of the Premises is served by either party on the other party to this Lease.

(b) Any failure of a party to perform any other covenant, condition, or agreement contained in this Lease when the failure is not cured within thirty (30) days after written notice of the specific failure is given by either party on the other party to this Lease.

7.03 Cumulative Remedies. The remedies granted in this Article shall not be exclusive but shall be cumulative and in addition to all other remedies now or hereafter allowed by law or authorized in this Lease.

7.04 Waiver of Breach. The waiver of any breach of any of the provisions of this Lease shall not constitute a continuing waiver or a waiver of any subsequent default or breach either of the same or a different provision of this Lease.

## ARTICLE VIII

### MISCELLANEOUS

8.01 Survival of Obligations. Obligations of TOWN and MUSD to indemnify shall survive termination of this Lease.

8.02 Notices. Except as otherwise expressly provided by law, any notice, request, information or other document to be given hereunder to any of the parties by any other parties shall be in writing and shall be deemed given and served upon delivery, if delivered personally, or three (3) days after mailing if sent by certified mail, postage prepaid, as follows:

If to Morongo Unified  
School District

Morongo Unified School District  
Attn: Business Services  
5715 Utah Trail  
Twentynine Palms, CA 92277

If to Town of Yucca Valley

Town of Yucca Valley  
Attn: Town Manager  
57090 Twentynine Palms Hwy.  
Yucca Valley, CA 92284

Such addresses may be changed from time to time by either party by providing notices set forth above.

8.03 Attorneys' Fees. If any litigation, including arbitration proceedings, is commenced between the parties to this Lease concerning the Premises, this Lease, or the rights and duties of either in relation to this Lease, the party prevailing in that litigation shall be entitled, in addition to any other relief that may be granted in the litigation, to a reasonable sum as and for its attorneys' and expert witnesses' fees in the litigation, which shall be determined by the court in that litigation or in a separate action brought for that purpose.

8.04 Binding and Successors. This Lease shall be binding on and shall inure to the benefit of the administrators, successors, and assigns of MUSD and TOWN, but nothing contained in this section shall be construed as a consent by MUSD to any assignment of this Lease or any interest in this Lease by TOWN.

8.05 Time of Essence. Time is expressly declared to be of the essence in this Lease.

8.06 Recitals. The Recitals are incorporated into this agreement as though fully set forth herein.

8.07 Entire Agreement/Amendment. This instrument contains the entire agreement between MUSD and TOWN respecting the Premises, the Leased Premises the leasing of the Premises to TOWN, and there are no other promises, conditions or other agreements, whether oral or written, between the parties. The Lease may be modified or amended in writing, if the writing is signed by the parties obligated under the amendment. Said amendment shall subsequently become part of this Lease for the remainder of term thereof.

8.08 Severability. If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall remain valid and enforceable. If the court finds that any provision in this Lease is invalid or unenforceable, but that by limiting such provisions would become valid and enforceable, then such provision(s) should be deemed to be written, construed and enforced as so limited.

8.09 Waiver. The failure of either party to enforce any provision of this Lease shall not be constituted as a waiver or limitation to that party's right to subsequently enforce and compel strict compliance with every provision of the Lease.

8.10 Cumulative Rights. The parties under this Lease shall not be construed as exclusive unless otherwise required by law.

8.11 Governing Law. This Lease shall be construed in accordance with the laws of the State of California

IN WITNESS WHEREOF, the parties have entered into this Lease as of the day set forth above.

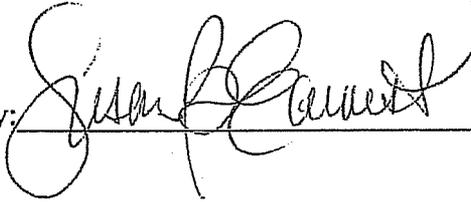
Dated: 26 SEP, 2003

MORONGO UNIFIED SCHOOL DISTRICT

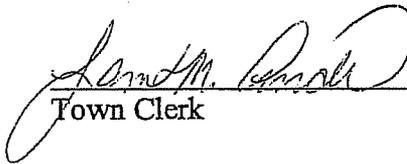
By:   
MICHAEL WALKER  
ASST. SUPT. - BUSINESS SERVICES

Dated: 9-18, 2003

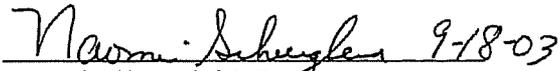
TOWN OF YUCCA VALLEY

By: 

ATTEST

  
Town Clerk

APPROVED AS TO FORM

 9-18-03  
Naomi Silvergleid, Town Attorney

Attachment: 9 15 15 Original Lease for Pool with MUSD (1163 : Pool Lease First Amendment)

**Appendix I**

**DESCRIPTION OF PROPERTY**

All real and personal property situated within the perimeter block walls and fence and gate structures which support the operation of the Yucca Valley High School Swimming Pool.

Attachment: 9 15 15 Original Lease for Pool with MUSD (1163 : Pool Lease First Amendment)

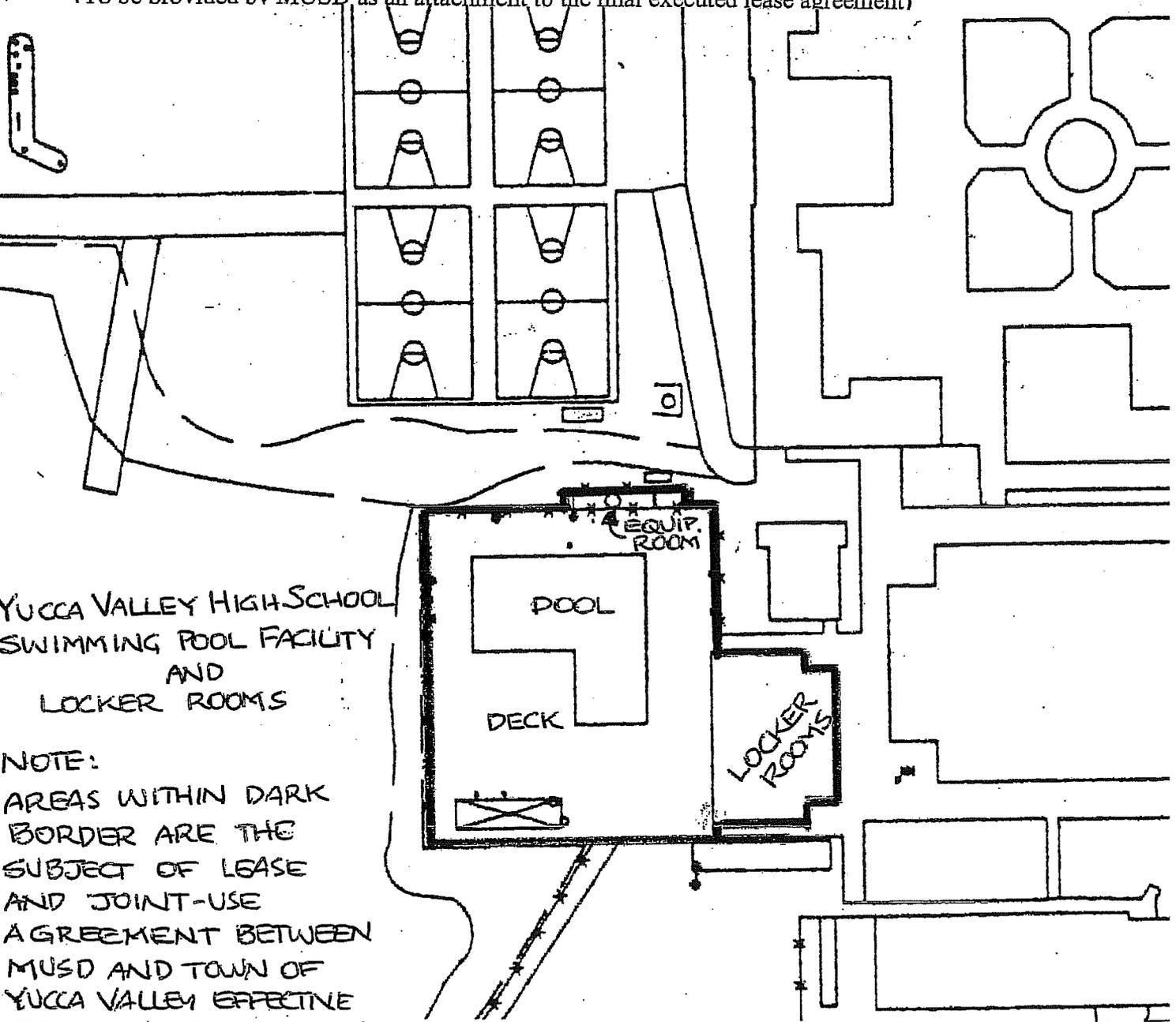
Appendix II

DESCRIPTION OF FACILITY

The swimming pool complex at Yucca Valley High School is situated on the south-western area of the campus improvements. It generally includes the swimming pool, pool decking, pool pump building(s) and equipment, and the existing block walls and chain link gates, etc. which segregate the pool complex from the campus proper.

Schematic diagram appears below.

(To be provided by MUSD as an attachment to the final executed lease agreement)



Attachment: 9 15 15 Original Lease for Pool with MUSD (1163 : Pool Lease First Amendment)

## Town of Yucca Valley

### TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council

**From:** Lesley Copeland, Town Clerk

**Date:** September 10, 2015

**Meeting Date:** September 15, 2015

**Subject:** Ad Hoc Committee Dissolution

**Recommendation:**

Review the current Ad Hoc Committee Assignments and dissolve those Ad Hoc committees that are no longer needed.

**Prior Review**

None for this particular action.

**Order of Procedure**

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

**Discussion**

Ad Hoc committees are formed as needed to gather information for such issues as senior housing, audit, sewer financing, Council rules and procedures, Morongo Unified School District, Basin Wide Foundation, County Budget Committee as well as others as needed. These committees are considered short-termed and for specific purposes. For Ad-Hoc committees which have fulfilled their purpose and are no longer required, formal action is required for dissolution, in accordance to Section 6.4(b)i of the Council's Manual of Procedural Guidelines.

"The Council may, as the need arises, authorize the appointment of "ad hoc" Council committees composed of two members. Except where otherwise specifically provided by law, the Presiding Officer shall appoint the members of the Council committees, subject to the approval of the Council. Any committee so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Council."

Staff has identified several ad-hoc committees which have fulfilled their purpose and are no longer required:

- Brehm Park
- Medical Marijuana Initiative
- Online Video
- Subdivision

**Alternatives**

Do not dissolve Ad-Hoc committees

**Fiscal Impact**

None for this item.

**Attachments:**

Ad Hoc Committee dissolution chart

## Ad Hoc Committee Assignments

*(Strikethrough = proposed dissolution)*

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

Attachment: Ad Hoc Committee dissolution chart (1166 : Ad Hoc Committee Dissolution)

## Town of Yucca Valley

### TOWN COUNCIL STAFF REPORT

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

**Date:** September 8, 2015  
**Meeting Date:** September 15, 2015

**Subject:** AB1234 Reporting Requirements

**Recommendation:**

Receive and file the AB1234 Reporting Requirement Schedule for the month of August 2015

**Prior Review:**

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

**Order of Procedure:**

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

**Discussion:**

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

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

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

**Discussion:**

None.

**Fiscal Impact:**

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

**Attachments:**

AB1234 August 2015

# Town of Yucca Valley

## Councilmember AB1234 Meetings Schedule For Reimbursements in August 2015

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

**Mayor Huntington**

No Reportable Meetings

**Mayor Pro Tem Leone**

No Reportable Meetings

**Councilmember Abel**

No Reportable Meetings

**Councilmember Denison**

No Reportable Meetings

**Councilmember Lombardo**

No Reportable Meetings

Attachment: AB1234 August 2015 (1160 : AB1234 Reporting)

## Town of Yucca Valley

### TOWN COUNCIL STAFF REPORT

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

**Date:** September 8, 2015  
**Meeting Date:** September 15, 2015

**Subject:** Warrant Registers

**Recommendation:**

Ratify the Warrant Register totaling \$399,758.38 for checks dated September 3, 2015.  
Ratify the Payroll Register totaling \$147,667.69 for payroll dated August 28, 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 No 13 - September 3, 2015  
Payroll Register No 8 - August 28, 2015

# WARRANT REGISTER # 13 CHECK DATE - SEPTEMBER 3, 2015

## FUND DISTRIBUTION BREAKDOWN

Checks # 47374 to # 47445 are valid

GENERAL FUND # 001	\$375,925.29
INTERNAL SERVICE FUND # 100	\$2,232.39
CUP DEPOSITS FUND # 200	37.77
GAS TAX FUND # 515	15,001.82
MEASURE I 2010-2040 FUND # 524	343.25
PUBLIC LANDS FEDERAL GRANT FUND # 527	25.27
CMAQ FUND # 542	29.33
CAPITAL PROJECTS FUND # 800	6,163.26
<b>GRAND TOTAL</b>	<b><u><u>\$399,758.38</u></u></b>

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

Attachment: Warrant Register No 13 - September 3, 2015 (1159 : Warrant Registers)

## Town of Yucca Valley

## Warrant Register

September 3, 2015

Fund	Check #	Vendor	Description	Amount
001	GENERAL FUND			
	47375	Action Door Controls, Inc.	Facility Maintenance	\$ 170.00
	47376	Action Pumping, Inc.	Annual Septic Maintenance	1,785.00
	47377	Aleshire & Wynder, LLC	07/15 Professional Services	8,013.82
	47378	Alliant Insurance Services	Special Event Insurance	367.00
	47379	Animal Action League	Spay & Neuter Voucher Program	1,585.00
	47380	Arrowhead Mountain Water	Office Supplies	133.98
	47381	AssetWorks, Inc.	Fixed Asset Software Annual Fee	1,560.00
	47382	AT & T Mobility	Cell Phone Service	500.14
	47383	Avalon Urgent Care	Medical Services	75.00
	47384	Basin Wide Foundation	FY 15/16 Membership Dues	500.00
	47385	Beltz Portable Toilets	Summer Music Program Expense	72.45
	47387	BSN Sports	Recreation Program Expense	355.32
	47388	Builders Supply-Yucca Valley	Maintenance Supplies	23.74
	47389	C & S Electric	Senior Center Repair	25.92
	47390	CDW Government, Inc.	Technology Equipment	206.79
	47391	Charles Abbott & Assoc, Inc.	Plan Check Services	8,140.68
	47392	Chevron & Texaco Card Services	Vehicle Fuel	264.32
	47393	Sharon Cisneros	Mileage Reimbursement	149.70
	47394	Copper Mountain Media	Museum Program Advertising	352.00
	47395	CMTA	FY 15/16 Membership Dues	155.00
	47397	Data Ticket	Citation Processing Service	350.00
	47398	Desert Images Office Equipment	Printer Cartridge	104.33
	47400	Susan Earnest	Recreation Program Expense	350.00
	47401	Farmer Bros. Co.	Office Supplies	126.12
	47402	FedEx	Delivery Service	29.74
	47403	G & K Propane	Vehicle #62 Propane Supply	43.56
	47405	Jennifer Guglielmo	Contract Instructor	472.50
	47406	Donna Hathaway	Facility Rental Refund	200.00
	47407	HdL Hinderliter, DeLlamas & Assoc.	Sales Tax Services	1,312.85
	47408	Hi-Desert Water	Water Service	2,280.60
	47409	Hi-Desert Publishing	Legal Advertising	694.04
	47410	Inland Empire Stages Unlimited	Adult Recreation Event	2,079.00
	47411	Jobs Available, Inc.	Employment Advertising	390.00
	47412	KCDZ-FM	Museum Exhibit Advertising	375.00
	47413	Koff & Associates	Comp & Class Survey	1,320.00
	47414	League of Calif Cities	Annual Conference Expense	75.00
	47415	Darriel Lewis	Safety Equipment	194.38
	47416	Morongo Basin Tennis Assoc.	FY 15/16 Community Partnership	2,500.00
	47417	MuniServices, LLC	Professional Services	475.00
	47418	Oasis Office Supply, Inc.	Office Supplies	78.44
	47419	Public Agency Retirement Services	06/15 Trust Administrator Svs.	23.87
	47420	Petty Cash	Miscellaneous Supplies	525.23
	47421	PNR Marketing Solutions, LLC	Family Movie Night	859.08
	47422	Pro Security Systems	Alarm Repair	87.50
	47424	Monette Rideout	Family Fun Day Expense	224.00

Attachment: Warrant Register No 13 - September 3, 2015 (1159 : Warrant Registers)

## Town of Yucca Valley

## Warrant Register

September 3, 2015

Fund	Check #	Vendor	Description	Amount
	47425	Ron's Automotive	Vehicle #46 Smog Certification	41.75
	47426	Sargent Communications	Phone Technology Service	95.00
	47427	SBCO - Information Services	07/15 Radio Access	2,144.37
	47428	SBCO Sheriff's Dept	09/15 Public Safety Services	324,471.00
	47429	SCE	Electric Service	1,767.85
	47431	So. Cal. Gas Co.	Natural Gas Service	408.68
	47432	Star2Star Communications, LLC	Shelter Phone Service	405.65
	47433	Stater Bros	Recreation Event Expense	1,248.48
	47434	Bianca Stoker	Aquatics Program	45.00
	47435	That Shirt Place	Recreation Program Expense	624.53
	47436	Traffic Management, Inc.	Parks Signage	424.44
	47437	Trophy Express	Summer Music Program Expense	48.09
	47438	Turf Star, Inc.	Parks Supplies	188.94
	47439	VCA Yucca Valley Animal Hospital	Veterinary Professional Services	61.96
	47440	Valley Independent	Shelter Printing Expense	576.67
	47441	Walmart Community	Program Supplies	1,742.63
	47442	Guy Wulf	Sports Referee	350.00
	47443	Yucca Rentals	Family Fun Day Expense	70.00
	47444	Yucca Valley Quick Lube, LLC	Fleet Vehicle #47 Maintenance	114.04
	47445	YVHS-Volleyball	Recreation Program Instruction	1,490.11
<b>Total 001</b>	<b>GENERAL FUND</b>			<b>\$375,925.29</b>
	100	INTERNAL SERVICE FUND		
	47404	GE Capital Corporation	Copier Leases	\$ 2,232.39
<b>Total 100</b>	<b>INTERNAL SERVICE FUND</b>			<b>\$ 2,232.39</b>
	200	DEPOSITS FUND		
	47402	FedEx	Delivery Service	\$ 37.77
<b>Total 200</b>	<b>DEPOSITS FUND</b>			<b>\$ 37.77</b>
	515	GAS TAX FUND		
	47374	Ace Alternators	Streets Maintenance Supplies	\$ 225.62
	47388	Builders Supply-Yucca Valley	Maintenance Supplies	20.44
	47396	Cutting Edge Supply, Inc.	Vehicle #5 & #96 Maintenance	2,506.55
	47399	Dillon Concrete	Onaga Sidewalk Repair	3,400.00
	47423	Quality Street Services, Inc.	Street Sweeping Services	8,157.00
	47429	SCE	Electric Service	135.09
	47436	Traffic Management, Inc.	Street Signage	557.12
<b>Total 515</b>	<b>GAS TAX FUND</b>			<b>\$ 15,001.82</b>
	524	MEASURE I -2010-2040 FUND		
	47429	SCE	Electric Service	\$ 93.25
	47430	Siemens Industry, Inc.	Signal Maintenance	250.00
<b>Total 524</b>	<b>MEASURE I -2010-2040 FUND</b>			<b>\$ 343.25</b>

Attachment: Warrant Register No 13 - September 3, 2015 (1159 : Warrant Registers)

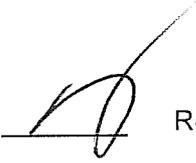


TOWN OF YUCCA VALLEY  
PAYROLL REGISTER #8  
CHECK DATE - August 28, 2015

Fund Distribution Breakdown

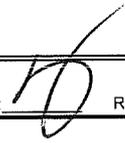
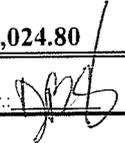
**Fund Distribution**

General Fund	\$136,176.88
Gas Tax Fund	11,490.81
<b>Grand Total Payroll</b>	<u><u>\$147,667.69</u></u>

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

Attachment: Payroll Register No 8 - August 28, 2015 (1159 : Warrant Registers)

**Town of Yucca Valley**  
**Payroll Net Pay & Net Liability Breakdown**  
 Pay Period 8 - Paid 08/28/2015  
 (August 08, 2015 - August 21, 2015)  
 Checks: 5107 - 5112

	Employee	Employer	Total
<b><u>Net Employee Pay</u></b>			
Payroll Checks	\$3,443.30		\$3,443.30
Direct Deposit	72,401.75	-	72,401.75
Sub-total	75,845.05		75,845.05
<b><u>Employee Tax Withholding</u></b>			
Federal	11,888.81		11,888.81
Medicare	1,454.52	1,454.54	2,909.06
SDI - EE	-	-	-
State	3,431.93		3,431.93
Sub-total	16,775.26	1,454.54	18,229.80
<b><u>Employee Benefit &amp; Other Withholding</u></b>			
Misc. Payroll Adjustment Credit's	-	-	-
Deferred Compensation	3,978.68	3,544.53	7,523.21
PERS Survivor Benefit	48.00		48.00
Health Café Plan	1,063.79	11,867.93	12,931.72
American Fidelity Pre-Tax	165.09		165.09
American Fidelity After-Tax	-		-
American Fidelity-FSA	414.53		414.53
PERS EE - Contribution 6.25 %	634.70		634.70
PERS EE - Contribution 7%	1,057.74		1,057.74
PERS EE - Contribution 8%	4,920.40		4,920.40
PERS Retirement - Employer 6.237 %	-	633.35	633.35
PERS Retirement - Employer 6.709%	-	1,013.78	1,013.78
PERS Retirement - Employer 10.298%	-	6,333.76	6,333.76
PERS UAL Retirement - Employer 13.55%	-	8,333.93	8,333.93
Wage Garnishment - Employee	121.56		121.56
Life & Disability Insurance		1,109.62	1,109.62
Other Post Employee Benefit's		2,669.46	2,669.46
Unemployment Insurance		1,729.27	1,729.27
Workers' Compensation		3,952.72	3,952.72
Sub-total	12,404.49	41,188.35	53,592.84
<b>Gross Payroll</b>	<b>\$105,024.80</b>	<b>\$42,642.89</b>	<b>\$147,667.69</b>
Prepared by P/R & Financial Specialist:  Reviewed by H/R & Risk Mgr.: 			

Attachment: Payroll Register No 8 - August 28, 2015 (1159 : Warrant Registers)

## Town of Yucca Valley

### TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor & Town Council

**From:** Jessica Rice, Management Analyst

**Date:** September 9, 2015

**Meeting Date:** September 15, 2015

**Subject:** Emergency Management Update

**Recommendation:**

Receive and file the informational emergency management update.

**Prior Council Review:**

In September 2014 an emergency management update was presented to the Council, as well as an overview of the San Bernardino County Operational Area Emergency Management Strategic Plan.

**Order of Procedure:**

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

**Discussion:**

Emergency Management is the discipline charged with creating the framework within which communities reduce their vulnerability to hazards and cope with disasters. Emergency Management protects communities by coordinating and integrating all of the activities necessary to build, sustain and improve their ability to mitigate, prevent, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism or other human-made disasters.

In 2013 the San Bernardino County Office of Emergency Services (OES) collaborated with the Emergency Managers in all 24 incorporated Cities/Towns within the San Bernardino County Operational Area (OA) to develop a strategic planning framework designed to assist jurisdictions in identifying their level of readiness in various areas of emergency management. Assisting the local jurisdictions in creating viable emergency management programs is

essential because the OA relies on the close coordination and communication among all Emergency Managers in both routine planning and training and during times of major emergencies and disasters.

### Town Contribution and Status

Town staff participated in the strategic planning process by attending the planning workshops and providing input on the goals, objectives and implementation strategies for the Strategic Plan. Staff also assessed the level of readiness of the Town's Emergency Management Program in 14 different program elements and identified items that have been completed, are in progress or are not yet started. This assessment is included in the attached Combined OA Baseline Matrix.

In August 2015, San Bernardino County OES asked each jurisdiction to complete a Jurisdictional Reporting Tool identifying the level of readiness in the 14 program elements since the initial assessment done in 2013. As indicated in the attached Reporting Tool, staff has made significant improvements specifically in the areas of training and exercise by taking advantage of grant funds and providing Town personnel the opportunity to attend CSTI (California Specialized Training Institute) where they can take a hands-on approach to emergency management by participating in a series of exercises culminating in a realistic earthquake simulation as a member of an emergency management team.

In addition, an on-site all staff SEMS/NIMS (Standardized Emergency Management System/National Incident Management System) combined course was held in May of this year, with the assistance of CSTI, which helped provide essential emergency management concepts to Town staff.

Staff continues to work toward the remaining goals and objectives identified in the matrix so as to address the specific areas not yet completed.

### Other Emergency Management Updates

#### **Morongo Basin First Responders Meeting**

In February 2015 the Town hosted the first Morongo Basin First Responders Meeting, in which representatives from the Basin's law enforcement agencies, fire departments, school district, utility companies, Caltrans, cities, etc. were able to meet, network and keep up-to-date on what is happening within the Morongo Basin.

The group's second meeting was held in August 2015 and representatives from the Joshua

Tree National Park, Copper Mountain College, 29 Palms Marine Base, San Bernardino County OES, and County Public Health joined the group. This meeting focused on discussions related to the recent Lake Fire and I-10 closure that affected the Morongo Basin. As designed, this meeting provided a venue for various first responder agencies to reflect on what went right and identify what needed improvement on handling these two very different incidents. The meeting was very well received and the next meeting is scheduled for February 2016.

### **The Great ShakeOut Drill**

The Great ShakeOut Drill is held annually on the third Thursday of October. Great ShakeOut Earthquake Drills are an annual opportunity for people in homes, schools, and organizations to practice what to do during earthquakes, and to improve preparedness. The main goal of the ShakeOut drill is to get people prepared for major earthquakes, allowing them to use the ShakeOut as an opportunity to learn what to do before, during, and after an earthquake.

This year's ShakeOut is scheduled for 10:15 a.m. on October 15, 2015 where anyone participating should Drop, Cover, and Hold On as if there were a major earthquake occurring at that very moment, and stay in this position for at least 60 seconds.

This ShakeOut drill is held worldwide and last year over 26.5 million people participated. The Town of Yucca Valley participates in the Great ShakeOut drill each year by practicing full building evacuation drills at each town location. In addition this year, staff will receive fire extinguisher training to become better prepared in the event of a fire.

Finally, for the fourth year in a row, the Town will be hosting a booth at the Preparedness Day Event being held in the Wal-Mart Parking lot on Saturday October 10<sup>th</sup> from 10:00 a.m. - 2:00 p.m. This safety preparedness event will have booths hosted by various first responder agencies such as: law enforcement, fire department, utilities, CERT (Community Emergency Response Team), Amateur Radio Operators, etc. providing information on how to prepare for, respond to and recover from emergency situations.

### **Social Media**

The Town of Yucca Valley has been utilizing social media, specifically Facebook and Twitter, to provide updates and emergency notifications to residents. A recent example of how well social media works is evident with the Lake Fire incident, where the Town utilized Facebook and Twitter to notify residents of evacuation orders in the Pioneertown area and identified shelter locations. That one post alone reached 14,513 people, had over 50 Likes, and was shared 184 times, making it the most far-reaching post the Town has ever had.

Reaching over 14,000 people with a single post was an accomplishment especially given the

fact that as of June 1, 2015 the Town's Facebook page only had 1,219 Likes. As of the date of this staff report, the Town's Facebook page now has 1,459 Likes. In addition, the Town's Twitter account had 10 Followers as of June 1, 2015 and as of the date of this staff report now has 78 Followers. The Town will continue to utilize social media to provide updates, and more importantly, emergency notifications to residents.

**Alternatives:** None recommended

**Fiscal impact:** None with this item

**Attachments:**

9 15 15 Combined OA Baseline Matrix

9 15 15 Jurisdiction Reporting Tool



photo courtesy of michael h j c

# San Bernardino County Operational Area Emergency Management Coordination Plan Combined Baseline Matrix

*September 23, 2013*



# FEMA



## Overview

The San Bernardino County Operational Area (OA) Emergency Management Coordination Plan Combined Baseline Matrix is used in conjunction with the San Bernardino County OA Emergency Management Coordination Plan Baseline Matrix Guide to establish an emergency management program baseline for all the jurisdictions within the OA.<sup>1</sup>

The combined matrix lists basic elements that comprise a complete emergency management program for the jurisdictions in the San Bernardino County OA. Individual emergency management program elements were identified and developed based on research of various documents published by both governmental and nongovernmental organizations, using the core capabilities as a foundation. For each program element listed, the corresponding core capability is included.

The program elements were developed to create an essential baseline for all the jurisdictional emergency management programs in the San Bernardino County OA. As the OA continues to develop the program over time, additional program elements may be identified and added.

The program elements are organized into the following categories:

- Administration
- Laws and authorities
- Operational planning
- Emergency Operations Center (EOC)
- Hazard and risk identification
- Hazard mitigation
- Resource management and logistics
- Communications and warning
- Public information
- Crisis communications
- Community Outreach and Education
- Training
- Exercises
- Grants

When completing the baseline matrix, the emergency managers classified the program elements for their jurisdiction as complete/fully implemented (colored green and marked with an “A”), in progress/not fully implemented (colored yellow and marked with a “B”), or not started (colored blue and marked with a “C”). This information was collated into a single combined baseline matrix for the OA.

<sup>1</sup> Note: An OA baseline matrix was not received for Grand Terrace.

**San Bernardino County Operational Area Emergency Management Coordination Plan  
Combined Baseline Matrix**

OA Program Element (Core Capability)	County	Adelanto	Town of Apple Valley	Barstow	Big Bear	Chino	Chino Hills	Colton	Fontana	Grand Terrace	Hesperia	Highland	Loma Linda	Montclair	Needles	Ontario	Rancho Cucamonga	Redlands	Rialto	San Bernardino	Twenty-nine Palms	Upland	Victorville	Yucaipa	Town of Yuca Valley	San Manuel	
<b>1. Administration</b>																											
1.1. Develop and adopt an executive policy or vision statement (Operational Coordination)	A	B	A	B	A	C	A	A	B		C	C	A	C	B	A	A	B	C	B	C	A	B	A	A	A	
1.2. Develop and maintain leadership commitment (Operational Coordination)	A	C	A	B	A	B	A	A	A		A	B	A	B	A	A	A	A	C	A	C	B	B	A	B	A	
1.3. Develop and implement multi-year strategic plan (Operational Coordination)	B	C	B	B	C	A	B	B	C		C	C	B	C	B	B	A	C	C	C	C	B	C	B	C	B	
1.4. Develop and implement a documented system and schedule for program evaluation (Operational Coordination)	A	C	B	C	C	C	C	B	C		B	C	B	C	B	A	A	C	C	C	C	B	C	A	C	B	
1.5. Design and implement a designated emergency management agency, department, or office (Operational Coordination)	A	B	A	A	B	A	A	A	A		A	A	A	A	A	A	A	A	B	A	A	B	A	A	A	A	
1.6. Designate an individual to direct, manage, and execute the emergency management program (Operational Coordination)	A	A	A	A	A	A	A	A	A		A	A	A	B	A	A	A	A	A	A	A	B	A	A	B	A	
1.7. Develop and implement a documented process for advisory committee involvement in the emergency management program (Planning)	A	C	A	C	C	C	B	C	B		A	C	A	C	A	A	A	A	C	B	A	C	B	C	B	A	

Attachment: 9 15 15 Combined OA Baseline Matrix (1164 : Emergency Management Update)

**San Bernardino County Operational Area Emergency Management Coordination Plan  
Combined Baseline Matrix**

OA Program Element (Core Capability)	County	Adelanto	Town of Apple Valley	Barstow	Big Bear	Chino	Chino Hills	Colton	Fontana	Grand Terrace	Hesperia	Highland	Loma Linda	Montclair	Needles	Ontario	Rancho Cucamonga	Redlands	Rialto	San Bernardino	Twenty-nine Palms	Upland	Victorville	Yucaipa	Town of Yucca Valley	San Manuel	
1.8. Develop and implement an advisory committee meeting schedule (Planning)	A	C	A	C	C	C	B	C	C		A	C	A	C	B	A	A	A	C	C	C	C	C	B	C	A	
1.9. Develop and implement a program budget and schedule (Planning)	A	C	A	B	C	A	B	A	B		A	B	A	B	C	B	A	C	C	B	C	B	C	A	A	A	
1.10. Develop and implement a financial and administrative procedures for cost recovery (Operational Coordination)	A	B	A	B	A	B	B	C	C		C	B	C	B	A	B	A	C	B	C	A	B	B	A	A	A	
1.11. Develop and implement a records management system (Operational Coordination)	A	B	A	B	A	B	C	C	B		A	B	A	A	A	B	A	C	B	B	A	A	B	A	B	A	
1.12. Adopt and implement an incident management system (Operational Coordination)	A	C	A	A	A	B	B	A	A		A	A	A	A	A	B	A	C	B	A	A	A	B	B	A	A	
1.13. Develop and implement mutual aid agreements (Operational Coordination)	A	B	B	A	A	B	B	B	A		C	B	B	A	A	B	A	C	A	A	A	A	C	B	A	A	
<b>Comments:</b>																											
<b>2. Laws and Authorities</b>																											
2.1. Comply with applicable legislation, regulations, directives, and policies (Operational Coordination)	A	C	B	A	A	A	A	A	A		A	B	A	A	A	A	A	C	B	A	A	B	B	A	A	A	

Attachment: 9 15 15 Combined OA Baseline Matrix (1164 : Emergency Management Update)

**San Bernardino County Operational Area Emergency Management Coordination Plan  
Combined Baseline Matrix**

OA Program Element (Core Capability)	County	Adelanto	Town of Apple Valley	Barstow	Big Bear	Chino	Chino Hills	Colton	Fontana	Grand Terrace	Hesperia	Highland	Loma Linda	Montclair	Needles	Ontario	Rancho Cucamonga	Redlands	Rialto	San Bernardino	Twenty-nine Palms	Upland	Victorville	Yucaipa	Town of Yucca Valley	San Manuel	
2.2. Develop and implement a process for identifying and addressing legislative and regulatory changes (Operational Coordination)	A	C	B	A	B	B	B	C	A		A	B	C	A	A	A	A	C	C	A	A	B	C	A	C	A	
<b>Comments:</b>																											
<b>3. Operational Planning</b>																											
3.1. Develop and implement an emergency operations plan (EOP) (Planning)	A	A	A	A	A	A	A	A	A		A	A	A	A	A	A	A	B	A	A	A	B	B	A	A	A	
3.2. Develop and implement a local hazard mitigation plan (HMP) (Planning)	A	A	A	A	A	A	A	A	A		A	B	A	A	A	A	A	B	B	A	B	B	B	A	A	A	
3.3. Develop and implement a recovery plan (Planning)	B	B	A	B	B	C	C	B	C		A	A	B	B	A	B	C	C	B	C	A	B	C	A	A	A	
3.4. Develop and implement a continuity of operations plan (COOP) (Planning)	A	B	B	B	B	C	C	A	A		A	B	A	B	A	B	A	C	C	A	A	B	C	A	A	A	
3.5. Develop and implement a continuity of government (COG) plan (Planning)	A	B	B	B	B	C	B	B	A		A	A	B	B	A	B	A	C	C	A	A	B	B	A	A	A	
3.6. Develop and implement standard operating procedures (SOPs) (Operational Coordination)	B	A	A	B	C	B	B	B	B		A	B	B	A	A	B	A	C	C	B	A	B	C	A	A	A	
3.7. Develop and implement employee assistance and support (Planning)	B	B	B	B	B	B	B	B	C		A	B	B	B	A	B	A	C	C	C	A	B	C	C	C	A	

Attachment: 9 15 15 Combined OA Baseline Matrix (1164 : Emergency Management Update)

San Bernardino County Operational Area Emergency Management Coordination Plan  
 Combined Baseline Matrix

OA Program Element (Core Capability)	County	Adelanto	Town of Apple Valley	Barstow	Big Bear	Chino	Chino Hills	Colton	Fontana	Grand Terrace	Hesperia	Highland	Loma Linda	Montclair	Needles	Ontario	Rancho Cucamonga	Redlands	Rialto	San Bernardino	Twenty-nine Palms	Upland	Victorville	Yucaipa	Town of Yucca Valley	San Manuel	
3.8. Develop and implement a strategy among disciplines to coordinate emergency management activities (Operational Coordination)	A	B	B	B	B	B	B	B	B		A	B	B	A	A	B	A	C	B	B	A	B	C	A	B	A	
3.9. Develop and implement procedures to exchange information among internal and external stakeholders (Intelligence and Information Sharing)	A	C	B	B	B	B	C	B	A		A	B	B	B	A	B	A	C	C	A	A	B	C	A	C	A	
<b>Comments:</b>																											
<b>4. Emergency Operations Center (EOC)</b>																											
4.1. Designate a primary and alternate EOC (Operational Coordination)	A	A	A	A	A	A	A	A	B		A	A	A	A	A	A	A	A	B	C	A	B	B	A	A	A	
<b>Comments:</b>																											
<b>5. Hazard and Risk Identification</b>																											
5.1. Identify natural and human-caused hazards that impact the jurisdiction (Threats and Hazard Identification)	A	B	A	B	A	A	A	A	A		A	A	A	A	A	A	A	B	B	A	B	B	C	A	A	A	
<b>Comments:</b>																											
<b>6. Hazard Mitigation</b>																											
6.1. Develop and implement a mitigation program to eliminate or mitigate the effects of hazards (Long-term vulnerability Reduction)	A	C	B	B	A	A	B	A	B		A	A	A	A	A	B	A	C	B	B	B	B	C	A	A	A	

Attachment: 9 15 15 Combined OA Baseline Matrix (1164 : Emergency Management Update)

**San Bernardino County Operational Area Emergency Management Coordination Plan  
Combined Baseline Matrix**

OA Program Element (Core Capability)	County	Adelanto	Town of Apple Valley	Barstow	Big Bear	Chino	Chino Hills	Colton	Fontana	Grand Terrace	Hesperia	Highland	Loma Linda	Montclair	Needles	Ontario	Rancho Cucamonga	Redlands	Rialto	San Bernardino	Twenty-nine Palms	Upland	Victorville	Yucaipa	Town of Yucca Valley	San Manuel	
<b>Comments:</b>																											
<b>7. Resource Management and Logistics</b>																											
7.1. Establish and update a resource management system (Operational Coordination)	B	B	A	A	A	C	B	B	B		B	B	B	B	A	B	B	C	B	B	B	B	C	B	B	B	
7.2. Develop and implement a system for obtaining internal and external resources (Operational Coordination)	A	B	A	A	A	B	C	C	B		B	B	C	A	A	B	B	C	B	B	B	B	C	B	B	A	
7.3. Develop and implement a donations resource management system (Operational Coordination)	B	C	A	A	B	C	C	C	C		C	C	B	C	A	C	B	C	C	C	C	B	C	C	C	B	
7.4. Develop and implement a disaster volunteer management system (Operational Coordination)	B	C	A	A	B	C	C	B	B		B	C	B	C	B	C	A	B	C	B	A	A	C	C	B	A	
<b>Comments:</b>																											
<b>8. Communications and Warning</b>																											
8.1. Develop and maintain a communications system for internal and external stakeholders (Operational Communications)	A	B	A	B	B	A	B	B	B		A	B	B	A	A	B	A	B	B	B	A	B	C	A	A	A	
8.2. Test communications system (Operational Communications)	A	C	A	B	B	A	B	B	B		B	B	B	A	A	B	A	C	C	B	A	A	C	A	A	A	

Attachment: 9 15 15 Combined OA Baseline Matrix (1164 : Emergency Management Update)

San Bernardino County Operational Area Emergency Management Coordination Plan  
 Combined Baseline Matrix

OA Program Element (Core Capability)	County	Adelanto	Town of Apple Valley	Barstow	Big Bear	Chino	Chino Hills	Colton	Fontana	Grand Terrace	Hesperia	Highland	Loma Linda	Montclair	Needles	Ontario	Rancho Cucamonga	Redlands	Rialto	San Bernardino	Twenty-nine Palms	Upland	Victorville	Yucaipa	Town of Yucca Valley	San Manuel	
8.3. Develop and maintain a notification system to alert and relay warnings to key personnel (Operational Communications)	A	C	B	B	B	B	B	B	B		A	B	B	A	A	B	A	B	B	B	A	A	C	A	B	A	
8.4. Test notification system (Operational Communications)	A	C	B	B	B	B	B	C	B		B	B	C	B	A	B	A	C	C	B	A	A	C	A	C	A	
8.5. Develop and maintain an emergency warning system to the public (Operational Communications)	A	C	C	B	B	A	A	B	B		A	B	B	A	A	B	A	B	B	B	C	B	C	A	C	B	
8.6. Test emergency warning system (Operational Communications)	B	C	C	C	B	A	A	C	B		A	B	C	A	A	B	A	C	C	B	C	B	C	A	C	B	
8.7. Develop and maintain communications, notification, and emergency warning operating procedures (Operational Communications)	A	C	B	C	B	A	B	C	B		B	C	C	B	A	B	A	B	C	B	A	B	C	A	C	A	
<b>Comments:</b>																											
<b>9. Public Information</b>																											
9.1. Develop and implement a public information system (Operational Communications)	A	C	A	B	B	A	A	B	A		A	B	B	A	A	A	A	A	B	A	A	B	C	A	B	B	
<b>Comments:</b>																											

Attachment: 9 15 15 Combined OA Baseline Matrix (1164 : Emergency Management Update)

**San Bernardino County Operational Area Emergency Management Coordination Plan  
Combined Baseline Matrix**

OA Program Element (Core Capability)	County	Adelanto	Town of Apple Valley	Barstow	Big Bear	Chino	Chino Hills	Colton	Fontana	Grand Terrace	Hesperia	Highland	Loma Linda	Montclair	Needles	Ontario	Rancho Cucamonga	Redlands	Rialto	San Bernardino	Twenty-nine Palms	Upland	Victorville	Yucaipa	Town of Yuca Valley	San Manuel	
<b>10. Crisis Communications</b>																											
10.1. Develop and implement a joint information system (Operational Communications)	A	B	B	B	A	B	C	C	A		B	B	C	C	A	A	B	A	C	A	A	B	C	A	A	A	
10.2. Designate a primary and alternate joint information center (Operational Communications)	A	B	B	B	A	B	C	C	A		B	B	C	C	A	A	B	A	C	A	A	B	C	A	A	A	
10.3. Designate and train public information spokespersons (Operational Communications)	B	B	B	B	A	B	A	A	A		B	A	B	B	B	A	A	A	B	A	B	B	C	A	A	B	
	<b>Comments:</b>																										
<b>11. Public Outreach and Education</b>																											
11.1. Develop and implement an outreach and education program (Planning)	B	C	A	B	B	A	B	B	A		A	B	B	B	A	C	A	B	C	C	A	B	C	A	C	B	
	<b>Comments:</b>																										
<b>12. Training</b>																											
12.1. Develop and implement a training program (Operational Coordination)	A	A	A	A	B	B	B	B	C		B	C	B	B	A	B	A	B	B	C	A	B	C	B	B	B	
12.2. Conduct training (Operational Coordination)	A	B	A	A	B	A	B	B	C		B	B	B	A	A	A	A	B	C	C	B	B	C	B	B	B	
12.3. Maintain training records (Operational Coordination)	A	B	A	A	B	A	A	A	C		A	B	A	A	A	A	A	B	C	C	B	B	B	B	B	B	
	<b>Comments:</b>																										

Attachment: 9 15 15 Combined OA Baseline Matrix (1164 : Emergency Management Update)

San Bernardino County Operational Area Emergency Management Coordination Plan  
 Combined Baseline Matrix

OA Program Element (Core Capability)	County	Adelanto	Town of Apple Valley	Barstow	Big Bear	Chino	Chino Hills	Colton	Fontana	Grand Terrace	Hesperia	Highland	Loma Linda	Montclair	Needles	Ontario	Rancho Cucamonga	Redlands	Rialto	San Bernardino	Twenty-nine Palms	Upland	Victorville	Yucaipa	Town of Yucca Valley	San Manuel	
<b>13. Exercises</b>																											
13.1. Develop and implement an exercise program (Operational Coordination)	A	B	A	A	B	A	B	B	C		A	B	B	B	B	B	A	B	B	C	B	B	C	B	B	B	
13.2. Conduct exercises (Operational Coordination)	A	B	A	A	B	A	B	B	C		B	B	B	A	B	A	A	B	B	C	B	B	C	B	B	B	
13.3. Develop and implement a corrective actions process (Operational Coordination)	A	B	A	A	B	A	B	A	C		B	C	A	A	B	A	A	B	C	C	B	B	C	B	B	B	
<b>Comments:</b>																											
<b>14. Grants</b>																											
14.1. Apply for and administer emergency management grant funding (Planning)	A	A	A	C	B	A	A	A	B		A	C	A	A	A	A	A	A	C	A	C	A	C	A	A	C	
14.2. Develop and implement a grants tracking, monitoring and accountability program (Planning)	A	A	A	C	A	A	B	A	B		A	C	A	A	A	A	A	B	C	B	C	A	C	A	A	A	
<b>Comments:</b>																											

Attachment: 9 15 15 Combined OA Baseline Matrix (1164 : Emergency Management Update)

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Attachment: 9 15 15 Combined OA Baseline Matrix (1164 : Emergency Management Update)

San Bernardino County Operational Area Strategic Plan

**Emergency Management Reporting Tool**  
**Jurisdiction: Town of Yucca Valley**  
**August 2015**

OA Emergency Program Standard Program Element Objective (Core Capability) <i>[Do not respond to highlighted prioritized objectives]</i>	Provide the status that applies to the level of work completed by your jurisdiction on each prioritized program element objective.			Milestone Completion Deadline	Measurement Intervals
	Completed	In progress	Not started		
<b>1. Administration</b>					
1.1. Develop and adopt an executive policy or vision statement (Operational Coordination)	X				
1.2. Develop and maintain leadership commitment (Operational Coordination)	X				
1.3. Develop and implement a multi-year strategic plan (Operational Coordination)	Approved by OACC 5/1/14	(Need Letters of Concurrence from 4 of 24 Cities/Towns)		Year 1/FY14	Completed re Strategic Plan. Quarterly re Letters of Concurrence.
1.4. Develop and implement a documented system and schedule for program evaluation (Operational Coordination)		X			
1.5. Design and implement a designated emergency management agency, department, or office (Operational Coordination)	X				

Attachment: 9 15 15 Jurisdiction Reporting Tool (1164 : Emergency Management Update)

SBCOA Strategic Plan Emergency Management Reporting Tool

OA Emergency Program Standard Program Element Objective (Core Capability) [Do not respond to highlighted prioritized objectives]	Provide the status that applies to the level of work completed by your jurisdiction on each prioritized program element objective.			Milestone Completion Deadline	Measurement Intervals
	Completed	In progress	Not started		
1.6. Designate an individual to direct, manage, and execute the emergency management program (Operational Coordination)	X				
1.7. Develop and implement a documented process for advisory committee involvement in the emergency management program. (Planning)		X			
1.8. Develop and implement an advisory committee meeting schedule. (Planning)			X		
1.9. Develop and implement a program budget and schedule. (Planning)	X				
1.10. Develop and implement financial and administrative procedures for cost recovery. (Operational Coordination)		Cost Recovery SOG In progress by OA Ad-Hoc Committee		Year 1/ FY14; tentative completion December 2015	Monthly
1.10.1. Form a committee and begin developing SOPs. (C.1.1)	Committee formed June 2014				COMPLETED
1.10.2. Develop and submit basic SOPs for approval. (C.1.2)		In progress as part of SOG		Year 1/FY14; tentative completion December 2015	Monthly
1.10.3. Update SOPs. (C.1.3)		In progress as part of SOG		Year 1/FY14; tentative completion December 2015	Monthly

Attachment: 9 15 15 Jurisdiction Reporting Tool (1164 : Emergency Management Update)

SBCOA Strategic Plan Emergency Management Reporting Tool

OA Emergency Program Standard Program Element Objective (Core Capability) <i>[Do not respond to highlighted prioritized objectives]</i>	Provide the status that applies to the level of work completed by your jurisdiction on each prioritized program element objective.			Milestone Completion Deadline	Measurement Intervals
	Completed	In progress	Not started		
1.10.4. Develop and implement training. (C.2.1)	Related training offered to OA in January, April and May 2015			Year 1/FY14	COMPLETED
1.10.5. Develop and implement tracking tool. (C.2.2)		In progress as part of SOG		Year 1/FY14; tentative completion December 2015	Monthly
1.10.6. Develop and implement records management system. (C.3.1)		In progress as part of SOG		Year 1/FY14; tentative completion December 2015	Monthly
1.10.7. Review and revise records management system. (C.3.2)		In progress as part of SOG		Year 1/FY14; tentative completion December 2015	Monthly
1.11. Develop and implement a records management system. (Operational Coordination)	X				
1.12. Adopt and implement an incident management system. (Operational Coordination)	X				
1.13. Develop and implement mutual aid agreements. (Operational Coordination)	X				

Attachment: 9 15 15 Jurisdiction Reporting Tool (1164 : Emergency Management Update)

SBCOA Strategic Plan Emergency Management Reporting Tool

OA Emergency Program Standard Program Element Objective (Core Capability) <i>[Do not respond to highlighted prioritized objectives]</i>	Provide the status that applies to the level of work completed by your jurisdiction on each prioritized program element objective.			Milestone Completion Deadline	Measurement Intervals
	Completed	In progress	Not started		
<b>2. Laws and Authorities</b>					
2.1. Comply with applicable legislation, regulations, directives, and policies. (Operational Coordination)	X				
2.2. Develop and implement a process for identifying and addressing legislative and regulatory changes. (Operational Coordination)		X			
<b>3. Operational Planning</b>					
3.1. Develop and implement an emergency operations plan (EOP). (Planning)	X				
3.2. Develop and implement a local hazard mitigation plan (HMP). (Planning)		Step #1: Submit FY15 HSGP funding for consultant		Year 2/FY15; tentative completion December 2016	Monthly
3.3. Develop and implement a recovery plan. (Planning)		OES Planners developing a County Disaster Recovery Plan and City/Town Template		Year 1/FY14; tentative completion December 2015	Monthly
3.4. Develop and implement a continuity of operations plan (COOP). (Planning)	X				
3.5. Develop and implement a continuity of government (COG) plan. (Planning)	X				

Attachment: 9 15 15 Jurisdiction Reporting Tool (1164 : Emergency Management Update)

SBCOA Strategic Plan Emergency Management Reporting Tool

OA Emergency Program Standard Program Element Objective (Core Capability) <i>[Do not respond to highlighted prioritized objectives]</i>	Provide the status that applies to the level of work completed by your jurisdiction on each prioritized program element objective.			Milestone Completion Deadline	Measurement Intervals
	Completed	In progress	Not started		
3.6. Develop and implement EOC standard operating procedures (SOPs). <i>(Operational Coordination)</i>		OES Planners developing County EOC SOPs and City/Town template		Year 2/FY15; completion date June 2016	Quarterly
3.7. Develop and implement employee assistance and support. <i>(Planning)</i>			X		
3.8. Develop and implement a strategy among disciplines to coordinate emergency management activities. <i>(Operational Coordination)</i>	X				
3.9. Develop and implement procedures to exchange information among internal and external stakeholders. <i>(Intelligence and Information Sharing)</i>		X			
<b>4. Emergency Operations Center (EOC)</b>					
4.1. Designate a primary and alternate EOC. <i>(Operational Coordination)</i>	X				
4.2. Ensure local EOC is capable of supporting response and recovery activities that are consistent with SEMs/NIMS. <i>(Operational Coordination)</i>				Year 3/FY16	
<b>5. Hazard and Risk Identification</b>					
5.1. Identify natural and human-caused hazards that impact the jurisdiction. <i>(Threats and Hazard Identification)</i>	X				

Attachment: 9 15 15 Jurisdiction Reporting Tool (1164 : Emergency Management Update)

SBCOA Strategic Plan Emergency Management Reporting Tool

OA Emergency Program Standard Program Element Objective (Core Capability) <i>[Do not respond to highlighted prioritized objectives]</i>	Provide the status that applies to the level of work completed by your jurisdiction on each prioritized program element objective.			Milestone Completion Deadline	Measurement Intervals
	Completed	In progress	Not started		
<b>6. Hazard Mitigation</b>					
6.1. Develop and implement a mitigation program to eliminate or mitigate the effects of hazards. <i>(Long-term vulnerability Reduction)</i>	X				
<b>7. Resource Management and Logistics</b>					
7.1. Establish and update a resource management system. <i>(Operational Coordination)</i>				Year 5/FY18	
7.2. Develop and implement a system for obtaining internal and external resources. <i>(Operational Coordination)</i>		X			
7.3. Develop and implement a donations resource management system. <i>(Operational Coordination)</i>				Year 4/FY17	
7.4. Develop and implement a disaster volunteer management system. <i>(Operational Coordination)</i>				Year 4/FY17	
<b>8. Communications and Warning</b>					
8.1. Develop and maintain a communications system for internal and external stakeholders. <i>(Operational Communications)</i>				Year 4/FY17	

Attachment: 9 15 15 Jurisdiction Reporting Tool (1164 : Emergency Management Update)

SBCOA Strategic Plan Emergency Management Reporting Tool

OA Emergency Program Standard Program Element Objective (Core Capability) <i>[Do not respond to highlighted prioritized objectives]</i>	Provide the status that applies to the level of work completed by your jurisdiction on each prioritized program element objective.			Milestone Completion Deadline	Measurement Intervals
	Completed	In progress	Not started		
8.2. Test communications system. (Operational Communications)				Year 4/FY17	
8.3. Develop and maintain a notification system to alert and relay warnings to key personnel. (Operational Communications)				Year 4/FY17	
8.4. Test notification system. (Operational Communications)				Year 4/FY17	
8.5. Develop and maintain an emergency warning system to the public. (Operational Communications)				Year 4/FY17	
8.6. Test emergency warning system. (Operational Communications)		X			
8.7. Develop and maintain communications, notification, and emergency warning operating procedures. (Operational Communications)		X			
<b>9. Public Information</b>					
9.1. Develop and implement a public information system. (Operational Communications)	X				

Attachment: 9 15 15 Jurisdiction Reporting Tool (1164 : Emergency Management Update)

SBCOA Strategic Plan Emergency Management Reporting Tool

OA Emergency Program Standard Program Element Objective (Core Capability) <i>[Do not respond to highlighted prioritized objectives]</i>	Provide the status that applies to the level of work completed by your jurisdiction on each prioritized program element objective.			Milestone Completion Deadline	Measurement Intervals
	Completed	In progress	Not started		
<b>10. Crisis Communications</b>					
10.1. Develop and implement a joint information system. (Operational Communications)	OA JIS Plan completed	SBCOA PIO Coalition in progress.		Year 4/FY17; program started FY14 with tentative completion December 2015	COMPLETED re JIS Plan. Quarterly re development of PIO Coalition.
10.2. Designate a primary and alternate joint information center. (Operational Communications)	X				
10.3. Designate and train public information spokespersons. (Operational Communications)	X				
<b>11. Public Outreach and Education</b>					
11.1. Develop and implement an outreach and education program. (Planning)				Year 3/FY16	
<b>12. Training</b>					
12.1. Develop and implement a training program. (Operational Coordination)	On an annual basis OES conducts and encourages participation in the TEPW.	OES Planners are developing a training program curriculum to be provided to Cities/Towns.		Year 3/FY16; TEPW conducted annually; training curriculum tentative completion October 2015	COMPLETED re TEPW. Monthly re training curriculum.
12.2. Conduct training. (Operational Coordination)	X				
12.3. Maintain training records. (Operational Coordination)	X				

Attachment: 9 15 15 Jurisdiction Reporting Tool (1164 : Emergency Management Update)

SBCOA Strategic Plan Emergency Management Reporting Tool

OA Emergency Program Standard Program Element Objective (Core Capability) <i>[Do not respond to highlighted prioritized objectives]</i>	Provide the status that applies to the level of work completed by your jurisdiction on each prioritized program element objective.			Milestone Completion Deadline	Measurement Intervals
	Completed	In progress	Not started		
<b>13. Exercises</b>					
13.1. Develop and implement an exercise program. <i>(Operational Coordination)</i>	On an annual basis OES conducts and encourages participation in the TEPW.			Year 3/FY16	COMPLETED re TEPW.
13.2. Conduct exercises. <i>(Operational Coordination)</i>	X				
13.3. Develop and implement a corrective actions process. <i>(Operational Coordination)</i>		X			
<b>14. Grants</b>					
14.1. Apply for and administer emergency management grant funding. <i>(Planning)</i>	X				
14.2. Develop and implement a grants tracking, monitoring and accountability program. <i>(Planning)</i>	X				

If you have any questions, please call Cindy Serrano, SBC Fire/OES Assistant Emergency Services Manager, at 909-356-3998 or via email at [cindy.serrano@oes.sbcounty.gov](mailto:cindy.serrano@oes.sbcounty.gov)

Please submit the completed form to [sbcoa@oes.sbcounty.gov](mailto:sbcoa@oes.sbcounty.gov) by Monday, August 31, 2015. Thank you.

Attachment: 9 15 15 Jurisdiction Reporting Tool (1164 : Emergency Management Update)

## Town of Yucca Valley

### TOWN COUNCIL STAFF REPORT

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

**Date:** September 8, 2015  
**Meeting Date:** September 15, 2015

**Subject:** Allocation of Positive Net Change in Fund Balance for the Fiscal Year Ended June 30, 2015 and resulting FY2015-16 Budget Amendments for Designated Appropriations

**Recommendation:**

It is recommended that the Town Council

- o Review and provide direction to staff regarding allocation of the FY2014-15 General Fund Net Change in Fund Balance
- o Amend the 2015-16 Budget transferring \$400,000 from the General Fund to the Capital Projects Reserve Fund 800 in the Town Wide Infrastructure line item.
- o Authorize payment in the amount of \$140,000 to CalPERS to continue reducing the unfunded liability and amend the 2015-16 General Fund Budget appropriating \$140,000 of the prior year positive net change in fund balance.

**Prior Review**

Council reviewed and discussed the positive net change in Fund Balance for the fiscal year ended June 30, 2015 at the council meeting on September 1, 2015. Staff indicated that they would bring back recommendations for the allocation of the positive net change in fund balance on September 15, 2015.

**Order of Procedure**

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

## Discussion

On September 1, 2015, Council received the budget report indicating a net increase in fund balance in the general fund of \$596,000 for the fiscal year ending June 30, 2015. After project carryforwards to FY2015-16 of \$56,100, the remaining balance for allocation is \$540,000. Although the Town's financial statements are in process, based on previous council policy discussions staff presents the following recommendations for allocating the New Change in Fund Balance for review and discussion:

1. Allocate \$400,000 to Infrastructure in FY2015-16 to be used on Infrastructure/Facility projects such as the following:
  - Street Preservation - (Slurry Seal, Cap Seal, drainage, etc)
  - Yucca Trail Assessment Implementation
  - Deferred Building Maintenance
  - Streets Vehicle Replacement-Dump Truck (CARB compliance)

This allocation, when combined with the \$125,000 included in the adopted FY2015-16 budget will increase the total infrastructure contribution to 5.4% of General Fund budgeted expenditures, closer to the Council's goal of 10% annual contribution.

2. Allocate \$140,000 to the CalPERS Pension Retirement unfunded obligations allowing the earnings to reduce future projected obligations

Based on reduction of the annual contribution rate of 0.519% after the prior year's payment of \$90,000 and review of the annual actuarial report published by CalPERS in September 2015, Town staff recommends allocating \$140,000 towards the unfunded liability to moderate the impact of the new amortization methods adopted by the CalPERS Board in April 2013 that impacted rates for the first time in FY2015-16. This proposed action will reduce the Town's side fund balance accruing interest costs at CalPERS target investment rate of 7.5%.

Staff is currently reviewing the impact of a complete elimination of the remaining side fund balance of \$623,000 and will include the results of the analysis when Council reviews and approves the Town's Reserve Policy allocations in early 2016.

Final audited financial statements are in process and will be presented in December 2015. While this action will amend the FY 2014-16 adopted budget to reflect Council direction, Town staff will return to Council for specific project discussion and authorization when the infrastructure projects are ready to move forward.

**Alternatives**

None recommended for this item.

**Fiscal Impact**

The appropriation of these funds in the FY2015-16 Budget provides additional funding for the projects in the current year and will offset costs in future years.

**Attachments:**

General Fund Budget Summary Proposed Amendment  
Capital Projects Reserve Fund 800 Proposed Amendment

**Town of Yucca Valley**  
**Amended Budget**  
**FY 2014-16**  
**General Fund Summary**

2015-16 Amended Budget as of 8/4/15  
Proposed Amendment 9/15/15

	2014-15		2015-16		
	Amended Budget	Actual	Amended Budget	CF & Amendment	Amended Budget
<b>Revenues</b>					
Sales Tax	\$ 3,145,450	\$ 3,003,421	\$ 3,318,450	\$ -	\$ 3,318,450
Property Tax	4,280,881	4,395,273	4,459,240	-	4,459,240
Vehicle License Funds	15,000	8,726	15,000	-	15,000
Franchise/TOT/Interest	975,000	1,420,889	965,000	-	965,000
Animal Services	366,900	443,382	379,900	-	379,900
Community Development	289,750	288,785	324,750	-	324,750
Administrative/Other	252,717	240,910	215,050	-	215,050
Community Services	158,000	175,277	165,000	-	165,000
<b>Total Revenue</b>	<b>9,483,698</b>	<b>9,976,663</b>	<b>9,842,390</b>	<b>-</b>	<b>9,842,390</b>
<b>Expenditures</b>					
Personnel Services	3,152,725	3,023,472	3,178,610	140,000	3,318,610
Contract Safety	3,953,473	3,837,005	4,131,660	-	4,131,660
Operating Supplies and Services	2,350,557	1,871,474	2,302,717	34,150	2,336,867
Contracts and Partnerships	88,000	87,887	102,000	-	102,000
Capital Projects	96,476	99,557	61,700	21,950	83,650
<b>Total Expenditures</b>	<b>9,641,231</b>	<b>8,919,395</b>	<b>9,776,687</b>	<b>196,100</b>	<b>9,972,787</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(157,533)</b>	<b>1,057,268</b>	<b>65,703</b>	<b>(196,100)</b>	<b>(130,397)</b>
<b>Other Financing Sources (Uses)</b>					
Transfer from DIF- Animal Shelter Facility	54,000	54,000	54,000		54,000
Transfer from Capital Projects Fund-Shelter	-	-	-		-
Transfer from Catastrophic Reserve to 515					-
Transfer to Capital Projects Fund-Infrastructure	(515,000)	(515,000)	(125,000)	(400,000)	(525,000)
<b>Total Other Sources (Uses) of Funds</b>	<b>(461,000)</b>	<b>(461,000)</b>	<b>(71,000)</b>	<b>(400,000)</b>	<b>(471,000)</b>
<b>Increase (Decrease) in Fund Balance</b>	<b>(618,533)</b>	<b>596,268</b>	<b>(5,297)</b>	<b>(596,100)</b>	<b>(601,397)</b>
<b>Beginning Fund Cash Balance</b>	<b>7,660,272</b>	<b>7,660,272</b>	<b>8,256,540</b>		<b>8,256,540</b>
<b>Ending Fund Balance</b>	<b>7,041,739</b>	<b>8,256,540</b>	<b>8,251,243</b>		<b>7,655,143</b>
<b>Reserve Balance Summary</b>					
Undesignated Reserves	4,741,739	5,850,817	5,926,243		5,330,143
Nonspendable	625,000	620,910	560,000		560,000
Restricted	375,000	384,813	365,000		365,000
Designated Risk Management	200,000	300,000	300,000		300,000
Designated Catastrophic	1,000,000	1,000,000	1,000,000		1,000,000
Designated Accrued Leave	100,000	100,000	100,000		100,000
<b>Ending Fund Balance</b>	<b>\$ 7,041,739</b>	<b>\$ 8,256,540</b>	<b>\$ 8,251,243</b>		<b>\$ 7,655,143</b>
<b>Operating Reserves (% of Expenditures)</b>	<b>49%</b>	<b>66%</b>	<b>61%</b>		<b>53%</b>

Attachment: General Fund Budget Summary Proposed Amendment (1161 : Prior Year Excess Designation)

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

Proposed Amendment 9/15/15

	2014-15		2015-16	
	Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>800 - Capital Projects Reserve</b>				
<b>RECEIPTS</b>				
Successor Agency- Bond Proceeds- 4702	\$ 410,000	\$ 423,122	\$ -	\$ 615,000
Capital Projects Reimbursements	-	1,020	-	-
<b>TOTAL RECEIPTS</b>	<b>410,000</b>	<b>424,142</b>	<b>-</b>	<b>615,000</b>
<b>EXPENDITURES</b>				
Indirect Cost	-	-	-	-
Specialized Professional Services	-	-	-	165,000
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>165,000</b>
<b>CAPITAL OUTLAY</b>				
Construction Projects	460,000	-	-	1,035,000
Capital Replacement	64,000	37,988	134,000	165,000
Capital Maintenance	64,960	33,736	150,000	1,242,224
<b>TOTAL CAPITAL OUTLAY</b>	<b>588,960</b>	<b>71,724</b>	<b>284,000</b>	<b>2,442,224</b>
<b>OPERATING TRANSFERS IN (OUT)</b>				
Transfer OUT - Fund 001      001.40.45-Animal Shelter			-	-
Transfer IN - Fund 001	15,000	15,000	150,000	525,000
Transfer OUT- Fund 527	(91,400)	-	-	-
Transfer IN - Fund 540	-	-	-	-
Transfer IN (OUT) - Fund 350	(19,329)	-	-	-
Transfer IN - Fund 001                      FY13-14	500,000	500,000	-	-
<b>TOTAL OPERATING TRANSFERS IN(OUT)</b>	<b>404,271</b>	<b>515,000</b>	<b>150,000</b>	<b>525,000</b>
<b>INCREASE (DECREASE) IN FUND BALANCE</b>				
	<b>225,311</b>	<b>867,418</b>	<b>(134,000)</b>	<b>(1,467,224)</b>
Unassigned Cap Reserve Fund	549,253	549,253	951,671	951,671
Town Wide Infrastructure Reserve 13-14	170,000	170,000	170,000	170,000
Town Wide Infrastructure Reserve 13-14 excess	-	-	400,000	400,000
Town Wide Infrastructure Reserve 14-15	-	-	15,000	15,000
Town Wide Infrastructure Reserve 15-16	-	-	-	-
Specialized Professional Services Reserve	-	-	100,000	100,000
Animal Shelter Reserve	100,000	100,000	50,000	50,000
<b>BEGINNING FUND BALANCE</b>	<b>819,253</b>	<b>819,253</b>	<b>1,686,671</b>	<b>1,686,671</b>
Unassigned Cap Reserve Fund	309,564	951,671	1,332,671	219,447
Town Wide Infrastructure Reserve 13-14	170,000	170,000	170,000	-
Town Wide Infrastructure Reserve 13-14 excess	400,000	400,000	-	-
Town Wide Infrastructure Reserve 14-15	15,000	15,000	-	-
Town Wide Infrastructure Reserve 15-16	-	-	-	-
Specialized Professional Services Reserve	100,000	100,000	-	-
Animal Shelter Reserve	50,000	50,000	50,000	-
<b>ENDING FUND BALANCE</b>	<b>\$ 1,044,564</b>	<b>\$ 1,686,671</b>	<b>\$ 1,552,671</b>	<b>\$ 219,447</b>

Attachment: Capital Projects Reserve Fund 800 Proposed Amendment [Revision 1] (1161 : Prior Year Excess Designation)

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

**Proposed Amendment 9/15/15**

		2014-15		2015-16	
		Amended Budget	Year-end Actual	Adopted Budget	Amended Budget
<b>800 - Capital Projects Reserve</b>					
<b>Project Detail</b>	<b>Account</b>				
<b>Construction Projects</b>					
Brehm 2 Sports Park	800 00-00 8310 3089-000	410,000	-	-	410,000
Brehm 2 Start up	800 00-00 8310 3089-001	50,000	-	-	50,000
Old Kennel Demolition	800 00-00 8310 8045-000	-	-	-	50,000
Kennel Project-DIF Portion	800 00-00 8310 8045-350	-	-	-	-
Paradise Park Improvements	800 00-00 8310 8048 809	-	-	-	25,000
Public Buildings Design/Renov	800 00-00 8310 8948 000	-	-	-	500,000
		<b>460,000</b>	<b>-</b>	<b>-</b>	<b>1,035,000</b>
<b>Capital Replacement Program</b>					
Cap Projects- Contingency	800 00-00 8310 8048 810	30,000	11,112	50,000	50,000
Town Hall Equipment Upgrade	800 00-00 8310 8048 102	20,000	20,868	-	-
Scorpio Radio Upgrades	800 00-00 8310 8017 000	-	-	-	25,000
New telephone system	800 00-00 8310 8018 000	-	-	30,000	35,000
Financial Software	800 00-00 8310 8019 000	-	-	5,000	5,000
New website	800 00-00 8310 8020 000	-	-	20,000	25,000
PEG Operations	800 00-00 8310 8029 000	-	-	20,000	25,000
Agenda Management System	800 00-00 8310 8030 000	14,000	6,008	9,000	-
		<b>64,000</b>	<b>37,988</b>	<b>134,000</b>	<b>165,000</b>
<b>Capital Maintenance Program</b>					
<b>Facilities Maintenance</b>					
Elk Trail Demolition					17,000
Town Hall Carpeting		25,000	13,776	-	11,224
		<b>25,000</b>	<b>13,776</b>	<b>-</b>	<b>28,224</b>
<b>Parks Maintenance</b>					
Community Ctr Ball Fields	800 00-00 8310 8048 819	19,960	19,960	-	-
Com Ctr in field clay		-	-	-	-
Com Ctr- Basketball resurface		-	-	-	-
Machris- infield clay	800 00-00 8310 8048 823	-	-	-	10,000
Jacobs Ten Ct Resurface	800 00-00 8310 8948 000	-	-	-	12,000
Park Picnic Tables	800 00-00 8310 8048 814	20,000	-	-	32,000
		<b>39,960</b>	<b>19,960</b>	<b>-</b>	<b>54,000</b>
<b>Public Works</b>					
Town-wide Infrastructure 13-14	800 55-59 8310 8048 815	-	-	-	170,000
Town-wide Infrastructure 13-14	800 55-59 8310 8048 815	-	-	-	400,000
Town-wide Infrastructure 14-15	800 55-59 8310 8048 815	-	-	-	15,000
Town-wide Infrastructure 15-16	800 55-59 8310 8048 815	-	-	150,000	125,000
Town-wide Infrastructure 15-16	800 55-59 8310 8048 815	-	-	-	400,000
Church/Joshua/Onaga	800 55-59 8310 8348	-	-	-	-
Sewer Connection Design	800 55-59 8310 9999	-	-	-	50,000
		<b>-</b>	<b>-</b>	<b>150,000</b>	<b>1,160,000</b>
<b>Capital Maintenance subtotal</b>		<b>64,960</b>	<b>33,736</b>	<b>150,000</b>	<b>1,242,224</b>

Attachment: Capital Projects Reserve Fund 800 Proposed Amendment [Revision 1] (1161 : Prior Year Excess Designation)

## TOWN OF YUCCA VALLEY

### TOWN COUNCIL STAFF REPORT

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

**Date:** September 10, 2015  
**Meeting Date:** September 15, 2015

**Subject:** Resolution No. 15- ; Measure I Five-Year Capital Improvement Program, 2015/2016 to 2019/2020, Measure I Expenditure Strategy

#### **Recommendation**

That the Town Council adopts the Resolution approving the Measure I Five-Year Capital Improvement Program and Expenditure Strategy for Fiscal Years 2015/2016 to 2019/2020.

#### **Prior Review**

There has been no prior Town Council review of this item. The Town is required to adopt the Measure I Capital Improvement Program annually.

#### **Executive Summary**

The Town is required to adopt a Measure I Five Year Capital Improvement Program annually. This program must identify projects, the estimated Measure I expenditures on those projects, and a brief description of projects and programs to be undertaken.

This is an administrative requirement of both the original and subsequent voter approved measures.

#### **Order of Procedure**

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

#### **Discussion**

Jurisdictions receiving Measure I program revenues must annually adopt by action of the Council a Five-Year Capital Improvement Program, which outlines the specific projects upon which those funds shall be expended.

Measure I 2010-2040 has a modified formula of funding for the program, compared to Measure

I 1990-2010. Under the new measure, seventy percent of revenue collected shall be apportioned for local street projects (with 2% reserved in a special account to be expended on Project Development and Traffic Management Systems), 25% for new Measure I Major Local Highways Program (MLHP), and 5% for Senior and Disabled Transit Service.

For this reason, a decrease in revenue going to the Local Street Program, which began in FY 2009/2010, reflects the new funding distribution approved by the voters in Measure I 2010-2040.

The regional funds, defined as 25% of total revenues, are held and allocated by SANBAG, and may only be expended (in the case of the Morongo Basin) on the state highways and major transportation links that aid regional mobility. SANBAG holds final authority over the approval of all MLHP projects.

There are extensive roadway improvement needs throughout the community which far exceed the available funds for construction or reconstruction of roadways. There are approximately 168 centerline miles of roadways within the Town's Maintained Roadway System. Most of the roadways are not improved to their ultimate widths. Additionally, many of the roadways are extremely aged and distressed as a result of having not been adequately maintained over their life span by the County. Current estimates indicate that in excess of an approximately \$15 million investment in reconstruction and rehabilitation would be necessary in order to bring all existing roadways within the maintained system up to acceptable standards. With approximately \$688,000 in Measure I roadway improvement revenues for FY 2015/2106, the Town does not have the financial ability to address all the roadway improvement needs of the existing Roadway System. Nor does the Town have sufficient existing revenue sources to add new roadways into the Maintained System.

The Town utilizes a Pavement Management System (PMS) as a guide in determining cost effective maintenance treatments, budget planning and project identification. The rationale behind the PMS is to get all pavement segments to the condition where preventative maintenance is the primary strategy being applied on a 5 to 7 year interval basis. In simple terms, it costs 1/5 to 1/10 the cost to effectively maintain a roadway segment compared to complete reconstruction costs after the pavement is 80% deteriorated and allowed to lapse into the poor and failed condition, then followed by the rehabilitation cycle.

The Hi-Desert Water District (HDWD) has caused the preparation of construction plans for the Phase I collection system which includes pulverization of existing asphalt roadways and the construction of new asphalt roadways in all locations where the collection system is placed within publicly maintained roads. Construction of the collection system is scheduled to begin in March 2016, and extend through the fall of 2018. These newly constructed roadways will need to be maintained regularly to prevent deterioration to a level which requires overlay or reconstruction.

The annual preliminary estimated cost for this maintenance program of the HDWD collection system Phase I streets only is projected as at approximately \$350,000 annually over a 7 year

period.

The District and the RWQCB are currently working on revisions to the Basin Plan, which will modify the dates for delivery of Phases II and III. Additionally, the District is discussing possible modifications to how Phases II and III are delivered, which would affect delivery dates as well. The District is also proceeding with a number of water line replacement projects in advance of the wastewater collection system construction

As illustrated, how the Town administers the Measure I program over the next several years will be best described as “flexible”, based upon HDWD’s implementation of the wastewater collection system, Phases I through III. As such, amendments to the Measure I Five-Year Capital Improvement Program during this time period are anticipated.

New initiatives in this Plan include the following.

-Yucca Trail, SR 62/Sage to La Contenta:  
Various Safety Improvements (pending final evaluation)

-Golden Bee, Acoma to Cholla:  
Design for future Road Construction

The annual slurry/cape seal program will continue to move forward, coordinated with HDWD waterline and wastewater collection system construction sequencing.

At the September 15, 2015 Town Council meeting, staff will also be presenting an overview of the proposed allocation of all other road restricted funds.

### **Alternatives**

Staff recommends no alternative actions. Plan consistency with expenditures is required for Measure I compliance review.

### **Fiscal Impact**

Adoption of the Measure I Resolution will have no financial impacts and will allow the Town to access the Measure I funds. According to SANBAG, the available Measure I funds for FY 2015/16 and the projected funds over the five year period are as indicated on the attached five-year funding schedule.

### **Attachments**

Measure I 5-Year Funding Schedule  
Measure I 2015/16 through 2019/2020 Capital Improvement Program  
Measure I Expenditure Strategy

**RESOLUTION NO 15-**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YUCCA VALLEY, CALIFORNIA, ADOPTING THE FIVE-YEAR MEASURE I CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2015/2016 TO 2019/2020.**

**WHEREAS, WHEREAS,** San Bernardino County voters approved passage of Measure I in November 2004, authorizing the San Bernardino County Transportation Authority to impose a one-half of one percent retail transactions and use tax applicable in the incorporated and unincorporated territory of the County of San Bernardino; and

**WHEREAS,** Revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plans set forth in Ordinance No. 04-1 of the Authority; and

**WHEREAS,** the Strategic Plan requires each local jurisdiction applying for revenue from the Local Streets Program to annually adopt and update a Five-Year Capital Improvement Program, and

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

**Section 1.** That the Five-Year Transportation Project List is hereby adopted, for fiscal years 2015/2016 to 2019/2020.

**Section 2.** That the Town Council adopts the Measure I Expenditure Strategy for Fiscal Year 2015/2016.

**Section 3.** That the Town Clerk of the Town of Yucca Valley is hereby directed to forward a copy of this Resolution to the San Bernardino Associated Governments.

PASSED, APPROVED AND ADOPTED THIS 15<sup>TH</sup> day of September, 2015

\_\_\_\_\_  
MAYOR

ATTEST:

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

	Fund balance as of 6/30/15	FY2015/16	FY2016/17	FY2017/18	FY2018/19	FY2019/20
<b>Fund 522-Measure I-Major Arterial</b>	574,331	-				
Carryover Balance from Prior year		574,331	480,090	480,090	-	-
Estimated Revenue		-	-	-	-	-
Planned Expenditures		94,241	-	480,090	-	-
		480,090	480,090	-	-	-
<b>Fund 523 Measure I Local Roads</b>	70,989					
Carryover Balance from Prior year		70,989	70,989	-	-	-
Estimated Revenue		-	-	-	-	-
Planned Expenditures		-	70,989	-	-	-
		70,989	-	-	-	-
<b>Fund 524 Measure I Unrestricted</b>	877,764					
Carryover Balance from Prior year		877,764	939,074	1,139,397	1,528,113	823,604
Estimated Revenue		688,162	708,806	731,843	757,457	787,755
Planned Expenditures		626,852	508,483	343,127	1,461,966	1,254,566
		939,074	1,139,397	1,528,113	823,604	356,793
Planned Expenditures		<u>(721,093)</u>	<u>(579,472)</u>	<u>(823,217)</u>	<u>(1,461,966)</u>	<u>(1,254,566)</u>
Total Planned Expenditures (5 years)		(4,840,314)				

Attachment: Measure I 5-Year Funding Schedule (1165 : Measure I Five-Year Capital Improvement Program)

TOWN OF YUCCA VALLEY MEASURE I FIVE YEAR PLAN 2015/16 TO 2019/20			
YEAR	STREET & LIMITS	IMPROVEMENT	COST EST.
2015/2016	<b>524 -UNRESTRICTED LOCAL STREET PROJECTS (68%)</b>		
	Traffic Surveys & Warrant Studies	Speed Surveys & Traffic Studies	9,000
	Annual Traffic Census	Traffic Count Analysis	7,500
	SHOPP - Minor A/Caltrans	Project Application through Caltrans	5,000
	Congestion Management Plan (CMP)	Planning & Analysis	3,500
	Utilities	Street Lights	50,000
	Signal Maintenance Contract	Maintenance	50,000
	SR62 Median Maintenance Contract	Maintenance	52,132
	Yucca Trail Safety Study	Traffic Safety Analysis	23,100
		<b>TOTAL PROGRAMS</b>	<b>200,232</b>
	Airway Ave: Paxton/Red Bluff	Slurry	11,584
	Airway Ct: Airway Ave/End	Slurry	1,033
	Avila Rd: Castro/Farello	Slurry	1,780
	Avila Rd: Farello/Cul-de-sac	Cape	12,738
	Bandera Rd: San Juan/End	Slurry	12,018
	Buena Suerte Ct: Buena Suerta Rd/End	Cape	4,250
	Buena Suerte Ln: Buena Suerte Rd/End	Cape	5,282
	Buena Suerte Rd: SR247E/Bandera	Slurry	11,513
	Buena Suerte Rd: SR247W/End	Cape	62,755
	Castro Rd: Avila/Cul-de-sac	Slurry	4,307
	Del Rio Way: Buena Suerte/End	Slurry	\$1,277
	El Cortez Rd: Buena Suerte/SR247	Slurry	1,666
	Farello Ct: Farello Rd/End	Cape	7,357
	Farello Rd: Plaza Del Amigo/SR247	Cape	63,096
	247OH: Buena Suerte/End	Cape	6,221
	Imperial Rd: Paxton/Palo Alto	Slurry	7,452
	Juarez Ct: Farello/Cul-de-sa	Cape	5,450
	Mandarin Rd: Bandera/End	Slurry	5,439
	Mirlo Ct: Mirlo Rd/End	Cape	3,829
	Mirlo Ln: Mirlo Rd/End	Cape	5,638
	Mirlo Rd: Farrelo/Buena Suerte	Cape	13,950
	Montecello Ct: Montecello Rd/End	Cape	2,918
	Montecello Ln: Montecello Rd/End	Cape	5,486
	Montecello Rd: Panchita/Cul-de-sac	Cape	23,520
	Murrietta Ave: Paxton/Cul-de-sac	Slurry	8,430
	Palo Alto Ave: Paxton/Cul-de-sac	Slurry	8,010
	Panchita Rd: Farello/Montecello	Cape	50,194
	Plaza Del Amigo Rd: Buena Suerta/End	Slurry	7,655
	Red Bluff Ave: Paxton/Buenta Suerte	Slurry	10,369
	Rome Ct: Paxton/Cul-de-sac	Slurry	2,136
	Sage Ave: Joshua Dr/Mt. View	Cape	21,599
	San Rafael Ct: San Rafeal Rd/End	Cape	5,296
	San Rafael Rd: Plaza Del Amigo/End	Cape	18,018
	San Juan Rd: SR247/End	Slurry	4,354
	Street Striping	Striping	10,000
		<b>TOTAL SLURRY/CAPE PROJECT</b>	<b>426,620</b>
	<b>522-MEASURE I MAJOR ARTERIAL PROJECTS (1990-2010 Measure I)</b>		
	Buena Vista Dr: SR247/Yucca Mesa Rd.	Slurry	94,241
		<b>TOTAL ARTERIAL PROJECTS</b>	<b>94,241</b>
		<b>TOTAL</b>	<b>721,093</b>

Attachment: Measure I 2015/16 through 2019/2020 Capital Improvement Program (1165 : Measure I Five-Year Capital Improvement Program)

TOWN OF YUCCA VALLEY MEASURE I FIVE YEAR PLAN 2015/16 TO 2019/20			
YEAR	STREET & LIMITS	IMPROVEMENT	COST EST.
2016/2017	<b>524 -UNRESTRICTED LOCAL STREET PROJECTS (68%)</b>		
	Traffic Surveys & Warrant Studies	Speed Surveys & Traffic Studies	9,000
	Annual Traffic Census	Traffic Count Analysis	7,500
	SHOPP - Minor A/Caltrans	Project Application through Caltrans	5,000
	Congestion Management Plan (CMP)	Planning & Analysis	3,500
	Utilities	Street Lights	50,000
	Signal Maintenance Contract	Maintenance	50,000
	SR62 Median Maintenance Contract	Maintenance	53,696
		<b>TOTAL PROGRAMS</b>	<b>178,696</b>
	Alaba Ave: Juarez/Cul de Sac	Slurry	3,741
	Balsa Ave: Juarez/San Andreas	Slurry	9,435
	Catalina Way: San Diego/Cul de Sac	Slurry	2,306
	Cortez Dr: Fortuna/Hermosa	Slurry	3,078
	Del Monte Ave: Santa Barbara/San Andreas	Slurry	14,471
	Emerson Ave: Ivanhoe/Joshua Lane	Slurry	3,351
	Fortuna Ave: Santa Barbara/San Andreas	Slurry	10,778
	Frontera Ave: Joshua Ln/San Andreas	Slurry	18,584
	Hermosa Ave: Santa Barbara/Cortez	Slurry	10,030
	Hidden Gold Dr: San Vicente/Cul de Sac	Slurry	12,483
	Ivanhoe Dr: Warren Vista/Cul de Sac	Slurry	2,689
	Ivanhoe Dr: San Vicente/Cul de Sac	Slurry	11,623
	Ivanhoe Dr: Emerson/Juarez	Slurry	3,640
	Juarez Dr: Warren Vista/Joshua Ln.	Slurry	27,431
	Lisbon Dr: Warren Vista/Cul de Sac	Slurry	3,099
	Lisbon Dr: Frontera/Joshua Lane	Slurry	13,567
	Ribidoux Ave: San Andreas/Lisbon	Slurry	6,622
	Ribidoux Ct: Rubidoux Ave/Cul de Sac	Slurry	2,759
	San Andreas Rd: Warren Vista/Joshua Lane	Cape	79,072
	San Diego Dr: San Andreas/Juarez	Slurry	11,960
	San Vicente: Frontera/Joshua Lane	Slurry	20,918
	San Tropeze: Warren Vista/San Diego	Slurry	8,150
		<b>TOTAL SLURRY/CAPE PROJECT</b>	<b>279,787</b>
	Yucca Trail & Warren Vista Intersection	Safety Improvements	25,000
	Yucca Trail & Joshua Lane Intersection	Safety Improvements	25,000
		<b>TOTAL OTHER PROJECTS</b>	<b>50,000</b>
	<b>523-MEASURE I LOCAL STREET PROJECTS (1990-2010 Measure I)</b>		
	62 OH S.: Hanford Ave/Prescott Ave.	Slurry	6,133
	62 OH N.: SR247/Airway Ave.	Slurry	7,969
	62 OH N.: Balsa Ave/Hanford Ave.	Slurry	7,409
	62 OH S.: W. End/Camino del Cielo	Slurry	20,112
	62 OH N.: Sage Ave/Barberry Ave	Slurry	4,710
	Warren Vista Ave: San Andreas/Joshua Lane	Slurry	14,399
	Street Striping	Striping	10,257
		<b>TOTAL LOCAL STREETS PROJECTS</b>	<b>70,989</b>
		<b>TOTAL</b>	<b>579,472</b>

TOWN OF YUCCA VALLEY			
MEASURE I FIVE YEAR PLAN 2015/16 TO 2019/20			
YEAR	STREET & LIMITS	IMPROVEMENT	COST EST.
2017/2018	<b>524 -UNRESTRICTED LOCAL STREET PROJECTS (68%)</b>		
	Traffic Surveys & Warrant Studies	Speed Surveys & Traffic Studies	9,000
	Annual Traffic Census	Traffic Count Analysis	7,500
	SHOPP - Minor A/Caltrans	Project Application through Caltrans	5,000
	Congestion Management Plan (CMP)	Planning & Analysis	3,500
	Utilities	Street Lights	50,000
	Signal Maintenance Contract	Maintenance	50,000
	SR62 Median Maintenance Contract	Maintenance	55,307
		<b>TOTAL PROGRAMS</b>	<b>180,307</b>
	Yucca Mesa Rd and Buena Vista Dr. Intersection	Overlay	33,065
		<b>TOTAL OVERLAYS</b>	<b>33,065</b>
	Aberdeen Dr: OWS/Sage	Cape	68,959
	Campero Rd.: Avalon Av/Indio Av	Slurry	16,184
	El Dorado Av.: Campero Rd./Buena Vista Dr.	Slurry	2,207
	Fortuna Ct.: Campero Rd./Cul de Sac	Slurry	1,636
	Goleta Av.: Campero Rd./End	Slurry	3,747
	Hermosa Ct.: Campero Rd./Cul de Sac	Slurry	3,897
	Hillcrest Dr.: SR247/End	Slurry	16,047
	Indio Av.: Meredith Ct./End	Slurry	5,734
	Meredith Ct.: Indio Av./Cul de Sac	Slurry	1,344
	Street Striping	Striping	10,000
		<b>TOTAL SLURRY/CAPE PROJECT</b>	<b>129,755</b>
	<b>522-MEASURE I MAJOR ARTERIAL PROJECTS (1990-2010 Measure I)</b>		
	Joshua Lane & Onaga Trail Intersection	Safety Improvements	25,000
	Yucca Trail and Palomar Intersection	Safety Improvements	300,000
	Skyline Ranch Rd: Malin Way/OWS	Slurry	29,609
	Yucca Mesa Rd: SR62/Buena Vista Dr.	Cape	125,481
		<b>TOTAL ARTERIAL PROJECTS</b>	<b>480,090</b>
		<b>TOTAL</b>	<b>823,217</b>

TOWN OF YUCCA VALLEY			
MEASURE I FIVE YEAR PLAN 2015/16 TO 2019/20			
YEAR	STREET & LIMITS	IMPROVEMENT	COST EST.
2018/2019	<b>524 -UNRESTRICTED LOCAL STREET PROJECTS (68%)</b>		
	Traffic Surveys & Warrant Studies	Speed Surveys & Traffic Studies	9,000
	Annual Traffic Census	Traffic Count Analysis	7,500
	SHOPP - Minor A/Caltrans	Project Application through Caltrans	5,000
	Congestion Management Plan (CMP)	Planning & Analysis	3,500
	Utilities	Street Lights	50,000
	Signal Maintenance Contract	Maintenance	50,000
	SR62 Median Maintenance Contract	Maintenance	56,966
		<b>TOTAL PROGRAMS</b>	<b>181,966</b>
	Wastewater Phase I	Slurry Set A Side	500,000
		<b>TOTAL SLURRY/CAPE PROJECT</b>	<b>500,000</b>
	Yucca Trail & Warren Vista Intersection	Safety Improvements	400,000
	Yucca Trail & Joshua Lane Intersection	Widening/Safety Improvements	280,000
	Yucca Trail & Indio Ave Intersection	Safety Improvements	25,000
	Yucca Trail & La Contenta Road Intersection	Safety Improvements	25,000
	Buena Vista Dr & Yucca Mesa Intersection	Safety Improvements	25,000
	Onaga Trail & Palomar Ave. Intersection	Safety Improvements	25,000
		<b>TOTAL ARTERIAL PROJECTS</b>	<b>780,000</b>
		<b>TOTAL</b>	<b>1,461,966</b>

TOWN OF YUCCA VALLEY MEASURE I FIVE YEAR PLAN 2015/16 TO 2019/20			
YEAR	STREET & LIMITS	IMPROVEMENT	COST EST.
2019/2020	<b>524 -UNRESTRICTED LOCAL STREET PROJECTS (68%)</b>		
	Traffic Surveys & Warrant Studies	Speed Surveys & Traffic Studies	9,000
	Annual Traffic Census	Traffic Count Analysis	7,500
	SHOPP - Minor A/Caltrans	Project Application through Caltrans	5,000
	Congestion Management Plan (CMP)	Planning & Analysis	3,500
	Utilities	Street Lights	50,000
	Signal Maintenance Contract	Maintenance	50,000
	SR62 Median Maintenance Contract	Maintenance	58,675
		<b>TOTAL PROGRAMS</b>	<b>183,675</b>
	Borrego Ct: Zuni Tr/End	Slurry	846
	Borrego Tr: Nez Perce Tr/Mt. View Tr.	Slurry	1,715
	Carmelita Circle	Slurry	<b>37,783</b>
	Carmelita Court	Slurry	4,539
	Carmelita Place	Slurry	4,848
	Carmelita Way	Slurry	5,425
	Cibola Tr: Mt. View Tr/Zuni Tr.	Slurry	3,633
	Mt. View Tr: Borrego Tr/End	Slurry	4,132
	Nez Perce Tr: Borrego Tr/Church St.	Slurry	5,536
	Piedmont Dr.: Santa Barbara/End	Cape	25,719
	San Marino Dr.: Santa Barbara/Black Rock Canyon	Cape	49,456
	Santa Barbara Dr.: Cul-de-sac/E. End	Slurry	22,635
	Santa Maria Dr.: Del Monte/End	Cape	12,138
	Zuni Ct: Church St/End	Slurry	1,175
	Zuni Tr: Acoma Tr/Cibola	Slurry	1,311
	Street Striping	Striping	10,000
		<b>TOTAL SLURRY/CAPE PROJECT</b>	<b>190,891</b>
	Joshua Lane & Onaga Trail Intersection	Widening/Safety Improvements	205,000
	Yucca Trail: Sage Ave/Warren Vista	Widening/Safety Improvements	600,000
	Golden Bee Dr.: Acoma Tr/Cholla Ave	Design/New Construction	75,000
		<b>TOTAL OTHER PROJECTS</b>	<b>880,000</b>
		<b>TOTAL</b>	<b>1,254,566</b>

**TOWN OF YUCCA VALLEY  
MEASURE I EXPENDITURE STRATEGY  
FY 2015/2016**

**Elderly/Handicapped Fund:** All revenue in the Elderly and Handicapped fund is expended by the Morongo Basin Transit Authority for necessary programs.

**Local Street Program (LSP):** Measure I Local Streets revenues are allocated to a number of projects, including reconstruction/rehabilitation/maintenance and engineering/design of arterials and residential roads, annual studies and/or reports such as pavement management program updates, traffic census reports, and similar activities.

**Major Local Highways Program (MLH):** Measure I Major Local Highway revenues are managed by SANBAG. By September 30<sup>th</sup> of each year, the Town shall submit a written request to SANBAG specifying the scope of the project(s), the requested amount and other fund sources required to fully fund the project(s).