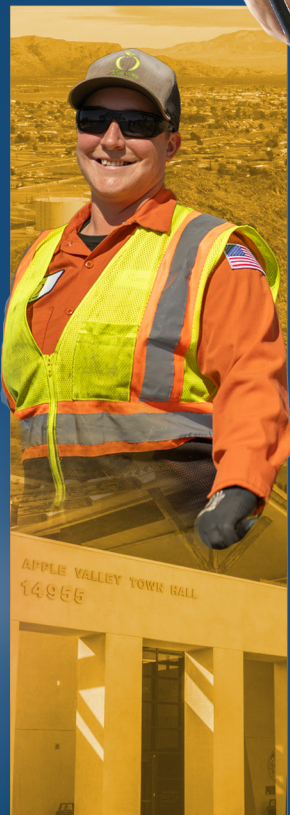




Town of Apple Valley  
CALIFORNIA



TOWN OF APPLE VALLEY  
CALIFORNIA

# FISCAL YEAR 2024-25

## ADOPTED BUDGET

FINANCE

“A BETTER WAY OF LIFE”





Town of Apple Valley

## *Town of Apple Valley*

### *Fiscal Year 2024-25 Adopted Budget*

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# Public Officials



**Scott Nassif**

*Mayor*



**Art Bishop**

*Mayor Protem*



**Larry Cusack**

*Council Member*



**Kari Leon**

*Council Member*



**Curt Emick**

*Council Member*



**Doug Robertson**

*Town Manager*

## Town Staff

**Orlando Acevedo**

*Assistant Town Manager*

**La Vonda Pearson, CMC**

*Director of Government Services*

**Captain Jason Cunningham**

*San Bernardino County Sheriff*

**Emad Gewaily**

*Director of Finance*

**Brandon Cales**

*Director of IT*

**Gina Whiteside**

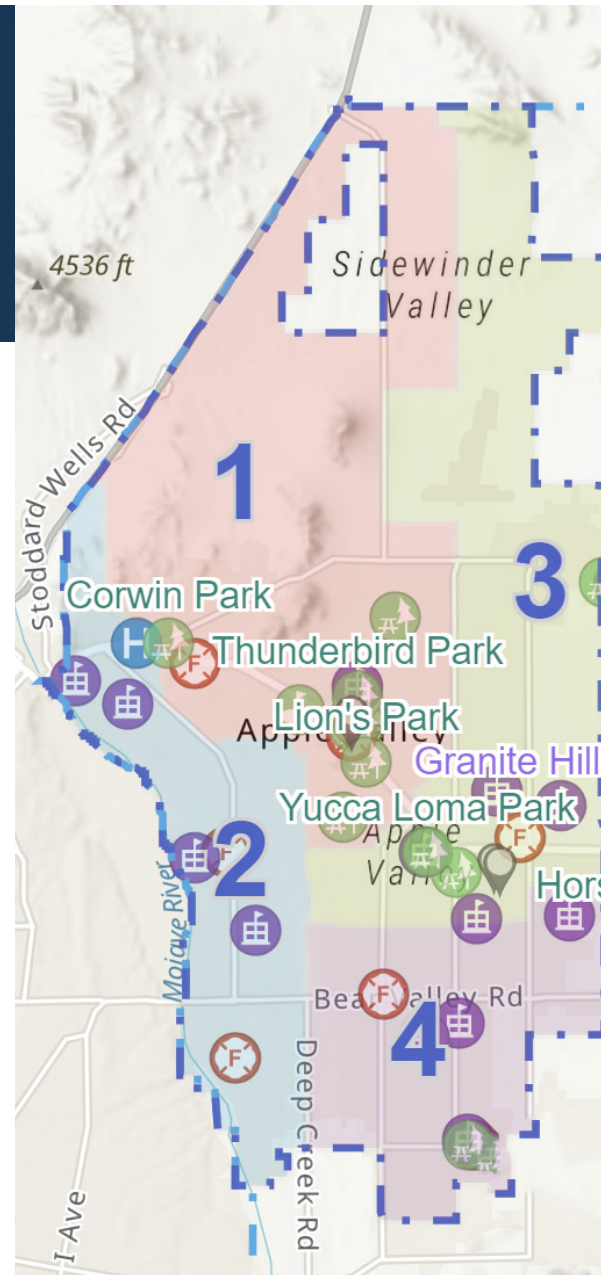
*Director of Animal Services*

**Richard Pedersen**

*Town Engineer*

**Guy Eisenbrey**

*Director of Municipal Services*



**RESOLUTION NO. 2024-17**

**RESOLUTION OF THE TOWN OF APPLE VALLEY  
COUNCIL ADOPTING THE OPERATING AND CAPITAL  
IMPROVEMENT BUDGET FOR FISCAL YEAR 2024-25**

**WHEREAS**, the Town has been notified of funding for Capital Projects by the State and by San Bernardino Council of Governments, the following represents current funding levels and adjustments as necessary, and

**WHEREAS**, the Town Manager have heretofore submitted to the Town Council a proposed budget for the Town for Fiscal Year 2024-25, as the same may have been revised by the Town Council, a copy of which is attached, and copies of which are in the possession of and in the office of the Town Clerk and the Director of Finance; and

**WHEREAS**, the said proposed budget contains estimates of the services, activities and projects comprising the budget, and contains expenditure requirements and the resources available to the Town; and

**WHEREAS**, the appropriations limit for the Town for Fiscal Year 2024-25 is \$51,569,491 (Fifty-One Million Five Hundred Sixty-Nine Thousand Four Hundred Ninety-One Dollars), and the total annual tax revenues subject to such limitation for Fiscal Year 2024-25 are estimated to be \$29,712,500; and

**WHEREAS**, the Town Council has made such revisions to the proposed budget as appears to be desirable; and

**WHEREAS**, the proposed budget, as herein approved, will enable the Town Council to make adequate financial plans and will ensure that Town officers can administer their respective functions in accordance with such plans,

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AS FOLLOWS:**

**SECTION 1:** That the appropriation-expenditure budgeting system is hereby adopted. The system consists of:

- A. Present Personnel Policies and Procedures, including salary schedules and benefits, except as hereinafter changed by resolution or ordinance of the Town Council.
- B. An appropriation-expenditure system which will show budgetary categories by department.
- C. The system mentioned above will apply to Operating and Capital Improvement Budget expenditures as intended for use in Fiscal Year 2024- 25.

D. The Town Manager is authorized to transfer Operating Budget Appropriation Balances between functions and/or programs when he deems it necessary to do so.

E. Budget system assumes existing service levels; Council approval will be required for any significant changes involving increased or decreased service levels.

F. The Director of Finance shall be responsible for constant monitoring of the budget and shall establish and implement appropriate control mechanisms necessary for said purpose, after approval of the Town Manager.

G. A monthly report shall be prepared by each department and/or project indicating any changes in service levels and the progress each entity has achieved or failed to achieve and the reasons for said status, if they have not obtained results. Each manager shall be accountable for achieving results of his/her organization unit based upon the objectives set for each unit by the Town Manager and Town Council and shall be evaluated as to their performance in an annual performance appraisal conducted by the Town Manager.

H. A deflator procedure, to be administered by the Town Manager, is hereby established for reducing appropriations in the event that projected revenues are reduced due to a reduction in the State subventions or other revenues that may fluctuate downward due to changes in economic conditions. For Fiscal Year 2024-25, the amount of Total Operating and Capital Budget Appropriation shall be reduced, as determined by the Town Manager based on his assessment of total Town needs.

I. A monthly status report will be available up request for the Town Council reflecting budget, year-to- date expenditures, and percentage used by each department and fund of the Town.

**SECTION 2:** The proposed budget for the Town of Apple Valley for the Fiscal Year 2024-25 is hereby approved and adopted, and the amounts of proposed expenditures as specified are appropriated for the budget programs and units as herein specified.

A. The Fiscal Year 2024-25 Operating and Capital Improvement Budget programs are hereby adopted, establishing the following expenditure levels:

1	TOWN COUNCIL	278,171
2	TOWN ATTORNEY	350,000
3	TOWN MANAGER	692,808
4	FINANCE	1,218,090
5	TOWN CLERK	822,189
6	PUBLIC INFORMATION	469,779
7	HUMAN RESOURCES	472,375
8	INFORMATION TECHNOLOGIES	2,426,284
9	GENERAL GOVERNMENT	1,536,160
11	PUBLIC SAFETY	19,524,260
12	EMERGENCY PREP	42,500
13	ANIMAL SERVICES	3,227,620
14	CODE ENFORCEMENT	551,527
15	BUILDING & SAFETY	986,400
16	ECONOMIC DEVELOPMENT	245,085
17	ENGINEERING	874,348
18	PLANNING	1,293,525
20	AQUATIC PROGRAMS	539,924
21	RECREATION PROGRAMS	1,849,364
22	RECREATION ADMIN	179,867
10	PUBLIC FACILITIES	2,040,828
19	GROUNDS	2,891,709
23	GAS TAX	1,915,403
24	ROAD MAINTENANCE AND REHAB	1,968,573
25	LOCAL TRANSPORTATION	600,000
26	MEASURE I	4,892,094
27	CDBG	810,851
28	APPLE VALLEY HOME	778,077
29	VICTORVILLE HOME	1,473,748
30	HOME ARP	220,000
31	CAL HOME	287,000
32	PEG CHANNEL FUND	80,000
33	QUIMBY	1,325,000
34	ASSESSMENT DISTRICT LL	535,000
35	ECON DEV NAVISP INFR	100,000
36	ENG CAP IMP TIF	18,512,348
37	IT SANITARY SEWER FA	45,720
38	PBID	534,416
40	WASTEWATER FUND	9,790,253
41	WASTE MANAGEMENT FUND	15,785,859
42	APPLE VALLEY GOLF COURSE	1,660,094
43	APPLE VALLEY CHOICE ENERGY	34,475,788
44	SINGH CENTER	787,560
<b>TOTAL OPERATING &amp; CAPITAL EXPENDITURES</b>		<b><u>\$139,090,597</u></b>



B. The Revenue Budget are hereby adopted establishing a revenue base by which the Town expenditures will be measured:

1	GENERAL FUND	39,392,490
2	STREET MAINT FUND (GAS TAX)	2,153,916
3	SB1 ROAD MAINT REHAB	1,968,573
4	LOCAL TRANSPORTATION	600,000
5	MEASURE I	4,892,094
6	CDBG	1,180,900
7	HCD STATE PROGRAM	80,000
8	APPLE VALLEY HOME	810,000
9	QUIMBY	340,000
10	PEG CHANNEL FUND	130,000
11	POLICE GRANT	25,000
12	ASSESSMENT DISTRICT LL	265,000
13	PBID	394,416
14	CAPITAL IMPROVEMENT TIF FUND	18,512,348
15	WASTEWATER FUND	6,771,000
16	WASTE MANAGEMENT FUND	14,920,000
17	APPLE VALLEY GOLF COURSE	847,210
18	APPLE VALLEY CHOICE ENERGY	35,101,000
19	SINGH CENTER	787,560
	<b>TOTAL REVENUE BUDGET</b>	<b><u>\$129,171,507</u></b>

**SECTION 3:** Pursuant to Section 53901 of the California Government Code, within 60 days after the adoption hereof, the Town Clerk shall file a copy of this resolution with the Auditor of the County of San Bernardino.

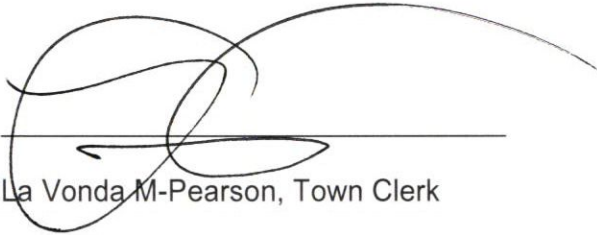
**SECTION 4:** Within fifteen days after the adoption of this resolution, the Town Clerk shall certify to the adoption hereof and, as so certified, cause a copy to be posted in at least three public places within the boundaries of the Town.

**APPROVED** and **ADOPTED** by the Town Council of the Town of Apple Valley  
this 25th day of June, 2024.



\_\_\_\_\_  
Scott Nassif, Mayor

**ATTEST:**



\_\_\_\_\_  
La Vonda M-Pearson, Town Clerk



Town of Apple Valley  
Resolution No. 2024-17

STATE OF CALIFORNIA  
COUNTY OF SAN BERNARDINO  
TOWN OF APPLE VALLEY

I, HANNAH RALEIGH, Town Clerk for the Town of Apple Valley, Apple Valley, California, do hereby certify that Resolution No. 2024-17, duly and regularly adopted by the Town Council at a meeting thereof held on the 25<sup>th</sup> day of June 2024 by the following vote:

AYES: Council Members, Cusack, Emick, Leon; Mayor Pro-Tem Bishop; Mayor Nassif.

NOES: None.

ABSTAIN: None.

ABSENT: None.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Town of Apple Valley, California, this 25<sup>th</sup> day of June 2024.



HANNAH RALEIGH  
DEPUTY TOWN CLERK

**RESOLUTION NO. 2024-16**

**A RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF APPLE VALLEY, CALIFORNIA,  
ESTABLISHING THE FISCAL YEAR 2024-25  
APPROPRIATION LIMIT FOR THE TOWN OF APPLE  
VALLEY**

**WHEREAS**, Article XIII B of the California Constitution and Section 7910 of the California Government Code require that each year the Town of Apple Valley shall, by resolution, establish an appropriations limit for the Town for the following fiscal year; and

**WHEREAS**, the Director of Finance of the Town has heretofore prepared and submitted data and documentation required for and to be used in the determination of an appropriations limit for the Town for Fiscal Year 2024-25 and such data and documentation has been available to the public for at least fifteen (15) days prior to adoption of this Resolution; and

**WHEREAS**, the Town of Apple Valley established its Fiscal Year 2023-24 Appropriation Limit of \$49,887,624 (Forty-Nine Million, Eight Hundred Eighty-Seven Thousand, Six Hundred Twenty-Four Dollars); and

**WHEREAS**, to the best of the Town's knowledge and belief the State Department of Finance figures reflect the following statistics relevant to the calculation of the Fiscal Year 2024-25 Appropriation Limit:

Per Capita Personal Income Change for Fiscal Year 2024-25: 3.62%

Population Adjustment - January 1, 2024: -.24%


**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AS FOLLOWS:**

**Section 1.** Based on the foregoing figures and the provisions of Article XIII B of the Constitution of the State of California, the following figure accurately represents the Fiscal Year 2024-25 Appropriation Limit of the Town of Apple Valley to be \$51,569,491 (and said sum is hereby determined and established as the appropriation limit for the Town of Apple Valley for Fiscal Year 2024-25).

**Section 2.** The Town Clerk shall certify to the passage of the Resolution.

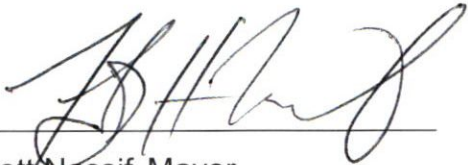
**APPROVED** and **ADOPTED** by the Town Council of the Town of Apple Valley  
this 25th day of June 2024.

**ATTEST:**



---

La Vonda M-Pearson, Town Clerk



---

Scott Nassif, Mayor



Town of Apple Valley  
Resolution No. 2024-16

STATE OF CALIFORNIA  
COUNTY OF SAN BERNARDINO  
TOWN OF APPLE VALLEY

I, HANNAH RALEIGH, Town Clerk for the Town of Apple Valley, Apple Valley, California, do hereby certify that Resolution No. 2024-16, duly and regularly adopted by the Town Council at a meeting thereof held on the 25<sup>th</sup> day of June 2024 by the following vote:

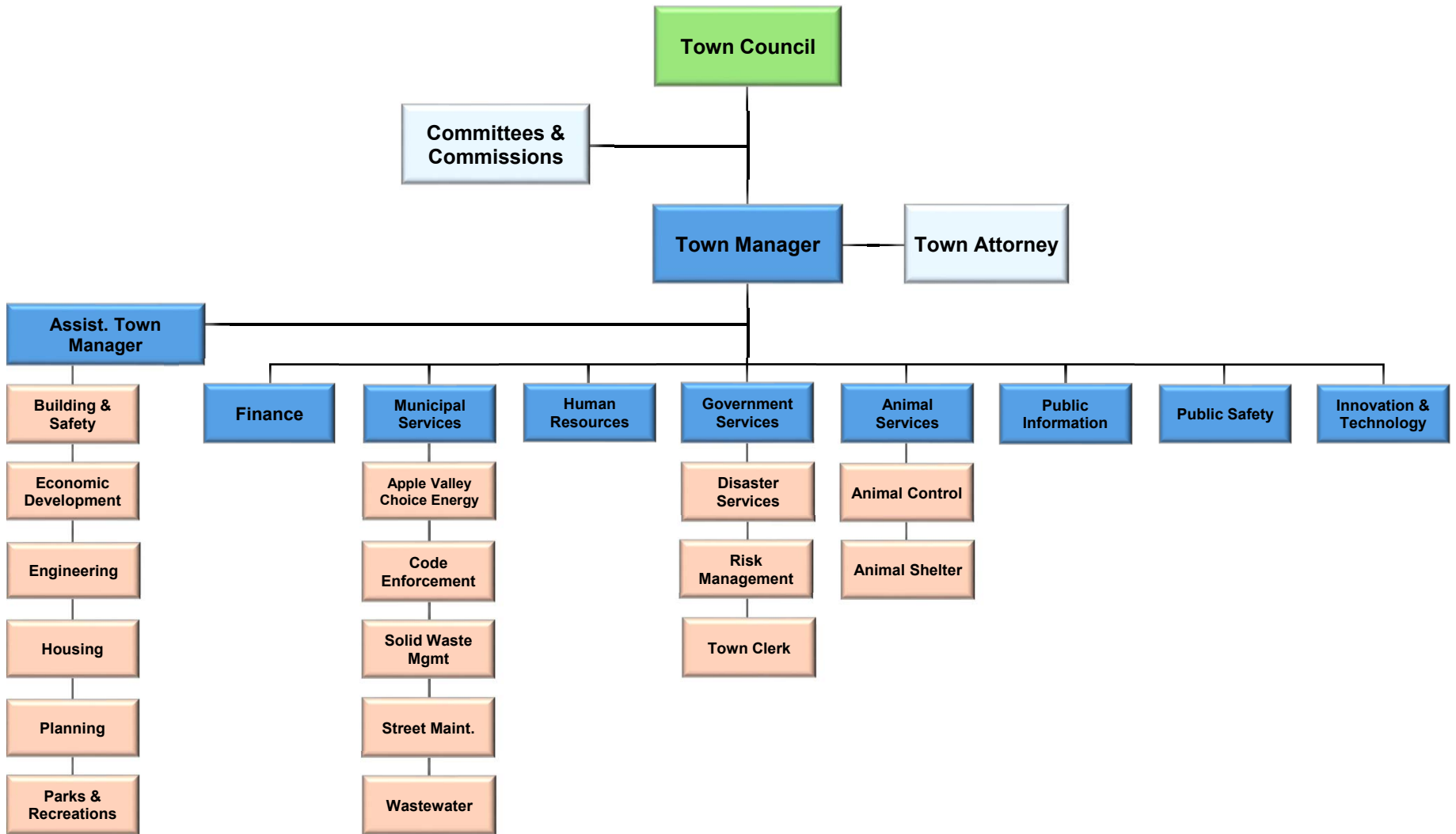
AYES: Council Members, Cusack, Emick, Leon; Mayor Pro-Tem Bishop; Mayor Nassif.  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Town of Apple Valley, California, this 25<sup>th</sup> day of June 2024.



HANNAH RALEIGH  
DEPUTY TOWN CLERK

Town of Apple Valley  
**ORGANIZATIONAL CHART**  
 Fiscal Year 2024-25



## A HISTORY OF APPLE VALLEY

While Apple Valley became an official Town when residents voted for incorporation in 1988, the Town's history goes back much further. Local historians have found signs of Serrano Indian camps along the Mojave River in Apple Valley. They were already here when Father Francisco Garces arrived in 1776, as he established the Spanish missions throughout California. In the late 1800s, the Paiute Indians also migrated to this area. The Mojave River Trail hosted trappers, gold prospectors, pack mules and Mormon wagon trains—over 13,000 people passed through here between 1849 and 1859. It was in 1860 that the first cabin was built in Apple Valley by Silas Cox, and the first road was cut the following year.

Contrary to what the Town's name may suggest, there aren't any apple orchards in Apple Valley. There are many stories as to how Apple Valley acquired its name. According to the late Mary Hampton, a local historian, the name arose from the abundance of apple orchards that existed here in the 1920s. Some say the name "Apple Valley" originated from The Appleton Land Company that was based in this area in the early 1900s. Ursula Poates, one of the first settlers in the area, is credited with saying, "There were some apples being raised along the river in those early days, but not by the ton, so I just cut it down and called it Apple Valley!" By 1920, apples were being grown by the ton at award-winning orchards. Unfortunately, with the Great Depression and the cost of pumping water for irrigation, the orchards died off in the 1930s.

With a pleasant climate and lots of land, many types of ranches were built in the area. They touted the dry desert air as a cure for ailments of all sorts, including tuberculosis and asthma. Other ranches provided a haven for shell-shock victims of World War I, while still others developed into guest ranches. People would come to Apple Valley to enjoy the western lifestyle where they could ride horses, attend rodeos and just get away from the big city.

The modern founders of Apple Valley were Newton T. Bass and B.J. "Bud" Westlund, who were partners in the oil and gas industry in Long Beach, CA. Westlund and Bass formed the Apple Valley Ranchos Land Co. in 1946 and marketed the area as a destination resort and quality residential community - "The Golden Land of Apple Valley". They built the Apple Valley Inn and Hilltop House, and invited famous celebrities of Hollywood to come visit. Within ten years there were banks, churches and a school, along with a golf course, hospital and 180 businesses.

Newt Bass and Bud Westlund, the two developers of "modern" Apple Valley, sold their first town lot on Feb. 22, 1946. This parcel was in AV Ranchos Unit 1, which consisted of a tier of 25 lots on the east side of Navajo, and another 100 lots on the west side. Bass took two for himself: the large corner lot at Hwy 18 and Navajo, for commercial purposes, and the lot just north of that for a homesite.

The structure built on the residential lot by architect Hugh Gibbs of Long Beach, came to be known as the "Pink House." It has many design elements similar to those of the Apple Valley Inn, which Gibbs also designed. These include huge timber beams from the Tonopah and Tidewater railroad trestle, wagon wheel chandeliers, and wood paneling.



The Pink House, 2021

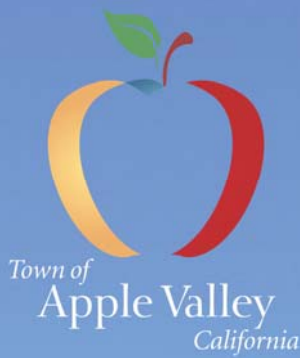


## TOWN OF APPLE VALLEY, CALIFORNIA

Bass and his wife Virginia were known for entertaining guests at the Pink House. After his partner, Westlund, who owned a sprawling house on Rancherias, built a new house for his wife on Symeron and Hwy 18, he gave the Rancherias house to Bass. Bass in turn donated the Navajo house to the Apple Valley Ranchos Company. From March of 1949 until 1952, the property was used as the Ranchos' administrative office, until a new office was built across from the Inn.

In 1952 the Pink House was sold to golf pro Cleve Clayton for \$60,000, a hefty price tag for the time. The property, which includes a main house, a stable (later converted to rental units), and a pool surrounded by flagstone paving, has been well-maintained, and contains many of the original design elements of 1949.

Today, the Town is home to approximately 74,000 residents. Apple Valley has emerged as a leader in advanced health care systems, spanning the gamut from pediatric services to radiology, with St. Mary Medical Center as the hub of state-of-the-art medical services. Lifestyle is unique in Apple Valley ranging from affordable housing for the first-time buyer, to affordable equestrian estates and executive manors. A 1,400-acre master planned retirement community offers a wide range of senior housing. Clean air, low crime rates, and open spaces permits Apple Valley to be the land of opportunity for those who are seeking a better place to live, work and play.



# MISSION STATEMENT

**Provide a better way of life through local control of public safety, development, services and amenities; enhancing our residents' lives and providing for our community's future.**

## CUSTOMER SERVICE CREED

**Welcome residents and customers with a positive attitude.  
Acknowledge, respect, and listen to them.  
Treat residents and customers with compassion and empathy.  
Offer solutions with honesty and integrity.  
Provide prompt, thorough, and professional service.**

## VISION STATEMENT

**A premier community, full of first-class amenities, events, and employment opportunities, Apple Valley will lead the High Desert in public safety and environmental stewardship defining "A Better Way of Life."**

### A SAFE COMMUNITY

1

Maintain and enhance the high level of public safety in Apple Valley.

2

### ADEQUATE AND WELL MAINTAINED INFRASTRUCTURE

Provide the infrastructure necessary for Apple Valley's residents and businesses to live and grow.

3

### A THRIVING ECONOMY

Enhance and expand the Town's economic base.

4

### A STRONG TRANSPORTATION SYSTEM

Develop and maintain a comprehensive transportation system.

5

### AMPLE PARKLAND AND DIVERSE RECREATIONAL OPPORTUNITIES

Maintain the Town's network of parkland and recreational opportunities.

6

### HIGHEST QUALITY STAFF

Retain the highest quality Town staff.

7

### PROMOTE PARTNERSHIPS

Develop meaningful partnerships in both the public and private sectors, increasing opportunities for funding projects and supporting economic development.

8

### REVENUE GENERATION

Explore options for departments to provide revenue generating services. Identify potential revenue streams in both public and private sectors.



## VISION 2020

**Mission Statement:** To provide a better way of life through local control of public safety, development, services and amenities; enhancing our residents' lives and providing for our community's future.



Town of Apple Valley



**Vision Statement:** A premier community, full of first-class amenities, events, and employment opportunities, Apple Valley will lead the High Desert in public safety and environmental stewardship defining "A Better Way of Life."

1. **A SAFE COMMUNITY** – Maintain and enhance the high level of public safety in Apple Valley.
2. **ADEQUATE AND WELL MAINTAINED INFRASTRUCTURE** – Provide the infrastructure necessary for Apple Valley's residents and businesses to live and grow.
3. **A THRIVING ECONOMY** – Enhance and expand the Town's economic base.
4. **A STRONG TRANSPORTATION SYSTEM** – Develop and maintain a comprehensive transportation system.
5. **AMPLE PARKLAND AND DIVERSE RECREATIONAL OPPORTUNITIES** – Maintain the Town's network of parkland and recreational opportunities.
6. **HIGHEST QUALITY STAFF** – Retain the highest quality Town staff.
7. **PROMOTE PARTNERSHIPS** – Develop meaningful partnerships in both the public and private sectors, increasing opportunities for funding projects and supporting economic development.
8. **REVENUE GENERATION** – Explore options for departments to provide revenue-generating services. Identify potential revenue streams in both public and private sectors.



*Adopted April 11, 2012*

## BUDGET GUIDE

The purpose of the Town of Apple Valley's budget is to serve as a "blueprint" for providing Town services and as a working financial plan for the fiscal year. It also represents the official organizational plan by which, Town policies, priorities, and programs are implemented. It provides the means to communicate to the residents, businesses, and employees how the Town's financial sources are used to provide services to the community. The budget includes both the operating costs to manage the Town and the capital improvement projects that the Town plans to undertake during the fiscal year.

The budget is organized by fund, by department, by division, and by account. A fund is defined as a fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and balances, which are segregated for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations. A department (e.g., Municipal Operations Department) is an organizational unit with divisions (e.g., Animal Services) and within each division is a specific program (e.g., Animal Shelter). "Line" accounts provide the details of the type of expenditure that each department/division spends – e.g., salaries, benefits, supplies, and so forth.

After the proposed budget is submitted by the Town Manager to the Town Council in May, a budget workshop public hearing is held in mid to late May or early June prior to its consideration for adoption. The intent is to adopt the budget by the second Council meeting in June.

**Budget Message:** This section includes the Town Manager's transmittal letter to the Town Council and describes what is in the budget, including budget issues and policies that lead to the development of the budget.

**Budget Overview:** This section provides a summarized narrative of the budget highlights; explanation on variances both on revenues and expenditures; and other pertinent data about the budget. It also includes an organizational chart; a brief history of the town; the town's budget vision, guide and process; and provides a description of each fund. The funds are listed by fund type: Governmental Funds (include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds); Proprietary Funds (Enterprise Funds); and lastly Trust/Agency Funds.

**Financial Summaries:** This section provides a variety of financial analysis such as the beginning and ending fund balances; pie charts of resources and appropriations; multi-year budget comparisons by fund/by expenditure/by category/by program; a description and budget figures for bonded debt obligations; and a summary of personnel changes by department.

**Fund and Departmental Details:** This section divides the document by fund type and department. It provides the reader with fund revenue narratives and historical trends, along with department expenditure trends. Under each department section, the reader will also find an organization chart; a narrative of the department describing each division and each program within that department; the accomplishments for the prior year; the objectives for the coming year; and measurements of how the department achieves its objectives from year to year. This section also provides the financial data of each department and a multi-year personnel summary.

**Capital Improvement Program:** This section provides a schedule of the Seven-Year Capital Improvement Program and a schedule of the Capital Improvement Program by funding source. It also provides a detailed project sheet for each capital improvement project with the project description, funding sources, and the estimated cost.

**Property and Business Improvement District (PBID):** The PBID budget is presented for informational purposes only. PBID is a separate legal entity and is not a component unit of the Town. It is a separate legal entity consisting of businesses within the District. The Town of Apple Valley's staff provides staff support services to the PBID by accounting for the revenues and expenditures for the District.

**Supplemental Information:** This is the final section of the budget document which includes miscellaneous statistics (such as history of assessed valuations and demographic); financial policies; a glossary of budget terms; and a listing of acronyms used throughout the budget document.

## BUDGET PROCESS

The Town's budget process begins in January with kick-off meetings between the Finance department staff and departmental budget liaisons. The Town Manager outlines the goals and directives for the development of the coming year's budget. Finance staff distributes the budget calendar, instruction manuals, forms, and budget worksheets to the departments. Municipal Operations department staff coordinates the departmental building modification and vehicle replacement requests. Engineering department staff coordinates the capital improvement project requests.

After each department submits their budget departmental budget requests, Finance compiles the data and calculates the total amount requested including estimated revenues and projected fund balances for each fund with budgetary activity. The Town Manager holds departmental budget hearings. Subsequently, the Town Manager makes his recommendations and Finance prepares the proposed budget document. The Town Manager transmits the proposed budget to Town Council. The Council conducts budget study sessions; sets a public hearing; and, adopts the budget prior to the beginning of the fiscal year.

After the budget is adopted, Finance staff integrates the budgetary data into the Town's accounting system. Staff issues the adopted budget document and submits it for both the national and the state distinguished budget presentation awards programs. Month-end reports are distributed to the departments to monitor budget performance throughout the year.

**Capital Improvement Projects Budget Process:** The Town maintains a rolling Seven-Year Capital Improvement Program (CIP). In October-November each year, the Engineering Department solicits proposals from the other Town departments for inclusion in the coming year's capital improvement projects budget. Around the same time, the Finance Department provides the Engineering Department the estimated fund balances available for appropriation for CIP. These fund balances usually come from Special Revenues Funds and Capital Projects Funds. Both these fund types are earmarked for specific uses. If and when the General Fund provides funding for CIP, cash is transferred to the specific Capital Project Fund where the project will reside.

Engineering staff then prepares the Capital Improvement Project form, which provides detailed information about the proposed capital improvement project. Typically, a project costing \$25,000 or more (with some exceptions depending on the type of project) is categorized as a capital improvement project. Others, costing less, could be included in what the Town calls Building Modification projects. These are the routine maintenance and/or repairs of Town buildings and facilities.

During the departmental budget hearings, the Town Manager and staff conduct a "walkthrough" of the various proposed projects. After the Town Manager's evaluation of what will be included in the proposed budget, the CIP is reviewed to determine if the projects conform to the General Plan. The proposed CIPs relating to parks are reviewed to determine if the parks projects conform to the Master Plan of Parks & Recreation.

**User Fees & Charges:** As part of the budget cycle, the Town updates its fees and charges, usually, simultaneous with adoption of the budget. The Town uses, to some extent, a cost allocation method for administrative and overhead charges as part of the calculation. Administrative costs are based on staff's salaries and benefits which are allocated on a pro-rata basis; overhead charges are for maintenance and operations costs which are also allocated in the same manner. Both these charges are added to the cost of personnel who are directly involved in the activity for which a fee is charged, which is determined by the time spent on that activity multiplied by the hourly rate for salaries and benefits. The Town Council conducts a public hearing before adopting the new fees.

**Budget Amendments:** Supplemental appropriations, when required during the fiscal year, require approval by the Town Council. Budget changes within each department or between accounts are approved by the Town Manager and Director of Finance.

**Basis of Budgeting:** The Town uses the modified accrual basis in budgeting governmental funds. This means that obligations of the Town, including outstanding purchase orders, are budgeted as expenses and revenues are recognized when they are both measurable and available to fund current expenditures.

## BUDGET PROCESS

The Town has four enterprise funds. For enterprise funds, the budget is prepared on a full accrual basis. This means expenses are recognized when incurred and revenues are recognized when due to the Town. Depreciation expense has also been included in the budgeting for the enterprise funds.

**Basis of Accounting:** The Town uses the modified accrual basis of accounting for governmental funds. Revenues are recorded when measurable and available to fund current expenditures. Expenditures are recorded when the services are substantially performed, or the goods have been received and the liabilities have been incurred. The Town's enterprise funds use the full accrual basis of accounting; revenues are recorded when earned and expenses are recorded when incurred.

**Budgetary Control:** Budgetary control is maintained at the department level within each fund. The Town also maintains an encumbrance accounting system budgetary control. Estimated purchase amounts are encumbered prior to the release of purchase orders to vendors. At fiscal year end, all operating budget appropriations lapse. Open encumbrances are reported as reservations of fund balances at fiscal year-end.

**Budgetary Data:** Annual budgets are legally adopted for all funds on a basis consistent with generally accepted accounting principles.

The Flow Chart on the following page describes the Town's annual budget process.

## DESCRIPTION OF FUNDS, FUND TYPES, & ACCOUNT CODES

### GOVERNMENTAL FUNDS

Governmental funds are used to account for most, if not all, of a government's tax-supported activities. The general fund, special revenues funds, debt service funds, and capital projects funds are considered governmental funds.

#### GENERAL FUND

**GENERAL FUND - 1001:** The General Fund is the primary operating fund of the Town. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. It accounts for all financial resources of the general government including parks and recreation, except those required to be accounted for and reported in another fund.

#### SPECIAL REVENUE FUNDS

**Special Revenue Funds are used to account for proceeds of specific sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.**

**GAS TAX FUND (STREET MAINTENANCE) – 2010:** This fund accounts for the receipts and expenditures of money apportioned by the State Highway Code sections' 2105, 2106, 2107 and 2107.5. Gas tax monies are restricted in use and can only be used to construct and maintain streets and highways.

**ROAD MAINTENANCE AND REHABILITATION FUND (SB1) – 2011:** This fund accounts for the receipts and expenditures of money apportioned by Senate Bill 1. SB1 monies are restricted in use and can only be used for local street maintenance and rehabilitation needs.

**ARTICLE 3 FUND - 2013:** This fund accounts for the revenues and expenditures of the Town's share of Article 3 monies which are restricted in use for transportation projects/activities.

**ARTICLE 8 FUND - 2015:** This fund accounts for the revenues and expenditures of the Town's share of Article 8 monies which are restricted in use for transit or street repair projects/activities.

**MEASURE I FUND - 2021:** This fund accounts for local transportation projects funded by the one and one half cent sales tax measure provided by ordinance 04-01 of the County of San Bernardino Transportation Authority.

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND – 2120:** This fund accounts for revenues received from the Department of Housing and Urban Development (HUD) which are to be expended for approved Federal Housing and Community Development Act projects. These revenues must be expended to accomplish one of the following objectives: elimination of slum or blight, benefit low- and moderate-income persons, or to meet certain urgent community development needs.

**HOME FUND – 2320/2330:** This fund accounts for revenue received from the Department of Housing and Urban Development for assisting low- and moderate-income individuals to purchase homes.

**CAL HOME – 2410:** This fund accounts for revenue received from two, three-year \$1,000,000 grants awarded in 2010 and in 2012 from the State of California Department of Housing and Urban Development for assisting low and moderate income individuals to purchase homes. \$312,590 of the grant is for Residential Rehabilitation Loans and \$972,083 is for Down Payment Assistance.

**QUIMBY FEES FUND – 2520:** This fund accounts for revenues received from developers and restricted for the development of parks.

## DESCRIPTION OF FUNDS, FUND TYPES, & ACCOUNT CODES

**PEG CHANNEL FUND – 2530:** PEG stands for Public, Education, and Government. This fund accounts for revenues received from cable franchisees at a rate of 1% of receipts, net of bad debts. The revenues from this fund are used to fund programming to help inform or educate the public regarding municipal operations and support the cost of any cable television or public access programming services.

**MSHCP/NCCP – 2540:** Multi-Species Habitat Conservation Plan/Natural Communities Conservation Plan receives revenues from grant funds, mitigation fees for compliance with the State & Federal Endangered Species Act (ESA) and donations. These revenues are used for required monitoring, programming, land management and staffing for the sole purpose of compliance with the ESA “take” permit issued by the California Department of Fish and Wildlife and the US Department of Fish and Wildlife for lands within the Town limits, or the jurisdiction of the County of San Bernardino.

**POLICE GRANTS – 2610:** This fund is used to account for revenues received for the Department of Justice, the Department of Homeland Security, Cal EMA and other agencies for public safety activities. Annual JAG and JAG AARA Grants are used for the juvenile officer and other Cal Pal programs. Cal EMA funds are used for the Cal Pal program and to supplement costs of a juvenile officer.

**ASSET SEIZURE – 2620:** This fund accounts for revenue received from asset forfeiture/seizure activities. These funds are tracked and reported to the Federal Government based upon case activity. Upon conclusion of a case, assets forfeited or seized are re-distributed to local agencies based upon the assets forfeited or seized within each jurisdiction. These funds are then used for future drug enforcement activities and split 85% to Asset Seizure Fund and 15% to Drug and Gang Prevention Fund.

**DRUG & GANG PREVENTION – 2630:** This fund accounts for revenue received from asset forfeiture/seizure activities. These funds are tracked and reported to the Federal Government based upon case activity. Upon conclusion of a case, assets forfeited or seized are re-distributed to local agencies based upon the assets forfeited or seized within each jurisdiction. These funds are then used for future drug enforcement activities and split 85% to Asset Seizure Fund and 15% to Drug and Gang Prevention Fund.

**ASSESSMENT DISTRICT LL FUND – 2810:** This fund accounts for the revenues and expenditures of Assessment District L-1 which provides landscaping and right-of-way maintenance in accordance with the homeowners’ agreement.

### ***DEBT SERVICE FUNDS***

**LEASE REVENUE BONDS LOC REFI – 4109:** This fund accounts for and reports financial resources that are restricted for the payment of interest and principal on the Lease Revenue Bonds for the refinancing of the Town’s Letter of Credit.

### ***CAPITAL PROJECTS FUNDS***

**NAVISP FUND – 4050:** This fund accounts for the construction of infrastructure improvement projects related to implementation of the North Apple Valley Industrial Specific Plan (NAVISP).

**CAPITAL PROJECTS FUND - 4410:** This fund was established to account for construction projects that are not separately accounted for in other capital projects funds. Financing is provided primarily through Transportation Impact Fees.

**DEVELOPMENT IMPACT FEES FUND – 4710/4720/4730/4740/4750/4770:** This fund accounts for funds received to mitigate the impact of new development on the Town’s infrastructure.

**STORM DRAINS FUND – 4760:** This fund accounts for development impact fees received for acquiring land, engineering, and/or constructing storm drain infrastructure.



## DESCRIPTION OF FUNDS, FUND TYPES, & ACCOUNT CODES

**PROJECT MANAGER GRANTS FUND - 4910:** This fund accounts for various grant revenue received by the Town from the State, County and other organizations for capital projects as well as non-capital related activities.

### ***PROPRIETARY FUNDS***

**SEWER FUND - 5010:** This fund accounts for the costs of providing sewer services to the general public within the Town's service area and the user charges by which these costs are recovered.

**SOLID WASTE MANAGEMENT FUND - 5510:** This fund accounts for the costs of providing trash services to commercial and residential units and the user charges by which these costs are recovered.

**APPLE VALLEY GOLF CLUB FUND - 5710:** This fund accounts for the costs of providing golf to the general public and the user charges by which these costs are covered.

**APPLE VALLEY CHOICE ENERGY FUND - 5810:** This fund accounts for the costs of providing power to commercial and residential units and the user charges by which these costs are recovered.

### ***AGENCY FUNDS***

**VILLAGE PBID – 8110:** To account for the assessments received and expenditures made on behalf of the Apple Valley Village Property and Business Improvement District.

### ***TRUST FUNDS***

**REDEVELOPMENT OBLIGATION RETIREMENT FUND (PA1) – 8725:** This fund accounts for the Successor Agency dissolution activities associated with the former Redevelopment Agency project area number 1 (VVEDA).

**REDEVELOPMENT OBLIGATION RETIREMENT FUND (PA2) – 8730:** This fund accounts for the Successor Agency dissolution activities associated with the former Redevelopment Agency project area number 2.

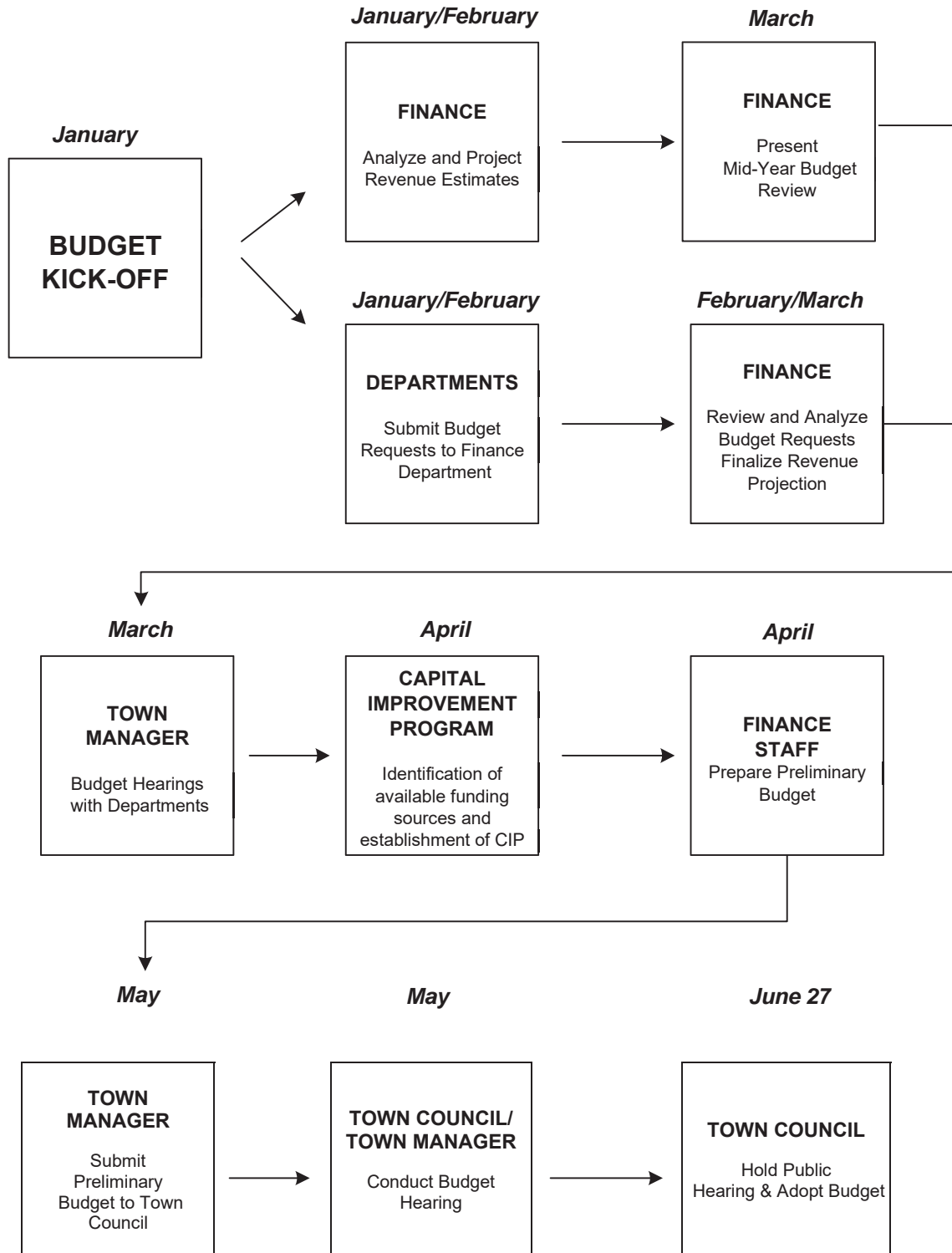
### ***ACCOUNT CODES***

The budget worksheets contain codes that identify the fund, department and division, account type, and/or subfunction of each line within the Town's accounting system. The type of account can be a revenue or an expenditure and is classified with a description. A subfunction identifies if an account is a subaccount to a primary account. This additional subfunction coding helps to further identify transactions for specific projects. In the examples below you will see a revenue and expense account for a fund without a subaccount (a.) and with a subaccount (b.).

(a.) **General Fund Revenue:** 1001-0000-400000 = Property Tax  
**General Fund Expense:** 1001-1001-720010 = Town Council – Contracted Services

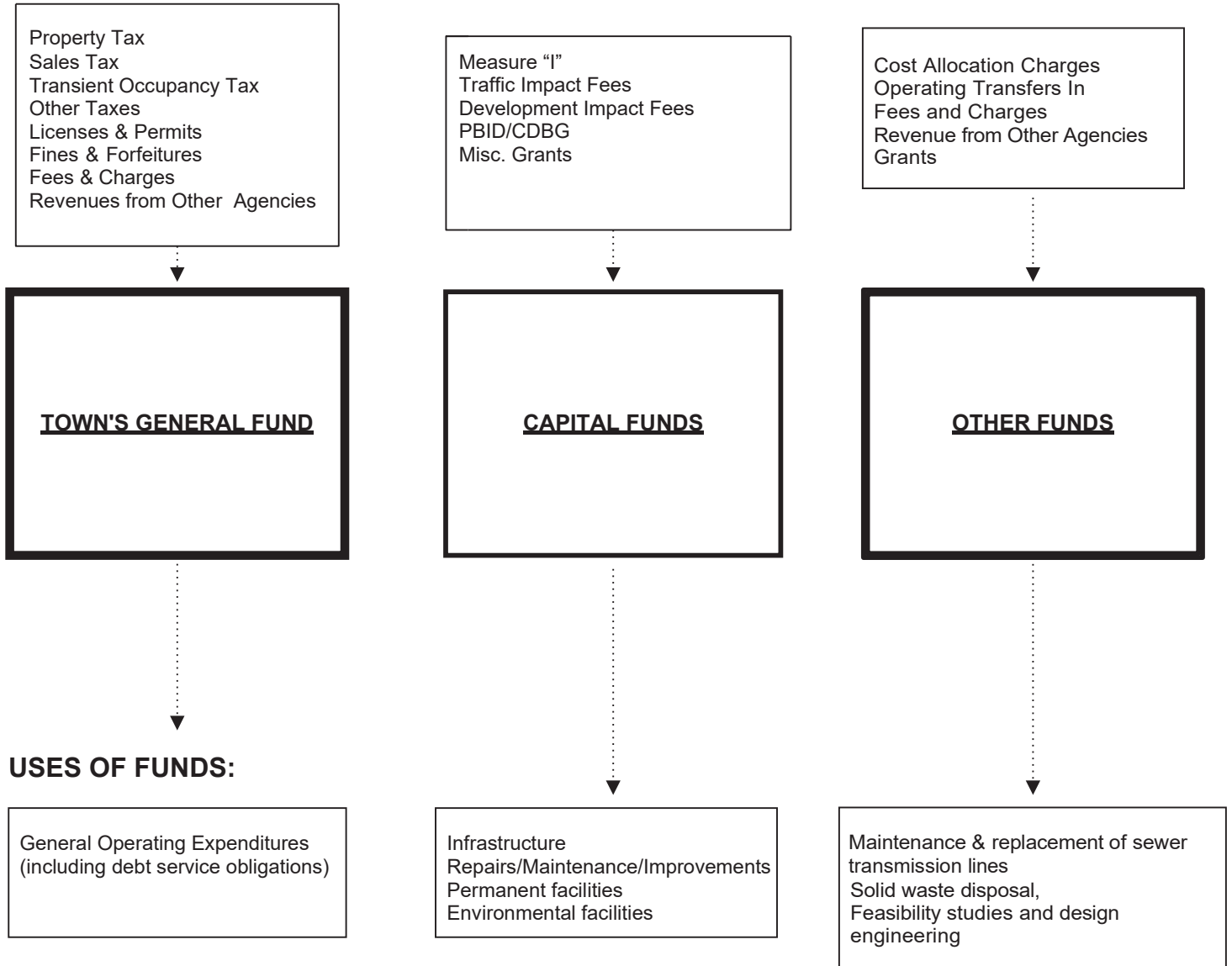
(b.) **Article 8 Fund Revenue:** 2015-0000-410005 = Refund, Rebate, Reimbursement – Special Project  
**Article 8 Fund Expense:** 2015-4023-710220 = Street Capital Projects – Bus Stop Imprv. - Special Project

**FLOW CHART**  
**FISCAL YEAR 2024-25**



## THE TOWN'S FLOW OF FUNDS STRUCTURE

### REVENUE SOURCES:



**Town of Apple Valley  
Authorized Full Time Equivalent (FTE)  
FY 2024-25**

<b>Department/Job Classification</b>	<b>Authorized FY 2023-24 FTE</b>	<b>Requested FTE</b>	<b>Adopted FY 2024-25 FTE</b>
<b><u>Town Manager</u></b>			
Town Manager	1.00	0.00	1.00
Special Projects Manager	1.00	0.00	1.00
Executive Assistant	1.00	0.00	1.00
<b>Total Town Manager</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>
<b><u>Public Information Office</u></b>			
Public Information Officer	1.00	0.00	1.00
Public Relations Specialist	1.00	0.00	1.00
Graphic Designer	1.00	0.00	1.00
<b>Total Public Information</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>
<b><u>Government Services</u></b>			
Town Clerk/Director of Gov Svcs	1.00	0.00	1.00
Deputy Town Clerk	1.00	0.00	1.00
Assistant Town Clerk	1.00	0.00	1.00
Administrative Analyst I	1.00	0.00	1.00
Senior Administrative Assistant	1.00	0.00	1.00
<b>Total Government Services</b>	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>
<b><u>Finance</u></b>			
Director of Finance	1.00	0.00	1.00
Finance Manager	1.00	0.00	1.00
Finance Analyst	1.00	0.00	1.00
Senior Accountant	1.00	0.00	1.00
Accountant II	1.00	0.00	1.00
Accountant I	1.00	0.00	1.00
Accounting Technician	2.00	0.00	2.00
Senior Administrative Assistant	1.00	0.00	1.00
Account Clerk II	3.00	0.00	3.00
Office Assistant	1.00	0.00	1.00
<b>Total Finance</b>	<b>13.00</b>	<b>0.00</b>	<b>13.00</b>

<b>Department/Job Classification</b>	<b>Authorized FY 2023-24 FTE</b>	<b>Requested FTE</b>	<b>Adopted FY 2024-25 FTE</b>
<b><u>Human Resources</u></b>			
Human Resources Manager	1.00	0.00	1.00
Administrative Analyst I	0.00	1.00	1.00
Senior Administrative Assistant	1.00	0.00	1.00
Human Resources Assistant	1.00	0.00	1.00
<b>Total Human Resources</b>	<b>3.00</b>	<b>1.00</b>	<b>4.00</b>
<b><u>Innovation &amp; Technology</u></b>			
Director of Innovation and Technology	1.00	0.00	1.00
Innovation and Technology Coordinator	1.00	0.00	1.00
Innovation and Technology Specialist	1.00	0.00	1.00
Innovation and Technology Technician	1.00	0.00	1.00
GIS Specialist	1.00	0.00	1.00
Senior Administrative Assistant	1.00	0.00	1.00
<b>Total Innovation &amp; Technology</b>	<b>6.00</b>	<b>0.00</b>	<b>6.00</b>
<b><u>Animal Services</u></b>			
Director of Animal Services	1.00	0.00	1.00
Animal Services Supervisor	1.00	0.00	1.00
Senior Animal Services Officer	1.00	0.00	1.00
Animal Health Supervisor	1.00	0.00	1.00
Animal Health Assistant	1.00	0.00	1.00
Animal Outreach Assistant	1.00	0.00	1.00
Animal Services Officer II	1.00	0.00	1.00
Animal Services Officer I	1.00	0.00	1.00
Animal Services Assistant	9.00	0.00	9.00
Animal Services Technician	8.00	0.00	8.00
Registered Veterinary Technician	1.00	0.00	1.00
Rescue Coordinator	1.00	0.00	1.00
Animal Services Officer Trainee	2.00	0.00	2.00
Animal Behaviorist	1.00	0.00	1.00
<b>Total Animal Services</b>	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>

<b>Department/Job Classification</b>	<b>Authorized FY 2023-24 FTE</b>	<b>Requested FTE</b>	<b>Adopted FY 2024-25 FTE</b>
<b><u>Economic &amp; Community Development</u></b>			
Assistant Town Manager	1.00	0.00	1.00
Community Development Director	0.00	1.00	1.00
Executive Assistant	1.00	0.00	1.00
Housing Comm.Dev. Supervisor	1.00	0.00	1.00
Housing Comm.Dev. Technician	1.00	0.00	1.00
Planning Manager	1.00	-1.00	0.00
Assistant Planner	1.00	0.00	1.00
Associate Planner	2.00	0.00	2.00
Planning Technician	1.00	0.00	1.00
<b>Total Economic &amp; Community Development</b>	<b>9.00</b>	<b>0.00</b>	<b>9.00</b>
<b><u>Municipal Services</u></b>			
<b>Municipal Services</b>			
Director of Municipal Services	1.00	0.00	1.00
Public Work Manager	0.50	0.00	0.50
Administrative Analyst II	2.00	0.00	2.00
Administrative Analyst I	2.00	0.00	2.00
Office Assistant	1.00	-1.00	0.00
Municipal Services Technician	0.00	1.00	1.00
<b>Code Enforcement</b>			
Code Enforcement Manager	1.00	-1.00	0.00
Code Enforcement Supervisor	0.00	1.00	1.00
Senior Code Enforcement Officer	2.00	0.00	2.00
Code Enforcement Officer II	2.00	2.00	4.00
Code Enforcement Officer I	2.00	0.00	2.00
<b>Environmental Program</b>			
Environmental Programs Coordinator	1.00	0.00	1.00
Maintenance Worker II	1.00	0.00	1.00
Maintenance Worker I	4.00	0.00	4.00
<b>Public Works - Streets</b>			
Public Works Supervisor	1.00	0.00	1.00
Senior Maintenance Worker - Streets	1.00	0.00	1.00
Maintenance Worker I - Streets	4.00	0.00	4.00
Maintenance Worker II - Streets	0.00	2.00	2.00

<b>Department/Job Classification</b>	<b>Authorized FY 2023-24 FTE</b>	<b>Requested FTE</b>	<b>Adopted FY 2024-25 FTE</b>
<b>Public Works - Wastewater</b>			
Public Work Supervisor	1.00	0.00	1.00
Senior Maintenance Worker - Wastewater	2.00	0.00	2.00
Maintenance Worker I - Wastewater	4.00	0.00	4.00
Maintenance Worker II - Wastewater	0.00	2.00	2.00
<b>Fleet Maintenance</b>			
Fleet Mechanic	2.00	0.00	2.00
<b>Total Municipal Services</b>	<b>34.50</b>	<b>6.00</b>	<b>40.50</b>
<b><u>Parks &amp; Recreation</u></b>			
<b>Recreation</b>			
Parks & Recreation Manager	1.00	0.00	1.00
Recreation Supervisor	2.00	0.00	2.00
Recreation Coordinator	3.00	0.00	3.00
Recreation Specialist	2.00	0.00	2.00
Recreation Assistant	2.00	0.00	2.00
Senior Administrative Assistant	1.00	0.00	1.00
<b>Golf</b>			
Golf Services Supervisor	1.00	0.00	1.00
Golf Services Retail Assistant	3.50	0.50	4.00
Senior Maintenance Worker	1.00	0.00	1.00
Maintenance Worker I	4.00	1.00	5.00
<b>Facilities</b>			
Facilities Supervisor	1.00	0.00	1.00
Custodian	9.50	0.00	9.50
Maintenance Aid	1.00	0.00	1.00
Senior Maintenance Worker	1.00	0.00	1.00
Maintenance Worker I	6.00	0.00	6.00
<b>Grounds</b>			
Parks Supervisor	1.00	0.00	1.00
Maintenance Worker I	11.00	0.00	11.00
Maintenance Worker II	3.00	0.00	3.00
<b>Singh Center</b>			
Senior Recreation Supervisor	0.00	1.00	1.00
<b>Total Parks &amp; Recreation</b>	<b>54.00</b>	<b>2.50</b>	<b>56.50</b>
<b>Total Townwide Full Time Equivalent</b>	<b>160.50</b>	<b>9.50</b>	<b>170.00</b>

Department/Job Classification	Authorized FY 2023-24 FTE	Requested FTE	Adopted FY 2024-25 FTE
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**Elected Officials (Non FTE)**

Town Council			
Council Members	5.00	0.00	5.00
Planning Commission			
Commissioners	5.00	0.00	5.00
Recreation Commission			
Commissioners	5.00	0.00	5.00



Town of Apple Valley  
 Schedule of Transfers  
 Fiscal Year 2024-25

<u>Fund</u>	<u>Description</u>	<u>Transfers Out</u>	<u>Transfers In</u>
1001	General Fund	\$ 787,560	\$ -
2520	Quimby	13,500	-
5710	Golf Course	-	13,500
5910	Singh Center	-	787,560
	<b>Total Transfers In and Out</b>	<b><u>\$ 801,060</u></b>	<b><u>\$ 801,060</u></b>

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# General Fund

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**General Fund  
Sources & Uses of Funds  
FY 2024-25**

	<b>FY 2022-23 Estimated Actual</b>	<b>FY 2023-24 Estimated Actual</b>	<b>FY 2024-25 Adopted Budget</b>
Beginning Fund Balance, July 1,	\$ 17,591,788	\$ 22,102,087	\$ 16,933,399
Revenues	<u>41,543,631</u>	<u>36,698,600</u>	<u>39,392,490</u>
Expenditures & Other Uses			
Operating	36,563,332	40,979,788	41,725,253
Transfers-out	470,000	887,500	787,560
Total Expenditures & Other Uses	<u>37,033,332</u>	<u>41,867,288</u>	<u>42,512,813</u>
Excess/(Deficit) Revenue Over/(Under) Expenditures	4,510,299	(5,168,688)	(3,120,323)
<b>Estimated Ending Fund Balance, June 30,</b>	<b>\$ 22,102,087</b>	<b>\$ 16,933,399</b>	<b>\$ 13,813,076</b>

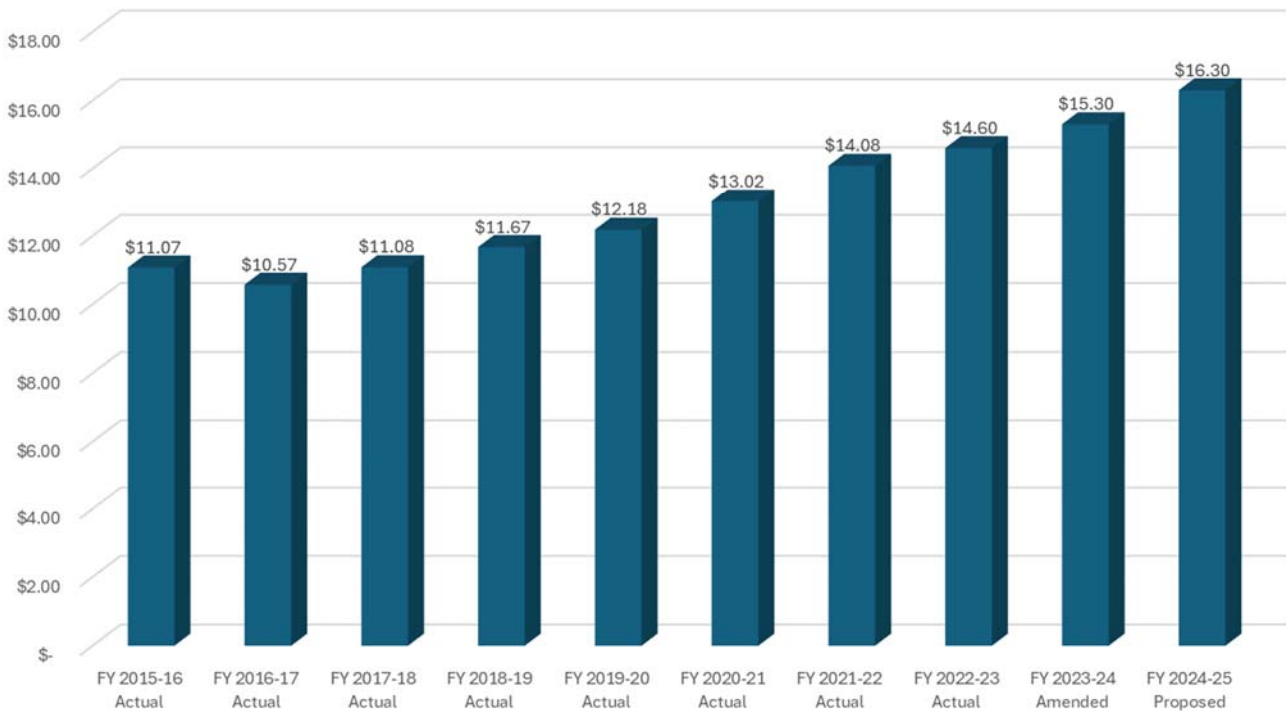
## PROPERTY TAX

Property Tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property) located within the State, based on the property value rather than on a fixed amount or benefit. Properties are distinguished as secured and unsecured (property for which the value of the lien is not sufficient to assure payment of the tax). Article XIII A of the State Constitution limits the real property tax rate to 1% of the property’s assessed value plus rates imposed to fund indebtedness approved by the voters. The Town of Apple Valley’s share of the 1% is equivalent to approximately 13 cents for every \$1.00 collected by the County for property taxes. With the passage of Prop 13 in 1978, assessed valuations are limited to a 2% CPI increase each year when the CPI index exceeds 2%.

The Town of Apple Valley’s property tax base is made up of commercial, residential, and industrial properties. Many residential homes were built during the 1990’s and 2000’s and include a large portion of long-time residents. Because of this dynamic and the Prop 13 restriction to assessed values, the assessed value of many properties is still far less than market value. During the Great Recession when market values were declining, the Town benefited from positive Prop 13 CPI inflation adjustment factors and Prop. 8 recoveries to properties where the taxable value was still lower than the Prop. 13 limit. These positive adjustments have offset some of the reductions to properties previously assessed higher than the current market value. The State is directing county assessors to use 2 percent as the Proposition 13 inflation adjustment factor. This is equal to the 2 percent that is usually used to index assessed values under the acquisition values assessment. Also, the County Assessor’s Office is required to review all properties each year, and any adjustment due to Prop. 8 recoveries will likely exceed the inflation adjustment factor and may well exceed revenue assumptions for FY 2024-25 when Prop. 8 recoveries are included.

For FY 2024-25, estimated revenue from Property Taxes is \$16.3 million, which represents 41.3% of the total General Fund revenue. This estimate is an increase of \$956,500 over the FY 2023-24 projected revenues. Property tax revenue estimates anticipate a higher adjustment in taxable property values when the inflation adjustment factor and Prop. 8 recoveries are combined. Included in the estimates are Secured Property Tax, Unsecured Taxes, Supplemental Taxes, Homeowner’s Exemption (\$7,000 of assessed value is exempt from property tax, which is made up by State subvention), Delinquent Taxes, and Property Transfer Tax (assessed at 55 cents for every \$500 of market value at the time of transfer – half of this amount or 27.5 cents goes to the County).

Property Tax 10-Year Trend



\* Includes property tax from Parks and Recreation and VLF Backfill.

## SALES & USE TAX

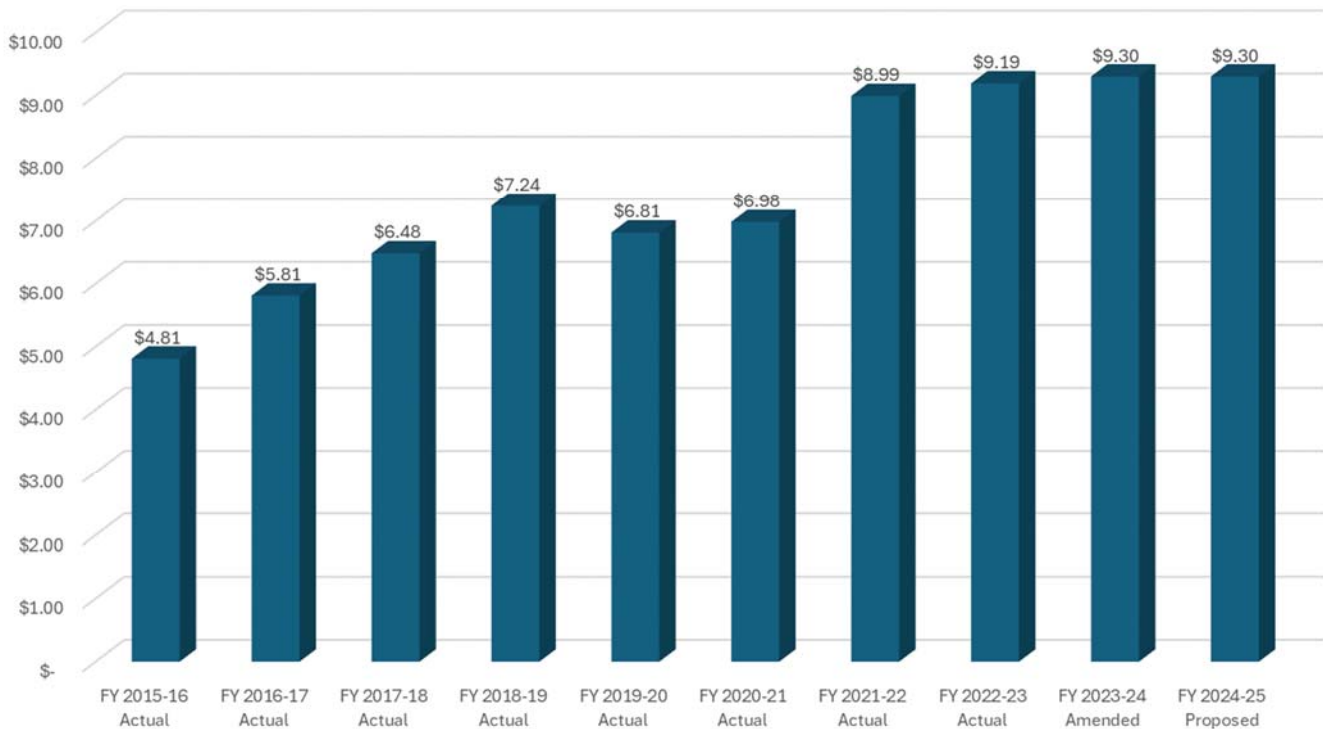
Sales Tax is imposed on retailers selling tangible personal property in California. The Use Tax is imposed on the user of a product purchased out-of-state and delivered for use in California. The Sales & Use Tax rate for San Bernardino County is 7.75% and is broken down as follows:

State General Fund	5.00%
City/County Local Tax	1.00%
Countywide Transportation Tax	0.25%
County Mental Health	0.50%
Public Safety Augmentation Fund (Prop 172)	0.50%
County Transactions Tax (Measure I)	<u>0.50%</u>
Total Rate	<u>7.75%</u>

Sales & Use Tax represents a significant revenue source for Apple Valley and is estimated at \$9.3 million or 24% of the total General Fund revenues estimated for FY 2024-25. This amount represents no increase from the FY 2023-24 estimated actuals. This forecast is dependent on the state of the economy and inflationary factors that impact the market today. Finance staff will continue to monitor sales tax activity throughout the fiscal year.

The California Department of Tax and Fee Administration administers the sales tax and remits to local governments quarterly and at the end of the fiscal year with a “clean-up” payment.

Sales Tax 10-Year Trend



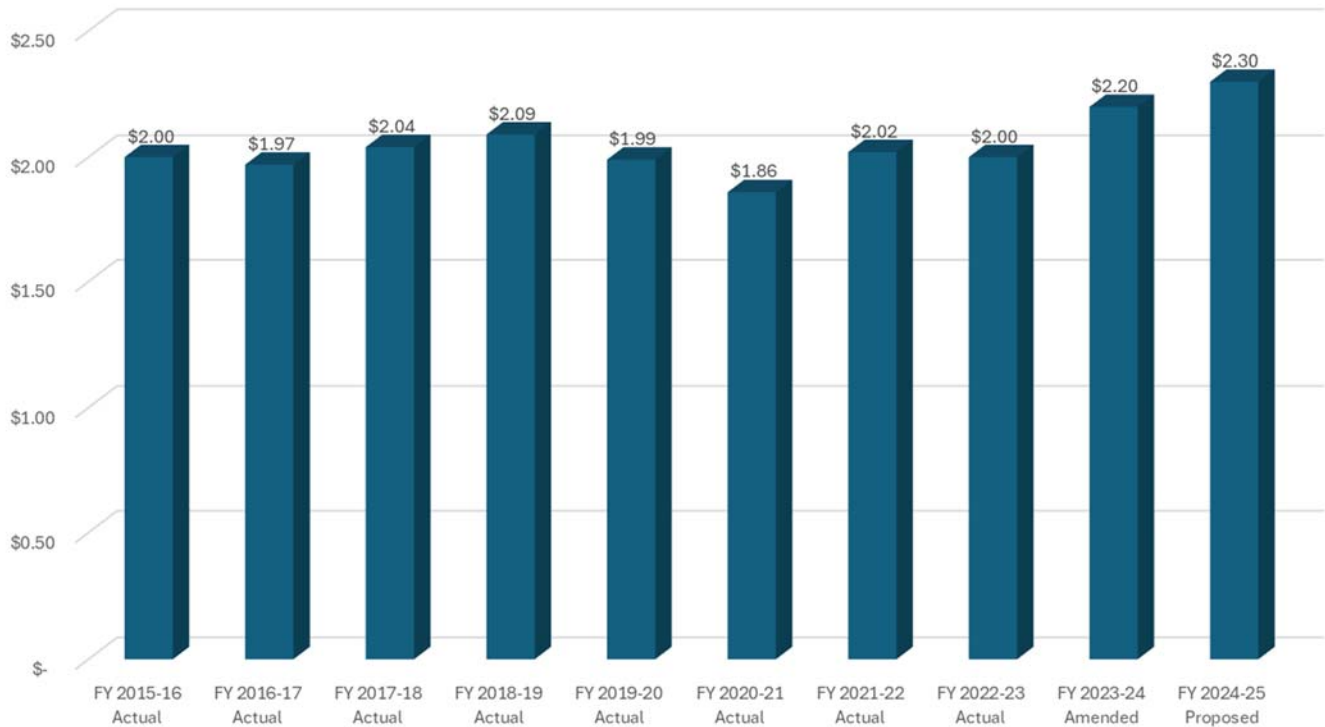
## FRANCHISE FEES

The Town grants a franchise to utility companies for the use of Town streets and rights-of-way. Currently, the Town collects electric franchise fees from Southern California Edison, gas franchise fees from Southwest Gas Company, and water franchise fees from Golden State Water and Liberty Utilities (formerly Apple Valley Ranchos) at the rate of 2% of gross receipts arising from use, operation or possession of the franchise; and cable franchise fees from Charter and Frontier (formerly Verizon) at the rate of 5% of receipts, net of bad debt. The electric, gas and water franchise fees are paid annually while the cable franchise fees are paid on a quarterly basis. By authority of the Public Utility Commission (PUC), electric, gas and water franchise fees are limited to 2% and cable franchise fees are limited to 5% of gross receipts. Any growth in franchise revenues would be as a result of utility rate increases imposed by the electric, gas, water and cable companies.

On August 15, 1989, the Town Council adopted Ordinance number 34 (subsequently amended by Ordinance number 128 adopted November 9, 1993) to implement Solid Waste Regulations and contract fees to be effective upon adoption. The Town has established contract franchise fees of 18% pursuant to its adopted agreement with its waste hauler. This contract fees increased from 6% to 18% in August 2014.

For FY 2024-25, revenues for Franchise Fees are estimated to be \$2.3 million, approximately the same as the prior fiscal year. This represents 5.8% of the total General Fund revenue.

Franchise Fees 10-Year Trend





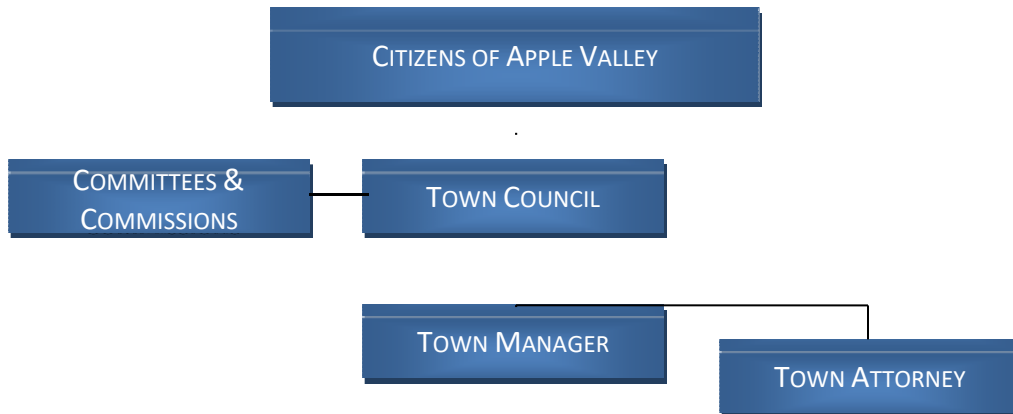
GENERAL FUND REVENUE					
ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Projection	% Change from PFY
<b><u>LOCAL TAXES</u></b>					
10010000	400000	PROPERTY TAX	3,690,000	3,873,300	5.0%
10010000	400005	PROPERTY TAX - PARKS & REC	2,386,000	2,505,300	5.0%
10010000	400010	PROP TAX - VLF BACKFILL	8,930,000	9,377,100	5.0%
10010000	400015	PROPERTY TRANSFER TAX	300,000	506,800	68.9%
10010000	400020	SALES AND USE TAX	9,300,000	9,300,000	0.0%
10010000	400030	TRANSIENT OCCUPANCY TAX	40,000	50,000	25.0%
10010000	400040	SOLID WASTE FRANCHISE FEE	1,800,000	1,800,000	0.0%
10010000	400045	FRANCHISE TAX	2,200,000	2,300,000	4.5%
10010000	410015	BUSINESS LICENSE FEES	190,000	190,000	0.0%
<b>SUBTOTAL LOCAL TAXES</b>			<b>28,836,000</b>	<b>29,902,500</b>	<b>3.7%</b>
<b><u>GENERAL, FINES AND FEES</u></b>					
10010000	400060	CASP - SB1186	11,000	11,000	0.0%
10010000	400075	PASS THRU	1,000,000	1,500,000	50.0%
10010000	410005	REFUNDS, REIMB, REBATES	40,000	40,000	0.0%
10010000	410020	RECYCLING REVENUE	10,000	10,000	0.0%
10010000	410025	MICROFILMING	6,500	6,500	0.0%
10010000	410030	MISCELLANEOUS PENALTIES, FINES	-	100	100.0%
10010000	410035	SUBORDINATION FEE	3,000	4,000	33.3%
10010000	410040	NOTARY FEES	50	100	100.0%
10010000	410045	OTHER REVENUE SOURCES	4,000	4,000	0.0%
10010000	410050	PASSPORT SERVICES	22,000	35,000	59.1%
10010000	410065	CITY STORE SALES	3,000	3,000	0.0%
10010000	410070	BUS PASSES	1,000	1,000	0.0%
10010000	410080	RENTS/LEASE REVENUES	180,000	200,000	11.1%
10010000	410100	INTEREST EARNINGS	600,000	750,000	25.0%
10010000	420010	FINES	45,000	45,000	0.0%
10010000	420030	RESTITUTION	1,000	1,000	0.0%
10010000	420040	TOW RELEASE FEES	34,000	34,000	0.0%
10010000	544130	MESSAGE SERVICES PERMIT	-	1,000	100.0%
10010000	650000	GRANTS	-	23,000	100.0%
<b>SUBTOTAL GENERAL, FINES AND FEES</b>			<b>1,960,550</b>	<b>2,668,700</b>	<b>36.1%</b>
<b><u>PUBLIC SAFETY</u></b>					
10010000	420020	POLICE REPORTS & CHARGES	10,000	15,000	50.0%
10012017	420050	POLICE GRANTS COP	180,000	180,000	0.0%
10012118	507000	ANIMAL CONTROL CITATION FINES	15,000	15,000	0.0%
10012118	507005	ANIMAL CONTROL PERMITS	5,000	5,000	0.0%
10012118	507010	ANIMAL LICENSES	165,000	165,000	0.0%
10012118	507020	FIELD PICK UP (APPREHENSION)	6,500	6,500	0.0%
10012118	507035	LIEN PROCESSING FEES - AC	1,000	1,000	0.0%
10012118	507040	MISC - AC	50,000	50,000	0.0%
10012118	507075	STATE MANDATE FEE - AC	7,500	7,500	0.0%
10012119	507010	ANIMAL LICENSES	-	25,000	100.0%
10012119	507025	FIELD PICK UP WITH OWNER RELSE	14,000	14,000	0.0%
10012119	507030	IMPOUND BOARDING FEES	25,000	25,000	0.0%

ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Projection	% Change from PFY
10012119	507045	OWNER TURN-IN - AV SHELTER	10,000	10,000	0.0%
10012119	507050	PET ADOPTIONS	50,000	75,000	50.0%
10012119	507055	QUARANTINE ANIMAL FEES	2,700	2,700	0.0%
10012119	507060	RABIES VACCINATIONS	15,000	15,000	0.0%
10012119	507070	SPAY & NEUTER DEPOSITS	7,500	35,000	366.7%
10012119	508015	ANML SHELTERING (COUNTY)	879,000	1,110,100	26.3%
10012119	508025	FIELD P/U W/ OWNR RLS (COUNTY)	-	5,500	100.0%
10012119	508030	IMPOUND BOARDING FEES (COUNTY)	-	5,000	100.0%
10012119	508045	OWNER TURN-IN - COUNTY	-	11,000	100.0%
<b>SUBTOTAL PUBLIC SAFETY</b>			<b>1,443,200</b>	<b>1,778,300</b>	<b>23.2%</b>
<b><u>BUILDING &amp; SAFETY</u></b>					
10014020	541000	BUILDING PERMITS	850,000	692,310	-18.6%
10014020	541005	CERT OF COMPLIANCE	-	3,040	100.0%
10014020	541010	CERT OF OCCUPANCY FEES	18,000	23,180	28.8%
10014020	541015	ELECTRICAL	117,000	68,200	-41.7%
10014020	541020	GRADING	4,000	-	-100.0%
10014020	541030	MECHANICAL	46,000	31,850	-30.8%
10014020	541035	MISC REVENUE - BLD	257,000	205,370	-20.1%
10014020	541040	PLAN CHECKS - BLD	703,000	516,750	-26.5%
10014020	541045	PLUMBING	44,000	45,600	3.6%
10014020	541050	SB 1473 (CBSC)	3,600	3,250	-9.7%
10014020	541060	SMI TAX	5,200	3,440	-33.8%
10014020	544005	COPIES & REPRODUCTIONS	50	100	100.0%
10014020	544010	DEVELOPMENT PERMIT	35,000	60,000	71.4%
10014020	544040	OPEN SPACE ACQUISITION	100	300	200.0%
10014020	544085	DEV CODE AMNDMT/INTERPRETATION	-	2,000	100.0%
10014020	544090	EXTENSION REQUEST	-	2,500	100.0%
10014020	544110	LANDSCAPE DEFER DEPOSIT FEE	-	7,500	100.0%
<b>SUBTOTAL BUILDING &amp; SAFETY</b>			<b>2,082,950</b>	<b>1,665,390</b>	<b>-20.0%</b>
<b><u>ENGINEERING</u></b>					
10014023	544015	HOME OCCUPATION PERMIT	11,500	14,000	21.7%
10014023	544025	LOT LINE ADJUSTMENT	10,000	12,000	20.0%
10014023	544030	LOT MERGER	1,000	2,000	100.0%
10014023	544120	RIGHT-OF-WAY PERMITS	100,000	115,000	15.0%
10014023	553000	PLAN CHECKS - ENG	100,000	200,000	100.0%
10014023	553010	TRANSPORTATION PERMITS	3,000	3,000	0.0%
<b>SUBTOTAL ENGINEERING</b>			<b>225,500</b>	<b>346,000</b>	<b>53.4%</b>
<b><u>PLANNING</u></b>					
10014024	541055	SIGN PERMITS	5,000	10,000	100.0%
10014024	544035	MISCELLANEOUS REVENUE-PLANNING	3,000	8,000	166.7%
10014024	544036	PLAN CHECKS - PLANNING	-	75,000	100.0%
10014024	544045	SITE PLAN REVIEW	160,000	350,000	118.8%
10014024	544050	SPECIAL EVENTS	2,000	2,000	0.0%
10014024	544060	TENTATIVE PARCEL MAP	10,000	30,000	200.0%
10014024	544065	TENTATIVE TRACT MAP	10,000	10,000	0.0%
10014024	544070	USE PERMIT	40,000	40,000	0.0%
10014024	544075	VARIANCE (DEVIATIONS)	5,000	5,000	0.0%
10014024	544125	FILMING PERMIT	-	1,000	100.0%
<b>SUBTOTAL PLANNING</b>			<b>235,000</b>	<b>531,000</b>	<b>126.0%</b>

ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Projection	% Change from PFY
<b><u>CODE ENFORCEMENT</u></b>					
10015026	530000	CODE ENFORCEMENT FINES	250,000	400,000	60.0%
10015026	530010	PROPERTY MAINT INSPECTION	185,000	200,000	8.1%
10015026	544000	APPEALS	200	-	-100.0%
<b>SUBTOTAL CODE ENFORCEMENT</b>			<b>435,200</b>	<b>600,000</b>	<b>37.9%</b>
<b><u>RECREATION PROGRAMS</u></b>					
10016034	410080	RENTS/LEASE REVENUES	-	20,000	100.0%
10016037	410080	RENTS/LEASE REVENUES	95,000	120,000	26.3%
10016037	410085	RENTS - USER GROUPS	28,000	28,000	0.0%
10016037	560010	AFTER SCHOOL PROGRAM	575,000	575,000	0.0%
10016037	560020	ATHLETICS	-	75,000	100.0%
10016037	560030	INSTRUCTOR CLASSES	-	60,000	100.0%
10016037	560040	SPECIAL EVENTS	-	2,200	100.0%
10016037	560050	PARKING FEE	15,000	20,000	33.3%
10016037	560060	USER GROUP DISPOSAL FEES	10,500	10,500	0.0%
10016037	560070	RECREATION EVENTS	-	110,000	100.0%
10016037	560105	OPEN GYM	20,000	20,000	0.0%
10016037	560115	GOLF LESSONS	-	1,200	100.0%
10016037	560120	ADVENTURES IN PW SPORTS	5,000	7,000	40.0%
10016037	560125	COED VOLLEYBALL	12,000	12,000	0.0%
10016037	560130	PEE WEE/HOT SHOTS BASKETBALL	9,250	9,250	0.0%
10016037	560135	YOUTH BASKETBALL	37,500	37,500	0.0%
10016037	560140	MINOR LEAGUES	2,000	2,000	0.0%
10016037	560200	ARTS & CRAFTS	20,000	20,000	0.0%
10016037	560205	BALLET & TAP	14,000	14,000	0.0%
10016037	560210	BATON TWIRLING	3,000	3,000	0.0%
10016037	560215	CHEER-TUMBLING	2,800	2,800	0.0%
10016037	560225	DRIVES ED	2,000	2,000	0.0%
10016037	560230	GUITAR LESSONS	1,000	1,000	0.0%
10016037	560235	LOW IMPACT AEROBICS	2,500	2,500	0.0%
10016037	560245	TAE KWON DO	4,500	4,500	0.0%
10016037	560250	TAI CHI	3,000	3,000	0.0%
10016037	560255	TENNIS	6,000	6,000	0.0%
10016037	560260	YOGA	6,000	6,000	0.0%
10016037	560265	INSTRUCTOR CLASS ADMIN FEE	7,000	7,000	0.0%
10016037	560270	INSTRUCTOR CLASS INSURANCE	2,200	2,200	0.0%
10016037	560300	FREEDOM FESTIVAL	6,000	6,000	0.0%
10016037	560305	SUNSET CONCERTS	3,500	3,500	0.0%
10016037	560400	DAY CAMP	300,000	300,000	0.0%
10016037	560405	SUMMER CAMPS	4,000	4,000	0.0%
10016037	560410	FLEA MARKETS	2,800	2,800	0.0%
10016037	560415	CRAFT FAIRS	3,500	3,500	0.0%
10016037	560425	BUNNY RUN	2,400	2,400	0.0%
10016037	560430	FIRECRACKER RUN	3,000	3,000	0.0%
10016037	560440	TEEN EVENTS	300	300	0.0%
10016037	560445	TURKEY RUN 5K RUN	2,500	2,500	0.0%
10016037	560455	LIGHTS	50,000	50,000	0.0%
10016037	560460	RECREATION EVENTS	4,500	4,500	0.0%
<b>SUBTOTAL RECREATION PROGRAMS</b>			<b>1,265,750</b>	<b>1,566,150</b>	<b>23.7%</b>

ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Projection	% Change from PFY
<b><u>AQUATICS</u></b>					
10016038	560025	AQUATICS	-	120,000	100.0%
10016038	560500	AV SWIM CLUB	6,000	6,000	0.0%
10016038	560505	CONCESSION SALES - POOL	-	-	100.0%
10016038	560510	EVENING LAP SWIM	1,200	1,200	0.0%
10016038	560515	EVENING REC SWIM	10,500	10,500	0.0%
10016038	560520	GUARD START	1,500	1,500	0.0%
10016038	560525	LIFEGAURD TRAINING	2,250	2,250	0.0%
10016038	560530	MORNING LAP SWIM	10,000	10,000	0.0%
10016038	560535	OPEN REC SWIM	35,000	35,000	0.0%
10016038	560540	POOL RENTALS	90,000	90,000	0.0%
10016038	560545	POOL SPECIAL EVENTS	2,000	2,000	0.0%
10016038	560550	SWIM LESSONS	45,000	45,000	0.0%
10016038	560555	WATER AEROBICS	11,000	11,000	0.0%
<b>SUBTOTAL AQUATICS</b>			<b>214,450</b>	<b>334,450</b>	<b>56.0%</b>
<b>TOTAL GENERAL FUND REVENUES</b>			<b>\$ 36,698,600</b>	<b>\$ 39,392,490</b>	<b>7.3%</b>

# TOWN COUNCIL



## PROGRAM DESCRIPTION



The Town Council is the legislative body of the organization and is comprised of four members elected per District to four year overlapping terms of office and a Mayor, elected to a two-year term of office. The Council Members also serve as the Successor Agency, Joint Powers Financing Authority and the Apple Valley Community Resources Foundation Board. The Town Council formulates policy guidelines to ensure the provision of high-quality municipal services for the residents and businesses in Apple Valley. The Town Council appoints a Town Manager charged with the implementation of adopted policies, as well as a Town Attorney that reviews Council actions and policies for legal considerations.

## 2023-24 HIGHLIGHTS

- Continued work with Developers in preparation for the Brightline high-speed train station in Apple Valley.
- Established a Performing Arts Center at the former AMC theater named the Singh Center for the Arts.
- Presented the 2024 State of the Town Address at the new Singh Center for the Arts.
- Participated on various regional boards/joint powers authorities/committees & commissions.
- Presented various proclamations and certificates of recognition to Apple Valley businesses, organizations and individuals.
- Active participation in the League of California Cities', Annual Conference and quarterly League Policy Committee meetings
- Continued promotion of transparency in government, fiscal responsibility, vital services and citizen satisfaction.

## 2024 -25 GOALS AND OBJECTIVES

The Town Council's Goals are reflected in its Vision strategic planning document.

1. A safe community
2. Adequate and well-maintained infrastructure
3. A thriving economy
4. A strong transportation system
5. Ample parkland and diverse recreational opportunities
6. Highest quality staff
7. Develop meaningful public/private partnerships
8. Exploration of options for departments to provide revenue-generating services

The Town Council will be revisiting and updating its Vision Strategic Plan to reflect new community goals and visions for the coming years.

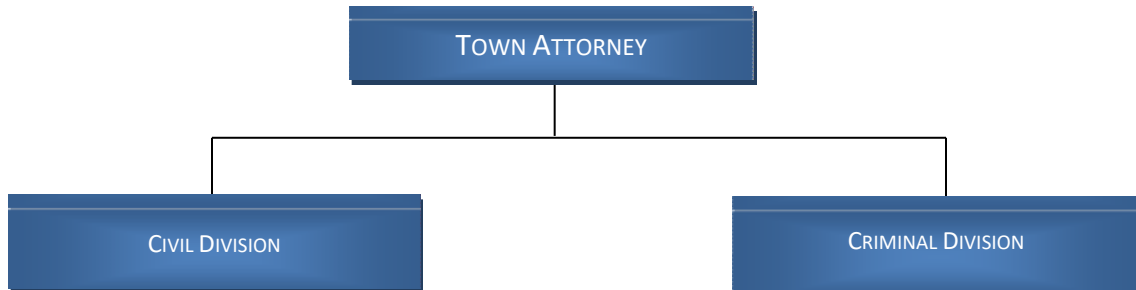
The Town Council continues to work towards creating opportunities for collaboration with other public agencies in the promotion of local economic development and for the purpose of strengthening our legislative advocacy efforts in matters of local/regional significance.



**TOWN COUNCIL**

<b>Fund</b>	<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY 2023-24 Budget</b>	<b>FY 2024-25 Adopted Budget</b>	<b>% Change From PFY</b>
<b><u>PERSONNEL</u></b>						
1001	10011001	700010	WAGES PART-TIME	48,662	48,662	0.0%
1001	10011001	700100	CAFETERIA AND OTHER BENEFITS	64,863	69,600	7.3%
1001	10011001	700120	MEDICARE	1,201	706	-41.2%
1001	10011001	700130	PERS	18,677	14,403	-22.9%
1001	10011001	700140	AUTO ALLOWANCE	34,200	34,200	0.0%
<b>TOTAL PERSONNEL</b>				<b>167,603</b>	<b>167,571</b>	<b>0.0%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10011001	710040	MEETINGS & CONFERENCES	33,000	33,000	0.0%
1001	10011001	710050	MEMBERSHIP/DUES	500	500	0.0%
1001	10011001	710070	MISCELLANEOUS COSTS	1,000	3,000	200.0%
1001	10011001	710080	OFFICE SUPPLIES/EXP	3,500	3,500	0.0%
1001	10011001	710100	PRINTING	6,000	10,000	66.7%
1001	10011001	720010	CONTRACT SERVICES	60,600	60,600	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>104,600</b>	<b>110,600</b>	<b>5.7%</b>
<b>TOTAL TOWN COUNCIL</b>				<b>272,203</b>	<b>278,171</b>	<b>2.2%</b>

## TOWN ATTORNEY



### PROGRAM DESCRIPTION

The Town Attorney serves as the Chief Legal Officer of the Town and promotes the efficient delivery of high-quality legal services to the Town Council, Town Management and individual departments – with an emphasis on preventative legal services. The Town Attorney’s Office strives to protect the Town’s assets by minimizing exposure to liability and aggressively defending the Town, its officers and employees. The Town Attorney’s Office also promotes the rule of law and public safety by prosecuting misdemeanors and violations of the Town’s Municipal Code. The Town Attorney’s Office is divided into the Criminal Division and the Civil Division which perform the core services listed below. The Town Attorney functional services are provided on a contracted basis with external law firms.

The **Criminal Division** prosecutes misdemeanors and violations of the Town’s Municipal Code. The Criminal Division works in conjunction with the Police department, County Prosecutor’s Office, San Bernardino County Superior Court, and other state and local agencies to develop programs to help reduce crime and better assist victims of crime.



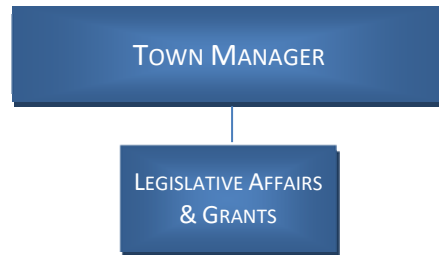
The **Civil Division** provides written and oral opinions to Town Council, the Town Manager, and the entire Town government on issues related to statutory compliance. The Civil Division serves as legal counsel to all of the Town’s boards and committees, including the Successor Agency to the former Town of Apple Valley Redevelopment Agency, the Oversight Committee and the Planning Commission. The Civil Division is responsible for performing all transactional work for the Town, including but not limited to, reviewing, drafting and negotiating contracts, inter-local agreements, real estate purchase agreements and leases, and ordinances and resolutions. When required, the Civil Division also defends the Town and all Town officials and employees in lawsuits and administrative claims brought against the Town and its various departments. The Civil Division emphasizes preventive legal services aimed at minimizing risk to the Town and avoiding litigation.



TOWN ATTORNEY

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10011201	720060	LEGAL SERVICES	320,000	350,000	9.4%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>320,000</b>	<b>350,000</b>	<b>9.4%</b>
<b>TOTAL TOWN ATTORNEY</b>				<b>320,000</b>	<b>350,000</b>	<b>9.4%</b>

# TOWN MANAGER



## PROGRAM DESCRIPTION

The Town Manager serves as the Chief Executive Officer of the Town. The Town Manager's primary role is to promote the effective delivery of municipal services. The Town Manager maintains active communication with federal, state and regional agencies as well as other local municipalities. The Town Manager ensures that Town Council policies and directives are implemented and provides executive level staff support for the Town Council in a variety of functions, including public administration, intergovernmental relations, public information, legislative advocacy, special projects, policy analysis and other items that are necessary to improve the functions of government. The Town Manager is responsible for the efficient and effective operation of all Town/Agency departments, programs and services. Specifically, the Town Manager's office is responsible for financial oversight, executive level leadership, legislative advocacy, grants coordination and response to citizen concerns.

## 2023-24 HIGHLIGHTS

- Maintained fiscal year budget expenditures despite a rise in costs.
- Submitted several Federal, State and Local competitive grant applications.
- Completed ARPA reporting requirements for grant funding totaling \$14.7 million.
- Continued to facilitate partnerships with member cities and towns within the League of California Cities.
- Participated in League of California Cities Town/City Managers Department Meeting.
- Strengthened and increased joint Town and Chamber business outreach efforts.
- Established Vice Chair position on the City Manager's Committee of the California Joint Powers Insurance Authority (JPIA).

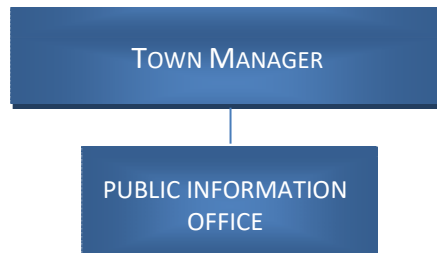
## 2024-25 GOALS AND OBJECTIVES

Department Performance Measures – Town Manager	
Objective	Measurement
Continue to develop public agency partnerships and strengthen existing relationships to bolster legislative advocacy efforts and promote regional economic development	Organize and facilitate multi-agency legislative advocacy efforts in Sacramento and Washington DC; Continue to partner with public agencies in hosting informational seminars for the public
Continue to take an active role in the League of California Cities partnership for the promotion and preservation of local control	Develop matrix of legislative actions by the Town Council
Promote and implement cost-saving efficiency measures to further reduce operating expenses while exploring options to provide new revenue-generating services	Ongoing; Hold outreach meetings to encourage staff to identify potential new revenue sources
Continue to pursue Federal, State and local grant funding sources for transportation projects, community development and municipal service programs	Increase number of grant applications from previous fiscal year
Continue increasing community event donations and sponsorships to decrease General Fund subsidies	Ongoing
Continue Historical Advisory Committee to document the Town’s history	Ongoing

**TOWN MANAGER**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10011101	700000	SALARIES REGULAR	419,933	487,302	16.0%
1001	10011101	700100	CAFETERIA AND OTHER BENEFITS	34,666	26,471	-23.6%
1001	10011101	700110	RETIREMENT HEALTH SAVINGS	2,163	2,437	12.7%
1001	10011101	700120	MEDICARE	6,273	7,066	12.6%
1001	10011101	700130	PERS	140,000	132,569	-5.3%
1001	10011101	700140	AUTO ALLOWANCE	10,560	11,280	6.8%
1001	10011101	700150	PHONE ALLOWANCE	2,160	3,480	61.1%
<b>TOTAL PERSONNEL</b>				<b>615,755</b>	<b>670,605</b>	<b>8.9%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10011101	710040	MEETINGS & CONFERENCES	20,125	15,753	-21.7%
1001	10011101	710050	MEMBERSHIP/DUES	4,700	4,700	0.0%
1001	10011101	710060	MILEAGE EXP/ALLOWANCE	250	250	0.0%
1001	10011101	710080	OFFICE SUPPLIES/EXP	600	1,500	150.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>25,675</b>	<b>22,203</b>	<b>-13.5%</b>
<b>TOTAL TOWN MANAGER</b>				<b>641,430</b>	<b>692,808</b>	<b>8.0%</b>

## PUBLIC INFORMATION OFFICE



### PROGRAM DESCRIPTION

The Public Information Office serves as the central hub for all communications and community relations within the Town. This department ensures a seamless flow of information between the Town and its diverse audiences, including residents, visitors, employees, businesses, and media members. By navigating various municipal departments and promoting their services, the PIO strengthens community ties and enhances public awareness of Town activities.

The PIO Department is an award-winning team that connects the community with its government by utilizing high-quality photography, design, and video content made in-house to educate, engage, and inform the public. This team consists of the Public Information Officer, a Public Relations Specialist, and a Graphic Designer. Over the past fiscal year, the PIO has expanded its communication strategies to include trending platforms like Instagram and Facebook, significantly boosting engagement and outreach through image and video production. Additionally, the office produces written content, such as the biannual "Our Town" newsletter, press releases, website updates, and various printed materials, keeping the community informed about Town events and initiatives.

#### **PUBLIC INFORMATION OFFICER**

Appointed by the Town Manager, the Public Information Officer (PIO) receives direct supervision and guidance from the Town Manager. The PIO's primary role is to facilitate communication between the municipal government and the community, ensuring that public expectations are met regarding Town services and programs. This position is crucial for maintaining transparency and fostering trust between the Town and its constituents.

#### **PUBLIC RELATIONS SPECIALIST**

The Public Relations Specialist supports the administration of the Town's public information, community, and public relations programs. This role involves coordinating with department goals and objectives and adhering to established public relations policies and procedures. The specialist plays a key part in executing the Town's communication strategies and enhancing public engagement.

#### **GRAPHIC DESIGNER**

Under general supervision, the Graphic Designer is responsible for creating professional and complex computer-generated graphics and illustrative materials. This includes designing forms, flyers, bulletins, reports, marketing materials, publications, and other documents for internal departments. The designer focuses on developing creative content to promote the Town's public relations and branding efforts, disseminating information to the community, and assisting in the production of regular and special Town publications.

## 2023-24 HIGHLIGHTS

- CAPIO EPIC Awards – Recognized for In-House Video Production and One-Time Community Event for the Listening Session hosted in 2023.
- Listening Session – Community event to gather public input.
- State of the Town – 2023 and 2024 – Produced engaging video content and announced the Singh Center for the Arts.
- #TraskTalkTuesday – Initiative to foster community interaction.
- #ThrowbackThursday – Promotes the history of the Town.
- Shop Local spotlights – Encourages local business patronage.
- Revamped “Our Town” newsletter – Transformed into a magazine-style publication.
- Spotlight on the Arts and Culture.
- Mayor’s Healthy Heart Challenge - In collaboration with the Mayor and Parks and Recreation, assisted with the marketing and community outreach for the Mayor’s Healthy Heart Challenge.
- Planned and hosted the Town of Apple Valley’s 35<sup>th</sup> Anniversary celebration.
- Hosted the Taste of the Town event August 2023.
- Singh Center for the Arts – PIO Department aided in the creation of the Center utilizing PEG funding.
- Bus Shelter Ads for “Adopt Don’t Shop” and “Shop Local” campaigns.
- Community Calendar featuring animals adopted from the Apple Valley Animal Shelter.

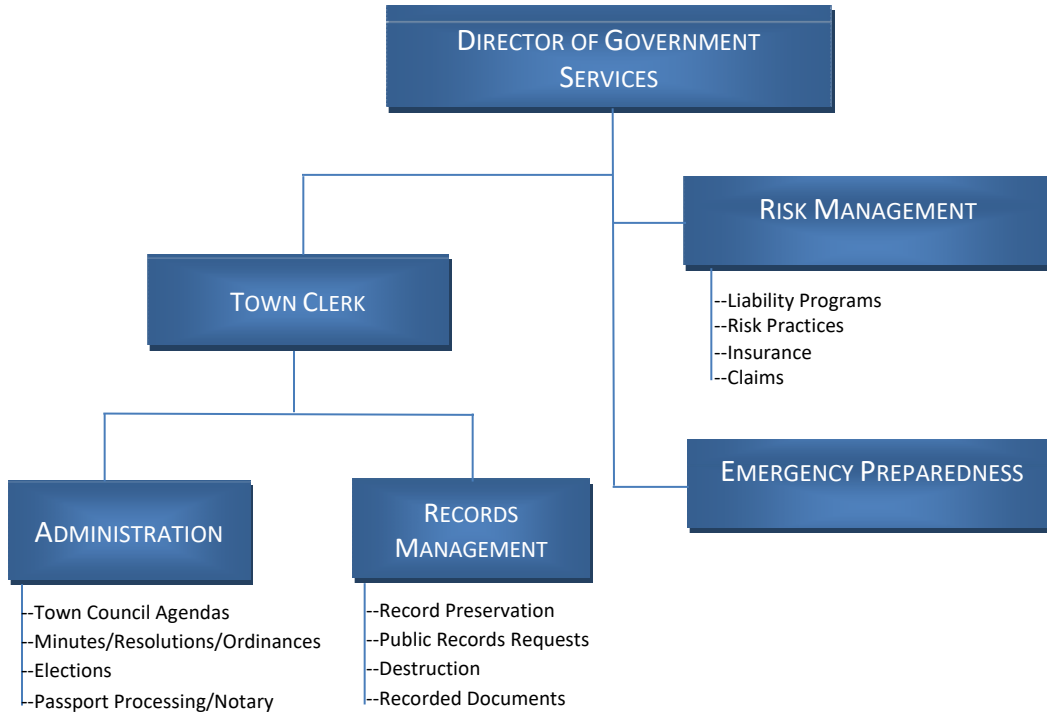
## 2024 -25 GOALS AND OBJECTIVES

Department Performance Measures – Public Information Office	
Objective	Measurement
Continue to Utilize Bus Shelter Ad Space	Increase visibility and outreach through strategic advertising
Continue to enhance art presence in Apple Valley	Install additional murals throughout the Town.
Update Website Aesthetics and Compliance	Improve user experience and ensure accessibility standards are met.
Maximize PEG Channel Usage	Leverage the Public, Educational, and Governmental (PEG) channel to broadcast more Town-related content.
Spotlight on Culture	Interview community members regarding the history of Apple Valley.
Relocate Heritage Room Historical Items	To increase public access to Apple Valley History, PIO will assist in moving historical items from the Heritage Room in Town Hall to the Apple Valley Golf Course.
Update Town Merchandise	Design new Town swag inspired by Arts and Culture

**PUBLIC INFORMATION OFFICE**

<b>Fund</b>	<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY 2023-24 Budget</b>	<b>FY 2024-25 Adopted Budget</b>	<b>% Change From PFY</b>
<b><u>PERSONNEL</u></b>						
1001	10011301	700000	SALARIES REGULAR	253,274	247,376	-2.3%
1001	10011301	700100	CAFETERIA AND OTHER BENEFITS	23,647	34,993	48.0%
1001	10011301	700110	RETIREMENT HEALTH SAVINGS	1,296	1,237	-4.6%
1001	10011301	700120	MEDICARE	3,759	3,587	-4.6%
1001	10011301	700130	PERS	61,726	59,136	-4.2%
1001	10011301	700140	AUTO ALLOWANCE	4,800	4,800	0.0%
1001	10011301	700150	PHONE ALLOWANCE	1,200	1,200	0.0%
<b>TOTAL PERSONNEL</b>				<b>349,702</b>	<b>352,329</b>	<b>0.8%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10011301	710000	ADVERTISING/PUBLICATIONS	46,700	10,000	-78.6%
1001	10011301	710005	COMMUNITY SUPPORT	-	36,700	100.0%
1001	10011301	710030	EDUCATION & TRAINING	5,000	10,000	100.0%
1001	10011301	710040	MEETINGS & CONFERENCES	2,500	-	0.0%
1001	10011301	710050	MEMBERSHIP/DUES	2,250	2,250	0.0%
1001	10011301	710055	SUBSCRIPTIONS	-	6,000	100.0%
1001	10011301	710060	MILEAGE EXP/ALLOWANCE	1,000	1,000	0.0%
1001	10011301	710080	OFFICE SUPPLIES/EXP	500	500	0.0%
1001	10011301	710090	POSTAGE	19,000	19,000	0.0%
1001	10011301	710100	PRINTING	27,000	27,000	0.0%
1001	10011301	710150	HARDWARE/SOFTWARE SUPPLIES/EXP	1,500	-	0.0%
1001	10011301	720010	CONTRACT SERVICES	12,000	5,000	-58.3%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>117,450</b>	<b>117,450</b>	<b>0.0%</b>
<b>TOTAL PUBLIC INFORMATION OFFICE</b>				<b>467,152</b>	<b>467,152</b>	<b>0.0%</b>

## GOVERNMENT SERVICES



### DEPARTMENT DESCRIPTION



Town of Apple Valley

The Government Services Department is staffed with five (5) positions that include the Director/Town Clerk, Assistant Town Clerk, Administrative Analyst, Deputy Town Clerk and a Senior Administrative Assistant. The primary responsibilities for this department are Council Support Services, Records Management, Administrative Processing, Board Administration, Election Services, Risk Management and Emergency Preparedness. Each of these functions require a collaborative effort between the department staff to ensure that all components within the process are completed from origin to file.

### DIVISION/MAJOR PROGRAM DESCRIPTION

#### Council Support Services

The Government Services Department works closely with the Town Council and is responsible for preparing agendas and transcribing minutes for the Town Council and the Successor Agency. Agenda packets are prepared by the department and made available via paper, electronic mechanism and the Town of Apple Valley website for the viewing public.



### **Administrative Process**

The Government Services Department processes all claims, subpoenas and other legal notices that are served to the Town of Apple Valley. Tracking and monitoring of these claims, as well as contracts are also processed through this office. FPPC compliance is managed through the preparation of required state forms for designated employee filers. The Office responsibly administers the Oath of Office to employees and/or members of the public who are assuming office or as required for employment contracts. Passport and Notary Services are available to the public enhancing our community service to residents.

### **Elections**

As the Elections Official, the Town Clerk, in coordination with the San Bernardino County Elections Office, processes all documents for Council candidates within the timeframe established by the Secretary of State. This process includes assisting with the determination of polling locations, publication of required notices, processing candidate packets, and accepting payments and statements in accordance with all state and federal regulations. In addition, the office processes initiatives or referendums filed by citizens, conducts signature verifications and makes recommendations to the Town Council on potential election dates.

### **Records Management**

The Town Clerk is the custodian of all official Town records. This responsibility requires the department to maintain the legislative history of the Town and the Town's official seal. The Town Clerk maintains custody of deeds, agreements, contracts, annexations records, infrastructure documentation and other vital records of the Town.

### **Risk Management**

The purpose of the Risk Management Division is to ensure that all Town employees are provided a safe work environment, protected from injury, by ensuring safety training programs are conducted and managing compliance to State safety mandates. The Risk Management Division also provides all necessary coordination and reporting with the Occupation Safety and Health Administration (OSHA) and ensures that the Town continues to meet its obligations under all regulatory programs including the American with Disabilities Act (ADA).

### **Emergency Preparedness**

The Government Services Department is responsible the Town's Emergency Preparedness Services.



## 2023-24 HIGHLIGHTS

- Continued process for the completion of the ADA Transition Plan.
- Successful Walk-in Wednesday Passport Program.
- Implementation of online training system for mandated AB1234 filing.
- Implementation of FPPC Filing System.
- Increased the amount of Record Requests provided in electronic format.
- Attended virtual and in person training for department employees in both Town Clerk and Risk Management functions.
- Complete destruction of Town records in accordance with the Town of Apple Valley Records Retention Schedule.

## 2024-25 GOALS AND OBJECTIVES

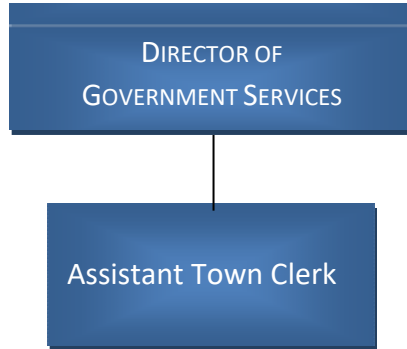
- Develop a standardized checklist for office operations under the responsibility of the Government Services Department.
- Work with the County Registrar of Voters Office Election Officials for the 2024 Presidential and General Municipal Election.
- Expand Records Management Program to include public search capabilities.
- Increase training opportunities for Town Clerk staff and Risk Management Staff.
- Revamp inspection Checklists for Town Departments for Risk Management.
- Work closely with Department staff to ensure their documentation is processed according to the retention schedule.

Department Performance Measures		
	Actual FY 23-24	Goal FY 24-25
<b>Government Services</b>		
Accuracy on agenda packet	95%	100%
Process documents within one week of meeting.	95%	100%
FPPC documents collected prior to deadline.	95%	100%
Process subrogation documents within three days of receipt	90%	95%
Input Certificate of Insurance into database upon receipt	85%	90%

**TOWN CLERK**

<b>Fund</b>	<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY 2023-24 Budget</b>	<b>FY 2024-25 Adopted Budget</b>	<b>% Change From PFY</b>
<b><u>PERSONNEL</u></b>						
1001	10011410	700000	SALARIES REGULAR	469,191	473,206	0.9%
1001	10011410	700100	CAFETERIA AND OTHER BENEFITS	48,193	60,289	25.1%
1001	10011410	700110	RETIREMENT HEALTH SAVINGS	2,379	2,366	-0.5%
1001	10011410	700120	MEDICARE	6,897	6,861	-0.5%
1001	10011410	700130	PERS	137,315	141,569	3.1%
1001	10011410	700140	AUTO ALLOWANCE	6,498	6,498	0.0%
1001	10011410	700150	PHONE ALLOWANCE	-	2,700	100.0%
<b>TOTAL PERSONNEL</b>				<b>670,473</b>	<b>693,489</b>	<b>3.4%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10011410	710000	ADVERTISING/PUBLICATIONS	4,000	4,000	0.0%
1001	10011410	710030	EDUCATION & TRAINING	5,000	8,000	100.0%
1001	10011410	710040	MEETINGS & CONFERENCES	7,500	7,500	0.0%
1001	10011410	710050	MEMBERSHIP/DUES	1,500	2,500	0.0%
1001	10011410	710060	MILEAGE EXP/ALLOWANCE	1,200	1,200	0.0%
1001	10011410	710080	OFFICE SUPPLIES/EXP	3,000	3,000	100.0%
1001	10011410	710100	PRINTING	1,500	1,500	0.0%
1001	10011410	710140	ELECTION	-	80,000	100.0%
1001	10011410	720010	CONTRACT SERVICES	9,999	21,000	110.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>33,699</b>	<b>128,700</b>	<b>281.9%</b>
<b>TOTAL TOWN CLERK</b>				<b>704,172</b>	<b>822,189</b>	<b>16.8%</b>

# EMERGENCY PREPAREDNESS



## PROGRAM DESCRIPTION

The Office of Emergency Preparedness (OEP) aims to support the Town’s Vision of “A Safe Community” by maintaining and enhancing a high level of public safety. This is accomplished by coordinating and collaborating with our partners to reduce the impact of emergencies and disasters, through a comprehensive emergency management program. The OEP works with key stakeholders in the community, such as AVUSD, AVFPD, AVPD and non-governmental organizations such as Red Cross and local churches, to ensure that the entire community of Apple Valley is forward leaning in emergency preparedness. The OEP is committed to preparing for, responding to, recovering from and mitigating new and challenging emergencies and/or disasters.

In the event of an emergency, the OEP activates and manages the Apple Valley’s Emergency Operations Center (EOC) which is currently located at the Apple Valley Unified School District’s Administration Campus. When activated the EOC becomes the coordination point for all Apple Valley emergency management activities. Apple Valley’s EOC will report directly to the County Office of Emergency Services (OES) who can then assist the Town with requests for state and federal assistance during a significant emergency or disaster.

OEP is responsible for coordinating emergency management training and exercises to prepare EOC staff to carry out their roles in an activated EOC. Apple Valley is an active member of the San Bernardino County Operational Area Coordinating Council (SBCOA). The SBCOA provides support to the Town through free training opportunities, quarterly meetings, resources and coordination of grant funding.

OEP is responsible for managing the Emergency Management Performance Grant (EMPG) for the Town. EMPG is a federal grant designed to support comprehensive emergency management programs at the local level and to encourage the improvement of mitigation, preparedness, response, and recovery capabilities for all hazards.

OEP manages Apple Valley’s Disaster Service Workers (DSW) Volunteer Program. DSW is an all-risk, all-hazard training. This valuable program is designed to help community members protect themselves, their families, neighbors and our community in an emergency situation. DSW’s include Community Emergency Response Team (CERT) and Emergency Communication Services (ECS).

OEP manages and coordinates the quarterly Disaster Council meetings, which was created by Town Council through Municipal Code 2.40 and has Apple Valley’s current mayor serving as Chairman. Representatives from private and public entities as well as private citizens having an official emergency responsibility are invited to participate.

## 2023-24 HIGHLIGHTS

- Purchased new safety equipment for Town buildings.
- Attended virtual and online trainings for Emergency Management.
- Provided Naloxone training to departments for proper use to reverse opioid overdose.
- Conducted joint Emergency Response Drill with Fire and School District
- Maintain first aid and safety kits for the organization.
- Provided Shelter training with the American Red Cross.

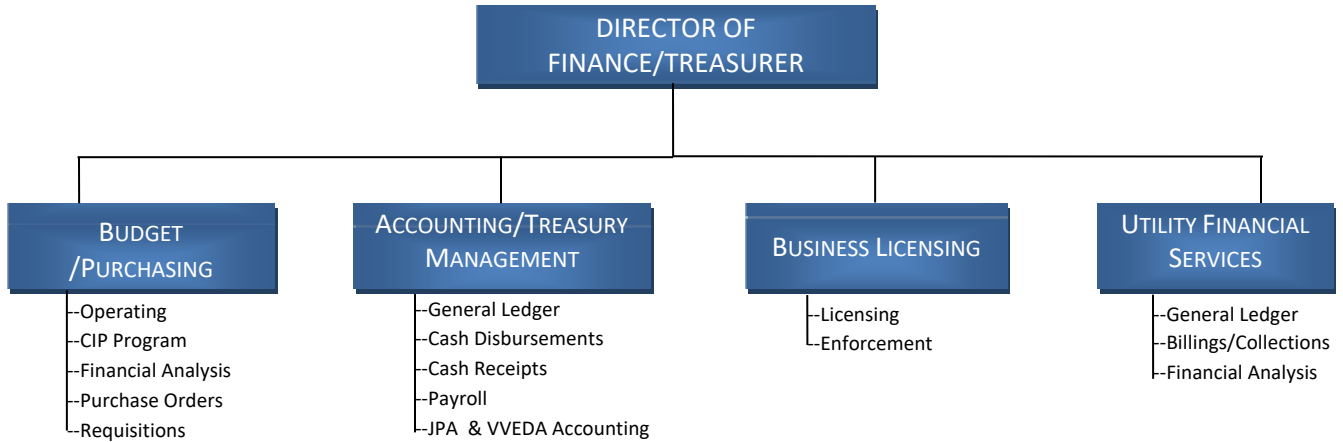
## 2024-25 GOALS AND OBJECTIVES

- Complete the Emergency Operation Plan.
- Establish Town of Apple Valley EOC at Public Works facility.
- Conduct trainings with Emergency Preparedness Safety Workers Advisory Group.
- Reestablish the Apple Valley Disaster Council Meetings.
- Ensure all buildings are equipped with lifesaving devices.
- Conduct CERT training with the County Office of Emergency Services.



EMERGENCY PREPARDNESS						
Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10011412	710030	EDUCATION & TRAINING	2,500	2,500	0.0%
1001	10011412	710040	MEETINGS & CONFERENCES	1,000	2,000	100.0%
1001	10011412	710050	MEMBERSHIP/DUES	100	-	-100.0%
1001	10011412	710080	OFFICE SUPPLIES/EXP	16,801	35,000	108.3%
1001	10011412	710330	UTIL - COMMUNICATION SVCS	3,000	3,000	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>23,401</b>	<b>42,500</b>	<b>81.6%</b>
<b>TOTAL EMERGENCY PREPARDNESS</b>				<b>23,401</b>	<b>42,500</b>	<b>81.6%</b>

# FINANCE DEPARTMENT



## DEPARTMENT DESCRIPTION

The Finance departmental operations are part of the administrative operations reporting to the Director of Finance/Treasurer. The Finance department's primary purpose is to act as the financial steward of publicly entrusted resources and to provide a wide variety of support functions generally encompassed by finance. The department provides support throughout the organization and assists members of the public with accessing Town services and information. These functions are critical to the Town's fiscal integrity and fiscal stability, as well as the Town's ability to consistently deliver the high quality of municipal services its residents have grown to expect.

The Finance Department is a General Government Support function. The Department is comprised of thirteen full-time staff members – two management and eleven professional/clerical positions. The Department is responsible for all accounting functions, preparation and coordination of the Town's annual operating budget and capital improvement program, business licensing, revenue collections, treasury investing, and debt management. Finance is also responsible for the preparation and issuance of financial reports and administers the disbursement of Town funds in accordance with adopted fiscal policies and internal control procedures.

Program activities for the department include: Financial planning and reporting, preparation and coordination of the annual budget, preparation and issuance of the Annual Comprehensive Financial Report (ACFR), coordination of other annual and special audits, processing the Town's employee payroll, filing monthly and annual reports with taxing authorities and regulatory agencies, coordinating employee benefit coverage and reporting with the Human Resources department, processing payments for insurance benefits and payroll taxes withheld, providing payroll statistics to various departments and agencies, processing the Town's accounts payable and issuing checks to vendors, filing annual reports required by regulatory agencies, reviewing and revising internal controls and adhering to established procedures.

## DIVISION/MAJOR PROGRAM DESCRIPTION

**Administration:** provides overall management of the Finance Department's operations, facilitates Town-wide financial planning, coordinates the financing of Town projects, and provides Town management with current information concerning economic conditions and legislative impacts to Apple Valley.

**Accounting-Recurring Expenditures:** provides financial services including accounts payable and payroll processing. Included in this function are the bi-weekly processing of payroll, weekly processing of vendor payments, travel and expense reports, reconciliation of procurement card transactions, cash and investments, and reporting requirements to the IRS and is responsible for the preparation of the Annual Comprehensive Financial Report.

**Accounting-General Ledger Maintenance:** provides for the maintenance of the general ledger including account and subsidiary ledger reconciliations, accounts receivable, and fixed assets management. Additionally, reconciles and reports on grants, and CIP and non-CIP projects. Further responsibilities include maintaining the Town's financial systems, providing internal controls over all financial functions, and ensuring grant compliance.

**Budget:** prepares the Town's annual budget. The Budget Division coordinates the development and ongoing monitoring of the Town-wide operating and capital improvement budgets, provides financial analysis in a variety of areas including legislative impacts, provide financial reports for internal and external users and oversees debt management.

**Business License:** is responsible for licensing every type of business conducting business within the Town.

### 2023-24 HIGHLIGHTS

- Continued reformatting the budget document to improve financial reporting practices and public disclosure of financial information.
- Implemented the general ledger of the new ERP system which includes, chart of account, budget, purchasing & requisition, and accounts payables modules.
- Updated user Fee Schedule Book as part of a master resolution for Council adoption.
- Prepared one Recognized Obligation Payment Schedules (ROPS) for the RDA dissolution process.
- Issued the Town financial statements for the fiscal year ended June 30, 2022.
- Assist the Town Manager in preparation of a balanced budget and maintain established operating reserves for contingencies.
- Safeguard the Town's assets and invest available cash within the Town's adopted investment policy.

### 2024-25 GOALS AND OBJECTIVES

- Maintain the Town's fiscal health and provide adequate resources to fund Town services to the community.
- Perform financial responsibilities in accordance with statutory regulations and standards promulgated by professional regulatory agencies.
- Account for the Town's fiscal activities in an accurate and timely manner within generally accepted accounting principles (GAAP) and other legal requirements.
- Issue the Town's financial statements by the end of November annually.
- Prepare monthly budget status reports within ten days of month end.
- Provide all departments with on-line access to the financial system for report generation purposes
- Assist in implementing automated timesheet.



**FINANCE**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10011501	700000	SALARIES REGULAR	681,808	744,713	9.2%
1001	10011501	700010	WAGES PART-TIME	50,915	10,000	-80.4%
1001	10011501	700100	CAFETERIA AND OTHER BENEFITS	74,309	94,155	26.7%
1001	10011501	700110	RETIREMENT HEALTH SAVINGS	3,449	3,724	8.0%
1001	10011501	700120	MEDICARE	10,740	10,798	0.5%
1001	10011501	700130	PERS	170,025	184,505	8.5%
1001	10011501	700140	AUTO ALLOWANCE	5,814	5,814	0.0%
1001	10011501	700150	PHONE ALLOWANCE	2,148	2,881	34.1%
<b>TOTAL PERSONNEL</b>				<b>999,208</b>	<b>1,056,590</b>	<b>5.7%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10011501	710030	EDUCATION & TRAINING	4,500	6,000	33.3%
1001	10011501	710040	MEETINGS & CONFERENCES	10,500	21,500	104.8%
1001	10011501	710050	MEMBERSHIP/DUES	1,950	500	-74.4%
1001	10011501	710060	MILEAGE EXP/ALLOWANCE	500	500	0.0%
1001	10011501	710080	OFFICE SUPPLIES/EXP	3,500	3,500	0.0%
1001	10011501	710100	PRINTING	2,000	2,000	0.0%
1001	10011501	710150	HARDWARE/SOFTWARE SUPPLIES/EXP	5,000	1,500	-70.0%
1001	10011501	710190	DEPARTMENT SUPPLIES/EXP	2,500	1,000	-60.0%
1001	10011501	720010	CONTRACT SERVICES	75,000	75,000	0.0%
1001	10011501	720030	ACCOUNTING AND AUDIT SERVICES	50,000	50,000	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>155,450</b>	<b>161,500</b>	<b>3.9%</b>
<b>TOTAL FINANCE</b>				<b>1,154,658</b>	<b>1,218,090</b>	<b>5.5%</b>

# HUMAN RESOURCES

TOWN MANAGER

HUMAN RESOURCES

- Benefits Administration
- Classification & Compensation
- Disability Management
- Employee Relations
- Recruitment & Selection
- Training & Development
- Workers Compensation

## DEPARTMENT DESCRIPTION



The Human Resources Department, recognizing that our employees are our most valuable asset, seeks to provide the highest quality customer service to Town staff in the areas of Benefits Administration, Classification and Compensation, Disability Management, Employee Relations, Recruitment & Selection, Training & Development and Workers Compensation. These goals are consistent with the goal in the Town’s Vision of “recruiting and retaining the highest quality staff.” The Department has three full-time staff to handle the Town’s Human Resources duties. The Department treats every applicant and employee with respect and dignity throughout their recruitment, selection, and employment with the Town. For the upcoming year,

Human Resources staff will continue to focus on

finding new methods for boosting employee performance and engagement, providing employees with up-to-date training opportunities and tools to increase employee development, continued access to health and wellness information, and maintaining compliance with state laws and regulations.

**Benefits Administration:** Human Resources staff works closely with our insurance broker and CalPERS Health to maintain a cost-effective employee benefits program that helps the Town recruit and retain quality employees. Staff advises employees about the various health, pension, disability, life insurance, and supplemental voluntary benefits.



**Classification and Compensation:** Human Resources staff works with operational departments to develop accurate job descriptions, job titles, and compensation structure town wide. The department works hard to ensure fair and consistent compensation practices for salary recommendations for total compensation in local labor market as well as reasonable internal relationships between classifications. In addition, Human Resources staff conducts classification studies, when needed, to establish new job descriptions.

**Employee Relations:** Staff works with operating departments to interpret Town policies and procedures, provides conflict resolution support, and advises managers on the disciplinary process.

**Recruitment and Selection:** Human Resources staff is responsible for conducting town-wide recruitments and managing the on-boarding process. Staff verifies the applicant data, determines eligibility, coordinates interviews, performs background checks, and coordinates the hiring process.

**Training and Development:** Provides comprehensive employee training on a wide variety of topics including mandated instruction in workplace harassment and ethics through a combination of online and classroom trainings.

**Disability/Workers' Compensation/Safety:** Human Resources ensures the Town continues to meet its obligations under all regulatory programs including the Family Medical Leave Act (FMLA), and California Family Rights Act (CFRA). Human Resources administers the Workers' Compensation program, which provides income replacement benefits due to illness or injury on the job as well as modified duty program to accommodate employee injuries. Additionally, Human Resources staff complies with mandated legal notice requirements, ensures best practices and legal requirements to provide and maintain a safe and healthy work environment.

#### 2023-24 HIGHLIGHTS

- Kicked off Munis HRM implementation.
- Kicked Off Classification and Compensation Study in
- HR department attended Tyler Connect in Indianapolis.
- HR department hosted another successful Employee Health and Wellness Fair with record employee and vendor attendance.
- Successfully switched Dental and other ancillary benefit providers.
- The Employee Shout Out Program continues to provide a mechanism for employees to recognize excellence in their peers.
- Continues to offer web-based and in-person training programs in partnership with California Joint Powers Insurance Authority.

#### 2024-25 GOALS AND OBJECTIVES:

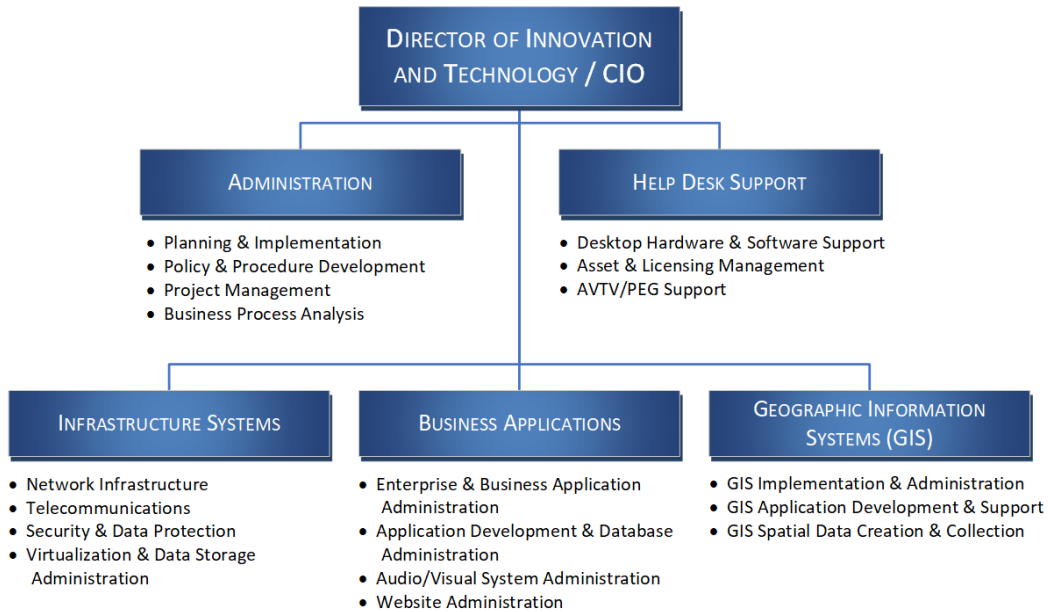
- Review and update the Town's Policy and Procedure Manual.
- Complete Classification and Compensation Study.
- Go Live with Munis HRM January 2025!
- Continue to evaluate the processes within the Human Resources functions to maximize efficiency of staff and processes.
- Continue to expand employee engagement efforts.
- Develop new training opportunities for all employees.
- Develop Disciplinary Process Handbook for Supervisors and Managers.
- Continue to monitor changes in employment Law.

Department Workload Indicators	
	FY 22-23
Number of Recruitments	43
Number of Applications Received	1994
Number of Applicants Interviewed	368
Number of New Hires	100
Number of Retirements	2
Number of Promotions	40
Number of Personnel Action Forms Processed	722
Turnover	Commission – 1 Full-Time – 19 Part-Time – 7 Seasonal - 53
Average number of days to process personnel action forms (new hires, promotions, status change, enrollments, etc.)	5
In-Person Trainings Completed	18
Average number of days to process training documents after completion of session	3
Number of Workplace Injury Claims	13

**HUMAN RESOURCES**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10011801	700000	SALARIES REGULAR	222,868	287,935	29.2%
1001	10011801	700100	CAFETERIA AND OTHER BENEFITS	30,769	60,991	98.2%
1001	10011801	700110	RETIREMENT HEALTH SAVINGS	1,144	1,440	25.9%
1001	10011801	700120	MEDICARE	3,319	4,175	25.8%
1001	10011801	700130	PERS	58,476	68,831	17.7%
1001	10011801	700140	AUTO ALLOWANCE	4,800	4,800	0.0%
1001	10011801	700150	PHONE ALLOWANCE	1,200	1,200	0.0%
<b>TOTAL PERSONNEL</b>				<b>322,576</b>	<b>429,372</b>	<b>33.1%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10011801	710000	ADVERTISING/PUBLICATIONS	1,855	1,855	0.0%
1001	10011801	710030	EDUCATION & TRAINING	666	4,000	500.6%
1001	10011801	710040	MEETINGS & CONFERENCES	5,125	6,000	17.1%
1001	10011801	710050	MEMBERSHIP/DUES	1,980	1,535	-22.5%
1001	10011801	710055	SUBSCRIPTIONS	-	700	100.0%
1001	10011801	710080	OFFICE SUPPLIES/EXP	1,250	1,250	0.0%
1001	10011801	710100	PRINTING	1,150	1,150	0.0%
1001	10011801	710190	DEPARTMENT SUPPLIES/EXP	6,514	6,514	0.0%
1001	10011801	720010	CONTRACT SERVICES	2,000	20,000	900.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>20,540</b>	<b>43,004</b>	<b>109.4%</b>
<b>TOTAL HUMAN RESOURCES</b>				<b>343,116</b>	<b>472,376</b>	<b>37.7%</b>

# INNOVATION AND TECHNOLOGY



## DEPARTMENT DESCRIPTION

The Innovation and Technology Department (ITD) is dedicated to leading, supporting and providing professional and innovative technology solutions. ITD continually monitors critical systems to ensure data integrity and security, and will continue driving the Town’s technology forward, providing technology solutions to meet the needs of Town staff and the public. ITD provides infrastructure and business application analysis, design, implementation, administration, maintenance, and support to the Town’s users.

## GOALS AND OBJECTIVES

- Continual infrastructure and business application improvements.
- GIS improvements and further development of web-based maps and applications for Town staff and the public.
- Continue to lead technology efforts and provide optimal innovative solutions and support to Town departments.

**INFORMATION TECHNOLOGY**

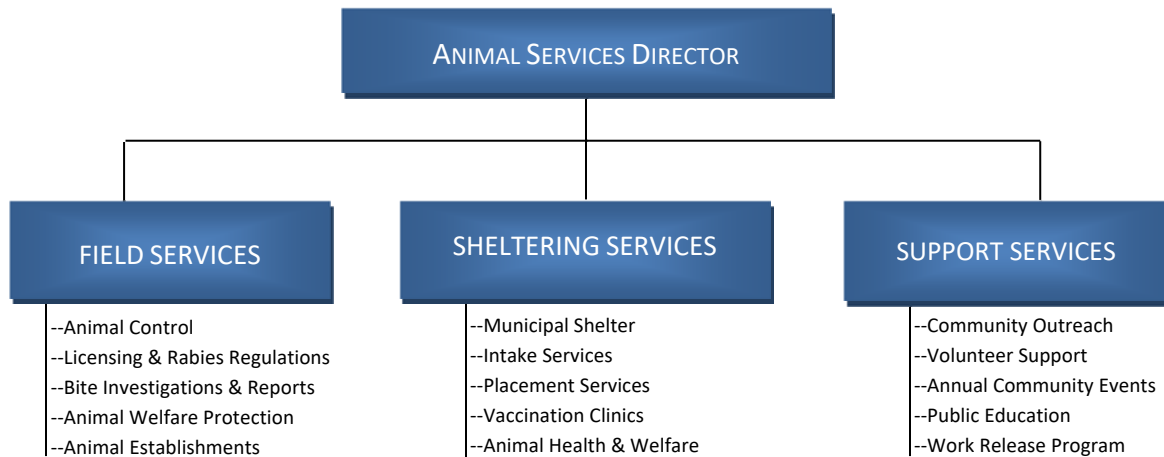
<b>Fund</b>	<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY 2023-24 Budget</b>	<b>FY 2024-25 Adopted Budget</b>	<b>% Change From PFY</b>
<b><u>PERSONNEL</u></b>						
1001	10011901	700000	SALARIES REGULAR	419,703	391,242	-6.8%
1001	10011901	700020	OVERTIME	9,000	5,000	-44.4%
1001	10011901	700100	CAFETERIA AND OTHER BENEFITS	52,643	52,533	-0.2%
1001	10011901	700110	RETIREMENT HEALTH SAVINGS	2,130	1,956	-8.2%
1001	10011901	700120	MEDICARE	6,177	5,673	-8.2%
1001	10011901	700130	PERS	105,760	98,592	-6.8%
1001	10011901	700140	AUTO ALLOWANCE	4,080	4,080	0.0%
1001	10011901	700150	PHONE ALLOWANCE	2,238	2,028	-9.4%
<b>TOTAL PERSONNEL</b>				<b>601,731</b>	<b>561,104</b>	<b>-6.8%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10011901	710030	EDUCATION & TRAINING	14,800	17,800	20.3%
1001	10011901	710040	MEETINGS & CONFERENCES	47,800	47,800	0.0%
1001	10011901	710050	MEMBERSHIP/DUES	4,300	4,300	0.0%
1001	10011901	710060	MILEAGE EXP/ALLOWANCE	3,920	3,920	0.0%
1001	10011901	710080	OFFICE SUPPLIES/EXP	2,500	3,000	20.0%
1001	10011901	710150	HARDWARE/SOFTWARE SUPPLIES/EXP	335,060	500,560	49.4%
1001	10011901	710190	DEPARTMENT SUPPLIES/EXP	2,500	3,000	20.0%
1001	10011901	710330	UTIL - COMMUNICATION SVCS	266,600	256,000	-4.0%
1001	10011901	720010	CONTRACT SERVICES	950,425	1,022,300	7.6%
1001	10011901	730020	GASOLINE, DIESEL, OIL	500	500	0.0%
1001	10011901	730040	VEHICLE MAINTENANCE	6,000	6,000	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>1,634,405</b>	<b>1,865,180</b>	<b>14.1%</b>
<b>TOTAL INFORMATION TECHNOLOGY</b>				<b>2,236,136</b>	<b>2,426,284</b>	<b>8.5%</b>

**PUBLIC SAFETY - SHERIFF**

<b>Fund</b>	<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY 2023-24 Budget</b>	<b>FY 2024-25 Adopted Budget</b>	<b>% Change From PFY</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10012017	710030	EDUCATION & TRAINING	500	500	0.0%
1001	10012017	710040	MEETINGS & CONFERENCES	500	500	0.0%
1001	10012017	710050	MEMBERSHIP/DUES	4,500	4,500	0.0%
1001	10012017	710080	OFFICE SUPPLIES/EXP	1,200	1,200	0.0%
1001	10012017	710090	POSTAGE	5,000	7,000	40.0%
1001	10012017	710100	PRINTING	2,500	1,500	-40.0%
1001	10012017	710180	SAFETY & SECURITY	500	500	0.0%
1001	10012017	710190	DEPARTMENT SUPPLIES/EXP	81,000	81,000	0.0%
1001	10012017	710200	STAFF SERVICES	2,000	2,000	0.0%
1001	10012017	710215	BUILDING MAINTENANCE & REPAIR	26,500	26,500	0.0%
1001	10012017	710235	SAFETY EQUIPMENT	1,000	1,000	0.0%
1001	10012017	710300	UTIL - ELECTRICITY USAGE	50,000	55,000	10.0%
1001	10012017	710310	UTIL - NATURAL GAS USAGE	2,000	3,000	50.0%
1001	10012017	710320	UTIL - WATER USAGE	4,500	5,000	11.1%
1001	10012017	710330	UTIL - COMMUNICATION SVCS	10,000	-	-100.0%
1001	10012017	720010	CONTRACT SERVICES	102,000	102,000	0.0%
1001	10012017	720040	DISPOSAL SERVICES	2,500	2,500	0.0%
1001	10012017	720050	COUNTY SHERIFF	18,602,427	18,999,060	2.1%
1001	10012017	730010	EQUIPMENT MAINTENANCE	1,000	-	-100.0%
1001	10012017	730020	GASOLINE, DIESEL, OIL	230,000	30,000	-87.0%
1001	10012017	730030	LEASED EQUIPMENT	1,500	1,500	0.0%
1001	10012017	730040	VEHICLE MAINTENANCE	200,000	200,000	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>19,331,127</b>	<b>19,524,260</b>	<b>1.0%</b>
<b>TOTAL SHERIFF</b>				<b>19,331,127</b>	<b>19,524,260</b>	<b>1.0%</b>



# ANIMAL SERVICES



## DEPARTMENT DESCRIPTION

Animal Services is responsible for the enforcement of all California Animal Related Laws and Title 15 of the Town’s Municipal Code. Our philosophy is to promote responsible pet ownership, compassion toward animals and safe human-animal interactions. In order to meet the community’s expectations and to raise the bar for municipal animal care, the Department offers various valuable services through community outreach, public education, animal placement, legislation, sheltering, and enforcement programs. Our purpose is to provide responsive, efficient, and high-quality animal care services that preserve and protect public health and safety and ensures the humane treatment and care of all animals.

## DIVISION/MAJOR PROGRAM DESCRIPTION

**Field Services Division - Animal Control:** Coordinates State mandated rabies enforcement and licensing compliance, which includes the control of animals running at large, bite reports, cruelty investigations, enforcement of animal keeping laws, noise complaints, assisting injured animals, animal establishment inspections, and school-site visits.

**Sheltering Services Division – Municipal Shelter:** Coordinates sheltering activities, including the housing of surrendered, abandoned, and impounded animals within the parameters of the law, permanent placement services, including coordination with rescue organizations and wildlife preserves, conducting low-cost vaccination clinics, manages the Department’s sheltering contracts, and oversees volunteer training that enhances the level of services provided to housed animals.

**Support Services:** Coordinates public/private partnerships to provide long-term placement of sheltered animals and fundraising for programs supporting the Department’s goals to reduce euthanasia and increase live release rates. Support Services is tasked with organizing events, training, and activities for both Field and Sheltering Services.



The AVAS Department is able to provide enhanced animal related services and community support thanks to proceeds from annual fundraising events and strong public/private partnerships.

## 2023-24 PROGRAMMATIC CHANGES

The Animal Sheltering Agreement with the County of San Bernardino will provide a minimum guaranteed revenue of \$1,110,122 for animal sheltering services provided to the unincorporated Victorville High-Desert County Region in FY 2024-25. Maximizing the 20-year building capacity of the Town's Municipal Animal Shelter allows the AVAS Department to provide revenue generating services in fulfillment of the strategic plan outlined by the Town Council in Vision 2020.

## 2023-24 HIGHLIGHTS



Adoption Program



Pet Match



Pawsitive Beginnings

- In 2023 21,739 people visited the shelter.
- Apple Valley Animal Services offered 9 Low-Cost Vaccine Clinic to the citizens in our community.
- Apple Valley Animal Services offer free adoption to veterans in our community. Sponsored programs such as Pets 4 Vets offer additional solutions for increasing live release rates 🐾
- From July 2023 to now Apple Valley Animal Services has 59 new Rescue Organizations. These Organizations have opened more opportunities and resources to help specific pets in the shelter, including but not limited to livestock and cats!
- In total Apple Valley Animal Services has 206 active Animal Rescue partners. To promote increased adoptions our shelter has held 5 extended adoption events over the last year with reduced adoption fees as low as "free".
- Apple Valley Animal Services is pleased to share that our biweekly "Pet Match" feature via TOAV has extended to a local radio station. By partnering with Y-102 we have been able to reach a wider audience.

## 2024-25 GOALS

Animal Services supports the Town's Mission as identified in Vision 2020; offer the highest level of customer service by demonstrating operational excellence and efficiency in animal control and sheltering services. Develop and mentor personnel to ensure they are prepared to lead the department in the future. Continue to pursue funding opportunities and public private partnerships to expand community programs. Ensuring public safety by offering animal-friendly community events to facilitate safe human-animal interactions and promote responsible pet-ownership.

## FIELD SERVICES GOALS

- Canvas 3500 house to increase rabies and licensing compliance.
- Increase hours in the field patrolling for animals at large to address leash law violations.
- Decrease the total number of expired dog licenses by 50%.

## SHELTERING SERVICES GOALS

- Partner with a total of 250 animal rescue organizations.
- Issue 250 fully funded cat spay/neuter vouchers to reduce live cat intakes.
- Microchip 600 Apple Valley dogs for free to increase return-to-owner rates.

## 2024-25 OBJECTIVES

- Continue to work with the Franchise Tax Board to process and close out delinquent enforcement cases.
- Increase participation in the Regional Coalition to provide programs for partnering jurisdictions within the entire San Bernardino County area that increase positive outcomes for community animals.
- Collect and analyze all daily service log data to identify the types of calls AVAS Officers spend time in the field handling and identify proactive programs that can reduce the demand.
- Collect and analyze all daily service log data to calculate total hours AVAS Officers spend in the field proactively patrolling for animals at large.
- Collect and analyze all canvassing for animal rabies/licensing compliance data.
- Host the 16<sup>th</sup> Annual Paws-n-Claws Pet Fair.
- Host the 2<sup>nd</sup> Annual Fast & Furious Car Show.
- Provide free microchipping events for Apple Valley residents' dogs to reach 500 microchip goal.
- Continue to partner with Animal Rescue Organizations to transfer animals that need additional time for permanent placement into loving homes.
- Raise \$12,000 to provide 600 free microchips and 200 free cat spay/neuter surgeries.

Department Workload Indicators				
	Actual FY 22-23	Goal FY 23-24	Estimated FY 23-24	Goal FY 23-24
Live Intakes - Cats	2884	1300	2000	N/A
Live Intakes - Dog	4265	2300	3000	N/A
Live Releases - Cats	490	500	450	40 % of Intake
Live Releases - Dogs	2828	1900	2200	80% of Intake
Euthanized - Cats	2315	1000	1300	<60% of Intake
Euthanized - Dogs	1524	600	1400	<20% of Intake
Dogs Licensed (AVAS Only)	6719	9500	8200	13000
Dog Licenses - Expired	11813	12000	13500	
Calls for Service	4791	3000	4500	
Houses Canvassed for Licensing & Rabies Compliance	1173	2000	2200	2500
Bite Reports	124	30	100	
Rescue Agreements	206	180	170	200
Low-Cost Vaccination Clinics	9	6	6	8
Animals Microchipped	2649	2400	2100	100% of Live Release
Total Vaccines Administered	8576	3500	5180	100% of Live Release
Spay/Neuter Vouchers - Cats	200	250	200	
Spay/Neuter Vouchers - Dogs	282	150	300	

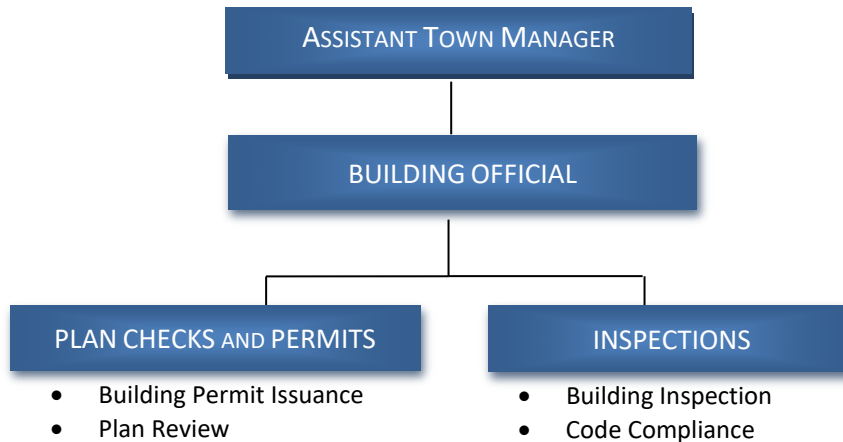
**ANIMAL SERVICES - ANIMAL CONTROL**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10012118	700000	SALARIES REGULAR	475,455	612,425	28.8%
1001	10012118	700020	OVERTIME	-	5,000	100.0%
1001	10012118	700100	CAFETERIA AND OTHER BENEFITS	64,704	85,228	31.7%
1001	10012118	700110	RETIREMENT HEALTH SAVINGS	2,390	3,062	28.1%
1001	10012118	700120	MEDICARE	6,932	8,880	28.1%
1001	10012118	700130	PERS	134,630	174,635	29.7%
1001	10012118	700140	AUTO ALLOWANCE	1,710	1,710	0.0%
1001	10012118	700150	PHONE ALLOWANCE	300	300	0.0%
1001	10012118	700160	UNIFORM EXPENSES	3,460	3,000	-13.3%
<b>TOTAL PERSONNEL</b>				<b>689,581</b>	<b>894,240</b>	<b>29.7%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10012118	710000	ADVERTISING/PUBLICATIONS	240	300	25.0%
1001	10012118	710030	EDUCATION & TRAINING	2,675	3,482	30.2%
1001	10012118	710040	MEETINGS & CONFERENCES	400	480	20.0%
1001	10012118	710050	MEMBERSHIP/DUES	975	975	0.0%
1001	10012118	710055	SUBSCRIPTIONS	-	468	100.0%
1001	10012118	710060	MILEAGE EXP/ALLOWANCE	400	480	20.0%
1001	10012118	710080	OFFICE SUPPLIES/EXP	1,200	1,560	30.0%
1001	10012118	710100	PRINTING	2,400	3,120	30.0%
1001	10012118	710155	COMMUNICATIONS EQUIP	65,600	10,000	-84.8%
1001	10012118	710180	SAFETY & SECURITY	425	532	25.2%
1001	10012118	710190	DEPARTMENT SUPPLIES/EXP	3,125	7,140	128.5%
1001	10012118	710215	BUILDING MAINTENANCE & REPAIR	2,940	8,400	185.7%
1001	10012118	710235	SAFETY EQUIPMENT	725	3,000	313.8%
1001	10012118	710330	UTIL - COMMUNICATION SVCS	-	4,560	100.0%
1001	10012118	710600	VET SERVICES	-	6,000	100.0%
1001	10012118	710601	SPAY/NEUTER PROGRAM	45,600	65,000	42.5%
1001	10012118	720010	CONTRACT SERVICES	3,000	5,000	66.7%
1001	10012118	720040	DISPOSAL SERVICES	2,820	3,525	25.0%
1001	10012118	720060	LEGAL SERVICES	375	492	31.2%
1001	10012118	730010	EQUIPMENT MAINTENANCE	750	3,500	366.7%
1001	10012118	730020	GASOLINE, DIESEL, OIL	21,875	28,438	30.0%
1001	10012118	730040	VEHICLE MAINTENANCE	9,225	11,993	30.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>164,750</b>	<b>168,445</b>	<b>2.2%</b>
<b>TOTAL ANIMAL CONTROL</b>				<b>854,331</b>	<b>1,062,685</b>	<b>24.4%</b>

**ANIMAL SERVICES - SHELTER**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10012119	700000	SALARIES REGULAR	1,087,567	1,109,861	2.0%
1001	10012119	700010	WAGES PART-TIME	71,524	70,000	-2.1%
1001	10012119	700020	OVERTIME	-	6,000	100.0%
1001	10012119	700100	CAFETERIA AND OTHER BENEFITS	209,440	210,518	0.5%
1001	10012119	700110	RETIREMENT HEALTH SAVINGS	5,474	4,947	-9.6%
1001	10012119	700120	MEDICARE	16,912	16,093	-4.8%
1001	10012119	700130	PERS	295,580	288,388	-2.4%
1001	10012119	700140	AUTO ALLOWANCE	5,130	5,130	0.0%
1001	10012119	700150	PHONE ALLOWANCE	900	900	0.0%
1001	10012119	700160	UNIFORM EXPENSES	3,750	3,750	0.0%
<b>TOTAL PERSONNEL</b>				<b>1,696,277</b>	<b>1,715,587</b>	<b>1.1%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10012119	710000	ADVERTISING/PUBLICATIONS	300	360	20.0%
1001	10012119	710030	EDUCATION & TRAINING	1,550	2,015	30.0%
1001	10012119	710040	MEETINGS & CONFERENCES	600	720	20.0%
1001	10012119	710050	MEMBERSHIP/DUES	1,010	1,263	25.0%
1001	10012119	710060	MILEAGE EXP/ALLOWANCE	500	600	20.0%
1001	10012119	710080	OFFICE SUPPLIES/EXP	2,400	3,120	30.0%
1001	10012119	710100	PRINTING	900	1,170	30.0%
1001	10012119	710155	COMMUNICATIONS EQUIP	300	300	0.0%
1001	10012119	710180	SAFETY & SECURITY	3,600	3,000	-16.7%
1001	10012119	710190	DEPARTMENT SUPPLIES/EXP	18,300	17,650	-3.6%
1001	10012119	710215	BUILDING MAINTENANCE & REPAIR	74,500	18,850	-74.7%
1001	10012119	710216	GROUND MAINTENANCE & REPAIR	2,750	5,000	81.8%
1001	10012119	710300	UTIL - ELECTRICITY USAGE	56,880	56,880	0.0%
1001	10012119	710310	UTIL - NATURAL GAS USAGE	11,400	11,400	0.0%
1001	10012119	710320	UTIL - WATER USAGE	7,680	7,680	0.0%
1001	10012119	710330	UTIL - COMMUNICATION SVCS	6,960	6,960	0.0%
1001	10012119	710600	VET SERVICES	11,875	7,069	-40.5%
1001	10012119	710601	SPAY/NEUTER PROGRAM	124,000	109,200	-11.9%
1001	10012119	710602	ANIMAL FOOD SUPPLIES	6,600	6,600	0.0%
1001	10012119	710603	DRUGS/CANNICATIONS	98,500	61,750	-37.3%
1001	10012119	720010	CONTRACT SERVICES	89,262	114,762	28.6%
1001	10012119	720040	DISPOSAL SERVICES	7,535	9,419	25.0%
1001	10012119	730010	EQUIPMENT MAINTENANCE	750	750	0.0%
1001	10012119	730020	GASOLINE, DIESEL, OIL	880	880	0.0%
1001	10012119	730040	VEHICLE MAINTENANCE	1,625	1,950	20.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>530,657</b>	<b>449,348</b>	<b>-15.3%</b>
<b>TOTAL ANIMAL SHELTER</b>				<b>2,226,934</b>	<b>2,164,935</b>	<b>-2.8%</b>

# BUILDING AND SAFETY



## PROGRAM INFORMATION

Building and Safety implements policy and procedure for the construction process in conformance with the Town’s Municipal Code, The California Code of Regulations, Title 24, and Federal Regulations. Contract services are utilized to cost effectively maintain the highest level of customer service possible along with adjustment of staff levels based on projected workload. Building and Safety is committed to advancing health and safety in the built environment through training, collaboration, and community partnership, resulting in safe and accessible structures.

Services include:

- Provide general information regarding building codes, construction methods and materials.
- Thorough evaluation of plan submittal documents to assure all necessary information has been included.
- Rapid plan disbursement to appropriate Departments and Agencies for review.
- Applicant choice of online or over the counter application and review.
- Timely plan reviews performed by International Code Council (ICC) certified plan review staff.
- Comprehensive field inspections performed by International Code Council (ICC) certified inspection staff.
- Issuance of Certificates of Occupancy for new businesses within the Town.

### 2023-24 HIGHLIGHTS

- Implemented the California Automated Permit Processing Program (CalAPP) for solar installations.
- Received 2,385 online applications. \*
- Processed 2,856 applications. \*
- Issued 2,688 building permits comprised of re-roofing, septic installations, pools, room additions, patios, sheds, and detached garages. \*
- Issued 48 single family permits and 15 accessory dwelling units (ADU). \*
- Issued 932 photovoltaic (solar) permits. \*
- Completed 3,057 Plan Reviews. \*
- Performed 8,429 inspections. \*

\* - Calendar Year 2023

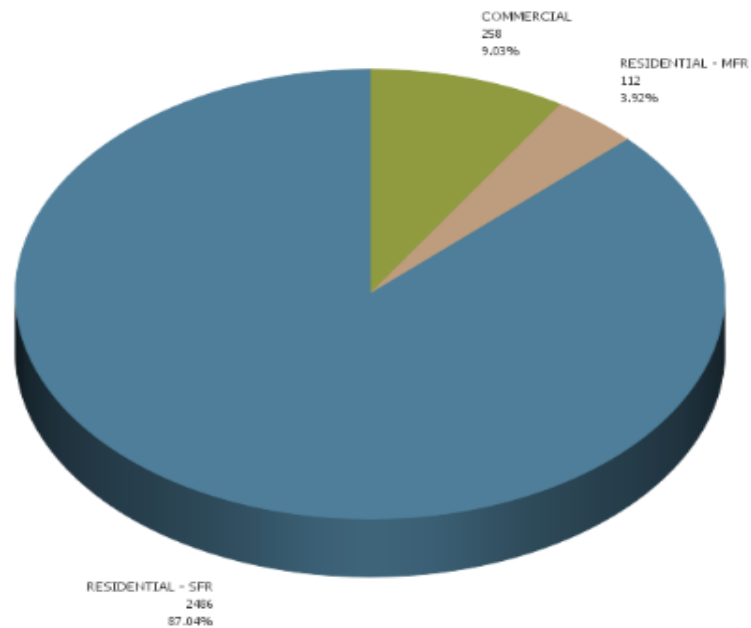
### 2024-25 GOALS AND OBJECTIVES

- Provide dedicated professionals to ensure our buildings are safe and secure, by promoting the highest construction standards and fostering a cooperative spirit between officials and the community.
- Thoroughly review and inspect all private and public land development projects in a timely manner.
- Provide quick and efficient turn-around cycles.
- Provide technical personnel to ensure applicant questions are answered expeditiously.
- Maintain the highest level of flexibility when scheduling inspections and field reviews to ensure that all customer needs are met in the quickest and most efficient manner.

Department Performance Measures				
	Actual FY 22-23	Goal FY 23-24	Estimated FY 23-24	Goal FY 24-25
% Increase of Plan Checks	N/A	1.5%	1.5%	1.2%
% Residential Plan Check < 10 days	95%	99%	95%	99%
% Commercial Plan Check < 20days	85%	99%	80%	99%
Average Days in Plan Check	5	2	7	5
Revision to engineering plan checks and site plans reviewed in < 7days	97%	99%	97%	99%
Number of Departmental Certifications	4	5	4	5
Technical, Safety, Administrative & Mentoring training per person	92 hours	92 hours	92 hours	92 hours

Residential vs Commercial  
1/1/2023...12/31/2023

■ COMMERCIAL ■ RESIDENTIAL - MFR ■ RESIDENTIAL - SFR



\*

**BUILDING & SAFETY**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10014020	700000	SALARIES REGULAR	39,969	52,149	30.5%
1001	10014020	700010	WAGES PART-TIME	10,183	5,000	-50.9%
1001	10014020	700020	OVERTIME	-	-	100.0%
1001	10014020	700100	CAFETERIA AND OTHER BENEFITS	2,783	7,121	155.9%
1001	10014020	700110	RETIREMENT HEALTH SAVINGS	208	261	25.5%
1001	10014020	700120	MEDICARE	751	756	0.7%
1001	10014020	700130	PERS	13,282	15,805	19.0%
1001	10014020	700140	AUTO ALLOWANCE	1,368	1,368	0.0%
1001	10014020	700150	PHONE ALLOWANCE	240	240	0.0%
<b>TOTAL PERSONNEL</b>				<b>68,784</b>	<b>82,700</b>	<b>20.2%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10014020	710050	MEMBERSHIP/DUES	275	500	81.8%
1001	10014020	710080	OFFICE SUPPLIES/EXP	800	2,000	150.0%
1001	10014020	710100	PRINTING	1,200	1,200	0.0%
1001	10014020	710210	CLAIMS EXPENSE	5,000	-	-100.0%
1001	10014020	720010	CONTRACT SERVICES	800,000	900,000	12.5%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>807,275</b>	<b>903,700</b>	<b>11.9%</b>
<b>TOTAL BUILDING &amp; SAFETY</b>				<b>876,059</b>	<b>986,400</b>	<b>12.6%</b>



# ECONOMIC AND BUSINESS DEVELOPMENT



## DESCRIPTION

The Economic and Business Development division carries out the Town Council's *Vision 2020* goals by creating and offering services and programs that cultivate job creation, attract private investment, and spur development in Apple Valley. These activities increase revenues to the Town which funds essential municipal services and enhance the quality of life for Apple Valley residents.

Economic Development staff promotes Apple Valley and builds relationships with industrial site selection consultants and tenant representatives, commercial retailers, real estate brokers and developers, and business owners and decision-makers, through direct communication, tradeshows and conferences, association memberships, and marketing campaigns. Such business development leads to new companies, projects and investment entering Apple Valley.



Staff leverages resources by partnering with the Chamber of Commerce, the Village Property and Business Improvement District (PBID), San Bernardino County Economic Development Agency including the Workforce Development Board, Team California, and the Governor's Office of Business and Economic Development.

Staff works to solidify Apple Valley as a pro-business community by serving as a liaison between private and public agencies during a project's due diligence phase. During this stage, staff also provide feasibility studies, market reports and property data to assist a firm's site selection analysis. During the predevelopment design phase, staff advocates for a transparent and streamlined application of land use and development standards. Economic Development staff continues to support businesses throughout their operations in Apple Valley via the Business Visit Program and the award-winning Shop Local, Think Apple Valley campaign, which highlights the benefits of shopping local and the success stories of local entrepreneurs.

## PROGRAM CHANGES FOR BUDGET YEAR 2024-2025

Economic Development staff will continue to assist several major industrial development projects through the site selection and entitlement process, as well as with the Brightline West rail station, coming soon to North Apple Valley. Along with other recent successes, these projects demonstrate that Apple Valley is a strong location for business development and a cost-competitive alternative to the rising costs and declining

availability of development-ready, large-acre land in Southern California. Staff will continue to target business and real estate executives, industry professionals and site selection consultants, to expand the awareness of the Town’s available residential, hospitality, commercial and industrial development opportunities. Staff will also assist job seekers by hosting job fairs and increasing marketing opportunities. Services will focus on strategic media placement and direct engagement with targeted job creators. Staff will continue to support small business development opportunities, including administering the Shop Apple Valley campaign and Village Property and Business Improvement District.

**2023-24 HIGHLIGHTS**

- Attended the groundbreaking in Las Vegas for Brightline West highspeed rail.
- Welcomed Cold Stone Creamery, Mor Furniture, and announced Sprouts, Loves, Hobby Lobby, Marshalls, and Five Below opening soon.
- Served as Town liaison to the Apple Valley Village PBID Association.
- Hosted a Job Fair with the San Bernardino County Workforce Development with over 300 people in attendance.
- Hosted an 8-week program with San Bernardino County Economic Development, providing business fundamentals to business owners in Spanish.
- Welcomed new staff to assist in providing excellent customer service and a better experience during the entitlement process.
- Assisted multiple industrial and commercial developers and tenants through site selection/due diligence.
- Assisted new businesses through entitlement and approval processes.
- Continued Shop Local Campaign and Business Visitation Program

**2024-25 GOALS AND OBJECTIVES**

- Market and host another Job Fair with San Bernardino County workforce Development in 2025.
- Staff to pursue professional development, education, and certificates.
- Continue to promote Apple Valley as a proven and competitive location for business and industry.
- Cultivate relationships with site selectors, commercial real estate professionals and business owners.
- Manage lead generation and business development relations, including responses to requests for information from site selectors.
- Advocate for legislation to create and fund state economic development tools and programs.
- Increase paid marketing.
- Support local businesses through resource connections, including Shop Local campaign.
- Continue partnering with educational and workforce development organizations to enhance labor quality.

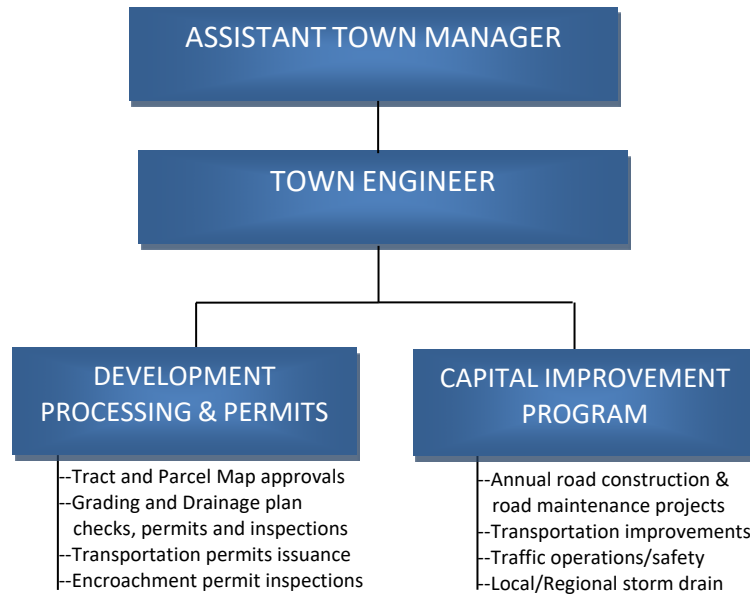
**PERFORMANCE MEASURES**

	Actual FY21-22	Actual FY22-23	Estimated FY23-24	Goal FY24-25
Shop Local Business Spotlights	15	18	16	20
Business Introductions and Tours	15	16	13	15
Media Placements in Industry Publications	5	5	3	6
Industry Conferences and Tradeshows	2	3	3	3
Boards/Committees	1	1	1	1
Speaking Engagements	3	3	6	6

**ECONOMIC DEVELOPMENT**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10014022	700000	SALARIES REGULAR	96,258	93,540	-2.8%
1001	10014022	700100	CAFETERIA AND OTHER BENEFITS	9,412	7,339	-22.0%
1001	10014022	700110	RETIREMENT HEALTH SAVINGS	495	468	100.0%
1001	10014022	700120	MEDICARE	1,434	1,356	-5.4%
1001	10014022	700130	PERS	37,000	27,370	-26.0%
1001	10014022	700140	AUTO ALLOWANCE	2,052	2,052	0.0%
1001	10014022	700150	PHONE ALLOWANCE	600	360	-40.0%
<b>TOTAL PERSONNEL</b>				<b>147,251</b>	<b>132,485</b>	<b>-10.0%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10014022	710000	ADVERTISING/PUBLICATIONS	28,000	38,500	37.5%
1001	10014022	710030	EDUCATION & TRAINING	2,500	4,000	60.0%
1001	10014022	710040	MEETINGS & CONFERENCES	28,500	28,500	0.0%
1001	10014022	710050	MEMBERSHIP/DUES	5,000	3,800	-24.0%
1001	10014022	710060	MILEAGE EXP/ALLOWANCE	300	300	0.0%
1001	10014022	710080	OFFICE SUPPLIES/EXP	3,500	2,500	-28.6%
1001	10014022	710100	PRINTING	6,000	2,500	-58.3%
1001	10014022	710150	HARDWARE/SOFTWARE SUPPLIES/EXP	1,000	1,000	0.0%
1001	10014022	710195	SPONSORSHIP	10,500	-	-100.0%
1001	10014022	710200	STAFF SERVICES	-	1,500	#DIV/0!
1001	10014022	720010	CONTRACT SERVICES	11,800	30,000	154.2%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>97,100</b>	<b>112,600</b>	<b>16.0%</b>
<b>TOTAL ECONOMIC DEVELOPMENT</b>				<b>244,351</b>	<b>245,085</b>	<b>0.3%</b>

# ENGINEERING DEPARTMENT



## PROGRAM INFORMATION



The Town of Apple Valley’s Engineering Department plays a vital role in advancing and accomplishing several of the Town’s top priorities and objectives. Public Safety is priority number one, and the Department develops and maintains public safety standards for traffic operations, traffic safety, pedestrian and bicycle safety, and any other activities in the public right of way. The Department is instrumental in developing the Town’s Public Infrastructure and works in close cooperation with Local, Regional, State and Federal Transportation agencies to develop and improve our transportation network. Through the annual Capital Improvement Program (CIP), the Department manages the planning, design, and construction of projects to include streets, sidewalks, traffic signals, storm drains, storm water infiltration systems, and traffic management related signage and markings. Additionally, the Department plays a key role in processing, reviewing, approving, permitting and inspecting development related infrastructure construction and on-site grading within Town limits. Working alongside the Federal Emergency Management Agency (FEMA), The Department serves as the Flood Plain Administrator implementing measures to mitigate storm related public hazards within our community.



## 2023-2024 ACCOMPLISHMENTS

- **Apple Valley Road Bus Turnout:** Constructed a new grant funded bus turnout on Apple Valley Road north of Highway 18.
- **Bear Valley Bridge:** Obtained Right-of-Way certification from Caltrans and Environmental permit from CDFW. Finalized plans, specifications and estimate for the bridge rehabilitation and widening.
- **Yucca Loma Road Widening from Apple Valley Road to Rincon Road:** Began the first phase of the widening process to reconstruct the westerly 1200' beginning at Apple Valley Road. Staff will begin working on the remaining portion in FY 24-25.
- **Central Road Widening:** Continued the design effort to reconstruct Central Road from Bear Valley Road to SR18. Improvements include widening the segment to 44', to accommodate two through lanes, a continuous left turn lane, bike lanes, and improved bus turnouts. The design and right of way phase will continue through FY 24-25 with construction anticipated to begin in FY 25-26.
- **Town Wide Complete Streets Plan:** Retained a planning and engineering consultant to manage the project that will identify opportunities for increased bicycle and pedestrian access to and from disadvantaged communities. The team began the outreach process and attended public events. During FY 24-25, opportunities will be compiled and turned into project opportunities.
- **Yucca Loma Elementary Safe Routes to School:** Completed design of the grant funded improvements adjacent to Yucca Loma Elementary to include Rancherias Road and Powhatan Road.
- **Apple Valley SR18 Corridor Enhancement Plan:** Completed the initial outreach process and began evaluating project opportunities along the SR18 Corridor from Apple Valley Road to Bass Hill Road.
- **Bear Valley Road Intersection Improvements:** Completed the design of improvements at the Bear Valley Road intersections of Kiowa, and Navajo Roads. The project will go to construction in FY 24-25.
- **Road Resurfacing Projects:** Completed roadway repairs and resurfacing primarily in the Desert Knolls area and adjacent to Rio Vista School of Applied Learning. Applications included repairing roadway gaps and applying microsurface or a 1.5" cold mix asphalt overlay.
- **Headquarters Drive Sewer Line Relocation:** Completed design and prepared to bid the construction of a new sewer line that will allow the Town to abandon the existing lift station behind the Mojave Water Agency.
- **Circulation Element Update:** Retained a consultant to evaluate the Town's roadway network, primarily, focusing in the industrial areas of northern Apple Valley. The project is scheduled to be completed in the fall of 2024.
- **Project Management:** Provided project management and procurement support to outside departments to

include Parks & Recreation, Housing, and Public Works.

## 2024-2025 GOALS AND OBJECTIVES

- **Bear Valley Bridge:** Advertise and award contract for construction work for utilities relocation, road and bridge rehabilitation and widening work.
- **Apple Valley Village Accessibility Phase 2:** Finalize right of way acquisition and construct new sidewalk along the northerly portion of Outer Highway 18 North.
- **Powhatan Road Complete Streets:** Retain a design engineer to prepare plans, specifications, and estimates for the project that will close sidewalk gaps on Powhatan Road from Navajo Road to Central Road.
- **Paving Priorities:** Conduct resurfacing and/or repair of local roads based on the Town's Pavement Management System (PMS). On average, 30 miles of road are addressed each fiscal year.

The department will continue to serve as the **Flood Plain Administrator**, working with FEMA to mitigate storm related hazards within the community.

- **Rancherias Plaza Frontage Road Conversion:** Staff will retain a consultant to study the feasibility of the project, coordinate with Caltrans, and complete the initial environmental studies as required to begin the conceptual design phase.
- Continue to provide **bidding and project management support** to all Town departments.



### Department Workload Indicators

	Estimate FY 23-24	Actual FY 23-24	Estimate FY 24-25
1. Capital Improvement Projects Construction completed	6	4	7
2. Design Projects completed	2	2	2
3. Planning Projects reviewed and conditioned	35	20	22
4. Grading Plans reviewed and approved	150	66	70
5. Improvement Plans reviewed and approved	15	8	10
6. Parcel and Tract Maps reviewed and approved	10	5	8
7. Encroachment Permits processed	500	546	556
8. Grant Funded Projects Administered	8	7	7
9. Traffic Collisions Data Reports recorded in database	450	342	400
10. Traffic Surveys performed	15	11	8

### Department Performance Measures

	Estimate FY 23-24	Actual FY 23-24	Estimate FY 24-25
1. Construction CIPS completed within budget	100%	100%	100%
2. Design CIPS completed within schedule	100%	90%	100%
3. Conditions of approval issued within 10 business days	100%	90%	100%
4. Grading Plans processed within allotted time*	100%	100%	100%
5. Improvement Plans processed within allotted time*	100%	100%	100%
6. Parcel and Tract Maps processed within allotted time*	100%	100%	100%
7. Encroachment Permits processed within 1 business day	98%	90%	98%
8. Responses to CRM requests within two weeks	100%	100%	100%
9. Traffic Collision Data Reports recorded in database within ten days	100%	75%	100%
10. Traffic Surveys completed within 90 days	80%	80%	80%

\* 10 business days for 1st review and 7 business days for 2nd review

**ENGINEERING**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10014023	700000	SALARIES REGULAR	39,969	40,969	2.5%
1001	10014023	700010	WAGES PART-TIME	5,091	3,000	-41.1%
1001	10014023	700020	OVERTIME	-	-	100.0%
1001	10014023	700100	CAFETERIA AND OTHER BENEFITS	2,783	3,480	25.0%
1001	10014023	700110	RETIREMENT HEALTH SAVINGS	208	205	-1.4%
1001	10014023	700120	MEDICARE	677	594	-12.3%
1001	10014023	700130	PERS	12,902	13,132	1.8%
1001	10014023	700140	AUTO ALLOWANCE	1,368	1,368	0.0%
1001	10014023	700150	PHONE ALLOWANCE	240	240	0.0%
<b>TOTAL PERSONNEL</b>				<b>63,238</b>	<b>62,988</b>	<b>-0.4%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10014023	710080	OFFICE SUPPLIES/EXP	400	-	-100.0%
1001	10014023	710100	PRINTING	400	-	-100.0%
1001	10014023	720010	CONTRACT SERVICES	811,360	811,360	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>812,160</b>	<b>811,360</b>	<b>-0.1%</b>
<b>TOTAL ENGINEERING</b>				<b>875,398</b>	<b>874,348</b>	<b>-0.1%</b>

# PLANNING AND LAND USE ENTITLEMENTS

ASSISTANT TOWN MANAGER

PLANNING MANAGER

- Manage Land Use, Development Permits and Approvals
- Administer General Plan and Development Code
- Long Range Planning
- Environmental Clearances

## DEPARTMENT DESCRIPTION

Implements and maintains the Town’s General Plan, Specific Plans, and Development Code and expedites the Town’s land development and entitlement processes in partnership with the Town’s Economic Development Strategy. Planning is responsible for implementation and updating of the Climate Action Plan (Greenhouse Gas Emissions), and Housing Element. Planning serves as lead for all Town land use/development approvals and entitlements, including CEQA analysis, implements the Town’s Annexation program, provides staff support to the Planning Commission and coordinates Development Advisory Board and Development Review Committee activities. Working cooperatively with the Town’s Wastewater Division, Building Division and Engineering Department, the Development Services Building, where these functions are housed, serves as a true “one-stop” shop for the Town’s business and development partners and facilitates the fulfillment of the Town Council’s goals.

## PROGRAM UPDATE FOR FY 2023-24

In addition to continuing efforts to process a high volume of commercial and industrial entitlements, it is expected that a number of Development Code Amendments initiated by Town Council and Planning Commission will be completed. Furthermore, staff will allocate resources in the preparation and creation of the Northwest Apple Valley Specific Plan. This Specific Plan will ultimately complement the anticipated groundbreaking activity for the Brightline West station and maintenance facility, as well as anticipated BNSF Barstow International Gateway project.

## 2023-24 HIGHLIGHTS

- Processed 233 entitlements for new businesses and future development.
- Conducted nineteen (19) Development Advisory Board meetings and fourteen (14) Planning Commission meetings.
- Completed 1,105 plan checks.
- Adopted a resolution to approve the Housing Element Update.
- Completed multiple Development Code Amendments to provide more flexibility for Commercial and Residential development.
- Completed entitlement and CEQA review for Love’s Travel Center; the Apple Valley 143 2.5 million square foot industrial campus; the Redwood West 1.2 million square foot industrial project, and the Apple Bear commercial shopping center including a Sprouts Grocery and Raising Canes.
- Extended the contract for planning services with Interwest Consulting to expedite entitlement timelines

## 2024-25 GOALS AND OBJECTIVES

- Process Land Use Entitlements and CEQA reviews for various commercial and industrial developments.



- Complete Development Code Amendments initiated by Town Council and Planning Commission.
- Coordinate with the PBID in bringing opportunities for development within the Village Specific Plan.
- Enter into a Delegation Agreement with CDFW for the taking of Western Joshua Trees.
- Prepare the Northwest Apple Valley Specific Plan, which takes into consideration the potential need for housing and uses as it relates to the opportunities coming forward with Brightline West
- Coordination with Caltrans related to grant opportunities for areas along Highway 18 in the Village Specific Plan.
- Coordinate with internal and external parties to complete a General Plan Amendment and Circulation Element Update, which includes deferment of the High Desert Corridor and realignment of Apple Valley Road.

<b>Department Workload Indicators</b>			
	Actual FY 23-24	Goal FY 23-24	Estimated FY 24-25
Number of meetings staff conducted of Development Advisory Board and Planning Commission	33	43	35
Number of Planning Applications submitted	233	264	250
Number of Plan Checks performed	1,105	968	1,100
<b>Department Performance Measures</b>			
	Actual FY 23-24	Goal FY 23-24	Estimated FY 24-25
Process project entitlements requiring Planning Commission approval within 6 weeks of application being deemed complete	100%	100%	100%
Process project entitlements requiring administrative approval within 30 days of application being deemed complete	100%	100%	100%

**PLANNING**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10014024	700000	SALARIES REGULAR	482,929	435,959	-9.7%
1001	10014024	700010	WAGES PART-TIME	39,505	20,000	-49.4%
1001	10014024	700020	OVERTIME	-	-	100.0%
1001	10014024	700100	CAFETERIA AND OTHER BENEFITS	62,422	61,951	-0.8%
1001	10014024	700110	RETIREMENT HEALTH SAVINGS	2,458	2,180	-11.3%
1001	10014024	700120	MEDICARE	7,776	6,321	-18.7%
1001	10014024	700130	PERS	127,064	109,614	-13.7%
1001	10014024	700140	AUTO ALLOWANCE	6,852	4,800	-29.9%
1001	10014024	700150	PHONE ALLOWANCE	1,800	1,200	-33.3%
<b>TOTAL PERSONNEL</b>				<b>730,806</b>	<b>642,025</b>	<b>-12.1%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10014024	710000	ADVERTISING/PUBLICATIONS	5,000	5,000	0.0%
1001	10014024	710030	EDUCATION & TRAINING	9,000	11,000	22.2%
1001	10014024	710040	MEETINGS & CONFERENCES	2,000	1,000	-50.0%
1001	10014024	710050	MEMBERSHIP/DUES	1,000	1,000	0.0%
1001	10014024	710060	MILEAGE EXP/ALLOWANCE	1,000	1,000	0.0%
1001	10014024	710080	OFFICE SUPPLIES/EXP	2,000	2,000	0.0%
1001	10014024	710820	DIRECT HOUSING LOAN COSTS	-	500	0.0%
1001	10014024	720010	CONTRACT SERVICES	190,000	620,000	226.3%
1001	10014024	720020	LICENSE & FEES	10,000	10,000	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>220,000</b>	<b>651,500</b>	<b>196.1%</b>
<b>TOTAL PLANNING</b>				<b>950,806</b>	<b>1,293,525</b>	<b>36.0%</b>

**CODE ENFORCEMENT**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10015026	700000	SALARIES REGULAR	288,312	245,548	-14.8%
1001	10015026	700010	WAGES PART-TIME	-	3,000	100.0%
1001	10015026	700020	OVERTIME	-	1,000	100.0%
1001	10015026	700100	CAFETERIA AND OTHER BENEFITS	25,704	25,308	-1.5%
1001	10015026	700110	RETIREMENT HEALTH SAVINGS	1,455	1,227	-15.7%
1001	10015026	700120	MEDICARE	4,296	3,560	-17.1%
1001	10015026	700130	PERS	77,167	61,694	-20.1%
1001	10015026	700140	AUTO ALLOWANCE	1,778	1,778	0.0%
1001	10015026	700150	PHONE ALLOWANCE	624	312	-50.0%
1001	10015026	700160	UNIFORM EXPENSES	2,400	2,400	0.0%
<b>TOTAL PERSONNEL</b>				<b>401,736</b>	<b>345,827</b>	<b>-13.9%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10015026	710000	ADVERTISING/PUBLICATIONS	2,700	2,700	0.0%
1001	10015026	710030	EDUCATION & TRAINING	8,000	10,000	25.0%
1001	10015026	710040	MEETINGS & CONFERENCES	1,500	1,500	0.0%
1001	10015026	710050	MEMBERSHIP/DUES	1,000	2,000	100.0%
1001	10015026	710080	OFFICE SUPPLIES/EXP	800	800	0.0%
1001	10015026	710100	PRINTING	1,500	1,500	0.0%
1001	10015026	710190	DEPARTMENT SUPPLIES/EXP	3,000	6,000	100.0%
1001	10015026	710216	GROUND MAINTENANCE & REPAIR	32,000	45,000	40.6%
1001	10015026	710230	SMALL TOOLS	800	800	0.0%
1001	10015026	710330	UTIL - COMMUNICATION SVCS	9,700	9,700	0.0%
1001	10015026	720010	CONTRACT SERVICES	85,000	85,000	0.0%
1001	10015026	720020	LICENSE & FEES	2,200	2,200	0.0%
1001	10015026	730010	EQUIPMENT MAINTENANCE	-	1,500	100.0%
1001	10015026	730020	GASOLINE, DIESEL, OIL	25,000	25,000	0.0%
1001	10015026	730040	VEHICLE MAINTENANCE	12,000	12,000	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>185,200</b>	<b>205,700</b>	<b>11.1%</b>
<b>TOTAL CODE ENFORCEMENT</b>				<b>586,936</b>	<b>551,527</b>	<b>-6.0%</b>

# PARKS AND RECREATION



## DEPARTMENT DESCRIPTION

**Parks:** The Division is responsible for all landscaping, turf management, sports field maintenance and small improvement projects in the Town’s 11 parks and 139 acres of developed land. The Division is also responsible for maintaining and ensuring that all playground and recreation areas in the parks are safe as well as all other amenities such as our dog park. The Division is responsible for event support for many of the various departments throughout the Town. Lastly, the division is responsible for working and coordinating field use with our youth and adult user group organizations.

**Recreation:** The Division is responsible for the coordination and delivery of full-service leisure and recreation programs. Program areas include but are not limited to adult and youth sports, liaison to more than a half dozen youth sports organizations, a full line of contract classes for toddlers through seniors, operation of an after- school program at seven school campuses, contract classes, special events, yearly running events and a triathlon, including management of a year-round Aquatic Center. The Recreation Division is also responsible for creating an in-house Recreation Activity Guide three times a year.



**Administration:** Directs all facets of operations, sets priorities, assists, and coordinates Parks and Recreation Commission meetings, and assigns resources. It is responsible for invoicing, interpreting policies, developing comprehensive programs tailored to community needs, recommending and prioritizing projects based on anticipated demands, provide planning and strategic programming of projects including bid packages and project management.

## 2023-24 PROGRAMMATIC CHANGES

The Parks and Recreation Department, continues to apply strategies outlined in the Recreation Master Plan to maintain the Town's network of parkland and recreational opportunities.

**Parks Division** - The management of the Parks Division has recently become a function within the Parks & Recreation Department. This has already been a positive change resulting in collaboration between the two divisions improving the quality of events and facility rentals, resulting in a greater understanding of both divisions' needs.

**Maintenance of Parks** –Parks division recently completed an overseeding project at Brewster Park Fields 1-4, including adjusting schedules for user groups; staff will aerate and fertilize the remaining Fields 5-11 starting in June 2024. Parks are also starting a fertilization program to allow for regular fertilizing at all of our parks as well as a Tree Planting Program to plant more shade trees throughout our parks.

**Capital Requests/Fixed Assets** – We have previously used capital funds for the replacement of the concrete deck at the Aquatic Center. FY 24/25 will see continued improvements in our parks system, with the replacement of backstops at Mendel, Sycamore, Norm Schmidt, and James Woody Field 9.

**Recreation Programming** - Most youth and adult sports programs as well as recreation event programming is designed with a fee structure that covers all of the direct costs associated with the program and sends a contribution to offset some of the Department's indirect costs. This contribution number is 10% for youth programming and 20% for adult programming. We will continue to look for and add activities and enhancements to our robust line-up of special events.

## 2023-24 HIGHLIGHTS

- This year, the Mayors Youth Leadership Summit awarded free swim lessons to low income or at-risk youth. The Recreation Department provided 66 swim lessons.
- The Town acquired the Singh Center for the Arts and assigned the oversight to the Parks & Recreation Department.
- Hosted an Art in the Park event at James Woody Community Center in May 2024. Local Artists painted murals on the Michael H. Martin Gymnasium exterior wall, bringing individuals and community together using art.
- Youth sports leagues have not only been successful over the past year, but volleyball doubled its participation in Spring 2024.
- Increased the number of Sunset concerts from 5 to 7 in the Summer of 2023.
- Completed aerification and overseeding of Brewster Park fields 1-4.
- Working on the design of the Joseph McConnell Park project. This new park is slated to be complete by the end of 2025.
- Recreation was awarded \$40,000 from CDBG for our Senior Scholarship Program.
- Finalized Security Camera system to the James Woody Community Center.
- Skinned a baseball/softball diamond at Sycamore Rocks Park

## 2024-25 GOALS AND OBJECTIVES

- Create and implement marketing tools/objectives to outreach the public on rentable facilities.
- Hosted our first Art in the Park event and coordinated the completion of 5 murals from local artists.
- Complete Park improvement projects through CIP and Quimby.
- Replace and upgrade tables and chairs for facility rentals.
- Bring back a co-ed softball league.
- Install a Corn Hole league area at Civic Center Park.
- Enhance Youth Sports Volunteer Program.
- Add an abundance of trees throughout our park system utilizing the Tree Program through Quimby funds.
- Design and install (if funding is available) park map signage, showcasing amenities at larger parks (Horsemen's Center, James Woody, Brewster).

**RECREATION**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10016034	700000	SALARIES REGULAR	34,974	63,379	81.2%
1001	10016034	700010	WAGES PART-TIME	1,337	7,500	461.0%
1001	10016034	700020	OVERTIME	-	500	100.0%
1001	10016034	700100	CAFETERIA AND OTHER BENEFITS	4,832	9,973	106.4%
1001	10016034	700110	RETIREMENT HEALTH SAVINGS	182	317	74.2%
1001	10016034	700120	MEDICARE	546	919	68.3%
1001	10016034	700130	PERS	15,000	15,421	2.8%
1001	10016034	700140	AUTO ALLOWANCE	1,026	720	-29.8%
1001	10016034	700150	PHONE ALLOWANCE	300	258	-14.0%
1001	10016034	700160	UNIFORM EXPENSES	2,500	2,500	0.0%
<b>TOTAL PERSONNEL</b>				<b>60,697</b>	<b>101,487</b>	<b>67.2%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10016034	710000	ADVERTISING/PUBLICATIONS	2,500	5,000	100.0%
1001	10016034	710030	EDUCATION & TRAINING	9,000	9,000	0.0%
1001	10016034	710040	MEETINGS & CONFERENCES	10,000	2,500	-75.0%
1001	10016034	710050	MEMBERSHIP/DUES	1,255	1,255	0.0%
1001	10016034	710070	MISCELLANEOUS COSTS	125	125	0.0%
1001	10016034	710080	OFFICE SUPPLIES/EXP	2,500	2,500	0.0%
1001	10016034	710090	POSTAGE	18,000	19,000	5.6%
1001	10016034	710100	PRINTING	21,000	34,000	61.9%
1001	10016034	710150	HARDWARE/SOFTWARE SUPPLIES/EXP	1,000	1,000	0.0%
1001	10016034	710190	DEPARTMENT SUPPLIES/EXP	1,000	-	-100.0%
1001	10016034	710200	STAFF SERVICES	1,750	1,750	0.0%
1001	10016034	730020	GASOLINE, DIESEL, OIL	750	750	0.0%
1001	10016034	730030	LEASED EQUIPMENT	600	-	-100.0%
1001	10016034	730040	VEHICLE MAINTENANCE	1,500	1,500	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>70,980</b>	<b>78,380</b>	<b>10.4%</b>
<b>TOTAL RECREATION</b>				<b>131,677</b>	<b>179,867</b>	<b>36.6%</b>

**RECREATION PROGRAMS**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10016037	700000	SALARIES REGULAR	569,893	490,225	-14.0%
1001	10016037	700010	WAGES PART-TIME	750,000	750,000	0.0%
1001	10016037	700020	OVERTIME	-	7,500	100.0%
1001	10016037	700100	CAFETERIA AND OTHER BENEFITS	94,408	82,455	-12.7%
1001	10016037	700110	RETIREMENT HEALTH SAVINGS	2,881	2,040	-29.2%
1001	10016037	700120	MEDICARE	33,213	7,108	-78.6%
1001	10016037	700130	PERS	155,508	112,605	-27.6%
1001	10016037	700140	AUTO ALLOWANCE	3,967	2,784	-29.8%
1001	10016037	700150	PHONE ALLOWANCE	2,316	1,242	-46.4%
<b>TOTAL PERSONNEL</b>				<b>1,612,186</b>	<b>1,455,959</b>	<b>-9.7%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10016037	710190	DEPARTMENT SUPPLIES/EXP	4,000	2,000	-50.0%
1001	10016037	710500	AFTER SCHOOL PROGRAM	50,000	55,000	10.0%
1001	10016037	710510	INSTRUCTOR CLASSES	-	2,400	100.0%
1001	10016037	710515	PARKING FEE	2,400	-	-100.0%
1001	10016037	711100	ARTS & CRAFTS	14,000	14,000	0.0%
1001	10016037	711105	BALLET & TAP	9,800	9,800	0.0%
1001	10016037	711110	BATON TWIRLING	2,000	2,000	0.0%
1001	10016037	711115	CHEER-TUMBLING	2,000	500	-75.0%
1001	10016037	711125	DRIVES ED	1,500	1,500	0.0%
1001	10016037	711135	GUITAR LESSONS	1,000	1,000	0.0%
1001	10016037	711140	LOW IMPACT AEROBICS	1,750	1,750	0.0%
1001	10016037	711145	TAE KWON DO	3,150	500	-84.1%
1001	10016037	711150	TAI CHI	2,100	2,100	0.0%
1001	10016037	711155	TENNIS	4,200	4,200	0.0%
1001	10016037	711160	YOGA	4,500	4,500	0.0%
1001	10016037	711210	SOFTBALL	-	2,500	100.0%
1001	10016037	711215	GOLF LESSONS	2,800	2,800	0.0%
1001	10016037	711220	ADVENTURES IN PW SPORTS	1,000	1,750	75.0%
1001	10016037	711225	COED VOLLEYBALL	5,600	5,100	-8.9%
1001	10016037	711235	PEE WEE/HOT SHOTS BASKETBALL	2,200	2,500	13.6%
1001	10016037	711240	YOUTH BASKETBALL	13,715	19,755	44.0%
1001	10016037	711245	MINOR LEAGUES	2,000	2,000	0.0%
1001	10016037	711300	FREEDOM FESTIVAL	80,000	80,000	0.0%
1001	10016037	711305	CONCERTS IN THE PARK	55,000	55,000	0.0%
1001	10016037	711310	WINTER WONDERLAND	10,000	10,000	0.0%
1001	10016037	711400	COMMUNITY CLEAN UP	7,000	3,500	-50.0%
1001	10016037	711405	CRAFT FAIRS	775	500	-35.5%
1001	10016037	711410	FLEA MARKETS	1,500	750	-50.0%
1001	10016037	711415	DAY CAMP	60,000	65,000	8.3%
1001	10016037	711420	SUMMER CAMPS	-	2,800	100.0%
1001	10016037	711430	BUNNY RUN	1,950	2,400	23.1%

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
1001	10016037	711440	FIRECRACKER RUN	2,150	2,400	11.6%
1001	10016037	711445	TEEN EVENTS	250	250	0.0%
1001	10016037	711455	TURKEY RUN 5K RUN	1,950	2,400	23.1%
1001	10016037	711460	TEEN ZONE	750	750	0.0%
1001	10016037	711465	RECREATION EVENTS	10,000	15,000	50.0%
1001	10016037	720040	DISPOSAL SERVICES	15,000	15,000	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>376,040</b>	<b>393,405</b>	<b>4.6%</b>
<b>TOTAL RECREATION PROGRAMS</b>				<b>1,988,226</b>	<b>1,849,364</b>	<b>-7.0%</b>

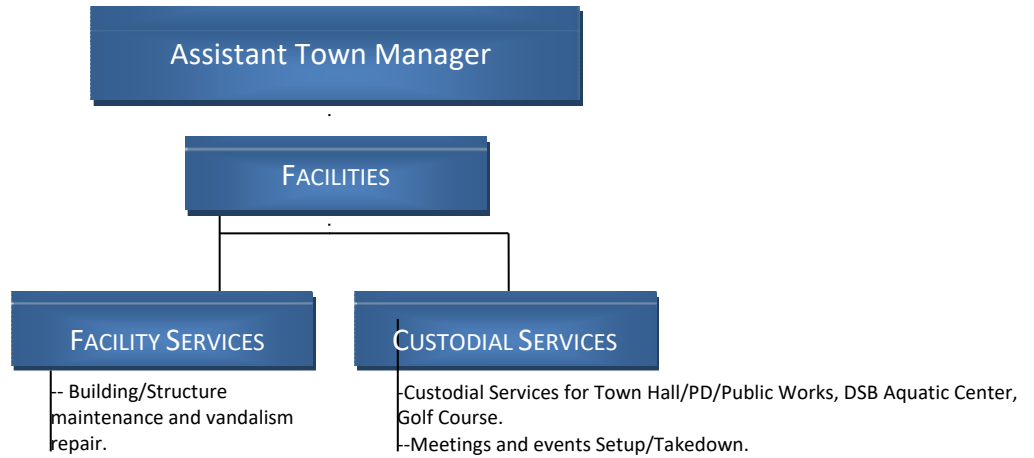


AQUATICS						
Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10016038	700000	SALARIES REGULAR	91,851	102,850	12.0%
1001	10016038	700010	WAGES PART-TIME	160,000	160,000	0.0%
1001	10016038	700015	PART-TIME SICK LEAVE	-	-	100.0%
1001	10016038	700020	OVERTIME	-	5,000	100.0%
1001	10016038	700100	CAFETERIA AND OTHER BENEFITS	18,629	18,475	-0.8%
1001	10016038	700110	RETIREMENT HEALTH SAVINGS	464	515	11.0%
1001	10016038	700120	MEDICARE	8,613	1,500	-82.6%
1001	10016038	700130	PERS	25,505	25,100	-1.6%
1001	10016038	700140	AUTO ALLOWANCE	342	240	-29.8%
1001	10016038	700150	PHONE ALLOWANCE	528	444	-15.9%
1001	10016038	700160	UNIFORM EXPENSES	3,500	3,500	0.0%
<b>TOTAL PERSONNEL</b>				<b>309,432</b>	<b>317,624</b>	<b>2.6%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10016038	710000	ADVERTISING/PUBLICATIONS	2,500	500	-80.0%
1001	10016038	710030	EDUCATION & TRAINING	1,950	4,000	105.1%
1001	10016038	710050	MEMBERSHIP/DUES	200	200	0.0%
1001	10016038	710070	MISCELLANEOUS COSTS	250	1,000	300.0%
1001	10016038	710080	OFFICE SUPPLIES/EXP	500	-	-100.0%
1001	10016038	710100	PRINTING	200	-	-100.0%
1001	10016038	710150	HARDWARE/SOFTWARE SUPPLIES/EXP	1,400	-	-100.0%
1001	10016038	710180	SAFETY & SECURITY	7,500	4,000	-46.7%
1001	10016038	710215	BUILDING MAINTENANCE & REPAIR	50,000	10,000	-80.0%
1001	10016038	710216	GROUND MAINTENANCE & REPAIR	1,500	-	-100.0%
1001	10016038	710230	SMALL TOOLS	100	-	-100.0%
1001	10016038	710235	SAFETY EQUIPMENT	4,000	-	-100.0%
1001	10016038	710300	UTIL - ELECTRICITY USAGE	50,000	55,000	10.0%
1001	10016038	710310	UTIL - NATURAL GAS USAGE	60,000	65,000	8.3%
1001	10016038	710320	UTIL - WATER USAGE	14,000	14,000	0.0%
1001	10016038	711500	AV SWIM CLUB	100	100	0.0%
1001	10016038	711505	GUARD START	500	500	0.0%
1001	10016038	711510	LIFEGAURD TRAINING	7,000	7,000	0.0%
1001	10016038	711515	OPEN REC SWIM	1,000	1,000	0.0%
1001	10016038	711520	POOL CHEMICALS	30,000	30,000	0.0%
1001	10016038	711525	POOL SPECIAL EVENTS	2,000	2,000	0.0%
1001	10016038	711530	SWIM LESSONS	1,000	1,000	0.0%
1001	10016038	711535	WATER AEROBICS	7,000	7,000	0.0%
1001	10016038	730010	EQUIPMENT MAINTENANCE	40,000	20,000	-50.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>282,700</b>	<b>222,300</b>	<b>-21.4%</b>
<b>TOTAL AQUATICS</b>				<b>592,132</b>	<b>539,924</b>	<b>-8.8%</b>

**GOURNDS MAINTENANCE**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10016029	700000	SALARIES REGULAR	639,084	749,307	17.2%
1001	10016029	700010	WAGES PART-TIME	56,200	40,000	-28.8%
1001	10016029	700020	OVERTIME	-	15,000	100.0%
1001	10016029	700100	CAFETERIA AND OTHER BENEFITS	100,297	107,319	7.0%
1001	10016029	700110	RETIREMENT HEALTH SAVINGS	3,202	3,541	10.6%
1001	10016029	700120	MEDICARE	10,100	10,865	7.6%
1001	10016029	700130	PERS	161,493	177,997	10.2%
1001	10016029	700150	PHONE ALLOWANCE	780	780	0.0%
1001	10016029	700160	UNIFORM EXPENSES	10,000	10,000	0.0%
<b>TOTAL PERSONNEL</b>				<b>981,156</b>	<b>1,114,809</b>	<b>13.6%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10016029	710030	EDUCATION & TRAINING	8,000	6,000	-25.0%
1001	10016029	710040	MEETINGS & CONFERENCES	5,000	-	-100.0%
1001	10016029	710050	MEMBERSHIP/DUES	2,000	1,000	-50.0%
1001	10016029	710080	OFFICE SUPPLIES/EXP	300	300	0.0%
1001	10016029	710120	PROPERTY TAX/ASSESMENTS	2,300	2,300	0.0%
1001	10016029	710180	SAFETY & SECURITY	23,500	23,500	0.0%
1001	10016029	710210	CLAIMS EXPENSE	5,000	5,000	0.0%
1001	10016029	710215	BUILDING MAINTENANCE & REPAIR	20,000	40,000	100.0%
1001	10016029	710216	GROUND MAINTENANCE & REPAIR	162,000	177,000	9.3%
1001	10016029	710218	SPORTS FIELD LIGHT MAINTENANCE	5,000	5,000	0.0%
1001	10016029	710225	SIGNS/SIGNALS	300	300	0.0%
1001	10016029	710230	SMALL TOOLS	8,000	8,000	0.0%
1001	10016029	710235	SAFETY EQUIPMENT	5,000	5,000	0.0%
1001	10016029	710300	UTIL - ELECTRICITY USAGE	110,000	110,000	0.0%
1001	10016029	710320	UTIL - WATER USAGE	275,000	400,000	45.5%
1001	10016029	710330	UTIL - COMMUNICATION SVCS	9,000	9,000	0.0%
1001	10016029	720040	DISPOSAL SERVICES	25,000	25,000	0.0%
1001	10016029	730010	EQUIPMENT MAINTENANCE	13,500	13,500	0.0%
1001	10016029	730020	GASOLINE, DIESEL, OIL	45,000	50,000	11.1%
1001	10016029	730030	LEASED EQUIPMENT	2,000	2,000	0.0%
1001	10016029	730040	VEHICLE MAINTENANCE	9,000	9,000	0.0%
1001	10016029	750010	CAPITAL EQUIPMENT	262,000	60,000	-77.1%
1001	10016029	750100	CAPITAL PROJECTS	800,000	825,000	3.1%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>1,796,900</b>	<b>1,776,900</b>	<b>-1.1%</b>
<b>TOTAL GOURNDS MAINTENANCE</b>				<b>2,778,056</b>	<b>2,891,709</b>	<b>4.1%</b>

# PUBLIC FACILITIES



## DEPARTMENT DESCRIPTION

The Division is responsible for the custodial duties at Town Hall, the Development Services Building, Police Department, James Woody Community Center, Civic Center Park Aquatic Center, Apple Valley Golf Course, Animal Services, Singh Center for the Performing Arts, as well as maintenance and repair duties at all public facilities. The Division also handles the set up and openings/closings for facility rentals in all Town facilities.

## 2023-2024 PROGRAMMATIC CHANGES

The Public Facilities budget houses General Government expenses for building operations and maintenance. These costs include utilities, leases, building maintenance, etc. This fiscal year, the Town acquired the Singh Center for the Arts and facilities staff have been responsible for custodial services and building repairs and maintenance at the building.

### 2023-24 HIGHLIGHTS

- Roof replacement at the James Woody Auditorium.
- Singh Center rehabilitation.
- Started providing custodial services to the park restrooms, including adding a weekend shift(s)
- Painted the Amphitheater at Civic Center Park.

### 2024-2025 GOALS AND OBJECTIVES

- Replacing the HVAC unit at the Police Department, Town Hall, and Gymnasiums.
- Roof replacement for the Michael H. Martin Gym and Mini Gym.
- Lloyd Mangrum remodel completion.
- Update the restroom partitions at Civic Center Park, Auditorium, and the gym.
- Install epoxy flooring in AVAS hallways and possibly office spaces.

Department Performance Measures – Public Facilities				
	Actual FY 21-22	Actual FY 22-23	Estimated FY 23-24	Goal FY 24-25
Conference Center uses	275	275	275	400
Recreation Center uses	450	450	450	750
Square footage of public facilities	123,950	123,950	123,950	191,699

FACILITIES						
Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b><u>PERSONNEL</u></b>						
1001	10016036	700000	SALARIES REGULAR	461,416	514,450	11.5%
1001	10016036	700010	WAGES PART-TIME	196,268	75,000	-61.8%
1001	10016036	700020	OVERTIME	-	20,000	100.0%
1001	10016036	700100	CAFETERIA AND OTHER BENEFITS	87,998	74,275	-15.6%
1001	10016036	700110	RETIREMENT HEALTH SAVINGS	2,323	2,045	-12.0%
1001	10016036	700120	MEDICARE	9,584	7,460	-22.2%
1001	10016036	700130	PERS	125,911	116,490	-7.5%
1001	10016036	700140	AUTO ALLOWANCE	1,505	1,056	-29.8%
1001	10016036	700150	PHONE ALLOWANCE	1,152	1,152	0.0%
1001	10016036	700160	UNIFORM EXPENSES	6,400	6,400	0.0%
<b>TOTAL PERSONNEL</b>				<b>892,557</b>	<b>818,328</b>	<b>-8.3%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10016036	710030	EDUCATION & TRAINING	4,525	6,000	32.6%
1001	10016036	710040	MEETINGS & CONFERENCES	3,500	-	-100.0%
1001	10016036	710070	MISCELLANEOUS COSTS	200	200	0.0%
1001	10016036	710080	OFFICE SUPPLIES/EXP	925	1,500	62.2%
1001	10016036	710180	SAFETY & SECURITY	2,800	2,800	0.0%
1001	10016036	710200	STAFF SERVICES	-	1,500	100.0%
1001	10016036	710210	CLAIMS EXPENSE	14,250	14,250	0.0%
1001	10016036	710215	BUILDING MAINTENANCE & REPAIR	198,408	200,000	0.8%
1001	10016036	710216	GROUND MAINTENANCE & REPAIR	500	-	-100.0%
1001	10016036	710230	SMALL TOOLS	1,650	1,650	0.0%
1001	10016036	710235	SAFETY EQUIPMENT	2,500	2,500	0.0%
1001	10016036	710300	UTIL - ELECTRICITY USAGE	165,000	205,000	24.2%
1001	10016036	710310	UTIL - NATURAL GAS USAGE	55,000	50,000	-9.1%
1001	10016036	710320	UTIL - WATER USAGE	19,000	15,000	-21.1%
1001	10016036	710330	UTIL - COMMUNICATION SVCS	-	1,000	100.0%
1001	10016036	720010	CONTRACT SERVICES	3,250	-	-100.0%
1001	10016036	720040	DISPOSAL SERVICES	13,000	10,000	-23.1%
1001	10016036	730010	EQUIPMENT MAINTENANCE	3,800	3,800	0.0%
1001	10016036	730020	GASOLINE, DIESEL, OIL	23,000	23,000	0.0%
1001	10016036	730030	LEASED EQUIPMENT	4,000	4,000	0.0%
1001	10016036	730035	EQUIPMENT RENTAL	5,300	5,300	0.0%
1001	10016036	730040	VEHICLE MAINTENANCE	7,800	10,000	28.2%
1001	10016036	750010	CAPITAL EQUIPMENT	21,792	50,000	129.4%
1001	10016036	750100	CAPITAL PROJECTS	550,000	615,000	11.8%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>1,100,200</b>	<b>1,222,500</b>	<b>11.1%</b>
<b>TOTAL FACILITIES</b>				<b>1,992,757</b>	<b>2,040,828</b>	<b>2.4%</b>

**GENERAL FUND NON-DEPARTMENTAL**

<b>Fund</b>	<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY 2023-24 Budget</b>	<b>FY 2024-25 Adopted Budget</b>	<b>% Change From PFY</b>
<b><u>PERSONNEL</u></b>						
1001	10010001	700180	HEALTH/OTHER BENEFITS-RETIREEES	170,000	170,000	0.0%
1001	10010001	700100	CAFETERIA AND OTHER BENEFITS	-	102,000	100.0%
<b>TOTAL PERSONNEL</b>				<b>170,000</b>	<b>272,000</b>	<b>60.0%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
1001	10010001	710010	BANK & CREDIT CARD FEES	217,000	75,000	-65.4%
1001	10010001	710050	MEMBERSHIP/DUES	54,500	54,500	0.0%
1001	10010001	710070	MISCELLANEOUS COSTS	14,850	14,850	0.0%
1001	10010001	710080	OFFICE SUPPLIES/EXP	16,000	16,000	0.0%
1001	10010001	710090	POSTAGE	40,000	40,000	0.0%
1001	10010001	710100	PRINTING	13,030	13,000	-0.2%
1001	10010001	710120	PROPERTY TAX/ASSESMENTS	4,000	4,000	0.0%
1001	10010001	710200	STAFF SERVICES	7,250	7,250	0.0%
1001	10010001	710210	CLAIMS EXPENSE	11,000	11,000	0.0%
1001	10010001	710215	BUILDING MAINTENANCE & REPAIR	35,000	-	-100.0%
1001	10010001	710240	ADMINISTRATION	(2,483,900)	(2,484,000)	0.0%
1001	10010001	720010	CONTRACT SERVICES	285,000	100,000	-64.9%
1001	10010001	720030	ACCOUNTING AND AUDIT SERVICES	25,000	25,000	0.0%
1001	10010001	720070	INSURANCE	1,640,000	1,260,000	-23.2%
1001	10010001	730030	LEASED EQUIPMENT	360,000	360,000	0.0%
1001	10010001	760000	TRANSFER OUT	887,500	-	-100.0%
1001	10010001	800010	PRINCIPAL	860,000	860,000	0.0%
1001	10010001	800020	INTEREST	120,000	120,000	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>2,106,230</b>	<b>476,600</b>	<b>-77.4%</b>
<b>TOTAL GENERAL FUND NON-DEPARTMENTAL</b>				<b>2,276,230</b>	<b>748,600</b>	<b>-67.1%</b>

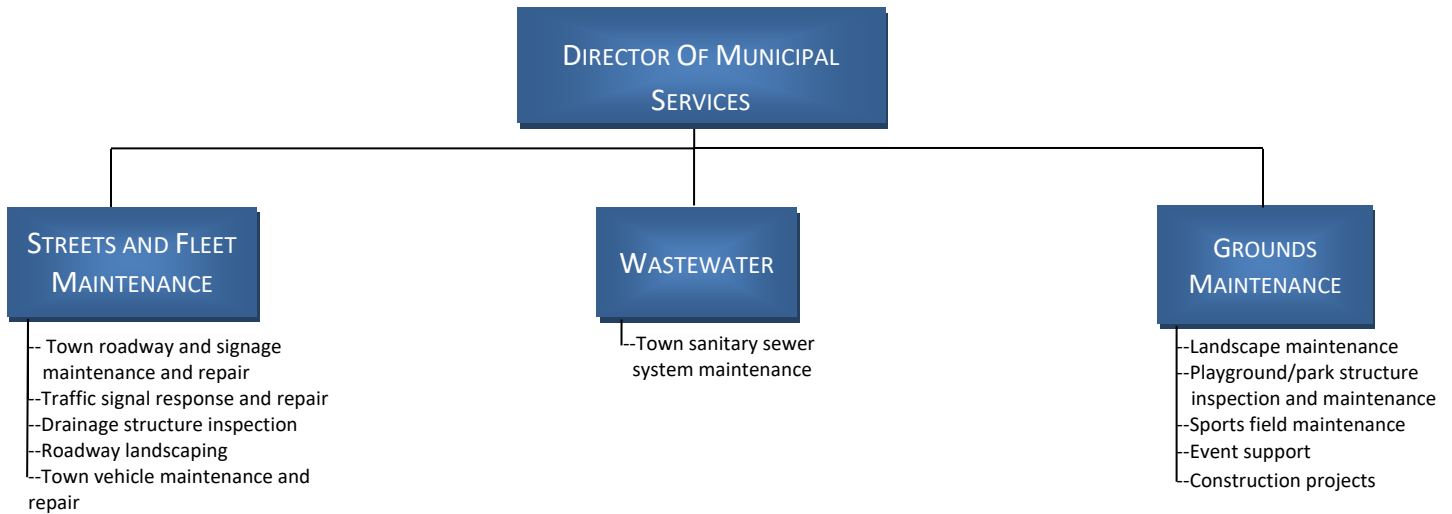
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# Special Revenue Funds

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# PUBLIC WORKS



## DEPARTMENT DESCRIPTION

The Public Works Department is comprised of two main divisions: Street Maintenance and Wastewater.

The Street Maintenance Division is responsible for the ongoing street maintenance obligation of roadway repair, striping, signing, sweeping, landscaping, right of way maintenance, vehicle maintenance, and traffic signal system maintenance.

The Wastewater Division is responsible for the ongoing obligation to provide and maintain wastewater collection and transmission systems and conform to the Town’s Sanitary Sewer Management Plan as mandated by the California State Water Resources Control Board.

## DIVISION/MAJOR PROGRAM DESCRIPTIONS

**Administration:** Directs all facets of operations, sets priorities and assigns resources. It is responsible for evaluating services, interpreting policies, developing comprehensive programs tailored to community needs, recommending and prioritizing projects based on anticipated demands, and performing long range planning and strategic programming of projects.

**Wastewater:** Responsible for the maintenance and operation of the Town’s collection and transmission systems, including 145 miles of pipeline and 7 pumping/lift stations. The system generates an average daily flow of approximately 1.98 million gallons.

**Street Maintenance:** Responsible for the maintenance and repair of all Town paved/improved and some unpaved roads. The division performs various types of pavement preservation and rehabilitation work, sidewalk repair and replacement, local drainage structure/facility inspection and cleaning, traffic signal system response and repair, roadway marking maintenance and replacement, and provides emergency response to roadway clearing or closing/diverting.

**Right-Of-Way:** Responsible for the maintenance and repair of Town roadway signage, roadway landscaping, assessment district landscaping and drainage facilities, public property graffiti abatement, public bus shelter construction, maintenance and repair, and roadside trash and weed removal.

**Sweeping Operation/Vehicle Maintenance:** Responsible for sweeping over 195 lane miles, the maintenance, inventory and repair of all vehicles, tools and equipment of the Public Works Department, and the maintenance and repair of the Town's Pool vehicles.



## 2023-24 HIGHLIGHTS

- Completed Jess Ranch Lift Station Upgrades Project.
- Continued design of 2A-1 Lift Station Abandonment Project.
- Began installing smart covers to monitor flows and inflow and infiltration.
- Began installing newly mandated 36" standard stop signs on approaches to multi-lane roadways.
- Wastewater staff attended Water & Wastewater Equipment, Treatment & Transport (WWETT) Conference in Indianapolis and Tri-State Seminar in Las Vegas.
- Street Maintenance and Wastewater staff attended Public Works Expo in San Diego.
- Director of Municipal Services and Wastewater Supervisor attended League of California Cities Public Works Officers Institute in Monterey.
- Wastewater purchased a Lay-flat Hose Reel Trailer to assist with emergency and planned sewer bypasses.
- Street Maintenance purchased a closed cab Superior Broom to assist with street sweeping and storm cleanup.

## 2024-25 GOALS AND OBJECTIVES

- Complete 2A-1 Lift Station Abandonment design and begin construction.
- Sewer System Master Plan Update.
- Sewer Main Upgrade on Dale Evans Parkway north of Otoe Road to facilitate growth in Northern Apple Valley Industrial Specific Plan and other planned developments north of Waalew Road.

- Continue installing and monitoring smart covers.
- Wastewater staff to attend WWETT Conference.
- Implement and begin using new asset management software for Wastewater.
- Complete installing newly mandated 36” standard stop signs on approaches to multi-lane roadways.
- Maintain a clean, safe and graffiti-free Town.
- Continue to replace street name signs.
- New Street Maintenance staff to become certified with International Municipal Signal Association (IMSA)

<b>Department Workload Indicators – Public Works</b>				
	Actual FY 21-22	Actual FY 22-23	Estimated FY 23-24	Goal FY 24-25
Sewer Mainline Cleaned (miles)	23.61	72.93	55	60
Sewer Mainline Video Inspected (miles)	12.69	10.85	10	12
Sewer Lift Station Wet Wells Cleaned (per year)	7	7	7	16
Street Name Signs Replaced	293	203	160	200
Roadway Signs Replaced	393	756	330	400
Single Family Sewer Permits	66	33	30	40
Commercial Sewer Permits	1	3	2	5
Multi-Family Sewer Permits	4	3	5	5

<b>Department Performance Measures – Public Works</b>				
	Actual FY 21-22	Actual FY 22-23	Estimated FY 23-24	Goal FY 24-25
Fill a minimum of 20,000 potholes per year	20,504	24,782	22,000	20,000
Responses to CRM (Citizen Request Management) requests within two weeks	93%	93%	88%	100%
Dispatch calls for service within 5 minutes of receiving the call	100%	100%	100%	100%
Complete plumbing fixture count plan check within 2-3 business days	100%	100%	100%	100%

GAS TAX						
Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>653,913</b>	<b>356,160</b>	<b>-45.5%</b>
<b><u>REVENUES</u></b>						
2010	20100000	630020	GAS TAX 2103	2,165,347	717,057	-66.9%
2010	20100000	630021	GAS TAX 2105	-	479,781	100.0%
2010	20100000	630022	GAS TAX 2106	-	295,281	100.0%
2010	20100000	630023	GAS TAX 2107	-	654,297	100.0%
2010	20100000	630024	GAS TAX 2107-5	-	7,500	100.0%
<b>TOTAL REVENUES</b>				<b>2,165,347</b>	<b>2,153,916</b>	<b>-0.5%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>PERSONNEL</u></b>						
2010	20105031	700000	SALARIES REGULAR	475,119	360,570	-24.1%
2010	20105031	700020	OVERTIME	10,000	2,500	-75.0%
2010	20105031	700100	CAFETERIA AND OTHER BENEFITS	70,504	74,563	5.8%
2010	20105031	700110	RETIREMENT HEALTH SAVINGS	2,382	1,803	-24.3%
2010	20105031	700120	MEDICARE	6,908	5,228	-24.3%
2010	20105031	700130	PERS	131,229	127,024	-3.2%
2010	20105031	700140	AUTO ALLOWANCE	480	48	-90.0%
2010	20105031	700150	PHONE ALLOWANCE	228	17	-92.5%
2010	20105031	700160	UNIFORM EXPENSES	7,000	7,000	0.0%
<b>TOTAL PERSONNEL</b>				<b>703,850</b>	<b>578,753</b>	<b>-17.8%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2010	20105031	710030	EDUCATION & TRAINING	20,000	15,000	-25.0%
2010	20105031	710040	MEETINGS & CONFERENCES	2,000	2,000	0.0%
2010	20105031	710050	MEMBERSHIP/DUES	1,500	500	-66.7%
2010	20105031	710080	OFFICE SUPPLIES/EXP	750	750	0.0%
2010	20105031	710100	PRINTING	300	300	0.0%
2010	20105031	710150	HARDWARE/SOFTWARE SUPPLIES/EXP	4,000	11,000	175.0%
2010	20105031	710155	COMMUNICATIONS EQUIP	-	40,000	100.0%
2010	20105031	710180	SAFETY & SECURITY	23,250	35,000	50.5%
2010	20105031	710215	BUILDING MAINTENANCE & REPAIR	37,000	37,000	0.0%
2010	20105031	710216	GROUND MAINTENANCE & REPAIR	38,500	15,000	-61.0%
2010	20105031	710217	STREET MAINTENANCE & REPAIR	960,000	500,000	-47.9%
2010	20105031	710219	ENGINEERING MAINTENANCE & REPAIR	30,000	-	-100.0%
2010	20105031	710220	MAINTENANCE & REPAIR SERVICES	2,000	2,000	0.0%
2010	20105031	710225	SIGNS/SIGNALS	75,000	150,000	100.0%
2010	20105031	710230	SMALL TOOLS	5,700	5,700	0.0%
2010	20105031	710235	SAFETY EQUIPMENT	5,500	5,500	0.0%
2010	20105031	710300	UTIL - ELECTRICITY USAGE	159,000	174,900	10.0%
2010	20105031	710310	UTIL - NATURAL GAS USAGE	9,500	10,500	10.5%
2010	20105031	710320	UTIL - WATER USAGE	48,000	53,000	10.4%
2010	20105031	710330	UTIL - COMMUNICATION SVCS	6,000	6,000	0.0%
2010	20105031	720010	CONTRACT SERVICES	75,000	160,000	113.3%
2010	20105031	720040	DISPOSAL SERVICES	2,000	2,000	0.0%
2010	20105031	730010	EQUIPMENT MAINTENANCE	10,500	10,500	0.0%

<b>Fund</b>	<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY 2023-24 Budget</b>	<b>FY 2024-25 Adopted Budget</b>	<b>% Change From PFY</b>
2010	20105031	730020	GASOLINE, DIESEL, OIL	45,000	45,000	0.0%
2010	20105031	730040	VEHICLE MAINTENANCE	40,000	55,000	37.5%
2010	20105031	750010	CAPITAL EQUIPMENT	158,750	-	-100.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>1,759,250</b>	<b>1,336,650</b>	<b>-24.0%</b>
<b>TOTAL GAS TAX EXPENDITURES</b>				<b>2,463,100</b>	<b>1,915,403</b>	<b>-22.2%</b>
<b>ENDING FUND BALANCE</b>				<b>356,160</b>	<b>594,673</b>	<b>67.0%</b>

**ROAD MAINTENANCE & REHABILITATION PROGRAM**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>696,313</b>	<b>-</b>	<b>-100.0%</b>
<b><u>REVENUES</u></b>						
2011	20110000	630030	CA RMRA	1,878,936	1,968,573	4.8%
<b>TOTAL REVENUES</b>				<b>1,878,936</b>	<b>1,968,573</b>	<b>4.8%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2011	20115031	730050	PAVING-PMS PRIORITIES	1,878,936	1,968,573	4.8%
2011	20115031	750100	CAPITAL PROJECTS	696,313	-	100.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>2,575,249</b>	<b>1,968,573</b>	<b>-23.6%</b>
<b>TOTAL ROAD MAINT. &amp; REHAB PROGRAM</b>				<b>2,575,249</b>	<b>1,968,573</b>	<b>-23.6%</b>
<b>ENDING FUND BALANCE</b>				<b>-</b>	<b>-</b>	<b>0.0%</b>

**TRANSPRTATION DEVELOPMENT ACT ARTICLE 8**

<b>Fund</b>	<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY 2023-24 Budget</b>	<b>FY 2024-25 Adopted Budget</b>	<b>% Change From PFY</b>
<b>BEGINNING FUND BALANCE</b>				<b>1,308,382</b>	<b>230,066</b>	<b>-82.4%</b>
<b><u>REVENUES</u></b>						
2015	20150000	410005	REFUNDS, REIMB, REBATES	170,000	-	-100.0%
2015	20150000	650000	GRANTS	-	600,000	100.0%
2015	20150000	630010	ARTICLE 8 LTF	100,000	-	-100.0%
<b>TOTAL REVENUES</b>				<b>170,000</b>	<b>600,000</b>	<b>252.9%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2015	20154023	710220	MAINTENANCE & REPAIR SERVICES	295,000	-	-100.0%
2015	20154023	750100	CAPITAL PROJECTS	953,316	600,000	-37.1%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>1,248,316</b>	<b>600,000</b>	<b>-51.9%</b>
<b>TOTAL TDA ARTICLE 8 EXPENDITURES</b>				<b>1,248,316</b>	<b>600,000</b>	<b>-51.9%</b>
<b>ENDING FUND BALANCE</b>				<b>230,066</b>	<b>230,066</b>	<b>0.0%</b>

MEASURE I						
Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>5,957,754</b>	<b>4,843,138</b>	<b>-18.7%</b>
<b><u>REVENUES</u></b>						
2021	20210000	400020	SALES AND USE TAX	2,943,000	2,765,788	-6.0%
2021	20210000	650000	GRANTS	3,826,291	2,126,306	-44.4%
<b>TOTAL REVENUES</b>				<b>6,769,291</b>	<b>4,892,094</b>	<b>-27.7%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2021	20214023	730050	PAVING-PMS PRIORITIES	1,250,000	1,720,000	37.6%
2021	20214023	750100	CAPITAL PROJECTS	6,633,907	3,172,094	-52.2%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>7,883,907</b>	<b>4,892,094</b>	<b>-37.9%</b>
<b>TOTAL MEASURE I EXPENDITURES</b>				<b>7,883,907</b>	<b>4,892,094</b>	<b>-37.9%</b>
<b>ENDING FUND BALANCE</b>				<b>4,843,138</b>	<b>4,843,138</b>	<b>0.0%</b>



# HOUSING AND COMMUNITY DEVELOPMENT

ASSISTANT TOWN MANAGER

HOUSING AND COMMUNITY DEVELOPMENT SUPERVISOR

- Administer Federal and State Grant Programs including CDBG
- Coordinate Residential Rehab Loan Program (RRLP)
- Administer Funding to Non-Profit, Public Service Organizations
- Pursue Affordable Housing Projects, including for Seniors and Veterans

## DEPARTMENT DESCRIPTION

Housing and Community Development Division staff administer Federal and State grant funding to build a sustainable community, create a suitable living environment, and expand economic opportunities for the benefit of low and moderate-income persons and households. The Division develops a five-year strategic plan known as the Consolidated Plan and the Analysis of Impediments for Furthering Fair Housing to outline the Town's goals over a five-year period. Each year, staff submits the Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER), which reports the goals, strategies, plans, and results of the Town's activities and projects aligning with the 5-year Consolidated Plan. In partnership with the City of Victorville, the Town is the lead administrator of the Consortium allocating the HOME federal grant among both communities. The Division administers various housing programs, works with public service agencies, and oversees federally funded capital improvement projects. The administration of all Federal and State grant programs touches many residents within the community by providing improved housing opportunities, public facilities, and infrastructure; assistance to small businesses; as well as assistance to local non-profits to fund programs for the elderly, disabled persons, fair-housing services, homeless persons, food pantries and other needs within the community.

## PROGRAM UPDATE FOR FY 2024-25

The Annual Action Plan continues to focus on home and neighborhood rehabilitation, fair housing services, food pantries, senior services, economic development, and employment opportunities. The Division will continue to work on capital projects, including the Village sidewalk project for a continuous accessible pedestrian pathway.

## 2023-24 HIGHLIGHTS

- Completed the Apple Valley Golf Course ADA accessibility project.
- Provided food delivery services to seniors, disabled persons & homeless individuals.
- Funded non-profit agencies who serve residents in need of shelter, food, senior services, and fair housing counseling.
- Provided single-family home rehabilitation assistance to 7 households.

## 2024-25 GOALS AND OBJECTIVES

- Continue to administer ADA capital improvement projects, including the Village Sidewalk Project.
- Continue to offer the Residential Rehabilitation Loan Program.
- Launch Emergency Rental Assistance Program
- Continue to work and partner with public service agencies to provide services in the community.

<b>Department Workload Indicators</b>			
	Actual FY 23-24	Goal FY 23-24	Estimated FY 24-25
Provide 0% deferred payment loans to low-income homeowners for the purpose of making repairs to their homes	7	10	12
Help fund shelter services for homeless persons	16	15	10
Provide meals and food delivery service to seniors, disabled & homeless	400	300	300
Provide Fair Housing Services	9	10	10
<b>Department Performance Measures</b>			
	Actual FY 23-24	Goal FY 23-24	Estimated FY 24-25
Complete Residential Rehabilitation application and construction process within 5 months of intake of application	70%	80%	80%
Complete 80% of the CDBG projects allocated within same fiscal year	90%	90%	90%
Provide loan payoff/reconveyances and refinance subordination services for existing housing loans within 15 days of request	100%	100%	100%

**COMMUNITY DEVELOPMENT BLOCK GRANT**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>(44,156)</b>	<b>343,466</b>	<b>-877.8%</b>
<b><u>REVENUES</u></b>						
2120	21200000	520000	PROGRAM INCOME	121,500	140,000	15.2%
2120	21200000	520200	ALLOCATION	1,070,550	710,000	-33.7%
2120	21200000	650000	GRANTS	115,251	410,900	256.5%
<b>TOTAL REVENUES</b>				<b>1,307,301</b>	<b>1,260,900</b>	<b>-3.5%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>PERSONNEL</u></b>						
2120	21204021	700000	SALARIES REGULAR	110,013	57,124	-48.1%
2120	21204021	700100	CAFETERIA AND OTHER BENEFITS	6,802	11,254	65.5%
2120	21204021	700110	RETIREMENT HEALTH SAVINGS	332	286	-13.9%
2120	21204021	700120	MEDICARE	963	828	-14.0%
2120	21204021	700130	PERS	16,035	13,656	-14.8%
2120	21204021	700150	PHONE ALLOWANCE	-	320	100.0%
<b>TOTAL PERSONNEL</b>				<b>134,145</b>	<b>83,468</b>	<b>-37.8%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2120	21204021	710000	ADVERTISING/PUBLICATIONS	1,000	2,000	100.0%
2120	21204021	710030	EDUCATION & TRAINING	3,000	3,000	0.0%
2120	21204021	710040	MEETINGS & CONFERENCES	800	800	0.0%
2120	21204021	710060	MILEAGE EXP/ALLOWANCE	600	1,000	66.7%
2120	21204021	710080	OFFICE SUPPLIES/EXP	1,000	600	-40.0%
2120	21204021	710700	PUBLIC SERVICE AGENCIES	-	69,373	100.0%
2120	21204021	710731	RES REHAB ACTIVITY DELIVERY	20,000	10,000	-50.0%
2120	21204021	710732	RES REHAB STAFF DIRECT COSTS	25,000	10,000	-60.0%
2120	21204021	710733	RES REHAB CONSTRUCTION	265,279	100,000	-62.3%
2120	21204021	710760	MICROENTERPRISE ASSISTANCE	-	1,000	100.0%
2120	21204021	710770	UNPROGRAMMED DOLLARS	21,001	-	-100.0%
2120	21204021	710790	DIRECT COSTS	(40,000)	-	-100.0%
2120	21204021	710820	STAFF PROGRAM COSTS	(25,000)	(36,000)	44.0%
2120	21204021	710900	CHRIST THE SOLID ROCK	13,500	10,000	-25.9%
2120	21204021	710901	INLD FAIR HOUSING MEDIATION BD	11,500	10,500	-8.7%
2120	21204021	710902	FEED MY SHEEP	14,500	16,675	15.0%
2120	21204021	710903	HD HOMELESS SERVICES	11,500	-	-100.0%
2120	21204021	710904	GREATER HOPE FOUNDATION	12,500	-	-100.0%
2120	21204021	710905	COMMUNITY HLTH ACTION NETWORK	11,500	12,055	4.8%
2120	21204021	710906	RUTH AND NAOMI PROJECT	10,000	10,480	4.8%
2120	21204021	710907	TOAV SENIOR PROGRAM	-	40,000	100.0%
2120	21204021	720010	CONTRACT SERVICES	55,000	55,000	0.0%
2120	21204021	750100	CAPITAL PROJECTS	372,854	410,900	10.2%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>785,534</b>	<b>727,383</b>	<b>-7.4%</b>
<b>TOTAL CDBG EXPENDITURES</b>				<b>919,679</b>	<b>810,851</b>	<b>-11.8%</b>
<b>ENDING FUND BALANCE</b>				<b>343,466</b>	<b>793,515</b>	<b>131.0%</b>

**APPLE VALLEY HOME**

<b>Fund</b>	<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY 2023-24 Budget</b>	<b>FY 2024-25 Adopted Budget</b>	<b>% Change From PFY</b>
<b>BEGINNING FUND BALANCE</b>				<b>711,931</b>	<b>(1,745,258)</b>	<b>-345.1%</b>
<b><u>REVENUES</u></b>						
2320	23200000	520000	PROGRAM INCOME	19,810	30,000	51.4%
2320	23200000	520200	ALLOCATION	911,188	780,000	-14.4%
<b>TOTAL REVENUES</b>				<b>930,998</b>	<b>810,000</b>	<b>-13.0%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>PERSONNEL</u></b>						
2320	23204021	700000	SALARIES REGULAR	272,818	68,214	-75.0%
2320	23204021	700100	CAFETERIA AND OTHER BENEFITS	84,668	13,827	-83.7%
2320	23204021	700110	RETIREMENT HEALTH SAVINGS	4,704	341	-92.8%
2320	23204021	700120	MEDICARE	4,704	989	-79.0%
2320	23204021	700130	PERS	103,483	16,306	-84.2%
2320	23204021	700150	PHONE ALLOWANCE	-	100	100.0%
<b>TOTAL PERSONNEL</b>				<b>470,377</b>	<b>99,777</b>	<b>-78.8%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2320	23204021	710000	ADVERTISING/PUBLICATIONS	700	700	0.0%
2320	23204021	710030	EDUCATION & TRAINING	500	1,000	100.0%
2320	23204021	710060	MILEAGE	-	800	100.0%
2320	23204021	710080	OFFICE SUPPLIES/EXP	500	800	60.0%
2320	23204021	710731	RES REHAB ACTIVITY DELIVERY	218,289	60,000	-72.5%
2320	23204021	710732	RES REHAB STAFF DIRECT COSTS	218,289	60,000	-72.5%
2320	23204021	710733	RES REHAB CONSTRUCTION	2,182,888	600,000	-72.5%
2320	23204021	710820	STAFF PROGRAM COSTS	(218,289)	(60,000)	-72.5%
2320	23204021	710907	CHDO 23/24	290,399	-	-100.0%
2320	23204021	710908	NCS	214,534	-	-100.0%
2320	23204021	720010	CONTRACT SERVICES	10,000	15,000	50.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>2,917,810</b>	<b>678,300</b>	<b>-76.8%</b>
<b>TOTAL APPLE VALLEY HOME EXPENDITURES</b>				<b>3,388,187</b>	<b>778,077</b>	<b>-77.0%</b>
<b>ENDING FUND BALANCE</b>				<b>(1,745,258)</b>	<b>(1,713,335)</b>	<b>-1.8%</b>

**VICTORVILLE HOME**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>1,453,044</b>	<b>1,654,537</b>	<b>13.9%</b>
<b><u>REVENUES</u></b>						
2320	23200000	520200	ALLOCATION	292,650	-	-100.0%
<b>TOTAL REVENUES</b>				<b>292,650</b>	<b>-</b>	<b>-100.0%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2330	23304021	710240	ADMINISTRATION	-	26,135	100.0%
2330	23304021	750100	CAPITAL PROJECTS	91,157	1,447,613	1488.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>91,157</b>	<b>1,473,748</b>	<b>1516.7%</b>
<b>TOTAL VICTORVILLE HOME EXPENDITURES</b>				<b>91,157</b>	<b>1,473,748</b>	<b>1516.7%</b>
<b>ENDING FUND BALANCE</b>				<b>1,654,537</b>	<b>180,789</b>	<b>-89.1%</b>

HOME ARP						
Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				-	-	0.0%
<b><u>REVENUES</u></b>						
2320	23200000	520200	ALLOCATION	-	220,000	100.0%
<b>TOTAL REVENUES</b>				-	<b>220,000</b>	<b>100.0%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2350	23504021	710240	AV ADMINISTRATION	-	20,000	100.0%
2350	23504021	710700	VV Supportive Services	-	200,000	100.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				-	<b>220,000</b>	<b>100.0%</b>
<b>TOTAL HOME ARP EXPENDITURES</b>				-	<b>220,000</b>	<b>100.0%</b>
<b>ENDING FUND BALANCE</b>				-	-	0.0%

CAL HOME						
Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>497,409</b>	<b>497,409</b>	<b>0.0%</b>
<b><u>REVENUES</u></b>						
2320	23200000	520200	ALLOCATION	-	-	0.0%
<b>TOTAL REVENUES</b>				<b>-</b>	<b>-</b>	<b>100.0%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2410	24104021	710170	ADMINISTRATION	-	287,000	100.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>-</b>	<b>287,000</b>	<b>100.0%</b>
<b>TOTAL CAL HOME EXPENDITURES</b>				<b>-</b>	<b>287,000</b>	<b>100.0%</b>
<b>ENDING FUND BALANCE</b>				<b>497,409</b>	<b>210,409</b>	<b>0.0%</b>

QUIMBY						
Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>2,002,010</b>	<b>2,196,670</b>	<b>9.7%</b>
<b><u>REVENUES</u></b>						
2520	25200000	544115	QUIMBY FEES	340,000	340,000	0.0%
<b>TOTAL REVENUES</b>				<b>340,000</b>	<b>340,000</b>	<b>100.0%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2520	25204023	750100	CAPITAL PROJECTS	145,340	1,325,000	811.7%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>145,340</b>	<b>1,325,000</b>	<b>811.7%</b>
<b>TOTAL QUIMBY EXPENDITURES</b>				<b>145,340</b>	<b>1,325,000</b>	<b>811.7%</b>
<b>ENDING FUND BALANCE</b>				<b>2,196,670</b>	<b>1,211,670</b>	<b>-44.8%</b>



PEG CHANNEL						
Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>385,563</b>	<b>465,563</b>	<b>20.7%</b>
<b><u>REVENUES</u></b>						
2530	25300000	400050	PEG FEES	130,000	130,000	0.0%
<b>TOTAL REVENUES</b>				<b>130,000</b>	<b>130,000</b>	<b>100.0%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2530	25301301	750010	CAPITAL EQUIPMENT	50,000	80,000	60.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>50,000</b>	<b>80,000</b>	<b>60.0%</b>
<b>TOTAL PEG CHANNEL EXPENDITURES</b>				<b>50,000</b>	<b>80,000</b>	<b>60.0%</b>
<b>ENDING FUND BALANCE</b>				<b>465,563</b>	<b>515,563</b>	<b>10.7%</b>

**LIGHTING & LANDSCAPE DISTRICT**

<b>Fund</b>	<b>ORG</b>	<b>OBJ</b>	<b>Account Description</b>	<b>FY 2023-24 Budget</b>	<b>FY 2024-25 Adopted Budget</b>	<b>% Change From PFY</b>
<b>BEGINNING FUND BALANCE</b>				<b>1,249,219</b>	<b>979,219</b>	<b>-21.6%</b>
<b><u>REVENUES</u></b>						
2810	28100000	400000	PROPERTY TAX	265,000	265,000	0.0%
<b>TOTAL REVENUES</b>				<b>265,000</b>	<b>265,000</b>	<b>100.0%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
2810	28105031	710217	STREET MAINTENANCE & REPAIR	525,000	-	-100.0%
2810	28105031	710220	MAINTENANCE & REPAIR SERVICES	-	525,000	100.0%
2810	28105031	720010	CONTRACT SERVICES	10,000	10,000	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>535,000</b>	<b>535,000</b>	<b>0.0%</b>
<b>TOTAL LIGHTING &amp; LANDSCAPE DISTRICT</b>				<b>535,000</b>	<b>535,000</b>	<b>0.0%</b>
<b>ENDING FUND BALANCE</b>				<b>979,219</b>	<b>709,219</b>	<b>-27.6%</b>

# Capital Projects Funds

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**NAVISP INFRASTRUCTURE**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>776,913</b>	<b>776,913</b>	<b>0.0%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
4050	40504022	720010	CONTRACT SERVICES	-	100,000	100.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>-</b>	<b>100,000</b>	<b>100.0%</b>
<b>TOTAL NAVISP INFRASTRUCTURE EXPENDITURES</b>				<b>-</b>	<b>100,000</b>	<b>100.0%</b>
<b>ENDING FUND BALANCE</b>				<b>776,913</b>	<b>676,913</b>	<b>-12.9%</b>

CAPITAL IMPROVEMENT PROJECTS						
Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>5,060,935</b>	<b>5,095,935</b>	<b>0.7%</b>
<b><u>REVENUES</u></b>						
4410	44100000	630000	TRANSPORTATION IMPACT FEE	800,000	2,061,777	157.7%
4410	44100000	650000	GRANTS	-	16,450,571	100.0%
<b>TOTAL REVENUES</b>				<b>800,000</b>	<b>18,512,348</b>	<b>100.0%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>CAPITAL PROJECTS</u></b>						
4410	44104023	750100	CAPITAL PROJECTS	765,000	-	-100.0%
4410	44104023	750100	SR18 Corridor Study	-	12,517	100.0%
4410	44104023	750100	Town Wide Complete Streets Plan		380,000	100.0%
			Powhatan Road Complete Streets		102,000	100.0%
			Apple Valley Village Accessibility Phase 2		361,818	100.0%
4410	44104023	750100	Circulation Element Update Study and Modeling	-	81,720	100.0%
4410	44104023	750100	Yucca Loma Road Widening	-	1,036,032	100.0%
4410	44104023	750100	Bear Valley Intersection Improvements	-	754,025	100.0%
4410	44104023	750100	Yucca Loma Elementary School Safe Routes	-	897,000	100.0%
4410	44104023	750100	Yucca Loma Road Widening	-	484,096	100.0%
4410	44104023	750100	Bear Valley Bridge Rehabilitation	-	14,403,140	100.0%
<b>TOTAL CAPITAL PROJECTS</b>				<b>765,000</b>	<b>18,512,348</b>	<b>2319.9%</b>
<b>TOTAL CIP EXPENDITURES</b>				<b>765,000</b>	<b>18,512,348</b>	<b>2319.9%</b>
<b>ENDING FUND BALANCE</b>				<b>5,095,935</b>	<b>5,095,935</b>	<b>0.0%</b>

# Enterprise Funds

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**WASTEWATER**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>5,200,955</b>	<b>1,424,757</b>	<b>-72.6%</b>
<b><u>REVENUES</u></b>						
5010	50100000	410090	ADMINISTRATIVE FEES	5,000	5,000	0.0%
5010	50100000	550000	DISTRICT BUY-IN FEE	100,000	100,000	0.0%
5010	50100000	550010	INSPECTION FEES	6,000	6,000	0.0%
5010	50100000	550020	LOCAL SEWER CONNECTION CHARGES	85,000	85,000	0.0%
5010	50100000	550030	SEWER REPLACE REVENUE	375,000	375,000	0.0%
5010	50100000	550031	SEWER USE FEES	6,200,000	6,200,000	0.0%
<b>TOTAL REVENUES</b>				<b>6,771,000</b>	<b>6,771,000</b>	<b>0.0%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>PERSONNEL</u></b>						
5010	50105032	700000	SALARIES REGULAR	831,095	1,086,920	30.8%
5010	50105032	700010	WAGES PART-TIME	5,091	5,000	-1.8%
5010	50105032	700020	OVERTIME	15,000	15,000	0.0%
5010	50105032	700100	CAFETERIA AND OTHER BENEFITS	135,830	192,668	41.8%
5010	50105032	700110	RETIREMENT HEALTH SAVINGS	4,170	5,435	30.3%
5010	50105032	700120	MEDICARE	12,168	15,760	29.5%
5010	50105032	700130	PERS	219,366	287,181	30.9%
5010	50105032	700140	AUTO ALLOWANCE	767	767	0.0%
5010	50105032	700150	PHONE ALLOWANCE	1,469	1,022	-30.4%
5010	50105032	700160	UNIFORM EXPENSES	5,000	2,500	-50.0%
<b>TOTAL PERSONNEL</b>				<b>1,229,956</b>	<b>1,612,253</b>	<b>31.1%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
5010	50105032	710030	EDUCATION & TRAINING	17,000	15,000	-11.8%
5010	50105032	710040	MEETINGS & CONFERENCES	15,000	15,000	0.0%
5010	50105032	710050	MEMBERSHIP/DUES	3,100	3,100	0.0%
5010	50105032	710055	SUBSCRIPTIONS	100	150	50.0%
5010	50105032	710080	OFFICE SUPPLIES/EXP	750	750	0.0%
5010	50105032	710100	PRINTING	5,000	5,000	0.0%
5010	50105032	710130	BAD DEBT	25,000	25,000	0.0%
5010	50105032	710150	HARDWARE/SOFTWARE SUPPLIES/EXP	55,000	7,000	-87.3%
5010	50105032	710155	COMMUNICATIONS EQUIP	42,000	6,000	-85.7%
5010	50105032	710180	SAFETY & SECURITY	24,000	24,000	0.0%
5010	50105032	710215	BUILDING MAINTENANCE & REPAIR	38,000	38,000	0.0%
5010	50105032	710216	GROUND MAINTENANCE & REPAIR	38,500	15,000	-61.0%
5010	50105032	710220	MAINTENANCE & REPAIR SERVICES	297,000	400,000	34.7%
5010	50105032	710230	SMALL TOOLS	8,000	8,000	0.0%
5010	50105032	710235	SAFETY EQUIPMENT	12,000	12,000	0.0%
5010	50105032	710240	ADMINISTRATION	748,400	748,400	0.0%
5010	50105032	710300	UTIL - ELECTRICITY USAGE	130,000	143,000	10.0%
5010	50105032	710310	UTIL - NATURAL GAS USAGE	9,000	9,900	10.0%
5010	50105032	710320	UTIL - WATER USAGE	250,000	275,000	10.0%
5010	50105032	710330	UTIL - COMMUNICATION SVCS	7,000	2,600	-62.9%
5010	50105032	720010	CONTRACT SERVICES	3,440,000	4,549,000	32.2%

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
5010	50105032	720040	DISPOSAL SERVICES	1,600	1,600	0.0%
5010	50105032	730010	EQUIPMENT MAINTENANCE	5,000	5,000	0.0%
5010	50105032	730020	GASOLINE, DIESEL, OIL	45,000	45,000	0.0%
5010	50105032	730030	LEASED EQUIPMENT	172,000	175,000	1.7%
5010	50105032	730040	VEHICLE MAINTENANCE	33,000	35,000	6.1%
5010	50105032	750010	CAPITAL EQUIPMENT	357,400	114,500	-68.0%
5010	50105032	750100	CAPITAL PROJECTS	3,538,392	1,500,000	-57.6%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>9,317,242</b>	<b>8,178,000</b>	<b>-12.2%</b>
<b>TOTAL WASTEWATER EXPENDITURES</b>				<b>10,547,198</b>	<b>9,790,253</b>	<b>-7.2%</b>
<b>ENDING FUND BALANCE</b>				<b>1,424,757</b>	<b>(1,594,496)</b>	<b>-211.9%</b>

**SOLID WASTE**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>(2,139,146)</b>	<b>(3,321,378)</b>	<b>55.3%</b>
<b><u>REVENUES</u></b>						
5510	55100000	410020	RECYCLING REVENUE	-	45,000	#DIV/0!
5510	55100000	410030	MISCELLANEOUS PENALTIES, FINES	350,000	350,000	0.0%
5510	55100000	410045	OTHER REVENUE SOURCES	10,000	10,000	0.0%
5510	55100000	410080	RENTS/LEASE REVENUES	45,000	55,000	22.2%
5510	55100000	410090	ADMINISTRATIVE FEES	860,000	860,000	0.0%
5510	55100000	551000	LANDFILL FEES	2,000,000	2,000,000	0.0%
5510	55100000	551010	MRF OPERATIONS	300,000	300,000	0.0%
5510	55100000	551020	WASTE DISP AGRMNT - ARTICLE 19	50,000	50,000	0.0%
5510	55100000	551030	HHW & OTHER DISPOSAL	300,000	300,000	0.0%
5510	55100000	551040	TRASH COLLECTION FEES	10,400,000	10,400,000	0.0%
5510	55100000	551050	TRASH LIENS	-	500,000	100.0%
5510	55100000	551060	ORGANIC WASTE FEES	50,000	50,000	0.0%
<b>TOTAL REVENUES</b>				<b>14,365,000</b>	<b>14,920,000</b>	<b>3.9%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>PERSONNEL</u></b>						
5510	55105028	700000	SALARIES REGULAR	730,556	798,849	9.3%
5510	55105028	700010	WAGES PART-TIME	15,402	10,000	-35.1%
5510	55105028	700020	OVERTIME	-	2,500	100.0%
5510	55105028	700100	CAFETERIA AND OTHER BENEFITS	105,589	115,496	9.4%
5510	55105028	700110	RETIREMENT HEALTH SAVINGS	3,677	3,773	2.6%
5510	55105028	700120	MEDICARE	10,887	11,583	6.4%
5510	55105028	700130	PERS	187,172	193,295	3.3%
5510	55105028	700140	AUTO ALLOWANCE	2,614	2,614	0.0%
5510	55105028	700150	PHONE ALLOWANCE	1,835	749	-59.2%
5510	55105028	700160	UNIFORM EXPENSES	6,000	2,500	-58.3%
<b>TOTAL PERSONNEL</b>				<b>1,063,732</b>	<b>1,141,359</b>	<b>7.3%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
5510	55105028	710000	ADVERTISING/PUBLICATIONS	3,000	3,000	0.0%
5510	55105028	710030	EDUCATION & TRAINING	7,000	7,000	0.0%
5510	55105028	710040	MEETINGS & CONFERENCES	2,000	3,000	50.0%
5510	55105028	710050	MEMBERSHIP/DUES	3,000	3,000	0.0%
5510	55105028	710080	OFFICE SUPPLIES/EXP	6,000	6,000	0.0%
5510	55105028	710100	PRINTING	6,000	6,000	0.0%
5510	55105028	710130	BAD DEBT	20,000	20,000	0.0%
5510	55105028	710190	DEPARTMENT SUPPLIES/EXP	15,000	15,000	0.0%
5510	55105028	710240	ADMINISTRATION	790,000	790,000	0.0%
5510	55105028	710330	UTIL - COMMUNICATION SVCS	5,000	5,000	0.0%
5510	55105028	720010	CONTRACT SERVICES	12,683,500	12,683,500	0.0%
5510	55105028	720500	MRF OPERATIONS/ADMIN	510,000	510,000	0.0%
5510	55105028	720520	ORGANIC RECYCLING	360,000	450,000	25.0%
5510	55105028	720530	SOLID WASTE JPA	60,000	130,000	116.7%
5510	55105028	730020	GASOLINE, DIESEL, OIL	5,000	5,000	0.0%

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
5510	55105028	730040	VEHICLE MAINTENANCE	8,000	8,000	0.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>14,483,500</b>	<b>14,644,500</b>	<b>1.1%</b>
<b>TOTAL SOLID WASTE EXPENDITURES</b>				<b>15,547,232</b>	<b>15,785,859</b>	<b>1.5%</b>
<b>ENDING FUND BALANCE</b>				<b>(3,321,378)</b>	<b>(4,187,237)</b>	<b>26.1%</b>

**APPLE VALLEY GOLF COURSE**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>(2,004,608)</b>	<b>(2,395,052)</b>	<b>19.5%</b>
<b><u>REVENUES</u></b>						
5710	57100000	410080	RENTS/LEASE REVENUES	47,206	47,210	0.0%
5710	57100000	460000	TRANSFER IN	470,000	-	-100.0%
5710	57100000	513000	GOLF COURSE FEES	750,000	750,000	0.0%
5710	57100000	513010	PRO SHOP MERCHANDISE SALES	45,000	50,000	11.1%
<b>TOTAL REVENUES</b>				<b>1,312,206</b>	<b>847,210</b>	<b>-35.4%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>PERSONNEL</u></b>						
5710	57100001	700000	SALARIES REGULAR	349,359	226,112	-35.3%
5710	57100001	700010	WAGES PART-TIME	50,000	20,000	-60.0%
5710	57100001	700100	CAFETERIA AND OTHER BENEFITS	65,805	31,883	-51.5%
5710	57100001	700110	RETIREMENT HEALTH SAVINGS	1,755	746	-57.5%
5710	57100001	700120	MEDICARE	6,562	3,279	-50.0%
5710	57100001	700130	PERS	35,000	11,742	-66.5%
5710	57100001	700150	PHONE ALLOWANCE	1,560	780	-50.0%
5710	57106035	700000	SALARIES REGULAR	78,338	348,018	344.3%
5710	57106035	700020	OVERTIME	5,000	15,000	200.0%
5710	57106035	700100	CAFETERIA AND OTHER BENEFITS	27,568	79,310	187.7%
5710	57106035	700110	RETIREMENT HEALTH SAVINGS	543	1,740	220.4%
5710	57106035	700120	MEDICARE	1,576	5,046	220.2%
5710	57106035	700130	PERS	16,000	83,194	420.0%
5710	57106035	700150	PHONE ALLOWANCE	84	864	928.6%
5710	57106035	700160	UNIFORM EXPENSES	14,000	12,000	-14.3%
<b>TOTAL PERSONNEL</b>				<b>653,150</b>	<b>839,714</b>	<b>28.6%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
5710	57100001	710000	ADVERTISING/PUBLICATIONS	5,000	5,000	0.0%
5710	57100001	710010	BANK & CREDIT CARD FEES	15,000	10,000	-33.3%
5710	57100001	710085	MERCHANDISE - RESALE	50,000	50,000	0.0%
5710	57100001	710150	HARDWARE/SOFTWARE SUPPLIES/EXP	89,000	13,200	-85.2%
5710	57100001	710190	DEPARTMENT SUPPLIES/EXP	2,000	2,000	0.0%
5710	57100001	710320	UTIL - WATER USAGE	3,000	3,000	0.0%
5710	57100001	710330	UTIL - COMMUNICATION SVCS	22,500	23,680	5.2%
5710	57100001	720010	CONTRACT SERVICES	2,000	80,000	3900.0%
5710	57106035	710050	MEMBERSHIP/DUES	1,000	500	-50.0%
5710	57106035	710080	OFFICE SUPPLIES/EXP	2,000	5,000	150.0%
5710	57106035	710180	SAFETY & SECURITY	2,000	2,000	0.0%
5710	57106035	710190	DEPARTMENT SUPPLIES/EXP	7,500	5,000	-33.3%
5710	57106035	710215	BUILDING MAINTENANCE & REPAIR	85,000	85,000	0.0%
5710	57106035	710216	GROUND MAINTENANCE & REPAIR	100,000	125,000	25.0%
5710	57106035	710230	SMALL TOOLS	2,500	2,500	0.0%
5710	57106035	710300	UTIL - ELECTRICITY USAGE	160,000	115,000	-28.1%
5710	57106035	710310	UTIL - NATURAL GAS USAGE	10,000	15,000	50.0%
5710	57106035	710320	UTIL - WATER USAGE	233,500	8,500	-96.4%

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
5710	57106035	720010	CONTRACT SERVICES	2,500	-	-100.0%
5710	57106035	720040	DISPOSAL SERVICES	5,000	5,000	0.0%
5710	57106035	730010	EQUIPMENT MAINTENANCE	40,000	40,000	0.0%
5710	57106035	730020	GASOLINE, DIESEL, OIL	20,000	20,000	0.0%
5710	57106035	730030	LEASED EQUIPMENT	85,000	90,000	5.9%
5710	57106035	730040	VEHICLE MAINTENANCE	5,000	5,000	0.0%
5710	57106035	750100	CAPITAL PROJECTS	100,000	110,000	10.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>1,049,500</b>	<b>820,380</b>	<b>-21.8%</b>
<b>TOTAL APPLE VALLEY GOLF COURSE EXPENDITURES</b>				<b>1,702,650</b>	<b>1,660,094</b>	<b>-2.5%</b>
<b>ENDING FUND BALANCE</b>				<b>(2,395,052)</b>	<b>(3,207,936)</b>	<b>33.9%</b>

**APPLE VALLEY CHOICE ENERGY**

Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				<b>3,510,883</b>	<b>4,256,434</b>	<b>21.2%</b>
<b><u>REVENUES</u></b>						
5810	58100000	552000	AVCE ENERGY GENERATION REVENUE	35,000,000	35,000,000	0.0%
5810	58100000	552010	AVCE SMART CHOICE REVENUE	1,000	1,000	0.0%
5810	58100000	552020	CRR REVENUES	-	100,000	100.0%
<b>TOTAL REVENUES</b>				<b>35,001,000</b>	<b>35,101,000</b>	<b>0.3%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>PERSONNEL</u></b>						
5810	58105025	700000	SALARIES REGULAR	136,788	121,437	-11.2%
5810	58105025	700010	WAGES PART-TIME	10,310	7,500	-27.3%
5810	58105025	700020	OVERTIME	-	750	100.0%
5810	58105025	700100	CAFETERIA AND OTHER BENEFITS	8,190	8,158	-0.4%
5810	58105025	700110	RETIREMENT HEALTH SAVINGS	703	607	-13.7%
5810	58105025	700120	MEDICARE	2,189	1,761	-19.6%
5810	58105025	700130	PERS	36,793	31,551	-14.2%
5810	58105025	700140	AUTO ALLOWANCE	3,278	2,558	-22.0%
5810	58105025	700150	PHONE ALLOWANCE	598	466	-22.1%
<b>TOTAL PERSONNEL</b>				<b>198,849</b>	<b>174,788</b>	<b>-12.1%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
5810	58105025	710000	ADVERTISING/PUBLICATIONS	40,000	40,000	0.0%
5810	58105025	710040	MEETINGS & CONFERENCES	3,000	3,000	0.0%
5810	58105025	710050	MEMBERSHIP/DUES	1,500	1,500	0.0%
5810	58105025	710070	MISCELLANEOUS COSTS	2,000	-	-100.0%
5810	58105025	710090	POSTAGE	60,000	60,000	0.0%
5810	58105025	710130	BAD DEBT	25,000	25,000	0.0%
5810	58105025	710240	ADMINISTRATION	946,500	946,500	0.0%
5810	58105025	710800	POWER PROCUREMENT	31,800,000	31,800,000	0.0%
5810	58105025	710810	NEM TRUE-UP PAYMENTS	175,000	175,000	0.0%
5810	58105025	720010	CONTRACT SERVICES	1,003,600	1,250,000	24.6%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>34,056,600</b>	<b>34,301,000</b>	<b>0.7%</b>
<b>TOTAL AVCE EXPENDITURES</b>				<b>34,255,449</b>	<b>34,475,788</b>	<b>0.6%</b>
<b>ENDING FUND BALANCE</b>				<b>4,256,434</b>	<b>4,881,646</b>	<b>14.7%</b>

SINGH CENTER						
Fund	ORG	OBJ	Account Description	FY 2023-24 Budget	FY 2024-25 Adopted Budget	% Change From PFY
<b>BEGINNING FUND BALANCE</b>				-	-	100.0%
<b><u>REVENUES</u></b>						
5910	59100001	460000	Transfers In	417,500	787,560	88.6%
<b>TOTAL REVENUES</b>				<b>417,500</b>	<b>787,560</b>	<b>88.6%</b>
<b><u>EXPENDITURES</u></b>						
<b><u>PERSONNEL</u></b>						
5910	59100001	700000	SALARIES REGULAR	-	97,650	100.0%
5910	59100001	700100	CAFETERIA AND OTHER BENEFITS	-	8,700	100.0%
5910	59100001	700110	RETIREMENT HEALTH SAVINGS	-	490	100.0%
5910	59100001	700120	MEDICARE	-	1,415	100.0%
5910	59100001	700130	PERS	-	23,345	100.0%
<b>TOTAL PERSONNEL</b>				-	<b>131,600</b>	<b>100.0%</b>
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
5910	59100001	710180	SAFETY & SECURITY	195,000	80,000	-59.0%
5910	59100001	710215	BUILDING MAINTENANCE & REPAIR	20,000	45,500	127.5%
5910	59100001	710300	UTIL - ELECTRICITY USAGE	-	50,000	100.0%
5910	59100001	710310	UTIL - NATURAL GAS USAGE	15,000	50,000	233.3%
5910	59100001	710320	UTIL - WATER USAGE	3,000	4,000	33.3%
5910	59100001	720010	CONTRACT SERVICES	4,500	5,000	11.1%
5910	59100001	750100	CAPITAL PROJECTS	20,000	300,000	1400.0%
5910	59101901	710330	UTIL - COMMUNICATION SVCS	-	24,960	100.0%
5910	59101901	710150	HARDWARE/SOFTWARE SUPPLIES/EXP	-	1,500	100.0%
5910	59101901	710180	SAFETY & SECURITY	160,000	80,000	-50.0%
5910	59101901	720010	CONTRACT SERVICES	-	15,000	100.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>				<b>417,500</b>	<b>655,960</b>	<b>57.1%</b>
<b>TOTAL SINGH CENTER EXPENDITURES</b>				<b>417,500</b>	<b>787,560</b>	<b>88.6%</b>
<b>ENDING FUND BALANCE</b>				-	-	<b>0.0%</b>



# Capital Improvement Projects

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**Town of Apple Valley**  
**Capital Improvement Plan**  
**FY 2024-25 Budget by Funding Source**

	Caryover Budget	Measure I	TIF	Grants	Transportation	Wastewater	Other	Totals	
<b>Engineering - Preliminary Design</b>									
Circulation Element Update Study and Modeling	-	-	81,720	-	-	-	-	81,720	
Rancherias Plaza Frontage Road Conversion	-	100,000	-	-	-	-	-	100,000	
Sewer System Master Plan Update	-	-	-	-	-	200,000	-	200,000	
SR18 Corridor Study	-	8,209	-	12,517	-	-	-	20,726	
Town Wide Complete Streets Plan	-	115,000	-	380,000	-	-	-	495,000	
Yucca Loma Road Widening (Rincon Rd to Navajo Road)	-	-	150,000	-	-	-	-	150,000	
<b>Engineering - Full Design</b>									
Bear Valley Bridge Rehabilitation (Mojave River Bridge)	-	150,000	-	-	-	-	-	150,000	
Central Road Widening	155,791	210,000	-	-	-	-	-	210,000	
Dale Evans Parkway @ Waalew Road (Realignment)	-	410,000	-	-	-	-	-	410,000	
Dale Evans Sewer Pipe	-	-	-	-	-	100,000	-	100,000	
Paving Priorities	-	25,000	-	-	-	-	-	25,000	
Powhatan Road Complete Streets	-	28,000	-	102,000	-	-	-	130,000	
<b>Engineering - Construction</b>									
Apple Valley Village Accessibility Phase 2	-	200,000	-	361,818	-	-	805,316	5, 7	1,367,134
Bear Valley Bridge Rehabilitation (Mojave River Bridge)	-	656,860	-	-	-	-	14,403,140	1, 6, 8	15,060,000
Bear Valley Intersection Improvements	-	694,025	694,025	60,000	-	-	-	-	1,448,050
Dale Evans Parkway @ Waalew Road (Realignment)	-	50,000	-	-	-	-	-	-	50,000
Dale Evans Sewer Pipe	-	-	-	-	-	900,000	-	-	900,000
Flood Hazard Mitigation	-	-	-	-	-	300,000	-	DIF	300,000
Paving Priorities	-	1,695,000	-	-	-	-	1,968,573	2	3,663,573
Sidewalk Repairs, Various Locations	-	-	-	-	100,000	-	-	-	100,000
Yucca Loma Elementary School Safe Routes to School	-	550,000	-	647,000	500,000	-	250,000	DIF	1,947,000
Yucca Loma Road Widening (Apple Valley Rd to Rincon Rd)	-	-	886,032	-	-	-	484,096	6	1,370,128
<b>Engineering Total</b>	<b>\$ 155,791</b>	<b>\$ 4,892,094</b>	<b>\$ 1,811,777</b>	<b>\$ 1,563,335</b>	<b>\$ 600,000</b>	<b>\$ 1,500,000</b>	<b>\$ 17,911,125</b>		<b>\$ 28,278,331</b>

**\* Other Funding Sources**

- 1) HBP = Highway Bridge Program - Federal Grant
  - 2) Senate Bill 1 (SB1)/RMRA
  - 3) TDA Article 3 Grant
  - 4) ATP - Active Transportation Program - State
  - 5) CDBG-Community Development Block Grant
  - 6) San Bernardino County Transportation Authority
  - 7) PBID
  - 8) San Bernardino County
  - 9) Gas Tax (Road Maintenance)
  - 10) Grounds
  - 11) Animal Services/Animal Shelter Facilities Fund
  - 12) Sustainable Communities
  - 13) Prop 68 Grant
  - 14) Per Capita/State of California
  - 15) Quimby Funds
  - 16) TBD
- TIF = Transportation Impact Fees (fund 4410)  
DIF = Storm Drainage Facilities Fees (fund 4760)

**Town of Apple Valley**  
**Capital Improvement Plan**  
**5-Year Plan 2025-29**

Projects	24/25	25/26	26/27	27/28	28/29	Totals
<b>Engineering</b>						
<b>Preliminary Design</b>						
Circulation Element Update Study and Modeling	81,720	-	-	-	-	81,720
Rancherias Plaza Frontage Road Conversion	100,000	-	-	-	-	100,000
Safe Routes to School Implementation	-	-	2,500	-	-	2,500
Sewer System Master Plan Update	200,000	150,000	-	-	-	350,000
SR18 Corridor Study	20,726	-	-	-	-	20,726
Town Wide Complete Streets Plan	495,000	-	-	-	-	495,000
Wika Road West End @ SR 18 Access Improvements	-	50,000	-	-	-	50,000
Yucca Loma Road Widening (Rincon Rd to Navajo Road)	150,000	-	-	-	-	150,000
<b>Full Design</b>	<b>1,047,446</b>	<b>200,000</b>	<b>2,500</b>	<b>-</b>	<b>-</b>	<b>1,249,946</b>
Bear Valley Bridge Rehabilitation (Mojave River Bridge)	150,000	-	-	-	-	150,000
Central Road Widening	210,000	57,000	-	-	-	267,000
Dale Evans Parkway @ Waalew Road (Realignment)	410,000	-	-	-	-	410,000
Dale Evans Sewer Pipe	100,000	-	-	-	-	100,000
Paving Priorities	25,000	25,000	25,000	25,000	25,000	125,000
Powhatan Road Complete Streets	130,000	120,000	-	-	-	250,000
Safe Routes to School Implementation	-	-	-	150,000	-	150,000
<b>Construction</b>	<b>1,025,000</b>	<b>202,000</b>	<b>25,000</b>	<b>175,000</b>	<b>25,000</b>	<b>1,452,000</b>
Apple Valley Village Accessibility Phase 2	1,367,134	-	-	-	-	1,367,134
Bear Valley Bridge Rehabilitation (Mojave River Bridge)	15,060,000	26,060,000	13,060,000	-	-	54,180,000
Bear Valley Intersection Improvements	1,448,050	-	-	-	-	1,448,050
Central Road Widening	-	3,852,000	-	-	-	3,852,000
Dale Evans Parkway @ Waalew Road (Realignment)	50,000	2,105,000	-	-	-	2,155,000
Dale Evans Sewer Pipe	900,000	-	-	-	-	900,000
Flood Hazard Mitigation Program	300,000	300,000	-	-	300,000	900,000
Paving Priorities	3,663,573	3,420,224	3,420,224	3,420,224	3,420,224	17,344,469
Powhatan Road Complete Streets	-	792,000	802,000	-	-	1,594,000
Reata Road Intersection Improvements	-	528,000	-	-	-	528,000
Safe Routes to School Implementation	-	-	-	-	500,000	500,000
Sidewalk Repairs, Various Locations	100,000	100,000	100,000	100,000	100,000	500,000
Yucca Loma Elementary School Safe Routes to School	1,947,000	-	-	-	-	1,947,000
Yucca Loma Road Widening (Apple Valley Rd to Rincon Rd)	1,370,128	2,045,000	3,055,000	-	-	6,470,128
	<b>26,205,885</b>	<b>39,202,224</b>	<b>20,437,224</b>	<b>3,520,224</b>	<b>4,320,224</b>	<b>93,685,781</b>
<b>Engineering Total</b>	<b>28,278,331</b>	<b>39,604,224</b>	<b>20,464,724</b>	<b>3,695,224</b>	<b>4,345,224</b>	<b>96,387,727</b>
<b>Total Capital Improvements Projects</b>	<b>\$ 28,278,331</b>	<b>\$ 39,604,224</b>	<b>\$ 20,464,724</b>	<b>\$ 3,695,224</b>	<b>\$ 4,345,224</b>	<b>\$ 96,387,727</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Apple Valley Village Accessibility Phase 2**

**Department:** Engineering

**Cost:** \$ 1,300,000

**Previous Cost:** \$ 110,000

**Location:** Outer Highway 18 North between Navajo Road and Headquarters Drive

**Description:**

Apple Valley Village Accessibility project will fill in sidewalk gaps and repair existing sidewalks and vehicular access points along Outer Highway 18 North from Navajo Road to Headquarters Drive improving pedestrian and ADA accessibility.

**Previous Fiscal Year Actions:**

- Finalized design
- Worked with property owners to obtain necessary right of way



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						\$ -
Full Design						\$ -
Construction	\$ 1,367,134					\$ 1,367,134
<b>Total</b>	<b>\$ 1,367,134</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,367,134</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Local Transportation Fund	\$ 327,316					\$ 327,316
Measure I	\$ 200,000					\$ 200,000
CDBG	\$ 378,000					\$ 378,000
TDA Grant	\$ 361,818					\$ 361,818
PBID	\$ 100,000					\$ 100,000
<b>Total</b>	<b>\$ 1,367,134</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,367,134</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Bear Valley Bridge Rehabilitation (Mojave River Bridge)**

**Department:** Engineering

**Cost:** \$ 58,230,000

**Previous Cost:** \$ 3,900,000

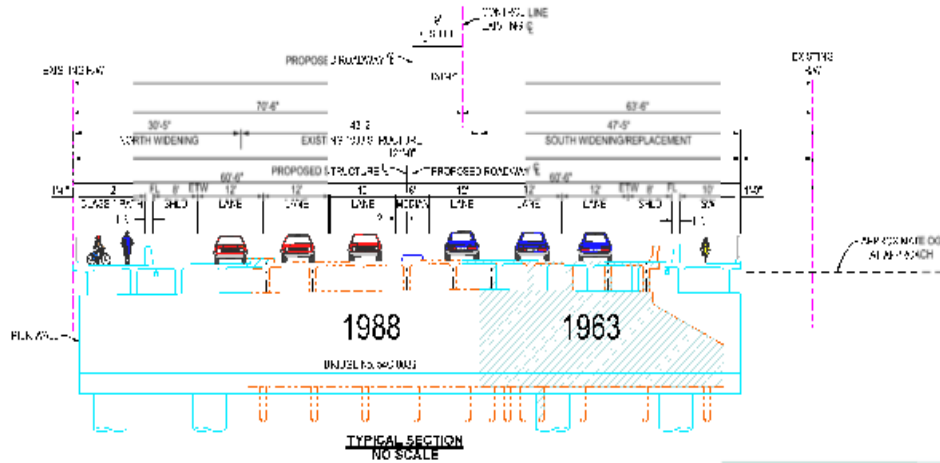
**Location:** Bear Valley Road between Fish Hatchery Road and Jess Ranck Parkway.

**Description:**

The Engineering Department retained a consultant for structural engineering services to analyze and rehabilitate the existing Bear Valley Road Bridge. The consultant will also prepare engineering design to widen the bridge to address the deficient deck geometry. The ultimate bridge section will consist of six east-west travel lanes, a center median, shoulders, sidewalk and class 1 bikeway. The Engineering Department successfully secured federal funds under the Highway Bridge Program (HBP). Tasks still to be completed for this multi-year project include utilities relocation, right-of-way certification, bridge rehabilitation and widening design plans and construction.

**Previous Fiscal Year Actions:**

- Completed Preliminary Design.
- Obtained Environmental Permits and clearance.
- Obtained Right-of-Way certification.



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Full Design	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Engineering Fees	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ 180,000
RoW Acquis. & Utilities Reloc.	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Construction	\$ 13,000,000	\$ 26,000,000	\$ 13,000,000	\$ -	\$ -	\$ 52,000,000
<b>Total</b>	<b>\$ 15,210,000</b>	<b>\$ 26,060,000</b>	<b>\$ 13,060,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,330,000</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Measure I Local	\$ 806,860	\$ 1,397,248	\$ 853,105	\$ -	\$ -	\$ 3,057,213
HBP	\$ 13,412,295	\$ 23,017,800	\$ 11,508,900	\$ -	\$ -	\$ 47,938,995
SBCTA - MLHP	\$ 721,395	\$ 1,143,203	\$ 697,995	\$ -	\$ -	\$ 2,562,593
TDA Art. 3	\$ -	\$ 232,300	\$ -	\$ -	\$ -	\$ 232,300
San Bernardino County	\$ 269,450	\$ 269,450	\$ -	\$ -	\$ -	\$ 538,900
<b>Total</b>	<b>\$ 15,210,000</b>	<b>\$ 26,060,000</b>	<b>\$ 13,060,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,330,000</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Bear Valley Intersection Improvements**

**Department:** Engineering

**Cost:** \$ 1,555,650

**Previous Cost:** \$ 107,600

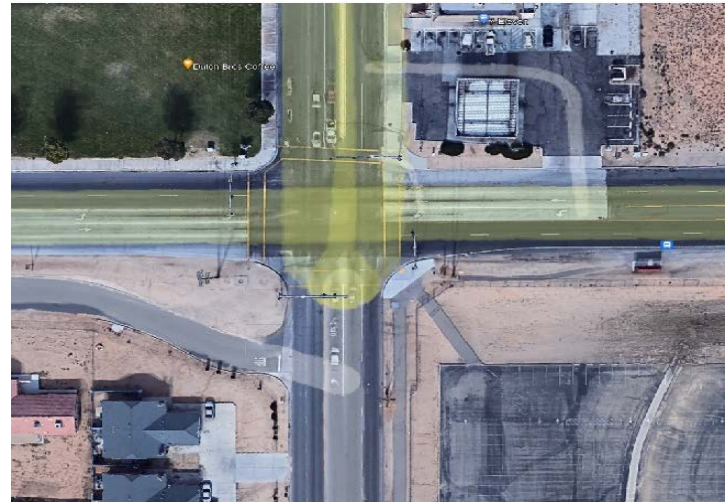
**Location:** The intersections of Bear Valley Road and Kiowa Road and

**Description:**

The improvements were recommended as part of the Bear Valley Commercial Corridor Signal Study and includes traffic signal and ADA improvements at the Bear Valley intersections of Kiowa Road and Navajo Road. Additionally, a new VVTA bus turnout will be constructed on Bear Valley Road east of Navajo.

**Previous Fiscal Year Actions:**

- Completed design and bid package
- Coordinated with utility agencies



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						\$ -
Full Design						\$ -
Construction	\$ 1,448,050					\$ 1,448,050
<b>Total</b>	<b>\$ 1,448,050</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,448,050</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Measure I	\$ 694,025					\$ 694,025
Traffic Impact Fees	\$ 694,025					\$ 694,025
TDA Grant	\$ 60,000					\$ 60,000
<b>Total</b>	<b>\$ 1,448,050</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,448,050</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Central Road Widening**

**Department:** Engineering

**Cost:** \$ 4,505,692.00

**Previous Cost:** \$ 230,901.00

**Location:** Central Road from Bear Valley Road to SR18

**Description:**

The project will design and reconstruct Central Road from Bear Valley Road to SR18 and provide a continuous left turn lane, bike lanes, and bus turnouts.

**Previous Fiscal Year Actions:**

- Finalized initial topographic and boundary survey
- Finalized alternative design options
- Began coordination with utility companies



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						\$ -
Full Design	\$ 365,791	\$ 57,000				\$ 422,791
Construction		\$ 3,852,000				\$ 3,852,000
<b>Total</b>	<b>\$ 365,791</b>	<b>\$ 3,909,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,274,791</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Measure I	\$ 365,791	\$ 122,000				\$ 487,791
TDA Article 3		\$ 397,500				\$ 397,500
VVTA		\$ 160,000				\$ 160,000
SBCTA		\$ 1,678,500				\$ 1,678,500
Traffic Impact Fees		\$ 1,551,000				\$ 1,551,000
<b>Total</b>	<b>\$ 365,791</b>	<b>\$ 3,909,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,274,791</b>



**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Circulation Element Update Study and Modeling**

**Department:** Engineering

**Cost:** \$ 197,448.33

**Previous Cost:** \$ 115,728.78

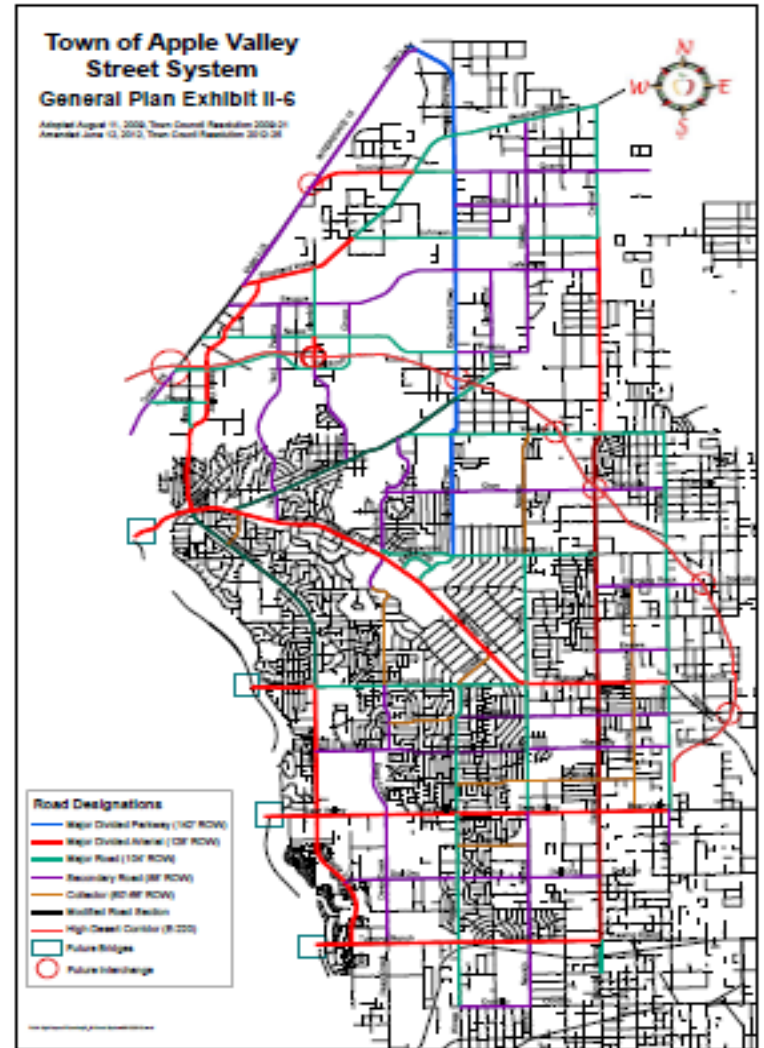
**Location:** Town Wide

**Description:**

The purpose of this item is to update the Circulation Element of the General plan resulting from current development activities in the area generally located in the North Apple Valley Industrial land use zones. Updates include realignments of arterials and removal of secondary roads. Review of the E220/realignment of SR 18.

**Previous Fiscal Year Actions:**

- Consultant Procurement
- Data collection/traffic volumes
- Alternative Modeling
- Draft Circulation Element



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design	\$ 81,720					\$ 81,720
Full Design						\$ -
Construction						\$ -
<b>Total</b>	<b>\$ 81,720</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 81,720</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Traffic Impact Fees	\$ 81,720					\$ 81,720
<b>Total</b>	<b>\$ 81,720</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 81,720</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Dale Evans Parkway @ Waalew Road (Realignment)**

**Department:** Engineering

**Cost:** \$ 2,716,630

**Previous Cost:** \$ 151,630

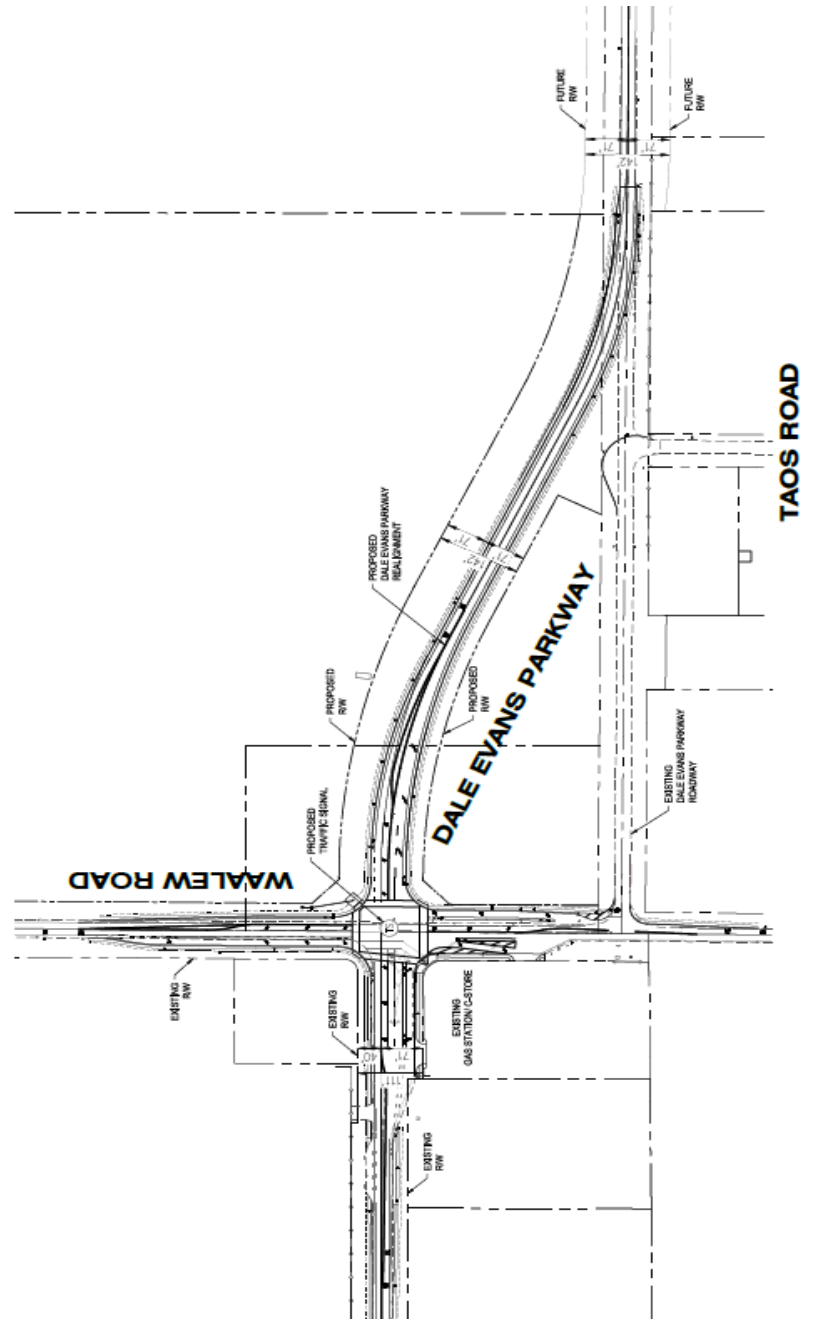
**Location:** Dale Evans Parkway and Waalew Road

**Description:**

This project will eliminate the existing offset intersection by realigning Dale Evans Parkway to be consistent with the Town's General Plan's Circulation Element. Proposed tasks include: right-of-way acquisition and construction.

**Previous Fiscal Year Actions:**

- Completed initial design
- Began coordinating with SCE for power line relocation
- Worked with the property owner to obtain right of way



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						\$ -
Full Design	\$ 410,000	\$ -				\$ 410,000
Construction	\$ 50,000	\$ 2,105,000				\$ 2,155,000
<b>Total</b>	<b>\$ 460,000</b>	<b>\$ 2,105,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,565,000</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Measure I	\$ 460,000	\$ 2,105,000				\$ 2,565,000
<b>Total</b>	<b>\$ 460,000</b>	<b>\$ 2,105,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,565,000</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Dale Evans Sewer Pipe**

**Department:** Engineering

**Cost:** \$ 1,000,000.00

**Previous Cost:** \$ -

**Location:** Dale Evans Parkway from Otoe Road to just south of Waalew

**Description:**

This project will design and construct a parallel sewer line on Dale Evans Parkway from Otoe Road to just south of Waalew Road. The existing sewer between these limits is a 10-inch pipe that is anticipated to become surcharged as development occurs in the North Apple Valley Industrial Park Area. The project will install an 15-inch sewer line that will provide additional capacity.

**Previous Fiscal Year Actions:**

- New project

Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						\$ -
Full Design	\$ 100,000.00					\$ 100,000.00
Construction	\$ 900,000.00					\$ 900,000.00
<b>Total</b>	<b>\$ 1,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000.00</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Wastewater Fund	\$ 1,000,000.00					\$ 1,000,000.00
						\$ -
						\$ -
<b>Total</b>	<b>\$ 1,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000.00</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Flood Hazard Mitigation Program**

**Department:** Engineering

**Cost:** \$ 300,000 every three years

**Previous Cost:** \$ -

**Location:** Various Locations

**Description:**

Engineering staff will work alongside Public Works to identify priority areas and install new infiltration chambers and construct drainage improvements to alleviate flooded roadways. Additionally, staff will identify and purchase portions of land deemed essential to mitigate potential flood hazards.



**Previous Fiscal Year Actions:**

- This is an ongoing program. Most recently, the town constructed drainage improvements on Navajo Road diverting storm water to a retention basin in James Woody Park. Additionally, infiltration chambers were installed at various locations throughout town.

Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						\$ -
Full Design	\$ 300,000	\$ 300,000			\$ 300,000	\$ 900,000
Construction						\$ -
<b>Total</b>	<b>\$ 300,000.00</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 900,000</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Drainage Impact Fees	\$ 300,000	\$ 300,000			\$ 300,000	\$ 900,000
<b>Total</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 900,000</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Paving Priorities**

**Department:** Engineering

**Cost:** \$ 3,688,573 FY 24/25 Only

**Previous Cost:** Annual Project

**Location:** Various locations as determined by the recently completed Pavement Management Plan (PMP)



**Description:**

As part of the Town’s annual paving priorities, staff evaluates the 431 miles of local roadways to determine priority areas in need of maintenance. Application types typically include roadway/gap repair, micro-surfacing, cold-mix overlay, and total reconstruction.



**Previous Fiscal Year Actions:**

- Roadway Repair Projects: Repaired large transverse gaps on arterial and residential roads in the Desert Knolls area west of Apple Valley Road.
- Microsurface: Resurfaced roadway segments in the Sycamore Rocks and Rio Vista neighborhoods.
- Cold Mix Overlay: Applied a cold mix overlay on residential roads in Desert Knolls area and in South-East Apple Valley.



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						\$ -
Full Design	\$ 25,000	\$ 3,663,573	\$ 3,663,573	\$ 3,663,573	\$ 3,663,573	\$ 14,679,292
Construction	\$ 3,663,573	\$ 3,663,573	\$ 3,663,573	\$ 3,663,573	\$ 3,663,573	\$ 18,317,865
<b>Total</b>	<b>\$ 3,688,573</b>	<b>\$ 7,327,146</b>	<b>\$ 7,327,146</b>	<b>\$ 7,327,146</b>	<b>\$ 7,327,146</b>	<b>\$ 32,997,157</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Measure I Local	\$ 1,720,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 7,720,000
RMRA	\$ 1,968,573	\$ 1,968,573	\$ 1,968,573	\$ 1,968,573	\$ 1,968,573	\$ 9,842,865
	<b>\$ 3,688,573</b>	<b>\$ 3,468,573</b>	<b>\$ 3,468,573</b>	<b>\$ 3,468,573</b>	<b>\$ 3,468,573</b>	<b>\$ 17,562,865</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Powhatan Road Complete Streets**

**Department:** Engineering

**Cost:** \$ 1,844,525

**Previous Cost:** \$ 525.00

**Location:** Powhatan Road from Navajo Road to Central Road

**Description:**

The Powhatan Road Complete Streets project is the next phase in the revitalization of the Apple Valley Village which once served as the primary business district in the Town of Apple Valley. While sidewalks exist in some areas of Powhatan Road (between Navajo Rd. and Central Rd.), they are separated by large gaps. The project will correct that deficiency by designing and filling all sidewalk gaps, adding new ADA compliant curb ramps, installing crosswalks, and provide a Class III Bikeway. Once complete, the project will provide unobstructed mobility to jobs, parks, and services for pedestrians and bicyclists.

**Previous Fiscal Year Actions:**

- New project



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						\$ -
Full Design	\$ 130,000	\$ 120,000				\$ 250,000
Construction		\$ 792,000	\$ 802,000			\$ 1,594,000
<b>Total</b>	<b>\$ 130,000</b>	<b>\$ 912,000</b>	<b>\$ 802,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,844,000</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Measure I	\$ 28,000	\$ 119,000	\$ 94,000			\$ 241,000
ATP Grant	\$ 102,000	\$ 793,000	\$ 708,000			\$ 1,603,000
	<b>\$ 130,000</b>	<b>\$ 912,000</b>	<b>\$ 802,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,844,000</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Rancherias Plaza Frontage Road Conversion**

**Department:** Engineering

**Cost:** \$ 100,000

**Previous Cost:** \$ -

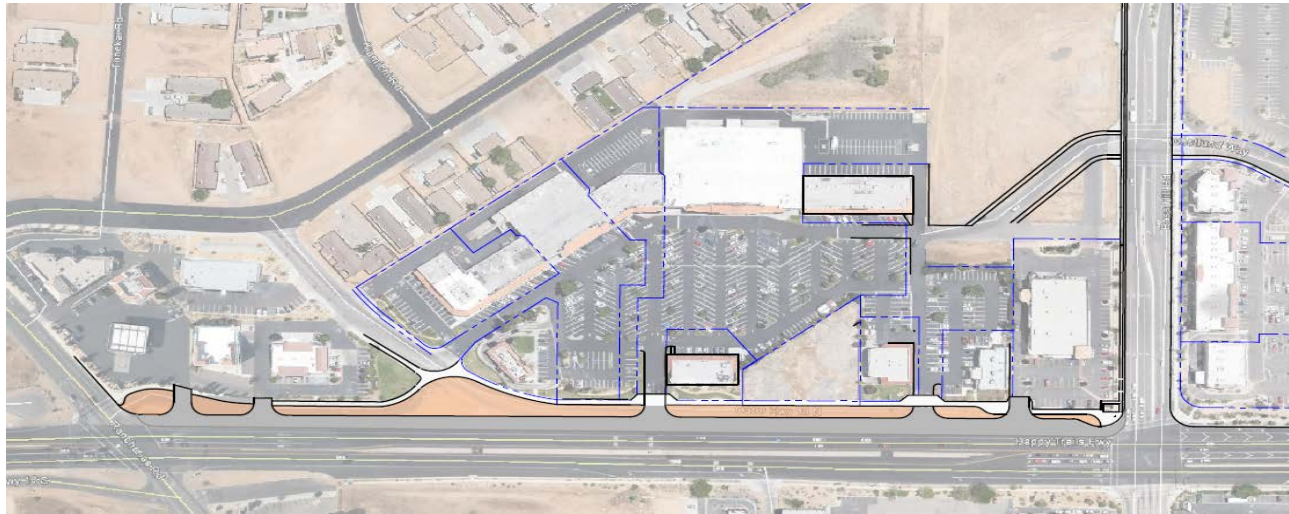
**Location:** Outer Highway 18 North from Rancherias Road to Bass Hill Road.

**Description:**

The project will eliminate the outer highway between Rancherias Road and Bass Hill Road north of Highway 18. The first stage of the project will be a feasibility study to determine the best alternatives followed by full design.

**Previous Fiscal Year Actions:**

- Property owner communication



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design	\$ 100,000					\$ 100,000
Full Design						\$ -
Construction						\$ -
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Measure I	\$ 100,000					\$ 100,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Reata Road Intersection Improvements**

**Department:** Engineering

**Cost:** \$ 581,800

**Previous Cost:** \$ 53,800

**Location:** The intersection of Bear Valley Road and Reata Road

**Description:**

Construct intersection improvements based on the results of Bear Valley Commercial Corridor Signal Study at the intersection of Bear Valley Road and Reata Road.



**Previous Fiscal Year Actions:**

- Completed design

Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						0
Full Design						0
Construction		\$ 528,000				528,000
<b>Total</b>	\$ -	\$ 528,000.00	\$ -	\$ -	\$ -	528,000

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Measure I		\$ 228,000				228,000
Traffic Impact Fees		\$ 300,000				300,000
<b>Total</b>	\$ -	\$ 528,000	\$ -	\$ -	\$ -	528,000



**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Sewer System Master Plan Update**

**Department:** Engineering

**Cost:** \$ 350,000.00

**Previous Cost:** \$ -

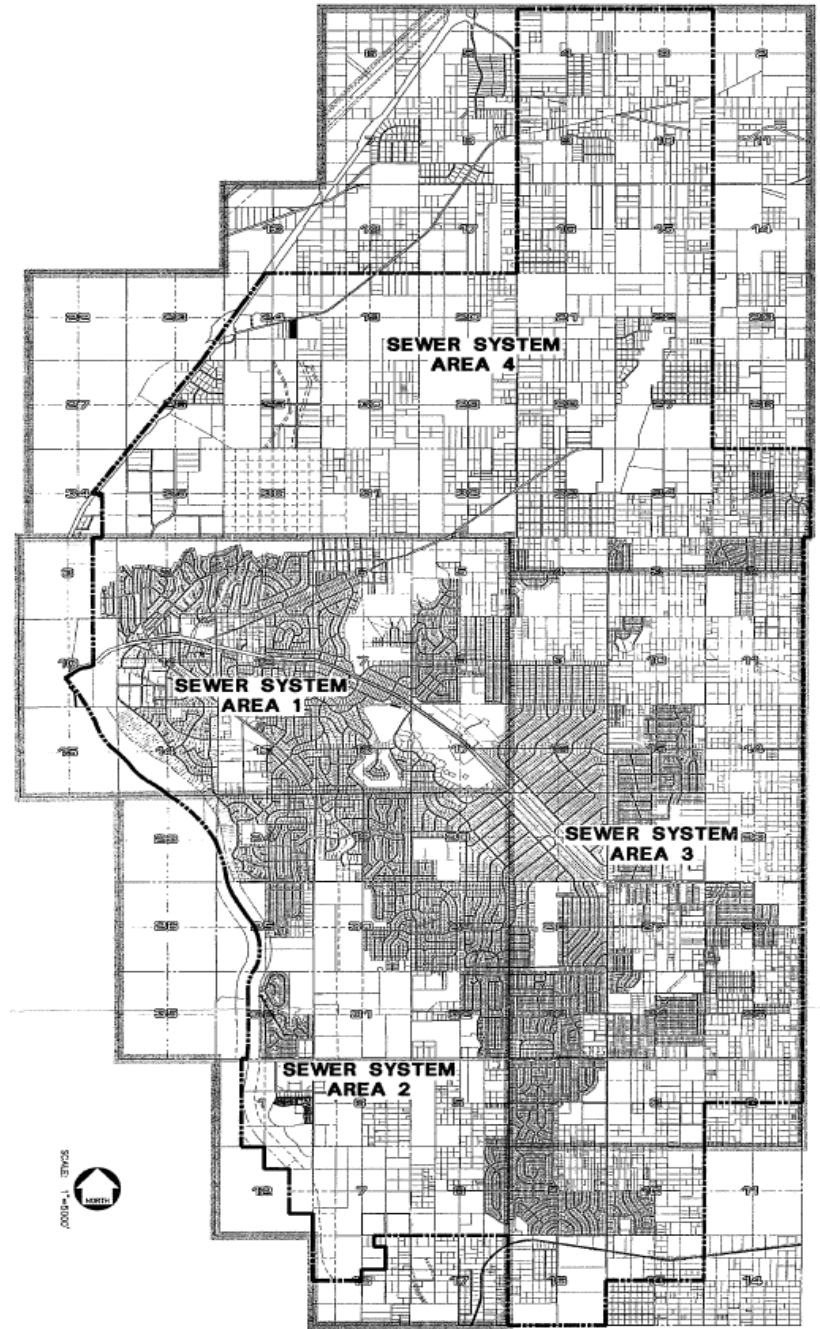
**Location:**

**Description:**

The Town's Wastewater Master Plan was last completed in 2013, and, since that time, new development has occurred. The North Apple Valley Industrial area, in particular, has seen a shift in land use since the 2013 plan with large Cube Box development that requires lower than anticipated wastewater flows. The updated plan would include flow monitoring, an update of new and anticipated development, wastewater projections, hydraulic modeling, and overall system evaluation.

**Previous Fiscal Year Actions:**

- New project



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design	\$ 200,000.00	\$ 150,000.00				\$ 350,000.00
Full Design						\$ -
Construction						\$ -
<b>Total</b>	<b>\$ 200,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000.00</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Wastewater Fund	\$ 200,000.00	\$ 150,000.00				\$ 350,000.00
						\$ -
						\$ -
<b>Total</b>	<b>\$ 200,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000.00</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Safe Routes to School Implementation**

**Department:** Engineering

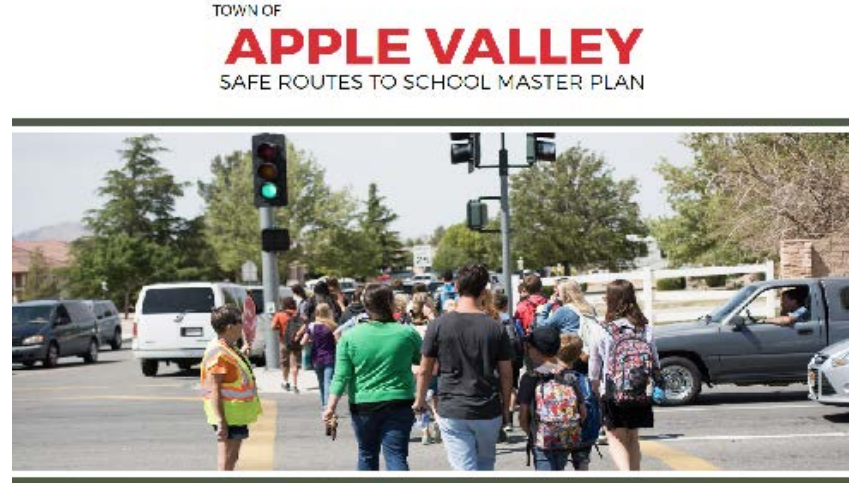
**Cost:** \$ 652,500.00

**Previous Cost:** \$ -

**Location:** Various Locations

**Description:**

The Town will continue to identify new opportunities to implement recommendations outlined in the Safe Routes to School Master Plan.



**Previous Fiscal Year Actions:**

- This is an ongoing program. The town has invested in providing new opportunities for students to walk and bike to school. Since completion of the plan, improvements have been made at Mariana Academy, Sandia Academy, Rio Vista Elementary, Rancho Verde Elementary, Sycamore Rocks Elementary, and Yucca Loma Elementary.

Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design			\$ 2,500			\$ 2,500
Full Design				\$ 150,000		\$ 150,000
Construction					\$ 500,000	\$ 500,000
<b>Total</b>	\$ -	\$ -	\$ 2,500	\$ 150,000	\$ 500,000	\$ 652,500

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Measure I	\$ -		\$ 2,500	\$ 150,000	\$ 500,000	\$ 652,500
<b>Total</b>	\$ -	\$ -	\$ 2,500	\$ 150,000	\$ 500,000	\$ 652,500

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Sidewalk Repairs, Various Locations**

**Department:** Engineering

**Cost:** \$ 500,000

**Previous Cost:** \$ -

**Location:** Various Locations

**Description:**

This Project will provide sidewalk repairs in various locations.

**Previous Fiscal Year Actions:**

- New project



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						\$ -
Full Design						\$ -
Construction	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 500,000</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Local Transportation Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 500,000</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**SR18 Corridor Study**

**Department:** Engineering

**Cost:** \$ 369,394.00

**Previous Cost:** \$ 348,668.00

**Location:** SR18 between Apple Valley Rd and Bass Hill Rd

**Description:**

The Town of Apple Valley received a Sustainable Communities Planning Grant from the California Department of Transportation (Caltrans) to prepare a comprehensive study of State Route (SR) 18 between Apple Valley Road and Bass Hill Road. The planning process will address access barriers by conducting a comprehensive evaluation of the Corridor and recommending potential countermeasures. The final Apple Valley SR 18 Corridor Enhancement Plan Phase II will serve as a blueprint for guiding future improvements on SR 18 along the studied corridor.

**Previous Fiscal Year Actions:**

- Collected community feedback through online surveys and at multiple town sponsored events
- Identified potential projects
- Began preparation for the final plan



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design	\$ 20,726					\$ 20,726
Full Design						\$ -
Construction						\$ -
<b>Total</b>	<b>\$ 20,726</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,726</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Measure I	\$ 8,209					\$ 8,209
Sustainable Communities Grant	\$ 12,517					\$ 12,517
	<b>\$ 20,726</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,726</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Town Wide Complete Streets Plan**

**Department:** Engineering

**Cost:** \$ 787,537

**Previous Cost:** \$ 292,537.00

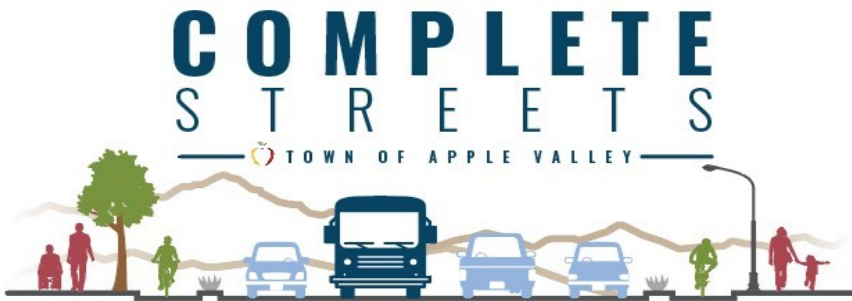
**Location:** Town Wide

**Description:**

The Town received a Safe Streets for All (SS4A) federal grant to develop an Action Plan that will identify opportunities and recommend improvements that will help low-income residents save on transportation costs, such as vehicle maintenance and fuel, by walking, biking, or using public transit. Once complete, the Plan will provide a list of long and short-term solutions that will increase equity while promoting safety in disadvantaged neighborhoods. Recommended projects will be incorporated into the Town's

**Previous Fiscal Year Actions:**

- Awarded a Professional Services Agreement
- Began public outreach and data collection
- Assembled a community based advisory group



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design	\$ 495,000					\$ 495,000
<b>Total</b>	<b>\$ 495,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 495,000</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
SS4A	\$ 380,000					\$ 380,000
Measure I	\$ 115,000					\$ 115,000
<b>Total</b>	<b>\$ 495,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 495,000</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Wika Road West End @ SR 18 Access Improvements**

**Department:** Engineering

**Cost:** \$ 50,000

**Previous Cost:** \$ -

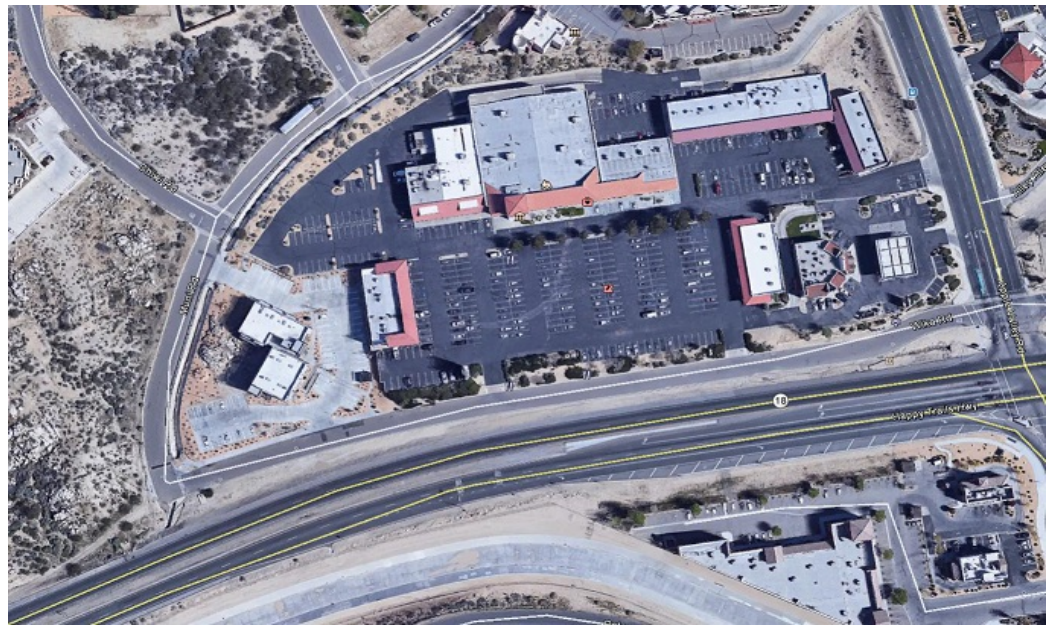
**Location:** Wika Road west of Apple Valley Road

**Description:**

In alignment with the Highway 18 West End Widening, the project will improve access to Wika Road from west bound Highway 18 and create a westbound access lane to the highway. Initially, engineering staff will work alongside Caltrans to determine feasibility

**Previous Fiscal Year Actions:**

- New project



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design		\$ 50,000				\$ 50,000
Full Design						\$ -
Construction						\$ -
<b>Total</b>	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Traffic Impact Fees		\$ 50,000				\$ 50,000
<b>Total</b>	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Yucca Loma Elementary School Safe Routes to School**

**Department:** Engineering

**Cost:** \$ 2,150,000

**Previous Cost:** \$ 203,000

**Location:** Powhatan Rd from west of Mohawk Rd to Navajo Rd, and Rancherias Rd from Powhatan Rd to the school boundary

**Description:**

The project will add accessible pathways from the residential neighborhood adjacent to Yucca Loma Elementary School where students and their families live. Sidewalk will be constructed along Powhatan Road connecting to Navajo Road and along Rancherias Road from Powhatan Road to the school's southerly driveway approach. The grant funded project was identified as a priority in the Safe Routes to School Master Plan.

**Previous Fiscal Year Actions:**

- Finalized plans, specifications, and engineer's estimate
- Coordinated with utility agencies
- Coordinated with property owners and aquired Right of Way



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						\$ -
Full Design						\$ -
Construction	\$ 1,947,000					\$ 1,947,000
<b>Total</b>	<b>\$ 1,947,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,947,000</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
ATP Grant	\$ 647,000					\$ 647,000
DIF	\$ 250,000					\$ 250,000
Measure I	\$ 550,000					\$ 550,000
LTF	\$ 500,000					\$ 500,000
<b>Total</b>	<b>\$ 1,947,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,947,000</b>

**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Yucca Loma Road Widening (Apple Valley Rd to Rincon Rd)**

**Department:** Engineering

**Cost:** \$ 7,403,780.00

**Previous Cost:** \$ 933,652.00

**Location:** Yucca Loma Road from Apple Valley Road to Rincon Road

**Description:**

The project will widen Yucca Loma Road from Apple Valley Road to Rincon Road and add bicycle lanes, sidewalk, and an equestrian trail. The project will be constructed in two phases: the first from Apple Valley Road to 1200' east allowing better traffic flow. The second phase will be constructing the remaining portion to Rincon Road.

**Previous Fiscal Year Actions:**

- Began construction of the first phase of the segment from Apple Valley Road to 1200' east
- Began working on acquiring Temporary Construction Easements from property owners to begin the final phase to Rincon Road



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design						\$ -
Full Design						\$ -
Construction	\$ 1,370,128.00	\$ 2,045,000.00	\$ 3,055,000.00			\$ 6,470,128.00
<b>Total</b>	<b>\$ 1,370,128.00</b>	<b>\$ 2,045,000.00</b>	<b>\$ 3,055,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,470,128.00</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
TIF	\$ 886,032.00	\$ 1,145,000.00	\$ 1,705,000.00			\$ 3,736,032.00
SBCTA	\$ 484,096.00	\$ 900,000.00	\$ 1,350,000.00			\$ 2,734,096.00
<b>Total</b>	<b>\$ 1,370,128.00</b>	<b>\$ 2,045,000.00</b>	<b>\$ 3,055,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,470,128.00</b>



**Town of Apple Valley  
Capital Improvement Project  
FY 2024-2025**

**Yucca Loma Road Widening (Rincon Rd to Navajo Road)**

**Department:** Engineering

**Cost:** \$ 150,000.00

**Previous Cost:** \$ -

**Location:** Yucca Loma Road from Rincon Road to Navajo Rd/SR18

**Description:** The project will, ultimately, widen Yucca Loma Road from Rincon Road to Navajo Road/SR18 as well as the intersection of Navajo Road and SR18. The initial stage of the project will include studying the corridor to identify right of way, alignment, and feasibility. Once complete, the project will go into full design and right of way acquisition. Due to the inclusion of SR18, Caltrans coordination will be required prior to determining final design options and construction. The Town will work aggressively to obtain grant funding for construction.

**Previous Fiscal Year Actions:**

- New project



Description of Expenditures	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
Preliminary Design	\$ 150,000.00					\$ 150,000.00
Full Design						\$ -
Construction						\$ -
<b>Total</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000.00</b>

Funding Sources	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	5 Year Total
TIF	\$ 150,000.00					\$ 150,000.00
						\$ -
						\$ -
<b>Total</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000.00</b>

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# Financial Policies & Glossary of Budget Terms

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## FINANCIAL POLICIES

### RESERVES:

#### **General Fund**

The Town's intent is to maintain an optimal General Fund Operating Reserve equal to 25% of budgeted appropriations in the General Fund.

#### **Debt Service Funds**

The Debt Service Funds shall maintain reserves as prescribed by the bond covenants adopted at the time of the debt issuance.

### OPERATING BUDGET:

The Town will maintain a long-range fiscal perspective through the use of an annual operating budget and a five-year Capital Improvement Program. The Town will develop a long-term revenue and expenditure forecast.

#### **General Fund**

The Town will maintain a balanced operating budget. To achieve a balanced budget, current revenues should be sufficient to cover current expenditures. Appropriations of available fund balance will only be permitted for "one time" or non-recurring expenditures.

#### **Special Revenue Funds**

Special Revenue Funds will be used for specific programs or projects under the guidelines established for each fund. Appropriations may not exceed the anticipated resources including use of reserves when appropriate.

#### **Debt Service Funds**

Adequate funding will be appropriated within the Debt Service Funds to fund debt obligations as they come due. Reserves will be maintained within the Funds as necessary pursuant to bond covenants and/or other legal restrictions.

## FINANCIAL POLICIES

### REVENUES:

Recurring revenue growth (inflation) will be used to pay for recurring expenditures. Recurring expenditure increases should not be approved which exceed recurring revenue growth. Any new or expanded programs will be required to identify new funding sources and/or offsetting reductions in expenditures. In addition:

- The Town shall use a conservative approach in projecting revenues.
- One-time revenues may be used for one-time expenditures.
- The Town shall update its user fees and charges periodically to recover costs of providing that service for which a fee is charged.

### ACCOUNTING:

The Town will comply with the requirements of the Governmental Accounting Standards Board (GASB) and record and maintain its financial transactions based upon Generally Accepted Accounting Principles (GAAP).

### INVESTMENTS:

The Town Treasurer shall invest the Town's idle funds in accordance with the guidelines established in the adopted Investment Policy.

### DEBT:

- The Town shall issue debt primarily to finance capital improvement projects or for the purchase of large fixed assets.
- The term of the debt should not exceed the life of the asset being financed.
- The Town shall issue debt using the most cost-effective method available at time of debt issuance.
- The debt shall not cause the Town to exceed its legal debt limit.

## GLOSSARY OF BUDGET TERMS

**ACCRUAL BASIS OF ACCOUNTING:** Revenues are recognized when both measurable and available; expenditures are recorded when services have been substantially performed or goods have been received and the liabilities incurred.

**ADOPTED BUDGET:** The official budget as approved by the Town Council at the start of each fiscal year.

**AD VALOREM TAX:** (which means “according to its value”) A state or local government tax based on the value of real property as determined by the county tax assessor.

**AGENCY FUND:** Used to account for assets held by the Town in a fiduciary capacity for individuals, government entities, and others. Such funds are operated by carrying out the specifications of trust indentures, statutes, ordinances, or other governing regulations.

**AMENDED BUDGET:** The adopted budget plus any budget amendments processed through the course of the fiscal year.

**APPROPRIATIONS:** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

**ARBITRAGE:** The interest rate differential that exists when proceeds from a municipal bond – which is tax-free and carries a lower yield – are invested in taxable securities with a yield that is higher. The 1986 Tax Reform Act made this practice by municipalities illegal solely as a borrowing tactic, except under certain safe-harbor conditions.

**ASSESSED VALUATION:** A municipality’s property tax base stated in dollars based on real estate and/or other taxable business property for the purposes of taxation, sometimes expressed as a percent of the full market value of the taxable property within a community.

**AUTHORITY OR AGENCY:** A state or local unit of government created to perform a single activity or a limited group of functions and authorized by the state legislature to issue bonded debt.

**AUTHORIZING ORDINANCE:** A law that, when enacted, allows the unit of government to sell a specific bond issue or finance a specific project.

**BOND:** A security whereby an issuer borrows money from an investor and agrees and promises, by written contract, to pay a fixed principal sum on a specified date (maturity date) and at a specified rate of interest.

**BOND PREMIUM:** The amount at which a bond or note is bought or sold above its par value or face value without including accrued interest.

**BUDGET:** A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues).

**BUDGET MESSAGE:** A written discussion of the budget presented by the Town Manager to the Town Council.

**CAPITAL BUDGET:** A budget which focuses on capital projects to implement the Capital Improvement Program.

**CAPITAL IMPROVEMENT PROGRAM:** A plan for capital improvements to be implemented each year over a number of years to meet capital needs arising from the assessment of long-term needs. It sets forth the estimated cost for each project and specifies the resources required to finance the projected expenditures.

## GLOSSARY OF BUDGET TERMS

**CAPITAL IMPROVEMENT PROJECT:** The budget unit to group activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

**CAPITAL PROJECTS FUNDS:** Used to account for financial resources for the acquisition or construction of major capital facilities other than those financed by proprietary and trust funds.

**CERTIFICATES OF PARTICIPATION (COPs):** A form of lease revenue bond that permits the investor to participate in a stream of lease payments, installment payments or loan payments relating to the acquisition or construction of specific equipment, land, or facilities. COPs have become a popular financing device in California since the passage of Proposition 13. COPs are not viewed legally as “debt” because payment is tied to an annual appropriation by the government body. As a result, COPs are seen by investors as providing weaker security and often carry ratings that are a notch or two below an agency’s general obligation rating.

**CONTRACTED SERVICES:** Services rendered in support of the Town’s operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

**COUPON RATE:** The specified annual interest rate payable to the bond or note holder as printed on the bond. This term is still used even though there are no coupon bonds anymore.

**DEBT LIMIT:** The maximum statutory or constitutional amount of debt that the general obligation bond issuer can either issue or have outstanding at any time.

**DEBT SERVICE FUNDS:** Account for the accumulation of resources set aside to meet current and future debt service requirements (payments) on general long-term debt.

**DELINQUENT TAXES:** Property Taxes that have been levied but remain unpaid on and after the due date. In California, the due dates are December 10 and April 10. Special taxes and assessments are often due on these dates as well. When tax delinquencies exceed 5%, the Bond Advisor places the issue on its internal Bond Watch.

**DEPARTMENT:** A major organizational group of the Town with overall management responsibility for an operation or a group of related operations within a functional area.

**DISCOUNT:** The amount by which market value of a bond is less than par value or face value.

**DIVISION:** An organizational subgroup of a department.

**ENCUMBRANCE:** The commitment of appropriated funds to purchase goods, which have not yet been received, or services that has yet to be rendered

**EXPENDITURES:** Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service and capital outlays.

**EXPENSES:** Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.



## GLOSSARY OF BUDGET TERMS

**FEASIBILITY STUDY:** A financial study provided by the issuer of a revenue bond that estimates service needs, construction schedules, and most importantly, future project revenues and expenses used to determine the financial feasibility and creditworthiness of the project to be financed.

**FISCAL AGENT:** Also known as the Paying Agent, the bank, designated by the issuer, to pay interest and principal to the bondholder.

**FISCAL YEAR:** A 12-month period to which the annual operating budget applies and at the end of which an entity determines its financial position, the results of its operations, and adopts a budget for the coming year. The Town of Apple Valley's fiscal year is from July 1 to June 30.

**FIXED ASSETS:** Equipment costing \$5,000 or more, including tax, with a useful life longer than one year, and not qualifying as a capital improvement project. Includes automotive equipment, office equipment, office furniture, acquisitions, landscaping improvements, etc.

**FULL FAITH AND CREDIT:** The pledge of "the full faith and credit and taxing power without limitation as to rate or amount." A phrase used primarily in conjunction with General Obligation bonds to convey the pledge of utilizing all taxing powers and resources, if necessary, to pay the bond holders.

**FULL-TIME EQUIVALENT (FTE):** The conversion of part-time employee hours to an equivalent of a full-time position. For example: one person working 20 hours a week for a year would be 0.5 FTE.

**FUND:** An independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**FUND BALANCE:** The equity (assets minus liabilities) of governmental fund and fiduciary fund types. However, for budgeting purposes, a working capital definition of current assets minus current liabilities is used for the computation.

**GENERAL OBLIGATION (GO) BOND:** A bond secured by a pledge of the issuer's taxing powers (limited or unlimited). More commonly the general obligation bonds of local governments are paid from ad valorem property taxes and other general revenues. Considered the most secure of all municipal debt. Limited in California by Proposition 13 to debt authorized by a two-thirds vote in the case of local governments or a simple majority for State issuance.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):** Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

**GOVERNMENTAL FUNDS:** Typically are used to account for tax-supported (governmental) activities. These include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds.

**HOMEOWNERS' SUBVENTION:** Owner-occupied properties are eligible for an annual exemption of \$7,000 of the assessed value of the property. This State exemption is reimbursed to the Town through this subvention.

**INTERFUND TRANSFERS:** Defined as "flows of assets" (such as goods or services) without equivalent flows of assets in return and without requirement for repayment.

## GLOSSARY OF BUDGET TERMS

**INTERGOVERNMENTAL REVENUE:** Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

**INTERNAL SERVICE FUNDS:** Account for the goods or services provided by one fund and/or department to another fund and/or department on a cost reimbursement basis.

**INVESTMENT GRADE:** A rating issued by the three major bond rating agencies, Moody's, Standard & Poor's, and Fitch, rated BBB, Baa or better. Many fiduciaries, trustees, and some mutual fund managers can only invest in securities with an investment grade rating.

**ISSUER:** A state or local unit of government that borrows money through the sale of bonds and/or notes.

**JOINT POWERS AUTHORITY (JPA):** The formation of two or more public entities with common powers to consolidate their forces and resources to acquire assets and/or provide services to the public. Their bonding authority and taxing ability is the same as their powers as separate units.

**LETTER OF CREDIT:** A form of supplement or, in some cases, direct security for a municipal bond under which a commercial bank or private corporation guarantees payment on the bond under certain specified conditions.

**LIEN:** A claim on revenues, assessments or taxes made for a specific issue of bonds.

**MARKS-ROOS BOND:** The State Legislature enacted the Marks-Roos (named after its legislative sponsors) Local Bond Pooling Act of 1985 to facilitate the financing of local government facilities by bond bank pools funded by bond proceeds. The pool, formed under a Joint Powers Authority, can buy any type of legally issued debt instrument within or without its geographic area. The idea was to save money through economies of scale by selling one large bond issue to finance several small projects. (Several Marks-Roos issues have defaulted and are under investigation by the Securities and Exchange Commission. Prospective investors should find out what sort of loans the pooled fund will make before buying such deals.)

**MELLO-ROOS BOND:** The Mello-Roos (named for its legislative sponsors) Community Facilities District Act of 1982 established another method where by almost every municipal subdivision of the state may form a special, separate district to finance a long list of public facilities by the sale of bonds and finance certain public services on a pay-as-you-go basis. These Community Facilities Districts are formed and bond issues authorized by a two-thirds vote of the property owners in the district. Typically, the only voters in a district are one or more real estate developers who own or have an option on all of the land in the district. These land-based financings were nicknamed "dirt bonds" by the Bond Advisor years ago. Bonds are sold to finance facilities that can include school, parks, libraries, public utilities and other forms of infrastructure. The Districts may provide public services that include police and fire protection, recreation programs, area maintenance, library services, flood and storm drainage. Bonded debt service and/or the public services are paid for by special taxes levied on the real property within the district. As the developer subdivides and sells off the land the new property owner assumes the tax burden. (Tax delinquencies can lead to fines and penalties and ultimately foreclosure and sale. The ultimate security for Mello-Roos bonds is the value of the real property being taxed; consequently a provision in the law requires the appraised value of the land be three times the bonded debt. Recent foreclosure sales have cast doubts on the skills of the appraisers and underscore the risk of some of this debt when a severe real estate slump hits developers.)

**MODIFIED ACCRUAL BASIS:** The accrual basis of accounting where revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. All governmental funds and agency funds are accounted for using the modified accrual basis of accounting.

## GLOSSARY OF BUDGET TERMS

**NET BUDGET:** The legally adopted budget less interfund transactions. Those amounts in the budget representing transfers and interfund reimbursements are subtracted from the legally adopted budget amount.

**OBJECTIVE:** A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should specify a standard of performance for a given program or stated goal.

**OBJECT CODE:** The classification of expenditures in terms of what is bought and paid for grouped into categories.

**OFFICIAL STATEMENT (OS):** A document (prospectus) circulated for an issuer prior to a bond sale with salient facts regarding the proposed financing. There are two OS, the first known as the preliminary, or “red herring” – so named because some of the type on its cover is printed in red – and it is supposed to be available to the investor before the sale. The final OS must be sent to the purchaser before delivery of the bonds.

**OPERATING BUDGET:** A budget which focuses on everyday operating activities and programs. Usually includes personnel, maintenance and operations and capital equipment.

**OVERLAPPING DEBT:** The proportionate share of the general obligation bonds of local governments located wholly or in part within the limits of the reporting unit of government, which must be borne by property owners within the unit.

**PAR VALUE:** The face value or principal amount of a bond, usually \$5,000, due to the holder at maturity. It has no relation to the market value.

**PERSONNEL EXPENSES:** Compensation paid to or on behalf of Town employees for salaries and wages, overtime and benefits.

**PREMIUM:** The amount, if any, by which the price exceeds the principal amount (par value) of a bond. Its current yield will be less than its coupon rate.

**PRINCIPAL:** The face value of a bond, exclusive of interest.

**PROFESSIONAL SERVICES:** Includes the cost of outside professional and specialized services purchased by the Town, such as consultants for special studies, outside attorneys, architectural and engineering, etc.

**PROGRAM BUDGET:** A budget organized by a grouping of related activities, projects and services which are similar in purpose. The expenditure focus of a program budget is related to the nature of work and services performed.

**PROPERTY TAX:** A tax levied on real estate and personal property. The basic rate in San Bernardino County is 1% of assessed value, of which Apple Valley receives approximately 12 cents for every dollar collected.

**PROPERTY TRANSFER TAX:** An assessment on real property transfers at the current rate of \$.55 per \$500 in market value, and is collected at the time of the transfer with the County receiving half the collected amount. Also known as the Documentary Transfer Tax.

**PROPOSED BUDGET:** The budget as formulated and proposed by the Town Manager. It is submitted to the Town Council for review and approval.

## GLOSSARY OF BUDGET TERMS

**RATINGS:** Various alphabetical and numerical designations used by institutional investors, underwriters, and commercial rating companies to indicate bond and note creditworthiness. Standard & Poor's and Fitch Investors Service Inc. use the same system, starting with their highest rating of AAA, AA, A, BBB, BB, B, CCC, CC, C, and D for default. Moody's Investors Services uses Aaa, Aa, A, Baa, Ba, B, Caa, Ca, C, and D. Each of the services use + or – or +1 to indicate half steps in between. The top four grades are considered Investment Grade Ratings.

**REFUNDING BOND:** The issuance of a new bond for the purpose of retiring an already outstanding bond issue.

**RETAINED EARNINGS:** An equity account reflecting the accumulated earnings of Proprietary Fund types. For budgeting purposes, the working capital definition of fund balance is used.

**REVENUE:** Moneys that the Town receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

**REVENUE BOND:** A municipal bond whose debt service is payable solely from the revenues received from operating the facilities acquired or constructed with the proceeds of the bonds.

**SELF-INSURANCE:** The retention of liabilities, arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. The Town currently participates in the California Joint Powers Insurance Authority. The Town participates in the all-risk property protection program of the Authority. There is a \$5,000 to \$10,000 per loss deductible depending upon type of claim.

**SPECIAL REVENUE FUNDS:** Account for the revenue derived from specific taxes or other earmarked revenue sources (other than expendable trusts or for major capital projects) that are restricted by law or administrative action to expenditures for specified purposes.

**SUPPLEMENTAL ROLL PROPERTY TAXES:** Assessed on property that changes ownership during the year and is based on the difference between the new and old assessed values.

**TAX BASE:** The total resource of the community that is legally available for taxation.

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, user charges.

**TRUSTEE:** A bank designated as the custodian of funds and official representative of bondholders. Appointed to ensure compliance with trust indenture.

**UNDERWRITER:** A financial institution (investment or commercial bank), which purchases a new issue of municipal securities for resale; may acquire the bonds either by negotiated sale or based on competitive bidding.

**USER CHARGES:** Payments made by users or customers of publicly provided services that benefit specific individuals. These services exhibit "public good" characteristics. Examples of user charges are fees paid for recreational activities, building fees, police fees, etc.





For the 2024 – 2025 fiscal year, the Town of Apple Valley is painting a picture of our financial future. Last year, we proudly celebrated the transformation of a generously donated 14-screen movie theater into the Singh Center for the Arts. We also hosted our very first Art in the Park event at the James Woody Community Center and Park. It was a success, and we are bringing more art to Apple Valley.

Thousands of residents and visitors attend our award-winning events throughout the year hosted by our Parks and Recreation Department. This year we are excited to keep that momentum going and continue engaging with the community.

Our commitment to safety is evident in our exceptional Police Department, which has made Apple Valley the safest town in the tri-cities area. Complementing their efforts, our Public Works Department ensures that our town's roads are meticulously maintained, enhancing overall safety and cleanliness for both residents and visitors.

These collective efforts illustrate our ongoing commitment to making Apple Valley “A Better Way of Life” and a place where creativity, safety, and community thrive.



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