

CITY OF WILDOMAR CITY COUNCIL  
AND WILDOMAR CEMETERY DISTRICT AGENDA

5:30 P.M. – CLOSED SESSION  
6:30 P.M. – REGULAR MEETING

DECEMBER 12, 2018  
Council Chambers  
23873 Clinton Keith Road, Suite 106, Wildomar CA



Ben J. Benoit, Mayor/Chair, District 1  
Marsha Swanson, Mayor Pro Tem/Vice Chair, District 5  
Bridgette Moore, Council Member/Trustee, District 4  
Joseph Morabito, Council Member/Trustee, District 3  
Dustin Nigg, Council Member/Trustee, District 2

Gary Nordquist  
City Manager/General Manager

Thomas D. Jex  
City Attorney/District Counsel

## **WILDOMAR CITY COUNCIL AND WILDOMAR CEMETERY DISTRICT REGULAR MEETING AGENDA DECEMBER 12, 2018**

**ORDER OF BUSINESS:** Public sessions of all regular meetings of the City Council begin at 6:30 p.m. Closed Sessions begin at 5:30 p.m. or such other time as noted.

**REPORTS:** All agenda items and reports are available for review at Wildomar City Hall, 23873 Clinton Keith Road; Mission Trail Library, 34303 Mission Trail Blvd.; and on the City's website, [www.cityofwildomar.org](http://www.cityofwildomar.org). Any writings or documents provided to a majority of the City Council regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection at City Hall during regular business hours.

**PUBLIC COMMENTS:** Prior to the business portion of the agenda, the City Council will receive public comments regarding any items or matters within the jurisdiction of the governing body. The Mayor will separately call for testimony at the time of each public hearing. If you wish to speak, please complete a "Public Comment Card" available at the Chamber door. The completed form is to be submitted to the City Clerk prior to an individual being heard. Lengthy testimony should be presented to the Council in writing (15 copies) and only pertinent points presented orally. The time limit established for public comments is three minutes per speaker.

**ADDITIONS/DELETIONS:** Items of business may be added to the agenda upon a motion adopted by a minimum 2/3 vote finding that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the agenda being posted. Items may be deleted from the agenda upon request of staff or upon action of the Council.

**CONSENT CALENDAR:** Consent Calendar items will be acted on by one roll call vote unless Council members, staff, or the public request the item be discussed and/or removed from the Consent Calendar for separate action.

**PLEASE TURN ALL DEVICES TO VIBRATE/MUTE/OFF  
FOR THE DURATION OF THE MEETING. YOUR  
COOPERATION IS APPRECIATED.**

**CALL TO ORDER – CLOSED SESSION - 5:30 P.M.**

**ROLL CALL**

**PUBLIC COMMENTS**

**CLOSED SESSION**

1. The City Council will meet in closed session pursuant to the provisions of Government Code section 54957(b) regarding Public Employee Performance Evaluation.  
Title: City Manager
2. The City Council will meet in closed session to hold a conference with its Labor Negotiator regarding Unrepresented Employee pursuant to Government Code 54957.6.  
Agency representative: Ben J. Benoit  
Unrepresented employee: City Manager
3. The City Council will meet in closed session pursuant to the provisions of Government Code Section 54956.9(d)(2) and (3) to confer with legal counsel with regard to one matter of potential exposure to litigation.

**RECONVENE INTO OPEN SESSION**

**ANNOUNCEMENTS**

**ADJOURN CLOSED SESSION**

## **CALL TO ORDER – REGULAR SESSION - 6:30 P.M.**

### **ROLL CALL**

### **FLAG SALUTE**

### **PRESENTATIONS**

1. Wildomar Elementary School
2. Holiday Lights Winners
2. Other City Recognitions/Presentations

### **PUBLIC COMMENTS**

This is the time when the Council receives general public comments regarding any items or matters within the jurisdiction that **do not** appear on the agenda.

State law allows the Council to only talk about items that are listed on the agenda. **Speakers are allowed to raise issues not listed on the agenda; however, the law does not allow the City Council to discuss those issues during the meeting.** After hearing the matter, the Mayor will turn the matter over to the City Manager who will put you in contact with the proper Staff person. Each speaker is asked to fill out a Public Comments Card available at the Chamber door and submit the card to the City Clerk. **Lengthy testimony should be presented to the Council in writing (15 copies) and only pertinent points presented orally.** The time limit established for public comments is three minutes per speaker.

Prior to taking action on any item that is on the agenda, the public will be permitted to comment at the time it is considered by the City Council.

## **COUNCIL COMMUNICATIONS**

1. Community events
2. Regional events
3. Chamber of Commerce
4. Riverside Conservation Authority (RCA)
5. Riverside Transit Agency (RTA)
6. Riverside County Transportation Commission (RCTC)
7. League of California Cities
8. Southern California Association of Governments (SCAG)
9. Riverside County Habitat Conservation Agency (RCHCA)
10. Western Riverside Council of Governments (WRCOG)
11. South Coast Air Quality Management District (SCAQMD)
12. Ad Hoc & Subcommittees

## **APPROVAL OF THE AGENDA AS PRESENTED**

The City Council to approve the agenda as it is herein presented, or, if it is the desire of the City Council, the agenda can be reordered, added to, or have items tabled at this time.

### **1.0 CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered routine and will be enacted by one roll call vote. There will be no separate discussion of these items unless members of the Council, the Public, or Staff request to have specific items removed from the Consent Calendar for separate discussion and/or action.

#### **1.1 Reading of Ordinances**

**RECOMMENDATION:** Staff recommends that the City Council approve the reading by title only of all ordinances.

#### **1.2 Minutes – November 14, 2018 Regular Meeting**

**RECOMMENDATION:** Staff recommends that the City Council approve the Minutes as submitted.

#### **1.3 Treasurer's Report**

**RECOMMENDATION:** Staff recommends that the City Council approve the Treasurer's Report for October, 2018.

**1.4 Warrant Register**

**RECOMMENDATION:** Staff recommends that the City Council approve the following:

1. Warrant Register dated 11-01-2018 in the amount of \$386,549.99;
2. Warrant Register dated 11-08-2018 in the amount of \$248,803.35;
3. Warrant Register dated 11-15-2018 in the amount of \$679,814.09;
4. Warrant Register dated 11-22-2018 in the amount of \$441,033.93;
5. Warrant Register dated 11-29-2018 in the amount of \$136,089.97; &
6. Payroll Register dated 12-01-2018 in the amount of \$86,994.30.

**1.5 Video Streaming/On Demand and PEG Broadcasting City Meetings**

**RECOMMENDATION:** Staff recommends that the City Council approve and authorize the City Manager to sign agreements in substantially the same form and make minor modifications not effecting price and terms of the contract, with:

1. CBC Technologies, Inc. as the preferred vendor for the acquisition and installation of video equipment to record and stream City meetings for an amount not to exceed \$31,595.98; and
2. The County of Riverside as the City's approved third-party service provider for an amount not to exceed \$ 100/per hour, for operating the video equipment to streaming, provide closed captioning, archiving and rebroadcasting of city meetings.

**1.6 Declare a Vacancy on the Planning Commission**

**RECOMMENDATION:** Staff recommends that the City Council:

1. Declare a vacancy on the Planning Commission; and
2. Direct the City Clerk to advertise (post, Website, email blast) the scheduled vacancy, starting December 13, 2018, and receive applications for a period of 30 calendar days (December 13 – January 14).

**1.7 Western Riverside Council of Governments Updated Joint Powers Agreement**

**RECOMMENDATION:** Staff recommends that the City Council Authorize the Mayor to sign the Amendment to the Joint Powers Agreement of the Western Riverside Council of Governments.

**1.8 Accept Portion of Lot E of the Sedco Township Map (Mission Trail Right of Way) for Public Use**

**RECOMMENDATION:** Staff recommends that the City Council adopt a Resolution entitled:

RESOLUTION NO. 2018 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CERTIFICATE OF ACCEPTANCE FOR A PORTION OF LOT E OF THE SEDCO TOWNSITE SUBDIVISION MAP

**1.9 Award of Construction Contract – Mission Trail/Sedco Sidewalk Project, CIP 044, CDBG Project No. 1.WD.21-18**

**RECOMMENDATION:** Staff recommends that the City Council:

1. Authorize the City Manager to execute a construction contract with Leonida Builders, Inc. in the amount of \$315,632.50 for construction of the Mission Trail/Sedco Sidewalk Project (CIP 044).
2. Authorize the City engineer to approve change orders not to exceed 10% of the contract amount.

**1.10 Malaga Gateway Park Notice of Completion**

**RECOMMENDATION:** Staff recommends that the City Council adopt a Resolution entitled:

RESOLUTION NO. 2018 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ACCEPTING THE MALAGA GATEWAY PARK – PROJECT NO. 1. WD. 15-16, CIP 038 AS COMPLETE, AND AUTHORIZING STAFF TO PREPARE AND FILE THE NOTICE OF COMPLETION WITH THE RIVERSIDE COUNTY RECORDER

**1.11 Grand Avenue Bike Lane Project Notice of Completion**

**RECOMMENDATION:** Staff recommends that the City Council adopt a Resolution entitled:

RESOLUTION NO. 2018 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ACCEPTING THE GRAND AVENUE BIKE LANE IMPROVEMENTS PROJECT PHASES I & II, FEDERAL PROJECT # CML-5484(007) & CML-5484(008), AS COMPLETE, AND AUTHORIZING STAFF TO PREPARE AND FILE THE NOTICE OF COMPLETION WITH THE RIVERSIDE COUNTY RECORDER

**1.12 Revised Social Media Communications Policy**

**RECOMMENDATION:** Staff recommends that the City Council adopt the Revised Social Media Communications Policy.

**1.13 Measure AA – Resolutions to authorize the Mayor or City Manager to Execute Certain Agreements Between the City and the California Department of Tax and Fee Administration to Complete the Implementation of the 1.0% Transactions and Use Tax Ordinance**

**RECOMMENDATION:** Staff recommends that the City Council:

1. Adopt a Resolution entitled:

RESOLUTION NO. 2018 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR AUTHORIZING THE MAYOR TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION FOR IMPLEMENTATION OF A LOCAL TRANSACTIONS AND USE TAX

2. Adopt a Resolution entitled:

RESOLUTION NO. 2018 - \_\_\_\_\_  
A RESOLUTION AUTHORIZING THE EXAMINATION OF TRANSACTIONS (SALES) AND USE TAX RECORDS

3. Adopt a Resolution entitled:

RESOLUTION NO. 2018 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR AUTHORIZING THE CITY MANAGER TO EXECUTE ON BEHALF OF THE CITY CERTAIN AGREEMENTS AND DOCUMENTS WITH THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION FOR IMPLEMENTATION OF A LOCAL TRANSACTIONS AND USE TAX

**2.0 PUBLIC HEARINGS**

There are no items.



### **3.0 GENERAL BUSINESS**

#### **3.1 Resolution Approving Increase in City Manager Compensation**

**RECOMMENDATION:** Staff recommends that the City Council approve a Resolution entitled:

RESOLUTION NO. 2018 - \_\_\_\_\_  
A RESOLUTION OF THE WILDOMAR CITY COUNCIL APPROVING AN  
INCREASE IN THE CITY MANAGER'S ANNUAL BASE SALARY

#### **3.2 2019 Parks and Community Services Special Event Dates**

**RECOMMENDATION:** Staff recommends that the City Council approve the Parks and Community Services special events calendar through December 2019.

#### **3.3 Committees, Commissions, Boards and Subcommittees Appointments for 2019**

**RECOMMENDATION:** Staff recommends that the City Council review the list of committees, commissions, and board appointments and make appointments, and/or delete Subcommittees as appropriate.

#### **3.4 Appointment of Mayor and Mayor Pro Tem for 2019**

**RECOMMENDATION:** Staff recommends that the City Council appoint a Mayor and Mayor Pro Tem for 2019.

### **CITY MANAGER REPORT**

Community Calendar Update

### **FUTURE AGENDA ITEMS**

### **ADJOURN THE CITY COUNCIL**

***In accordance with Government Code Section 54952.3, I, Debbie A. Lee, City of Wildomar City Clerk, do hereby declare that the Board of Trustees will receive no compensation or stipend for the convening of the following regular meeting of the Wildomar Cemetery District.***

## **CALL TO ORDER THE WILDOMAR CEMETERY DISTRICT**

### **ROLL CALL**

### **PUBLIC COMMENTS**

### **BOARD COMMUNICATIONS**

#### **APPROVAL OF THE AGENDA AS PRESENTED**

The Board of Trustees to approve the agenda as it is herein presented, or if it is the desire of the Board, the agenda can be reordered at this time.

#### **4.0 CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered routine and will be enacted by one roll call vote. There will be no separate discussion of these items unless members of the Board, the Public, or Staff request that specific items are removed from the Consent Calendar for separate discussion and/or action.

##### **4.1 Minutes – November 14, 2018 Regular Meeting**

**RECOMMENDATION:** Staff recommends that the Board of Trustees approve the Minutes as submitted.

##### **4.2 Warrant Register**

**RECOMMENDATION:** Staff recommends that the Board of Trustees approve the following:

1. Warrant Register dated 11-01-2018, in the amount of \$1,744.01;
2. Warrant Register dated 11-08-2018, in the amount of \$240.68;
3. Warrant Register dated 11-15-2018, in the amount of \$72.58;
4. Warrant Register dated 11-29-2018, in the amount of \$262.46.

**4.2 Treasurer's Report**

**RECOMMENDATION:** Staff recommends that the Board of Trustees approve the Treasurer's Report for October, 2018.

**5.0 PUBLIC HEARINGS**

There are no items scheduled.

**6.0 GENERAL BUSINESS**

**6.1 Bench Donation Request**

**RECOMMENDATION:** Staff recommends that the Board of Trustees defer a bench donation request until a Donation Policy is established.

**GENERAL MANAGER REPORT**

**FUTURE AGENDA ITEMS**

**ADJOURN WILDOMAR CEMETERY DISTRICT**

**City Council/Wildomar Cemetery District Regular Meeting Schedule**

January 11	May 10	September 13
February 8	June 14	October 11
March 8	July 12	November 8
April 12	August 9	

If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

Any person that requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting, may request such modification, accommodation, aid or service by contacting the City Clerk either in person or by phone at 951/677-7751, no later than 10:00 a.m. on the day preceding the scheduled meeting.

I, Debbie A. Lee, Wildomar City Clerk, do certify that on December 7, 2018, by 6:00 p.m., a true and correct copy of this agenda was posted at the three designated posting locations:

Wildomar City Hall, 23873 Clinton Keith Road;  
U.S. Post Office, 21392 Palomar Street;  
Wildomar Library, 34303 Mission Trail Blvd.



Debbie A. Lee, CMC  
City Clerk/Human Resources Manager