

# City of Wildomar



## Proposed Biennial Operating Budget Fiscal Years 2015-16 & 2016-17



# BIENNIAL OPERATING BUDGET

## Fiscal Years 2015-16 & 2016-17

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### **City Council**

Ben Benoit, Mayor

Bridgette Moore, Mayor Pro-Tem

Bob Cashman, Council Member

Marsha Swanson, Council Member

Timothy Walker, Council Member

Gary Nordquist, City Manager

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# ***Budget Message***

## ***Section 1***

**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL:**

It is my pleasure to present the proposed Budget for Fiscal Years 2015-16 and 2016-17 which is balanced and supports the City Council's policies and priorities. This two-year budget, which includes two single-year appropriations, sustains the City's financial position. This balanced budget continues to take a proactive approach to cost savings measures and improving efficiencies while continuously improving the level of services provided to the community. Although the City of Wildomar has faced many fiscal difficulties in the past years, this budget does not include any reductions in service or loss of jobs. The City's employees and contract staff have maintained the level of service and commitment to the citizens, consistent with the goals of the City Council.

The budget is the blueprint for financial and policy decisions that is executed each Fiscal Year. In the past budgets, the City implemented significant cost savings, re-aligned and re-engineered services to be more efficient and developed strategies to increase business development and enhance revenues. These proactive measures left the City of Wildomar in a stronger financial position but at the cost of decreasing service levels for the residents. It is within this framework that I present this two-year budget that continues the goal for fiscal strength, and lays the groundwork for achieving the City Council's priorities for the next two years.

While we are excited about the goals for the community, and our improving local economy, we are still cautious of the future. The recently proposed State budget included funding to address the transition year cost of services debt of \$1.4 million, but the proposed motion does nothing to restore the annual \$2 million General Fund revenue loss caused by the taking of the motor vehicle license fee revenues (22% of Total General Fund Revenues). The city continues to work with the Governor's staff in hopes of some "recurring" relief of this taking. Although I am optimistic about the growth potential of the City, the concern of future state or federal fiscal actions is always a consideration prior to long term decisions and strategy.

Although we are continuing to budget very conservatively, Wildomar is holding its own fiscal position. We have many wonderful new opportunities, led by the numerous development projects.

**“MUST-DO” PRIORITIES FOR THIS BUDGET CYCLE**

This two-year budget contains several Council Priorities including, but not in order:

- 1. General Fund Revenue: The City will continue to pursue legislative measures to reinstate some form of replacement of the loss of the \$2.0m motor vehicle license fee revenue.
- 2. Parks: Establishment of recreation services and planning for park expansions and acquisitions.
- 3. Partnerships: Continue to look for opportunities of partnering with community groups, such civic and sports groups to bring a higher quality of life and services to the community.
- 4. City Hall Facility: Securing a facility for City Hall activities.
- 5. Infrastructure: Street sweeping programs, mass transit facilities, traffic control, dirt road, dust control trails improvement and drainage enhancements.
- 6. Public Safety and

- |                           |   |
|---------------------------|---|
| Emergency Preparedness:   | Training and higher levels of service.                        |
| 7. Community Engagement:  | Enhanced communication and Volunteer programs.                |
| 8. General Plan Update:   | Completion of Report.   |
| 9. Cost Study of Services | Complete Report and Present to Council for Review and Action. |

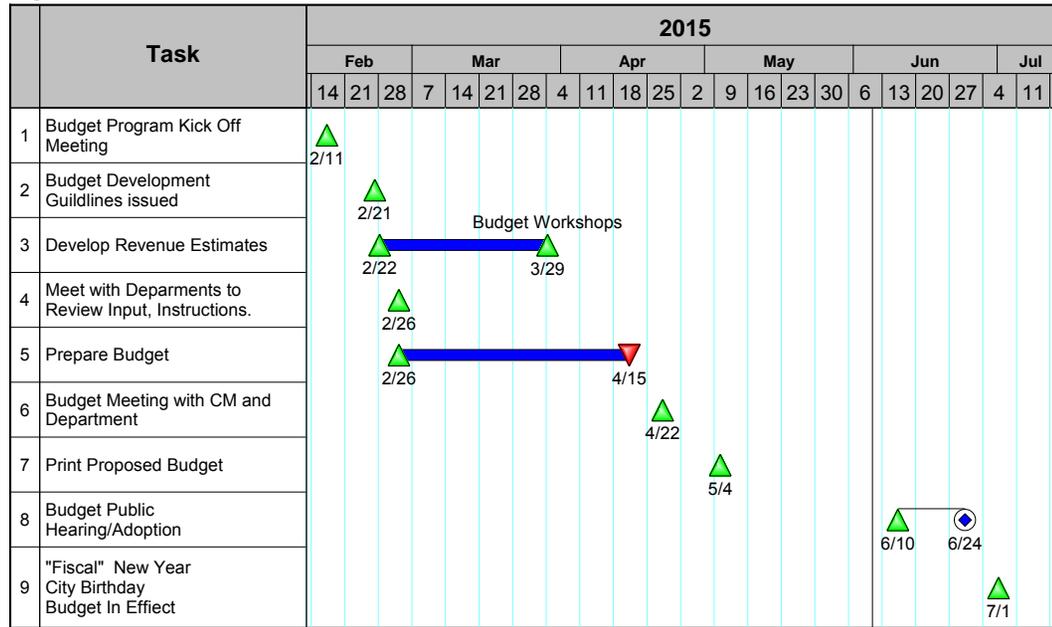
## **STAFFING**

The City currently has approved authorized positions for a City Manager, Assistant City Manager/Public Works Director, Planning Director, City Clerk, two Administrative Analysts, Administrative Assistant, Maintenance Operations Manager and two Grounds Keepers. No staff additions are requested, however two position upgrades (to Sr. Administrative Analyst and to Sr. Grounds Keeper) are proposed for consideration and approval.

# OPERATING BUDGET CALENDAR

## City of Wildomar Two Year Budget Program--Schedule of Budget Program Activities FY 2015-16 and FY 2016-17

Page 1 of 1



### THE PROCESS

The following is the second two year budget for the City of Wildomar which covers fiscal years 2015-16 and 2016-17. These budgets are comprised of all anticipated revenues available to the City over the course of the fiscal years, and all anticipated expenditures necessary to operate the City at a "base" service level due to revenue reductions imposed by the State of California with the enactment of SB 89 which took 100% of the City's Motor Vehicle License Fee Revenues of \$2.0 million which equates to 22% of total general fund revenues.

The responsibility for preparation of the Budget rests with the City Manager and is tasked with the preparation and submittal of the budget for its approval by City Council. This proposed budget represents Staff's best efforts in translating the priorities of the City Council as expressed in previous actions and pronouncements.

These budgets are also Staff's best effort at translating legislative priorities into a budget that constitutes the level of operating performance required by the City Council and the laws of our State and Federal governments. The budget describes the resources that, in our judgment, are available and necessary to enable department managers to deliver the scope and level of service deemed essential or desirable by the City Council and community over the next two fiscal years.

The Proposed Fiscal Years 2015-16 and 2016-17 Budget are \$17,809,600 and \$15,442,900 respectively. This includes \$9,105,300 and \$9,348,900 in General Fund appropriations, respectively, \$8,704,300 and \$6,094,000 in Non-General Fund appropriations. The budgets maintain existing staffing levels and additional needed service capacity is planned to be satisfied by the contract services. The appropriation budget does not include any cost of living increases other than those which are contractually required.

While these general fund budgets provide for base services levels, the non-general funds will be offering additional services and projects. Specially, the Measure "Z" Parks fund will continue to shift from focusing on facility rehabilitation to enhanced recreational services. Additionally as the non-general funds balances grow with the development impact fees, many needed expanded infrastructure projects will move from the planning phase to construction.

This document initially provides summary information for revenues and expenses on a fund basis. Then additional detail is provided by each department or service function. A brief description is provided for each service as well as additional expenditure details by account number.

## **SUMMARY & ACKNOWLEDGMENTS**

I would like to thank the City Council for their leadership in providing us with their vision for a financially stable and participatory community that places the needs of our residents first and foremost. Through their guidance, we have managed well through one of the most difficult and economically challenging periods. I would also like to express my gratitude to the city and contract staffs for coming together and working through the issues in a collaborative approach to once again balance this two-year plan despite the continued resource constraints. We are focused and ready to do what we need to do to keep the City on solid ground.

I am also thankful for a community which has a high level of understanding and willingness to support the City on so many levels. With our focus on partnerships and working together we can continue to protect the City and the quality of life that our community enjoys.

Through listening to what the residents feel is important, and by balancing interests, we can work together to develop the means through which we can provide the services and amenities that our residents deserve.

The Council has set the path and we need to continue to build an economically sustainable and environmentally sustainable community and will work together to achieve continued success.

I would like to extend my gratitude to the City Departments for their hard work and commitment in creating this proposed Budget document. Special thanks to Dan York, Assistant City Manager, Matt Bassi, Planning Director, Matt Bennett, Deputy City Engineer, Janet Morales, Administrative Analyst, Terry Rhodes, Accounting Manager and Debbie Lee, City Clerk.

Respectfully submitted,

Gary Nordquist  
City Manager



# ***Organizational Chart and Authorized Positions***

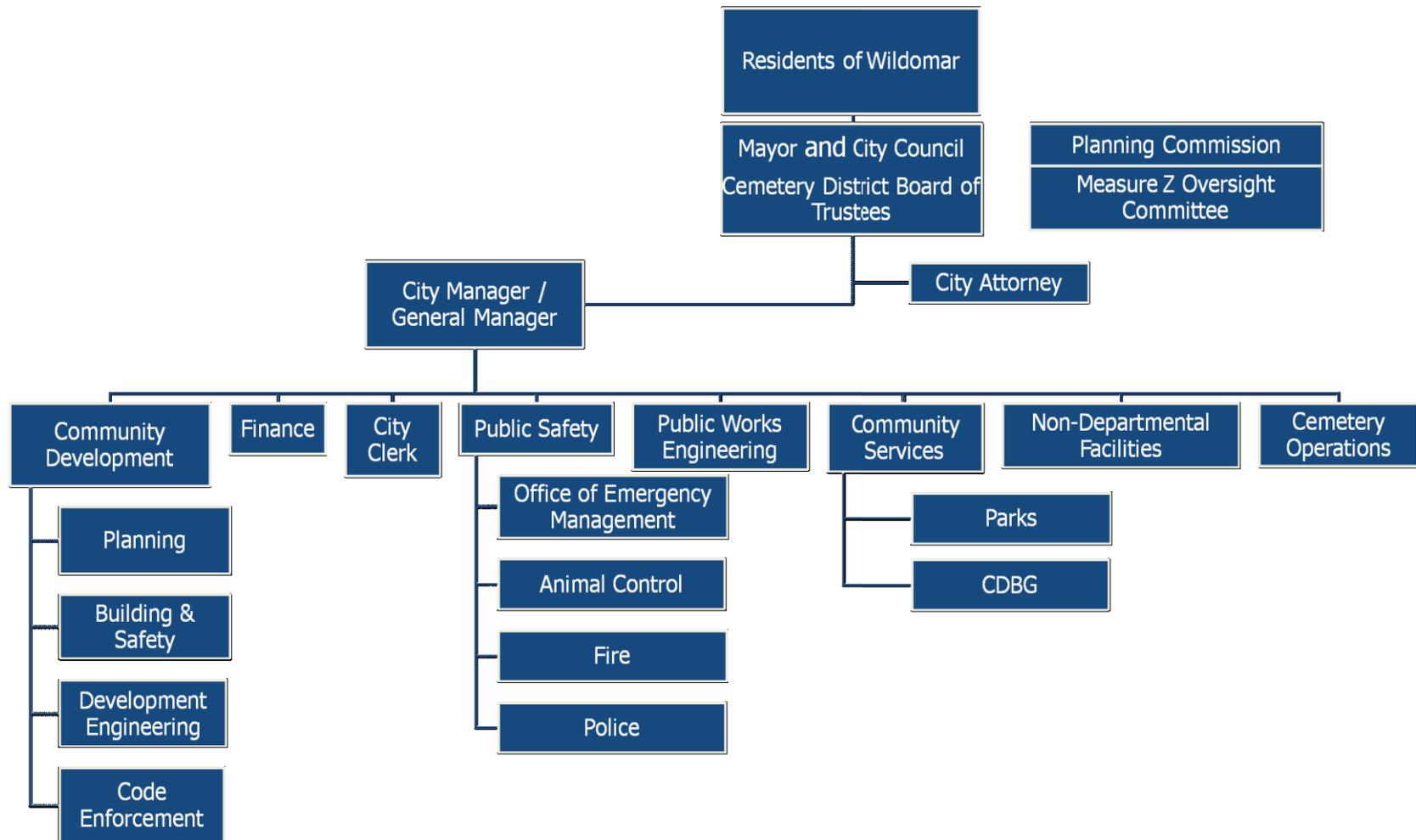
## ***Section 2***

## Section 2 - Organizational Chart and Authorized Positions



The organization chart presents the departments of the city, which are comprised of both city employed staff and contract staff. The staffing levels in each department above represent the city's positions. The remaining staff are contracted with various agencies or through municipal service firms.

### City of Wildomar – Organization Chart

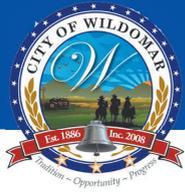


**City of Wildomar  
Schedule of Authorized Positions  
FY 2015-16**

Position	Number of Employees	Budgeted Salary	Medical Insurance Allotment	Other Compensation, Retirement & Payroll Taxes	Total Position Cost
City Council Member (each)	5	\$ 3,600	\$ 14,400	\$ 1,682	\$ 19,682
City Manager	1	179,005	14,400	53,355	246,760
Assistant City Manager - PW Dir/City Eng'r	1	165,219	14,400	21,027	200,646
Planning Director	1	132,704	14,400	40,487	187,591
Assistant Planner	1	62,200	14,400	8,987	85,587
City Clerk	1	96,428	14,400	30,957	141,785
Accounting Manager	1	81,310	14,400	25,687	121,397
Administrative Analyst Sr.	1	73,852	14,400	21,281	109,533
Administrative Analyst Sr.	1	62,129	14,400	20,618	97,147
Administrative Assistant (accounting clerk)	1	32,947	14,400	9,739	57,086
Maintenance Operations Manager	1	56,391	14,400	15,935	86,726
Grounds Worker III	1	41,764	14,400	12,070	68,234
Grounds Worker I	1	32,947	14,400	9,029	56,376
	<u>17</u>				

**Department Staffing Levels  
FY 2011 through 2017**

<b>Department</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
City Council	5.00	5.00	5.00	5.00	5.00	5.00	5.00
City Manager	1.00	1.00	1.00	2.00	2.00	2.00	2.00
Public Works	-	-	-	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance	1.00	2.00	2.00	2.00	2.00	2.00	2.00
Planning	-	-	1.00	1.00	2.00	2.00	2.00
Building and Safety	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Services	-	-	1.00	-	-	-	-
Cemetery	2.00	2.00	2.00	3.00	3.00	3.00	3.00
	<b>11.00</b>	<b>12.00</b>	<b>14.00</b>	<b>16.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>



# ***City Demographics***

## ***Section 3***

# CITY OF WILDOMAR

LAKE ELSINORE

MENIFEE

MURRIETA

**Legend**

**PUBLIC SITES**

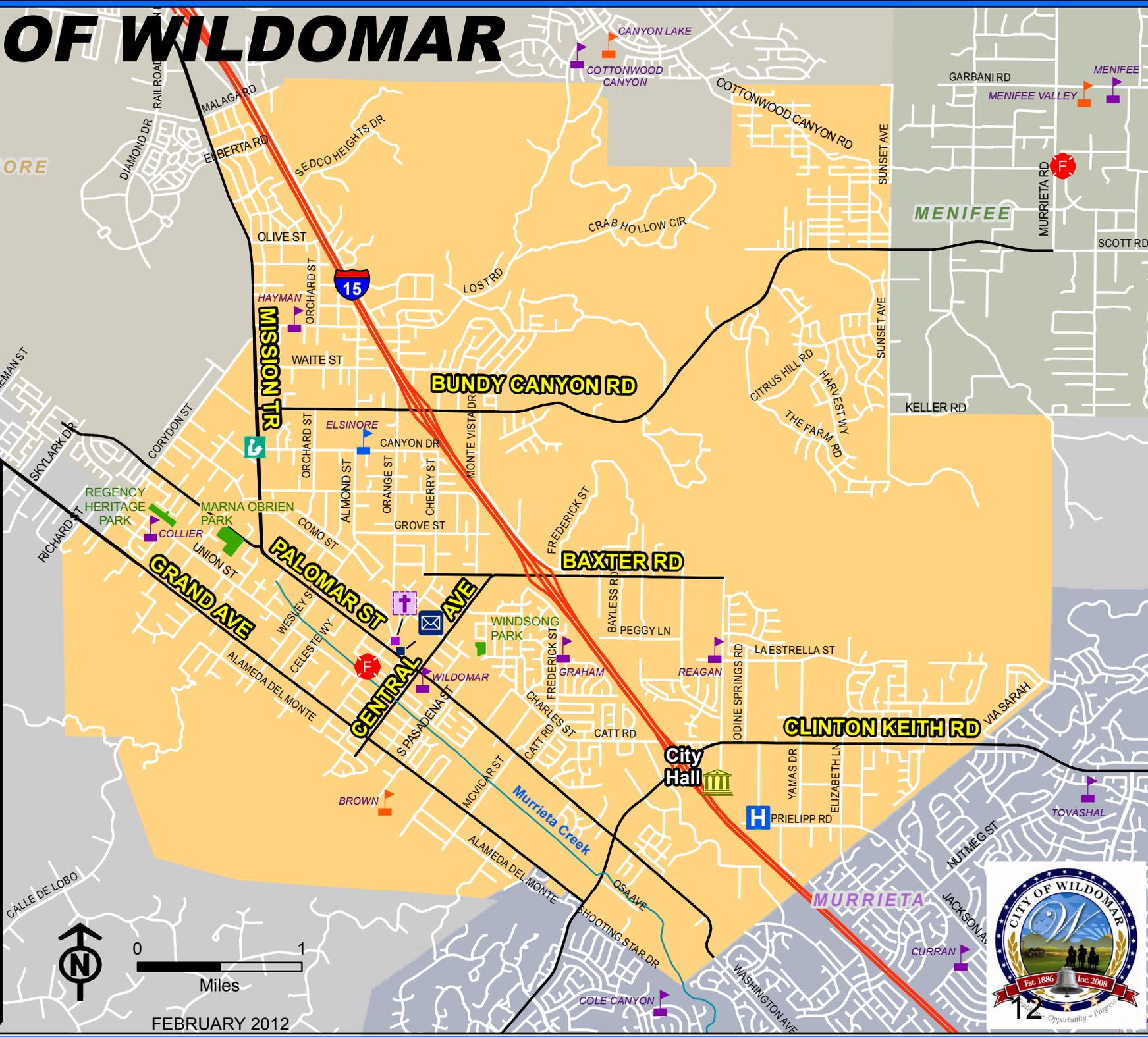
**SITE TYPE**

-  CEMETERY
-  CITY HALL
-  FIRE STATION
-  HOSPITAL
-  LIBRARY
-  POST OFFICE
-  ELEMENTARY SCHOOL
-  MIDDLE SCHOOL
-  HIGH SCHOOL

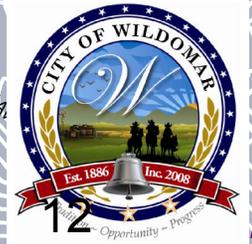
**ADJACENT CITIES**

**CITYNAME**

-  LAKE ELSINORE
-  MENIFEE
-  MURRIETA



FEBRUARY 2012



**CITY OF WILDOMAR**  
**Miscellaneous Statistics**  
**June 24, 2015**

<b>Geographic Location:</b>	The City of Wildomar is located along Interstate 15 in Riverside County; South of the City of Lake Elsinore and North of the City of Murrieta.
<b>Population:</b>	34,145
<b>Area in square miles:</b>	24
<b>Form of Government:</b>	Council-Manager
<b>Type of City</b>	General Law
<b>Date of Incorporation:</b>	July 1, 2008
<b>Number of Full Time Employees:</b>	12 Staff, 5 City Councilmembers
<b>Public Safety:</b>	
<b>Police Department</b>	Contract with the Riverside County Sheriff's Department
<b>Fire Department</b>	Contract with the Riverside County Fire Department (CALFIRE)
<b>Library</b>	1 Branch, Riverside County Library System
<b>Recreation:</b>	3 City Parks transferred from Riverside County on November 24, 2009: 1) Marna O'Brien - 9.0 Acres 2) Windsong - 2.12 Acres 3) Heritage Regency - 3.28 Acres
<b>Schools:</b>	
<b>Elementary Schools</b>	4
<b>Middle Schools</b>	1
<b>High Schools</b>	1



# ***The Budget Process***

## ***Section 4***

## **General**

The Budget is the most important policy document the City produces on a regular basis. The program and financial decisions must reflect the will of the community through the policy direction of the City Council. This can only be achieved through a development process that encourages communication and transparency seeking input from a diverse cross-section of the community during the Budget Workshop held on April 16, 2015 and the Public Hearing is scheduled for the June 24, 2015 City Council meeting. The following is a general overview of the budget preparation process.

The Biennial Operating Budget is prepared and administered in accordance with established budget policies set forth by the City Council. These policies include guidelines, standards, and requirements for the preparation and monitoring the Operating Budget. The budget is balanced and managed in a way to ensure that adequate appropriated funds are available to cover anticipated expenditures. A quarterly budget review is presented to City Council with amendments to the budget for their review and consideration.

The budget is designed to be a complete and understandable document that improves public awareness about service quality and costs. The budget should be a performance financing and spending plan agreed to by the City Council, City Manager, and the Controller. The budget should supply the necessary financial data to determine the financial health of the City. It should contain information and data regarding anticipated revenues and resources (inputs), expected expenditures and expected performance (outcomes). During the fiscal year, actual experience (revenues, expenditures, and performance) will be regularly measured against the plan.

Department managers will not exceed the Council-approved appropriations. Appropriations for departmental operations are approved by the City Council. These appropriations are shown in the departmental budgets.

## **The Budget Format**

The City of Wildomar prepares and monitors its budget on a departmental and fund basis. Each expenditure line item in every fund is reviewed and analyzed every quarter as well as revenues and a budget amendment is prepared for the City Council's consideration.

Each departmental section begins with a department description statement followed by a brief overview of the staffing requirements or contract services utilized and a brief financial budget summary of the department. The budget summary represents the prior year actual expenditures, the current year estimate, and the total proposed operating budget for the two new years for each department. Additional summaries define the expenditures organized by fund.

Following the department summary, each department's operating budget narrative includes a Service Description, Long Term Goals, Two Year Work Plan, Performance Measurement Outcomes, Prior Year Accomplishments & Significant Budgetary Changes.

The final pages in each section present the detail expenditures of the department and fund.

The City uses a biennial budget in order to achieve cost and time efficiencies over a traditional annual budget. Under the City's biennial budget cycle, the second year of the budget will not require formal adoption. Each year is separate and distinct. Any unencumbered funds remaining in the first year will not roll forward into the second year.

### **Adjustments to the Budget**

During a fiscal year, special circumstances may result in changes to department spending priorities. At the beginning of each fiscal year, appropriations are made at the fund and department level.

Budget adjustments involve the reallocation of funds from one expenditure account to another. Budget adjustments which do not change the overall budget within the fund or any transfer within a Fund or within a Department may be authorized by the City Manager. Budget adjustments between departments within a fund may be authorized by the City Manager. Any transfer of appropriations between Funds shall be approved by the City Council.

Any subsequent appropriations of additional amounts of moneys for the Fiscal Year(s) 2015-2017 shall be approved by the City Council in advance of any authorization to purchase services or goods, with the following exception:

- Per the Purchasing Ordinance No. 25, a supplemental appropriation for a single item, that is less than Fifty Thousand Dollars (\$50,000) within a Department, may be authorized by the City Manager provided there is an urgent and immediate need. Such an appropriation is subject to City Council ratification, at the subsequent City Council meeting. The City Manager may appropriate funds under the emergency provision of State law to effect repairs or make acquisitions to protect life and property.

### **Quarterly Budget Review**

Each Quarter of each fiscal year, the City prepares the Budget Review to highlight the financial performance against the current plan and recommend budgetary adjustments or appropriations as deemed necessary. Quarterly budget adjustments recommended by the City departments are reviewed by the Controller and City Manager prior to consideration for adoption by the City Council.

### **Budget System**

A proposed budget is presented in accordance with the adopted budget schedule that accurately depicts the financial condition and goals of the City. The proposed budget will illustrate the General Fund, Special Revenue Funds, Capital Projects Funds so that the entire resources of the City may be viewed comprehensively for decision making.

## **Basis of Accounting**

The City was incorporated on July 1, 2008 under the General Laws of the State of California and operates as a General Law City. The Council-Manager form of government provides the following services: public safety (police, fire, animal control), highways and streets, public improvements, planning and zoning, and general administrative services. The City's accounting system is maintained under the generally accepted accounting principles for preparing the budget and general-purpose financial statements.

The City Council approves each year's budget prior to the beginning of the new fiscal year. Public hearings are conducted prior to its adoption by the Council. Supplemental appropriations, as required during the period, are also approved by the Council. In most cases, expenditures may not exceed appropriations at the function level. At fiscal year-end, all operating budget appropriations lapse.

The City's accounting system is maintained on a modified accrual basis of accounting for all governmental funds. The basis of accounting refers to the timing of revenue and expenditure recognition for financial reporting.

In preparing the budget, the same methodology is applied. The budget is prepared under the modified accrual basis of accounting for all governmental funds. Revenues are included in the budget when they become measurable and available as current assets. Appropriations are budgeted when measurable in the accounting period in which the fund liability is incurred.

Budgets for governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

The City of Wildomar's accounting system is designed upon the following principles:

The City of Wildomar maintains only governmental funds. The City has no Enterprise Funds or Internal Service Funds. The General Fund, Special Revenue Funds and Capital Project Funds provide the basis for separately recording the financial data related to a specific activity or department. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Each fund has been established because of some restriction on the use of the resources received by that fund. This budget document includes the transactions of all entities over which the City Council has authority, as defined by the Governmental Accounting Standards Board, GASB.

The City's major governmental funds are : The General Fund, the Special Revenue Funds - Gas Tax Fund, Measure A Fund, Grants Fund & the Cemetery Fund. The Non-Major Funds are : Special Revenue Funds – AQMD Fund, Development Impact Fee Funds, SLESF Funds, TDA Funds & CDBG Fund. The Capital Projects Funds – LLMD & County Service Areas are also presented as Non-Major Funds in the CAFR.

Governmental funds include the General, Special Revenue, and Capital Projects Funds. Under the modified accrual basis of accounting, revenues are recorded when received in cash or accrued when they are both measurable and collectible within the accounting period or soon enough after the end of the period to pay liabilities of the period. Expenditures, other than interest or long

term debt, are recorded when liabilities are incurred. At year-end, the City has prepared the required entries necessary to report the City financial position and activities on an accrual basis of accounting which recognizes revenues when earned and expenses when incurred.

In addition to maintaining funds to record accounting transactions, internal controls exist within the accounting system to ensure the safety of assets from misappropriation, unauthorized use or disposition, and to maintain the accuracy of financial record keeping. These internal controls are established and consistent with sound management practices based upon the cost/benefit of the controls imposed. The cost of a control should not be excessive to its derived benefit as viewed by City management. The internal controls in existence at the City are sufficient to ensure in all material respects, both the safety of the City's assets and the accuracy of the financial record keeping system.

As a recipient of State and County financial resources, the City also is responsible for ensuring that an adequate internal control structure is in place to ensure compliance with applicable laws and regulations related to those programs. The internal control structure is subject to periodic evaluation by the management of the City.

Annually, an independent audit of the City's financial statements is conducted. The independent certified public accounting firm of Lance, Soll & Lunghard, LLP was approved by the City Council and reports to the Controller to perform the annual audit.

### **Operating Budget Calendar**

Beginning in February, the City Manager initiates several meetings with City Staff. The City Manager provides clear budget development instructions to departments, requesting they begin updating their department's plan strategies and making initial estimates for their proposed capital and operating budgets.

From February through May, departments complete their proposed budgets including updated revenue and expenditure recommendations contained in the Plan. Additionally, City staff begins initiating community outreach through a Budget Workshop to provide information on the City's fiscal condition as well as solicit direct community input on budget priorities. In April, the City Manager assembles department proposals into a coherent Proposed Budget that reflects the economic environment, fiscal condition and priority needs of the City. A Public Hearing during a City Council meeting is held to encourage active public dialogue regarding the Budget, culminating in the Budget's adoption by the City Council in June.

# City of Wildomar

## Two Year Budget Program--Schedule of Budget Program Activities FY 2015-16 and FY 2016-17

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Task	2015																						
	Feb			Mar				Apr			May				Jun			Jul					
	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	
1 Budget Program Kick Off Meeting	▲ 2/11																						
2 Budget Development Guidelines issued		▲ 2/21																					
3 Develop Revenue Estimates		▲ 2/22	Budget Workshops				▲ 3/29																
4 Meet with Departments to Review Input, Instructions.			▲ 2/26																				
5 Prepare Budget		▲ 2/26	▲							▼ 4/15													
6 Budget Meeting with CM and Department										▲ 4/22													
7 Print Proposed Budget													▲ 5/4										
8 Budget Public Hearing/Adoption																		▲ 6/10	◆ 6/24				
9 "Fiscal" New Year City Birthday Budget In Effect																						▲ 7/1	

## **Long-Term Cash Flow Analysis and Financial Plans**

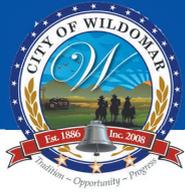
The City is contemplating the use of long-term cash flows to estimate current and future revenues and match the revenues to required appropriations. The City has just recently developed its first capital improvement plan. The capital improvement plan will be brought before the council at the June 24, 2015 meeting and at that time the City Controller may develop a 5 year cash flow plan to assist with the long range projections of its capital program. At this point the City does not use a cash flow analysis for long range revenue projections.

## **Role of the Finance Committee**

The Ad-Hoc Finance Committee consisting of two City Council members meets with the City Manager and participates in the budget workshop. The Finance committee has a very limited involvement in daily, monthly, even quarterly routine financial activities.

## **Distinguished Budget Presentation**

The adopted budget shall be submitted to the Government Finance Officers Association in consideration for professional awards and recognition for Distinguished Budget Presentation and to the California Society of Municipal Finance Officers Budget Awards Program for consideration of the Meritorious Budget Award and the Excellence in Budgeting Reward.



# ***City Wide Goals and Objectives***

## ***Section 5***

## City Wide Goals & Objectives

### Mission Statement

Continue to maintain responsible financial and economic growth by applying sound financial management. Attract new residents and retaining existing residents by providing a healthy and attractive environment, reaching out to our residents and continuously communicate our vision and strategies to the community as a whole.

### “MUST-DO” PRIORITIES FOR THIS BUDGET CYCLE

This two-year budget contains several Council Priorities including, but not in order:

1. General Fund Revenue: The City will continue to pursue legislative measures to reinstate some form of replacement of the loss of the \$1.9m motor vehicle license fee revenue.
2. Partnerships; Continue to look for opportunities of partnering with community groups, such civic and sports groups to bring a higher quality of life and services to the community.
3. City Hall Facility. Securing a facility for City Hall activities.
4. Infrastructure; Street sweeping programs, mass transit facilities, traffic control, dirt roads and trails improvements.
5. Public Safety and Emergency Preparedness; Training and higher levels of service.
6. Community Engagement; Form Citizens’ Academy to enhance communication and Volunteer programs to enhance service levels.

The “MUST-DO” priorities for 2015-17 are formulated into goals and shown with performance measures and desired outcomes below:

#### GOAL 1 – Protect and Sustain General Fund Revenue Growth:

##### **Continue to monitor legislative developments**

- Participate with County and State legislators monthly and provide monthly report/outlook.
- Attend 3 financial workshops to enhance City finances.
- Attend California League of Cities conferences and report on legislative opportunities.

### **Research alternative, new and replacement revenues**

- Communicate with local finance directors of jurisdictions within Riverside County.
- Director to attend 3 workshops on city finance.
- Participate in 2 CSMFO Conferences.
- City Manager, Finance Director and department staff/committees meet quarterly to discuss developments.

### GOAL 2 – City Parks

#### **Provide Park & Recreation Services**

- Council & City Management Develop financial plans during quarterly budget sessions to direct spending of Measure Z Funds.

### GOAL 3 – Partnerships

#### **Build a Higher Quality of Life**

- Meet with community groups quarterly.
- Meet with sports associations and clubs twice a year.
- Research citizens' specific interests through the development of a questionnaire.

### GOAL 4 – City Facility

#### **Assess the Need, Size, Capacity and Location for a City Facility**

- Meet with city staff on an on-going basis to review facility needs.

### GOAL 5 – Infrastructure

#### **Improve Infrastructure to Maintain Quality of Life and Beautification of City**

- Develop a plan with Public Works and review quarterly.
- Set specific program priorities with council and with community groups quarterly and solicit community feedback.

- Meet with controller to review spending plan on a monthly basis.
- Seek grant availabilities continuously.
- Complete Development Impact Fee Program.

GOAL 6 – Public Safety and Community Awareness

**Providing Excellent Public Safety Services to Keep Citizens Safe**

- Evaluate contracts for fire and police services monthly.
- Research and evaluate city crime statistics monthly.
- Meet with Riverside County Law Enforcement monthly.
- Monitor response times for Fire and Police responses with Riverside County Law enforcement monthly
- Conduct quarterly disaster training for staff.
- Update and maintain an effective Emergency Operations Plan with quarterly reviews.
- Train and coordinate the emergency response team (CERT) on an on-going basis.
- Seek Public Safety Grant availabilities continuously.

GOAL 7 – Community Engagement

**Enhance Communication**

- Hold meeting to select group of citizens to serve in an advisory capacity to City.
- Conduct informational programs on an on-going basis.
- Meet with Citizens' Academy quarterly to discuss progress.

**Engage Volunteers**

- Hold workshop for active community groups.
- Create "Citizens' Academy.

GOAL 8 – Housing Element

**Provide Affordable Housing**

- Complete study
- Implement study results within budget cycle.



# ***Fiscal Policies & Practices***

## ***Section 6***

## **Introduction**

At time of incorporation the City adopted all of the County of Riverside polices and codes. During fiscal year 2012-13 the City adopted its own municipal code. However the City will continue to create and expand its set of financial policies as it further develops its financial system.

## **Budget Preparation Policy**

The budget is a spending plan agreed to by the Mayor and City Council. It should contain information and data regarding expected revenues and resources (inputs), expected expenditures(outcomes). During the fiscal year, actual financial data (revenues & expenditures) will be periodically measured against the plan. The City will prepare and annually refine written goals and policies to guide the preparation of projections for the City budget. Proposed budgets will comply with the proposed budget policies and Council priorities. Departments will not exceed the Council-approved appropriations in any department or fund. The City Council may approve modifications to these appropriations throughout the year as needed or required.

## **Balanced Budget Policy and Fiscal Integrity**

The City will maintain fiscal integrity of its operating and capital improvement budgets, which provide services and maintain public facilities, streets, and public safety. The City will maintain a balanced budget over the biennial period of the Financial Plan. The balanced budget includes operating revenues which must cover operating expenditures, which means that current operating expenditures will be financed with current revenues.

The budget will provide sufficient funding for Capital Improvements. It will allow for improvements in productivity to encourage cost reductions. It is allowable for total expenditures to exceed revenues in a given year; however, in this situation, beginning fund balance can only be used to fund capital improvement plan projects, or other one-time, nonrecurring expenditures.

The City will monitor the budget. Ongoing operating costs will not exceed the amount of ongoing revenue to finance those costs. The ongoing revenue source will be identified along with any new costs.

## **Fraud Prevention and Deterrence Policy**

The City of Wildomar is committed to protecting the organization, its operations, its employees and its assets against the risk of loss or misuse. The City is committed to protecting against fraud, forgery, dishonesty, theft and other similar improprieties. Accordingly, it is the policy of the City to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the City and, when appropriate, to pursue legal remedies available under the law.

The federal Sarbanes-Oxley legislation has made local governments more aware of the importance for internal controls and fraud detection. A number of highly publicized cases caused numerous organizations to be more proactive in taking steps to prevent or deter fraudulent behavior. The Government Finance Officers Association (GFOA) has stated that "public sector financial managers have an affirmative obligation under GFOA Code of Professional Ethics to fulfill their internal control responsibility".

The Finance Sub-Committee of the City of Wildomar is responsible for assisting the City Council in the assessment and enhancement of the effectiveness of internal controls and financial risk management. The Finance Sub-Committee identifies and recommends measures to improve financial performance and achieve an adequate system of internal controls within the City.

An effective system of internal control reduces the possibility of significant errors, risks, and irregularities and assists in their timely detection. Management is primarily responsible for internal controls, and the governing body is ultimately responsible.

### **Summary of Investment Policy**

The City Council of the City of Wildomar is responsible to direct the investments of the City's funds on behalf of the City's existing and future residents. The City's investment assets are essential to the City's financial strength, the effective implementation of long range financial plans, and ultimately its ability to respond to the needs of the community.

The investment policies and practices of the City of Wildomar take into consideration that California statutes authorize the City of Wildomar to finance acquisition or construction of various projects and capital assets through the issuance and sale of municipal securities, including but not limited to general obligation bonds and revenue bonds. Depending on the type and the authority for the issuance and sale of the bond, the City's general fund and/or certain sources of city revenue may be pledged as security for the bonds. The bonding and the resulting security interest in city funds and revenue may supercede all or portions of this Policy.

it is the policy of the City to invest public funds in a manner which will provide the highest investment return with maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds.

Investments shall be made in the context of the "Prudent Investor" standard.

The responsibility for establishing, monitoring and maintaining a strong system of investment controls and directing an independent audit of the investment function is delegated to the City Manager. The City Council's has primary responsibilities over the investment function.

Internal Control - The City Controller shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with the City's Investment Policy and for establishing internal controls that are designed to prevent losses due to fraud, negligence, and third-party misrepresentation.

The City Manager shall provide the City Council monthly investment reports which provide a clear picture of the status of the current investment portfolio.

### **CAPITAL ASSETS POLICY**

To establish procedures to ensure the proper safeguarding, handling and reporting of City-wide capital assets. Administration of this policy shall be the responsibility of the Finance Department.

The City will maintain a capital asset management system that will meet external financial reporting requirements and the needs of the City in line with these policies.

Capital assets are recorded as expenditures in governmental funds at the time the assets are received and the liability is incurred. These assets will be capitalized at cost in the government wide financial statements.

*Capital Assets* are defined as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipments, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

*Infrastructure Assets* are defined as long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, drainage system, water and sewer systems and lighting systems.

In general, all capital assets, including land, buildings, vehicles, infrastructure, machinery and equipment with an original cost of \$5,000 or more an expected useful life of three years or more, will be subject to accounting and reporting. All costs with the purchase or construction should be considered, including ancillary costs such as freight and transportation charges, site preparation expenditures, professional fees, and legal claims directly attributable to asset acquisition.

Capital projects will be categorized as Construction in Progress until the project is substantially complete, accepted and placed into service. *At that point the costs will be capitalized into the appropriate asset classification.*

Capital assets may be acquired through direct purchase, construction, eminent domain, tax foreclosures, donations and gifts. When a capital asset is acquired, the funding source will be identified in the appropriate fund. Additionally the fund type will be identified as well as the specific fund.

The City performs a physical inventory of movable capital assets annually. In general, inventory control is applied only to movable capital assets and not to land, buildings, or other immovable capital assets. Annually a list of surplus, damaged or inoperative equipment is compiled and sent for approval to the City Council. The list is distributed to the departments within the City for transfers. The remaining list is published for bids. All bids are compiled by the City Clerk. Any equipment not sold is then disposed in accordance with the Municipal Code.

### **Overhead Cost Allocation**

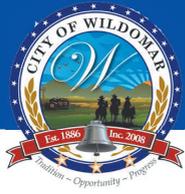
All overhead costs shall be allocated to the appropriate department according to local, State and federal laws.

### **Multi-Year Estimates**

Each year the City will update expenditure and revenue projections for the next two years. This budget data will be presented to elected officials in a form that will facilitate annual budget decisions, based on a multi-year strategic planning perspective.

### **Fees**

Fees shall be set at cost and the calculated fee for the service shall not exceed the cost. Fees cannot generate "profits" . Fees may be less than 100% if Council allows to subsidize for the service cost.



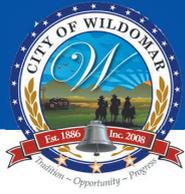
# ***City Ordinances, Resolutions & Legal Compliance***

## ***Section 7***



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This Section to be completed upon adoption of budget, resolutions and Gann Limit analysis.



# ***Budget Summaries***

**And  
Decision Packages**

## ***Section 8***

**Total City Budgets Summary**

	Estimated Available Fund Balance <u>6/30/2015</u>	+	Proposed Revenues <u>2015-16</u>	=	Funds Available <u>2015-16</u>	-	Proposed Appropriations <u>2015-16</u>	=	Estimated Available Fund Balance <u>6/30/2016</u>	+	9%	Proposed Revenues <u>2016-17</u>	=	Funds Available <u>2016-17</u>	-	Proposed Appropriations <u>2016-17</u>	=	Estimated Available Fund Balance <u>6/30/2017</u>
<b>General Fund</b>	\$ 803,786		\$ 9,129,600		\$ 9,933,386		\$ 9,105,300		\$ 828,086			\$ 9,360,300		\$ 10,188,386		\$ 9,348,900		\$ 839,486
<b>Non-General Funds</b>																		
Gas Tax	6,961		830,800		837,761		1,257,800		(420,039)			1,239,300		819,261		1,311,300		(492,039)
Measure A	27,063		502,000		529,063		616,200		(87,137)			576,000		488,863		636,800		(147,937)
Traffic Congestion Relief	-		-		-		-		-			-		-		-		-
TDA Fund	(573,535)		781,300		207,765		158,400		49,365			-		49,365		-		49,365
AQMD	85,508		41,800		127,308		120,500		6,808			42,600		49,408		35,000		14,408
LMD 2006-1	(264,938)		-		(264,938)		-		(264,938)			-		(264,938)		-		(264,938)
LLMD 89-1C	365,524		302,700		668,224		302,700		365,524			302,700		668,224		302,700		365,524
CSA-22	(13,589)		30,600		17,011		30,600		(13,589)			30,600		17,011		31,200		(14,189)
CSA-103	(71,778)		162,800		91,022		162,800		(71,778)			162,800		91,022		162,800		(71,778)
CSA-142	(144,233)		36,100		(108,133)		36,200		(144,333)			36,100		(108,233)		36,300		(144,533)
Measure Z Parks Fund	47,977		330,300		378,277		323,900		54,377			337,500		391,877		337,600		54,277
CFD 2013-1 Maintenance	-		-		158,100		128,400		29,700			158,100		187,800		128,400		59,400
Grants	(1,712,343)		2,974,900		1,262,557		4,509,800		(3,247,243)			4,432,900		1,185,657		2,237,400		(1,051,743)
SLESF	(4,620)		100,000		95,380		100,000		(4,620)			100,000		95,380		100,000		(4,620)
CDBG	(154,597)		110,000		(44,597)		128,800		(173,397)			110,000		(63,397)		124,400		(187,797)
Cemetery	1,574,012		429,800		2,003,812		414,700		1,589,112			436,900		2,026,012		414,600		1,611,412
Cemetery Endowment	200,491		9,000		209,491		-		209,491			9,000		218,491		-		218,491
Admin-Dif	(87,723)		10,400		(77,323)		85,000		(162,323)			26,200		(136,123)		70,000		(206,123)
Public Facilities - Dif	579,907		62,300		642,207		83,500		558,707			178,100		736,807		85,500		651,307
Police - Dif	41,226		39,500		80,726		5,000		75,726			105,400		181,126		-		181,126
Animal Shelter - Dif	20,249		40,600		60,849		5,000		55,849			165,600		221,449		-		221,449
Corporate Yard - Dif	20,079		13,900		33,979		5,000		28,979			37,000		65,979		-		65,979
Fire Facilities - Dif	666,897		76,400		743,297		5,000		738,297			203,900		942,197		-		942,197
Trans & Roads - Dif	486,984		660,200		1,147,184		5,000		1,142,184			1,520,300		2,662,484		-		2,662,484
Trans & Signals - Dif	499,065		85,800		584,865		5,000		579,865			197,300		777,165		-		777,165
Drainage - Dif	-		250,700		250,700		-		250,700			613,400		864,100		-		864,100
Regional Park - Dif	747,175		96,800		843,975		50,000		793,975			271,500		1,065,475		50,000		1,015,475
Park Improvements-Dif	-		636,900		636,900		-		636,900			1,786,400		2,423,300		-		2,423,300
Community Center - Dif	54,020		77,000		131,020		30,000		101,020			215,900		316,920		-		316,920
Multi-purpose Trails - Dif	219,642		130,900		350,542		15,000		335,542			349,600		685,142		-		685,142
Library - Dif	35,710		2,000		37,710		120,000		(82,290)			-		(82,290)		30,000		(112,290)
<b>Total Non-General Funds</b>	\$ 2,651,134		\$ 8,825,500		\$ 11,634,734		\$ 8,704,300		\$ 2,930,434			\$ 13,645,100		\$ 16,575,534		\$ 6,094,000		\$ 10,481,534
<b>Total City Funds</b>	\$ 3,454,920		\$ 17,955,100		\$ 21,568,120		\$ 17,809,600		\$ 3,758,520			\$ 23,005,400		\$ 26,763,920		\$ 15,442,900		\$ 11,321,020

City of Wildomar

Revenues

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17	
			2015-16 Budget	% change	Budget	% change
<b>General Fund</b>						
3100 Sales & Use Tax	1,112,267	1,195,000	1,332,700	11.5%	1,717,700	28.9%
3101 Sales & Use Tax TFL	449,416	400,000	349,800	-12.6%	-	-100.0%
3102 Property Tax in Lieu of Sales Tax	-	-	-		-	
3103 ERAF Sales Tax	-	-	75,000		-	-100.0%
<b>Sales &amp; Use Taxes</b>	<b>1,561,683</b>	<b>1,595,000</b>	<b>1,757,500</b>	<b>10.2%</b>	<b>1,717,700</b>	<b>-2.3%</b>
3104 Pass Through Payment	55,886	50,000	60,000	20.0%	61,200	2.0%
3105 Property Tax-Secured	2,647,069	3,240,000	3,304,800	2.0%	3,370,900	2.0%
3106 Property Tax-Unsecured	139,710	175,000	175,000	0.0%	178,500	2.0%
3107 Property Tax-Prior Year	166,385	250,000	100,000	-60.0%	102,000	2.0%
3109 Property Tax-Supplemental, SBE	62,961	38,000	65,000	71.1%	66,300	2.0%
3110 Real Property Transfer Tax	106,039	110,000	112,200	2.0%	114,500	2.0%
3112 Property Tax VLF Swap	-	-	-		-	
<b>Property Taxes</b>	<b>3,178,050</b>	<b>3,863,000</b>	<b>3,817,000</b>	<b>-1.2%</b>	<b>3,893,400</b>	<b>2.0%</b>
3120 Franchise Fee-Solid Waste	294,170	305,000	311,000	2.0%	317,000	1.9%
3121 Franchise Fee-Electricity	284,169	307,000	313,000	2.0%	319,200	2.0%
3122 Franchise Fee-Gas	116,577	130,000	132,600	2.0%	135,000	1.8%
3123 Franchise Fee Cable-Time Warner	58,790	60,000	61,200	2.0%	62,400	2.0%
3124 Franchise Fee-Telecomm-Verizon	208,729	250,000	255,000	2.0%	260,100	2.0%
<b>Franchise Fees</b>	<b>962,435</b>	<b>1,052,000</b>	<b>1,072,800</b>	<b>2.0%</b>	<b>1,093,700</b>	<b>1.9%</b>
<b>TOTAL TAXES (100)</b>	<b>5,702,168</b>	<b>6,510,000</b>	<b>6,647,300</b>	<b>2.1%</b>	<b>6,704,800</b>	<b>0.9%</b>

City of Wildomar

Revenues

Account Number	2013-14	2014-15	Proposed		2016-17	
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	% change
3230 Develop/Engineering Permit Fee	1,480	2,000	-	-100.0%	-	
3235 Encroachment Permit	-	-	-		-	
3200 Business Registration Fee	14,041	17,000	17,000	0.0%	17,000	0.0%
3201 NPDES Inspection Fee	-	-	-		-	
3210 Planning Fee	-	-	-		-	
3240 Building & Safety Fee	203,688	305,000	315,000	3.3%	335,000	6.3%
3260 Private Development Fee	1,598,493	1,772,000	1,432,300	-19.2%	1,575,500	10.0%
3265 Animal Control Fee	-	-	-		-	
3268 Code Enforcement Revenue	36,008	20,000	25,000	25.0%	26,000	4.0%
<b>TOTAL LICENSE &amp; PERMIT FEES (100)</b>	<b>1,853,710</b>	<b>2,116,000</b>	<b>1,789,300</b>	<b>-15.4%</b>	<b>1,953,500</b>	<b>9.2%</b>
3270 Fines & Forfeitures	37,031	50,000	65,000	30.0%	65,000	0.0%
3271 AMR Fines	8,348	9,000	9,000	0.0%	9,000	0.0%
<b>TOTAL FINES &amp; FORFEITURES (100)</b>	<b>45,379</b>	<b>59,000</b>	<b>74,000</b>	<b>25.4%</b>	<b>74,000</b>	<b>0.0%</b>
3800 Interest Income	3,722	5,000	5,000	0.0%	5,000	0.0%
3801 Gain or Loss on Investment	(421)	-	-		-	
<b>TOTAL USE OF MONEY AND PROPERTY (100)</b>	<b>3,301</b>	<b>5,000</b>	<b>5,000</b>	<b>0.0%</b>	<b>5,000</b>	<b>0.0%</b>
3500 Motor Vehicle License Fee	-	14,000	-	-100.0%	-	
3108 Property Tax-HOPTR	43,254	50,000	50,000	0.0%	50,000	0.0%
3525 SB90 State Mandated Cost Reimb	8,866	10,000	10,000	0.0%	10,000	0.0%
3526 State Condemnation Rev	-	1,000	-	-100.0%	-	
3530 County Augmentation	-	-	-		-	
3535 County/Special Dist. Reimb.	44,856	20,000	20,000	0.0%	20,000	0.0%
3540 Grant Revenue	18,285	-	-		-	
<b>TOTAL INTERGOVERNMENTAL REVENUES (100)</b>	<b>115,261</b>	<b>95,000</b>	<b>80,000</b>	<b>-15.8%</b>	<b>80,000</b>	<b>0.0%</b>

City of Wildomar

Revenues

Account Number	2013-14	2014-15	Proposed		2016-17	
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	% change
3300 Abandoned Property Registration	8,400	9,000	9,000	0.0%	6,000	-33.3%
3310 Public Safety Revenue	9,672	10,000	10,000	0.0%	10,000	0.0%
3320 Special Event Revenue	3,249	2,000	3,000	50.0%	3,000	0.0%
3322 Parks & Recreation	40	1,000	1,000	0.0%	1,000	0.0%
3323 Farmers Market	-	-	-		-	
3325 Sports Leagues	-	-	-		-	
3326 Citizen Corp Revenue	-	-	-		-	
<b>TOTAL CURRENT SERVICE CHARGES (100)</b>	<b>21,361</b>	<b>22,000</b>	<b>23,000</b>	<b>4.5%</b>	<b>20,000</b>	<b>-13.0%</b>
3802 Cash Over/Short	-	-	-		-	
3850 Miscellaneous Income	7,260	66,200	1,000	-98.5%	1,000	0.0%
3851 Save Our Park Donation	-	-	-		-	
3852 Donations	-	-	-		-	
3853 SOP Donation-O'Brien	-	-	-		-	
3854 SOP Donation-Windsong	-	-	-		-	
<b>TOTAL OTHER REVENUES (100)</b>	<b>7,260</b>	<b>66,200</b>	<b>1,000</b>	<b>-98.5%</b>	<b>1,000</b>	<b>0.0%</b>
3900 Transfers In	522,000	473,400	510,000	7.7%	522,000	2.4%
3901 Prior Period Adjustment	89,474	-	-		-	
<b>General Fund</b>	<b>8,359,914</b>	<b>9,346,600</b>	<b>9,129,600</b>	<b>-2.3%</b>	<b>9,360,300</b>	<b>2.5%</b>

City of Wildomar

Revenues

Account Number	2013-14	2014-15	Proposed		2016-17	
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	% change
	8,359,915	9,346,600	9,105,400		9,348,900	
	(1)	-	24,200		11,400	
<b>200 Gas Tax</b>						
3503 Gas Tax 2103	458,716	553,000	176,900	-68.0%	553,000	212.6%
3505 Gas Tax 2105	223,861	182,000	223,100	22.6%	234,300	5.0%
3506 Gas Tax 2106	110,346	126,000	119,800	-4.9%	125,800	5.0%
3507 Gas Tax 2107	239,556	272,000	305,000	12.1%	320,200	5.0%
3508 Gas Tax 2107.5	6,000	6,000	6,000	0.0%	6,000	0.0%
3535 County/Special Dist. Reimb.	123,864	-	-		-	
3540 Grant Revenue	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
3901 Prior Period Adjustment	-	-	-		-	
<b>200 Gas Tax</b>	<b>1,162,343</b>	<b>1,139,000</b>	<b>830,800</b>	<b>-27.1%</b>	<b>1,239,300</b>	<b>49.2%</b>
	<b>1,162,342</b>	<b>1,139,000</b>				
<b>201 Measure A</b>						
3520 Measure A Revenue	505,151	502,000	565,000	12.5%	576,000	1.9%
3540 Grant Revenue	-	-	-		-	
3800 Interest Income	-	-	-		-	
3850 Miscellaneous Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>201 Measure A</b>	<b>505,151</b>	<b>502,000</b>	<b>565,000</b>	<b>12.5%</b>	<b>576,000</b>	<b>1.9%</b>

City of Wildomar

Revenues

Account Number	2013-14	2014-15	Proposed		2016-17	
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	% change
	505,151					
<b>202 Traffic Congestion Relief</b>						
3525 TCRP Prop 42 Rev	-	-	-		-	
3800 Interest Income	-	-	-		-	
<b>202 Traffic Congestion Relief</b>	-	-	-		-	
<b>203 TDA Fund</b>						
3524 TDA Article 3 Rev	-	781,300	-	-100.0%	-	
3540 Grant Revenue	-	-	-		-	
3800 Interest Income	-	-	-		-	
3850 Miscellaneous Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
3901 Prior Period Adjustment	-	-	-		-	
<b>203 TDA Fund</b>	-	<b>781,300</b>	-	<b>-100.0%</b>	-	
<b>210 AQMD</b>						
3510 AQMD-AB2766	41,071	41,000	41,800	2.0%	42,600	1.9%
3800 Interest Income	-	-	-		-	
<b>210 AQMD</b>	<b>41,071</b>	<b>41,000</b>	<b>41,800</b>	<b>2.0%</b>	<b>42,600</b>	<b>1.9%</b>

City of Wildomar

Revenues

Account Number	2013-14	2014-15	Proposed		2016-17	
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	% change
	41,071					
<b>250 LMD 2006-1</b>						
3550 Special Assessment	-	-	-		-	
3850 Miscellaneous Income	-	-	-		-	
3851 Save Our Park Donation	-	-	-		-	
<b>250 LMD 2006-1</b>	-	-	-		-	
<b>251 LLMD 89-1C</b>						
3550 Special Assessment	-	-	-		-	
8803 Zone 3 Special Assessment	105,803	108,000	108,000	0.0%	108,000	0.0%
8818 Zone 18 STL Special Assessment	601	700	700	0.0%	700	0.0%
8826 Zone 26 STL Special Assessment	757	1,000	1,000	0.0%	1,000	0.0%
8827 Zone 27 STL Special Assessment	1,005	1,100	1,100	0.0%	1,100	0.0%
8829 Zone 29 Special Assessment	744	900	900	0.0%	900	0.0%
8830 Zone 30 Special Assessment	27,621	28,000	29,100	3.9%	29,100	0.0%
8835 Zone 35 STL Special Assessment	(60)	200	200	0.0%	200	0.0%
8842 Zone 42 Special Assessment	29,281	29,700	30,900	4.0%	30,900	0.0%
8850 Zone 50 STL Special Assessment	155	300	300	0.0%	300	0.0%
8851 Zone 51 Special Assessment	6,774	7,000	7,300	4.3%	7,300	0.0%
8852 Zone 52 Special Assessment	55,975	56,800	59,000	3.9%	59,000	0.0%
8859 Zone 59 Special Assessment	4,333	4,400	4,600	4.5%	4,600	0.0%
8862 Zone 62 Special Assessment	15,265	15,600	16,200	3.8%	16,200	0.0%
8867 Zone 67 Special Assessment	6,336	6,500	6,800	4.6%	6,800	0.0%
8870 Zone 70 STL Special Assessment	706	1,100	1,100	0.0%	1,100	0.0%
8871 Zone 71 Special Assessment	9,408	9,300	9,700	4.3%	9,700	0.0%
8872 Zone 71 STL Special Assessment	-	400	400	0.0%	400	0.0%
8873 Zone 73 STL Special Assessment	598	700	700	0.0%	700	0.0%
8888 Zone 88 STL Special Assessment	-	700	700	0.0%	700	0.0%
8890 Zone 90 Special Assessment	-	32,200	24,000	-25.5%	24,000	0.0%
<b>251 LLMD 89-1C</b>	<b>265,302</b>	<b>304,600</b>	<b>302,700</b>	<b>-0.6%</b>	<b>302,700</b>	<b>0.0%</b>

City of Wildomar

Revenues

Account Number	2013-14	2014-15	Proposed		2016-17	
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	% change
	256,302	304,600				
<b>252 CSA-22</b>						
3550 Special Assessment	30,171	30,600	30,600	0.0%	30,600	0.0%
<b>252 CSA-22</b>	<b>30,171</b>	<b>30,600</b>	<b>30,600</b>	<b>0.0%</b>	<b>30,600</b>	<b>0.0%</b>
<b>253 CSA-103</b>						
3550 Special Assessment STL & Landscaping	156,118	146,000	162,800	11.5%	162,800	0.0%
<b>253 CSA-103</b>	<b>156,118</b>	<b>146,000</b>	<b>162,800</b>	<b>11.5%</b>	<b>162,800</b>	<b>0.0%</b>
<b>254 CSA-142</b>						
3550 Special Assessment	32,610	33,000	36,100	9.4%	36,100	0.0%
<b>254 CSA-142</b>	<b>32,610</b>	<b>33,000</b>	<b>36,100</b>	<b>9.4%</b>	<b>36,100</b>	<b>0.0%</b>

City of Wildomar

Revenues

Account Number	2013-14	2014-15	Proposed		2016-17	
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	% change
<b>255 MEASURE Z - PARK</b>						
3320 Special Event	1,110	2,000				
3550 Special Assessment	317,113	320,200	324,700	1.4%	331,900	2.2%
3553 Marna Obrien Park -Facility Rental		1,500	1,000	-33.3%	1,000	0.0%
3554 Heritage Park - Facility Rental	-	100	-	-100.0%	-	
3555 Windsong Park Facility Rental	-	100	100	0.0%	100	0.0%
3556 Breakfast with Santa	-	4,200	4,000	-4.8%	4,000	0.0%
3850 Misc Income	-	600		-100.0%		
3852 Donations	-	1,000	500	-50.0%	500	0.0%
3855 GDS Park Rehab 2013	27,330	1,000		-100.0%		
<b>255 MEASURE Z - PARK</b>	<b>345,553</b>	<b>330,700</b>	<b>330,300</b>	<b>-0.1%</b>	<b>337,500</b>	<b>2.2%</b>
	<b>345,553</b>	<b>329,700</b>				
	-					
<b>280 Grants</b>						
3535 County/Special Dist. Reimb.	441,430		-		-	
3540 Grant Revenue	8,080	6,181,300	2,974,900	-51.9%	4,432,900	49.0%
3900 Transfers In	-	-	-		-	
<b>280 Grants</b>	<b>449,510</b>	<b>6,181,300</b>	<b>2,974,900</b>	<b>-51.9%</b>	<b>4,432,900</b>	<b>49.0%</b>
<b>281 SLESF</b>						
3521 SLESF Revenue	100,000	100,000	100,000	0.0%	100,000	0.0%
3540 Grant Revenue	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>281 SLESF</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0.0%</b>	<b>100,000</b>	<b>0.0%</b>

City of Wildomar

Revenues

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget	% change
			2015-16 Budget	% change		
<b>282 CDBG</b>						
3540 Grant Revenue	-	130,000	110,000	-15.4%	110,000	0.0%
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>282 CDBG</b>	<b>-</b>	<b>130,000</b>	<b>110,000</b>	<b>-15.4%</b>	<b>110,000</b>	<b>0.0%</b>
<b>300 Cemetery</b>						
3104 Pass Through Payment	4,435	5,000	-	-100.0%	-	
3105 Property Tax-Secured	309,876	336,000	350,000	4.2%	357,000	2.0%
3106 Property Tax-Unsecured	15,951	16,000	16,000	0.0%	16,000	0.0%
3107 Property Tax-Prior Year	1,176	1,000	1,000	0.0%	1,000	0.0%
3109 Property Tax-Supplemental, SBE	11,684	7,700	7,800	1.3%	7,900	1.3%
3110 Real Property Transfer Tax	9,178	-	-		-	
3111 Property Tax-Teeter	(1,140)	-	-		-	
<b>Property Taxes</b>	<b>351,160</b>	<b>365,700</b>	<b>374,800</b>		<b>381,900</b>	
3525 SB90 State Mandated Cost Reimb	-	-	-		-	
3108 Property Tax-HOPTR	4,958	2,500	5,000	100.0%	5,000	0.0%
3527 State Mandated Cost Reimbursement	-	-	-		-	
3536 Endowment	-	-	-		-	
3537 Proceeds from Cemetery	-	-	-		-	
3800 Interest Income	-	-	-		-	
3850 Miscellaneous Income	42,719	50,000	50,000	0.0%	50,000	0.0%
3900 Transfers In	-	-	-		-	
3910 Contribution from County	-	-	-		-	
<b>300 Cemetery</b>	<b>398,837</b>	<b>418,200</b>	<b>429,800</b>	<b>2.8%</b>	<b>436,900</b>	<b>1.7%</b>

City of Wildomar

Revenues

Account Number	2013-14	2014-15	Proposed		2016-17	
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	% change
	398,837	418,200				
	-	-				
<b>301 Cemetery Endowment</b>						
3104 Pass Through Payment	-	-	-		-	
3105 Property Tax-Secured	-	-	-		-	
3106 Property Tax-Unsecured	-	-	-		-	
<b>Property Taxes</b>	-	-	-		-	
3536 Endowment	9,600	9,000	9,000	0.0%	9,000	0.0%
3537 Proceeds from Cemetery	-	-	-		-	
3800 Interest Income	304	-	-		-	
3850 Miscellaneous Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
3910 Contribution from County	-	-	-		-	
<b>301 Cemetery Endowment</b>	<b>9,904</b>	<b>9,000</b>	<b>9,000</b>	<b>0.0%</b>	<b>9,000</b>	<b>0.0%</b>
	9,904					

City of Wildomar

Revenues

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17	
			2015-16 Budget	% change	Budget	% change
<b>410 Admin DIF</b>						
3560 Development Impact Fee	55	8,600	-	-100.0%	-	-
3561 DIF-Single Family Residence	5,214	100	9,300	9200.0%	14,700	58.1%
3562 DIF-Multi-Family Residential	-	-	-	-	10,700	-
3563 DIF-Commercial	56	300	1,100	266.7%	800	-27.3%
3564 DIF-Industrial	-	-	-	-	-	-
3800 Interest Income	-	-	-	-	-	-
3900 Transfers In	-	-	-	-	-	-
<b>410 Admin DIF</b>	<b>5,325</b>	<b>9,000</b>	<b>10,400</b>	<b>15.6%</b>	<b>26,200</b>	<b>151.9%</b>
<b>420 City Hall DIF</b>						
3560 Development Impact Fee	1,207	271,000	-	0.0%	-	-
3561 DIF-Single Family Residence	106,598	3,000	62,300	1976.7%	98,300	57.8%
3562 DIF-Multi-Family Residential	-	-	-	-	76,500	-
3563 DIF-Commercial	1,266	5,000	44	-99.1%	3,300	7400.0%
3564 DIF-Industrial	-	-	-	-	-	-
3800 Interest Income	-	-	-	-	-	-
3900 Transfers In	-	-	-	-	-	-
<b>420 Public Facilities DIF</b>	<b>109,071</b>	<b>279,000</b>	<b>62,344</b>	<b>-77.7%</b>	<b>178,100</b>	<b>185.7%</b>

City of Wildomar

Revenues

Account Number	2013-14	2014-15	Proposed		2016-17	
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	% change
<b>421 Police Facilities DIF</b>						
3560 Development Impact Fee	-	40,000	-	-100.0%	-	
3561 DIF-Single Family Residence	226	1,000	36,900	3590.0%	58,100	57.5%
3562 DIF-Multi-Family Residential	-	-	-		45,300	
3563 DIF-Commercial	-	-	2,600		2,000	-23.1%
3564 DIF-Industrial	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>421 Police Facilities DIF</b>	<b>226</b>	<b>41,000</b>	<b>39,500</b>	<b>-3.7%</b>	<b>105,400</b>	<b>166.8%</b>
<b>422 Animal Shelter DIF</b>						
3560 Development Impact Fee	-	19,600	-	-100.0%	-	
3561 DIF-Single Family Residence	249	400	40,611	10052.8%	47,339	16.6%
3562 DIF-Multi-Family Residential	-	-	-		118,293	
3563 DIF-Commercial	-	-	-		-	
3564 DIF-Industrial	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>422 Animal Shelter Facilities DIF</b>	<b>249</b>	<b>20,000</b>	<b>40,611</b>	<b>103.1%</b>	<b>165,632</b>	<b>307.9%</b>

City of Wildomar

Revenues

Account Number	2013-14	2014-15	Proposed		2016-17	
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	% change
<b>423 Corporate Yard DIF</b>						
3560 Development Impact Fee	-	20,000	-	-100.0%	-	
3561 DIF-Single Family Residence	79	-	13,000		20,400	56.9%
3562 DIF-Multi-Family Residential	-	-	-		15,900	
3563 DIF-Commercial	-	-	900		700	-22.2%
3564 DIF-Industrial	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>422 Corporate Yard Facilities DIF</b>	<b>79</b>	<b>20,000</b>	<b>13,900</b>	<b>-30.5%</b>	<b>37,000</b>	<b>166.2%</b>
<b>430 Fire Facilities DIF</b>						
3560 Development Impact Fee	705	207,000	-	-100.0%	-	
3561 DIF-Single Family Residence	62,478	4,000	71,400	1685.0%	112,500	57.6%
3562 DIF-Multi-Family Residential	-	-	-		87,600	
3563 DIF-Commercial	1,196	5,000	5,000	0.0%	3,800	-24.0%
3564 DIF-Industrial	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>430 Fire Facilities DIF</b>	<b>64,379</b>	<b>216,000</b>	<b>76,400</b>	<b>-64.6%</b>	<b>203,900</b>	<b>166.9%</b>

City of Wildomar

Revenues

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17	
			2015-16 Budget	% change	Budget	% change
<b>440 Trans-Roads DIF</b>						
3560 Development Impact Fee	549	160,500	-	-100.0%	-	
3561 DIF-Single Family Residence	49,686	5,500	500,900	9007.3%	789,800	57.7%
3562 DIF-Multi-Family Residential	-	-	-		608,700	
3563 DIF-Commercial	501	2,000	159,300	7865.0%	121,800	-23.5%
3564 DIF-Industrial	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>440 Trans-Roads DIF</b>	<b>50,736</b>	<b>168,000</b>	<b>660,200</b>	<b>293.0%</b>	<b>1,520,300</b>	<b>130.3%</b>
<b>450 Trans-Signals DIF</b>						
3560 Development Impact Fee	420	113,500	-	-100.0%	-	
3561 DIF-Single Family Residence	39,317	8,000	65,100	713.8%	102,600	57.6%
3562 DIF-Multi-Family Residential	-	-	-		78,900	
3563 DIF-Commercial	1,709	6,500	20,700	218.5%	15,800	-23.7%
3564 DIF-Industrial	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>450 Trans-Signals DIF</b>	<b>41,446</b>	<b>128,000</b>	<b>85,800</b>	<b>-33.0%</b>	<b>197,300</b>	<b>130.0%</b>

City of Wildomar

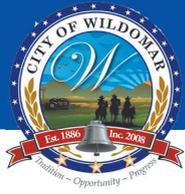
Revenues

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17	
			2015-16 Budget	% change	Budget	% change
<b>451 Drainage DIF</b>						
3560 Development Impact Fee	-	-	-		-	
3561 DIF-Single Family Residence	-	-	224,000		353,200	57.7%
3562 DIF-Multi-Family Residential	-	-	-		243,600	
3563 DIF-Commercial	-	-	26,700		16,600	-37.8%
3564 DIF-Industrial	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>451 Drainage DIF</b>	<b>-</b>	<b>-</b>	<b>250,700</b>		<b>613,400</b>	<b>144.7%</b>
<b>460 Regional Parks DIF</b>						
3560 Development Impact Fee	300,563	169,000	-	-100.0%	-	
3561 DIF-Single Family Residence	50,138	3,000	96,800	3126.7%	152,600	57.6%
3562 DIF-Multi-Family Residential	-	-	-		118,900	
3563 DIF-Commercial	554	-	-		-	
3564 DIF-Industrial	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>460 Regional Parks DIF</b>	<b>351,255</b>	<b>172,000</b>	<b>96,800</b>	<b>-43.7%</b>	<b>271,500</b>	<b>180.5%</b>

City of Wildomar

Revenues

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget	% change
			2015-16 Budget			
<b>461 Park Improvements DIF</b>						
3560 Development Impact Fee			-		-	
3561 DIF-Single Family Residence			636,900		1,004,200	57.7%
3562 DIF-Multi-Family Residential	-	-	-		782,200	
3563 DIF-Commercial	-	-	-		-	
3564 DIF-Industrial	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>461 Park Improvements DIF</b>	<b>-</b>	<b>-</b>	<b>636,900</b>		<b>1,786,400</b>	<b>180.5%</b>
<b>470 Community Ctr DIF</b>						
3560 Development Impact Fee	65	17,400	-	-100.0%	-	
3561 DIF-Single Family Residence	6,192	1,600	77,000	4712.5%	121,400	57.7%
3562 DIF-Multi-Family Residential	-	-	-		94,500	
3563 DIF-Commercial	-	-	-		-	
3564 DIF-Industrial	-	-	-		-	
3800 Interest Income	-	-	-		-	
3900 Transfers In	-	-	-		-	
<b>470 Community Ctr DIF</b>	<b>6,257</b>	<b>19,000</b>	<b>77,000</b>	<b>305.3%</b>	<b>215,900</b>	<b>180.4%</b>



**Decision Packages for Consideration to Add to the Budget and/or Prioritize  
for Future Funding Opportunities**

City of Wildomar  
2015 - 2017 Biennial Budget  
**Detailed Decision Package**



**Decision Package Title:** Various Zoning Ordinance Amendments

**Service Impact:** \_\_\_ Safety, X Development, \_\_\_ Recreation,  
\_\_\_ Transportation, \_\_\_ Other

**Department:** Planning Department

**Budget Period:** 2015/16 & 2016/17

**Recommendation Summary Text:**

Prepare various zoning ordinance amendments (4 of them) that will address local needs (i.e., Tattoo Studios & Temporary Use Permits) and recent state regulations (i.e., Group Homes & Massage Businesses).

**Fiscal Summary of Costs and Funding Source**

<b>Operating Expenditures</b>	<b>Fund</b>	<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b>Various Zoning Ordinance Amendments</b>	<b>G. F.</b>	<b>\$10,000</b>		<b>\$10,000</b>		<b>\$20,000</b>
<b><i>Total Cost</i></b>		<b>\$10,000</b>		<b>\$10,000</b>		<b>\$20,000</b>
<b>Revenue or Funding Source</b>		<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b><i>Total Revenue/Funds</i></b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>

**Package Description:**

These amendments will address City Councils' comments to allow Tattoo Studios and to create a Temporary Use Permit process that will allow for temporary use of lands until certain sites are ready for ultimate development opportunities.

### **Narrative Justification and Impact Statement:**

(In the sections below, thoroughly describe the impacts that will result from this request.)

- **Describe the way in which way this package contributes to the City of Wildomar.**

Two of the code will facilitate Council's desire to address permitted and conditionally permitted uses that are currently not identified in the Zoning Ordinance. The other two code amendments will address recent state regulations affecting Group Homes and Massage Businesses.

- 
- **Measure Detail.**

(Describe and quantify any changes to output, outcome or performance measures that would result from this request)

The various code amendments will be a one-time (non-recurring) expense.

City of Wildomar  
2015 - 2017 Biennial Budget  
**Detailed Decision Package**



**Decision Package Title:** Tree Preservation Ordinance

**Service Impact:** \_\_\_ Safety, X Development, \_\_\_ Recreation,  
\_\_\_ Transportation, \_\_\_ Other

**Department:** Planning Department

**Budget Period:** 2015/16 & 2016/17

**Recommendation Summary Text:**

Draft a tree preservation ordinance identifying heritage and/or important trees and the process to consider removal and/or replacement.

**Fiscal Summary of Costs and Funding Source**

<b>Operating Expenditures</b>	<b>Fund</b>	<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
Tree Preservation Ord.	G. F.			\$7,000		\$7,000
<b>Total Cost</b>		\$ 0		\$7,000		\$7,000
<b>Revenue or Funding Source</b>		<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b>Total Revenue/Funds</b>		\$		\$0		\$0

**Package Description:**

To prepare a tree preservation ordinance an overview of the existing urban forest by a certified arborist should be prepared and example trees photographed. At the public workshop the results of the forest overview will be presented and the scope of the tree preservation ordinance discussed. A subsequent workshop will be held at a Planning Commission meeting to discuss the parameters of the ordinance and the process for administration. This effort assumes that an exemption will be adequate to process the tree preservation ordinance.

## **Narrative Justification and Impact Statement:**

(In the sections below, thoroughly describe the impacts that will result from this request.)

- **Describe the way in which way this package contributes to the City of Wildomar.**

The tree preservation ordinance will provide a foundation for the Planning Commission and City Council to preserve special trees meeting a certain criteria as part of any new development activity.

- 
- **Measure Detail.**

(Describe and quantify any changes to output, outcome or performance measures that would result from this request)

The tree preservation ordinance will be a one-time (non-recurring) expense.

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE)**

**Assumptions.** (Thoroughly describe how costs/revenues were determined and what assumptions were used in that process, as well as the assumptions used to determine the number of FTEs required including costs by account category.)

### Approach

1. Field review, photographs and consideration by certified arborist.
2. Two public workshops. (One at-large, one during a Planning Commission Meeting)
3. As the City currently has no ordinance, and the intent of this ordinance would be to protect resources, it is probable that an Exemption would suffice for adoption. If an exemption is not suitable, then either an addendum to the General Plan EIR, or an IS/ND could be processed. This estimate assumes an Exemption.
4. Ordinance. (Draft and Final)
5. Staff Report.
6. Planning Commission and City Council Meetings.

City of Wildomar  
2015 - 2017 Biennial Budget  
**Detailed Decision Package**



**Decision Package Title:** Comprehensive Sign Code Update

**Service Impact:** \_\_\_ Safety, X Development, \_\_\_ Recreation,  
\_\_\_ Transportation, \_\_\_ Other

**Department:** Planning Department

**Budget Period:** 2015/16 & 2016/17

**Recommendation Summary Text:**

Replace the existing sign code to meet current trends and demands.

**Fiscal Summary of Costs and Funding Source**

<b>Operating Expenditures</b>	<b>Fund</b>	<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b>Sign Code Update</b>	<b>G. F.</b>	<b>\$35,000</b>		<b>\$25,000</b>		<b>\$60,000</b>
<b>Total Cost</b>		<b>\$35,000</b>		<b>\$25,000</b>		<b>\$60,000</b>
<b>Revenue or Funding Source</b>		<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b>Total Revenue/Funds</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>

**Package Description:**

This effort will result in a comprehensive update to the existing sign ordinance. The work includes an inventory of existing signs as well as a review of previous sign permits and variances. The new ordinance will be developed following public workshops and will be consistent with the Outdoor Advertising Act found in the Business and Professions code. (Section 5200) As regulating signs can be a sensitive issue to the business community, this scope assumes that two stand alone public workshops to allow for a thorough discussion of sign issues, and one workshop before the Planning Commission. The new ordinance will favor graphics over text in explaining the intent of the regulation. This effort assumes an addendum based on the General Plan EIR will suffice for CEQA compliance. The effort also includes reaching out to the Wildomar Chamber of Commerce and the Building Industry Association regarding the standards.

**Narrative Justification and Impact Statement:**

(In the sections below, thoroughly describe the impacts that will result from this request.)

- **Describe the way in which way this package contributes to the City of Wildomar.**

The comprehensive sign code update will revise the City's existing sign regulations so it better matches with current design trends and modern technology that will benefit businesses throughout the City.

- 
- **Measure Detail.**

(Describe and quantify any changes to output, outcome or performance measures that would result from this request)

The comprehensive sign code update will revise the City's existing sign regulations so it better matches with current design trends and modern technology that will benefit businesses throughout the City.

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE)**

**Assumptions.** (Thoroughly describe how costs/revenues were determined and what assumptions were used in that process, as well as the assumptions used to determine the number of FTEs required including costs by account category.)

### **Approach**

1. Survey of existing signs.
2. Three public workshops. (Two stand alone, one during a Planning Commission Meeting)
3. Tier CEQA compliance from General Plan EIR
  - a. Addendum. Probable.
  - b. Supplement. Possible, but unlikely.
  - c. Subsequent. Unlikely.
4. Sign Ordinance (Draft and Final) Adopted by Ordinance (with Amortization Schedule).
5. Staff Report.
6. Planning Commission and City Council Meetings.

City of Wildomar  
2015 - 2017 Biennial Budget  
**Detailed Decision Package**



**Decision Package Title:** Historic Preservation Ordinance

**Service Impact:** \_\_\_ Safety, X Development, \_\_\_ Recreation,  
\_\_\_ Transportation, \_\_\_ Other

**Department:** Planning Department

**Budget Period:** 2015/16 & 2016/17

**Recommendation Summary Text:**

Prepare an ordinance that identifies a process for addressing historic structures and establishing procedures related thereto in the City of Wildomar.

**Fiscal Summary of Costs and Funding Source**

<b>Operating Expenditures</b>	<b>Fund</b>	<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b>Historic Preservation Ordinance</b>	<b>G. F.</b>	<b>\$</b>		<b>\$10,000</b>		<b>\$10,000</b>
<b>Total Cost</b>		<b>\$</b>		<b>\$10,000</b>		<b>\$10,000</b>
<b>Revenue or Funding Source</b>		<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b>Total Revenue/Funds</b>		<b>\$</b>		<b>\$0</b>		<b>\$0</b>

**Package Description:**

Currently, the City's municipal code has provisions for the protection of structures within a Historic District (Section 15.88.050). This ordinance would establish procedures for addressing historic structures within and outside of historic districts. The initial work will be to identify remaining historic structures, landscapes and places of importance in the City in coordination with the Wildomar Historical Society and the public. The ordinance will address the process for approving renovations, expansion(s), demolition or movement of buildings considered eligible for historic status by the ordinance. In addition to the public workshops, public notice will be made to owners of property containing structures considered eligible for historic status by the ordinance.

## **Narrative Justification and Impact Statement:**

(In the sections below, thoroughly describe the impacts that will result from this request.)

- **Describe the way in which way this package contributes to the City of Wildomar.**

This ordinance would establish procedures for addressing historic structures within and outside of historic districts working with the Wildomar Historical Society.

- 
- **Measure Detail.**

(Describe and quantify any changes to output, outcome or performance measures that would result from this request)

The ordinance would result in preservation of historic structures in the City.

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE)**

**Assumptions.** (Thoroughly describe how costs/revenues were determined and what assumptions were used in that process, as well as the assumptions used to determine the number of FTEs required including costs by account category.)

### **Approach**

1. Work with the public and the Wildomar Historical Society to compile a structure inventory and brief historic overview of the City.
2. Three public workshops. (Two stand alone, one during a Planning Commission Meeting)
3. Tier CEQA compliance from General Plan EIR
  - a. Addendum. Probable.
  - b. Supplement. Possible, but unlikely.
  - c. Subsequent. Unlikely.
4. Ordinance (Draft and Final).
5. Staff Report.
6. Planning Commission and City Council Meetings.

City of Wildomar  
2015 - 2017 Biennial Budget  
**Detailed Decision Package**



**Decision Package Title:** Commercial/Industrial Design Guidelines

**Service Impact:** \_\_\_ Safety, X Development, \_\_\_ Recreation,  
\_\_\_ Transportation, \_\_\_ Other

**Department:** Planning Department

**Budget Period:** 2015/16 & 2016/17

**Recommendation Summary Text:**

Prepare Commercial and Industrial design guidelines to a similar level of detail as the existing Residential design guidelines.

**Fiscal Summary of Costs and Funding Source**

<b>Operating Expenditures</b>	<b>Fund</b>	<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b>Commercial Design Guidelines</b>	<b>G. F.</b>	<b>\$17,500</b>		<b>\$</b>		<b>\$</b>
<b>Total Cost</b>		<b>\$17,500</b>		<b>\$</b>		<b>\$</b>
<b>Revenue or Funding Source</b>		<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b>Total Revenue/Funds</b>		<b>\$0</b>		<b>\$</b>		<b>\$</b>

**Package Description:**

This effort will result in the preparation and adoption of commercial and industrial design guidelines reflecting the character of the Wildomar community. The guidelines will be in a similar format as the current residential design guidelines and be used to evaluate commercial and industrial development projects. The guidelines will be based on a survey of existing design features in Wildomar, results of the public workshop, and recommendations from the public. The guidelines will favor photographs over text in explaining the intent of the design. This effort assumes an addendum based on the General Plan EIR, and includes two public workshops, one stand alone and one during a Planning Commission meeting. The effort also includes meeting with representatives of the Chamber of Commerce and the Building Industry Association regarding the guidelines.

## **Narrative Justification and Impact Statement:**

(In the sections below, thoroughly describe the impacts that will result from this request.)

- **Describe the way in which way this package contributes to the City of Wildomar.**

The commercial and industrial design guidelines will provide specific guidelines for evaluating the architectural design of commercial and industrial projects in the City. It will also provide direction to the development community as they plan and design their projects and would result in time savings during the development review process.

- 
- **Measure Detail.**

(Describe and quantify any changes to output, outcome or performance measures that would result from this request)

The commercial and industrial design guidelines will provide specific guidelines for evaluating the architectural design of commercial and industrial projects in the City. It will also provide direction to the development community as they plan and design their projects and would result in time savings during the development review process.

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE)**

**Assumptions.** (Thoroughly describe how costs/revenues were determined and what assumptions were used in that process, as well as the assumptions used to determine the number of FTEs required including costs by account category.)

### **Approach**

1. Photographs and existing design overview of City.
2. Two public workshops. (One stand alone, one during a Planning Commission Meeting)
3. Tier CEQA compliance from General Plan EIR
  - a. Addendum. Probable.
  - b. Supplement. Possible, but unlikely.
  - c. Subsequent. Unlikely.
4. Design Guidelines (Draft and Final) Adopted by Resolution.
5. Staff Report.
6. Planning Commission and City Council Meetings.

**City of Wildomar**  
**2016-2017 Biennial Budget**  
**Detailed Decision Package**



**Decision Package Title:** CSO II / Police Officer

**Service Impact:**  Safety,  Development,  Recreation,  
 Transportation,  Other

**Department:** Police Department

**Budget Period:** 2016-2017

**Recommendation Summary Text**

(Succinct 100 word or less description of the request.)

Add (1) Community Service Officer II to existing contract.  
 0700-1700 hours, 4 days per week, 40 hours per week  
 Add (1) Police Officer to existing contract.  
 0700-1700 hours, 4 days per week, 40 hours per week

**Fiscal Summary of Costs and Funding Source**

(Provide the funding source)

<b>Operating Expenditures</b>	<b>Fund</b>	<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
(1) CSO II		\$107,407		\$114,965		\$222,372
(1) Officer		\$286,616		\$306,783		\$593,399
<b>Total Cost</b>		<b>\$394,023</b>		<b>\$421,748</b>		<b>\$815,771</b>
<b>Revenue or Funding Source</b>		<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b>Total Revenue/Funds</b>		<b>\$</b>		<b>\$</b>		<b>\$</b>

**Package Description:**

(Please provide a description of why we need this, solution to what problem, and comparison to existing levels of funding and output.)

The addition of a Community Service Officer II provides a cost effective alternative that allows a sworn officer to remain available to respond to more serious and urgent calls for service. Community Service Officers, working under general supervision, perform a variety of tasks such as the following:

1. Investigate and complete criminal reports where there is no known direct suspect information. Crimes such as burglary, vehicle burglary, vehicle theft or recovery, petty theft, grand theft or vandalism would be investigated by a C.S.O. Collecting and processing fingerprints or other physical evidence is a typical C.S.O. responsibility.
2. Investigate and complete a traffic collision report for non-injury collisions.

3. Provide traffic and crowd control at traffic collisions, crime scenes, or major community events.
4. Issue citations for California Vehicle Code and Wildomar Municipal Code violations such as illegal parking, expired registration, and unauthorized handicap parking.
5. Assist by transporting individuals to jail who have been arrested by deputies.

The addition of a Police Officer provides the city with a sworn officer who can respond to all calls for service and conduct pro-active patrol in the City (One extra ten hour shift, four days per week). The additional officer can be deployed during peak periods to help reduce response times, focus on traffic complaints or quality of life issues, or focus on areas with increased crime issues (burglaries, thefts, vandalisms, etc.).

## **Narrative Justification and Impact Statement:**

(In the sections below, thoroughly describe the impacts that will result from this request.)

- **Describe the way in which way this package contributes to the City of Wildomar.**

**Cost Savings or Revenue Increases.**

**Public Safety.**

**Customer Service.**

**Commitment to Effective Management.**

**Appropriate Staffing and Support.**

- 
- **Measure Detail.**

(Describe and quantify any changes to output, outcome or performance measures that would result from this request)

- **Impact on Residents/Customers and Services.**
- **Impact on Other City Programs.**
- **Relationship to Capital Budget**
- **Alternatives Explored.**
- **Distinction between One-Time (non-recurring) and Ongoing (recurring) Costs and Impacts to Future Budgets.**
- **Effects of Not Funding this Request.**
- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE) Assumptions.** (Thoroughly describe how costs/revenues were determined and what assumptions were used in that process, as well as the assumptions used to determine the number of FTEs required including costs by account category.)

Please submit completed form to [jmorales@cityofwilodmar.org](mailto:jmorales@cityofwilodmar.org) when completed.



City of Wildomar  
2016-2017 Biennial Budget  
**Detailed Decision Package**



**Decision Package Title:** Wildomar City Fire Marshal Services

**Service Impact:**  Safety,  Development,  Recreation,  
 Transportation,  Other

**Department:** Fire

**Budget Period:**

**Recommendation Summary Text**

(Succinct 100 word or less description of the request.)

In house fire marshal services by cost sharing fire department fire safety specialist(s)/inspector(s) with the City of Menifee. The program would be subsidized by projected revenue from Fire Department development fees in the city. Plan checks and Title 19 inspections would be handled by these fire department staff members. A city Fee Schedule would need to be updated. Further revenue could be obtained by implementing an annual business inspection program.

**Fiscal Summary of Costs and Funding Source**

(Provide the funding source)

<b>Operating Expenditures</b>	<b>Fund</b>	<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b>Total Cost</b>		<b>\$ 60000</b>		<b>\$ 60000</b>		<b>\$ 120000</b>
<b>Revenue or Funding Source</b>		<b><u>FY 2016</u></b>		<b><u>FY 2017</u></b>		<b><u>Total</u></b>
<b>Total Revenue/Funds</b>		<b>\$ 55000</b>		<b>\$ 55000</b>		<b>\$ 110000</b>

**Package Description:**

(Please provide a description of why we need this, solution to what problem, and comparison to existing levels of funding and output.)

This would streamline services to developers and city staff for plan checks, Title 19 inspections, etc. Fire Department personnel would be costs shared with the City of Menifee for the actual percentage of use.

## **Narrative Justification and Impact Statement:**

(In the sections below, thoroughly describe the impacts that will result from this request.)

- **Describe the way in which way this package contributes to the City of Wildomar.**

### **Cost Savings or Revenue Increases.**

The fire department personnel would be cost shared with the City of Menifee. Revenue from the services provide would cover the cost of fire department personnel.

### **Public Safety.**

Public safety would be enhanced by ensuring all new developments are designed and built to fire safety standards. Existing applicable businesses would receive mandatory inspections to ensure compliance to fire and city codes.

### **Customer Service.**

Customer service would be enhanced by providing an avenue to drop off and pick up documents and plans at one location closer to city offices.

### **Commitment to Effective Management.**

This would provide enhanced communication between fire department and city staff on new development projects.

### **Appropriate Staffing and Support.**

Fire department staff would be cost shared with the City of Menifee. Wildomar would cover the actual percentage of staff that is applicable to the percentage of work being conducted for the city.

- 
- **Measure Detail.**

(Describe and quantify any changes to output, outcome or performance measures that would result from this request)

- **Impact on Residents/Customers and Services.**
- **Impact on Other City Programs.**
- **Relationship to Capital Budget**
- **Alternatives Explored.**
- **Distinction between One-Time (non-recurring) and Ongoing (recurring) Costs and Impacts to Future Budgets.**
- **Effects of Not Funding this Request.**

- **Revenue and Expenditure Calculations and Assumptions and Staffing (FTE) Assumptions.** (Thoroughly describe how costs/revenues were determined and what assumptions were used in that process, as well as the assumptions used to determine the number of FTEs required including costs by account category.)

Please submit completed form to [jmorales@cityofwilodmar.org](mailto:jmorales@cityofwilodmar.org) when completed.



# ***General Fund Revenues***

## ***Section 9***

City of Wildomar

Revenues

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17	
			2015-16 Budget	% change	Budget	% change
<b>General Fund</b>						
3100 Sales & Use Tax	1,112,267	1,195,000	1,332,700	11.5%	1,717,700	28.9%
3101 Sales & Use Tax TFL	449,416	400,000	349,800	-12.6%	-	-100.0%
3102 Property Tax in Lieu of Sales Tax	-	-	-		-	
3103 ERAF Sales Tax	-	-	75,000		-	-100.0%
<b>Sales &amp; Use Taxes</b>	<b>1,561,683</b>	<b>1,595,000</b>	<b>1,757,500</b>	<b>10.2%</b>	<b>1,717,700</b>	<b>-2.3%</b>
3104 Pass Through Payment	55,886	50,000	60,000	20.0%	61,200	2.0%
3105 Property Tax-Secured	2,647,069	3,240,000	3,304,800	2.0%	3,370,900	2.0%
3106 Property Tax-Unsecured	139,710	175,000	175,000	0.0%	178,500	2.0%
3107 Property Tax-Prior Year	166,385	250,000	100,000	-60.0%	102,000	2.0%
3109 Property Tax-Supplemental, SBE	62,961	38,000	65,000	71.1%	66,300	2.0%
3110 Real Property Transfer Tax	106,039	110,000	112,200	2.0%	114,500	2.0%
3112 Property Tax VLF Swap	-	-	-		-	
<b>Property Taxes</b>	<b>3,178,050</b>	<b>3,863,000</b>	<b>3,817,000</b>	<b>-1.2%</b>	<b>3,893,400</b>	<b>2.0%</b>
3120 Franchise Fee-Solid Waste	294,170	305,000	311,000	2.0%	317,000	1.9%
3121 Franchise Fee-Electricity	284,169	307,000	313,000	2.0%	319,200	2.0%
3122 Franchise Fee-Gas	116,577	130,000	132,600	2.0%	135,000	1.8%
3123 Franchise Fee Cable-Time Warner	58,790	60,000	61,200	2.0%	62,400	2.0%
3124 Franchise Fee-Telecomm-Verizon	208,729	250,000	255,000	2.0%	260,100	2.0%
<b>Franchise Fees</b>	<b>962,435</b>	<b>1,052,000</b>	<b>1,072,800</b>	<b>2.0%</b>	<b>1,093,700</b>	<b>1.9%</b>
<b>TOTAL TAXES (100)</b>	<b>5,702,168</b>	<b>6,510,000</b>	<b>6,647,300</b>	<b>2.1%</b>	<b>6,704,800</b>	<b>0.9%</b>

City of Wildomar

Revenues

Account Number	2013-14	2014-15	Proposed		2016-17	
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	% change
3300 Abandoned Property Registration	8,400	9,000	9,000	0.0%	6,000	-33.3%
3310 Public Safety Revenue	9,672	10,000	10,000	0.0%	10,000	0.0%
3320 Special Event Revenue	3,249	2,000	3,000	50.0%	3,000	0.0%
3322 Parks & Recreation	40	1,000	1,000	0.0%	1,000	0.0%
3323 Farmers Market	-	-	-		-	
3325 Sports Leagues	-	-	-		-	
3326 Citizen Corp Revenue	-	-	-		-	
<b>TOTAL CURRENT SERVICE CHARGES (100)</b>	<b>21,361</b>	<b>22,000</b>	<b>23,000</b>	<b>4.5%</b>	<b>20,000</b>	<b>-13.0%</b>
3802 Cash Over/Short	-	-	-		-	
3850 Miscellaneous Income	7,260	66,200	1,000	-98.5%	1,000	0.0%
3851 Save Our Park Donation	-	-	-		-	
3852 Donations	-	-	-		-	
3853 SOP Donation-O'Brien	-	-	-		-	
3854 SOP Donation-Windsong	-	-	-		-	
<b>TOTAL OTHER REVENUES (100)</b>	<b>7,260</b>	<b>66,200</b>	<b>1,000</b>	<b>-98.5%</b>	<b>1,000</b>	<b>0.0%</b>
3900 Transfers In	522,000	473,400	510,000	7.7%	522,000	2.4%
3901 Prior Period Adjustment	89,474	-	-		-	
<b>General Fund</b>	<b>8,359,914</b>	<b>9,346,600</b>	<b>9,129,600</b>	<b>-2.3%</b>	<b>9,360,300</b>	<b>2.5%</b>

## **General Fund Revenues:**

The General Fund revenue projections for the fiscal year 2015-16 budget are conservative estimates based upon perceived growth stemming from current economic conditions. The General Fund revenue projections for the fiscal year 2016-17 budget are subject to revisions during the City's quarterly budget review process.

All budget modifications or adjustments are subject to approval by the City Council. Changes in the local, State, and national economic environments can impact each of these revenue sources and these trends. Their possible effects on the City's finances in fiscal year 2015-16 are outlined below. Other General Fund revenue sources are influenced by these same economic conditions and various other non-economic events, such as a change in an existing fee or the implementation of a new policy in an existing program. The fiscal year 2015-16 proposed General Fund revenue projections were prepared using data current as of the end of March 31, 2015, the most recent data available prior to budget submittal.

## **Property Taxes**

### A Tax Levy

Proposition 13 limits the tax rate for each individual parcel to 1% of the assessed valuation of the property according to the most recent appraisal or sales price of similar properties sold.

The County of Riverside assesses the properties, calculates the tax to be levied on the properties and subsequently collects all property taxes. The cities within Riverside County receive their proportionate share of taxes from the county each year after the two key collection dates each fiscal year on December 10 and April 10. The property tax revenues are apportioned to taxing entities within Riverside County such as the City, Special Districts, Housing, Successor Agency, Education, and the County's General Fund based on an adjusted formula pursuant to Assembly Bill 8. Proportionally, the City receives about 10% of the 1% assessed value that Riverside County collects. For example: A residence assessed at \$300,000 would generate revenue to the County of \$3,000. Of the \$3,000 collected, approximately 10% or \$300 would be sent to the City of Wildomar.

### Tax Rates

Under current law, all taxable real and personal property is subject to a tax rate of 1% of the value. Section 51 of the Revenue and Taxation Code limits the annual increase in assessed valuation for real property to the lesser of 2% or the October-to-October change in the California Consumer Price Index (CCPI) preceding the January 1 lien date. Since 1976-77 the CCPI has been above two percent in all but five years, with the lowest CCPI being 1% in 1983-84.

Two funds receive property taxes from the county: The General Fund and the Cemetery Fund (General & Endowment Fund) In consideration of the current economic conditions, the revenue estimate for secured property taxes is \$3,304,800 for the General Fund and \$350,000 for the Cemetery Fund for fiscal year 2015-16.

**Sales & Use Tax**

The majority of sales tax revenue is generated from service stations, food markets and restaurants.

Based on actual experience and trends, the Finance department estimates an increase in sales tax revenue of 10.2% over the prior year estimate. In fiscal year 2016-17, the assumption of 2.3% decrease is used as a onetime \$75,000 "true-up" payment is expected to be received from the State.

**Franchise Fees**

Franchise fees (or taxes) are payments received from solid waste, electric, gas, cable & telephone providers within City limits. Payments are made in exchange for each provider's use of public right-of-way to conduct their business within the City of Wildomar. These franchise fees help pay for the City's general operations in the general fund.

**Licenses & Permit Fees**

Licenses and permits generate revenue for the purpose of recovering the costs associated with regulating an activity. These regulatory functions are typically performed by the City in the interests of promoting public safety. The City requires payment for the issuance of various City permits to ensure that structures meet specific standards. City permits include: building permits, electrical permits, mechanical and plumbing permits, grading and encroachment permits, and other miscellaneous fees. The City charges a fee for issuing the permits in order to recover the cost of review or inspection and finance the public programs regulating the activities.

**Use of Money**

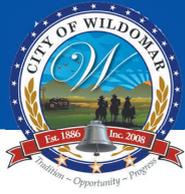
During fiscal year 2015-16, the City is expected to generate \$5,000 from invested cash on an averaged portfolio interest rate of 0.3%. Fiscal year 2016-17 interest earnings are expected to remain the same.

**Current Service Charges**

Charges for current services include revenue generated by General Fund departments resulting from services provided to the public and other City funds. The City, in exchange for a particular public service of a limited and specific benefit, collects service charges. The amount of each service charge is proportionate to the cost of providing the service. Service charges are collected for Public Safety and Parks & Recreation departments.

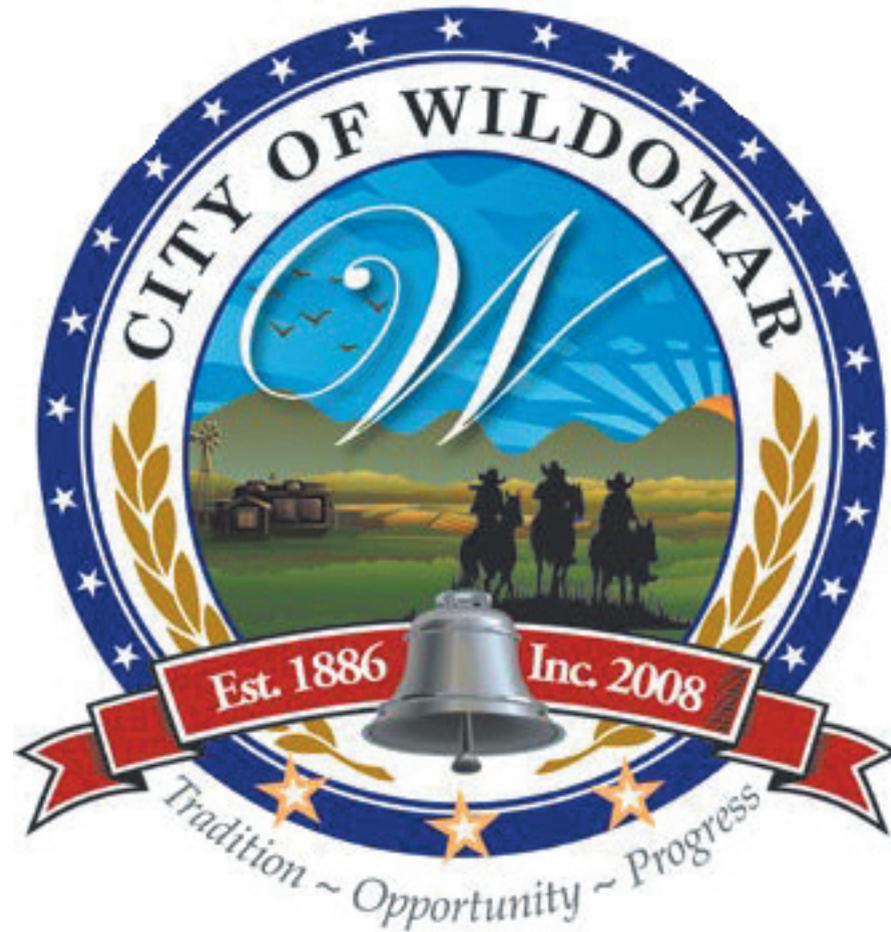
**Transfers-In and Prior Period Adjustments**

Transfers-In are transfers of cash made from other funds based on the annual cost allocation for overhead charges. The General Fund recognizes Transfers-In while the corresponding funds making the transfer recognizes a Transfers-Out. Prior Period Adjustments are infrequent and are only made when materially necessary. These adjustments occur when a fiscal period has been closed and audited where an adjustment of a revenue that should have been recognized in that fiscal year is made in the current year and reflected in the financial statements.



# ***City Council***

## ***Section 10***



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## City Council

The Mayor and Council serve as the governing body and legislative branch of Wildomar's municipal government. It is comprised initially of five Council members, each elected at-large to four year terms on a staggered basis. Annually, the Council selects a Mayor and Mayor Pro-tempore from amongst the Council members. The Mayor serves as the official head for all political, representative and ceremonial purposes. A Mayor Pro-tempore serves in absence of the Mayor.

### The Department at a Glance

**Mayor & City Council**  
**5 Council Members**

### Financial Summary

	2013-14	2014-15	Proposed		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget
<b><u>Department</u></b>					
Total Salary and Benefits	86,662	111,000	100,700	-9.3%	101,200
Other Expenditures	38,632	36,300	30,200	-16.8%	30,200
<b>City Council - 4110</b>	<b>125,294</b>	<b>147,300</b>	<b>130,900</b>	<b>-11.1%</b>	<b>131,400</b>
<b><u>Fund</u></b>					
<b>General Fund</b>	<b>125,294</b>	<b>147,300</b>	<b>130,900</b>	<b>-11.1%</b>	<b>131,400</b>

**Service Description:**

The City Council is responsible for establishing public policy, enacting laws of the City in the form of ordinances, authorizing actions on behalf of the City in the form of resolutions, adopting the annual budget, and hiring the City Manager and City Attorney. The Mayor and Council act as ombudsmen on behalf of citizens, conduct community events, and represent the City on international, national, state, county and local issues. The Council regularly meets the second Wednesday of each month.

**Long Term Goals:**

- Open, informed, and democratic public decisions;
- Responsive and appropriate legislation and policy;
- Effective and efficient execution of adopted laws and regulations;
- Provide legislative leadership beneficial to the residents and businesses of the City and enhance quality of life for residents, businesses and visitors alike and the value of the properties within the City.

**Two Year Work Plan:**

- Preservation of Essential Services and Fiscal Health. Adopt a budget that sustains the City's short and long-term fiscal health, preserves public health and safety, and other essential services in line with residents' priorities, and includes cost reduction strategies.
- Economic Development. Increase focus on economic development. Support creation of head of household jobs through developing strategies for infrastructure, focusing on promising growth sectors, and expediting desired economic activity. Expand collaboration with business community and responsible agencies.
- Neighborhood Wellness. Embrace and implement pro-active code enforcement and Neighborhood Protection policies.
- Legislation: Enacting ordinances and resolutions, reviewing compliance with adopted laws and regulations.
- Policy: Reviewing and adopting plans which guide the decisions and actions of the City's operating programs.
- Supervision: Directing and evaluating the City Manager, City Attorney and appointed commission and committee members.
- Traffic Congestion Relief. Continue efforts on projects and programs which relieve traffic congestion (street modifications, dust reduction and comprehensive clean street programs, intersection improvements, pedestrian improvements, bicycle/trail facilities, sidewalks, trip reduction programs, traffic signal operations, and public transit facilities.)

**Performance Measurement Outcomes:**

The performance of the City Council is ultimately measured by the voters of the City through the election process. Other measures of performance are concerns expressed by residents and businesses through appearances at Council meetings, emails, letters and phone calls.

**Prior Year Accomplishments**

- Re-opening and Expansion of City Parks.
- Achieved fiscal stability despite State taking of 22% of General Fund revenues.
- Negotiated uses of County and District properties.

**Significant Budgetary Changes**

- Consistent with prior year activity level.

**Staffing Levels:**

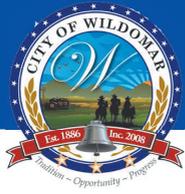
- 5 City Council Members.
- There are no term expirations scheduled during Fiscal Year 2015-16.

WORKLOAD MEASURES	Actual	Actual	Actual	Actual	Actual	Actual	Estimated	Planned	
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
City Council Meetings/Special Meetings	25	30	29	20	25	20	14	12	12
Advisory Commissions and Committees	1	1	1	1	2	1	1	2	2
Regional/County Commissions Served	20	20	20	22	22	22	22	22	22
Ordinances/Resolutions	30	22	10	5	10	5	5	5	5

**2015-16 & 2016-17 Departmental Budget**

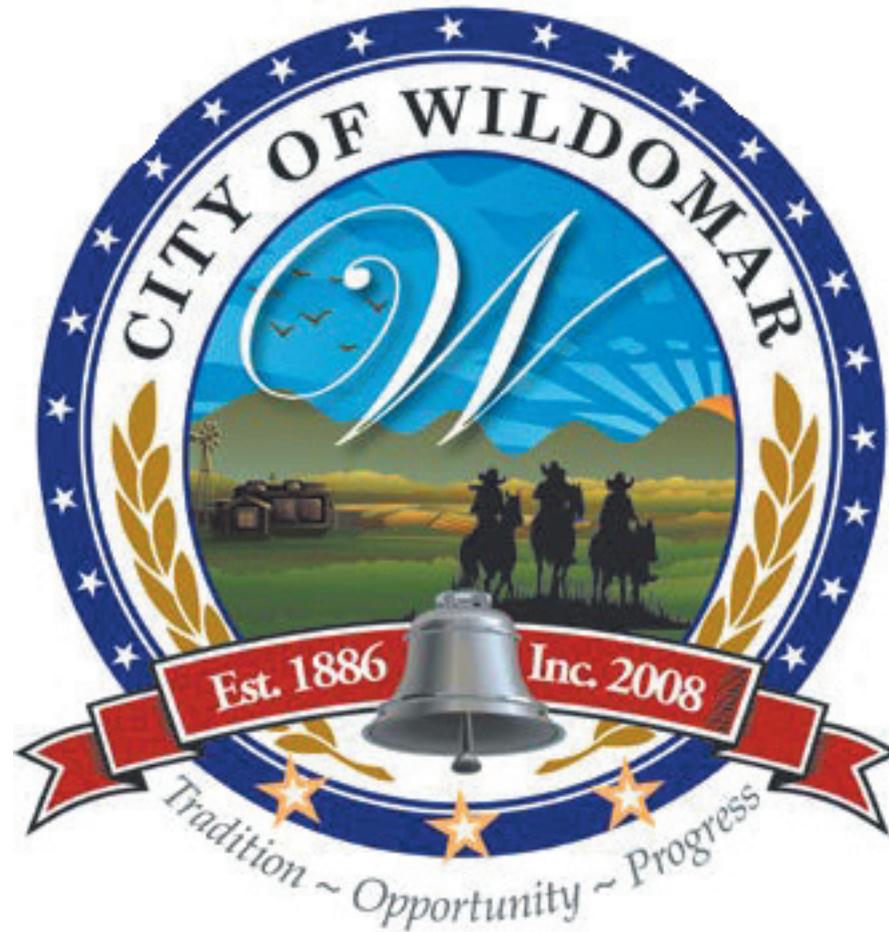
**City Council**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>GENERAL FUND</b>							
100-410-4110-51005	Stipends	18,000	18,000	18,000	0.0%	18,000	18,000
100-410-4110-51150	PERS Retirement	4,646	4,500	5,000	11.1%	5,500	5,500
100-410-4110-51155	Social Security	-	-	-		-	-
100-410-4110-51160	Medicare	163	500	500	0.0%	500	500
100-410-4110-51162	FUI	156	-	200		200	200
100-410-4110-51164	SUI	459	1,000	1,000	0.0%	1,000	1,000
100-410-4110-51200	Medical Ins.	53,024	60,000	60,000	0.0%	60,000	60,000
100-410-4110-51201	Dental Ins.	5,158	6,000	7,000	16.7%	6,000	6,000
100-410-4110-51202	Vision Ins.	986	6,000	5,000	-16.7%	6,000	6,000
100-410-4110-51204	Life Ins.	-	-	-		-	-
100-410-4110-51205	STD & LTD Ins.	-	-	-		-	-
100-410-4110-51208	Other Ins Premium	4,070	15,000	4,000	-73.3%	4,000	4,000
<b>Total Salary and Benefits</b>		<b>86,662</b>	<b>111,000</b>	<b>100,700</b>	<b>-9.3%</b>	<b>101,200</b>	<b>101,200</b>
100-410-4110-52010	Office Supplies	780	400	500	25.0%	500	500
100-410-4110-52012	Departmental Supplies	335	1,000	200	-80.0%	200	200
100-410-4110-52016	Reproduction	-	-	-		-	-
100-410-4110-52020	Legal Notices	-	-	-		-	-
100-410-4110-52100	Memberships/Dues	36	900	500	-44.4%	500	500
100-410-4110-52105	Meetings/Conferences	6,066	3,000	2,500	-16.7%	2,500	2,500
	Leauge Conference, Policy/Division Mtgs. Chamber and Local events. \$500 per Council Member.			2,500		2,500	
100-410-4110-52110	Training	-	-				
100-410-4110-52113	Travel	2,823	2,500	2,500	0.0%	2,500	2,500
	Leauge Conference, Policy/Division Mtgs. At \$500 per Council Member.			2,500		2,500	
100-410-4110-52115	Contractual Services	-	-				
100-410-4110-52116	Professional Services	-	-				
100-410-4110-52117	Legal Services	24,511	25,000	20,000	-20.0%	20,000	20,000
100-410-4110-53020	Telephone	3,753	2,500	3,000	20.0%	3,000	3,000
100-410-4110-53028	Communications	328	500	500	0.0%	500	500
100-410-4110-58100	Furniture & Equipment	-	500		-100.0%		
100-410-4110-58110	Hardware/Software	-	-	500		500	500
<b>TOTAL GENERAL FUND</b>		<b>125,294</b>	<b>147,300</b>	<b>130,900</b>	<b>-11.1%</b>	<b>131,400</b>	<b>131,400</b>
<b>Total City Council - 4110</b>		<b>125,294</b>	<b>147,300</b>	<b>130,900</b>	<b>-11.1%</b>	<b>131,400</b>	<b>131,400</b>



# ***City Manager***

## ***Section 11***



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## City Manager

The City Manager is the executive branch of the municipal government. The City Manager is the Chief Executive Officer of the municipal government and is hired by the City Council. The City Manager is responsible for the day-to-day affairs of the municipal government, carrying out the policies of the City Council, establishing an annual budget and long range business and capital improvement plans, upholding the laws of the City, and the hiring of City employees.

### The Department at a Glance

**City Manager Department**

City Manager – 75%  
 Administrative Analyst – 75%

	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget
			2015-16 Budget	% change	
<b>Department</b>					
Total Salary and Benefits	246,483	251,900	269,200	6.9%	276,900
Other Expenditures	65,941	74,600	44,000	-41.0%	45,200
<b>City Manager - 4120</b>	<b>312,424</b>	<b>326,500</b>	<b>313,200</b>	<b>-4.1%</b>	<b>322,100</b>
<b>Fund</b>					
<b>General Fund</b>	<b>312,424</b>	<b>326,500</b>	<b>313,200</b>	<b>-4.1%</b>	<b>322,100</b>

## **Long Term Goals**

- Develop a world-class municipal service organization that meets the needs of the residents and businesses in an ethical, efficient, business-like and professional manner.
- Provide opportunity for City Administration training and education of staff and residents.
- Recommend to City Council Long Term City Hall Facility Acquisition plan.
- Provide the ability for fiscally balanced development and growth.
- Reduce costs, increase services.
- Increase communications process with public and council.
- Review contract model and cost analysis of vendor services on regular basis.
- Provide for open, transparent and accountable processes within all departments.

## **Two Year Work Plan**

- Provide quarterly training/meeting with staff.
- Reduce Animal Control Costs.
- Oversee the implementation of Clean Streets program.
- Implement Trails Activity Programs.
- Establish Facility Joint Use Agreement with School District
- Partner with community organization for aquatics program
- Implement a weekly press releases/updates and monthly City Hall highlights publication.
- User Fee program update.
- City Hall facility long term lease/purchase.
- Seek Motor Vehicle License Fee (MVLFF) revenue replacement.
- City web site enhancements.
- City policies review.

## **Performance Measurement Outcomes**

The performance of the City Manager is ultimately measured by the City Council through some of the following means:

- Keeping the City Council informed as to activities within and affecting the City.
- Carrying out the policies and objectives of the City Council.
- Keeping abreast of and operating the City in compliance with all applicable laws.
- Submitting a responsive and responsible annual budget in a timely manner.
- Maintaining and enhancing the financial health and discipline in the City.
- Responding to City Council, resident and business inquiries in a timely manner.

**Prior Year Accomplishments**

- Opened Parks and conducted recreation special events.
- Completed fiscal year, maintaining general fund balance despite the State taking of \$2.0m of general fund revenue.
- Enhanced process for neutralizing fiscal impact of new development.
- Consolidated activities to temporality absorb duties of Community Services Manager and Finance Director with existing staff.

**Significant Budgetary Changes**

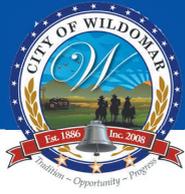
- None.

**2015-16 & 2016-17 Departmental Budget**

City Manager Account Number		2013-14 Year End Actual	2014-15 Estimated Budget	Proposed			
				2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail
<b>GENERAL FUND</b>							
100-410-4120-51001	Salaries	173,080	172,400		186,700	8.3%	192,300
100-410-4120-51010	Overtime	2,049	-				
100-410-4120-51100	Auto Allowance	5,681	5,900		7,400	25.4%	8,000
100-410-4120-51105	Cell Phone Allowance	1,080	800		1,100	37.5%	1,100
100-410-4120-51107	Internet Allowance	1,080	800		1,100	37.5%	1,100
100-410-4120-51150	PERS Retirement	40,312	40,100		46,600	16.2%	47,900
100-410-4120-51155	Social Security	-	-		-		-
100-410-4120-51160	Medicare	2,673	2,500		2,800	12.0%	2,900
100-410-4120-51162	FUI	252	200		100	-50.0%	100
100-410-4120-51164	SUI	389	400		500	25.0%	600
100-410-4120-51200	Medical Ins.	14,008	18,000		18,000	0.0%	18,000
100-410-4120-51201	Dental Ins.	2,399	1,800		2,300	27.8%	2,300
100-410-4120-51202	Vision Ins.	414	1,800		1,400	-22.2%	1,400
100-410-4120-51204	Life Ins.	-	-		-		-
100-410-4120-51205	STD & LTD Ins.	-	-		-		-
100-410-4120-51208	Other Ins Premium	3,066	7,200		1,200	-83.3%	1,200
<b>Total Salary and Benefits</b>		<b>246,483</b>	<b>251,900</b>		<b>269,200</b>	<b>6.9%</b>	<b>276,900</b>
100-410-4120-52010	Office Supplies	954	1,000		500	-50.0%	500
100-410-4120-52012	Departmental Supplies	1,916	100		-	-100.0%	-
100-410-4120-52015	Postage Mailing	-	100		-	-100.0%	-
100-410-4120-52016	Reproduction	-	1,000		100	-90.0%	100

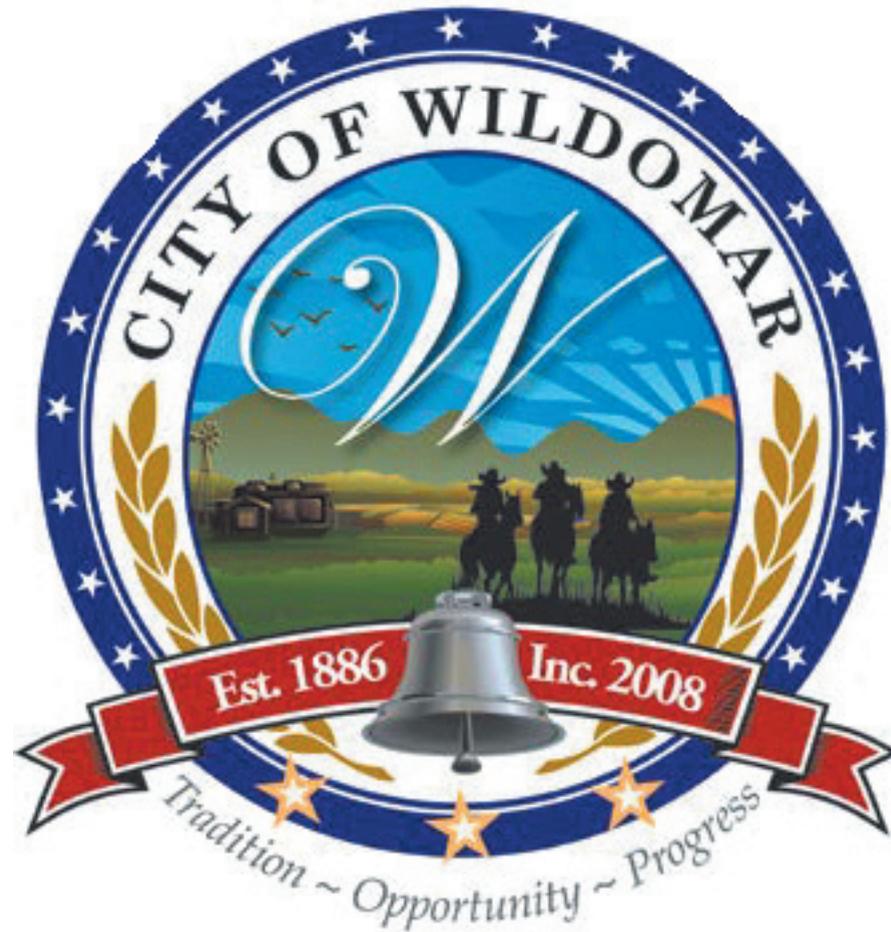
**2015-16 & 2016-17 Departmental Budget**

City Manager		2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
				2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
Account Number								
100-410-4120-52100	Memberships/Dues	348	2,000		1,800	-10.0%		1,800
	American Society of Public Administration (ASPA)			100			100	
	California Society of Finance Officers (CSMFO)			100			100	
	Government Finance Officers Association (GFOA)			100			100	
	International City Managers Association (ICMA)			1,500			1,500	
100-410-4120-52105	Meetings/Conferences	626	2,300		1,300	-43.5%		1,800
	League of Ca Cities Annual Conference			1,000			1,000	
	League Of Ca Cities - Division Meetings			200			200	
	Southwest Economic Development Council			100			100	
	International Council of Shopping Centers (ICSC)			-			500	
100-410-4120-52110	Training	399	500		800	60.0%		1,000
	League of Ca Cities-City Managers Conference			800			1,000	
100-410-4120-52113	Travel	602	1,500		500	-66.7%		1,000
	League Annual Conference			500			500	
	ICSC			-			500	
100-410-4120-52115	Contractual Services	38,592	59,900		36,000	-39.9%		36,000
	Gonsalves and Son's Lobbyist Communication Services			36,000			36,000	
	Economic Development Services			-			-	
100-410-4120-52116	Professional Services	1,507	2,200		-	-100.0%		-
100-410-4120-52117	Legal Services	19,978	4,000		2,000	-50.0%		2,000
100-410-4120-58110	Hardware/Software	1,019	-		1,000			1,000
	Computer			1,000			-	
<b>TOTAL GENERAL FUND</b>		<b>312,424</b>	<b>326,500</b>		<b>313,200</b>	<b>-4.1%</b>		<b>322,100</b>
<b>Total City Manager - 4120</b>		<b>312,424</b>	<b>326,500</b>		<b>313,200</b>	<b>-4.1%</b>		<b>322,100</b>



# ***City Clerk***

## ***Section 12***



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## City Clerk

The City Clerk’s Office is a public service department that provides a variety of professional and administrative duties in support of the City Council in accordance with the Public Records Act, Political Reform act, Brown Act, and Elections Code. It also serves as the official recorder of the City Council. The City Clerk’s Office also has the responsibility for the City’s Human Resources function.

### The Department at a Glance

**City Clerk’s Department**  
City Clerk – 85%

	2013-14	2014-15	Proposed		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget
<b>Department</b>					
Total Salary and Benefits	106,454	106,200	125,400	18.1%	130,100
Other Expenditures	46,190	91,700	33,300	-63.7%	60,000
<b>City Clerk - 4130</b>	<b>152,644</b>	<b>197,900</b>	<b>158,700</b>	<b>-19.8%</b>	<b>190,100</b>
<b>Fund</b>					
<b>General Fund</b>	<b>152,644</b>	<b>197,900</b>	<b>158,700</b>	<b>-19.8%</b>	<b>190,100</b>

**Service Description:**

- Strengthen public trust in government and facilitate the democratic process.
- Provide City Council support by writing proclamations and presentations, manage City-wide electronic City Council agenda process and meeting notice requirements, maintain legislative history, manage the filing of contracts and agreements, resolutions, ordinances, minutes, document recordings, and provide information to the public.
- Process claims in a timely manner and provide training to minimize the City's risk.
- Conduct all municipal elections, including Measures for Initiative (or Referendum Petitions), and participate and initiate voter outreach programs, as well as collect, review, and manage all campaign filing forms.
- Update the City of Wildomar Municipal Code annually, and ensure it is available to all citizens through the City's website.
- Work with the FPPC to ensure all City Council Members, Planning Commissioners, Employees, Committee Members, and Candidates are in compliance with reporting requirements.
- Provide open access to complete and accurate public documents for both internal and external customers.
- Maintain custody of the City Seal.
- Authenticating official papers and instruments requiring certification.
- Manage the Human Resources Department ensuring all employment, required training, and day-to-day operations are proper and in accordance with City and State laws.

**Long Term Goals**

- Orientation and training for City Council, Planning Commission, and Committee Members in meeting legal requirements including FPPC filings, Brown Act, and general meeting decorum.
- Orientation and training for new employees.
- Implement audio live-stream of all City Council and Planning Commission meetings.

**Two Year Work Plan**

- Coordinate AB 1234 ethics training
- Implement a City-wide records management program
- Conduct Human Resources training to ensure compliance with all City and State laws
- Develop and implement a City-wide Records Retention Schedule
- Develop and implement a Social Media Policy
- Update the Conflict of Interest Code
- All FPPC filings uploaded on the City's website for greater transparency of records

**Prior Year Accomplishments**

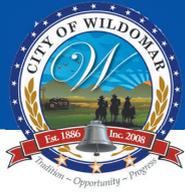
- Issued and processed candidate nominations for November 2014 General Municipal Election

- Coordinated and conducted November 4, 2014 General Municipal Election
- Completed the process for trademarking/registering the City's official logo and brand
- Continued to receive training through PARSAC regarding the City's risk management
- Pursued grant opportunities through PARSAC to assist the City in reducing liability throughout the City

<b>DEPARTMENTAL ACTIVITY REPORT</b>									
	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>	<b>11-12</b>	<b>12-13</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>	<b>16-17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
City Council Meeting Agendas/Minutes	25	30	29	20	25	18	16	14	14
Ordinances	30	22	10	5	10	10	10	10	10
Resolutions	117	91	75	55	34	34	34	34	34

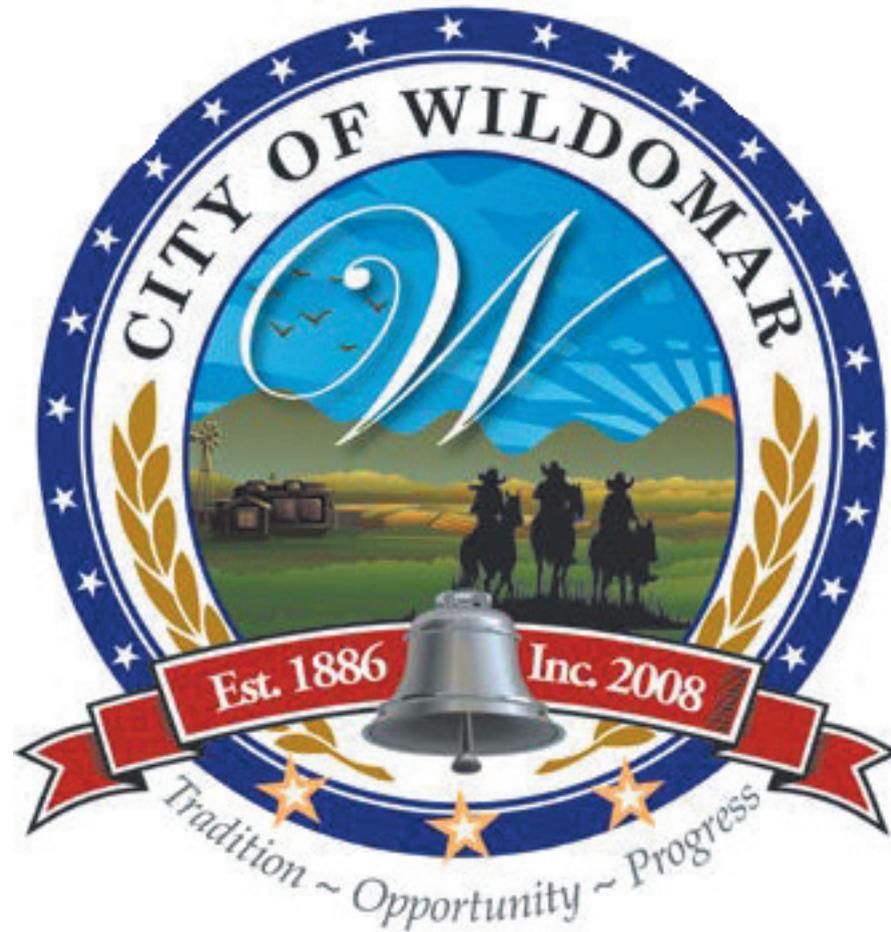
**2015-16 & 2016-17 Departmental Budget**

City Clerk		2013-14 Year End Actual	2014-15 Estimated Budget	Proposed			
				2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail
Account Number							
<b>GENERAL FUND</b>							
100-410-4130-51001	Salaries	74,863	70,800		86,100	21.6%	90,400
100-410-4130-51100	Auto Allowance	2,040	2,000		2,000	0.0%	2,000
100-410-4130-51105	Cell Phone Allowance	944	1,500		600	-60.0%	600
100-410-4130-51107	Internet Allowance	944	500		600	20.0%	600
100-410-4130-51150	PERS Retirement	17,409	17,100		21,500	25.7%	21,800
100-410-4130-51155	Social Security	-	-				
100-410-4130-51160	Medicare	1,097	1,100		1,300	18.2%	1,400
100-410-4130-51162	FUI	89	100		100	0.0%	100
100-410-4130-51164	SUI	220	300		300	0.0%	300
100-410-4130-51200	Medical Ins.	7,967	10,200		10,200	0.0%	10,200
100-410-4130-51201	Dental Ins.	736	1,000		1,300	30.0%	1,300
100-410-4130-51202	Vision Ins.	145	1,000		800	-20.0%	800
100-410-4130-51204	Life Ins.	-	-		-		-
100-410-4130-51205	STD & LTD Ins.	-	600		600	0.0%	600
<b>Total Salary and Benefits</b>		<b>106,454</b>	<b>106,200</b>		<b>125,400</b>	<b>18.1%</b>	<b>130,100</b>
100-410-4130-52010	Office Supplies	510	1,000		1,000	0.0%	1,000
100-410-4130-52012	Departmental Supplies	388	1,000		-	-100.0%	-
100-410-4130-52016	Reproduction	-	200		-	-100.0%	-
100-410-4130-52020	Legal Notices	-	1,000		500	-50.0%	500
100-410-4130-52100	Memberships/Dues	342	500		500	0.0%	500
100-410-4130-52105	Meetings/Conferences	1,564	1,000		1,000	0.0%	1,000
	Leauge - New Law			500			500
	Clerks Association			500			500
100-410-4130-52110	Training	-	500		500	0.0%	500
	Human Resource			500			500
100-410-4130-52113	Travel	261	1,200		1,000	-16.7%	1,200
	Lodging/Transportation			1,000			1,200
100-410-4130-52115	Contractual Services	3,675	25,300		13,300	-47.4%	13,300
	Annual Muni Code Update			3,300			3,300
	Part-time assistance			10,000			10,000
100-410-4130-52116	Professional Services	10	-		-		-
100-410-4130-52117	Legal Services	38,343	27,500		4,000	-85.5%	4,500
100-410-4130-52120	Elections	78	30,000		-	-100.0%	35,000
	Nov 2014 and Nov 2016			-			35,000
100-410-4130-58110	Hardware/Software	1,019	2,500		11,500	360.0%	2,500
	Records Retention Hardware			9,000			-
	Upgrade						
	Monthly License Fee			2,500			2,500
<b>TOTAL GENERAL FUND</b>		<b>152,644</b>	<b>197,900</b>		<b>158,700</b>	<b>-19.8%</b>	<b>190,100</b>
<b>Total</b>	<b>City Clerk - 4130</b>	<b>152,644</b>	<b>197,900</b>		<b>158,700</b>	<b>-19.8%</b>	<b>190,100</b>



# ***City Attorney***

## ***Section 13***



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## City Attorney

The City Attorney's office reports directly to the City Council. The office of the City Attorney provides comprehensive legal services for the City Council, Planning Commission, City Manager and City Departments. The City contracts with the law firm of Burke, Williams & Sorensen to provide services. Thomas D. Jex, a partner with Burke, Williams & Sorensen, serves as the City Attorney.

### The Department at a Glance

**City Attorney Department**  
Contract Attorney

	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget
			2015-16 Budget	% change	
<b>Department</b>					
Total Salary and Benefits	-	-	-		-
Other Expenditures	169,624	129,000	150,000	16.3%	150,000
<b>City Attorney - 4140</b>	<b>169,624</b>	<b>129,000</b>	<b>150,000</b>	<b>16.3%</b>	<b>150,000</b>
<b>Fund</b>					
<b>General Fund</b>	<b>169,624</b>	<b>129,000</b>	<b>150,000</b>	<b>-21.1%</b>	<b>- 150,000</b>

**Service Description:**

- Handle general legal advice.
- Review and draft contracts, ordinances, and resolutions.
- Conduct legal research.
- Represent the City in litigation.
- Assist the City Departments in handling personnel matters.

**Long Term Goals**

- Provide High Quality, Responsive Services.  
We are committed to providing services of superior quality in a timely manner that meet the City's needs.
- Provide Proactive, Creative, Result Oriented Services.  
The role of the office of the City Attorney is not just to provide dry, static legal advice, but to provide fluid problem solving services that significantly improves City's ability to achieve results.
- Provide Cost Effective Services.  
We are committed to providing legal services that are cost effective.

**Two Year Work Plan**

Continue to Actively Participate in Agenda & Staff Meetings.

Participate in Agenda & Staff meetings in order to stay informed on pending City issues and specific implementation of City policies. Staying abreast of these issues helps the City Attorney's office anticipate legal problems that may arise down the road that would be the natural consequence of a particular course of action. Being informed of these matters early in the process puts us in a preventive lawyering mode and helps us develop legal strategies to minimize the City's potential exposure while developing course corrections when needed.

Assist staff with updates to municipal code to transition from primarily County drafted ordinances to a City code that is tailored to the City's specific needs.

Assist the City in reducing its liability through proactive risk management.

Continuation of Existing Legal Reviews.

Bring new laws, cases, and legal practices to the attention of the City Council and City Staff and recommending actions allowing the City to conform to and benefit from such new requirements and trends.

Manage overall legal services for the City within Council approved budget parameters.

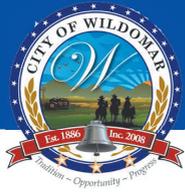
## **Prior Year's Accomplishments**

Below are some highlights of accomplishments from the past fiscal year. These highlights, however, do not tell the whole story. On a daily basis we are actively engaged with many of the City's departments providing advice and counsel in response to questions, developing legal strategy and reviewing a multitude of documents.

- Provided legal advice at all open and closed session City Council and planning commission meetings.
- Assisted in entitlement processing and environmental review of numerous development projects.
- Negotiated amendments to Solid Waste Franchise Agreements and prepared update to City's solid waste ordinance.
- Prepared Ordinance and Resolutions for overhaul of City's personnel rules.
- Improved and enhanced form agreements and documents so as to reduce attorney review time.

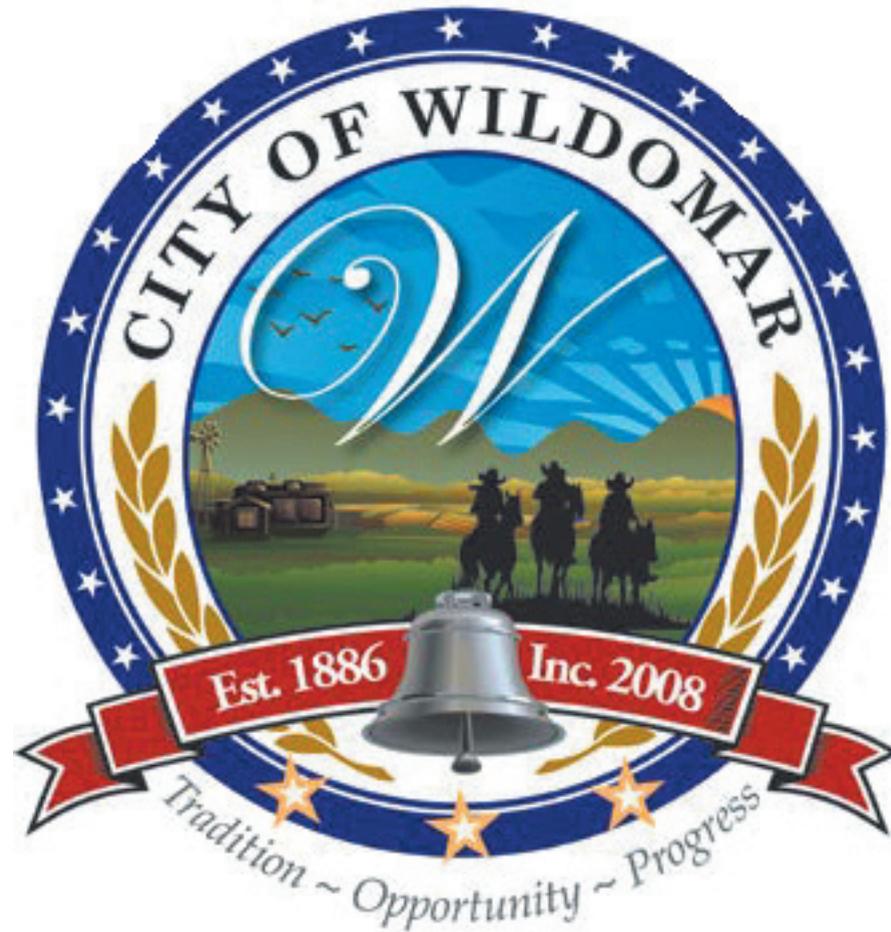
**2015-16 & 2016-17 Departmental Budget**

City Attorney		2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
				2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
Account Number								
<b>GENERAL FUND</b>								
100-410-4140-52117	Legal Services <i>Burke, Williamson and Sorenson Legal Services are budgeted at \$17,000 per month (\$204,000 annually) and allocated to Departments using General Legal services.</i>	169,624	129,000		150,000	16.3%	-	150,000
				150,000			150,000	
<b>TOTAL GENERAL FUND</b>		<b>169,624</b>	<b>129,000</b>	<b>150,000</b>	<b>150,000</b>	<b>16.3%</b>	<b>150,000</b>	<b>150,000</b>
<b>Total</b>	<b>City Attorney - 4140</b>	<b>169,624</b>	<b>129,000</b>	<b>150,000</b>	<b>150,000</b>	<b>16.3%</b>	<b>150,000</b>	<b>150,000</b>



# ***Finance***

## ***Section 14***

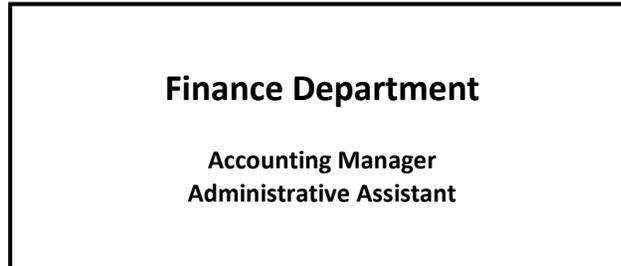


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## Finance Department

The Finance Department is providing the City of Wildomar the highest quality public services in the areas of financial reporting, auditing, and stewardship of City assets. The department is committed to provide timely, clear, accurate and complete information and support to other departments, citizens, and the community at large.

### The Department at a Glance



	2013-14	2014-15	Proposed		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget
<b><u>Department</u></b>					
Total Salary and Benefits	339	94,500	146,600	55.1%	152,900
Other Expenditures	292,183	168,200	132,800	-21.0%	119,400
<b>Finance - 4200</b>	<b>292,522</b>	<b>262,700</b>	<b>279,400</b>	<b>6.4%</b>	<b>272,300</b>
<b><u>Fund</u></b>					
<b>General Fund</b>	<b>292,522</b>	<b>262,700</b>	<b>279,400</b>	<b>6.4%</b>	<b>272,300</b>

**Service Description:**

- Provides all financial and benefits administration services for the City.
- Responsible for developing and monitoring a system of internal controls to protect the City's assets against loss or theft.
- Provides cash and treasury management, budget management, accounting, purchasing, payroll administration and financial reporting for all City departments, divisions, and funds as well as for the Wildomar Cemetery District.
- Primary responsibilities include banking and investment activities, preparation of the Comprehensive Annual Financial Report, monitoring of the City's expenditures and receipts, preparation of budget adjustments, development of the City's biennial budget, administration of payroll, accounts payable, cash receipts, accounts receivable, purchasing and health benefits.
- Provides management and oversight of the City's information system network within the non-departmental budget .

**Long Term Goals**

- Prepare an updated user fee schedule.
- Implement the Developer Deposits billing system.

**Two Year Work Plan**

- • To create an updated user fee schedule by forming a subcommittee of City staff tasked to research various cost recovery methods to increase revenues.
- To replace the existing Developer Deposit billing system services provided by an outside contracting agency and to implement an in-house system which interfaces with the EDEN Project Accounting-Developer Deposits module for better financial control and more timely and accurate billing.

**Prior Years Accomplishments**

- Implemented the EDEN Code Enforcement system that interfaces with the General Ledger and building permit system.
- Implemented the EDEN Project Accounting module to assist in the tracking of multi-year CIP projects.
- Received the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for the FY's 2012-13 and 2013-14 Comprehensive Annual Financial Report (CAFR).

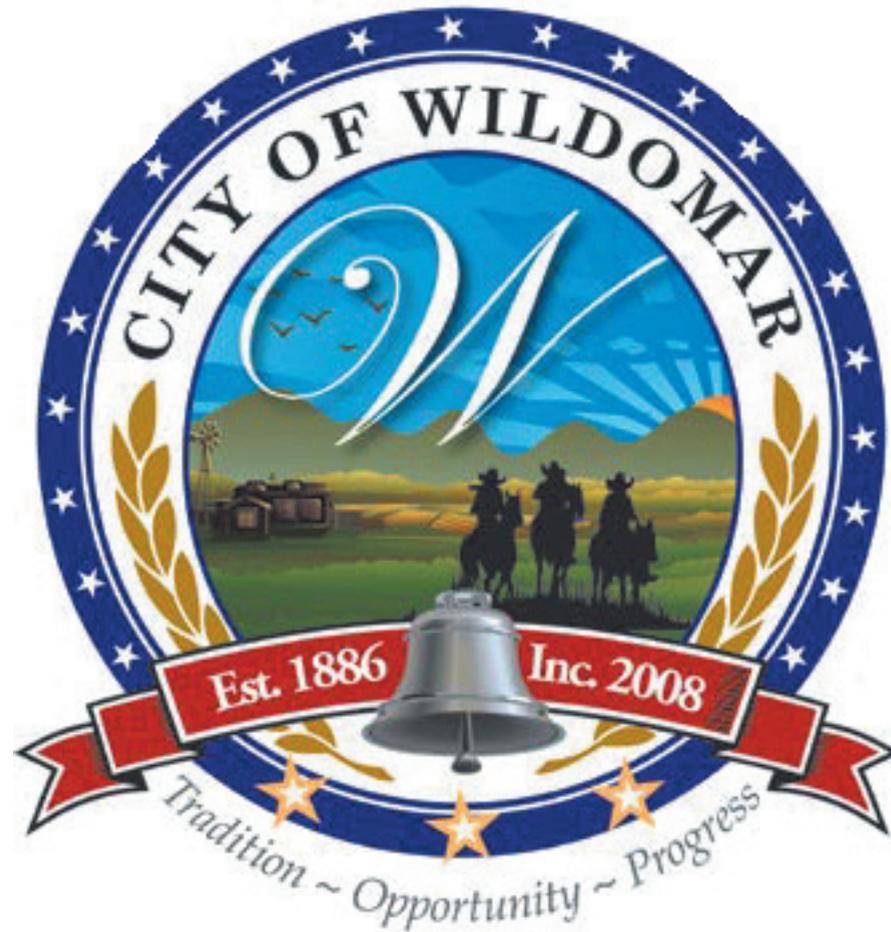
**2015-16 & 2016-17 Departmental Budget**

Finance		Proposed						
		2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	
Account Number		Year End Actual	Estimated Budget	Budget Detail	Budget	% change	Budget Detail	Budget
<b>GENERAL FUND</b>								
100-410-4200-51001	Salaries	-	56,800		93,800	65.1%		98,500
100-410-4200-51010	Overtime	-	-		-			-
100-410-4200-51100	Auto Allowance	-	1,900		2,000	5.3%		2,000
100-410-4200-51105	Cell Phone Allowance	-	500		1,200	140.0%		1,200
100-410-4200-51107	Internet Allowance	-	500		1,200	140.0%		1,200
100-410-4200-51150	PERS Retirement	-	20,700		23,400	13.0%		24,800
100-410-4200-51155	Social Security	-	-		-			-
100-410-4200-51160	Medicare	-	1,200		1,400	16.7%		1,500
100-410-4200-51162	FUI	-	-		100			100
100-410-4200-51164	SUI	-	-		500			600
100-410-4200-51200	Medical Ins.	-	10,000		19,200	92.0%		19,200
100-410-4200-51201	Dental Ins.	290	1,000		2,400	140.0%		2,400
100-410-4200-51202	Vision Ins.	49	1,400		1,400	0.0%		1,400
100-410-4200-51204	Life Ins.	-	-		-			-
100-410-4200-51205	STD & LTD Ins.	-	500		-	-100.0%		-
100-410-4200-51207	General Liab Premium	-	-		-			-
100-410-4200-51208	Other Ins Premium	-	-		-			-
<b>Total Salary and Benefits</b>		<b>339</b>	<b>94,500</b>		<b>146,600</b>	<b>55.1%</b>		<b>152,900</b>
100-410-4200-52010	Office Supplies	802	1,000		500	-50.0%		500
100-410-4200-52012	Departmental Supplies	1,477	1,500		500	-66.7%		500
100-410-4200-52015	Postage Mailing	39	200		100	-50.0%		100
100-410-4200-52016	Reproduction	946	-		100			100
100-410-4200-52020	Legal Notices	1,310	200		100	-50.0%		100
100-410-4200-52100	Memberships/Dues	1,225	900		900	0.0%		900
	GFOA			250			250	
	CSMFO			250			250	
	GFOA Award Applic fee			400			400	
100-410-4200-52105	Meetings/Conferences	-	1,200		1,000	-16.7%		1,000
100-410-4200-52110	Training	1,500	-		300			300
100-410-4200-52113	Travel	-	1,000		-	-100.0%		-
100-410-4200-52114	Mileage Reimbursement	297	-		100			100
100-410-4200-52115	Contractual Services	209,000	90,000		113,000	25.6%		99,600
	J. Riley CPA \$75/hr 16hrs/wk			60,000			60,000	
	Lance, Soll, Lunghard-auditor			15,000			16,000	
	MuniServices			1,500			1,500	
	Account Temps - Front Counter (\$18/hr x 40hrsx20swks)			14,400			-	
	MV Cheng & Assoc. (AP 16hs x\$30x 46 wk)			22,100			22,100	
100-410-4200-52116	Professional Services	41,723	51,200		4,200	-91.8%		4,200
	Cost Recovery Services-SB90			4,150			4,150	
100-410-4200-52117	Legal Services	13,629	5,000		3,000	-40.0%		3,000
100-410-4200-52119	Bank/Admin Fees	19,172	15,000		8,000	-46.7%		8,000
100-410-4200-58110	Hardware/Software	1,063	1,000		1,000	0.0%		1,000
<b>TOTAL GENERAL FUND</b>		<b>292,522</b>	<b>262,700</b>		<b>279,400</b>	<b>6.4%</b>		<b>272,300</b>
<b>Total</b>	<b>Finance - 4200</b>	<b>292,522</b>	<b>262,700</b>		<b>279,400</b>	<b>6.4%</b>		<b>272,300</b>



# ***Community Services***

## ***Section 15***



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**Community Services Administration & Parks - General Fund**

The Community Services Administration and Parks Departments are for services and expenditures not included in the Measure Z -Parks fund. This would also include various types of new construction or facilities place on the parks. The cost centers are: 4610 Administration, 4611 O'Brien Park, 4612 Heritage Park, 4613 Windsong Park, and 4614 Ball Fields.

**The Department at a Glance**

**Community Services & Parks**  
 Administrative Analyst -10%  
 Contract Services for Ball Fields

	2013-14		2014-15		Proposed		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget		
<b>Department</b>							
Total Salary and Benefits	6,700	17,700	7,300	-58.8%	7,300		7,300
Other Expenditures	4,700	12,500	23,200	85.6%	23,200		23,200
<b>Community Services - 4610</b>	<b>11,400</b>	<b>30,200</b>	<b>30,500</b>	<b>1.0%</b>			<b>30,500</b>
<b>Fund</b>							
<b>General Fund</b>	<b>11,400</b>	<b>30,200</b>	<b>30,500</b>	<b>1.0%</b>			<b>30,500</b>

	2013-14		2014-15		Proposed		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget		
<b>Department</b>							
O'Brien Park	100	24,700	10,000	-100.0%	10,000		10,000
Heritage Park	9,500	-	-	-100.0%	-		-
Windsong Park	-	24,800	8,000	-100.0%	4,000		4,000
Ball Fields	-	15,000	11,000	-100.0%	13,000		13,000
<b>Community Services and Parks</b>	<b>9,600</b>	<b>64,500</b>	<b>29,000</b>	<b>-55.0%</b>			<b>27,000</b>
<b>Fund</b>							
<b>General Fund</b>	<b>9,600</b>	<b>64,500</b>	<b>29,000</b>	<b>-55.0%</b>			<b>27,000</b>

**2015-16 & 2016-17 Departmental Budget**

**Community Services**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed					
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget	
<b>GENERAL FUND - Administration</b>								
100-410-4610-51001	Salaries	4,500		12,500	4,400	-64.8%		4,400
100-410-4610-51010	Overtime	-		-	-			-
100-410-4610-51100	Auto Allowance	-		100	100	0.0%		100
100-410-4610-51105	Cell Phone Allowance	100		100	100	0.0%		100
100-410-4610-51107	Internet Allowance	100		100	-	-100.0%		-
100-410-4610-51150	PERS Retirement	1,100		3,300	1,100	-66.7%		1,100
100-410-4610-51155	Social Security	-		-	-			-
100-410-4610-51160	Medicare	100		100	100	0.0%		100
100-410-4610-51162	FUI	-		-	-			-
100-410-4610-51164	SUI	-		100	-	-100.0%		-
100-410-4610-51200	Medical Ins.	700		1,200	1,200	0.0%		1,200
100-410-4610-51201	Dental Ins.	100		100	100	0.0%		100
100-410-4610-51202	Vision Ins.	-		100	100	0.0%		100
100-410-4610-51208	Other Ins Premium	-		-	100			100
<b>Total Salary and Benefits</b>		<b>6,700</b>		<b>17,700</b>	<b>7,300</b>	<b>-58.8%</b>		<b>7,300</b>
100-410-4610-52010	Office Supplies	100		100	100	0.0%	-	100
100-410-4610-52012	Departmental Supplies	1,000		300	-	-100.0%		-
100-410-4610-52016	Reproduction	-		100	100	0.0%	-	100
100-410-4610-52020	Legal Notices	100		-	-			-
100-410-4610-52105	Meetings/Conferences	-		-	-			-
100-410-4610-52110	Training	-		-	-			-
100-410-4610-52113	Travel	-		-	-			-
100-410-4610-52115	Contractual Services	1,000		8,000	5,000	-37.5%		5,000
100-410-4610-52116	Professional Services	1,600		2,800	5,000	78.6%		5,000
	Events Coordinator	-		-	5,000		5,000	-
100-410-4610-52117	Legal Services	(200)		-	-			-
100-410-4610-53025	Electricity	600		-	3,000			3,000
100-410-4610-53026	Water	500		-	10,000			10,000
100-410-4610-58100	Furniture & Equipment	-		1,200	-			-
<b>TOTAL GENERAL FUND</b>		<b>11,400</b>		<b>30,200</b>	<b>30,500</b>	<b>1.0%</b>		<b>30,500</b>
<b>Total</b>	<b>Community Services - 4610</b>	<b>11,400</b>		<b>30,200</b>	<b>30,500</b>	<b>1.0%</b>		<b>30,500</b>

**2015-16 & 2016-17 Departmental Budget**

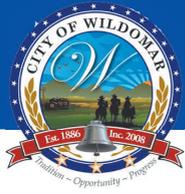
**Community Services and Parks**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>GENERAL FUND</b>							
<b>100-410-4611</b>	<b>O'Brien Park</b>						
100-410-4611-52010	-	-		-			-
100-410-4611-52012	-	1,000					
100-410-4611-52115	-	6,700		10,000	49.3%		10,000
						10,000	
			10,000				
100-410-4611-52116	-	400		-	-100.0%		-
100-410-4611-53020	100	-		-			-
100-410-4611-53024	-	-		-			-
100-410-4611-53025	-	-		-			-
100-410-4611-53026	-	-		-			-
100-410-4611-53027	-	-		-			-
100-410-4611-58110		16,600					
<b>TOTAL GENERAL FUND</b>	<b>100</b>	<b>24,700</b>		<b>10,000</b>	<b>-59.5%</b>		<b>10,000</b>
<b>TOTAL O'Brien Park</b>	<b>100</b>	<b>24,700</b>		<b>10,000</b>	<b>-59.5%</b>		<b>10,000</b>
<b>GENERAL FUND</b>							
<b>100-410-4612</b>	<b>Heritage Park</b>						
100-410-4612-52115	9,500	-					
100-410-4612-52116	-	-					
100-410-4612-53024	-	-					
100-410-4612-53025	-	-					
100-410-4612-53026	-	-					
100-410-4612-53027	-	-					
<b>TOTAL GENERAL FUND</b>	<b>9,500</b>	<b>-</b>		<b>-</b>			<b>-</b>
<b>TOTAL Heritage Park</b>	<b>9,500</b>	<b>-</b>		<b>-</b>			<b>-</b>
<b>GENERAL FUND</b>							
<b>100-410-4613</b>	<b>Windsong Park</b>						
100-410-4613-52115	-	16,700		8,000	-52.1%	-	4,000
						4,000	
100-410-4613-52116	-	-					
100-410-4613-53024	-	-					
100-410-4613-53025	-	-					
100-410-4613-53026	-	-					
100-410-4613-53027	-	-					
100-410-4613-58110		8,100			-100.0%		
<b>TOTAL GENERAL FUND</b>	<b>-</b>	<b>24,800</b>		<b>8,000</b>	<b>-67.7%</b>		<b>4,000</b>
<b>TOTAL Windsong Park</b>	<b>-</b>	<b>24,800</b>		<b>8,000</b>	<b>-67.7%</b>		<b>4,000</b>

**2015-16 & 2016-17 Departmental Budget**

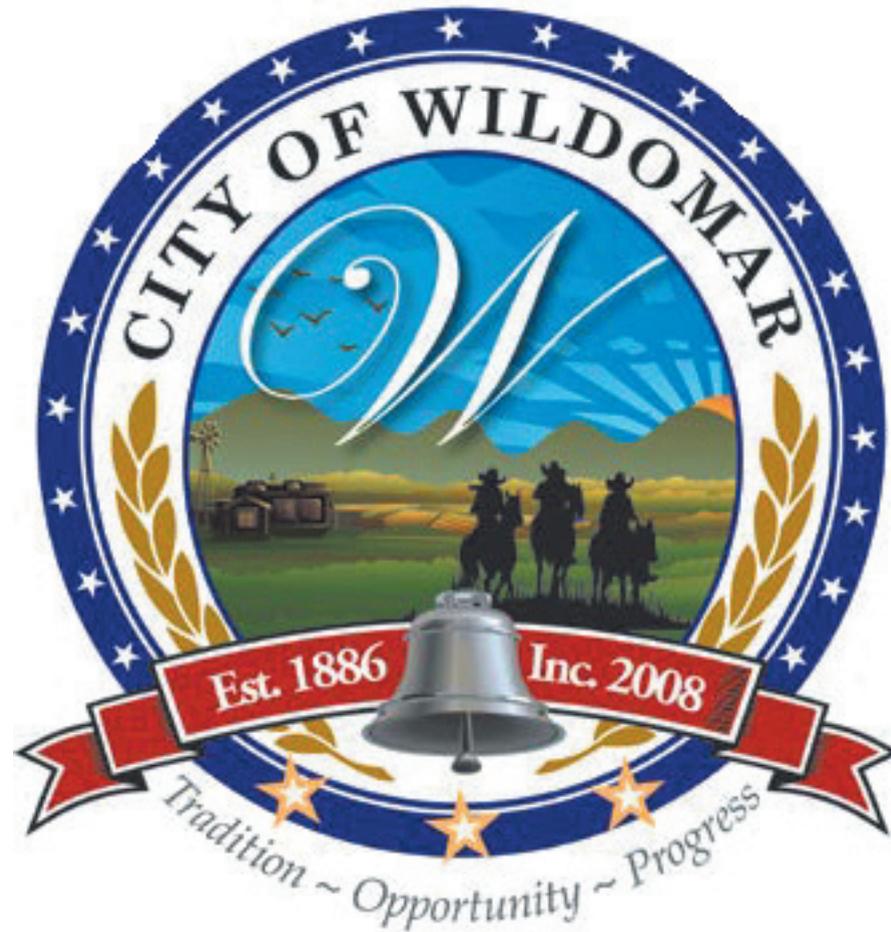
**Community Services and Parks**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>GENERAL FUND</b>							
<b>100-410-4614</b>	<b>Ball Fields</b>						
100-410-4614-52115	-	1,000		-	-100.0%		-
100-410-4614-53024	-	2,000		1,000			1,000
100-410-4614-53025	-	1,000					
100-410-4614-53026	-	11,000		10,000	-9.1%		12,000
<b>TOTAL GENERAL FUND</b>	<b>-</b>	<b>15,000</b>		<b>11,000</b>	<b>-26.7%</b>		<b>13,000</b>
<b>TOTAL Ball Fields</b>	<b>-</b>	<b>15,000</b>		<b>11,000</b>	<b>-26.7%</b>		<b>13,000</b>
<b>Total</b>	<b>Community Services and Parks</b>	<b>9,600</b>	<b>64,500</b>	<b>29,000</b>	<b>-55.0%</b>		<b>27,000</b>



# ***Non-Departmental/Facilities***

## ***Section 16***



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### Non-Departmental/Facilities

The Non-Departmental/Facilities Department provides services and support that benefit the entire organization.

#### The Department at a Glance

**Non-Departmental/Facilities**

Contract Services

	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget
			2015-16 Budget	% change	
<b>Department</b>					
Total Salary and Benefits	-	-	-		-
Other Expenditures	445,800	537,600	588,400	14.1%	436,200
<b>Non-Departmental/Facilities - 4800</b>	<b>445,800</b>	<b>537,600</b>	<b>588,400</b>	<b>14.1%</b>	<b>436,200</b>
<b>Fund</b>					
<b>General Fund</b>	<b>445,800</b>	<b>537,600</b>	<b>588,400</b>	<b>14.1%</b>	<b>436,200</b>

**Service Description:**

- Primary responsibilities include utilities, city hall lease, website service and providing workers compensation, general liability and other insurance premiums.
- Provides Information Technology support to all departments.
- Maintains memberships and dues with local organizations that benefit and enhance the City.
- Responsible for general costs associated with non-departmental supplies, mailing, legal notices and janitorial services.

**Long Term Goals**

- Extend City Hall lease or plan for a new facility for the operations of City Hall.
- Enhance hardware and software to provide more efficient communication.
- Reduce Insurance Premium Costs.
- Continue to promote transparency and efficiency.

**Two Year Work Plan**

- Install new main frame computer on site to increase processing speed.
- Conduct a request for proposal for workers compensation and general liability premiums.
- Develop and enhance the website to provide easily accessible information to the public.

**Significant Budgetary Changes**

- Increase in Lease expense due to increase in office space.

**2015-16 & 2016-17 Departmental Budget**

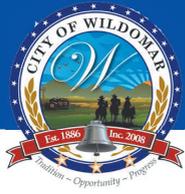
Non-Departmental/Facilities		2013-14 Year End Actual	2014-15 Estimated Budget	Proposed			
				2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail
<b>GENERAL FUND</b>							
100-410-4800-51206	Workers Comp Premium	26,000	26,500		25,900	-2.3%	26,500
100-410-4800-51207	General Liab Premium	53,000	36,000		54,000	50.0%	55,300
100-410-4800-51208	Other Ins Premium	10,700	9,700		9,700	0.0%	9,700
	Commercial Crime Bond			700			700
	Annual Property Insurance			3,950			4,045
	Self Insured Retention			5,000			5,000
100-410-4800-51209	Paid Claims	-	2,700				
100-410-4800-52010	Office Supplies	9,300	6,000		6,000	0.0%	6,000
	General Supplies \$400/ month			4,800			4,800
	Kitchen Materials \$100/month			1,200			1,200
100-410-4800-52012	Departmental Supplies	3,600	6,200		200	-96.8%	200
	General Meeting Supplies			200			200
100-410-4800-52015	Postage Mailing	5,100	6,900		3,800	-44.9%	3,900
	Pitney Bowes Postage 6@ \$500/upload			3,000			3,100
	Pitney Bowes Meter Rental \$100/Qrtr			400			410
	Postage Supplies			100			100
	Ontrac Delivery			200			200
	Fed Ex Delivery			100			100
100-410-4800-52020	Legal Notices	100	500		500	0.0%	500
100-410-4800-52100	Memberships/Dues	26,300	26,800		26,000	-3.0%	26,000
	League of Ca Cities			11,740			11,740
	League of Ca Cities- Riverside Division			100			100
	SCAG			3,050			3,050
	WRCOG			4,300			4,300
	Chamber of Commerce			310			310
	Southwest Economic Development Council			6,500			6,500
100-410-4800-52105	Meetings/Conferences	100	300		-	-100.0%	-
100-410-4800-52113	Travel	-500	0				
100-410-4800-52115	Contractual Services	44,400	119,200		47,600	-60.1%	51,200
	Interwest Tech Support \$2,200/month			26,400			26,400
	Interwest GIS Support \$200/month			2,400			2,400
	Human Resource Screening 2@\$200			400			400
	Janitorial Services @\$700/month			8,400			8,400
	Copier Services			5,000			5,120
	Website Services			5,000			5,120

**2015-16 & 2016-17 Departmental Budget**

**Non-Departmental/Facilities**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
100-410-4800-52116 Professional Services	6,300	1,800		1,800	0.0%		1,800
Newspaper			300			300	
Misc Repairs			1,000			1,000	
Misc Services			500			500	
100-410-4800-52117 Legal Services	3,400	1,000		-	-100.0%	-	
100-410-4800-53010 City Hall Lease	121,300	120,700		243,000	101.3%		226,000
Monthly lease			243,000			226,000	
100-410-4800-53020 Telephone	14,300	13,300		7,800	-41.4%		7,800
\$650/month			7,800			7,800	
100-410-4800-53025 Electricity	-	11,200		11,000	-1.8%		11,200
100-410-4800-53026 Water	-	-		300			300
100-410-4800-53027 Gas	-	-		-			-
100-410-4800-53028 Communications	3,300	3,300		3,200	-3.0%		3,300
Verizon @ \$130/month			1,560			1,597	
Direct TV @ 90/month			1,080			1,106	
Conference Services			600			614	
100-410-4800-54090 LAFCO Fee	1,100	1,100		1,100	0.0%		1,200
100-410-4800-54092 Loan to County Payment	108,200	109,100		109,000		109,000	
100-410-4800-58100 Furniture & Equipment	-	30,200		200	-99.3%		200
100-410-4800-58110 Hardware/Software	9,800	5,100		8,860	73.7%		5,100
Anti-Virus @\$40/Computer			760			778	
City Hall Central Computer			7,400				
Anti-Virus for Servers			700			717	
100-410-4800-59000 Transfers Out	-	-		-			-
<b>TOTAL GENERAL FUND</b>	<b>445,800</b>	<b>537,600</b>		<b>559,960</b>	<b>4.2%</b>		<b>436,200</b>
<b>Total Non-Departmental/Facilities - 4800</b>	<b>445,800</b>	<b>537,600</b>		<b>559,960</b>	<b>4.2%</b>		<b>436,200</b>

Correction to  
\$549,900



# ***Planning Commission***

## ***Section 17***

## Planning Commission

The Planning Commission is made up of five (5) Commissioners who are appointed by, and serve at the pleasure, of the City Council.

### The Department at a Glance

**Planning Commission**  
5 Planning Commissioners

	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget
			2015-16 Budget	% change	
<b><u>Department</u></b>					
Total Salary and Benefits	3,000	1,000	4,500	350.0%	4,500
Other Expenditures	23,738	23,700	18,000	-24.1%	14,000
<b>Planning Commission - 4301</b>	<b>26,738</b>	<b>24,700</b>	<b>22,500</b>	<b>-8.9%</b>	<b>18,500</b>
<b><u>Fund</u></b>					
<b>General Fund</b>	<b>26,738</b>	<b>24,700</b>	<b>22,500</b>	<b>-8.9%</b>	<b>18,500</b>

### **Service Description:**

- The Planning Commission is responsible for reviewing land use development applications brought forward by the Planning Department as part of the City's development review process.
- The Planning Commission is also responsible for advising the City Council on major land use development applications with legislative actions (i.e., General Plan Amendments and Change of Zoning), development issues affecting the City, and taking public input and making recommendations on the General Plan, Zoning Ordinance, Design Standards and other current and long range planning matters.

### **Long Term Goals**

- Participate and make a recommendation to the City Council on a comprehensive General Plan update and Development Code update as budget limitations permit.
- Participate in annual League of Cities Commissioner training and conferences to improve their role and understanding in the Planning Commission process.

### **Two Year Work Plan**

- To hold monthly Planning Commission meetings over the next two years (24 meetings) as development activity increases within the City.
- Attend two Planning Commissioners Academy conferences presented by the League of Cities.
- Receive bi-monthly training sessions from the Assistant City Attorney during Planning Commission meetings on subjects related to the "Planning Process", "California Environmental Quality Act (CEQA)", "conflict of interest" and "ethics training", etc.

### **Performance Measurement Outcomes**

- Hold 24 Planning Commission meetings over the next two fiscal years (12/year) to meet the demands of the development review process.
- Receive annual training certificates.
- Submit 700 Conflict of Interest Forms by April 1 of each year.

### **Prior 2-Year Accomplishments**

- The Planning Commission held 21 of 24 possible public hearings/meetings during this past 2-year budget cycle.
- The Planning Commission reviewed 30 development applications, 6 zoning ordinance amendments, 15 study sessions/workshops and 2 training sessions during this past 2-year budget cycle.
- The Planning Commission held 2 public workshops related to the Housing Element update and 2 public workshops related to the General Plan update.
- The Planning Commission attended the 2013 and 2014 League of Cities "Planning Commissioners Academy" conferences, and participated in 4 training sessions during this past 2-year budget cycle.

### **Significant Budgetary Changes**

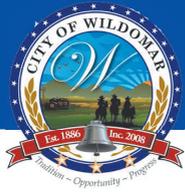
- Attendance for 5 Commissioners at the 2013 & 2014 League of Cities "Planning Commissioners Academy" conferences at a cost of \$11,000.

**2015-16 & 2016-17 Departmental Budget**

**Planning Commission**

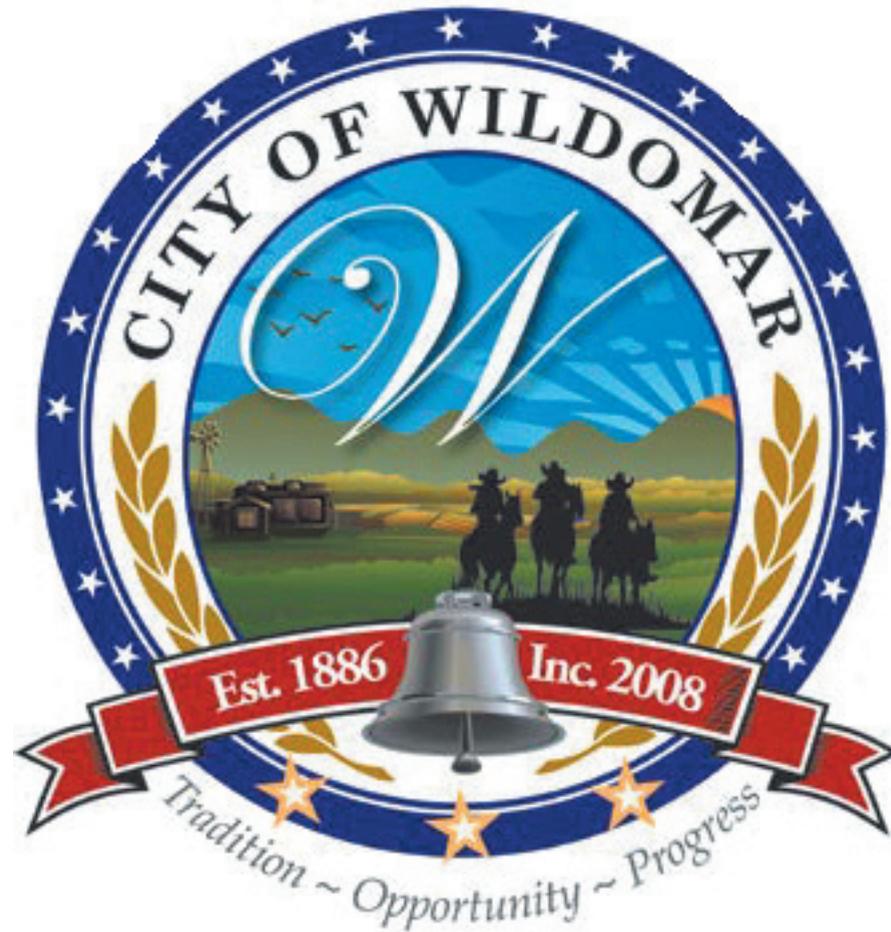
Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>GENERAL FUND</b>							
100-430-4301-51005	Stipends 5 Commissioners@\$75 per Meeting x 12 Meetings	3,450	4,500	4,500	0.0%	4,500	4,500
	<b>Total Salary and Benefits</b>	<b>3,450</b>	<b>4,500</b>	<b>4,500</b>	<b>0.0%</b>	<b>4,500</b>	<b>4,500</b>
100-430-4301-52010	Office Supplies \$50/Meeting x 12 Meetings	265	400	400	0.0%	400	400
100-430-4301-52020	Legal Notices	126	-	-	-	-	-
100-430-4301-52100	Membership Dues	12	300	-	-100.0%	-	-
100-430-4301-52105	Meetings/Conferences League of Cities PC Academy Conference for 5 Comm (2016 in Nor. Cal / 2017 in So. Cal)	5,179	8,500	7,000	-17.6%	5,500	5,500
100-430-4301-52110	Training	-	-	-	-	-	-
100-430-4301-52113	Travel	1,455	-	-	-	-	-
100-430-4301-52115	Contractual Services	454	2,900	-	-100.0%	-	-
100-430-4301-52116	Professional Services	-	-	-	-	-	-
100-430-4301-52117	Legal Services BWS Assistant City Attorney \$225/hr x 3hrs/Mtg x 12 Meetings	15,797	8,100	8,100	0.0%	8,100	8,100
100-430-4301-58110	Hardware/Software I-Pads for 5 Commissioners (one time expense)	-	-	2,500	-	-	-
<b>TOTAL GENERAL FUND</b>		<b>26,738</b>	<b>24,700</b>	<b>22,500</b>	<b>-8.9%</b>	<b>18,500</b>	<b>18,500</b>
<b>Total Planning Commission - 4301</b>		<b>26,738</b>	<b>24,700</b>	<b>22,500</b>	<b>-8.9%</b>	<b>18,500</b>	<b>18,500</b>

	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		
			2015-16 Budget	% change	2016-17 Budget
<b>Department</b>					
Total Salary and Benefits	3,000	1,000	4,500	350.0%	4,500
Other Expenditures	23,738	23,700	18,000	-24.1%	14,000
<b>Planning Commission - 4301</b>	<b>26,738</b>	<b>24,700</b>	<b>22,500</b>	<b>-8.9%</b>	<b>18,500</b>
<b>Fund</b>					
<b>General Fund</b>	<b>26,738</b>	<b>24,700</b>	<b>22,500</b>	<b>-8.9%</b>	<b>18,500</b>



# ***Planning***

## ***Section 18***



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## Planning Department

The Planning Department provides current/advanced planning and zoning counter services to Wildomar citizens, outside planning agencies, and the development community.

### The Department at a Glance

<p><b>Planning Department</b></p> <p>Planning Director – 50%</p> <p>Assistant Planner – 50%</p>
---

	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget
			2015-16 Budget	% change	
<b>Department</b>					
Total Salary and Benefits	-	51,200	81,300	58.8%	81,600
Other Expenditures	93,262	50,000	80,300	60.6%	84,500
<b>Planning - 4320</b>	<b>93,262</b>	<b>101,200</b>	<b>161,600</b>	<b>59.7%</b>	<b>166,100</b>
<b>Fund</b>					
<b>General Fund</b>	<b>93,262</b>	<b>101,200</b>	<b>161,600</b>	<b>59.7%</b>	<b>166,100</b>

### **Service Description:**

- The Planning Department has overall responsibility of managing the development review process as the lead department in the review and processing of private development applications and city initiated code amendments.
- The Planning Department oversees the review, processing and compliance with all California Environmental Quality Act (CEQA) requirements related to public (city initiated) and private development projects.
- The Planning Department is the primary lead department for managing and overseeing the functions and responsibilities of the Planning Commission, and provides support to the City Clerk for planning projects requiring City Council review and approval.
- The Planning Department is responsible for overseeing all functions of the public zoning counter and zoning/land use inquires received via the phone on a daily basis.

### **Long Term Goals**

- Prepare the City's Comprehensive General Plan update and Development Code/Zoning Ordinance update specific to the Wildomar Community, including a Environmental Impact Report.
- Expand the department personnel (Planners and Administrative Staff) to accommodate the increase in projected development activity in the City.
- Scanning of all City of Wildomar's planning project boxes/files/folders (including County files received at incorporation) into an electronic form that will reduce costs and increase accessibility.
- Dedicate computer server for Community Development (i.e., Planning, Building & Engineering) to improve efficiency and storage of files.
- Update City Aerial Maps to reflect current development and neighborhoods.
- Hire a full-time Principal Planner to assist Planning Director with develop review and administrative functions, as funds permit.

### **Two Year Work Plan**

- Complete the City's General Plan Update project, including the required Environmental Impact Report (begun in FY 2104/15).
- Complete the Comprehensive Zoning Consistency program to implement the General Plan update as approved by Riverside County in 2003. (funded during FY 2014/2015)

- Begin the City's Development Code/Zoning Ordinance update specific to the Wildomar Community, including an Environmental Impact Report, as funding becomes available. (Begin FY 2015/2016)
- Prepare various zoning ordinance amendments to address current deficiencies with the Zoning Ordinance. (during FY 2015/2017)
- Complete our work program of creating "Local CEQA Guidelines and Procedures" in accordance with CEQA guidelines.
- Continue to enhance the Planning Department's role in assisting the City Manager and Assistant City Manager with Economic Development meetings and opportunities.
- Conduct minimum of one (1) Planning Commission meeting per month with the ability to increase meeting frequency to 2 times/month as needed depending on increased development activity.
- Continue to provide annual training/education opportunities for department staff and the Planning Commission.
- Continue to ensure high quality customer service by providing accurate and timely land use/zoning and development related information to the public (via counter, email/phone and website).
- Expand the Planning Department webpage to create home pages for approved development projects/plans and CEQA environmental documents to keep our citizens and community up to date on planning department projects and activities.
- Update the Zoning and General Plan maps annually to reflect changes approved by the City Council during previous year(s).
- Continue to review & process all planning development applications in a timely manner pursuant to State law and City Ordinances.

### **Performance Measurement Outcomes**

- Create a "Revenue-Neutral" Planning Department staffing budget.
- Customer service satisfaction results.
- Adoption of the General Plan Update project and EIR
- Adoption of the Zoning Consistency Program and EIR Addendum.
- Adoption of "Local CEQA Guidelines and Procedures" in accordance with CEQA guidelines.

### **Prior 2-Year Accomplishments**

- Prepared and approved the City's first Housing Element update & EIR (4<sup>th</sup> & 5<sup>th</sup> Cycle document) and received state certification in compliance with State law.

- Organized and conducted 21 Planning Commission public hearings/meetings in which the Commission reviewed 30 development applications, 6 zoning ordinance amendments, 15 study sessions/workshops and 2 training sessions.
- Conducted five (5) Planning Director hearings/meetings.
- Responded to approximately 3,800± planning related zoning and land use inquiries (via zoning counter, phone calls & emails - average of 73 contacts/week).
- Conducted two (2) public workshops related to the General Plan Update.
- Received, reviewed and processed approximately 88 various private development planning applications/permits (e.g., minor permits/signs, Plot Plans, Conditional Use Permits/Tract & Parcel Maps & Specific Plan Amendments).
- Received, reviewed and processed approximately 1,000 (average 20/week) various plan check items received from the Building Department as part of the plan check review process (e.g., sign permits, changes in occupancy, solar permits, tenant improvements, pools, room additions, etc.).
- Reviewed 12 prospective development applications via the Pre-App (PAR) development review process.

### **Significant Budgetary Changes**

- Comprehensive General Plan update and EIR (\$200,000)
- Zoning Consistency Program (as outlined above) to increase economic development opportunities (\$50,000 in FY 2013/14 & 2014/15).
- Prepare various zoning ordinance amendments to address current deficiencies with the Zoning Ordinance (approximately \$15,000 in FY 2013/14 & 2014/15).
- Prepare a Resolution to establish our “Local CEQA Guidelines and Procedures” document (\$7,000 in FY 2013/14 & 2014/15).
- Hired full time Assistant Planner to replace the Interwest consultant planner position (\$80,000)

**DEPARTMENTAL ACTIVITY REPORT**

	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Est.	Est.
<b>Zoning Inquiries/Counter Assistance</b>	-	-	3200	3400	3500	3600	3800	3800	3800
<b>Developer Applications/Projects<sup>1</sup></b>	83 <sup>3</sup>	60	45	38	40	40	48	48	48
<b>Building Plan Check Permits<sup>2</sup></b>	-	-	-	-	-	1000	1000	1000	1000
<b>Planning Commission Meetings</b>	9	18	8	8	6	10	11	12	12
<b>Planning Director Hearings</b>	-	3	8	3	5	5	5	3	3
<b>City Council meetings<sup>3</sup></b>	25	30	31	20	25	18	16	12	12

**Notes**

<sup>1</sup> includes all application types (i.e., minor/major/PAR's).

<sup>2</sup> includes a variety of building permit plan reviews by Asst. Planner

<sup>3</sup> 2008 numbers also include projects forwarded by

Riverside County right after incorporation.

<sup>3</sup> Includes regular, joint & special meetings attended by Planning

**2015-16 & 2016-17 Departmental Budget**

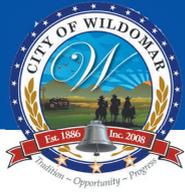
**Planning**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed					
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget	
<b>GENERAL FUND</b>								
100-430-4320-51001	Salaries	62,840		57,200	97,500	70.5%		102,400
100-430-4320-51100	Auto Allowance	1,200		1,200	3,000	150.0%		3,000
100-430-4320-51105	Cell Phone Allowance	360		400	800	100.0%		800
100-430-4320-51107	Internet Allowance	360		400	800	100.0%		800
100-430-4320-51150	PERS Retirement	14,875		21,100	18,500	-12.3%		19,400
100-430-4320-51155	Social Security	-		-	-			-
100-430-4320-51160	Medicare	908		900	1,500	66.7%		1,700
100-430-4320-51162	FUI	52		-	100			100
100-430-4320-51164	SUI	130		200	200	0.0%		200
100-430-4320-51200	Medical Ins.	5,675		7,800	12,000	53.8%		12,000
100-430-4320-51201	Dental Ins.	1,420		1,600	1,500	-6.3%		1,500
100-430-4320-51202	Vision Ins.	241		600	900	50.0%		900
<b>Total Salary and Benefits</b>		<b>88,061</b>		<b>91,400</b>	<b>136,800</b>	<b>49.7%</b>		<b>142,800</b>
100-430-4320-52010	Office Supplies	307		200	1,000	400.0%		1,000
100-430-4320-52012	Departmental Supplies	162		300	500	66.7%		500
	Annual State Zoning, Subdivision, CEQA Booklets				500		500	
100-430-4320-52012	Postage Mailing	14		100	4,000	3900.0%		4,000
100-430-4320-52016	Reproduction	-		1,700	700	-58.8%		700
	Updated Zoning and General Plan Maps/Foamboards				700		700	
100-430-4320-52020	Legal Notices (includes NOE's)	2,021		3,500	3,000	-14.3%		3,000
100-430-4320-52100	Memberships/Dues	615		1,000	1,100	10.0%		1,100
	Annual APA Membership Dues for Planning Director & Assistant Planner; Annual AEP Membership Dues for Planning Dept.				1,100		1,100	
100-430-4320-52105	Meetings/Conferences	1,524		2,200	5,400	145.5%		4,300
	Annual Cal. APA Conf. for Planning Director & Assistant Planner (2016 in Nor. Cal / 2017 in So. Cal)				3,000		2,200	
	Annual Planning Commissioners Acacemy Conf. for Planning Director (2016 in Nor. Cal / 2017 in So. Cal)				1,400		1,100	
	Annual Assoc of Env Professionals (AEP) Conf. for Planning Director (So. Cal)				1,000		1,000	

**2015-16 & 2016-17 Departmental Budget**

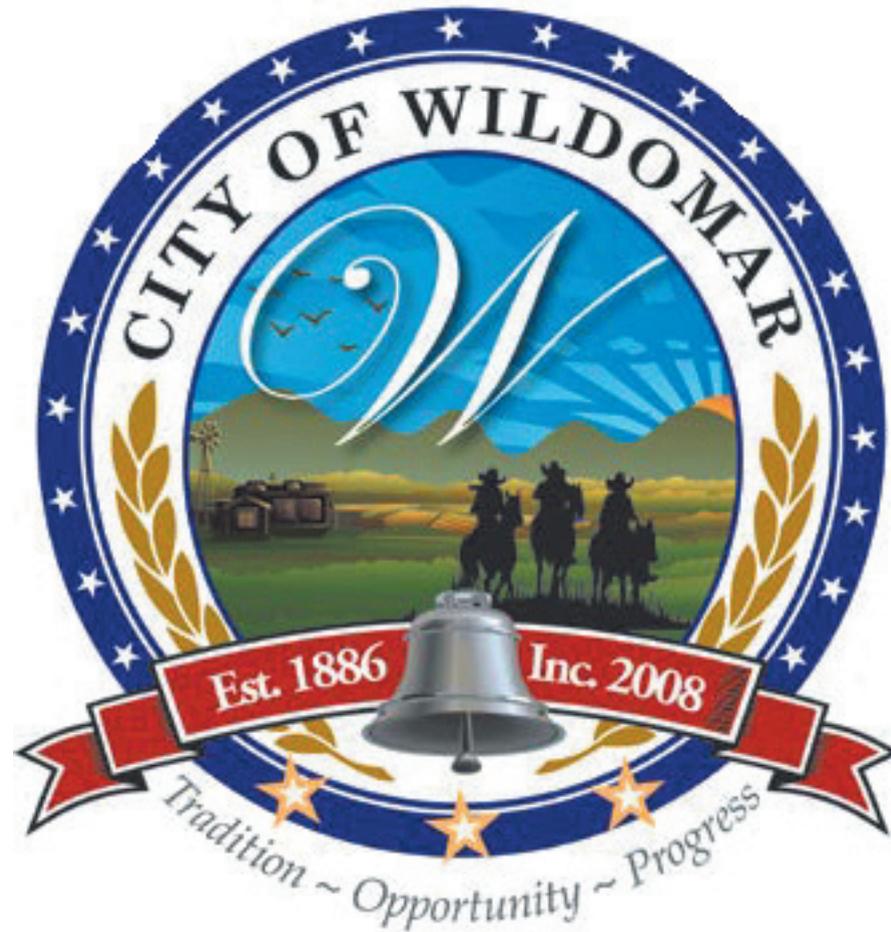
Planning		2013-14 Year End Actual	2014-15 Estimated Budget	Proposed			
				2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail
Account Number							
<b>GENERAL FUND</b>							
100-430-4320-52115	Contractual Services				8,300		8,300
	Interwest/PMC Assistant Planner at \$80/hour x 2 hours/week x 52 weeks			8,300			8,300
100-430-4320-58110	Hardware/Software	558	800		800	0.0%	400
	I-Pad for Planning Director (2015 only); Hard Drive/Memory Upgrade for Zoning Computer at Counter			800			400
<b>TOTAL GENERAL FUND</b>		<b>93,262</b>	<b>101,200</b>		<b>161,600</b>	<b>59.7%</b>	<b>166,100</b>
<b>Total</b>	<b>Planning - 4320</b>	<b>93,262</b>	<b>101,200</b>		<b>161,600</b>	<b>59.7%</b>	<b>166,100</b>

	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		
			2015-16 Budget	% change	2016-17 Budget
<b>Department</b>					
Total Salary and Benefits	-	51,200	81,300	58.8%	81,600
Other Expenditures	93,262	50,000	80,300	60.6%	84,500
<b>Planning - 4320</b>	<b>93,262</b>	<b>101,200</b>	<b>161,600</b>	<b>59.7%</b>	<b>166,100</b>
<b>Fund</b>					
<b>General Fund</b>	<b>93,262</b>	<b>101,200</b>	<b>161,600</b>	<b>59.7%</b>	<b>166,100</b>



# ***Community Development***

## ***Section 19***



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## Community Development

The Community Development Depart. has worked on priorities during the 2013-14 / 2014-15 adopted budget cycle as follows:

- General Plan Update (On-Going)
- 2006-2021 Housing Element Update/EIR (Completed)
- Zoning Consistency Program - Economic Development (On-Going)
- Various Zoning Ordinance Amendments (Completed)
- ZOA to Establish "Local CEQA Guidelines" (On-Going)

### The Department at a Glance

<b>Community Development</b>
Contract Services

The Community Development Department has set as its priorities for the 2015-16 and 2016-17 adopted budget cycle as follows:

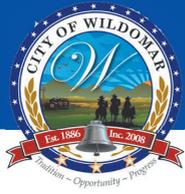
- Comprehensive Sign Code Update
- Commercial/Industrial Design Guidelines
- Various Zoning Ordinance Amendments (4)
- Tree Preservation Ordinance
- Historic Preservation Ordinance

	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget
			2015-16 Budget	% change	
<b>Department</b>					
Total Salary and Benefits	-	-	-		-
Other Expenditures	259,365	403,200	71,300	103.7%	68,200
<b>Community Development - 4300</b>	<b>259,365</b>	<b>403,200</b>	<b>71,300</b>	<b>-82.3%</b>	<b>68,200</b>
<b>Fund</b>					
<b>General Fund</b>	<b>259,365</b>	<b>403,200</b>	<b>71,300</b>	<b>103.7%</b>	<b>68,200</b>

**2015-16 & 2016-17 Departmental Budget**

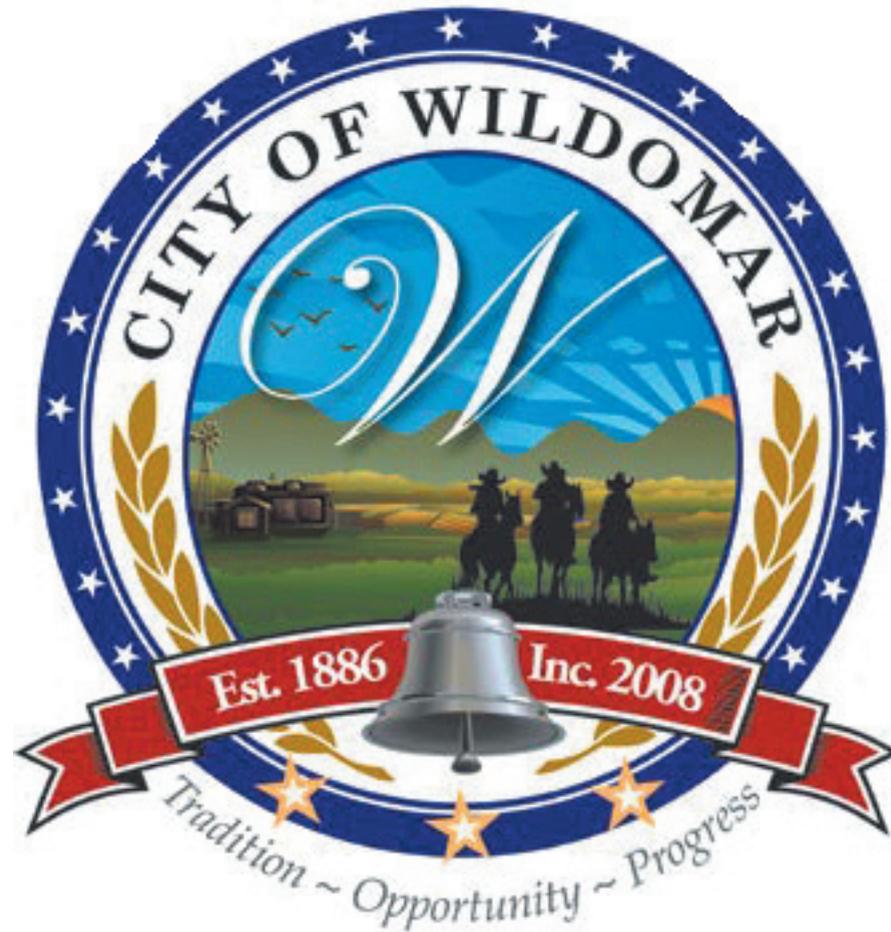
**Community Development Admin / Special Projects**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed					
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget	
<b>GENERAL FUND</b>								
100-430-4300-52115 Contractual Services	123,304	168,200		87,000	-48.3%			-
	<b>Special Planning Projects</b>							
2014 General Plan Update Project/EIR (Carry Over)		205,000	35,000				-	
2006-2021 Housing Element Update/EIR (Completed)	110,000		-				-	
Zoning Consistency Program - Economic Development (Carry-Over from 13/15)			50,000				-	
Various Zoning Ordinance Amendments (Completed)			-				-	
ZOA to Establish "Local CEQA Guidelines & Procedures"			2,000				-	
100-430-4300-52117 Legal Services	26,061	30,000		-	-100.0%			-
<b>TOTAL GENERAL FUND</b>	<b>259,365</b>	<b>403,200</b>		<b>87,000</b>	<b>-78.4%</b>			<b>-</b>
<b>Community Development - 4300</b>	<b>-</b>	<b>403,200</b>		<b>71,300</b>	<b>103.7%</b>			<b>68,200</b>



# ***Private Development***

## ***Section 20***



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## Private Development

Private Development services are provided by City staff to private developers and residents and City costs are recovered through financial deposits from those receiving the services. The level of services provided and the expense of service are unique to each development project. The services are provided by the Planning, Public Works-Engineering, Building Departments and the City Attorney. Costs are recovered through the developer deposit based billing system. The development services include:

- Application review and processing
- Environmental compliance
- Zoning and Land use compliance
- Grading design review compliance
- Infrastructure design review compliance
- Subdivision Map Act compliance
- Storm Water Compliance
- Building Code Compliance
- Entitlement, Agreements and legal compliance

### The Department at a Glance

**Private Development**  
 Planning Director – 50%  
 Assistant Planner – 50%

	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget
			2015-16 Budget	% change	
<b>Department</b>					
Total Salary and Benefits	109,041	106,100	247,400	133.2%	258,800
Other Expenditures	1,180,203	1,435,000	889,400	-38.0%	802,900
<b>Private Development - 4330</b>	<b>1,289,244</b>	<b>1,541,100</b>	<b>1,136,800</b>	<b>-26.2%</b>	<b>1,061,700</b>
<b>Fund</b>					
<b>General Fund</b>	<b>1,289,244</b>	<b>1,541,100</b>	<b>1,136,800</b>	<b>-26.2%</b>	<b>1,061,700</b>

**2015-16 & 2016-17 Departmental Budget**

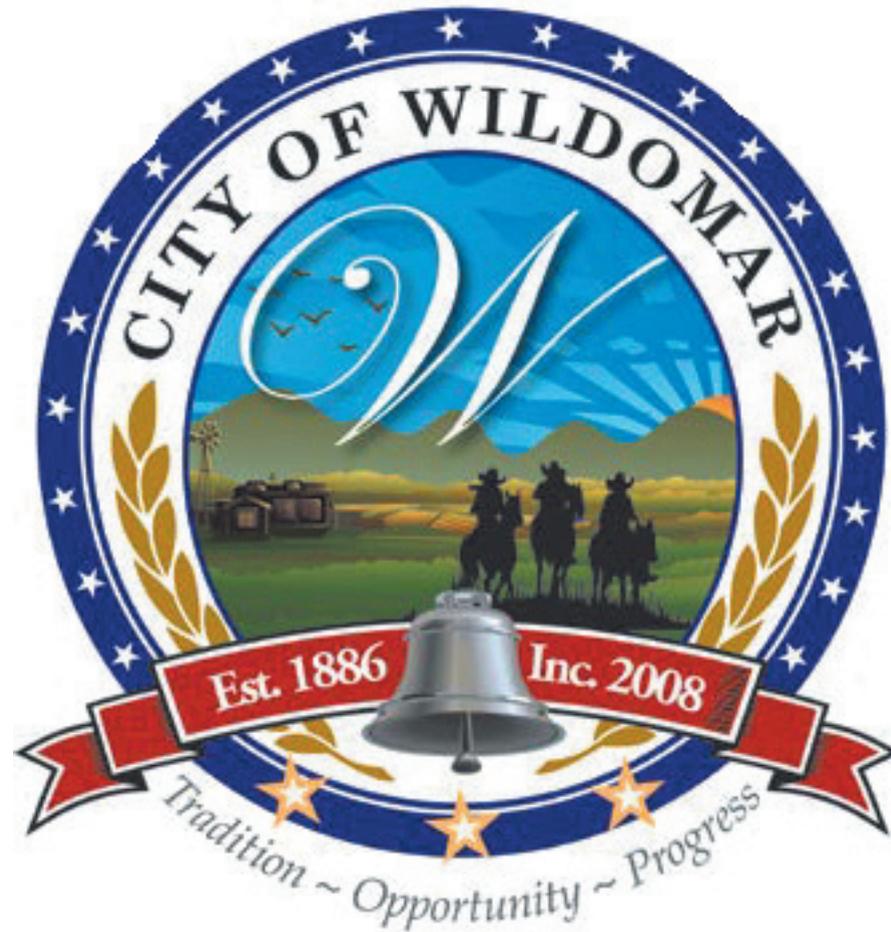
**Private Development**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>GENERAL FUND</b>							
100-430-4330-51001	Salaries	76,040	72,800	185,300	154.5%		194,500
100-430-4330-51010	Overtime	330	200	-	-100.0%		-
100-430-4330-51100	Auto Allowance	1,150	1,200	5,400	350.0%		5,400
100-430-4330-51105	Cell Phone Allowance	345	400	1,200	200.0%		1,200
100-430-4330-51107	Internet Allowance	345	400	1,200	200.0%		1,200
100-430-4330-51150	PERS Retirement	18,783	17,900	27,500	53.6%		29,300
100-430-4330-51155	Social Security	-	-	-			-
100-430-4330-51160	Medicare	1,157	1,100	2,800	154.5%		3,200
100-430-4330-51162	FUI	79	-	100			100
100-430-4330-51164	SUI	194	300	300	0.0%		300
100-430-4330-51200	Medical Ins.	8,509	9,000	19,800	120.0%		19,800
100-430-4330-51201	Dental Ins.	1,820	1,900	2,500	31.6%		2,500
100-430-4330-51202	Vision Ins.	289	900	1,300	44.4%		1,300
	<b>Total Salary and Benefits</b>	<b>109,041</b>	<b>106,100</b>	<b>247,400</b>	<b>133.2%</b>		<b>258,800</b>
100-430-4330-52010	Office Supplies	-	-	-			-
100-430-4330-52015	Postage	579	1,000	-	-100.0%		-
100-430-4330-52016	Reproduction	101	-	-			-
100-430-4330-52020	Legal Notices	5,350	5,000	-	-100.0%		-
100-430-4330-52115	Contractual Services	814,026	1,300,000	809,400	-37.7%		722,900
	Interwest/PMC Assistant Planner at \$80/Hr x 6 Hours/Week x 52 Weeks			25,000			25,000
	Interwest Building Official; 20 hrs/wk for 50 wks at \$129/hr			135,500			101,400
	Interwest Building Plan Checker; 20 hrs/wk for 50 wks at \$95/hr			99,800			49,400
	Interwest Building Inspector; 10 hrs/wk for 50 wks at \$95/hr			49,900			156,000
	Interwest Building Permit Tech; 40 hrs/wk for 50 wks at \$57/hr			119,700			
	Dpty City Engineer; 5 hrs/wk for 50 wks at \$130/hr			32,500			33,500
	Asst. Engineer; 30 hrs/wk for 50 wks at \$110/hr			165,000			170,000
	Plan Checker; 10hrs/wk for 50 wks at \$130/hr			65,000			67,000
	Inspector; 20 hrs/wk for 50 wks at \$95/hr			95,000			97,900
	Admin Analyst.; 8 hrs/wk for 50 wks at \$30/hr			12,000			12,400
	City Engineering Manual 1st version			10,000			10,300
100-430-4330-52116	Professional Services	81,150	4,000	-	-100.0%		-
100-430-4330-52117	Legal Services \$300 hr Partners / \$270 hr Associates	278,997	125,000	80,000	-36.0%		80,000
	<b>TOTAL GENERAL FUND</b>	<b>1,289,244</b>	<b>1,541,100</b>	<b>1,136,800</b>	<b>-26.2%</b>		<b>1,061,700</b>
<b>Total</b>	<b>Private Development - 4330</b>	<b>1,289,244</b>	<b>1,541,100</b>	<b>1,136,800</b>	<b>-26.2%</b>		<b>1,061,700</b>



# ***Building and Safety***

## ***Section 21***



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## Building & Safety

Building and Safety is responsible for administering and enforcing building and safety standards for the design, construction, use, and occupancy, of all buildings and structures within the City of Wildomar.

### The Department at a Glance

**Building & Safety**  
Administrative Analyst – 75%

	2013-14	2014-15	Proposed		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget
<b><u>Department</u></b>					
Total Salary and Benefits	72,409	81,500	80,400	-1.3%	83,800
Other Expenditures	345,041	363,300	320,900	-11.7%	332,100
<b>Building &amp; Safety - 4310</b>	<b>417,450</b>	<b>444,800</b>	<b>401,300</b>	<b>-9.8%</b>	<b>415,900</b>
<b><u>Fund</u></b>					
<b>General Fund</b>	<b>417,450</b>	<b>444,800</b>	<b>401,300</b>	<b>-9.8%</b>	<b>415,900</b>

**Service Description:**

- The Building & Safety Department provides administrative processing, plan review, permitting, and inspection services for new construction, additions, renovations, and alterations to ensure all structures meet the minimum life safety standards of State and local building codes. Building & Safety is also responsible for historical research, records retention and maintenance, as well as records request processing.
- In addition to processing permits and inspections for projects requiring a permit, the Building and Safety Department is also responsible for enforcing State laws verifying that existing structures are safe for public use and/or habitation, often in collaboration with the activities of the Code Enforcement Department.
- In conjunction with the permitting process, the Building & Safety Department is responsible for verifying and coordinating approvals from other regulatory agencies, including Riverside County Fire Department, Riverside County Department of Environmental Health, Elsinore Valley Municipal Water District, and South Coast Air Quality Management District.
- The Building & Safety Department is also responsible for collecting all State and County mitigation fees for development projects. These include fees for subsidizing area infrastructure improvements, mitigating environmental impacts, and providing funding for State-mandated programs for education and training in the areas of seismic (earthquake) studies, as well as public awareness of improvements in accessibility for persons with disabilities.
- The Building & Safety Department supports the Finance Department in administering the City of Wildomar Business Registration Program, and confirming all businesses within the city have been approved for operation.

**Long Term Goals**

- To consistently provide a high level of service to homeowners, developers, and contractors as guiding them through the improvement process.
- Further development and expansion of the new on-line permitting program, to increase staff efficiency and to expedite applicant permit processing.
- Maintain staff training on efficient use of Eden, and Crystal Reports for permit tracking. Utilize inspection daily scheduling to optimize workload staffing and reporting.
- Continue cross-training of counter staff for all Community Development processing (eg. Building, Planning, Engineering and Public Works). Strive for a higher level of customer service, and provide resource coverage to maintain minimal staffing needs.
- International Code Council/CALBO certification of all Building & Safety staff. Currently required by State statute for Building Officials, Plan Reviewers, and Inspectors. Seek opportunity for Counter Tech certifications.
- Optimize public counter areas to serve numerous applicants during the development review and permitting processes.
- Formal implementation of policies and procedures to promote consistency, efficiency, and quality in the processing, reporting, and documentation phase of the development process.
- Provide on-line access to Building & Safety hand-outs and city standard plans.

### **Two Year Work Plan**

- Streamline counter services through advanced training of full- and part-time staff in minimum Code requirements, Ordinances, Zoning regulations, and Eden processing.
- Counter Technician involvement in Pre-submittal meetings for larger projects.
- Train counter support for effective time management, customer service, handling of difficult situations, and research of public records.
- Weekly and monthly departmental meetings to coordinate, share, inspire, and motivate staff to exceed the level of service expectations and foster support for co-workers.

### **Performance Measurement Outcomes**

- Continued improvement of permitting systems, oversight, and reporting, to ensure positive audit outcomes.

### **Prior Year Accomplishments**

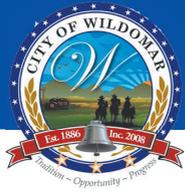
- Expanded use of Eden Building Permit system.
- Expanded on-line permitting.
- Updated easy-to-read handouts for city standard permits- patio covers, decks, walls, carports, etc. in order to assist the public with improvement projects.
- Improved Building & Safety handouts to assist applicants in navigating through the plan review and inspection processes.

### **Significant Budgetary Changes**

- Maintain prior year's activity.

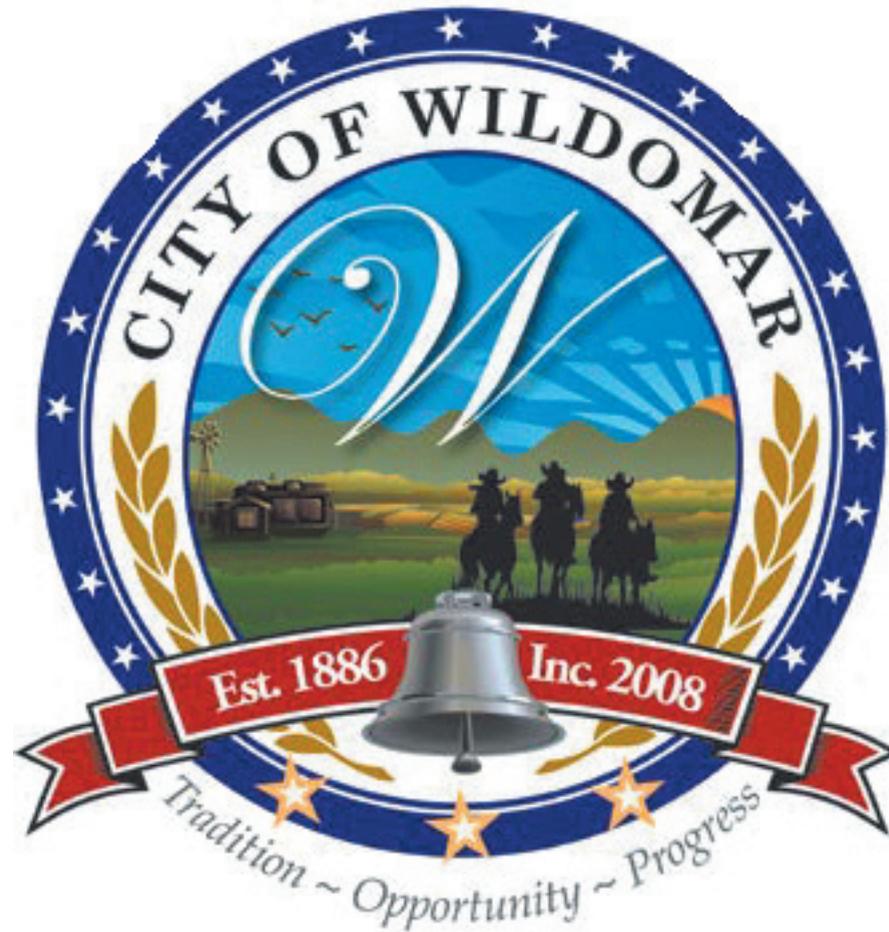
**2015-16 & 2016-17 Departmental Budget**

Building & Safety		2013-14 Year End Actual	2014-15 Estimated Budget	Proposed			
				2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail
Account Number							
<b>GENERAL FUND</b>							
100-430-4310-51001	Salaries	48,773	53,700		55,400	3.2%	58,100
100-430-4310-51010	Overtime	-	500		-	-100.0%	-
100-430-4310-51150	PERS Retirement	11,724	11,500		13,800	20.0%	14,400
100-430-4310-51160	Medicare	775	700		800	14.3%	900
100-430-4310-51162	FUI	78	100		100	0.0%	100
100-430-4310-51164	SUI	194	200		200	0.0%	200
100-430-4310-51200	Medical Ins.	8,502	13,000		9,000	-30.8%	9,000
100-430-4310-51201	Dental Ins.	2,020	900		1,100	22.2%	1,100
100-430-4310-51202	Vision Ins.	343	900		-	-100.0%	-
100-430-4310-51204	Life Ins.	-	-				
<b>Total Salary and Benefits</b>		<b>72,409</b>	<b>81,500</b>		<b>80,400</b>	<b>-1.3%</b>	<b>83,800</b>
100-430-4310-52010	Office Supplies	1,247	500		500	0.0%	500
100-430-4310-52012	Departmental Supplies	6,492	2,500		1,500	-40.0%	3,500
	CBC 2016 Code Update						2,000
100-430-4310-52020	Legal Notices	295	-		-		-
100-430-4310-52100	Memberships/Dues	175	200		200	0.0%	200
100-430-4310-52105	Meeting/Conferences	-	100		100	0.0%	100
100-430-4310-52110	Training	364	200		200	0.0%	200
100-430-4310-52115	Contractual Services	317,000	342,500		305,100	-10.9%	314,300
	Interwest Building Official; 20 hrs/wk for 50 wks at \$129/hr			135,500			139,600
	Interest Building Inspector; 10 hrs/wk for 50 wks at \$95/hr			49,900			51,400
	Interwest Building Permit Tech; 40hrs/wk for 50 wks at \$57/hr			119,700			123,300
100-430-4310-52116	Professional Services Tyler Technologies (Eden)	8,843	10,000	10,000	10,000	0.0%	10,000
100-430-4310-52117	Legal Services	8,310	2,000		2,500	25.0%	2,500
100-430-4310-52119	Bank/Admin Fees	-	-		-		-
100-430-4310-53028	Communications	300	300		300	0.0%	300
100-430-4310-58110	Hardware/Software	2,015	5,000		500	-90.0%	500
<b>TOTAL GENERAL FUND</b>		<b>417,450</b>	<b>444,800</b>		<b>401,300</b>	<b>-9.8%</b>	<b>415,900</b>
<b>Total</b>	<b>Building &amp; Safety - 4310</b>	<b>417,450</b>	<b>444,800</b>		<b>401,300</b>	<b>-9.8%</b>	<b>415,900</b>



# ***Code Enforcement***

## ***Section 22***



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## Code Enforcement

The mission of the Code Enforcement Department is to protect the health, safety and welfare for the City of Wildomar.

### The Department at a Glance



	2013-14	2014-15	Proposed		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget
<b><u>Department</u></b>					
Total Salary and Benefits	-	-	-		-
Other Expenditures	183,976	154,200	129,500	-16.0%	116,500
<b>Code Enforcement - 4350</b>	<b>183,976</b>	<b>154,200</b>	<b>129,500</b>	<b>-16.0%</b>	<b>116,500</b>
<b><u>Fund</u></b>					
<b>General Fund</b>	<b>183,976</b>	<b>154,200</b>	<b>129,500</b>	<b>-16.0%</b>	<b>116,500</b>

**2015-16 & 2016-17 Departmental Budget**

Code Enforcement		2013-14 Year End Actual	2014-15 Estimated Budget	Proposed			
				2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail
Account Number							
<b>GENERAL FUND</b>							
100-430-4350-52010	Office Supplies	163	500		500	0.0%	500
100-430-4350-52012	Departmental Supplies	177	100		1,500	1400.0%	1,500
100-430-4350-52015	Postage Mailing	7	100		100	0.0%	100
100-430-4350-52020	Legal Notices	588	400		400	0.0%	400
100-430-4350-52100	Membership Dues				100		100
100-430-4350-52115	Contractual Services	118,275	122,100		111,900	-8.4%	98,900
	Code Enf Officer; 15 hrs/wk for 50 wks at \$60/hr			44,900			46,300
	Ticket Services			10,000			10,000
	Property Info System			2,000			2,000
	Property Clean up			20,000			20,000
	Code Technician 20 hrs/wk for 50 wks at \$20/hr			20,000			20,600
	Vehicle Towing Program			15,000			-
100-430-4350-52116	Professional Services	10,121	16,000		5,000	-68.8%	5,000
	Temporary Fencing			5,000			5,000
100-430-4350-52117	Legal Services	54,645	15,000		10,000	-33.3%	10,000
100-430-4350-58110	Hardware/Software	-	-		-		-
<b>TOTAL GENERAL FUND</b>		<b>183,976</b>	<b>154,200</b>		<b>129,500</b>	<b>-16.0%</b>	<b>116,500</b>
<b>Total</b>	<b>Code Enforcement - 4350</b>	<b>183,976</b>	<b>154,200</b>		<b>129,500</b>	<b>-16.0%</b>	<b>116,500</b>

**Service Description:**

- Prevent, investigate and enforce City statutes and ordinances regulating public health and safety, illegal business activities, building standards, land use, site cleanups, septic problems, weed abatement, green pools and graffiti removal.
- Regulate vacant properties and process abandoned and distressed property registrations.
- Work in close cooperation with city departments, local and state agencies and the community to address violations of the Wildomar Municipal Code.
- Enhance the quality of life in the community.

**Long Term Goals**

- Reduce weed abatement violators to increase fire protection in the community.
- Reduce green contaminated pools to eliminate the risk of transmitting illnesses and diseases.
- Increase safety measures related to abandoned & distressed properties.
- Update website to provide information that facilitates voluntary compliance on code issues.

**Performance Measurement Outcomes**

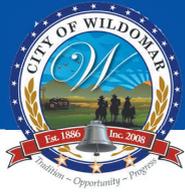
- FY 2013-14 Opened 308 cases
- FY 2013-14 Closed 148 cases
- FY 2014-15 Opened 183 cases
- FY 2014-15 Closed 111 cases

**Prior Year Accomplishments**

- Switched from spread sheet tracking cases to Eden Code Enforcement Module
- Loaded all new cases from January 2015 into the Eden Code Enforcement Module
- Successfully enforced code violations through education and notices.
- Through a hands on approach, avoided administrative enforcement procedures.
- Successful in working with residents to removal graffiti without issuing fines.

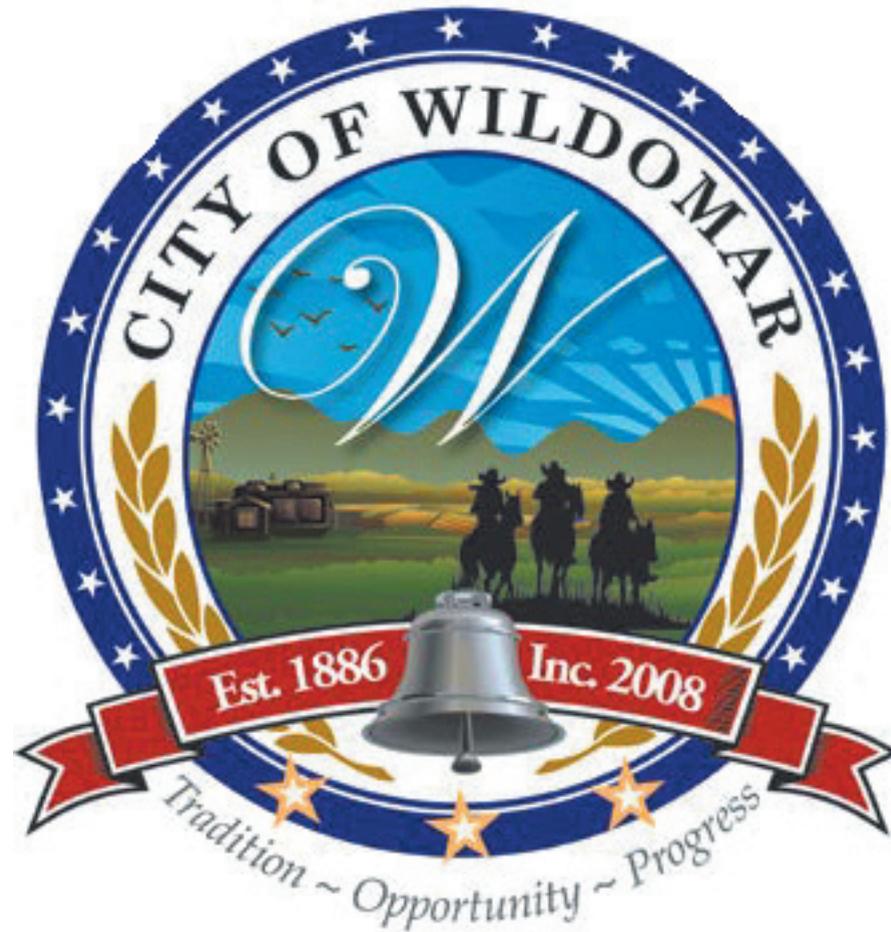
**Significant Budgetary Changes**

- One time expense to implement a vehicle towing program with a focus of removing abandoned vehicles in the CDBG area.



# ***Office of Emergency Management***

## ***Section 23***



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## Office of Emergency Management

Provides effective and orderly governmental control and coordination of emergency operations in natural disasters, technological incidents, man-made disasters and national security emergencies within the scope of the City.

### The Department at a Glance

**Office of Emergency Management**  
Contract Services

	2013-14	2014-15	Proposed		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget
<b><u>Department</u></b>					
Total Salary and Benefits	-	-	-		-
Other Expenditures	11,757	29,400	29,400	0.0%	29,500
<b>Emergency Management - 4650</b>	<b>11,757</b>	<b>29,400</b>	<b>29,400</b>	<b>0.0%</b>	<b>29,500</b>
<b><u>Fund</u></b>					
<b>General Fund</b>	<b>11,757</b>	<b>29,400</b>	<b>29,400</b>	<b>0.0%</b>	<b>29,500</b>

**Service Description:**

- Develops and maintains relationships within our Southwest Riverside Communities as well as broader communities.
- Develops and maintains the City's Comprehensive Emergency Operations Plan (EOP) providing emergency management planning for the entire city.
- Coordinates emergency management activities, services and programs within the City.
- Provides outreach and education for communities in getting through disasters.
- Provides disaster planning assistance to businesses, non-profits, and individuals to minimize injury and property damage.
- Conducts training and emergency simulations for the community and City staff.

**Long Term Goals**

- Provide training for disaster staffing.
- Update and maintain an effective Emergency Operations Plan.
- Train and coordinate the emergency response team (CERT).
- Enhance mitigation activities.
- Provide easy access of preparedness, planning, and emergency information to residents and enhance communications with the residents, local media, community associations and businesses.
- Maintain a fully equipped Emergency Operations Center.
- Ensure Compliance with NIMS (National Incident Management System) and other Federal and State mandates.
- Strengthen the relationship within the Southwest Riverside Communities.
- Implement Community Outreach Boxes (COB).

**Two Year Work Plan**

- Conduct classes that enhance disaster preparedness to staff.
- Analyze any additions and deletions to reflect staff changes and any other dynamics which impact the Emergency Operations Plan (EOP).
- Conduct classes that enhance disaster preparedness to the Emergency Response Team.
- Continuous observation and analyses city-wide to recognize issues that could undermine the safety of the City.
- Upgrade technological programs and communications through social media sites and updates to the website that enhance interactive communications.
- Participate in regional table top exercises.
- Distribute Community Outreach Boxes to various locations in order to enhance communication with those that do not have access to the internet.

**Performance Measurement Outcomes**

- Participated in 12 Disaster Net Radio tests.
- Conducted several CPR and First Aid classes.

**Prior Year Accomplishments**

- Trained staff members to use the Disaster Net Radio.
- Participated in monthly Disaster Net Radio tests.
- Offered Citizens Emergency Response Team (CERT) Training.
- Completed the Senior Officials Workshop for all Hazards.
- Participated in Regional table top exercise.
- Conducted CPR and First Aid classes.
- Secured AED Trainer.

**Significant Budgetary Changes**

- Maintain prior year's activities

**2015-16 & 2016-17 Departmental Budget**

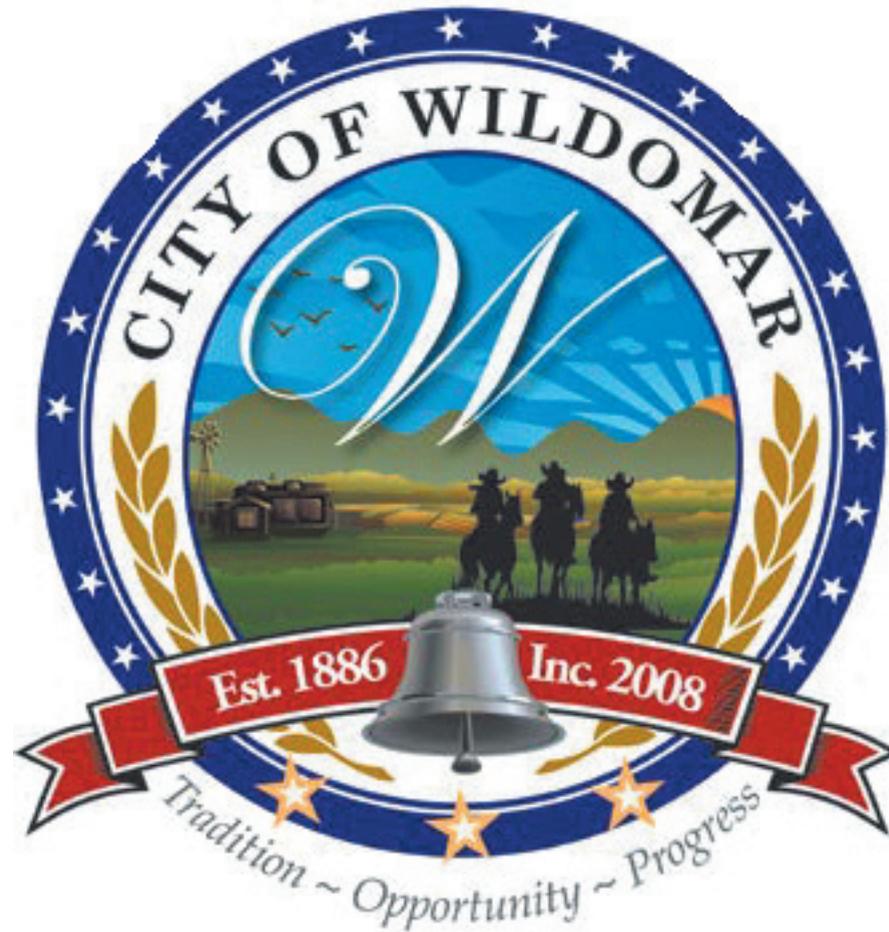
**Office of Emergency Management**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed			
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail
<b>GENERAL FUND</b>						
100-460-4650-51001	Salaries	-	-	-	-	-
100-460-4650-51100	Auto Allowance	-	-	-	-	-
100-460-4650-51105	Cell Phone Allowance	-	-	-	-	-
100-460-4650-51107	Internet Allowance	-	-	-	-	-
100-460-4650-51150	PERS Retirement	-	-	-	-	-
100-460-4650-51155	Social Security	-	-	-	-	-
100-460-4650-51160	Medicare	-	-	-	-	-
100-460-4650-51162	FUI	-	-	-	-	-
100-460-4650-51164	SUI	-	-	-	-	-
100-460-4650-51200	Medical Ins.	-	-	-	-	-
100-460-4650-51201	Dental Ins.	-	-	-	-	-
100-460-4650-51202	Vision Ins.	-	-	-	-	-
<b>Total Salary and Benefits</b>		-	-	-	-	-
100-460-4650-52010	Office Supplies	93	500	500	0.0%	500
100-460-4650-52012	Departmental Supplies	266	2,300	2,200	-4.3%	2,300
	Materials for Training Classes			2,200		2,300
100-460-4650-52015	Postage Mailing	28	-	-		-
100-460-4650-52105	Meetings/Conferences	-	-	-		-
100-460-4650-52110	Training	795	1,500	1,500	0.0%	1,500
	City Staff Training			1,500		1,500
100-460-4650-52113	Travel	-	-	-		-
100-460-4650-52115	Contractual Services	10,263	24,200	25,200	4.1%	25,200
	Emergency Operations Mngr 20hrs/Mo at \$80/hr			19,200		19,200
	Part Time Support 10hrs/Mo at \$50/hr			6,000		6,000
100-460-4650-52116	Professional Services	-	-	-		-
100-460-4650-52117	Legal Services	160	900	-	-100.0%	-
100-460-4650-58100	Furniture & Equipment	152	-	-		-
<b>TOTAL GENERAL FUND</b>		<b>11,757</b>	<b>29,400</b>	<b>29,400</b>	<b>0.0%</b>	<b>29,500</b>
<b>Total Emergency Management - 4650</b>		<b>11,757</b>	<b>29,400</b>	<b>29,400</b>	<b>0.0%</b>	<b>29,500</b>



# ***Police Services***

## ***Section 24***



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## Police

Police Services are provided by the Riverside County Sheriff's Department under a contract between the County and the City. The Police Department budget accounts for all police related expenditures, including the contract. The department has no employees. All law enforcement personnel is under contract. The contract is administered by the City Manager and approved by the City Council.

### The Department at a Glance



	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget
			2015-16 Budget	% change	
<b><u>Department</u></b>					
Total Salary and Benefits	-	-	-		-
Other Expenditures and Transfers-Out	2,252,219	2,409,038	2,554,600	6.0%	2,767,300
<b>Police - 4700</b>	<b>2,252,219</b>	<b>2,409,038</b>	<b>2,554,600</b>	<b>6.0%</b>	<b>2,767,300</b>
<b><u>Fund</u></b>					
General Fund	2,152,219	2,309,038	2,454,600	6.3%	2,667,300
SLESF Fund	100,000	100,000	100,000	0.0%	100,000
<b>Total Expenditures by Fund</b>	<b>2,252,219</b>	<b>2,409,038</b>	<b>2,554,600</b>	<b>6.0%</b>	<b>2,767,300</b>

## **Service Description:**

### **Law Enforcement**

- Provides Patrol Services- 24 hours / 7 days a week, including the following services;
  - Traffic Collision Investigations.
  - DUI Checkpoints.
  - Traffic Enforcement.
  - Special Teams (Gang Task Force, Southwest Corridor Narcotics Task Force).
  - Special Investigations Bureau (Central Homicide Unit).
  - Special Enforcement Bureau- SWAT.
  - K-9 Services.
  - Hazardous Device Team-Bomb Squad / Hostage Negotiation Team (HNT).
  - Liability Coverage-Administrative Services (Chief of Police, Lieutenant, Sergeants).

**Investigations-** Currently budgeted for 300 overtime hours for fiscal year 2014-15.

- Extension of patrol, investigate/follow up on crimes.
- Major Investigations/Critical Incidents.
- Homicide Investigations.
- Officer Involved Shootings.
- Crime Analyst (Tracking statistical data related to crimes, calls for service, etc.).

### **Clerical/Accounting**

- Report entries (Entry into computer system).
- Office operations (Front office-towed vehicles, citation sign-offs, citizen complaints).
- Dispatch services (Incoming/dispatched calls for service).

### **Volunteers**

- 20-25 Explorers assist station with special events.
- 2-5 volunteers assist with clerical, reports, logistics.
- 3 reserve officers (Cost savings when deployed on special events, prevent or reduce overtime).
- Posse members assist with special events.

## Long Term Goals

- Restore services to original contract with city (87 hours per day).
  - Historical information below:
    - FY 2008-09 (87 hrs day w/traffic unit)
    - FY 2009-10 (70 hrs day w/no traffic) 2 additional hours per day paid with SLESF Funds
    - FY 2010-11 (70 hrs day w/no traffic) 2 additional hours per day paid with SLESF Funds
    - FY 2011-12 (72 hrs day w/no traffic)
    - FY 2012-13 (40 hrs day w/no traffic)
    - FY 2013-14 (40 hrs day w/no traffic)
    - FY 2014-15 (40 hrs day w/no traffic)
- Increase contract to 72 hours per day; add a Community Service Officer and Police Officer.
- Add a dedicated traffic officer.
- Meet county projected baseline goal of 1.2 officers per thousand population. Goal of Sheriff Stan Sniff.
- Dedicated Sergeant/Lieutenant position to attend meetings, city functions, field complaints.
- Special Teams (Gang Task Force, Special Enforcement Team, Southwest Corridor Narcotics Task Force)
  - Assign officers to specific teams to take advantage of additional resources to combat problems as they occur (Problem Oriented Policing, Special Enforcement Team, Burglary Suppression Team).

## Two Year Work Plan

- Pursue Year 1-Increase contract to 72 hours per day; add a Community Service Officer and Police Officer.
- Add a dedicated Lieutenant/Sergeant.
- Pursue Year 2-Continue contract to 72 hours per day; add traffic officer for 40 hours per week.

## Performance Measurement Outcomes

- Increased response times due to reduced funding and staffing.
- Increased traffic collisions due to lack of a dedicated traffic enforcement officer.
- Additional citizen complaints regarding extended response times, traffic collisions, speeding, driving under the influence and quality of life issues.
- Investigative case load increase.

**Prior Year Accomplishments**

- No major injuries to officers due to reduced staffing levels.
- Quality of service is excellent despite limited staffing.
- Maintained morale of personnel assigned to contract.
- Neighborhood Watch program continuing.
- COPs and Clergy program continuing.

**Significant Budgetary Changes**

- Motor Vehicle License Fee (MVLFF) funds taken from City by the State of California (Major impact to public safety service level).
- Level of service decreased by \$1.3 million.
- Reduced services from 15 deputy positions (72 hours per day) to 8.2 deputies (40 hours per day).

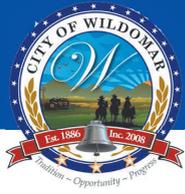
**2015-16 & 2016-17 Departmental Budget**

**Police**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>GENERAL FUND</b>							
100-460-4700-52010	-	4,200		4,000	-4.8%		4,200
100-460-4700-52012	185	2,700		2,700	0.0%		2,700
100-460-4700-52015	-	500		300	-40.0%		500
100-460-4700-52105	-	-					-
100-460-4700-52110	-	20,000		10,000	-50.0%		20,000
100-460-4700-52115	2,313,365	2,417,200		2,557,100	5.8%		2,737,200
			2,292,925			2,454,264	
			57,680			61,744	
			26,883			28,776	
			171,500			183,750	
			7,080			7,680	
			1,000			1,000	
100-460-4700-52116	-	5,300		3,000	-43.4%		3,000
100-460-4700-52117	2,314	200		-	-100.0%		-
100-460-4700-52118	(275,419)	(283,600)		(292,100)	3.0%		(300,900)
100-460-4700-54013	31,083	37,600		32,600	-13.3%		32,600
100-460-4700-54014	13,059	16,000		20,000	25.0%		21,000
100-460-4700-54015	-	400		400	0.0%		400
100-460-4700-54016	4,500	3,300		2,700	-18.2%		3,200
100-460-4700-54017	-	13,200		40,000	203.0%		40,000
100-460-4700-54018	23,381	31,800		31,800	0.0%		31,800
100-460-4700-54019	750	1,000		600	-40.0%		600
100-460-4700-56010	-	600		500	-16.7%		500
100-460-4700-56013	39,001	38,038		40,000	5.2%		69,500
100-460-4700-56015	-	100		500	400.0%		500
100-460-4700-58000	-	500		500	0.0%		500
<b>TOTAL GENERAL FUND</b>	<b>2,152,219</b>	<b>2,309,038</b>		<b>2,454,600</b>	<b>6.3%</b>		<b>2,667,300</b>

**2015-16 & 2016-17 Departmental Budget**

<b>Police</b> Account Number	2013-14	2014-15	Proposed				
	Year End Actual	Estimated Budget	2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>SLESF FUND - 281</b>							
281-460-4700-52115 Contractual Services	-	-		-			-
281-460-4700-52116 Professional Services	-	-		-			-
281-460-4700-59000 Transfers Out	100,000	100,000		100,000	0.0%		100,000
<b>TOTAL SLESF FUND - 281</b>	<b>100,000</b>	<b>100,000</b>		<b>100,000</b>	<b>0.0%</b>		<b>100,000</b>
<b>Total Police - 4700</b>	<b>2,252,219</b>	<b>2,409,038</b>		<b>2,554,600</b>	<b>6.0%</b>		<b>2,767,300</b>



# ***Fire Services***

## ***Section 25***



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## Fire

Fire and Emergency Medical Services are provided to the City of Wildomar by CALFIRE/Riverside County Fire Department under a cooperative agreement. This integrated, cooperative, regional fire protection system provides a seamless response capability throughout Riverside County that applies maximum fiscal benefit to all parties.

### The Department at a Glance



	2013-14	2014-15	2015-16	Proposed		2015-16
	<u>Year End Actual</u>	<u>Estimated Budget</u>	<u>2015-16</u>	-	2015-16	2015-16
			<u>Budget</u>	%	Budget	<u>Budget</u>
				change		
<b><u>Department</u></b>						
Insurance Premium	22,365	26,000	25,900	-0.4%		26,000
Other Expenditures	1,937,389	2,061,200	2,248,900	9.1%		2,373,000
<b>Fire - 4710</b>	<b>1,959,754</b>	<b>2,087,200</b>	<b>2,274,800</b>	<b>9.0%</b>		<b>2,399,000</b>
<b><u>Fund</u></b>						
<b>General Fund</b>	<b>1,959,754</b>	<b>2,087,200</b>	<b>2,274,800</b>	<b>9.0%</b>		<b>2,399,000</b>

**Service Description:**

- Provides continuing fire safety public education programs to the community through school programs, community events, and media outreach.
- Provides planning assistance to the City through development plans reviews, special event application review and conditioning.
- Provides assistance to the City in Emergency Management planning and implementation, grant application management, and City staff training for Emergency Management.
- Provides advanced wildland fire protection services through a Wildland Fire Protection Agreement with CALFIRE to provide specialized wildland fire apparatus upon first report of a wildland fire with no unfunded liabilities beyond annual contract fees.

**Long Term Goals**

- Re-Locate the existing Fire Station ( Station 61) to a more suitable location with a modern facility.
- Locate, build, and staff a second Fire Station in the City.

**Two Year Work Plan**

- Continue project to re-model current Fire Station (Station 61) and obtain conveyance from County ownership to City ownership.
- Begin studies for location and construction of second Fire Station as budget and development dictate.
- Continue to place Automatic External Defibrillators in City Facilities and enforce current City ordinance requiring AED's in all new construction meeting the occupancy requirement outlined in the ordinance.
- Continue to support the First Aid/CPR public education program.
- Finalize the local agreement with the City of Lake Elsinore to share an Assistant Fire Marshall position to provide increased service and turnaround time for permit applications and plans reviews.
- Work with Staff to streamline and establish new weed abatement inspection and enforcement process.

### **Performance Measurement Outcomes**

- Performance of emergency response is widely measured in response times, success in advanced life support, and citizen satisfaction with services. The average response time for all 911 calls within the City in 2012 was 4.5 minutes for the 2782 incidents that occurred which is better than the 5 - 7 minute response time expectation set by County Fire Chief John Hawkins. Professional performance and customer satisfaction will continue to be a major goal of the Fire Department.

### **Prior Year Accomplishments**

- Improvements to Station 61 in the last year included; re-roofing the station and installing a diesel exhaust removal system to the fire apparatus garage that removes diesel exhaust and prevents it from entering the living quarters of the facility. This cost was covered by the County as the facility is still owned by the County.
- Provided technical input to the study to re-structure the City Developer Impact Fee schedule.
- Reached a cooperative agreement with Inland Valley Hospital Management to share costs to provide an Automatic External Defibrillator to City Hall. This cost neutral addition to the City will be cost shared with late response fees received from American Medical Response per the agreement with the Riverside County Emergency Medical Service Agency.
- Hosted disaster management training for City Staff and Elected officials from the Southwest County area coordinated by County OES with training provided by the National Emergency Response and Rescue Training Center.

### **Significant Budgetary Changes**

- An increase of \$82,501 for Fire Services in fiscal year 2013-14 is projected due to increases in various cost allocation items along with increased costs for Fire Engine purchases through the fire engine use agreement line item in the cooperative agreement. The increase also reflects an increase in contribution to Battalion Chief Services for those Cities that do not fully fund a Battalion Chief.
- All costs in the annual preliminary cost estimate are for top step fully funded positions. It is our continuing goal to come in under these estimates and Fire has consistently met this goal.

2015-16 & 2016-17 Departmental Budget

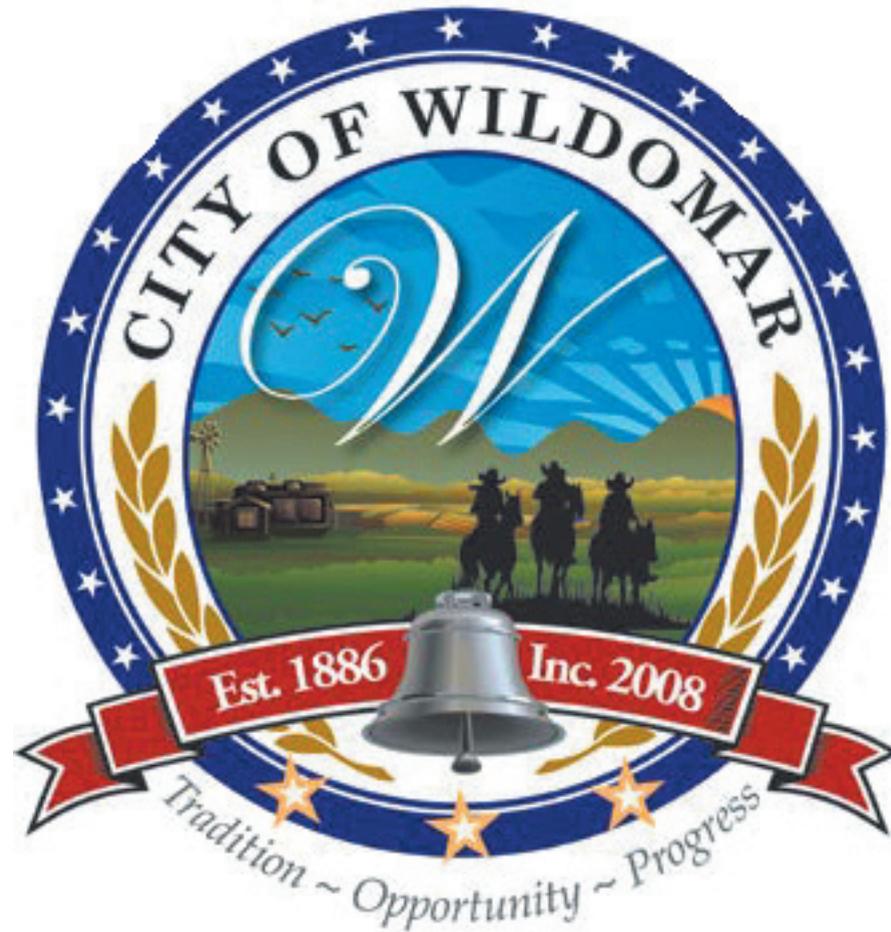
**Fire**

Account Number		2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
				2015-16 Budget Detail	2015-16 Budget	% change	2015-16 Budget Detail	2015-16 Budget
<b>GENERAL FUND</b>								
100-460-4710-51208	Other Ins Premium Wildland Fire Protection Agreement	22,365.00	26,000	25,900	25,900	-0.4%	26,000	26,000.00
	<b>Total Salary and Benefits</b>	<b>22,365</b>	<b>26,000</b>		<b>25,900</b>	<b>-0.4%</b>		<b>26,000</b>
100-460-4710-52115	Contractual Services	1,929,576	2,051,200		2,238,900	9.2%		2,363,000
100-460-4710-54050	Fire Station Expenses	7,721	10,000		10,000	0.0%		10,000
100-460-4710-54051	AMR Expenses	92.00	-		-			-
<b>TOTAL GENERAL FUND</b>		<b>1,959,754</b>	<b>2,087,200</b>		<b>2,274,800</b>	<b>9.0%</b>		<b>2,399,000</b>
<b>Total</b>	<b>Fire - 4710</b>	<b>1,959,754</b>	<b>2,087,200</b>		<b>2,274,800</b>	<b>9.0%</b>		<b>2,399,000</b>



# ***Animal Control***

## ***Section 26***

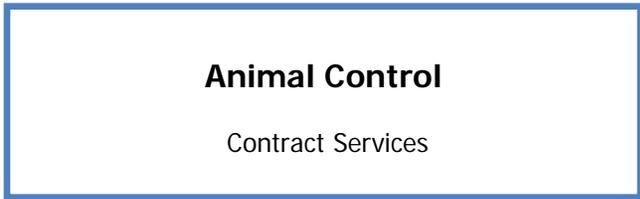


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## Animal Control

The Animal Control Department promotes humane care of animals through education, programs and pro-active measures. The City contracts for Animal Control Services with the Animal Friends of the Valley. The City as a member of Southwest Communities Financing Authority, Joint Powers Authority, (JPA) participates in the funding of the construction costs (Bond Debt) of the Animal Shelter Facility located in Wildomar.

### The Department at a Glance



	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget
			2015-16 Budget	% change	
<b>Department</b>					
Total Salary and Benefits	-	-	-		-
Other Expenditures	442,032	479,400	479,500	0.0%	488,600
<b>Animal Control - 4720</b>	<b>442,032</b>	<b>479,400</b>	<b>479,500</b>	<b>0.0%</b>	<b>488,600</b>
<b>Fund</b>					
<b>General Fund</b>	<b>442,032</b>	<b>479,400</b>	<b>479,500</b>	<b>0.0%</b>	<b>488,600</b>

**Service Description:**

- Participates in the Southwest Communities Financing Authority, which includes Wildomar, Canyon Lake, Lake Elsinore, Murrieta, Temecula and portions of unincorporated Riverside County, to fund the Animal Shelter Facility and contracts with Animal Friends of the Valley for daily activities and field services.
- Provides field services such as responding to calls regarding sick and injured dogs, domestic animals, dead animals and barking dogs.
- Provides sheltering services.
- Sponsors monthly low-cost vaccination clinics.
- Committed to preventing the suffering of animals and ending overpopulation.

**Long Term Goals**

- Reduce costs by lowering the animal count intake numbers at the shelter.

**Two Year Work Plan**

- Provide information that promotes low cost spay and neuter of pets and overpopulation.

**Prior Year Accomplishments**

- Participation in local Animal Shelter Services.

**2015-16 & 2016-17 Departmental Budget**

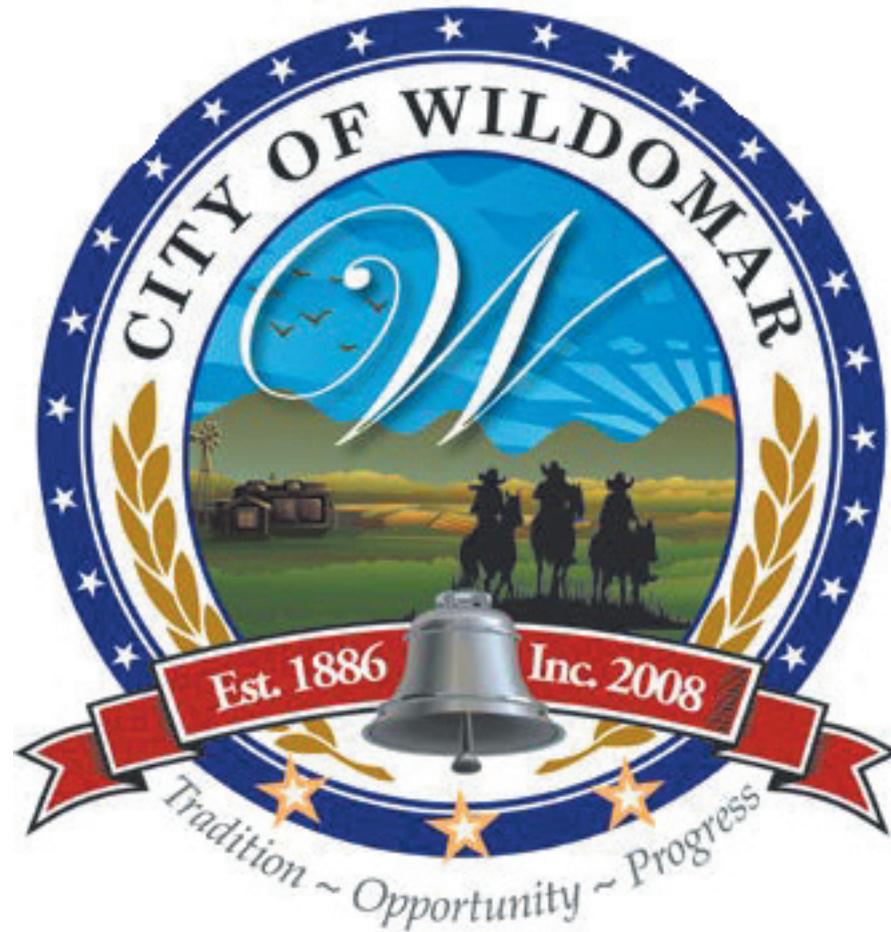
**Animal Control**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>GENERAL FUND</b>							
100-460-4720-52115 Contractual Services	220,094	228,500		258,900	13.3%		262,700
Shelter Operations \$15,970/Mo.			191,700			195,500	
Animal Control Field Srvc \$5,600/Mo.			67,200			67,200	
100-460-4720-52116 Professional Services	224	6,000		1,000	-83.3%		1,000
100-460-4720-58500 Debt Service	221,714	244,900		219,600	-10.3%		224,900
100-460-4720-58505 Bond Expense	-	-		-			-
<b>TOTAL GENERAL FUND</b>	<b>442,032</b>	<b>479,400</b>		<b>479,500</b>	<b>0.0%</b>		<b>488,600</b>
<b>Total Animal Control - 4720</b>	<b>442,032</b>	<b>479,400</b>		<b>479,500</b>	<b>0.0%</b>		<b>488,600</b>



# ***Public Works/Engineering***

## ***Section 27***



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## Public Works/Engineering

The Public Works/Engineering Department is responsible for the construction, maintenance and operation of the City's infrastructure. The City's infrastructure, mainly within public dedicated right of way and easements, includes street pavement, curb, gutter, sidewalk, traffic signals, signage, striping, dirt roads, trails, and drainage facilities. The Public Works/Engineering Department primarily contracts for staff services. The department is organized into four primary programs: Administration, Capital Improvements, Development Engineering and Maintenance. These programs are accounted for in 5 different funds: General Fund, Gas Tax Fund, Measure A Fund, TDA Fund and the AQMD Fund. The Development Engineering Department and the Public/Works/Engineering Department are accounted for in the General Fund and reimbursed by developer deposits. The other funds are Special Revenue Funds.



	2013-14	2014-15	Proposed				
	Year End Actual	Estimated Budget	2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>Fund</b>							
General Fund - 100	42,296	159,700		263,900	65.2%		244,300
Gas Tax Fund - 200	1,422,878	1,286,600		1,257,800	-2.2%		1,311,300
Measure A Fund - 201	405,015	1,756,300		616,200	-64.9%		636,880
TDA Fund - 203	193,464	457,000		158,400	-65.3%		-
AQMD FUND - 210	139,295	114,900		120,500	4.9%		35,000
RCFC FUND - 280	-	2,051,000		1,824,200	-11.1%		-
CMAQ FUND - 280	-	-		-			1,360,260
STP/ HSIP - 280	-	435,900		460,900	5.7%		-
SRTS - 280	-	488,000		470,000	-3.7%		-
TUMF - 280	13,207	-		1,677,800			825,000
CDBG -282	-	150,000		191,300	27.5%		40,000
<b>Total All Fund Expenditures</b>	<b>2,216,155</b>	<b>6,899,400</b>		<b>7,041,000</b>	2.1%		<b>4,452,740</b>

## Service Description

### Administration

- Manages and oversees the operating budgets of the primary programs (Capital Improvements, Development Engineering, and Maintenance).
- Provides professional engineering/technical support under the direction of the City Manager.
- Manages the annual Engineer's Report for Assessments and Special Districts for the City's Lighting, Landscape and Maintenance District (LLMD) 89-1C and Street Lighting Zones, Community Service Areas (CSA's) 22, 103 and 142, Community Facilities District (CFD) - Services.
- Monitor federal, state and regional public works and transportation initiatives.
- Oversees and coordinates the activities of two primary Community Development programs: Building & Safety, and Code Enforcement.

### Capital Improvements

- Manage and administer all activities related to the Capital Improvement Program including planning engineering, design, bidder administration and construction oversight of the city's infrastructure improvements.
- Coordinate with and apply for federal, state, regional and local grant programs for the CIP projects.
- Administers right of way acquisitions, negotiations, appraisal reviews, title and escrow services.

#### Development Engineering

- Entitlement services are budgeted in Community Development. Entitlement services include planning engineering for application compliance, environmental technical study review, and preparation of entitlement conditions of approval.
- Post-Entitlement services include map check and improvement plan check, and construction inspection.
- Provide map check and land survey review and approval of parcel maps, final maps, lot line adjustments and legal descriptions and plats as required by the State Subdivision Map Act and in conformance with project entitlements.
- Provide plan check and engineering review and approval of improvement plans and grading plans (including technical review of Storm Water Pollution Prevention Plans, SWPPP, and Water Quality Management Plans, WQMP).
- Administration of State Regional Water Quality Control Board Order for Storm Water Discharges program (referred as the National Pollutant Discharge Elimination System, NPDES).

#### Maintenance

- Manages contractor services for the maintenance and repair of streets, dirt roads, drainage facilities, pavement markings and signage, illegal dumping clean up, and graffiti removal.
- Review and issue permits for encroachments and associated traffic control plans for work within the public right of way including private and capital improvement construction activities, utility installation, repair work, special events, and haul routes.
- Respond to emergency situations, natural disasters and special event support.

### **Long Term Goals**

The Public Works Department plays a major role implementing the City's goals and objectives relative to the improvement and maintenance of the city's infrastructure. The specific goals for the Public Works Department by program follow:

#### Administration

- Prioritize services and optimize revenue funds to provide quality services supporting the construction, maintenance and operation of the City's infrastructure.
- Prepare annual Engineer's Reports for LLMD, CSA's and CFD-Services that primarily pay for the maintenance of street lights, street sweeping, storm water facilities and trails.

- Pursue funding sources to enhance major corridor pavement maintenance activities.
- Monitor regional, state and federal transportation and storm water initiatives that have bearing on the City's infrastructure system.

#### Capital Improvements

- Design and construct streets, traffic signals, drainage facilities, parks and trails in accordance with the City's five year CIP program.
- Maintain a pavement management strategy within designated improvement zones. The strategy focuses on the highest benefit for the least cost over a 7-year rotation cycle per zone. Annual budgets are adjusted based on revenue and zone needs (e.g. Zone 1 improvements funded in year 1; Zone 2 improvements funded in year 2; etc.).
- Prioritize improvement strategies for the City's unpaved streets.
- Implement and install a major corridor "welcome" entry monument program.
- Implement the development of the Murrieta Creek Corridor trail, trail heads and connector trails. Acquire easements and rights of entry.

#### Development Engineering

- Facilitate development review and permit approvals in accordance with local, state and federal laws and policies.
- Strive to process development submittals with a three (3) review + mylar check approval program.
- Prepare City of Wildomar Engineering Manual with policies, procedures, guidelines and standard plans and specifications.
- Provide technical support, analysis and recommendations to the Planning Commission and City Council on development applications.

#### Maintenance

- Enhance the Citywide street striping and signage improvement program.
- Maintain and improve an effective graffiti abatement program.
- Effectively remove illegal dumped material, litter and weeds within the City's major transportation corridors.
- Continue to provide timely response for emergency and special event road closures and detours.
- Review and issue permits for right of way encroachments for private and capital projects, utility installation, repairs, haul routes and special events.

### **Two Year Work Plan**

#### Administration

- Pursue grants for enhanced transportation safety, bicycle lanes, multi-purpose trails, street blade replacement, park land acquisition, park improvements, and pavement and dirt street improvements.

- Prepare annual Engineer's Reports for LLMD, CSA's and CFD-Services.

#### Capital Improvements

- Construct Zone 2 and 3 slurry seal.
- Expand installation of select Crushed Miscellaneous Base to portions of Lost and Cottonwood.
- Complete Bundy Canyon Widening Plans and Specifications and secure Construction funding.
- Secure construction funding for Clinton Keith Road widening.
- Construct Hidden Springs/Clinton Keith traffic signal.
- Complete Plans and Specifications and Construct Almond Avenue sidewalk along the easterly right of way and add a sidewalk connection on Bundy to Angels Lane.
- Construct Clinton Keith Slurry seal from Hidden Springs to Palomar
- Construct the Bundy Canyon Shoulder and Striping enhancement project.
- Complete Plans and Specifications and Construct Lateral C-1 (Billie Ann Storm Drain).
- Complete Plans and Specification and construct of Grand Avenue Bike Trail
- Secure Construction funding for Grand Avenue Multi-use Trail.
- Complete Plans and Specifications and Construct Collier Elementary School sidewalk improvement on Union.

#### Development Engineering

- Effectively utilize consultant support services to maintain timely reviews and keep pace with development activity fluctuations.
- Modify County Ordinance 460 (Regulating Division of Land); Ordinance 461 (Regulating Road Improvements); and Improvement Plan Check policies and guidelines to create City of Wildomar Engineering Manual.

#### Maintenance

- Street signage retrofit and replacement of faded reflective signs.
- Re-apply street stripes and pavement markings of faded stripes and legends.
- Maintain routine blading of six (6) times a year for Cottonwood Canyon and Lost Road.
- Right of way weed abatement and tree trimming.
- Right of way litter removal.
- Pothole repair.
- Graffiti removal.
- Drainage inlet and pipe cleaning.
- Maintain the prior years priorities and level of effort for the above listed maintenance program.
- Oversee Encroachment Permit activity within the city's right of way.

## Prior Year Accomplishments

### Administration

- Established in FY 13-14 the citywide Community Facilities District (CFD) Services. New development annexes into the citywide CFD to offset increased maintenance, police and fire service costs.
- Filed CFD Services annual report for FY 14-15
- Filed LLMD annual reports for FY 13-14 and FY 14-15.
- Filed CSA annual reports for FY 13-14 and FY 14-15.
- Applied for and awarded from AQMD a grant for two (2) Electrical Vehicle Charging Station.
- Applied for and not awarded from ATP a grant for Murrieta Creek Trail pedestrian crossing signals.
- Applied for and awarded from RCTC a CMAQ grant for Grand Avenue bicycle lanes Phase I
- Applied for and awarded from RCTC a CMAQ grant for Grand Avenue bicycle lanes for Phase II
- Applied for and awarded from Caltrans a HSIP grant for Bundy Canyon shoulder, striping and signage
- Applied for and awarded from Caltrans a STP grant for pavement repair on Clinton Keith near Palomar
- Applied for and awarded from OTS a grant for traffic collision software
- Applied for and awarded from RCTC a SB821/TDA grant for George Avenue sidewalk
- Applied June 2015 an ATP grant for multipurpose trail, bridge and pavement on Union from Wesley to Regency Park
- Applied June 2015 an ATP grant for multipurpose trail on Grand Avenue from Clinton Keith to Corydon

### Capital Improvements

- Constructed Zone 1 slurry seal.
- Installed test section of select Crushed Miscellaneous Base to portion of Lost and Cottonwood.
- Constructed sidewalk infill projects on Bundy, Canyon, Prielipp, George and Grand.
- Completed Bundy Canyon Widening Environmental report; Completed topographic design survey; Commenced detailed engineering design.
- Completed horizontal and vertical design of Palomar Road widening.
- Completed Plans and Specifications for Clinton Keith Road widening.
- Completed Plans and Specifications for Hidden Springs/Clinton Keith traffic signal.
- Completed Plans for Almond Avenue sidewalk along the westerly right of way. Redesign of the sidewalk improvements to the easterly side to reduce impacts to private improvements and add a sidewalk connection on Bundy to Angels Lane.
- Completed Plans and Specifications for Clinton Keith Slurry seal from Hidden Springs to Palomar
- Commenced design of the Bundy Canyon Shoulder and Striping enhancement project.
- 95% complete environmental, design, plans and specifications for Lateral C-1 (Billie Ann Storm Drain).
- Commenced design of Grand Avenue Bike Trail and Multi-use Trail.
- 70% complete design, and plans for Collier Elementary School sidewalk improvement on Union.

### Development Engineering

- Planning Engineering
  - Spring Meadows Ranch
  - TTM 33840 Elm Street
  - TTM 36674 Baxter Village
  - Villa Sienna Apartments
  - Westpark retail and multi-family
  - Baxter Village retail and multi-family
  - Horizons multi-family and senior assisted
  - Grove Park retail and multi-family
- Entitled conditions of development
  - TTM 36519 Orange/Laguna
  - TTM 36388 Oak Creek Canyon
  - TTM 36497 Briarwood
  - Rancon Medical Center Clinton Keith/Elizabeth
  - Walmart Retail
  - Cornerstone Church daycare
- Approved Improvement Plans and/or Recorded Final Map
  - TM 31837 Andalusia II
  - TM 31353 Meritage
  - TM 36519 Orange/Laguna
  - TM 25122 Rancho Fortunado
  - TM 32078 Rancho Fortunado
  - TM 36497 Briarwood
  - TM 31479 George/Varian
  - TM 32535 North Ranch
- Constructed Improvements for
  - TM 31353 Meritage
  - TM 31837 Andalusia II
  - TM 32535 North Ranch

Maintenance

- Administered Maintenance Contractor overseeing pothole patching, sign installation, graffiti removal, sidewalk repair, vegetation and litter cleaning, tree trimming and street striping.
- Oversaw and managed detours and avoid closures for special events and emergency support.
- Oversaw encroachment permits for street improvement and utility construction within the public right-of-way.

<b>DEPARTMENTAL ACTIVITY REPORT</b>									
<b>July 1 - June 30</b>									
	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>	<b>11-12</b>	<b>12-13</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>	<b>16-17</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>						
Grading Permits Issued	1	2	2	6	12	6	12	5	7
Final Maps Issued	N/A	N/A	N/A	N/A	5	4	3	4	3
CIP Projects in Design	N/A	1	2	5	5	5	7	6	3
CIP Projects in Construction	N/A	N/A	N/A	2	3	0	5	9	4
Potholes patched (sf)	N/A	N/A	5100	5100	5100	2725	4500	4000	4000
Graffiti Removed (hrs)	N/A	N/A	225	225	225	125	50	50	50

Following are the expenditure budgets for the Public Works/Engineering and Development Engineering Departments. Following these two General Fund Departments are the Gas Tax Fund, the Measure A Fund, the TDA Fund and the AQMD Fund. Contractual, professional and other expenditure categories that require additional detail are shown for each department/fund in the "Budget Detail" columns for the two fiscal years ending June 30, 2016 and 2017.

**2015-16 & 2016-17 Departmental Budget**

**Public Works/ Development Engineering**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>GENERAL FUND</b>							
<b>Total Salary and Benefits</b>	-	-		-			-
<b>Development Engineering</b>							
100-430-4340-52010 Office Supplies	831	400		500	25.0%		500
100-430-4340-52012 Departmental Supplies	68	-		200			200
100-430-4340-52015 Postage Mailing	7	-		100			100
100-430-4340-52100 Memberships/Dues	12	200		200	0.0%		200
100-430-4340-52105 Meetings/Conferences	12	-		100			100
100-430-4340-52115 Contractual Services	24,026	-		10,000			-
City Engineering Manual 1st version			10,000				
100-430-4340-52116 Professional Services	-	-		-			-
100-430-4340-52117 Legal Services	898	1,000		1,400	40.0%		1,000
<b>Total Development Engineering - 4340</b>	<b>25,854</b>	<b>1,600</b>		<b>12,500</b>	<b>681.3%</b>		<b>2,100</b>
<b>Public Works/Engineering</b>							
100-450-4500-52010 Office Supplies	-	500		100	-80.0%		100
100-450-4500-52012 Departmental Supplies	279	300		300	0.0%		300
100-450-4500-52015 Postage Mailing	1,778	100		100	0.0%		100
100-450-4500-52105 Meetings/Conferences	162	600		1,500	150.0%		1,500
League CA Cities - PW Officer			1,000			1,000	
WRCOG, RCTC, EDA, Chamber			500			500	
100-450-4500-52115 Contractual Services	-	-		-			-
100-450-4500-52116 Professional Services	325	-		-			-
100-450-4500-52117 Legal Services	11,824	5,100		7,500	47.1%		7,700
100-450-4500-53028 Communications	551	500		1,000	100.0%		1,000
100-450-4500-54060 NPDES	831	151,000		240,900	59.5%		231,500
RCFCWD-Santa Margarita MS4 NPDES (Cost Share)			151,000			151,000	
RCFCWD-Lake Elsinore TMDL			64,500			64,500	
Regional WQCB-Santa Margarita MS4 Permit			16,000			16,000	
SW Eng for Permit update at 12 hrs/mo for 6 mo at \$130/hr			9,400			-	
100-450-4500-58100 Furniture & Equipment	692	-		-			-
<b>Total Public Works/Engineering - 4500</b>	<b>16,442</b>	<b>158,100</b>	<b>242,400</b>	<b>251,400</b>	<b>59.0%</b>		<b>242,200</b>
<b>TOTAL GENERAL FUND</b>	<b>42,296</b>	<b>159,700</b>	<b>263,900</b>		<b>65.2%</b>		<b>244,300</b>

**2015-16 & 2016-17 Departmental Budget**

**Public Works/ Development Engineering**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>GAS TAX FUND - 200</b>							
200-450-4500-51001	Salaries	5,898	148,300	69,400	-53.2%	72,900	
200-450-4500-51100	Auto Allowance	250	6,000	2,400	-60.0%	2,400	
200-450-4500-51105	Cell Phone Allowance	30	800	300	-62.5%	300	
200-450-4500-51107	Internet Allowance	30	800	300	-62.5%	300	
200-450-4500-51150	PERS Retirement	-	-	4,300		4,500	
200-450-4500-51160	Medicare	90	2,400	1,000	-58.3%	1,100	
200-450-4500-51164	SUI	-	200	200	0.0%	200	
200-450-4500-51200	Medical Ins	-	-	4,800		4,800	
200-450-4500-51201	Dental Ins	-	-	600		600	
200-450-4500-51202	Vision Ins	-	-	400		400	
200-450-4500-51202	Vision Ins	-	-	-		-	
200-450-4500-512025	STD & LTD Ins	-	4,800	-	-100.0%	-	
200-450-4500-51208	Other Insurance	-	-	-		-	
200-450-4500-52010	Office Supplies	-	500	-	-100.0%	-	
200-450-4500-52115	Contractual Services	690,426	843,600	936,000	11.0%	954,100	
	Dpty City Engineer; 20 hrs/wk for 50 wks at \$130/hr			130,000		133,900	
	Asst. Engineer; 10 hrs/wk for 50 wks at \$110/hr			55,000		56,700	
	Maintenance Supervisor; 30 hrs/wk for 50 wks at \$97/hr			145,500		149,900	
	Traffic Operations; 4 hrs/wk for 50 wks at \$110/hr			22,000		22,700	
	Inspector; 10 hrs/wk for 50 wks at \$95/hr			47,500		49,000	
	Admin Analyst.; 8 hrs/wk for 50 wks at \$30/hr			12,000		12,400	
	Street Maintenance Contractor			460,000		473,800	
	Traffic Signal Maintenance			54,000		55,700	
	City Engineering Manual 1st version			10,000		-	
200-450-4500-52116	Professional Services	400	1,500	-	-100.0%	-	
200-450-4500-52117	Legal Services	2,703	10,000	500	-95.0%	500	
200-450-4500-53024	Solid Waste	5,680	10,000	10,000	0.0%	10,000	
200-410-4800-53025	Electricity	12,074	-	-		-	
200-450-4500-53025	Electricity	19,243	32,000	33,000	3.1%	34,000	
200-450-4500-53026	Water	-	-	-		-	
200-450-4500-53027	Gas	-	-	-		-	

**2015-16 & 2016-17 Departmental Budget**

**Public Works/ Development Engineering**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
200-450-4500-53028	-	-		-			-
200-450-4500-54060	75,700	54,200		53,000	-2.2%		53,700
			30,000			30,000	
			10,000			10,300	
			13,000			13,400	
200-450-4500-54092	414,554	-		-			-
200-450-4500-59000	195,800	171,500		141,600	-17.4%		171,500
<b>Total Public Works Engineering</b>	<b>1,422,878</b>	<b>1,286,600</b>	<b>989,000</b>	<b>1,257,800</b>	<b>-2.2%</b>	<b>1,007,800</b>	<b>1,311,300</b>
<b>TOTAL GAS TAX FUND - 200</b>	<b>1,422,878</b>	<b>1,286,600</b>	<b>-</b>	<b>1,257,800</b>	<b>-2.2%</b>	<b>-</b>	<b>1,311,300</b>

**2015-16 & 2016-17 Departmental Budget**

**Public Works/ Development Engineering**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>MEASURE A FUND - 201</b>	-	-					
201-450-4500-51001 Salaries	-	-		34,700			36,400
201-450-4500-51100 Auto Allowance	-	-		1,200			1,200
201-450-4500-51105 Cell Phone Allowance	-	-		100			100
201-450-4500-51107 Internet Allowance	-	-		100			100
201-450-4500-51150 PERS Retirement	-	-		2,200			2,400
201-450-4500-51160 Medicare	-	-		500			500
201-450-4500-51164 SUI	-	-		200			200
201-450-4500-51200 Medical Ins	-	-		2,400			2,400
201-450-4500-51201 Dental Ins	-	-		300			300
201-450-4500-51202 Vision Ins	-	-		200			200
201-450-4500-51202 Vision Ins	-	-		-			-
201-450-4500-512025 STD & LTD Ins	-	-		-			-
201-450-4500-59000 Transfers Out	40,400	44,400		45,200	1.8%		46,080
<b>Total 450 Engineering</b>	<b>40,400</b>	<b>44,400</b>		<b>87,100</b>	<b>96.2%</b>		<b>89,880</b>
<u>901 Accessibility Imp Prog</u>							
201-901-4500-52115 Contractual Services	3,709	36,000		20,000	-44.4%		20,000
Street Maintenance Contractor			20,000			20,000	
201-901-4500-52116 Professional Services	-	-		-			-
<u>Total 901 Accessibility Imp Prog</u>	<u>3,709</u>	<u>36,000</u>		<u>20,000</u>	<u>-44.4%</u>		<u>20,000</u>
<u>902 Roadway Safety Imp</u>							
201-902-4500-52115 Contractual Services	119,386	75,000		40,000	-46.7%		40,000
Street Maintenance Contractor			40,000			40,000	
201-902-4500-52116 Professional Services	-	-		-			-
<u>Total 902 Roadway Safety Imp</u>	<u>119,386</u>	<u>75,000</u>		<u>40,000</u>	<u>-46.7%</u>		<u>40,000</u>
<u>903 Slurry Seal Prog</u>							
201-903-4500-52115 Contractual Services	19,318	784,000		63,000	-92.0%		325,000
Street Maintenance Contractor						325,000	
Grand Avenue Resurfacing			63,000				
201-903-4500-52116 Professional Services	-	-		-			-
<u>Total 903 Slurry Seal Prog</u>	<u>19,318</u>	<u>784,000</u>		<u>63,000</u>	<u>-92.0%</u>		<u>325,000</u>
<u>906 City Wide Maint Prog</u>							
201-906-4500-52115 Contractual Services	214,736	227,000		187,000	-17.6%		127,000
Street Maintenance Contractor			127,000			127,000	
Master Plan of Drainage			60,000				

**2015-16 & 2016-17 Departmental Budget**

**Public Works/ Development Engineering**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
201-906-4500-52116 Professional Services	-	-		-		-	
201-906-4500-58110 Hardware/Software	-	-		-		-	
<u>Total 906 City Wide Maint Prog</u>	<u>214,736</u>	<u>227,000</u>		<u>187,000</u>	<u>-17.6%</u>	<u>127,000</u>	
<u>921 Traffic Signal Improvement Hidden Springs/Clinton Keith</u>							
201-921-4500-52115 Contractual Services	-	11,000		11,000	0.0%	-	
Street Maintenance Contractor			11,000			-	
201-921-4500-52116 Professional Services	-	-		-		-	
<u>Total 921 Traffic Signal Improvement Hidden Springs/Clinton Keith</u>	<u>-</u>	<u>11,000</u>		<u>11,000</u>	<u>0.0%</u>	<u>-</u>	
<u>922 Almond Street Sidewalk Improvem</u>							
201-922-4500-52115 Contractual Services	5,416	82,000		27,000	-67.1%	-	
<u>Total 922 Almond Street Sidewalk Improvem</u>	<u>5,416</u>	<u>82,000</u>		<u>27,000</u>	<u>-67.1%</u>	<u>-</u>	
<u>925 Clinton Keith Slurry Seal</u>							
201-925-4500-52115 Contractual Services	-	17,600		17,600	0.0%	-	
Street Maintenance Contractor			17,600			-	
201-925-4500-52116 Professional Services	-	-		-		-	
<u>Total 925 Clinton Keith Slurry Seal</u>	<u>-</u>	<u>17,600</u>		<u>17,600</u>	<u>0.0%</u>	<u>-</u>	
<u>926 George Ave SideWalk Imp</u>							
201-926-4500-52115 Contractual Services	-	66,500		-	-100.0%	-	
Street Maintenance Contractor			-			-	
201-926-4500-52116 Professional Services	-	-	5,000	5,000		-	
<u>Total 926 George Ave SideWalk Imp</u>	<u>-</u>	<u>66,500</u>		<u>5,000</u>	<u>-92.5%</u>	<u>-</u>	
<u>927 Pavement Repair Program</u>							
201-927-4500-52115 Contractual Services	2,050	-		35,000		-	
Street Maintenance Contractor		35,000	35,000	-		35,000	
201-927-4500-52116 Professional Services	-	-		-		-	
<u>Total 927 Pavement Repair Program</u>	<u>2,050</u>	<u>35,000</u>		<u>35,000</u>	<u>0.0%</u>	<u>35,000</u>	
<u>928 Bundy Canyon Road Imp.</u>							
201-928-4500-52115 Contractual Services	-	-		25,300		-	
Street Maintenance Contractor		25,300	25,300	-		-	
201-928-4500-52116 Professional Services	-	-		-		-	
<u>Total 928 Bundy Canyon Road Imp.</u>	<u>-</u>	<u>25,300</u>		<u>25,300</u>	<u>0.0%</u>	<u>-</u>	
<u>929 Grand Ave and Clinton Keith Bike Ph 1</u>							
201-929-4500-52115 Contractual Services	-	100,800		25,000	-75.2%	-	
Street Maintenance Contractor			25,000			-	
201-929-4500-52116 Professional Services	-	-		-		-	

**2015-16 & 2016-17 Departmental Budget**

**Public Works/ Development Engineering**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed			
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail
<u>Total 929 Grand Ave and Clinton Keith Bike Ph 1</u>	-	100,800		25,000	-75.2%	-
<u>930 Grand Ave Bike Path Ph 2</u>						
201-930-4500-52115 Contractual Services	-	116,700		35,200	-69.8%	-
Street Maintenance Contractor			35,200			-
201-930-4500-52116 Professional Services	-	-		-		-
<u>Total 930 Grand Ave Bike Path Ph 2</u>	-	116,700		35,200	-69.8%	-
<u>931 Grand Ave Multi Use Trail</u>						
201-931-4500-52115 Contractual Services	-	135,000		38,000	-71.9%	-
Street Maintenance Contractor			38,000			-
201-931-4500-52116 Professional Services	-	-		-		-
<u>Total 931 Grand Ave Multi Use Trail</u>	-	135,000		38,000	-71.9%	-
<b>TOTAL MEASURE A FUND - 201</b>	<b>405,015</b>	<b>1,756,300</b>		<b>616,200</b>	<b>-64.9%</b>	<b>636,880</b>

**2015-16 & 2016-17 Departmental Budget**

**Public Works/ Development Engineering**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>TDA/SB21 FUND - 203</b>							
203-450-4500-52115 Contractual Services	-	-		-			-
203-450-4500-59000 Transfers Out	-	-		-			-
 <u>919 Safe Sidewalks to Schools SB821</u>							
203-919-4500-52020 Legal Notices	-	-		-			-
203-919-4500-52115 Contractual Services	118,502	140,000		-	-100.0%		-
203-919-4500-52117 Legal Services	-	-		-			-
<u>Total 919 Safe Sidewalks to Schools SB821</u>	<u>118,502</u>	<u>140,000</u>		<u>-</u>	<u>-100.0%</u>		<u>-</u>
 <u>920 Safe Sidewalks to Schools SB821</u>							
203-920-4500-52020 Legal Notices	-	-		-			-
203-920-4500-52115 Contractual Services	69,546	170,000		-	-100.0%		-
<u>Total 920 Safe Sidewalks to Schools SB821</u>	<u>69,546</u>	<u>170,000</u>		<u>-</u>	<u>-100.0%</u>		<u>-</u>
 <u>922 Almond Street Sidewalk Improvem</u>							
203-922-4500-52115 Contractual Services	5,416	147,000	158,400	158,400	7.8%		-
<u>Total 922 Almond Street Sidewalk Improvem</u>	<u>5,416</u>	<u>147,000</u>		<u>158,400</u>	<u>7.8%</u>		<u>-</u>
<b>TOTAL TDA FUND - 203</b>	<b>193,464</b>	<b>457,000</b>		<b>158,400</b>	<b>-65.3%</b>		<b>-</b>

**2015-16 & 2016-17 Departmental Budget**

**Public Works/ Development Engineering**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>AQMD FUND - 210</b>							
905 Unpaved Roadway Program - Lost Road Phase II							
210-905-4500-52115 Contractual Services	134,395	110,000	115,600	115,600	5.1%		30,100
210-450-4500-59000 Transfers Out	4,900	4,900		4,900	0.0%		4,900
<b>TOTAL AQMD FUND - 210</b>	<b>139,295</b>	<b>114,900</b>		<b>120,500</b>	<b>4.9%</b>		<b>35,000</b>
<b>RCFC - 280-932</b>							
932 Lateral C-1							
280-932-4500-52115 Contractual Services	-	2,051,000	1,824,200	1,824,200	-11.1%		-
280-450-4500-59000 Transfers Out							
<b>TOTAL RCFC FUND - 280-932</b>	<b>-</b>	<b>2,051,000</b>		<b>1,824,200</b>	<b>-11.1%</b>		<b>-</b>
<b>CMAQ - 280</b>							
929 Grand Avenue & Clinton Keith Road Bike Paths							
280-929-4500-52115 Contractual Services	-	-	-	-			613,800
<u>Total 929 Grand Avenue &amp; Clinton Keith Road Bike Paths</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>			<u>613,800</u>
930 Grand Avenue - Corydon Road to Brown Middle School							
280-930-4500-52115 Contractual Services	-	-	-	-			746,460
<u>Total 929 Grand Avenue &amp; Clinton Keith Road Bike Paths</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>			<u>746,460</u>
280-450-4500-59000 Transfers Out							
<b>TOTAL CMAQ FUND - 280</b>	<b>-</b>	<b>-</b>		<b>-</b>			<b>1,360,260</b>
<b>STP/ HSIP - 280</b>							
921 Clinton Keith/ Hidden Springs Traffic Signal							
280-921-4500-52115 Contractual Services	-	80,000	99,000	99,000	23.8%		-
<u>Total 921 Clinton Keith/ Hidden Springs Traffic Signal</u>	<u>-</u>	<u>80,000</u>	<u>99,000</u>	<u>99,000</u>	<u>23.8%</u>		<u>-</u>
925 Clinton Keith Road Overlay/ Slurry Seal							
280-925-4500-52115 Contractual Services	-	129,000	135,000	135,000	4.7%		-
<u>Total 925 Clinton Keith Road Overlay/ Slurry Seal</u>	<u>-</u>	<u>129,000</u>	<u>135,000</u>	<u>135,000</u>	<u>4.7%</u>		<u>-</u>
928 Bundy Canyon Road Safety							
280-928-4500-52115 Contractual Services	-	226,900	226,900	226,900	0.0%		-

**2015-16 & 2016-17 Departmental Budget**

**Public Works/ Development Engineering**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<u>Total 928 Bundy Canyon Road Safety Improvements</u>	-	226,900		226,900	0.0%		-
280-450-4500-59000 Transfers Out							
<b>TOTAL STP/ HSIP FUND - 280</b>	<b>-</b>	<b>435,900</b>		<b>460,900</b>	<b>5.7%</b>		<b>-</b>

**FEDERAL SRTS FUND - 280**

280-923-4500-52115 Contractual Services	-	488,000	470,000	470,000	-3.7%		-
<u>Total 923 Collier Elementary Sidewalk Project</u>	-	488,000		470,000	-3.7%		-
280-450-4500-59000 Transfers Out							
<b>TOTAL FEDERAL SRTS FUND - 280</b>	<b>-</b>	<b>488,000</b>		<b>470,000</b>	<b>-3.7%</b>		<b>-</b>

**TUMF FUND - 280**

<u>909 Bundy Canyon/Scott Rd Widen 02</u>							
280-909-4500-52115 Contractual Services	2,430	-		1,197,800			475,000
280-909-4500-52116 Professional Services	-	-		-			-
<u>Total 909 Bundy Canyon/Scott Rd Widen 02</u>	2,430	-		1,197,800			475,000
<u>913 Clinton Keith Widen 08</u>							
280-913-4500-52115 Contractual Services	10,777	-		380,000			350,000
280-913-4500-52116 Professional Services	-	-		-			-
<u>Total 913 Clinton Keith Widen 08</u>	10,777	-		380,000			350,000
<u>9XX Project Study Report I-15 @ Bundy Canyon Road</u>							
280-9XX-4500-52115 Contractual Services	-	-	100,000	100,000			-
<u>Total 9XX Project Study Report</u>	-	-		100,000			-
<b>TOTAL TUMF FUND - 280</b>	<b>13,207</b>	<b>-</b>		<b>1,677,800</b>			<b>825,000</b>

**CDBG - 282**

931 Malaga Road and Mission Trail Park							
282-931-4500-52115 Contractual Services	-	150,000	113,800	113,800	-24.1%		-
<u>Total 931 Malaga Road and Mission Trail Park</u>	-	150,000		113,800	-24.1%		-
932 Septic to Sewer Project - A Connection to a Cleaner Future							
282-932-4500-52115 Contractual Services	-	-	-	-			40,000
<u>Total 932 Septic to Sewer</u>	-	-		-			40,000

933 Sedco Streets and Drainage Improvements

**2015-16 & 2016-17 Departmental Budget**

**Public Works/ Development Engineering**

<b>Account Number</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Proposed</b>				
	<b>Year End Actual</b>	<b>Estimated Budget</b>	<b>2015-16 Budget Detail</b>	<b>2015-16 Budget</b>	<b>% change</b>	<b>2016-17 Budget Detail</b>	<b>2016-17 Budget</b>
282-933-4500-52115 Contractual Services	-	-	77,500	77,500			-
Total 933 Sedco Streets and Drainage Improvements	-	-		77,500			-
282-450-4500-59000 Transfers Out		-		-			
<b>TOTAL CDBG - 282</b>	-	<b>150,000</b>		<b>191,300</b>	<b>27.5%</b>		<b>40,000</b>
<b>Total Public Works/Engineering - 4500</b>	<b>2,216,155</b>	<b>6,899,400</b>		<b>7,041,000</b>	<b>2.1%</b>		<b>4,452,740</b>



# ***Assessment Districts and Community Service Areas***

## ***Section 28***

### Assessment Districts and Community Service Areas

The Budget Units that are described in this section were initially formed by Riverside County and are now administered by the City of Wildomar. The Assessment District (Fund 251) and the Community Service Area Funds (Fund 252, 253 & 254) are restricted services funds as assessments collected from property owners in the district must be spent on services in the district area. The common expenditures made from these funds are for contractual services, professional, legal services and utilities.

A short service description for each fund will follow the Funds overview and fund summaries. All expenditures by fund are provided at the end of the section.



	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed		2016-17 Budget
			2015-16 Budget	% change	
<b>Fund</b>					
TOTAL LLMD 89-1C Fund - 251	195,438	345,800	302,700	-12.5%	302,700
TOTAL CSA-22 Fund - 252	41,601	30,000	30,600	2.0%	31,200
TOTAL CSA-103 Fund - 253	194,607	146,000	162,800	11.5%	162,800
TOTAL CSA-142 Fund - 254	29,736	33,000	- 36,200	0	- 36,300
TOTAL CFD 2013-1 Fund 260	-	-	- 128,400	-	- 128,400
<b>Total Capital Projects Funds</b>	<b>461,382</b>	<b>554,800</b>	<b>660,700</b>	<b>19.1%</b>	<b>661,400</b>

**Service Descriptions:**

**LLMD 89C-1C Fund** The Landscaping and Lighting Maintenance Assessment District provides maintenance and operations for landscaping, multi-purpose trails, fencing, fossil filters and street lighting facilities that provide special benefit to 2,319 parcels in 22 separate district zones in the City of Wildomar.

**CSA – 22 Fund** The Community Service Area # 22 provides street lighting services to 885 parcels.

**CSA – 103 Fund** The Community Service Area # 103 provides street lighting services to 3,115 parcels. It also provides drainage-landscape maintenance to 1,078 parcels.

**CSA – 142 Fund** The Community Service Area # 103 provides street lighting services to 516 parcels.

**CFD 2013-1 Fund** A community facility district providing maintenance services to new development starting in 2013 servicing 14 parcels.

Following are the expenditure budgets for the Assessment District and Community Service Areas.

**2015-16 & 2016-17 Departmental Budget**

**Landscape & Street Lights**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>LLMD 89-1C Fund - 251</b>							
251-410-4610-52020	Legal Notices	91	-				
251-410-4610-52115	Contractual Services	1,198	-				
251-410-4610-52117	Legal Services	2,628	-				
251-450-4502-52010	Office Supplies	-	-				
251-450-4502-52020	Legal Notices	271	-				
251-450-4502-59000	Transfers Out	40,800	41,300			-100.0%	
251-803-4601-52115	Contractual Services	49,338	8,200	8,200		0.0%	8,200
251-803-4601-52116	Professional Services	-	-				
251-803-4601-53025	Electricity	3,640	99,800	99,800		0.0%	99,800
251-803-4601-53026	Water	34,766	-				
251-818-4502-52115	Contractual Services	24	100	100		0.0%	100
251-818-4502-53025	Electricity	636	600	700		16.7%	700
251-826-4502-52115	Contractual Services	33	100	100		0.0%	100
251-826-4502-53025	Electricity	849	900	900		0.0%	900
251-827-4502-52115	Contractual Services	37	100	100		0.0%	100
251-827-4502-53025	Electricity	1,061	1,000	1,000		0.0%	1,000
251-829-4601-52115	Contractual Services	1,713	100	100		0.0%	100
251-829-4601-52116	Professional Services	-	-				
251-829-4601-53025	Electricity	303	800	800		0.0%	800
251-829-4601-53026	Water	585	-				
251-830-4601-52115	Contractual Services	10,113	1,900	2,000		5.3%	2,000
251-830-4601-52116	Professional Services	659	-				
251-830-4601-53025	Electricity	3,278	26,100	27,100		3.8%	27,100
251-835-4502-52115	Contractual Services	6	-	-			
251-835-4502-53025	Electricity	152	200	200		0.0%	200
251-842-4601-52115	Contractual Services	8,885	2,500	2,600		4.0%	2,600
251-842-4601-52116	Professional Services	-	-				
251-842-4601-53025	Electricity	1,043	27,200	28,300		4.0%	28,300
251-842-4601-53026	Water	5,963	-				
251-842-4601-53028	Communications	-	-				
251-850-4502-52115	Contractual Services	9	100	-		-100.0%	-
251-850-4502-53025	Electricity	212	200	200		0.0%	200
251-851-4601-52115	Contractual Services	3,581	600	600		0.0%	600
251-851-4601-52116	Professional Services	-	-				
251-851-4601-53025	Electricity	330	6,400	6,600		3.1%	6,600
251-851-4601-53026	Water	912	-				
251-851-4601-53028	Communications	-	-				
251-852-4601-52115	Contractual Services	8,609	1,900	1,900		0.0%	1,900
251-852-4601-52116	Professional Services	-	-				

**2015-16 & 2016-17 Departmental Budget**

**Landscape & Street Lights**

Account Number		2013-14	2014-15	Proposed				
		Year End Actual	Estimated Budget	2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
251-852-4601-53025	Electricity	358	54,900		57,100	4.0%		57,100
251-852-4601-53026	Water	1,278	-					
251-852-4601-53028	Communications	-	-					
251-859-4502-53025	Electricity	950.00	-					
251-859-4601-52010	Office Supplies	-	-					
251-859-4601-52115	Contractual Services	1,316	300		300	0.0%		300
251-859-4601-52116	Professional Services	-	-					
251-859-4601-53025	Electricity	-	4,100		4,300	4.9%		4,300
251-862-4601-52115	Contractual Services	2,617	1,300		1,300	0.0%		1,300
251-862-4601-52116	Professional Services	-	-					
251-862-4601-53025	Electricity	-	14,300		14,900	4.2%		14,900
251-867-4601-52115	Contractual Services	1,136	300		400	33.3%		400
251-867-4601-52116	Professional Services	-	-					
251-867-4601-53025	Electricity	-	6,200		6,400	3.2%		6,400
251-867-4601-53026	Water	-	-					
251-867-4601-53028	Communications	-	-					
251-870-4502-52115	Contractual Services	36	100		100	0.0%		100
251-870-4502-53025	Electricity	636	1,000		1,000	0.0%		1,000
251-871-4502-52115	Contractual Services	12	100		100	0.0%		100
251-871-4502-53025	Electricity	196	300		300	0.0%		300
251-871-4601-52010	Office Supplies	-	-		-			-
251-871-4601-52115	Contractual Services	3,035	900		900	0.0%		900
251-871-4601-52116	Professional Services	-	-					
251-871-4601-53025	Electricity	320	8,400		8,800	4.8%		8,800
251-871-4601-53026	Water	1,372	-					
251-871-4601-53028	Communications	-	-					
251-873-4502-52115	Contractual Services	26	100		100	0.0%		100
251-873-4502-53025	Electricity	425	600		600	0.0%		600
251-888-4502-52115	Contractual Services	-	-		100			100
251-888-4502-53025	Electricity	-	600		600	0.0%		600
251-890-4601-52010	Office Supplies	-	-					
251-890-4601-52115	Contractual Services	-	1,000		2,200	120.0%		2,200
251-890-4601-52116	Professional Services	-	-		-			-
251-890-4601-53025	Electricity	-	31,200		21,900	-29.8%		21,900
251-890-4601-53026	Water	-	-					
251-890-4601-53028	Communications	-	-					
<b>TOTAL LLMD 89-1C Fund - 251</b>		<b>195,438</b>	<b>345,800</b>		<b>302,700</b>	<b>-12.5%</b>		<b>302,700</b>

**2015-16 & 2016-17 Departmental Budget**

**Landscape & Street Lights**

Account Number	2013-14	2014-15	Proposed				
	Year End Actual	Estimated Budget	2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>CSA-22 FUND - 252</b>	195,437	345,800					
	1						
252-410-4601-52010 Office Supplies	-	-		-			-
252-410-4601-52115 Contractual Services	-	-		-			-
252-410-4601-53025 Electricity	-	-		-			-
252-410-4601-53028 Communications	-	-		-			-
252-410-4610-52010 Office Supplies	-	-		-			-
252-410-4610-52020 Legal Notices	372	-		-			-
252-410-4610-52115 Contractual Services	309	-		-			-
252-410-4610-53025 Electricity	-	-		-			-
252-410-4610-53028 Communications	-	-		-			-
252-450-4500-53025 Electricity	36,303	-		-			-
252-450-4500-59000 Transfers Out	4,000	-		600			600
252-450-4502-52010 Office Supplies	-	-		-			-
252-450-4502-52115 Contractual Services	617	3,800		3,800	0.0%		3,800
252-450-4502-52116 Professional Services	-	-		-			-
252-450-4502-53025 Electricity	-	26,200		26,200	0.0%		26,800
252-450-4502-53026 Water	-	-		-			-
252-450-4502-53028 Communications	-	-		-			-
<b>TOTAL CSA-22 Fund - 252</b>	<b>41,601</b>	<b>30,000</b>		<b>30,600</b>	<b>2.0%</b>		<b>31,200</b>

**2015-16 & 2016-17 Departmental Budget**

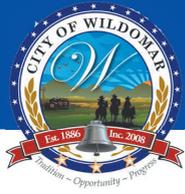
**Landscape & Street Lights**

Account Number	2013-14	2014-15	Proposed				
	Year End Actual	Estimated Budget	2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
	41,602	30,000					
<b>CSA-103 FUND - 253</b>							
253-410-4601-52010 Office Supplies	-	-		-			-
253-410-4601-52115 Contractual Services	2,064	4,200		4,200	0.0%		4,200
253-410-4601-52116 Professional Services	-	100		100	0.0%		100
253-410-4601-53025 Electricity	-	-		-			-
253-410-4601-53026 Water	6,291	5,000		5,000	0.0%		5,000
253-410-4601-53028 Communications	-	-		-			-
253-410-4610-52010 Office Supplies	-	-		-			-
253-410-4610-52020 Legal Notices	-	-		-			-
253-410-4610-52115 Contractual Services	3,274	3,800		3,800	0.0%		3,800
253-410-4610-52117 Legal Services	-	-		-			-
253-410-4610-53025 Electricity	-	-		-			-
253-410-4610-53026 Water	-	-		-			-
253-410-4610-53028 Communications	-	-		-			-
253-450-4500-53025 Electricity	163,478	-		-			-
253-450-4500-59000 Transfers Out	19,500	-		16,800			16,800
253-450-4502-52010 Office Supplies	-	-		-			-
253-450-4502-52115 Contractual Services	-	14,600		14,600	0.0%		14,600
253-450-4502-52116 Professional Services	-	-		-			-
253-450-4502-53025 Electricity	-	118,300		118,300	0.0%		118,300
253-450-4502-53026 Water	-	-		-			-
253-450-4502-53028 Communications	-	-		-			-
<b>TOTAL CSA-103 FUND - 253</b>	<b>194,607</b>	<b>146,000</b>		<b>162,800</b>	<b>11.5%</b>		<b>162,800</b>

**2015-16 & 2016-17 Departmental Budget**

**Landscape & Street Lights**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>CSA-142 FUND - 254</b>	194,608	146,000					
254-410-4601-52010 Office Supplies	-	-		-			-
254-410-4601-52115 Contractual Services	-	-		-			-
254-410-4601-53025 Electricity	-	-		-			-
254-410-4601-53026 Water	-	-		-			-
254-410-4601-53028 Communications	-	-		-			-
254-410-4610-52010 Office Supplies	-	-		-			-
254-410-4610-52020 Legal Notices	260	-		-			-
254-410-4610-52115 Contractual Services	1,774	4,100		4,100	0.0%		4,100
254-410-4610-53025 Electricity	-	-		-			-
254-410-4610-53026 Water	-	-		-			-
254-410-4610-53028 Communications	-	-		-			-
254-450-4500-52115 Contractual Services	-	-		-			-
254-450-4500-53025 Electricity	23,302	-		-			-
254-450-4500-59000 Transfers Out	4,400	-		3,300			3,300
254-450-4502-52010 Office Supplies	-	-		-			-
254-450-4502-52115 Contractual Services	-	-		-			-
254-450-4502-52116 Professional Services	-	-		-			-
254-450-4502-53025 Electricity	-	28,900		28,800	-0.3%		28,900
254-450-4502-53026 Water	-	-		-			-
254-450-4502-53028 Communications	-	-		-			-
<b>TOTAL CSA-142 FUND - 254</b>	<b>29,736</b>	<b>33,000</b>		<b>36,200</b>	<b>9.7%</b>		<b>36,300</b>
<b>CFD 2013-1 FUND - 260</b>							
260-410-4120-59000 Transfer Out	-	-		75,100			75,100
260-450-4502-52115 Contractual Services	-	-		53,300			53,300
260-450-4502-52116 Professional Services	-	-		-			-
254-450-4502-53025 Electricity	-	-		-			-
260-450-4502-53026 Water	-	-		-			-
260-450-4502-53028 Communications	-	-		-			-
<b>TOTAL CFD 2013-1 Fund 260</b>	<b>-</b>	<b>-</b>		<b>128,400</b>	<b>0.0%</b>		<b>128,400</b>
<b>Total Landscape &amp; Street Lights</b>	<b>461,382</b>	<b>554,800</b>		<b>532,300</b>	<b>-4.1%</b>		<b>533,000</b>



# ***Measure Z Parks Fund 255***

## ***Section 29***

## Measure Z – Parks

The Measure Z – Parks Fund provides funding for operations and maintenance of Wildomar community parks as well as recreation services, including:

- Maintaining safe playground equipment
- Maintaining clean public restrooms
- Restoring safety lighting
- Removing graffiti

This fund also supports the efforts of the Oversight and Advisory Committee as well as the funding of the independent financial audits to ensure funds are spent properly.

The Measure Z – Parks Fund - a Special Revenue Fund - was created during Fiscal year 2013-14 and all future expenditures for parks and recreation will be made from here.

**Measure Z – Parks Department 4610**  
 City Manager – 5%  
 City Clerk – 3%  
 Administrative Analyst - 8%  
 Grounds Worker – 20%

Parks Admin and Operations	2013-14	2014-15	Recommended		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget
<b>Department</b>					
Total Salary and Benefits	46,286	35,000	-	46,300	48,500
Other Expenditures	56,597	32,100	-	46,900	45,800
<b>Admin. Operations - 4610</b>	<b>102,883</b>	<b>67,100</b>	<b>93,200</b>	<b>38.9%</b>	<b>94,300</b>

## Measure Z – Parks

### Long Term Goals

- Provide opportunities for engaging more residents in City programs.
- Provide Wildomar residents with a variety of recreational opportunities at premier park facilities.

### Two Year Work Plan

- Repair and rehabilitation of Regency Heritage Park and other qualifying city properties for public recreational uses per the requirements of Measure Z.
- Develop informative and effective communication methods (website, newsletter, etc. for park programs).
- Develop a graffiti removal program for park properties.
- Appropriately staff the park's programs based on community needs.

### Performance Measurement Outcomes

- Program Attendance.
- Park Programs, hours of service.
- Increase Contractual Class offerings
- Volunteer hours.

### Prior Year Accomplishments

- Opening of Parks and conducting recreational events.
- Established funding source with the Wildomar voters 69% approval of Measure Z in November 2012 to be effective July 1, 2013.

### Significant Budgetary Changes

- Park Funding re-established.

## Measure Z – Parks

The departments for the parks in the Measure Z Parks Fund are:

- 4610 Administration and Operations staffing
- 4611 Marna O'Brien Park,
- 4612 Regency Heritage Park and
- 4613 Windsong Park.

The departmental overview for the Admin/Operations center and three parks is shown below and the adopted detail budget for the Parks for fiscal years 2015-2017 are shown at the end of the section.

### Measure Z – Parks Departments 4610, 4611, 4612 4613

	2013-14		2014-15		Recommended		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget	Budget	
<b><u>Department</u></b>							
Administration/Operations	\$ 102,883	\$ 67,100	\$ 93,200	38.9%		\$ 94,300	
Marna O'Brien Park	140,412	153,900	179,600	16.7%		189,200	
Regency Heritage Park	45,196	35,500	20,500	-42.3%		21,100	
Windsong Park	25,817	53,000	30,600	-42.3%		33,000	
<b>Total Admin/Operations and Parks</b>	<b>314,308</b>	<b>309,500</b>	<b>323,900</b>	<b>4.7%</b>		<b>337,600</b>	
<b><u>Fund</u></b>							
<b>Measure Z - Parks Fund</b>	<b>314,308</b>	<b>309,500</b>	<b>323,900</b>	<b>4.7%</b>		<b>337,600</b>	

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Recommended			
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail
<b>MEASURE Z - PARKS FUND - 255</b>						
<b>Community Services - Administration/Operations</b>						
255-410-4610-51001	Salaries <i>City Manager - 104 hours, City Clerk - 52hrs, Analyst-156 hrs; Op's Supervisor 104 hrs.; 1 groundsworker 416 hrs.</i>	29,682	19,400	28,300	45.9%	29,700
255-410-4610-51010	Overtime	3,874	-	2,800		3,000
255-410-4610-51100	Auto Allowance	477	500	600	20.0%	600
255-410-4610-51105	Cell Phone Allowance	108	400	300	-25.0%	300
255-410-4610-51107	Internet Allowance	108	400	300	-25.0%	300
255-410-4610-51150	PERS Retirement	7,126	7,500	7,100	-5.3%	7,400
255-410-4610-51155	Social Security	-	-	-		-
255-410-4610-51160	Medicare	460	500	600	20.0%	600
255-410-4610-51162	FUI	56	-	200		500
255-410-4610-51164	SUI	129	200	300	50.0%	300
255-410-4610-51200	Medical Ins.	3,704	5,200	4,800	-7.7%	4,800
255-410-4610-51201	Dental Ins.	472	700	600	-14.3%	600
255-410-4610-51202	Vision Ins.	90	200	300	50.0%	300
255-410-4610-51208	Other Ins Premium	-	-	100		100
<b>Total Salary and Benefits</b>		<b>46,286</b>	<b>35,000</b>	<b>46,300</b>	<b>32.3%</b>	<b>48,500</b>

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Recommended				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>Community Services - Administration/Operations</b>							
255-410-4610-52010	Office Supplies	400					
			100	300	200.0%		300
255-410-4610-52011	Departmental Supplies	5,186	3,200	1,500			1,500
255-410-4610-52016	Reproduction	-	100	500			500
255-410-4610-52105	Meeting/Conferences	-	100	2,000			300
	<i>CPRS Park and Landscape Operations Leadership Program</i>			2,000			
255-410-4610-52115	Contractual Services	38,320	16,000		29,100	81.9%	
	Accounting Services			15,700			15,700
	<i>Audit Prep (40 hours) , Accounts Payable/Receivables ( 4 hrs/wk = 208 hrs), quarterly report prep (20 hrs per report + annual report = 100 hrs) at \$45/hr = \$15,700</i>						
	Office Support Services			12,500			13,000
	<i>8 hours/wk at @ \$30/hr x 52 wks</i>						
	Special Events Coordinator - (In General Fund)						
	Special Event Labor Support			900			1,000
	<i>6 hours/event at @ \$12/hr x12 events</i>						
255-410-4610-52116	Professional Services	7,273	12,600		7,500	-40.5%	
	LSL Auditor - Annual Audit			3,500			3,500
	Webb Associates - Assessment Processing			4,000			4,000
255-410-4610-52117	Legal Services	5,280	-		6,000		6,000
	<i>Burke, Williamson and Sorenson; Review Agenda Documents, Reports, Contracts, Agreements, 2 hrs/month at \$250 / hr.</i>						
255-410-4610-53025	Electricity	138	-				
<b>TOTAL MEASURE Z - Administration and Operations</b>		<b>102,883</b>	<b>67,100</b>		<b>93,200</b>	<b>38.9%</b>	<b>94,300</b>

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Recommended				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>MEASURE Z - PARKS FUND - 255</b>							
<b>255-410-4611 Marna O'Brien Park</b>							
255-410-4611-51010	Overtime	3,347	2,000	-	-100.0%	-	-
255-410-4611-52010	Office Supplies	1,248	500	500	0.0%		500
	Event Materials			500		500	
255-410-4611-52012	Departmental Supplies	36,264	21,600	8,000	-63.0%		8,000
255-410-4611-52020	Legal Notices	21	-	-			-
255-410-4611-52015	Postage Mailing	-	-	-			-
255-410-4611-52016	Reproduction	-	500	300	-40.0%		300
255-410-4611-52115	Contractual Services	65,474	56,800	80,400	41.5%		83,000
	Janitorial			42,200		42,900	
	Landscape Maint.			29,600		30,500	
	Security-Patrol			2,000		2,000	
	Security-Camera Service			1,000		1,000	
	Misc Repairs			5,000		6,000	
	Backflow testing			600		600	
255-410-4611-52116	Professional Services	-	11,000	22,800	107.3%		23,300
	City Incorporation Day			2,000		2,000	
	Egg Hunt			2,000		2,500	
	Concerts in the Parks (4 at \$800)			3,200		3,200	
	Movie Nights - 6 at \$600 each			3,600		3,600	
	Camp Outs - 2 at \$1,500 each			3,000		3,000	
	BBQ			5,000		5,000	
	Other Events			2,000		2,000	
	Bicycle Safety - Health Fair			1,000		1,000	
	Senior Events			1,000		1,000	
255-410-4611-53020	Telephone	245	200	-	-100.0%		500
255-410-4611-53024	Solid Waste	3,638	1,200	-	-100.0%		1,200
255-410-4611-53025	Electricity	10,241	23,700	24,400	3.0%		25,000
255-410-4611-53026	Water	19,934	36,400	42,000	15.4%		46,000
255-410-4611-53028	Communications	-	-	1,200			1,400
<b>TOTAL MEASURE Z - Marna O'Brien Park</b>		<b>140,412</b>	<b>153,900</b>	<b>179,600</b>	<b>16.7%</b>		<b>189,200</b>

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Recommended				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>MEASURE Z - PARKS FUND - 255</b>							
<b>255-410-4612 Regency Heritage Park</b>							
255-410-4612-51010	Overtime	3,347	1,700	-	-100.0%	-	-
255-410-4612-52010	Office Supplies	31	100	-	-100.0%	-	-
255-410-4612-52012	Departmental Supplies	2,140	15,300	3,000	-80.4%	3,000	3,000
255-410-4612-52015	Postage Mailing	4	-	-		-	-
255-410-4612-52020	Legal Notices	70	-	-		-	-
255-410-4612-52115	Contractual Services	32,017	12,500	13,000	4.0%		13,100
	Janitorial			2,900		3,000	
	Landscape Maint.			8,500		8,500	
	Security-Patrol			600		600	
	Misc Repairs			1,000		1,000	
255-410-4612-52116	Professional Services	-	2,400	-	-100.0%	-	-
255-410-4612-53024	Solid Waste	3,488	1,000	-	-100.0%	-	-
255-410-4612-53025	Electricity	123	500	500	0.0%	-	500
255-410-4612-53026	Water	3,976	2,000	4,000	100.0%	-	4,500
255-410-4612-53027	Gas	-	-	-		-	-
<b>TOTAL Regency Heritage Park</b>		<b>45,196</b>	<b>35,500</b>	<b>20,500</b>	<b>-42.3%</b>		<b>21,100</b>

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Recommended				
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget
<b>MEASURE Z - PARKS FUND - 255</b>							
<b>255-410-4613 Windsong Park</b>							
255-410-4613-51010	Overtime	1,673	1,000	-	-100.0%	-	-
255-410-4613-52010	Office Supplies	31	600	100	-83.3%	100	100
255-410-4613-52012	Departmental Supplies	5,291	23,400	5,200	-77.8%	5,800	5,800
255-410-4613-52015	Postage Mailing	-	-	-		-	-
255-410-4613-52020	Legal Notices	21	-	-		-	-
255-410-4613-52115	Contractual Services	11,168	18,100	15,200	-100.0%	16,200	16,200
	Janitorial			2,900		3,000	
	Landscape Maint.			7,500		7,800	
	Security-Patrol			600		600	
	Misc Repairs			3,000		3,000	
	Facility Rental			1,200		1,800	
255-410-4613-52116	Professional Services - Events	1,394	1,600	1,200	-100.0%	1,200	1,200
255-410-4613-53024	Solid Waste	1,394	600	-	-100.0%	-	-
255-410-4613-53025	Electricity	523	500	1,000	100.0%	1,000	1,000
255-410-4613-53026	Water	4,322	6,700	6,700	0.0%	7,300	7,300
255-410-4613-53028	Communications	-	500	1,200	140.0%	1,400	1,400
<b>TOTAL Windsong Park</b>		<b>25,817</b>	<b>53,000</b>	<b>30,600</b>	<b>-42.3%</b>	<b>33,000</b>	<b>33,000</b>



# ***Grants Fund 280***

## ***Section 30***

## Grants Fund - 280

The Grants Fund accounts for all city-wide grant related revenues and expenditures, except for Community Development Block Grants (CDBG) which are accounted for in CDBG Fund – 282 in the next section. A Grant may be awarded to the City in one fiscal year, however the expenditures and the revenues are budgeted annually based on availability of funds and level of activity. The two major grant expenditures were for Community Services Grants and Public Works Grants. The City Council adopted Community Service Grant expenditures for the two fiscal years 2015-16 & 2016-17. The specific grants adopted are Homeland Security and Emergency Management Performance Grants (EMPG). The amounts adopted are shown in the summary on the next page. A number of these projects are also highlighted in the Public Works section of this report.

### Grants Fund

Contract Services

### Public Works Project Grants

Contract Services

### Community Services Project Grants

Contract Services

	2013-14	2014-15	Proposed		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget
Administration	7,638	9,000	9,000	0.0%	9,000
<b>Public Works Grants by Project</b>					
907 Safe Sidewalks to Schools	7,312	2,000	-	-100.0%	-
908 Clinton Keith / I 15 Interchange	2,041		-		-
909 Bundy Scott road widen	2,130	245,000	1,197,800	388.9%	475,000
912 Palomar Widen	23,226	72,000	-	-100.0%	-
913 Clinton Keith Widen	129,946	220,000	380,000	72.7%	350,000
918 Safe Sidewalks to Schools SR2S	175,159	43,000	-	-100.0%	-
919 Safe Sidewalks to Schools SB821	-	(140,000)	-	-100.0%	-
920 Safe Sidewalks to Schools SB821	69,546	(85,000)	-	-100.0%	-
921 Traffic Signal Imp-HiddenSpr/Cl	9,745	80,000	99,000	23.8%	-
922 Almond street	-	147,000	-	-100.0%	-
923 Collier - Safe Sidewalks to Schools	15,354	109,000	470,000	331.2%	-
925 Clinton Keith Slurry	7,214	129,000	135,000	4.7%	-
926 George -Safe Sidewalks to Schools	7,767	54,000	-	-100.0%	-
928 Bundy Cyn Rd improvements	-	17,100	226,900	1226.9%	-
929 Clinton Keith Bike Path	-	-	-		613,800
930 Grand Ave Bike Path	13,326	-	-		746,500
932 Lateral C		90,000	1,824,200	1926.9%	
934 OTS DataBase		63,000	-	-100.0%	-
<b>Public Works Grants</b>	<b>462,766</b>	<b>1,046,100</b>	<b>4,332,900</b>	<b>314.2%</b>	<b>-</b>
<b>Community Services Grants by Project</b>					
950 Homeland Sec Grant Prog-FY09	-	-	-		-
951 Homeland Sec Grant Prog-FY10	-	-	-		-
952 Homeland Sec Grant Prog-Travel	-	31,100	31,100	0.0%	31,100
953 EMPG FY10	-	5,000	-	-100.0%	-
954 Homeland Sec Grant Prog-FY11	4,046		5,000		
955 EMPG FY12	-	10,900	10,900	0.0%	
956 Homeland Sec Grant Program-FY12	818	5,000	5,000	0.0%	
957 HSGP FY 2013	602	24,100	10,900	-54.8%	
958 Home Land Security Grant 2014	10,687	-	5,000		5,000
<b>Community Services Grants</b>	<b>16,153</b>	<b>76,100</b>	<b>67,900</b>	<b>-10.8%</b>	<b>-</b>
<b>Total Grant Project Expenditures</b>	<b>478,919</b>	<b>1,122,200</b>	<b>4,400,800</b>	<b>292.2%</b>	<b>-</b>
Other Expenditures -Bundy I-15 Study	-	-	100,000		7,000
<b>Total Expenditures</b>	<b>486,557</b>	<b>1,131,200</b>	<b>4,509,800</b>	<b>298.7%</b>	<b>-</b>

## Long Term Goals

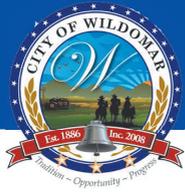
- Seek all applicable grants which will fund the strategies of the City's work programs.

**Two Year Work Plan**

- Records retention system Grant.
- Parks Grant.
- Emergency Management Training Grants.

**Performance Measurement Outcomes**

- Increased Grant Funding Levels.



# ***CDBG Fund 282***

## ***Section 31***

**CDBG Fund - 282**

The Community Development Block Grant (CDBG) receives funds from allocations made by the Department of Housing and Urban Development through the program administered by Riverside County and subsequently disburses funds to carry out a wide-range of community development activities that benefit low-moderate-income areas, support revitalization of neighborhoods and economic development, prevent or eliminate blight, and provide improved community facilities and services.

**Community Development Block Grant  
Fund – 282**

Contract Services

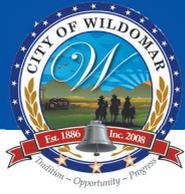
	2013-14 Year End Actual	2014-15 Estimated Budget	Proposed	
			2015-16 Budget	2016-17 Budget
<b>Department</b>				
Total Salary and Benefits	-	-	-	-
Other Expenditures	129,293	147,600	128,800	124,400
<b>TOTAL CDBG FUND - 282</b>	<b>129,293</b>	<b>147,600</b>	<b>128,800</b>	<b>124,400</b>
<b>Fund</b>				
<b>CDBG Fund - 282</b>	<b>129,293</b>	<b>147,600</b>	<b>128,800</b>	<b>124,400</b>

**Long Term Goals**

- The long term goal is to enhance the quality of life in *Sedco Hills*.

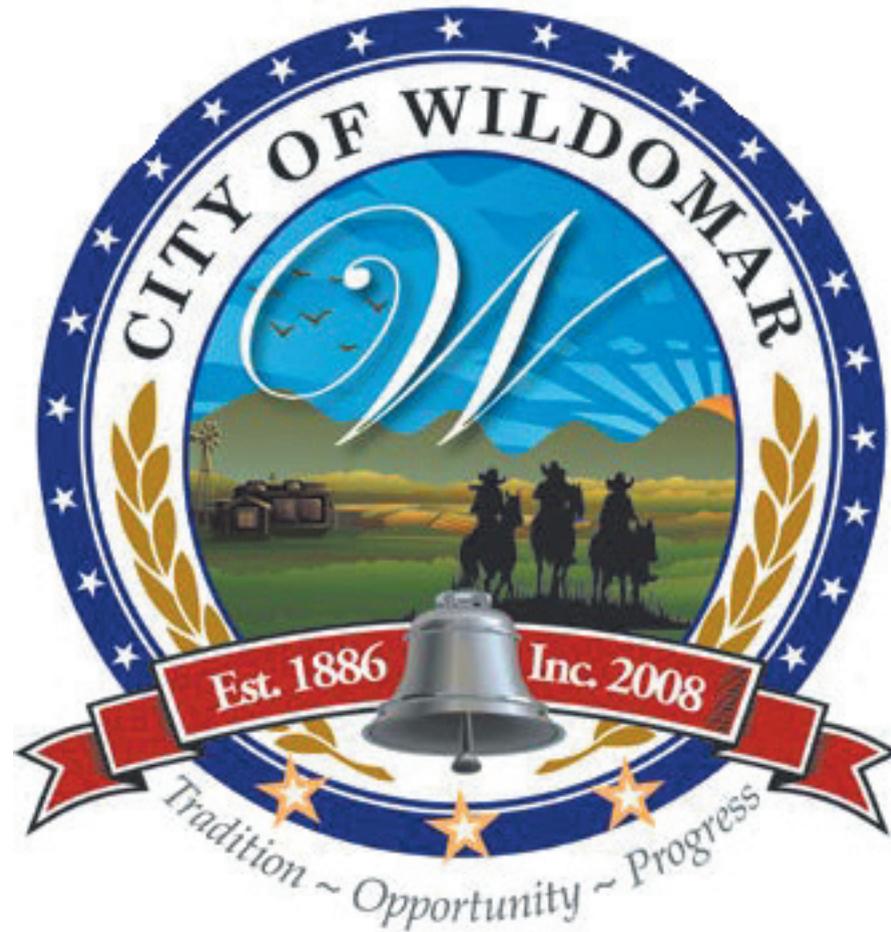
**2015-16 & 2016-17 Departmental Budget**

CDBG FUND - 282		2013-14 Year End Actual	2014-15 Estimated Budget	Proposed				
				2015-16 Budget Detail	0 Budget	% change	2016-17 Budget Detail	0 Budget
CDBG FUND - 282								
282-430-4310-52115	Contractual Services	-	20,000		-	-100.0%		-
282-430-4350-52115	Contractual Services Code Enf Officer;	36,699	110,000	15,000	15,000	-86.4%	46,800	46,800
				-			-	
282-410-4610-52010	Office Supplies	394	-		-			-
282-410-4610-52115	Contractual Services CDBG Strategic Plan Services	-	-		-		20,000	20,000
282-410-4610-59000	Transfers Out	14,700	17,600		-	-100.0%		17,600
282-933-4500-52115	Contractual services	77,500						
282-931-*4500-52115	Cont Ser - Malaga Road Park			-	113,800			
282-932-4500-52115	Cont Ser - Septic to Sewer							40,000
<b>TOTAL CDBG FUND - 282</b>		<b>129,293</b>	<b>147,600</b>		<b>128,800</b>	<b>-12.7%</b>		<b>124,400</b>



# ***Wildomar Cemetery District - Fund 300***

## ***Section 32***



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## Wildomar Cemetery District - Fund 300

Although the Cemetery is over 100 years old, it formally became a district within the County of Riverside in 1955. The district does not include all of the Wildomar City limits and does include some of the unincorporated county area of Lakeland Village. City of Wildomar residents outside of this Cemetery district are in the Elsinore or Murrieta Cemetery Districts. The district performs about 30 burials a year and staff is available from 7:00 am to 3:00 pm Monday thru Friday. The cemetery grounds are easily accessible after these hours and on weekends.

Policy direction is provided by the Board of Trustees (5 members). The Board is supported by the General Manager and advised by the District's Attorney, who implements the Board's policy directions. After several months of discussion and administrative process, the District became a Subsidiary District of the City of Wildomar on November 9, 2011. The consolidation was a mutual agreement and both organizations are receiving the efficiency benefits of the merger. The primary source of revenue comes from a small percentage of property taxes from parcels within the district. The District Fund is classified as a Special Revenue Fund for reporting purposes.

### The District at a Glance

<b>Cemetery District</b>
General Manager – 20%
City Clerk – 10%
Accounting Manager - 15%
Administrative Analyst – 10%
Maintenance Operations Manager – 100%
Groundswoker III – 80%
Groundswoker I - 100%

	2013-14	2014-15	Proposed		2016-17
	Year End Actual	Estimated Budget	2015-16 Budget	% change	Budget
Total Salary and Benefits	186,103	214,300	271,700	26.8%	282,900
Other Expenditures	70,700	180,900	143,000	-21.0%	131,700
<b>Total Cemetery Expenditures</b>	<b>256,803</b>	<b>395,200</b>	<b>414,700</b>	<b>4.9%</b>	<b>414,600</b>
<b>Fund</b>					
Cemetery Fund - 300	256,803	395,200	414,700	4.9%	414,600
Cemetery Endowment Fund 301	-	-	-		-
<b>Total Fund Expenditures</b>	<b>256,803</b>	<b>395,200</b>	<b>414,700</b>	<b>4.9%</b>	<b>414,600</b>

**Long Term Goals**

- Reduce cost, water consumption.
- Property expansion.

**Two Year Work Plan**

- Maintain Grounds to Community Standards.
- Maximize use of equipment through effective maintenance.
- Align District Borders consistent with City borders.
- Complete Master Plan for Facilities and Fencing.
- Upgrade Website and establish local area network.

**Prior Year Accomplishments**

- Provide an Information Kiosk and increased areas for reflection.

**Significant Budgetary Changes**

- Additional staff support budgeted for district boundary changes and master operating plan.

	<b>Fiscal Year 2009-10</b>	<b>Fiscal Year 2010-11</b>	<b>Fiscal Year 2011-12</b>	<b>Fiscal Year 2012-13</b>	<b>Fiscal Year 2013-14</b>	<b>Fiscal Year 2014-15</b>	<b>Fiscal Year 2015-16</b>	<b>Fiscal Year 2016-17</b>
Number of Services	N/A	N/A	21	32	31	35	35	35
Water Cost	N/A	N/A	\$4,766	\$11,582	\$11,250	\$12,400	\$12,000	\$12,400

**2015-16 & 2016-17 Departmental Budget**

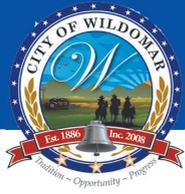
**Cemetery Enterprise**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Adopted					
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget	
<b>CEMETERY FUND - 300</b>								
300-470-4725-51001	Salaries	114,585	124,800		175,300	40.5%		184,100
300-470-4725-51010	Overtime	23	-					
300-470-4725-51100	Auto Allowance	1,680	1,700		1,900	11.8%		1,900
300-470-4725-51105	Cell Phone Allowance	411	1,200		1,200	0.0%		1,200
300-470-4725-51107	Internet Allowance	411	1,200		1,200	0.0%		1,200
300-470-4725-51150	PERS Retirement	39,822	45,700		43,800	-4.2%		46,100
300-470-4725-51155	Social Security	-	-					
300-470-4725-51160	Medicare	1,781	1,700		2,600	52.9%		2,700
300-470-4725-51162	FUI	228	200		300	50.0%		300
300-470-4725-51164	SUI	518	500		700	40.0%		700
300-470-4725-51200	Medical Ins.	18,525	24,000		39,000	62.5%		39,000
300-470-4725-51201	Dental Ins.	2,031	2,400		4,900	104.2%		4,900
300-470-4725-51202	Vision Ins.	389	2,300		600	-73.9%		600
300-470-4725-51206	Workers Comp Premium	3,287	4,000			-100.0%		
300-470-4725-51207	General Liab Premium	2,031	3,000			-100.0%		
300-470-4725-51208	Other Ins Premium	381	1,600		200	-87.5%		200
	<b>Total Salary and Benefits</b>	<b>186,103</b>	<b>214,300</b>		<b>271,700</b>	<b>26.8%</b>		<b>282,900</b>
300-470-4725-52010	Office Supplies	653	1,200		1,200	0.0%		1,200
	\$100/month			1,200			1,200	
300-470-4725-52012	Departmental Supplies	5,744	9,800		15,400	57.1%		15,100
	Vases (36/year)			1,500			1,600	
	Polyguard Containers (30/year @ \$300 each + fuel surchg.)			9,000			9,200	
	Fuel for equipment (\$100/mo, 25 gal/veh.)			1,200			1,300	
	Sprinklers			1,000			1,100	
	Sprinkler Clocks -2			1,000			-	
	Equipment Replacement			1,500			1,700	
	ZEE Medical Supplies-First Aid, Safety Glasses			200			200	
300-470-4725-52015	Postage Mailing	60	100		100	0.0%		100
300-470-4725-52016	Reproduction	-	100		200	100.0%		200
300-470-4725-52020	Legal Notices	-	-		500			-
	RFP Advertistments			500				
300-470-4725-52100	Memberships/Dues	60	500		400	-20.0%		500
300-470-4725-52105	Meetings/Conferences	-	3,200		2,000	-37.5%		3,000
300-470-4725-52110	Training		200		200	0.0%		200
300-470-4725-52113	Travel		200		200	0.0%		200

**2015-16 & 2016-17 Departmental Budget**

**Cemetery Enterprise**

Account Number	2013-14 Year End Actual	2014-15 Estimated Budget	Adopted					
			2015-16 Budget Detail	2015-16 Budget	% change	2016-17 Budget Detail	2016-17 Budget	
<b>CEMETERY FUND - 300</b>								
300-470-4725-52115	Contractual Services	39,769	74,300		7,100	-90.4%		7,800
	Tree Trimming			6,000			6,500	
	Termite Service (6/yr @ \$50/service)			300			400	
	Alarm Service			300			300	
	Weed Spraying			500			600	
300-470-4725-52116	Professional Services	5,218	10,100		42,400	319.8%		37,700
	City Administrative Support (\$2,000/mo)			24,000	-		24,000	
	External Auditors (LSL LLC)			4,000			4,300	
	Accounting Support (4 hrs/wk x 52 wks @ \$45/hr)			9,400			9,400	
	Master Plan Study RFP preparation			5,000			-	
300-470-4725-52117	Legal Services	103	2,700		2,700	0.0%		2,700
300-470-4725-52119	Bank/Admin Fees	190	200		200	0.0%		200
300-470-4725-53020	Telephone	1,656	2,300		2,200	-4.3%		2,300
300-470-4725-53024	Solid Waste	1,647	1,500		1,500	0.0%		1,500
300-470-4725-53025	Electricity	1,096	2,100		2,000	-4.8%		2,100
300-470-4725-53026	Water	11,250	12,400		12,000	-3.2%		12,400
300-470-4725-53027	Gas	-	-		-			-
300-470-4725-54010	Uniforms	1,772	2,000		2,400	20.0%		2,500
	Cintas (\$45 x 52 wks)			2,400			2,500	
300-470-4725-54090	LAFCO Fee	-	-		-			-
300-470-4725-56010	Equipment Maint/Repair	-	500		500	0.0%		500
300-470-4725-56013	Bldg Maint/ Repair	618	-		10,000			-
	Office and Garage Re-Roof			10,000			-	
300-470-4725-56015	Prop/Equip Rental	-	-		-			-
300-470-4725-58000	Miscellaneous	-	3,000		500	-83.3%		5,000
	Mower			500			5,000	
300-470-4725-58100	Furniture & Equipment	-	500		500	0.0%		500
300-470-4725-58105	Depreciation Expense	-	-		-			-
300-470-4725-58110	Hardware/Software	864	16,000		2,000	-87.5%		500
	Pontom Software upgrade and installation			2,000			500	
300-470-4725-59000	Transfers Out	-	38,000		36,800	-3.2%		35,500
<b>TOTAL CEMETERY FUND - 300</b>		<b>256,803</b>	<b>395,200</b>		<b>414,700</b>	<b>4.9%</b>		<b>414,600</b>
<b>CEMETERY ENDOWMENT FUND - 301</b>								
<b>TOTAL CEMETERY ENDOWMENT FUND - 301</b>		<b>-</b>	<b>-</b>		<b>-</b>			<b>-</b>
<b>TOTAL CEMETERY ENTERPRISE - 4725</b>		<b>256,803</b>	<b>395,200</b>		<b>414,700</b>	<b>4.9%</b>		<b>414,600</b>



# ***Development Impact Fee Funds***

## ***Section 33***

## Development Impact Fee Funds Summary

Development impact fees are payable by new development pursuant to the Government Code 6600 etal and Riverside County ordinance 687, which the City adopted at Incorporation. The fees collected can only be used to pay for capital expenditures and cannot be used for operating costs.

Impact fees surfaced during the 1970s in Florida and California when federal and state assistance for local infrastructure was reduced. Impact fees must meet the "rational nexus" and "rough proportionality" tests. There needs to be a connection or relationship (Nexus) between the "need" for additional facilities and new development. Additionally, new development must benefit from the fee and the calculation must be based on a proportionate fair share formula.

Impact fees can be adopted by local government and do not need to be approved by the voters.

On the following page, each Fund is summarized as specific projects will be included in the Capital Improvement Program budget, with exception to the DIF fee studies which are budgeted in each fund during FY 2015-16.

### The Development Impact Fee Funds at a Glance

<a href="#">410 - Administration</a> <a href="#">Admin Analyst - 5%</a>	<a href="#">420 - Public Facilities</a> <a href="#">Contract Services</a>	421 Police Facilities	422 Animal Shelter
423 Corp Yard	<a href="#">430 - Fire Services</a> <a href="#">Contract Services</a>	<a href="#">440 - Transportation - Roads</a> <a href="#">Contract Services</a>	<a href="#">450 - Transportation - Signals</a> <a href="#">Contract Services</a>
<a href="#">460 - Regional Parks</a> <a href="#">Contract Services</a>	<a href="#">470 - Community Center</a> <a href="#">Contract Services</a>	<a href="#">480 - Multi-Purpose Trails</a> <a href="#">Contract Services</a>	<a href="#">490 - Library</a> <a href="#">Contract Services</a>

### Development Impact Fee Financial Recap

	2013-14 Year End Actual	2014-15 Estimated Budget	PrOposed		2016-17 Budget
			2015-16 Budget	% change	
<b><u>Department</u></b>					
Total Salary and Benefits	-	-	3,500.00		3,500.00
Other Expenditures	182,814	98,400	140,600	42.9%	142,600
<b>Total Expenditures</b>	<b>182,814</b>	<b>98,400</b>	<b>144,100</b>	<b>46.4%</b>	<b>146,100</b>
<b><u>Fund</u></b>					
Admin DIF Fund - 410	73,797	10,400	85,000	717.3%	0
Public Facilities DIF Fund - 420	91,965	130,500	83,500	-36.0%	85,500
Police Facilities DIF Fund - 421	-	-	5,000		-
Animal Shelter Facilities DIF Fund - 422	-	-	5,000		-
Corp Yard Facilities DIF Fund - 423	-	-	5,000		-
Fire Facilities DIF Fund - 430	-	-	5,000		-
Trans-Roads DID Fund - 440	495	-	5,000		-
Trans-Signals DIF Fund - 450	-	-	5,000		-
Regional Parks DIF Fund - 460	37,324	20,000	50,000	150.0%	50,000
Community Center DIF Fund - 470	-	-	30,000		-
Multi Purpose Trails DIF Fund - 480	7,745	-	15,000		-
Library DIF Fund - 490	-	140,000	120,000	-14.3%	30,000
<b>Total DIF Fund Expenditures</b>	<b>211,326</b>	<b>300,900</b>	<b>413,500</b>	<b>37.4%</b>	<b>235,500</b>