

CITY OF WILDOMAR CITY COUNCIL  
AND WILDOMAR CEMETERY DISTRICT AGENDA

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

FEBRUARY 13, 2013  
Council Chambers  
23873 Clinton Keith Road



Timothy Walker, Mayor/Chairman  
Marsha Swanson, Mayor Pro Tem/Vice-Chairman  
Ben Benoit, Council Member/Trustee  
Bob Cashman, Council Member/Trustee  
Bridgette Moore, Council Member/Trustee

Gary Nordquist  
City Manager/General Manager

Thomas D. Jex  
City Attorney/District Counsel

## **WILDOMAR CITY COUNCIL AND WILDOMAR CEMETERY DISTRICT REGULAR MEETING AGENDA FEBRUARY 13, 2013**

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

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

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

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

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

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

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

**ROLL CALL**

**PUBLIC COMMENTS**

**CLOSED SESSION**

1. The City Council will meet in closed session pursuant to the provisions of Government Code Section 54956.9 (d)(1) to confer with legal counsel with regard to the following matter of pending litigation: City of Wildomar v. Hose Kim, et al, Case No. RIC10016029.
2. The City Council will meet in closed session pursuant to the provisions of Government Code Section 54956.9 (d)(1) to confer with legal counsel with regard to the following matter of pending litigation: Alliance for Intelligent Planning v. City of Wildomar, Case No. RIC1114945.

**ANNOUNCEMENT**

**ADJOURN CLOSED SESSION**

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

### **ROLL CALL**

### **FLAG SALUTE**

### **PRESENTATIONS**

Clinton Keith Interchange Construction Project Update

Recognition of Deputy Mata – 10851 Award

CR&R Recycler of the Year Award – Jack in the Box

Library Update

Fire Department Update

### **PUBLIC COMMENTS**

This is the time when the City Council receives general public comments regarding any items or matters within the jurisdiction of the City Council that do not appear on the agenda. Each speaker is asked to fill out a “Public Comments Card” available at the Chamber door and submit the card to the City Clerk. Lengthy testimony should be presented to the Council in writing (15 copies) and only pertinent points presented orally. The time limit established for public comments is three minutes per speaker. Prior to taking action on any open session agenda item, the public will be permitted to comment at the time it is considered by the City Council.

### **COUNCIL COMMUNICATIONS**

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

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

## **1.0 CONSENT CALENDAR**

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

### **1.1 Reading of Ordinances**

**RECOMMENDATION:** Approve the reading by title only of all ordinances.

### **1.2 Minutes – January 9, 2013 Regular Meeting**

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

### **1.3 Warrant & Payroll Registers**

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

1. Warrant Register dated 01-03-13 in the amount of \$166,076.03;
2. Warrant Register dated 01-07-13 in the amount of \$4,802.06;
3. Warrant Register dated 01-10-13 in the amount of \$19,184.88;
4. Warrant Register dated 01-17-13 in the amount of \$29,052.15;
5. Warrant Register dated 01-24-13 in the amount of \$167,735.97;
6. Warrant Register dated 01-31-13 in the amount of \$114,677.41;
7. Warrant Register dated 02-04-13 in the amount of \$3,850.86; &
8. Payroll Register dated 01-25-13 in the amount of \$132,324.18.

### **1.4 Treasurer's Report**

**RECOMMENDATION:** Staff recommends that the City Council approve the Treasurer's Report for December, 2012.

### **1.5 Statement of Investment Policy FY12-13**

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

RESOLUTION NO. 2013 - \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, ADOPTING STATEMENT OF INVESTMENT POLICY

### **1.6 Award of Additional Homeland Security Grant Funds**

**RECOMMENDATION:** Staff recommends that the City Council accept an additional \$5,547.47 in funding for FY10 Homeland Security Grant Program (HSGP) from the Riverside County Fire/OES.

**1.7 Maintenance Purchase Orders for the Landscaping and Lighting Maintenance District No. 89-1-Consolidated (L&LMD 89-1-C)**

**RECOMMENDATION:** Staff recommends that the City Council continue the contracts with the rates and vendors previously approved through competitive bidding process administered by Riverside County for maintenance of L & LMD 89-1-C.

**1.8 City Trails Map Use Agreement**

**RECOMMENDATION:** Staff recommends that the City Council authorize the City Manager to sign a Non-Exclusive License Agreement with the Wildomar Multi-Use Trails Association which allows for the city to use the trail map developed by the association.

**2.0 PUBLIC HEARINGS**

**2.1 FY 2012-13 Mid-Year Budget Report and FY 2013-14 Budget Program**

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

1. Approve the budget adjustments and recommendations as listed in the Fiscal Year 2012-13 Mid Year Budget Report; and
2. Adopt a Resolution entitled:

RESOLUTION NO. 2013 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WILDOMAR, CALIFORNIA, AUTHORIZING AN AMENDMENT TO  
THE FY 2012-13 BUDGETED REVENUES AND EXPENSES

**3.0 GENERAL BUSINESS**

**3.1 Development Impact Fee Study**

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

1. Provide direction regarding the options presented regarding the proposed changes to Development Impact Fees for the City of Wildomar; and
2. Approve Amendment #1 to the agreement with Colgan Consulting Corporation in an amount not to exceed \$8,190 to incorporate the Council's chosen options and finalize the Development Impact Fee Report.

**3.2 Parks Funding Measure Citizen's Oversight Advisory Committee**

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

1. Adopt a Resolution entitled:

RESOLUTION NO. 2013 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WILDOMAR, CALIFORNIA, ESTABLISHING THE ORGANIZATION,  
OBJECTIVES AND RESPONSIBILITIES OF A WILDOMAR  
COMMUNITY PARKS FUNDING MEASURE CITIZEN'S OVERSIGHT  
ADVISORY COMMITTEE AND COMMITTEE MEMBER  
VOLUNTEERS DESCRIPTION

2. Review 18 applications for committee membership and appoint five of the applicants to the Parks Funding Measure Citizen's Oversight Advisory Committee.

**3.3 Development Agreement Procedures**

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

RESOLUTION NO. 2013 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, ESTABLISHING PROCEDURES AND REQUIREMENTS  
FOR CONSIDERATION OF DEVELOPMENT AGREEMENTS

**3.4 Wildomar Rotary BBQ Request for Sponsorship**

**RECOMMENDATION:** Staff recommends that the City Council provide direction as to participation with the Wildomar Rotary BBQ April 6, 2013 by way of sponsorship with no financial obligation.

**3.5 Youth, Family and Health Regional Task Force**

**RECOMMENDATION:** Staff recommends that the City Council appoint two City Council Members to the Youth, Family and Health Regional Task Force.

**3.6 City Hall Facility Ad-Hoc Committee**

**RECOMMENDATION:** Staff recommends that the City Council appoint two Council Members to the City Hall Facility Ad-Hoc Subcommittee.

**3.7 Planning Commission Appointments**

**RECOMMENDATION:** Staff recommends that Council Member Cashman and Council Member Moore each appoint a citizen to serve as a Commissioner on the Planning Commission, subject to ratification by a majority vote of the City Council.

**CITY MANAGER REPORT**

**CITY ATTORNEY REPORT**

**COUNCIL COMMUNICATIONS**

**FUTURE AGENDA ITEMS**

**ADJOURN THE CITY COUNCIL**

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

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

### **ROLL CALL**

### **PUBLIC COMMENTS**

This is the time when the Board of Trustees receives general public comments regarding any items or matters within the jurisdiction of the Wildomar Cemetery District that do not appear on the agenda. Each speaker is asked to fill out a "Public Comments Card" available at the Chamber door and submit the card to the Clerk of the Board. Lengthy testimony should be presented to the Board in writing (15 copies) and only pertinent points presented orally. The time limit for public comments is three minutes per speaker. Prior to taking action on any item, the public may comment at the time it is considered by the Board.

### **BOARD COMMUNICATIONS**

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

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

### **4.0 CONSENT CALENDAR**

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

#### **4.1 Minutes – January 9, 2013 Regular Meeting**

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

#### **4.2 Warrant Register**

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

1. Warrant Register dated 01-03-13, in the amount of \$382.21;
2. Warrant Register dated 01-10-13, in the amount of \$790.16;
3. Warrant Register dated 01-24-13, in the amount of \$190.83; &
4. Warrant Register dated 01-31-13, in the amount of \$4,662.88.

**4.3 Treasurer's Report**

**RECOMMENDATION:** Staff recommends that the Board of Trustees approve the Treasurer's Report for December, 2012.

**5.0 PUBLIC HEARINGS**

There are no items scheduled.

**6.0 GENERAL BUSINESS**

There are no items scheduled.

**GENERAL MANAGER REPORT**

**CEMETERY DISTRICT COUNSEL REPORT**

**BOARD COMMUNICATIONS**

**FUTURE AGENDA ITEMS**

**ADJOURN WILDOMAR CEMETERY DISTRICT**

**2013 City Council/Wildomar Cemetery District Regular Meeting Schedule**

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

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

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

I, Debbie A. Lee, Wildomar City Clerk, do certify that on February 8, 2013, by 5:00 p.m., a true and correct copy of this agenda was posted at the three designated posting locations:

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

  
\_\_\_\_\_  
Debbie A. Lee, CMC, City Clerk

**CITY OF WILDOMAR  
CITY COUNCIL REGULAR MEETING MINUTES  
JANUARY 9, 2013**

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

The regular meeting of January 9, 2013, of the Wildomar City Council was called to order by Mayor Walker at 6:31 p.m. at the Wildomar Council Chambers, 23873 Clinton Keith Road, Suite 111, Wildomar, California.

City Council Roll Call showed the following Members in attendance: Mayor Walker, Mayor Pro Tem Swanson, Council Members Benoit, Cashman, and Moore. Members absent: None.

Staff in attendance: City Manager Nordquist, City Attorney Jex, Public Works Director D’Zmura, Planning Director Bassi, Controller Cheng, Community Services Manager Willette, Fire Chief Beach, Police Chief Kennedy-Smith, and City Clerk Lee.

The Flag Salute was led by Councilman Benoit.

**PRESENTATIONS**

Mayor Walker made a presentation to Councilman Benoit for his tenure as Mayor in 2012.

The Clinton Keith interchange construction project update was made.

Chief Beach presented the Fire Department update.

Public Works Director D’Zmura presented the Code Enforcement quarterly update.

Chief Kennedy-Smith gave an update on the Police Department.

**PUBLIC COMMENTS**

Michael Creighton, Safe Drinking Water Advocacy member, stated they have been working with the citizens regarding the water issues with County Water Company. They are asking for the City’s help in bringing this issue to the State.

Councilman Benoit stated the City has been working with this and if there is an agency that should be reached out to, let the City know.

Sharon Heil, resident, thanked everyone for the help they received for the Thanksgiving dinner and also for the Christmas Tree Lane.

Henry Silvestre, Wildomar Rotary, stated the Rotary Club meetings are now held at Stadium Pizza on Thursdays. Also he is conducting certified BBQ judge and table captain classes in San Diego on March 23.

Monty Goddard, resident, stated there is a problem with the motorcycles and quads that ride in the wash by his house. It is becoming dangerous and he and his neighbor would like more barricades in the area. Also, the plywood skateboard ramps in the streets are becoming a problem with blocking the streets and driveways.

## **COUNCIL COMMUNICATIONS**

Councilwoman Moore attended the following: Parks Subcommittee meeting; Swearing in of Supervisor Jeffries; Murrieta Chamber of Commerce. She wished Sharon Heil a happy birthday.

Councilman Benoit attended the following: RCTC; Working on having the Rotary BBQ at the County yard; WRCOG; AQMD; Swearing in of Supervisor Jeffries; RCA.

Councilman Cashman stated he has been reviewing the proposed Oak Creek Canyon project.

Mayor Pro Tem Swanson stated she attended the Parks Subcommittee meeting. She thanked Councilman Benoit for his year as Mayor in 2012 and congratulated Mayor Walker. She also congratulated City Manager Nordquist on his first Council meeting as City Manager.

Mayor Walker stated he attended the Supervisor Jeffries lunch and he was very glad to see the Developers are interested more than ever in Wildomar.

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

**A MOTION** was made by Councilman Benoit, seconded by Councilwoman Moore, to approve the agenda as presented.

**MOTION** carried, 5-0.

## **1.0 CONSENT CALENDAR**

**A MOTION** was made by Councilman Benoit, seconded by Mayor Pro Tem Swanson, to approve the Consent Calendar as presented.

**MOTION** carried, 5-0.

### **1.1 Reading of Ordinances**

Approved the reading by title only of all ordinances.

### **1.2 Minutes – November 14, 2012 Regular Meeting**

Approved the Minutes as submitted.

### **1.3 Minutes – December 5, 2012 Special Meeting**

Approved the Minutes as submitted.

### **1.4 Minutes – December 12, 2012 Regular Meeting**

Approved the Minutes as submitted.

### **1.5 Warrant Registers**

Approved the following:

1. Warrant Register dated 12-06-12 in the amount of \$87,544.18;
2. Warrant Register dated 12-20-12 in the amount of \$1,158,782.12; &
3. Warrant Register dated 12-27-12 in the amount of \$67,203.32.

### **1.6 Treasurer's Report**

Approved the Treasurer's Report for November, 2012.

### **1.7 Tract 22948, KB Coastal, Inc. Subdivision Improvements Acceptance**

accept as complete the subdivision improvements for Tract 22948, KB Home Coastal, Inc. and request that the County of Riverside release the improvement security.

## **2.0 PUBLIC HEARINGS**

### **2.1 Budget – First Quarter Report (Cont. from 12-12-12)**

City Clerk Lee read the title.

City Manager Nordquist presented the staff report.

City Clerk Lee stated that the Council did receive an email from Martha Bridges regarding this item. The Council was provided with a copy earlier in the evening.

Councilman Cashman inquired if the City Attorney has read the email and can comment on it.

City Attorney Jex stated the email states that the City is awarding a contract that is over \$50,000 without public bidding. However, the action being asked for is for an amendment to the budget, not the award of a contract. It is his opinion that the Council may act on the item tonight.

There being no speakers Mayor Walker closed the public hearing.

**A MOTION** was made by Councilman Benoit, seconded by Councilwoman Moore, to adopt a Resolution entitled:

RESOLUTION NO. 2013 – 01  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, AUTHORIZING AMENDMENTS TO THE FY 2012-13  
BUDGETED REVENUES AND EXPENSES

**MOTION** carried, 5-0.

### **3.0 GENERAL BUSINESS**

#### **3.1 WRCOG Presentation – Highway 395 Project Update**

City Clerk Lee read the title.

Alexa Washburn, WRCOG Program Manager, presented the power point update on the project.

Discussion ensued regarding putting Jefferson through in Murrieta.

#### **3.2 Wildomar Parks Plans**

City Clerk Lee read the title.

City Manager Nordquist presented the staff report.

Monty Goddard, resident, stated he is concerned about the opening of the

parks as it will be a workload for everyone. He has concerns about park problems after dark. The parks need to be locked up at night as this will cause fewer problems.

Discussion ensued regarding applications for the oversight committee; the parks maintenance that needs to be done so that they are usable; maintenance and security of the parks; appointments to the committee; and the purpose of the committee.

### **3.3 FY 2011-12 Comprehensive Annual Financial Report (CAFR)**

City Clerk Lee read the title.

Controller Cheng presented the staff report.

Councilwoman Moore commended Controller Cheng and City Manager Nordquist for the good job.

**A MOTION** was made by Councilwoman Moore, seconded by Mayor Pro Tem Swanson, to adopt a Resolution entitled:

RESOLUTION NO. 2013 - 02  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, ACCEPTING THE COMPREHENSIVE ANNUAL  
FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDED JUNE  
30, 2012

**MOTION** carried, 5-0.

### **CITY MANAGER REPORT**

City Manager Nordquist reported the following:

\*Thanked the City Council for the opportunity to serve as the City Manager.

\*SB 56 is the new bill to recover the vehicle license fees that was taken by the State.

\*Planning Director Bassi and Community Services Manager Willette were hired as City employees. Controller Misty Cheng will be handling more the financial issues of the City and City Clerk Lee will also be handling Human Resources and Risk Management.

\*Riverside County Flood Control will have their annual budget hearing tomorrow and they will be meeting in the City's Council Chambers.

## **CITY ATTORNEY REPORT**

City Attorney Jex reported on the pending litigation matter that was brought by the League of California Cities regarding the vehicle license fees.

## **COUNCIL COMMUNICATIONS**

Councilwoman Moore announced that she will be attending an RTA meeting and the SCFA meeting.

Councilman Benoit stated the City is working really well with the County now that Supervisor Jeffries is in office. Issues such as the park land by Ronald Reagan Elementary School that was taken off the table by the previous administration is now back on. He also welcomed City Manager Nordquist and how lucky the City was to be able to promote from in-house. Other cities in the region are going through some tough times to get a City Manager right now. He thanked him for being willing to step up.

## **FUTURE AGENDA ITEMS**

There were no items.

## **ADJOURN THE CITY COUNCIL TO CLOSED SESSION IMMEDIATELY FOLLOWING WILDOMAR CEMETERY DISTRICT REGULAR MEETING**

At 8:14 p.m. the City Council adjourned the regular meeting until after the Wildomar Cemetery District regular meeting.

## **RECONVENE CITY COUNCIL - CLOSED SESSION**

At 8:17 p.m. the City Council the City Council reconvened into open session, with all Council Members present.

**CLOSED SESSION**

City Clerk Lee announced the City Council will meet in closed session pursuant to the provisions of Government Code Section 54956.9 (d)(4) to confer with legal counsel with regard to two matters of potential initiation of litigation.

At 8:17 p.m. the City Council convened into closed session with all Council Members present.

**ANNOUNCEMENT**

At 8:57 p.m. the City Council reconvened into open session with all Council Members present, making no announcement.

**ADJOURN CLOSED SESSION**

There being no further business Mayor Walker declared the meeting adjourned at 8:57 p.m.

Submitted by:

Approved by:

\_\_\_\_\_  
Debbie A. Lee, CMC  
City Clerk

\_\_\_\_\_  
Timothy Walker  
Mayor

**CITY OF WILDOMAR CITY COUNCIL**  
**Agenda Item#1.3**  
**CONSENT CALENDAR**  
**Meeting Date: February 13, 2013**

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**TO:** Mayor and City Council Members  
**FROM:** Misty V. Cheng, Controller  
**SUBJECT:** Warrant and Payroll Registers

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council approve the following:

1. Warrant Register dated January 3, 2013 in the amount of \$166,076.03;
2. Warrant Register dated January 7, 2013 in the amount of \$4,802.06;
3. Warrant Register dated January 10, 2013 in the amount of \$19,184.88;
4. Warrant Register dated January 17, 2013 in the amount of \$29,052.15;
5. Warrant Register dated January 24, 2013 in the amount of \$167,735.97;
6. Warrant Register dated January 31, 2013 in the amount of \$114,677.41;
7. Warrant Register dated February 4, 2013 in the amount of \$3,850.86; &
8. Payroll Register dated January 25, 2013 in the amount of \$132,324.18.

**DISCUSSION:**

The City of Wildomar requires that the City Council audit payments of demands and direct the City Manager to issue checks. The Warrant and Payroll Registers are submitted for approval.

**FISCAL IMPACT:**

These Warrant and Payroll Registers will have a budgetary impact in the amount noted in the recommendation section of this report. These costs are included in the Fiscal Year 2012-13 Budgets.

Submitted by:  
Misty V. Cheng  
Controller

Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

Voucher List 1/3/2013  
Voucher List 1/7/2013

Voucher List 1/10/2013  
Voucher List 1/17/2013  
Voucher List 1/24/2013  
Voucher List 1/31/2013  
Voucher List 2/4/2013  
Payroll List 1/25/13

vchlist  
01/03/2013 5:33:41PM

Voucher List  
City of Wildomar

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201844	1/3/2013	000044 A&A JANITORIAL SERVICES	001899	0000067	JANITORIAL SERVICES-MARNA NO	1,147.47
					Total :	1,147.47
201845	1/3/2013	000008 AT&T MOBILITY	12202012		COUNCIL PHONE 11/21/12-12/20/12	110.67
					Total :	110.67
201846	1/3/2013	000028 CALPERS	858		MEDICAL PREMIUM JAN. 2013	9,925.07
					Total :	9,925.07
201847	1/3/2013	000043 CHENG, MISTY	12/31/2012		CONTRACTUAL SERVICES DEC. 20	7,797.50
					Total :	7,797.50
201848	1/3/2013	000077 EXEC-U-CARE	122012		CITY COUNCIL MED. INS. 12/2012	375.00
					Total :	375.00
201849	1/3/2013	000072 INTERWEST CONSULTING GROUP	13517 13717		CDBG CONTRACTUAL SERVICES C CONTRACTUAL SERVICES OCT 20	619.88 135,332.44
					Total :	135,952.32
201850	1/3/2013	000067 PETTY CASH	48 49 50 51		CODE ENFORCEMENT MAILING CODE ENFORCEMENT MAILING CODE ENFORCEMENT SUPPLIES STORAGE ROOM SUPPLIES	18.50 17.40 21.93 27.99
					Total :	85.82
201851	1/3/2013	000435 STRATA OAK, LLC C/O STRATA, EQUITY	1113		CITY HALL MONTHLY LEASE- JAN 2	10,052.69
					Total :	10,052.69
201852	1/3/2013	000476 THE PIN CENTER	1212070	0000068	LAPEL PINS- CITY LOGO	499.50
					Total :	499.50
201853	1/3/2013	000020 VERIZON	12212		FIOS INTERNET SERVICES 12/22/11	129.99
					Total :	129.99
<b>10 Vouchers for bank code : wf</b>						<b>Bank total : 166,076.03</b>
<b>10 Vouchers in this report</b>						<b>Total vouchers : 166,076.03</b>

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201854	1/7/2013	000006 WELLS FARGO PAYMENT REMITTANCE,	112612		HSGP FY 2012 GRANT: AIR COMPR	89.99
			112612		CEMETERY AMERICAN FLAG	47.43
			112612		AED TRAINER	262.25
			112612A		STATE OF THE COUNTY	150.00
			112712		HSGP FY 2012 GRANT: EMERGENC	385.69
			112712		HSGP FY 2012 GRANT: FIRST AID S	307.97
			112812		NON-DEPARTMENTAL OFFICE SUP	86.35
			112812		NON-DEPARTMENTAL OFFICE SUP	70.99
			112912		EDEN TEST REFUND	-1.00
			112912		CITY CLERK CONF TRAVEL EXPEN	35.25
			113012		CITY CLERK CONF TRAVEL EXPEN	493.86
			121012		BATTERIES	29.06
			121012		PAYPAL FLOW PRO FOR EDEN PEF	59.95
			121012		COMPUTER SECURITY SOFTWARE	75.41
			121012A		COMPUTER SECURITY SOFTWARE	75.41
			121112		FIRE STATION EXPENSES	65.76
			121212		ANNUAL FINANCIAL REPORT SUPP	37.69
			121212		CITY MANAGER & MAYOR PLAQUE	145.08
			121212		PLAQUES FOR PROCLAMATIONS/	115.18
			121212		COMPUTER SECURITY SOFTWARE	75.41
			121212		CITY COUNCIL MEETING SUPPLIE	109.74
			121212A		COMPUTER SECURITY SOFTWARE	75.41
			121412		NON-DEPARTMENTAL SUPPLIES	139.00
			121412		BREAKFAST WITH SANTA SUPPLIE	278.41
			121512		BFAST WITH SANTA RETURNED ITI	-76.06
			121712		PLANNING DEPT. SUP. FINAN. REF	118.28
			121712		NON-DEPARTMENTAL MEETING SL	49.84
			121912		PARK SUBCOMMITTEE SUPPLIES	24.88
			12512		FINANCE DEPARTMENTAL SUPPLIE	101.08
			12512		CITY MANAGER DEPARTMENT SUF	336.00
			12612		JOB POSTING-PLANNING DIR.	150.00
			12712		JOB POSTING-PLANNING DIR. POS	250.00
			12712		JOB POSTING PLANNING DIRECTC	365.00
			12912		NON-DEPARMENTAL SUPPLIES	57.30
			12912		COMPUTER SECURITY SOFTWARE	75.41
			71.52		NON-DEPARTMENTAL CONF CALL	71.52

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Voucher List  
City of Wildomar

Page: 2

Bank code : wf

Voucher	Date	Vendor	invoice	PO #	Description/Account	Amount
201854	1/7/2013	000006	000006 WELLS FARGO PAYMENT REMITTANCE	(Continued)		<b>Total : 4,733.54</b>
201855	1/7/2013	000006	WELLS FARGO PAYMENT REMITTANCE, 112112		BREAKFAST WITH SANTA SUPPLIE	21.54
			112612		EDEN ONLINE WEB TEST NOV.	1.00
			121312		ONLINE QUICKBOOKS SUBSCRIPTK	23.97
			121812		PLANNING DIRECTOR POSITION IN	16.45
			12912		FIRE STATION EXPENSES	5.56
					<b>Total :</b>	<b>68.52</b>
2 Vouchers for bank code : wf						<b>Bank total : 4,802.06</b>
2 Vouchers in this report						<b>Total vouchers : 4,802.06</b>

Page: 2

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201863	1/10/2013	000240 ALWAYS RELIABLE BACKFLOW	11413		ANNUAL BACKFLOW TESTING- CS.	105.00
					<b>Total :</b>	<b>105.00</b>
201864	1/10/2013	000458 AMERICAN FENCE COMPANY, INC.	1685369		FENCE REPAIR- CODE ENFORCEM	225.00
					<b>Total :</b>	<b>225.00</b>
201865	1/10/2013	000011 CR&R INC.	0262554		DUMP/RETURN/DISPOSAL SERVIC	309.67
					<b>Total :</b>	<b>309.67</b>
201866	1/10/2013	000002 CRYSTAL CLEAN MAINTENANCE	1203A		JANITORIAL SERVICES- CITY HALL	698.00
					<b>Total :</b>	<b>698.00</b>
201867	1/10/2013	000036 DATAQUICK	B1-2115196		CODE ENF SOFTWARE 12/1/12-12/	150.00
					<b>Total :</b>	<b>150.00</b>
201868	1/10/2013	000022 EDISON	1313 1313A		ZONE 73-LMD 89-1 ELECT. 12/1/12- CSA 103- PALOMAR ELECT- 12/1/12	97.73 32.74
					<b>Total :</b>	<b>130.47</b>
201869	1/10/2013	000012 ELSINORE VALLEY MUNICIPAL, WATER	5854974 5854975		WATER SRVCS CSA 103 11/20/12-1; WATER SRVCS CSA 103 11/20/12-1;	49.55 113.26
					<b>Total :</b>	<b>162.81</b>
201870	1/10/2013	000272 INLAND URGENT CARE	1212WA		PRE-EMPLOYMENT SRVCS 12/19/1	140.00
					<b>Total :</b>	<b>140.00</b>
201871	1/10/2013	000079 LAN WAN ENTERPRISE	45035 45605		MAINT CONTRACT NOVEMBER 201 MAINT CONTRACT DECEMBER 201	450.00 450.00
					<b>Total :</b>	<b>900.00</b>
201872	1/10/2013	000042 PV MAINTENANCE, INC.	005-140	0000061	GAS TAX/PUBLIC WORKS CONTRA	15,159.51
					<b>Total :</b>	<b>15,159.51</b>
201873	1/10/2013	000475 THE SAN DIEGO UNION-TRIBUNE, LLC	304619		PUBLIC NOTICES- DECEMBER 201	177.16
					<b>Total :</b>	<b>177.16</b>
201874	1/10/2013	000131 WESTERN RIVERSIDE COUNTY, REGIOI	112612		MSHCP MITIGATION FEES NOV 201	1,027.26

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Voucher List  
City of Wildomar

Page: 2

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201874	1/10/2013	000131	000131		WESTERN RIVERSIDE COUNTY, RE (Continued)	Total : 1,027.26
12 Vouchers for bank code : wf						Bank total : 19,184.88
12 Vouchers in this report						Total vouchers : 19,184.88

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vchlist  
01/17/2013 4:50:07PM

Voucher List  
City of Wildomar

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201875	1/17/2013	000312 ADAME LANDSCAPE, INC.	49539 49621	0000035	REPAIR MAIN LINE DAMAGE 12/28/ MONTHLY LANDSCAPE MAINT- JAN	100.00 125.00 <b>Total : 225.00</b>
201876	1/17/2013	000002 CRYSTAL CLEAN MAINTENANCE	103B		JANITORIAL SERVICES- CITY HALL	698.00 <b>Total : 698.00</b>
201877	1/17/2013	000022 EDISON	1813 1813A 1813B 1913		CSA 22 ELECTRIC. 12/1/12-1/1/13 CSA 103 ELECTRIC. 12/1/12-1/1/13 WILDOMAR CITY LAMPS CSA 142 ELECTRIC 12/1/12-1/1/13	2,975.29 12,907.08 76.66 1,981.85 <b>Total : 17,940.88</b>
201878	1/17/2013	000016 INNOVATIVE DOCUMENT SOLUTIONS	124591		CONTRACT COPIER SERV. 12/1/12	453.30 <b>Total : 453.30</b>
201879	1/17/2013	000491 KIMLEY-HORN AND ASSOCIATES INC	1913		Developer deposit refund of unused fi	5,887.44 <b>Total : 5,887.44</b>
201880	1/17/2013	000185 PITNEY BOWES	1613		POSTAGE METER REFILL 12/26/12	500.00 <b>Total : 500.00</b>
201881	1/17/2013	000186 RIGHTWAY	719088 719198		CITY WIDE CLEAN UP- SERVICES/A CITY WIDE CLEAN UP SERVICES/S	65.80 61.25 <b>Total : 127.05</b>
201882	1/17/2013	000492 SCOTT, LEROY	1913		Developer deposit refund of unused fi	2,102.52 <b>Total : 2,102.52</b>
201883	1/17/2013	000215 THE PRESS-ENTERPRISE	11013		NEWSPAPER SUB- CITY HALL	191.14 <b>Total : 191.14</b>
201884	1/17/2013	000020 VERIZON	12513 12513A		OFFICE TELEPHONE CHARGES 1/1 TELEPHONE CHARGES 1/1/13-1/31	601.24 42.61 <b>Total : 643.85</b>
201885	1/17/2013	000202 WILDOMAR INDUSTRIAL PARK, LP	1913		Developer deposit refund of unused fi	247.72

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01/17/2013 4:50:07PM

Voucher List  
City of Wildomar

Page: 2

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201885	1/17/2013	000202	000202 WILDOMAR INDUSTRIAL PARK, LP (Continued)			Total : 247.72
201886	1/17/2013	000025 WILLETTE, PAULA	41283		REIMBURSEMENT FOR CITY COUN	35.25
						Total : 35.25
12	Vouchers for bank code : wf					Bank total : 29,052.15
12	Vouchers in this report					Total vouchers : 29,062.15

Page: 2

Bank code : wf

Voucher	Date	Vendor	invoice	PO #	Description/Account	Amount	
201890	1/24/2013	000008 AT&T MOBILITY	1202013		COUNCIL MOBILE PHONE-12/13/12-	77.22	
					<b>Total :</b>	<b>77.22</b>	
201891	1/24/2013	000028 CALPERS	10213 112013 11513 121913		CM BENEFIT CONTRIB. 12/17/12-12 CITY COUNCIL BENE. CONT.12/1/11 CITY MNGR BEN. CONTRI. 12/31/12 CM BENEFIT CONTRB. 12/3/12-12/1	5,665.65 363.25 5,739.28 5,205.14	
					<b>Total :</b>	<b>16,973.32</b>	
201892	1/24/2013	000493 COAST RECREATION, INC.	GR13122	0000072	HERITAGE PARK-BELT BRIDGE	1,143.28	
					<b>Total :</b>	<b>1,143.28</b>	
201893	1/24/2013	000027 DIRECT TV	19568364041		CITY HALL CABLE SERVICES1/12/1	89.99	
					<b>Total :</b>	<b>89.99</b>	
201894	1/24/2013	000022 EDISON	11713		CITY HALL ELEC. SERV. 12/13/13-1	2,065.69	
					<b>Total :</b>	<b>2,065.69</b>	
201895	1/24/2013	000014 GARY NORDQUIST	121812 122912		INTERVIEW PANEL LUNCH-PLANNI REIMB. FOR CSMFD MEMBERSHIP	69.28 110.00	
					<b>Total :</b>	<b>179.28</b>	
201896	1/24/2013	000072 INTERWEST CONSULTING GROUP	13718		BUILDING & SAFETY-NOV. 2012	134,461.35	
					<b>Total :</b>	<b>134,461.35</b>	
201897	1/24/2013	000500 MATTHEW F&GAN CONSULTING SERV.	1A		RANCON MEDICAL/OFFICE PROJE	2,671.46	
					<b>Total :</b>	<b>2,671.46</b>	
201898	1/24/2013	000018 ONTRAC	7594711		PROJECT RELATED SHIPPING COS	21.69	
					<b>Total :</b>	<b>21.69</b>	
201899	1/24/2013	000435 STRATA OAK, LLC C/O STRATA, EQUITY	2113		CITY OF WILDOMAR'S MONTHLY LI	10,052.69	
					<b>Total :</b>	<b>10,052.69</b>	
10 Vouchers for bank code : wf						<b>Bank total :</b>	<b>167,735.97</b>
10 Vouchers in this report						<b>Total vouchers :</b>	<b>167,735.97</b>

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Voucher List  
City of Wildomar

Page: 1

Bank code : Wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201905	1/31/2013	000031 AFLAC, REMITTANCE PROCESSING, CE	887623		CITY COUNCIL MED INS. BENFT-JA	475.45
					Total :	475.45
201906	1/31/2013	000033 AMERICAN FORENSIC NURSES	62567		BLOOD DRAW	30.00
			62581		BLOOD DRAW	575.12
					Total :	605.12
201907	1/31/2013	000007 ANIMAL FRIENDS OF THE VALLEY,, INC. OCT&NOV12			ANIMAL CONTROL SERVICES-OCT.	11,200.00
					Total :	11,200.00
201908	1/31/2013	000503 CALIF. DEPART. OF FISH&WILD	13113B		SIDEWALK TO SCHOOLS IMPROVE	1,673.00
					Total :	1,673.00
201909	1/31/2013	000081 CALIFORNIA BUILDING STANDARDS, CC	12813		CALIF. BLDG. REVOLV. FUND OCT/	402.30
					Total :	402.30
201910	1/31/2013	000028 CALPERS	881		CITY COUNCIL MED PREMIUM-FEB	16,195.69
					Total :	16,195.69
201911	1/31/2013	000035 COUNTY OF RIVERSIDE, TLMA	TL0000008828		FINAL INVOICE SLURRY SEAL	39,052.00
					Total :	39,052.00
201912	1/31/2013	000002 CRYSTAL CLEAN MAINTENANCE	203B		JANITORIAL SERVICES-CITY HALL	698.00
					Total :	698.00
201913	1/31/2013	000082 DEPARTMENT OF CONSERVATION, DIVI	12813		SMIP FEES OCT 2012- DEC 2012	997.84
					Total :	997.84
201914	1/31/2013	000501 DEPARTMENT OF FORESTRY AND, FIRE	110743		WILDLF FIRE PRT. 997 ACRE 7/1/11'	22,525.75
					Total :	22,525.75
201915	1/31/2013	000012 ELSINORE VALLEY MUNICIPAL, WATER	11113 5893471		INSPECTION FEES FOR SALE ROU SERVICE 12/17/102-01/18/13	402.53 200.92
					Total :	603.45
201916	1/31/2013	000113 LEAGUE OF CALIFORNIA CITIES	1396		RIV. DIV. MTG.-SWAN/BEN/NORDV	160.00

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201916	1/31/2013	000113	000113 LEAGUE OF CALIFORNIA CITIES (Continued)			Total : 160.00
201917	1/31/2013	000504	SANTA ANA REGIONAL WATER QUAL 13113A		ENVIRONMENTAL PERMITS FOR TR	495.00 Total : 495.00
201918	1/31/2013	000199	SWANSON, MARSHA 12813		AIRFARE REIMB. FOR LEAGUE OF	183.60 Total : 183.60
201919	1/31/2013	000494	TOT LOT PROS 131	0000073	REPAIR BELT BRIDGE	500.00 Total : 500.00
201920	1/31/2013	000064	TYLER TECHNOLOGIES 045-41878 045-80107		CREDIT FOR DASHBOARD SUPPOI WILDOMAR MAIN CORE FINANCIAL	-851.11 13,930.77 Total : 13,279.66
201921	1/31/2013	000502	WILFINGER, VAN 12813		REIMB. MATERIALS FOR DEV. SVC	83.08 Total : 83.08
201922	1/31/2013	000490	XSAT USA 2825	0000071	3 SATILLITE PHONES, CASE, 1YR S	5,547.47 Total : 5,547.47
18 Vouchers for bank code : wf						Bank total : 114,677.41
18 Vouchers in this report						Total vouchers : 114,677.41

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201923	2/4/2013	000006	WELLS FARGO PAYMENT REMITTANCE,			
			010213		NORTON ANNUAL RENEWAL	154.57
			010213		CONFERENCE CALL SYS	31.50
			010712		MAT FOR MAYOR BENOIT'S PICTUF	9.71
			011513		VERIZON WIRELESS	100.24
			011613		INTERNATIONAL INSTITUTE	185.00
			11120		PAYPAL FLOW PRO FOR EDEN	59.95
			11413		ONLINE QUICKBOOKS SUBSCRIPT	23.97
			11613		GARAGE & OFFICE SUPPLIES	110.32
			11813		TRAVEL EXPENSE-J.MORALES	127.80
			122012		FINANCE DEPT. SUPPLIES	1,982.43
			122013		NON-DEPARTMENTAL CONFERENC	314.47
			192013		ADMIN OFFICE SUPPLIES	603.33
			4700		DAN YORK - NAME PLATE	116.62
			4773864		CA & FED EMPLOYMENT NOTICES	30.95
					<b>Total :</b>	<b>3,850.86</b>
					<b>Bank total :</b>	<b>3,850.86</b>
					<b>Total vouchers :</b>	<b>3,850.86</b>
1 Vouchers for bank code : wf						
1 Vouchers in this report						

City of Wildomar  
Payroll Warrant Register  
January 25, 2013

<u>ACH Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
12/7/2012	Payroll People	11/17-11/30/12	24,846.75
12/21/2012	Payroll People	12/1-12/14/12	22,932.73
12/31/2012	Payroll People	12/1-12/31/12	1,491.97
1/4/2012	Payroll People	12/15-12/28/12	27,161.34
1/18/2012	Payroll People	12/29/12-1/11/13	26,417.59
2/1/2012	Payroll People	1/1-1/31/13	838.75
2/1/2012	Payroll People	1/12-1/25/13	28,635.05
		<b>TOTAL</b>	<b>132,324.18</b>

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #1.4**  
**CONSENT CALENDAR**  
**Meeting Date: February 13, 2013**

---

**TO:** Mayor and City Council Members

**FROM:** Misty V. Cheng, Controller

**SUBJECT:** Treasurer's Report

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council approve the Treasurer's Report for December, 2012.

**DISCUSSION:**

Attached is the Treasurer's Report for Cash and Investments for the month of December 2012.

**FISCAL IMPACT:**

None.

Submitted by:  
Misty V. Cheng  
Finance Director

Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

Treasurer's Report

CITY OF WILDOMAR  
 TREASURER'S REPORT FOR  
 CASH AND INVESTMENT PORTFOLIO  
December 2012

CITY CASH

FUND	ACCOUNT	INSTITUTION	BALANCE	RATE
All	All	WELLS FARGO	\$ 8,485,880.08	0.00%
		TOTAL	\$ 8,485,880.08	

FUND	ACCOUNT	INSTITUTION	BEGINNING BALANCE	+ DEPOSITS	(-) WITHDRAWALS	ENDING BALANCE	RATE
All	All	WELLS FARGO	\$ 3,865,806.28	\$ 5,115,468.47	\$ (495,394.67)	\$ 8,485,880.08	0.000%
		TOTAL	\$ 3,865,806.28	\$ 5,115,468.47	\$ (495,394.67)	\$ 8,485,880.08	

CITY INVESTMENT

FUND	ISSUER	BOOK VALUE	FACE VALUE	MARKET VALUE	PERCENT OF PORTFOLIO	DAYS TO MAT.	STATED RATE
All	LOCAL AGENCY INVESTMENT FUND	\$ 1,538,907.28	\$ 1,538,907.28	\$ 1,538,907.28	100.00%	0	0.326%
	TOTAL	\$ 1,538,907.28	\$ 1,538,907.28	\$ 1,538,907.28	100.00%		

**CITY - TOTAL CASH AND INVESTMENT**      \$ 10,024,787.36

CITY INVESTMENT

FUND	ISSUER	BEGINNING BALANCE	+ DEPOSITS/ PURCHASES	(-) WITHDRAWALS/ SALES/ MATURITIES	ENDING BALANCE	STATED RATE
All	LOCAL AGENCY INVESTMENT FUNDS	\$ 1,538,907.28	\$ 0.00	\$ 0.00	\$ 1,538,907.28	0.326%
	TOTAL	\$ 1,538,907.28	\$ 0.00	\$ 0.00	\$ 1,538,907.28	

In compliance with the California Code Section 53646, as the Director of Finance/ City Treasurer of the City of Wildomar, I hereby certify that sufficient investment liquidity and anticipated revenues are available to meet the City's expenditure requirements for the next six months and that all investments are in compliance to the City's Statement of Investment Policy.  
 I also certify that this report reflects all Government Agency pooled investments and all City's bank balances.

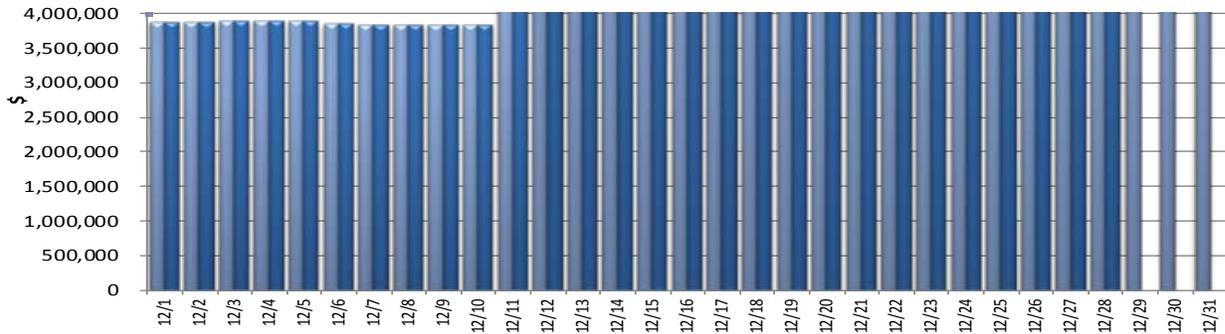
\_\_\_\_\_  
 Misty V. Cheng  
 Finance Director

\_\_\_\_\_  
 Date



# December 2012

## Daily Cash Balance All Funds Checking Only Pool Report Balance



Fiscal Year	Ending Balance	Monthly Net Activity
July 2010	3,008,802	3,008,802
Aug 2010	3,860,503	851,700
Sept 2010	3,069,412	(791,091)
Oct 2010	2,992,344	(77,068)
Nov 2010	2,365,924	(626,420)
Dec 2010	3,199,019	833,094
Jan 2011	2,661,091	(537,927)
Feb 2011	2,799,932	138,841
Mar 2011	2,469,738	(330,194)
Apr 2011	2,949,832	480,094
May 2011	3,527,489	577,658
June 2011	3,140,774	(386,715)
July 2011	3,276,828	136,054
August 2011	2,322,372	(954,456)
Sept 2011	2,354,797	32,425
October 2011	1,980,825	(373,972)
Nov 2011	2,003,652	22,826
Dec 2011	2,819,704	816,052
Jan 2012	3,459,306	639,602
Feb 2012	2,106,711	(1,352,595)
Mar 2012	2,102,433	(4,279)
Apr 2012	3,052,012	949,579
May 2012	5,602,180	2,550,168
June 2012	4,566,993	(1,035,187)
July 2012	4,200,028	(366,965)
August 2012	4,109,986	(90,042)
Sept 2012	4,225,751	115,764
Oct 2012	3,856,256	(369,494)
Nov 2012	3,865,806	9,550
Dec 2012	8,485,880	4,620,074

December 2012		
Date	Ending Balance In Whole \$	Net Change from Prior Day
12/1	3,865,806	-
12/2	3,865,806	-
12/3	3,883,591	17,785
12/4	3,876,137	(7,454)
12/5	3,875,574	(563)
12/6	3,851,177	(24,398)
12/7	3,826,684	(24,493)
12/8	3,826,684	-
12/9	3,826,684	-
12/10	3,826,684	-
12/11	4,857,690	1,031,006
12/12	8,629,431	3,771,741
12/13	8,628,833	(598)
12/14	8,613,710	(15,123)
12/15	8,613,710	-
12/16	8,613,710	-
12/17	8,613,400	(310)
12/18	8,434,569	(178,831)
12/19	8,419,750	(14,819)
12/20	8,320,629	(99,121)
12/21	8,320,629	-
12/22	8,320,629	-
12/23	8,320,629	-
12/24	8,319,635	(994)
12/25	8,319,635	-
12/26	8,394,071	74,436
12/27	8,393,862	(209)
12/28	8,491,387	97,525
12/29	8,491,387	-
12/30	8,491,387	-
12/31	8,485,880	(5,507)

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #1.5**  
**CONSENT CALENDAR**  
**Meeting Date: February 13, 2013**

---

**TO:** Mayor and City Council Members  
**FROM:** Gary Nordquist, City Manager  
**SUBJECT:** Statement of Investment Policy FY12-13

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council adopt a Resolution entitled:

RESOLUTION NO. 2013 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, ADOPTING STATEMENT OF INVESTMENT POLICY

**BACKGROUND/DISCUSSION**

Pursuant to California Government Code Sections 53600 and 53630 et seq. and 53646, the City of Wildomar must adopt an annual investment policy by resolution.

The Statement of Investment Policy sets forth policies which shall govern the investment of the City's funds. It will be used by the City's Finance Director and other City officials and staff, as well as all other third-party providers of investment or investment-related services. Its purpose is to direct the prudent investment and protection of the City's funds and investment portfolio.

**FISCAL IMPACTS:**

None.

Submitted by:  
Misty V. Cheng  
Controller

Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

Resolution No. 2013 - \_\_\_\_\_  
Statement of Investment Policy

RESOLUTION NO. 2013 - \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA,  
ADOPTING STATEMENT OF INVESTMENT POLICY**

WHEREAS, the City Council of the City of Wildomar ("City") has established a Statement of Investment Policy to set forth and identify policies of the City Council which may not otherwise be established in ordinances of the City, or which are restated to further amplify existing City policy; and

WHEREAS, all policies included in the Statement of Investment Policy are adopted by resolution; and

WHEREAS, the City Council wishes to adopt its Statement of Investment Policy; and

WHEREAS, such policy will provide for the safety of City investments, and secondarily ensure liquidity and yield, and

WHEREAS, such policy will enforce strict investment guidelines with regards to investments, external portfolio managers, and capital wherewithal of brokering firms.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

**SECTION 1.** That the City Council approves the adoption of the "Statement of Investment Policy" as attached hereto as Exhibit "A",

**SECTION 2.** This policy will take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 13th day of February, 2013.

\_\_\_\_\_  
Timothy Walker  
Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Thomas D. Jex  
City Attorney

\_\_\_\_\_  
Debbie A. Lee, CMC  
City Clerk

# **CITY OF WILDOMAR**

## **STATEMENT OF INVESTMENT POLICY**

### **I. INTRODUCTION**

The City Council of the City of Wildomar (the “City”) and its subsidiary district, the Wildomar Cemetery District, recognizes its responsibility to prudently direct the investment of the City’s funds on behalf of the City’s existing and future residents. The City Council further recognizes that 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.

This Statement sets forth policies which shall govern the investment of the City’s funds. It will be used by the City’s Finance Director and other City officials and staff, as well as all other third-party providers of investment or investment-related services. Its purpose is to direct the prudent investment and protection of the City’s funds and investment portfolio.

### **II. 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.

### **III. SCOPE**

This Investment Policy applies to all financial assets of the City of Wildomar. The following funds are covered by this Investment Policy and are accounted for in the City’s Comprehensive Annual Financial Report:

- A) General Fund
- B) Special Revenue Funds
- C) Debt Service Funds

- D) Capital Project Funds
- E) Enterprise Funds
- F) Internal Services Funds
- G) Trust and Agency Funds
- H) Any new funds created by the City Council

#### **IV. PRUDENCE**

Investments shall be made in the context of the "Prudent Investor" standard pursuant to Government Code Section 53600.3 which states in relevant part that:

"When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

All investments purchased shall have daily liquidity or a final stated maturity date, upon which the full principal value of the security will be received. Although the investment will mature at full principal value, it is recognized that the market will vary throughout the life of the security. In a diversified portfolio it must be further recognized that occasional measured losses are inevitable due to economic, bond market, or individual security credit analysis. These occasional losses must be evaluated and considered within the context of the overall return.

The "Prudent Investor" standard shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### **V. OBJECTIVE**

The City's cash management system is designed to accurately monitor and forecast expenditures and revenues, which enables the City to invest its funds to the fullest extent possible. The objective of the investment portfolio is to meet the short- and long-term cash flow demands of the City. To achieve this objective, the portfolio will be structured to provide safety of principal and liquidity, while attempting to receive the highest yield obtainable.

**A. Safety of Principal**

Safety of principal is the foremost objective of the City of Wildomar. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default or erosion of market value. To attain this objective, the City will diversify its investments by investing funds among a variety of securities and approved financial institutions. The City shall seek to preserve principal by mitigating the two types of risk in order of importance: credit risk and market risk.

1. **Credit Risk** Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by purchasing U.S. Treasuries or high grade securities. All investments beyond Treasury securities will be diversified so that the failure of any one issuer would not unduly harm the City's cash flow. Credit risk shall also be mitigated by prequalifying financial institutions, broker/dealers, intermediaries and advisors with which the City does business. Investments must be limited to securities backed by the full faith and credit of: (1) the federal government, (2) other governmental agencies, or (3) agencies and institutions with collateral, including assets and insurance, assuring similar risk.
  
2. **Market or Interest Rate Risk** Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by structuring the Funds so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and by investing operating funds primarily in shorter-term securities. The cash flow is updated on a daily basis and will be considered prior to the investment of securities, which will reduce the necessity to sell investments for liquidity purposes. Long-term securities shall not be purchased for the sole purpose of short-term speculation. Securities shall not be sold prior to maturity with the following exceptions, 1) a security whose credit declines or is expected to decline may be sold IF there is a reasonable expectation that the prompt payment of principal and interest becomes unlikely. A temporary or modest decline in a securities; credit rating should not in and of itself trigger a liquidation , 2) a security swap would improve the quality, yield, or target duration in the portfolio, or 3) liquidity needs of the portfolio require that the security be sold. The weighted average maturity of the funds will be limited to three years or less. Purchases of investments will be restricted to securities with a final stated maturity not to exceed five (5) years.

**B. Liquidity**

This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or accrued interest. Liquidity is an important quality especially when the need for unexpected funds occurs. The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

**C. Return On Investments**

The City's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. A benchmark does not imply that the Assistant City Manager will add additional risk to the portfolio in order to attain or exceed the benchmark.

**VI. DELEGATION OF AUTHORITY**

The City of Wildomar Resolution No. \_\_\_\_ delegates investment authority to the Finance Director. It further authorizes the Finance Director to invest or deposit the City's funds in accordance with California Government Code Sections 53600 and 53630 et seq. and all related State and Federal laws.

In the Finance Director's absence, and subject to City Council approval, the Finance Director may assign investment responsibilities to the City Manager. The Finance Director will provide prior written notification to the City Manager and the City Council regarding the assignment of responsibilities. In the event that the Finance Director is unable to assign responsibility, the City Manager may select a designee. In addition, at the discretion of the Finance Director, cash monitoring and investment responsibilities can be assigned to a designated assistant and a surety bond will be obtained by the City for said assistant.

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 Manager's designee(s) may assist in carrying out these functions.

The City Council's primary responsibilities over the investment function include establishing investment policies, annually reviewing such policies, reviewing monthly investment reports issued by the Finance Director and authorizing any deviations from the City's Investment Policy.

## **VII. ETHICS AND CONFLICTS OF INTEREST**

The Finance Director and other employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. The Finance Director and investment employees shall disclose any material interests in financial institutions with which they conduct business within their jurisdiction. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. The Finance Director and investment employees are required to file annual disclosure statements as required by the Fair Political Practices Commission (FPPC). During the course of the year, if there is an event subject to disclosure that could impair the ability of the Finance Director or investment employees to make impartial decisions, the City Council will be notified in writing within 10 days of the event.

## **VIII. QUALIFIED DEALERS**

The City shall transact investments only with banks, savings and loans, investment security dealers and the State of California Local Agency Investment Fund. The purchase by the City of any investment, other than those purchased directly from the issuer, shall be purchased directly from an institution licensed by the State as a broker/dealer, as defined in Section 25004 of the Corporations Code, who is a member of the National Association of Securities Dealers, or a member of a Federally regulated securities exchange, a National or State Chartered Bank, a Federal or Savings Association, or a brokerage firm designated as a Primary Government Dealer by the Federal Reserve Bank. Exceptions to this rule will be made only after thorough research and documented confirmation of financial strength and reputation and after approval by the City Manager. Investment staff shall investigate dealers who wish to do business with the City in order to determine if they are adequately capitalized, market securities appropriate to the City's needs, and are recommended by managers of portfolios similar to the City's.

The City shall at least annually send a copy of the current investment policy to all dealers approved to do business with the City. Confirmation of receipt of this policy shall be considered as evidence that the dealer understands the City's investment policies, and intends to show the City only appropriate investments.

## **IX. AUTHORIZED AND SUITABLE INVESTMENTS**

The investments set forth in this section are authorized investments pursuant to Section 53601 et seq. of the Government Code and are authorized investments for the City subject, however, to the prohibitions set forth in Section X of this Investment Policy.

**A. Securities of the U.S. Government**

**U.S. Treasury Bills** – issued by the U.S. Treasury and are available in maturities out to one year. They are non-interest bearing and sold on a discount basis. The face amount is paid at maturity.

**U.S. Treasury Notes** – issued by the U.S. Treasury with maturities from two to ten years. They are issued in coupon form and many issues are also available in registered form. Interest is payable at six month intervals until maturity.

**U.S. Treasury Bonds** – issued by the U.S. Treasury with maturities of ten years to thirty years. The City may purchase the interest and/or principal of a U.S. Treasury Bond. A principal only instrument is commonly called a “stripped” or “zero” coupon. Stripped coupons are sold at a discount basis. The face amount is paid at maturity.

**B. Securities of U.S. Government Agencies**

The capital of U.S. government agencies was initially financed by the United States Treasury. But as they have grown and operated profitably over the years, the Treasury’s investment has been replaced in a large measure by private capital. At present, obligations of only a few agencies are backed by the full faith and credit of the U.S. Government. The obligations of all the federal agencies described in the following sections are not guaranteed by the U.S. Government with the exception of Government National Mortgage Association (GNMA), but are considered to be investments of the highest quality.

**Federal National Mortgage Association** – (Fannie Mae) a quasi public corporation created by an act of Congress to assist the home mortgage market by purchasing mortgages insured by the Federal Housing Administration and the Farmers Home Administration, as well as those guaranteed by the Veterans Administration. Fannie Mae issues Notes and Bonds and there is a strong secondary market in these securities. A secondary market means these instruments are actively traded, they are bought and sold daily. Bonds are issued for 15 and 30 year maturities with interest paid semi-annually. Interest is computed on a 30/360 day basis. Notes are issued with maturities of less than one year with interest paid at maturity.

**Government National Mortgage Association** – (Ginnie Mae) a wholly owned corporation instrumentality of the United States within the Department of Housing and Urban Development. A certificate collateralized by FHA/VA residential mortgages represents a share in a pool of FHA or VA mortgages.

Ginnie Mae's are registered securities. Original maturities range from 12 to 30 years with a 7 to 12 year assumed average life. (Assumed average life is due to prepayments of mortgages). Principal and interest are paid monthly and sent directly from the issuer of the pool, usually a mortgage banker, to the City.

**Federal Home Loan Banks** – (FHLB) provide credit to member lending institutions such as savings and loan associations, cooperative banks, insurance companies and savings banks. The agency offers bonds in the public market with maturities of 1 to 10 years. These bonds are usually offered on a quarterly basis depending on the current demands of the housing industry. Interest is paid semi-annually on a 30/360 day basis.

**Federal Farm Credit Banks** – debt instruments issued to meet the financial needs of farmers and the national agricultural industry, these issues enjoy an established secondary market. Discount notes are issued monthly with 6 and 9 month maturities. Longer term debentures (2-5 years) are also issued. Discount notes pay interest at maturity. Debentures pay interest semi-annually on a 30/360 day basis.

**Federal Home Loan Mortgage Corporation** – (Freddie Macs) A publicly held government-sponsored enterprise created in 1970 pursuant to the Federal Home Loan Mortgage Corporation Act, Title III of the Emergency Home Finance Act of 1970, as amended. Freddie Mac's statutory mission is to provide stability in the secondary market for home mortgages, to respond appropriately to the private capital market and to provide ongoing assistance to the secondary market for home mortgages by increasing the liquidity of mortgage investments and improving the distribution of investment capital available for home mortgage financing. Maturity can be from 1 to 30 years. These loans can be either set at a fixed rate or a variable rate.

### C. **Bonds**

**City Bonds** – Bonds issued by the city, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the City or by a department, board, agency, or authority of the City.

**State Bonds** – Registered state warrants or treasury notes or bonds of the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the State or by a department, board, agency, or authority of the State.

**Municipal Bonds** – Bonds, notes, warrants, or other evidences of indebtedness of any local agency within the State of California and any of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

**D. Time Deposits and Certificates of Deposit**

Time Deposits are placed with commercial banks and savings and loan agencies. A time deposit is a receipt for funds deposited in a financial institution for a specified period of time at a specified rate of interest. Deposits of \$250,000 (referred to as Jumbo C.D.'s) per institution are insured by the government and Certificates of Deposit can be supported by either 110% U.S. Government agency notes or 150% mortgages currently held by the bank or savings and loan. Purchases of negotiable certificates of deposit may not exceed 30 percent of the City's surplus money to be invested. Generally the time is 3 months to 2 years. Denominations can be any agreed upon amount and interest is normally calculated using actual number of days on a 360-day year and paid monthly. An institution must maintain a net worth to asset ratio of at least 3% and a positive earnings record, must be in compliance with the Financial Institution Reform Act (FIRREA) capital ratio requirements for risk-based, tangible, and core capital, and the institution must make available a current Federal Deposit Insurance Corporation (FDIC) call report or a Federal Home Loan Bank (FHLB) report. A call report presents the financial condition of the institution to the agency with oversight responsibility of that institution.

**E. Negotiable Certificates of Deposit**

Negotiable Certificates of Deposit are a form of Certificate of Deposit which has been an important money market instrument since 1961 when commercial banks began issuing them and a secondary market developed to provide liquidity. They are supported only by the strength of the institution from which they are purchased. Negotiable Certificates of Deposit may not exceed 30% of the City's surplus funds to be invested. Maturities range from 3 months to 2 years and are generally issued in blocks of \$1 million, \$5 million, \$10 million, etc. Interest is paid semi-annually computed on a 30/360 day basis.

**F. Bankers Acceptance Notes**

As a money market instrument, this note is an attractive short-term investment. When a bank "accepts" such a time draft, it becomes, in effect, a predated certified check payable to the bearer at some future, specified date. Purchases of bankers acceptances may not exceed 180 days maturity or 40 percent of the City's surplus money that may be invested pursuant to this section. In addition, no more than 30 percent of the City's surplus funds may be invested in the bankers acceptances of any one commercial bank pursuant to this section.

**G. Commercial Paper**

Commercial paper is the trade name applied to unsecured promissory notes issued by finance and industrial companies to raise funds on a short term basis. Commercial paper of "prime" quality of the highest ranking or of the highest letter and numerical rating as provided for by a nationally recognized statistical rating organization (NRSRO). Eligible

paper is further limited to issuing corporations that are organized and operating within the United States and having total assets in excess of five hundred million dollars (\$500,000,000) and having an “A” or higher rating for the issuer’s debt, other than commercial paper, if any, as provided for by the NRSRO. Purchases of eligible commercial paper may not exceed 270 days maturity nor represent more than 10 percent of the outstanding paper of an issuing corporation. Purchases of commercial paper may not exceed 25 percent of the City’s surplus money that may be invested pursuant to this section.

#### **H. Repurchase Agreement**

Investments in repurchase agreements are allowable but must comply with current Government code and a Master Repurchase Agreement must be signed with the bank or dealer.

Closely associated with the functioning of the Federal funds market is the negotiation of repurchase agreements. Banks may buy temporarily idle funds from a customer by selling U.S. Government or other securities with the contractual agreement to repurchase the same security on a future date determined by the negotiation. For the use of funds, the customer receives an interest payment from the bank; the interest rate reflects both the prevailing demand for Federal funds and the maturity of the “repo”. Repurchase agreements are usually executed for \$100,000 or more. The City will require physical delivery of the securities backing the “repo” to its safekeeping agent. The issuing institution must transfer on an ongoing basis sufficient securities to compensate for changing market conditions and to insure that adequate collateral is maintained in the City’s safekeeping account. Repurchase agreements shall only be made with primary dealers of the Federal Reserve Bank of New York, the market value of securities that underlay the agreement must be valued at 102 percent or greater of the funds borrowed against those securities, and the value shall be adjusted no less than quarterly. Purchases of repurchase agreements may not exceed 20 percent of the City’s surplus money to be invested. Generally, maturities range from 1 to 92 days (may not exceed 92 days) with interest paid at maturity.

#### **I. Mutual Funds**

Money Market Mutual Funds are another authorized investment allowing the City to maintain liquidity, receive competitive money market rates and remain diversified in pooled investments.

Mutual Funds are referred to in the California Government Code Section 53601 as “shares of beneficial interests issued by diversified management companies.” The Mutual Fund must be restricted by its by-laws to the same investments allowed to the local agency. These investments are Treasury issues, Agency issues, Bankers Acceptances, Commercial Paper, Certificates of Deposit and Negotiable Certificates of Deposit. The quality rating and percentage restrictions in each investment category applicable to the local agency also applies to the Mutual Fund.

The purchase price of shares of the mutual fund shall not include any sales commission. Investments in mutual funds shall not exceed 10 percent of the City's surplus money.

**J. Local Agency Investment Fund**

The Local Agency Investment Fund (LAIF) of the State of California offers high liquidity because deposits can be wired to the City checking account in twenty-four hours. Interest is compounded on a daily basis.

LAIF is a special fund in the State Treasury which local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is \$5,000, in multiples of \$1,000 above that, with a maximum of \$50,000,000 for any agency. All interest is distributed to those agencies participating on a proportionate share determined by the amounts deposited and the length of time of the deposit. Interest is paid quarterly and deposited directly into the account on the 15<sup>th</sup> day of the month following the close of the quarter. The State keeps an amount for the reasonable costs of administration, not to exceed one-half of one percent of the gross earnings.

Interest rates are fairly high because of the pooling of the State surplus cash with the surplus cash deposited by local governments. This creates a multibillion-dollar money pool and allows diversified investments. In a high interest rate market, the City may produce higher yields than LAIF can, but in times of low interest rates, LAIF yields are generally higher.

**K. Joint Powers Authority Investment Pools**

Joint Powers Authority Investment Pools are organized pursuant to Section 6509.7 of the Government Code that invests in the securities and obligations under Sections 53601 of the California Government Code. To be eligible for City investments, the joint powers authority issuing the shares shall have retained an investment adviser that is registered or exempt from registration with the Securities and Exchange Commission, the adviser has not less than five years of experience investing in the securities and obligations authorized in under Section 53601 and the adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

**X. PROHIBITED INVESTMENTS AND TRANSACTIONS**

Investments not described herein, including, but not limited to, reverse repurchase agreements, zero coupon bonds, inverse floaters, common stocks, futures, options and derivatives are prohibited from use in the City's investment portfolio.

The City shall not engage in securities lending, short selling or other hedging strategies. The City shall not purchase or sell securities on margin.

**XI. COLLATERALIZATION**

Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. Deposits of \$250,000 per institution are insured by the FDIC and Certificates of Deposit can be supported by either 110% U.S. Government agency notes or 150% mortgages currently held by the bank or savings and loan.

Collateral will always be held by an independent third party with whom the City has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. The right of collateral substitution is granted.

The City chooses to limit collateral to the following: Repurchase Agreements, Time Deposits and Certificates of Deposit.

## **XII. SAFEKEEPING AND CUSTODY**

All security transactions, including collateral for repurchase agreements, entered into by the City shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodial designated by the Finance Director and evidenced by safekeeping receipts.

## **XIII. DIVERSIFICATION**

The City operates its investment pool with many State and self-imposed constraints. It does not buy stocks and it does not speculate. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities.

The City will diversify its investments by security type, institution and maturity/call dates. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the City's total investment portfolio will be invested in a single security type or with a single financial institution.

## **XIV. MAXIMUM MATURITIES**

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 5 years from the date of purchase.

Reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

## **XV. INTERNAL CONTROL**

The Finance Director 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.

Internal controls deemed most important shall include (but not limited to): avoidance of collusion; separation of duties and administrative controls; separating transaction authority from accounting and record keeping; custodial safekeeping; clear delegation of authority; management approval and review of investment transactions; specific limitations regarding securities losses and remedial action; written confirmation of telephone transactions; documentation of investment transactions and strategies; and monitoring of results.

## **XVI. PERFORMANCE STANDARDS**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

The City's investment strategy is passive. Passive investment portfolio management generally indicates that the Finance Director will purchase an instrument and hold it through to call or maturity, and then reinvest the monies. Although the City's investment strategy is passive, this will not restrict the Finance Director from evaluating when swaps are appropriate or if the sale of an instrument is prudent prior to final maturity. Given this strategy, the basis used by the Finance Director to determine whether market yields are being achieved shall be the Local Agency Investment Funds (LAIF).

## **XVII. REPORTING**

The Finance Director shall provide the City Council monthly investment reports which provide a clear picture of the status of the current investment portfolio. The management report shall include the type of investments, the issuers, maturity dates, par values, and the current market values of each component of the portfolio, including funds managed for the City by third party safekeeping custodians. The report will also include the source of the portfolio valuation. As specified in California Government Code Section 53646 (e), if all funds are placed in LAIF or FDIC-insured accounts, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that the City will meet its expenditure obligations for the next six months as required by California Government Code Section 53646 (b)(3). The Finance Director shall maintain a complete and timely record of all investment transactions.

## **XVIII. INVESTMENT POLICY ADOPTION**

The City's investment policy shall be adopted annually by resolution of the City Council. The policy shall be reviewed annually by the City Council and any modifications made thereto must be approved by the City Council.

**CITY OF WILDOMAR – COUNCIL**  
**Agenda Item #1.6**  
**Consent Calendar**  
**Meeting Date: February 13, 2013**

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**TO:** Mayor and City Council Members  
**FROM:** Paula Willette, Community Services Manager  
**SUBJECT:** Award of Additional Homeland Security Grant Funds

**STAFF REPORT**

**RECOMMENDATION:**

Accept an additional \$5,547.47 in funding for FY10 Homeland Security Grant Program (HSGP) from the Riverside County Fire/OES.

**BACKGROUND:**

January 2, 2013 the City of Wildomar was awarded additional funds from the FY10 HSGP. The additional funds will purchase three Satellite phones and one year of service. The satellite phones will be used for communication during emergencies when all other communication devices are not in service.

**FISCAL IMPACT:**

The budget will be increased \$5,547.47 at third quarter report. Beginning in year two (2) the yearly contract price for each phone service will be \$444. The City has a one year commitment for service after the initial year of service.

Submitted by:  
Paula Willette  
Community Services Manager

Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENT A:**

Letter of approval

# **Attachment**

# **A**



RIVERSIDE COUNTY FIRE DEPARTMENT
IN COOPERATION WITH
THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION

John R. Hawkins ~ Fire Chief
210 West San Jacinto Avenue ~ Perris, CA 92570
(951) 940-6900 ~ www.rvcfire.org

PROUDLY SERVING THE
UNINCORPORATED AREAS
OF RIVERSIDE COUNTY
AND THE CITIES OF:

- BANNING
BEAUMONT
CALIMESA
CANYON LAKE
COACHELLA
DESERT HOT SPRINGS
EASTVALE
INDIAN WELLS
INDIO
JURUPA VALLEY
LAKE ELSINORE
LA QUINTA
MIRAFLORES
MORENO VALLEY
PALM DESERT
PERRIS
RANCHO MIRAGE
RUBIDOUX CSD
SAN JACINTO
TEMECULA
WILDOMAR

- BOARD OF SUPERVISORS:
BOB BUSTER DISTRICT 1
JOHN TAVAGLIONE DISTRICT 2
JEFF STONE DISTRICT 3
JOHN BENOIT DISTRICT 4
MARION ASHLEY DISTRICT 5

January 2, 2013

Tim Dzmura
Paula Willette
23873 Clinton Keith Rd. Suite 201
Wildomar, CA 92595

RE: Satellite Phones Project-FY10 Homeland Security Grant Program (HSGP) Award
Project A Allocations Grant #2010- 0085 CFDA#: 97.067

Riverside County Fire Department, Office of Emergency Services has been approved and awarded FY10 Homeland Security Grant (HSGP). Under this award, funds have been allocated to the City of Wildomar for the purchase and reimbursement of up to five (5) satellite phones as part of Project A – Satellite Phones Project. The overall performance period of this grant ends February 15, 2013.

Satellite phone purchases shall be made under Riverside County Purchasing RFQ # FPARC-140, with vendor XSAT USA LLC. Please contact Thierry (Pronounced Terry) Watters at 1-866-652-5979 or TW@XSATGLOBAL.com and reference: Riverside County Fire-OES Satellite Phone Package RFQ# FPARC-140.

In order to be reimbursed for your satellite phone purchase phones will need to be purchased, received, and paid for with reimbursement documentation returned to Riverside County Fire-OES: Attention Analicia Gomez by February 15, 2013.

Reimbursement documentation needs to include the following:

- \_\_\_ Copy of Invoice
\_\_\_ Proof of Receipt (Copy of Packing Slip)
\_\_\_ Proof of Payment (Copy of Credit Card Statement or Check. A copy of the cancelled check will be required at a future date)
\_\_\_ Copy of Purchase Order

All cities are expected to maintain a service agreement for their satellite phone purchase for one (1) year after the initial grant funded year of service, (annual cost of \$444 per year per phone) for a total of two (2) years of phone activation.

This letter serves as authorization to purchase and request reimbursement of up to five (5) Satellite Phones under Riverside County Fire Department Office of Emergency Services' FY 10 Homeland Security Grant Program (HSGP) – Project A.

As always, please feel free to contact me at (951) 955-4799 with any questions you may have. I look forward to working with you and appreciate your cooperation and support.

Regards,
Mary Camin

Mary Camin
Administrative Services Analyst II
Riverside County Fire/OES

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #1.7**  
**CONSENT CALENDAR**  
**Meeting Date: February 13, 2013**

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**TO:** Mayor and City Council Members

**FROM:** Paula Willette, Community Services Manager

**SUBJECT:** Maintenance Purchase Orders for the Landscaping and Lighting Maintenance District No. 89-1 Consolidated, (L&LMD 89-1-C)

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council continue the contracts with rates and vendors previously approved through competitive bidding process administered by Riverside County for maintenance of L&LMD 89-1-C.

**BACKGROUND:**

On November 12, 2012 the City Council authorize Staff to pursue the assumption of the responsibilities and oversight for the maintenance contracts for Zone 3, locations 7, 23, 24, 25, 29, 35, 42, 43, 45, 47 & 49; Zone 29, location 2; Zone 30, locations 1 & 2; Zones 42, 51, 52, 59, 62, 67, 71, & 90; and Street Lighting Zones 18, 26, 27, 35, 50, 70, 71, 73, & 88 of Landscaping and Lighting Maintenance District No. 89-1-Consolidated effective January 1, 2013.

To date, the Maintenance contracts for the Assessment District have been administered by Riverside County Transportation Department. January 2, 2013, the County of Riverside Transportation Department sent letters to current contractors they will no longer be administering the day to day activities of the L&LMD 89-1-C zones within the City of Wildomar and beginning February 1, 2013 the assumption of responsibility will be transferred to the City.

There are currently 376,250 square feet (8.6 acres) of landscaping and irrigation maintained within the City through purchase orders with two (2) landscape contractors. Both landscape contractors are responsible for the water costs and are included in the purchase order price. Additional purchase orders have been executed for tree service, fossil filter maintenance, light street maintenance and landscape inspections.

**FISCAL IMPACTS:**

Funding provided by assessments from L&LMD 89-1-C

Submitted by:  
Paula Willette  
Community Services Manager

Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS**

Summary of City of Wildomar's purchase orders

# Attachment

# A

## Summary of Purchase Orders

Zones	Vendor	Riverside County RFQ/RFP Numbers	5 Month Price Not To Exceed
3	Inland Empire Landscape	RFQ 44-297-2012	\$25,000
42	Inland Empire Landscape	RFQ 44-303-2012	\$2,564
51	Inland Empire Landscape	RFQ 44-304-2012	\$1,984
29	Inland Empire Landscape	RFQ 44-101-2010	\$2,250
71	Inland Empire Landscape	RFQ 44-101-2010	\$2,025
30	Excel Landscape	RFQ 44-102-2010	\$8,963
52	Excel Landscape	RFQ 44-101-2010	\$2,925
All zones	United Pacific Services, Inc.	RFP 44-216-2011	\$20,000
59-52-62	Drainage Protection Systems	RFQ 44-155-2012	\$4,270
All zones	Leivas Lighting	RFQ 44-037-2012	\$8,000
All zones	Van Dyke Landscape Architects	RFP TLARC-96258- 02-6/12	\$18,000

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #1.8**  
**CONSENT CALENDAR**  
**Meeting Date: February 13, 2013**

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**TO:** Mayor and City Council Members  
**FROM:** Gary Nordquist, City Manager  
**SUBJECT:** City Trails Map Use Agreement

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager to sign a Non-Exclusive License Agreement with the Wildomar Multi-Use Trails Association which allows for the city to use the trail map developed by the association.

**BACKGROUND/DISCUSSION:**

During the March 14, 2012 City Council meeting the City Council adopted several resolutions providing for numerous enhancements to the City's Trails program. At that meeting a volunteer trails coordinator role, the Adopt-A-Trail program and the addition of names to the trail map were approved. The original trail maps were adopted by the Riverside County Board of Supervisors and transitioned to the City following the City's incorporation. Since that time, additional maps of the City's trails and trails with names have been developed by members of the Wildomar Multi-Use Trails Association. Staff is recommending the City use these maps for the trails programs and events. In order for the City to use these maps created by the association, an agreement between the two organizations is needed. The attached agreement would provide the City with the authorization to use the maps created by the association.

**FISCAL IMPACT:**

None per the recommendation. Should the City create its own map, the costs are estimated to less than \$10,000 for unique mapping software, surveying, field services and reproduction services.

Submitted and Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

Non-Exclusive License Agreement for trail map use

# **Attachment A**

**Non-Exclusive License Agreement  
for  
Trail Map Use**

RECEIVED

FEB 05 2013

CITY OF WILDOMAR

NON-EXCLUSIVE LICENSE AGREEMENT

This Non-Exclusive License Agreement (the "Agreement") is entered into this 13<sup>th</sup> day of February, 2013, by and between the City of Wildomar, a California municipal corporation (the "Licensee"), and the Wildomar Multi-Use Trails Association (the "Licensor"). Licensee and Licensor may be collectively referred to as the "Parties."

✓  
gm

**RECITALS**

- A. Licensor owns a map of the trail system within the City of Wildomar, a copy of which is attached as Exhibit "A" to this Agreement (the "Adopt-A-Trail Map").
- B. Licensor offered to allow Licensee to copy and sell the Adopt-A-Trail Map, and Licensee has accepted that offer.
- C. This Agreement memorializes the understanding between the Parties regarding Licensee's use of the Adopt-A-Trail Map and the rights and duties retained by Licensor.

**OPERATIVE PROVISIONS**

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the

Parties and contained here and other consideration, the value and adequacy of which are hereby acknowledged, the parties agree as follows:

- 1. Grant of License. Licensor hereby grants to Licensee a non-exclusive license to reproduce and sell the Adopt-A-Trail Map for the exclusive use toward the opening and the maintenance of trails within the City limits of Wildomar.
- 2. Non-exclusivity. Nothing in this Agreement prevents the Licensor from licensing the Adopt-A-Trail Map to any third party for any purpose.
- 3. Removal of City Seal. The Adopt-A-Trail Map contains the official seal of the City of Wildomar (the "Seal"). Licensor agrees that the Seal will be removed from any copies of the Adopt-A-Trail Map disseminated by Licensor or any third party licensee. Only Licensee may disseminate copies of the Adopt-A-Trail Map containing the Seal.
- 4. Termination. Either Party may terminate this Agreement at any time upon thirty (30) days written notice to the other Party.
- 5. Representations. Licensor represents and warrants to Licensee that it owns the Adopt-A-Trail Map, holds all copyright rights to the Adopt-A-Trail Map, and has the authority to grant the non-exclusive license contained herein to Licensee.
- 6. Severability. In the event any provision of this Agreement is found to be void, invalid or unenforceable as a result of any judicial or administrative proceeding or decree, this Agreement shall be construed and enforced as if such provision were not contained in this Agreement.
- 7. Assignment. This Agreement and any rights granted under it are personal to Licensee and shall not be assigned, sublicensed, subcontracted or encumbered, directly or indirectly, by law or by contract, without Licensor's prior written approval and additional conditions in the discretion of Licensor.
- 8. Successors-in-Interest. This Agreement shall not be construed to limit Licensor's right to sell,

assign or otherwise transfer its copyright rights in the Adopt-A-Trail Map to a third party. Any successor-in-interest to Licensor's copyright rights in the Adopt-A-Trail Map shall be bound by the terms of this Agreement.

9. Terms of this Adopt-A-Trail Map agreement shall be five years from the date of signing.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date and year first-above written.

**RECEIVED**

FEB 05 2013

**CITY OF WILDOMAR**

CITY OF WILDOMAR

\_\_\_\_\_  
Gary Nordquist, City Manager

\_\_\_\_\_  
Debbie Lee  
City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
Thomas D. Jex City Attorney

WILDOMAR MULTI-USE TRAILS  
ASSOCIATION

\_\_\_\_\_  
Gary Andre, Chairman

\_\_\_\_\_  
Tracy Lobo, Co-Chairman

\_\_\_\_\_  
Kristen Lloyd, Secretary

**EXHIBIT "A"**  
**MAP**

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #2.1**  
**PUBLIC HEARING**  
**Meeting Date: February 13, 2013**

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**TO:** Mayor and City Council  
**FROM:** Gary Nordquist, Assistant City Manager  
**SUBJECT:** FY 2012-13 Mid-Year Budget Report and FY 2013-14 Budget Program

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council:

1. Approve the budget adjustments and recommendations as listed in the Fiscal Year 2012-13 Mid Year Budget Report; and
2. Adopt a Resolution entitled:

RESOLUTION NO. 2013 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE FY 2012-13  
BUDGETED REVENUES AND EXPENSES

**BACKGROUND:**

This mid-year budget report for Fiscal Year 2012-13 reflects the Administrative Services Department's continued efforts to provide timely, accurate, and understandable financial information to assist the City Council with the decision making process. All funds have been reviewed in preparing this report.

The emphasis of this report is on the General Fund which funds most of the government services such as public safety, general administrative services, building, planning, economic development, etc. This report also discusses preliminary prior year results, budget trends and the economic/political outlook that may impact the City's resources.

The primary purposes of this report are to:

- Provide a reconciliation of budgeted-to-actual financial data from the prior fiscal year;
- Recommended budgetary changes to address known budget deficiencies.
- Recommend budget changes to align the budget with projected fiscal year end actual costs;
- Identify changes which materially impact fund balances;

- Recommend personnel and organizational changes to enhance program operations and efficiency;
- Recommend budget adjustments that are consistent with City Council goals and objectives; and
- Comment on significant budget trends which may impact next fiscal year's budget development.

## **DISCUSSION:**

### **Mid Year FY 2012-13 Budget Review**

On May 9, 2012, the City Council adopted the fiscal year 2012-13 Operating Budgets for the City of Wildomar. A bare bones, conservative and balanced budget totaling \$6.8 million for the General Fund. At the January 9<sup>th</sup> 2013 City Council Meeting as part of the 1<sup>st</sup> Quarter Report Budget report, the Council approved minor changes for increases for both revenue and expenditures in the General Fund. The budgeted General Fund revenues are \$6,893,500 and expenditures are \$6,878,100 with a fund balance of \$1,491,564 or 22% of budgeted expenditures. The recommendations for mid-year budget changes to the general fund are focused on public safety. Using revenue increases from the newly awarded franchise agreements with waste haulers and included in the first quarter budget changes, as directed by City Council priorities, this report includes a \$50,000 increase for police services. Although minor in comparison to the \$1.8 million taking of Motor Vehicle License Fee Revenues by the State which funded police services, this increase will provide for additional coverage on Thursday, Friday and Saturday's, the busiest days for service calls. Approval of the recommended changes will not affect the fund balance.

### **FY 2013-14, 2014-15 Budget Program**

In preparing the budget for fiscal years 2013-14 and 2014-15, staff is recommending a two year budget program. This technique will provide for the linking of the 2 year legislative goals and budgets. As the City currently provides for quarter budget reviews, changes will be addressed during those reviews for the two year budget cycle. Looking forward, management will continue to give careful consideration to the possible impact the State of California and the national economies may have on the City's budget. Similar to prior years, substantial changes have occurred in the economy in which the City operates, and at this time the effect of these factors on the City's operations and its costs are difficult to predict. General thought continues that we are in the trough of this downturn and recent indications of activity at City Hall are trending up, but there is no consensus of the time frame of these trends.

The overall approach in the development of these budgets is to achieve and maintain an appropriate balance of expenditure reductions to address the negative economic impacts on City revenues, while minimizing impacts on the delivery of services, programs and capital projects.

Key budget assumptions for forecasting General Fund revenues should include the following:

- The City should develop its budget predicated upon the State's current adopted budget.
- Sales tax revenues are planned at experienced growth rates.
- Residential property values have stabilized.
- Commercial/Industrial property values have stabilized.
- Development related revenues are projected to increase with known projects on the boards.
- Restoration of the \$1.8 million MFLV taking by the State to be addressed.
- The Parks have Funding!

The concluding document of this report is the Recommend Calendar for the activities of the FY 2013-14 and FY 2014-15 Budget Program.

**FISCAL IMPACT:**

These recommended actions will affect several fund budgets as outlined in the FY 2012-13 Mid Year Budget Report and supporting Schedules.

Submitted and Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS**

- A) FY 2012-13 Mid-Year Budget Report and Changes
- B) FY 2013-14/2014-15 Budget Guidelines and Calendar of Activities

RESOLUTION NO. 2013 - \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF WILDOMAR, CALIFORNIA, AUTHORIZING  
AMENDMENTS TO THE FY 2012-13 BUDGETED  
REVENUES AND EXPENSES.**

**WHEREAS**, The City of Wildomar Annual Budget for FY 2012-13 was approved by the Wildomar City Council on May 9, 2012; and

**WHEREAS**, Changing economic conditions require that the original approved budget be monitored and updated: and

**WHEREAS**, Further review of each City department shows a need to bring projected revenue and expenditures in several Funds into proper alignment.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Wildomar authorizes the amendment to the FY 2012-13 Budgets in the amount of \$12,154,300 in revenues along with total expenditures in the amount of \$13,146,800 attached as Exhibit 1.

**PASSED, APPROVED AND ADOPTED** this 13th day of February 2013.

\_\_\_\_\_  
Timothy Walker  
Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Thomas D. Jex  
City Attorney

\_\_\_\_\_  
Debbie A. Lee, CMC  
City Clerk

# Exhibit A

## City of Wildomar Total City Budgets Summary FY 2012-13

**Exhibit 1**  
**Mid Year Report**

	Estimated Available Balance 06/30/12	+	Proposed Revenues 2012-13	=	Funds Available 2012-13	-	Proposed Appropriations 2012-13	=	Estimated Available Balance 06/30/13
<b>General Fund</b>	\$ 1,476,164		\$ 6,943,500		\$ 8,419,664		\$ 6,928,100		<b>\$ 1,491,564</b> 21.5%
<b>Non-General Funds</b>									
Gas Tax/TCRP (prop 42)	\$ 960,351		\$ 1,741,000		\$ 2,701,351		\$ 2,681,300		\$ 20,051
Measure A	891,776		420,000		1,311,776		778,300		533,476
TDA	(24,471)		186,800		162,329		-		162,329
AQMD	144,964		35,000		179,964		168,800		11,164
LMD 2006-1 (Parks)	(87,187)		-		(87,187)		-		(87,187)
LMD 89-1	2,678		250,000		252,678		202,700		49,978
CSA 22	(4,284)		38,900		34,616		38,900		(4,284)
CSA 103	(20,365)		140,000		119,635		172,500		(52,865)
CSA 142	51,774		31,000		82,774		32,000		50,774
DIF (all)	715,474		195,500		910,974		89,900		821,074
Grant Fund	(60,862)		1,957,600		1,896,738		1,839,300		57,438
SLESF	-		100,000		100,000		100,000		-
CDBG	(9)		115,000		114,991		115,000		(9)
<b>Total Non-General Funds</b>	<b>\$ 2,569,848</b>		<b>\$ 5,210,800</b>		<b>\$ 7,665,648</b>		<b>\$ 6,218,700</b>		<b>\$ 1,561,948</b>
<b>Total City Funds</b>	<b>\$ 4,046,012</b>	<b>+</b>	<b>\$ 12,154,300</b>	<b>=</b>	<b>\$16,085,312</b>	<b>-</b>	<b>\$ 13,146,800</b>	<b>=</b>	<b>\$ 3,053,512</b>

# Attachment A

FY 2012-13

Mid-Year Budget Summary Schedules

City of Wildomar  
Mid Year Revenues  
by Fund  
FY 2012-13

Revenue Group Budget Report

Page: 1

City of Wildomar  
7/1/2012 through 12/31/2012

Account Number	Budget	6 month actual Revenues	Remaining Budget	% Received	Proposed Adjustment	Adjusted Budget
<b>100 General Fund</b>						
3100 Sales & Use Tax	1,067,000	330,991	736,009	31%		1,067,000
3101 Sales & Use Tax TFL	374,000	58,049	315,951	16%		374,000
3102 Property Tax in Lieu of Sales Tax	-	-	-	0%		-
3103 ERAF Sales Tax	-	-	-	0%	50,000	50,000
3104 Pass Through Payment	8,000	-	8,000	0%		8,000
3105 Property Tax-Secured	2,622,000	825,862	1,796,138	31%		2,622,000
3106 Property Tax-Unsecured	140,000	125,896	14,104	90%		140,000
3107 Property Tax-Prior Year	160,000	-	160,000	0%		160,000
3108 Property Tax-HOPTR	50,000	6,614	43,386	13%		50,000
3109 Property Tax-Supplemental, SBE	30,000	-	30,000	0%		30,000
3110 Real Property Transfer Tax	80,000	9,837	70,163	12%		80,000
3112 Property Tax VLF Swap	-	-	-	0%		-
3120 Franchise Fee-Solid Waste	270,000	44,074	225,926	16%	-	270,000
3121 Franchise Fee-Electricity	220,000	-	220,000	0%		220,000
3122 Franchise Fee-Gas	125,000	-	125,000	0%		125,000
3123 Franchise Fee Cable-Time Warner	80,000	17,047	62,953	21%		80,000
3124 Franchise Fee-Telecomm-Verizon	120,000	45,253	74,747	38%		120,000
3200 Business Registration Fee	50,000	6,765	43,235	14%		50,000
3201 NPDES Inspection Fee	10,000	-	10,000	0%		10,000
3210 Planning Fee	10,000	-	10,000	0%		10,000
3230 Develop/Engineering Permit Fee	1,000	-	1,000	0%		1,000
3235 Encroachment Permit	-	-	-	0%		-
3240 Building & Safety Fee	110,000	71,447	38,553	65%		110,000
3260 Private Development Fee	627,000	42,536	584,464	7%		627,000
3265 Animal Control Fee	-	-	-	0%		-
3268 Code Enforcement Revenue	25,000	4,038	20,962	16%		25,000
3270 Fines & Forfeitures	75,000	16,757	58,243	22%		75,000
3271 AMR Fines	9,500	-	9,500	0%		9,500
3300 Abandoned Property Registration	20,000	9,100	10,900	46%		20,000
3310 Public Safety Revenue	15,000	2,381	12,619	16%		15,000
3320 Special Event Revenue	4,300	500	3,800	12%		4,300
3322 Parks & Recreation	8,000	1,072	6,928	13%		8,000
3323 Farmers Market	-	-	-	0%		-
3325 Sports Leagues	-	-	-	0%		-
3326 Citizen Corp Revenue	-	-	-	0%		-
3500 Motor Vehicle License Fee	-	-	-	0%		-
3525 SB90 State Mandated Cost Reimb	2,000	9,479	(7,479)	474%		2,000
3526 State Condemnation Rev	200	351	(151)	176%		200
3530 County Augmentation	-	-	-	0%		-

Revenue Group Budget Report

City of Wildomar  
7/1/2012 through 12/31/2012

Account Number	Budget	6 month actual Revenues	Remaining Budget	% Received	Proposed Adjustment	Adjusted Budget
3535 County/Special Dist. Reimb.	60,000	(18,194)	78,194	-30%		60,000
3540 Grant Revenue	-	-	-	0%		-
3800 Interest Income	5,000	-	5,000	0%		5,000
3801 Gain or Loss on Investment	-	(1,874)	1,874	0%		-
3802 Cash Over/Short	-	-	-	0%		-
3850 Miscellaneous Income	10,000	3,684	6,316	37%		10,000
3851 Save Our Park Donation	-	133	(133)	0%		-
3852 Donations	-	-	-	0%		-
3853 SOP Donation-O'Brien	-	-	-	0%		-
3854 SOP Donation-Windsong	-	-	-	0%		-
3900 Transfers In	505,500	-	505,500	0%	-	505,500
3901 Prior Period Adjustment	-	-	-	0%		-
<b>Total General Fund</b>	<b>6,893,500</b>	<b>1,611,798</b>	<b>5,281,702</b>	<b>23%</b>	<b>50,000</b>	<b>6,943,500</b>
200 Gas Tax						
3503 Gas Tax 2103	500,000	63,833	436,167	13%		500,000
3505 Gas Tax 2105	220,000	54,054	165,946	25%		220,000
3506 Gas Tax 2106	130,000	38,180	91,820	29%		130,000
3507 Gas Tax 2107	285,000	90,187	194,813	32%		285,000
3508 Gas Tax 2107.5	6,000	-	6,000	0%		6,000
3535 County/Special Dist. Reimb.	600,000	(117,989)	717,989	-20%		600,000
3540 Grant Revenue	-	-	-	0%		-
3800 Interest Income	-	-	-	0%		-
3900 Transfers In	-	-	-	0%		-
3901 Prior Period Adjustment	-	-	-	0%		-
<b>Total Gas Tax</b>	<b>1,741,000</b>	<b>128,265</b>	<b>1,612,735</b>	<b>7%</b>		<b>1,741,000</b>

Revenue Group Budget Report

City of Wildomar  
7/1/2012 through 12/31/2012

Account Number	Budget	6 month actual Revenues	Remaining Budget	% Received	Proposed Adjustment	Adjusted Budget
201 Measure A						
3520 Measure A Revenue	420,000	114,128	305,872	27%		420,000
3540 Grant Revenue	-	-	-	0.00		-
3800 Interest Income	-	-	-	0.00		-
3850 Miscellaneous Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total Measure A</b>	<b>420,000</b>	<b>114,128</b>	<b>305,872</b>	<b>0.00</b>		<b>420,000</b>
203 TDA Fund						
3524 TDA Article 3 Rev	186,800	-	186,800	0.00		186,800
3540 Grant Revenue	-	-	-	0.00		-
3800 Interest Income	-	-	-	0.00		-
3850 Miscellaneous Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
3901 Prior Period Adjustment	-	-	-	0.00		-
<b>Total TDA Fund</b>	<b>186,800</b>	<b>-</b>	<b>186,800</b>	<b>0.00</b>		<b>186,800</b>
210 AQMD						
3510 AQMD-AB2766	35,000	9,822	25,178	0.28		35,000
3800 Interest Income	-	-	-	0.00		-
<b>Total AQMD</b>	<b>35,000</b>	<b>9,822</b>	<b>35,000</b>	<b>0.00</b>		<b>35,000</b>
251 LLM D 89-1C						
3550 Special Assessment	250,000	-	250,000	0.00	-	250,000
<b>Total LLM D 89-1C</b>	<b>250,000</b>	<b>-</b>	<b>250,000</b>	<b>0.00</b>	<b>-</b>	<b>250,000</b>
252 CSA-22						
3550 Special Assessment	38,900	-	38,900	0.00		38,900
<b>Total CSA-22</b>	<b>38,900</b>	<b>-</b>	<b>38,900</b>	<b>0.00</b>		<b>38,900</b>
253 CSA-103						
3550 Special Assessment	140,000	-	140,000	0.00		140,000
<b>Total CSA-103</b>	<b>140,000</b>	<b>-</b>	<b>140,000</b>	<b>0.00</b>		<b>140,000</b>

Revenue Group Budget Report

City of Wildomar  
7/1/2012 through 12/31/2012

Account Number	Budget	6 month actual Revenues	Remaining Budget	% Received	Proposed Adjustment	Adjusted Budget
254 CSA-142						-
3550 Special Assessment	31,000	-	31,000	0.00		31,000
<b>Total CSA-142</b>	<b>31,000</b>	<b>-</b>	<b>31,000</b>	<b>0.00</b>		<b>31,000</b>
280 Grants						-
3535 County/Special Dist. Reimb.	-	-	-	0.00		-
3540 Grant Revenue	1,957,600	153,171	1,804,429	0.08		1,957,600
3900 Transfers In	-	-	-	0.00		-
<b>Total Grants</b>	<b>1,957,600</b>	<b>153,171</b>	<b>1,804,429</b>	<b>3.92</b>		<b>1,957,600</b>
281 SLESF						-
3521 SLESF Revenue	100,000	-	100,000	0.00		100,000
3540 Grant Revenue	-	-	-	0.00		-
3800 Interest Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total SLESF</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>0.00</b>		<b>100,000</b>
282 CDBG						-
3540 Grant Revenue	115,000	-	115,000	0.00	-	115,000
3800 Interest Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total CDBG</b>	<b>115,000</b>	<b>-</b>	<b>115,000</b>	<b>0.00</b>	<b>-</b>	<b>115,000</b>

Revenue Group Budget Report

City of Wildomar  
7/1/2012 through 12/31/2012

Account Number	Budget	6 month actual Revenues	Remaining Budget	% Received	Proposed Adjustment	Adjusted Budget
300 Cemetery						-
3104 Pass Through Payment	254,800	-	254,800	0.00		254,800
3105 Property Tax-Secured	-	-	-	0.00		-
3106 Property Tax-Unsecured	-	94,292	(94,292)	0.00		-
3107 Property Tax-Prior Year	-	14,388	(14,388)	0.00		-
3108 Property Tax-HOPTR	-	755	(755)	0.00		-
3109 Property Tax-Supplemental, SBE	-	-	-	0.00		-
3111 Property Tax-Teeter	-	-	-	0.00		-
3527 State Mandated Cost Reimbursement	-	-	-	0.00		-
3536 Endowment	-	-	-	0.00		-
3537 Proceeds from Cemetery	-	602	(602)	0.00		-
3800 Interest Income	-	18,105	(18,105)	0.00		-
3850 Miscellaneous Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
3910 Contribution from County	-	-	-	0.00		-
<b>Total Cemetery</b>	<b>254,800</b>	<b>128,142</b>	<b>126,658</b>	<b>0.50</b>		<b>254,800</b>
301 Cemetery Endowment						-
3104 Pass Through Payment	-	-	-	0.00		-
3105 Property Tax-Secured	-	-	-	0.00		-
3106 Property Tax-Unsecured	-	-	-	0.00		-
3536 Endowment	-	4,400	(4,400)	0.00		-
3537 Proceeds from Cemetery	-	-	-	0.00		-
3800 Interest Income	-	-	-	0.00		-
3850 Miscellaneous Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
3910 Contribution from County	-	-	-	0.00		-
<b>Total Cemetery Endowment</b>	<b>-</b>	<b>4,400</b>	<b>(4,400)</b>	<b>0.00</b>		<b>-</b>
410 Admin DIF						-
3560 Development Impact Fee	2,500	-	2,500	0.00		2,500
3561 DIF-Single Family Residence	-	440	(440)	0.00		-
3562 DIF-Multi-Family Residential	-	-	-	0.00		-
3563 DIF-Commercial	-	14,352	(14,352)	0.00		-
3564 DIF-Industrial	-	40	(40)	0.00		-
3800 Interest Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total Admin DIF</b>	<b>2,500</b>	<b>14,832</b>	<b>(12,332)</b>	<b>59.3%</b>		<b>2,500</b>

Revenue Group Budget Report

City of Wildomar  
7/1/2012 through 12/31/2012

Account Number	Budget	6 month actual Revenues	Remaining Budget	% Received	Proposed Adjustment	Adjusted Budget
420 Public Facilities DIF						-
3560 Development Impact Fee	56,600	-	56,600	0.00		56,600
3561 DIF-Single Family Residence	-	9,656	(9,656)	0.00		-
3562 DIF-Multi-Family Residential	-	315,432	(315,432)	0.00		-
3563 DIF-Commercial	-	910	(910)	0.00		-
3564 DIF-Industrial	-	-	-	0.00		-
3800 Interest Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total Public Facilities DIF</b>	<b>56,600</b>	<b>325,998</b>	<b>(269,398)</b>	<b>576%</b>		<b>56,600</b>
430 Fire Facilities DIF						-
3560 Development Impact Fee	33,500	-	33,500	0.00		33,500
3561 DIF-Single Family Residence	-	5,640	(5,640)	0.00		-
3562 DIF-Multi-Family Residential	-	184,080	(184,080)	0.00		-
3563 DIF-Commercial	-	860	(860)	0.00		-
3564 DIF-Industrial	-	-	-	0.00		-
3800 Interest Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total Fire Facilities DIF</b>	<b>33,500</b>	<b>190,580</b>	<b>(157,080)</b>	<b>569%</b>		<b>33,500</b>
440 Trans-Roads DIF						-
3560 Development Impact Fee	25,700	-	25,700	0.00		25,700
3561 DIF-Single Family Residence	-	4,392	(4,392)	0.00		-
3562 DIF-Multi-Family Residential	-	135,408	(135,408)	0.00		-
3563 DIF-Commercial	-	360	(360)	0.00		-
3564 DIF-Industrial	-	-	-	0.00		-
3800 Interest Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total Trans-Roads DIF</b>	<b>25,700</b>	<b>140,160</b>	<b>(114,460)</b>	<b>545%</b>		<b>25,700</b>
450 Trans-Signals DIF						-
3560 Development Impact Fee	18,900	-	18,900	0.00		18,900
3561 DIF-Single Family Residence	-	3,360	(3,360)	0.00		-
3562 DIF-Multi-Family Residential	-	117,936	(117,936)	0.00		-
3563 DIF-Commercial	-	1,228	(1,228)	0.00		-
3564 DIF-Industrial	-	-	-	0.00		-
3800 Interest Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total Trans-Signals DIF</b>	<b>18,900</b>	<b>122,524</b>	<b>(103,624)</b>	<b>648%</b>		<b>18,900</b>

Revenue Group Budget Report

Page: 1

City of Wildomar  
7/1/2012 through 12/31/2012

Account Number	Budget	6 month actual Revenues	Remaining Budget	% Received	Proposed Adjustment	Adjusted Budget
460 Regional Parks DIF						-
3560 Development Impact Fee	26,400	-	26,400	0.00		26,400
3561 DIF-Single Family Residence	-	4,504	(4,504)	0.00		-
3562 DIF-Multi-Family Residential	-	147,264	(147,264)	0.00		-
3563 DIF-Commercial	-	398	(398)	0.00		-
3564 DIF-Industrial	-	-	-	0.00		-
3800 Interest Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total</b> Regional Parks DIF	<b>26,400</b>	<b>152,166</b>	<b>(125,766)</b>	<b>576%</b>		<b>26,400</b>
470 Community Ctr DIF						-
3560 Development Impact Fee	3,000	-	3,000	0.00		3,000
3561 DIF-Single Family Residence	-	520	(520)	0.00		-
3562 DIF-Multi-Family Residential	-	17,160	(17,160)	0.00		-
3563 DIF-Commercial	-	-	-	0.00		-
3564 DIF-Industrial	-	-	-	0.00		-
3800 Interest Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total</b> Community Ctr DIF	<b>3,000</b>	<b>17,680</b>	<b>(14,680)</b>	<b>589%</b>		<b>3,000</b>
480 Multipurpose Trails DIF						-
3560 Development Impact Fee	13,300	-	13,300	0.00		13,300
3561 DIF-Single Family Residence	-	2,528	(2,528)	0.00		-
3562 DIF-Multi-Family Residential	-	82,368	(82,368)	0.00		-
3563 DIF-Commercial	-	223	(223)	0.00		-
3564 DIF-Industrial	-	-	-	0.00		-
3800 Interest Income	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total</b> Multipurpose Trails DIF	<b>13,300</b>	<b>85,119</b>	<b>(71,819)</b>	<b>640%</b>		<b>13,300</b>
490 Library DIF						-
3560 Development Impact Fee	15,600	-	15,600	0.00		15,600
3561 DIF-Single Family Residence	-	2,728	(2,728)	0.00		-
3562 DIF-Multi-Family Residential	-	89,232	(89,232)	0.00		-
3563 DIF-Commercial	-	-	-	0.00		-
3564 DIF-Industrial	-	-	-	0.00		-
3900 Transfers In	-	-	-	0.00		-
<b>Total</b> Library DIF	<b>15,600</b>	<b>91,960</b>	<b>(76,360)</b>	<b>589%</b>		<b>15,600</b>

# City of Wildomar

Mid Year Expenditures

by Fund

FY 2012-13

City of Wildomar  
**Expenditure Status Report**  
 Mid Year FY 2012-13 Expenditure Status  
 July 1, 2012 through September 30, 2012

<u>Genera Fund</u>	<u>Budget</u>	<u>6 month actual expenditures</u>	<u>Remaining Budget</u>	<u>% spent</u>	<u>Requested Budget Change</u>	<u>Revised Budget</u>
City Council	\$ 98,800	\$ 54,144	\$ 44,656	0.55	-	98,800
City Manager	268,600	92,476	176,124	0.34	-	268,600
City Clerk	155,500	57,085	98,415	0.37	-	155,500
City Attorney	198,400	130,993	67,407	0.66	-	198,400
Administrative Svcs	413,000	233,779	179,221	0.57	-	413,000
Community Services	75,500	22,334	53,166	0.30	-	75,500
O'Brien Park	-	266	(266)	0.00	-	-
Non-Departmental/Facilities	289,800	177,638	112,162	0.61	-	289,800
	-	-	-	-	-	-
<b>General Government</b>	<b>1,499,600</b>	<b>768,715</b>	<b>730,885</b>	<b>0.51</b>	<b>-</b>	<b>1,499,600</b>
Community Dev Admin	-	20,106	(20,106)	0.00	-	-
Planning Commission	15,500	157	15,343	0.01	-	15,500
Building and Safety	244,800	151,732	93,068	0.62	-	244,800
Planning	242,700	69,555	173,145	0.29	-	242,700
Private Development	377,300	349,857	27,443	0.93	-	377,300
Development Engineering	1,700	2,589	(889)	1.52	-	1,700
Code Enforcement	28,900	58,774	(29,874)	2.03	-	28,900
Public Works	-	-	-	0.00	-	-
Community Services	-	-	-	0.00	-	-
<b>Community Development</b>	<b>910,900</b>	<b>652,770</b>	<b>258,130</b>	<b>0.72</b>	<b>-</b>	<b>910,900</b>
<b>Public Works/Engineering</b>	<b>50,100</b>	<b>(1,652)</b>	<b>51,752</b>	<b>0.03</b>	<b>-</b>	<b>50,100</b>
Office of Emergency Mgmt	35,100	7,318	27,782	0.21	-	35,100
Police	2,453,100	736,095	1,717,005	0.30	50,000	2,503,100
Fire	1,865,700	462,965	1,402,735	0.25	-	1,865,700
Animal Control	331,000	208,963	122,037	0.63	-	331,000
Police Credit	(267,400)	-	(267,400)	0.00	-	(267,400)
<b>Public Safety</b>	<b>4,417,500</b>	<b>1,415,341</b>	<b>3,002,159</b>	<b>0.32</b>	<b>50,000</b>	<b>4,467,500</b>
<b>General Fund</b>	<b>6,878,100</b>	<b>2,835,174</b>	<b>4,042,926</b>	<b>0.41</b>	<b>50,000</b>	<b>6,928,100</b>

City of Wildomar  
**Expenditure Status Report**  
 Mid Year FY 2012-13 Expenditure Status  
 July 1, 2012 through September 30, 2012

		<i>Budget</i>	<i>6 month actual expenditures</i>	<i>Remaining Budget</i>	<i>% spent</i>	<i>Requested Budget Change</i>	<i>Revised Budget</i>
<b>200</b>	<b>Gas Tax</b>						
200-450	Public Works/Engineering						
<b>Total</b>	Public Works/Engineering	1,881,300	297,567.00	1,583,733.00	0.16		1,881,300
200-907	Safe Sidewalks to Schools						
200-907-4500	Public Works						
<b>Total</b>	Safe Sidewalks to Schools	-	0.00	0.00	0.00		-
200-908	Clinton Keith/I-15 Interchg 01						
200-908-4500	Public Works						
<b>Total</b>	Clinton Keith/I-15 Interchg 01	200,000	2,812.03	197,187.97	1.41		200,000
200-909	Bundy Canyon/Scott Rd Widen 02						
200-909-4500	Public Works						
<b>Total</b>	Bundy Canyon/Scott Rd Widen 02	250,000	0.00	250,000.00	0.00		250,000
200-910	I-15/Baxter Traf Sig 03						
200-910-4500	Public Works						
<b>Total</b>	I-15/Baxter Traf Sig 03	-	0.00	0.00	0.00		-
<b>Total</b>	Clinton Keith Widen 08	350,000	0.00	350,000.00	0.00		350,000
<b>Total</b>	<b>Gas Tax</b>	<b>2,681,300</b>	<b>300,379.03</b>	<b>2,380,920.97</b>	<b>0.11</b>		<b>2,681,300</b>

City of Wildomar  
**Expenditure Status Report**  
 Mid Year FY 2012-13 Expenditure Status  
 July 1, 2012 through September 30, 2012

		<i>Budget</i>	<i>6 month actual expenditures</i>	<i>Remaining Budget</i>	<i>% spent</i>	<i>Requested Budget Change</i>	<i>Revised Budget</i>
<b>201</b>	<b>Measure A</b>						
201-450	Public Works/Engineering						
201-450-4500	Public Works						
<b>Total</b>	Public Works/Engineering	21,300	-	21,300	0.00		21,300
201-901	Accessibility Imp Prog						
201-901-4500	Public Works						
<b>Total</b>	Accessibility Imp Prog	20,000	-	20,000	0.00		20,000
201-902	Roadway Safety Imp						
201-902-4500	Public Works						
<b>Total</b>	Roadway Safety Imp	40,000	3,439	36,561	8.60		40,000
201-903	Slurry Seal Prog						
201-903-4500	Public Works						
<b>Total</b>	Slurry Seal Prog	350,000	156,413	193,587	0.45		350,000
201-905	Unpaved Roadway						
201-905-4500	Public Works						
<b>Total</b>	Unpaved Roadway	100,000	394	99,606	0.00		100,000
201-906	City Wide Maint Prog						
201-906-4500	Public Works						
<b>Total</b>	City Wide Maint Prog	247,000	27,144	219,856	0.11		247,000
<b>Total</b>	<b>Measure A</b>	<b>778,300</b>	<b>187,390</b>	<b>187,390</b>	<b>0.24</b>		<b>778,300</b>

City of Wildomar  
**Expenditure Status Report**  
 Mid Year FY 2012-13 Expenditure Status  
 July 1, 2012 through September 30, 2012

		<i>Budget</i>	<i>6 month actual expenditures</i>	<i>Remaining Budget</i>	<i>% spent</i>	<i>Requested Budget Change</i>	<i>Revised Budget</i>
<b>203</b>	<b>TDA Fund</b>						
203-919	Safe Sidewalks to Schools SB821 Phase 2						
203-919-4500	Public Works						
<b>Total</b>	Safe Sidewalks to Schools SB821 Phase 2	-	64	(64)	0.00		-
203-920	Safe Sidewalks to Schools SB821-Grand						
203-920-4500	Public Works						
<b>Total</b>	Safe Sidewalks to Schools SB821-Grand	-	1,613	(1,613)	0.00		-
203-922	Almond Street Sidewalk Improvements						
203-922-4500	Public Works						
<b>Total</b>	Almond Street Sidewalk Improvements	-	-	-	0.00		-
<b>Total</b>	<b>TDA Fund</b>	-	1,677	(1,677)	0.00		-
<b>210</b>	<b>AQMD</b>						
210-450	Public Works/Engineering						
210-450-4500	Public Works						
<b>Total</b>	<b>AQMD</b>	168,800	-	168,800	0.00		168,800
<b>251</b>	<b>LLMD 89-1C</b>						
251-410	General Government						
251-410-4610	Community Services	202,700	4,366	198,334	0.00		
<b>Total</b>	Community Services	202,700	4,366	198,334	0.02	-	202,700
<b>Total</b>	General Government	202,700	4,366	198,334	0.02	-	202,700
251-450	Public Works/Engineering						
251-450-4502	Street Lights						
<b>Total</b>	Public Works/Engineering	-	584	(584)	0.00		
<b>Total</b>	<b>LLMD 89-1C</b>	<b>202,700</b>	<b>9,316</b>	<b>193,384</b>	<b>0.05</b>	-	<b>202,700</b>
<b>252</b>	<b>CSA-22</b>						

City of Wildomar  
**Expenditure Status Report**  
 Mid Year FY 2012-13 Expenditure Status  
 July 1, 2012 through September 30, 2012

		<i>Budget</i>	<i>6 month actual expenditures</i>	<i>Remaining Budget</i>	<i>% spent</i>	<i>Requested Budget Change</i>	<i>Revised Budget</i>
<b>Total</b>	<b>CSA-22</b>	<b>38,900</b>	<b>17,528</b>	<b>21,372</b>	0.45	-	38,900
<b>253</b>	<b>CSA-103</b>						
253-410	General Government						
253-410-4601	Landscape						
<b>Total</b>	Landscape	7,100	6,900	200	0.97	-	7,100
253-410-4610	Community Services						
<b>Total</b>	Community Services	3,400	1,135	2,265	0.33	-	3,400
<b>Total</b>	General Government	10,500	8,035	2,465	0.77	-	10,500
<b>Total</b>	Public Works/Engineering	162,000	86,061	75,939	0.53		162,000
<b>Total</b>	<b>CSA-103</b>	<b>172,500</b>	<b>94,096</b>	<b>78,404</b>	0.55	-	172,500
<b>254</b>	<b>CSA-142</b>						
254-410-4610	Community Services						
<b>Total</b>	General Government	4,000	2,753	1,247	0.69		4,000
254-450	Public Works/Engineering						
254-450-4500	Public Works						
<b>Total</b>	Public Works	-	-	-	#DIV/0!		
254-450-4502	Street Lights						
<b>Total</b>	Public Works/Engineering	28,000	11,893	16,107	0.42		28,000
<b>Total</b>	<b>CSA-142</b>	<b>32,000</b>	<b>6,722</b>	<b>25,278</b>	0.21	-	32,000
<b>280</b>	<b>Grants</b>						
280-410-4610	Community Services						
<b>Total</b>	General Government	-	4,834	(4,834)	#DIV/0!		

City of Wildomar  
**Expenditure Status Report**  
 Mid Year FY 2012-13 Expenditure Status  
 July 1, 2012 through September 30, 2012

		<b>Budget</b>	<b>6 month actual expenditures</b>	<b>Remaining Budget</b>	<b>% spent</b>	<b>Requested Budget Change</b>	<b>Revised Budget</b>
280-430	Community Development						
280-430-4310	Building and Safety						
<b>Total</b>	Building and Safety	-	40,547	(40,547)	#DIV/0!		
280-430-4320	Planning						
<b>Total</b>	Planning	-	-	-	#DIV/0!		
<b>Total</b>	Community Development	-		-	0	#DIV/0!	
280-450	Public Works/Engineering						
280-450-4500	Public Works						
<b>Total</b>	Public Works/Engineering	-	-	-	#DIV/0!		
280-460	Public Safety						
280-460-4310	Building and Safety						
<b>Total</b>	Public Safety	-	-	-	#DIV/0!		
280-907	Safe Sidewalks to Schools						
280-907-4500	Public Works						
<b>Total</b>	Safe Sidewalks to Schools	503,900	98,564	405,336	0.20		503,900
280-908	Clinton Keith/I-15 Interchg 01						
280-908-4500	Public Works						
<b>Total</b>	Clinton Keith/I-15 Interchg 01	-	25,961	(25,961)	#DIV/0!		
280-909	Bundy Canyon/Scott Rd Widen 02						
280-909-4500	Public Works						
<b>Total</b>	Bundy Canyon/Scott Rd Widen 02	-	50,000	(50,000)	#DIV/0!		

City of Wildomar  
**Expenditure Status Report**  
 Mid Year FY 2012-13 Expenditure Status  
 July 1, 2012 through September 30, 2012

		<b>Budget</b>	<b>6 month actual expenditures</b>	<b>Remaining Budget</b>	<b>% spent</b>	<b>Requested Budget Change</b>	<b>Revised Budget</b>
280-913	Clinton Keith Widen 08						
280-913-4500	Public Works						
<b>Total</b>	Clinton Keith Widen 08	-	-	-	#DIV/0!		
280-914	Street Light Replacement						
280-914-4500	Public Works						
<b>Total</b>	Street Light Replacement	88,000	-	88,000	0.00		88,000
280-915	Storm Event-Jan 2010						
280-915-4500	Public Works						
<b>Total</b>	Storm Event-Jan 2010	-	-	-	#DIV/0!		
280-916	Storm Event-Dec 2010						
280-916-4500	Public Works						
<b>Total</b>	Storm Event-Dec 2010	-	660	(660)	#DIV/0!		
280-917	Safe Sidewalks to Schools SB821 Phase 1						
280-917-4500	Public Works						
<b>Total</b>	Safe Sidewalks to Schools SB821 Phase 1	323,500	-	323,500	0.00		323,500
280-918	Safe Sidewalks to Schools SR2S Phase 2						
280-918-4500	Public Works						
<b>Total</b>	Safe Sidewalks to Schools SR2S Phase 2	-	18,336	(18,336)	#DIV/0!		
280-919	Safe Sidewalks to Schools SB821 Phase 2						
280-919-4500	Public Works						
	Safe Sidewalks to Schools SB821 Phase 2	515,600	-	515,600	0.00		515,600
280-920	Safe Sidewalks to Schools SB821-Grand						
280-920-4500	Public Works						
<b>Total</b>	Safe Sidewalks to Schools SB821-Grand	268,000	1,568	266,432	0.01		268,000

City of Wildomar  
**Expenditure Status Report**  
 Mid Year FY 2012-13 Expenditure Status  
 July 1, 2012 through September 30, 2012

		<i><b>Budget</b></i>	<i><b>6 month actual expenditures</b></i>	<i><b>Remaining Budget</b></i>	<i><b>% spent</b></i>	<i><b>Requested Budget Change</b></i>	<i><b>Revised Budget</b></i>
280-921	Traffic Signal Imp-HiddenSpr/ClintonKeit						
280-921-4500	Public Works						
<b>Total</b>	Traffic Signal Imp-HiddenSpr/ClintonKeit	99,000	-	99,000	0.00		99,000
280-923	Collier Elementary Sidewalk Imp						
280-923-4500	Public Works						
<b>Total</b>	Collier Elementary Sidewalk Imp	-	40	(40)	0.00		
280-950	Homeland Sec Grant Prog-FY09						
280-950-4610	Community Services						
<b>Total</b>	Homeland Sec Grant Prog-FY09	-	-	-	0.00		
280-951	Homeland Sec Grant Prog-FY10						
280-951-4610	Community Services						
<b>Total</b>	Homeland Sec Grant Prog-FY10	-	5,063	(5,063)	0.00		
280-952	Homeland Sec Grant Prog-Travel						
280-952-4610	Community Services						
<b>Total</b>	Homeland Sec Grant Prog-Travel	31,100	4,072	27,028	0.13		31,100
280-953	EMPG FY10						
280-953-4610	Community Services						
<b>Total</b>	EMPG FY10	5,200	-	5,200	0.00		5,200
280-954	Homeland Sec Grant Prog-FY11						
280-954-4610	Community Services						
<b>Total</b>	Homeland Sec Grant Prog-FY11	5,000	86	4,914	0.02		5,000
280-955	EMPG FY12						
280-955-4610	Community Services						
<b>Total</b>	EMPG FY12	-	784	-	0.00		
<b>Total</b>	<b>Grants</b>	<b>1,839,300</b>	<b>250,515</b>	<b>1,588,785</b>	<b>0.14</b>	-	1,839,300

City of Wildomar  
**Expenditure Status Report**  
 Mid Year FY 2012-13 Expenditure Status  
 July 1, 2012 through September 30, 2012

		<i>Budget</i>	<i>6 month actual expenditures</i>	<i>Remaining Budget</i>	<i>% spent</i>	<i>Requested Budget Change</i>	<i>Revised Budget</i>
<b>281</b>	<b>SLESF</b>						
281-460	Public Safety						
281-460-4700	Police						
<b>Total</b>	<b>SLESF</b>	<b>100,000</b>	-	<b>100,000</b>	0.00	-	100,000
<b>282</b>	<b>CDBG</b>						
282-410	General Government						
282-410-4610	Community Services						
<b>Total</b>	General Government	10,000	976	9,024	0.10		10,000
282-430	Community Development						
282-430-4310	Building and Safety						
<b>Total</b>	Community Development	115,000	3,181	111,819	0.03	-	115,000
<b>Total</b>	<b>CDBG</b>	<b>125,000</b>	<b>4,157</b>	<b>120,843</b>	0.03	-	<b>125,000</b>
<b>300</b>	<b>Cemetery</b>						
300-470	Enterprise						
300-470-4725	Cemetery						
<b>Total</b>	<b>Cemetery</b>	<b>256,000</b>	<b>69,885</b>	<b>186,115</b>	0.27	-	256,000
<b>301</b>	<b>Cemetery Endowment</b>						
301-470	Enterprise						
301-470-4725	Cemetery						
<b>Total</b>	<b>Cemetery Endowment</b>	-	-	-	0.00	-	-

City of Wildomar  
**Expenditure Status Report**  
 Mid Year FY 2012-13 Expenditure Status  
 July 1, 2012 through September 30, 2012

		<i>Budget</i>	<i>6 month actual expenditures</i>	<i>Remaining Budget</i>	<i>% spent</i>	<i>Requested Budget Change</i>	<i>Revised Budget</i>
<b>410</b>	<b>Admin DIF</b>						
410-410	General Government						
410-410-4300	Community Dev Admin						
<b>Total</b>	Community Dev Admin	1,700	6,153	(4,453)	0.00		
<b>Total</b>	<b>Admin DIF</b>	<b>1,700</b>	<b>6,153</b>	<b>(4,453)</b>	0.00	-	1,700
<b>420</b>	<b>Public Facilities DIF</b>						
420-410	General Government						
420-410-4300	Community Dev Admin						
<b>Total</b>	Community Dev Admin	71,200	-	71,200	0.00		
<b>Total</b>	<b>Public Facilities DIF</b>	<b>71,200</b>	<b>-</b>	<b>71,200</b>	0.00	-	71,200
<b>430</b>	<b>Fire Facilities DIF</b>						
430-410	General Government						
430-410-4300	Community Dev Admin						
<b>Total</b>	Community Dev Admin	1,700	-	1,700	0.00		
<b>Total</b>	<b>Fire Facilities DIF</b>	<b>1,700</b>	<b>-</b>	<b>1,700</b>	0.00	-	1,700
<b>440</b>	<b>Trans-Roads DIF</b>						
440-410	General Government						
440-410-4300	Community Dev Admin						
<b>Total</b>	Community Dev Admin	1,300	-	1,300	0.00		
<b>Total</b>	<b>Trans-Roads DIF</b>	<b>1,300</b>	<b>-</b>	<b>1,300</b>	0.00	-	1,300
<b>450</b>	<b>Trans-Signals DIF</b>						
450-410	General Government						
450-410-4300	Community Dev Admin						
<b>Total</b>	Community Dev Admin	1,000	-	1,000	0.00		
<b>Total</b>	<b>Trans-Signals DIF</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	0.00	-	1,000

City of Wildomar  
**Expenditure Status Report**  
 Mid Year FY 2012-13 Expenditure Status  
 July 1, 2012 through September 30, 2012

		<i>Budget</i>	<i>6 month actual expenditures</i>	<i>Remaining Budget</i>	<i>% spent</i>	<i>Requested Budget Change</i>	<i>Revised Budget</i>
<b>460</b>	<b>Regional Parks DIF</b>						
460-410	General Government						
460-410-4300	Community Dev Admin						
<b>Total</b>	Community Dev Admin	1,300	-	1,300	0.00		
<b>Total</b>	<b>Regional Parks DIF</b>	<b>1,300</b>	<b>-</b>	<b>1,300</b>	<b>0.00</b>	-	1,300
<b>470</b>	<b>Community Ctr DIF</b>						
470-410	General Government						
470-410-4300	Community Dev Admin						
<b>Total</b>	Community Dev Admin	200	-	200	0.00		
<b>Total</b>	<b>Community Ctr DIF</b>	<b>200</b>	<b>-</b>	<b>200</b>	<b>0.00</b>	-	200
<b>480</b>	<b>Multipurpose Trails DIF</b>						
480-410	General Government						
480-410-4300	Community Dev Admin						
<b>Total</b>	Community Dev Admin	10,700	-	10,700	0.00		
<b>Total</b>	<b>Multipurpose Trails DIF</b>	<b>10,700</b>	<b>-</b>	<b>10,700</b>	<b>0.00</b>		10,700
<b>490</b>	<b>Library DIF</b>						
490-410	General Government						
490-410-4300	Community Dev Admin						
<b>Total</b>	Library DIF	800	-	800	0.00	-	800

# Attachment B

FY 2013-14 and FY 2014-15  
Budget Schedule

Budget Program Calendar of Events

**City of Wildomar**  
 Two Year Budget Program--Schedule of Budget Program Activities  
 FY 2013-14 and FY 2014-15

	Task	2013																											
		Feb			Mar				Apr				May				Jun				Jul								
		9	16	23	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13					
1	Budget Program Kick Off Meeting	▲ 2/13																											
2	Budget Development Guildlines issued	▲ 2/21																											
3	Develop Revenue Estimates	▲ 2/22 — Budget Workshop — ▲ 3/20																											
4	Meet with Departments to Review Input, Instructions.	▲ 2/27																											
5	Prepare Budget	▲ 2/27 — — — ▼ 3/29																											
6	Budget Meeting with CM and Department	▲ 4/2																											
7	Print Proposed Budget	▲ 5/4																											
8	Budget Public Hearing/Adoption	▲ 6/12																											
9	"Fiscal" New Year City Birthday Budget In Effect	▲ 7/1																											

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #3.1**  
**GENERAL BUSINESS**  
**Meeting Date: February 13, 2013**

---

**TO:** Mayor and City Council Members  
**FROM:** Tim D’Zmura, Public Works Director  
**SUBJECT:** Development Impact Fee Study

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council:

1. Provide direction regarding the options presented regarding the proposed changes to Development Impact Fees for the City of Wildomar, and
2. Approve Amendment #1 to the agreement with Colgan Consulting Corporation in an amount not to exceed \$8,190 to incorporate the Council’s chosen options and finalize the Development Impact Fee Report.

**BACKGROUND:**

The City of Wildomar incorporated in 2008. Upon incorporation, Wildomar adopted the current Development Impact Fees that have been established by Riverside County. In August, 2011, the City contracted with Colgan Consulting Corporation to update the existing fees to meet the specific needs of the City of Wildomar to mitigate the impacts of future development. Since that time, Colgan Consulting Corporation, along with a team of City Staff, has completed a study that identified the impacts on the City’s facilities due to future development, calculated fees to mitigate those impacts, and spread those fees to future development based on a fair and defensible nexus.

The methods used to calculate the impact fees in the study are intended to satisfy all legal requirements governing such fees, including provisions of the U.S. Constitution, the California Constitution, the California Mitigation Fee Act (Government Code Sections 66000 *et seq.*), and, where applicable, the Quimby Act (Government Code Section 66477).

Presentations of the draft study were made to the Economic Roundtable group on April 19, 2012 and the Business Industry Association on June 6, 2012. The draft study was also posted on the City website for public review.

During the June 13, 2012 City Council Meeting, staff completed a presentation to the Council and the Community to explain the details of the draft Development Impact Fee report and receive input and direction.

There was discussion on the need for the Trails component of the Fees. Since that meeting, staff has also received comments from the development community regarding the amount of the estimate utilized for land purchases. The \$250,000/acre estimate was questioned as too high in the current economic environment.

On November 28, 2012, a Council Study Session was conducted to discuss the study in greater detail. During that meeting, the Council directed the Consultant and staff to provide options for further Council consideration. The items that the Council requested further investigation on are as follows:

1. Base the land valuation utilized in the study on recent area comparables.
2. Provide alternatives for the Storm Drain component of the Fees.
3. Provide alternatives for the Trails component of the fees.
4. Separate the Office/Commercial designation into separate categories.

As of this date, Colgan Consulting Corporation has completed all of the work as originally specified under the existing contract. Included with this report as Attachment 'A' is proposed Amendment #1 to the original contract with Cogan Consulting Corporation. This Amendment will provide the changes as directed by the Council to be added to the report. Colgan Consulting Corporation will then finalize the DIF report for the City Council consideration.

**FISCAL IMPACT:**

This report is to provide information and address questions regarding the proposed Development Impact Fees. A public hearing will be scheduled in near future for City Council consideration regarding the adoption of new Development Impact Fees. The only fiscal impact at this time is an increase to the existing contract with Colgan Consulting Corporation in the amount of \$8,190.

Submitted by:  
Tim D'Zmura  
Public Works Director

Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

Amendment #1 to the original Agreement with Colgan Consulting Group

# EXHIBIT "A"



January 30, 2013

Tim D'Zmura  
Director of Public Works  
City of Wildomar  
23873 Clinton Keith Road, Suite 201  
Wildomar, CA 92595

**Subject: Revised Proposal for a Contract Amendment**

Dear Tim:

This revised proposal updates my previous proposal letter dated December 3, 2012. Since I will not be attending the February 13 City Council Meeting, I have eliminated the time and expenses associated with that task.

I have already spent about 12 hours revising the fee spreadsheets to include the options requested by the City Council and I estimate that it will take another 3-4 days to finalize the tables and revise the report once the Council has decided on its preferred options. So here is a breakdown of the total cost to complete the revised report. I am also including the cost to attend one more City Council meeting.

Task No.	Task Description	J. Colgan Hours	Staff Cost	Site Visits	Travel Expenses	Total Cost
1	Define Alternatives	12	\$ 1,740			\$ 1,740
2	Revise Final Report	32	\$ 4,640			\$ 4,640
3	Attend CC Meeting	8	\$ 1,160	1	\$ 650	\$ 1,810
<b>Totals</b>		<b>52</b>	<b>\$ 7,540</b>	<b>1</b>	<b>\$ 650</b>	<b>\$ 8,190</b>
Hourly Rate		<b>\$ 145.00</b>				

I propose do the work described above on a time and expenses basis for an amount not-to-exceed \$8,190.00. Also, I noticed that my current contract with the City expired at the end of last year, so it may be necessary to extend the time as well.

Sincerely,

A handwritten signature in blue ink that reads "Joseph Colgan".

Joseph Colgan  
President

**FIRST AMENDMENT TO  
PROFESSIONAL SERVICES AGREEMENT**

by and between

the

**CITY OF WILDOMAR**

and

**COLGAN CONSULTING CORPORATION**

Dated February 13, 2013

## **FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

This First Amendment to the Professional Services Agreement (“First Amendment”), which is dated for reference as indicated on the cover page, is hereby entered into by and between the CITY OF WILDOMAR, a California general law city (“City”), and COLGAN CONSULTING CORPORATION, a California Corporation (“Consultant”), as follows:

### **RECITALS**

- A. City and Consultant entered in an agreement for Professional Services on August 11, 2011 (“Agreement”). The Agreement provides that Consultant will prepare a complete Development Impact Fee Study and Report for the City of Wildomar.
- B. Section 3 of the Agreement provides that the CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to or outside of those set forth in this AGREEMENT or listed in EXHIBIT "A" "SCOPE OF SERVICES", unless such additional services are authorized in advance and in writing by the Council or City Manager in coordination with the Council of CITY. CONSULTANT shall be compensated for any such additional services in the amounts and in the manner agreed to by the Council or City Manager.
- C. This First Amendment amends Section 1 “Term of Agreement” to extend the duration of the original contract from a deadline of December 31, 2012 to a point in time when the project is completed.
- D. This First Amendment amends Section 2 “Scope of Services” to provide for incorporation of changes to the original report as directed by the City Council, and the finalization of the study and report

## OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the promises made and recited herein, the parties do hereby enter into this First Amendment which modifies and amends the Agreement as follows:

1. **AMENDMENT.** The Agreement is hereby modified and amended as follows:

1.1 **TERM OF AGREEMENT.** Section 1 of the Agreement is hereby amended as follows: The Agreement shall commence on August 11, 2011 and shall remain and continue in effect until tasks described in the original agreement and Amendment #1 are completed.

1.2 **SCOPE OF SERVICES.** Section 2 of the Agreement is hereby amended as follows:

CONSULTANT shall perform the scope of services described and set forth in the original agreement and all additional services as set forth in EXHIBIT "A" attached hereto and incorporated herein as though set forth in full.

## 2. **GENERAL PROVISIONS.**

2.1 **Remainder Unchanged.** Except as specifically modified and amended in this First Amendment, the Agreement remains in full force and effect and binding upon the parties.

2.2 **Integration.** This First Amendment consists of pages 1 through 4 inclusive, which constitute the entire understanding and agreement of the parties and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the transaction discussed in this First Amendment.

2.3 **Effective Date.** This First Amendment shall not become effective until the date it has been formally approved and executed by the appropriate authorities of the City and Consultant.

2.4 **Applicable Law.** The laws of the State of California shall govern the interpretation and enforcement of this First Amendment.

2.5 **References.** All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this First Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this First Amendment.

**IN WITNESS WHEREOF**, the parties hereto have executed this First Amendment to the Agreement on the date and year first written above.

CITY:

THE CITY OF WILDOMAR

By: \_\_\_\_\_  
\_\_\_\_\_,

APPROVED AS TO FORM

\_\_\_\_\_  
Thomas D. Jex, City Attorney

CONTRACTOR:

\_\_\_\_\_.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF WILDOMAR – COUNCIL**  
**Agenda Item #3.2**  
**GENERAL BUSINESS**  
**Meeting Date: February 13, 2013**

---

**TO:** Mayor and City Council Members

**FROM:** Gary Nordquist, City Manager

**SUBJECT:** Parks Funding Measure Citizen's Oversight Advisory Committee

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council:

1. Adopt a Resolution entitled:

RESOLUTION NO. 2013 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WILDOMAR, CALIFORNIA, ESTABLISHING THE ORGANIZATION,  
OBJECTIVES AND RESPONSIBILITIES OF A WILDOMAR  
COMMUNITY PARKS FUNDING MEASURE CITIZEN'S  
OVERSIGHT ADVISORY COMMITTEE AND COMMITTEE  
MEMBER VOLUNTEERS DESCRIPTION

2. Review 18 applications for committee membership and appoint five of the applicants to the Parks Funding Measure Citizen's Oversight Advisory Committee.

**BACKGROUND:**

On November 6, 2012 Wildomar residents voted on a \$28 annual parcel tax (measure "Z") to assist in the funding of park operations and related park activities as noted in the measure. The election results were certified by the Riverside County Register of Voters on November 26, 2012. Measure Z, needing a 66.7% of the vote count, was approved with a "Yes" vote count of 68.59%.

The passage of measure Z, by statute, triggers a number of tasks that need to address prior to the July 1, 2013 (Fiscal Year 2013-14) start of the tax. At the December City Council meeting, the Parks Sub-committee and staff were provided direction to proceed with the recommendation of establishing the Parks Funding Measure Citizen's Oversight Advisory Committee roles, responsibilities, duties, and volunteer committee member description/criteria and to recommend residents interested in servicing on the committee.

The Parks Subcommittee conducted two public meetings (December 22, 2012 and January 23, 2013) in which the public and sub-committee developed the attached resolution. Additionally, recruitment for committee members was started January 2, 2013 and closed at 5:00 p.m. January 23, 2013. At the close of the recruitment period, the city had received 18 applications. All applications were reviewed by the Parks Subcommittee and at the January 23, 2013 meeting seven applicants were recommended.

**DISCUSSION:**

The attached resolution is provided for City Councils review, revision, and recommended adoption. Several areas for discussion could be:

1. Number of specified meetings per year, Quarterly or Committee determination
2. Appointment of Committee Chairman by Mayor or by Committee
3. Length of appointment 2 years or 4 years
4. Selection technique for initial member terms, by lot for 1 year or 2 year appointments

Additionally, attached for the City Councils reviews are all 18 applications and the seven recommended applicants are noted on the summary listing of applicants. By statute, the committee membership is to consist of five members, who are appointed by the City Council by majority vote. It is recommended that the City Council select and appoint five applicants to the committee following adoption of the resolution establishing the committee. Staff will conduct the selection process during the City Council meeting.

Following these actions, it is recommended that the newly appointed Committee meet with the Parks Subcommittee and Staff during the week of February 18, 2013 for orientation.

**FISCAL IMPACT:**

None at this time.

Submitted by:  
Gary Nordquist  
City Manager

Attachments:  
Resolution  
Committee Applicant Materials and Summary Listing

RESOLUTION NO. 2013 - \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WILDOMAR, CALIFORNIA, ESTABLISHING THE  
ORGANIZATION, OBJECTIVES AND RESPONSIBILITIES OF A  
WILDOMAR COMMUNITY PARKS FUNDING MEASURE  
CITIZEN'S OVERSIGHT ADVISORY COMMITTEE AND  
COMMITTEE MEMBER VOLUNTEERS DESCRIPTION**

**WHEREAS**, on November 6, 2012 Wildomar residents voted on a \$28 annual parcel tax (Measure Z) to assist in the funding of park operations and related park activities as noted in the measure; and

**WHEREAS**, the election results were certified by the Riverside County Register of Voters on November 26, 2012 and Measure Z, needing a 66.7% of the vote count, was approved with a Yes vote count of 68.59%; and

**WHEREAS**, the passage of Measure Z, by statute (Ordinance 71 added Chapter 3.18 to the City Municipal Code), triggers a number of tasks that need to be addressed prior to the July 1, 2013 (Fiscal Year 2013-14) start of the tax; and

**WHEREAS**, City Municipal Code Section 3.18.060 – Oversight Committee; *“By no later than March 1, 2013, the City Council shall establish a Wildomar Community Parks Funding Measure Citizen’s Oversight Advisory Committee to advise the City Council regarding the collection and expenditure of tax revenues collected under the authority of this chapter. The Committee shall consist of at least five members, who shall be residents of the City. The terms of the Committee members and their specific duties shall be established by resolution of the City Council.”*; and

**WHEREAS**, at a public meeting held on December 14, 2013 the City Council directed the Parks Subcommittee and Staff to proceed with preparing the necessary documents for committee formation and committee member volunteer description.

**NOW THEREFORE**, the City Council of the City of Wildomar, California, does hereby resolve, determine and order as follows:

**Section 1. Establishment of Committee.**

Pursuant to Section 13.18.060 of the Wildomar Municipal Code, there is hereby created a Wildomar Community Parks Funding Measure Citizen’s Oversight Advisory Committee on which shall be known as the Measure Z Oversight Advisory Committee.

**Section 2. Duties of Committee.**

The duties of the Committee are described in the Guidelines and Policies, Exhibit A.

**Section 3. The City Committee Membership.**

The Committee shall consist of five members to be appointed by majority vote of the City Council, per the Committee Member Volunteer Description, Exhibit B.

**Section 4. Staff Assistance.**

The City Manager shall ensure that adequate staff will be allocated to provide necessary technical and clerical assistance to the Committee.

**Section 5. Time and Place of Meetings.**

The Committee shall establish a regular date, time and place for Committee meetings, which shall be open to the public. Said meetings shall occur no less frequently than every 3 months.

**PASSED, APPROVED AND ADOPTED** this 13th day of February 2013.

\_\_\_\_\_  
Timothy Walker  
Mayor

**APPROVED AS TO FORM:**

**ATTEST:**

\_\_\_\_\_  
Thomas D. Jex  
City Attorney

\_\_\_\_\_  
Debbie A. Lee, CMC  
City Clerk

## **Exhibit A**

# **City of Wildomar Measure Z Oversight Advisory Committee Guidelines and Policy**

### **MISSION:**

To ensure that all revenues received from the voter approved "Save Wildomar Community Parks Funding Measure" (Measure Z) are only spent on permissible uses as outlined in City of Wildomar Ordinance 71 and City Municipal Code Chapter 3.18.

### **GOVERNING AUTHORITY FOR COMMITTEE FORMATION**

Section 3.18.060 of the City of Wildomar Municipal Code requires the establishment of a Citizen's Oversight Advisory Committee:

*"3.18.060 – Oversight Committee. By no later than March 1, 2013, the City Council shall establish a Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee to advise the City Council regarding the collection and expenditure of tax revenues collected under the authority of this chapter. The Committee shall consist of at least five members, who shall be residents of the City. The terms of the Committee members and their specific duties shall be established by resolution of the City Council."*

### **ROLES, RESPONSIBILITIES AND DUTIES**

A. The responsibilities and duties of the Committee shall be limited to:

1. Review expenditures of Measure Z revenues to ensure the monies have been expended in accordance with the authorized purposes of Measure Z.
2. Understand allowable expenses of Measure Z monies (as identified in Section 3.18 of the Municipal Code).
3. Understand municipal revenue collection and distribution from local, state and federal sources.
4. Review the upcoming fiscal year budget regarding Measure Z funds prior to the City Council budget hearings. (Committee Meeting anticipated in April/May)
5. Prepare and submit to the Chief Fiscal Officer of the City an annual public report on the expenditures of Measure Z tax revenues for the previous fiscal year. (Committee Meeting anticipated in September/October.) The Chief Fiscal Officer will then submit the public report to the City Council per Government Code section 50075.3.

B. The Measure Z Oversight Advisory Committee shall not have any budgetary decision authority and shall not allocate financial resources. The Committee shall make community park related budget or service recommendations to the City Council as appropriate.

C. The Committee shall have no authority to direct, nor shall it direct, City Staff or Officials.

**COMMITTEE STRUCTURE:**

*A. Appointments*

The City Council shall make appointments, by majority vote, to the Committee and shall be composed of five members.

*B. Qualification Standards*

Members of the Committee shall be at least 18 years of age and reside within the City limits. The Committee may not include any employee or official of the City, or any vendor, contractor or consultant doing business with the City.

*C. Term*

Committee members shall serve for a term of two years. Member's terms are to be staggered. At the Committee's first meeting, members will draw lots to select three members to serve a one-year term; the remaining members will serve a full two year term.

*D. Chair and Vice-Chair*

The Mayor shall appoint the initial Chair. The Chair shall appoint the initial Vice-Chair. Thereafter, the Committee shall annually (March) elect a Chair and a Vice-Chair, who shall act as Chair only when the Chair is absent.

*E. Compensation*

The Committee members shall serve without compensation.

*F. Meetings*

1. The Committee shall conduct at least four meetings a year.
2. Special meetings may be called by the Committee's chair. Special meetings may also be called by Committee members if three or more members petition the chair for a special meeting.
3. All meetings shall be noticed and shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Each member of the Committee will be given a current copy of the Ralph M. Brown Act.
4. A majority of the Committee members shall constitute a quorum for the transaction of any business.

*G. Vacancies and Removal*

1. The City Council shall fill any vacancies on the Committee.
2. The City Council may remove any Committee member for any reason, including but not limited to, failure to attend two consecutive committee meetings without prior notification. Upon a member's removal, his or her seat shall be automatically deemed vacant.

**COMMITTEE STRUCTURE:**

*H. City Support*

The City shall provide to the Committee necessary technical and administrative assistance as follows:

1. Preparation, provision and posting of public notices as required by the Brown Act and in the same manner as noticing City Council meetings.
2. Provision of a meeting room, including any available City audio/visual equipment.
3. Provision of meeting materials, such as agendas, minutes and supporting reports.
4. Retention of Committee records.
5. Properly staff all Committee meetings.
6. Educate committee members on municipal finance.

*I. Termination of Committee*

The Committee shall automatically disband six months after the enabling ordinance is repealed, ruled invalid or terminates under the provisions of the ordinance.

## **Exhibit B**

### City of Wildomar

#### Measure Z Oversight Advisory Committee Committee Member Volunteer Information

#### **GENERAL INFORMATION**

68.5% of the Wildomar residents who voted on November 6, 2012 authorized a special tax to provide funding for Wildomar community parks and community park related facilities, programs and services. Resulting from this action, Ordinance number 71 was approved to add chapter 3.18 to the Wildomar municipal code. Within this chapter, Section 3.18.060 stipulates that an oversight and advisory committee be created, specially:

*“3.18.060 – Oversight Committee. By no later than March 1, 2013, the City Council shall establish a Wildomar Community Parks Funding Measure Citizen’s Oversight Advisory Committee to advise the City Council regarding the collection and expenditure of tax revenues collected under the authority of this chapter. The Committee shall consist of at least five members, who shall be residents of the City. The terms of the Committee members and their specific duties shall be established by resolution of the City Council”.*

#### **SELECTION PROCESS**

1. All applicants for appointment to the Committee must complete a *City Application for Volunteers* available online or at City Hall.
2. Applications will be screened by the Parks Subcommittee.
3. Qualified candidates may then be asked to meet with the Parks Subcommittee to discuss their application, interest, and experience.
4. The Parks Subcommittee will forward its recommendations to the City Council Members for consideration and appointment.

#### **COMMITTEE MEMBER VOLUNTEER DESCRIPTION**

Committee Members are appointed to two year terms by the City of Wildomar City Council and report to the City Manager or his/her designee.

The Committee Member should have the following characteristics to fulfill this volunteer role.

- Resident of the City of Wildomar.
- Demonstrated skills in successfully working with civic groups and residents.
- Have knowledge of and/or experience of the City Parks.
- Have knowledge of and/or experience in Non-Profit or Local Government Finance.
- Have knowledge of and/or experience in general and park maintenance and services.
- Ability to attend quarterly scheduled committee meetings

## **COMMITTEE MEMBER VOLUNTEER DESCRIPTION**

The Committee Member's responsibilities could include:

- Review expenditures of Measure Z revenues to ensure the monies have been expended in accordance with the authorized purposes of Measure Z.
- Understand allowable expenses of Measure Z monies (as identified in Section 3.18 of the Municipal Code).
- Understand municipal revenue collection and distribution from local, state and federal sources.
- Review the upcoming fiscal year budget regarding Measure Z funds prior to the City Council budget hearings. (Committee Meeting anticipated in April/May.)
- Prepare and submit to the Chief Fiscal Officer of the City an annual public report on the expenditures of Measure Z tax revenues for the previous fiscal year. (Committee Meeting anticipated in September/October.) The Chief Fiscal Officer will then submit the public report to the City Council per Government Code section 50075.3.
- Attending quarterly committee meetings.
- Completion of Form 700 following appointment.
- Ability to participate in AB 1234 Ethics training.

This is not a paid city employee position and no salary, stipends, benefits or other City resources or access to City facilities are provided. Expenses such as vehicle mileage are reimbursable at IRS rates and all expenses must be approved by City management prior to expenditure.

# Attachment A

Parks Oversight Advisory Committee

Application Materials for Appointment

## Summary Listing of Applicants

<b>Oversight Advisory Committee</b>		
<b>Alphabetical Listing of Applicants</b>		
	<b>Name</b>	<b>Parks Sub Committee Recommendation</b>
1	Raymond Addington	
2	<b>Douglas Ames</b>	<b>Yes</b>
3	Gary Andre	
4	Carol Baldon	
5	Michael Blake	
6	<b>Scott Bradstreet</b>	<b>Yes</b>
7	<b>Dawn DeVolder</b>	<b>Yes</b>
8	Michael Edwards	
9	Richard Garcia	
10	<b>Francis (Monty) Goddard</b>	<b>Yes</b>
11	Kenneth Jones	
12	<b>John Lloyd</b>	<b>Yes</b>
13	Tracy Lobo	
14	Ray Moore	
15	Don Stacy	
16	<b>Bobby Swan</b>	<b>Yes</b>
17	<b>Kristen West</b>	<b>Yes</b>
18	Gaston Audet	

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

RECEIVED

JAN 22 2013

CITY OF WILDOMAR

VOLUNTEER APPLICANT INFORMATION			
Last Name:	<u>Addington</u>	First Name:	<u>Raymond</u>
		MI:	<u>L.</u>
Address:	[REDACTED]		City: <u>Wildomar</u> Zip Code: <u>92595</u>
Home:	[REDACTED]		Cell Phone: [REDACTED]
Email Address:	[REDACTED]		

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Num [REDACTED] <input type="checkbox"/> No
Social Security Number:	_____
Have you ever been convicted of any violation of the law (other than traffic violations)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, please explain on a separate page)</small>
What type of Volunteer Experiences Have You Had?	<u>I have coached PONY league + Little League. Helped clean up local parks. Served as Vice President of my local union</u>
Education, Credentials, Parks & Recreation and Accounting Experience:	<u>I have a Bachelor of Arts degree in history and an Associate of Arts degree in Business Admin. I was also the Quality Network Rep (GM) for Delphi</u>
Public Communication Experience:	<u>Received training for ISO 9000 TQM</u>
Project Leadership Skills/Experience:	<u>Have received auditor training</u>
Computer Skills:	<u>Have had training in Word + Excel</u>
Other Relevant Skills/Information:	_____

CITY USE ONLY	
REQUESTED BY:	_____ / _____
<i>Department Manager Signature</i>	<i>Date</i>
APPROVED BY:	_____ / _____
<i>HR Manager Signature</i>	<i>Date</i>

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a Volunteer, I understand that:

- I give the City of Wildomar permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Wildomar.
- The City of Wildomar is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operation tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

Raymond Addington  
Applicant Name (print)

Raymond Z. Addington  
Applicant Signature

1 / 16 / 13  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: Raymond L. Addington

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Raymond L. Addington  
Signature

1/16/13  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

No

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

My understanding of the role and etc of the Community Parks ... Committee is to offer Council, Volunteer research, and knowledge of community activities and to support the efforts and resources of the city of Wildomar to ensure that funding of the parks achieve the Maximum benefit for the children and other citizens of the city. I would hope to help execute and protect the best interests of the City Council and the cities Taxpayers.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I am a long-time supporter of Wildomar parks and feel that they are essential to a healthy environment and wholesome venue for the community. I hope to contribute to the safety and quality of our parks and help to make them a positive part of our community.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

I've supported the parks for the past 15 years and donated my labor + resources to keep our remaining park on life support. I am retired and have a small landscaping business which gives me some insight into the care + maintenance of parks. I strongly believe in and support parks as they are a wonderful part of my growing up in Orange County.

5. What is your experience with governmental accounting?

I have no personal experience with government accounting but I do understand balance sheets and financial statements. I do have a AA degree in business Admin which gives me some general understanding of business and accounting.

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

I'm not really sure but I think the concepts are something I can wrap myself around.

6. What is your experience with governmental or nonprofit audits?

None

7. What is your experience with vendor selection and contract review in the public sector?

None

8. What is your experience in park maintenance?

I have worked as a volunteer for Wildomar parks for the past three years. I mostly like to work with members of the community but have done a lot of service independently. I mostly want our city to have beautiful parks that we can all take pride in.

What is your standard level of service for maintenance?

My standard level of service in maintenance is to pursue excellence in quality and improvement in service. I would expect those responsible for maintaining the park to do a job that would bring pride to our city.

9. What is your experience in Recreation Programs?

My experience in recreation programs are mostly as a participant. I have coached both Little League and Pony League baseball. I've also participated in team and individual sports most of my life. I believe in lifetime fitness and hope that we can provide a venue for our community to encourage and promote recreational activities for citizens of all ages.

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

I think the main issues will be with adequate irrigation and park security. I think if we invest our treasure in park improvements we should also spend the resources to protect our parks from Vandalism and crime. I would like to see the parks be a wholesome and healthy environment for our kids and our families.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

My goals would be to ensure that our resources are utilized in a beneficial manner. I would also like to see expansion and improvement in our existing parks.

I would like to see recreation Supervisors to oversee programs and supervise youth activities.

I'd also like to see us have community parks that we can all be proud of.

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen’s Oversight Advisory Committee

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

RECEIVED  
JAN 22 2013  
CITY OF WILDOMAR

VOLUNTEER APPLICANT INFORMATION			
Last Name:	<u>AMES</u>	First Name:	<u>DOUGLAS</u>
		MI:	<u>K</u>
Address:	[REDACTED]		City: <u>WILDOMAR</u> Zip Code: <u>92595</u>
Home:	<u>N/A</u>	Cell Phone:	[REDACTED]
Email Address:	[REDACTED]		

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number: [REDACTED] <input type="checkbox"/> No
Social Security Number:	[REDACTED]
Have you ever been convicted of any violation of the law (other than traffic violations)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, please explain on a separate page)</small>
What type of Volunteer Experiences Have You Had?	<u>10 YEARS WITH BOY SCOUTS IN MULTIPLE POSITIONS. LEAD NAVY RELIEF FUND RAISERS PLANNED &amp; ORGANIZED NAVY BAILS</u>
Education, Credentials, Parks & Recreation and Accounting Experience:	<u>HS SCHOOL - 1985 VARIOUS TECH CLASSES REQUIRED FOR MILITARY PARTIES</u>
Public Communication Experience:	<u>BOY SCOUTS, US NAVY</u>
Project Leadership Skills/Experience:	<u>LED MULTIPLE PROJECTS WITH BUDGETS OVER 2 MILLION</u>
Computer Skills:	<u>WORD, EXCEL, POWER POINT</u>
Other Relevant Skills/Information:	<u>26 YEARS ACTIVE NAVY SERVICE RETIRED AT E8</u>

CITY USE ONLY	
REQUESTED BY:	_____ / _____ Department Manager Signature Date
APPROVED BY:	_____ / _____ HR Manager Signature Date

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

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- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a Volunteer, I understand that:

- I give the City of Wildomar permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Wildomar.
- The City of Wildomar is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operation tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

DOUGLAS AMES  
Applicant Name (print)

  
Applicant Signature

23, JAN, 13  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: DOUGLAS AMES

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

DAL  
Signature

23 JAN 13  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I HAVE BEEN UNABLE TO SERVE LOCALLY DUE TO ACTIVE MILITARY SERVICE. EVEN THOUGH I HAVE OWNED A HOME IN WILDOMAR SINCE 2002, I WAS REQUIRED TO MAINTAIN MY IOWA RESIDENT STATUS BY LAW.

I AM NOW FULLY RETIRED AS OF JULY 31, 2011 AND A LEGAL CA RESIDENT.

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

WE WILL PLAN THE RESTORATION OF THE 3 EXISTING PARKS AND PLAN FOR FUTURE EXPANSION OF PARKS & SERVICES.

WE WILL ASSIST THE CITY COUNCIL BY PROVIDING FACTS & FIGURES TO MAKE SOUND DECISIONS.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I AM RECENTLY RETIRED FROM THE US NAVY.

I HAVE LIVED IN WILDOMAR SINCE 2002 &

I AM READY TO "GIVE BACK".

I HOPE TO HELP WITH THE RESTORATION OF THE 3 CURRENT PARKS & PLAN FOR THE FUTURE.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

I HAVE PLANNED & EXECUTED REWORK FOR MAJOR EQUIPMENT WITH BUDGETS UP TO 2 MILLION, 7 TIMES WITH THE NAVY.

I WAS THE LEADING CHIEF (HEAD GUY) ON 3 WARTIME DEPLOYMENTS WITH OVER 50 PERSONEL UNDER ME.

MY EVALUATIONS CONSISTENTLY PRAISE ME FOR GETTING THE JOB DONE.

5. What is your experience with governmental accounting?

SUBMITTED GOV. TRAVEL CLAIMS & EXPENSE REPORTS.  
SUBMITTED & MAINTAINED BUDGETS FOR LARGE REWORK PROJECTS.

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

I DON'T KNOW, BUT I'M A FAST LEARNER &  
I HAVE GOOGLE.

6. What is your experience with governmental or nonprofit audits?

HAVE PLANNED & GONE THROUGH COUNTLESS  
AUDITS & INSPECTIONS IN MY MILITARY CAREER.

SOME OF MY INSPECTIONS WERE NOTED AS  
RECORD SETTING.

SURVIVED "INSURV" ON 3 SHIPS.

7. What is your experience with vendor selection and contract review in the public sector?

WHILE AT ACU-5, CAMP PENDLETON, I  
WAS RESPONSIBLE FOR SELECTING VENDORS FOR  
CRANE SERVICE & MAINTENANCE AND FOR  
PERFORMING SERVICE ON A FLEET OF 30  
VEHICLES.

8. What is your experience in park maintenance?

BUILT AND MAINTAINED SWING SETS, TETER TOTERS AND PLAY HOUSES FOR MY CHILDREN & GRAND - CHILDREN. I KNOW QUALITY WORK.

What is your standard level of service for maintenance?

SAFETY 1ST - ZERO DEFECTS FOR PLAY GROUND EQUIPMENT. IT SHOULD BE REGULARLY INSPECTED.

9. What is your experience in Recreation Programs?

WORKED WITH MORALE, WELFARE & RECREATION WITH THE NAVY, PROVIDING SERVICES TO JUNIOR TROOPS.

RAISED MONEY FOR VARIOUS USES.

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

WE HAVE TO RESTORE THE SENSE OF COMMUNITY -  
HOW !!

THE LAWSUITS, ELECTIONS HAVE CAUSED A DIVIDE IN  
WILDOMAR. WE NEED TO REVERSE THIS.

WE NEED TO PLAN, BUDGET FOR ! EXPAND  
OUR PARKS SYSTEM TO BE MORE  
IN LINE WITH THE SURROUNDING CITIES,  
BUT AT A MEASURED PACE.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

I WANT THE EXISTING PARKS REOPENED &  
RESTORED.

I WANT TO HELP PLAN FOR THE ~~WENT~~ !  
DISTANT FUTURE FOR OUR PARKS.

I WANT TO BE A PART OF WHAT ONE  
DAY WILL BE REFERRED TO AS A  
PREMIERE PARKS SYSTEM.

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

RECEIVED

JAN 22 2013

CITY OF WILDOMAR

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

VOLUNTEER APPLICANT INFORMATION			
Last Name:	ANORIK	First Name:	GARY
		MI:	A
Address:	[REDACTED]	City:	WILDOMAR
		Zip Code:	92595
Home:	[REDACTED]	Cell Phone:	[REDACTED]
Email Address:	[REDACTED]		

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input type="checkbox"/> Yes, Number: [REDACTED] <input type="checkbox"/> No
Social Security Number:	[REDACTED]
Have you ever been convicted of any violation of the law (other than traffic violations)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, please explain on a separate page)</small>
What type of Volunteer Experiences Have You Had?	TRAIL COMMISSIONER RIVERSIDE COUNTY PLANNING COMMISSIONER WILDOMAR TRAIL COORDINATOR WILDOMAR
Education, Credentials, Parks & Recreation and Accounting Experience:	ALMOST HAVE 2 YEARS COLLEGE & CERTS. BUILDING INSPECTOR AUTO CAD, RANA MASONRY BUSINESS FOR 30 YEARS
Public Communication Experience:	PLANNING + TRAILS COMMISSIONER
Project Leadership Skills/Experience:	30 YEAR OF BUILDING & MASONRY + LANDSCAPE PROTECTS PROFESSIONAL
Computer Skills:	EFFECTIVE USE OF TAB COMPUTER
Other Relevant Skills/Information:	DRAFTING, LANDSCAPE + HARDSCAPE, AUTO CAD DESIGN

CITY USE ONLY	
REQUESTED BY:	_____ / _____ Department Manager Signature Date
APPROVED BY:	_____ / _____ HR Manager Signature Date

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a Volunteer, I understand that:

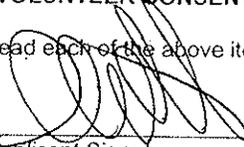
- I give the City of Wildomar permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Wildomar.
- The City of Wildomar is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operation tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

GARY AMORIS

Applicant Name (print)

  
Applicant Signature

1, 19, 2013  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: GARY ANORIS

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Signature

1-19-2013

Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

YES,  
RIVERSIDE COUNTY TRAIL COMMISSIONER <sup>LEARNED</sup> HOW TO  
DEAL WITH PEOPLE, MAPPING OF TRAILS + AUTO CAD  
DRAWING PROFESSIONAL  
CITY OF WILDOMAR PLANNING COMMISSIONER  
BASE YOUR DECISIONS ON FINDING OF FACT AND  
NOT ON YOUR EMOTIONS.  
~~LAND DEVELOPMENT~~ LAND DEVELOPMENT REVIEW  
DEALT WITH THE COUNTY ON A PROFESSIONAL LEVEL  
DEALT WITH THE COMMUNITY ON A PROFESSIONAL  
LEVEL  
AS A CONTRACTOR MY BUSINESS WAS INVOLVED  
IN LANDSCAPE INSTALLATION + MASONRY HARDSCAPE

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

TO MAKE SURE MONEY IS SPENT PROPERLY

A. BIDDING PROCESS

B. WORK IS DONE PROPERLY

C. MONTHLY INSPECTIONS TO MAKE SURE MAINTENANCE WORK IS PROPERLY DONE

D. LOWEST BID IS NOT NECESSARILY THE WAY TO GO.

E. NO FAVORITISM

F. BIDDING GOES OUT TO COMMUNITY FIRST

G. YEARS OF RUNNING A CONSTRUCTION COMPANY RUNNING PARKS IS NO DIFFERENT

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I KNOW I CAN MAKE A DIFFERENCE  
I'M PROFESSIONAL AT WHAT I DO.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

1. BUILDING INSPECTOR
2. FORMER MASONRY - LANDSCAPE CONTRACTOR
3. ANY PLANS NEEDED I WILL DRAW FOR FREE AUTO CAD SPECIALIST

5. What is your experience with governmental accounting?

PAYING TAXES

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

ZERO BASED BUDGETING I FEEL IS THE BEST WAY TO GO. EVERY LINE ITEM OF THE BUDGET MUST BE APPROVED.

6. What is your experience with governmental or nonprofit audits?

NONE

7. What is your experience with vendor selection and contract review in the public sector?

CONTRACT REVIEW IS PART OF WHAT I  
DID AS A CONTRACTOR. PLEASE NOTE: IT'S  
THE SMALL PRINT THAT KILLS YOU.

8. What is your experience in park maintenance?

I WAS A MASONRY / LANDSCAPE CONTRACTOR  
I DON'T SEE ANY PROBLEMS WITH  
GETTING THIS PARK UP & GOING AT A  
REASONABLE COST.

What is your standard level of service for maintenance?

NOTHING BUT THE BEST  
THIS IS WHY YOU PICK THE BEST CONTRACTOR  
PERSON WITH MANY REFERENCES & THEIR REVIEW  
THEIR JOB. FOR QUALITY

9. What is your experience in Recreation Programs?

TRAIL COMMISSIONER  
TRAIL COORDINATOR

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

1. FENCING OF ALL PARKS -
2. SECURITY CAMERAS
3. QUALITY PROGRAMS
4. STAGING AREA FOR NATIONAL FOREST TRAILS
5. GET ALL NEIGHBORS SURROUNDING THE PARKS HAPPY.
6. FUTURE PARK LAND EASTSIDE.
7. 5-10 K RUNS, CONCERTS, YOUTH CENTER
8. CITY HALL MOVED TO PARK 9 WELL

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

GET ALL PARKS OPEN, USING CITY OF WILDOMAR CITIZENS TO DO THE WORK PROPERLY BRING ALL PARKS INTO PROFESSIONAL WORKING ORDER FOR THE BEST PRICE AND TOP QUALITY WORK "CONTRACTORS" ALL PARK CAN + WILL BE OPENED THE FIRST YEAR

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

RECEIVED  
JAN 22 2013  
CITY OF WILDOMAR

VOLUNTEER APPLICANT INFORMATION			
Last Name:	<u>BALDOD</u>	First Name:	<u>CAROL</u>
Address:		City:	<u>WILDOMAR</u>
Home:		Cell Phone:	
Email Address:			

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number <u>[REDACTED]</u> <input type="checkbox"/> No
Social Security Number: <u>[REDACTED]</u>	
Have you ever been convicted of any violation of the law (other than traffic violations)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, please explain on a separate page)</small>
What type of Volunteer Experiences Have You Had? <u>Volunteering at hospitals in Orange County. I volunteered to clean up a park. Help with arts and crafts for kids. Volunteer in nursery at church.</u>	
Education, Credentials, Parks & Recreation and Accounting Experience: <u>2 yrs of college - Did accounting and bookkeeping for land appraiser and the gov. Did bookkeeping for a landscape service.</u>	
Public Communication Experience: <u>None - other than speaking at council meetings.</u>	
Project Leadership Skills/Experience: <u>Leading in various projects at church for retreats and other events.</u>	
Computer Skills: <u>Programming - use of several programs.</u>	
Other Relevant Skills/Information: <u>Good with people - like being involved.</u>	

CITY USE ONLY			
REQUESTED BY:	_____	____/____/____	_____
	Department Manager Signature	Date	
APPROVED BY:	_____	____/____/____	_____
	HR Manager Signature	Date	

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

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- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

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- I am not an employee of the City of Wildomar.
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## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

CAROL BALDON  
Applicant Name (print)

Carol Baldon  
Applicant Signature

1 1 18 1 13  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: CAROL BALDON

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Carol Baldon  
Signature

1-18-13  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

No. I have lived in Wildomar for just 2 1/2 years. I am just getting to know the city and the challenges that the city is facing. Even though I have not participated in the local government I have been following the happenings and following the news about the going on in Wildomar.

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

To make sure the funds collected from the taxes are used only for restoration of the parks. Also, the funds need to be used wisely so that all projects pertaining to the parks can be finished, and the maintenance of the parks can be kept up.

It is needed to be decided what is needed the most and what work needs to be done first. Getting the parks cleaned up, and equipment fixed should be a priority. Also, playground equipment should be high on the list. Utilities would need to be covered.

It would be the committee's responsibility to see that the funds are disbursed where most needed,

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I applied for this Committee because I feel I can serve the City of Wildomar in this capacity. I want to see Wildomar grow and I want to see families have parks to bring their children to.

I want to help make decisions as to how best to use the tax money for the parks and to see that these funds are used only for the parks.

I also want to see Wildomar grow as a city and I feel parks are essential for a city to thrive and I would like to be a part of helping in restoring the parks and the growth of the city.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

I am a hard worker and I would do and finish any task set before me. I have always put everything I have into my project, job and other areas.

I love a challenge and would work hard to get anything done.

5. What is your experience with governmental accounting?

None - other than doing my own taxes throughout the years. I have done accounting when I worked in attorney's offices over the years.

Is there an advantage of line item budgeting versus a zero based budgeting? Please describe.

With line item budgeting a table would be made balancing income (funds) with expenses - Draw backs to this type of budget is that it is not easy to include additional information or handle the complexities of deferred revenue at various expenses.

Zero based budgeting puts everything on paper - assigning all income funds to all sections of expenses. Income must equal expenses so that there is a zero balance. Expenses can't total more than income.

Both budgeting ideas are good. I feel the zero based budget

would probably be best because all expenses would be looked on paper, including any emergencies or extra expenses not assigned (a savings fund for extras).

The line item budget would work except there is no room for emergencies or extras.

6. What is your experience with governmental or nonprofit audits?

*None*

7. What is your experience with vendor selection and contract review in the public sector?

*When I lived in Orange County I worked for the Strawberry Festival organization - my job was to look over all applications of vendors and help with the selection of vendors. I also typed up contracts and reviewed and edited contracts between the Festival Association and the vendors.*

8. What is your experience in park maintenance?

None, other than volunteering for cleaning up trash - have helped paint playground equipment - have cleaned bathrooms in parks.

What is your standard level of service for maintenance?

High - I believe if you are doing a job it must be the best & cleanest - organized. I like to see things neat - clean - and appealing to the eye. If we want families to come to the park & enjoy it - it needs to be kept up to high standards of cleanliness - and having all equipment in good order and have it be a safe place for all to enjoy.

9. What is your experience in Recreation Programs?

Have only led children in playground games at Sunday School (young children)

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

The maintenance and upkeep of the parks.  
Keeping them safe.  
Keeping the funds for the park separate from  
other projects.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

To help establish guidelines for the spending  
of funds. To see that the funds are used  
wisely and go only for the rebuilding and  
maintaining them.

To help make a budget that will cover all  
areas of needs + expenses for the restoration  
of the parks and maintaining them. Paying of  
utilities

RECEIVED

JAN 23 2013

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen’s Oversight Advisory Committee

CITY OF WILDOMAR

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

VOLUNTEER APPLICANT INFORMATION			
Last Name:	<u>Blake</u>	First Name:	<u>Michael</u>
		MI:	<u>J</u>
Address:	<u>[REDACTED]</u>		<u>wildomar</u>
		Zip Code:	<u>92595</u>
Home:	<u>[REDACTED]</u>		Cell Phone: <u>[REDACTED]</u>
Email Address:	<u>[REDACTED]</u>		

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number: <u>[REDACTED]</u> <input type="checkbox"/> No
Social Security Number:	<u>[REDACTED]</u>
Have you ever been convicted of any violation of the law (other than traffic violations)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, please explain on a separate page)</small>
What type of Volunteer Experiences Have You Had?	<u>FFWP (Friends for Wildomar Parks)</u> <u>VFW 1508, WLL (Wildomar Little League), Peer Counseling,</u> <u>cert class</u>
Education, Credentials, Parks & Recreation and Accounting Experience:	<u>Highschool grad,</u> <u>currently enrolled at MSJCa was a volunteer for</u> <u>FFWP.</u>
Public Communication Experience:	<u>Coached Little League, did <del>part</del> rallies for Parks and many fundraisers.</u>
Project Leadership Skills/Experience:	<u>helped and organized events.</u>
Computer Skills:	<u>uhm? I'm 18 and grew up with computers - really?</u>
Other Relevant Skills/Information:	<u>I'm awesome @ good people sk. 15, and have been involved with Park for a few years.</u>

CITY USE ONLY			
REQUESTED BY:	_____	_____	_____
	<i>Department Manager Signature</i>	<i>Date</i>	<i>Date</i>
APPROVED BY:	_____	_____	_____
	<i>HR Manager Signature</i>	<i>Date</i>	<i>Date</i>

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

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## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

Michael Blake  
Applicant Name (print)

  
Applicant Signature

01/16/13  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: Michael Blate

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

M Blate  
Signature

01-16-13  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

Yes, I have been involved with the Parks for a few years now. I was <sup>the</sup> "Youth Representative" for FFWP, I did all the bit of everything, and I learned how to operate within a board or committee and be efficient, and communicate. Also how to organize events, and manage money (by example of the turnout).

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

to oversee <sup>what</sup> ~~where~~ the tax money for the parks is being spent on, and advise what the money should be spent on?

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I'm applying because I want to stay involved with the parks... I hope to gain further knowledge on city govt, and improve my communication skills and management skills.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

well I was an an for the parks so definitely no negativity. And I was part of a group who kept making open. Also a perspective from a younger person.

5. What is your experience with governmental accounting?

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

I think line item is better because it's an exact breakdown of expenditures.

6. What is your experience with governmental or nonprofit audits?

Never really been a part of an audit.

7. What is your experience with vendor selection and contract review in the public sector?

8. What is your experience in park maintenance?

I have tended to the baseball fields at marina, and have been at the park cleanup days.

What is your standard level of service for maintenance?

9. What is your experience in Recreation Programs?

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

~~Answered~~ MORE LAWSUITS.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

RECEIVED

JAN 08 2013

CITY OF WILDOMAR

VOLUNTEER APPLICANT INFORMATION			
Last Name:	<u>BRADSTREET</u>	First Name:	<u>SCOTT</u>
		MI:	<u>A</u>
Address:	[REDACTED]	City:	<u>WILDOMAR</u>
		Zip Code:	<u>92595</u>
Home:	[REDACTED]	Cell Phone:	[REDACTED]
Email Address:	[REDACTED]		

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number <u>[REDACTED]</u> <input type="checkbox"/> No
Social Security Number:	[REDACTED]
Have you ever been convicted of any violation of the law (other than traffic violations)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, please explain on a separate page)</small>
What type of Volunteer Experiences Have You Had?	<u>AGENCY BOARD MEMBER, COACH, SUNDAY SCHOOL TEACHER, JR. ACHIEVEMENT, CAMP COUNSELOR, WILDOMAR CITY PARKS.</u>
Education, Credentials, Parks & Recreation and Accounting Experience:	<u>BS LANDSCAPE ARCHITECTURE, MBA, 5 YRS AS CITY PARK PLANNER, 12 YRS AS LANDSCAPE ARCHITECT DESIGNING PARKS, 3 YRS AS FEDERAL GOVT LANDSCAPE ARCHITECT MANAGING PROJECTS.</u>
Public Communication Experience:	<u>9 YRS PUBLIC SERVANT PRESENTATIONS, TOURS, MASTER</u>
Project Leadership Skills/Experience:	<u>23 YRS LANDSCAPE ARCHITECT</u>
Computer Skills:	<u>AUTOCAD, WORD, EXCEL, PROJECT,</u>
Other Relevant Skills/Information:	<u>BOARD MEMBER OF RANCHO DAMACITAS</u>

CITY USE ONLY	
REQUESTED BY:	_____
<i>Department Manager Signature</i>	____/____/____ Date
APPROVED BY:	_____
<i>HR Manager Signature</i>	____/____/____ Date

# Volunteer Acknowledgement

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## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

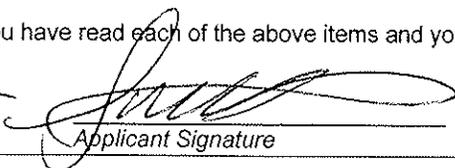
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## VOLUNTEER CONSENT

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SCOTT BRADSTREET  
Applicant Name (print)

  
Applicant Signature

1 16 13  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: SLOTT BRADSTREET

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

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Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

  
\_\_\_\_\_  
Signature

1/6/13  
\_\_\_\_\_  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

*FOR RESPONSES TO SUPPLEMENTAL QUESTIONNAIRE  
QUESTIONS, PLEASE SEE THE ATTACHED TYPED  
PAGES.*

1. *Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?*

As a landscape architect, I have worked in local government as staff for two agencies. For five years I served the City of Carlsbad as Park Planner. During the booming economy between 2001 and 2006, I managed 4 major community park development projects with a value of over \$50 million in capital funding. The responsibilities included hiring and managing design consultants and contractors, making presentations to the city council and city commissions, representing the city at public meetings, managing budgets, managing construction, and writing reports. Budgeting included planning for maintenance and operations and transferring responsibility and training parks maintenance staff. For the City of Aliso Viejo, I served as Landscape and Irrigation Manager. Responsibilities included managing private maintenance contractors, managing construction for small parks projects, managing the conversion of the city's irrigation meters to recycled water, and managing the conversion to and monitoring of the central irrigation control system.

Currently, I serve as Landscape Architect for the US Navy. Although, I am a federal employee, I work for over 20 Navy and Marine bases in the Southwest Region. Since I am only one of three landscape architects in the region, I manage the landscape portion of 1/3 of all projects in the region. Every military base I support is very similar to a local government, each with their own leadership. I am currently involved with 6 parks projects where I am the lead technical design support. This includes a central park, a 3-mile athletic trail, and a multi-use sports field for Marine Corps Base, Twentynine Palms. It also includes a park and fitness center with baseball fields, soccer field, and athletic pool for Naval Base Coronado.

2. *What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?*

In short, the role and responsibility of the oversight committee is to serve the Wildomar City Council. The City of Wildomar is a small city with limited resources. The city council has done an outstanding job of managing all the issues when they are in high demand and receive little appreciation and pay for their efforts. Former City Manager Frank Ocivedo did an excellent job working with the council in laying the foundation for Wildomar. Handing the responsibility to promoted City Manager Gary Norquist means a smooth transition to continuing the council's vision for the future.

The advisory committee will receive direction from the council on what issues to study and discuss with the public. The committee may make recommendations to the council for issues to study. The committee will hold meetings and receive public input which will be summarized and reported to the council. The committee members will have the expertise to study maintenance and development budgets so that reports can be presented to the council with analysis backed advice.

3. *Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?*

Although I have only been a resident of Wildomar for 3 years, I am committed to seeing strength of community and prosperity for this city. Since moving to Wildomar, my family has invested in our home by building a swimming pool and paying down our mortgage. We are here to stay. In my immediate neighborhood, my wife and I regularly pickup trash as we walk our dog. I have also several times personally removed graffiti from the walls in my neighborhood. When the City Council approved the special election for the parks tax two years ago, I participated with John Lloyd in distributing flyers and making phone calls to residents. Although I was not available to participate on the team that recently was successful in the passage of the park tax, I was in moral support. Finally, I assisted the City and the Mayor last year by creating a landscape design for the EVMWD Landscape Conservation Garden Exhibit at the Lake Elsinore Storm Stadium. This is all evidence that I care about the future of Wildomar and evidence that explains why I want to serve on the committee. I hope to support the council in making good decisions that lead to successful use of public funds, successful maintenance of existing parks, and successful planning for future parks.

4. *What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?*

The education and experience I bring to the committee are directly related to the responsibilities. With a BS in landscape architecture and an MBA, I have a very rare dual education of design and finance. At this point in my career, I have 10 years of public sector and 13 years of private parks and landscape project management experience.

More important, the qualities I would bring that would be an asset are: loyalty to the sitting council, servant-leadership, creativity, trustworthiness, perseverance, the ability to build consensus, and the ability to see the future's big picture. As a Conservative Christian, I strive to live by Biblical truths with Christ as my model.

Two more important qualities are that I am a public servant and community leader. As a US Defense Department employee, I currently serve all US taxpayers, including Wildomar residents. As a community leader, I have served as a Cub-scout Cubmaster, a Little League Coach and Manager, a Sunday School Teacher, a Junior Achievement Volunteer, and a Senior Meals Driver. Currently, I serve on the Board of Directors for Rancho Damacitas, a group foster care home in Temecula.

5. *What is your experience with government accounting?*

As a design professional, I obtained a Masters of Business Administration language (MBA) so that I may speak the language of accounting and finance. That is why I was

selected to be Park Planner for the City of Carlsbad, where I created and managed budgets and accounts for park development projects. In addition to large projects, I also wrote contracts and managed small projects including creating accounts, approval of invoices, and payment authorization.

For the federal government, the DFARS accounting process is highly detailed and has regulations to enforce full ethical conduct. I work for Naval Facilities Engineering Command Southwest (NAVFAC SW) with 3,200 employees. Although the purpose of the command is to build and maintain facilities, the Acquisitions Department is 1/4 of the organization's staff and the Finance Department is 1/8 of the organization's staff. This experience with government accounting has forced me to act as one who is above reproach.

*Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.*

There are advantages to both line item budgeting and zero based budgeting when used in the correct context. What is commonly misunderstood is that capital improvement funds and maintenance and operations (M&O) funds are not the same. I believe some accountants and finance folks don't fully appreciate the difference because they have not managed development or operations. My experience with an city that emphasized zero based budgeting had little concept of the advantages of line item budgeting. Carlsbad, a city over 50 years old had operated on zero based budgeting, providing balanced M&O budgets and once-in-a-while development projects. However, between 2001 and 2006, the city exploded from 20,000 residents to 100,000; very similar to Temecula and Murrieta. Unfortunately, the Finance Director did not share the City Manager's Vision for parks, which caused much anxiety. When considering large capital improvement projects, it is important to use line item budgeting to be flexible with changing priorities and a changing economy.

6. *What is your experience with governmental and nonprofit audits?*

In my professional career job capacities, I have not experienced nonprofit audits. However, as a member of the Board of Directors for Rancho Damacitas, I am responsible for implementing and reviewing nonprofit audits. Rancho Damacitas is a non-profit foster care group that receives public funding from the County of Riverside and private donations. The Board directs staff in conducting annual audits and reviews and approves the audit reports. Our organization is known as the standard for foster care in Riverside County both in the service we provide and how we do business.

7. *What is your experience with vendor selection and contract review in the public sector?*

My experience with vendor selection and contract review would be one of my best assets I could offer the City. My career in public service with the City of Carlsbad,

the City of Aliso Viejo, and the US Department of Defense comprises 10 years of public sector acquisition and contract management. In written and managed contracts for landscape maintenance contractors, architects and engineers, commercial general contractors, landscape construction contractors, and commercial pool contractors. I have also been responsible for operating public events which required hiring event coordinators, equipment and party rentals, caterers, restrooms, and temporary staff. In addition, I have managed minor municipal projects hiring utility contractors, modular buildings, fencing, paving contractors, and site furnishing vendors.

8. *What is your experience in park maintenance?*

For the City of Aliso Viejo, I supervised private landscape contractors who maintained 15 community parks and over 200 acres of open space. This required weekly coordination meetings and monthly site walks to confirm work was meeting the standard the City required. Site reviews would identify needs for pruning, mowing, fertilization, pest control, plant replacement, clean-up, and graffiti removal. I was fortunate to also operate the City's central control irrigation system. This required close coordination with the landscape contractor for managing irrigation water schedules and making irrigation repairs. As landscape architect and park planner, I have 20 years of experience working with landscape maintenance staff in transferring projects from construction to maintenance. I regularly review completed landscape projects and train maintenance staff on how to maintain the newly installed landscape.

*What is your standard level of service for maintenance?*

I'm unsure of what this question means. However, I will answer to my best understanding. My standard level of service for maintenance is excellence. I expect the landscape contractors I have hired to perform an excellent job and will not accept less. Wildomar has limited park maintenance funds, but I am able to get contractors to perform efficiently and effectively with less. The Navy and Marine bases I currently serve have very limited resources. Landscape maintenance levels are being decreased and turf areas are being eliminated. My job is to assist in these changes by providing innovative solutions that provide efficient low maintenance landscapes that still have beauty. The use of native plants and rockscape has reduced maintenance and water costs. The Navy has a tiered maintenance system with levels from 1 to 4. Level 1 standard of service would be a manicured landscape one would find at a Headquarters of Child Development Center. Level 4 standard of service is no maintenance, which could be found at a Firing Range or Armory.

9. *What is your experience in Recreation Programs?*

As Park Planner for the City of Carlsbad, I worked for the Recreation Department. This was a great opportunity for someone with a landscape architecture background to interact with recreation staff and learn from their experiences. Recreation staff were always fun to work with. One of my responsibilities was to hold public

workshops in existing parks and recreation facilities. The recreation staff worked with me and taught me event planning for the workshops. For the park projects in development, I would work directly with the recreation program staff in gathering the community's recreation needs. The staff would share with me the programs and I would implement the park design to meet those needs. I would make regular presentations to community groups like homeowner's associations, baseball little league, and the PTA to discuss the recreation program needs of the coming parks.

In addition to working for a city recreation department, I have personal experience working with recreation programs. My teenage sons were both active in youth sports where I coached and managed their teams. My younger son was a participant in the "Challengers" league for children with special needs. Throughout my adulthood, I have also been active in adult sports leagues, primarily softball.

*10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?*

The key issue facing City parks in the next 5 to 10 years is there will be no outside funding available: no redevelopment fees; no county, state, or federal funding. This will have an major impact on Wildomar as a young city. I have experience that will help provide the City with ideas to be efficient in these lean times with both landscape maintenance and in preparation for possible future park development.

The key issues that face Wildomar Parks in the next 5 to 10 years are:

1. **Utility Costs:** The rising cost of water will increase maintenance costs for the existing parks. Water Conservation is a necessity.
2. **Maintenance Planning:** As the City grows, it will need to further assess how to provide parks and landscape maintenance. This may require creation of landscape maintenance districts. There will need further discussion on how to gain funding.
3. **Population Growth:** If the US Economy finally turns and Wildomar begins to see the growth that Temecula and Murrieta experienced, there will be a need to plan for a potential population of 100,000.
4. **Recreation Needs:** There needs to be public outreach and forecasting for both current and future recreation needs. The future of Wildomar Parks will be shaped by the forecast of recreation needs.
5. **Future Parks and Trails Planning:** A park master plan should be studied to find the locations for potential new parks and community trails. A task force should be organized to find creative funding mechanisms, ideas, and volunteers to help develop future parks and trails. The first order of business is to create a plan for the Wildomar Community Park located near Ronald Reagan Elementary.
6. **Development Fee Collection:** A creative park development fee needs to be implemented that will welcome businesses, stimulate growth, and generate park development fees.
7. **Recycled Water Distribution:** Working with EVMWD the City should create a master plan for recycled water use at existing and future parks and major landscape areas.

*11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?*

As a member of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee, my 10 goals would be to:

1. Serve the City Council.
2. Provide wise advice to the City Council for the use of park maintenance funding.
3. Lead in creating a COAC Parks and Landscape Review Plan for staff and parks committee to perform quarterly reviews of parks and landscape areas. The objective would be to improve parks and landscape maintenance and to prioritize renovation projects.
4. Lead in creating a SMART Landscape Master Plan for the City. This would include the use of drought tolerant and native plants, rockscape, and implement low maintenance principles to provide effective and efficient maintenance. This would also include renovation ideas that would yield savings to the City through water conservation and low maintenance.
5. Lead in creating a Landscape Maintenance Guidelines Handbook for both City and private landscape maintenance. This would include correct pruning of Live Oaks and Deciduous trees. It would provide a basis for assessing fines to private entities that vandalize public property. It would also establish regulations for private business owners to maintain their landscape that would benefit both business and the City.
6. Lead in creating a Wildomar Parks Master Plan.
7. Lead in creating a Wildomar Community Trails Plan.
8. Lead in creating a Wildomar Community Park (near Ronald Reagan Elementary) Development Plan using innovative ideas to use minimal city funds, phased development, private funding, and volunteer labor.
9. Lead in creating a City Beautification Sub-committee to include:
  - Volunteers to remove graffiti.
  - Volunteers to pickup trash.
  - Condemning and removal of blight.
  - Recommendations and priorities for streetscape enhancements.
10. Make Martha Bridges smile.

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

VOLUNTEER APPLICANT INFORMATION			
Last Name:	<u>DeVolder</u>	First Name:	<u>DAWN</u> MI: <u>E.</u>
Address:	[REDACTED]	City:	<u>Wildomar</u> Zip Code: <u>92595</u>
Home:	[REDACTED]	Cell Phone:	[REDACTED]
Email Address:	[REDACTED]		

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number: [REDACTED] <input type="checkbox"/> No
Social Security Number:	[REDACTED]
Have you ever been convicted of any violation of the law (other than traffic violations)? <small>(if yes, please explain on a separate page)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What type of Volunteer Experiences Have You Had?	<u>Church, School, United Way Day of Sharing, Special Olympics</u>
Education, Credentials, Parks & Recreation and Accounting Experience:	<u>Currently scheduled to graduate in April 2013 with a degree in Early Childhood Education Administration. Basic accounting skills from owning a small business.</u>
Public Communication Experience:	<u>Have presented proposals to SD County Office of Ed.</u>
Project Leadership Skills/Experience:	<u>Created + lead partnership between PUSB, SBCOE + RB Community Presbyterian Church.</u>
Computer Skills:	<u>Word, Excel, Publisher</u>
Other Relevant Skills/Information:	<u>Experiences in playground maintenance</u>

CITY USE ONLY	
REQUESTED BY:	_____ / _____ <i>Department Manager Signature</i> <i>Date</i>
APPROVED BY:	_____ / _____ <i>HR Manager Signature</i> <i>Date</i>

(1002)

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a Volunteer, I understand that:

- I give the City of Wildomar permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Wildomar.
- The City of Wildomar is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operation tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

DAWN E. DeVolder

Applicant Name (print)

*Dawn E. DeVolder*

Applicant Signature

01/08/13

Date

(3 of 2)



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

JAN 17 2013

PRINT NAME: DAWN DeVolder

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Dawn S. DeVolder  
Signature

1/07/13  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

No, I have not yet participated in local government.

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

I understand the role and responsibilities to include:

- 1.) Reviewing, examining and overseeing the public funds used by the city of Wildomar (measure 2!) for the maintenance and development of City parks.
- 2.) Represent and report to the citizens of the city of Wildomar and any other stakeholders involved.
- 3.) Any other role that is necessary to ensure that the interests of the citizens of Wildomar are best served.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I am applying because I am deeply concerned with the lack of recreational activities and facilities in the city of Wildomar. The very disappointing law suit, that has essentially destroyed what were beautiful parks, has motivated me to become involved in order to ensure that our community is represented by a broader spectrum of citizens. My hope is that by participating in the committee our city can develop parks that are a major asset to our community.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

I have been an early childhood educator for many years, and have a great deal of experience and education in child development and outdoor play. In addition, I have participated with my children in many parks and recreation activities, leagues and classes.

5. What is your experience with governmental accounting?

None.

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

The advantage of line item budgeting is time savings, rather than going back to "zero" and reconsidering each and every expenditure, the committee can instead focus on any incremental change from one budgeting period to another.

6. What is your experience with governmental or nonprofit audits?

In my years working in the automotive industry, including two years as co-owner of an automotive dealership, I experienced several audits (routine) by the State Board of Equalization and the Employment Development Department.

7. What is your experience with vendor selection and contract review in the public sector?

None.

8. What is your experience in park maintenance?

While I have never been involved in park maintenance, I have maintained and improved preschool playgrounds at RB Community Presbyterian Church Preschool.

What is your standard level of service for maintenance?

I believed parks should be maintained at a high level, including regular landscape and field maintenance and improvement. In addition, safety regulations including accident prevention + safety inspections must be strictly enforced.

9. What is your experience in Recreation Programs?

As a parent I have spent many hours participating with my family in Recreation programs such as gymnastics classes, baseball leagues (rec.), Soccer, and basketball. I have volunteered as a team mom, coach assistant, and snack bar worker.

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

- 1.) Graffiti + vandalism prevention
- 2.) The development of a recreation program.
- 3.) Shade structures
- 4.) Improvements to existing parks.
- 5.) Development of new park sites.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

To ensure that the citizens of the city of Wildomar get the ultimate benefit for their contribution to the parks fun.

JAN 23 2013

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen’s Oversight Advisory Committee

RECEIVED

JAN 28 2013

CITY OF WILDOMAR

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

**VOLUNTEER APPLICANT INFORMATION**

Last Name: EDWARDS First Name: MICHAEL MI: D  
 Address: [REDACTED] CT City: WILDOMAR Zip Code: 92595  
 Home: [REDACTED] Cell Phone: [REDACTED]  
 Email Address: [REDACTED]

**QUESTIONNAIRE**

Are you under the age of 18?  Yes  No  
 Do you have a valid driver’s license?  Yes, Number [REDACTED]  No  
 Social Security Number [REDACTED]  
 Have you ever been convicted of any violation of the law (other than traffic violations)?  Yes  No  
 (If yes, please explain on a separate page)

What type of Volunteer Experiences Have You Had? CHURCH MINISTRY - LEADER OF COUNTRY  
VICA MINISTRY ASSISTED LIVING FACILITY, FEEDING HOMELESS, OVER 12 YEARS  
OF COACHING YOUTH SPORTS - LITTLE LEAGUE, PONY, SOCCER & BASKETBALL  
 Education, Credentials, Parks & Recreation and Accounting Experience: MIRAMAR COLLEGE, SAN DIEGO  
COMPLETED BASIC FIRE ACADEMY 1982-83 FIRE SCIENCE EMPT. CA LICENSED OPERATOR  
FOR PEST CONTROL & TERMITE. CA LICENSED LIFE & HEALTH AGENT. 20 YRS EXPERIENCE  
IN CORPORATE CAREERS, 12 YEARS EXPERIENCE SMALL BUSINESS OWNER  
 Public Communication Experience: VICE PRESIDENT TRUSTED BUSINESS PROFESSIONALS, WILDOMAR CHAMBER  
 Project Leadership Skills/Experience: TRUSTED BUSINESS PROFESSIONALS, CORPORATE AMERICA  
 Computer Skills: WORD, EXCEL  
 Other Relevant Skills/Information: PROVEN LEADER, ABILITY TO WORK WELL WITH OTHERS

**CITY USE ONLY**

REQUESTED BY: \_\_\_\_\_ / \_\_\_\_\_  
 Department Manager Signature Date  
 APPROVED BY: \_\_\_\_\_ / \_\_\_\_\_  
 HR Manager Signature Date

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

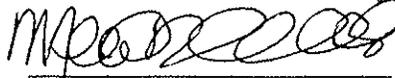
As a Volunteer, I understand that:

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- The City of Wildomar is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operation tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

MICHAEL D. EDWARDS  
Applicant Name (print)

  
Applicant Signature

1, 23, 13  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: MICHAEL D. EDWARDS

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

  
Signature

1/23/13  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I HAVE NOT. HOWEVER, I BELIEVE THAT IS AN ADVANTAGE, I COME IN WITH A FRESH PERSPECTIVE, NO AGENDA AND NOT BEHOLDEN TO ANYONE OR ANYTHING.

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

A VOLUNTEER POSITION APPOINTED AND SERVING AT THE PLEASURE OF THE WILDOMAR CITY COUNCIL. PERFORM TASKS AND DUTIES AS ASSIGNED.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I APPLIED BECAUSE THERE IS NO GREATER CALLING THAN TO SERVE. AS A RESIDENT OF WILDOMAR SINCE 1995 I HAVE A SENSE OF COMMUNITY PRIDE. MY WIFE AND I HAVE RAISED THREE CHILDREN HERE AND OPERATE TWO SMALL BUSINESSES. WE HAVE BEEN THROUGH THE TRIALS AND TRIBULATIONS OF PARKS CLOSING, FRAUD AND DEFEAT ON BALLOT MEASURES. THE TIME IS RIGHT NOW FOR ME TO GIVE BACK AND CONTRIBUTE. MY FAMILY IS GROWN AND I DICTATE MY OWN SCHEDULE. I HAVE THE TIME, DESIRE AND WILLINGNESS NECESSARY TO SERVE. I HOPE TO ACCOMPLISH FULFILLING MY MISSION OF SERVING MY COMMUNITY AND MAKING A DIFFERENCE.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

THE ABILITY TO WORK WELL WITH OTHERS FROM ALL AGES, BACKGROUNDS, RELIGIONS AND RACES. SEVENTEEN YEARS AS A WILDOMAR RESIDENT, 20+ YEARS OF CORPORATE EXPERIENCE AND 12+ YEARS AS A SMALL BUSINESS OWNER. FAMILIAR WITH OSHA, DOT, MSDS, STATE AND LOCAL REGULATIONS REGARDING WORKER SAFETY, PPE AND CHEMICALS THROUGH 20+ YEARS AS A CA LICENSED TERMITE & PEST CONTROL OPERATOR.

5. What is your experience with governmental accounting? NONE, I HAVE 20+ YEARS OF CORPORATE ACCOUNTING INCLUDING P&L'S, BUDGETING, FORECASTING, ACCOUNTS PAYABLE AND A/R.

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

ACTUALLY FOR GOVERNMENT & CITIES ZERO BASED BUDGETING HAS GROWN IN POPULARITY. IN TOUGH ECONOMIC TIMES, WITH EVERY DOLLAR SCUTINIZED AND FUNDING BEING SLASHED AND ELIMINATED AN ARGUMENT CAN BE MADE FOR ZERO BASED BUDGETING, WITH EVERY DOLLAR ADDED REPORTED BY AN ACTUAL, DOCUMENTED NEED. VS CARRYING FORWARD PREVIOUS BUDGETS WITH PERCENTAGE MODIFIERS.

6. What is your experience with governmental or nonprofit audits?

NONE - 20+ YEARS CORPORATE AUDITS DONE ANNUALLY AND AS NEEDED.

7. What is your experience with vendor selection and contract review in the public sector?

ALL EXPERIENCE IS IN THE PRIVATE SECTOR. 20+ YEARS CORPORATE INCLUDING NATIONAL VENDORS. 12+ YEAR AS A SMALL BUSINESS OWNER LOCALLY AND REGIONALLY.

8. What is your experience in park maintenance?

NONE, EXCEPT FROM 20+ YEARS OF PEST CONTROL.

What is your standard level of service for maintenance?

CUSTOMER IS SATISFIED - WILDOMAR CITIZENS/RESIDENTS AND CITY COUNCIL ARE THE CUSTOMERS.

9. What is your experience in Recreation Programs?

12+ YEARS COACHING YOUTH SPORTS IN WILDOMAR, LAKE ELSINORE, MURRIETA & RIVERSIDE. INCLUDED BASEBALL, BASKETBALL & SOCCER.

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

THE NUMBER ONE ISSUE IS FUNDING. FINDING THE NECESSARY FUNDS TO KEEP PARKS OPERATING WILL TAKE SOME CREATIVE THINKING AND SOLUTIONS OUTSIDE THE MAINSTREAM.

ANOTHER ISSUE IS MOBILIZING THE COMMUNITY AND EDUCATING THEM. ENORMOUS PROGRESS CAN BE MADE IF PEOPLE UNITE & WORK TOGETHER.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

MY GOAL IS TO SERVE MY COMMUNITY & GIVE BACK. IT IS THAT SIMPLE.

Volunteer Application –  
Wildomar Community Parks Funding Measure Citizens  
Oversight Advisory Committee

JAN 23 2013  
RECEIVED

JAN 23 2013

CITY OF WILDOMAR

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwilllette@cityofwildomar.org

**VOLUNTEER APPLICANT INFORMATION**

Last Name: GARCIA First Name: RICHARD MI: 5  
Address: [REDACTED] City: WILDOMAR Zip Code: 92595  
Home: [REDACTED] Cell Phone: [REDACTED]  
Email Address: [REDACTED]

**QUESTIONNAIRE**

Are you under the age of 18?  Yes  No  
Do you have a valid driver's license?  Yes, Number: [REDACTED]  No  
Social Security Number: [REDACTED]  
Have you ever been convicted of any violation of the law (other than traffic violations)?  Yes  No  
(If yes, please explain on a separate page)  
What type of Volunteer Experiences Have You Had? HOOP SHOOT CHAIRMAN FOR LAKE  
ELSBANDER/WILDOMAR ELKS  
Education, Credentials, Parks & Recreation and Accounting Experience: SEE ATTACHMENT  
HIGH SCHOOL  
Public Communication Experience: SEE ATTACHMENT #4  
Project Leadership Skills/Experience: SEE ATTACHMENT #4 #8  
Computer Skills: NONE  
Other Relevant Skills/Information: NONE

**CITY USE ONLY**

REQUESTED BY: \_\_\_\_\_ / \_\_\_\_\_  
Department Manager Signature Date  
APPROVED BY: \_\_\_\_\_ / \_\_\_\_\_  
HR Manager Signature Date

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

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- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

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- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

RICHARD S. GARCIA  
Richard Garcia  
Applicant Name (print)

Richard Garcia  
Applicant Signature

1/22/2013  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: RICHARD GARCIA

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Richard Garcia  
Signature

1/22/2013  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

SEE ATTACHMENT

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

SEE ATTACHMENT

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

SEE ATTACHMENT

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

SEE ATTACHMENT

5. What is your experience with governmental accounting?

SEE ATTACHMENT

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

6. What is your experience with governmental or nonprofit audits?

SEE ATTACHMENT

7. What is your experience with vendor selection and contract review in the public sector?

SEE ATTACHMENT

8. What is your experience in park maintenance?

SEE ATTACHMENT

What is your standard level of service for maintenance?

9. What is your experience in Recreation Programs?

SEE ATTACHMENT

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

SEE ATTACHMENT

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

SEE ATTACHMENT

1. Have you participate in local government as a committee member, commissioner council member, or staff? What was your role and what did you learn from it?

I was part of the Fallbrook Fire Safe Council. I represented Cal Fire at these meetings. My job was to inform the member of Cal Fire policy regarding fire and safety issues. I talked about the importance of 100 ft. clearance, escape routes, evacuation center, and when to shelter in place.

I learn that the more people know the better decision they make.

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen Oversight Advisory Committee.

The committee is to audit the Budget of the parks. To make sure that the monies are being spent is for the parks only, and that the money is not going to other projects of the city. To advise and assist the City Manager with recommendation of parks and facility maintenance and other jobs as required.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I'm retired and I have the time and wanted to give back to help our community. I want to make sure that our parks are safe and that our parks will be here for a long time. I have live here since 1988 and have seen this part of the county grow and I wanted to be part of something special.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

My experience is with the fire service. I worked for California Department of Forestry and Fire Protection (Cal Fire) for 33 years. I work in the schedule A, schedule B Stations, and in the Camp Program. I responded to wild land fires, structural fires, medical aids, and traffic accidents. I have been assign as an instructor to the the Department Fire Academy at Ione CA and at Riverside Clark Training Center: As an in camp captain in the camp program I assisted the Division Chief in maintaining a \$150,000.00 budget for our camp.

My qualities are that I'm a team player. I can get along with others. I'm responsible and I can get the job done.

5. What is your experience with governmental accounting

As a Captain at both at a camp and station I had to keep tack of all our spending without going over budget. The only advantage that line item budgeting has is that you can deduct your expensive and know how much money is still in the budget.

6. What is your experience with governmental or nonprofit audits

My experience has been with the state of California. The state would conduct an audit on our expensive, training, equipment, and vehicles. I would assist by providing all the records and explain the justification for the purchasers. It was very importance to keep actuate records.

7. What is your experience with vendor selection and contract review in the public sector.

My experience is with the state of California. I had to check the state contract manual to see if what needed to be purchase was in the contract. If not then, I would purchase what we needed on a bid process. We had to get at less three bids before making the purchase. We also had to check if the business was in good standing with the Franchise Tax Board.

8. What is your experience in park maintenance?

My experience has been with the state. In the camp program we had to take the crew to state and county parks and I would organize and supervise projects, such as painting, installation of sprinklers systems, cut hedges, plumping, camp site maintenance, trails and brush removal.

My standard level for maintaining service is to have the project done to code.

9. What is your experience in Recreation Programs

The only experience I have is that I am The Hoop Shoot Chairman for the Lake Elsinore/Wildomar Elks. Last year and this year we had over 1000 kids participate in the hoop shoot. My job is to get the information to the schools and set up the time, place, and the date of the hoop shoot. I have to secure the gym and get volunteers to help me with the event.

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

Keeping the cost down will be an issue due to increase of utility and water cost. The city will need to put money into the parks some day down the road. The parks will still need volunteers to help with the on going operations.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

My goals for our parks is to see that they are safe for our kids. To see that monies are spent correctly and wisely. To have a reserve each year to off set future increase of utilities and water that will be paid monthly.

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

RECEIVED

JAN 23 2013

CITY OF WILDOMAR

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

VOLUNTEER APPLICANT INFORMATION			
Last Name:	<u>GODDARD</u>	First Name:	<u>FRANCIS (MONTY)</u> MI: <u>2.</u>
Address:	[REDACTED]	City:	<u>WILDOMAR</u> Zip Code: <u>92595</u>
Home:	[REDACTED]	Cell Phone:	_____
Email Address:	[REDACTED]		

QUESTIONNAIRE	
Are you under the age of 18?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number <u>[REDACTED]</u> <input type="checkbox"/> No
Social Security Number:	[REDACTED]
Have you ever been convicted of any violation of the law (other than traffic violations)? <small>(If yes, please explain on a separate page)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What type of Volunteer Experiences Have You Had?	<u>EARTH DAY</u>
Education, Credentials, Parks & Recreation and Accounting Experience:	
<u>BSCPE, MASTER OF SCIENCE CIVIL ENGINEERING</u>	
<u>LICENSED CIVIL ENGINEER</u>	
Public Communication Experience:	<u>PUBLIC WORKS DEPT HD - DIRECTOR OF</u>
Project Leadership Skills/Experience:	<u>A CALIF NAVY BASE</u>
Computer Skills:	<u>MS OFFICE</u>
Other Relevant Skills/Information:	<u>SEE SUPPLEMENTAL</u>

CITY USE ONLY	
REQUESTED BY: _____ <small>Department Manager Signature</small>	_____/_____ <small>Date</small>
APPROVED BY: _____ <small>HR Manager Signature</small>	_____/_____ <small>Date</small>

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a Volunteer, I understand that:

- I give the City of Wildomar permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Wildomar.
- The City of Wildomar is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operation tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

FRANK L. GODDARD  
Applicant Name (print)

F. L. Goddard  
Applicant Signature

1, 23, 13  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: FRANCIS (MONTY) LAMONT GODDARD

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

F. L. Goddard  
Signature

1/23/13  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

No.

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

It is to provide oversight and advice to the City Council regarding the collection and expenditure of tax revenues generated by the passage of Measure Z.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I am applying for three reasons. I live adjacent to one of Wildomar's parks and therefore have a vested interest in the park's safety, security, and appearance. I am concerned about responsible expenditure of public funds. My experience is an excellent fit with the duties of this oversight committee.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

I am a licensed Civil Engineer. I was a civilian employee of the Navy for 36 years before retiring in 2010. During my career I wrote contracts, prepared cost estimates, evaluated proposals, negotiated awards and change orders, for design, construction, repair and maintenance, including custodial and grounds contracts. Please see my **attached bio** for a listing of the positions I have held, nearly all of which are directly supportive of my being highly qualified to serve on this oversight committee.

5. What is your experience with governmental accounting?

My experience is with Federal, specifically Department of Defense accounting. Early in my professional career I was responsible for preparing and defending project budgets. This progressed to where I ran a large Public Works Department with budgets in the tens of millions of dollars.

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

I have experience with both. Line item budgeting is much less labor intensive than zero based budgeting since you simply compare deviations from previous budgets instead of starting over from scratch each budget cycle. It also provides a budget history.

6. What is your experience with governmental or nonprofit audits?

My experience is with governmental audits, specifically Department of the Navy, Inspector General audits (IGs). These very detailed IGs not only looked at financials but also program compliance.

7. What is your experience with vendor selection and contract review in the public sector?

I have over 35 years experience with public sector vendor selection and contract review. Approximately half of this 35 years experience was directly involved with preparing, awarding, and inspecting compliance of design, construction, repair, and maintenance contracts. This included in addition to firm fixed price contracts, preparing requests for proposals, and performance based contracts. I was directly responsible for evaluating contractor qualifications, relative merits of competing bids and proposals and thereby vendor selections.

8. What is your experience in park maintenance?

I prepared, awarded, and inspected numerous grounds maintenance contracts and custodial contracts. Included in the scope of these contracts were playgrounds, ball fields, and facilities similar to municipal parks.

What is your standard level of service for maintenance?

Not sure what you are asking, but my level of service related to Wildomar's parks would be whatever frequency of necessary service is required to ensure the parks are safe, secure, clean, and capable of performing as intended.

9. What is your experience in Recreation Programs?

For 10 years, as the guy in charge of Naval Weapons Station, Seal Beach, Detachment Fallbrook, I had responsibility of the base's Morale Welfare and Recreation (MWR) program, which in all honesty, was ran by my very competent MWR Director. Other than that, my recreation programs experience is limited.

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

Wildomar needs more parks above and beyond the three existing. More imminent, now that adequate funding will be provided by Measure Z for day to day maintenance and operations, the number one issue(s) is clearly the safety and security of the park's users and neighbors. Based on personal experience with Windsong Park and reading "letters to the editor", and news articles about nearby communities park related issues with drugs, fights, attacks, and confrontation with homeless squatters validates this concern. Wildomar's lack of adequate law enforcement makes this a greater threat than for other cities.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

My goal is to enhance Wildomar's park's safety, security, appearance, and functionality while ensuring tax revenues generated by the passage of Measure Z are spent wisely.



**Francis L. (Monty) Goddard**  
Director  
Naval Weapons Station, Seal Beach  
Detachment Fallbrook

Mr. Goddard was born in St. Ignatius, Montana, on February 28, 1949. After splitting first grade between Missoula, Montana and Lewiston, Idaho, he completed the rest of his schooling while growing up in Riverside, California. He graduated with a Bachelor of Science Degree in Civil Engineering from the California State Polytechnic University, Pomona, California in 1974. He is also a graduate of the California State University, Long Beach, California, where he received a Master of Science Degree in Civil Engineering in 1983. Additionally, he served in United States Army Reserve from 1968 to 1974. On June 24, 1974 he began his civil service career as a Civil Engineer in the Public Works Division of the Corona Annex of the Naval Weapons Station, Seal Beach, California.

From 1974 to 1979, Mr. Goddard designed or managed the design of numerous Public Works projects totaling several million dollars for the Corona, Fallbrook, and Seal Beach sites of the Naval Weapons Station, Seal Beach, California.

Mr. Goddard's subsequent assignments included:

79-81 Supervisory Civil Engineer, Resident Officer in Charge Of Construction, Long Beach, California.

81-83 Head, Civil/Structural/Architectural Branch, Engineering Division, Public Works Department, Naval Weapons Station, Seal Beach, California.

83-85 Head, Industrial Engineering Division, Station Resources and Planning Department, Naval Weapons Station, Seal Beach, California.

85-93 Head, Resource Planning Division, Station Resources and Planning Department, Naval Weapons Station, Seal Beach, California.

93-94 Head, Environmental Engineering Division, Public Works Department, Naval Weapons Station, Seal Beach, California. He was detailed to this position subsequent to the Station having failed a major claimant Environmental Compliance Evaluation (ECE). Under his leadership, the Station subsequently passed an ECE re-inspection just six months later.

94-97 Head, Facilities, Environmental, and Safety Office, Naval Ordnance Center, Pacific Division, responsible for Facilities Planning, Environmental Compliance, and Occupational and Explosive Safety for Naval Weapons Station Seal Beach, CA, Naval Weapons Station, Concord, CA, and the Fallbrook, CA and Port Hadlock, WA Detachments of the Naval Ordnance Center, Pacific Division.

97-99 Head, Public Works Department, Naval Weapons Support Facility, Seal Beach, California, responsible for Public Works for the, Weapons Support Facility, and it's Fallbrook, CA, Concord, CA, and Port Hadlock, WA, Detachments.

In May, 2000, upon completion of Expendable Ordnance Management school, he became the first civilian in charge of Detachment Fallbrook.

Mr. Goddard is a Professional Engineer, registered as a licensed Civil Engineer in the State of California. ~~He is a licensed private pilot. He is a member of the American Society of Civil Engineers, a Senior Member of the Institute of Industrial Engineers, a Fellow, and Past President of the Orange County Post of the Society of American Military Engineers.~~ Mr. Goddard has been the recipient of numerous awards and commendations including the Navy Meritorious Civilian Service Award, the Chief of Naval Material Command Productivity Excellence Award, Secretary of Defense and Naval Sea Systems Command Letters of Appreciation, multiple Quality Step Increases and Sustained Superior Performance Awards. He is married to the former Mary Ann Parks of Lynwood, California.

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

RECEIVED  
JAN 07 2013  
CITY OF WILDOMAR

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

VOLUNTEER APPLICANT INFORMATION			
Last Name:	Jones	First Name:	Kenneth
		MI:	R
Address:	[REDACTED]	City:	Wildomar
		Zip Code:	92595
Home:	[REDACTED]	Cell Phone:	[REDACTED]
Email Address:	[REDACTED]		

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number [REDACTED] <input type="checkbox"/> No
Social Security Number:	[REDACTED]
Have you ever been convicted of any violation of the law (other than traffic violations)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, please explain on a separate page)</small>
What type of Volunteer Experiences Have You Had?	I was involved in the Boy Scouts of America program in my youth and had numerous experiences with volunteering to help set up and clean up at civic events.
Education, Credentials, Parks & Recreation and Accounting Experience:	I work as a business administrator and have primary accounting and record keeping responsibilities at the company where I work.
Public Communication Experience:	Professional experience dealing with customers
Project Leadership Skills/Experience:	Professional experience as an administrator.
Computer Skills:	Basic Windows troubleshooting and Microsoft office suite knowledge
Other Relevant Skills/Information:	

CITY USE ONLY	
REQUESTED BY:	_____ / ____ / ____ Department Manager Signature Date
APPROVED BY:	_____ / ____ / ____ HR Manager Signature Date

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a Volunteer, I understand that:

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- The City of Wildomar is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operation tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

Kenneth R. Jones  
Applicant Name (print)

  
Applicant Signature

1 / 3 / 13  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: Kenneth R. Jones

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Signature *K.R. Jones*

Date 1/3/13

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

*I do not have previous governmental experience.*

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

It is my understanding that the role and responsibilities of committee members will be to oversee the use of tax dollars collected for the operations of the city parks.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I purchased a home in Wildomar in 2011 and, as a member of the community with young children, I would like to help with ensuring that the city can thrive in a way that is fiscally responsible while, at the same time, providing a parks and recreation department that will enhance the experience of all citizens growing up and living in Wildomar.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

My professional experience has provided me with experience in planning, organization, accounting and computer skills.

5. What is your experience with governmental accounting?

I do not have any prior governmental experience.

Is there an advantage of line item budgeting versus a zero based budgeting? Please describe.

Based on my research of the two budgeting methodologies, I believe that zero based budgeting may not provide for enough flexibility to successfully implement a new initiative such as the operation and maintenance of city parks. I think it may be prudent to revisit the issue once the program is more firmly established and a reasonable expectation of the needs and related funds to support ongoing operations can be established but, at least initially, line item budgeting should be employed for the creation of the Wildomar Community Parks budget.

6. What is your experience with governmental or nonprofit audits?

I have no prior experience with governmental or nonprofit audits.

7. What is your experience with vendor selection and contract review in the public sector?

I have no prior experience with vendor selection or contract review in the public sector.

8. What is your experience in park maintenance?

I have no prior experience in park maintenance.

What is your standard level of service for maintenance?

9. What is your experience in Recreation Programs?

My prior experience in recreation programs has been as a consumer with children participating in the offered programs and activities.

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

Establishing facilities and programs that serve the recreation needs of a young and growing city are the key issues facing city parks in the next 5 to 10 years.

Particular emphasis will need to be placed on prudent contractor selection to restore the city parks to their full potential after having been largely dormant for a period of time.

Vendor selection to ensure efficient, high quality upkeep and maintenance of park facilities will also be important.

The city will also need to develop a comprehensive recreation program that offers various opportunities and activities for all of the citizens of Wildomar.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

As a taxpayer, it is my goal to help to ensure prudent and reasonable use of funds to administer the Wildomar Community Parks.

As a homeowner in Wildomar, it is my goal to help to ensure that this city is a desirable place for people to live and that the corresponding effect on property values is able to benefit homeowners as well as the city.

As a husband and father, it is my goal to help ensure a healthy, safe and fun environment for my family to grow and prosper.

JAN 17 2011  
11:40 AM

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

VOLUNTEER APPLICANT INFORMATION		
Last Name: <u>Lloyd</u>	First Name: <u>John</u>	MI: <u>E</u>
Address: <u>[REDACTED]</u>	City: <u>Wildomar</u>	Zip Code: <u>92595</u>
Home: <u>[REDACTED]</u>	Cell Phone: <u>[REDACTED]</u>	
Email Address: <u>[REDACTED]</u>		

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number <u>[REDACTED]</u> <input type="checkbox"/> No
Social Security Number:	<u>[REDACTED]</u>
Have you ever been convicted of any violation of the law (other than traffic violations)? <small>(If yes, please explain on a separate page)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What type of Volunteer Experiences Have You Had?	<u>Wildomar Parks Formation Committee</u> <u>Wildomar Community Council, Boy Scouts of America, Riverside Park and Reg.</u>
Education, Credentials, Parks & Recreation and Accounting Experience:	<u>AS in Architectural</u> <u>UC Certificate in Project Mgmt, Certificate in Design Drafting, Certificate in AutoCad.</u> <u>Manage \$1.5M budget annually For Facility Maintenance Expenses</u> <u>Manage \$1M+ average annually in Capital Project Budget</u>
Public Communication Experience:	<u>Hosted monthly public meetings for parks formation for 4+ years, Scoutmaster</u>
Project Leadership Skills/Experience:	<u>Currently I am a senior project manager</u>
Computer Skills:	<u>Word, Excel, Access, Project, Corel Draw, AutoCad, Powerpoint, Quick books.</u>
Other Relevant Skills/Information:	<u>Performed line item budget review for EVMWD for 4 years</u>

CITY USE ONLY	
REQUESTED BY: _____	_____/_____/_____ <i>Department Manager Signature</i> <i>Date</i>
APPROVED BY: _____	_____/_____/_____ <i>HR Manager Signature</i> <i>Date</i>

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

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- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a Volunteer, I understand that:

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- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

John Lloyd  
Applicant Name (print)

jlloyd1@irf.com  
Applicant Signature

Digitally signed by jlloyd1@irf.com  
DN: cn=jlloyd1@irf.com  
Date: 2013.01.13 19:25:43 -0800

1/13/2013  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: \_\_\_\_\_ John Lloyd \_\_\_\_\_

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

jlloyd1@irf.com Digitally signed by jlloyd1@irf.com  
DN: cn=jlloyd1@irf.com  
Date: 2013.01.13 19:27:01 -08'00'

Signature

\_\_\_\_\_ 01/13/13 \_\_\_\_\_  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I was elected to the Elsinore Valley Municipal Water District at Division 5 Director. I was on the Board of Directors for the Meeks and Daley Water Company. I was Chairman of the Blue Ribbon Committee for Parks and I was Chairman for the Wildomar Parks Formation Committee, a sub-committee for the Wildomar Municipal Action Committee.

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

The Wildomar Community Parks Funding Measure Citizens Oversight Advisory Committee serves at the pleasure of the Wildomar City Council to review the park and recreation budget prior to submittal to the City Council and to review the expenditures charged against the funds obtained from Measure Z taxes to provide assurance to the City Council and community that all funds expended are aligned to the budget and used specifically for park operation and recreation purposes.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I am applying to be on this committee to help provide oversight of expenditures as well as assurance to the community that park funds are being spent on parks and recreation only.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

I have hosted over 1000 hours of open community meetings regarding what the community would like to see from their parks, what types of park expenses they would like to see and what opportunities they would like to see for recreation at their parks. I am a senior facilities manager responsible for site maintenance, including landscaping, custodial, security, food services, space planning and building maintenance. I manage a \$1.5M annual facilities budget specifically for maintaining an 8 acre site and a 25 acre site with a 500,000 sq ft production / office facility on it. I also Manage over \$1M annually in capital projects ranging from landscaping refurbishments to design/build of entire structures.

5. What is your experience with governmental accounting?

While on the Board of Directors for EVMWD I reviewed and approved the entire budget each year, I also reviewed the CAFR each year. I reviewed all major expenditures to the District in public meetings and worked closely with the Finance Department to identify line item funding mechanisms for necessary major projects.

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

Line item budgeting is necessary to identify specific costs for tracking over time. Zero based budgeting can be line item budgeting as well. True zero based budgeting requires each budgeted expenditure to be identified and quantified as required. This is a very time consuming process and in many cases the previous year expenses are used to identify reoccurring fixed costs and only flexible spending is performed as zero based.

6. What is your experience with governmental or nonprofit audits?

I reviewed the audit findings and the CAFR for EVMWD for four years.

7. What is your experience with vendor selection and contract review in the public sector?

As a board member for EVMWD I reviewed the RFQ's for each major expenditure. Once the quoting period closed we reviewed all quotes. For larger projects or major contracts we used a decision matrix. This matrix defined priority levels of several factors to identify the preferred vendor. This allows all factors to be considered, not just quoted price. Contract review and vendor selection in private industry are very similar, but do not need to be followed as rigidly as they do in the public sector.

8. What is your experience in park maintenance?

I have hands-on experience in park maintenance as well as many years of experience on general landscape maintenance management.

What is your standard level of service for maintenance?

Standard level of service for maintenance is the agreed upon service as stated in the maintenance contract. Additional line items change orders provide the ability to expand services to meet special conditions.

9. What is your experience in Recreation Programs?

Worked as a volunteer for Riverside Park and Recreation. As a Scout leader for 10+ years I worked with the boys to identify recreation and learning programs.

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

Park irrigation and field lighting are major cost issues. The need for additional park space within Wildomar is key to us specifically. Assuring community growth provides funding to match the expanding need for parks.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

My goal as part of this committee is to re-open the existing parks in a cost effective manner and to work with the City of Wildomar Finance Department and the Community Services Department to assure expenditures are aligned with the requirements laid out in Measure Z.

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

JAN 17 2013  
CITY OF WILDOMAR

VOLUNTEER APPLICANT INFORMATION		
Last Name: <u>Lobo</u>	First Name: <u>Tracy</u>	Mi: <u>L</u>
Address: <u>[REDACTED]</u>	City: <u>Wildomar</u>	Zip Code: <u>92595</u>
Home: <u>[REDACTED]</u>	Cell Phone: <u>[REDACTED]</u>	
Email Address: <u>[REDACTED]</u>		

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number <u>[REDACTED]</u> <input type="checkbox"/> No
Social Security Number:	<u>[REDACTED]</u>
Have you ever been convicted of any violation of the law (other than traffic violations)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, please explain on a separate page)</small>
What type of Volunteer Experiences Have You Had?	<u>Member of: Wildomar Community Council; co-Chair Wildomar Multi-Use Trails Assoc.: member-Parks Blue Ribbon Committee; past-Pres. Wildomar Senior Citizens Assoc.</u>
Education, Credentials, Parks & Recreation and Accounting Experience:	<u>Dana Hills High School Class of 1974; Parks Blue Ribbon Committee member; Wildomar Little League volunteer; Elsinore High Baseball and Football booster clubs</u>
Public Communication Experience:	<u>Founder and Co-Editor WildomarVoice.com</u>
Project Leadership Skills/Experience:	<u>Cityhood &amp; Parks door-to-door campaigns</u>
Computer Skills:	<u>Basic web usage, email</u>
Other Relevant Skills/Information:	<u>Homemaker, retired and free time available</u>

CITY USE ONLY	
REQUESTED BY: _____ <i>Department Manager Signature</i>	_____/_____/_____ <i>Date</i>
APPROVED BY: _____ <i>HR Manager Signature</i>	_____/_____/_____ <i>Date</i>

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a Volunteer, I understand that:

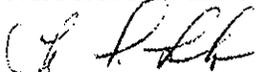
- I give the City of Wildomar permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Wildomar.
- The City of Wildomar is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operation tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

Tracy L. Lobo

Applicant Name (print)



Applicant Signature

11/12/13

Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: Tracy L. Lobo

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Signature

1-12-13

Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

As a member of the W.C.C. and Wildomar Incorporation Now I participated in campaigning for city-hood, fund raising for local charities, and helped organize the annual Wildomar Fair and Car shows.

As the co-Chair of the Multi-Use Trails Association I have worked with members of the community, with neighboring cities, and agencies gaining knowledge and understanding of inter-agency relationships to forward the cause of trails.

As the past president of the Senior Citizens Association I gained an understanding of the needs and wants of our senior community. I served 4 years presiding over monthly meetings, guided and directed groups of seniors, produced newsletters, meals, supplies, and coordinated speakers to attend and share important community information.

As a member of the Parks Blue Ribbon Committee I was provided the opportunity to learn how the local governmental process works.

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

Provide oversight of the allocation of funds collected specifically for our City's parks. Attend the quarterly meetings, have input into the decisions made as to how the funds should be best utilized, and to help inform the community as to how parks operations are being conducted by City staff.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I have always cared about our trails and our parks here in Wildomar. When our kids were young there was limited space available for them to recreate so I joined the local organizations that were available to help further the cause. Now that we have funding in place to operate our parks, I want to help be a part of the process of making our parks safe and enjoyable. Parks are a vital place for our kids to play and for all of our residents to recreate.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

As a 20+ year resident of Wildomar and having participated in various local community affairs as mentioned above, I bring first hand knowledge of our community's needs and it's uniqueness. I am enthusiastic about everything that I get involved in and I sincerely want to protect and improve the quality of life in our little city. Everything that I do, I do whole-heartedly and without reservation.

5. What is your experience with governmental accounting?

I have no experience with governmental accounting. However, I have managed my home's financial affairs without incident for my entire adult life. I understand what living within a budget means. I have not even bounced a check in 35+ years. I was self-employed for 4 years selling House of Lloyd products; 5 years Tupperware products; and for 8 years operated my own house cleaning business which continues today.

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

I do not know what the differences are so I cannot provide an answer. I will research what that means and learn what the differences are. Google has become my best friend!

6. What is your experience with governmental or nonprofit audits?

Limited. The Senior Citizen Association accounting was done by the Treasurer/member, approved by the Board, and submitted annually without audit.

7. What is your experience with vendor selection and contract review in the public sector?

Personally none. However, my husband has 25+ years of experience in the public works contracting arena which I can draw upon for advice.

8. What is your experience in park maintenance?

As a volunteer for Wildomar Little League and the Elsinore High sports booster clubs we often had to maintain, repair, and sometimes secure athletic fields for use by our youth. Lawn and landscape maintenance, sprinkler repair, lighting repair, graffiti removal, vandalism deterrence and repair to structure's were all some of the things I have been exposed to.

What is your standard level of service for maintenance?

Providing a clean, safe, and secure environment for athletic and leisure time enjoyment for Wildomar residents.

9. What is your experience in Recreation Programs?

As mentioned above, I have been directly involved in youth sports activities when our now grown children were participating in them, including the California Youth Spirit Corps that included participation in local parades and the grand opening of the Lake Elsinore Diamond. I participated and helped organize fund raisers, solicited assistance, participation, and support from the community.

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

The biggest issue is our need for more and expanded parks in a manner that is responsive to the needs and wants of our residents. I think we need to address detractors in such a way that will hopefully enlist and align their energy toward productive efforts rather than divisive ones. If more people care about our parks, we will have less problems with them. Community awareness and pride for our parks system will generate pride of ownership and needs to be fostered. The City needs to prove to its residents that it can wisely and appropriately manage the money that is entrusted to them by the parks assessment.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

Prove to the residents that their funds are being wisely spent.

Create pride in ownership of our parks.

Make our parks a place where the community comes together, a focal point for events.

Minimize the bureaucracy of parks operation, and eliminate unnecessary or exclusionary practices.

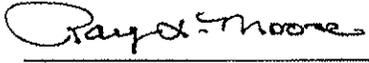
Provide a safe, clean environment for our community. Having well maintained, clean, safe parks makes Wildomar a better place to live and grow up a family.



# Volunteer Acknowledgement

<b>VOLUNTEER CODE OF CONDUCT</b>
As a volunteer I will:
<ul style="list-style-type: none"><li>• Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.</li><li>• Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.</li><li>• Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.</li><li>• Treat everyone with respect, patience, integrity, courtesy, and dignity.</li><li>• Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.</li><li>• Return all City equipment and identification upon request or at end of assignment.</li></ul>

<b>VOLUNTEER ACKNOWLEDGEMENT AND WAIVER</b>
As a Volunteer, I understand that:
<ul style="list-style-type: none"><li>• I give the City of Wildomar permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Wildomar.</li><li>• The City of Wildomar is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.</li><li>• Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operation tools, operating power tools, operating vehicles.</li><li>• Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.</li><li>• I have the obligation to notify my supervisor of an injury incurred while volunteering.</li><li>• I agree to be subjected to the policies and procedures of the City of Wildomar.</li><li>• I am not an employee of the City of Wildomar.</li><li>• The City of Wildomar reserves the right to terminate my volunteer status at any time.</li></ul>

<b>VOLUNTEER CONSENT</b>
Your signature below indicates that you have read each of the above items and you agree to be bound by them.
<u>RAY L. MOORE</u> <u></u> <u>1 / 21 / 13</u>
Applicant Name (print)                      Applicant Signature                      Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: RAY MOORE

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Ray O. Moore  
Signature

1 / 21 / 13  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

NO PREVIOUS EXPERIENCE

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

The committee would oversee the funds from the recent bond and how the money would be spent on city parks. I would guess that this committee work closely with the city park's department learning the best, suggested practices to maintain safe, attractive facilities for the Wildomar community.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

To give back to our community. I would like to help make wildomar parks safe for kids and adults. The park system of a city is a key part of what people view as a successful city that cares about it's citizens. It is, in effect, the "front porch" of a city.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

Many years of experience as a high school coach & athletic director. Field care and improvement and safety experience. Knowledge of field set-up & maintenance. In addition, I worked for a number of years in the Anaheim Recreation Dept.

5. What is your experience with governmental accounting?

Not much experience.

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

Not sure about the difference

6. What is your experience with governmental or nonprofit audits?

In my position as the high school athletic director, I am indirectly involved in an annual audit of our ASB funds.

7. What is your experience with vendor selection and contract review in the public sector?

I know that each purchase item over a certain amount must be put out to bid. The more detailed the bid description is, the better the quality of the vendor and the job will be.

8. What is your experience in park maintenance?

40 years experience in field care, improvement, and maintenance. Primarily baseball, softball, football & practice fields.

What is your standard level of service for maintenance?

To have the safest facilities available according to industry & liability standards.

9. What is your experience in Recreation Programs?

- worked as a Recreation Director in the Anaheim Parks & Rec. Dept. (1974-1977)
- Currently coordinate civic groups and youth league use of our high school facility

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

- Water & electricity costs
- Workers salary & hours
- new innovations that could cut down on water & worker costs
- Consistent funding to maintain facilities
- Grant money to improve and/or expand city parks

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

- Learn from existing city experts
- Develop a plan of action (immediate & long range)
- Be part of making sure that park funding is open and transparent.

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

VOLUNTEER APPLICANT INFORMATION						
Last Name:	<u>STACY</u>	First Name:	<u>DON</u>			
		MI:	<u>M</u>			
Address:	[REDACTED]		City:	<u>WILDOMAR</u>	Zip Code:	<u>92595</u>
Home:	[REDACTED]		Cell Phone:	[REDACTED]		
Email Address:	[REDACTED]					

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number: <u>[REDACTED]</u> <input type="checkbox"/> No
Social Security Number:	<u>[REDACTED]</u>
Have you ever been convicted of any violation of the law (other than traffic violations)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, please explain on a separate page)</small>
What type of Volunteer Experiences Have You Had?	<u>TIP VOLUNTEER, SCHOOL BOARD MEMBER, STATE TREASURER FOR CSEA (PROFESSIONAL ORG)</u>
Education, Credentials, Parks & Recreation and Accounting Experience:	<u>SEE RESUME</u>
Public Communication Experience:	<u>TEACH ACCOUNTING / PREACH IN CHURCH</u>
Project Leadership Skills/Experience:	<u>STATE TREASURER FOR CSEA</u>
Computer Skills:	<u>WORD EXCELL</u>
Other Relevant Skills/Information:	

CITY USE ONLY			
REQUESTED BY:	_____	_____	_____
	<i>Department Manager Signature</i>		<i>Date</i>
APPROVED BY:	_____	_____	_____
	<i>HR Manager Signature</i>		<i>Date</i>

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer I will:

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- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a Volunteer, I understand that:

- I give the City of Wildomar permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Wildomar.
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- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

Don Stacy  
Applicant Name (print)

[Signature]  
Applicant Signature

1, 4, 13  
Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

PRINT NAME: Don Stacy

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

[Signature]  
Signature

1/4/13  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I HAVE BEEN ACTIVE IN LOCAL GROUPS SUCH AS CHURCH, CHAMBER OF COMMERCE, AND SCHOOLS.

I HAVE BEEN ELECTED TO STATE TREASURER FOR THE CALIFORNIA SOCIETY OF ENROLLED AGENTS (CSEA)

I WAS THE CONTROLLER FOR THE CANYON LAKE POA.

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

TO ADVISE CITY STAFF IN THE  
DEVELOPMENT + MAINTENANCE OF  
OUR CITY PARKS, AS WELL AS  
THE PROGRAMS HELD THERE.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

I HAVE LIVED HERE 27  
YEARS AND WOULD LIKE TO GIVE  
SOMETHING BACK TO MY COMMUNITY.

I WOULD LIKE TO SEE OUR  
PARKS BE A SAFE PLACE FOR  
OUR FAMILIES TO ENJOY.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

① OWNED MY OWN ACCOUNTING + TAX PRACTICE

② SERVED AS SCHOOL BOARD MEMBER OF K-12 CHRISTIAN SCHOOL

③ WORKED WITH CIVIC + PROFESSIONAL GROUPS.

5. What is your experience with governmental accounting?

I UNDERSTAND FUND ACCOUNTING, AND HAVE TAUGHT IT ON THE COLLEGE LEVEL.

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

LINE ITEM ELIMINATES THE "USE IT OR LOSE IT" MINDSET. IT ALSO HELPS AVOID THE TEMPTATION TO OVERRUN IN ONE AREA TO MAKE UP SHORT SPENDING IN ANOTHER

6. What is your experience with governmental or nonprofit audits?

AS CONTROLLER FOR THE CANYON  
LAKE POA WE SUFFERED A  
SBOE AUDIT. I HAVE ALSO  
REPRESENTED NON PROFITS IN  
IRS AND ATTORNEY GENERAL ISSUES.

7. What is your experience with vendor selection and contract review in the public sector?

I MADE RECOMMENDATIONS TO THE  
BOARD FOR MAJOR CONTRACTS, AND  
OVERSAW THE POLICY ADHERENCE  
FOR MAJOR CONTRACTS.

8. What is your experience in park maintenance?

NONE - ONLY SCHOOL +  
CCPOA MANAGEMENT

What is your standard level of service for maintenance?

NEEDS TO BE ADEQUATE FOR  
THE SERVICE WITHOUT BREAKING  
THE BUDGET!

9. What is your experience in Recreation Programs?

WHILE IN COLLEGE I SET UP  
A PROGRAM FOR THE CITY OF  
ONTARIO.

SCHOOL BASED ~~PROGRAMS~~ PROGRAMS  
DEALING WITH VOLUNTEER COACHES  
+ PARENTS.

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

MAINTAINING SAFETY + GROUNDS  
WHILE STAYING WITHIN BUDGET

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

TO BE PROUD OF OUR PARKS  
AND CITY - TO IMPROVE THE  
QUALITY OF LIFE FOR ALL  
CITIZENS OF WILDOMAR



**Donald M. Stacy, E.A., C.M.A., M.B.A.**

[REDACTED]  
Wildomar, CA 92595-8234

FA [REDACTED]

**Education & Certificates**

Bachelor of Business Administration (1972) Loma Linda University, La Sierra Campus, Riverside, CA

Master of Business Administration (1980) California State University at Dominguez Hills  
(Finance & Accounting)

Certified Management Accountant (C.M.A.) #4054

Enrolled Agent (#53376) - Admitted to practice before the Internal Revenue Service

**Experience**

1985-2012	Owner (Canyon Lake Professionals Inc., Canyon Lake, CA) Taxes & Accounting
1994-1996	Business Manager (Escondido Adventist Academy, Escondido, CA 92909)
1989-1994	Division Controller (Techalloy, Perris, CA)
1988-1989	Controller (Canyon Lake POA - 4800 members)
1982-1988	Controller & CFO (The Package Factory, Orange, CA)
1980-1982	Accounting Manager (ARNCO, Inc., South Gate, CA)
1978-1980	Plant Controller (Celanese Corporation, Los Angeles, CA)
1972-1978	Pastor (Southern California Conference of Seventh-day Adventists, Glendale, CA)

**Accomplishments**

Currently elected Treasurer for the California Society of Enrolled Agents (CSEA). Active on several state committees dealing with tax policy and governance. Teacher for SEE preparation class for potential enrolled agents.

Have been in private tax practice for past 28 years, representing taxpayers at all levels of government.

Excellent communication skills, able to train staff in complex accounting principles and communicate with other management members. Have taught advanced accounting and personal computer skills on the college level. (California teaching credential in accounting and business management). I have taught the SEE class at La Sierra University. Complete understanding of general ledger and fund accounting principles. Have supervised accounts payable and receivable function. Able to develop models for projected cash flows and develop collection programs for customer accounts.

Competent user of Excel, Lotus 123, and MS Word. Pro Advisor for Quicken and Quickbooks software.

Personal Information

Advanced Scuba diver (PADI certification), swimming, boating, fishing, and bowling

Married – Barbara Stacy, RPT MCOMT – Registered physical therapist in private practice. We were married on [REDACTED]

Children – [REDACTED]  
[REDACTED]  
[REDACTED]



Jonathan Mills, Ed.D.  
Licensed Marriage and Family Therapist

December 21, 2012

Re: Donald Stacy

TO WHOM IT MAY CONCERN:

This letter is intended as a recommendation for Donald Stacy who has been a colleague for many years. Currently, Mr. Stacy handles both my taxes each year as well as my elderly mother's. During this process, Mr. Stacy performs with the highest level of integrity and professionalism. His insights and knowledge have been invaluable to our family for years.

For 20 years, I was a school superintendent for the Adventist K-12 Education System for five counties in Southern California. For a number of years during my tenure, he was the Business Manager at Escondido Adventist Academy, a K-12 school in Escondido. While performing his duties in that capacity, Mr. Stacy served with distinction and was very instrumental in keeping the school on a sound, financial footing. His principal told me, on several occasions, what a valuable asset Mr. Stacy was to the school.

In addition to his expertise in finance, Mr. Stacy exemplifies the highest standards in personal conduct. He is a man who keeps his word, is honest above reproach, and treats others with respect and dignity. Mr. Stacy is not afraid of hard work and is often going the extra mile to make sure things are done correctly so that his clients' needs are met.

I have no hesitation in recommending Mr. Stacy unconditionally.

Sincerely,

Jonathan Mills, Ed.D.

4160 Temescal Canyon Road  
Suite 309  
Corona, CA 92883

Phone: 951-833-1527

Fax: 951-509-0703

email: go2therapy@yahoo.com

# CW

Since 1983

## ComWest International Enterprises, Inc.

951-244-2388

951-244-5051 FAX

email: [comwestintinc@verizon.net](mailto:comwestintinc@verizon.net)

December 18, 2012

Lake Elsinore Unified School District

Re: Letter of Recommendation for Donald M. Stacy

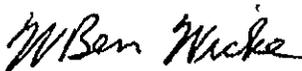
To Whom it May Concern,

This is my letter of recommendation for Donald M. Stacy. I have known Mr. Stacy since 1988. He has advised me and my family regarding our Personal finances since 1990 and is always very professional.

Mr. Stacy has also prepared our Personal and Business income tax returns every year since 1990. He is very detailed and organized and our taxes have never been audited by the IRS. Mr. Stacy is very knowledgeable and stays current on the changing tax codes.

We are very pleased with Mr. Stacy's work ethic and will continue to use his advice and tax service. We highly recommend him for your Accounting department and tax work.

Sincerely,



W. Ben Wicke  
President

31566 Railroad Canyon Road, #2-653 • Canyon Lake, CA 92587

# Arlington SDA Church

8778 Magnolia Avenue  
Riverside, CA 92503  
(951) 688-6630

December 19, 2012

Donald M Stacy,  
[REDACTED]

Wildomar, CA 92595-8234

To Whom It May Concern:

I would like to recommend Donald Stacy for a position with the Lake Elsinore Unified School District. It has been my privilege to work with Don as his pastor and as a member of the Escondido Adventist Academy in Escondido, CA where Don worked as our Business Manager/Treasurer. Don did an excellent job in this position and was an asset to our organization during his tenure with our school. He has excellent written and verbal communication skills, is extremely organized, can work independently and is able to follow through to ensure that the job gets done.

Don has also provided tax accounting services for me and has always performed at a level of excellence and timeliness. Don always treats me in the highest level of professional courtesy and personal friendliness. In my 17 years of acquaintance and friendship with Don, he has always treated me with the utmost respect. He would be an asset to any employer and I recommend him for endeavor he chooses to pursue.

Please feel free to contact me if you need any further reference regarding Don's employment with you school district.

Sincerely,



Paul A. Lundgrin  
Senior Pastor

No 298235



# The California Community Colleges

DONALD W. STACY

*The Board of Governors of the California Community Colleges, acting in accordance with the authority vested in it, awards to the person named above an*

## Instructor Credential

*This document, earned by meeting the provisions established by law and the requirements established by the Board of Governors of the California Community Colleges, authorizes the holder to perform all services permitted by these provisions and requirements.*

Subject Matter Area: Business and Industrial Management\*\*\*  
\*\*\*\*\*

Issued: September 4, 1986

VALID FOR LIFE

*Joe Paul Walker*  
President, Board of Governors  
California Community Colleges

*Donald C. Stacy*  
Chancellor  
California Community Colleges

DS # 564-1011126C  
REGISTERED IN RIVERSIDE COUNTY

District Mt. San Jacinto

Credential JJMANC

Date MAR 23 1987

By: *Shirley Beale*

Deputy

77 CAUTH-1A

(INSTRUCTOR FULLY SATISFIED)

**AUTHORIZATION FOR SERVICE**

This credential shall authorize the holder to:

- (a) Instruct, in grades 13 to 14, inclusive, any course in a major subject matter area which appears on the credential document.
- (b) Instruct any course in classes for adults (sponsored by a Community College District).
- (c) Instruct, in grades 13 and 14, any course in a subject matter area in which the holder has completed a minor, if the governing board of the district employing the holder specifically authorizes the holder to teach such courses by resolution. This authorization may be renewed annually by resolution of the governing board.

**CREDENTIALS MUST BE REGISTERED WITH THE COUNTY SUPERINTENDENT  
OF SCHOOLS IN THE COUNTY OF EMPLOYMENT.**

(REV. 1-77)

# Donald M Stacy, EA CMA MBA

33290 Windtree Avenue, Wildomar, CA 92595--8234

951-203-9021 FAX: 951-674-6360

Email:dstacy.ea@gmail.com Website: taxhelpguy.com

January 4, 2013

**P. Willette  
City of Wildomar  
23873 Clinton Keith Road Suite 201  
Wildomar, CA 92595**

RE: Parks Oversight Advisory Committee

I am applying for this position with the City. I believe my skill set, experience, and education uniquely qualify me for your needs.

I have a bachelor's degree from La Sierra University in Riverside and my MBA is from California State University at Dominguez Hills. I am a certified management accountant (CMA) and an Enrolled Agent (EA).

I have been a resident of the area for twenty seven years. My children attended local schools and are now successful in their professional careers.

As the business manager for a private K-12 school in Escondido, CA I was responsible for human resources, budget design and conformance, and everything relating to finances for the school. I owned my own accounting and tax practice in Canyon Lake until selling it last year.

Please call me at [REDACTED] or email me at [REDACTED]. I'm looking forward to interviewing for this position!

Sincerely,

Don Stacy, Enrolled Agent and Certified Management Accountant

Volunteer Application —  
 Wildomar Community Parks Funding Measure Citizen's  
 Oversight Advisory Committee

RECEIVED  
 JAN 23 2013

CITY OF WILDOMAR

City of Wildomar  
 23873 Clinton North Rd Ste. 201  
 Wildomar, CA 92595  
 951.677.7751 (phone)  
 951.698.1463 (fax)  
 pwillette@cityofwildomar.org

**VOLUNTEER APPLICANT INFORMATION**

Last Name: West First Name: Kristen MI: A  
 Address: [REDACTED] City: Wildomar Zip Code: 92595  
 Home: [REDACTED] Cell Phone: [REDACTED]  
 Email Address: [REDACTED]

**QUESTIONNAIRE**

Are you under the age of 18?  Yes  No

Do you have a valid driver's license?  Yes, Number: [REDACTED]  No

Social Security Number: [REDACTED]

Have you ever been convicted of any violation of the law (other than traffic violations)?  Yes  No  
(If yes, please explain on a separate page)

What type of Volunteer Experiences Have You Had? Friends for Wildomar Parks, Valleys Biggest Loser Non Profit, counselor for numerous youth groups since 1982

Education, Credentials, Parks & Recreation and Accounting Experience: \_\_\_\_\_  
Business Management: Irvine College  
Exercise Physiologist: Irvine College / Minor in Nutrition and Rehabilitation  
Quickbooks Pro Proficient Accountant for medium sized construction

Public Communication Experience: Public Motivational Speaker for numerous <sup>com. pan.</sup> companies

Project Leadership Skills/Experience: Outlined in questions 2 ~ 11

Computer Skills: Microsoft Excel Spreadsheets, PowerPoint, Quickbooks, Word

Other Relevant Skills/Information: Please see supplemental page at end of application

**CITY USE ONLY**

REQUESTED BY: \_\_\_\_\_ / \_\_\_\_\_  
 Department Manager Signature Date

APPROVED BY: \_\_\_\_\_ / \_\_\_\_\_  
 HR Manager Signature Date

# Volunteer Acknowledgement

## VOLUNTEER CODE OF CONDUCT

As a volunteer, I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a Volunteer, I understand that:

- I give the City of Wildomar permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Wildomar.
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- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operation tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

Kristen West  
Applicant Name (print)

Kristen West  
Applicant Signature

1/17/13  
Date



**Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire**

PRINT NAME: Kristen West

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Kristen West  
Signature

1/17/13  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

N/A

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

The Wildomar Citizen's Oversight Advisory Committee will be responsible to oversee all incoming funds from the Measure Z tax. They will ensure that all the funds will be used for the purposes of Wildomar Parks. They may advise the City of Wildomar / Wildomar City Council on how to allocate those funds for the Wildomar Parks and may make recommendations for what they believe is a wise use of the funds. If they see funds being mis-used they will have an obligation to correct this error.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

As an advocate for Wildomar Parks and a volunteer for almost a year on Friends for Wildomar Parks, it would give me great pleasure to serve on this committee. It has been a difficult year for residents as we watched our parks suffer. How rewarding it will be to have a first hand glance at watching the parks come back alive, and watch the citizens enjoying them once again.

Besides the pleasure of watching our parks become a safe thriving place for our community to gather, I would also hope to become a liaison between citizens and City Council and advising on what the Wildomar community would like to see at our parks.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

As a Friends for Wildomar Parks non-profit volunteer I was able to witness the financial aspects of keeping the largest park open. The water bills, electric bills, graffiti removal, and landscape irrigation all had to be accounted for in the budget. I understand the accounts receivables and accounts payables involved when offering financial advice. I also took part in the reservation and scheduling for the field and gazebo use. This is valuable experience for this type of committee because my advice and suggestions will be based on feedback from Wildomar citizens and organizations who currently use the park.

5. What is your experience with governmental accounting?

N/A

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

6. What is your experience with governmental or nonprofit audits?

W/A

7. What is your experience with vendor selection and contract review in the public sector?

Vendor selection is not my area of expertise. Contract review, while not necessarily in the public sector, is an area where I have a considerable amount of experience. As the office manager of my husband's medium sized construction business one of my main job responsibilities is to write, review, and implement all contracts with our subcontractors, Independent contractors, and Clients. I also review their insurance policies and oversee all lien releases for each commercial project we work on.

8. What is your experience in park maintenance?

Manna O'Brien Park -

Irrigation System: Maintenance and Repair

Snack Bar: Cleaning, Stocking, Pest Control

Bathroom: Maintenance and Plumbing Repair

Graffiti removal

Paint, trash pickup, weeding and general maintenance

What is your standard level of service for maintenance?

Five Star

9. What is your experience in Recreation Programs?

Asst Manager and Rec Coordinator - California Sports Club 3,000 members

Gymnastics coordinator - AM + PM classes

Group Exercise classes, 10 racquetball courts, child care

Group Exercise Coordinator - Lakewood Athletic Club - 3,000 members

coordinator for group exercise classes, mountain bike teams, hiking groups, 15 racquetball courts, pool classes including therapy, and family activities such as camping and ice skating

Friends For Wildomar Parks - Field and Gazebo coordinator

Director of Wellness - Rancho Wellness Center - 500 members

Instructor and coordinator for exercise classes, nutrition classes, coordinator and opening speaker for Lifestyle

Management Classes taught by Dr Wesley Youngberg.

Marketing Director - Saddleback Courts - 2,500 members

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

Funding and Space

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

Our main responsibility will be to advise the Wildomar City Council on the best use of the funds from Measure Z, for Wildomar parks. Our secondary responsibility will be to ensure that when the funds are spent they are spent on Wildomar parks or programs affiliated with Wildomar parks. My goal will be to research what the community wants, combined with my experience and knowledge of what a community and parks need and advise the council based on these two key components.

January 23<sup>rd</sup>, 2013

Supplement to Citizen's Oversight Committee Application and Questionnaire:

Please note that one of my goals since moving to the Inland Valley has been to join a team of people and build a recreation center for the Wildomar Community. I envision a place where citizens can take their families to swim, play tennis, or just take an exercise class. I also envision a place that perhaps can offer a park where skateboarders, scooters, and maybe even bmx bikers can practice their skills. If the facilities were large enough it could provide a banquet room for large parties and celebrations, and a fireside meeting room for smaller groups to meet on weeknights. Perhaps in the future this facility could even offer a stage and theatre arts program where we could offer drama classes with plays and musicals for all ages. I realize that sports is a priority here in Wildomar and in order to please everyone the grounds will also have to offer some sort of football, baseball and / or soccer fields as well. Upon attending some city council meetings over the last year I have heard requests from a few families who would enjoy this type of a recreation center as much as I would.

Funding a recreation center of this magnitude is of great concern in the economic condition that Wildomar is currently in. Furthermore, the space adjacent to Ronald Reagan Elementary School has already been slated for something similar to this vision when funding does become available. My experience with Measure Z has taught me that any proposed additional tax measure or loan to fund such a center will be adamantly refuted.

As a Citizen's Oversight Committee Member my main priority will be the three parks which already exist. However, I want you to be aware that I will be researching opportunities for additional funding so that, someday, this type of facility can be offered in Wildomar. ***I will protect the space that we currently have available in order to preserve this vision that I have. I will not, in any way, compromise the use of this space for a short term goal to meet the immediate needs of the citizens.*** I believe we have an obligation to the next generation and the generation after that to make the most and best use of the space when the funds do become available, and someday we will have the money to build this center.

I hope that you will agree, and not see this in any way as a conflict of interest for this committee.

Sincerely,

Kristen West

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen’s Oversight Advisory Committee

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

CITY OF WILDOMAR  
JAN 17 2013  
CITY OF WILDOMAR

VOLUNTEER APPLICANT INFORMATION		
Last Name: <u>Swann</u>	First Name: <u>Bobby</u>	MI: <u>L</u>
Address: <u>[REDACTED]</u>	City: <u>Wildomar</u>	Zip Code: <u>92595</u>
Home: <u>[REDACTED]</u>	Cell Phone: <u>[REDACTED]</u>	
Email Address: <u>[REDACTED]</u>		

### QUESTIONNAIRE

Are you under the age of 18?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number: <u>[REDACTED]</u>	<input type="checkbox"/> No
Social Security Number:	<u>[REDACTED]</u>	
Have you ever been convicted of any violation of the law (other than traffic violations)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<small>(If yes, please explain on a separate page)</small>		
What type of Volunteer Experiences Have You Had? <u>Chatsworth Little League Baseball, Chatsworth Youth Basketball. Many years ago, I volunteered in Huntington Beach, where I grew up, spending summers in the weed abatement department.</u>		
Education, Credentials, Parks & Recreation and Accounting Experience: <u>While I have no direct experience in governmental accounting, or Parks &amp; Recreation, I have experience in dealing with multi-million dollar budgets, six sigma courses, MSP in Microsoft Project, MGSE certification, NCE, Cisco CNA.</u>		
Public Communication Experience: <u>Public speaking with large groups in business &amp; sales-related settings, and in the gaming community with large groups of players, developers &amp; owners.</u>		
Project Leadership Skills/Experience: <u>20 years of major capital expense project management</u>		
Computer Skills: <u>PC software/hardware, MS Office suite, MS Project, MySQL, Linux, server administration</u>		
Other Relevant Skills/Information: <u>6 years in the US Navy based in San Diego; led a 10 man division in Operations.</u>		

CITY USE ONLY	
REQUESTED BY: _____ <i>Department Manager Signature</i>	_____/_____/_____ <i>Date</i>
APPROVED BY: _____ <i>HR Manager Signature</i>	_____/_____/_____ <i>Date</i>

1 | Page

# Volunteer Acknowledgement

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- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- Return all City equipment and identification upon request or at end of assignment.

## VOLUNTEER ACKNOWLEDGEMENT AND WAIVER

As a Volunteer, I understand that:

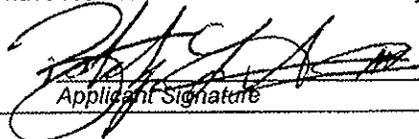
- I give the City of Wildomar permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Wildomar.
- The City of Wildomar is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- Volunteers are expected to immediately inform us if they are unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneeling, climbing, talking, listening, reading, handling (lifting, pushing, pulling), objects, handling heavy objects, operation tools, operating power tools, operating vehicles.
- Volunteer positions are charitable contributions to the City of Wildomar without compensation or benefit of any kind or consideration of future employment.
- I have the obligation to notify my supervisor of an injury incurred while volunteering.
- I agree to be subjected to the policies and procedures of the City of Wildomar.
- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

Bobby L Swann III

Applicant Name (print)



Applicant Signature

01 10 2013

Date



Wildomar Community Parks Funding Measure Citizen's  
Oversight Advisory Committee  
Supplemental Questionnaire

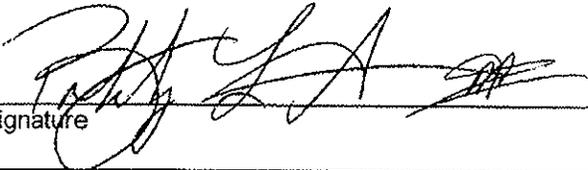
PRINT NAME: Bobby L. Swann III

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

  
Signature

1-17-2013  
Date

1. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I have worked as an IT executive for the last 20+ years, and while I have always been interested, I have never before had an opportunity to participate in local government in any way. I am excited at the possibility of working toward a better Wildomar, and am happy to be of assistance in any way the Council might see fit.

2. What is your understanding of the role and responsibilities of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

It is my understanding that the role and responsibilities have not yet fully been developed by the City Council or the Parks and Recreation subcommittee. Measure Z included a community oversight committee as a form of checks and balances for the taxes accumulated for park expenses, and the oversight advisory committee's role would be to advise the City Council and Parks and Recreation subcommittee, and make recommendations as to the disbursement of tax funds received and how they would best serve the parks and the community.

3. Why did you apply for the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee and what do you hope to accomplish by your participation?

With all the controversy involved with Measure Z, I want to make sure that the average Wildomar citizen's interests – and not "other" interests based on possible agendas held by members of community groups – are served in this committee. I currently have no affiliations within the City which would sway my loyalty, and with that neutrality within the community, and my experience in large project management and budget economics, I feel that I fit the needs of the community and this committee.

My goal is to help clean up the parks problems of the past six years, and help to set us in the right direction for the long-term. I've always wanted to participate in city government, and now that I have the time available to participate, this could be my first step into that arena.

4. What qualities or experience would you bring that would be an asset to the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee?

As mentioned above, I have been an executive for over 20 years, most recently with a venture capital company in which we reviewed budgets and development plans for potential acquisitions. While I was an IT executive, I have well-rounded experience with budgeting, RFPs and due diligence. I believe these experiences make me uniquely qualified to aid in researching and making recommendations to the Parks & Recreation subcommittee and the City Council.

5. What is your experience with governmental accounting?

As I have only been in the private sector thus far, my experience does not yet extend to methods of governmental accounting. However, I am researching the differences between private and public sector accounting in order to familiarize myself with it.

Is there an advantage of line item budgeting verses a zero based budgeting? Please describe.

Line-item budgeting allows a step-by-step approach to make specific decisions on single items and/or programs. A zero based budget technically is "no" budget, with financing decisions made on a case-by-case basis dependent on necessity. With line item budgeting, costs can be assigned to a particular item/program, as long as it "fits" within the budget, whereas justification for each expenditure is required under zero based budgeting.

6. What is your experience with governmental or nonprofit audits?

I have no experience with governmental or non-profit audits. My only experience is with both privately and publicly held private sector entities.

7. What is your experience with vendor selection and contract review in the public sector?

While I have significant experience in vendor selection and contract review in the private sector, again, I have not had any experience (yet) in the public sector. I am well-versed in the RFP process, I hope this will be my opportunity to remedy that deficiency.

8. What is your experience in park maintenance?

I have no experience in park maintenance.

What is your standard level of service for maintenance?

N/A

9. What is your experience in Recreation Programs?

I have coached a few Parks & Recreation teams, as well as Little League.

10. What do you feel are some of the key issues facing City parks in the next 5 to 10 years?

I think the biggest issue facing the parks involves proper utilization of the facilities. We need to increase the number of parks. It would benefit us to increase the number of large-scale, community-related events, such as 4<sup>th</sup> of July events, or Memorial Day events – large events that the community would look forward to attending and participating in.

I honestly think the same problem that the City is facing, creating a personality and identity, is an issue. Bringing the community together in public venues for public events (not only local sports leagues) is important. We want to find ways to bring out people who would never otherwise use the parks facilities, to come together as a city. Whether it's a food truck rally, a barbecue event, a chili cookoff, or an old-fashioned city picnic with 3 legged races, etc., we need to foster participation within the community.

We could have "Saturday night movies in the park" over the summer, or summer concerts to support local talent in Wildomar while bringing the community out, and a myriad of other things. The idea is to develop a true personality and identity to make Wildomar stand out against Lake Elsinore and Murrieta – a city with its own personality that the parks (and their utilization) play a huge role in developing.

11. Describe your goals as part of the Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee.

I want to make sure that every average citizen's views and needs are taken into consideration with no special interests – fair and responsible oversight and management/recommendations for the City Council and related subcommittee(s).

RECEIVED

JAN 23 2013

# Volunteer Application – Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee

CITY OF WILDOMAR

5:30p.m.

City of Wildomar  
23873 Clinton Keith Rd Ste. 201  
Wildomar, CA 92595  
951.677.7751 (phone)  
951.698.1463 (fax)  
pwillette@cityofwildomar.org

VOLUNTEER APPLICANT INFORMATION		
Last Name: <u>Cudet</u>	First Name: <u>Laston</u>	MI: <u>A</u>
Address: <u>[REDACTED]</u>	<u>Wildomar</u>	Zip Code: <u>92595</u>
Home: <u>[REDACTED]</u>	Cell Phone: <u>[REDACTED]</u>	
Email Address: <u>[REDACTED]</u>		

QUESTIONNAIRE	
Are you under the age of 18?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have a valid driver's license?	<input checked="" type="checkbox"/> Yes, Number: _____ <input type="checkbox"/> No
Social Security Number:	_____
Have you ever been convicted of any violation of the law (other than traffic violations)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, please explain on a separate page)</small>
What type of Volunteer Experiences Have You Had?	<u>none</u>
Education, Credentials, Parks & Recreation and Accounting Experience:	<u>B.S.M.E. Indiana Tech. Facilities Director at large hospitals for 31 years - including grounds maintenance - Manage 4 million \$ budgets</u>
Public Communication Experience:	<u>President of O.C. Hosp. Assn. Association</u>
Project Leadership Skills/Experience:	<u>Budgets, Consultants, Dept staffing</u>
Computer Skills:	<u>none</u>
Other Relevant Skills/Information:	<u>Home gardening at our home &amp; our rentals</u>

CITY USE ONLY	
REQUESTED BY: _____ <i>Department Manager Signature</i>	_____ Date
APPROVED BY: _____ <i>HR Manager Signature</i>	_____ Date

# Volunteer Acknowledgement

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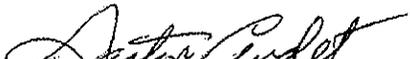
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- I am not an employee of the City of Wildomar.
- The City of Wildomar reserves the right to terminate my volunteer status at any time.

## VOLUNTEER CONSENT

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

GASTON AUDET  
Applicant Name (print)

  
Applicant Signature

1/12/13  
Date

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #3.3**  
**GENERAL BUSINESS**  
**Meeting Date: February 13, 2013**

---

**TO:** Mayor and City Council Members  
**FROM:** Thomas D. Jex, City Attorney  
**SUBJECT:** Development Agreement Provisions

**STAFF REPORT**

**RECOMMENDATION**

Staff recommends that the City Council adopt a Resolution entitled:

RESOLUTION NO. 2013 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WILDOMAR, CALIFORNIA, ESTABLISHING PROCEDURES  
AND REQUIREMENTS FOR CONSIDERATION OF  
DEVELOPMENT AGREEMENTS

**BACKGROUND / DISCUSSION:**

Government Code § 65865(c) requires the City to have either an ordinance or resolution regarding development agreement processing procedures. A review of the City's municipal code revealed that it did not have a development agreement ordinance. This Resolution is therefore brought to the City Council in order to provide for the processing of applications for development agreements. More extensive procedures can be added later if so desired. This Resolution follows the requirements as established by Government Code §§ 65864 *et seq.* on development agreements.

**FISCAL IMPACT:**

There is no fiscal impact.

Submitted by:  
Thomas D. Jex  
City Attorney

Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

Resolution

# **ATTACHMENT A**

**Resolution**

RESOLUTION NO. 2013 - \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ESTABLISHING PROCEDURES AND REQUIREMENTS FOR THE CONSIDERATION OF DEVELOPMENT AGREEMENTS**

**WHEREAS**, the lack of certainty in the approval of development projects can result in a waste of resources, escalate the cost of development, and discourage investment in and commitment to comprehensive planning. (Government Code § 65864(a).)

**WHEREAS**, assurance to the applicant for a development project that upon approval of the project the applicant may proceed with the project in accordance with existing procedures, will strengthen the public planning process, encourage private participation in comprehensive planning, and reduce the economic costs of development. (Government Code § 65864(b).)

**WHEREAS**, the City is required to establish procedures and requirements for the consideration of Development Agreements either by ordinance or resolution. (Government Code § 65865 (c)).

**WHEREAS**, any city may enter into a Development Agreement with any person having a legal or equitable interest in real property for the development of the property as provided in Article 2.5 of Chapter 4 of Title 7 of the Government Code. (Government Code § 65865(a).)

**WHEREAS**, the City Council of the City of Wildomar seeks to review and process Development Agreements pursuant to Article 2.5 of Chapter 4 of Title 7 of the Government Code.

**NOW THEREFORE**, the City Council of the City of Wildomar does resolve as follows:

**SECTION 1. Purpose.**

The purpose of this resolution is to permit Development Agreements pursuant to Article 2.5 (commencing with Section 65864) of Chapter 4 of Title 7 of the Government Code.

**SECTION 2. Development Agreement Authorized.**

The City may at its sole discretion and when significant benefit will inure to the City of Wildomar, including but not limited to securing a project that is fiscally balanced, enter into a Development Agreement with any person having a legal or equitable interest in real property for the development of such property, so long as such person's

interest entitles the person to engage in such development. A Development Agreement shall not be approved unless the City Council finds that the provisions of the agreement are consistent with the General Plan and any applicable specific plan. The provisions of Government Code section 65864 *et seq.*, as may be amended, including, but not limited to: enforceability of the Development Agreement, findings of consistency necessary for the approval of a Development Agreement, amendment of a Development Agreement, recordation of a Development Agreement, and modification/suspension of a Development Agreement, shall be followed in the review, processing and consideration of a Development Agreement.

### **SECTION 3. Procedures.**

The procedures stated in this resolution shall govern the review, processing and consideration of Development Agreements.

- A. Application. Applications for a Development Agreement shall be filed with the Planning Department on the forms provided by the Department and shall be accompanied by filing fees and/or deposits as specified by the Department to cover the costs associated with processing applications for Development Agreements.
- B. Drafting the Development Agreement. As a part of the application, the applicant shall submit a substantive summary of the points proposed for inclusion in the Development Agreement for review by the City. The Development Agreement shall contain the information and provisions required by Government Code Section 65865.2 as may be amended.
- C. Environmental Review. A Development Agreement shall be subject to environmental review and all applicable requirements therein as outlined in the California Environmental Quality Act (CEQA) (Public Resources Code Section 21000 *et seq.*) and the California Code of Regulations Title 14, Chapter 3 (CEQA Guidelines) as may be amended.
- D. Hearings Required. The Planning Commission and the City Council shall hold a public hearing on the proposed Development Agreement. Notice of intent to consider the adoption of a Development Agreement shall be given pursuant to the requirements of the Government Code Section 65867 as may be amended. Notice requirements for amendments, enforcement actions, and termination actions shall be consistent with the requirements of Article 2.5 Chapter 4 of Title 7 of the Government Code as may be amended.

### **Section 4. Periodic Review.**

City Council shall review all approved Development Agreements at least once every 12 months, at which time the applicant or successor in interest thereto, shall be required to demonstrate good faith compliance with the terms of the agreement.

**PASSED, APPROVED, AND ADOPTED** this 13th day of February, 2013.

---

Timothy Walker  
Mayor

**APPROVED AS TO FORM:**

**ATTEST:**

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Thomas D. Jex  
City Attorney

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Debbie A. Lee, CMC  
City Clerk

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #3.4**  
**GENERAL BUSINESS**  
**Meeting Date: February 13, 2013**

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**TO:** Mayor and City Council Members  
**FROM:** Gary Nordquist, City Manager  
**SUBJECT:** Wildomar Rotary BBQ Request for City Participation

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council provide direction as to participation with the Wildomar Rotary BBQ April 6, 2013.

**BACKGROUND**

The City has been approached by the Wildomar Rotary for City participation at their annual BBQ event that is held in the City. The participation being requested will not include any fiscal participation.

**FISCAL IMPACT**

None

Submitted and Approved by:  
Gary Nordquist  
City Manager

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #3.5**  
**GENERAL BUSINESS**  
**Meeting Date: February 13, 2013**

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**TO:** Mayor and City Council Members  
**FROM:** Gary Nordquist, City Manager  
**SUBJECT:** Youth, Family and Health Regional Task Force

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council appoint two City Council Members to the Youth, Family and Health Regional Task Force.

**BACKGROUND/DISCUSSION:**

January 10, 2013 the City received a letter from the Cities of Murrieta and Temecula, inviting the City of Wildomar to join the newly formed Youth, Family and Health Regional Task Force. This Task Force consisting of community leaders from the cities in the Southwest Riverside County area, would discuss and raise awareness of concerns that face many households, seek solutions, and help to provide youth, parents and families with resources so that they are better able cope with modern-day influences including, for example, social media, virtual gaming, mental health, and drugs and alcohol.

The Youth, Family and Health Regional Task Force is anticipated to comprise of two Council Members from each of the Cities of Temecula, Murrieta, Wildomar, Lake Elsinore, Canyon Lake, Menifee, Perris and Hemet and a representative from each of the respective School Districts, plus two Riverside County Supervisors. The Task Force is envisioned to draw upon experts including law enforcement, S.A.F.E. (Safe Alternatives for Everyone, a nonprofit organization that provides services to families who have experienced, or are at risk of, abuse and violence), educators, doctors and other professionals with expertise to address a range of issues that affect households with a goal to enhance available resources for youth, parents and families to constructively counter adverse challenges. The letter from the Cities is attached for additional Task Force information.

**FISCAL IMPACT:**

None per the recommendation.

Submitted and Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

Letter of Invitation from the Cities of Temecula and Murrieta.

# **Attachment**

# **A**

**Letter of Invitation from the Cities of  
Temecula and Murrieta**

**TWIN CITIES**  
TEMECULA · MURRIETA  
Southern California

RECEIVED

JAN 15 2013

WILDOMAR CITY CLERKS OFFICE

January 10, 2013

The Honorable Mayor Timothy Walker  
City of Wildomar  
23873 Clinton Keith Rd. #201  
Wildomar, CA 92595

Re: Formation of a Regional Family, Youth and Health Task Force

Dear Mayor Walker:

The Twin Cities of Temecula and Murrieta would like to invite two members from the Wildomar City Council to support and participate in a Family, Youth and Health Regional Task Force. This Task Force would include two Council Members from each of the Cities of Murrieta, Temecula, Wildomar, Lake Elsinore, Canyon Lake, Menifee, Perris, Hemet and San Jacinto, a representative from the school districts within each city, and two County Supervisors.

With prevalent social issues facing families throughout the country and in our region, specifically in light of developments in technology that pose new social complications, the primary purpose for this Task Force will be to provide our youth, parents and families with resources and information to better understand and cope with modern-day influences such as social media, virtual gaming, mental health, drugs and alcohol to name a few. The Task Force would utilize experts including law enforcement, S.A.F.E. (Safe Alternatives for Everyone, a nonprofit organization that provides services to families who have experienced, or are at risk of, abuse and violence), educators, doctors and other professionals with expertise to address a range of issues that affect many households such as online bullying, teenage sexting, and gaming addiction. By assembling a regional team, we can create greater awareness of vulnerabilities and solutions.

Some of the goals of the Task Force will be to:

- Learn about the issues from professionals in the field of these topics that are described above;
- Identify resources and experts that can educate our community;
- Develop a plan to proactively reach out to our region's youth, parents and families with resources and information that can help prevent harmful behavior;

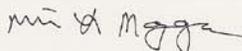
Mayor Timothy Walker  
City of Wildomar  
January 10, 2013  
Page 2

The City of Temecula has appointed Mayor Naggar and Mayor Pro Tem Maryann Edwards to serve on this Taskforce. Mayor Gibbs and Council Member Harry Ramos will be seeking a formal appointment by the Murrieta City Council. We encourage your City Council to appoint two Council Members to also serve, as your participation will help to emphasize the importance of these issues on a regional level.

If you have any questions regarding this Task Force, please feel free to contact either Mayor Mike Naggar of the City of Temecula at 951-506-5100 or by email at [mnaggar@citycouncil.org](mailto:mnaggar@citycouncil.org) or Mayor Rick Gibbs at the City of Murrieta at 951-461-6016 or by email at [rgibbs@murrieta.org](mailto:rgibbs@murrieta.org). Additionally, it would be greatly appreciated if you could please contact Sue Steffen, Executive Assistant at the City of Temecula, [Sue.Steffen@CityofTemecula.org](mailto:Sue.Steffen@CityofTemecula.org) or 951-694-6416, to inform her whether Members of your Council are anticipated to be appointed and she will create the Task Force Roster.

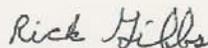
Thank you for considering your City's participation on this important Task Force. We look forward to hearing from you.

Sincerely,



Mike Naggar, Mayor  
City of Temecula

Sincerely,



Rick Gibbs, Mayor  
City of Murrieta

Cc: City of Temecula Council Members  
City of Murrieta Council Members  
Gary Nordquist, City Manager, City of Wildomar

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #3.6**  
**GENERAL BUSINESS**  
**Meeting Date: February 13, 2013**

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**TO:** Mayor and City Council Members  
**FROM:** Gary Nordquist, City Manager  
**SUBJECT:** City Hall Facility Ad-Hoc Committee

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council appoint two Council Members to the City Hall Facility Ad-Hoc Subcommittee.

**BACKGROUND/DISCUSSION:**

The City's current five year lease for the City Hall facility, located at 23873 Clinton Keith Road, expires December 31, 2013. The current lease also includes the provision for two 1 year extensions. Notification of the City's intent to make any change or exercise the lease options must be given at least 180 days prior to the effective date. To comply with this condition, the City must provide notification by June 30, 2013.

Staff has started preliminary research on this project and is at the phase where implementation of an ad-hoc committee is needed. The purpose of this committee is to review the City's facility needs, various facilities and lease, buy or build options. The ad-hoc committee will provide a recommendation to the City Council at the June 12, 2013 City Council meeting or as is appropriate.

**FISCAL IMPACT:**

None per the recommendation.

Submitted and Approved by:  
Gary Nordquist  
City Manager

**CITY OF WILDOMAR – CITY COUNCIL**

**Agenda Item #3.7**

**GENERAL BUSINESS**

**Meeting Date: February 13, 2013**

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**TO:** Mayor and City Council Members  
**FROM:** Debbie A. Lee, City Clerk  
**SUBJECT:** Planning Commission Appointments

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that Council Member Cashman and Council Member Moore each appoint a citizen to serve as a Commissioner on the Planning Commission, subject to ratification by a majority vote of the City Council.

**BACKGROUND:**

On November 6, 2012, a General Municipal Election was held for the purpose of electing two City Council Members to the City Council. Bob Cashman and Bridgette Moore were elected to serve as Council Members until November, 2016.

One of the duties of a City Council Member is to appoint a citizen to serve on the Planning Commission with the Commissioners term of office running concurrent with the appointing Council Member. At this time Commissioners Devine and Dykstra will term out 60 days after the new Council is sworn in, or when an appointment is made, whichever occurs first. In this case both Commissioners terms will expire on February 10, 2013, which is 60 days following the swearing in of the appointing Council Members.

Applications have been taken and all applications were submitted to the two appointing Council Members, with all Council Members receiving a copy of the applications as well. Councilman Cashman will make the appointment for the seat currently held by Commissioner Devine and Council Member Moore will make the appointment for the seat currently held by Commissioner Dykstra. Both appointments will be subject to ratification by a majority of the City Council.

The appointments will take effect immediately and will run concurrent with the appointing Council Member's term of office. The appointees will be sworn in at the first Planning Commission meeting following the appointments.

**FISCAL IMPACTS:**

Planning Commissioners receive \$75 per meeting.

Submitted by:  
Debbie A. Lee, CMC  
City Clerk

Approved by:  
Gary Nordquist  
City Manager



CITY OF WILDOMAR  
PLANNING COMMISSION APPOINTMENT APPLICATION

RECEIVED

JAN 17 2013

WILDOMAR CITY CLERKS OFFICE

A Supplemental Questionnaire is required for a Planning Commission appointment.  
Your application will not be considered complete without submittal of both forms.

**Applicant Name:**

Robert E. Devine

**Residence Address:**

[Redacted]

**Telephone:**

[Redacted]

**E-mail Address:**

[Redacted]

JAN 16 2013

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? \_\_\_\_\_ Yes \_\_\_\_\_

2. How long have you lived in Wildomar? \_\_\_\_\_ 24 years \_\_\_\_\_

**EDUCATION:**

Highest year completed: 4 years college    Highest Degree received: BS degree in Business Administration \_\_\_\_\_

**EMPLOYMENT:**

**Self Employed, DMC Oil Marketing**

Employer's name & address

Address and phone number Same as above

Employer's phone number/Type of Business \_\_\_\_\_

\_\_ President

Your position or title

The Planning Commission regularly meets on the first and third Wednesdays of the month at 7 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.

YES

**\*\*PLEASE NOTE\*\*** Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement:

*Robert E. Devine*

Date: 1-9-13



CITY OF Wildomar  
Supplemental Questionnaire

Planning Commissioner

PRINT NAME: \_\_\_\_\_ Robert E. Devine

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Robert E. Devine  
Signature

1-9-13  
Date

**1. Please describe your experience as it relates to this position.**

I have been a Planning Commissioner for the City of Wildomar since the Commission was formed in 2008. I Chaired the Commission for two consecutive years, 2009 and 2010.

**2. Have you participated in local government as a committee member, commissioner, Council Member or staff? What was your role and what did you learn from it?**

Prior to Wildomar becoming a city I participated as a member of the WIN committee for approximately 2 years. This experience provided exposure and insight to the process and procedures of the County Board of Supervisors as well as LAFCO and other government agencies.

In addition, please see my response to item 1

**3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?**

I enjoyed serving on the Planning Commission during the last four years and hope to continue serving in the interest of the City and the continuity of the Commission. In addition, there are a number of projects that have come before the Commission that are still ongoing as well as a number of new projects that can benefit the city. I would like to be a part of bring those projects to fruition.

**4. What qualities or experience would you bring that would be an asset to the Planning Commission?**

The initial learning curve associated with becoming a Planning Commissioner can only be described as "vertical". While there is always something to learn, I believe serving for four years on the Commission has softened the learning curve and provides a considerable benefit to maintaining continuity in the Commission. The experience will assist in expediting attainment of the Commissions objectives.

**5. What is your understanding of the role and responsibilities of the Planning Commission?**

The Planning Commission serves at the pleasure of the City Council and is the "First line of review" for projects proposed for development of available City resources.

Working closely with the City Planning Staff, the Commission reviews project proposals, zone change proposals and issues relative to the growth and protection of City resources. Those interests in mind, after thorough analysis, the Commission will provide the City Council, by way of resolution, a recommendation to approve or disapprove a given project. Recommendations may include certain conditions associated with the project for the Councils consideration.

**6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?**

The primary issue facing the city in the near term is financial in nature. It is critical that the city attract commercial entities whose tax revenues will generate the necessary income to sustain the city's assets and provide the essential services to its citizens. This, however, must be done using a very focused and deliberate process (i.e. the General Plan) to provide a cohesive and controlled approach to beneficial development.

**7. How do you think you would balance residents concerns with overall City goals and long term benefits?**

The City must view any and all issues that confront it focusing on the community as a whole. This approach applies to all city officials, be it the City Council, Planning Commission or any operational department within the city.

All projects should be vetted and a decision made based on the merits / benefits and/or detriments to the overall population and the city's objectives.

All supporting view points and objections relative to a project / issue should be weighed for validity and the overall benefit to the city. Is a given pro or con based on a personal bias? Both pro and con can be subjective. Many objections are rooted in the position of "not in my back yard"; while support can be based on personal benefit (I own the property next door and the value will go up). City official must remain objective in their assessment of all proposals presented as well as abiding by governing rules and regulatory constraints.

RECEIVED

JAN 17 2013

CITY OF WILDOMAR

RECEIVED

JAN 17 2013

WILDOMAR CITY CLERKS OFFICE



CITY OF WILDOMAR  
PLANNING COMMISSION APPOINTMENT APPLICATION

A Supplemental Questionnaire is required for a Planning Commission appointment.  
Your application will not be considered complete without submittal of both forms.

Applicant Name: ROBERT C DUNCAN

Residence Address: [REDACTED]

Telephone: [REDACTED] Home Cell Work

E-mail Address: [REDACTED]

BACKGROUND INFORMATION:

1. Are you registered to vote in Wildomar? yes
2. How long have you lived in Wildomar? 25 yrs 6 mos

EDUCATION:

Highest year completed 4TH YR COL Highest Degree received HS DIPLOMA

EMPLOYMENT:

SELF EMPLOYED, RETIRED  
Employer's name & address

Employer's phone number/Type of Business

ARCHITECT  
Your position or title

The Planning Commission regularly meets on the first Wednesday of the month at 6:30 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.

AVAILABLE

**\*\*PLEASE NOTE\*\*** Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Robert C Duncan

Date: 1/16/13



CITY OF Wildomar  
Supplemental Questionnaire

Planning Commissioner

PRINT NAME: ROBERT CRANE DUNCAN

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Robert Crane Duncan  
Signature

1/16/13  
Date

1. Please describe your experience as it relates to this position.

- LIC. ARCHITECT STATE CALIF SINCE 4/7/57
- MEMBER AMERICAN INSTITUTE OF ARCHITECTS SINCE 1958
- REC. CEIZT. OF NAT'L MERIT FOR VAN NUYS COMMERCIAL REDEVELOPMENT EFFORT 1979-1987
- LEAD ARCHITECT FOR 3 STUDENT RES. CENTERS FOR CALIF. STATE UNIVERSITY SYSTEM.
- ARCHITECT FOR REDEVELOPMENT OF CHILDRENS BAPTIST HOME IN INGLEWOOD, CA
- ARCHITECT FOR 12 STORY 512 CIT. HOME, VAN NUYS, CAL
- BUSINESS ADMINISTRATOR FOR 10,000 MEMBER, 1ST BAPTIST. CHURCH IN VAN NUYS CALIF. 7 YRS
- BUSINESS ADMINISTRATOR FOR C.L. COMMUNITY CHURCH 3 YRS
- SERVED ON REVIEW COMMITTEE (PRE WILDOMAR) FOR DEVELOPMENT FOR PROB BUSTER.
- I HAVE ALSO BEEN A LIC ARCHITECT IN 5 OTHER STATES 2 ARE STILL ON A RET. BASIS

2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

YES AS ADVISORY IN LOS ANGELES & LOCALLY, PRE WILDOMAR

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

- WITH MY BACKGROUND OF PLANNING & DEVELOPMENT
- I FEEL I CAN BE A LOT OF HELP TO OUR COMMUNITY  
CHURCH MGMT & PLANNING  
CITY PLANNING & WORK WITH PROP. OWNERS ENCOUR.  
AGING REDEVELOPMENT.
- I HAVE WORKED WI MANY CITY GOV'TS ALOT.

4. What qualities or experience would you bring that would be an asset to the Planning Commission?

BEING BOTH ON THE PLANNER SIDE AS WELL AS  
ON THE GOVERNMENTAL SIDE

5. What is your understanding of the role and responsibilities of the Planning Commission?

TO BE KNOWLEDGABLE RE THE WILDOMAR CITY PLAN  
AND TO HELP CARRY THAT OUT AS BEST AS POSS.

6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

BALANCING THE POTENTIAL GROWTH WITH THE PRESENT NEEDS.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

I HAVE BEEN ON BOTH SIDES IN THE PAST.



CITY OF WILDOMAR
PLANNING COMMISSION APPOINTMENT APPLICATION

A Supplemental Questionnaire is required for a Planning Commission appointment.
Your application will not be considered complete without submittal of both forms.

RECEIVED

Applicant Name: Harv Dykstra JAN 22 2013

Residence Address: [Redacted] WILDOMAR CITY CLERKS OFFICE

Telephone: [Redacted] Home Cell Work

E-mail Address: [Redacted]

BACKGROUND INFORMATION:

- 1. Are you registered to vote in Wildomar? Yes
2. How long have you lived in Wildomar? 31 years

EDUCATION:

Highest year completed 16 Highest Degree received Bachelors, CSULB

EMPLOYMENT:

Dykstra Company, 34860 Western Way, Wildomar, CA 92595
Employer's name & address
951-609-3743 Finish Carpentry Contractor, Door & Window Contract Sales
Employer's phone number/Type of Business
Owner
Yes, Readily available
Your position or title

The Planning Commission regularly meets on the first Wednesday of the month at 6:30 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.

\*\*PLEASE NOTE\*\* Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: [Signature] Harv Dykstra Date: 1-21-2013



CITY OF Wildomar  
Supplemental Questionnaire

Planning Commissioner

PRINT NAME: Harv Dykstra

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Harv Dykstra

1-21-2013

Signature

Date

1. Please describe your experience as it relates to this position.

I received a bachelors degree from California State University Long Beach in 1978. My major was Geography. I specialized in Urban Planning and also received a certificate in Environmental Studies.

After moving to Lakeland Village in 1979 and Wildomar in 1981, I became involved in the community in various ways, joining the Wildomar Interest League in 1981. I served with Marna O'Brien, Stan Smith, Gerry Stevenson, and other early community leaders. I was appointed by County Supervisor Walt Abraham to the Wildomar Municipal Advisory Council (MAC).

When we founded the Wildomar Chamber of Commerce, I became a charter member and served on the board of directors. I was appointed to the Wildomar Incorporation Now (WIN) Committee and became Chairman when Gary Brown resigned. I led the Zip Code correction which successfully resulted in about 11,000 addresses in Wildomar coming over from the Lake Elsinore post office. I then instigated the creation of the Clinton Keith area Community Facilities District which resulted in the construction of Oak Creek Shopping Center and other developments. We also endorsed the naming of Inland Valley Regional Medical Center as the Trauma Center for this part of Riverside County.

I ran for City Council upon incorporation in 2008, finishing 7th. I was then appointed to the Planning Commission by Councilperson Bridgette Moore and have served ever since. In 2011 I served as Chairman.

2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

Member of the Wildomar Municipal Advisory Council, appointed by Supervisor Walt Abraham. I helped review developer proposals and contributed to the South West Area Plan (SWAP).

I was a commissioner of the Elsinore Murrieta Anza Resource Conservation District, appointed by Supervisor Bob Buster. We studied and commented on the environmental impacts of local development proposals.

I served on the Riverside County "RoundTable" committee as a representative of the Wildomar Chamber of Commerce, reviewing development in the Wildomar area.

I've served as City of Wildomar Planning Commissioner, reviewing development proposals, visioning the future city, and hearing citizen concerns.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

I have greatly enjoyed my time serving as Planning Commissioner and believe I have made a positive contribution to the city and its future.

I still believe we can be a pro-active force for clean, attractive, and economically helpful development in Wildomar. The city can use my experience and insights and I am pleased to put my education and experience to work in the city that I love.

4. What qualities or experience would you bring that would be an asset to the Planning Commission?

I am very insightful, instinctively understanding both sides of a story. My experience in the business world helps me understand the profit motive, but my environmental education and experience has taught me that sometimes the bottom line cannot be the over-riding principle.

5. What is your understanding of the role and responsibilities of the Planning Commission?

To serve the city and my respective councilperson in making sure that any development or development standards promoted for the city will have a positive impact for the good of the people of Wildomar. We work in an ethical, intelligent, and environmentally sensible way to advance the position of Wildomar as an attractive and healthy place to live, work, and play.

6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

We have a real need to attract new economic development and to preserve and promote the businesses that already exist in Wildomar. This is the source of the revenue we need to provide police, fire protection, health services, and recreational resources such as parks, trails, and community centers.

We also need to insure that Wildomar develops in such a way that people will want to continue to live here, do business here, and recreate here. Its a beautiful town. We need to maintain the beauty we have and create new beauty whenever we can.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

My history of living in, working in, and serving the City of Wildomar is evidence of my desire to keep Wildomar as the kind of place residents will continue to want to live in. I am a long-term resident and plan to be for many years more. However, that doesn't mean we should just try to keep all the old stuff and prohibit new development. Wildomar needs to be the kind of place where we see and promote a brighter future, without trampling on the traditions and history that makes us unique.



CITY OF WILDOMAR
PLANNING COMMISSION APPOINTMENT APPLICATION

A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.

Applicant Name: Roger LeClerc

Residence Address: [Redacted]

Telephone: [Redacted] Home Cell Work

RECEIVED

JAN 22 2013

E-mail Address: [Redacted] CITY OF WILDOMAR

BACKGROUND INFORMATION:

- 1. Are you registered to vote in Wildomar? yes
2. How long have you lived in Wildomar? 13 years

EDUCATION:

Highest year completed 13 Highest Degree received Mt. San Jacinto College 2011 certificate Legal Assistant

EMPLOYMENT:

Roger Dale LeClerc Structural Steel Fabricator
Employer's name & address 32365 Mesa Dr., Lake Elsinore CA 92530
Employer's phone number/Type of Business (951) 471-0397 Structural steel contractor
Your position or title owner

The Planning Commission regularly meets on the first Wednesday of the month at 6:30 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.

Yes, I can make my own schedule.

\*\*PLEASE NOTE\*\* Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Roger LeClerc

Date: January 20th, 2013



CITY OF Wildomar  
Supplemental Questionnaire

Planning Commissioner

PRINT NAME: Roger LeClerc

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Roger LeClerc  
Signature

January 20th, 2013  
Date

1. Please describe your experience as it relates to this position.

I come new to planning.

I did learn how to be a good subordinate in the Army. Once they made me seargent I got to see both sides.

Back in the early 1990's I lost my job to redevelopment. The Oceanside steel shop where I worked was taken to enlarge the train station parking lot. We employees only learned of it when asked to clean the machinery for auction. Since then I keep a closer watch.

Some builders did come before the Wildomar MAC, but I hesitate to call it much experience.

I'm 67 now. One has to learn something in all that time.

2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

1998 Attended an 8 week course in San Clemente on city government, each week a different department was featured.

June 1998 - June 2000 I served on their Human Affairs Committee, where I learned to work alone with 7 women. I learned, while you might be hard on issues, you must be soft on people. I learned quite a bit about how a city works.

April 2005 - Cityhood I served on the Wildomar MAC. I was very sad to loose my position, but at the same time excited with cityhood. I learned of the varied neighborhoods in this city. A commettee needs a quorum, so I understand the need to prioritise meeting days, and to be on time, well prepared.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

I wish to be an active partisipant in my city.

This appointment would greatly inhance my answer to question #2. In the future the city may create a Human Affair Comm., which is more to my liking.

If I do a good job, it will lift the burden on the council. I hope to keep things moving, so builders and developers are not unnecessarily delayed. I hope I can get in and out without embarrassing the council.

4. What qualities or experience would you bring that would be an asset to the Planning Commission?

I'll be there when I'm supposed to be.

I can follow instructions.

I am a licensed contractor in structural steel. I know a lot about this, and other trades.

5. What is your understanding of the role and responsibilities of the Planning Commission?

From City of San Clemente Handbook for Members of City Commissions and Committees.

The Planning Commission conducts regularly scheduled meetings and Public Hearings. The planning Commission is responsible for approving, conditionally approving, or denying applications for use permits, variances, site plans, sign exceptions, architectural design, signs and other approvals as referenced in the Zoning Ordinance of the City. The Planning Commission makes recommendations to the City Council on items such as tentative subdivision maps, General Plan amendments, specific plan amendments, and zoning amendments. ....The Planning Commission may perform any other function the City Council deems appropriate.

6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

We will eventually need our very own City Hall.

Within 10 years, we are bound to see problems with Fire & Flood.

Parks, with playing fields and rest rooms.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

I will do as the Council directs. My influence will be very small.

I know the residents don't want homeless shelters etc., but I do. I would like the City to involve itself in getting a cold weather shelter for winter. We must supply Low income housing even if residents don't want it.

I've already said too much. I only wish to be a tool for the Council.

RECEIVED

JAN 23 2013



CITY OF WILDOMAR  
PLANNING COMMISSION APPOINTMENT APPLICATION

CITY OF WILDOMAR

A Supplemental Questionnaire is required for a Planning Commission appointment.  
Your application will not be considered complete without submittal of both forms.

Applicant Name: MICHAEL D. EDWARDS

Residence Address: [REDACTED]

Telephone: [REDACTED] Home [REDACTED] Cell [REDACTED] Work [REDACTED]

E-mail Address: [REDACTED]

BACKGROUND INFORMATION:

1. Are you registered to vote in Wildomar? YES
2. How long have you lived in Wildomar? 17 YRS

EDUCATION:

Highest year completed 13 Highest Degree received BASIC FIRE ACADEMY/FIRE SCIENCE

EMPLOYMENT:

TRIANGLE TERMITE & PEST CONTROL, INC 35685 CARLISSA CT, WILDOMAR CA 92595  
Employer's name & address

951-678-3244 TERMITE & PEST CONTROL  
Employer's phone number/Type of Business

FOUNDER & OWNER  
Your position or title

The Planning Commission regularly meets on the first Wednesday of the month at 6:30 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.

YES, NO RESTRICTIONS

**\*\*PLEASE NOTE\*\*** Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: [Signature]

Date: 1/23/13



CITY OF Wildomar  
Supplemental Questionnaire  
Planning Commissioner

PRINT NAME: MICHAEL D. EDWARDS

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

  
Signature

1/23/13  
Date

1. Please describe your experience as it relates to this position. 20+ YEARS IN CORPORATE MANAGEMENT, 12+ YEARS AS A SMALL BUSINESS OWNER. 17+ YRS AS A WILDOMAR RESIDENT. I BRING A FRESH PERSPECTIVE. I HAVE NO AGENDA, LOYALTIES OR BIASES. I SIMPLY WANT TO SERVE AND GIVE BACK TO MY COMMUNITY. I AM AT A POINT IN MY LIFE AFTER RAISING MY FAMILY THAT I AM ABLE AND DESIRE TO SERVE MY COMMUNITY. THERE IS NO HIGHER CALLING THAN SERVICE.

2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

NO, THAT IS MY ADVANTAGE. I AM NOT BIASED, I AM OPEN MINDED AND PLIABLE.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

SIMPLY, BECAUSE I WANT TO SERVE. THROUGH MY FAITH I KNOW THAT IT IS THE RIGHT THING TO DO. INSTEAD OF BEING CONTENT I AM TAKING THE INITIATIVE TO BE PART OF THE SOLUTION. I WANT TO GIVE BACK TO MY COMMUNITY.

4. What qualities or experience would you bring that would be an asset to the Planning Commission?

20+ YEARS PROVEN SUCCESS IN CORPORATE MANAGEMENT, 12+ YEARS RUNNING MY OWN BUSINESS IN WILCOXVILLE. VICE PRESIDENT OF TRUSTED BUSINESS PROFESSIONALS NETWORKING GROUP. RUN COUNTRY VILLA MINISTRY FOR CORNETHOLE CHURCH'S SMALL GROUPS. 12+ YEARS VOLUNTEER SERVICE CONCERNING YOUTH BASEBALL, SOCCER & BASKETBALL. 5+ YEARS OFFICIATING YOUTH & HIGH SCHOOL SPORTS. THROUGH THESE EXPERIENCES, I LEARNED HOW TO LEAD BY EXAMPLE, WORK WITH TEAMS TO COMPLETE PROJECTS & REACH CONSENSUS. DEAL WITH DIVERSE OPINIONS & HOSTILE SITUATIONS WITH GRACE & PROFESSIONALISM.

5. What is your understanding of the role and responsibilities of the Planning Commission?

I SERVE AT THE PLEASURE OF THE CITY COUNCIL TO PERFORM TASKS & ASSIGNMENTS THEY DEEM NECESSARY.

6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

NUMBER ONE IS FUNDING. IT WILL TAKE CREATIVE THINKING AND DUE DILIGENCE MOVING FORWARD REGARDING FUNDING, REVENUES, BUDGETS & PLANNING.

ANOTHER KEY ISSUE IS GROWTH. HOW DO WE BALANCE OLD WILLOWBARK WITH NEW WILLOWBARK.

ATTRACTING NEW BUSINESSES AND COMPETING WITH OTHER CITIES.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

BY HAVING A THOROUGH UNDERSTANDING OF BOTH SIDES OF THE ISSUES. YOU NEED TO GET OUT AND HEAR WHAT THE RESIDENTS WANT. CONSENSUS CAN BE REACHED IF YOU INVOLVE PEOPLE IN THE PROCESS. THE ABILITY TO LISTEN, HAVE EMPATHY AND OFFER OPTIONS VERSUS ULTIMATUMS IS CRUCIAL. EMOTIONS & CONFRONTATIONS WILL HAPPEN. HOW YOU REACT MAKES THE DIFFERENCE.

JAN 28 2013



CITY OF WILDOMAR  
PLANNING COMMISSION APPOINTMENT APPLICATION

WILDOMAR CITY CLERKS OFFICE

A Supplemental Questionnaire is required for a Planning Commission appointment.  
Your application will not be considered complete without submittal of both forms.

Applicant Name: Michael Huyter

Residence Address: [REDACTED]

Telephone: [REDACTED] Home [REDACTED] Cell [REDACTED] Work [REDACTED]

E-mail Address: [REDACTED]

BACKGROUND INFORMATION:

- 1. Are you registered to vote in Wildomar? YES
- 2. How long have you lived in Wildomar? 30+ YRS

EDUCATION:

Highest year completed 1991 Highest Degree received MASTER OF SCIENCE

EMPLOYMENT:

Employer's name & address CALPOLY - POMONA 3801 West Temple Ave Pomona CA 91768

Employer's phone number/Type of Business [REDACTED] EDUCATION - STATE UNIVERSITY

Your position or title SR ENVIRONMENTAL / SAFETY SPECIALIST

The Planning Commission regularly meets on the first Wednesday of the month at 6:30 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.

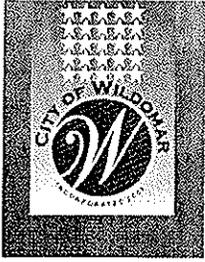
YES WITH NOTICE TO ALLOW FOR GETTING OFF WORK EARLY ENOUGH TO TRAVEL TO MEETING SITE FROM WORK.

**\*\*PLEASE NOTE\*\*** Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Michael Huyter

Date: 1/18/13



CITY OF Wildomar  
Supplemental Questionnaire

Planning Commissioner

RECEIVED

JAN 28 2013

WILDOMAR CITY CLERKS OFFICE

PRINT NAME: Michael Huyter

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Michael Huyter  
Signature

1/18/13  
Date

1. Please describe your experience as it relates to this position. I'am NOT sure about experience as a Planning Commissioner for a City. I feel I would have to None, but in working here at CALPoly-Pomona I am involved in Planning a budget, Training, Presenting Policy to the Campus and many other Planning activities here on Campus, which will assist me in learning what a City Planner does a little faster.

2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I am on Staff here at CalPoly - Pomona in the Environmental Health and Safety Department. I have the title of Sr. Environmental/Safety Specialist, which means my role here is protecting the environment and the health and safety of all on campus including visitors. I am still learning.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

It's an opening within a young city structure in which I would like to assist in setting up a solid foundation for future citizens to follow.

4. What qualities or experience would you bring that would be an asset to the Planning Commission?

Qualities or Experience that would make me a Valued Asset to the Planning Commission would be my experience from being a Marine that worked on Aircraft as a Pneumatic / Hydraulic Mech for Twenty years, going back to school for my AA, BS and MS degrees. Then spending over Twenty years working in the Environmental Health and Safety field mainly on/at a State University.

5. What is your understanding of the role and responsibilities of the Planning Commission?

To Plan, Build, Explain and oversee Plans that the city wants to Put forward to the population of Wilhelmas, CA.

6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

Compliance with State Regulatory ~~Agencies~~  
Agencies

Roads Repair and Expansions

Attraction, Expansion and Retention  
of Various Business To the City

Keeping the Clean

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

To get Resident to "buy in" To the City's goals  
and long Term Benefits I would watch  
• Costs, Advertise ~~in~~ locally the goal,  
address Resident concerns personally, and  
Explain the goals and the benefit of what  
ever the concern is very simply.



CITY OF WILDOMAR  
PLANNING COMMISSION APPOINTMENT APPLICATION

RECEIVED

JAN 30 2013

A Supplemental Questionnaire is required for a Planning Commission appointment.  
Your application will not be considered complete without submission of both forms.

Applicant Name: CAROL BALDON

Residence Address: [REDACTED] WILDOMAR 92595-

Telephone: [REDACTED] Home [REDACTED] Cell [REDACTED] Work [REDACTED]

E-mail Address: [REDACTED]

BACKGROUND INFORMATION:

1. Are you registered to vote in Wildomar? YES
2. How long have you lived in Wildomar? 2 1/2 yrs

EDUCATION:

Highest year completed 2yrs College Highest Degree received None

EMPLOYMENT:

Employer's name & address Retired paralegal - do work for an attorney from home

Employer's phone number/type of Business [REDACTED]

Your position or title Paralegal

The Planning Commission regularly meets on the first Wednesday of the month at 6:30 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.

*I am available to attend meetings on Wednesday and any other days and evenings*

**\*\*PLEASE NOTE\*\*** Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Carol Baldon

Date: 1-30-13



CITY OF Wildomar  
Supplemental Questionnaire

Planning Commissioner

PRINT NAME: CAROL BALDON

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Carol Baldon  
Signature

1-30-13  
Date

1. Please describe your experience as it relates to this position.

Truthfully, I have not had experience being on a Planning Commission board. When I lived in Orange County I did attend many City Council meetings pertaining to the planning of building strip malls, office buildings, housing tracts building more homes in housing tracts, establishing parks, and other aspects pertaining to the City of Garden Grove. I voted on all issues when our votes were needed. I did not apply to be on the Planning Commission board because I was working full time in a law office (6-13 hours per day) and felt I would not have the time needed to function on the Board.

2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

No - other than attending meetings as a citizen interested in what the City Council were doing and what issues were before the Council.

From these meetings I learned of the needs of the City, the plans for the City. I did express my opinion at times and I kept up with the progress of the City plans.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

I have not lived in Willdomar for very long (3 yrs) but I have come to love the City. I grew up in a small town in Colorado and Willdomar feels like that town. I want to be a part of Willdomar's growing - seeing our city prosper. There are so many possibilities for this City. I particularly like the idea of having "Old Town Willdomar" built. There is so much history of Willdomar that could be incorporated. I would love to be a part of the planning and accomplishing of this plan or even the western theme plan. The western idea is good also and there are already horse ranches and such established in Willdomar. (I grew up on a ranch and love relate to riding horses)

Also I would like to see major stores established like Wal-Mart, Target, etc. We only have <sup>two</sup> grocery stores - Stater Bros & Albertsons. Both of these are far from where some of the Willdomar residents live.

4. What qualities or experience would you bring that would be an asset to the Planning Commission?

I have legal experience of over 40 years. I am very organized. I do not slough on a job assigned to me. I work diligently until the task is completed. I work well with others and I don't feel the need to be the leader. I am happy to serve in whatever capacity that I am asked to do.

5. What is your understanding of the role and responsibilities of the Planning Commission?

The Planning Commission is a panel of people who are responsible for planning the establishment of areas for building - putting in parks, etc. They would have to plan for traffic and what areas would be the most affected by heavy traffic, i.e., traffic at schools which gets very congested when children are being picked up and dropped off. I believe they would have to plan where traffic lights should be installed.

They would have to follow through on any plans, working with the citizens - listening to their concerns about where proposed building would occur. I believe it would be their responsibility to plan and set in best of our community.

6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

Revenue to keep the city up and running. Growth of the population - planning ahead for that growth. Having housing available. Keeping our parks up.

I am not familiar with many of the issues concerning the City as I have only lived here 3 years. I do think traffic is an issue. Some of the roads are very narrow and traffic jams up.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

By listening to both sides. Looking at the overall picture from both sides. Citizens in certain areas would have concerns about something being built in their area - the effects that added traffic would bring to their area - would it distort their view (mountains or other scenery)

The City should take in to consideration if their plans would bring long term benefits not only to businesses but to their citizens as well. Some people do not like change and I feel we would have to be patient and understanding. Listen to their concerns and work with them. Explain to them how the plans of the City would work to their benefit. This would also be for the business owners as well.

JAN 30 2013



CITY OF WILDOMAR  
PLANNING COMMISSION APPOINTMENT APPLICATION

A Supplemental Questionnaire is required for a Planning Commission appointment.  
Your application will not be considered complete without submittal of both forms.

Applicant Name: Bobby L Swann III

Residence Address: [REDACTED]

Telephone: [REDACTED]  
Home Cell Work

E-mail Address: [REDACTED]

BACKGROUND INFORMATION:

- Are you registered to vote in Wildomar? Yes
- How long have you lived in Wildomar? 6 years

EDUCATION:

Highest year completed 14 Highest Degree received HS diploma

EMPLOYMENT:

Self-employed

Employer's name & address  
Computer services

Employer's phone number/Type of Business  
Owner

Your position or title

The Planning Commission regularly meets on the first Wednesday of the month at 6:30 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.

As I work for myself, my time is my own to schedule. I am available for regular meetings, and as necessary for any other special meetings required.

**\*\*PLEASE NOTE\*\*** Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: [Signature]

Date: 1-27-2013



CITY OF Wildomar  
Supplemental Questionnaire  
Planning Commissioner

PRINT NAME: Bobby L Swann III

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

  
Signature

1/27/2013  
Date

1. Please describe your experience as it relates to this position.

I have had experience performing real estate appraisals, and when I was younger, I did work as a loan officer. My family has been involved in real estate (sales, loans, or appraisals) for the past 20 years. I would say that it is part of the culture of our family, even though I don't currently have any involvement in the "family operations". In any event, this experience has allowed me to be comfortable with maps, blueprints, plat maps, drainage and flood maps as well as understanding square footage and acreage. I have also experienced the development side via my corporate experience with a venture capital company, where we would perform due diligence on multi-million dollar projects for hotels, restaurants and shopping centers. As a member of the executive team, I was involved in every aspect of these projects for 3 years.

2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I haven't yet, but I am looking forward to it.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

I want to help my city to grow and gain the personality of a community it so badly needs. The city has a very difficult situation to deal with, being a "sandwich city" between Murrieta and Lake Elsinore. Both are more established and wealthier, and it will take creative work to bring the needed mixture of retail and residents to Wildomar. With my extensive business background, I think I add an extra element to the commission that could be extremely effective.

4. What qualities or experience would you bring that would be an asset to the Planning Commission?

The qualities I can bring to the Planning Commission will be as a leader with an open mind, and an "out-of-the-box" thought process. I have some experience in almost every aspect needed, and I also have an ability to quickly learn "on the fly" if necessary, to understand what is required to complete the task at hand. I am a task-oriented, ex-military man with years of senior executive experience, who simply wants to put in as much time and effort as I can to make Wildomar the best city it can be.

5. What is your understanding of the role and responsibilities of the Planning Commission?

The City's Planning Commission is a body of 5 members that "plan" the development of community issues needed for future demand for services, and to address potential problems in the mechanics, layout and design of the city. They work with staff to make recommendations to the City Council on the General Plan, as well as establish goals and recommend policies to the council for directing and managing future development via tools such as hearings and working with subdivision maps, to handle zoning issues and general land use issues.

6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

Wildomar needs to beat the sandwich issues that have stalled development in the city in the past few years. We need to find a major retailer with little to no presence in either Lake Elsinore or Murrieta, to bring in city tax revenue and jobs. We need to find a way to bring the community together and begin to develop a sense of pride in the city and the activities we offer as a city. Bring in a big name national restaurant chain that no other local city has. We need to attempt to partially partner in utilizing these retailers to as a way to bring a spotlight to the city, the community and the people of Wildomar

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

Residents' concerns are paramount to every decision made by the planners, yet the concern needs to be weighed with the needs of the city. No one methodology will work in every situation. Good judgment, common sense and as much public input as possible are the assets I would use to make decisions as a member of the commission. As a lifelong technologist I would look to using some online assets and creating a few public tools that will allow me to read the plus of the general public.



CITY OF WILDOMAR
PLANNING COMMISSION APPOINTMENT APPLICATION

A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.

Applicant Name: Dan Bidwell

Residence Address: [Redacted]

Telephone: [Redacted] Home Cell Work

E-mail Address: [Redacted]

BACKGROUND INFORMATION:

- 1. Are you registered to vote in Wildomar? yes
2. How long have you lived in Wildomar? 11 years

EDUCATION:

Highest year completed College Highest Degree received High School

EMPLOYMENT:

Employer's name & address [Redacted]
Employer's phone number/Type of Business [Redacted]
Your position or title [Redacted]

The Planning Commission regularly meets on the first Wednesday of the month at 6:30 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.

I am flexible and able to attend regular & special meetings.

\*\*PLEASE NOTE\*\* Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: [Signature] Date: 1-30-13



CITY OF Wildomar  
Supplemental Questionnaire

Planning Commissioner

PRINT NAME: Dan Bidwell

PLEASE TYPE OR PRINT LEGIBLY

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your qualifying experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Signature

1-30-13

Date

1. Please describe your experience as it relates to this position.

**Planning is a critical component and key to successful ventures in life and business. Whether planning a business or personal trip, forecasting and planning for a new product or event, it is a key element to a successful outcome. Planning requires; vision, fairness, decisiveness, insight, partnership, leadership, non-partisanship and diligence. These are all of the traits I exhibit consistently in my personal life and in business.**

2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

**I have not yet participated in local government and hope that this opportunity will allow me to give back to my community and to share my open minded, holistic business and management style.**

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

**I am applying because I believe first in our City and the surrounding areas. I also think as a private citizen it is a duty to give back in time and resources. I grew up in the Temecula area, attended and graduated from Elsinore High, and I have a great appreciation for our community.**

4. What qualities or experience would you bring that would be an asset to the Planning Commission?

**I have an engineering background with formal studies. My career started in drafting for a large manufacturer in Temecula called Amatek. From there I moved into customer centric positions including sales and marketing, I now run a \$5M annual company overseeing daily operations, including strategic planning and forecasting.**

5. What is your understanding of the role and responsibilities of the Planning Commission?

**The Commission is to advise the Council on related subjects including; planning, development, ordinances and community voice.**

6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

**Zoning, traffic control, infrastructure, open spaces i.e. parks and recreation, compliance, and enforcement.**

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

**As a businessman, father who raised 4 children, and a moderate thinker, I would challenge myself and colleagues to take a broad approach with balance. I would cross check issues to make sure conformity is tied to short and long term goals and I would be fair and thorough. I believe residents deserve the respect of hearing their voices.**

**CITY OF WILDOMAR  
WILDOMAR CEMETERY DISTRICT  
REGULAR MEETING MINUTES  
JANUARY 9, 2013**

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

The regular meeting of January 9, 2013, of the Wildomar Cemetery District was called to order by Chairman Walker at 8:15 p.m. at the Wildomar Council Chambers, 23873 Clinton Keith Road, Suite 111, Wildomar, California.

Board Roll Call showed the following Members in attendance: Chairman Walker, Vice Chairman Swanson, Trustees Benoit, Cashman, and Moore. Members absent: None.

Staff in attendance: General Manager Nordquist, District Counsel Jex, and Clerk of the Board Lee.

**PUBLIC COMMENTS**

There were no speakers.

**APPROVAL OF THE AGENDA AS PRESENTED**

**A MOTION** was made by Vice Chairman Swanson, seconded by Trustee Moore, to approve the agenda as presented.

**MOTION** carried, 5-0.

**4.0 CONSENT CALENDAR**

**A MOTION** was made by Trustee Benoit, seconded by Vice Chairman Swanson, to approve the Consent Calendar as presented.

**MOTION** carried, 5-0.

**4.1 Minutes – December 12, 2012 Regular Meeting**

Approved the Minutes as presented.

**4.2 Warrant Register**

Approved the following:

1. Warrant Register dated 12-20-12, in the amount of \$606.11; &
2. Warrant Register dated 12-27-12, in the amount of \$535.35.

**4.3 Treasurer's Report**

Approved the Treasurer's Report for November, 2012.

**5.0 PUBLIC HEARINGS**

There are no items scheduled.

**6.0 GENERAL BUSINESS**

There are no items scheduled.

**GENERAL MANAGER REPORT**

There was nothing to report.

**CEMETERY DISTRICT COUNSEL REPORT**

There was nothing to report.

**BOARD COMMUNICATIONS**

There was nothing to report.

**FUTURE AGENDA ITEMS**

There were no items.

**ADJOURN WILDOMAR CEMETERY DISTRICT**

There being no further business Chairman Walker declared the meeting adjourned at 8:17 p.m.

Submitted by:

Approved by:

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Debbie A. Lee, CMC  
Clerk of the Board

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Timothy Walker  
Chairman

**WILDOMAR CEMETERY DISTRICT**  
**Agenda Item #4.2**  
**CONSENT CALENDAR**  
**Meeting Date: February 13, 2013**

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**TO:** Chairman and Board of Trustees  
**FROM:** Misty V. Cheng, Controller  
**SUBJECT:** Warrant Registers

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Board of Trustees approve the following:

1. Warrant Register dated January 3, 2013, in the amount of \$382.21;
2. Warrant Register dated January 10, 2013, in the amount of \$790.16;
3. Warrant Register dated January 24, 2013, in the amount of \$190.83; &
4. Warrant Register dated January 31, 2013, in the amount of \$4,662.88.

**DISCUSSION:**

The Wildomar Cemetery District requires that the Trustees audit payments of demands and direct the General Manager to issue checks. The Warrant Registers are submitted for approval.

**FISCAL IMPACT:**

These Warrant Registers will have a budgetary impact in the amount noted in the recommendation section of this report. These costs are included in the Fiscal Year 2012-13 Budgets.

Submitted by:  
Misty V. Cheng  
Controller

Approved by:  
Gary Nordquist  
General Manager

**ATTACHMENTS:**

Warrant Register dated January 3, 2013  
Warrant Register dated January 10, 2013  
Warrant Register dated January 24, 2013  
Warrant Register dated January 31, 2013

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Voucher List  
City of Wildomar

Page: 1

Bank code : wf

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>	
201841	1/3/2013	000388 ALARM FINANCIAL SERVICES, TNSS	95927		CEMETERY ALARM MONITORING 1	60.00	
					Total :	60.00	
201842	1/3/2013	000028 CALPERS	858		CEMETERY RETIREE PREMIUM JAI	293.98	
					Total :	293.98	
201843	1/3/2013	000367 CINTAS CORPORATION	055546333		STAFF UNIFORM MAINTENANCE	28.23	
					Total :	28.23	
3 Vouchers for bank code : wf						Bank total :	382.21
3 Vouchers in this report						Total vouchers :	382.21

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
201856	1/10/2013	000442 ARCO GASPRO PLUS	NP36817147		CEMETERY LAWN MOWER FUEL	126.73	
					<b>Total :</b>	<b>126.73</b>	
201857	1/10/2013	000367 CINTAS CORPORATION	55551679		STAFF UNIFORM MAINTENANCE	28.23	
					<b>Total :</b>	<b>28.23</b>	
201858	1/10/2013	000022 EDISON	122812		CEMETERY ELEC. SRVS 11/28/12-	98.08	
					<b>Total :</b>	<b>98.08</b>	
201859	1/10/2013	000012 ELSINORE VALLEY MUNICIPAL, WATER	5853179		CEMETERY WATER SRVS. 11/20/12	286.19	
					<b>Total :</b>	<b>286.19</b>	
201860	1/10/2013	000186 RIGHTWAY	718674		CEMETERY RSTRM. MTSRV. 12/27/	76.15	
					<b>Total :</b>	<b>76.15</b>	
201861	1/10/2013	000020 VERIZON	121912		CEMETERY VOICE/IN SRV. 12/19/12	162.53	
					<b>Total :</b>	<b>162.53</b>	
201862	1/10/2013	000368 WHITNEY'S DRINKING WATER	10213		CEMETERY DRINKING WATER	12.25	
					<b>Total :</b>	<b>12.25</b>	
7 Vouchers for bank code : wf						<b>Bank total :</b>	<b>790.16</b>
7 Vouchers in this report						<b>Total vouchers :</b>	<b>790.16</b>

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01/24/2013 3:43:20PM

Voucher List  
City of Wildomar

Page: 1

Bank code : wf

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
201887	1/24/2013	000387 CINTAS CORPORATION	055549004		STAFF UNIFORM MAINTENANCE	28.23
			055554308		STAFF UNIFORM MAINTENANCE	32.23
					<b>Total :</b>	<b>60.46</b>
201888	1/24/2013	000011 CR&R INC.	0262425		WASTE SERVICES-3 YD COMMERC	124.12
					<b>Total :</b>	<b>124.12</b>
201889	1/24/2013	000368 WHITNEY'S DRINKING WATER	12313		CEMETERY DRINKING WATER	6.25
					<b>Total :</b>	<b>6.25</b>
<b>3 Vouchers for bank code : wf</b>						<b>Bank total : 190.83</b>
<b>3 Vouchers in this report</b>						<b>Total vouchers : 190.83</b>

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01/31/2013 4:34:21PM

Voucher List  
City of Wildomar

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201900	1/31/2013	000028 CALPERS	81		CEMETERY RETIREE PREMIUM FE	293.98
					Total :	293.98
201901	1/31/2013	000367 CINTAS CORPORATION	05555995		STAFF UNIFORM MAINTENANCE	32.23
					Total :	32.23
201902	1/31/2013	000412 POLYGUARD & CO	35443		CEMETERY DEPARTMENTAL SUPP	4,062.00
					Total :	4,062.00
201903	1/31/2013	000094 STAUFFERS LAWN EQUIPMENT	190911		CEMETERY DEPARTMENTAL SUPP	165.15
					Total :	165.15
201904	1/31/2013	000378 TEMECULA VALLEY PIPE & SUPPLY	503673		CEMETERY DEPARTMENTAL SUPP	109.52
					Total :	109.52
5 Vouchers for bank code : wf						Bank total : 4,662.88
5 Vouchers in this report						Total vouchers : 4,662.88

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**WILDOMAR CEMETERY DISTRICT**  
**Agenda Item #4.3**  
**CONSENT CALENDAR**  
**Meeting Date: February 13, 2013**

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**TO:** Chairman and Board of Trustees

**FROM:** Misty V. Cheng, Controller

**SUBJECT:** Treasurer's Report

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Board of Trustees approve the Treasurer's Report for December, 2012.

**DISCUSSION:**

Attached is the Treasurer's Report for Cash and Investments for the month of December 2012.

**FISCAL IMPACT:**

None at this time.

Submitted by:  
Misty V. Cheng  
Controller

Approved by:  
Gary Nordquist  
General Manager

**ATTACHMENTS:**

Treasurer's Report

**CITY OF WILDOMAR  
TREASURER'S REPORT FOR  
CASH AND INVESTMENT PORTFOLIO  
December 2012**

**DISTRICT INVESTMENT**

ISSUER	BOOK VALUE	FACE VALUE	MARKET VALUE	PERCENT OF PORTFOLIO	DAYS TO MAT.	STATED RATE
EDWARD JONES	\$ 128,212.76	\$ 128,212.76	\$ 128,212.76	100.00%	0	0.000%
<b>TOTAL</b>	<b>\$ 128,212.76</b>	<b>\$ 128,212.76</b>	<b>\$ 128,212.76</b>	<b>100.00%</b>		

ISSUER	BEGINNING BALANCE	+ DEPOSITS/ PURCHASES	WITHDRAWALS/ SALES/ MATURITIES	ENDING BALANCE	STATED RATE
EDWARD JONES	\$ 128,012.71	\$ 200.05	\$ 0.00	\$ 128,212.76	0.000%
<b>TOTAL</b>	<b>\$ 128,012.71</b>	<b>\$ 200.05</b>	<b>\$ 0.00</b>	<b>\$ 128,212.76</b>	

**TOTAL INVESTMENT** \$ 128,212.76

**CASH HELD BY RIVERSIDE COUNTY**

ACCOUNT	INSTITUTION	BALANCE	RATE
CEMETERY	RIVERSIDE COUNTY	\$ (126.38)	0.00%
DEF COMP	RIVERSIDE COUNTY	0.00	0.00%
ENDOWMENT	RIVERSIDE COUNTY	0.05	0.00%
<b>TOTAL</b>		<b>\$ (126.33)</b>	

ACCOUNT	INSTITUTION	BEGINNING BALANCE	+ DEPOSITS	(-) WITHDRAWALS	ENDING BALANCE	RATE
CEMETERY	RIVERSIDE COUNTY	\$ -90.13	\$ 0.00	\$ (36.25)	\$ (126.38)	0.000%
DEF COMP	RIVERSIDE COUNTY	0.00	0.00	0.00	0.00	
ENDOWMENT	RIVERSIDE COUNTY	0.02	0.03	0.00	0.05	0.000%
<b>TOTAL</b>		<b>\$ -90.11</b>	<b>\$ 0.03</b>	<b>\$ (36.25)</b>	<b>\$ (126.33)</b>	

In compliance with the California Code Section 53646, as the General Manager of the Wildomar Cemetery District, I hereby certify that sufficient investment liquidity and anticipated revenues are available to meet the District's expenditure requirements for the next six months.  
I also certify that this report reflects all Government Agency pooled investments and all District's bank balances.

\_\_\_\_\_  
Misty V. Cheng  
Controller

\_\_\_\_\_  
Date