CITY OF WILDOMAR
PARKS FUNDING MEASURE CITIZEN'S OVERSIGHT ADVISORY COMMITTEE AGENDA

6:30 P.M. – REGULAR MEETING

FEBRUARY 28, 2013
Council Chambers
23873 Clinton Keith Road

Scott Bradstreet, Committee Member-Elect
Dawn DeVolder, Committee Member-Elect
Monty Goddard, Committee Member-Elect
John Lloyd, Committee Member-Elect
Kristen West, Committee Member-Elect

Gary Nordquist
City Manager

Debbie A. Lee
City Clerk

REGULAR MEETING AGENDA
FEBRUARY 28, 2013

REPORTS: All agenda items and reports are available for review at: Wildomar City Hall, 23873 Clinton Keith Road and on the City's website, www.cityofwildomar.org. Any writings or documents provided to a majority of the Committee Members 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 Committee will receive public comments regarding any items or matters within the jurisdiction of the governing body. The Chairman 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 Committee 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 Committee.

CONSENT CALENDAR: Consent Calendar items will be acted on by one roll call vote unless Committee 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.

SWEAR IN COMMITTEE MEMBERS-ELECT

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

ROLL CALL

FLAG SALUTE

APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

The Committee Members will appoint a Chairman and Vice-Chairman to serve a one year appointment.

DETERMINATION OF MEMBERS' TERM OF OFFICE

The Committee Members will draw lots to determine the term of office each Member will serve. There will be three Members who will serve a one year term, and two Members who will serve a two year term.

PUBLIC COMMENTS

This is the time when the Committee receives general public comments regarding any items or matters within the jurisdiction of the Committee 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 Committee 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 Committee.

APPROVAL OF THE AGENDA AS PRESENTED

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

1.0 CONSENT CALENDAR

There are no items.

2.0 GENERAL BUSINESS

2.1 Committee Member Orientation

RECOMMENDATION: Staff recommends that the Committee:

1. Review the Brown Act and Fair Political Practices Commission regulations;
2. Review Resolution Number 2013-05; and
3. Determine the quarterly meeting schedule.

FUTURE AGENDA ITEMS

ADJOURNMENT

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 26, 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

Debbie A. Lee, CMC, City Clerk

Park Citizens Oversight Committee
Agenda Item #2.1
GENERAL BUSINESS
Meeting Date: February 28, 2013

TO: Chairman and Committee Members

FROM: Gary Nordquist, City Manager

SUBJECT: Committee Member Orientation

STAFF REPORT

RECOMMENDATION:
Staff recommends that the Committee:

1. Review the Brown Act and Fair Political Practices Commission regulations;

2. Review Resolution Number 2013-05; and

3. Determine the quarterly meeting schedule.

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. Needing a 66.7% of yes votes, Measure Z was approved with 68.59%.

By Statute, the passage of Measure Z triggered a number of tasks that need to be addressed prior to the July 1, 2013 (Fiscal Year 2013-14) start of the tax assessment. At the December City Council meeting, the Parks Subcommittee 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) and developed a draft resolution forming the Committee. 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. The City Council at the meeting of February 13, 2013, revised and

approved Resolution 2013-05 establishing the committee and defining the criteria for committee appointment. Additionally, the City Council reviewed all the applications and approved five of the applicants for appointment to the initial committee.

DISCUSSION:
As members of this newly formed committee, a number of initial tasks are required to be completed prior to commencing with the business of providing oversight and advisory services to the City Council regarding park funding and expenses. First, as a member of a public committee an orientation to public official norms and practices is needed. Specifically, the Brown Act, Government Code Section 54950, et seq. regulates local public agency meetings in both open and closed sessions. Secondly, as the committee member's role may involve public finances, the Fair Political Practices Commission, form 700 needs be filed with the City Clerk.

A review of Resolution 2013-05 is recommended to acquaint the committee members with the role and services the members are expected to provide. This resolution also provides information regarding the criteria for volunteer committee members.

Finally, setting of regular scheduled meetings is recommended to be accomplished during this initial meeting. Additional meetings may be added, with proper public notification, to complement the regular scheduled meetings.

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:

A. Resolution 2013-05

Attachment
A

Resolution No. 2013-05

RESOLUTION NO. 2013 - 05

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 statue (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:

Thomas D. Jex
City Attorney

ATTEST:

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 Committee shall appoint the initial Chair and 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 a minimum of four quarterly meetings per 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.

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE)
CITY OF WILDOMAR)

I, Debbie A. Lee, CMC, City Clerk of the City of Wildomar, California, do hereby certify that the foregoing Resolution No. 2013 - 05 was duly adopted at a regular meeting held on February 13, 2013, by the City Council of the City of Wildomar, California, by the following vote:

AYES: Mayor Walker, Mayor Pro Tem Swanson, Council Members Benoit, Cashman, Moore

NOES: None

ABSTAIN: None

ABSENT: None

Debbie A. Lee

Debbie A. Lee, CMC
City Clerk
City of Wildomar