

CITY OF WILDOMAR CITY COUNCIL  
AND WILDOMAR CEMETERY DISTRICT AGENDA

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

JULY 11, 2012  
Council Chambers  
23873 Clinton Keith Road



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

Frank Oviedo  
City Manager/General Manager

Thomas D. Jex  
City Attorney/District Counsel

## **WILDOMAR CITY COUNCIL AND WILDOMAR CEMETERY DISTRICT REGULAR MEETING AGENDA JULY 11, 2012**

**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 (b) to confer with legal counsel with regard to one matter of significant exposure to litigation regarding a potential challenge to the City's proposed Housing Element.
2. The City Council will meet in closed session pursuant to the provisions of Government Code Section 54956.9 (a) 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.

**RECONVENE INTO OPEN SESSION**

**CITY ATTORNEY REPORT FROM CLOSED SESSION**

**ADJOURN CLOSED SESSION**

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

### **ROLL CALL**

### **FLAG SALUTE**

### **PRESENTATIONS**

Clinton Keith Interchange Construction Project Update

Fire Department Monthly Update

Code Enforcement Quarterly Report

Presentation to Police Chief Dave Fontneau

Presentation of New Police Chief Shelley Kennedy-Smith

### **THE CITY COUNCIL WILL TAKE A SHORT BREAK FOR REFRESHMENTS**

### **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.

### **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 – June 13, 2012 Regular Meeting**

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

### **1.3 Warrant and Payroll Registers**

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

1. Warrant Register dated June 7, 2012 in the amount of \$1,122,327.99;
2. Warrant Register dated June 14, 2012 in the amount of \$224,447.27;
3. Warrant Register dated June 21, 2012 in the amount of \$140,096.84;
4. Warrant Register dated June 28, 2012 in the amount of \$232,483.19; &
5. Payroll Register dated June 29, 2012 in the amount of \$46,162.97.

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

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

### **1.5 Statement of Investment Policy FY11-12**

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

RESOLUTION NO. 2012 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, ADOPTING STATEMENT OF INVESTMENT POLICY

### **1.6 Unpaid Trash Collection Charges - Notice of Intent to Place Liens on Parcels**

**RECOMMENDATION:** Staff recommends that the City Council provide a Notice of Intent to hold a Public Hearing on August 8, 2012, for placing liens on parcels with unpaid charges for trash collection services.

**1.7 First Amendment to the Memorandum of Understanding (MOU) for Joint Monitoring of Emergency Ambulance Services**

**RECOMMENDATION:** Staff recommends that the City Council approve the first amendment to the MOU with the Riverside County Emergency Management Agency for joint monitoring of emergency ambulance services, and authorize the City Manager to execute the amendment.

**1.8 Revisions to the Planning Commission Regular Meetings and Time**

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

RESOLUTION NO. 2012 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, DESIGNATING THE TIME, DATE AND LOCATION OF  
PLANNING COMMISSION MEETINGS; AND REPEALING RESOLUTION  
NO. 08-63

**2.0 PUBLIC HEARINGS**

**2.1 Housing Element Adoption – General Plan Amendment No. 12-01 (Cont. from 06-13-12)**

**RECOMMENDATION:** Staff recommends that the City Council continue this item to the August 8, 2012 City Council meeting.

**2.2 County Service Area Charges for FY 2012-13**

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

RESOLUTION NO. 2012 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, ADOPTING COUNTY SERVICE AREA CHARGES FOR  
FISCAL YEAR 2012-13

**2.3 Amendment to the Zoning Ordinance - Mini-Warehouse/Self-Storage uses - Zoning Ordinance Amendment No. 12-02**

**RECOMMENDATION:** The Planning Commission recommends that the City Council introduce and approve reading of an Ordinance entitled:

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ADOPTING AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PER SECTION 15061(B)(3) OF CEQA AND APPROVAL OF ZONING ORDINANCE AMENDMENT NO. 12-02 AMENDING CHAPTER 17.72 (C-1/C-P ZONE) TO PROHIBIT MINI-WAREHOUSE/SELF-STORAGE FACILITIES; AND AMENDING CHAPTERS 17.96 (I-P INDUSTRIAL-PARK ZONE), 17.100 (M-SC MANUFACTURING-SERVICE COMMERCIAL ZONE), 17.104 (M-M MANUFACTURING-MEDIUM ZONE) AND 17.108 (M-H MANUFACTURING-HEAVY ZONE) TO REQUIRE A CONDITIONAL USE PERMIT FOR MINI-WAREHOUSE/SELF-STORAGE USES SUBJECT TO THE DEVELOPMENT STANDARDS OF SECTION 17.240

**2.4 Amendment to the Zoning Ordinance Related to Nonconforming Structures and Uses - Zoning Ordinance Amendment No. 12-01**

**RECOMMENDATION:** The Planning Commission recommends that the City Council introduce and approve for first reading an Ordinance entitled:

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ADOPTING AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PER SECTION 15061(B)(3) OF CEQA AND APPROVING ZONING ORDINANCE AMENDMENT NO. 12-01 AMENDING CHAPTER 17.184 (NONCONFORMING STRUCTURES AND USES)

**3.0 GENERAL BUSINESS**

**3.1 Polling and Communication Update**

**RECOMMENDATION:** Staff recommends that the City Council receive and file the report and provide Staff with direction as necessary.

**3.2 Animal Shelter**

**RECOMMENDATION:** Staff recommends that the City Council provide staff with direction regarding the uses of the Animal Shelter Building.

**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 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 Board.

### **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 – June 13, 2012 Regular Meeting**

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

##### **4.2 Treasurer’s Report**

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

#### **5.0 PUBLIC HEARINGS**

There are no items scheduled.

#### **6.0 GENERAL BUSINESS**

##### **6.1 Girls Scouts Project Update**

**RECOMMENDATION:** Staff recommends that the Board of Trustees receive and file the report as presented by Staff.

##### **6.2 Cemetery Master Plan – Request for Proposal**

**RECOMMENDATION:** Staff recommends that the Board of Trustees direct Staff to start actions to issue, review and provide a recommendation for a consultant to prepare a cemetery master plan.

##### **6.3 Cemetery District Border Alignment**

**RECOMMENDATION:** Staff recommends that the Board of Trustees adopt a Resolution entitled:

RESOLUTION NO. WCD2012 - \_\_\_\_\_  
A RESOLUTION OF THE BOARD OF TRUSTEES OF WILDOMAR  
CEMETERY DISTRICT, SUPPORTING CONSISTANT BORDER  
ALIGNMENT OF CITY AND CEMETERY DISTRICT IN THE  
SOUTHWEST RIVERSIDE COUNTY AREA

**GENERAL MANAGER REPORT**

**CEMETERY DISTRICT COUNSEL REPORT**

**BOARD COMMUNICATIONS**

**FUTURE AGENDA ITEMS**

**ADJOURN WILDOMAR CEMETERY DISTRICT**

**2012 City Council/Wildomar Cemetery District Regular Meeting Schedule**

August 8  
September 12

October 10  
November 14

December 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 July 6, 2012, 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  
JUNE 13, 2012**

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

The closed session of June 13, 2012, of the Wildomar City Council was called to order by Mayor Benoit at 5:30 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 Benoit, Mayor Pro Tem Walker, Council Members Cashman, Moore and Swanson. Members absent: None.

Staff in attendance: City Manager Oviedo, City Attorney Jex, City Clerk Lee, and Clerk Morales.

**PUBLIC COMMENTS**

There were no speakers.

**CLOSED SESSION**

Clerk Morales read the following:

1. The City Council will meet in closed session pursuant to the provisions of Government Code Section 54956.9 (a) to confer with legal counsel with regard to the following matter of pending litigation: City of Wildomar v. Wildomar Patients Compassionate Group, Inc., Riverside County Superior Court Case No. RIC10022903 and RIC10022476.
2. The City Council will meet in closed session pursuant to the provisions of Government code section 54956.9 (a) to confer with legal counsel regarding one matter of pending litigation: Alliance for Intelligent Planning v. City of Wildomar RIC1114945.

At 5:31 p.m. the City Council convened into closed session, with all Council Members present.

**RECONVENE INTO OPEN SESSION**

At 6:30 p.m. the City Council reconvened into open session, with all Council

Members present, making no announcements.

### **ADJOURN CLOSED SESSION**

There being no further business, Mayor Benoit declared the closed session meeting adjourned at 6:30 p.m.

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

The regular meeting of June 13, 2012, of the Wildomar City Council was called to order by Mayor Benoit at 6:30 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 Benoit, Mayor Pro Tem Walker, Council Members Cashman, Moore, and Swanson. Members absent: None.

Staff in attendance: City Manager Oviedo, Assistant City Manager Nordquist, City Attorney Jex, Public Works Director D’Zmura, Planning Director Bassi, Community Services Director Willette, Fire Chief Beach, Police Chief Fontneau, Assistant Police Chief Adams, City Clerk Lee, and Clerk Morales.

The Flag Salute was led by Assistant City Manager Nordquist.

### **PRESENTATIONS**

Dennis Green, Green.Com, Inc, presented an update on the Clinton Keith Interchange Construction Project.

Chief Beach presented the Fire Department monthly update.

Police Chief Fontneau presented the Police Department quarterly report.

### **PUBLIC COMMENTS**

Barbara Hale, Sycamore Academy, presented a plaque to the City Council for all of the support from the City.

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

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

**MOTION** carried, 5-0.

### **1.0 CONSENT CALENDAR**

A **MOTION** was made by Councilwoman Moore, seconded by Mayor Pro Tem Walker, 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 – May 9, 2012 Regular Meeting**

Approved the Minutes as presented.

#### **1.3 Warrant and Payroll Registers**

Approved the following:

1. Warrant Register dated May 3, 2012 in the amount of \$31,077.11;
2. Warrant Register dated May 10, 2012 in the amount of \$217,476.39;
3. Warrant Register dated May 17, 2012 in the amount of \$105,608.49;
4. Warrant Register dated May 22, 2012 in the amount of \$10,624.17;
5. Warrant Register dated May 31, 2012 in the amount of \$25,575.64; &
6. Payroll Register dated May 31, 2012 in the amount of \$47,442.83.

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

Approved the Treasurer's Report for April, 2012.

#### **1.5 Claim Rejection – Parra**

Rejected the claim made by Kaitlyn Parra and direct Staff to notify the claimants.

#### **1.6 County Free Library Advisory Committee (CFLAC) Appointment**

Directed the City Clerk to advertise and take letters of interest and/or resumes of Wildomar residents to serve on the CFLAC as the Wildomar representative.

## **2.0 PUBLIC HEARINGS**

### **2.1 Housing Element Adoption – General Plan Amendment No. 12-01**

Clerk Morales read the title.

City Attorney Jex stated that just before the start of the meeting, Staff received a letter protesting this item and raising some legal issues. Staff and the City Attorney's Office have not had time to read through the letter in detail and analyze it. He would recommend to open the public hearing, take any testimony, and continue the item to the next Council meeting.

Mayor Benoit opened the public hearing.

There were no speakers.

**A MOTION** was made by Councilwoman Swanson, seconded by Councilwoman Moore, to continue the item to the City Council meeting of July 11, 2012.

**MOTION** carried, 5-0.

### **2.2 Landscaping & Lighting Maintenance District No. 89-1-Consolidated & Street Lighting Zones**

Clerk Morales read the title.

Mayor Benoit opened the public hearing.

Chris Vogt, Project Manager, presented the staff report.

There being no speakers, Mayor Benoit closed the public hearing.

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

#### RESOLUTION NO. 2012- 25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, CONFIRMING THE DIAGRAM AND ASSESSMENT FOR ZONES 3, 29, 30, 42,51, 52, 59, 62, 67, 71, AND 90 AND STREET LIGHTING ZONES 18, 26, 27, 35, 50, 70, 71, 73, AND 88 OF LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 89-1- CONSOLIDATED OF THE CITY OF WILDOMAR AND LEVYING

ASSESSMENTS ON ALL LOTS AND PARCELS OF LAND THEREIN FOR FISCAL YEAR 2012-13; AND AUTHORIZE THE COUNTY OF RIVERSIDE TO ADMINISTER THE LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 89-1-CONSOLIDATED BUDGET FOR FISCAL YEAR 2012-13

**MOTION** carried, 5-0

**2.3 Tax and Equity Fiscal Responsibility Act (TEFRA) Hearing for the Tres Lagos Senior Housing Project (Project No. 08-0165)**

Clerk Morales read the title.

Mayor Benoit opened the public hearing.

Planning Director Bassi presented the staff report.

Caitlyn Longtow, representative of the California Statewide Communities Development Authority, stated they are the issuer of the project. She briefly explained the two Resolutions.

**SPEAKERS**

William Leach, Palm Communities, thanked the City Council for their support of this project.

Adrian Peters, Palm Communities, gave a brief history of their project and thanked the Council for their support of the project.

There being no further speakers, Mayor Benoit closed the public hearing.

Discussion ensued regarding the 55 year covenants.

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

RESOLUTION NO. 2012 - 26  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, AUTHORIZING AND DIRECTING EXECUTION OF AN AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT RELATING TO THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY

**MOTION** carried, 5-0.

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

RESOLUTION NO. 2012 - 27  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WILDOMAR APPROVING THE ISSUANCE OF MULTI-FAMILY  
HOUSING REVENUE BONDS BY THE CALIFORNIA STATEWIDE  
COMMUNITIES DEVELOPMENT AUTHORITY FOR THE TRES  
LAGOS SENIOR HOUSING APARTMENTS

**MOTION** carried, 5-0.

**2.4 Five-Year Capital Improvement Program (FY 2012/13 to 2016/17)**

Clerk Morales read the title.

Mayor Benoit opened the public hearing.

Public Works Director D'Zmura presented the staff report.

There being no speakers Mayor Benoit closed the public hearing.

Councilwoman Moore stated that Staff has done a great job with obtaining grant monies.

Councilwoman Swanson stated that the document was easy to follow and thanked Staff for doing a great job.

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

RESOLUTION NO. 2012 - 21  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA ADOPTING A FIVE-YEAR CAPITAL IMPROVEMENT  
PROGRAM FOR FISCAL YEARS 2012/13 TO 2016/17

**MOTION** carried, 5-0.

**2.5 Authorization of Annual Rate Adjustment for CR&R**

Clerk Morales read the title.

Mayor Benoit opened the public hearing.

Assistant City Manager Nordquist presented the staff report stating that there were changes to the staff report and read the changes.

There being no speakers Mayor Benoit closed the public hearing.

Councilman Cashman inquired why all the changes in the staff report.

Assistant City Manager Nordquist answered it was from further review of the staff report and the correlation with the agreement.

Councilman Cashman inquired if the City is in negotiations with the hauler.

City Manager Oviedo answered the City is not currently negotiating regarding the franchise. Staff is currently looking at whether there are potential amendments that can be made to the contract.

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

RESOLUTION NO. 2012 - 28  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, AUTHORIZING THE ANNUAL RATE ADJUSTMENT TO  
FEES RELATED TO CR&R COLLECTION SERVICES

### **3.0 GENERAL BUSINESS**

#### **3.1 Development Impact Fee Study Presentation**

Clerk Morales read the title.

Public Works Director D'Zmura, Chris Vogt, and Joe Colgan presented the staff report.

Mayor Pro Tem Walker stated he is happy this has come forward. This was presented at the Economic Development Roundtable and received many comments from the building community. He would like to move it forward so that specific fees can be discussed.

Councilwoman Swanson stated she is not okay with moving it forward. She would like to see some of the numbers reworked. This is not the time

to do this just as housing is starting to come back. This can be done anytime, just not now.

Discussion ensued regarding the fees; adjusting the fees; and trails and flood control fees.

City Manager Oviedo stated Staff is looking for direction from the City Council because when this comes back it is for adoption. Staff has heard from the BIA and knows what their issues are, so Staff would like to know from the Council what they would like to see. Staff is hearing the issues are trails, and commercial & industrial fees.

Discussion ensued regarding components of the fees including commercial & industrial, trails, community center, animal shelter, and flood control & drainage; and holding a study session regarding the fees.

It was the consensus of the City Council to hold a study session regarding the development impact fees study.

### **3.2 FY 2012-13 Budget – Decision Packages**

Clerk Morales read the title.

Assistant City Manager Nordquist presented the staff report.

Jacob Schlepp, California Lutheran High School, stated they are in favor of item #2 regarding the LED monument sign ordinance amendment. He would like to look at other types of signs other than monument signs.

Discussion ensued regarding which issues are mandated and which issues are something that the City would like to do; and bringing a map forward with certain areas for the General Plan/Zoning code update.

**A MOTION** was made by Councilwoman Moore, seconded by Mayor Pro Tem Walker, to approve: Fifth Round Housing Element Update (with CEQA compliance – State Mandated) -\$13,500; LED Monument Sign Ordinance Amendment - \$3,000; and Comprehensive Light Pollution Ordinance Update - \$12,500; and defer General Plan/Zoning Code Update (Multi-year project funding) - \$150,000.

**MOTION** carried, 5-0.

**3.3 Appointment of Volunteer Trails Coordinator and Acceptance of Trail Names**

Clerk Morales read the title.

Assistant City Manager Nordquist presented the staff report.

Gary Andre, resident, stated he was told to put the names on the map as directed. The direction was Rodarme Trail was to be put on and not Jon Rodarme. He recommends that it be Jon Rodarme.

Discussion ensued regarding other trail names.

**A MOTION** was made by Councilman Cashman, seconded by Mayor Pro Tem Walker, to appoint Gary Andre as the Volunteer Trails Coordinator to a two year term effective June 14, 2012 and expiring June 14, 2014.

**MOTION** carried, 5-0.

**A MOTION** was made by Councilman Cashman, seconded by Mayor Pro Tem Walker, to adopt a Resolution entitled:

RESOLUTION NO. 2012 - 29  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WILDOMAR, CALIFORNIA, APPROVING THE ADDITION OF  
TRAIL NAMES TO THE EXISTING CITY OF WILDOMAR MULTI-  
USE TRAILS PLAN MAP

**MOTION** carried, 5-0.

**3.4 Sidewalks to Schools Improvement Project – George Avenue Improvements (CIP 09-0014A)**

Clerk Morales read the title.

City Engineer Palmer presented the staff report.

**A MOTION** was made by Councilwoman Moore, seconded by Mayor Pro Tem Walker, to authorize the City Manager to execute a construction contract with STI, Inc. in the amount of \$63,565.50 for the Sidewalks to Schools Improvement Project, George Avenue Improvements (CIP 09-0014A); and Authorize the City Engineer to approve change orders not to exceed 10% of the contract amount.

**MOTION** carried, 5-0.

**3.5 County Service Area Charges for Fiscal Year 2012-13**

Clerk Morales read the title.

City Engineer Palmer presented the staff report.

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

RESOLUTION NO. 2012 - 30  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, ESTABLISHING COMMUNITY SERVICE AREA  
CHARGES WITHIN THE CITY FOR FISCAL YEAR 2012/2013

**MOTION** carried, 5-0.

**3.6 League of California Cities Annual Conference Business Meeting  
Voting Delegate and Alternate**

Clerk Morales read the title.

**A MOTION** was made by Mayor Benoit, seconded by Mayor Pro Tem Walker, to appoint Mayor Pro Tem Walker as the Voting Delegate and Mayor Benoit as the Alternate Voting Delegate.

**MOTION** carried, 5-0.

**3.7 Calling a General Municipal Election on November 6, 2012**

Clerk Morales read the title.

City Clerk Lee presented the staff report.

Councilwoman Swanson inquired if the City were to put a Measure on the November ballot, how much more would the cost go up for the cost of the election.

City Clerk Lee answered approximately \$12,000.

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

RESOLUTION NO. 2012 - 31  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL  
MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6,  
2012, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY  
THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA  
RELATING TO GENERAL LAW CITIES

**MOTION** carried, 5-0.

### **CITY MANAGER REPORT**

City Manager Oviedo reported the following:

\*June 21 the annual City Manager lunch will take place at the Diamond Club and it is the City Managers presenting the State of the City.

\*SB1566 update (VLF issues) has not made it out of the Appropriations Subcommittee.

\*Preliminary sales tax numbers are up again in the last quarter.

### **At this time the City Council took up Item #3.3, item #2**

Gary Andre stated that Edy Rodarme wanted the Rodarme Trail to read Jon Rodarme Trail.

**A MOTION** was made by Councilwoman Moore, seconded by Mayor Pro Tem Walker, to amend the previous motion, and to name the trail "Jon Rodarme Trail" and not "Rodarme Trail".

**MOTION** carried, 5-0.

### **CITY ATTORNEY REPORT**

City Attorney Jex reported he will get a memo to the City Council and Staff regarding election campaigning and duties and what you can legally do and what you cannot do.

## **COUNCIL COMMUNICATIONS**

Councilwoman Moore stated she attended the RTA meeting, and the Highway 395 meeting. The animal shelter meeting was today and Assistant City Manager Nordquist and she did their very best to sway the JPA Board to base costs based on population and not animal count. They were unsuccessful in changing the minds of the Board Members.

Councilwoman Swanson stated she attended the League meeting in Indian Wells. She is also on a League Committee and they were cautioned to read and understand Measures A and D very carefully. The speaker at the dinner was very good and interesting.

Councilman Cashman stated he went to the PARSAC meeting in Sacramento and learned about risk management. He also attended the Movie in the Park where there was about 200 people.

Mayor Pro Tem Walker stated he has been attending the CSTI training this week with Mayor Benoit and Staff.

Mayor Benoit stated August 3 is Wildomar Night at the Storm stadium. He congratulated Gary Andre on being named Volunteer Trails Coordinator. He then talked about the CSTI training. He attended WRCOG, RCHCA, RCTC, and SCAG.

## **FUTURE AGENDA ITEMS**

\*Parks Measure for November ballot

## **ADJOURN THE CITY COUNCIL**

There being no further business, Mayor Benoit declared the meeting adjourned at 9:22 p.m.

Submitted by:

Approved by:

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Debbie A. Lee, CMC  
City Clerk

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Ben J. Benoit  
Mayor

**CITY OF WILDOMAR CITY COUNCIL**  
**Agenda Item#1.3**  
**CONSENT CALENDAR**  
**Meeting Date: July 11, 2012**

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**TO:** Mayor and City Council Members  
**FROM:** Gary Nordquist, Assistant City Manager  
**SUBJECT:** Warrant and Payroll Registers

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council approve the following:

1. Warrant Register dated June 7, 2012 in the amount of \$1,122,327.99;
2. Warrant Register dated June 14, 2012 in the amount of \$224,447.27;
3. Warrant Register dated June 21, 2012 in the amount of \$140,096.84;
4. Warrant Register dated June 28, 2012 in the amount of \$232,483.19; and
5. Payroll Register dated June 29, 2012 in the amount of \$46,162.97.

**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 2011-12 Budget.

Submitted by:  
Gary Nordquist  
Assistant City Manager

Approved by:  
Frank Oviedo  
City Manager

**ATTACHMENTS:**

Voucher List 6/7/2012  
Voucher List 6/14/2012  
Voucher List 6/21/2012  
Voucher List 6/28/2012  
Payroll Warrant Register June 29, 2012

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201294	6/7/2012	000033 AMERICAN FORENSIC NURSES	61501 61518		BLOOD DRAW BLOOD DRAW	41.08 287.56 <b>Total : 328.64</b>
201295	6/7/2012	000034 BIO-TOX LABORATORIES	25122 25123		RC SHERIFF- LAB SERVICES RC SHERIFF- LAB SERVICES	288.91 579.00 <b>Total : 867.91</b>
201296	6/7/2012	000423 BLJ CONSTRUCTION	6812		12-8009 DEVELOPER DEPOSIT REF	51.09 <b>Total : 51.09</b>
201297	6/7/2012	000028 CALPERS	684A		CITY COUNCIL MEDICAL PREMIUM	8,540.81 <b>Total : 8,540.81</b>
201298	6/7/2012	000416 CDW GOVERNMENT	L193656	0000052	POLICE DEPT EQUIPMENT:AUDIOA	6,723.00 <b>Total : 6,723.00</b>
201299	6/7/2012	000043 CHENG, MISTY	5/31/2012	0000037	CONTRACTUAL SERVICES MAY 20	3,507.50 <b>Total : 3,507.50</b>
201300	6/7/2012	000318 COLGAN CONSULTING CORPORATION	8	0000033	DEVELOPMENT IMPACT FEE NEXU	3,731.80 <b>Total : 3,731.80</b>
201301	6/7/2012	000068 COUNTY OF RIVERSIDE, FIRE DEPARTM	231211		FIRE PROTECTION SRVCS 1/1/12-3	408,679.86 <b>Total : 408,679.86</b>
201302	6/7/2012	000002 CRYSTAL CLEAN MAINTENANCE	503A		JANITORIAL SERVICES- CITY HALL	698.00 <b>Total : 698.00</b>
201303	6/7/2012	000058 DEPARTMENT OF JUSTICE	910631		BLOOD ALCOHOL ANALYSES APRIL	140.00 <b>Total : 140.00</b>
201304	6/7/2012	000022 EDISON	6212		CSA 103- PALOMAR ST.ELECTRICA	32.73 <b>Total : 32.73</b>
201305	6/7/2012	000012 ELSINORE VALLEY MUNICIPAL, WATER	5494343 5494344		CSA 103 WATER SRVCS 4/26/12-5/2 CSA 103 WATER SRVCS 4/26/12-5/2	141.15 362.84

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201305	6/7/2012	000012	000012 ELSINORE VALLEY MUNICIPAL, WA		(Continued)	Total : 503.99
201306	6/7/2012	000079	LAN WAN ENTERPRISE	43687	MAINT CONTRACT JUNE 2012	450.00
						Total : 450.00
201307	6/7/2012	000424	LUDWIG ENGINEERING ASSOCIATES, IN	0020713	SURVEY/ SIDEWALK MAINTENANC	2,365.00
						Total : 2,365.00
201308	6/7/2012	000042	PV MAINTENANCE, INC.	005-133	0000025	PUBLIC WORKS CONTRACTUAL SF
						Total : 36,876.83
201309	6/7/2012	000053	REPUBLIC ITS, INC.	RR-131028	TRAFFIC SIGNAL MAINT. - APRIL 20	1,835.00
				RR-131029	TRAFFIC SIGNAL RESPONSE- APR	1,183.42
						Total : 3,028.42
201310	6/7/2012	000047	RIVERSIDE COUNTY, SHERIFF'S DEPAR	SH0000018543	CONTRACT LAW ENFOR 12/15/11-1	154,857.06
				SH0000018665	CONTRACT LAW ENFOR 1/12/12-2/	158,678.11
				SH0000018817	CONTRACT LAW ENFOR 2/9/12-3/7,	157,856.20
				SH0000018952	CONTRACT LAW ENFOR 3/8/12-4/4,	154,517.84
				SH0000019204	CONTRACT LAW ENFORCEMENT F	18,495.52
						Total : 644,304.73
201311	6/7/2012	000064	TYLER TECHNOLOGIES	045-66389	WRCOG/SCE GRANT: PROJECT AC	375.00
						Total : 375.00
201312	6/7/2012	000202	WILDOMAR INDUSTRIAL PARK, LP	5812	11-0113 DEVELOPER DEPOSIT REF	1,122.68
						Total : 1,122.68
19 Vouchers for bank code : wf						Bank total : 1,122,327.99
19 Vouchers in this report						Total vouchers : 1,122,327.99

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201313	6/14/2012	000033 AMERICAN FORENSIC NURSES	61579 61593		BLOOD DRAW BLOOD DRAW	82.16 246.48 <b>Total : 328.64</b>
201314	6/14/2012	000080 BURKE, WILLIAMS AND SORENSON,, LL	156299		LEGAL FEES APRIL 2012	37,166.96 <b>Total : 37,166.96</b>
201315	6/14/2012	000028 CALPERS	5112 5712		CITY COUNCIL CONTRIBUTIONS PERS CONTRIBUTIONS 5/7/12-5/20	376.90 5,218.32 <b>Total : 5,595.22</b>
201316	6/14/2012	000011 CR&R INC.	0258935		DISPOSAL SERVICES 5/24/12	327.71 <b>Total : 327.71</b>
201317	6/14/2012	000036 DATAQUICK	B1-2049894		CODE ENFORCEMENT SOFTWARE	150.00 <b>Total : 150.00</b>
201318	6/14/2012	000058 DEPARTMENT OF JUSTICE	910712		BLOOD ALCOHOL ANALYSES JAN 2	35.00 <b>Total : 35.00</b>
201319	6/14/2012	000022 EDISON	6612 6612A 6612B 6612C 6712		CITY LAMPS ELECTRICAL 5/1/12-6/ CSA 22 ELECTRICAL 5/1/2-6/1/12 CSA 103 ELECTRICAL 5/1/12-6/1/12 ZONE 73-LMD 89 5/1/12-6/1/12 CSA 142 ELECTRICAL 5/1/12-6/1/12	369.66 2,975.01 13,225.48 82.02 1,981.63 <b>Total : 18,633.80</b>
201320	6/14/2012	000147 MARATHON REPROGRAPHICS	69779		TRAIL MAP	45.04 <b>Total : 45.04</b>
201321	6/14/2012	000049 NORTH COUNTY TIMES	2316046 2316126 2316173		PUBLIC NOTICE - 5 YEAR CIP PUBLIC NOTICE - GPA 12-01 PUBLIC NOTICE - RESOLUTION 20	84.00 128.84 426.26 <b>Total : 639.10</b>
201322	6/14/2012	000018 ONTRAC	7433237		OVERNIGHT DELIVERY SERVICES	10.77

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Voucher List  
City of Wildomar

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Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201322	6/14/2012	000018 000018 ONTRAC		(Continued)		Total : 10.77
201323	6/14/2012	000425 PIERSON, LAVETTA	51612		REFUND- SEWING CLASS REGISTI	91.00
						Total : 91.00
201324	6/14/2012	000426 PRAVA CONSTRUCTION SERVICES,, INC	61212		12-0003 DEVELOPER DEPOSIT REF	322.62
						Total : 322.62
201325	6/14/2012	000149 RIVERSIDE COUNTY EXECUTIVE, OFFIC	2011/12-03		ANIMAL SHELTER MISC EXPENSES	333.33
						Total : 333.33
201326	6/14/2012	000047 RIVERSIDE COUNTY, SHERIFF'S DEPAR	SH0000019334		CONTRACT LAW ENF 4/5/12-5/2/12	159,996.01
						Total : 159,996.01
201327	6/14/2012	000427 VERENGO, INC.	61212		11-0297 PERMIT CANCELLATION RI	123.77
						Total : 123.77
201328	6/14/2012	000020 VERIZON	6112 6112A		TELEPHONE CHARGES 6/1/12-6/30	35.81
					OFFICE TELEPHONE CHARGES 6/1	612.49
						Total : 648.30
16 Vouchers for bank code : wf						Bank total : 224,447.27
16 Vouchers in this report						Total vouchers : 224,447.27

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Voucher List  
City of Wildomar

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201338	6/21/2012	000312 ADAME LANDSCAPE, INC.	46765	0000035	CSA 103 - CENTRAL & CERVERA	125.00
					Total :	125.00
201339	6/21/2012	000031 AFLAC, REMITTANCE PROCESSING, CE	835170		MEDICAL INSURANCE BENEFITS JI	475.45
					Total :	475.45
201340	6/21/2012	000429 CITY OF INDIAN WELLS	JUNE122012		LEAGUE OF CA CITIES RIVERSIDE	40.00
					Total :	40.00
201341	6/21/2012	000019 DEVINE, ROBERT	62012		PC MTNG 2/16/12, 5/16/12, 6/20/12	225.00
					Total :	225.00
201342	6/21/2012	000027 DIRECT TV	18005346791		CABLE SERVICES 6/12/12-7/11/12	89.99
					Total :	89.99
201343	6/21/2012	000015 DYKSTRA, HARV	62012		PC MTNG 2/15/12, 5/16/12, 6/20/12	225.00
					Total :	225.00
201344	6/21/2012	000022 EDISON	61512		CITY HALL ELECTRICAL SERVICES	1,378.54
					Total :	1,378.54
201345	6/21/2012	000430 GRIESEMER, SHELLEY	53012		REFUND: BBQ CLASS CANCELLED	200.00
					Total :	200.00
201346	6/21/2012	000016 INNOVATIVE DOCUMENT SOLUTIONS	117185		CONTRACT COPIER SRVCS 5/1/12-	599.59
					Total :	599.59
201347	6/21/2012	000072 INTERWEST CONSULTING GROUP	12580		CONTRACTUAL SERVICES APRIL 2	135,538.50
					Total :	135,538.50
201348	6/21/2012	000065 KAZMIER, MICHAEL	62012		PC MTNG 2/15/12, 5/16/12, 6/20/12	225.00
					Total :	225.00
201349	6/21/2012	000222 LANGWORTHY, VERONICA	62012		PC MTNG 2/15/12, 5/16/12, 6/20/12	225.00
					Total :	225.00
201350	6/21/2012	000431 MOORE, BRIDGETTE	6412		REFUND: BBQ CLASS CANCELLED	100.00

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Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201350	6/21/2012	000431 000431 MOORE, BRIDGETTE			(Continued)	Total : 100.00
201351	6/21/2012	000432 NICKEL, VICKY	6412		REFUND: BBQ CLASS CANCELLED	100.00
						Total : 100.00
201352	6/21/2012	000049 NORTH COUNTY TIMES	2318578 2318580		PUBLIC NOTICE- ZOA 12-02 08-0261 PUBLIC NOTICE	143.00 135.92
						Total : 278.92
201353	6/21/2012	000087 PETTY CASH	44 45 46 47		PETTY CASH REPLENISHMENT: KE PETTY CASH REPLENISHMENT: M/ PETTY CASH REPLENISHMENT:KIT PETTY CASH REPLENISHMENT:KIT	4.29 6.45 9.26 25.85
						Total : 45.85
201354	6/21/2012	000223 SMITH, STAN	62012		PC MTNG 2/15/12, 5/16/12, 6/20/12	225.00
						Total : 225.00
17 Vouchers for bank code : wf						Bank total : 140,096.84
17 Vouchers in this report						Total vouchers : 140,096.84

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Voucher List  
City of Wildomar

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201359	6/28/2012	000007 ANIMAL FRIENDS OF THE VALLEY,, INC.	APR12		ANIMAL CONTROL SERVICES APRI	5,600.00
					Total :	5,600.00
201360	6/28/2012	000008 AT&T MOBILITY	06202012		COUNCIL DATA PACKAGE 5/13/12-6	77.31
					Total :	77.31
201361	6/28/2012	000028 CALPERS	61712		CONTRIBUTIONS 8/4/12-8/17/12	5,218.32
			6312		CONTRIBUTIONS 5/21/12-6/3/12	5,218.32
					Total :	10,436.64
201362	6/28/2012	000002 CRYSTAL CLEAN MAINTENANCE	603A		JANITORIAL SERVICES- CITY HALL	698.00
					Total :	698.00
201363	6/28/2012	000059 DIAMOND W. EVENTS, INC.	62112	0000038	CONTRACTUAL SERVICES JUNE 20	5,000.00
					Total :	5,000.00
201364	6/28/2012	000077 EXEC-U-CARE	62112		MEDICAL INSURANCE JULY 2012	1,879.03
					Total :	1,879.03
201365	6/28/2012	000024 GUARDIAN	61812		DENTAL/VISION BENEFITS JULY 20	1,380.20
					Total :	1,380.20
201366	6/28/2012	000072 INTERWEST CONSULTING GROUP	12367		CONTRACTUAL SERVICES MARCH	136,010.08
					Total :	136,010.08
201367	6/28/2012	000424 LUDWIG ENGINEERING ASSOCIATES, IN	43682		SURVEY/ SIDEWALK MAINTENANC	16,491.00
					Total :	16,491.00
201368	6/28/2012	000084 MUNISERVICES, LLC	0000028137		SUTA SERVICE QRTR ENDING DEC	5,075.95
					Total :	5,075.95
201369	6/28/2012	000049 NORTH COUNTY TIMES	2316574		PUBLIC NOTICE ZOA 12-01	128.84
					Total :	128.84
201370	6/28/2012	000131 RCAWRC	5712		MSHCP MITIGATION FEES MAY 201	5,814.00
					Total :	5,814.00

Page: 1

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06/28/2012 4:15:00PM

Voucher List  
City of Wildomar

Page: 2

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201371	6/28/2012	000051 RIVERSIDE HABITAT CONSERVATION, A	53112		KRAT FEE MAY 2012	17,235.00
					Total :	17,235.00
201372	6/28/2012	000025 WILLETTE, PAULA	62112		REIMBURSEMENT FOR CITY SUPP	38.14
					Total :	38.14
201373	6/28/2012	000055 WRCOG	5712		TUMF FEES MAY 2012	26,619.00
					Total :	26,619.00
15 Vouchers for bank code : wf						Bank total : 232,483.19
15 Vouchers in this report						Total vouchers : 232,483.19

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City of Wildomar  
Payroll Warrant Register  
May 31, 2012

<u>ACH Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
6/8/2012	Payroll People	5/19-6/1/12	22,243.56
6/22/2012	Payroll People	6/2-6/15/12	22,533.64
6/29/2012	Payroll People	6/1-6/30/12	1,385.77
		TOTAL	<u>46,162.97</u>

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #1.4**  
**CONSENT CALENDAR**  
**Meeting Date: July 11, 2012**

---

**TO:** Mayor and City Council Members  
**FROM:** Gary Nordquist, Assistant City Manager  
**SUBJECT:** Treasurer's Report

**STAFF REPORT**

**RECOMMENDATION:**

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

**DISCUSSION:**

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

**FISCAL IMPACT:**

None.

Submitted by:  
Gary Nordquist  
Assistant City Manager

Approved by:  
Frank Oviedo  
City Manager

**ATTACHMENTS:**

Treasurer's Report

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

CITY CASH

FUND	ACCOUNT	INSTITUTION	BALANCE	RATE
All	All	WELLS FARGO	\$ 5,602,179.93	0.00%
		TOTAL	\$ 5,602,179.93	

FUND	ACCOUNT	INSTITUTION	BEGINNING BALANCE	+ DEPOSITS	(-) WITHDRAWALS	ENDING BALANCE	RATE
All	All	WELLS FARGO	\$ 3,052,011.54	\$ 2,969,798.29	\$ (419,629.90)	\$ 5,602,179.93	0.000%
		TOTAL	\$ 3,052,011.54	\$ 2,969,798.29	\$ (419,629.90)	\$ 5,602,179.93	

CITY INVESTMENT

FUND	ISSUER	BOOK VALUE	FACE VALUE	MARKET VALUE	PERCENT OF PORTFOLIO	DAYS TO MAT.	STATED RATE
All	LOCAL AGENCY INVESTMENT FUND	\$ 1,536,170.08	\$ 1,536,170.08	\$ 1,536,170.08	100.00%	0	0.363%
	TOTAL	\$ 1,536,170.08	\$ 1,536,170.08	\$ 1,536,170.08	100.00%		

**CITY - TOTAL CASH AND INVESTMENT**      \$ 7,138,350.01

CITY INVESTMENT

FUND	ISSUER	BEGINNING BALANCE	+ DEPOSITS/ PURCHASES	(-) WITHDRAWALS/ SALES/ MATURITIES	ENDING BALANCE	STATED RATE
All	LOCAL AGENCY INVESTMENT FUNDS	\$ 1,536,170.08	\$ 0.00	\$ 0.00	\$ 1,536,170.08	0.363%
	TOTAL	\$ 1,536,170.08	\$ 0.00	\$ 0.00	\$ 1,536,170.08	

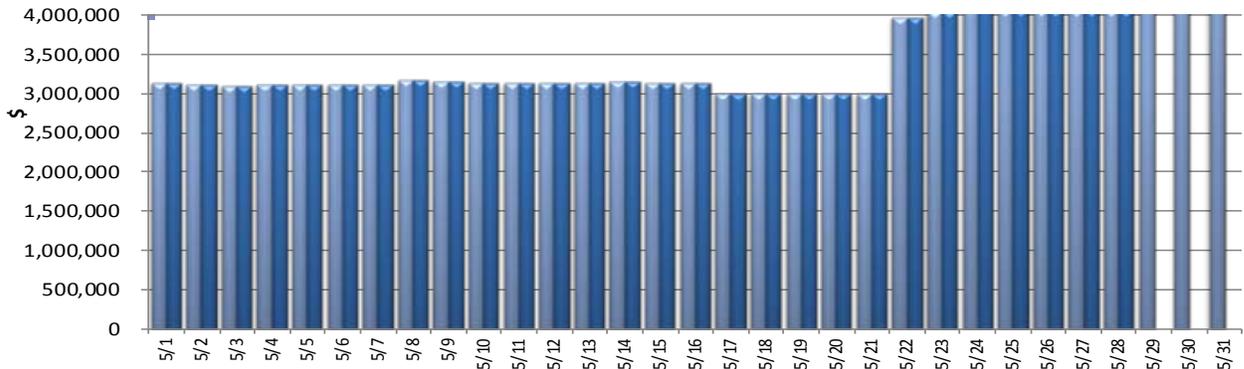
In compliance with the California Code Section 53646, as the Director of Finance/ City Treasurer of the City of Wildomar, I hereby certify that sufficient investment liquidity and anticipated revenues are available to meet the City's expenditure requirements for the next six months and that all investments 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.

\_\_\_\_\_  
 Gary Nordquist  
 ACM Finance & Administration /  
 City Treasurer

\_\_\_\_\_  
 Date



**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

May 2012		
Date	Ending Balance In Whole \$	Net Change from Prior Day
5/1	3,134,899	-
5/2	3,101,721	(33,178)
5/3	3,094,770	(6,950)
5/4	3,109,886	15,116
5/5	3,109,886	-
5/6	3,109,886	-
5/7	3,105,960	(3,926)
5/8	3,157,549	51,588
5/9	3,147,282	(10,266)
5/10	3,130,638	(16,645)
5/11	3,130,990	353
5/12	3,130,990	-
5/13	3,130,990	-
5/14	3,152,534	21,543
5/15	3,120,687	(31,847)
5/16	3,136,418	15,731
5/17	3,000,804	(135,614)
5/18	3,000,635	(169)
5/19	3,000,635	-
5/20	3,000,635	-
5/21	2,997,218	(3,417)
5/22	3,966,502	969,285
5/23	4,044,670	78,167
5/24	4,067,788	23,118
5/25	4,065,721	(2,067)
5/26	4,065,721	-
5/27	4,065,721	-
5/28	4,065,721	-
5/29	4,120,726	55,005
5/30	5,573,087	1,452,361
5/31	5,602,180	29,093

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #1.5**  
**CONSENT CALENDAR**  
**Meeting Date: July 11, 2012**

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**TO:** Mayor and City Council Members  
**FROM:** Gary Nordquist, Assistant City Manager  
**SUBJECT:** Statement of Investment Policy FY11-12

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council adopt a Resolution entitled:

RESOLUTION NO. 2012 - \_\_\_\_\_  
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 Assistant City Manager 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:

Approved by:

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Gary Nordquist  
Assistant City Manager

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Frank Oviedo  
City Manager

**ATTACHMENTS:**

Resolution  
Statement of Investment Policy

**RESOLUTION NO. 2012 - \_\_\_\_\_**

**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 11th day of July, 2012.

\_\_\_\_\_  
Ben Benoit  
Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Thomas 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 Assistant City Manager 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 Assistant City Manager. It further authorizes the Assistant City Manager 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 Assistant City Manager's absence, and subject to City Council approval, the Assistant City Manager may assign investment responsibilities to the City Manager. The Assistant City Manager will provide prior written notification to the City Manager and the City Council regarding the assignment of responsibilities. In the event that the Assistant City Manager is unable to assign responsibility, the City Manager may select a designee. In addition, at the discretion of the Assistant City Manager, 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 Assistant City Manager and authorizing any deviations from the City's Investment Policy.

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

The Assistant City Manager 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 Assistant City Manager 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 Assistant City Manager 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 Assistant City Manager 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.

**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, 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 Moody's Investors Service, Inc., or Standard and Poor's Corporation. 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 Moody's Investors Service, Inc., or Standard and Poor's Corporation. 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 of 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 Assistant City Manager 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 Assistant City Manager 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 Assistant City Manager 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 Assistant City Manager 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 Assistant City Manager to determine whether market yields are being achieved shall be the Local Agency Investment Funds (LAIF).

## **XVII. REPORTING**

The Assistant City Manager 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 Assistant City Manager 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 - CITY COUNCIL**  
**Agenda Item #1.6**  
**CONSENT CALENDAR**  
**Meeting Date: July 11, 2012**

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**TO:** Mayor and City Council Members

**FROM:** Gary Nordquist, Assistant City Manager

**SUBJECT:** Unpaid Trash Collection Charges - Notice of Intent to Place Liens on Parcels

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council provide a Notice of Intent to hold a Public Hearing on August 8, 2012, for placing liens on parcels with unpaid charges for trash collection services.

**DISCUSSION:**

On March 23, 2011, the City Council adopted Resolution 2011-18 to establish special assessments and liens against parcels of land for unpaid and delinquent charges for trash collection services. Under the agreement with Waste Management and CR&R, the City has agreed to annually lien property for residential trash hauling service charges delinquent from the previous calendar year. The Waste Haulers mailed out notices to all affected property owners of record in accordance with Proposition 218 notification guidelines providing each property owner four weeks to comply with any unpaid balance covering the previous year. The City Council shall adopt a resolution affirming the report on the delinquent accounts for collection on the property tax rolls and to hold a Public Hearing on August 8, 2011.

Delinquent charges of Waste Management total 318 parcels in the amount of \$90,520.26. Delinquent charges of CR&R total 108 parcels in the amount of \$11,341.04. The total amount of delinquent charges to be placed on the property tax rolls is \$101,861.30.

**FISCAL IMPACT:**

After collection of the special assessment and remittance of those assessments to the Waste Hauler, the City shall receive its proportionate share of the franchise fee (8%) for the respective amount.

Submitted by:  
Gary Nordquist  
Assistant City Manager

Approved by:  
Frank Oviedo  
City Manager

**CITY OF WILDOMAR - CITY COUNCIL**  
**Agenda Item #1.7**  
**CONSENT CALENDAR**  
**Meeting Date: July 11, 2012**

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**TO:** Mayor and City Council Members

**FROM:** Frank Oviedo, City Manager

**SUBJECT:** First Amendment to the Memorandum of Understanding (MOU) for Joint Monitoring of Emergency Ambulance Services

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council approve the first amendment to the MOU with the Riverside County Emergency Management Agency for joint monitoring of emergency ambulance services, and authorize the City Manager to execute the amendment.

**DISCUSSION:**

The County of Riverside has exclusive authority for entering into contracts for provision of Advanced Life Support (ALS) services for the entire County, including incorporated areas. The MOU established the agreement between Riverside County and the City of Wildomar for consultation on issues regarding provider performance, changes or cancellation of the contract with the provider, and distribution of performance penalty monies received under the performance based contract and other decisions related to administration of the Contract.

The MOU was submitted to the City Council on May 13, 2009 and was approved by the Council. The MOU specifies a three year term commencing July 1, 2009 and ending on June 30, 2012, and calls for the City Manager or his designee to represent the City on the EMS Administrative Group, the oversight body for ALS services.

**FISCAL IMPACT:**

No direct fiscal impact. There are no costs to the City with regard to the MOU. The City could receive penalty/fine income levied by the County for performance based deficiencies. Any revenues received by the City would be restricted to providing EMS service enhancements.

Submitted & Approved by:  
Frank Oviedo  
City Manager

**ATTACHMENTS:**

- A. MOU approved on May 13, 2009
- B. First Amendment to MOU

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## MEMORANDUM OF UNDERSTANDING (MOU) FOR JOINT MONITORING OF EMERGENCY AMBULANCE SERVICES

This MOU is entered into pursuant to Schedule E-I in the Agreement for "ALS Exclusive Operating Areas – American Medical Response (AMR) Master Contract" (hereafter referred to as "the Contract"). The **City of Wildomar** ("City"), and the County of Riverside, acting through its Emergency Medical Services Agency (EMS), enter into this Agreement with reference to the following facts:

- A. The participants agree to consult on issues regarding provider performance, changes or cancellation of the contract with the provider and distribution of performance penalty monies received under the performance based contract and other decisions related to administration of the Contract.
- B. By entering into this MOU, the participants do not waive or otherwise relinquish any legal rights or obligations as they may have under law.

Now therefore the participants agree as follows:

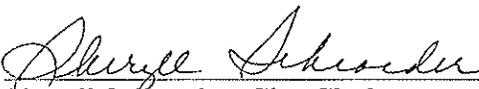
1. The EMS Agency will provide staff for day-to-day management and administration of the Contract with regular reporting of performance to the EMS Administrative Group as described in #2 below.
2. Each participating agency will designate an individual to serve on an EMS Administrative Group that will mutually review performance reports, monitor contract compliance and determine use and allocation of performance penalty monies received from the provider as well as other duties mutually agreed to, on behalf of the city. The individuals will be the City Manager or designee from each city, the Riverside County Fire Chief or designee, and the EMS Agency Director or designee.
3. The term of this agreement shall begin July 1, 2009 and run through June 30, 2012, or throughout the term of the Contract if extended with the emergency ambulance provider.
4. There shall be no assessment to the City for the costs of administering the Contract or this MOU.
5. Performance standards will be as specified in the Contract between Riverside County and the emergency ambulance provider, or as otherwise modified from time to time by the EMS Agency. Such adjustments will be discussed with the Administrative Group.
6. City may request modified services as provided by the Contract, subject to negotiated costs or savings, and EMS Agency approval.

7. The EMS Agency will provide a summary of all fines collected from AMR annually to the City.
8. The City will invoice the County of Riverside EMS Agency annually for payment of penalties.
9. All monies collected by City under terms of this MOU will be used only for EMS system enhancements. Fine money expenditures by the City for EMS system enhancements will be reported to the EMS Agency annually.
10. Ambulance rates will be set in accordance with County and Community Health Agency (CHA) policy with input from the involved cities through the Administrative Group.
11. All notices, statements, demands, requests, consents, approvals, authorizations, agreements, appointments or designations hereunder shall be given in writing and addressed to each party in the MOU.
12. The participants agree to cooperate in carrying out the purposed and intent of this MOU and to execute, acknowledge and deliver all additional agreements, instruments or other writings reasonably necessary to carry out this MOU. No party hereto, however, shall be compelled to surrender its discretionary powers of approval as contemplated in this MOU by virtue of this covenant.

  
\_\_\_\_\_  
John Danielson, City Manger  
City of Wildomar

5-13-09  
\_\_\_\_\_  
Date

ATTEST:

  
\_\_\_\_\_  
Sheryll Schroeder, City Clerk

5-15-09  
\_\_\_\_\_  
Date

Catherine Silpepradist  
County of Riverside Purchasing agent

Buyer II  
Title

Catherine Silpepradist  
Signature

6-3-09  
Date

**FIRST AMENDMENT TO THE AGREEMENT**

09-123

**BETWEEN**

**COUNTY OF RIVERSIDE**

**AND**

**CITY OF WILDOMAR**

(Emergency Ambulance Services)

That certain Agreement between the County of Riverside, Department of Public Health (COUNTY) and City of Wildomar (CONTRACTOR), approved on August 3, 2009, is hereby amended for the first time effective July 1, 2012 as follows:

- To extend the period of performance for one year from July 1, 2009 through June 30, 2012 to July 1, 2012 through June 30, 2013.
- All other terms and conditions of this Agreement are to remain unchanged.

**IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

**COUNTY**

**CONTRACTOR**

City of Wildomar

By \_\_\_\_\_  
Purchasing Agent

By \_\_\_\_\_

\_\_\_\_\_  
Print Name

Date \_\_\_\_\_

Date \_\_\_\_\_

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/  
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**CITY OF WILDOMAR - CITY COUNCIL**  
**Agenda Item #1.8**  
**CONSENT CALENDAR**  
**Meeting Date: July 11, 2012**

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**TO:** Mayor and City Council Members

**FROM:** Debbie A. Lee, City Clerk

**SUBJECT:** Revisions to the Planning Commission Regular Meetings and Time

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council adopt a Resolution entitled:

RESOLUTION NO. 2012 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, DESIGNATING THE TIME, DATE AND LOCATION OF PLANNING  
COMMISSION MEETINGS; AND REPEALING RESOLUTION NO. 08-63

**DISCUSSION:**

In 2011 the City Council voted to move the start time of regular meetings from 7:00 p.m. to 6:30 p.m. Later in the year, as a cost savings measure, the Council consolidated regular meetings and approved holding one regular meeting per month instead of two.

These options were brought to the Planning Commission for consideration of making similar changes to their meetings. The Commission supported that in order to keep consistency with the City Council, they would consolidate the Commission regular meetings and only hold one per month, and that the meeting would start at 6:30 p.m. instead of 7:00 p.m.

Should the Council adopt the Resolution changing the regular meeting schedule it will not preclude the Commission from calling a special meeting if there is business which must be heard before the next regular meeting.

Submitted by:  
Debbie A. Lee  
City Clerk

Approved by:  
Frank Oviedo  
City Manager

**ATTACHMENTS:**

- A. Resolution No. 2012 - \_\_\_\_\_
- B. Resolution No. 08-63

**RESOLUTION NO. 2012 - \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, DESIGNATING THE TIME, DATE AND LOCATION OF  
PLANNING COMMISSION MEETINGS; AND REPEALING RESOLUTION NO.  
08-63**

**THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, DOES  
HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1 FINDINGS**

- A. The City Council has adopted Ordinance No. 16, which established an appointed Planning Commission consisting of five members under the authority of Government Code Section 65100 and following ("Local Planning Law").
- B. The City Council wishes to establish designated regular meeting times and dates for the Planning Commission that are consistent with those of the City Council regular meeting times.

**SECTION 2 PLANNING COMMISSION DATES AND TIMES.**

Regular meetings of the Planning Commission shall be held at 6:30 p.m. on the first Wednesday of each month in the Council Chambers or such other location as may be designated from time to time by the Planning Commission.

**SECTION 3 REPEAL OF RESOLUTION NO. 08-63.**

Resolution No. 08-63 is hereby repealed in its entirety.

**PASSED, APPROVED, AND ADOPTED** this 11th day of July, 2012.

\_\_\_\_\_  
Ben J. Benoit  
Mayor

APPROVED AS TO FORM:

ATTEST:

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

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

**RESOLUTION 08 - 63**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF WILDOMAR DESIGNATING THE TIME, DATE AND LOCATION OF  
PLANNING COMMISSION MEETINGS**

**THE CITY COUNCIL OF THE CITY OF WILDOMAR DOES HEREBY RESOLVE AS  
FOLLOWS:**

**SECTION 1. Findings.** The City Council of the City of Wildomar finds as follows:

- A. The City Council has adopted Ordinance No. 16, which establishes an appointed Planning Commission consisting of five members under the authority of Government Code sections 65100 and following ("Local Planning Law").
- B. Under the Ordinance No. 16, the Planning Commission holds two regular meetings a month and occasionally holds special meetings.
- C. The City Council wishes to establish designated regular meeting times and dates for the Planning Commission for the convenience of the public.

**SECTION 2. Planning Commission Dates and Times.** Regular meetings of the Planning Commission shall be held at 7:00 p.m. on the first and third Wednesday of each month in Council Chambers or such other location as may be designated from time to time by the Planning Commission.

Approved and adopted this 24th day of September by the following Roll Call vote:

AYES: Mayor Cashman, Council Members: Farnam, Moore, Swanson

NOES: Council Member Ade

ABSENT: None

ABSTAIN: None



\_\_\_\_\_  
Bob Cashman, Mayor

ATTEST:



\_\_\_\_\_  
Sheryll Schroeder, City Clerk

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #2.1**  
**PUBLIC HEARING**  
**Meeting Date: July 11, 2012**

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**TO:** Mayor and City Council Members  
**FROM:** Matthew C. Bassi, Planning Director  
**SUBJECT:** Housing Element Adoption – General Plan Amendment No. 12-01 (Cont. from 06-13-12)

**STAFF REPORT**

**RECOMMENDATION**

Staff recommends that the City Council continue this item to the August 8, 2012 City Council meeting.

**DISCUSSION**

At the June 13, 2012 City Council meeting, Mr. Gerard St. Marie submitted a letter challenging the City's decision to adopt an Addendum to the General Plan Environmental Impact Report (in compliance with Public Resources Code Section 21166 and CEQA Guidelines Sections 15162 through 15164) for the 2006 – 2014 Housing Element.

As a result, the City Attorney recommended that action on the Housing Element be continued to the July 11, 2012 meeting. At this time, staff is recommending that Council action on the Housing Element be continued to the August 8, 2012 meeting to allow staff and the City Attorney additional time to research the alternatives to address the environmental documentation for the Housing Element.

Submitted by:  
Matthew C. Bassi  
Planning Director

Approved by:  
Frank Oviedo  
City Manager

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #2.2**  
**PUBLIC HEARING**  
**Meeting Date: July 11, 2012**

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**TO:** Mayor and Council Members  
**FROM:** Tim D’Zmura, Public Works Director  
**SUBJECT:** County Service Area Charges for FY 2012-13

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council adopt a Resolution entitled:

RESOLUTION NO. 2012 - \_\_\_\_\_  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, ADOPTING COUNTY SERVICE AREA CHARGES FOR FISCAL  
YEAR 2012-13

**BACKGROUND:**

Upon incorporation on July 1, 2008, the City of Wildomar assumed the responsibility for certain County Service Areas now within the City’s jurisdictional boundaries, and now is responsible for the services and charges provided by County Service Areas 22 (Lighting), 103 (Drainage, Landscape), 103 (Lighting), and 142. A map of the service areas and the proposed charges for FY 2012-13 are attached in Attachment 1. The charges vary for each development depending on the level of service and number of parcels in each individual development.

On June 13, 2012, this City Council adopted a Notice of Intent to Establish Community Service Area Charges for FY 2012-13 and set today’s meeting for the public hearing to hear and consider testimony regarding the continuation of charges for the services within the County Service Areas. Upon adoption of this resolution, staff will submit the charges to the County Assessor’s office for inclusion on the annual property tax statements.

**FISCAL IMPACTS:**

Adoption of this resolution will allow the City of Wildomar to collect funds to meet its financial obligations for City of Wildomar Community Service Areas.

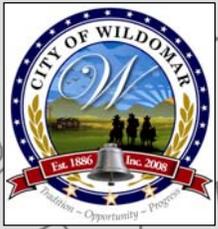
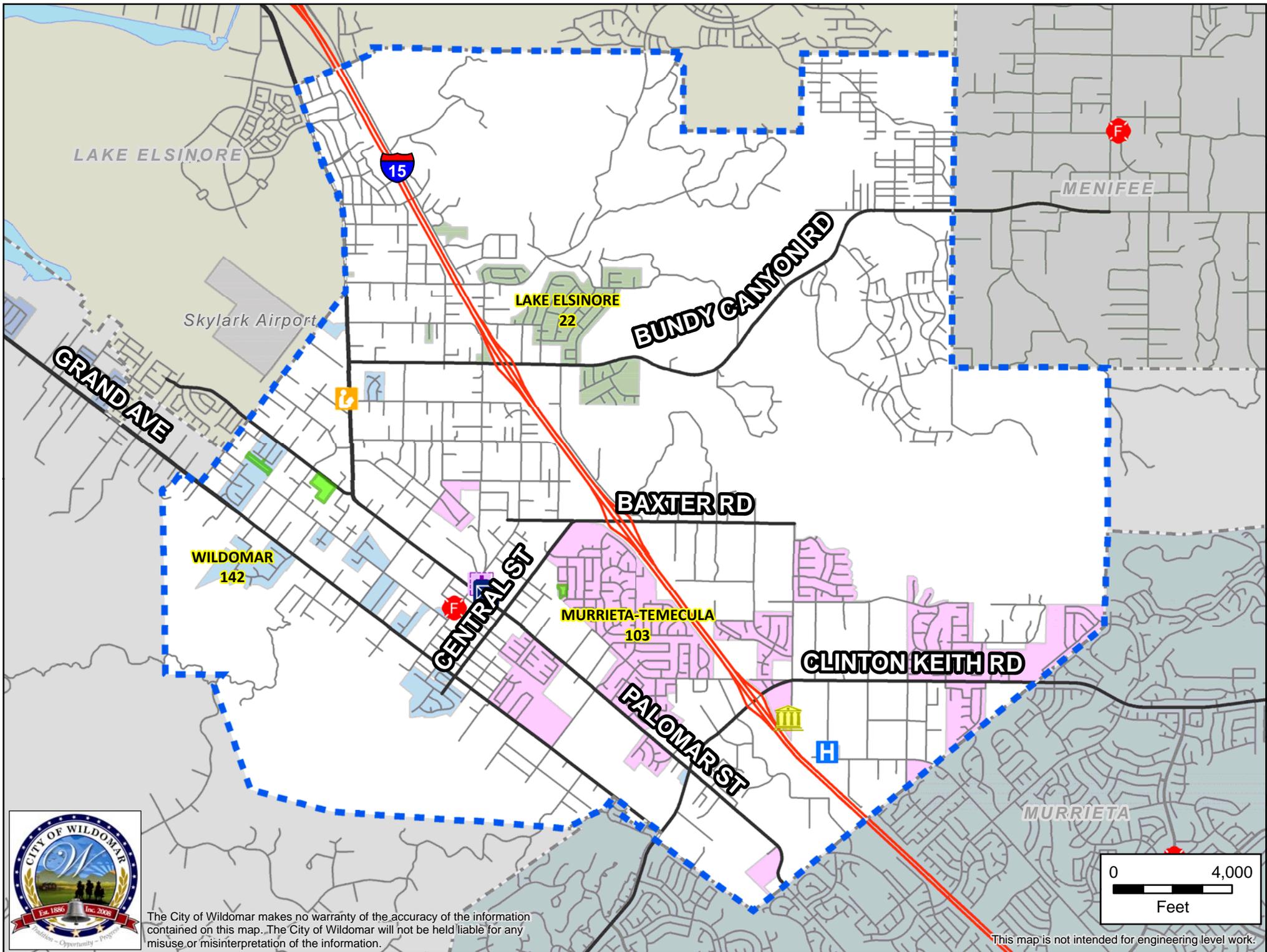
Submitted by:  
Tim D'Zmura  
Public Works Director

Approved by:  
Frank Oviedo  
City Manager

**ATTACHMENTS:**

1. Map and Proposed Charges
2. Resolution

# **ATTACHMENT 1**



The City of Wildomar makes no warranty of the accuracy of the information contained on this map. The City of Wildomar will not be held liable for any misuse or misinterpretation of the information.

This map is not intended for engineering level work.

**CITY OF WILDOMAR**  
**Projected CSA Levy Ranges and Projected Levy**

<b>Fund No.</b>	<b>CSA Name</b>	<b>Date Formed</b>	<b>Parcels</b>	<b>FY 2011 - 2012 Total Levy</b>	<b>Min/Max</b>	<b>Current 2011 - 2012 Levy</b>	<b>Projected 2012 - 2013 Levy</b>
684642	CSA #22 STREET LIGHTS (Wildomar)	11/8/1965	878	\$29,984.78	Minimum	\$1.76	\$1.76
	Lake Elsinore				Maximum	\$58.50	\$59.66
684643	CSA #142 STREET LIGHTS (Wildomar)	1/31/1985	507	\$31,403.38	Minimum	\$31.50	\$31.50
	Wildomar				Maximum	\$872.08	\$872.08
684644	CSA #103 DRAINAGE-LNDSCP (Wildomar)	12/18/1973	1076	\$22,480.00	Minimum	\$20.00	\$20.00
	French Valley				Maximum	\$30.00	\$30.00
684645	CSA #103 STREET LIGHTS (Wildomar)	12/18/1973	3094	\$119,910.80	Minimum	\$28.86	\$28.86
	French Valley				Maximum	\$1,214.66	\$1,238.94

Please Note: Ranges represent parcels previously levied and may be changed as a result of actual parcels levied.

CITY OF WILDOMAR  
Projected CSA Levy Ranges and Projected Levy

<b>Escalates?</b>
No/Yes
No/Yes
No
No/Yes

## **ATTACHMENT 2**

**RESOLUTION NO. 2012-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,  
CALIFORNIA, ESTABLISHING COMMUNITY SERVICE AREA CHARGES  
WITHIN THE CITY FOR FISCAL YEAR 2012/2013**

**WHEREAS**, upon incorporation on July 1, 2008, the City of Wildomar assumed the responsibility for certain County Service Areas now within the City's jurisdictional boundaries, and now is responsible for the services and charges provided by County Service Areas 22, 103 (Drainage, Landscape), 103 (Lighting), and 142; and

**WHEREAS**, the City Council has determined that it is necessary to continue the County Service Area charges within such areas in order to continue to provide such extended services; and

**WHEREAS**, on July 1, 2008, the City Council of the City of Wildomar adopted all County of Riverside Ordinances in effect including Riverside County Ordinance No. 573; and

**WHEREAS**, Riverside County Ordinance No. 573 requires that the City Council annually shall cause to be prepared and filed with it a report of the services, parcels and charges provided by each County Service Area for the upcoming fiscal year; and

**WHEREAS**, upon the filing of such report with the City Clerk, the City Council shall cause to be noticed and thereafter conduct a public hearing to hear and consider testimony regarding the continuation of charges for such extended services within such County Service Areas within the City of Wildomar.

**WHEREAS**, the City Clerk has confirmed that such report has been filed for fiscal year 2012/2013 for such County Service Areas within the City; and

**WHEREAS**, a Public Hearing, pursuant to Government Code Section 25210.66a, was conducted by the City Council on July 11, 2012, to determine the establishment of charges for FY 2012/2013 as shown on Attachment 1 to the staff report.

**NOW THEREFORE BE IT RESOLVED**, by the City of Wildomar Council assembled in regular session on July 11, 2012, that this Council adopts the County Service Area charges as shown on Attachment 1 attached hereto and incorporated herein by reference.

**PASSED, APPROVED, AND ADOPTED** this 11th day of July, 2012.

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Ben J. Benoit  
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 #2.3**  
**PUBLIC HEARING**  
**Meeting Date: July 11, 2012**

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**TO:** Mayor and City Council Members

**FROM:** Matthew C. Bassi, Planning Director

**SUBJECT:** Amendment to the Zoning Ordinance - Mini-Warehouse/Self-Storage uses  
- Zoning Ordinance Amendment No. 12-02

**STAFF REPORT**

**RECOMMENDATION**

The Planning Commission recommends that the City Council introduce and approve reading of an Ordinance entitled:

ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
WILDOMAR, CALIFORNIA, ADOPTING AN EXEMPTION FROM THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PER SECTION  
15061(B)(3) OF CEQA AND APPROVAL OF ZONING ORDINANCE  
AMENDMENT NO. 12-02 AMENDING CHAPTER 17.72 (C-1/C-P ZONE)  
TO PROHIBIT MINI-WAREHOUSE/SELF-STORAGE FACILITIES; AND  
AMENDING CHAPTERS 17.96 (I-P INDUSTRIAL-PARK ZONE), 17.100  
(M-SC MANUFACTURING-SERVICE COMMERCIAL ZONE), 17.104 (M-  
M MANUFACTURING-MEDIUM ZONE) AND 17.108 (M-H  
MANUFACTURING-HEAVY ZONE) TO REQUIRE A CONDITIONAL USE  
PERMIT FOR MINI-WAREHOUSE/SELF-STORAGE USES SUBJECT TO  
THE DEVELOPMENT STANDARDS OF SECTION 17.240

**BACKGROUND**

City Council Briefing Discussion:

At the January 11, 2012 City Council meeting, the Planning Department presented an update report to the City Council regarding the RV/Boat storage and Mini-warehouse moratorium (Attachment B). The moratorium that had been in effect for the past two years expired on January 13, 2012. The expiration means that RV/Boat storage and Mini-warehouse uses are permitted under the current zoning regulations that existed at the time the moratorium went into effect.

In order to address this, staff sought direction from the City Council regarding a draft Ordinance that would accomplish four things related to these uses:

- 1) Prohibit RV/Boat storage uses in R-R zone C-1/C-P and C-P-S zones (currently allowed with approval of a Conditional Use Permit);
- 2) Require a Conditional Use Permit for RV/Boat storage uses in the I-P, M-SC, M-M and M-H zones (currently allowed with approval of a Plot Plan);
- 3) Prohibit Mini-warehouses/Self-storage uses in the C-1/C-P zone (currently allowed with approval of a Conditional Use Permit); and
- 4) Require a Conditional Use Permit for Mini-warehouse/Self-storage uses in the I-P, M-SC, M-M and M-H zones (currently allowed with approval of a Plot Plan).

After discussing the four alternatives above, Council gave direction to staff to keep the current zoning regulations in tact related to RV/Boat storage uses since there was not a pressing demand for these development applications. As an alternative, the Council directed staff to monitor the number of inquiries and application submittals over the ensuing months to gauge whether new application submittals were being made. It was decided by Council that, if staff were to receive new application submittals or numerous inquiries were being made, then at that time the Council could consider an amendment. As of the writing of this report, the Planning Department has not received any formal application submittals for RV/Boat storage uses, and only a few phone inquiries.

On the other hand, Council did direct staff to move forward with a zoning ordinance amendment to address mini-warehouses/self-storage uses as outlined in items number 3 and 4 above. The item before the Council on tonight's agenda reflects the direction provided to staff from the January 11, 2012 Council meeting.

#### Planning Commission Action:

The Planning Commission reviewed Zoning Ordinance Amendment No. 12-02 at its June 20, 2012 meeting. Upon conclusion of its deliberations, the Commission voted 4-0-1 (one recusal) to adopt PC Resolution No. 12-07 recommending City Council approval of the proposed amendment.

In discussing the proposed amendment, the Commission expressed concern why the amendment did not include provisions to address their concerns regarding RV/Boat storage in the R-R zone C-1/C-P and C-P-S zones. In a report to the Commission dated December 2, 2009 (just prior to the RV Storage moratorium being established), the Commission considered and directed the Planning Department to bring forward a zoning ordinance amendment that would prohibit RV/Boat storage uses in R-R, C-1/C-P and C-P-S zones (currently allowed with approval of a Conditional Use Permit) and require a Conditional Use Permit for these uses in the I-P, M-SC, M-M and M-H zones (currently allowed with approval of a Plot Plan). The amendment never was brought forward since the RV Storage/Mini-warehouse moratorium went into effect the following month on January 13, 2010.

As part of this Council report, the Commission unanimously asked staff to advise the Council, and to seek its approval, to now move forward with an amendment to address RV/Boat storage in the R-R, C-1/C-P and C-P-S zones. The Commission expressed concern that “commercially-related” RV/Boat storage uses (not personal RV storage for a homeowner), as currently allowed (see above), have the same land use and economic development impacts as mini-warehouse/self storage uses. The Commission would like to see the following:

- Prohibit RV/Boat storage uses in R-R zone C-1/C-P and C-P-S zones (currently allowed with approval of a Conditional Use Permit); and
- Require a Conditional Use Permit for RV/Boat storage uses in the I-P, M-SC, M-M and M-H zones (currently allowed with approval of a Plot Plan).

In addition, several Commissioners expressed that they have seen a number of RV storage uses suddenly “popping-up” in the community which have not received proper land use approvals from the Planning Department or Planning Commission. If the Council is in support of the Commission’s desire to move an amendment forward to address RV storage, the Planning Department is ready to prepare an amendment for Commission and Council consideration.

## **DISCUSSION**

### **Mini-warehouse/Self-storage Uses**

In addressing the question of whether to amend the Zoning Ordinance to address mini-warehouse/self-storage uses, the Council gave specific direction to staff to prepare an amendment that would regulate these uses differently from how they currently are regulated. Specifically, the Council wanted to prohibit mini-warehouse/self-storage uses in the C-1/C-P zone, and require a Conditional Use Permit in the I-P, M-SC, M-M and M-H zones. Under the current zoning regulations, mini-warehouse/self-storage uses require approval of a Conditional Use Permit in the C-1/C-P zone, and approval of a Plot Plan in the I-P, M-SC, M-M and M-H zones. The proposed amendment is provided for Commission consideration (refer to draft Council Ordinance - Exhibit 1 of Attachment A to this report).

In determining to prohibit mini-warehouse/self-storage uses in the C-1/C-P zones, staff referred to the General Plan for guidance. According to the General Plan (Land Use Element),

*“Commercial land uses are critical to the long term economic and fiscal stability of the City,...and commercial uses help to provide jobs for local residents...”*

Mini-warehouse/self-storage facilities, by their very nature, generate very little jobs for city residents or retail sales tax revenues. Further, as these uses are constructed in the C-1/C-P zone, they reduce the amount of available land for commercial retail uses, and

similarly, reduce the number of parcels that can be targeted for economic development opportunities.

In determining to require a Conditional Use Permit for mini-warehouse/self-storage uses in the I-P, M-SC, M-M and M-H zones, staff again referred to the General Plan for guidance. According to the General Plan (Land Use Element),

*“One of the primary purposes of land use planning is to minimize the impacts certain uses have on adjacent areas...certain uses can have potentially adverse impacts upon adjacent residential neighborhoods, sensitive habitat areas and schools, etc.”*

The benefit of requiring a Conditional Use Permit instead of a Plot Plan for these uses in the four industrial zones is that it gives the Planning Commission and City Council greater flexibility to condition operational aspects of a project (i.e., hours of operation, noise, etc.) that will help mitigate potential project impacts. Under a Plot Plan application, only site design (i.e., setbacks, height, landscaping, etc) and architectural design (visual aesthetics) can be conditioned. Further, the Conditional Use Permit process will create a greater opportunity for neighborhood/public input through the public hearing process.

The following is a summary of the proposed changes as outlined in the draft Ordinance.

- Section 17.72.010.C.9 “Mini-Warehouse structures” is hereby deleted in its entirety from the list of uses allowed by conditional use permit.
- Section 17.96.010.A of the City of Wildomar Zoning Ordinance is hereby amended to read as follows:  
*“A.1.g.ii, Industrial Warehousing and distribution, excluding mini-warehouses.”*
- Section 17.96.010.B of the City of Wildomar Zoning Ordinance is hereby amended to add the mini-warehouses to the list of uses permitted by conditional use permit to read as follows:  
*“B.4, Mini-warehouses, subject to the development standards of Section 17.240 (Mini-warehouses).”*
- Section 17.100.020.B.1.m.v, Mini-warehouses, is hereby deleted in its entirety from the list of permitted uses.
- Section 17.100.020.C of the City of Wildomar Zoning Ordinance is hereby amended to add the mini-warehouses to the list of uses permitted by conditional use permit to read as follows:  
*“C.18, Mini-warehouses, subject to the development standards of Section 17.240 (Mini-warehouses).”*

- Section 17.104.020.B.1.n.vii, Mini-warehouses, is hereby deleted in its entirety from the list of permitted uses.
- Section 17.104.020.C of the City of Wildomar Zoning Ordinance is hereby amended to add the mini-warehouses to the list of uses permitted by conditional use permit to read as follows:  
*“C.22, Mini-warehouses, subject to the development standards of Section 17.240 (Mini-warehouses).”*
- Section 17.108.020.B.1.o.vi, Mini-warehouses, is hereby deleted in its entirety from the list of permitted uses.”
- Section 17.108.020.C of the City of Wildomar Zoning Ordinance is hereby amended to add the mini-warehouses to the list of uses permitted by conditional use permit to read as follows:  
*“C.18, Mini-warehouses, subject to the development standards of Section 17.240 (Mini-warehouses).”*
- Section 17.240.020.A “C-1/C-P zone with an approved conditional use permit” is hereby deleted in its entirety.
- Section 17.240.B of the City of Wildomar Zoning Ordinance is hereby amended to read as follows:  
*“B, I-P, M-SC, M-M AND M-H zones subject to the approval of a conditional use permit pursuant to Section 17.200 and the requirements and standards contained in this section.”*

Nonconforming Issues:

In preparing the proposed amendment, the Planning Department determined that approval of the amendment would result in the creation of nonconforming uses for existing and approved, but not yet constructed, mini-warehouse/self-storage facilities in the C-1/C-P and the four industrial zones. For example, any existing mini-warehouse/self-storage use, after adoption of the amendment, would be inconsistent with the new standards that prohibit these uses in the C-1/C-P zone and require a Conditional Use Permit in the I-P, M-SC, M-M and M-H zones.

There are a total six (6) mini-warehouse/self-storage facilities in the City that will be effected by the proposed amendment. Five self-storage facilities are existing and in operation, and one is approved but not yet built (i.e., Eagle Eye Self Storage). These facilities are identified below (refer to Attachment C for location map):

- Clinton Keith Self-Storage: M-SC zone (Elizabeth Lane and Clinton Keith Road);
- Eagle Eye Self-Storage: C-1/C-P zone (NEC of Bryant Avenue & Corydon Street);
- Bear Creek Self-Storage: C-1/C-P zone (Clinton Keith Road, west of Palomar St.);
- Bundy Canyon Super Storage: C-1/C-P zone (Bundy Canyon Road, east of I-15);

- SWS Self-Storage: C-1/C-P zone (Mission Trail, north of Bundy Canyon Road)
- Extra Self-Storage Facility: C-1/C-P zone (33400 Mission Trail)

For the five (5) existing, and/or approved but not yet built, self-storage facilities in the C-1/C-P zone, these businesses would legally be allowed to continue operations for a limited time period (see next paragraph), including maintenance upgrades, but they will not be allowed to expand. The nonconforming designation for the one (1) existing facility in the M-SC zone would allow for future expansion provided there is an application for a Conditional Use Permit. Any new self-storage facility proposal in the four industrial zones will require a CUP application.

Under the current nonconforming provisions (Section 17.184.040), a use that becomes nonconforming can only be maintained for a limited period of time and must cease operations, even if it is an existing structure. For commercial uses, like self-storage facilities, that time period is one (1) year. In strict terms, the four (4) existing self-storage facilities in the C-1/C-P zone would not be allowed to operate one year after adoption of Zoning Ordinance Amendment No. 12-02 prohibiting self-storage facilities in the C-1/C-P zone. The one (1) self-storage facility (Eagle Eye Self Storage) that is approved but not yet constructed would not be allowed to begin construction at all after adoption of Zoning Ordinance Amendment No. 12-02.

In discussion with the City Attorney on this specific matter, it was concluded that the current provisions for nonconforming uses to cease operations after a limited time period is not practical, and possibly not even legal. Thus, to fix this problem, staff is recommending Section 17.184 be amended to create nonconforming provisions that are reasonable and consistent with typical provisions enforced by other city agencies. In general, the amendment proposes to include the following:

- Amend Section 17.184.020 to create two new definitions and additional language related to this section;
- Amend Section 17.184.040 by deleting the existing nonconforming time periods and replacing it with new language that allows nonconforming uses to continue operations;
- Amend Section 17.184.050 by repealing the entire section regarding amortization periods which will be covered by Section 17.184.040; and
- Amend Section 17.184.090 by repealing the entire section and replacing it with new language related to exceptions due to damages on nonconforming structures/uses.

Staff believes that the proposed amendment to the Nonconforming structures and uses section of the Zoning Ordinance is an equitable solution to addressing the nonconforming aspects created by Zoning Ordinance Amendment No. 12-02 related to Mini-warehouses/Self-storage facilities.

## **ENVIRONMENTAL ASSESSMENT**

A review of the potential environmental impacts was conducted for Zoning Ordinance Amendment No. 12-02. Based on this review, the Planning Department has determined that the proposed amendment (which provides for only text changes) to prohibit mini-warehouses/self-storage uses in the C-1/C-P (General Commercial) zone, and require a Conditional Use Permit in the I-P (Industrial-Park), M-SC Manufacturing-Service Commercial), M-M Manufacturing-Medium) and M-H Manufacturing-Heavy) zones subject to specific development standards outlined in Section 17.240 of the Zoning Ordinance has no potential to impact the environment.

Further, the proposed amendment does not alter the existing requirements that specific development projects must comply with the provisions of the California Environmental Quality Act. Therefore, the Zoning Ordinance Amendment No. 12-02 meets the criteria to be exempt from CEQA pursuant to Section 15061(b)(3) which states “that if an activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” Therefore, the Planning Commission recommends City Council adoption of this CEQA Exemption.

## **REQUIRED ZOA FINDINGS**

In accordance with the provisions of Section 17.290 of the Wildomar Zoning ordinance, the following finds are offered for City Council consideration in recommending approval of Zoning Ordinance Amendment No. 12-02 to the City Council.

- A. The proposed Amendment to the Zoning Ordinance is consistent with the City of Wildomar General Plan.

The proposed amendment is consistent with the City of Wildomar General Plan in that the amendment to prohibit mini-warehouse/self-storage uses in the C-1/C-P (General Commercial) zone will further the goal that states, “*Commercial land uses are critical to the long term economic and fiscal stability of the City,...and commercial uses help to provide jobs for local residents...*” Mini-warehouse/self-storage facilities, by their very nature, generate very little jobs for city residents or retail sales tax revenues. Further, as these uses are constructed in the C-1/C-P zone, they reduce the amount of available land for commercial retail uses, and similarly, reduce the number of parcels that can be targeted for economic development opportunities.

In addition, the proposed amendment to require a Conditional Use Permit for mini-warehouse/self-storage uses in the I-P, M-SC, M-M and M-H zones is consistent with the City of Wildomar General Plan in that the it will further the goal that reads, “*One of the primary purposes of land use planning is to minimize the impacts certain uses have on adjacent areas...certain uses can have potentially adverse impacts upon adjacent residential neighborhoods, sensitive habitat areas and*

*schools, etc.*” The benefit of requiring a Conditional Use Permit for these uses is that it gives the Planning Commission and City Council greater flexibility to condition operational aspects of a project (i.e., hours of operation, noise, etc.) that will help mitigate potential project impacts.

**FISCAL IMPACT:**

There is no fiscal impact resulting from Council’s action to approve Zoning Ordinance Amendment No. 12-02

Submitted by:  
Matthew C. Bassi  
Planning Director

Approved by:  
Frank Oviedo  
City Manager

**ATTACHMENTS:**

- A. Ordinance
- B. City Council Briefing Report (dated January 11, 2012)
- C. Location Maps for Existing Mini-warehouse/Self-storage Facilities

# ATTACHMENT A

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ADOPTING AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PER SECTION 15061(B)(3) OF CEQA AND APPROVAL OF ZONING ORDINANCE AMENDMENT NO. 12-02 AMENDING CHAPTER 17.72 (C-1/C-P ZONE) TO PROHIBIT MINI-WAREHOUSE/SELF-STORAGE FACILITIES; AND AMENDING CHAPTERS 17.96 (I-P INDUSTRIAL-PARK ZONE), 17.100 (M-SC MANUFACTURING-SERVICE COMMERCIAL ZONE), 17.104 (M-M MANUFACTURING-MEDIUM ZONE) AND 17.108 (M-H MANUFACTURING-HEAVY ZONE) TO REQUIRE A CONDITIONAL USE PERMIT FOR MINI-WAREHOUSE/SELF-STORAGE USES SUBJECT TO THE DEVELOPMENT STANDARDS OF SECTION 17.240

**THE WILDOMAR CITY COUNCIL DOES ORDAIN AS FOLLOWS:**

**SECTION 1: Environmental Determination.**

A review of the potential environmental impacts was conducted for Zoning Ordinance Amendment No. 12-02. Based on this review, the City Council has determined that the proposed amendment (which provides for only text changes) to prohibit mini-warehouses/self-storage uses in the C-1/C-P (General Commercial) zone, and require a Conditional Use Permit in the I-P (Industrial-Park), M-SC Manufacturing-Service Commercial), M-M Manufacturing-Medium) and M-H Manufacturing-Heavy) zones subject to specific development standards outlined in Section 17.240 of the Zoning Ordinance has no potential to impact the environment. Further, the proposed amendment does not alter the existing requirements that specific development projects must comply with the provisions of the California Environmental Quality Act. Therefore, the Zoning Ordinance Amendment No. 12-02 meets the criteria to be exempt from CEQA pursuant to Section 15061(b)(3) which states “that if an activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” Staff is recommending that the Planning Commission recommend adoption of this CEQA Exemption to the City Council.

**SECTION 2. Required Zoning Ordinance Amendment Findings.**

In accordance with the provisions of Section 17.290 of the Wildomar Zoning ordinance, the following findings are offered for City Council consideration in recommending approval of Zoning Ordinance Amendment No. 12-02 to the City Council.

- A. The proposed Amendment to the Zoning Ordinance is consistent with the City of Wildomar General Plan.

The proposed amendment is consistent with the City of Wildomar General Plan in that the amendment to prohibit mini-warehouse/self-storage uses in the C-1/C-P (General Commercial) zone will further the goal that states, *“Commercial land uses are critical to the long term economic and fiscal stability of the City,...and commercial uses help to provide jobs for local residents...”* Mini-warehouse/self-storage facilities, by their very nature, generate very little jobs for city residents or retail sales tax revenues. Further, as these uses are constructed in the C-1/C-P zone, they reduce the amount of available land for commercial retail uses, and similarly, reduce the number of parcels that can be targeted for economic development opportunities.

In addition, the proposed amendment to require a Conditional Use Permit for mini-warehouse/self-storage uses in the I-P, M-SC, M-M and M-H zones is consistent with the City of Wildomar General Plan in that it will further the goal that reads, *“One of the primary purposes of land use planning is to minimize the impacts certain uses have on adjacent areas...certain uses can have potentially adverse impacts upon adjacent residential neighborhoods, sensitive habitat areas and schools, etc.”* The benefit of requiring a Conditional Use Permit for these uses is that it gives the Planning Commission and City Council greater flexibility to condition operational aspects of a project (i.e., hours of operation, noise, etc.) that will help mitigate potential project impacts.

**SECTION 3:           Amendment to the Zoning Ordinance**

*Section 17.72.010.C.9 “Mini-Warehouse structures” is hereby deleted in its entirety from the list of uses allowed by conditional use permit.*

**SECTION 4:           Amendment to the Zoning Ordinance**

Section 17.96.010.A of the City of Wildomar Zoning Ordinance is hereby amended to read as follows:

*“A.1.g.ii, Industrial Warehousing and distribution, excluding mini-warehouses.”*

**SECTION 5:           Amendment to the Zoning Ordinance**

Section 17.96.010.B of the City of Wildomar Zoning Ordinance is hereby amended to add the mini-warehouses to the list of uses permitted by conditional use permit to read as follows:

*“B.4, Mini-warehouses, subject to the development standards of Section 17.240 (Mini-warehouses).”*

**SECTION 6: Amendment to the Zoning Ordinance**

*“Section 17.100.020.B.1.m.v, Mini-warehouses, is hereby deleted in its entirety from the list of permitted uses.”*

**SECTION 7: Amendment to the Zoning Ordinance**

Section 17.100.020.C of the City of Wildomar Zoning Ordinance is hereby amended to add the mini-warehouses to the list of uses permitted by conditional use permit to read as follows:

*“C.18, Mini-warehouses, subject to the development standards of Section 17.240 (Mini-warehouses).”*

**SECTION 8: Amendment to the Zoning Ordinance**

*“Section 17.104.020.B.1.n.vii, Mini-warehouses, is hereby deleted in its entirety from the list of permitted uses.”*

**SECTION 9: Amendment to the Zoning Ordinance**

Section 17.104.020.C of the City of Wildomar Zoning Ordinance is hereby amended to add the mini-warehouses to the list of uses permitted by conditional use permit to read as follows:

*“C.22, Mini-warehouses, subject to the development standards of Section 17.240 (Mini-warehouses).”*

**SECTION 10: Amendment to the Zoning Ordinance**

*“Section 17.108.020.B.1.o.vi, Mini-warehouses, is hereby deleted in its entirety from the list of permitted uses.”*

**SECTION 11: Amendment to the Zoning Ordinance**

Section 17.108.020.C of the City of Wildomar Zoning Ordinance is hereby amended to add the mini-warehouses to the list of uses permitted by conditional use permit to read as follows:

*“C.18, Mini-warehouses, subject to the development standards of Section 17.240 (Mini-warehouses).”*

**SECTION 12: Amendment to the Zoning Ordinance**

Section 17.240.020.A “C-1/C-P zone with an approved conditional use permit” is hereby deleted in its entirety.

**SECTION 13: Amendment to the Zoning Ordinance**

Section 17.240.B of the City of Wildomar Zoning Ordinance is hereby amended to read as follows:

*B, I-P, M-SC, M-M AND M-H zones subject to the approval of a conditional use permit pursuant to Section 17.200 and the requirements and standards contained in this section.*

**SECTION 14.            Effective Date of the Ordinance.**

This Ordinance shall take effect and be in full force and operation thirty days after its second reading and adoption.

**SECTION 15.            Severability.**

If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

**SECTION 16.            City Clerk Action**

The City Clerk is authorized and directed to cause this Ordinance to be published within fifteen days after its passage in a newspaper of general circulation and circulated within the City in accordance with Government Code Section 36933(a) or, to cause this Ordinance to be published in the manner required by law using the alternative summary and pasting procedure authorized under Government Code Section 39633(c).

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Ben J. Benoit  
Mayor

**APPROVED AS TO FORM:**

**ATTEST:**

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

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

# **ATTACHMENT B**

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #3.2**  
**PUBLIC HEARING**  
**Meeting Date: January 11, 2012**

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**TO:** Mayor and City Council Members

**FROM:** Matthew C. Bassi, Planning Director

**SUBJECT:** City Council Update on RV/Boat Storage and /Mini-Warehouse Moratorium - City Council briefing on the current moratorium related to boat storage, recreational vehicle storage, self-storage facilities and mini-warehouse uses in commercial and residential zones.

**STAFF REPORT**

**RECOMMENDATION:**

That the City Council discuss the current moratorium related to boat storage, recreational vehicle storage, self-storage facilities and mini-warehouse uses in commercial and residential zones, and provide staff with direction on whether to proceed with a Zoning Ordinance Amendment.

**BACKGROUND/ANALYSIS:**

On December 8, 2010, the City Council adopted Ordinance No. 58 extending the existing urgency ordinance moratorium for one-year on the review and processing of development applications related to the establishment land uses related to boat storage, recreational vehicle storage, self-storage facilities and mini-warehouses in the Rural Residential (R-R), General Commercial (C-1/C-P) and Scenic Highway Commercial (C-P-S) zones. The Council's action did not affect these uses in the Manufacturing Service Commercial (M-SC), Industrial Park (I-P), Manufacturing Medium (M-M), and Manufacturing Heavy (M-H) zones.

The current one-year moratorium extension, which represents the final extension, will expire on January 13, 2012. At that time, the Planning Department will legally be required to accept land use development applications for boat storage, recreational vehicle storage, self-storage facilities and/or mini-warehouses. Since a zoning ordinance amendment has not been adopted as originally envisioned, these land uses will fall under the current provisions of the R-R, C-1/C-P and CPS zones.

Currently, recreational vehicle trailer and boat storage uses require a Conditional Use Permit application when proposed in the R-R and C-P-S zones, and a Plot Plan application in the C-1/C-P zone. In the I-P zone, these uses are permitted with a Plot Plan application provided they are located in an enclosed building. In the M-SC, M-M

and M-H zones, these uses are permitted with a Plot Plan application and are not restricted to enclosed buildings. Further, there are no special development standards for these uses related to screening walls, lighting, parking, gates, roofing and landscaping, however, there are standards related to setbacks and building height.

Mini-warehouse & self-storage uses require a Conditional Use Permit application in the C-1/C-P zone and a Plot Plan application in the I-P, M-SC, M-M and M-H zones. They are prohibited in the R-R and C-P-S zones. As outlined in Section 17.240 of the Zoning Ordinance, mini-warehouses and self-storage uses have specific development standards related to screening walls, lighting, parking, gates, roofing and landscaping.

The primary issue resulting in the moratorium being adopted was that staff had received numerous inquiries regarding development applications. Further, there was a concern whether recreational vehicle trailer and boat storage uses are appropriate in the R-R, C-1/C-P and C-P-S zones. The R-R zone is primarily intended as a residential zone but does allow a wide-variety of other uses. The C-1/C-P and C-P-S zones are primarily intended for commercial retail uses. In all three zones, these uses do not generate much general fund revenue for the City.

Now that the moratorium is due to expire on January 13, 2012, staff has once again begun to receive inquiries about these uses. Recently, staff was in a position to prepare a zoning ordinance amendment that would propose prohibiting recreational vehicle trailer and boat storage uses in R-R, C-1/C-P and C-P-S zones (for the reasons stated in the above paragraph), and allow them via a Conditional Use Permit only in the I-P, M-SC, M-M and M-H zones. The amendment also proposed prohibiting mini-warehouses and self-storage facilities from locating in the C-1/C-P zone (currently allowed via a Conditional Use Permit) and requiring a Conditional Use Permit in the I-P, M-SC, M-M and M-H zones (currently allowed via a Plot Plan).

This amendment was presented to the Council's Economic Development subcommittee a few weeks ago. The Subcommittee raised some concern about the amendment as proposed by staff because, if approved, it could result in existing uses becoming "legal non-conforming" uses. Based on this, staff was directed to prepare a briefing report for the Council so the issue could be discussed at a public meeting.

Staff is requesting Council discussion on this item and formal direction on whether to prepare a zoning ordinance amendment as proposed to the Subcommittee, a variation of the proposed amendment or to let the current moratorium expire. If there is no direction to prepare the amendment for Planning Commission and City Council consideration, then the Planning Department will follow the current zoning ordinance provisions as discussed above. If there is direction to bring forth a zoning ordinance amendment, staff can bring that forward to the Planning Commission in February 2012 and Council in March 2012.

**STAFF RECOMMENDATION**

That the City Council discuss the current moratorium related to boat storage, recreational vehicle storage, self-storage facilities and mini-warehouse uses in commercial and residential zones, and provide staff with direction on whether to proceed with a Zoning Ordinance Amendment.

Submitted by:

Approved by:

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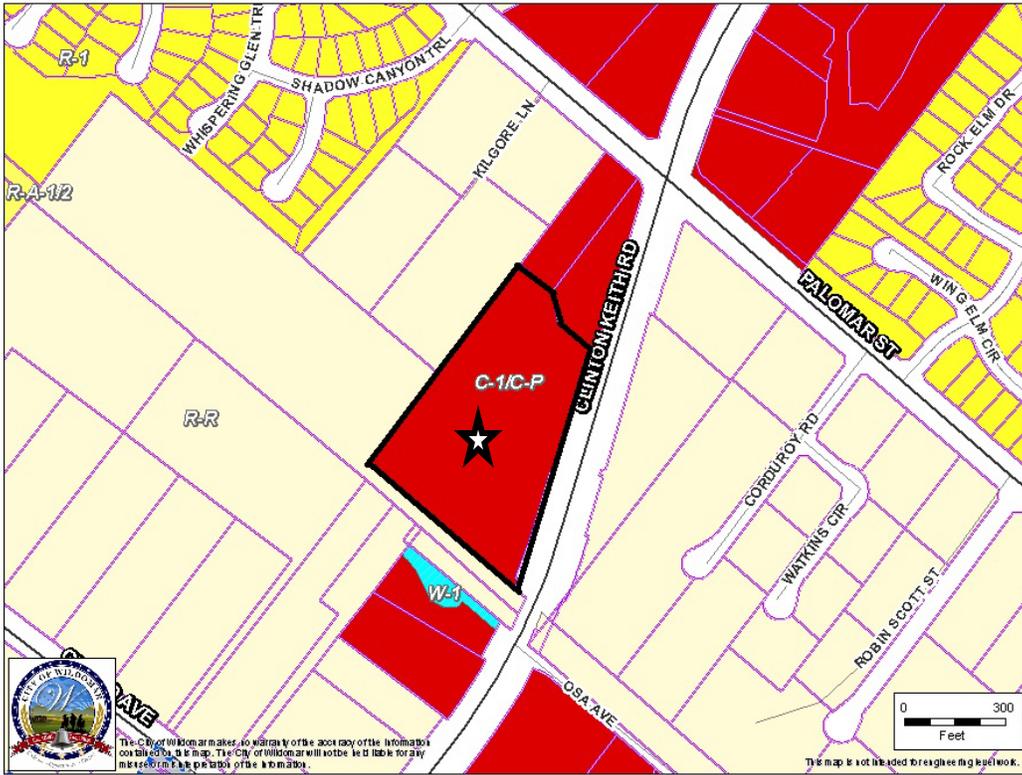
Matthew C. Bassi  
Planning Director

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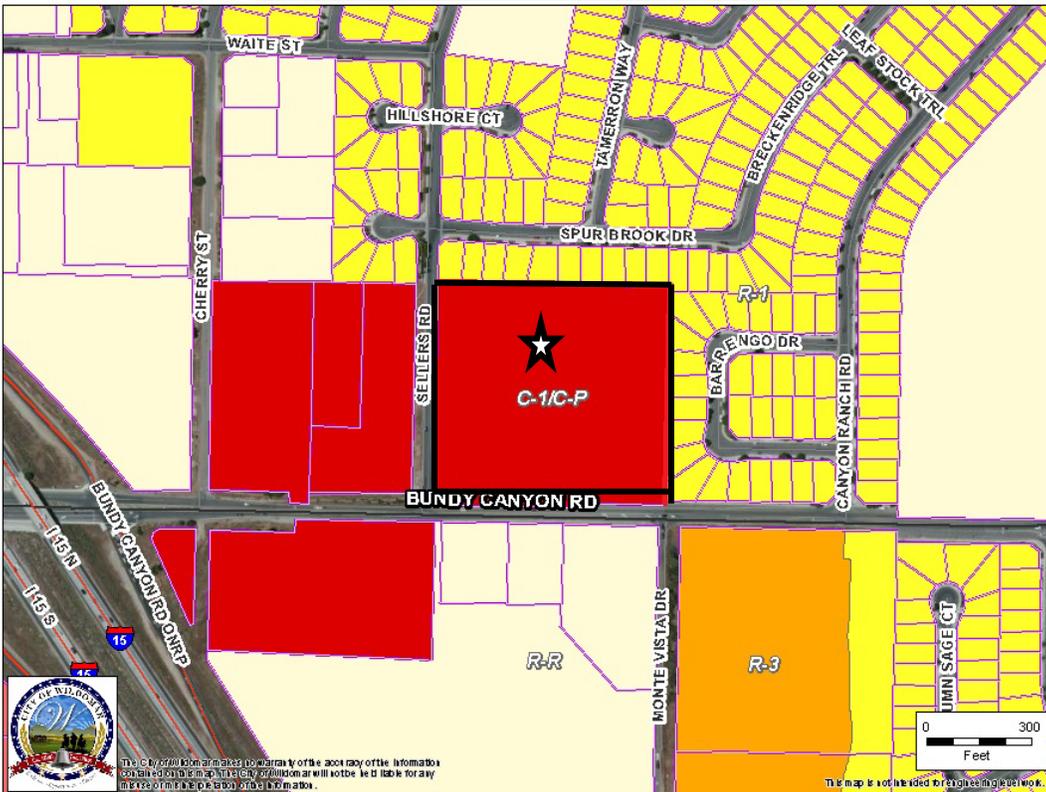
Frank Oviedo  
City Manager

# ATTACHMENT C

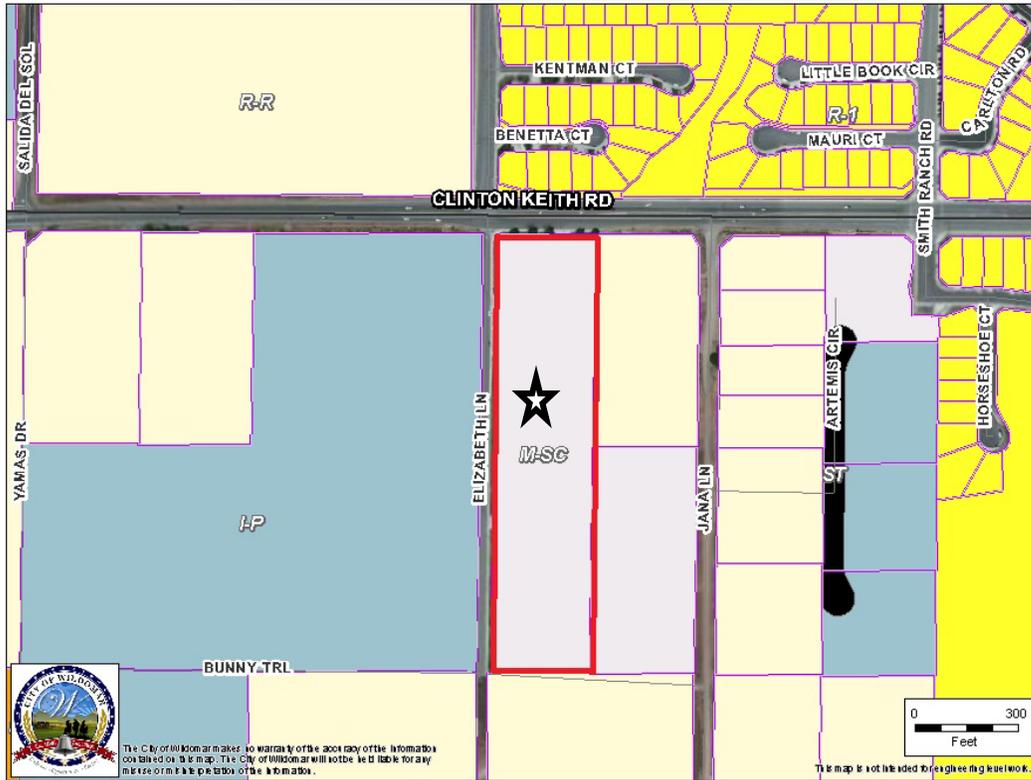
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## BUNDY CANYON SUPER STORAGE



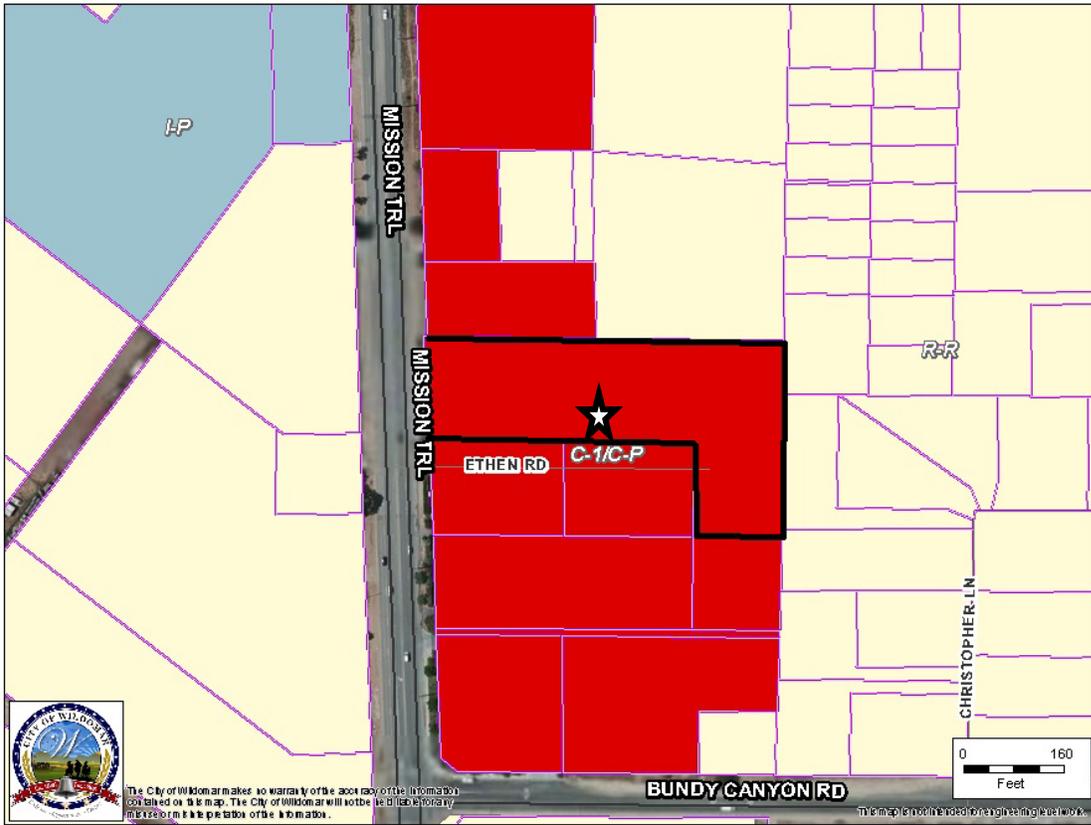
## CLINTON KEITH SELF STORAGE FACILITY



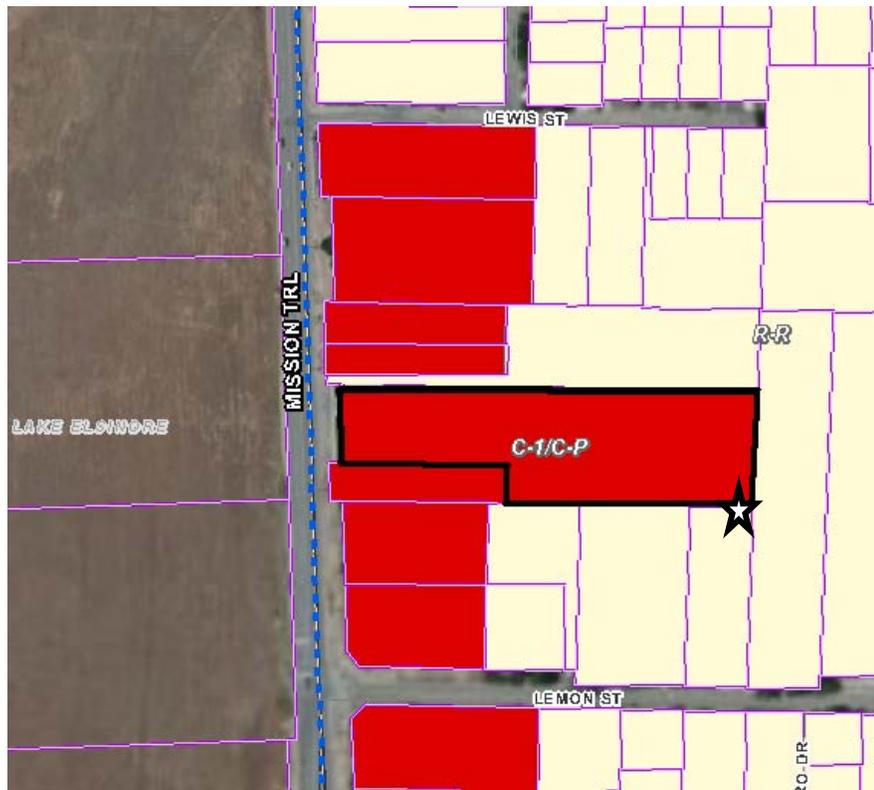
## EAGLE EYE SELF STORAGE FACILITY



## SWS SELF STORAGE FACILITY



## "EXTRA" SELF STORAGE FACILITY



**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #2.4**  
**PUBLIC HEARING**  
**Meeting Date: July 11, 2012**

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**TO:** Mayor and City Council Members

**FROM:** Matthew C. Bassi, Planning Director

**SUBJECT:** Amendment to the Zoning Ordinance Related to Nonconforming Structures and Uses - Zoning Ordinance Amendment No. 12-01

**STAFF REPORT**

**RECOMMENDATION**

The Planning Commission recommends that the City Council introduce and approve for first reading an Ordinance entitled:

ORDINANCE NO. \_\_\_\_\_  
A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
WILDOMAR, CALIFORNIA ADOPTING AN EXEMPTION FROM THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PER  
SECTION 15061(B)(3) OF CEQA AND APPROVING ZONING  
ORDINANCE AMENDMENT NO. 12-01 AMENDING CHAPTER  
17.184 (NONCONFORMING STRUCTURES AND USES)

**DISCUSSION**

Planning Commission Action:

The Planning Commission reviewed Zoning Ordinance Amendment No. 12-01 at its June 20, 2012 meeting. Upon conclusion of its deliberations, the Commission voted 4-0-1 (one recusal) to adopt PC Resolution No. 12-06 recommending City Council approval of the proposed amendment. There were no public comments regarding the proposed amendment. Commissioner Stan Smith recused himself owns one of the existing self-storage facilities.

Mini-warehouse/Self-storage Uses:

As outlined in the staff report for Zoning Ordinance Amendment No. 12-02, in addressing the question of whether to amend the Zoning Ordinance to address mini-warehouse/self-storage uses, the Council gave specific direction to staff to prepare an amendment that would regulate these uses differently from how they currently are regulated. Specifically, the Council wanted to prohibit mini-warehouse/self-storage uses in the C-1/C-P zone, and require a Conditional Use Permit in the I-P, M-SC, M-M and M-H zones. Under the current zoning regulations, mini-warehouse/self-storage uses

require approval of a Conditional Use Permit in the C-1/C-P zone, and approval of a Plot Plan in the I-P, M-SC, M-M and M-H zones. The proposed amendment is provided for Commission consideration (refer to draft Council Ordinance - Exhibit 1 of Attachment A of the report for ZOA 12-02).

The benefit of requiring a Conditional Use Permit instead of a Plot Plan for these uses in the four industrial zones is that it gives the Planning Commission and City Council greater flexibility to condition operational aspects of a project (i.e., hours of operation, noise, etc.) that will help mitigate potential project impacts. Under a Plot Plan application, only site design (i.e., setbacks, height, landscaping, etc) and architectural design (visual aesthetics) can be conditioned. Further, the Conditional Use Permit process will create a greater opportunity for neighborhood/public input through the public hearing process.

#### Nonconforming Issues:

In preparing the proposed amendment, the Planning Department determined that approval of the amendment would result in the creation of nonconforming uses for existing and approved, but not yet constructed, mini-warehouse/self-storage facilities in the C-1/C-P and the four industrial zones. For example, any existing mini-warehouse/self-storage use, after adoption of the amendment, would be inconsistent with the new standards that prohibit these uses in the C-1/C-P zone and require a Conditional Use Permit in the I-P, M-SC, M-M and M-H zones.

There are a total six (6) mini-warehouse/self-storage facilities in the City that will be effected by the proposed amendment. Five self-storage facilities are existing and in operation, and one is approved but not yet built (i.e., Eagle Eye Self Storage). These facilities are identified below (refer to Attachment B for location map):

- Clinton Keith Self-Storage: M-SC zone (Elizabeth Lane and Clinton Keith Road);
- Eagle Eye Self-Storage: C-1/C-P zone (NEC of Bryant Avenue & Corydon Street);
- Bear Creek Self-Storage: C-1/C-P zone (Clinton Keith Road, west of Palomar St.);
- Bundy Canyon Super Storage: C-1/C-P zone (Bundy Canyon Road, east of I-15);
- SWS Self-Storage: C-1/C-P zone (Mission Trail, north of Bundy Canyon Road)
- Extra Self-Storage Facility: C-1/C-P zone (33400 Mission Trail)

For the five (5) existing, and/or approved but not yet built, self-storage facilities in the C-1/C-P zone, these businesses would legally be allowed to continue operations for a limited time period (see next paragraph), including maintenance upgrades, but they will not be allowed to expand. The nonconforming designation for the one (1) existing facility in the M-SC zone would allow for future expansion provided there is an application for a Conditional Use Permit. Any new self-storage facility proposal in the four industrial zones will require a CUP application.

Under the current nonconforming provisions (Section 17.184.040), a use that becomes nonconforming can only be maintained for a limited period of time and must cease operations, even if it is an existing structure. For commercial uses, like self-storage

facilities, that time period is one (1) year. In strict terms, the four (4) existing self-storage facilities in the C-1/C-P zone would not be allowed to operate one year after adoption of Zoning Ordinance Amendment No. 12-01 prohibiting self-storage facilities in the C-1/C-P zone. The one (1) self-storage facility that is approved but not yet constructed would not be allowed to begin construction at all after adoption of the amendment.

In discussion with the City Attorney on this specific matter, it was concluded that the current provisions for nonconforming uses to cease operations after a limited time period is not practical, and possibly not even legal. A copy of Chapter 17.184 is provided for Council information (Attachment C). Thus, to fix this problem, staff is recommending Section 17.184 be amended to create nonconforming provisions that are reasonable and consistent with typical provisions enforced by other city agencies. In general, the amendment proposes to include the following:

- Amend Section 17.184.020 to create two new definitions and additional language related to this section;
- Amend Section 17.184.040 by deleting the existing nonconforming time periods and replacing it with new language that allows nonconforming uses to continue operations;
- Amend Section 17.184.050 by repealing the entire section regarding amortization periods which will be covered by Section 17.184.040; and
- Amend Section 17.184.090 by repealing the entire section and replacing it with new language related to exceptions due to damages on nonconforming structures/uses.

Staff believes that the proposed amendment to the Nonconforming structures and uses section of the Zoning Ordinance is an equitable solution to addressing the nonconforming aspects created by Zoning Ordinance Amendment No. 12-02 related to Mini-warehouses/Self-storage facilities.

### **ENVIRONMENTAL ASSESSMENT**

A review of the potential environmental impacts was conducted for Zoning Ordinance Amendment No. 12-01. Based on this review, the Planning Department has determined that the proposed amendment (which provides for only text changes) to modify the provisions of the Nonconforming Uses and Structures regulations has no potential to impact the environment. Further, the proposed amendment does not alter the existing requirements that specific development projects must comply with the provisions of the California Environmental Quality Act.

Therefore, the Zoning Ordinance Amendment No. 12-01 meets the criteria to be exempt from CEQA pursuant to Section 15061(b)(3) which states “that if an activity is covered by the general rule that CEQA applies only to projects which have the potential for

causing a significant effect on the environment and where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” Staff is recommending that the Planning Commission recommend adoption of this CEQA Exemption to the City Council.

**REQUIRED ZOA FINDINGS**

In accordance with the provisions of Section 17.290 of the Wildomar Zoning ordinance, the following finds are offered for Planning Commission consideration in recommending approval of Zoning Ordinance Amendment No. 12-01 to the City Council.

- A. The proposed Zoning Ordinance Amendment to the Zoning Ordinance is consistent with the City of Wildomar General Plan.

The proposed amendment to the Zoning Ordinance is consistent with the City of Wildomar General Plan, as the revision to revise the nonconforming provisions related to structures and uses will not impact the City’s ability to further the goals of the General Plan to encourage development opportunities for mini-warehouses, and similar uses. Further, the proposed amendment will further the goals of the General Plan to protect the health, safety and welfare of the citizens of Wildomar. In addition, the amendment will allow existing mini-warehouse/self-storage uses to continue operations and provide a needed service to the community.

**FISCAL IMPACT:**

There is no fiscal impact resulting from Council’s action to approve Zoning Ordinance Amendment No. 12-01

Submitted by:  
Matthew C. Bassi  
Planning Director

Approved by:  
Frank Oviedo  
City Manager

**ATTACHMENTS:**

- A. Ordinance
- B. Location Maps for Existing Mini-warehouse/Self-storage Facilities
- C. Chapter 17.184 – Nonconforming Provisions

# ATTACHMENT A

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ADOPTING AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PER SECTION 15061(B)(3) OF CEQA AND APPROVING ZONING ORDINANCE AMENDMENT NO. 12-01 AMENDING CHAPTER 17.184 (NONCONFORMING STRUCTURES AND USES)”**

**THE WILDOMAR CITY COUNCIL DOES ORDAIN AS FOLLOWS:**

**SECTION 1: Environmental Findings.**

The City Council hereby finds and determines that approval of the proposed Zoning Ordinance Amendment No. 12-01 modifying Chapter 17.184 (Nonconforming Structures and Uses) has no potential to impact the environment. Further, that the proposed Zoning Ordinance Amendment does not alter the existing requirements that specific development projects must comply with the provisions of the California Environmental Quality Act. Therefore, the proposed Zoning Ordinance Amendment is exempt from CEQA pursuant to Section 15061(b)(3) which states that if an activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

**SECTION 2. General Plan Consistency Findings.**

In accordance with the provisions of Section 17.290 of the Wildomar Zoning ordinance, the following finds are offered for Planning Commission consideration in recommending approval of Zoning Ordinance Amendment No. 12-01 to the City Council.

- A. The proposed Zoning Ordinance Amendment to the Zoning Ordinance is consistent with the City of Wildomar General Plan.

The proposed amendment to the Zoning Ordinance is consistent with the City of Wildomar General Plan, as the revision to revise the nonconforming provisions related to structures and uses will not impact the City's ability to further the goals of the General Plan to encourage development opportunities for mini-warehouses, and similar uses. Further, the proposed amendment will further the goals of the General Plan to protect the health, safety and welfare of the citizens of Wildomar. In addition, the amendment will allow existing mini-warehouse/self-storage uses to continue operations and provide a needed service to the community.

**SECTION 3: Amendment to the Zoning Ordinance**

Section 17.184.020 of Chapter 17.184 of the Wildomar Municipal Code is hereby repealed and replaced to read in its entirety as follows:

“Section 17.184.020            Generally and Definitions

A.     The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section:

1)     “Nonconforming Use” is any lawfully established use that, due to an amendment to the Zoning Code adopted subsequent to the establishment of the use, does not comply with all of the zoning regulations applicable to the use.

2)     “Nonconforming Structure” is any lawfully established structure or portion thereof that, due to an amendment to the Zoning Code adopted subsequent to the establishment of the structure, does not comply with all of the zoning regulations applicable to the structure.

B.     Any nonconforming structure or nonconforming use may be continued and maintained as provided in this chapter.

C.     The following structures and uses shall be deemed nonconforming:

1)     Any structure, the construction of which is incomplete at the time an amendment is adopted making the structure nonconforming, if:

- a.     A building permit has been legally issued for the structure; and,
- b.     Substantial construction has been performed on the site before the amendment making such structure nonconforming is adopted; and,
- c.     The structure is completed in accordance with the plans and specifications upon which the building permit was issued.

2)     Any use that is not yet established but for which an unexpired use permit or plot plan was approved prior to the adoption of an amendment to the zoning code making such use nonconforming, so long as the use is established and maintained in accordance with any conditions of approval upon which the use permit or plot plan was approved.”

**SECTION 4:            Amendment to the Zoning Ordinance**

Section 17.184.040 of Chapter 17.184 of the Wildomar Municipal Code is hereby repealed and replaced to read in its entirety as follows:

“17.184.040 Continuation of Nonconforming Structures or Uses

Except as otherwise provided in this chapter, each and every nonconforming use or structure may continue to be utilized and maintained, provided that there is no alteration, addition, enlargement or intensification to any such use or structure.”

**SECTION 5:           Amendment to the Zoning Ordinance**

Section 17.184.050 of Chapter 17.184 of the Wildomar Municipal Code is hereby repealed in its entirety.

**SECTION 6:           Amendment to the Zoning Ordinance**

Section 17.184.090 of Chapter 17.184 of the Wildomar Municipal Code is hereby repealed and replaced to read in its entirety.

**“17.184.090 Exceptions.**

A.     The provisions of this chapter shall not prevent the reconstruction, repairing, rebuilding or replacement and continued use of any nonconforming structure that is damaged by fire, explosion or acts of God.

B.     Routine maintenance and minor repairs may be performed on a nonconforming structure provided that the maintenance and repairs do not increase any nonconformity.”

**SECTION 7. Effective Date of the Ordinance.**

This Ordinance shall take effect and be in full force and operation thirty (30) days after its second reading and adoption.

**SECTION 8. Severability.**

If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

**SECTION 9. City Clerk Action**

The City Clerk is authorized and directed to cause this Ordinance to be published within fifteen (15) days after its passage in a newspaper of general circulation and circulated within the City in accordance with Government Code Section 36933(a) or, to cause this Ordinance to be published in the manner required by law using the alternative summary and pasting procedure authorized under Government Code Section 39633(c).

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2012.

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Ben J. Benoit  
Mayor

**APPROVED AS TO FORM:**

**ATTEST:**

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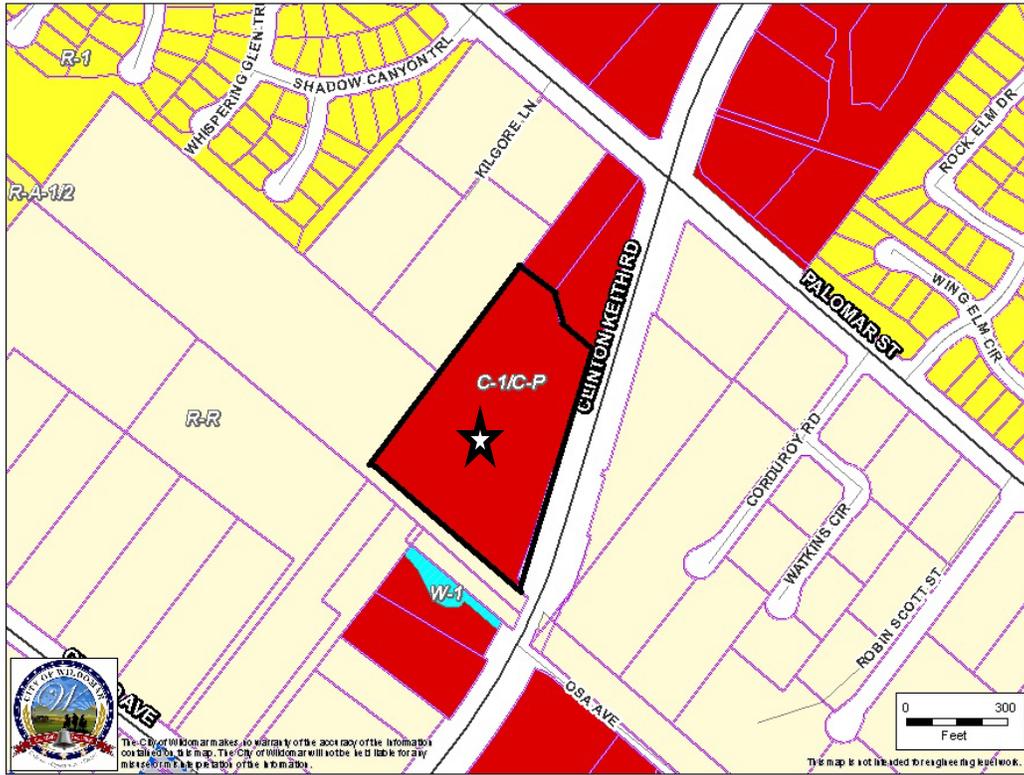
Thomas D. Jex  
City Attorney

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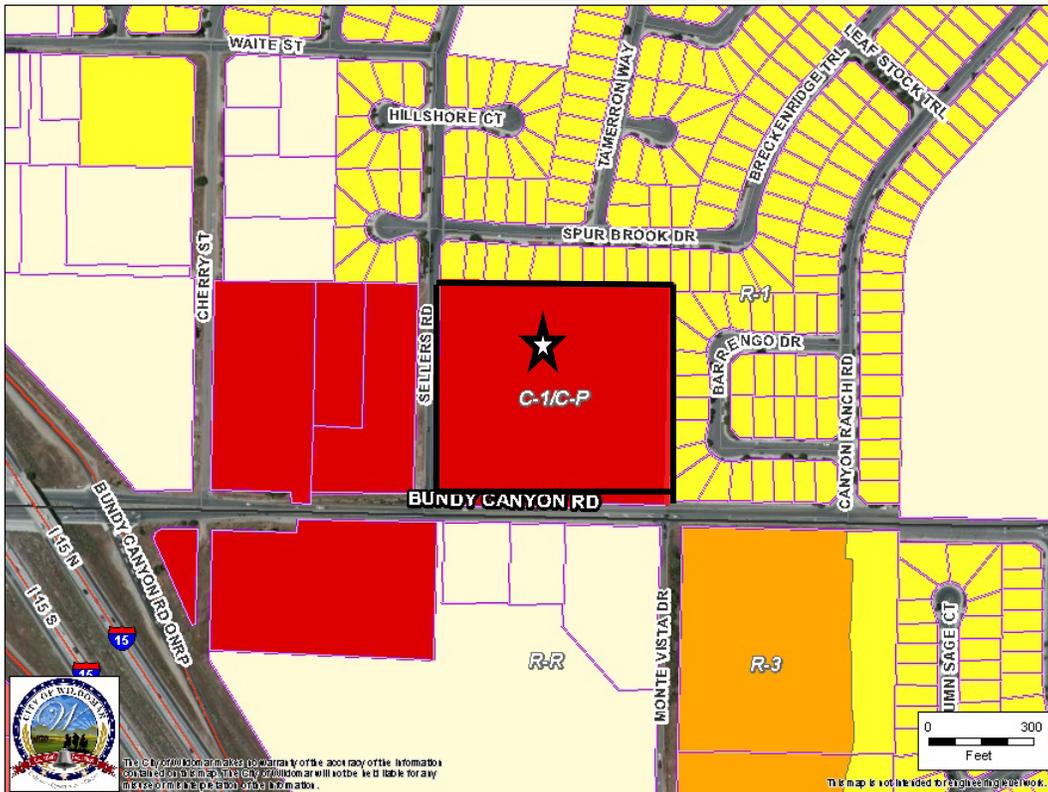
Debbie A. Lee, CMC  
City Clerk

# **ATTACHMENT B**

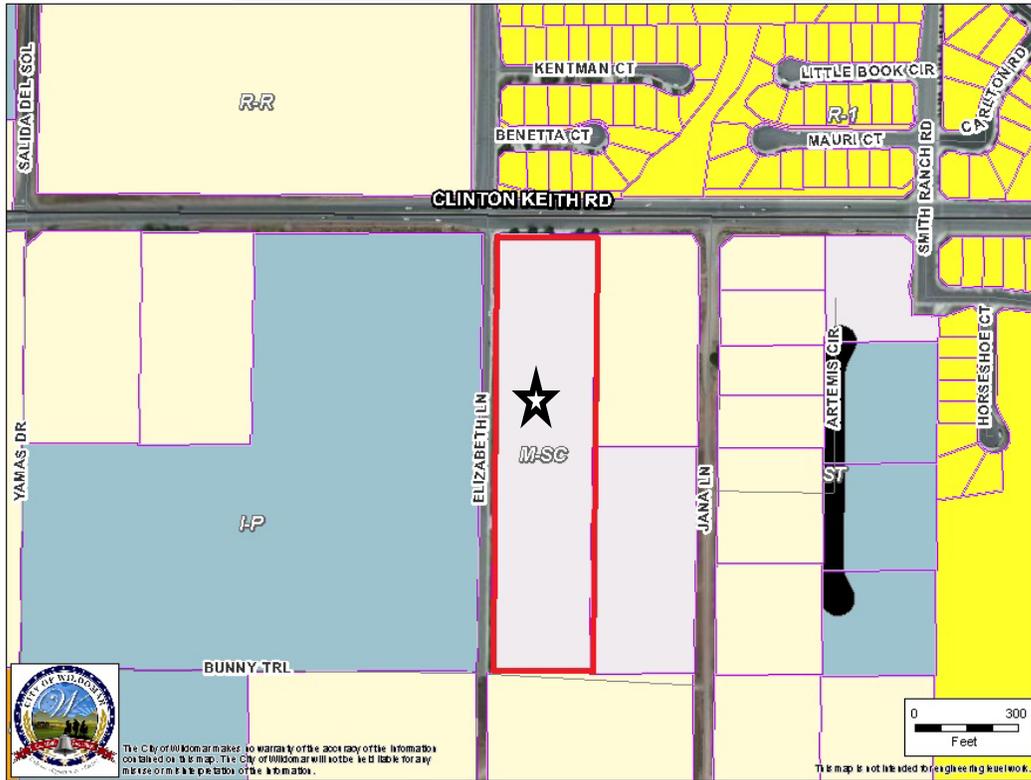
## BEAR CREEK SELF STORAGE FACILITY



## BUNDY CANYON SUPER STORAGE



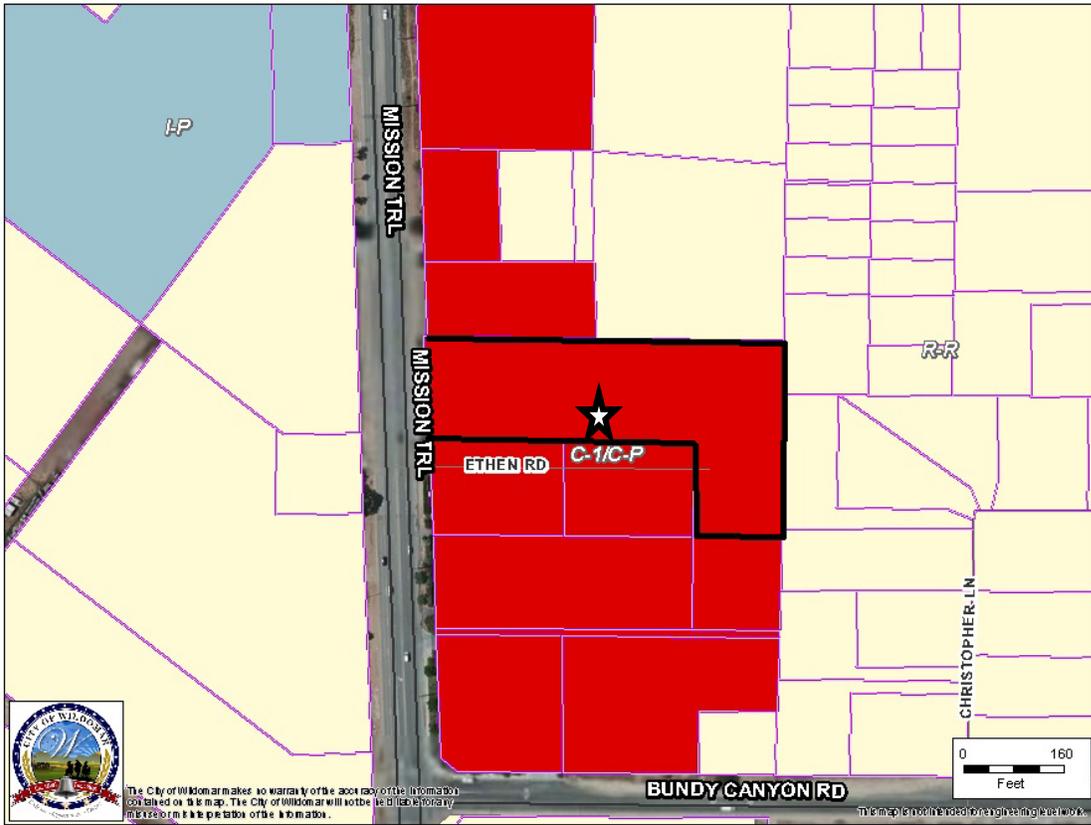
## CLINTON KEITH SELF STORAGE FACILITY



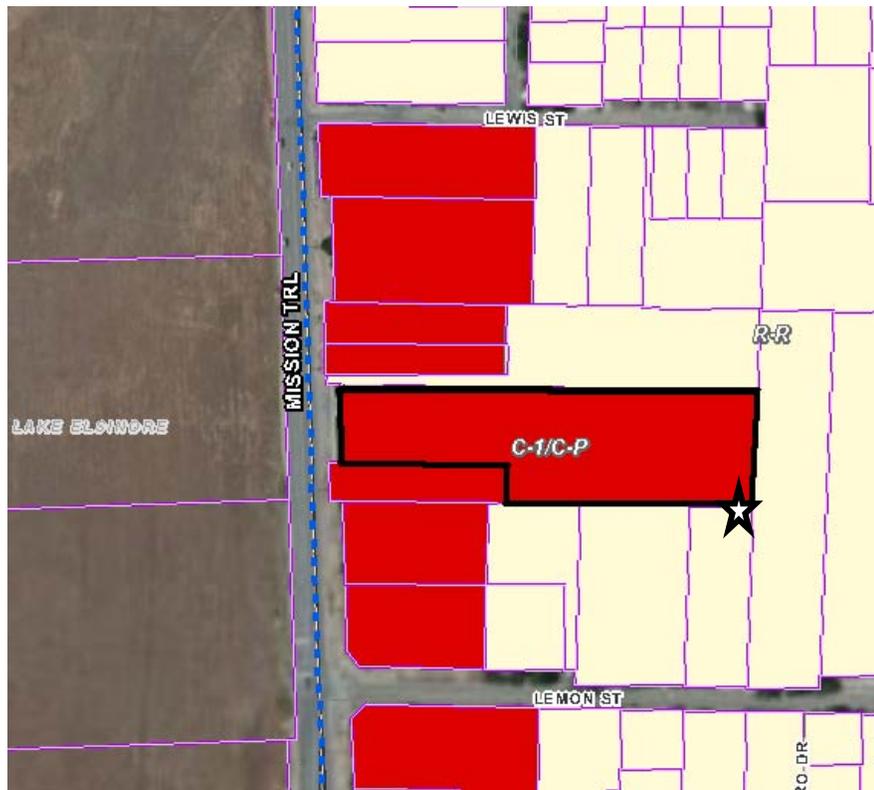
## EAGLE EYE SELF STORAGE FACILITY



## SWS SELF STORAGE FACILITY



## "EXTRA" SELF STORAGE FACILITY



# ATTACHMENT C

**Chapter 17.184**

**NONCONFORMING STRUCTURES AND USES\***

**Sections:**

- 17.184.010**     **Applicability.**
- 17.184.020**     **Generally.**
- 17.184.030**     **Verification of nonconforming structure or use.**
- 17.184.040**     **Period of time maintenance permitted.**
- 17.184.050**     **Extension of amortization period.**
- 17.184.060**     **Expansion of nonconforming use.**
- 17.184.070**     **Change to conforming use.**
- 17.184.080**     **Discontinuance of nonconforming use.**
- 17.184.090**     **Exceptions.**
- 17.184.100**     **Minimum age requirement—Exception.**
- 17.184.110**     **Nonconforming designation restricted.**

\* Prior ordinance history: Ord. 348.3775, 1996.

**17.184.010     Applicability.**

This chapter shall apply to all nonconforming structures and uses. (Ord. 348.3928 § 2 (part), 2000: Ord. 348 § 18.8 (part))

**17.184.020     Generally.**

A. Any nonconforming structure or use may be continued and maintained for the periods of time set forth in this chapter, provided there are no structural alterations except as hereinafter allowed. Agricultural crops are not subject to the provisions of this section; agricultural uses that involve permanent structures are subject to this chapter, however such uses shall be permitted to make any changes or improvements that are required by any county or state law, including structural alterations that are necessary as a part thereof. (Ord. 348.3928 § 2 (part), 2000: Ord. 348 § 18.8(a))

**17.184.030     Verification of nonconforming structure or use.**

When it is necessary to obtain from the county a written verification of the nonconforming status of a structure or use the following procedure shall apply:

A. Application. Every application for a determination of nonconforming use status shall be made in writing to the planning director on the forms provided by the planning department, shall be accompanied by the filing

fee as set forth in county Ordinance No. 671, and shall include the following information:

1. Name, address and phone number of applicant (or representative) and the property owner;
  2. Assessor's parcel number of premises involved;
  3. A site plan drawn in sufficient detail to clearly describe the following:
    - a. Physical dimensions of property,
    - b. Location and dimensions of all existing structures,
    - c. Setback dimensions,
    - d. Location and dimensions of all driveways, parking areas, landscape areas, fences and walls,
    - e. Location and dimensions of all adjacent roadways showing location of street centerline and all existing improvements such as sidewalks, curbs, gutters or curb cuts;
  4. Panoramic photographs showing all sides of the on-site property, and adjacent off-site properties;
  5. Current zoning (with change of zone case number) and date it was adopted and became effective;
  6. Prior zoning designation;
  7. Written statement of justification for the nonconforming subject use of the property;
  8. Supporting documentation showing that the site has been in continuous use. Documentation may include, but is not limited to: bills of sale, bills of lading, utility bills, property tax records, Board of Equalization records, Employment Development Department records, fictitious business statement, Articles of Incorporation, canceled business checks, sales receipts, rental or lease agreements, or licenses;
  9. Such other information as determined necessary by the planning department.
- B. Review and Notice of Decision. Not less than thirty (30) days from acceptance of an application as complete, the planning department shall verify the current zoning and supporting documentation. If the nonconforming use or structure is substantiated, the planning department shall complete a certificate of nonconforming use which shall include the following information: assessor's parcel number, situs address, nature of nonconforming use, expiration date, and such other information as deemed appropriate. If the subject use or structure is not able to be substantiated, the planning department shall prepare a letter of denial of the nonconforming use to include the following information: assessor's parcel number, nature of nonconforming use, and justification for the denial of the request. (Ord. 348.3928 § 2 (part), 2000: Ord. 348 § 18.8(b))

**17.184.040 Period of time maintenance permitted.**

A nonconforming structure or use may be maintained for the following periods of time:

Where the property is unimproved	1 year.
Where the only improvements are structures, the replacement of which would not require a building permit	3 years.
Outdoor advertising	5 years.
General commercial uses, such as those primarily permitted in C zones	1 year.
General manufacturing uses, such as those primarily permitted in M zones	40 years.
Kennels and catteries	20 years

Provided, however, that the nonconforming right shall be lost upon a transfer of ownership which occurs five years or more after the building or use becomes nonconforming.

**Commercial agricultural operations:**

Dairy farms	30 years.
Goat, sheep and other small animal farms	10 years.
Hog ranches	10 years.
Horse ranches	20 years.
Menageries	5 years.
Pen fed cattle operations	30 years.
Poultry	20 years.
Rabbits	10 years.

**Noncommercial agricultural operations:**

Goats, sheep and other small animals	3 years.
Hogs	3 years.
Horses and cattle	3 years.
Menageries	3 years.
Poultry	3 years.
Rabbits	3 years.
Crowing fowl	18 months.

(Ord. 348.3955 § 4, 2000; Ord. 348.3954 § 52, 2000; Ord. 348.3928 § 2 (part), 2000; Ord. 348 § 18.8(c))

**17.184.050 Extension of amortization period.**

Whenever a commercial or industrial structure or use has exceeded the time periods specified in Section 17.184.040 an extension to a time certain may be granted. The total time allowed for the extension shall not exceed ten (10) years. The following procedure shall apply to all applications for approval of nonconforming use extensions for commercial or industrial uses only.

A. Application. Every application for a nonconforming use extension shall be made in writing on the forms provided by the planning department, shall be accompanied by the filing fee as set forth in Ordinance No. 671, and shall include the following information:

1. Name, address and phone number of applicant (or representative) and the property owner;
2. Assessor's parcel number of premises involved;
3. A site plan drawn in sufficient detail to clearly describe the following:
  - a. Physical dimensions of property,
  - b. Location and dimensions of all existing structures,
  - c. Setback dimensions,
  - d. Location and dimensions of all driveways, parking areas, landscape areas, fences and walls,
  - e. Location and dimensions of all adjacent roadways showing location of street centerline and all existing improvements such as sidewalks, curbs, gutters or curb cuts;
4. Panoramic photographs showing all sides of the on-site property and improvements as well as adjacent off-site properties;
5. Current zoning (with change of zone case number) and date it was adopted and became effective;
6. Prior zoning designation;
7. Written statement of justification for continued nonconforming use of the property;
8. Supporting documentation showing that the site has been in continuous use. Documentation may include, but is not limited to: bills of sale, bills of lading, utility bills, property tax records, Board of Equalization records, Employment Development Department records, fictitious business statement, Articles of Incorporation, canceled business checks, sales receipts, rental or lease agreements, or licenses;
9. Such other information as determined necessary by the planning department.

B. Public Hearing. A public hearing shall be held on the application for a nonconforming use extension in accordance with the provisions of Chapter 17.192 and all the procedural requirements and rights of appeal as set forth therein shall govern the hearing.

C. Conditions. A nonconforming use extension shall not be granted unless the applicant demonstrates that the proposed use will not be detrimental to the health, safety or general welfare of the community. Any extension that is granted shall be subject to such conditions as shall be necessary to protect the health, safety or general welfare of the community. (Ord. 348.3928 § 2 (part), 2000; Ord. 348 § 18.8(d))

**17.184.060 Expansion of nonconforming use.**

The total square footage of an existing nonconforming structure or use, excluding mobilehomes, may be expanded a maximum of twenty-five (25) percent on the same parcel of land from the time the use was deemed nonconforming. Such expansion shall require issuance of a building permit only and shall not extend the period of nonconforming time in which the use must be eliminated. (Ord. 348.3928 § 2 (part), 2000: Ord. 348 § 18.8(e))

**17.184.070 Change to conforming use.**

Any part of a structure or land occupied by a nonconforming use which is changed to or replaced by a use that conforms to the provisions of this title as they apply to the particular zone shall not thereafter be used or occupied by a nonconforming use. (Ord. 348.3928 § 2 (part), 2000: Ord. 348 § 18.8(f))

**17.184.080 Discontinuance of nonconforming use.**

Any part of a structure or land occupied by a nonconforming use, which use is discontinued for one year or more, shall thereafter be used in conformity with the provisions of this title and the nonconforming right shall be lost. (Ord. 348.3928 § 2 (part), 2000: Ord. 348 § 18.8(g))

**17.184.090 Exceptions.**

A. Any structure for which a permit has been legally issued, and on which substantial construction has been performed on the site before an amendment to the ordinance making the use nonconforming, may nevertheless be continued and completed in accordance with the plans and specifications upon which the permit was issued.

B. The provisions of this chapter shall not prevent the reconstruction, repairing, rebuilding or replacement and continued use of any nonconforming structure that is damaged by fire, explosion or acts of God; provided, however, any such rebuilding, reconstruction or repairing shall not extend the period of nonconforming time in which the use must be eliminated. (Ord. 348.3928 § 2 (part), 2000: Ord. 348 § 18.8(h), (i))

**17.184.100 Minimum age requirement—  
Exception.**

Whenever dwelling units in an area are zoned, as part of a senior citizen development, for permanent occupancy only by persons above a minimum age, any person below the minimum age requirement residing in a dwelling unit in the area at the time the zone classification becomes

effective is not subject to the age restriction and may continue residency in the dwelling unit for an unlimited period of time. The right to continue such occupancy is not transferable to any other person. (Ord. 348.3928 § 2 (part), 2000: Ord. 348 § 18.8(j))

**17.184.110 Nonconforming designation restricted.**

The provisions of this section apply to structures and uses which become nonconforming by reason of the adoption of the ordinance codified in this chapter or any amendment thereof, as of the effective date of such adoption or amendment. No use shall be deemed to have become nonconforming by virtue of decreased lot size resulting solely from the acquisition of any portion of the lot for public road or storm or drainage channel purposes or the adoption of any specific plan for such purpose. (Ord. 348.3928 § 2 (part), 2000: Ord. 348 § 18.8(k))

**CITY OF WILDOMAR - CITY COUNCIL**

**Agenda Item #3.1**

**GENERAL BUSINESS**

**Meeting Date: July 11, 2012**

---

**TO:** Mayor and City Council Members

**FROM:** Frank Oviedo, City Manager

**SUBJECT:** Polling and Communication Update

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council receive and file the report and provide Staff with direction as necessary.

**DISCUSSION:**

At the June 27th City Council meeting the Council directed Staff to proceed with a scientific poll of the community in an effort to gauge the likelihood of a parks parcel tax measure being successful in the November 2012 election.

As a result, Staff quickly assembled a Request for Proposal (RFP) and published it on Friday, June 29. The City listed July 9, 2012 as the return deadline. The proposal requests that the firms/consultants propose on one of two of the following areas or both. The first area is the poll and all the accompanying components. And the second area is that the RFP asks for a proposal on a communication plan to assist the City in developing a public information campaign in the event the City Council chooses to go forward with a measure.

Since the time line is very short Staff is listing this item on the agenda for the purpose of sharing the results of the outcome of the RFP. At the time of publication of this agenda the proposals will not have been returned. However, it is Staff's intention to share the information publicly so Staff will have the ability to share information and receive further direction from the Council as necessary.

**FISCAL IMPACT:**

The City Council specifically asked, at the request of the City Manager, to spend an amount not to exceed \$15,000 for a scientific survey. The City Council also asked that Staff bring back information on what a public information and communication plan might cost the city if the decision was made to place a parks parcel tax measure on the November, 2012 ballot.

Submitted & Approved by:  
Frank Oviedo  
City Manager

**CITY OF WILDOMAR – CITY COUNCIL**  
**Agenda Item #3.2**  
**GENERAL BUSINESS**  
**Meeting Date: July 11, 2012**

---

**TO:** Mayor and City Council Members  
**FROM:** Gary Nordquist, Finance and Administration  
**SUBJECT:** Animal Shelter

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the City Council provide staff with direction regarding the uses of the Animal Shelter Building.

**BACKGROUND/DISCUSSION:**

Currently the Animal Shelter building, which the City pays approximately 18% of the construction cost debt, is being used and plans are under way for additional use of the facility by non-members of the Southwest Communities Financing Authority (SCFA). Staff presented a cost recovery plan to the SCFA Board should other uses take place at the building, but at that time, the SCFA Board was not in favor of updating the financial plans.

Most recently the operators of the building, Animal Friends of the Valley (AFV) are considering hosting a low cost spay and neuter clinic at the building on a recurring basis. This type of activity, which will benefit the entire southwest Riverside County, will considerably impact Wildomar's facilities and infrastructure on a recurring basis adding additional unbudgeted service costs.

Wildomar currently receives a credit of \$6,000 per year to help offset the fiscal impact of the Animal Shelter activities in the City. The recent addition of AFV serving the residents of Menifee and the possible addition of a clinic at the site could significantly impact the City of Wildomar's municipal services budget.

Submitted by:  
Gary Nordquist  
Finance and Administration

Approved by:  
Frank Oviedo  
City Manager

**ATTACHMENTS:**

(A) May, 2012 Report of Animal Shelter Usage

# Attachment A

# Attachment A

May 2012 Report of Animal Shelter  
Usage

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**

No Group By selected

Run Date: 06-11-2012 01:59:48 PM by Willa Bagwell

Shelter pets ... heads and tails above the rest!

Page Number: 1 of 2

	<u>Count</u>
04-30-2012 Animals In Shelter	343
	<b>343</b>
<b>Intakes</b>	
Abandoned At Shelter	155
Owner Turn In	461
Public Safety	11
Quarantine	6
Return Adopt <30 Days	27
Stray	702
Welfare Protection	31
Wildlife Pick Up	241
<b>Intakes - Total Count</b>	<b>1,634</b>
<b>Dispositions</b>	
Adopted	-298
Dead On Arrival	-215
Died	-2
Euthanized Agonal	-59
Euthanized By Vet	-8
Euthanized Feral	-50
Euthanized Not Placable	-116
Euthanized Request	-162
Euthanized Sick	-94
Euthanized Space	-145
Euthanized Too Young	-104
Menifee Nas	-89
Relocated	-34
Rescued	-53
Return To Owner	-135
Transferred	-4
<b>Dispositions - Total Count</b>	<b>-1,568</b>

**ANIMAL FRIENDS OF THE VALLEYS**

**Case Statistics 05-01-2012 to 05-31-2012**

No Group By selected

Run Date: 06-11-2012 01:59:48 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!

Page Number: 2 of 2

	<u>Count</u>
05-31-2012 Animals in Shelter	409

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 1 of 34CITY: CANYON LAKE  
Species: CAT

	<u>Count</u>
04-30-2012 Animals In Shelter	6
	<b>6</b>
<b>Intakes</b>	
Abandoned At Shelter	11
Owner Turn In	6
Stray	8
<b>Intakes - Total Count</b>	<b>25</b>
<b>Dispositions</b>	
Adopted	-4
Dead On Arrival	-2
Euthanized Agonal	-1
Euthanized Not Placable	-1
Euthanized Request	-3
Euthanized Sick	-4
Euthanized Space	-5
Euthanized Too Young	-4
<b>Dispositions - Total Count</b>	<b>-24</b>
05-31-2012 Animals in Shelter	<b>7</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 2 of 34CITY: CANYON LAKE  
Species: DOG

	<u>Count</u>
04-30-2012 Animals In Shelter	7
	7
<b>Intakes</b>	
Abandoned At Shelter	10
Owner Turn In	7
Return Adopt <30 Days	1
Stray	1
Welfare Protection	1
<b>Intakes - Total Count</b>	<b>20</b>
<b>Dispositions</b>	
Adopted	-9
Dead On Arrival	-2
Euthanized By Vet	-1
Euthanized Not Placable	-1
Euthanized Request	-2
Euthanized Space	-4
Rescued	-1
Return To Owner	-3
<b>Dispositions - Total Count</b>	<b>-23</b>
05-31-2012 Animals in Shelter	4

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 3 of 34CITY: CANYON LAKE  
Species: DOMESTIC\_OTHER

	<u>Count</u>
04-30-2012 Animals In Shelter	1
	1
05-31-2012 Animals in Shelter	1

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 4 of 34CITY: CANYON LAKE  
Species: WILDLIFE

	<u>Count</u>
<b>Intakes</b>	
Abandoned At Shelter	1
Welfare Protection	2
Wildlife Pick Up	21
<b>Intakes - Total Count</b>	<b>24</b>
<b>Dispositions</b>	
Dead On Arrival	-12
Euthanized Agonal	-3
Euthanized Not Placable	-5
Relocated	-4
<b>Dispositions - Total Count</b>	<b>-24</b>
<hr/>	
05-31-2012 Animals in Shelter	0

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 5 of 34CITY: COUNTY  
Species: CAT

	<u>Count</u>
04-30-2012 Animals In Shelter	24
	<b>24</b>
<b>Intakes</b>	
Abandoned At Shelter	8
Owner Turn In	14
Stray	37
<b>Intakes - Total Count</b>	<b>59</b>
<b>Dispositions</b>	
Adopted	-13
Dead On Arrival	-3
Euthanized Feral	-6
Euthanized Not Placable	-1
Euthanized Request	-5
Euthanized Sick	-3
Euthanized Space	-12
Euthanized Too Young	-16
Rescued	-1
<b>Dispositions - Total Count</b>	<b>-60</b>
05-31-2012 Animals in Shelter	<b>23</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 6 of 34CITY:  
Species:  
COUNTY  
DOG

	<u>Count</u>
04-30-2012 Animals In Shelter	33
	<b>33</b>
<b>Intakes</b>	
Abandoned At Shelter	14
Owner Turn In	26
Return Adopt <30 Days	1
Stray	60
<b>Intakes - Total Count</b>	<b>101</b>
<b>Dispositions</b>	
Adopted	-34
Dead On Arrival	-4
Euthanized By Vet	-2
Euthanized Not Placable	-5
Euthanized Request	-7
Euthanized Sick	-15
Euthanized Space	-13
Rescued	-2
Return To Owner	-16
<b>Dispositions - Total Count</b>	<b>-98</b>
05-31-2012 Animals in Shelter	<b>36</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 7 of 34CITY: COUNTY  
Species: DOMESTIC\_OTHER

	<u>Count</u>
04-30-2012 Animals In Shelter	2
	<b>2</b>
<b>Intakes</b>	
Stray	1
<b>Intakes - Total Count</b>	<b>1</b>
05-31-2012 Animals in Shelter	<b>3</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 8 of 34CITY: COUNTY  
Species: WILDLIFE

	<u>Count</u>
<b>Intakes</b>	
Stray	2
Wildlife Pick Up	1
<b>Intakes - Total Count</b>	<b>3</b>
<b>Dispositions</b>	
Dead On Arrival	-1
Euthanized Sick	-1
Rescued	-1
<b>Dispositions - Total Count</b>	<b>-3</b>
<hr/>	
05-31-2012 Animals in Shelter	<b>0</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 9 of 34CITY: LAKE ELSINORE  
Species: CAT

	<u>Count</u>
04-30-2012 Animals In Shelter	14
	<b>14</b>
<b>Intakes</b>	
Abandoned At Shelter	11
Owner Turn In	31
Quarantine	1
Return Adopt <30 Days	2
Stray	51
<b>Intakes - Total Count</b>	<b>96</b>
<b>Dispositions</b>	
Adopted	-19
Dead On Arrival	-10
Euthanized Agonal	-3
Euthanized By Vet	-1
Euthanized Feral	-11
Euthanized Not Placable	-6
Euthanized Request	-6
Euthanized Sick	-1
Euthanized Space	-12
Euthanized Too Young	-16
Rescued	-3
Return To Owner	-1
<b>Dispositions - Total Count</b>	<b>-89</b>
05-31-2012 Animals in Shelter	<b>21</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 10 of 34CITY: LAKE ELSINORE  
Species: DOG

	<u>Count</u>
04-30-2012 Animals In Shelter	43
	<b>43</b>
<b>Intakes</b>	
Abandoned At Shelter	11
Owner Turn In	72
Return Adopt <30 Days	4
Stray	97
Welfare Protection	3
<b>Intakes - Total Count</b>	<b>187</b>
<b>Dispositions</b>	
Adopted	-44
Dead On Arrival	-10
Euthanized Agonal	-1
Euthanized By Vet	-1
Euthanized Not Placable	-6
Euthanized Request	-21
Euthanized Sick	-19
Euthanized Space	-26
Menifee Nas	-3
Rescued	-11
Return To Owner	-27
<b>Dispositions - Total Count</b>	<b>-169</b>
05-31-2012 Animals in Shelter	<b>61</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 11 of 34CITY: LAKE ELSINORE  
Species: DOMESTIC\_OTHER

	<u>Count</u>
04-30-2012 Animals In Shelter	1
	<b>1</b>
<b>Intakes</b>	
Welfare Protection	3
Wildlife Pick Up	2
<b>Intakes - Total Count</b>	<b>5</b>
<b>Dispositions</b>	
Rescued	-4
<b>Dispositions - Total Count</b>	<b>-4</b>
05-31-2012 Animals in Shelter	<b>2</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 12 of 34**CITY: LAKE ELSINORE**  
**Species: WILDLIFE**

	<u>Count</u>
04-30-2012 Animals In Shelter	1
	1
<b>Intakes</b>	
Public Safety	1
Wildlife Pick Up	43
<b>Intakes - Total Count</b>	<b>44</b>
<b>Dispositions</b>	
Dead On Arrival	-11
Died	-1
Euthanized Agonal	-5
Euthanized Not Placable	-16
Euthanized Too Young	-1
Relocated	-7
Rescued	-3
<b>Dispositions - Total Count</b>	<b>-44</b>
05-31-2012 Animals in Shelter	1

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 13 of 34CITY: MENIFEE  
Species: CAT

	<u>Count</u>
04-30-2012 Animals In Shelter	1
	<b>1</b>
<b>Intakes</b>	
Owner Turn In	12
Stray	33
<b>Intakes - Total Count</b>	<b>45</b>
<b>Dispositions</b>	
Adopted	-1
Dead On Arrival	-11
Euthanized Agonal	-3
Euthanized Request	-8
Euthanized Space	-3
Euthanized Too Young	-7
Menifee Nas	-13
<b>Dispositions - Total Count</b>	<b>-46</b>
05-31-2012 Animals in Shelter	<b>0</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 14 of 34CITY: **MENIFEE**  
Species: **DOG**

	<u>Count</u>
04-30-2012 Animals In Shelter	4
	<b>4</b>
<b>Intakes</b>	
Abandoned At Shelter	1
Owner Turn In	35
Public Safety	3
Return Adopt <30 Days	4
Stray	69
Welfare Protection	2
<b>Intakes - Total Count</b>	<b>114</b>
<b>Dispositions</b>	
Adopted	-6
Dead On Arrival	-13
Euthanized Agonal	-3
Euthanized By Vet	-2
Euthanized Not Placable	-1
Euthanized Request	-23
Euthanized Sick	-1
Menifee Nas	-66
Return To Owner	-1
<b>Dispositions - Total Count</b>	<b>-116</b>
05-31-2012 Animals in Shelter	<b>2</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 15 of 34CITY: MENIFEE  
Species: DOMESTIC\_OTHER

	<u>Count</u>
<b>Intakes</b>	
Return Adopt <30 Days	2
Stray	1
Welfare Protection	4
<b>Intakes - Total Count</b>	<b>7</b>
<b>Dispositions</b>	
Menifee Nas	-5
Rescued	-2
<b>Dispositions - Total Count</b>	<b>-7</b>
<hr/>	
05-31-2012 Animals in Shelter	0

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 16 of 34CITY: **MENIFEE**  
Species: **LIVESTOCK**

	<u>Count</u>
<b>Intakes</b>	
Owner Turn In	1
<b>Intakes - Total Count</b>	<b>1</b>
<b>Dispositions</b>	
Euthanized Request	-1
<b>Dispositions - Total Count</b>	<b>-1</b>
<hr/>	
05-31-2012 Animals in Shelter	<b>0</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 17 of 34CITY: MENIFEE  
Species: WILDLIFE

	<u>Count</u>
<b>Intakes</b>	
Welfare Protection	4
Wildlife Pick Up	32
<b>Intakes - Total Count</b>	<b>36</b>
<b>Dispositions</b>	
Dead On Arrival	-8
Euthanized Agonal	-5
Euthanized Not Placable	-13
Euthanized Sick	-1
Menifee Nas	-2
Relocated	-4
Rescued	-3
<b>Dispositions - Total Count</b>	<b>-36</b>
<b>05-31-2012 Animals in Shelter</b>	<b>0</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 18 of 34CITY: MURRIETA  
Species: CAT

	<u>Count</u>
04-30-2012 Animals In Shelter	35
	<b>35</b>
<b>Intakes</b>	
Abandoned At Shelter	11
Owner Turn In	49
Quarantine	1
Stray	51
<b>Intakes - Total Count</b>	<b>112</b>
<b>Dispositions</b>	
Adopted	-21
Dead On Arrival	-12
Euthanized Agonal	-3
Euthanized Feral	-12
Euthanized Not Placable	-3
Euthanized Request	-5
Euthanized Sick	-3
Euthanized Space	-15
Euthanized Too Young	-18
<b>Dispositions - Total Count</b>	<b>-92</b>
05-31-2012 Animals in Shelter	<b>55</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 19 of 34CITY: MURRIETA  
Species: DOG

	<u>Count</u>
04-30-2012 Animals In Shelter	31
	<b>31</b>
<b>Intakes</b>	
Abandoned At Shelter	11
Owner Turn In	56
Public Safety	1
Quarantine	1
Return Adopt <30 Days	4
Stray	50
<b>Intakes - Total Count</b>	<b>123</b>
<b>Dispositions</b>	
Adopted	-33
Dead On Arrival	-8
Euthanized Not Placable	-5
Euthanized Request	-23
Euthanized Sick	-10
Euthanized Space	-9
Rescued	-4
Return To Owner	-36
<b>Dispositions - Total Count</b>	<b>-128</b>
05-31-2012 Animals in Shelter	<b>26</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 20 of 34CITY: MURRIETA  
Species: DOMESTIC\_OTHER

	<u>Count</u>
04-30-2012 Animals In Shelter	4
	<b>4</b>
<b>Intakes</b>	
Owner Turn In	6
Stray	3
<b>Intakes - Total Count</b>	<b>9</b>
<b>Dispositions</b>	
Adopted	-1
Euthanized Agonal	-1
Euthanized Request	-1
<b>Dispositions - Total Count</b>	<b>-3</b>
05-31-2012 Animals in Shelter	<b>10</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 21 of 34CITY: MURRIETA  
Species: LIVESTOCK

	<u>Count</u>
<b>Intakes</b>	
Owner Turn In	1
<b>Intakes - Total Count</b>	<b>1</b>
<b>Dispositions</b>	
Dead On Arrival	-1
<b>Dispositions - Total Count</b>	<b>-1</b>
<hr/>	
05-31-2012 Animals in Shelter	<b>0</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 22 of 34CITY: MURRIETA  
Species: WILDLIFE

	<u>Count</u>
<b>Intakes</b>	
Public Safety	1
Welfare Protection	3
Wildlife Pick Up	43
<b>Intakes - Total Count</b>	<b>47</b>
<b>Dispositions</b>	
Dead On Arrival	-15
Euthanized Agonal	-7
Euthanized Not Placable	-17
Relocated	-7
Rescued	-1
<b>Dispositions - Total Count</b>	<b>-47</b>
<hr/>	
05-31-2012 Animals in Shelter	0

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 23 of 34CITY: OUT OF AREA-AFV  
Species: CAT

	<u>Count</u>
04-30-2012 Animals In Shelter	5
	<b>5</b>
<b>Intakes</b>	
Abandoned At Shelter	10
Owner Turn In	2
Return Adopt <30 Days	2
Stray	6
<b>Intakes - Total Count</b>	<b>20</b>
<b>Dispositions</b>	
Adopted	-7
Euthanized Not Placable	-1
Euthanized Request	-2
Euthanized Space	-2
Euthanized Too Young	-1
<b>Dispositions - Total Count</b>	<b>-13</b>
05-31-2012 Animals in Shelter	<b>12</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 24 of 34CITY: OUT OF AREA-AFV  
Species: DOG

	<u>Count</u>
04-30-2012 Animals In Shelter	4
	<b>4</b>
<b>Intakes</b>	
Abandoned At Shelter	12
Owner Turn In	9
Return Adopt <30 Days	2
Stray	5
<b>Intakes - Total Count</b>	<b>28</b>
<b>Dispositions</b>	
Adopted	-11
Dead On Arrival	-1
Euthanized By Vet	-1
Euthanized Request	-3
Euthanized Sick	-4
Euthanized Space	-2
Return To Owner	-1
Transferred	-4
<b>Dispositions - Total Count</b>	<b>-27</b>
05-31-2012 Animals in Shelter	<b>5</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 25 of 34CITY: OUT OF AREA-AFV  
Species: DOMESTIC\_OTHER

	<u>Count</u>
<b>Intakes</b>	
Stray	1
<b>Intakes - Total Count</b>	<b>1</b>
<hr/>	
05-31-2012 Animals in Shelter	1

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 26 of 34CITY: TEMECULA  
Species: CAT

	<u>Count</u>
04-30-2012 Animals In Shelter	17
	<b>17</b>
<b>Intakes</b>	
Abandoned At Shelter	11
Owner Turn In	16
Return Adopt <30 Days	1
Stray	27
<b>Intakes - Total Count</b>	<b>55</b>
<b>Dispositions</b>	
Adopted	-13
Dead On Arrival	-10
Euthanized Agonal	-1
Euthanized Feral	-4
Euthanized Not Placable	-7
Euthanized Request	-4
Euthanized Sick	-1
Euthanized Space	-8
Euthanized Too Young	-1
Rescued	-1
Return To Owner	-1
<b>Dispositions - Total Count</b>	<b>-51</b>
05-31-2012 Animals in Shelter	<b>21</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 27 of 34CITY: TEMECULA  
Species: DOG

	<u>Count</u>
04-30-2012 Animals In Shelter	24
	<b>24</b>
<b>Intakes</b>	
Abandoned At Shelter	11
Owner Turn In	41
Public Safety	4
Quarantine	1
Return Adopt <30 Days	3
Stray	43
<b>Intakes - Total Count</b>	<b>103</b>
<b>Dispositions</b>	
Adopted	-26
Dead On Arrival	-5
Euthanized Not Placable	-7
Euthanized Request	-17
Euthanized Sick	-10
Euthanized Space	-10
Rescued	-1
Return To Owner	-27
<b>Dispositions - Total Count</b>	<b>-103</b>
05-31-2012 Animals in Shelter	<b>24</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 28 of 34CITY: TEMECULA  
Species: DOMESTIC\_OTHER

	<u>Count</u>
04-30-2012 Animals In Shelter	15
	<b>15</b>
<b>Intakes</b>	
Owner Turn In	5
Stray	6
<b>Intakes - Total Count</b>	<b>11</b>
<b>Dispositions</b>	
Euthanized Request	-1
Euthanized Too Young	-3
Rescued	-5
<b>Dispositions - Total Count</b>	<b>-9</b>
05-31-2012 Animals in Shelter	<b>17</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 29 of 34CITY: TEMECULA  
Species: WILDLIFE

	<u>Count</u>
04-30-2012 Animals In Shelter	2
	<b>2</b>
<b>Intakes</b>	
Public Safety	1
Welfare Protection	3
Wildlife Pick Up	50
<b>Intakes - Total Count</b>	<b>54</b>
<b>Dispositions</b>	
Adopted	-2
Dead On Arrival	-24
Euthanized Agonal	-9
Euthanized Not Placable	-9
Relocated	-6
Rescued	-6
<b>Dispositions - Total Count</b>	<b>-56</b>
05-31-2012 Animals in Shelter	<b>0</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 30 of 34CITY: **WILDOMAR**  
Species: **CAT**

	<u>Count</u>
04-30-2012 Animals In Shelter	41
	<b>41</b>
<b>Intakes</b>	
Abandoned At Shelter	10
Owner Turn In	28
Stray	81
<b>Intakes - Total Count</b>	<b>119</b>
<b>Dispositions</b>	
Adopted	-20
Dead On Arrival	-10
Euthanized Agonal	-5
Euthanized Feral	-17
Euthanized Not Placable	-1
Euthanized Request	-8
Euthanized Sick	-9
Euthanized Space	-9
Euthanized Too Young	-37
Rescued	-1
Return To Owner	-1
<b>Dispositions - Total Count</b>	<b>-118</b>
05-31-2012 Animals in Shelter	<b>42</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 31 of 34CITY: WILDOMAR  
Species: DOG

	<u>Count</u>
04-30-2012 Animals In Shelter	27
	<b>27</b>
<b>Intakes</b>	
Abandoned At Shelter	12
Owner Turn In	43
Quarantine	2
Return Adopt <30 Days	1
Stray	64
Welfare Protection	2
<b>Intakes - Total Count</b>	<b>124</b>
<b>Dispositions</b>	
Adopted	-34
Dead On Arrival	-9
Died	-1
Euthanized Agonal	-3
Euthanized Not Placable	-1
Euthanized Request	-22
Euthanized Sick	-10
Euthanized Space	-15
Rescued	-1
Return To Owner	-21
<b>Dispositions - Total Count</b>	<b>-117</b>
05-31-2012 Animals in Shelter	<b>34</b>

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 32 of 34CITY: WILDOMAR  
Species: DOMESTIC\_OTHER

	<u>Count</u>
04-30-2012 Animals In Shelter	1
	<b>1</b>
<b>Intakes</b>	
Stray	1
<b>Intakes - Total Count</b>	<b>1</b>
<b>Dispositions</b>	
Euthanized Agonal	-1
<b>Dispositions - Total Count</b>	<b>-1</b>
<hr/>	
05-31-2012 Animals in Shelter	1

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 33 of 34CITY: WILDOMAR  
Species: LIVESTOCK

	<u>Count</u>
<b>Intakes</b>	
Owner Turn In	1
Stray	3
<b>Intakes - Total Count</b>	<b>4</b>
<b>Dispositions</b>	
Dead On Arrival	-3
Euthanized Agonal	-1
<b>Dispositions - Total Count</b>	<b>-4</b>
<hr/>	
05-31-2012 Animals in Shelter	0

**ANIMAL FRIENDS OF THE VALLEYS****Case Statistics 05-01-2012 to 05-31-2012**Run Date: 06-11-2012 01:59:04 PM by Willa Bagwell  
Shelter pets ... heads and tails above the rest!Group By CITY, Species  
Order By Species  
Page Number: 34 of 34CITY: WILDOMAR  
Species: WILDLIFE

	<u>Count</u>
<b>Intakes</b>	
Stray	1
Welfare Protection	4
Wildlife Pick Up	49
<b>Intakes - Total Count</b>	<b>54</b>
<b>Dispositions</b>	
Dead On Arrival	-30
Euthanized Agonal	-4
Euthanized Not Placable	-10
Euthanized Sick	-2
Relocated	-6
Rescued	-2
<b>Dispositions - Total Count</b>	<b>-54</b>
<b>05-31-2012 Animals in Shelter</b>	<b>0</b>

**WILDOMAR CEMETERY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
JUNE 13, 2012**

**CALL TO ORDER THE WILDOMAR CEMETERY DISTRICT**

The regular meeting of June 13, 2012, of the Wildomar Cemetery District was called to order by Chairman Benoit at 9:22 p.m. at the Wildomar Council Chambers, 23973 Clinton Keith Road, Suite 111, Wildomar, California.

Roll Call showed the following Members in attendance: Chairman Benoit, Vice-Chairman Walker, Trustees Cashman, Moore and Swanson. Members absent: None.

Staff in attendance: General Manager Oviedo, Assistant General Manager Nordquist, General Counsel Jex, Clerk of the Board Lee, and Clerk Morales.

**PUBLIC COMMENTS**

There were no speakers.

**APPROVAL OF THE AGENDA AS PRESENTED**

A **MOTION** was made by Trustee 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 Swanson, seconded by Vice Chairman Walker, to approve the Consent Calendar as presented.

**MOTION** carried, 5-0.

**4.1 Minutes – May 9, 2012 Regular Meeting**

Approved the Minutes as presented.

**4.2 Warrant Register**

Approved the following:

1. Warrant Register dated May 3, 2012, in the amount of \$524.65;
2. Warrant Register dated May 10, 2012, in the amount of \$5,041.23; &
3. Warrant Register dated May 17, 2012, in the amount of \$286.26.

#### **4.3 Treasurer's Report**

Approved the Treasurer's Report for April, 2012.

### **5.0 PUBLIC HEARINGS**

There were no items scheduled.

### **6.0 GENERAL BUSINESS**

There were no items scheduled.

### **GENERAL MANAGER REPORT**

General Manager Oviedo stated that Faith Baptist Church sent a note of thanks to the Cemetery Board thanking them for allowing them to hold the annual Memorial Day program at the cemetery. Also Staff went to the cemetery earlier in the week to celebrate Kirk and Daniel's birthdays. He also encouraged the Board to visit the cemetery.

### **CEMETERY DISTRICT ATTORNEY 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 Benoit declared the meeting adjourned at 9:28 p.m.

Submitted by:

Approved by:

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Debbie A. Lee, CMC  
City Clerk

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Ben Benoit  
Chairman

**WILDOMAR CEMETERY DISTRICT**  
**Agenda Item #4.2**  
**CONSENT CALENDAR**  
**Meeting Date: July 11, 2012**

---

**TO:** Chairman and the Board of Trustees  
**FROM:** Gary Nordquist, Assistant General Manager  
**SUBJECT:** Treasurer's Report

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Board of Trustees approve the Treasurer's Report for May, 2012.

**DISCUSSION:**

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

**FISCAL IMPACT:**

None at this time.

Submitted by:  
Gary Nordquist  
Assistant General Manager

Approved by:  
Frank Oviedo  
General Manager

**ATTACHMENTS:**

Treasurer's Report



**WILDOMAR CEMETERY DISTRICT**  
**Agenda Item #6.1**  
**GENERAL BUSINESS**  
**Meeting Date: July 11, 2012**

---

**TO:** Chairman and Trustees  
**FROM:** Gary Nordquist, Finance and Administration  
**SUBJECT:** Girls Scouts Project Update

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Board of Trustees receive and file the report as presented by Staff.

**BACKGROUND/DISCUSSION:**

As part of their Girl Scout achievement program, Jessica and Alyssa Lloyd had proposed two improvement projects for the Cemetery. At the Board of Trustees meeting of October 17, 2011, the previous Board reviewed the two project designs by Jessica and Alyssa Lloyd. The board approved the design and location of the Bench project at the October 17, 2011 meeting and approved the Directory project at the May 9, 2012 meeting. Construction began on these projects during June 2012 and to date, the Bench project is almost complete and the Directory project is near completion of the construction phase as the Directory cemetery data is currently being structured. Both projects are scheduled for completion this summer.

**FISCAL IMPACTS:**

None

Submitted by:  
Gary Nordquist  
Finance and Administration

Approved by:  
Frank Oviedo  
General Manager

**WILDOMAR CEMETERY DISTRICT**  
**Agenda Item #6.2**  
**GENERAL BUSINESS**  
**Meeting Date: July 11, 2012**

---

**TO:** Chairman and Trustees  
**FROM:** Gary Nordquist, Finance and Administration  
**SUBJECT:** Cemetery Master Plan – Request for Proposal

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Board of Trustees direct Staff to start actions to issue, review and provide a recommendation for a consultant to prepare a cemetery master plan.

**BACKGROUND:**

The Wildomar Cemetery District became a subsidiary district of the City of Wildomar on November 9, 2012. Since that action, the city and district staff has been performing tasks to consolidate operations, policy's and other efficient measures. During the budget and strategic planning processes, the need of a cemetery master plan surfaced and was approved as a project in the FY 2012-13 budget by the Board of Trustees. Staff is prepared to start this process.

**DISCUSSION:**

A master plan is a comprehensive study of the cemetery services and will provide guidance on the following:

- 1) To address cemetery pressures by evaluating growth opportunities and the approach to delivering cemetery services.
- 2) To analyze the long-term cemetery needs.
- 3) To consider improvements in cemetery circulation systems and accessibility for pedestrians and vehicles.
- 4) To assess the inventory of the sports-fields and facilities.
- 5) To evaluate the preservation and protection of the sensitive environmental features.
- 6) To identify costs and the means in which implementation can be managed.

**FISCAL IMPACTS:**

The appropriations for FY 2012-13 for this project are \$5,000. This funding will cover the RFP phase of the project and staff will include requests for additional funds based on the proposals received for the master plan study.

Submitted by:  
Gary Nordquist  
Finance and Administration

Approved by:  
Frank Oviedo  
General Manager

**WILDOMAR CEMETERY DISTRICT**  
**Agenda Item #6.3**  
**GENERAL BUSINESS**  
**Meeting Date: July 11, 2012**

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**TO:** Chairman and Trustees  
**FROM:** Gary Nordquist, Finance and Administration  
**SUBJECT:** Cemetery District Border Alignment

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Board of Trustees adopt a Resolution entitled:

RESOLUTION NO. WCD2012 - \_\_\_\_\_  
A RESOLUTION OF THE BOARD OF TRUSTEES OF WILDOMAR CEMETERY DISTRICT, SUPPORTING CONSISTANT BORDER ALIGNMENT OF CITY AND CEMERTY DISTRICT IN THE SOUTHWEST RIVERSIDE COUNTY AREA

**BACKGROUND:**

The Wildomar Cemetery District staff was approached by the Murrieta Cemetery District General Manager Gary Allen and discussed the concept of realigning of the two districts borders to coincide with the City of Murrieta's boundaries. Murrieta Cemetery district is trying to align all its borders including the Temecula and Perris cemetery districts.

**DISCUSSION:**

Currently residents in the City of Wildomar are restricted from using the Wildomar Cemetery District facilities if they reside outside of the district but within the City. Aligning the district borders with city borders would provide for city residents to use the services of the local cemetery district. Such realignment would involve the de-annexation of 28 parcels in the southwest section of the City, along Grand Avenue just north of Clinton Keith Road. The annual property tax loss to the District would be approximately \$2,411.08.

**FISCAL IMPACTS:**

Potential loss of \$2,411.08 of annual property tax.

Submitted by:  
Gary Nordquist  
Finance and Administration

Approved by:  
Frank Oviedo  
General Manager

**ATTACHMENT:**

A. Wildomar Cemetery District Map

B. Tax Rate Area (TRA) worksheet of parcels and estimated property tax loss

RESOLUTION NO. WCD2012 - \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
WILDOMAR CEMETERY DISTRICT, SUPPORTING  
CONSISTANT BORDER ALIGNMENT OF CITY AND  
CEMERTY DISRICT IN THE SOUTHWEST RIVERSIDE  
COUNNTY AREA**

**WHEREAS**, the Board of Trustees has reviewed and discussed the concept of aligning the borders of cemetery districts to coincide with city borders and:

**WHEREAS** the Board of Trustees agrees to the concept, the practicality and service needs of its residents, support for such an actions is only possible when conditions are met and:

**NOW, THEREFORE, BE IT RESOLVED** that the Wildomar Cemetery District Board of Trustees does hereby resolve as follows:

**SECTION 1: Conditional Support for Consistent Boarder Alignment.** The Wildomar Cemetery District supports the consistent alignment of cemetery district boundaries with city boundaries when the following conditions are met:

1. All Cities and Cemetery Districts in the Southwest Riverside County area participate in the border consistency alignment program.
2. Cemetery Districts mitigate any financial impacts due to annexations and de-annexations.
3. Residents are informed, supportive and provided the opportunity to utilize the former district services with the current district paying any out of district fees.

**PASSED, APPROVED, AND ADOPTED** this 11th day of July, 2012.

\_\_\_\_\_  
Ben J. Benoit  
Chairman

APPROVED AS TO FORM:

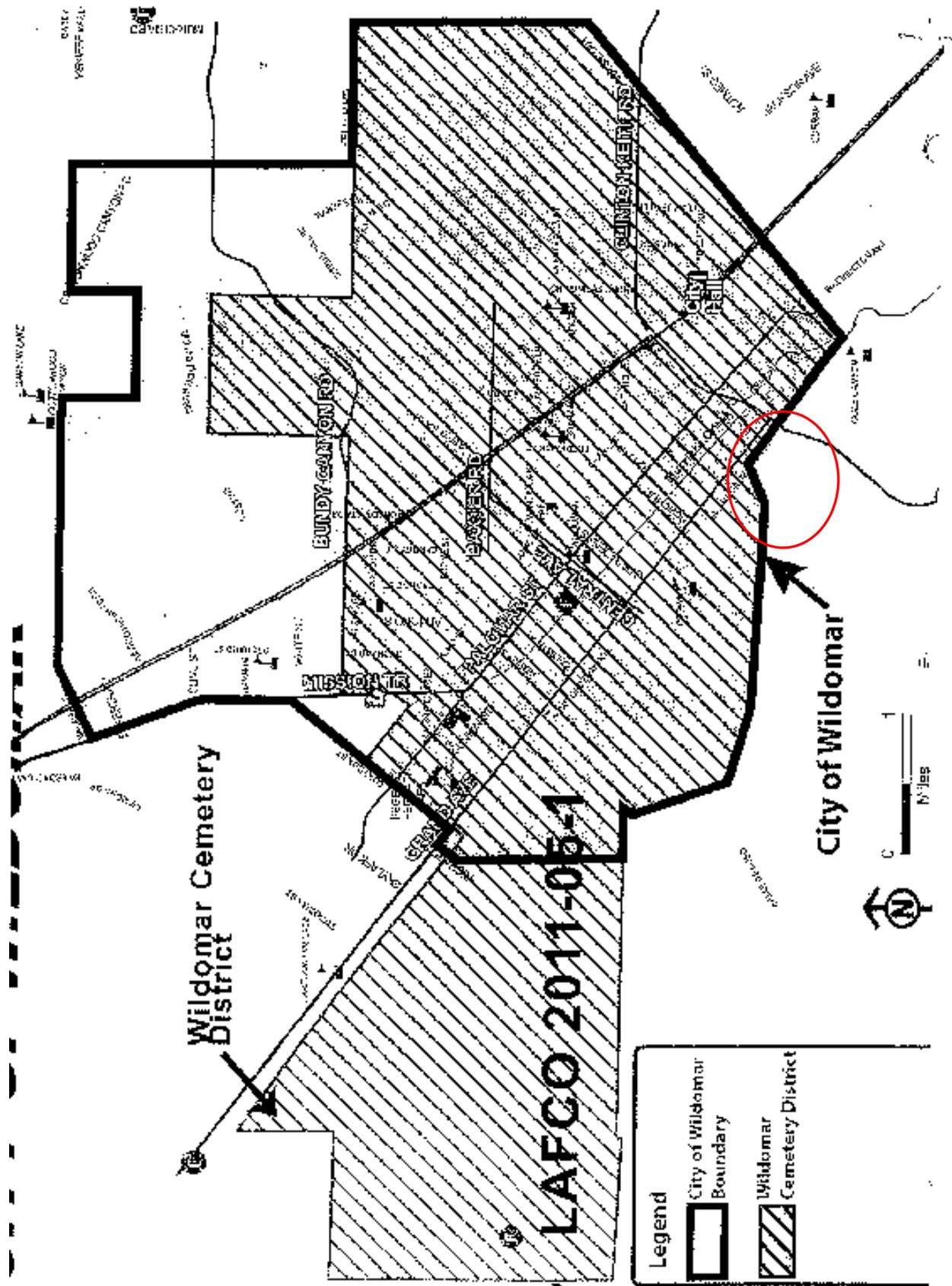
ATTEST:

\_\_\_\_\_  
Thomas D. Jex  
District Counsel

\_\_\_\_\_  
Debbie A. Lee, CMC  
Clerk of the Board

# Attachment A

Map of Wildomar Cemetery District



Wildomar Cemetery District

LAFCCO 2011-06-1

City of Wildomar

**Legend**

-  City of Wildomar Boundary
-  Wildomar Cemetery District

 0 1 Miles

# Attachment B

Estimated Property Tax Revenue Impact  
Worksheet

TRA Tax Exchange Worksheet  
(from Wildomar to Murrieta)

TRA #	# Parcels	Assessed Valuation	Allocation	ERAF Factor	ERAF Calc	After ERAF	Tax Amount
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024-003	8	\$ 3,517,499.00	0.02259836	0.16302257	0.003684043	0.018914317	\$ 665.31
024-138		\$ -	0	0	0	0	\$ -
024-150	20	\$ 9,823,939.00	0.02123183	0.16302257	0.003461267	0.017770563	\$ 1,745.77

Total Parcels 28

Total TRA's 3

Total Property Tax Exchange Amount (from Wildomar to Murrieta)

\$ 2,411.08