

**REGULAR MEETING AGENDA
THE CITY OF WILDOMAR
CITY COUNCIL**

Elsinore High School,
21800 Canyon Drive,
Wildomar CA 92595.
Wednesday August 13, 2008
6:00 P.M.

AGENDA DESCRIPTIONS: The Agenda descriptions are intended to give notice to members of the public of a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff or a particular Committee's recommendation. The City Council may take any action which it deems to be appropriate on the agenda time and is not limited in any way by the recommended action.

SPEAKER REQUEST FORMS: Any person wishing to address the City Council on any matter that appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Mayor prior to an individual being heard by the City Council. Whenever possible, lengthy testimony should be presented to the City Council in writing (8 copies) and only pertinent points presented orally. Requests to speak to items on the agenda will be heard at the appropriate point on the agenda.

ITEMS NOT ON THE AGENDA: Requests to speak about subjects not on the agenda that are within the subject matter jurisdiction of the City Council will be heard during the Public Comment section of the meeting. Please hold your comments to a maximum of 3 minutes per person.

6:00 PM – CONVENE MEETING

1.A Recess to closed session:

The City Council will meet in closed session to confer with legal counsel regarding one matter of pending litigation pursuant to the provisions of Government Code Section 54956.9(a):

Ste.Marie v. City of Wildomar, Case No. RIC 503223.

Open for public comment
Recess to closed session

7:00 PM – RE-CONVENE MEETING IN OPEN SESSION

1.0 WELCOME, CALL TO ORDER (Mayor Cashman)

ROLL CALL

Bob Cashman, Mayor
Bridgette Moore, Mayor Pro Tempore
Sheryl Ade
Scott Farnam
Marsha Swanson

PLEDGE OF ALLEGIANCE INVOCATION

1.1 APPROVAL OF AGENDA

1.2 PRESENTATION – Presentation by Gary McDaniels

2.0 COMMUNICATIONS FROM THE PUBLIC

This is the opportunity for members of the public to address the Council on matters that do not appear on the agenda. The City Council may not discuss or act on any item not listed on the agenda. However, the City Council encourages members of the public to address them at this time so that your questions and/or concerns can be heard.

3.0 CONSENT AGENDA

All matters listed under the Consent Agenda are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless members of the Council, the public or staff request specific items be removed from the Consent Agenda for separate action.

3.1 APPROVAL OF MINUTES – consider approval of minutes for July 23, 2008.

3.2 APPROVAL OF WARRANT REGISTER – consider approval of warrant register

Open for public comment on Consent Agenda Items
Motion

4.0 GENERAL ACTION ITEMS

4.1 Landscaping and Lighting Maintenance District No. 89-1-Consolidated, Annexation of Location 53 to Zone 3

Consider adoption of Resolutions 08-57 and 08-58 as follows:

RESOLUTION 08-57

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR INITIATING PROCEEDINGS FOR THE ANNEXATION OF LOCATION 53 TO ZONE 3 OF LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 89-1-CONSOLIDATED OF THE CITY OF WILDOMAR PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 AND ORDERING PREPARATION OF ENGINEER'S REPORT REGARDING SAID ANNEXATION

RESOLUTION NO. 08-58

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR DECLARING ITS INTENT TO ORDER THE ANNEXATION OF LOCATION 53 TO ZONE 3 OF LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 89-1-CONSOLIDATED OF THE CITY OF WILDOMAR PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 FOR THE MAINTENANCE AND SERVICING OF LANDSCAPING; ADOPTING THE PRELIMINARY ENGINEER'S REPORT; GIVING NOTICE OF AND SETTING THE TIME AND PLACE OF THE PUBLIC HEARING ON THE ANNEXATION OF LOCATION 53 TO ZONE 3; ORDERING AN ASSESSMENT PROCEEDING; ORDERING A MAILED BALLOT ELECTION; AND DIRECTING NOTICE OF THE PUBLIC HEARING AND THE ASSESSMENT BALLOT TO BE MAILED PURSUANT TO ARTICLE XIID OF THE CALIFORNIA CONSTITUTION AND SECTION 4000 OF THE ELECTIONS CODE

Staff Report
Open for public comment
Motion

4.2 Establishment of General Municipal Election and Consolidation with Statewide General Election

Consider adoption of Ordinance No. 08-15 as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, CONSOLIDATING THE CITY'S GENERAL MUNICIPAL ELECTIONS WITH THE STATEWIDE GENERAL ELECTION AND ESTABLISHING THE DATE OF THE CITY'S FIRST GENERAL MUNICIPAL ELECTION

Open for public comment
Motion to waive full reading and read by title only
Motion to introduce Ordinance No. 08-13 and read by title only
Vote
Reading of Ordinance by title only

4.3 Establishment of Electoral Districts

Consider proposal by National Demographics to conduct public meetings and establish electoral districts in accord with California and federal law.

Open for public comment
Motion

4.4 Establishment of Planning Commission

Consider adoption of Ordinance 08-16 establishing the Planning Commission for the City of Wildomar as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, RELATING TO THE ESTABLISHMENT OF A PLANNING COMMISSION, REPEALING AND THEN ADDING REPLACEMENT MUNICIPAL CODE SECTION 17.04.040.

Open for public comment
Motion to waive full reading and read by title only
Motion to introduce Ordinance No. 08-13 and read by title only
Vote
Reading of Ordinance by title only

4.5 WRCOG Membership

Consider adoption of resolution agreeing to membership in WRCOG as follows:

A RESOLUTION OF THE CITY COUNCIL OF WILDOMAR
APPROVING AN ADDENDUM TO ADD THE CITY OF
WILDOMAR AS A MEMBER AGENCY OF THE WESTERN RIVERSIDE
COUNCIL OF GOVERNMENTS

Open for public comment
Motion

4.6 CORRECTED SALES TAX ORDINANCE

Consider adoption of Urgency Ordinance No. 08-17 adjusting effective date to October 1, 2008 as follows:

AN URGENCY ORDINANCE OF THE CITY OF
WILDOMAR, CALIFORNIA ADDING CHAPTER 3.05 TO
THE WILDOMAR MUNICIPAL CODE IMPOSING A SALES
AND USE TAX TO BE ADMINISTERED BY THE STATE
BOARD OF EQUALIZATION

Open for public comment
Motion

5.0 BUDGET WORKSHOP AND STUDY SESSION

Finance Director to present information on current budget and expenditures

6.0 REPORTS

6.1 Anticipated Costs for City Hall Improvements at Oak Creek Center

6.2 Transition of Oak Springs Ranch and Renaissance Plaza

7.0 CITY COUNCIL COMMENTS

8.0 CITY MANAGER REPORT

9.0 CITY ATTORNEY REPORT

10.0 FUTURE AGENDA ITEMS

11.0 ADJOURNMENT

The next regular meeting of the Wildomar City Council will be held at 7:00 pm on August 27, 2008 at Elsinore High School 21800 Canyon Drive Wildomar, CA 92595 or such other location as may be noticed.

AMERICAN WITH DISABILITIES ACT: In compliance with American with Disabilities Act, if you need regular assistance to participate in this meeting, please contact Mr. John Danielson, the City Manager at (916) 670-0019 or Ms. Julie Hayward Biggs, the City Attorney at (951) 788-0100, 48 hours prior to the meeting or as soon as possible thereafter, and we will use our best efforts to make reasonable arrangements to assure accessibility to the meeting.

AGENDA: The Council agenda and related backup materials will be available for review and copying at the expense of those wishing copies immediately after posting of the agenda notice at the Mission Trail Library, 34303 Mission Trail Blvd., Wildomar, CA 92595. If you wish to be added to the e-mail or regular mail list to receive a copy of the agenda, a request must be made through the City Attorney's office in writing or by e-mail. Copies of the agenda are mailed only if stamped, self-addressed envelopes are provided. The mailing and email address for the City Attorney is as follows:

Ms. Julie Hayward Biggs
Burke, Williams & Sorensen, LLP
2280 Market Street, Suite 300
Riverside, CA 92501
jbiggs@bwslaw.com

**NOTICE OF A REGULAR MEETING OF THE
WILDOMAR CITY COUNCIL**

NOTICE IS HEREBY GIVEN that a regular meeting of the City Council will be held
on August 13, 2008 at

6:00pm

Elsinore High School,
21800 Canyon Drive,
Wildomar CA 92595.

The regular meeting shall be for the purpose of conducting business in accordance with
the attached agenda.

NO OTHER BUSINESS WILL BE DISCUSSED

AFFIDAVIT OF POSTING

I, Denise Wilfinger, do hereby certify, under penalty of perjury under the laws of the
State of California, that the foregoing notice of regular meeting was delivered personally
or by mail to each councilmember of the City of Wildomar and to each local newspaper
of general circulation, radio or television station requesting notice in writing, and was
posted at the following locations at least 72 hours in advance of the regular meeting:

Elsinore High School,
21800 Canyon Drive,
Wildomar CA 92595.

U.S. Post Office
21392 Palomar St
Wildomar, CA. 92595

Mission Trail Library
34303 Mission Trail Blvd.
Wildomar CA. 92595

Denise Wilfinger
Denise Wilfinger

**MINUTES
REGULAR MEETING
THE CITY OF WILDOMAR
CITY-COUNCIL**

David A. Brown Middle School
21861 Grand Avenue
Wildomar, CA 92595

Wednesday July 23, 2008

OPEN SESSION 7:03 P.M.

CONVENE OPEN SESSION

1.0 CALL TO ORDER

A regular meeting of the Wildomar City Council was called to order by Mayor Pro Tempore Moore at 7:03 P. M.

ROLL CALL

Present: Bridgette Moore, Mayor Pro Tempore
Sheryl Ade
Scott Farnam
Marsha Swanson

Absent: Bob Cashman, Mayor

Staff Present: City Manager, John Danielson; Assistant City Attorney Thomas D. Jex; Record Keeper, Cheryl L. VanLancker; Staff

PLEDGE OF ALLEGIANCE - Fire Battalion Chief Steve Beach

INVOCATION - Pastor Jeff Rosen, Cornerstone Community Church

1.1 Approval of Agenda

Councilmember Swanson moved that the Agenda be approved. Seconded by Councilmember Ade.

Motion carried, the following vote resulted:

AYES: Sheryl Ade
Scott Farnam
Bridgette Moore
Marsha Swanson

NOES: NONE

ABSENT: Bob Cashman

ABSTAIN: NONE

1.2 PRESENTATION – Emergency Services Presentation by County Fire

Cynthia Quigley, Emergency Services Coordinator, gave a presentation to City Council. Ms. Quigley also informed City Council of the training dates set up for November 11th and 13th.

2.0 COMMUNICATIONS FROM THE PUBLIC

George Taylor commented on his attending and video taping all of the meetings for the Historical Society. Presented a CD of the July 1, 2008 Special First Meeting to City Council.

Lauren Stevens talked about assessing properties under the LMD.

Council agreed to have Staff give Mr. Stevens a map.

John Lloyd thanked the City Council and Staff for assistance with the USPS.

Tina Tyra discussed an incident with her daughter's car and the lack of help from the Sheriff's Department. She urged City Council to enact stricter laws.

Kristan Lloyd commented on the Mayor's term limit and thought it should be 18 months. She requested that City Council reconsider the term limits and be consistent on their decisions.

Gina Castanon talked about the reasons she makes public comments and that her family has been in Wildomar a long time. She further requested that the Norming Procedures be completed.

Gary Andre talked about the Palomar Channel and the dangerous things going on there, including the skate park in the middle of nowhere and issues with dirt bikes.

3.0 CONSENT AGENDA

3.1 APPROVAL OF MINUTES – consider approval of minutes for June 25, July 1 and July 9, 2008.

Open for public comment

NONE

Motion Councilmember Swanson moved that the Minutes be approved, as amended. Seconded by Councilmember Farnam.

Motion carried, the following vote resulted:

AYES: Sheryl Ade
Scott Farnam
Bridgette Moore
Marsha Swanson

NOES: NONE

ABSENT: Bob Cashman

ABSTAIN: NONE

4.0 PUBLIC HEARINGS

4.1 LMD 2006-1 – Consider adoption of Resolution 08-55 as follows:

RESOLUTION OF THE CITY OF WILDOMAR CONFIRMING
THE DIAGRAM AND ASSESSMENT FOR WILDOMAR LMD
2006-1 AND LEVYING ASSESSMENTS ON ALL ASSESSABLE
LOTS AND PARCELS OF LAND THEREIN FOR FISCAL YEAR 2008-09

Open public hearing	Mayor Pro Tempore Moore
Staff Report	Amber Jacobson of the County of Riverside presented a staff report.
Receive Public Testimony	None
Close Public Hearing	Mayor Pro Tempore Moore
Deliberations	Councilmember Ade asked about going before Board of Supervisors. Amber Jacobson responded that it only goes before the City Council.

Councilmember Farnam moved to adopt Resolution No. 08-55 .
Seconded by Councilmember Swanson.

Motion carried, the following vote resulted:

AYES: Sheryl Ade
Scott Farnam
Bridgette Moore
Marsha Swanson

NOES: NONE

ABSENT: Bob Cashman

ABSTAIN: NONE

4.2 LMD 89-1 – Consider adoption of Resolution 08-56 as follows:

RESOLUTION NO. 08-56, A RESOLUTION OF THE CITY OF WILDOMAR CONFIRMING THE DIAGRAM AND ASSESSMENT FOR ZONE 3, LOCATIONS 7, 23, 24, 25, 29, 35, 42, 43, 45, 47 AND 49; ZONE 29, LOCATION 2; ZONE 30, LOCATIONS 1 AND 2; ZONE 42, ZONE 51; ZONE 52; ZONE 59; ZONE 62; ZONE 67; ZONE 71; AND ZONE 90; AND STREET LIGHTING ZONE 18, STREET LIGHTING ZONE 26, STREET LIGHTING ZONE 27, STREET LIGHTING ZONE 35, STREET LIGHTING ZONE 50, STREET LIGHTING ZONE 70, STREET LIGHTING ZONE 71 AND STREET LIGHTING ZONE 73 OF LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 89-1-CONSOLIDATED (HEREINAFTER "L&LMD NO. 89-1-C") AND LEVYING ASSESSMENTS ON ALL ASSESSABLE LOTS AND PARCELS OF LAND THEREIN FOR FISCAL YEAR 2008-09.

Open public hearing	Mayor Pro Tempore Moore
Staff Report	Judy Watterlond of the County of Riverside presented a staff report.
Receive Public Testimony	None
Close Public Hearing	Mayor Pro Tempore Moore
Deliberations	Councilmember Swanson cleared up any misunderstanding and clarified that these are just transfers from the County to the City.

Councilmember Farnam moved to adopt Resolution No. 08-56, Seconded by Councilmember Ade.

Motion carried, the following vote resulted:

AYES: Sheryl Ade
Scott Farnam
Bridgetté Moore
Marsha Swanson

NOES: NONE

ABSENT: Bob Cashman

ABSTAIN: NONE

5.0 GENERAL ACTION ITEMS.

5.1 CalPers Retirement Plans

Provide direction on CalPERS retirement plan concerning various program electives and various other benefit offerings and approve contract with CalPers for Actuarial Valuation.

City Manager Danielson discussed staff report and explained the contract for an actuarial valuation and the \$1,400.00 fee for the study. He commented that this is merely a study and staff will review all options. By consensus, City Council agreed to the study and further directed the City Manager to get information on other options.

Open for public comment

NONE

Motion

NONE

5.2 Financial Services

Consider approval of contract with Macias Gini and O'Connell, Certified Public Accountants and Management Consultants, to provide accounting services to the City effective July 24, 2008 in an amount not to exceed \$40,000 the first year.

Finance Director Stark discussed the staff report and recommended the hiring of an accounting firm on an hourly basis. He further reported that some of the duties would include reconciling bank statements and data input.

Open for public comment

Gina Castanon commented that the financial statements have not been presented and felt that the Finance Director should be able to do the same things an accounting firm could do. She further gave her opinion that City Council should not approve this request.

City Manager Danielson responded that he doesn't think everyone understands what goes into all of the financial matters for the City. He invited the community to come to City Hall to see how things are processed and handled. He further commented that Finance Director Stark set up the financial system for the City and accounting services will be needed. It is like getting an entire firm for the cost of one (1) more employee and it is prudent that the City get help with data entry. He has requested a cash-flow update and that is forthcoming.

Motion Councilmember Ade moved that the contract with Macias Gini and O'Connell to provide accounting services be approved. Seconded by Councilmember Farnam.

Motion carried, the following vote resulted:

AYES: Sheryl Ade
Scott Farnam
Bridgette Moore
Marsha Swanson

NOES: NONE

ABSENT: Bob Cashman

ABSTAIN: NONE

5.3 Consider request for supportive letter - Equiplex Project

Councilmember Ade presented and explained a letter in support of the concept of the Equiplex Project and requested approval.

Open for public comment

NONE

Motion Councilmember Farnam moved that the letter to Equiplex be approved, as amended. Seconded by Councilmember Swanson.

Motion carried, the following vote resulted:

AYES: Sheryl Ade
Scott Farnam
Bridgette Moore
Marsha Swanson

NOES: NONE

ABSENT: Bob Cashman

ABSTAIN: NONE

5.4 Council Furnishings

Consider report regarding various furnishings necessary to make City Hall offices operational

Staff gave a staff report regarding furnishings and equipment for City Council and Planning Commission meetings at City Hall and indicated that this is for information only. Staff is still pricing furnishings and looking at all options including used furniture. The furnishings and equipment budget was approved previously on July 1st.

Open for public comment

NONE

Motion

NONE

5.5 I-215 South Corridor Economic Development Summit

Consider level of participation and possible sponsorship

Staff reported the different options to City Council including the opportunity for the City to be a host.

After discussion, City Council agreed to have the City be a host and that the Councilmembers attend as individuals for the individual fee.

Open for public comment

NONE

Motion Councilmember Swanson moved that the City will be a host and individual Councilmembers attendance at the Summit, be approved. Seconded by Councilmember Farnam.

Motion carried, the following vote resulted:

AYES: Sheryl Ade
Scott Farnam
Bridgette Moore
Marsha Swanson

NOES: NONE

ABSENT: Bob Cashman

ABSTAIN: NONE

5.6 Urban Land Institute / International Council of Shopping Centers Membership

Consider obtaining membership for the City of Wildomar in these organizations

Staff went over the staff report regarding the memberships and after discussion, City Council agreed that the City should become a member and accepted Councilmember Ade's offer to become the official member .

Open for public comment

Mile Neault as representative of ULI encouraged the City Council to approve the membership.

Motion Councilmember Farnam moved that the City's membership to the Urban Land Institute for the annual membership fee of \$500.00 and the International Council of Shopping Centers Membership with an annual fee of \$100.00, be approved and that Councilmember Ade is nominated as the official member. Seconded by Councilmember Swanson.

Motion carried, the following vote resulted:

AYES: Sheryl Ade
Scott Farnam
Bridgette Moore
Marsha Swanson

NOES: NONE

ABSENT: Bob Cashman

ABSTAIN: NONE

Motion Councilmember Farnam moved that Councilmember Ade is nominated as the official member. Seconded by Councilmember Swanson.

Motion carried, the following vote resulted:

AYES: Sheryl Ade
Scott Farnam
Bridgette Moore
Marsha Swanson

NOES: NONE

ABSENT: Bob Cashman

ABSTAIN: NONE

6.0 REPORTS

6.1 Report of the Facilities Ad-hoc committee

NONE

6.2 Report of the Transition Ad-hoc Committee

Councilmember Ade reported that the County Executive Office meetings are not bi-weekly and that Mayor Cashman and Councilmember Farnam will be attending orientation on August 11, 2008. Other meetings on July 30 are scheduled. She also reported that the updates are expected by mid-August.

7.0 CITY COUNCIL COMMENTS

Councilmember Swanson commented on the letter to Wells Fargo and that there was consensus. She didn't see anything on that matter today. She requested the research on Wesley Street and further requested updates on expenses and a weekly update on all matters.

Councilmember Ade added to Councilmember Swanson's requests, a running document on future agenda items. Mentioned that Gary McDaniels will be at next meeting. Tracking and follow-up to Council would be helpful.

Councilmember Swanson further commented that she would like updates from staff and not in the newspaper.

Councilmember Moore agreed with Councilmembers Swanson and Ade about future agenda items. She also commented that she was sorry to hear from Ms. Tyra's situation. She mentioned that she called 911 last night and got a very quick response, she was very impressed with the response.

Councilmember Moore further commented that she would like to send out an invitation to local community churches for the Invocation at the City Council Meetings.

She further discussed her trip back East and the visit to Washington D. C. where a flag was flown for the City of Wildomar on July 1, 2008 and a certificate with the flag was given to Staff for the City's new City Hall.

8.0 CITY MANAGER REPORT

City Manager Danielson agreed with the Councilmember's comments this evening and stated that staff has erred on the side of being too conservative. No excuses though, there has been some confusion on agendizing and making sure that person shows.

One note of good news, candidates for the position of City Clerk have been reviewed. He was pleased to announce that Sheryll Schroeder has accepted the City's offer as City Clerk. She is recently retired City Clerk from the City of Anaheim and is eminently qualified. The City will see a difference how a Clerk trained in that capacity will help City Council help the City get organized.

City Manager Danielson requested that Finance Director Steve Stark report additional information on the City's finances.

Finance Director Steve Stark talked about cash flow and agreed with comments regarding finances. He reported his meeting with the County Assessor and updates are forthcoming. He further report that the sum of \$237,000 is coming from the Augmentation Agreement with the County on August 1, and the Motor Vehicle Tax will be \$239,000 on or about August 8.

He is working on cash-flow report, expenses today and costs of maintaining a City office. He is working carefully to make sure the City is on solid ground and doesn't over commit. The City is purchasing equipment such as copy machines and things are moving quickly. There will be regular monthly expenses. He further commented that there will be warrant registers for disbursements that need to be approved at meetings. He further stressed that the books are always open.

City Manager Danielson stated that staff is very very concerned about finances all of the time and, if anything, Council needs to push us along on being too conservative.

City Manager Danielson invited the Chief of Police Lewis Fetherolf to the podium for a few comments on current operations.

Chief Fetherolf discussed that he gave to the City Manager a 23-day report on crime in the City and that everyone is working very hard. He will be attending all City Council meetings or have a representative attend to answer any questions. He further requested some information about Ms. Tyra and acknowledged a map from Gary Andre regarding the dirt bike. Chief Fetherolf invited City Council to take a tour of the Police Station.

Councilmember Moore asked about another number to call from cell phones.

Councilmember Ade has noticed more police presence in the City and asked about the COPs program.

Various discussions took place said the COPs program, air patrol, etc.

9.0 CITY ATTORNEY REPORT

NONE

10.0 FUTURE AGENDA ITEMS

Councilmember Swanson said only ones mentioned earlier in meeting

Councilmember Ade stated that Gary McDaniels will be giving a presentations.

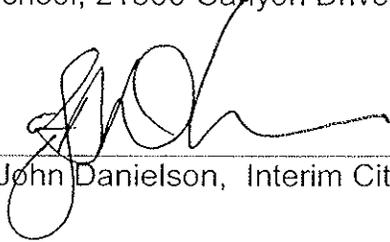
Councilmember Moore asked about the term limits that were mentioned. Other Councilmembers indicated that this was already a decision made and should not be on any further agenda.

11.0 ADJOURNMENT

Council adjourned by unanimous vote on motion of Councilmember Farnam and Seconded by Councilmember Swanson.

8:50 P. M.

The next meeting of the Council-elect will be a regular meeting and will be held at 7:00 pm on August 13, 2008, at Elsinore High School, 21800 Canyon Drive, Wildomar CA 92595.



John Danielson, Interim City Clerk

CITY OF WILDOMAR – CITY COUNCIL
Agenda Item 3.2
ACTION ITEM
Meeting Date: August 13, 2008

TO: Mayor and Members of the City Council
FROM: Stephen C. Stark, Interim Finance Director
SUBJECT: Warrant Register dated August 13, 2008

STAFF REPORT

RECOMMENDATION:

1. Approve Warrant Register dated August 13, 2008 in the amount of \$407,925.05

BACKGROUND:

The City of Wildomar City Code Chapter 3.03 requires that the City Council audit payments of demands and direct the City Manager to issue checks. The Check Register dated August 13, 2008 is submitted for approval.

DISCUSSION:

FISCAL IMPACTS:

As indicated above, the Warrant Register for August 13, 2008 has a budgetary impact of \$407,925.05, which are included in the FY08-09 Budget.

ALTERNATIVES:

1. Take no action
2. Provide staff with further direction.

Meeting Date: August 13, 2008

Submitted by:

Stephen C. Stark
Interim Finance Director

Approved by:

John Danielson
City Manager

Reviewed by:

Julie Hayward Biggs
City Attorney

Attachments: Warrant Register dated August 13, 2008

City of Wildomar
Unpaid Bills Detail
As of August 7, 2008

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Alliant Insurance Services, Inc.						
	Bill	06/24/2008	5255	07/24/2008	14	882.25
Total Alliant Insurance Services, Inc.						<u>882.25</u>
Burke, Williams & Sorensen, LLP						
	Bill	05/14/2008	122690	06/13/2008	55	44,624.70
	Bill	06/06/2008	122965	07/06/2008	32	12,927.21
	Bill	07/07/2008	123302	08/06/2008	1	46,823.74
Total Burke, Williams & Sorensen, LLP						<u>104,375.65</u>
City of Canyon Lake						
	Bill	07/15/2008	Dinner7/14/08	08/14/2008		270.00
Total City of Canyon Lake						<u>270.00</u>
Danielson Associates, Inc.						
	Bill	06/15/2008	130	07/15/2008	23	16,967.73
	Bill	07/30/2008	129	08/29/2008		19,238.23
	Bill	07/30/2008	131	08/29/2008		17,177.12
Total Danielson Associates, Inc.						<u>53,383.08</u>
FLC - Fitzwater Leadership Consulting						
	Bill	07/01/2008	700	07/31/2008	7	1,727.47
	Bill	07/30/2008	701	08/29/2008		25,000.00
Total FLC - Fitzwater Leadership Consulting						<u>26,727.47</u>
Interwest Consulting Group						
	Bill	05/12/2008	4050	06/11/2008	57	23,371.54
	Bill	06/03/2008	5050	07/03/2008	35	51,875.00
	Bill	07/01/2008	6201	07/31/2008	7	96,068.87
Total Interwest Consulting Group						<u>171,315.41</u>
PARSAC						
	Bill	06/25/2008	09-67	07/25/2008	13	25,000.00
	Bill	06/25/2008	09-92	07/25/2008	13	1,705.00
	Bill	07/02/2008	09-130	08/01/2008	6	71.00
	Bill	07/02/2008	09-131	08/01/2008	6	700.00
Total PARSAC						<u>27,476.00</u>
Steve Stark						
	Bill	07/22/2008	101	08/21/2008		7,216.78
	Bill	07/23/2008	102	08/22/2008		16,278.41
Total Steve Stark						<u>23,495.19</u>
TOTAL						<u><u>407,925.05</u></u>

CITY OF WILDOMAR – CITY COUNCIL
Agenda Item 4.1
DISCUSSION/ACTION ITEM
Meeting Date: August 13, 2008

TO: Mayor and Members of the City Council

FROM: Juan C. Perez, Director of Transportation, County of Riverside acting on behalf of the City of Wildomar

SUBJECT: Landscaping and Lighting Maintenance District No. 89-1-Consolidated, Annexation of Location 53 to Zone 3

STAFF REPORT

RECOMMENDATION:

That the City Council adopt the following Resolutions:

Resolution No. 08-57, a Resolution of the City of Wildomar initiating proceedings for the annexation of Location 53 to Zone 3 of Landscaping and Lighting Maintenance District No. 89-1-Consolidated and ordering preparation of the Engineer's Report regarding the proposed annexation of Location 53 to Zone 3.

Resolution No. 08-58, a Resolution of the City of Wildomar declaring its intention to order the annexation of Location 53 to Zone 3 of Landscaping and Lighting Maintenance District No. 89-1-Consolidated of the City of Wildomar pursuant to the Landscaping and Lighting Act of 1972 for the maintenance and servicing of landscaping; adopting the preliminary engineer's report; giving notice of and setting the time and place of the public hearing on the annexation of Location 53 to Zone 3, ordering a mailed ballot election; and directing notice of the public hearing and ballot be mailed pursuant to Article XIID of the California Constitution.

BACKGROUND:

Adoption of Resolution No. 08-57 appoints the Director of the Riverside County Transportation Department, acting on behalf of the City of Wildomar, as the Engineer to prepare a Report regarding the proposed annexation of Location 53 to Zone 3 of Landscaping and Lighting Maintenance District No. 89-1-Consolidated ("L&LMD No. 89-1-C").

Resolution No. 08-58 declares the City Council's intention of ordering the annexation of Location 53 to Zone 3 of L&LMD No. 89-1-C. Annexation of Location 53 to Zone 3 of L&LMD No. 89-1-C will fund the maintenance and servicing of landscaping within public right-of-way located northerly of Canyon Dr and includes 50 single-family residential lots.

Consistent with the City Council's direction regarding compliance with Article XIID of the California Constitution and the Landscaping and Lighting Act of 1972, the attached resolutions have been prepared and a public hearing scheduled for 7:00 p.m. on October 8, 2008 to receive testimony for and against the proposed assessment. Each property owner within the proposed Location 53 will receive a notice of the public hearing and mail-in ballot, an impartial analysis, a copy of Resolution No. 08-58, and an information sheet.

Ballots must be returned prior to the conclusion of the public hearing. If, at the time designated for the tabulation of the ballots, the ballots submitted in favor of the annexation and levy of the assessment exceed the ballots submitted in opposition of said annexation and levy, Location 53 will be annexed to Zone 3 of L&LMD No. 89-1-C.

There is only one individual/entity which owns all of the property within the proposed boundaries of Location 53 and said property owner has executed a "Waiver and Consent Regarding Date of Assessment Ballot Election" allowing for the election and public hearing to be held on October 8, 2008.

FISCAL IMPACTS:

The proposed budget for fiscal year 2009-10 for Location 53 is \$3,884.00 that will result in an assessment for fiscal year 2009-10 within Location 53 of \$77.68 per parcel.

ALTERNATIVES:

1. Take no action.
2. Provide staff with further direction.

Submitted by:



Juan C. Perez
Director of Transportation,
County of Riverside acting
on behalf of the City of Wildomar

Approved by:



John Danielson
Interim City Manager

Attachments:

Exhibit A
Resolution No. 08-57
Resolution No. 08-58

CITY OF WILDOMAR – COUNCIL
Agenda Item 4.2
DISCUSSION/ACTION ITEM
Meeting Date: August 13, 2008

TO: Mayor Cashman, Members of the City Council
FROM: Julie Hayward Biggs, City Attorney
SUBJECT: General Municipal Election Ordinance

STAFF REPORT

RECOMMENDATION:

Review and consider adoption of proposed ordinance consolidating the City's general municipal elections with the statewide general elections held on the second Tuesday after the first Monday in November of even-numbered years.

BACKGROUND:

As the Council is aware, a recent legal action against the City raised the question of when the City will hold its first general municipal election. In the past, general municipal elections were scheduled by statute on either the second Tuesday after the first Monday in March of odd numbered years or on the second Tuesday of April in even-numbered years. While cities had the option of adopting an ordinance consolidating their elections with statewide elections or school district elections, there was a set date for general municipal elections.

With the changes to the electoral system that were enacted to move the Presidential primary date to February of years divisible by four, other changes were made to the elections law that affect cities. Instead of a statutory general municipal election date, a listing of possible dates for general municipal elections has been established. The legal requirement is simply that a general municipal election be held on one of those established dates. As before, cities are permitted to consolidate their general municipal elections with any statewide or school district election cycle set forth in the Elections Code.

DISCUSSION:

It is clear that there are those in the City who are eager to move to election by district as soon as possible. It is also clear that it will take some time to establish electoral districts that comport with the legal requirements for such districts. Further, there is a value to establishing an electoral system that is consolidated with other area

elections as a means of encouraging greater public participation in the decision-making process.

Given the history of legal challenge that the City has experienced at this point with regard to its general municipal election, the City should anticipate that any action it takes with regard to scheduling its first general municipal election is likely to be challenged. Nevertheless, the statutory framework expressly allows the City to set its own election schedule and to consolidate its general municipal election with the statewide general election. Should the City wish to consolidate with a school district election in November of 2009, or the statewide primary in June of 2010, those options might be considered at this point as well. The decision, however, rests with the City Council.

FISCAL IMPACTS:

Municipal elections that are held at off-times are poorly attended by most voters. In addition, the cost of a city-only election is substantial. In other jurisdictions of similar size to Wildomar, the difference in cost runs something on the order of \$15,000 for a consolidated election and \$40,000 for a stand-alone election. The City has the choice of requesting the County to run the election whether it is consolidated or not, but the City will have to pay the actual cost to the County for such services. In the alternative, the City may purchase its own election materials and retain a consulting service to run the election, again at considerable cost.

ALTERNATIVES:

1. Take no action
2. Provide staff with further direction.

Submitted by:


Julie Hayward Biggs
City Attorney

Approved by:


John Danielson
City Manager

Attachments:

Proposed Ordinance No. 08-15

ORDINANCE NO. 08-15

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, CONSOLIDATING THE CITY'S GENERAL MUNICIPAL ELECTIONS WITH THE STATEWIDE GENERAL ELECTION AND ESTABLISHING THE DATE OF THE CITY'S FIRST GENERAL MUNICIPAL ELECTION.

WHEREAS, the City Council desires to establish the timing and schedule of the dates of the City's general municipal elections; and

WHEREAS, to date no general municipal election date has been set by the City Council or by operation of law; and

WHEREAS, under the provisions of California Elections Code Section 1301, a city's general municipal election must be set on an established elections date as set forth in Elections Code Section 1000; and

WHEREAS, Under California Elections Code section 1000 established election dates are as follows:

- (a) The second Tuesday of April in each even-numbered year.
- (b) The first Tuesday after the first Monday in March of each odd-numbered year.
- (c) The first Tuesday after the first Monday in June in each year.
- (d) The first Tuesday after the first Monday in November of each year.
- (e) The first Tuesday in February of each year evenly divisible by the number four.

WHEREAS, Section 1301(b) provides that notwithstanding other options for scheduling a city's general municipal election, a city council may enact an ordinance requiring its general municipal election to be held on the same day as the statewide direct primary election, the day of the statewide general election, on the day of school district elections as set forth in Section 1302, the first Tuesday after the first Monday of March in each odd-numbered year, or the second Tuesday of April in each year.

WHEREAS, the statewide general election is held on the second Tuesday following the first Monday in November of even numbered years; and

WHEREAS, in the case of *Ste.Marie v. City of Wildomar*, filed in the Riverside Superior Court in July of 2008, the court denied a petition to compel the City to hold its general municipal election in November of 2008 and in dicta stated that under the statutory framework, the earliest date that a general municipal election should reasonably be held in Wildomar is in June of 2009; and

WHEREAS, If that date were to be selected, the City would incur substantially increased costs associated with the election because it would be a stand-alone, off-year election that could not be consolidated with any other county-wide election; and

WHEREAS, Elections Code sections 1301(b) and 10403.5 state that the City may by ordinance, consolidate its general municipal election regardless of what other established election date it might have been held on with the statewide general election; and

WHEREAS, consolidation of the City's first general municipal election with the statewide general election in November of 2010 is expressly permitted under the provisions of Elections Code Sections 1301, 1000 and 10403.5; and

WHEREAS, in order to reduce election costs and generate higher voter participation the City Council has determined that its first general municipal election should be consolidated with the statewide general election to be held in November of 2010.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILDOMAR DOES ORDAIN AS FOLLOWS:

SECTION 1. That the above recitations are true and correct.

SECTION 2. Pursuant to California Elections Code sections 1301(b), 1000 and 10403.5, beginning in November of 2010 and every even-numbered year thereafter, the City's general municipal election shall be consolidated with the statewide general election held on the second Tuesday following the first Monday in November.

SECTION 3. The City Manager is hereby directed to submit this ordinance to the Riverside County Board of Supervisors for approval by such body in accordance with Elections Code sections 1301(b) and 10403. This ordinance shall not become effective unless and until it is approved by resolution of the Board of Supervisors.

SECTION 4. In the event that this ordinance is approved by the Board of Supervisors, the City's first general municipal election shall be consolidated with the statewide election to be held in November of, 2010, at which time the seats of the two members receiving the lowest number of votes in the incorporation election shall be up for election. The seats of the remaining three Council Members shall be up for election at the second general municipal election, which shall be consolidated with the statewide election to be held in November of 2012.

SECTION 5. In the event that this ordinance is approved by the Board of Supervisors in accordance with Elections Code section 10403.5(e), the City Clerk shall cause a notice to be mailed to all of the City's registered voters within 30 days of the Board's action informing the voters of the City's first election date and that as a result of the consolidation of the City's general municipal election with the statewide general election that the terms of office of each of the current Members of the City Council will continue until their successors are elected and qualified.

SECTION 6. In the event that this ordinance is approved by the Board of Supervisors, the City's general municipal election shall be conducted in accordance with all of the applicable procedural requirements of the Elections Code pertaining to the statewide general election, and commencing in November of 2010, shall thereafter occur in consolidation with that election.

SECTION 7. The City Clerk shall certify the adoption of this ordinance and shall cause the same to be posted as required by law.

The foregoing Ordinance was introduced and placed upon it's first reading at a regular meeting of the City Council of the City of Wildomar held on the 13th day of August, 2008 and thereafter passed and adopted at the regular meeting of said City Council on the 27th ay of August, 2008 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None



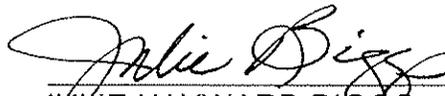
Bob Cashman
MAYOR

ATTEST:



Sheryll Schroeder
INTERIM CITY CLERK

APPROVED AS TO FORM:



JULIE HAYWARD BIGGS
CITY ATTORNEY

I, Sheryll Schroeder, City Clerk for the City of Wildomar California, do hereby certify that I posted Ordinance No. 08-15, adopted on the 27th day of August, on the 5th day of September at the following locations:

City of Wildomar, 238873 Clinton Keith Road, Wildomar;
U. S. Post Office, 21392 Polomar Street, Wildomar
Mission Trail Library, 34303 Mission Trail Blvd., Wildomar

9-5-08
Date


Sheryll Schroeder
City Clerk
City of Wildomar, CA

CITY OF WILDOMAR – CITY COUNCIL
Agenda Item 4.3
DISCUSSION/ACTION ITEM
Meeting Date: August 13, 2008

TO: Mayor Cashman, Members of the City Council
FROM: Julie Hayward Biggs, City Attorney
SUBJECT: Establishment of Electoral Districts

STAFF REPORT

RECOMMENDATION:

Review and consider approval of contract with National Demographics Corporation (“NDC”) to establish electoral districts conforming to California and federal law.

BACKGROUND:

When the matter of incorporation of the new City of Wildomar was presented to the voters on February 5, 2008, a companion measure was included on the ballot asking the voters whether they wished to have subsequent city council elections conducted on a by district basis. The electorate voted in favor of by district elections, thereby mandating the establishment of such districts prior to the first general election to be held after incorporation of the new City of Wildomar.

DISCUSSION:

Under the provisions of Government Code Section 34884, the City Council has the obligation to establish electoral districts for future election of members of the City Council. That statute also changes the number of seats that will be up for election at the first general municipal election of the City, from the three councilmembers receiving the lowest number of votes in the incorporation election to the two councilmembers receiving the lowest number of votes in that election.

In order to establish appropriate electoral districts, several matters must be taken into consideration by the City Council. First, the districts must be substantially equal in population. The Districts must also, however, consider geography, topography, identified communities of interest and demographics to comply with the myriad laws that apply to district elections. Failure to carefully analyze and balance all of these competing practical and legal concerns, and failure to involve the community in the decision making process is likely to lead to legal challenge to any plan adopted by the City Council. In fact, even with careful analysis it is possible that the City’s plan may be challenged and defense of that plan will rest on the care taken in establishing the electoral districts.

Although it is not required by California law, some communities have followed up on the process by submitting the district plan to the electorate for ratification to strengthen and validate the process that has been followed.

A proposal has been submitted by NDC, a company that began at the Rose Institute of State and Local Government at the Claremont Graduate School and is nationally known for its expertise in establishing electoral districts that comply with all legal requirements. That proposal includes extensive community work to assure that members of the Wildomar community participate in the process of establishing electoral districts and to expand the understanding of the community as to what district elections are and how they work.

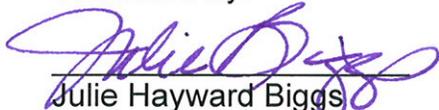
FISCAL IMPACTS:

The cost of the study is anticipated to be \$29,500 with the potential for additional work that could amount to \$15,000. Establishing electoral districts is a mandatory obligation of the City because of the electoral vote on this issue.

ALTERNATIVES:

1. Take no action at this time.
2. Provide staff with further direction.

Submitted by:


Julie Hayward Biggs
City Attorney

Approved by:


John Danielson
City Manager

Attachments:

NDC Proposal

Districting Proposal for the City of Wildomar

August 5, 2008

Introduction

From our nearby headquarters in Claremont we have followed the long road to incorporation of Wildomar, and we congratulate you on that success. NDC appreciates the opportunity to submit this proposal for districting the new City of Wildomar. The initial districting of a community is a special moment in the jurisdiction's history. The initial districts will serve as a template for the districts drawn in future decades. With the experience of NDC and the engagement of the community's residents and stakeholders in this process, Wildomar can conduct a thoughtful, informative, and insightful evaluation of the neighborhoods and communities that constitute their City.

Project Summary

Drawing districts is, at its heart, a truly democratic and representative process. Combining neighborhoods into, and separating them among, new districts can be a delicate but enlightening task. It is also a legally perilous one. A multitude of federal and state laws and court rulings create a constantly evolving legal environment for such a project. NDC is proud to say that no court has ever overturned any of the local district lines we have drawn. In fact, none have even been *challenged* in court.

Legal hazards are not the only obstacle. Without experienced and impartial management, the districting process can rapidly devolve into accusations of hidden agendas and favoritism. Throughout our three decades in business, NDC has focused on generating and guiding the public in districtings and redistrictings. We pioneered many innovative tools and methods for encouraging public involvement in the process, such as our "public participation kits" that enable every resident to draw his or her own proposal at their own kitchen table. This level of public engagement generates many ideas that otherwise might have been overlooked, and educates the public about the tradeoffs and difficult choices necessary in every districting project.

Conclusion

Everything Wildomar does at this stage in its existence is "making history," and the initial districting will continue this tradition. NDC can provide the experience, technical assistance, and impartial guidance needed to successfully and constructively conclude this effort. We look forward to working with you on this ground-breaking project.

Sincerely,



Douglas Johnson
President

Company Profile

Company History

Since 1979, National Demographics Corporation (NDC) has been California's leading consulting firm for local government districting and redistricting. The Company has served the districting and redistricting needs of jurisdictions of all sizes: community service districts, school districts, water districts, cities, state legislatures, and Congressional districts. NDC has worked for jurisdictions in Arizona, Florida, Illinois, Mississippi, Washington, Texas, Pennsylvania and, most often, in California. **No company has been responsible for successfully districting and redistricting more local governments.**

NDC has successfully guided many clients through the difficult process of moving from at-large to by-district and from-district election systems. NDC has also helped countless clients re-draw existing districts after each Census or following significant mid-decade growth. NDC has a unique combination of expertise in the technical systems needed, in the various project options available to local jurisdictions, in the Federal and California Voting Rights Act requirements, and in public education and outreach.

Technical Expertise

NDC is the leader in technical innovation and system expertise in the local districting field. NDC's personnel are responsible for numerous books, articles and conference presentations on the subject. NDC possesses all the hardware and software necessary for the districting and redistricting needs of any jurisdiction.

NDC personnel have experience in operating advanced computer graphics districting systems and are prepared to provide all electronic databases and GIS district maps in an ESRI shapefiles or Maptitude Geographic file format. The Company's technical approach has proved its reliability in many different districting and redistricting situations.

The hallmark of the computerized districting systems used by NDC is an ability to bring into play large amounts of data in such a way that the person drawing the district boundaries, as well as those analyzing the plans produced, can comprehend the data and make responsible and correct decisions about the nature of the districts being created. The NDC systems, we believe, represent the most advanced realization of these trends.

Thanks to our extensive experience and technical insight, NDC has specialized expertise in the rapid distribution of plans, reports, and the other related materials within the jurisdiction, to the media, and to the public at large. This assures rapid response to questions from the Council, City Staff, the public, the media, or anyone else, whether the question is procedural, demographic, or legal.

The key elements of this process involve providing accurate, thorough, and detailed information in an easily reviewed format. NDC uses a combination of maps, spreadsheets, written and verbal reports, and PowerPoint® presentations to convey this information. NDC can deliver each item presented to the City and the Districting Commission in a format for posting to its website, or we can build a project website ourselves if the City so requests.

For those with geographic information systems available to them, which could include City staff, the media, members of the public, or local community and other minority groups,

NDC is the leader in providing data and mapsets in electronic form to maximize these participants' ability to review and comment on the information or proposal under consideration. We provide this information in Excel, DBF, ArcView, Mapitude, or Block Equivalency formats (or all of the above. We can provide this information by email, on CD, or make it available on a website.

Public Involvement

The technical demands of districting are high, and NDC is the undisputed leader in this area. But even more important are our understanding of interpersonal reactions to districting and our experience working with all parties in the process, including the public. NDC pioneered the "transparent districting" approach that involves the public at every stage of the process. As part of that approach, NDC invented the "public participation kit", which many of our competitors now attempt to duplicate.

Perhaps our most valuable service is our experience transforming often-contentious and passionate debates on this difficult subject into thoughtful, constructive discussions focused on options and outcomes, not personalities or positions. Any change in election systems has implications for the distribution of political power. Not surprisingly, therefore, such changes often attract much public attention, sometimes generate intense controversy, and may draw charges of manipulation and abuse of power. Disputes over the form and substance of the process can lead to stalemate or legal challenge. It is crucial, therefore, that the City establish, at the beginning, a process that is not only fair, but that is seen to be fair, to all contending groups and individuals.

If necessary or otherwise desired by the City, NDC has considerable experience working with translators in public forums and providing our materials in English and Spanish.

Legal Issues and Voting Rights

Nearly all aspects of the districting process are subject to judicial challenge, and it is crucial that your districting consultant be knowledgeable regarding key legal precedents. Because of the importance of public participation and effective media relations, the consultant must also be prepared to explain legal requirements in terms that lay persons can understand. Fortunately, NDC has extensive experience with all of these issues.

NDC principals are specialists in the measurement of minority voting strength and Voting Rights Act analysis. The record of NDC on minority representation in NDC-developed districting and redistricting proposals is unsurpassed – the Department of Justice has never rejected an NDC-developed local districting plan and no NDC plan has ever been challenged in a Voting Rights Act lawsuit. NDC principals are experts on the Federal Voting Rights Act and California's own state Voting Rights Act of 2001.

Minority voting strength and levels of minority representation are never a simple issue of pure numbers. Racial block voting patterns, communities of interest, the local history of political organization (or lack thereof), and historical political bases of emerging leaders are all important factors to consider when attempting to achieve fair levels of minority representation. Data on race, ethnicity, income, and housing all assist in defining communities of interest and minority representation goals. Similarly, past election data is used to identify the existence or absence of a pattern of racial block voting. Such a pattern guides districting and redistricting efforts by defining the population concentration necessary to achieve community representation goals without unconstitutionally "packing"

communities.

Perhaps most important, public comment on self-identified communities of interest, including racial and ethnic communities, will guide efforts to define any potential Voting Rights Act concerns regarding minority communities and minority voting strength. Public input is a key factor in identifying communities and establishing fair representation. This is true for all neighborhoods, both Voting Rights Act “protected class” communities and communities not the subject of Federal oversight. NDC’s has unmatched experience in encouraging, focusing and enabling such public participation.

Local Leadership

NDC views its role as an advisor and technical resource. We advise our clients, but every project remains the client’s project. The first-ever Wildomar districting will set the benchmark for every future redistricting of the City. NDC offers guidance based on our experience and expertise, but ultimately each and every decision must be made by the City itself. NDC welcomes the chance to assist this project under the guidance and direction of the City Council, City Staff, and the entire Wildomar community.

Impeccable References

All of NDC’s former clients – without exception – can be contacted for references. We have no embarrassing problem clients. All of our local districting and redistricting plans have been accepted into law with a minimum of controversy. Our list of references is included with this proposal.

Project Details

Every NDC project is a unique experience. No two projects ever make the same choices or face identical situations. NDC provides the expertise and flexibility necessary to meet every client jurisdiction's situation, requirements, and goals. As detailed below, NDC's proposal consists of a basic services package plus a menu of options that each client can customize for its particular situation.

Step 1: Planning and Preparation

- It is NDC's philosophy – one developed through many districtings and redistrictings – that the process should begin with extensive interviews by NDC senior personnel with City Council members, City staff, and leaders of citizen groups. It is vital that these interviews be conducted by the personnel who will be responsible for developing the districting plans. Thus, principal investigators for the project will spend several days in such interviews in order to establish the fullest possible basis of information for the line-drawing function.
- NDC will work with the City and County staff collecting the data needed for the project. A specialized database will be developed for the City, and NDC's redistricting system will be prepared for the Wildomar project. The City boundary, which was not defined in the 2000 Census, will be defined, Census Blocks will be split, and data for the split blocks will be apportioned either in or out of the City. If the data, time, and budget permit, the 2000 Census population data will be updated at the Census Block level of geography to reflect population growth since the 2000 Census. NDC is the industry leader at constructing updated population databases. If engaged by Wildomar, we will work closely with the City and County to evaluate the available data and present the various options available to the Council.
- NDC will work with the City Council to develop districting criteria. NDC will provide a list of common criteria to use as a starting point.
- NDC will also work with the City staff to craft a project schedule and public outreach campaign plan. NDC will create the master "public participation kit" materials. This will contain instructions, City maps, population data, and other pertinent information for designing plans.

Step 2: Initial Council meeting, Community Forums and public input

- NDC will prepare a report and presentation summarizing the legal rules for redistricting, the process, how the public is encouraged to participate, and when key steps and decisions will occur. We typically present this information at a public City Council meeting for Council discussion and direction.
- A similar presentation would be shown at the proposed two community forums (or, alternatively, Council discussions on this topic). More than two meetings can be held if the Council so wishes. Some NDC client jurisdictions prefer the relative informality of community forums. Others prefer to hold City Council meetings on the topic. NDC has extensive experience with both approaches, and we welcome the Council's direction on this detail.

- Throughout this process, the public will use the “Public Participation Kits” to submit ideas and full plans. NDC will acknowledge, process, analyze and distribute these plans as they are received.

Step 3: Plan Consideration and Adoption

- In a few lucky jurisdictions, NDC has listened to the public direction given to us by a jurisdiction, incorporated the requests of the public in open hearings, and then drawn the “perfect” plan that is unanimously adopted on one vote without amendment. This, however, is rarely the case.
- In the majority of our projects, NDC develops two or three draft plans and the Council directs NDC to make changes in a Council-preferred plan before making an official selection. NDC encourages such feedback and direction. NDC takes pride in our ability to quickly learning the demographics and communities of our clients, but we are the first to admit that in just a few weeks or months it is impossible to achieve the understanding local residents develop over a lifetime in the community. It is this exchange of proposals and direction that makes the important transition from NDC’s consultant-drawn draft to a final plan that is the creation of the Wildomar Council and community.
- The typical process, to summarize, it that NDC appears before the City Council and presents a summary of all public comments and public maps submitted so far; presents NDC’s two or three alternative districting plans; and receives direction from the Council on which plan it would like modified. Shortly thereafter NDC returns to Council with revised plan(s) for a final vote on adoption.

Step 4: Plan implementation

- Once a plan receives final approval from the Council, a highly technical and complicated County process remains before the plans are fully implemented. NDC will work with City Staff and the Riverside County Registrar of Voters to ensure that the new plan is efficiently and accurately conveyed to the Registrar in the appropriate computer file format. NDC also works with the Registrar to confirm that the plan is fully and accurately implemented in the County’s election and voter information systems. NDC just recently completed this process in Riverside County for the Jurupa Community Services District, and we can confirm that it is a complicated process demanding a close partnership with the county.

Project Pricing

The following figures reflect the process details listed above:

I. Basic Districting Project Elements:.....\$29,500

This price includes:

1. Match Wildomar’s boundaries to 2000 Census geography and calculate the 2000 Census population for Wildomar (if not already available)
2. Initial orientation meetings with Councilmembers, Staff and community leaders
3. Prepare materials and present at an initial Council meeting
4. Prepare materials and present at two community meetings
5. Develop the paper- and Microsoft Excel-based “Public Participation Kits” designed to enhance the public’s the ability to develop and submit their own districting plans
6. Develop maps and descriptions of any communities of interest identified through demographic data analysis and / or public testimony
7. Input and analyze districting plans submitted to the Commission by the public
8. Develop three districting draft plans for Council consideration, and make with any relatively minor emendations to these plans as directed by the Council
9. Prepare materials and present at two Council meetings to review the proposed plans and adopt a final plan
10. Build, host and maintain a website, with a project-specific web address, dedicated to this project, or provide similar material to a City-managed website, including:
 - Contact information
 - Links to all Council project-related notices, minutes and agendas
 - Copies of all public submissions to the Council
 - Pdf and jpg versions of all plans considered by the Council
 - Public access to all districting maps and datasets
11. Coordinate implementation of the new districts with the County Registrar of Voters
12. Advise the City on how to integrate any future annexations into the adopted Council districts

II. Optional Elements:

- Develop a “2008 population Census Block database” reflecting growth in Wildomar’s residential population since the 2000 Census \$11,500 *
- Any additional districting plans requested beyond the three alternatives and minor emendations thereto.....\$1,500
- Each additional public or Council meeting requested, beyond those listed above\$1,100
- Translate any project-related materials into Spanish..... \$125 per page of text

* This price assumes that the parcel map and data on new residential construction in the Wildomar area since April 1, 2000, is available in an Excel or other computer database format. Any data entry required will result in additional expense.

The price stated for each element includes all travel and other expenses. Each “Hearing” or “Meeting” is assumed to last only no more than one calendar day. Each additional calendar day is counted as an additional meeting.

References

Mr. Eldon Horst, General Manager, Jurupa Community Services District. 11201 Harrel Street, Mira Loma, CA 91752. Phone (951) 685-7434. Fax (951) 685-1153. EMail: chorst@jcsd.us.

Ms. Jean Blois, Mayor, City of Goleta. 130 Cremona Drive, Suite B Goleta, California 93117. Phone: (805) 961-7500. Fax: (805) 685-2635

Ms. Linda Garrison. City Clerk, City of Buckeye, Arizona. 100 N Apache Rd, Suite A Buckeye, AZ 85326. Phone (623) 349-6007. Fax (623) 349-6098. EMail: lgarrison@buckeyeaz.gov.

Mr. Steve Lynn, Chairman, Arizona Independent Redistricting Commission, 1400 W Washington Street, Suite B-10, Phoenix, Arizona, 85007. Phone: (520) 884-3629. Fax: (602) 364-1351.

Ms. Sherry Aguilar, City Clerk, City of Surprise, Arizona, 12425 West Bell Road, Suite D-100, Surprise, AZ 85374, Phone: (623) 583-3858. Fax: (623) 583-3396.

Don Burnette, Chief Administrative Officer, Clark County. 500 S. Grand Central Parkway, Las Vegas, Nevada, 89155. Phone: 702-455-3530. Fax: (702) 455-3558.

Peggy Jackson, City Clerk, City of Elk Grove. 8400 Laguna Palms Way. Elk Grove, California, 95758. Phone: 916.683.7111. Fax: (916) 691-2001.

Ms. Luci Romero Serlet, City Manager, City of Los Alamitos (former Assistant City Manager, City of Goleta). 3191 Katella Avenue, Los Alamitos, CA 90720. Phone: (562) 431-3538. Fax: (562) 493-1255

Mr. Pat Langdon, Chairman, City of Mesa Council Districting Commission, and Jeff Martin, Assistant Development Services Manager, 20 E. Main Street, Suite 650, Mesa, Arizona, 85201. City of Mesa, Arizona. Phone: (480) 644-2065. Fax: (480) 644-2416.

Elaine M. Scruggs, Mayor, City of Glendale, Arizona, and Dana Tranberg, Deputy Director, City of Glendale Intergovernmental Programs. 5850 W. Glendale Ave., Glendale, AZ 85301. Phone: (623) 930-2874. Fax: (623) 930-2194.

Marion Porch, (Retired) Director of Intergovernmental Programs, City of Glendale. 8633 W McRae Way, Peoria, AZ 85382. Phone: (623) 937-0091. No fax number.

Rick Naimark, Deputy City Manager, City of Phoenix. Phoenix City Hall, 200 W Washington Street, 12th Floor. Phoenix, Arizona, 85003. Phone: (602)262-6941. Fax: (602) 261-8327.

Steve Burg, Senior Deputy City Attorney, City of Peoria, (former Deputy City Attorney for the City of Mesa). City of Peoria Municipal Complex, 8401 W. Monroe Street, Peoria, Arizona 85345, Phone: (623) 773-7043 Fax: (623) 773-7330.

Conclusion

Since its founding in 1979, NDC has been the preeminent company devoted to local election systems.

To summarize:

- NDC is fully briefed on Wildomar's situation and ready to hit the ground running on this project.
- NDC pioneered the use of public participation kits and leads in field in our ability to constructively engage the public in the districting process.
- NDC, founded in 1979, has a demonstrated record of financial solvency.
- NDC's hardware and software resources were specially designed and acquired for districting and redistricting purposes.
- NDC's highly respected personnel have impeccable credentials in each aspect of the districting and redistricting processes.
- NDC's suggested approach has been tested in many jurisdictions.
- Any of the jurisdictions in which NDC has worked can be contacted for testimonials and reference.
- NDC has more experience in the field of municipal political election systems than any other company of which we are aware.
- NDC has demonstrated experience over many years in working with the press and media on local election system issues.
- Neither the Justice Department nor any Court has ever rejected any local government districts submitted by NDC.

It should be clear that NDC has all of the resources of experience, technical expertise, and legal/political know-how to assist Wildomar in its current effort. We look forward to the opportunity to work with you on this project.

CITY OF WILDOMAR – COUNCIL
Agenda Item 4.4
DISCUSSION/ACTION ITEM
Meeting Date: August 13, 2008

TO: Mayor Cashman, Members of the City Council
FROM: Julie Hayward Biggs, City Attorney
SUBJECT: Planning Commission Ordinance

STAFF REPORT

RECOMMENDATION:

Review and consider adoption of ordinance establishing a planning commission for the City of Wildomar

BACKGROUND:

At the Council norming session held prior to the effective date of incorporation, certain policies were agreed upon concerning the manner in which the Planning Commission for Wildomar would be established and would operate. In accord with the Council Norms And Accepted Procedural Practices adopted by the City Council on July 9, 2008, the attached ordinance has been prepared to implement those policies and procedures.

DISCUSSION:

Under the provisions of Government Code Section 65100, the City Council, the planning department, any planning commission and any planning or zoning hearing boards constitute the Planning Agency for the City. At the present time, the City Council exercises full planning agency authority, but under the Government Code, has the authority to establish a planning commission which reports directly to the City Council. A planning commission must consist of at least five members. Under the provisions of Government Code Section 65102, the City Council is authorized to establish any rules, procedures, or standards which do not conflict with state or federal law for the planning commission.

Government Code Section 65103 mandates that the planning agency shall do all of the following:

- (a) Prepare, periodically review, and revise, as necessary, the general plan.

- (b) Implement the general plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.
- (c) Annually review the capital improvement program of the city or county and the local public works projects of other local agencies for their consistency with the general plan, pursuant to Article 7 (commencing with Section 65400).
- (d) Endeavor to promote public interest in, comment on, and understanding of the general plan, and regulations relating to it.
- (e) Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally concerning implementation of the general plan.
- (f) Promote the coordination of local plans and programs with the plans and programs of other public agencies.
- (g) Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by this title.

The City Council may delegate all or some of these functions to the Planning Commission, and the City has the authority to establish any criteria for membership on the Planning Commission by adopting an ordinance establishing those rules and procedures. As noted above, the attached ordinance has been prepared in accord with the Council Policies and Procedures adopted on July 9, 2008.

Adoption of the ordinance requires

1. Waiver of full reading and reading by title only
2. Introduction and approval of first reading of the ordinance
3. Second reading of the ordinance at a subsequent regular meeting of the City Council and publication of the ordinance

The ordinance will take effect 30 days following its second reading.

FISCAL IMPACTS:

No fiscal impacts. The budget has been prepared in anticipation of the establishment of the Planning Commission.

ALTERNATIVES:

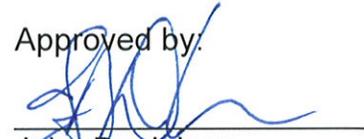
1. Take no action
2. Provide staff with further direction.

Submitted by:



Julie Hayward Biggs
City Attorney

Approved by:



John Danielson
City Manager

Attachments:

Ordinance No. 08-16

RESOLUTION 08-59

A RESOLUTION OF THE CITY COUNCIL OF WILDOMAR
APPROVING AN ADDENDUM TO ADD THE CITY OF
WILDOMAR AS A MEMBER AGENCY OF THE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

WHEREAS, the City of Wildomar wishes to join with other local governmental agencies to participate in regional efforts to enhance the quality of life for residents of the City of Wildomar; and

WHEREAS, the Western Riverside Council of Governments ("WRCOG") is a regional organization comprised of various local governments in Riverside County; and

WHEREAS, in order to become a member of WRCOG, the City Council must approve the underlying joint powers agreement and an addendum to that agreement as set forth in Exhibit A; and

WHEREAS, the City Council wishes to become a member of WRCOG.

NOW THEREFORE, THE CITY COUNCIL FOR THE CITY OF WILDOMAR HEREBY RESOLVES AS FOLLOWS:

The City of Wildomar hereby approves and agrees to the terms and conditions set forth in the "Addendum To The Joint Powers Agreement Of The Western Riverside Council Of Governments Adding The City Of Wildomar As A Member Agency Of Western Riverside Council Of Governments" which is attached hereto and incorporated herein by reference.

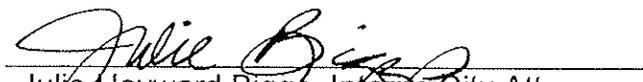
PASSED, APPROVED, AND ADOPTED this 13th day of August, 2008.

ATTEST:


Sheryll Schroeder, City Clerk


Bob Cashman, Mayor

APPROVED AS TO FORM:


Julie Hayward Biggs, Interim City Attorney

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

I, Sheryll Schroeder, City Clerk of the City of Wildomar, do hereby certify that the foregoing Resolution No. 08-59 was duly adopted by the City Council of the City of Wildomar at a regular meeting thereof, held on the 13th day of August, 2008, by the following vote:

AYES: Cashman; Swanson; Moore; Farnam; Ade

NOES: None

ABSTAIN: None

ABSENT: None



Sheryll Schroeder, City Clerk

EXHIBIT "A"

ADDENDUM TO THE JOINT POWERS AGREEMENT OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS ADDING THE CITY OF WILDOMAR AS A MEMBER AGENCY

This ADDENDUM TO THE JOINT POWERS AGREEMENT OF THE WESTERN COUNCIL OF GOVERNMENTS dated this 4th day of August 2008, is made by and between the Western Riverside Council of Governments ("WRCOG"), a joint powers authority of the State of California, and the City of Wildomar, a general law city of the State of California.

WHEREAS, Section 6.1 of the Joint Powers Agreement of WRCOG executed in 1991 ("Agreement"), provides that any western Riverside County city shall become party to the WRCOG by the adoption by the City Council of the Agreement and the execution of the written addendum thereto agreeing to the terms of the Agreement; and

WHEREAS, the City of Wildomar desires to become a member of WRCOG; and

WHEREAS, to that end, the City Council of the City of Wildomar will adopt the Agreement on August 13, 2008, by a City of Wildomar resolution.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties hereto agree as follows:

1. The City of Wildomar agrees to the terms and conditions of the Agreement hereto and by this reference incorporated herein as Exhibit "A" and any amendments thereto. The City of Wildomar further agrees to abide by any applicable WRCOG bylaws.
2. Upon execution of this Addendum to the Agreement, the City of Wildomar will become a member of the WRCOG, contingent upon the City of Wildomar adopting the Agreement, as per section 3 below.
3. This Addendum to the Joint Powers Agreement shall become effective upon the City Council of the City of Wildomar adopting the Agreement on August 13, 2008.

ATTEST:

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

By: 
Rick Bishop
Secretary of WRCOG

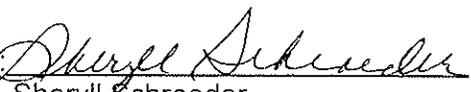
By: 
C. Robin Reeser Lower
Vice-Chair of WRCOG

Dated: 8-4-08

Dated: August 4, 2008

ATTEST:

CITY OF WILDOMAR

By: 
Sheryll Schroeder
City Clerk

By: 
Bob Cashman
Mayor

Dated: August 15, 2008

Dated: August 14, 2008

CITY OF WILDOMAR – COUNCIL
Agenda Item 4.6
DISCUSSION/ACTION ITEM
Meeting Date: August 13, 2008

TO: Mayor Cashman, Members of the City Council
FROM: Julie Hayward Biggs, City Attorney
SUBJECT: Corrected Sales Tax Ordinance

STAFF REPORT

RECOMMENDATION:

Review and consider adoption of revised urgency ordinance imposing a sales tax within the City.

BACKGROUND:

At the first meeting of the City Council on July 1, 2008, the City adopted Urgency Ordinance 08-07 establishing a sales tax within the City so that the City may obtain its share of the existing sales tax that would otherwise be allocated to the County. Upon submitting the ordinance to the State Board of Equalization, however, the City was informed that the earliest the ordinance may take effect is October 1, 2008, not the July 1, 2008 date set forth in the ordinance. In order to correct that date, a new ordinance must be adopted

DISCUSSION:

The attached Urgency Ordinance No. 08-17, simply corrects the date set forth in the original ordinance No. 08-07. .

FISCAL IMPACTS:

No fiscal impacts, other than to enable the City to obtain its share of sales tax revenue in accord with law.

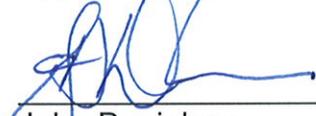
ALTERNATIVES:

1. Take no action
2. Provide staff with further direction.

Submitted by:


Julie Hayward Biggs
City Attorney

Approved by:


John Danielson
City Manager

Attachments:

Ordinance No. 08-17

CITY OF WILDOMAR

Budget Basics

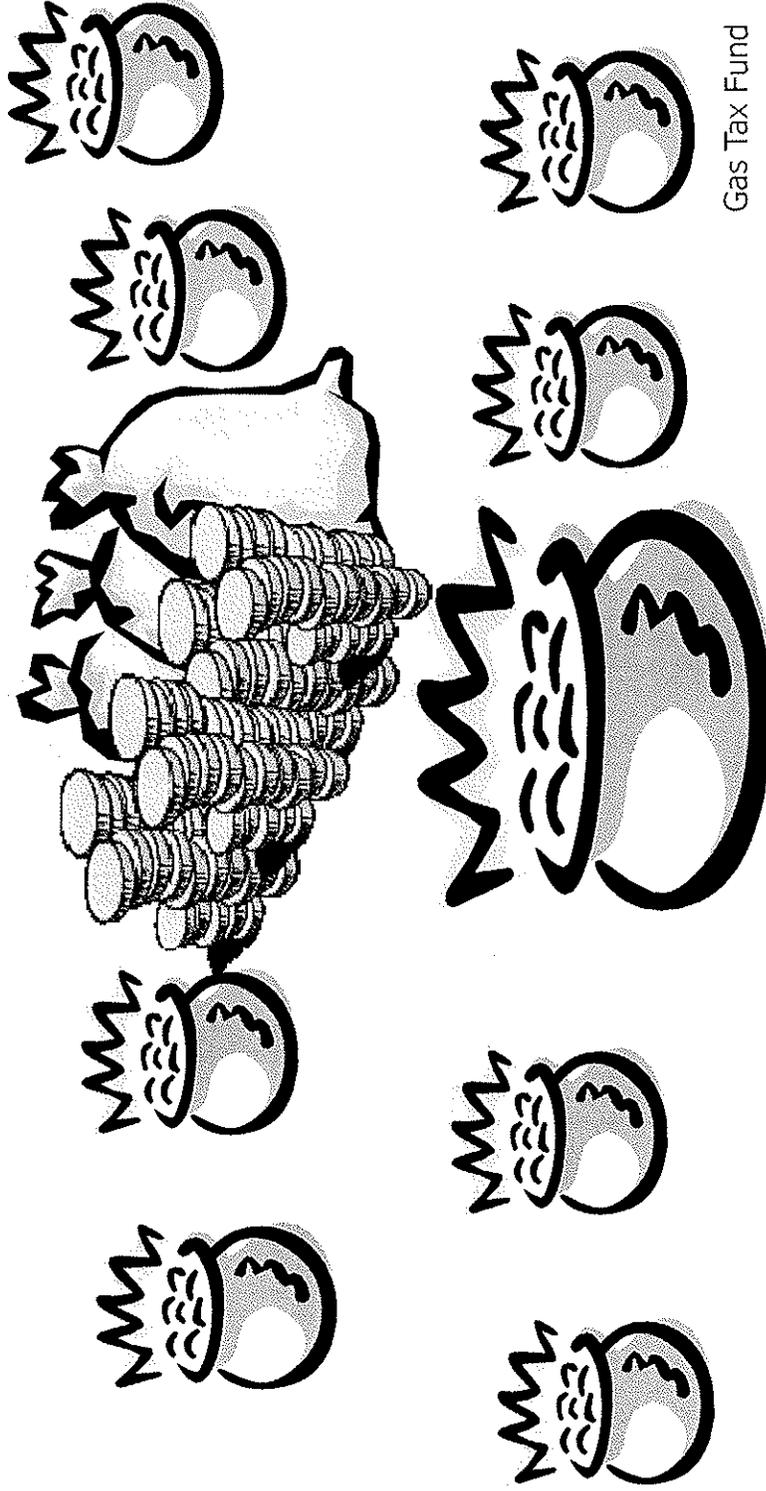
August 13, 2008

AGENDA

- **Fund Accounting**
- **Budgeting**
 - **Process**
 - **Revenues**
 - **Expenses**
 - **Fund Balance**
- **Financial Standards & Reporting**
- **Current Issues**
 - **Revenue Forecast**
 - **Cash Flow**

CITY OF WILDOMAR
Fund Accounting

CITY FUNDS



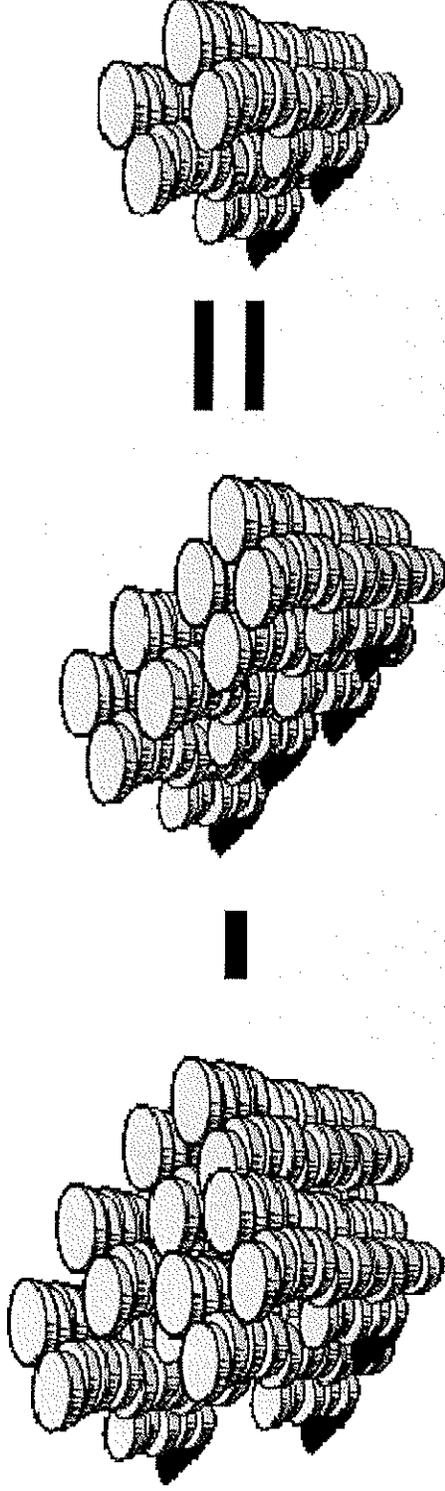
GENERAL FUND

TOTAL CITY ADOPTED FY2008/09 BUDGET:

\$10.87 million

FUND ACCOUNTING

... is the accounting methodology used by
Municipal Governments.



REVENUES

EXPENDITURES

FUND BALANCE

FUND TYPES

- 1) General Fund**
- 2) Special Revenue Funds**
 - Gas Tax Street Improvement Fund**

General Fund

- **Chief operating fund of the City**
- **Reports all governmental activities unless there is a reason to report in another fund**
- **City Council determines the uses of this fund**
- **Primarily used for basic services**

Police

Fire

Finance

Engineering

Planning

General Administration

City Attorney

City Clerk

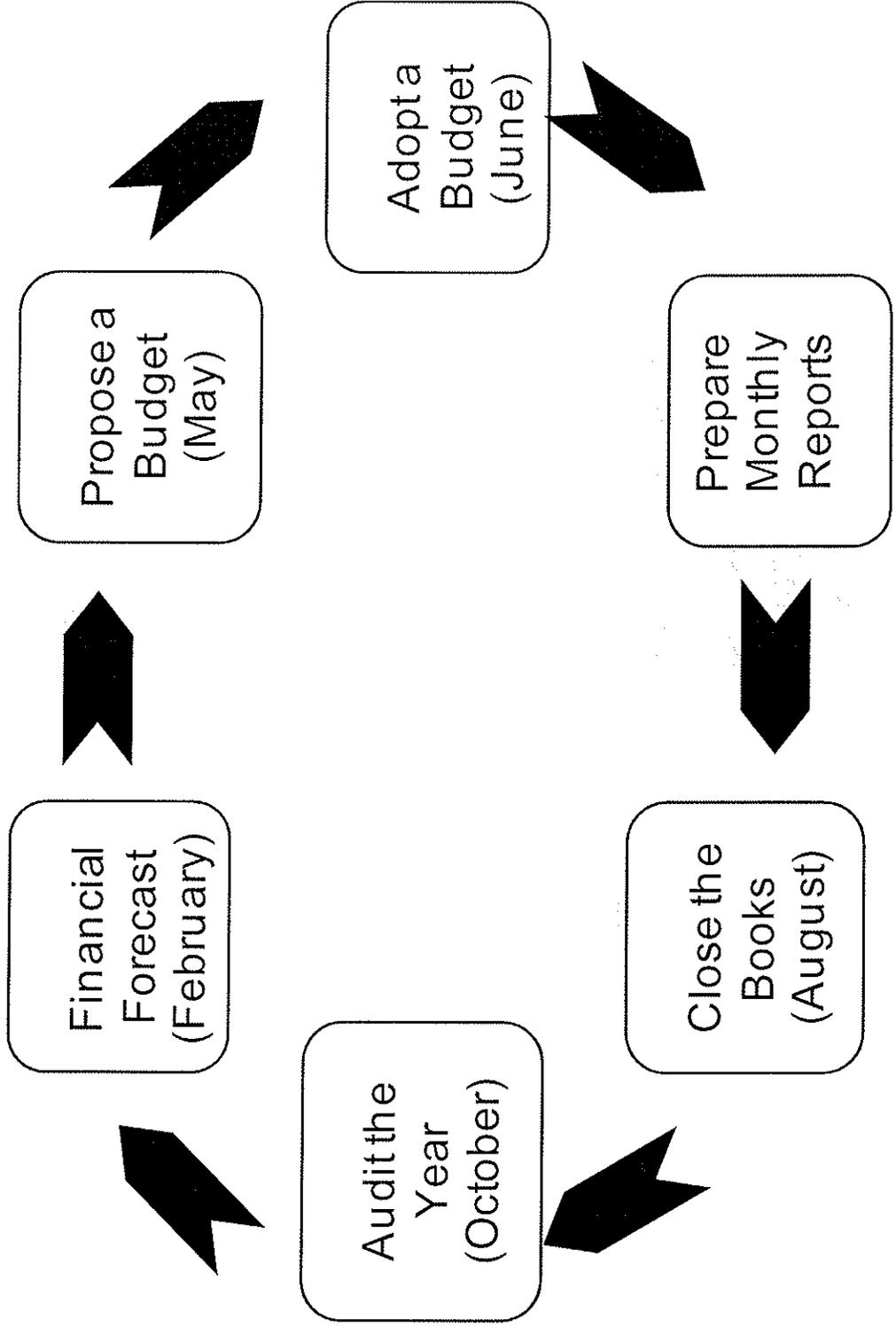
Special Revenue Funds

- **Funds obtained for specific purposes which cannot be used for other purposes**
 - **Gas Tax Street Improvement Fund**

BUDGETING

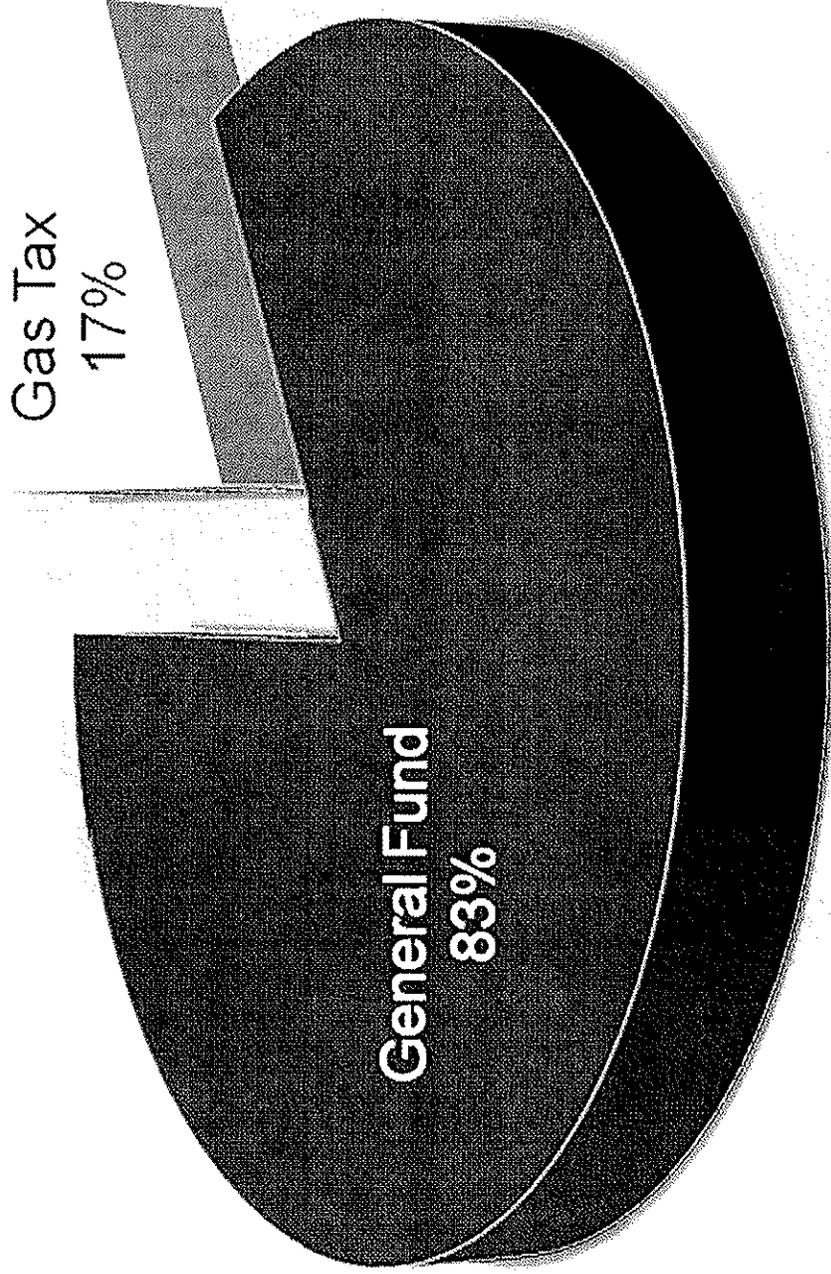


FINANCIAL CYCLE



BUDGET REVENUES
FY 2008/09

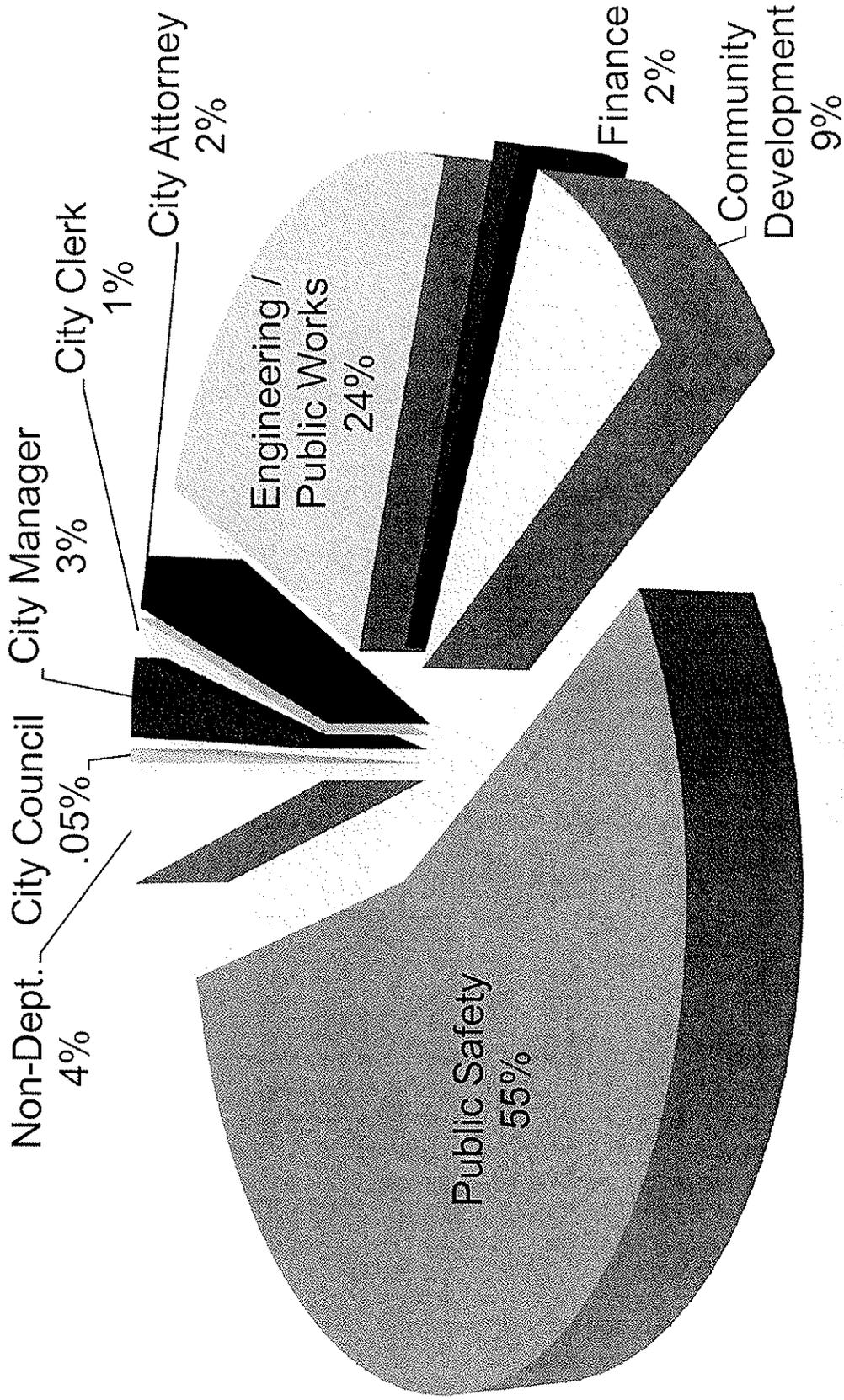
All Funds Revenues \$14.84 Million



BUDGET EXPENDITURES

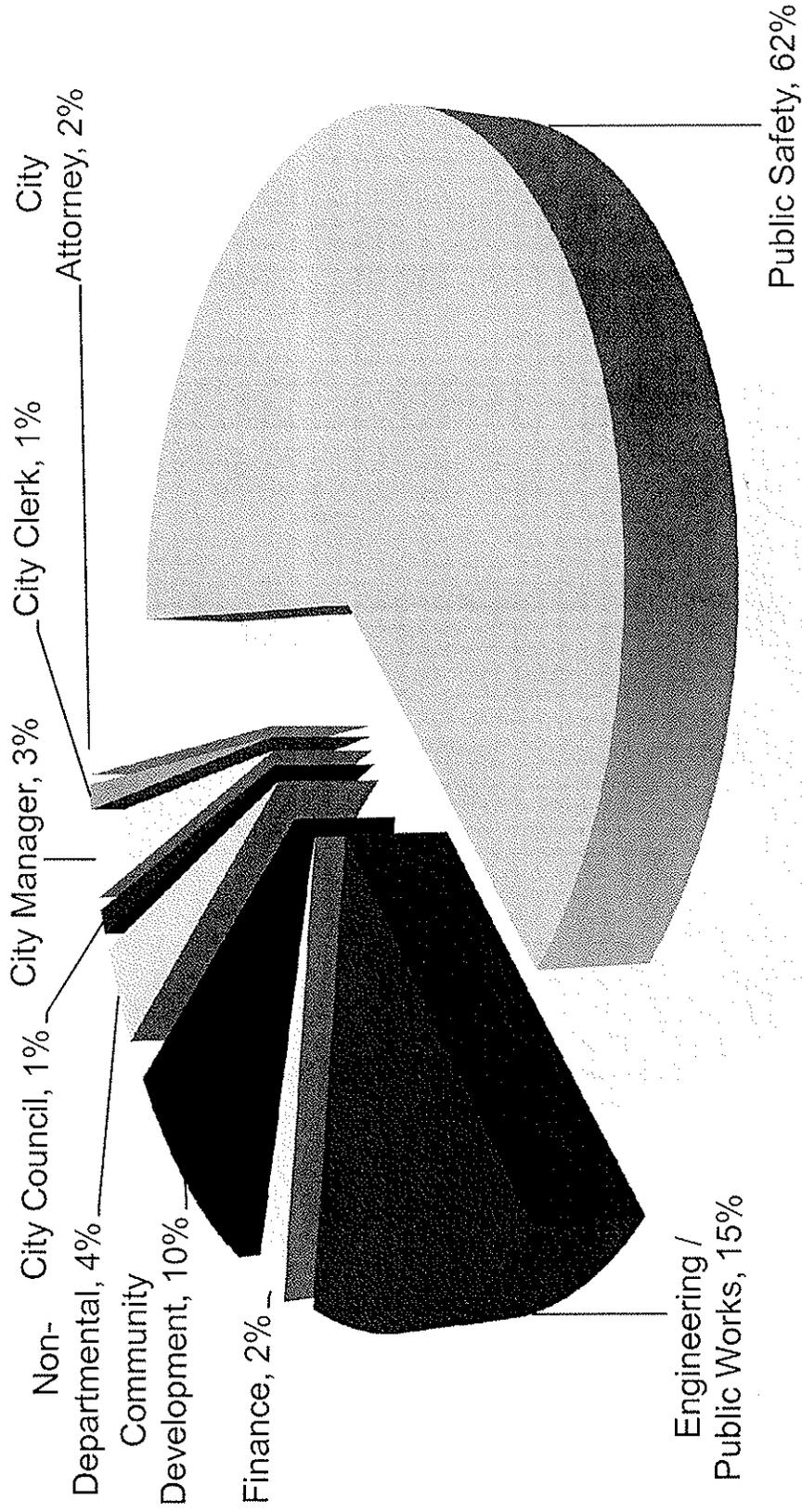
FY2008/09

All Fund Expenditures \$10.87 Million

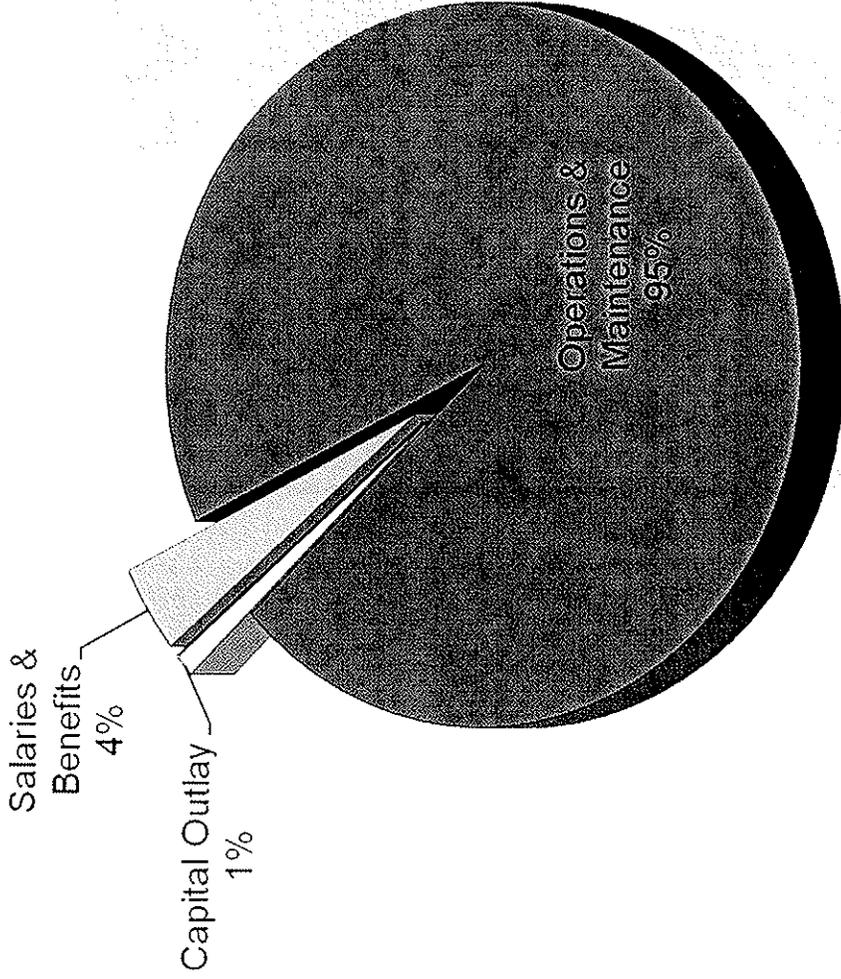


General Fund Expenditures

\$9.77 Million



All Fund Expenditures



FY2008/09 Adopted Budget

Salaries & Benefits:	\$ 430,710
Operations & Maintenance	\$ 10,333,636
Capital Outlay	\$ 104,500
TOTAL:	\$ 10,868,846

Transition Year

- **The County continues to provide certain Municipal Services**
 - **City will pay “Net Costs” over a five year period**
- General Fund Est. \$ 617,675**
- Gas Tax Street Imp. – Est. \$1,101,513**

Transition Year Budget

General Fund

	City	County
Revenue	\$4,102,080	\$7,560,192
Transfer	\$ 11,718	
Expenditures	<u>(\$1,589,465)</u>	<u>(\$8,177,867)</u>
Rev./Exp.	\$2,524,332	(\$ 617,675)

Transition Year Budget

Gas Tax Street Improvement Fund

	City	County
Revenue	\$1,455,025	\$ 0
Transfer	(\$ 11,718)	
Expenditures	<u>(\$ 0)</u>	<u>(\$1,101,513)</u>
Rev./Exp.	\$1,443,307	(\$1,101,513)

Fund Balance
FY2008/09

Fund Balance General Fund

\$2.52 Million

- Contingency  \$ 158,947
- 10% Operating Reserve  \$ 174,841
- Reserve for Loans  \$ 617,675
- Unreserved Fund Balance  \$ 1,572,869

Fund Balance Gas Tax Street Improvement Fund \$1.44 Million

- Contingency  \$ 1,172
- 10% Operating Reserve  \$ 1,289
- Reserve for Loans  \$ 1,101,513
- Unreserved Fund Balance  \$ 339,333

FINANCIAL STANDARDS & REPORTING

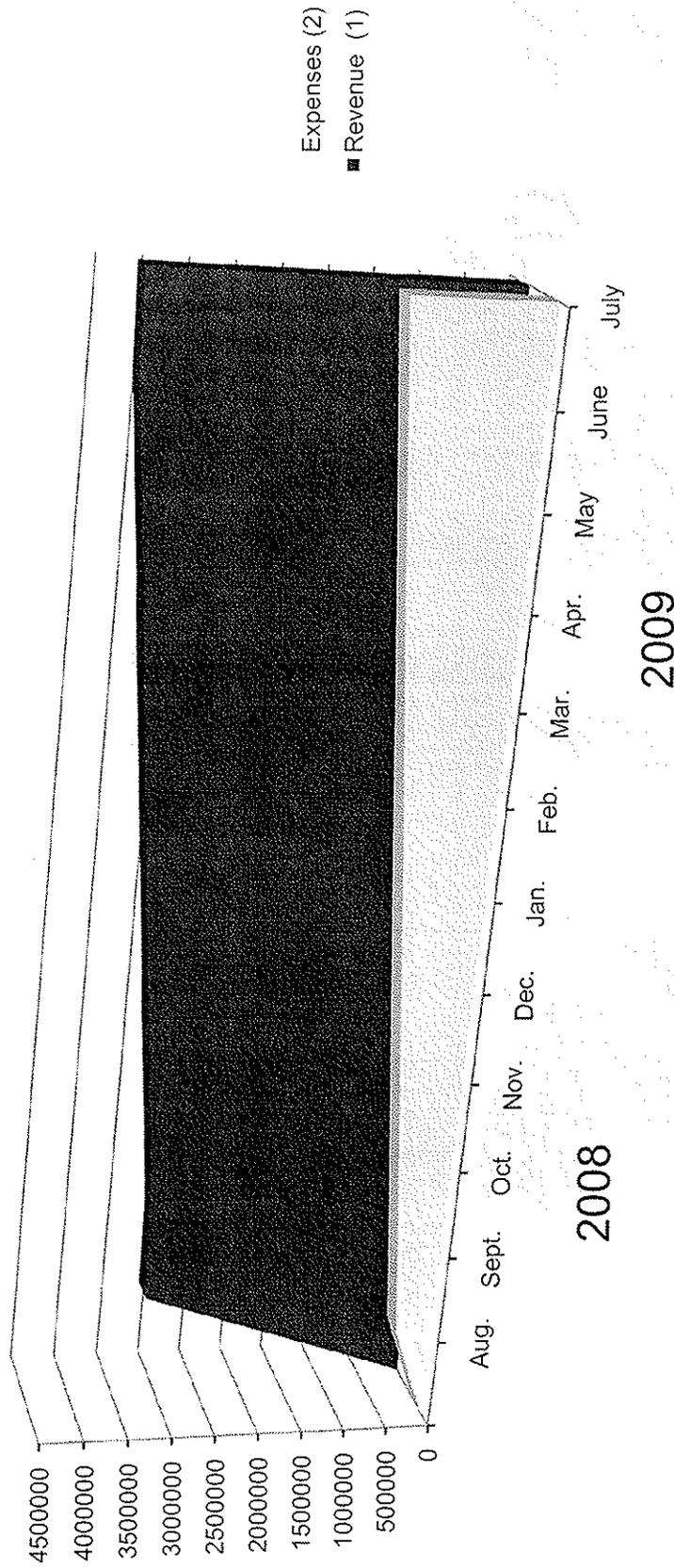
FINANCIAL STANDARDS & REPORTING

- **Generally Accepted Accounting Principles (GAAP)**
- **Governmental Accounting Standards Board Rules (GASB)**

Current Issues

- **Cash Flow**
- **Revenue Forecast**
- **Formation Costs**

City Retained - Cash Flow



General Fund	
Expenses	\$1,589,465
Revenue	\$4,113,789

Revenue Forecast

REVENUE GENERAL FUND Account Number	Account Name	City Budget - CFA	Adjustments	Revised Budget
103100	1 Sales & Use Tax	\$ 924,818		
103101	1 Sales & Use Tax - Triple Flip Loss	(231,205)		
103102	1 Property Tax in Lieu of Sales Tax	-		
	TOTAL SALES TAX	\$ 693,613		
103105	1 Property Tax			
103110	1 Property Transfer Tax	184,908	92,454	92,454
103150	1 Motor Vehicle in Lieu Fees (AB 1602)			
103151	1 Off Highway Vehicle License Fees	2,869,715	273,846	2,595,869
103152	1 County Augmentation	920		
103200	1 Community Development Fees	237,579		
103210	1 Engineering/Building & Safety Fees			
103220	1 Franchise Fees			
103230	1 Animal Control Fees			
103250	1 Fines & Forfeitures			
103260	1 Interest Income	46,380		
103800	1 Misc. Revenues	68,965		
103890	1 Other Financing Sources	617,675		
	TOTAL GENERAL FUND	\$ 4,719,755	\$ 366,300	\$ 2,688,323
	GAS TAX STREET IMPROVEMENT FUND			
	Account Number	City Budget - CFA	Adjustments	Revised Budget
203130	1 Section 2105 Gas Tax Revenues	\$ 286,435		
203131	1 Section 2106 Gas Tax Revenues	173,792		
203132	1 Section 2107 Gas Tax Revenues	373,791		
203133	1 Section 2107.5 Gas Tax Revenues	6,000		
203153	1 Measure A Revenues	448,800		
203154	1 Proposition 42 (TCRF) Revenues	137,930		
203260	1 Interest Income	28,277		
203890	1 Other Financing Sources	1,101,513		
	TOTAL GAS TAX STREET IMPROVEMENT FUND	\$ 2,556,538		

FORMATION COST

through June 30, 2008

Department	Explanation	Department Total
City Manager	March – June	\$53,383.08
Engineering / Public Works	April – June	\$171,315.41
Finance	May – June	\$23,495.19
Non-Departmental (Insurance)	Consulting Services	\$26,727.47
	Liability, Workers Comp., Property, Crime	\$27,476.00
	Special Event Insurance	\$882.25
City Council	LCC Dinner	\$270.00
Total Formation Cost		\$407,925.05

QUESTIONS?

CITY OF WILDOMAR – CITY COUNCIL
Agenda Item 6.1
DISCUSSION/ACTION ITEM
Meeting Date: August 13, 2008

TO: Council Members
FROM: Michael Kashiwagi, Development Services
SUBJECT: Anticipated Costs for City Hall Improvements at Oak Creek Center.

STAFF REPORT

RECOMMENDATION:

Authorize the City Manager to proceed with Improvements and report back on funding options for improvement costs in excess of Tenant Improvement lease allowance once the bids are received.

BACKGROUND:

As part of the lease agreement and establishment of City Hall offices in the Oak Creek Center at 23873 Clinton Keith Road, the landlord agreed to construct undefined improvements to the shell building lease space up to a total cost of \$45 per sq. ft. for the usable lease space of 3,241 sq. ft. This means that total improvement budget for the lease space is \$145,845. The lease space improvements consist of new electrical, telecom, carpet, walls, insulation, ceilings, lighting, heating/air conditioning, paint and limited casework, design services, developer project manager and general contractor overhead and profit.

The plan for the space establishes a reception lobby, two office spaces and two small conference rooms, a small copier work room, telecom closet, and one larger conference room. Most of the floor is left open for installation of open office work space furniture. The developer has committed to obtaining a minimum of three (3) competitive bids for these improvements and to require that prevailing wages be paid for all on-site work. The developer has also provided a preliminary project estimate. This is not a final cost, however it is reasonable to assume that the final costs for the improvements should be in the range established for by this estimate. This estimate shows a total cost of slightly less than \$210,000. This means that the excess tenant improvement cost will likely be in the range of \$40,000 to \$80,000.

Some cost reductions may be possible, but other, as yet undefined improvements, such as telecom, may or may not off-set any reductions. As these improvements generally reflect normal office building standards for construction, staff recommends that the City Council authorize the City Manager to proceed with this process and report back to the

City Council with recommendations for funding this excess once hard numbers are identified through the bidding process.

FISCAL IMPACTS:

There are no impacts at this time. However, proceeding will likely cause some impacts in the range of \$40,000 to \$80,000. The exact extent and possible funding of these impacts will be identified in a report following receipt of competitive bidding.

ALTERNATIVES:

1. Take no action.
2. Provide staff with further direction.

Submitted by:



Michael Kashiwagi
Development Services

Approved by:



John Danielson
City Manager

CITY OF WILDOMAR – COUNCIL
Agenda Item 6.2
DISCUSSION/ACTION ITEM
Meeting Date: August 13, 2008

TO: Council members

FROM: Mike Kashiwagi – Development Services

SUBJECT: Transition of Oak Springs Ranch and Renaissance Plaza Building Permits for Review and Processing from Riverside County to Wildomar

STAFF REPORT

RECOMMENDATION:

Approve attached Resolution 08-60 requesting transfer of building permits review and processing from the County to the City effective retroactively to July 31, 2008 for Oak Springs Ranch and Renaissance Plaza projects. In addition designate and grant authority to the City Manager to request any and all projects currently being processed by the County to be transferred to the City for processing and jurisdiction.

BACKGROUND:

On July 1, 2008, the City Council adopted numerous incorporation related ordinances and resolutions. Included were two resolutions pertinent to the subject of this Council report. Resolution No.08-19 requested the County discontinue providing a number of Public Works and Building and Safety functions and services be transferred to the City. Resolution No. 08-22 did the same the thing for planning services. Two projects currently processing building permits with the County have requested that the City take over responsibility for review and processing of their building permits.

The first project is the first phase of Oak Springs Ranch. It involves 320 multi-family dwelling units. The second project is the first phase of Renaissance Plaza commercial center.

The County is requesting a formal notice of the transfer and responsibility for these two building permits. Furthermore, The County has requested that the City designate the City Manager as the official to request any and all project files (cases) to be transferred to the City

DISCUSSION:

Staff believes that the resolutions adopted on July 1st grant sufficient authority for the City to assume responsibility for processing these building permit applications and for

requesting any and all project files. However, the County has requested formal action by the Wildomar City Council. The County has been very cooperative and has already transferred the project files for the two building permit applications. In order to facilitate commercial construction of Renaissance Plaza and based upon the County's review of the application and subsequent City staff review, the City issued building permits for the first phase of the development (4 commercial structures). Oak Springs Ranch is currently in City plan check review and the building permits have not yet been issued.

CONCLUSION:

Staff believes that the City already has the authority being requested in this agenda bill. However, the County is requesting formal notice and this is an opportunity to delegate the City Manager as the individual making future requests. This will reduce the time and complications associated with such future requests.

FISCAL IMPACTS:

Approval of the Staff recommendation will be cost neutral. City of Wildomar staff costs associated with these projects will be recovered through the payment of plan check and building permit fees paid by the project applicants.

ALTERNATIVES:

1. Take no action
2. Provide staff with further direction.

Submitted by:



Mike Kashiwagi
Development Services

Approved by:



John Danielson
City Manager