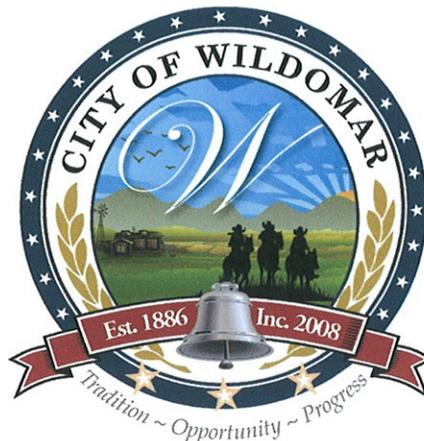


**CITY OF WILDOMAR CITY COUNCIL
AND WILDOMAR CEMETERY DISTRICT AGENDA**

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

**OCTOBER 10, 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 OCTOBER 10, 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. 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 (c) to confer with legal counsel with regard to two (2) matters potential initiation of litigation.
2. 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 (1) matter of significant exposure to litigation regarding a potential challenge to the City's proposed Housing Element.

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

Recognition of Donnie Keyfauver – Good Samaritan Acts

Dr. Hurst, Elsinore High School, Principal of the Year & Jim Staunton
Champions for Character Award Recognition

Fire Department Update

PUBLIC COMMENTS

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

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 – July 31, 2012 Special Meeting

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

1.3 Minutes – August 8, 2012 Regular Meeting

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

1.4 Warrant and Payroll Registers

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

1. Warrant Register dated 09-07-12 in the amount of \$88,917.88;
2. Warrant Register dated 09-13-12 in the amount of \$205,167.80;
3. Warrant Register dated 09-20-12 in the amount of \$15,191.55;
4. Warrant Register dated 09-28-12 in the amount of \$2,379.02;
5. Warrant Register dated 09-28-12 in the amount of \$96,184.87; &
6. Payroll Register dated 09-30-12 in the amount of \$46,190.47.

1.5 Treasurer's Report

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

1.6 Letter of Opposition Regarding Federal Sequestration

RECOMMENDATION: Staff recommends that the City Council direct the City Manager to draft a letter opposing Federal Sequestration that threatens to reduce critical city resources.

2.0 PUBLIC HEARINGS

2.1 Housing Element Adoption – General Plan Amendment No. 12-01 (Cont. from 07-11-12)

RECOMMENDATION: Staff recommends that the City Council table this agenda item indefinitely.

2.2 Allocation of Community Development Block Grant (CDBG) Funds

RECOMMENDATION: Staff recommends that the City Council:

1. Allocate funding to eligible projects and/or program activities;
2. Adopt a Resolution entitled:

RESOLUTION NO. 2012 - _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILDOMAR, CALIFORNIA, AUTHORIZING THE ALLOCATION
OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR
FISCAL YEAR 2013/2014

3. Authorize the City Manager to execute all related applications and agreements.

3.0 GENERAL BUSINESS

3.1 Code Enforcement Update

RECOMMENDATION: Staff recommends that the City Council receive and file the report.

3.2 Wildomar Municipal Code

RECOMMENDATION: Staff recommends that the City Council:

1. Introduce and approve first reading of an Ordinance entitled:

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ADOPTING BY REFERENCE THE WILDOMAR MUNICIPAL CODE AND THE FOLLOWING SECONDARY CODES ADOPTED BY REFERENCE THEREIN: UNIFORM ADMINISTRATIVE CODE (1997 EDITION), 2010 CALIFORNIA BUILDING CODE AND APPENDICES C, G, H, I and K, 2010 CALIFORNIA RESIDENTIAL CODE, 2010 CALIFORNIA GREEN BUILDING CODE, 2010 CALIFORNIA ELECTRICAL CODE AND APPENDICES A, B, C, G AND H , 2010 CALIFORNIA MECHANICAL CODE AND APPENDIX A, 2010 CALIFORNIA PLUMBING CODE AND APPENDICES, 1997 UNIFORM HOUSING CODE, UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS (1997 EDITION), UNIFORM SWIMMING POOL, SPA AND HOT TUB CODE (2000 EDITION), UNIFORM SIGN CODE (1997 EDITION), UNIFORM CODE FOR BUILDING CONSERVATION (1997 EDITION)

2. Set the matter for public hearing on November 14, 2012.

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 – August 8, 2012 Regular Meeting

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

4.2 Warrant Register

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

1. Warrant Register dated 09-07-12, in the amount of \$1,980.97;
2. Warrant Register dated 09-13-12, in the amount of \$28.23;
3. Warrant Register dated 09-20-12, in the amount of \$793.40; &
4. Warrant Register dated 09-28-12, in the amount of \$28.23.

4.3 Treasurer's Report

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

5.0 PUBLIC HEARINGS

There are no items scheduled.

6.0 GENERAL BUSINESS

There are no items scheduled.

GENERAL MANAGER REPORT

CEMETERY DISTRICT COUNSEL REPORT

BOARD COMMUNICATIONS

FUTURE AGENDA ITEMS

ADJOURN WILDOMAR CEMETERY DISTRICT

City Council/Wildomar Cemetery District Regular Meeting Schedule

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

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 October 4, 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 SPECIAL MEETING MINUTES
JULY 31, 2012**

CALL TO ORDER – 6:30 P.M.

The special meeting of July 31, 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, City Attorney Jex, and City Clerk Lee.

The Flag Salute was led by Mayor Pro Tem Walker.

PUBLIC COMMENTS

There were no speakers.

1.0 GENERAL BUSINESS

1.1 Results of Community Survey on Saving Wildomar Community Parks

City Clerk Lee read the title.

City Manager Oviedo presented the staff report.

Dave Mason, Lew Edwards Group, and John Fairbank, FM3, presented a power point presentation regarding the results of the survey.

John Lloyd, resident, stated he is very happy with the results of the survey and it gives the City some great data. He supports a Measure for parks.

Councilwoman Moore stated we knew the support was out there, so now we have to get them to vote.

Mayor Benoit stated just the working title alone is so much better than the last time.

Councilwoman Swanson stated this is a great start. At first she was not in

favor of the survey, but she is very impressed with the information that the City now has to work with.

Mayor Pro Tem Walker stated he likes it a great deal.

Councilman Cashman stated he likes the approach where we identify clearly what we are after.

A MOTION was made by Councilwoman Moore, seconded by Mayor Pro Tem Walker, to direct Staff to draft a Measure regarding parks and present it to the City Council at the regular meeting of August 8, 2012 for approval.

MOTION carried, 5-0.

2.0 PUBLIC HEARINGS

2.1 Wildomar Community Parks

City Clerk Lee read the title.

Mayor Benoit opened the public hearing.

There were no speakers.

Councilwoman Swanson stated she will not be at the regular meeting of August 8, 2012, and she is disappointed she will not be there for the vote. She is very supportive of the Measure and she hopes that all the Council will vote in favor.

A MOTION was made by Councilwoman Moore, seconded by Mayor Pro Tem Walker, to continue this item to the regularly scheduled City Council meeting of August 8, 2012.

MOTION carried, 5-0.

ADJOURN THE CITY COUNCIL

There being no further business, at 7:10 p.m. Mayor Benoit declared the meeting adjourned.

Submitted by:

Approved by:

Debbie A. Lee, CMC
City Clerk

Ben J. Benoit
Mayor

**CITY OF WILDOMAR
CITY COUNCIL REGULAR MEETING MINUTES
AUGUST 8, 2012**

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

The regular meeting of August 8, 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 and Moore. Members absent: Councilwoman Swanson.

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 Kennedy-Smith, Assistant Police Chief Adams, and City Clerk Lee.

The Flag Salute was led by Councilman Cashman.

PRESENTATIONS

Green Com, Inc. presented the Clinton Keith interchange construction project update.

Mark Dennis, Public Affairs for Lake Elsinore Unified School District presented an update on bus transportation.

Chief Beach presented the Fire Department update.

PUBLIC COMMENTS

Zia Bossenmeyer, For the Animals Low Cost Spay and Neuter Clinic, stated they are currently mobile and are based out of Lake Elsinore. She gave an overview of the services they provide, and will be providing in the future.

Kristan Lloyd, Wildomar Historical Society, stated the property that the David A. Brown house was moved to has been put up for auction. The plans for the house are for it to become a museum for Wildomar’s history. The Historical Society is asking the City Council for assistance with preservation efforts in the form of grants and monies for preservation that the City may be able to receive to assist with such efforts.

Jessica Lloyd, resident, thanked the City Council and Staff for allowing her to go forward with her Girl Scout project at the cemetery. She thanked the community and the businesses of the community for helping her complete the project. The project is now finished and she is now giving the benches to the community. She wished the community the best.

Tim Sigler-Smalz, Journey Christian Ministries, stated they had a fund raiser last week for Wildomar Parks. He thanked everyone for the efforts in preserving the parks for everyone in the community. He then presented the check to the Friends For Wildomar Parks.

George Wasenius, resident, stated he thanks everyone for the efforts regarding the parks. His concerns are safety issues on Bundy Canyon Road and would like the City to take action on Bundy Canyon Road.

Alyssa Lloyd, resident, stated she has been working on the cemetery directory as her Girl Scout project. She was to be done today, however some welding issues delayed the project. Everything is inputted and ready to be printed, and the map is done. She will finish the project before she leaves for College.

APPROVAL OF THE AGENDA AS PRESENTED

A MOTION was made by Councilwoman Moore, seconded by Mayor Pro Tem Walker, to approve the agenda as presented.

MOTION carried, 4-0-1, with Councilwoman Swanson absent.

1.0 CONSENT CALENDAR

Councilman Cashman requested to take item #1.6 and #1.7 separate.

ITEMS REMOVED FROM THE CONSENT CALENDAR

1.6 Ordinance 70 Second Reading - Amendment to the Zoning Ordinance Related to Nonconforming Structures and Uses

Councilman Cashman stated he likes the concept of grandfathering in businesses that were in Wildomar prior to incorporation; however the Ordinance is unclear as to what is being grandfathered in. He is asking again what is being grandfathered in.

Planning Director Bassi answered the Ordinance is not targeted toward a specific project. This Ordinance is City-wide, so any new business falls under these changes.

Councilman Cashman stated he cannot support the Ordinance because it doesn't state specifically which businesses it is targeting.

A MOTION was made by Councilwoman Moore, seconded by Mayor Pro Tem Walker, to adopt an Ordinance entitled:

ORDINANCE NO. 70
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)

MOTION carried, 3-1-1, with Councilman Cashman dissenting, and Councilwoman Swanson absent.

1.7 Safe Routes to School (SR2S) Program Grant

City Clerk Lee advised there is a speaker on this item.

Gary Andre, resident, with donated time from Sheryl Ade, stated there is a walking/biking trail that is not showing on the correct side and there are additional trails that need to be taken into consideration. He gave handouts on how to build a trail correctly. He would like to get the plans reviewed and approved by the Planning Commission.

Councilman Cashman stated this was not pulled off the Consent Calendar even though there was a trails issue, so is the City considering this.

Public Works Director D'Zmura stated this item is limited to just accepting the grant monies for this project, it is not the design. The project presently is in the design concept stage and Staff is working with Mr. Andre and others to address the trails issue as well as other issues. When the design is complete, the plans will come back to the City Council for final approval. This is the process Staff has done on all previous sidewalks.

Mayor Pro Tem Walker stated this should have gone to the subcommittee so that these types of questions and concerns could be talked about.

A MOTION was made by Mayor Pro Tem Walker, seconded by Councilwoman Moore, to approve the remainder of the Consent Calendar as presented.

MOTION carried, 4-0-1, with Councilwoman Swanson absent.

1.1 Reading of Ordinances

Approved the reading by title only of all ordinances.

1.2 Minutes – June 27, 2012 Special Meeting

Approved the Minutes as presented.

1.3 Warrant and Payroll Registers

Approved the following:

1. Warrant Register dated 07-05-12 in the amount of \$77,502.72;
2. Warrant Register dated 07-11-12 in the amount of \$74,583.54; 3;
3. Warrant Register dated 07-11-12 in the amount of \$598.59;
4. Warrant Register dated 07-19-12 in the amount of \$200,281.32;
5. Warrant Register dated 07-19-12 in the amount of \$899.89;
6. Warrant Register dated 07-26-12 in the amount of \$142,929.56;
7. Warrant Register dated 07-26-12 in the amount of \$17,059.81; &
8. Payroll Register dated 07-31-12 in the amount of \$44,747.06.

1.4 Treasurer's Report

Approved the Treasurer's Report for June, 2012.

1.5 Ordinance No. 69 Second Reading– Amendment to the Zoning Ordinance – Mini-Warehouse/Self-Storage Uses

Adopted an Ordinance entitled:

ORDINANCE NO. 69

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

1.7 Safe Routes to School (SR2S) Program Grant

Accepted a State-Legislated Safe Routes to School (SR2S) Program Grant; and adopt a Resolution entitled:

RESOLUTION NO. 2012 - 35
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, AMENDING THE FISCAL YEAR 2012/13 BUDGET AND RELATED CAPITAL IMPROVEMENT PROGRAM TO REFLECT THE ACCEPTANCE OF THE CALTRANS SAFE ROUTES TO SCHOOL GRANT AWARD TOTALING \$170,800 FOR THE GRAND AVENUE BIKE/PEDESTRIAN SIDEWALK SAFETY IMPROVEMENT PROJECT

2.0 PUBLIC HEARINGS

2.1 Trash Collection Services Liens

City Clerk Lee read the title.

Mayor Benoit opened the public hearing.

Assistant City Manager Nordquist presented the staff report and reviewed the revised staff report which was given to each Council Member and the public.

Discussion ensued regarding the self-hauler exemption.

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

Discussion ensued regarding the different amounts due between the two haulers and why the late charges have gone for so long.

It was the consensus of the City Council for Staff to look into a self-hauler exemption and bring it back to the City Council for review.

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

RESOLUTION NO. 2012 - 36
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,

CALIFORNIA, AFFIRMING SPECIAL ASSESSMENTS AND LIENS
AGAINST PARCELS OF LAND FOR UNPAID AND DELINQUENT
CHARGES FOR TRASH COLLECTION SERVICES TO BE PLACED ON
THE PROPERTY TAX ROLLS

MOTION carried, 3-1-1, with Councilman Cashman dissenting, and Councilwoman Swanson absent.

2.2 Save Wildomar Community Parks Funding Measure

City Clerk Lee read the title.

Mayor Benoit opened the public hearing.

Assistant City Manager Nordquist presented the staff report.

Councilman Cashman inquired if this would be on all parcels, or just those parcels that are occupied.

Assistant City Manager Nordquist answered all parcels.

SPEAKERS:

Sheryl Ade, resident, stated on the Resolution, second "Whereas", the word "permanently" should be deleted as it is not correct. In the Staff Report it states that there is 77% support for a park assessment and that is not truthful. Also, in the Ordinance it speaks of an Oversight Committee and she feels it is redundant. There will be an independent annual audit and a Finance Director and the Oversight Committee is to advise the Council on expenditure of revenues, and she feels this is the job of the Finance Department. She would like clarification of this section.

Ray Addington, resident, with time donated from Elizabeth Addington, stated a 10 year old boy named Brandon lost his life in a drainage ditch in which he was playing because at the time the parks were all closed. He supports parks and is part of Friends For Wildomar Parks. The City needs this assessment to ensure that the parks will be open.

Kristen West, resident, with time donated from Kristen Lloyd, stated she is in favor of the parks measure. She supports all aspects of the measure. She reviewed what Friends For Wildomar Parks has been doing in keeping Marna O'Brien park open. She stated there may be more support if the monies could also be used for horse trails.

John Lloyd, resident, stated Wildomar's property values were about 15% lower than Murrieta's when the parks were closed. When the parks reopened, Wildomar's property values came up and equaled those of Murrieta. Since the closing of the two parks, and barely keeping Marna O'Brien Park open, property values went back down 15%. It shows that parks are important whether you go to the park or not, it does affect your property values.

Isabel Andino, Friends For Wildomar Parks, stated there has been tremendous support for Marna O'Brien park. She related the efforts at the park.

City Clerk Lee stated she has slips from those not wishing to speak, but are in favor: Lonita Palius, JoAnn Honeycutt, Theresa Bush, and Van Wilfinger. There were also numerous emails received of which the Council received a copy, and also new emails as well.

James Bush, resident, stated that he is in favor of the parks assessment.

A MOTION was made by Councilwoman Moore, seconded by Mayor Pro Tem Walker, to delete the word "permanently" in the second "Whereas" of the Resolution, and adopt a Resolution entitled:

RESOLUTION NO. 2012 - 37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, SUBMITTING ON THE CITY COUNCIL'S OWN MOTION, TO THE QUALIFIED ELECTORS A PROPOSED ORDINANCE CREATING THE SAVE WILDOMAR COMMUNITY PARKS FUNDING MEASURE AND MAKING FINDINGS THAT THE ACTION IS NOT SUBJECT TO OR IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT UNDER 14 CALIFORNIA CODE OF REGULATIONS SECTIONS 15378(B)(4), 15301 AND 15061(B)(3)

MOTION carried, 4-0-1, with Councilwoman Swanson absent.

3.0 GENERAL BUSINESS

3.1 Consideration of Resolutions Relating to a Special Tax to Establish the Save Wildomar Community Parks Funding Measure

City Clerk Lee read the title and then presented the staff report.

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

RESOLUTION NO. 2012 - 38
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, CALLING FOR THE HOLDING OF A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2012, FOR THE SUBMISSION TO THE VOTERS A QUESTION RELATING TO THE APPROVAL OF A LOCAL PARCEL TAX MEASURE TO SPECIFICALLY BENEFIT WILDOMAR PARKS; REQUESTING THE COUNTY TO CONSOLIDATE THE ELECTION WITH THE STATEWIDE ELECTION TO BE HELD ON THAT DATE; AND REQUESTING THE SERVICES OF THE REGISTRAR OF VOTERS

MOTION carried, 4-0-1, with Councilwoman Swanson absent.

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

RESOLUTION NO. 2012 - 39
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, SETTING PRIORITIES FOR FILING WRITTEN ARGUMENTS REGARDING A CITY MEASURE AND DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS

MOTION carried, 4-0-1, with Councilwoman Swanson absent.

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

RESOLUTION NO. 2012 - 40
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, PROVIDING FOR THE FILING OF REBUTTAL ARGUMENTS FOR CITY MEASURES SUBMITTED AT MUNICIPAL ELECTIONS

MOTION carried, 4-0-1, with Councilwoman Swanson absent.

3.2 Appointment of Ad Hoc Committee to Draft Support Argument for Community Parks Measure

City Clerk Lee read the title.

City Manager Oviedo presented the staff report.

A MOTION was made by Mayor Pro Tem Walker, seconded by Councilwoman Moore, to appoint Mayor Benoit and Mayor Pro Tem Walker to serve on an Ad Hoc Committee to draft an argument in support for the Community Parks Measure on the November ballot and the remaining City Council Member's affirmed their names may be used on the argument once it is complete and submitted to the City Clerk.

MOTION carried, 4-0-1, with Councilwoman Swanson absent.

3.3 Communications Contract Amendment

City Clerk Lee read the title.

Assistant City Manager Nordquist presented the staff report.

Sheryl Ade, resident, stated she is in opposition to this amendment.

Gil Rasmussen, Wildomar Magazine, stated he is in opposition to this proposal. The political reality is the proposed tax will not pass and yet the City spends more money in the hope that it will.

Maria Walker, resident, stated she is in favor of the proposal. This is a professional way to do this and she wants parks for the kids and the communities.

Veronica Langworthy, resident, stated she is in favor of the proposal and is a great professional way to do this. The City needs to move forward and open all the parks for the kids.

Kristen West, resident, stated she is in favor of the proposal, however the amount of money sounds excessive, as does the cost per brochure.

John Lloyd, resident, stated he is in favor of the proposal. It is very important to educate the community.

Kristan Lloyd, resident, stated she is in favor of the proposal. At the last

election she was hearing that since the City did not do anything it appeared that the City was not on board with the proposed tax.

James Bush, resident, stated \$35,500 is a lot of money. The citizens have to rely on the City to ensure there is good content in the brochures.

Mayor Benoit showed a sample of what the Lew Edwards Group have done for the City of Desert Hot Springs. Last time the City did a tri-fold flyer that was available at City Hall, it was not mailed out.

Councilman Cashman inquired how the three mailers will be done during the election cycle.

Dave Mason, Lew Edwards Group, answered one will go out before absentee voters receive their ballots, and the other two would be between the time voters receive their absentee ballots and election day.

Discussion ensued regarding the timing of the mailings.

Councilman Cashman stated he would like the City to do this, but it appears we don't have the resources, so he will support hiring a firm. Wildomar is not like other cities and there are groups of people who have, to them, legitimate concerns. You will need to listen to them and take their concerns into consideration.

Councilwoman Moore stated this is a huge decision. There was maybe 20 people total who volunteered for the undertaking last time. Also, the \$28 can only be used for parks and the State cannot take it away. This is not an issue about her and her re-election campaign as has been said by some. Councilwoman Swanson brought the park issue up, not her. This proposal must go forward as the biggest complaint from the public was they didn't know about the Measure. This is the absolute last shot at this assessment and we need professional mailers.

Mayor Pro Tem Walker stated we need a professional to handle the education portion.

A MOTION was made by Mayor Pro Tem Walker, seconded by Councilwoman Moore, to approve an amendment to the Lew Edwards Group Contract for Communication Services in the amount of \$35,500.

MOTION carried, 4-0-1, with Councilwoman Swanson absent.

3.4 Community Communication Outreach Program

City Clerk Lee read the title.

City Manager Oviedo presented the staff report.

George Taylor, Farm Property Owners Associations, stated he will have this item on the HOA agenda for tomorrow night. He read a letter from the HOA Board of Directors. The Board is directed by their governing documents and they are a private community. They do not allow outside communication at their meetings.

Sheryl Ade, resident, stated apparently the City's website and Facebook page are not working. She recommends that the Council go back to having two meetings per month. Also, she does not like being characterized as a nay-sayer and negative.

Councilwoman Moore stated, by way of background, she was contacted by a Farm resident who didn't feel communication from the City was getting to the Farm. It was suggested to get a monthly article in the Farm newsletter regarding the Council meetings and it would not be political.

Mayor Pro Tem Walker stated there are folks out there that don't look at the website or Facebook. This would be another avenue, but also people need to take the responsibility to keep informed.

Mayor Benoit stated the HOAs can be told that there are regular updates on the website, and then it is up to them whether or not they wish to include any information in their newsletters.

It was the consensus of the City Council to direct Staff to work with City of Wildomar Homeowners Associations, neighborhoods, and residents in general, in an effort to ensure City information is properly disseminated and communication regarding neighborhood issues and concerns are heard through a coordinated effort.

3.5 Establishing a City of Wildomar and City of Lake Elsinore Subcommittee

City Clerk Lee read the title.

City Manager Oviedo presented the staff report.

Mayor Benoit stated he would like to serve on the subcommittee and he recommends the other member be Mayor Pro Tem Walker since he is slated to be Mayor next year.

Councilwoman Moore stated she is not interested in being on the subcommittee, however, Councilwoman Swanson stated she would like to be on the subcommittee.

A MOTION was made by Councilwoman Moore, seconded by Mayor Pro Tem Walker, to appoint Mayor Benoit and Mayor Pro Tem Walker to meet as a subcommittee with the City of Lake Elsinore for the purpose of coordinating common policy issues between the two bordering cities.

MOTION carried, 4-0-1, with Councilwoman Swanson absent.

3.6 Public Nuisance Abatement Program

City Clerk Lee read the title.

City Manager Oviedo presented the staff report.

Assistant Police Chief Adams related the events regarding one of the properties where there has been significant calls for service.

A MOTION was made by Councilman Cashman, seconded by Mayor Pro Tem Walker, to appropriate \$20,000 from the City's reserves to fund the abatement of certain nuisance properties that have not responded to the City's efforts to obtain voluntary compliance.

MOTION carried, 4-0-1, with Councilwoman Swanson absent.

3.7 Ordinance Repealing the City's Ordinance Creating a Redevelopment Agency

City Clerk Lee read the title.

City Attorney Jex presented the staff report.

A MOTION was made by Mayor Pro Tem Walker, seconded by Councilwoman Moore, to adopt an urgency Ordinance entitled:

ORDINANCE NO. 72
AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF

WILDOMAR, CALIFORNIA, REPEALING ORDINANCE 08-11 CREATING
THE REDEVELOPMENT AGENCY FOR THE CITY

MOTION carried, 4-0-1, with Councilwoman Swanson absent.

CITY MANAGER REPORT

City Manager Oviedo reported the following:

1. The sidewalk at Ronald Reagan Elementary School will be open on Monday. The only portion that will not be open is the asphalt which will complete the roadway.
2. VLF meetings were held between the new cities and the League.

City Clerk gave an update on the nomination period and as of today there are two official candidates, and two potential candidates coming in later in the week.

CITY ATTORNEY REPORT

City Attorney Jex stated he City Council has to be very careful now that a Measure is to be placed on the ballot. There are rules and regulations regarding what the Council can and cannot do. He will redistribute the memo he had previously sent out regarding this topic.

COUNCIL COMMUNICATIONS

Councilwoman Moore stated she had attended the Autism Task Force meeting. RTA is launching a new service targeting the disabled. She will also be attending the meeting tomorrow night regarding Nevada Hydro.

Mayor Pro Tem Walker stated he attended the Chamber Breakfast where Sheriff Sniff was the speaker.

Mayor Benoit stated he did attend the WRCOG meeting. Also the meeting with the League of California Cities regarding the VLF funds went well.

FUTURE AGENDA ITEMS

*Brown House

*JPA with Murrieta and Temecula

ADJOURN THE CITY COUNCIL

There being no further business, Mayor Benoit declared the meeting adjourned at 9:33 p.m.

Submitted by:

Approved by:

Debbie A. Lee, CMC
City Clerk

Ben J. Benoit
Mayor

CITY OF WILDOMAR CITY COUNCIL
Agenda Item#1.4
CONSENT CALENDAR
Meeting Date: October 10, 2012

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 September 7, 2012 in the amount of \$88,917.88;
2. Warrant Register dated September 13, 2012 in the amount of \$205,167.80;
3. Warrant Register dated September 20, 2012 in the amount of \$15,191.55;
4. Warrant Register dated September 28, 2012 in the amount of \$2,379.02;
5. Warrant Register dated September 28, 2012 in the amount of \$96,184.87; &
6. Payroll Register dated September 30, 2012 in the amount of \$46,190.47.

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 and 2012-13 Budgets.

Submitted by:
Gary Nordquist
Assistant City Manager

Approved by:
Frank Oviedo
City Manager

ATTACHMENTS:

Voucher List 9/7/2012
Voucher List 9/13/2012
Voucher List 9/20/2012
Voucher List 9/28/2012 x2
Payroll Warrant Register September 30, 2012

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201547	9/7/2012	000008 AT&T MOBILITY	08282012		COUNCIL MOBILE PHONES 7/21-8/21/12	109.95
					Total :	109.95
201548	9/7/2012	000028 CALPERS	63013 72912 81212 82612 83112		SURVIVOR 7/1/12-8/30/12 CONTRIBUTIONS 7/16/12-7/29/12 CONTRIBUTIONS 7/30/12-8/12/12 CONTRIBUTIONS 8/13/12-8/26/12 CONTRIBUTIONS 8/1/12-8/31/12	777.60 5,024.63 5,024.63 5,024.63 363.25
					Total :	16,214.74
201549	9/7/2012	000043 CHENG, MISTY	8/31/12		CONTRACTUAL SERVICES AUG 20	13,002.50
					Total :	13,002.50
201550	9/7/2012	000256 COUNTY OF RIVERSIDE, COUNTY CLER 9512			NOE FILING FEE- BUNDY CANYON	64.00
					Total :	64.00
201551	9/7/2012	000256 COUNTY OF RIVERSIDE, COUNTY CLER 9512A			NOE FILING FEE- GRAND AVE SAFI	64.00
					Total :	64.00
201552	9/7/2012	000002 CRYSTAL CLEAN MAINTENANCE	803A		JANITORIAL SERVICES- CITY HALL	698.00
					Total :	698.00
201553	9/7/2012	000012 ELSINORE VALLEY MUNICIPAL, WATER	5639325 5639326		WATER SRVCS CSA 103 7/28/12-8/2 WATER SRVCS CSA 103 7/26/12-8/2	480.12 553.18
					Total :	1,033.30
201554	9/7/2012	000079 LAN WAN ENTERPRISE	44406 44528		WRCOG/SCE GRANT: EDEN EXTR/ MAINTENANCE CONTRACT SEPTE	960.00 450.00
					Total :	1,410.00
201555	9/7/2012	000147 MARATHON REPROGRAPHICS	71245		PUBLIC RECORDS REQUEST- TO E	9.75
					Total :	9.75
201556	9/7/2012	000040 MPS	41774 41775		BUSINESS CARDS ENVELOPES	168.37 94.82
					Total :	263.19

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Voucher List
City of Wildomar

Page: 2

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201557	9/7/2012	000049 NORTH COUNTY TIMES	2321115		PUBLIC NOTICE- NOTICE OF ELEC	88.72
					Total :	88.72
201558	9/7/2012	000042 PV MAINTENANCE, INC.	005-136	0000061	CONTRACTUAL SERVICES JULY 20	24,102.94
					Total :	24,102.94
201559	9/7/2012	000149 RIVERSIDE COUNTY EXECUTIVE, OFFIC 1213-02WIL			ANIMAL SHELTER SHELTERING AU	26,726.80
					Total :	26,726.80
201560	9/7/2012	000443 THE LEW EDWARDS GROUP	2		PROVIDE SURVEY AND PROJECT I	5,000.00
					Total :	5,000.00
201561	9/7/2012	000020 VERIZON	82212		FIOS INTERNET SERVICES 8/22/12	129.99
					Total :	129.99
15 Vouchers for bank code : wf						Bank total : 88,917.88
15 Vouchers in this report						Total vouchers : 88,917.88

Page: 2

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201563	9/13/2012	000011 CR&R INC.	0260510		DUMP & RETURN + DISPOSAL FEE	284.26
					Total :	284.26
201564	9/13/2012	000036 DATAQUICK	B1-2077653		CODE ENFORCEMENT SFTWRE- 8.	150.00
					Total :	150.00
201565	9/13/2012	000022 EDISON	9512		CITY LAMPS ELECTRICAL 8/1/12-9/	369.20
			9512A		CSA 22 ELECTRICAL 8/1/12-9/1/12	2,972.11
			9512B		CSA 103 ELECTRICAL 8/1/12-9/1/12	13,226.79
			9512C		CSA 103-PALOMAR-8/1/12-9/1/12	32.67
			9512D		ZONE 73-LMD 89-1 8/1/12-9/1/12	97.69
			9612		CSA 142 ELECTRICAL 8/1/12-9/1/12	1,979.36
					Total :	18,677.72
201566	9/13/2012	000061 INLAND EMPIRE MEDIA GROUP,, INC.	9612		MAGAZINE SUBSCRIPTION FY 12/1	12.00
					Total :	12.00
201567	9/13/2012	000072 INTERWEST CONSULTING GROUP	13101		CONTRACTUAL SERVICES JULY 20	138,998.55
					Total :	138,998.55
201568	9/13/2012	000079 LAN WAN ENTERPRISE	44560		HP SERVER RENEWAL 9/28/12-9/28/12	740.40
					Total :	740.40
201569	9/13/2012	000455 LEUSD	2013/52		USE OF SCHOOL FACILITY	292.50
					Total :	292.50
201570	9/13/2012	000147 MARATHON REPROGRAPHICS	70919		TRAIL MAPS	17.69
			71101		TRAIL MAPS	25.86
			71190		TRAIL MAPS	4.85
					Total :	48.40
201571	9/13/2012	000018 ONTRAC	7503317		SHIPPING COSTS	60.68
					Total :	60.68
201572	9/13/2012	000185 PITNEY BOWES	539196		POSTAGE METER INK	65.94
					Total :	65.94

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09/13/2012 5:44:55PM

Voucher List
City of Wildomar

Page: 2

Bank code : wf

Voucher	Date	Vendor	invoice	PO #	Description/Account	Amount
201573	9/13/2012	000131 RCAWRC	8212		MSHCP MITAGATION FEES- AUG 2012	875.36
					Total :	875.36
201674	9/13/2012	000435 STRATA OAK, LLC C/O STRATA, EQUITY	9112		CITY HALL MONTHLY LEASE SEPT	10,052.69
					Total :	10,052.69
201575	9/13/2012	000064 TYLER TECHNOLOGIES	045-72309 045-72310 045-72311		WRCOG/ SCE GRANT:PERMITS CC	7,200.00
					WRCOG/ SCE GRANT:PERMITS CC	7,200.00
					WRCOG/ SCE GRANT:PERMITS CC	7,200.00
					Total :	21,600.00
201576	9/13/2012	000020 VERIZON	9112 9112A		OFFICE TELEPHONE CHARGES 9/1	612.86
					TELEPHONE CHARGES 9/1/12-9/30	38.24
					Total :	651.10
201577	9/13/2012	000055 WRCOG	8212		TUMF FEES AUG 2012	12,658.20
					Total :	12,658.20
15 Vouchers for bank code : wf						Bank total : 205,167.80
15 Vouchers in this report						Total vouchers : 205,167.80

Page: 2

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Voucher List
City of Wildomar

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201585	9/20/2012	000312 ADAME LANDSCAPE, INC.	48040		MONTHLY LANDSCAPE MAINTENAI	125.00
					Total :	125.00
201586	9/20/2012	000007 ANIMAL FRIENDS OF THE VALLEY,, INC. JULY 12			ANIMAL CONTROL SERVICES JULY	5,600.00
					Total :	5,600.00
201587	9/20/2012	000028 CALPERS	91312		CITY MANAGER BENEFITS 8/27-9/9	5,024.83
					Total :	5,024.83
201588	9/20/2012	000027 DIRECT TV	18670858181		CABLE SERVICES- CITY HALL 9/12-	89.99
					Total :	89.99
201589	9/20/2012	000457 DONALD N & SALLY LYONS	90612		DEVELOPER DEPOSIT REFUND OF	999.17
					Total :	999.17
201590	9/20/2012	000022 EDISON	91412		CITY HALL ELEC. SERV.8/12-9/10 C	2,919.43
					Total :	2,919.43
201591	9/20/2012	000016 INNOVATIVE DOCUMENT SOLUTIONS	120326		CONTRACT COPIER SERV. 8/1-8/3	433.33
					Total :	433.33
7 Vouchers for bank code : wf						Bank total : 15,191.55
7 Vouchers in this report						Total vouchers : 15,191.55

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Voucher List
City of Wildomar

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
201592	9/28/2012	000046 COUNTY OF RIVERSIDE, DEPT ENVIRO	8112		ENV HEALTH SRVCS APR-JUNE 20	108.76	
					Total :	108.76	
201593	9/28/2012	000054 DEPARTMENT OF TRANSPORTATION	SL121151		SIGNALS/LIGHTING BILLING APR-J	2,270.27	
					Total :	2,270.27	
2 Vouchers for bank code : wf						Bank total :	2,379.02
2 Vouchers in this report						Total vouchers :	2,379.02

Page: 1

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09/28/2012 3:43:08PM

Voucher List
City of Wildomar

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201594	9/28/2012	000031 AFLAC, REMITTANCE PROCESSING, CE	133576		CITY COUNCIL MEDICAL INS BENE	475.45
					Total :	475.45
201595	9/28/2012	000458 AMERICAN FENCE COMPANY, INC.	1669744		CODE ENFORCEMENT PROF SERV	667.52
					Total :	667.52
201596	9/28/2012	000033 AMERICAN FORENSIC NURSES	61995 62009 62071		BLOOD DRAW BLOOD DRAW BLOOD DRAW	82.16 369.72 41.08
					Total :	492.96
201597	9/28/2012	000008 AT&T MOBILITY	09202012		COUNCIL DATA PACKAGE 8/13/12-9	77.31
					Total :	77.31
201598	9/28/2012	000059 DIAMOND W. EVENTS, INC.	92312		CONTRACTUAL SERVICES SEPT 20	5,000.00
					Total :	5,000.00
201599	9/28/2012	000459 DOLITTLE & SITMORE ELECTRIC, COMF	82712		08-0059 DEVELOPER DEPOSIT REF	248.22
					Total :	248.22
201600	9/28/2012	000116 EARTHQUAKE MANAGEMENT	52042	0000064	CERT BAGS	4,468.99
					Total :	4,468.99
201601	9/28/2012	000197 GOVERNMENT FINANCE OFFICERS, AS	0181698		MEMBERSHIP RENEWAL 12/1/12-11	250.00
					Total :	250.00
201602	9/28/2012	000024 GUARDIAN	91712		DENTAL/VISION BENEFITS OCT 20	1,441.28
					Total :	1,441.28
201603	9/28/2012	000304 JOE A. GONSALVES & SON	23140	0000060	CONTRACTUAL CONSULTING SER	3,000.00
					Total :	3,000.00
201604	9/28/2012	000079 LAN WAN ENTERPRISE	44697 44667 44671 44690		WRCOG/SCE GRANT: INSTALL EDE WRCOG/SCE GRANT: LABOR- PER SYMANTEC PROTECTION STE 9/18 ADAPTIVE SECURITY NETWORK F	1,920.00 960.00 200.52 814.20

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
201604	9/28/2012	000079	000079 LAN WAN ENTERPRISE		(Continued)	Total : 3,894.72	
201605	9/28/2012	000388	LAWYERS TITLE COMPANY	00847007	SIDEWALKS TO SCHOOLS IMPROV	550.00	
						Total : 550.00	
201608	9/28/2012	000113	LEAGUE OF CALIFORNIA CITIES	1357	RIVERSIDE DIVISION MEETING- SV	20.00	
						Total : 20.00	
201607	9/28/2012	000376	NATIONAL DATA & SURVEYING, SERVICE	12-8100	24 HR VOLUME/SPEED MACHINE C	180.00	
						Total : 180.00	
201608	9/28/2012	000460	NORIEGA, JENNIFER	82812	12-0166 DEVELOPER DEPOSIT REF	266.34	
						Total : 266.34	
201609	9/28/2012	000176	PSOMAS	83432	ASSESSMENT ENGINEERING SVCS	1,525.00	
						Total : 1,525.00	
201610	9/28/2012	000440	PSOMAS	83431	ASSESSMENT ENGINEERING SVCS	17,907.00	
						Total : 17,907.00	
201611	9/28/2012	000461	QUALITY CODE PUBLISHING LLC	2012-296	CODIFICATION OF WILDOMAR MUN	9,765.54	
						Total : 9,765.54	
201612	9/28/2012	000053	REPUBLIC ITS, INC.	RR-135255	TRAFFIC SIGNAL MAINT JULY 2012	1,210.28	
				RR-135256	TRAFFIC SIGNAL RESPONSE JULY	896.66	
						Total : 2,106.94	
201613	9/28/2012	000462	ROBERT HILL CONSTRUCTION	82812	09-0517 DEVELOPER DEPOSIT REF	2,007.33	
						Total : 2,007.33	
201614	9/28/2012	000249	STI, INC. TRUCKING & MATERIALS	12-501-2	0000063	SIDEWALKS TO SCHOOLS IMP-GEI	25,212.60
						Total : 25,212.60	
201615	9/28/2012	000435	STRATA OAK, LLC C/O STRATA, EQUITY	10112	CITY HALL MONTHLY LEASE- OCT	10,052.69	
						Total : 10,052.69	
201616	9/28/2012	000443	THE LEW EDWARDS GROUP	3031	SURVEY&MNGMNT: PRODUCTION	6,575.00	
						Total : 6,575.00	

Bank code : wf

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
23		Vouchers for bank code : wf				Bank total : 96,184.87
23		Vouchers in this report				Total vouchers : 96,184.87

City of Wildomar
Payroll Warrant Register
September 30, 2012

<u>ACH Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
9/14/2012	Payroll People	8/25-9/7-12	22,334.95
10/1/2012	Payroll People	9/1-9/30/12	1,385.77
9/28/2012	Payroll People	9/8-9/21/12	22,469.75
		TOTAL	<u>46,190.47</u>

CITY OF WILDOMAR – CITY COUNCIL
Agenda Item #1.5
CONSENT CALENDAR
Meeting Date: October 10, 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 August, 2012.

DISCUSSION:

Attached is the Treasurer's Report for cash and investments for the month of August, 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
August 2012

CITY CASH

FUND	ACCOUNT	INSTITUTION	BALANCE	RATE
All	All	WELLS FARGO	\$ <u>4,109,986.23</u>	0.00%
		TOTAL	\$ <u>4,109,986.23</u>	

FUND	ACCOUNT	INSTITUTION	BEGINNING BALANCE	+ DEPOSITS	(-) WITHDRAWALS	ENDING BALANCE	RATE
All	All	WELLS FARGO	\$ <u>4,200,028.49</u>	\$ <u>1,076,939.97</u>	\$ <u>(1,166,982.23)</u>	\$ <u>4,109,986.23</u>	0.000%
		TOTAL	\$ <u>4,200,028.49</u>	\$ <u>1,076,939.97</u>	\$ <u>(1,166,982.23)</u>	\$ <u>4,109,986.23</u>	

CITY INVESTMENT

FUND	ISSUER	BOOK VALUE	FACE VALUE	MARKET VALUE	PERCENT OF PORTFOLIO	DAYS TO MAT.	STATED RATE
All	LOCAL AGENCY INVESTMENT FUND	\$ <u>1,537,534.55</u>	\$ <u>1,537,534.55</u>	\$ <u>1,537,534.55</u>	<u>100.00%</u>	0	0.377%
	TOTAL	\$ <u>1,537,534.55</u>	\$ <u>1,537,534.55</u>	\$ <u>1,537,534.55</u>	<u>100.00%</u>		

CITY - TOTAL CASH AND INVESTMENT \$ 5,647,520.78

CITY INVESTMENT

FUND	ISSUER	BEGINNING BALANCE	+ DEPOSITS/ PURCHASES	(-) WITHDRAWALS/ SALES/ MATURITIES	ENDING BALANCE	STATED RATE
All	LOCAL AGENCY INVESTMENT FUNDS	\$ <u>1,537,534.55</u>	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>1,537,534.55</u>	0.377%
	TOTAL	\$ <u>1,537,534.55</u>	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>1,537,534.55</u>	

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

CITY OF WILDOMAR – COUNCIL
Agenda Item #1.6
CONSENT CALENDAR
Meeting Date: October 10, 2012

TO: Mayor and City Council Members
FROM: Frank Oviedo, City Manager
SUBJECT: Letter of Opposition Regarding Federal Sequestration

STAFF REPORT

RECOMMENDATION:

Staff recommends that the City Council direct the City Manager to draft a letter opposing Federal Sequestration that threatens to reduce critical city resources

BACKGROUND:

Congress passed the Budget Control Act in July 2011, which established mandatory spending caps on most federal programs through 2021, and arranged additional across-the-board annual spending cuts to federal defense and non-defense discretionary programs over this same period. Included in non-defense discretionary (NDD) programs are critical local government oriented programs, which include the Community Development Block Grant (CDBG), HOME Investment Partnership, COPS and Byrne Justice Assistance Grants. These programs have already experienced significant cuts over the last two federal fiscal years in the following amounts:

- **CDBG - 27%** (from \$3.99 billion in FY 2010 to \$2.9 billion in FY 2012)
- **HOME - 44%** (from \$1.8 billion in FY 2010 to \$1 billion in FY 2012)
- **COPS - 55%** (from \$298 million in FY 2010 to \$166 million in FY 2012)
- **Byrne/JAG - 31%** (from \$511million in FY 2010 to \$352 million in FY 2012)

Under federal sequestration, additional cuts of approximately 8.4% would be imposed on these programs for FY 2013 starting on January 2, 2013. From 2013 through 2021, funding for these programs would be reduced by nearly 28 percent. These programs provide critical support to cities, assisting with implementation of community and economic development initiatives, affordable housing projects, human services programs and public safety services and equipment. Beyond these programs, the sequester would also impose cuts to federal surface transportation funding, with roughly \$739 million in highway and road funding vulnerable to these scheduled spending cuts.

Finally, the sequester would also significantly impact national defense programs. These cuts would be particularly harmful to California, Southern California in particular, which

stands to lose \$2 billion in defense contract revenue through the sequester, resulting in an estimated loss of 135,000 private-sector jobs and \$11.7 billion in gross state product.

For these reasons staff is recommending that Council direct the City Manager to draft a letter opposing implementation of the federal sequestration for the Mayor's signature.

FISCAL IMPACT:

The City of Wildomar stands to lose tens of thousands of dollars if the federal sequestration is allowed to move forward. Critical funds such as those in the Community Development Block Grant (CDBG) which allows us to spend additional resources on graffiti removal and additional code enforcement would be in jeopardy.

Submitted & Approved By:

Frank Oviedo

City Manager

CITY OF WILDOMAR – CITY COUNCIL
Agenda Item #2.1
PUBLIC HEARING
Meeting Date: October 10, 2012

TO: Mayor and City Council Members

FROM: Matthew C. Bassi, Planning Director

SUBJECT: Housing Element Adoption – General Plan Amendment No. 12-01 (Cont. from 07-11-12)

STAFF REPORT

RECOMMENDATION: Staff recommends that the City Council table this agenda item indefinitely.

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 the July 11, 2012 meeting, the Council voted to continue action on the General Plan Amendment to the October 10, 2012 meeting. While staff continues to work on this matter, additional time is needed. When this item is ready for review, staff will publish a legal notice and follow our typical public hearing process.

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: October 10, 2012

TO: Mayor and City Council Members
FROM: Paula Willette, Community Services Director
SUBJECT: Allocation of Community Development Block Grant (CDBG) Funds

STAFF REPORT

RECOMMENDATION:

Staff recommends that the City Council:

1. Allocate funding to eligible projects and/or program activities;
2. Adopt a Resolution entitled:

RESOLUTION NO. 2012 - _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,
CALIFORNIA, AUTHORIZING THE ALLOCATION OF COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDS FOR FISCAL YEAR 2013/2014

and

3. Authorize the City Manager to execute all related application and agreements.

DISCUSSION:

The City has applied to the Riverside County Economic Development Agency (EDA) to receive an allocation of Federal Community Development Block Grant (CDBG) funds, funded by the U.S. Department of Housing and Urban Development (HUD). The City Council then allocates the funds for programs that benefit low to moderate-income residents. It is unknown at this time how much funding the City will receive. Based on last year's actual funding level, staff anticipates the amount will be approximately \$126,411, of which fifteen percent, or \$18,961 can be allocated for public service projects that meet the CDBG eligible activity criteria. As set forth by the EDA, public service project allocations must be a minimum of \$10,000. The remaining balance the grant must be used to provide Code Enforcement Services that also meets the criteria of CDBG.

The proposed application for requesting EDA approval of CDBG projects is separated into two sections. The first section is Public Service projects and the second is for Code Enforcement Development.

The City received applications from the following community/public service organizations for a total of \$60,000.

Public Service Organizations		
Name (Alphabetical)	Program	Request
Assistance League of Temecula Valley	Allocation of \$125 per beneficiary served to purchase new clothing and shoes.	\$20,000
Helping Our People in Elsinore (H.O.P.E.)	Basic food distribution and transportation costs for food.	\$20,000
Merit Housing Inc.	Senior Center Activities Director (part of salary)	\$10,000
Wildomar Community Council	Contract services for professional construction, installation, maintenance and repairs for projects.	\$10,000
<u>Requested Total</u>		<u>\$60,000</u>
<i>Recommended Available Funding for Public Service Organizations (15% of Grant)</i>		<i>\$18,961</i>

To qualify for funding, eligible projects must predominantly benefit low and moderate-income persons, eliminate slums or blight, or meet a need having a particular urgency. As part of the application, applicants were required to identify and quantify numbers of Wildomar residents who have benefited from the activity in the past and who would be serviced by the activity in the coming year.

Code Enforcement Development

Staff is recommending that a minimum of \$108,144 be used towards Code Enforcement Development. This project meets the CDBG criteria addressing conditions contributing to the deterioration of an area.

FISCAL IMPACT:

Approval of this item will result in the expenditure of \$126,144 in Community Development Block Grant Funds for Fiscal Year FY 2013-14. Should this amount be more or less than anticipated, the City Manager is authorized to increase or reduce the individual allocations on a pro-rata basis, in accordance with the final allocation received by the City.

Submitted by:
Paula Willette
Community Services Director

Approved by:
Frank Oviedo
City Manager

ATTACHMENTS:

1. Resolution
2. Summary of Eligible CDBG Proposals Matrix and Summary Applications.

Attachment

1

RESOLUTION NO. 2012 - _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,
CALIFORNIA, AUTHORIZING THE ALLOCATION OF COMMUNITY DEVELOPMENT
BLOCK GRANT FUNDS FOR FISCAL YEAR 2013/2014

WHEREAS, the City of Wildomar (City) receives an annual allocation of Community Development Block Grant (CDBG) funds from the Riverside County Economic Development Agency; and

WHEREAS, the City anticipates that it will receive approximately \$126,144 in CDBG funds in the Fiscal Year 2013/2014; and

WHEREAS, the City may allocate up to fifteen percent (15%) of the allocation for public service projects that meet the CDBG criteria; and

WHEREAS, City Staff reviewed and categorized the CDBG applications submitted by non-profit organizations competing for CDBG funds; and

WHEREAS, the City Council has determined that the remainder of the CDBG funding shall be used for Code Enforcement Development to work in the blighted areas of the City.

NOW THEREFORE, BE IT RESOLVED AND PROCLAIMED by the City Council of Wildomar, California, as follows:

1. That up to 15% of the CDBG funds not to exceed \$18,921 shall be allocated to the organizations for public services projects in accordance with the schedule attached as Exhibit "A" to this Resolution.
2. That, in the event the total CDBG allocation is less than the anticipated \$126,144 and the above allocations collectively exceed 15% of the total awarded, the City Manager is authorized and directed to reduce the individual allocations on a pro-rated basis, in accordance with the final allocation received by the City.
3. The remaining CDBG Funds are allocated for Code Enforcement Development.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to submit required applications for funding for the approved projects to the Riverside County Economic Development Agency for further review.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute documents, including supplemental agreements, with Riverside County necessary to carry out the intent of these resolutions.

PASSED, APPROVED, AND ADOPTED this 10th day of October, 2012.

Ben J. Benoit
Mayor

APPROVED AS TO FORM:

ATTEST:

Thomas D. Jex
City Attorney

Debbie A. Lee, CMC
City Clerk

Attachment 2

**City of Wildomar
Summary of Eligible CDBG Proposals**

FY 2013/2014

Organization and Project Name Founded Date (Alphabetized)	Description	Application Complete Y/N	Past Recipient & FY & Total Amount	2013/14 Projected Wildomar CDBG Client Activity (Unduplicated)	2013/14 Total Project Budget	CDBG Amount Requested	Priority 1-4 (for Council Use)
** Assistance League of Temecula Valley (ALTV)	Funds will be used to purchase of new clothing for disadvantaged school children	Yes	FY 2008-2012	117 LEUSD students	\$261,156	\$20,000	
** Helping Our People in Elsinore, Inc. (H.O.P.E.)	Funds will be used to purchase food supplies and to ensure sufficient basic foods are available for distribution at the monthly commodities distribution.	Yes	CDBG Funds FY05-06 \$11,000 FY06-07 \$16,000 FY07-08 \$40,557 FY08-09 \$33,606 FY09-10 \$ 28,199 FY10-11 \$27,483 FY11-12 \$25,265	Pantry: 740 families or 3,824 individuals	\$162,000	\$20,000	
** Merit Housing Inc.	Funds will be used for the partial salary of the Senior Center Activities Director	Yes	County of Riverside CDBG Funds FY09-10 \$40,000 FY10-11 \$25,000 FY11-12 \$10,000	105 Merit Housing seniors served	\$136,332	\$10,000	
** Wildomar Community Council	Funds will be used to contract services for professional construction, installation, maintenance and repairs for projects	Yes	NA	100	\$10,000	\$10,000	

*Organizations seeking 100% funding from the City of Wildomar are subject to a \$10,000 minimum approval of funds

**Organizations seeking funding from multiple cities (County Projects) are not subject to a minimum approval of funds

***City Council may choose to use 100% of CDBG funds for City projects or may allocate a maximum of 15% to outside organization projects

Amount available for projects: ***Up to

\$18,921

Total Amount of Requested Funds

\$60,000

Attachment 2.A

City Of Wildomar Code Enforcement
Application

EDA USE ONLY	
PROPOSAL NUMBER _____	REVIEWER _____
DOCUMENT STAMP DATE RECEIVED: _____	

**COUNTY OF RIVERSIDE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2013- 2014
APPLICATION FORM**

I. GENERAL INFORMATION:

Applying Entity or Agency: City of Wildomar

Location: 23873 Clinton Keith Rd Ste. 201

City: Wildomar Zip Code: 92595

Mailing Address: 23873 Clinton Keith Rd Ste. 201 Zip Code: 92595

Telephone Number: 951.677.7751 Fax Number: 951.698.1463

Executive Director: Frank Oviedo, City Manager

E-mail: foviedo@cityofwildomar.org

Program Manager: Paula Willette

Telephone Number: 951.677.7751 ext. 206 E-mail: pwillette@cityofwildomar.org

Address (If different from above): _____

Grant Writer: Paula Willette

Telephone Number: 951.677.7751 ext. 206 E-mail: pwillette@cityofwildomar.org

II. ORGANIZATIONAL HISTORY: (This is applicable only if you are a non-profit organization)

Date Organization founded: _____

Date Organization incorporated as a non-profit organization: July 1, 2008

Federal identification number: 26-2911486

State identification number: 26-2911486

DUNS Number: 23 979393

Number of paid staff: _____

Number of volunteers: _____

**ATTACH: *Current Board of Directors (Label as Attachment I.A)
Articles of Incorporation and By-Laws (Label as Attachment I.B)***

B. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity. (*Attach additional sheets if necessary – Attachment III Project Description*)

CDBG funds will be used by the City to provide neighborhood clean-up and graffiti removal in low income areas to address dangerous conditions and code violations.

C. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase a specific piece of equipment, rent, supplies, utilities, salaries, etc.):

Eligible costs include the salaries, (direct costs), removal service, special trash and graffiti abatement, neighborhood clean-up programs, and related expenses for this program.

D. Outcomes and Performance Measures

Number of clients or units of service to be provided using CDBG funds during the term of the grant: 2,333

NOTE: This is based on the expected number of clients to be served if the County funds your project for the requested amount.

Length of CDBG-funded activities or service (weeks, months, year): One (1) year

Unduplicated number of clients/persons projected to serve (e.g., 25 clients, 50 seniors): _____

Units of service (Example: 25 clients x 10 visits = 250 units of service): _____

Service will be provided to (check one or more): _____

Men

Women

Children

Men/Women

Range of children's ages: _____

Men/Women/Children

Families

Seniors

Severely Disabled Adults

Migrant Farm Workers

Homeless

Number of beds of facility: NA

Anticipated number of "new" beds: NA

Length of stay (if residential facility): NA

- E. **What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be both qualitative and quantitative)?**

Our goal is to use comprehensive code to conduct an enforcement program that fosters voluntary compliance; effects prompt correction of noted violations, and is consistent, fair and equitable in its application. The City will educate property owners and renters of their responsibilities to maintain their property as it pertains to the standards set forth in the city.

- F. **Discuss how this project directly benefits low- and moderate- income residents.**

Code enforcement will help improve safe and sanitary living conditions, and neighborhood aesthetics. It is anticipated through education and involvement; many residents will take the initiative to correct code violations on their properties.

- G. **Respond to A & B only if this application is for a public service project.**

(a) Is this a NEW service provided by your agency? Yes No

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

Yes

- H. **What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?**

Education is an important and proactive component effecting code enforcement. Education empowers citizens to make decisions about their individual properties, neighborhoods, and community. Educational opportunities will be provided to residents on code enforcement and neighborhood cleanup activities with the cooperation and support of the Community Services Director. Information will be disseminated through flyers, newsletters, web page information and newspaper stories.

- I. **What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?**

Code Enforcement is a vital department in the City of Wildomar and will continue to be funded on its current limited budget.

V. **PROJECT BENEFIT:**

All CDBG-funded activities must meet at least one of three National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity:

CATEGORY 1: Benefit to low-moderate income persons (must be documented).

Please choose either subcategory A, B, or C.

A. **Area Benefit:**

The project or facility serves, or is available to, all persons located within an area where at least 51% of the residents are low/moderate-income. This determination is based upon 2000 Census data. If you need assistance in determining the appropriate census data, please call EDA.

Census Tract and block group numbers:

CT 046403 BG 2 CT _____ BG _____

CT 046404 BG 2 CT _____ BG _____

CT _____ BG _____ CT _____ BG _____

2,333 # Total population in Census Tract(s) / block group(s)

1,344 # Total low-moderate population in Census Tract(s) / block group(s)

B. **Limited Clientele:**

The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

C. Clientele presumed to be principally low- and moderate-income persons:
The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- | | |
|---|---|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Battered spouses | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Migrant Farm workers |

Describe your clientele to be served by the activity.

CATEGORY 2: Prevention or Elimination of Slums and Blight: The proposed project or activity must directly benefit an identified slum and blighted area.

Is the project located in a Redevelopment Area? Yes No

If yes, attach map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project. ***(Label as Attachments: IV Category 2, Exhibit 1, 2, etc.) NOTE: this National Objective Category must be approved by EDA in writing prior to the submittal of your application.***

CATEGORY 3: Documented Health or Safety Condition of Particular Urgency:

Condition shall have been of recent (18 months) origin and must be designated by the Board of Supervisors. Provide documentation which demonstrates the health or safety condition has existed within the previous 18 months. ***(Label as Attachments: V Category 3, Exhibit 1, 2, etc.) NOTE: this National Objective Category must be approved by EDA in writing prior to the submittal of your application.***

VI. FINANCIAL INFORMATION:

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2013. If your proposed CDBG-funded activity will start on a date other than July 1, 2013, please indicate starting date. If these budget line items are not applicable to your activity, please attach an appropriate budget. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the activity for which you are requesting CDBG funding - not for the budget of the entire organization or agency.

(EXAMPLE: The Valley Senior Center is requesting funding of a new Senior Nutritional Program. The total cost of the program is \$15,000. A total of \$10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. Other non-CDBG funding will be used to pay pick-up the remaining costs for the program).

	TOTAL ACTIVITY/ PROJECT BUDGET (<u>Include CDBG Funds</u>)	CDBG FUNDS REQUESTED
I. Personnel		
A. Salaries & Wages	\$ _____	\$ _____
B. Fringe Benefits	\$ _____	\$ _____
C. Consultants & Contract Services	\$ 109,300	\$ 78,681
SUB-TOTAL	\$ 109,300	\$ _____
II. Non-Personnel		
A. Space Costs	\$ _____	\$ _____
B. Rental, Lease or Purchase of Equipment	\$ 400	\$ 400
C. Consumable Supplies	\$ 600	\$ 600
D. Travel	\$ _____	\$ _____
E. Telephone	\$ 600	\$ 600
F. Other Costs	\$ 2,400	\$ 2,400
SUB-TOTAL:	\$ 4,000	\$ 4,000
III. Architectural/Engineering Design	\$ _____	\$ _____
IV. Acquisition of Real Property	\$ _____	\$ _____
V. Construction/Rehabilitation	\$ _____	\$ _____
VI. Indirect Costs	\$ 12,463	\$ 12,463
TOTAL:	\$ 125,763	\$ 96,144

B. Leveraging

Identify other funding sources (commitments or applications) from other sources to assist in the implementation this activity. **Attach current evidence of commitment (Attachment VI-A, Exhibits 1, 2, etc.).** If commitments are pending, indicate amount requested and attach documentation regarding previous year's funding.

Funding Source	Amount Requested	Date Available	Type of Commitment
FY 2012-13 Budget		July 1, 2013	Approved by City Council

C. Provide a summary by line item of your organization's previous year's income and expense statement (Attachment VI-B, Exhibits 1, 2, etc.).

D. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes No

If yes, identify sources and indicate outcome.

If no, please explain

E. Was this project previously funded with CDBG funds? Yes No

If yes, when?

FY 12-13 CDBG funds

Is this activity a continuation of a previously funded (CDBG) project? Yes No

If yes, explain:

Code Enforcement has been supplemented through CDBG funds for multiple years

VII. MANAGEMENT CAPACITY:

A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds. Include within the description a resource list (partnerships) in addition to the source and commitment of funds for the operation and maintenance of the program.

Source	Activity	Year	Allocation	Amount Expended
State Homeland Security Grant Funds	Emergency Management	FY10	\$15,375	\$15,375
Emergency Management Performance Grant	Emergency Management	FY11	\$31,000	\$14,265
SLESF (COPS Grant)	Public Safety	FY11	\$100,000	\$100,228
Safe Sidewalks to Schools	Public Safety	FY11	\$589,900	\$37,748

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

Yes, all forms are accessible on the City's Website at www.cityofwildomar.org

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project. Provide a detailed organizational chart (*Attachment VII-A, Exhibits 1, 2, etc.*).

D. Should the applying entity be awarded CDBG funds, please identify the primary project objectives and goals using an *Estimated Timeline for Project Implementation*:

OBJECTIVE	START DATE	COMPLETION DATE
Suitable Living Environment	7-1-13	6-30-14

APPLICATION CERTIFICATION

Undersigned hereby certifies that (initial after reading each statement and sign the document):

- 1. The information contained in the project application is complete and accurate.
- 2. The applicant agrees to comply with all Federal and County policies and requirements imposed on the project funded in full or part by the CDBG program.
- 3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities.
- 4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life.
- 5. If CDBG funds are approved, the applicant acknowledges that sufficient funds are available or will be available to complete the project as described within a reasonable timeframe.
- 6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. (**DOCUMENTATION ATTACHED** Minute Action and/or written Board Approval signed by the Board President).

DATE: _____

Signature: _____

Print Name/Title

Authorized Representative: Frank Oviedo, City Manager

Applicant's Check-list:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	NO	ATTACHMENT
<input type="checkbox"/>	<input type="checkbox"/>	1. Board of Directors
<input type="checkbox"/>	<input type="checkbox"/>	2. Articles of Incorporation and Bylaws
<input type="checkbox"/>	<input type="checkbox"/>	3. Project Activity Map
<input type="checkbox"/>	<input type="checkbox"/>	4. Project Description
<input type="checkbox"/>	<input type="checkbox"/>	5. Project Benefit, Category 2. Slum Blight Documentation
<input type="checkbox"/>	<input type="checkbox"/>	6. Project Benefit, Category 3, Urgency
<input type="checkbox"/>	<input type="checkbox"/>	7. Leveraging
<input type="checkbox"/>	<input type="checkbox"/>	8. Income and Expense Statement
<input type="checkbox"/>	<input type="checkbox"/>	9. Management Capacity
<input type="checkbox"/>	<input type="checkbox"/>	10. Board Written Authorization approving submission of application

Attachment 2.B

City Of Wildomar Graffiti Abatement
Application

EDA USE ONLY	
PROPOSAL NUMBER _____	REVIEWER _____
DOCUMENT STAMP DATE RECEIVED: _____	

**COUNTY OF RIVERSIDE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2013- 2014
APPLICATION FORM**

I. GENERAL INFORMATION:

Applying Entity or Agency: City of Wildomar

Location: 23873 Clinton Keith Rd Ste. 201

City: Wildomar Zip Code: 92595

Mailing Address: 23873 Clinton Keith Rd Ste. 201 Zip Code: 92595

Telephone Number: 951.677.7751 Fax Number: 951.698.1463

Executive Director: Frank Oviedo, City Manager

E-mail: foviedo@cityofwildomar.org

Program Manager: Paula Willette

Telephone Number: 951.677.7751 ext. 206 E-mail: pwillette@cityofwildomar.org

Address (If different from above): _____

Grant Writer: Paula Willette

Telephone Number: 951.677.7751 ext. 206 E-mail: pwillette@cityofwildomar.org

II. ORGANIZATIONAL HISTORY: (This is applicable only if you are a non-profit organization)

Date Organization founded: _____

Date Organization incorporated as a non-profit organization: July 1, 2008

Federal identification number: 26-2911486

State identification number: 26-2911486

DUNS Number: 23 979393

Number of paid staff: _____

Number of volunteers: _____

ATTACH: *Current Board of Directors (Label as Attachment I.A)
Articles of Incorporation and By-Laws (Label as Attachment I.B)*

III. PROJECT ACTIVITY:

CDBG Funds Requested: \$ 30,000
(Total amount for the project only)

Where will the proposed activity occur (be specific as to the geographic scale of the proposed activity)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility? (*Attachment II Project Activity*)

- Countywide (check if project will serve multiple districts and/or cities)
City (ies): City of Wildomar
- Community (ies): _____
- Regions: _____
- Other: _____

What Supervisorial District does the activity occur within? One (1)

NOTE: EDA will make the final determination of the appropriate service area of all proposals.

Check ONLY the applicable category your application represents.

- Real Property Acquisition Public Service Housing
- Rehabilitation/Preservation (please provide picture of structure)
- Public Facilities Improvements (construction)
- Other: (provide description)

IV. PROJECT NARRATIVE:

A. Name of Project: Graffiti removal and Neighborhood clean-up Project

Specific Location of Project (*include street address; if a street address has not been assigned provide APN*)

Street: _____

City: Wildomar Zip Code: 92595

APN: _____

****Attach maps of proposed project(s) location and service area.***

- B. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity. (*Attach additional sheets if necessary – Attachment III Project Description*)

CDBG funds will be used by the City to provide neighborhood clean-up and graffiti removal in low income areas to address dangerous conditions and code violations.

- C. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase a specific piece of equipment, rent, supplies, utilities, salaries, etc.):

Eligible costs include the salaries, (direct costs), removal service, special trash and graffiti abatement, neighborhood clean-up programs, and related expenses for this program.

D. Outcomes and Performance Measures

Number of clients or units of service to be provided using CDBG funds during the term of the grant: 2,333

NOTE: This is based on the expected number of clients to be served if the County funds your project for the requested amount.

Length of CDBG-funded activities or service (weeks, months, year): One (1) year

Unduplicated number of clients/persons projected to serve (e.g., 25 clients, 50 seniors): _____

Units of service (Example: 25 clients x 10 visits = 250 units of service): _____

Service will be provided to (check one or more): _____

Men

Women

Children

Men/Women

Range of children's ages: _____

Men/Women/Children

Families

Seniors

Severely Disabled Adults

Migrant Farm Workers

Homeless

Number of beds of facility: NA

Anticipated number of "new" beds: NA

Length of stay (if residential facility): NA

E. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be both qualitative and quantitative)?

Our goal is to use comprehensive code to conduct an enforcement program that fosters voluntary compliance; effects prompt correction of noted violations, and is consistent, fair and equitable in its application. The City will educate property owners and renters of their responsibilities to maintain their property as it pertains to the standards set forth in the city.

F. Discuss how this project directly benefits low- and moderate- income residents.

Code enforcement will help improve safe and sanitary living conditions, and neighborhood aesthetics. It is anticipated through education and involvement; many residents will take the initiative to correct code violations on their properties.

G. Respond to A & B only if this application is for a public service project.

(a) Is this a NEW service provided by your agency? Yes No

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

Yes

H. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

Education is an important and proactive component effecting code enforcement. Education empowers citizens to make decisions about their individual properties, neighborhoods, and community. Educational opportunities will be provided to residents on code enforcement and neighborhood cleanup activities with the cooperation and support of the Community Services Director. Information will be disseminated through flyers, newsletters, web page information and newspaper stories.

1. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

Code Enforcement is a vital department in the City of Wildomar and will continue to be funded on its current limited budget.

V. **PROJECT BENEFIT:**

All CDBG-funded activities must meet at least one of three National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity:

CATEGORY 1: Benefit to low-moderate income persons (must be documented).

Please choose either subcategory A, B, or C.

A. **Area Benefit:**

The project or facility serves, or is available to, all persons located within an area where at least 51% of the residents are low/moderate-income. This determination is based upon 2000 Census data. If you need assistance in determining the appropriate census data, please call EDA.

Census Tract and block group numbers:

CT 046403 BG 2 CT _____ BG _____

CT 046404 BG 2 CT _____ BG _____

CT _____ BG _____ CT _____ BG _____

2,333 # Total population in Census Tract(s) / block group(s)

1,344 # Total low-moderate population in Census Tract(s) / block group(s)

B. **Limited Clientele:**

The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

C. Clientele presumed to be principally low- and moderate-income persons:
The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- | | |
|---|---|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Battered spouses | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Migrant Farm workers |

Describe your clientele to be served by the activity.

CATEGORY 2: Prevention or Elimination of Slums and Blight: The proposed project or activity must directly benefit an identified slum and blighted area.

Is the project located in a Redevelopment Area? Yes No

If yes, attach map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project. *(Label as Attachments: IV Category 2, Exhibit 1, 2, etc.) NOTE: this National Objective Category must be approved by EDA in writing prior to the submittal of your application.*

CATEGORY 3: Documented Health or Safety Condition of Particular Urgency:

Condition shall have been of recent (18 months) origin and must be designated by the Board of Supervisors. Provide documentation which demonstrates the health or safety condition has existed within the previous 18 months. *(Label as Attachments: V Category 3, Exhibit 1, 2, etc.) NOTE: this National Objective Category must be approved by EDA in writing prior to the submittal of your application.*

VI. FINANCIAL INFORMATION:

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2013. If your proposed CDBG-funded activity will start on a date other than July 1, 2013, please indicate starting date. If these budget line items are not applicable to your activity, please attach an appropriate budget. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the activity for which you are requesting CDBG funding - not for the budget of the entire organization or agency.

(EXAMPLE: The Valley Senior Center is requesting funding of a new Senior Nutritional Program. The total cost of the program is \$15,000. A total of \$10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. Other non-CDBG funding will be used to pay pick-up the remaining costs for the program).

	TOTAL ACTIVITY/ PROJECT BUDGET (Include CDBG Funds)	CDBG FUNDS REQUESTED
I. Personnel		
A. Salaries & Wages	\$ _____	\$ _____
B. Fringe Benefits	\$ _____	\$ _____
C. Consultants & Contract Services	\$ 55,960	\$ 30,000
SUB-TOTAL	\$ 55,960	\$ _____
II. Non-Personnel		
A. Space Costs	\$ _____	\$ _____
B. Rental, Lease or Purchase of Equipment	\$ 200	\$ _____
C. Consumable Supplies	\$ 500	\$ _____
D. Travel	\$ _____	\$ _____
E. Telephone	\$ _____	\$ _____
F. Other Costs	\$ _____	\$ _____
SUB-TOTAL:	\$ 700	\$ _____
III. Architectural/Engineering Design	\$ _____	\$ _____
IV. Acquisition of Real Property	\$ _____	\$ _____
V. Construction/Rehabilitation	\$ _____	\$ _____
VI. Indirect Costs	\$ 6,233	\$ _____
TOTAL:	\$ 62,893	\$ 30,000

B. Leveraging

Identify other funding sources (commitments or applications) from other sources to assist in the implementation this activity. **Attach current evidence of commitment (Attachment VI-A, Exhibits 1, 2, etc.).** If commitments are pending, indicate amount requested and attach documentation regarding previous year's funding.

Funding Source	Amount Requested	Date Available	Type of Commitment
FY 2012-13 Budget		July 1, 2013	Approved by City Council

C. Provide a summary by line item of your organization's previous year's income and expense statement (Attachment VI-B, Exhibits 1, 2, etc.).

D. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes No

If yes, identify sources and indicate outcome.

If no, please explain

E. Was this project previously funded with CDBG funds? Yes No

If yes, when?

FY 12-13 CDBG funds

Is this activity a continuation of a previously funded (CDBG) project? Yes No

If yes, explain:

Code Enforcement has been supplemented through CDBG funds for multiple years

VII. MANAGEMENT CAPACITY:

A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds. Include within the description a resource list (partnerships) in addition to the source and commitment of funds for the operation and maintenance of the program.

Source	Activity	Year	Allocation	Amount Expended
State Homeland Security Grant Funds	Emergency Management	FY10	\$15,375	\$15,375
Emergency Management Performance Grant	Emergency Management	FY11	\$31,000	\$14,265
SLESF (COPS Grant)	Public Safety	FY11	\$100,000	\$100,228
Safe Sidewalks to Schools	Public Safety	FY11	\$589,900	\$37,748

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

Yes, all forms are accessible on the City's Website at www.cityofwildomar.org

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project. Provide a detailed organizational chart (*Attachment VII-A, Exhibits 1, 2, etc.*).

D. Should the applying entity be awarded CDBG funds, please identify the primary project objectives and goals using an *Estimated Timeline for Project Implementation*:

OBJECTIVE	START DATE	COMPLETION DATE
Suitable Living Environment	7-1-13	6-30-14

APPLICATION CERTIFICATION

Undersigned hereby certifies that (initial after reading each statement and sign the document):

- 1. The information contained in the project application is complete and accurate.
- 2. The applicant agrees to comply with all Federal and County policies and requirements imposed on the project funded in full or part by the CDBG program.
- 3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities.
- 4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life.
- 5. If CDBG funds are approved, the applicant acknowledges that sufficient funds are available or will be available to complete the project as described within a reasonable timeframe.
- 6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. (**DOCUMENTATION ATTACHED** Minute Action and/or written Board Approval signed by the Board President).

DATE: _____

Signature: _____

Print Name/Title
Authorized Representative: Frank Oviedo, City Manager

Applicant's Check-list:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	NO	ATTACHMENT
<input type="checkbox"/>	<input type="checkbox"/>	1. Board of Directors
<input type="checkbox"/>	<input type="checkbox"/>	2. Articles of Incorporation and Bylaws
<input type="checkbox"/>	<input type="checkbox"/>	3. Project Activity Map
<input type="checkbox"/>	<input type="checkbox"/>	4. Project Description
<input type="checkbox"/>	<input type="checkbox"/>	5. Project Benefit, Category 2. Slum Blight Documentation
<input type="checkbox"/>	<input type="checkbox"/>	6. Project Benefit, Category 3, Urgency
<input type="checkbox"/>	<input type="checkbox"/>	7. Leveraging
<input type="checkbox"/>	<input type="checkbox"/>	8. Income and Expense Statement
<input type="checkbox"/>	<input type="checkbox"/>	9. Management Capacity
<input type="checkbox"/>	<input type="checkbox"/>	10. Board Written Authorization approving submission of application

Attachment 2.C

Assistance League of
Temecula Valley
Application

City of Wildomar
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2013-2014
Application

GENERAL INFORMATION:

Applying Entity or Agency: Assistance League of Temecula Valley

Site Location Address: 28720 Via Montezuma

City, State, Zip Code: Temecula, California 92590-2510

Telephone Number: 951-694-8018 Fax: 951-694-8298

Executive Director Name: Ms. Dorcas Shaktman

Title: President

Email: dshaktman@verizon.net (or altemecula@yahoo.com)

What is your organization's mission and vision (Limited to the space below):

"Assistance League of Temecula Valley, a chapter of National Assistance League, is a nonprofit, volunteer philanthropic organization dedicated to serving the needs of families in Southwest Riverside County." ALTV's vision is "To be a regionally recognized organization empowering volunteers to provide leadership, stewardship and resources to meet the changing needs of the Temecula Valley area."

How is your program different from other organizations providing the same type of services to Wildomar residents (Limited to the space below):

ALTV's Operation School Bell (OSB) program is unique within Southwest Riverside County. The program provides new clothing to disadvantaged school children in 4 regional school districts. The programs meets a basic human services need and removes one recognized barrier to school attendance and educational attainment.



B. OUTCOMES AND QUANTIFIABLE PERFORMANCE MEASURES SPECIFIC TO WILDOMAR:

NOTE: If your project receives requested funds, the following questions are based on the expected number of **Wildomar** clients to be served.

1. Number of **Wildomar** clients or units of service to be provided using CDBG funds during the term of the 2013-2014 grant: 160
2. Length of CDBG-funded activities or service to **Wildomar** clients (weeks, months, year): 1 year
3. Unduplicated number of **Wildomar** clients/persons projected to serve (e.g., 25 clients, 50 seniors): 160 children
4. Units of service (Example: 25 clients x 10 visits = 250 units of service): 160
5. Service will be provided to **Wildomar** (check one or more):

- Men Women Children – Age Range 5-17
 Men/Women Men/Women/Children Families Seniors
 Severely Disabled Adults Migrant Farm Workers Homeless

6. Number of beds of facility: n/a
7. Anticipated number of "new" beds: n/a
8. Length of stay (if residential facility): n/a
9. If you received CDBG funds in FY 2011-2012, how many unduplicated **Wildomar** clients/persons were served by your program from July 1, 2011 through June 30, 2012: n/a
10. If you received CDBG funds in 2011-2012, please quantify the increase in service that you will be providing in 2013-2014 Program Year, and explain why there is a new demand or an unmet need in the community for this service: no CDBG funds received from Wildomar

11. If you did not receive CDBG funds in FY 2011-2012, how many unduplicated **Wildomar** clients/persons were served by your program from July 1, 2011 through June 30, 2012: 117
12. Wildomar CDBG Funds Requested (total requested Wildomar CDBG amount for this project only): \$ 20,000.00



13. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific piece of equipment, rent, supplies, utilities, salaries, etc.):

Proposed Use of CDBG Funds Only	Amount
Purchase of new clothing for disadvantaged schoolchildren	\$20,000.00
Total	\$20,000.00

14. Other leveraging funding:

Leveraging Source of Funds	Amount
Thrift Store Sales (committed by ALTV)	\$70,000.00+
Volunteer (1,690 hrs. @ \$5.00/hr)	8,450.00
Private/Corporate Grants*	\$45,000.00
*estimated based upon 2012-2013 sources;	-----
*will apply for multiple grants in calendar year 2013	-----
Total	\$123,450.00+



Attachment 2.D

H.O.P.E. Application

City of Wildomar
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2013-2014
Application

GENERAL INFORMATION:

Applying Entity or Agency: Helping Our People in Elsinore, Inc. (H.O.P.E.)
Site Location Address: 29885 2nd Street, Units R & S
City, State, Zip Code: Lake Elsinore, CA 92532
Telephone Number: (951) 245 7510 Fax: (951) 245 7405
Executive Director Name: Ron Hewison
Title: Chairman & CEO
Email: HopelnElsinore@aol.com

What is your organization's mission and vision (Limited to the space below):

Our mission is to help those in need of food and clothing. We work with low income families, seniors, the disabled, the unemployed and the homeless in the community.

Our vision is to proactively prevent homelessness rather than to work with families after they become homeless. We believe that by assisting these segments of the community - the most vulnerable, we are enabling them to use their sparse resources for rent, transport and health purposes.

How is your program different from other organizations providing the same type of services to Wildomar residents (Limited to the space below):

We are an all-volunteer group with no salaries, stipends or reimbursement for expenses.

We are focused on low income members of the community and have policies and procedures in place to ensure that we confirm that those we help are truly in need.

We are not distracted outside of this focus.

We continue to identify specific needs and introduce programs to meet the identified needs - for example: Back Packs for Kids.

Other organizations do not provide the same services.



B. OUTCOMES AND QUANTIFIABLE PERFORMANCE MEASURES SPECIFIC TO WILDOMAR:

NOTE: If your project receives requested funds, the following questions are based on the expected number of **Wildomar** clients to be served.

1. Number of **Wildomar** clients or units of service to be provided using CDBG funds during the term of the 2013-2014 grant: 740 Families
2. Length of CDBG-funded activities or service to **Wildomar** clients (weeks, months, year):
1 Year
3. Unduplicated number of **Wildomar** clients/persons projected to serve (e.g., 25 clients, 50 seniors): 740 Families
4. Units of service (Example: 25 clients x 10 visits = 250 units of service): 3,824
5. Service will be provided to **Wildomar** (check one or more):

X Men X Women X Children – Age Range 0 - 18
X Men/Women X Men/Women/Children X Families X Seniors
X Severely Disabled Adults Migrant Farm Workers X Homeless

6. Number of beds of facility: NA
7. Anticipated number of "new" beds: NA
8. Length of stay (if residential facility): NA
9. If you received CDBG funds in FY 2011-2012, how many unduplicated **Wildomar** clients/persons were served by your program from July 1, 2011 through June 30, 2012:
740 families
10. If you received CDBG funds in 2011-2012, please quantify the increase in service that you will be providing in 2013-2014 Program Year, and explain why there is a new demand or an unmet need in the community for this service: We estimate a 15% increase in need. The poverty rate for the community remains higher than the National average. During 2012 we introduced the Back Packs for Kids program to supply food to hungry kids over the weekend – now serving 200 kids a week.
11. If you did not receive CDBG funds in FY 2011-2012, how many unduplicated **Wildomar** clients/persons were served by your program from July 1, 2011 through June 30, 2012:
NA
12. Wildomar CDBG Funds Requested (total requested Wildomar CDBG amount for this project only): \$ 20,000



13. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific piece of equipment, rent, supplies, utilities, salaries, etc.):

Proposed Use of CDBG Funds Only		Amount
Food Purchases		\$15,000
Transportation		\$5,000
	Total	\$20,000

14. Other leveraging funding:

Leveraging Source of Funds		Amount
EFSP Phase 29		\$25,265
Store Donations		\$706,735
Community Cash Donations		\$110,481
City of Lake Elsinore		\$10,000
Volunteer Hours		\$174,100
	Total	



Attachment 2.E

Merit Housing Inc.
Application

City of Wildomar
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2013-2014
Application

GENERAL INFORMATION:

Applying Entity or Agency: Merit Housing, Incorporated
Site Location Address: 32325 South Pasadena Avenue
City, State, Zip Code: Wildomar, CA 92595
Telephone Number: 714-771-1439 Fax: 714-771-0394
Executive Director Name: Eunice Bobert
Title: Chief Executive Officer
Email: ohdcorp@aol.com

What is your organization's mission and vision (Limited to the space below):
To provide decent, safe and affordable housing in California for persons and families
of low and moderate income who otherwise would not be able to find or afford
a suitable place to live. To promote social welfare and provide as appropriate
general services to tenants in the housing projects we own.

How is your program different from other organizations providing the same type of services to Wildomar residents (Limited to the space below):
Our program provides a senior center for the community and provides activities and
senior fitness classes. In addition our project is unique as it provides seniors the
opportunity to age in place with our 175 independent living units surrounding a 108 bed
assisted living facility.



B. OUTCOMES AND QUANTIFIABLE PERFORMANCE MEASURES SPECIFIC TO WILDOMAR:

NOTE: If your project receives requested funds, the following questions are based on the expected number of Wildomar clients to be served.

1. Number of Wildomar clients or units of service to be provided using CDBG funds during the term of the 2013-2014 grant: 520 units of service
2. Length of CDBG-funded activities or service to **Wildomar clients** (weeks, months, year):
12 months
3. Unduplicated number of Wildomar clients/persons projected to serve (e.g., 25 clients, 50 seniors): 105
4. Units of service (Example: 25 clients x 10 visits = 250 units of service): 520 units of service
5. Service will be provided to Wildomar (check one or more):
 Men Women Children – Age Range _____
 Men/Women Men/Women/Children Families Seniors
 Severely Disabled Adults Migrant Farm Workers Homeless
6. Number of beds of facility: 108 assisted, 175 independent units
7. Anticipated number of "new" beds: 0
8. Length of stay (if residential facility): Varies from 1-5 years
9. If you received CDBG funds in FY 2011-2012, how many unduplicated Wildomar clients/persons were served by your program from July 1, 2011 through June 30, 2012: 90
10. If you received CDBG funds in 2011-2012, please quantify the increase in service that you will be providing in 2013-2014 Program Year, and explain why there is a new demand or We hope to increase our program participation by 10% this next year. The need for senior activities for assisted living and independent living seniors will always be present as long as we have low-income seniors in Wildomar. These activities are needed to keep seniors as mobile and fit as possible thus contributing to their quality of life.
11. If you did not receive CDBG funds in FY 2011-2012, how many unduplicated Wildomar clients/persons were served by your program from July 1, 2011 through June 30, 2012: NA
12. Wildomar CDBG Funds Requested (total requested Wildomar CDBG amount for this project only): \$ \$10,000.00



13. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific piece of equipment, rent, supplies, utilities, salaries, etc.):

Proposed Use of CDBG Funds Only		Amount
Senior Center Activities Director		
Part of salary		\$10,000.00
	Total	

14. Other leveraging funding:

Leveraging Source of Funds		Amount
Private - Wildomar Senior Leisure		
Community - Activities Budget		\$6,000.00
	Total	



Attachment 2.F

Wildomar Community Council
Application

City of Wildomar
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2013-2014
Application

GENERAL INFORMATION:

Applying Entity or Agency: Wildomar Community Council
Site Location Address: 23164 Cannery Road
City, State, Zip Code: Wildomar, CA 92595
Telephone Number: 951-265-3820 Fax: _____
Executive Director Name: Kristan Lloyd
Title: Resource & Development Director
Email: gowildomar@wildomarcommunitycouncil.org

What is your organization's mission and vision (Limited to the space below):

The general purpose of this corporation is to further and promote the common interest and public welfare of the residents and land owners of the city of Wildomar. And to "Support the citizens of the city of Wildomar by providing public services and assistance considered essential to achieve a higher quality of life for the members of the community with respect and dignity for all."

How is your program different from other organizations providing the same type of services to Wildomar residents (Limited to the space below):

There are no other organizations that serve the city of Wildomar that have programs developed specifically for home improvement projects or yard restoration.



B. OUTCOMES AND QUANTIFIABLE PERFORMANCE MEASURES SPECIFIC TO WILDOMAR:

NOTE: If your project receives requested funds, the following questions are based on the expected number of **Wildomar** clients to be served.

1. Number of **Wildomar** clients or units of service to be provided using CDBG funds during the term of the 2013-2014 grant: 100
2. Length of CDBG-funded activities or service to **Wildomar clients** (weeks, months, year):
Year
3. Unduplicated number of **Wildomar** clients/persons projected to serve (e.g., 25 clients, 50 seniors): 100
4. Units of service (Example: 25 clients x 10 visits = 250 units of service): 100 households x 1 project = 100 units of service
5. Service will be provided to **Wildomar** (check one or more):

- Men Women Children – Age Range
 Men/Women Men/Women/Children Families Seniors
 Severely Disabled Adults Migrant Farm Workers Homeless

6. Number of beds of facility:
7. Anticipated number of "new" beds:
8. Length of stay (if residential facility):
9. If you received CDBG funds in FY 2011-2012, how many unduplicated **Wildomar** clients/persons were served by your program from July 1, 2011 through June 30, 2012:
10. If you received CDBG funds in 2011-2012, please quantify the increase in service that you will be providing in 2013-2014 Program Year, and explain why there is a new demand or an unmet need in the community for this service:
11. If you did not receive CDBG funds in FY 2011-2012, how many unduplicated **Wildomar** clients/persons were served by your program from July 1, 2011 through June 30, 2012: 124
12. Wildomar CDBG Funds Requested (total requested Wildomar CDBG amount for this project only): \$ 10,000



13. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific piece of equipment, rent, supplies, utilities, salaries, etc.):

Proposed Use of CDBG Funds Only	Amount
Contract Services for professional construction, installation, maintenance and repairs for projects.	10,000
Total	10,000

14. Other leveraging funding:

Leveraging Source of Funds	Amount
Home Depot Framing Hope Goods	25,000
Volunteer Hours	6,000
Total	31,000



CITY OF WILDOMAR – CITY COUNCIL
Agenda Item #3.1
GENERAL BUSINESS
Meeting Date: October 10, 2012

TO: Mayor and City Council Members
FROM: Tim D’Zmura, Public Works Director
PREPARED BY: Keith Ross, Code Enforcement
SUBJECT: Code Enforcement Update

STAFF REPORT

RECOMMENDATION:

Staff recommends that the City Council receive and file the report.

BACKGROUND:

The Code Enforcement Department for the City of Wildomar has been in existence since July 1, 2009, one year after incorporating as a city within Riverside County, California. The City of Wildomar contracted the services of Riverside County’s Code Enforcement Department during the first year of incorporation in 2008. The Code Enforcement Department operates (with one officer) today as a component of our Building & Safety Department. The Code Enforcement department services all twenty four square miles of Wildomar along with its approximately thirty three thousand citizens.

The City of Wildomar Code Enforcement Department’s policy is to achieve corrections through voluntary compliance whenever possible. These measures often include assistance from the property owners. It is only when these attempts are exhausted that the practice of fines and fees are employed. It is a win – win outcome for all parties involved when compliance can be achieved voluntarily, and it is always our ultimate goal.

In opening Code Enforcement cases, whether the alleged complaints come in to our office via fax, email, phone or office visit, there are 3 types of notification letters sent to the properties alleged to have been in violation, an Administrative Citation process, and finally Summary Warrants & Summary Abatements:

- **COURTESY NOTICE**

- Courtesy Notices, the first notices sent (see attachment 4) are very courteous in their tone and they are sent to the property owners advising them that there may be violations on their property. They are given a 10 day period of time to contact

the Code Enforcement Official to allow an inspection of the property to determine whether the alleged violation exists or not. Once it is confirmed that the violation does not exist, the case can be closed. If the violation does exist, the corrections are given regarding each violation. The property owner has the option of achieving voluntary compliance by obtaining permits for the un-permitted conditions or removing the violations.

- **NOTICE OF VIOLATION**

Notices of Violation, the second notice sent (see attachment 5) has a more direct language in addressing violations. This letter states that another 10 day period of time will be given to the property owner to address the violations. If there are no violations found at the time of the inspection, or they have been corrected, the case will be closed without any enforcement action. If violations do exist, a Notice & Order, the third and final notification will be sent and a re-inspection will follow. This letter states further that if necessary, Administrative Citations will be issued for each violation.

- **NOTICE & ORDER**

Notice & Orders, the third letter (see attachment 6) is sent via certified mail with one copy posted at the property in violation. The language of this letter is even more succinct in stating that a re-inspection will take place in 10 days from the current date. If compliance is not achieved, the letter states that each re-inspection will be accompanied by Administrative Citations of \$100.00 for the first re-inspection, \$200.00 for the second and \$500.00 for the third re-inspection. In the case of high priority Health & Safety violations, a 10 day Notice & Order can be sent and posted at the properties in violation for violations including but not limited to Septic/Sewage issues, Open Excavations, Green Pools/Ponds, Storm Water or NPDES issues and Bee Removal issues on private properties.

- **ADMINISTRATIVE CITATION**

The Administrative Citation process sometimes can prove to be a very effective tool in gaining compliance, after the push for voluntary compliance has failed. There are cases when that corrective strategy simply doesn't work. The City of Wildomar has the right to issue a \$500.00 Administrative Citation per day after the \$100.00 and \$200.00 cites have been issued. Generally, there is a 21 day period between the first, second and third cites, giving the property owner the right to appeal within that time frame. However, in the case of high priority Health & Safety concerns, no more than 10 days is given for the property to come into compliance before the next \$500.00 cite is issued. This city is not unique in having some property owners who will not bring their properties into compliance regardless of how high the fines are, and regardless of the frequency. There are cases that have gone on for years without any compliance, with the conditions unchanged. The fines have continued to grow while the violations continue to exist, when the exact opposite of this situation would be the desired result; no continuing violations and no fines.

- **SUMMARY ABATEMENTS**

Summary Abatements are tools that we have at our disposal that will give the City of Wildomar the ability to abate any and all public nuisances at that property, and collect the abatement costs incurred by the City in abating the imminently dangerous condition.

The procedure for opening a Code Enforcement case has a 5 stage set of steps used to reach that goal. Complaints are lodged to this Code Enforcement Department by citizens through a fax, email, office visit, written service request or phone call.

Once the complaint has been received, step number 1 begins with utilizing the Riverside County Land Information System for an accurate address and/or assessor's parcel number. This system provides a general information report along with a copy of a GIS map. Both items are placed in a file folder. More detailed property information can be requested through Riverside County's Records Department – Archives. This process of ordering records can take up to 1 week or more, and there is a cost associated with those services.

Step number 2 requires going to Data Quick Property Finders 2G for the most accurate and up to date information on property ownership. This information comes directly from Riverside County Assessor's Office. It has the ability to chronicle ownership trails if needed.

The 3rd step requires navigation of GIS Wildomar – Arc Reader. It gives proper zoning designation, requirements and allowances. The version of information we get comes from the Riverside County Land Information System and is the same as that given to the general public. The more detailed version is reserved for current Riverside County employees exclusively.

The 4th step requires going to ACCESS – Code Enforcement Database which allows the user to open cases. Each case is assigned an individual case number. The assigned case numbers have nine digits and they reset at the beginning of each year, starting with the 4 digits of the new year. This ACCESS system has some severe limitations and it can be very time consuming to properly navigate.

The 5th and final step in the procedure is the preparing, sending and/or posting of the notifications to the property owners or tenants of the property alleged to be in violation. Generally a Courtesy Notice is sent to the property owner as a first means of notification. This entire process of opening a case takes nearly 20 minutes from start to finish.

ANALYSIS:

On May 26, 2010, the City of Wildomar City Council amended Chapter 1.03 (see attachment 8) Code Violations: which authorizes the City to levy a special assessment for the recovery of all costs, including attorney's fees and hearing officer fees incurred

or expended by the City in the abatement of a nuisance. When administrative fees and /or direct abatement costs have gone uncollected for 30 days from the date of the Abatement Cost Report, the City may initiate a lien and/or tax roll process to recover the costs.

FISCAL IMPACTS:

Submitted by:
Tim D’Zmura
Public Works Director

Approved by:
Frank Oviedo
City Manager

ATTACHMENTS:

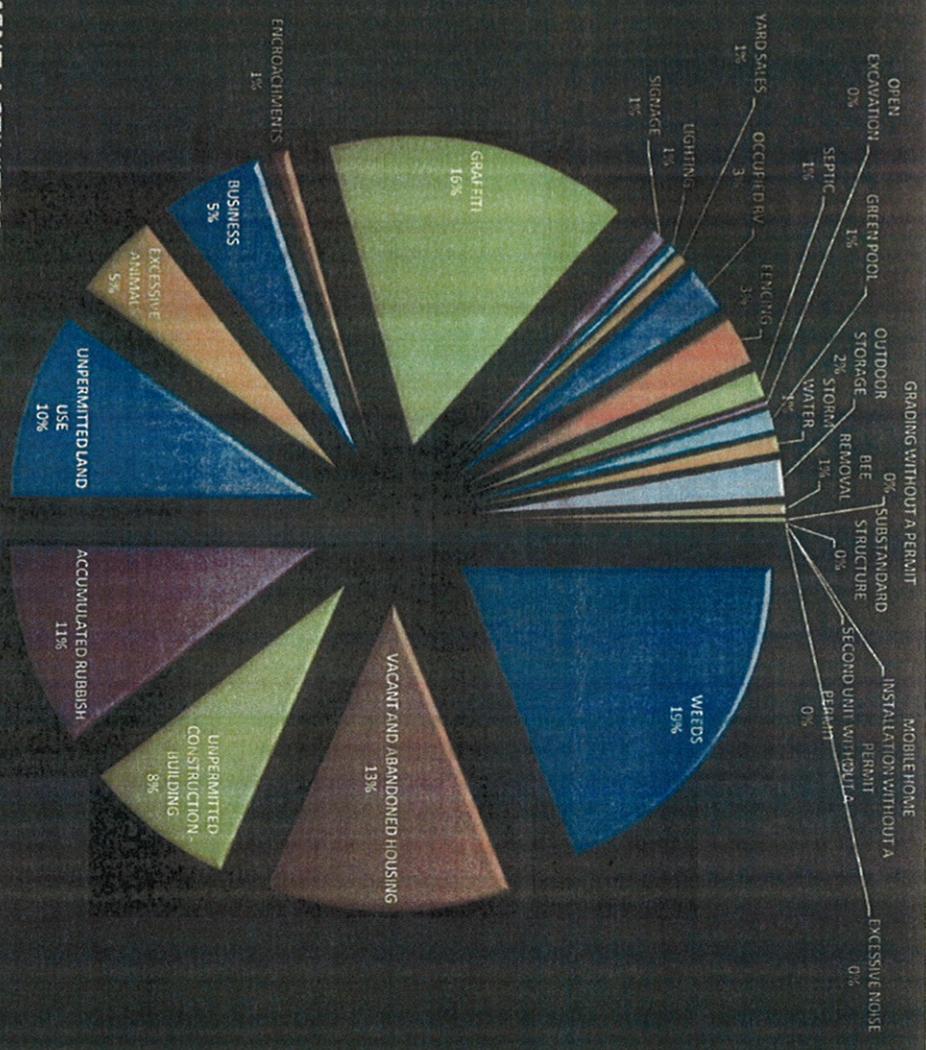
1. Code Enforcement Activity Chart FY 2011-2012
2. Code Enforcement Activities Graph with Percentages FY 2011-2012
3. Code Enforcement Activity Graph; Closed, Open, Phone, Inspections
4. Letter 1, Courtesy Notice
5. Letter 2, Notice of Violation
6. Letter 3, Notice & Order
7. Inspection & Abatement Warrant
8. The City of Wildomar City Council amended Chapter 1.03 Code Violations

ATTACHMENT 1

Violation	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
weeds	13	12	12	4	2	1		1			12	9	66
Vacant Abandoned Housing	11	11	6	2	5	2				7			44
Unpermitted Con. Building	5	6	5	3			2	3				4	28
Rubbish	5	3	6	4	3	2	2	6	2		5	5	43
Unpermitted land use		3	6		3	6		5	2		5	4	34
Excessive Animals			6	2	1	1		2	3		1		16
Business				18					1				19
Encroachments				2					1				3
Graffiti				2		10	12	20	3	4	4		55
Signage					1						1	1	3
Lighting						1	1						2
Yard sales						1						1	2
Occupied RV							1		4		3	1	9
Fencing								2	7				9
Septic								2			2	1	5
Open excavation								1					1
Green pool								1	2		1		4
Storm Water											3		3
Outdoor storage		3				1					2	1	7
Bee removal												2	2
													0
Total	34	38	41	37	15	25	18	43	25	11	39	29	355
Open	34	38	35	36	17	25	16	40	27	11	34	25	338
Inspections	64	157	126	94	141	104	85	103	74	132	138	114	1332
Closed	16	30	25	14	21	15	10	4	12	5	4	34	190
Phone calls / return	222	265	222	221	200	133	151	241	274	211	238	199	2577

As the chart indicates, the greatest numbers of cases were opened on weeds, the second was graffiti and third was vacant abandoned houses. There are five more violation categories that cannot be disregarded in enforcement of codes and they are Grading, Substandard Structures, Mobile home Installation w/o permits, Excessive Noise and 2nd Units w/o permits.

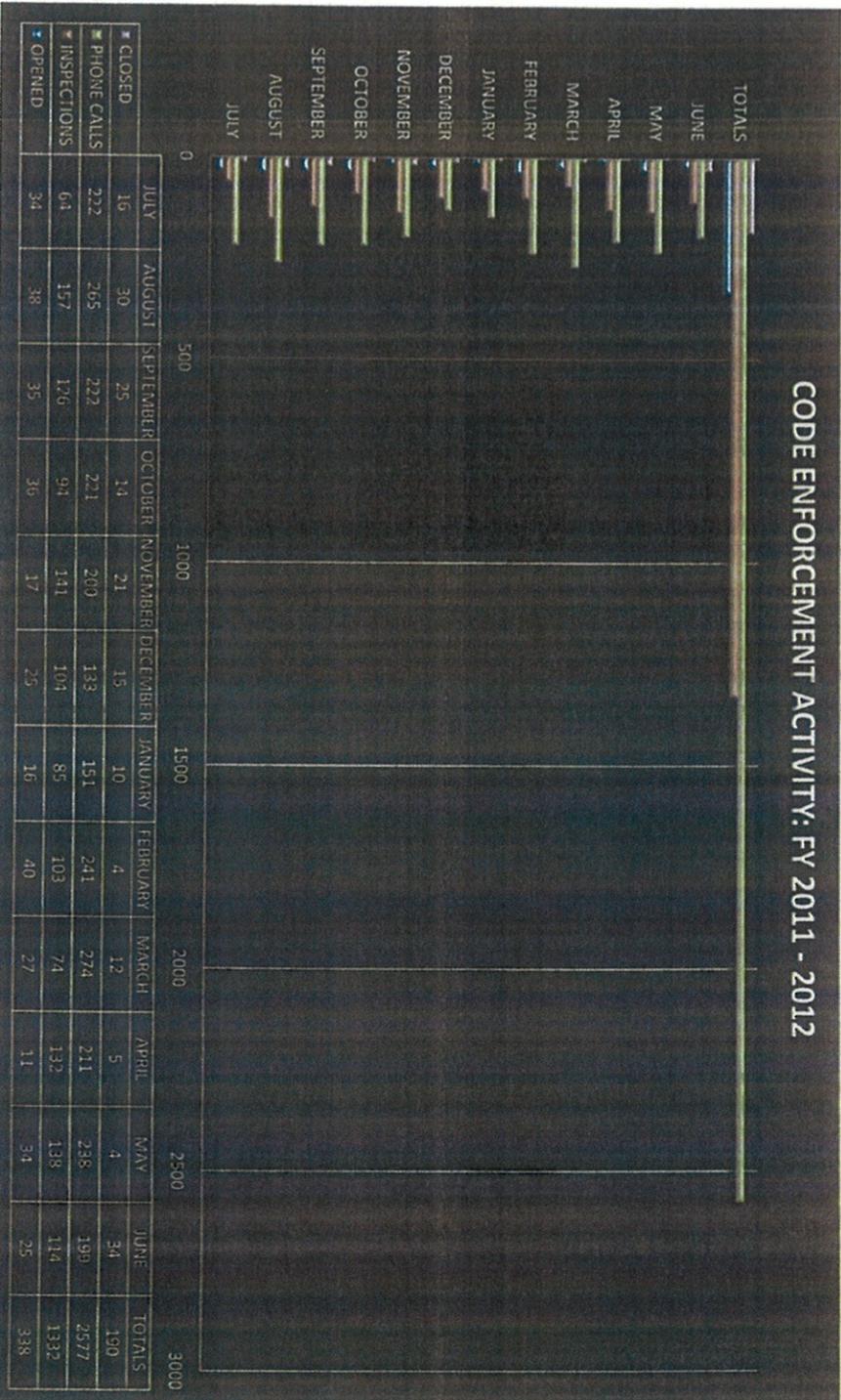
CODE ENFORCEMENT ACTIVITIES: FY 2011-2012



ATTACHMENT 2

ATTACHMENT 3

CODE ENFORCEMENT ACTIVITY: FY 2011 - 2012





City of Wildomar
23873 Clinton Keith Road, Suite 201, Wildomar, CA 92595
951.677.7751 (O) 951.698.1463 (Fax)
www.cityofwildomar.org

Courtesy Notification

August 31, 2012

Name
Street
City: State: CA Zip
Regarding:
Site Address:
Parcel #:

Dear Property Owner:

This *Courtesy Letter* is to notify you that the Wildomar Code Enforcement Department has received information regarding possible violations of the Wildomar Municipal Code at the address listed above.

Wildomar Municipal Code

Violations:

The first step is to determine if the information received is valid or unfounded. We are aware that not all information received by this office is accurate however we respond to all requests for service. We understand that such violations frequently occur due to lack of knowledge of the regulations or infrequent monitoring of your property. If the information is valid:

Correction:

However if the information is incorrect please call our office and advise the inspector assigned to your case. The property listed above will be inspected **on or after ten (10) days** from the date of this letter, at no charge to the property owner. All violations noted at the time of inspection will be documented for further action. In the event violations are noted, and a **Notice of Violation** is issued. The **property owner** will be held responsible for all costs incurred by the City in the abatement process. There is no charge if the report is proven to be invalid or the violation has been corrected prior to the initial inspection.

Sincerely,

Keith Ross
Code Enforcement Officer

951 677 7751

ATTACHMENT 4



City of Wildomar

23873 Clinton Keith Road, Suite 201, Wildomar, CA 92595
951.677.7751 (O) 951.698.1463 (Fax)
www.cityofwildomar.org

Notice of Violation

Name
Street
City: State: Zip:

Site Address:
Assessor's Parcel Number:
Case #:

Dear Property Owner:

VIOLATIONS: WMC 15.88 – Abandoned & Distressed Property, WMC 695.3 – Weed Abatement.

Correction: Register, Maintain, Secure & Post required Signage.
Abate all WEEDS, BRUSH & TALL GRASSES to the minimum standard set forth by Ord. 695.3

The property listed above will be inspected approximately ten (10) days from the date of this Notice of Violation. A Code Enforcement Officer will determine if the violations still exist. If the violation has been corrected, no further inspections will be needed and no fees assessed. However if a violation still exists at the time of inspection, a Notice and Order will be issued and a follow-up inspection scheduled. If compliance occurs within the time specified on the Notice and Order, and proof of compliance is provided to the inspector (no re-inspection necessary), no fee will be charged. If a site re-inspection is required and the violations have not been corrected, then an Administrative Citation will be issued for each violation.

Pursuant to Wildomar Municipal Code Title 1 Chapter 1.03.080, under the authority contained in Wildomar enforcement Code Title 1 Chapter 1.03.080, all costs of abatement of the nuisance, including all costs of enforcement, if any, so ordered by resolution of the Wildomar City Council, may be assessed and recorded as a special assessment and lien against the above described real property which may be collected at the same time and in the same manner as ordinary City taxes are collected, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as are provided for ordinary County taxes. All laws applicable to the levy, collection, and enforcement of City taxes are applicable to the special assessment. (Wildomar Municipal Code 1.03.080)

If you have questions, please call (951) 677-7751
Sincerely,

Keith Ross
Code Enforcement Officer

ATTACHMENT 5



CITY OF WILDOMAR
23873 CLINTON KEITH ROAD, SUITE 201
WILDOMAR, CA 92595
PHONE (951) 677-7751 FAX 951 698.1463
WWW.CITYOFWILDOMAR.ORG

VIA CERTIFIED MAIL

August 31, 2012

RETURN RECEIPT REQUESTED
Certified Receipt No. 7012 0470 0000 8372 7312

Case #:

Name:
Street:
City: State: Zip:

Dear Property Owner:

REFERENCE: Site Address:
Parcel #:

On August 31, 2012 the property located at the above referenced address was inspected for compliance with the Wildomar City Municipal Code (WMC Title 17, 17.24.010 – Land Use – Moving Co). The County Assessor's records indicate that you are the owner of this property. Violations of the Municipal Code were found and are detailed in the attached **Notice and Order**, which also specifies your obligations to abate these violations and your rights to due process under the law.

A re-inspection to determine the abatement of these violations will be conducted on or after **September 10, 2012**. Please contact me to discuss providing documentation or evidence that these violations have been abated. If a site re-inspection is required and the violations have not been corrected, an Administrative Citation will be issued. Each additional re-inspection will result in a citation until the violation has been corrected. **1st Citation \$100.00, 2nd Citation \$200.00, 3rd Citation \$500.00.**

If all sections required by this **Notice & Order** and by section Title 17, (17.24.010 – Land Use – Moving Co), of the Wildomar Municipal Code are not completed as required, any or all of the following remedies may be enforced against the Owner: Re-inspection fees may be assessed, all costs of enforcement and abatement incurred by the City may become a personal obligation of the Owner or a lien against the property, such costs may include costs of inspections, repairs or demolition, administration and any costs of collection, costs and fees of a receiver, including the receiver's power to encumber the property, reasonable attorneys fees and costs, and certain other injunctive and legal relief as may be warranted under the particular circumstances presented.

Wildomar City Municipal Code 1.16.130 Notice of noncompliance specifies that failure to abate these violations within the time limit specified will result in the filing of a Notice of noncompliance with the County Recorder's Office. The Notice of noncompliance will remain in place as long as violations exist at the property.

Information regarding building permits may be obtained by contacting the City Building Inspection Division at (951 677 7751). If permits are required, they must be obtained within the time frame indicated in the Notice and Order.

If you have any questions regarding this correspondence, please call me at (951) 677-7751.

Keith Ross
Code Enforcement Officer

Attachments

ATTACHMENT 6

ATTACHMENT 7

Burke, Williams & Sorenson
City Attorney
City of Wildomar
23873 Clinton Keith Road, 201,
Wildomar, CA. 92595
Attorneys for CITY OF WILDOMAR

SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF RIVERSIDE

In the matter of the
Application of:

CITY OF WILDOMAR, a municipal
corporation, for an Abatement Warrant to
Abate a Nuisance Condition at : Street
Address: City: State: ZIP:

No. _____

**APPLICATION TO SECURE INSPECTION
AND ABATEMENT WARRANT;
MEMORANDUM OF POINTS AND
AUTHORITIES; AND DECLARATION OF
Keith Ross IN SUPPORT THEREOF**

Date:
Time:
Dept:

Applicant City of Wildomar ("City") hereby requests the issuance of an Inspection and Abatement Warrant by this Court authorizing the City's duly authorized representatives to enter the real property located at Street Address:, Wildomar, California 92595, for the purpose of inspecting the property in preparation of abatement of a nuisance condition and abatement of the nuisance condition by board up and secure property from vagrants and vandals.. A Memorandum of Points and Authorities and Declaration in support of this Application are attached hereto.

Dated: August 31, 2012

City of Wildomar

By _____
Attorney for the CITY OF WILDOMAR

Attachment 8

ORDINANCE NO. 50

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF WILDOMAR, CALIFORNIA, AMENDING CHAPTER 1.03
OF THE WILDOMAR MUNICIPAL CODE PERTAINING TO
CODE VIOLATIONS**

THE CITY COUNCIL OF THE CITY OF WILDOMAR ORDAINS AS FOLLOWS:

SECTION 1. Amendment of Chapter 1.03. Chapter 1.03 of the Wildomar Municipal Code is hereby amended to read in its entirety to read as shown in Exhibit "A" to this Ordinance.

SECTION 2. CEQA. The City Council finds that this Ordinance ("Ordinance") is not subject to the California Environmental Quality Act (CEQA) for the following reasons:

A. The Ordinance is exempt from CEQA because it is not a project as defined in Public Resources Code section 21065 and CEQA Guidelines section 15378. (CEQA Guidelines section 15060(c)(3).) The Ordinance does not meet the definition of a project because it does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Further, the Ordinance is not subject to CEQA under CEQA Guidelines section 15060 (c)(2) because it will not result in a direct or reasonably foreseeable indirect physical change in the environment. The Ordinance merely supplements preexisting code enforcement authority by adding procedures for administrative abatement of public nuisances, refining existing administrative citation procedures, and ensuring the City's ability to recover costs in nuisance abatement actions. Because the City already has the authority and power to enforce the Municipal Code through misdemeanor prosecution, civil actions, and administrative citations, the Ordinance will not encourage or discourage development. Accordingly, there is no possibility of a physical change in the environment.

B. The City has analyzed the Ordinance and has determined that it is exempt from CEQA under section 15061(b)(3) of the CEQA Guidelines (the common sense exception) which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where, as here, 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. The Ordinance does not relate to any one physical project and will not result in any physical change to the environment because it merely supplements preexisting code enforcement authority and does not encourage or discourage any development within the City.

SECTION 2. Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision will 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 and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional, without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

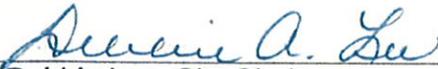
SECTION 3. Publication. The City Clerk is directed to cause this ordinance to be published or posted in accordance with Government Code section 36933.

PASSED, APPROVED, AND ENACTED this 26th day of May, 2010.



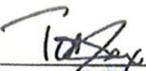
Bridgette Moore, Mayor

ATTEST:



Debbie Lee, City Clerk

APPROVED AS TO FORM:



Julie Hayward Biggs, City Attorney
Thomas D. Jex, Assistant

EXHIBIT "A"

Chapter 1.03 **CODE VIOLATIONS**

Sections:

- 1.03.010 Definitions
- 1.03.020 Violation of Municipal Code – Misdemeanor.
- 1.03.030 Aiding and Abetting.
- 1.03.040 Punishments.
- 1.03.050 Imprisonment in County Jail.
- 1.03.060 Violations – Public Nuisances.
- 1.03.070 Administrative Abatement.
- 1.03.080 Administrative Citations.
- 1.03.090 Civil Actions.
- 1.03.100 Attorneys' Fees.
- 1.03.110 Notice of Noncompliance.
- 1.03.120 Treble Damages.

1.03.010 Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) "Administrative citation" or "citation" shall mean a written notice to a responsible party that a violation of this code has occurred and an assessment of civil fines issued by an enforcement officer of the city.
- (b) "City" shall mean the City of Wildomar.
- (c) "City manager" shall mean the city manager of the city.
- (d) "Code" shall mean the Wildomar Municipal Code or any ordinance adopted by the city council or other codes or regulations of the State of California or the County of Riverside or otherwise applicable to the city.
- (e) "Continuing violation" shall mean either a particular violation of the code continuing for more than 24 hours without correction or abatement, or a repeated, consecutive violation of the same offense without intervening days.
- (f) "Enforcement Officer" shall mean any officer, agent or employee of the city designated by the city manager to have the authority and responsibility to enforce certain provisions of this code.
- (g) "Hearing Officer" shall mean an impartial individual designated by the city manager to preside over administrative abatement hearings pursuant to Section 1.03.070 and administrative citation appeal hearing pursuant to Section 1.03.080. The hearing officer shall not be a city employee. The employment, performance, evaluation, compensation and benefits of the hearing officer, if any, shall not be directly or indirectly conditioned upon the outcome of any administrative hearing and/or the amount of fines upheld. The City may contract with a qualified provider to conduct administrative hearings or to process administrative citations.

(h) "Notice of violation" shall mean a written notice to a responsible party that a violation of this code has occurred and a warning that an administrative citation assessing fines will be issued unless the violation is ceased and abated.

(i) "Responsible party" shall mean any individual who is the owner, tenant, lessee, or occupant of real property, or the owner, majority stockholder, general partner, or authorized agent of any business, company, or entity, or the parent or the legal guardian of any person under the age of 18 years, who causes or maintains a violation of this code.

1.03.020 Violation of Municipal Code – Misdemeanor.

(a) It shall be unlawful for any person to violate any provision or to fail to comply with any of the requirements of this Code, any Code adopted by reference by this Code, or any ordinance of the City not included within this Code. Any person violating any such provision or failing to comply with any such requirements shall be guilty of a misdemeanor, unless the violation is specifically designated as an infraction.

(b) Pursuant to California Government Code Section 36900, the city attorney may prosecute any violation of this code in the name of the people of the State of California. In any such criminal prosecution, the city attorney is authorized to reduce the charge for any misdemeanor violation to an infraction.

(c) Pursuant to California Penal Code Section 836.5, Enforcement Officers are authorized to issue criminal citations following the procedures set forth in California Penal Code Sections 853.5 through 853.6a, or such other procedures as the state of California may subsequently enact.

(d) Each person convicted of a misdemeanor or infraction under the provisions of this Code shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision or failure to comply with any of the requirements of this Code, any Code adopted by reference by this Code, or any ordinance of the City not included within this Code is committed, continued or permitted by such person, and may be punished accordingly.

1.03.030 Aiding and Abetting. Whenever any act or omission is made unlawful by this Code, any Code adopted by reference by this Code, or any ordinance of the City not included within this Code, it shall include causing, permitting, aiding, abetting, suffering, or concealing the fact of such act or omission.

1.03.040 Punishments.

(a) Any conviction of a misdemeanor under the provisions of this Code shall be punishable by a fine of not more than one thousand dollars (\$1,000), or by imprisonment in the County jail for a period not exceeding six months, or by both fine and imprisonment.

(b) Any conviction of an infraction under the provisions of this Code shall be punishable for a first conviction by a fine of not more than one hundred dollars (\$100), for a second conviction within a 12-month period by a fine of not more than two hundred dollars (\$200), and for a third or any subsequent conviction within a 12-month period by a fine of not more than five hundred dollars (\$500).

Any provision or requirement of this Code or of any Code adopted by reference by this Code or of any ordinance of the City not included within this Code, the violation of which or the failure to comply with which is designated as an infraction, shall be prosecutable as a misdemeanor upon a fourth violation within a 12-month period and upon each violation thereafter of the same provision by the same individual within a 12-month period.

1.03.050 Imprisonment in County Jail. Imprisonment for violation of this Code, any code adopted by reference by this Code, or any City ordinance not included in this Code shall be in the County Jail.

1.03.060 Violations – Public Nuisances. In addition to other penalties provided by law, any condition caused or permitted to exist in violation of any provision of this Code, any code adopted by reference by this Code, or any ordinance of the City not included within this Code, or any such threatened violation, shall be deemed a public nuisance.

1.03.070 Administrative Abatement. The Enforcement Officer, as defined in Section 1.03.010(f), may initiate proceedings to abate public nuisances as follows:

(a) First Notice of Nuisance. Upon the determination by the Enforcement Officer that a nuisance exists, a Notice of Nuisance shall be prepared with copies thereof to be served either personally or by mail, postage prepaid, certified, return receipt requested, to the owner of said affected premises as shown on the last equalized assessment role, or the tenant. If no address can be found or is known to the Enforcement Officer, then the notice shall be mailed to such person at the address of the premises affected by the proceedings. The failure of any person to receive the notice does not affect the validity of any proceedings taken hereunder. A copy of the Notice of Nuisance shall be prominently and conspicuously placed upon the premises affected by the nuisance proceedings. Where the Enforcement Officer has determined that the condition causing the nuisance is imminently dangerous to human life or limb, or to public health or safety, the Enforcement Officer may include in the first notice an order that the property, building or structure affected be vacated pending correction or abatement of the conditions causing the nuisance. The First Notice of Nuisance shall contain the following:

(1) A legal description and street address, assessor's parcel number, or other description sufficient to identify the premises affected.

(2) A description of the condition causing the nuisance. Where the Enforcement Officer has determined that the condition causing the

nuisance can be corrected or abated by repair or corrective action, the notice shall state the repairs or corrective actions that will be required and the time limit within which the nuisance must be corrected.

(3) An order to complete abatement of the nuisance within a reasonable amount of time.

(4) A statement that if the nuisance is not corrected as specified, a hearing will be held before an independent Hearing Officer to consider whether to order abatement of the nuisance and that the City may levy a special assessment for the recovery of all costs, including attorneys' fees and hearing officer fees, incurred or expended by the City in the abatement of the nuisance. This special assessment shall be collected at the same time and in the same manner as is provided for the collection of ordinary taxes pursuant to Section 38773.5 of the Government Code. Special assessments shall be subject to the same penalties, interest and procedures of foreclosure and sale in the case of delinquency as is provided for ordinary taxes.

(b) Notice of Nuisance Abatement Hearing. If, upon the expiration of the period specified in the First Notice of Nuisance, action to abate the nuisance has not been commenced, or, if it has been commenced, it has not been pursued with due diligence or completed within the time specified, the Enforcement Officer shall prepare a Notice of Nuisance Abatement Hearing and serve such notice. The hearing shall be scheduled before a Hearing Officer at a stated time and place not less than 15 days after service of the notice to show cause why stated conditions should not be found to be a nuisance and why the nuisance should not be abated by the Enforcement Officer. The Notice of Nuisance Abatement shall contain the following:

- (1) The heading "Notice of Nuisance Abatement Hearing."
- (2) The date, time and place of the hearing.
- (3) The information specified in subsection (a) of this Section.

(c) Abatement Action. A decision to abate a nuisance shall be reached through a hearing conducted in accordance with subdivision (d) below. Upon the conclusion of the hearing, the Hearing Officer may terminate the abatement proceedings or may order the owner or other affected person to abate the nuisance prescribing a reasonable time (not less than 30 days) for completion of abatement. The order may further provide that, in the event abatement is not commenced, conducted and completed in accordance with the terms set by the hearing officer, the Enforcement Officer is empowered and authorized to abate the nuisance. The order of the hearing officer shall be served by mail, postage prepaid, certified, return receipt requested to the owner of said affected premises as shown on the last equalized assessment roll. The time limits set by the hearing officer begin upon service of the notice. The order issued by the Hearing Officer will be deemed a final order and may be judicially reviewed

pursuant to Code of Civil Procedure section 1094.6. There is no right to a City Council appeal.

(d) Abatement Hearing. The Hearing Officer shall hear testimony and shall consider other evidence concerning the conditions constituting cause to revoke approval or conditional approval, to forfeit bond, or to abate a nuisance. Parties to enforcement actions may be present at such hearing, may be represented by counsel, may present testimony, and may cross-examine witnesses. The hearing need not be conducted according to technical rules relating to evidence and witnesses and may be continued from time to time. The Hearing Officer shall deliberate upon the evidence and make findings upon such evidence to support any action of the hearing body to revoke approval or conditional approval, abate a nuisance, or deny an appeal on the forfeiture of a bond. Thereafter, the hearing body shall issue its order to the respondent.

(e) Abatement Penalties and Costs. Upon expiration of the time limits established as set forth in subsection (c) of this section, the Enforcement Officer shall acquire jurisdiction to abate the nuisance. Any materials in or constituting any nuisance abated by the Enforcement Officer may be disposed of or, if directed by the hearing officer, sold in the same manner as surplus City personal property is sold.

(f) Account of Costs and Receipts and Notice of Assessment. The Enforcement Officer will keep an itemized account of the costs of enforcing the provisions of this title and of the proceeds of the sale of any materials connected therewith. Upon completion of abatement, the Enforcement Officer shall prepare a notice to be served by mail, postage prepaid, certified, return receipt requested, to the owner as shown on the last equalized assessment roll specifying:

(1) The work done.

(2) An itemized account of the expenses incurred or expended in the abatement of the nuisance, including the costs and receipts of performing any abatement work, the actual expenses and costs of the City in preparation of notices, specifications, and contracts, inspection of the work, and the cost of printing and mailings required under this chapter, and any attorney fees and costs expended in the abatement of the nuisance, through civil action or otherwise.

(3) An address, legal description, or other description sufficient to identify the premises.

(4) The amount of the assessment proposed to be levied against the premises, or the amount to be refunded, if any, due to excess proceeds over expenses.

(5) The time and place where the Enforcement Officer will submit the account to the Hearing Officer for confirmation. The time and place specified shall be not less than 15 days after service of the notice.

(6) A statement that the Hearing Officer will hear and consider objections and protests to said account and proposed assessment or refund.

(7) A statement that the property may be sold after three years by the tax collector for unpaid delinquent assessments.

(g) Hearing on Account and Proposed Assessment. At the time and place fixed in the notice, the Hearing Officer will hear and consider the account and proposed assessment, together with objections and protests thereto. At the conclusion of the hearing, the Hearing Officer may make such modifications and revisions of the proposed account and assessment as it deems just and may order the account and proposed assessment confirmed or denied, in whole or in part, or as modified and revised. The determination of the Hearing Officer as to all matters contained therein is final and conclusive. The Hearing Officer shall give notice of the decision on the assessment of the costs of abatement by certified mail to the property owner and to any responsible person. The notice shall include a statement that the property may be sold after three years by the tax collector for unpaid delinquent assessments. The decision issued by the City Hearing Officer will be deemed a final order and may be judicially reviewed pursuant to Code of Civil Procedure section 1094.6. There is no right to a City Council appeal.

(h) Notice of Assessment. Upon confirmation of an assessment by the Hearing Officer, the Enforcement Officer is to prepare and have recorded in the office of the County Recorder of Riverside County a notice of assessment. The notice of assessment shall contain the following:

(1) A legal description, address and/or other description sufficient to identify the premises.

(2) A description of the proceeding under which the special assessment was made, including the decision of the Hearing Officer confirming the assessment.

(3) The amount of the assessment.

(4) A claim of assessment upon the described premises.

(i) Assessment. Upon the recordation of a notice of assessment, the amount claimed shall constitute an assessment upon the described premises, pursuant to Section 38773.5 of the Government Code. Such assessment is to be at a parity with the assessments of state and county taxes.

(j) Collection with Ordinary Property Taxes. After recordation, the Notice of Assessment is to be delivered to the County Auditor, who will enter the amount of the assessment on the assessment roll as a special assessment. Thereafter, the amount set forth is to be collected at the same time and in the same manner as ordinary municipal taxes and is subject to the same penalties and interest and to the same procedures for foreclosure and sale in case of delinquency, as is provided for ordinary

municipal taxes; all laws applicable to the levy, collection and enforcement of municipal taxes are made applicable to such assessment.

(k) Summary Abatement Procedure. Notwithstanding any other provision of this code, whenever the Enforcement Officer determines that a public nuisance exists within the City and that nuisance constitutes an imminent hazard or danger to public health or safety, the Enforcement Officer, without observing the provisions of this chapter with regard to abatement procedures, may take the following steps to abate the nuisance: (1) give the property owner written notice by U.S. mail of the public nuisance, the City's proposed timing and method of the abatement, and the City's intent to collect the abatement costs as lien against the property subject to collection as property taxes; (2) following notice to the property owner, take all necessary and reasonable steps to cause the abatement of such nuisance in such manner as the Enforcement Officer determines is reasonably required; (3) promptly report any such emergency abatement action to the City Council; and (4) cause to be maintained an itemized account of the costs incurred by the City in abating the imminently dangerous condition. Such costs may be recovered by the city in the same manner that abatement costs are recovered pursuant to subsections (f) through (j) of this section.

1.03.080 Administrative citations. In addition to the remedies and penalties contained in this chapter, and in accordance with Government Code Section 53069.4, an administrative citation may be issued for any violation of this Code. The following procedures shall govern the imposition, enforcement, collection and administrative review of administrative citations and penalties.

(a) Administrative Citation Authority.

(1) Any responsible party violating, causing or maintaining a violation of any provision of this Code may be issued an administrative citation by an Enforcement Officer assessing a civil fine as provided in this section. A responsible party to whom a citation is issued shall be liable for and shall pay to the City the fine or fines described in the citation when due along with correction of the violation listed by the Enforcement Officer.

(2) Any Enforcement Officer of the City, upon determining that a provision of this Code which he is charged to enforce has been violated, has the authority to issue an administrative citation to any responsible party. Pursuant to this authority, the Enforcement Officer shall determine the appropriate responsible party for each violation.

(3) Each and every day a violation of this Code exists constitutes a separate and distinct offense and will be subject to a separate fine. A single citation may charge a violation for one or more days on which a violation exists, and for violation of one or more Code sections.

(4) The owner of any premises within the City has the responsibility for keeping such premises free of violations related to the use or condition of the property. The owner of such premises is a responsible party and shall be separately liable for violations committed by tenants or occupants relative to the use or condition of the property.

(b) **Notice of Violation.**

(1) Whenever an Enforcement Officer determines that a violation of this Code exists, the Enforcement Officer may issue a notice of violation to a responsible party prior to issuing an administrative citation. The notice of violation serves as a written warning of responsibility and requires immediate action by the responsible party to cease and abate the violation. The notice of violation must include the information set forth in subsection (c) of this section and a date by which the violation can reasonably be ceased and abated. If the violation is not ceased or abated by the end of the correction period stated in the notice, the Enforcement Officer may issue an administrative citation.

(2) In accordance with Government Code section 53069.4, no responsible party will be assessed an administrative fine under this section for a continuing violation pertaining to a building, plumbing, electrical or similar structural or zoning issue that does not create an immediate danger to the public health or safety without first receiving a notice of violation and a reasonable opportunity to correct or otherwise remedy the violation. In such circumstance, the stated period available to correct the violation prior to the assessment of a fine must be appropriate to the violation as determined by the Enforcement Officer, but in no event less than 7 days. If, after the correction period stated in the notice, the violation is not ceased or abated, the Enforcement Officer may issue an administrative citation.

(3) Any responsible party cited for a continuing violation may petition the Enforcement Officer for an extension of time to correct the violation so long as the petition is received before the end of the correction period. The Enforcement Officer may at his or her discretion grant an extension of time to correct the violation if the responsible party has supplied sufficient evidence showing that the correction cannot reasonably be made within the stated period.

(4) The procedures of this section shall not apply in the instance of a violation that poses immediate danger to public health or safety. The City shall maintain a list generally describing those violations that pose an immediate danger to public health or safety.

(c) **Content of Citation.** The administrative citation shall be issued on a form approved by the city attorney and shall contain the following information:

- (1) Name of the person who is charged as a responsible party for the violation;
- (2) Date, location and approximate time the violation was observed;
- (3) Date on which citation is issued;
- (4) The ordinance violated and a brief description of the violation;

- (5) An order to the responsible party to correct the violation within the time specified in the citation and an explanation of the consequences of failure to correct the violation;
- (6) The amount of the administrative penalty imposed for the violation;
- (7) Instructions for the payment of the penalty, and the time period by which it shall be paid and the consequences of failure to pay the penalty within this time period;
- (8) Instructions on how to appeal the citation;
- (9) The signature of the Enforcement Officer;
- (10) Notice that the violation is a nuisance and that collection of unpaid fines and/or nuisance abatement costs can be enforced as an assessment or lien against the property where the violation occurs and that unpaid assessments can result in the property being sold after three years by the county assessor.

The failure of the citation to set forth all required contents shall not affect the validity of the proceedings.

(d) Service of Citation.

- (1) If the responsible party is present at the scene of the violation, the enforcement officer shall deliver a copy of the administrative citation to them.
- (2) If the responsible party is a business, and the business owner is on the premises, the enforcement officer shall attempt to deliver the administrative citation to them. If the Enforcement Officer is unable to serve the business owner on the premises, the administrative citation may be left with the manager or employee of the business. If left with the manager or employee of the business, a copy of the administrative citation shall also be mailed to the business owner by certified mail, return receipt requested.
- (3) If no one can be located at the property, then the administrative citation shall be posted in a conspicuous place on or near the property and a copy mailed by certified mail, return receipt requested to the responsible party. The citation shall be mailed to the property address and/or the address listed for the owner on the last county equalized assessment roll.
- (4) The failure of any interested person to receive the citation shall not affect the validity of the proceedings.

(e) Administrative Penalties.

(1) The penalties assessed for each violation shall not exceed the following amounts:

- a. One hundred dollars (\$100.00) for a first violation;
- b. Two hundred dollars (\$200.00) for a second violation of the same ordinance within one year; and
- c. Five hundred dollars (\$500.00) for each additional violation of the same ordinance within one year.

(2) If the violation is not corrected, additional administrative citations may be issued for the same violation. The amount of the penalty shall increase at the rate specified above.

(3) Payment of the penalty shall not excuse the failure to correct the violation nor shall it bar further enforcement action.

(4) The penalties assessed shall be payable to the City.

(f) **Satisfaction of Administrative Citation.**

(1) Upon receipt of a citation, the responsible party must pay the fine to the City within 30 days from the issuance date of the administrative citation. All fines assessed shall be payable to the City. Payment of a fine shall not excuse or discharge the failure to correct the violation nor shall it bar further enforcement action by the City.

(2) At any time following 30 days after the issuance of the citation, the City may deliver a collection bill to the responsible party requiring payment for all outstanding amounts owed for the violation, including the amount due for the initial violation plus any appropriate late payment charge, less any amount remitted pursuant to subsection A of this section.

(3) Verification of abatement. The abatement of a continuing violation must be verified by an Enforcement Officer of the City. The responsible party shall contact the phone number designated on the citation and schedule an inspection by an Enforcement Officer.

(g) **Administrative Appeal.**

(1) *Notice of Appeal.* The recipient of an administrative citation may appeal the citation by filing a written notice of appeal with the director. The written notice of appeal must be filed within 20 days of the service of the administrative citation as set forth in subsection (d) of this section. Failure to file a written notice of appeal within this time period shall constitute a waiver of the right to appeal the administrative citation. The notice of

appeal shall be submitted on city forms and shall contain the following information:

- a. A brief statement setting forth the appellant's interest in the proceedings;
- b. A brief statement of the material facts which the appellant claims supports their contention that no administrative penalty should be imposed or that an administrative penalty of a different amount is warranted;
- c. An address at which the appellant agrees notice of any additional proceeding or an order relating to the imposition of the administrative penalty may be received by mail;
- d. The notice of appeal must be signed by the appellant.

(2) *Administrative Hearing.* Upon a timely written request by the recipient of the administrative citation, an administrative hearing shall be held as follows:

- a. *Notice of Hearing.* Notice of the administrative hearing shall be given at least 10 days before the hearing to the person requesting the hearing. The notice may be delivered to the person or may be mailed to the address listed in the notice of appeal.
- b. *Hearing Officer.* The administrative hearing shall be held before a Hearing Officer selected in the manner permitted by Section 1.03.010(g).
- c. *Conduct of the Hearing.* The Enforcement Officer who issued the administrative citation shall not be required to participate in the administrative hearing. The contents of the Enforcement Officer's file in the case shall be admitted as prima facie evidence of the facts stated therein. The Hearing Officer shall not be limited by the technical rules of evidence. If the person requesting the appeal fails to appear at the administrative hearing, the Hearing Officer shall make their determination based on the information contained in the notice of appeal.

(3) *Hearing Officer's Decision.* The Hearing Officer's decision following the administrative hearing may be personally delivered to the person requesting the hearing or sent by mail. The Hearing Officer may allow payment of the administrative penalty in installments, if the person provides evidence satisfactory to the hearing officer of an inability to pay the penalty in full. The Hearing Officer's decision shall contain instructions for obtaining review of the decision by the superior court.

(h) Review of Administrative Hearing Officer's Decision.

(1) *Notice of Appeal.* Within 20 days of the date of the delivery or mailing of the Hearing Officer's decision, a person may contest that decision by filing an appeal to be heard by the superior court. The filing fee for the appeal shall be in the amount provided for in Government Code section 70615. The failure to file the written appeal and to pay the filing fee within this period shall constitute a waiver of the right to an appeal and the decision shall be deemed confirmed. A copy of the notice of appeal shall be served in person or by first class mail upon the issuing agency by the contestant.

(2) *Conduct of Hearing.* The conduct of the appeal is a subordinate judicial duty and may be performed by traffic trial commissioners and other subordinate judicial officials at the direction of the presiding judge of the court. The appeal shall be heard de novo, except that the contents of the issuing agency's file in the case shall be received in evidence. A copy of the document or instrument of the issuing agency providing notice of the violation and imposition of the administrative penalty shall be admitted into evidence as prima facie evidence of the facts stated therein. The court shall request that the issuing agency's file on the case be forwarded to the court, to be received within 15 days of the request.

(3) *Judgment.* The court shall retain the filing fee regardless of the outcome of the appeal. If the court finds in favor of the contestant, the amount of the fee shall be reimbursed to the contestant by the local agency. Any deposit of the fine or penalty shall be refunded by the issuing agency in accordance with the judgment of the court. If the fine or penalty has not been deposited and the decision of the court is against the contestant, the issuing agency may proceed to collect the penalty pursuant to the procedures set forth in this chapter, or in any other manner provided by law.

(i) Collection of Unpaid Fines.

(1) The failure of any person to pay a fine or penalty assessed by administrative citation within the time specified on the citation constitutes a debt to the City. To enforce that debt, the City may file a civil action, lien or assess the subject property as set forth below, or pursue any other legal remedy to collect such debt. A person who fails to pay any fine or other charge owed to the city under this chapter is liable in any action brought by the City for all costs incurred in securing payment of the delinquent amount, including, but not limited to, administrative costs and attorneys' fees. Such collection costs are in addition to any fines, interest, and late charges.

(2) In addition to any other legal remedy, any violation of this chapter by failure to pay administrative fines or abate a continuing violation shall

constitute a nuisance. To compel compliance, the City may seek to abate the nuisance and collect the costs incurred by means of a nuisance abatement lien and/or special assessment against the property where the violation occurred. Any unpaid delinquent civil fines and penalties may be recovered as part of any such lien or special assessment against the property of the responsible party where pursuant to Government Code §§ 38773.1 and 38773.5.

(3) To pursue an abatement of a code violation as a nuisance and recover the costs, including any delinquent civil fines and penalties, as an abatement lien or special assessment, the city manager may at his discretion request the county recorder to record notice of the lien and take any other necessary action to enforce collection of this lien. The city manager may pursue these remedies whether or not the City is pursuing any other action to terminate an ongoing code violation that was the basis for the fine.

(4) Before recording the lien, the city manager shall cause a notice and a report stating the amounts due and owing to be provided to the responsible party by personal service. In the event that personal service is not available, the notice and report shall be served as per the requirements of subsection (d) of this section. The report may include a fee, as established by city council resolution, for the administrative costs associated with the preparation and recordation of the lien.

(5) Following service of the notice and report, the city manager shall cause the lien to be filed in the County Recorder's Office.

(6) After confirmation and recordation, the City shall present a copy of the lien to the County tax collector to add the amount of the lien to the next regular property tax bills levied against the parcel for municipal purposes. This amount will be collected at the same time and in the same manner as ordinary property taxes are collected, and will be subject to the same penalties and procedures under foreclosure and sale as provided for with ordinary municipal taxes. After recording, the lien may be foreclosed by judicial or other sale in the manner and means provided by law.

(7) Once the City receives full payment for outstanding principal, penalties, and costs related to a lien, the city manager will cause to be recorded a notice of satisfaction or provide the property owner with a notice of satisfaction for recordation at the County Recorder's Office. This notice of satisfaction will cancel the City's lien.

1.03.090 Civil Actions. The city attorney, by and at the request of the City council or City staff, may institute an action in any court of competent jurisdiction to restrain, enjoin or abate the condition(s) found to be in violation of the provisions of this Code, as provided by law. In any civil action commenced by the City to abate a public nuisance, to enjoin violation of any provision of this Code, or to collect a civil debt owing to the City, the City shall be entitled to recover from the defendant in any such action all costs incurred therein, including reasonable attorneys' fees and costs of suit, subject to Section 1.03.100 of this Code.

1.03.100 Attorneys' Fees. In any action, administrative proceeding, or special proceeding brought to abate a public nuisance, the prevailing party will be entitled to recover attorneys' fees, provided that attorneys' fees will only be available in those actions or proceedings in which the City has provided notice at the commencement of such action or proceeding that it intends to seek and recover its own attorneys' fees. In no action or proceeding will an award of attorneys' fees exceed the amount of reasonable attorneys' fees incurred by the City in the action or proceeding.

1.03.110 Notice of Noncompliance. Whenever a written notice of violation has been given, the enforcement officer may record a notice of noncompliance with the office of the County Recorder and shall notify the owner of the property of such action. The notice of noncompliance shall describe the property, shall set forth the violations, and shall state that any costs incurred by the county, including, but not limited to investigative, administrative and abatement costs and attorneys' fees as a result of the violation of the Code may become a lien on the property and that the owner has been so notified.

1.03.120 Treble Damages. Upon a second or subsequent civil or criminal judgment within a two-year period for a violation of this Code, codes adopted by reference in this Code, or any other City ordinance, the violator shall be liable to the City for treble the abatement costs, in accordance with Government Code Section 38773.7, except in cases of substandard residential buildings that are prosecuted under Health and Safety Code section 17980.

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

I, Debbie A. Lee, CMC, City Clerk of the City of Wildomar, California, do hereby certify that the foregoing Ordinance No. 50 was introduced at a regular meeting of the City Council of the City of Wildomar, California, on May 12, 2010, and was duly adopted at a regular meeting held on May 26, 2010, by the City Council of the City of Wildomar, California, by the following vote:

AYES: Mayor Moore, Mayor Pro Tem Swanson, Council Members Ade, Farnam

NOES: Council Member Cashman

ABSTAIN: None

ABSENT: None



Debbie A. Lee, CMC
City Clerk
City of Wildomar

CITY OF WILDOMAR – CITY COUNCIL
Agenda Item #3.2
GENERAL BUSINESS
Meeting Date: October 10, 2012

TO: Mayor and City Council Members
FROM: Debbie A. Lee, City Clerk
SUBJECT: Wildomar Municipal Code - <http://qcode.us/codes/wildomar/>

STAFF REPORT

RECOMMENDATION:

Staff recommends that the City Council:

1. Introduce and approve first reading of an Ordinance entitled:

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ADOPTING BY REFERENCE THE WILDOMAR MUNICIPAL CODE AND THE FOLLOWING SECONDARY CODES ADOPTED BY REFERENCE THEREIN: UNIFORM ADMINISTRATIVE CODE (1997 EDITION), 2010 CALIFORNIA BUILDING CODE AND APPENDICES C, G, H, I and K, 2010 CALIFORNIA RESIDENTIAL CODE, 2010 CALIFORNIA GREEN BUILDING CODE, 2010 CALIFORNIA ELECTRICAL CODE AND APPENDICES A, B, C, G AND H , 2010 CALIFORNIA MECHANICAL CODE AND APPENDIX A, 2010 CALIFORNIA PLUMBING CODE AND APPENDICES, 1997 UNIFORM HOUSING CODE, UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS (1997 EDITION), UNIFORM SWIMMING POOL, SPA AND HOT TUB CODE (2000 EDITION), UNIFORM SIGN CODE (1997 EDITION), UNIFORM CODE FOR BUILDING CONSERVATION (1997 EDITION)

2. Set the matter for public hearing on November 14, 2012.

DISCUSSION:

When the City of Wildomar incorporated on July 1, 2008, one of the very first Ordinances the City Council adopted was the adoption of the County Code as the City's Municipal Code. What this action did was to take the Riverside County Code, as it was on July 1, 2008, and apply those laws to the new City of Wildomar. This is a common

practice of new cities because when incorporation of a City takes place, the County is no longer the entity that oversees that new City.

The County Code is also the starting point for a new City to create their own Municipal Code that is more tailored to the needs of the City. That is where Ordinances are adopted by the Council which will add to, delete, and/or amend various sections of the Municipal Code.

The City Clerk's Office got started on creating a Wildomar Municipal Code soon after incorporation starting with retaining a codifier that works with the City to create the final product. In the City of Wildomar's case, Quality Code Publishing was chosen, and thus the process began.

Starting with the County Code the City Clerk's Office took each Title and assigned it to the various Department Heads of the City to review for relevance to Wildomar. There were numerous cases where sections of a Title may have laws that only pertain to certain areas of the County, such as the Coachella Valley, and not to the City of Wildomar, so the section was removed.

Once the review of the County Code was complete the City Clerk's Office then looked at each Ordinance that had been adopted since incorporation and noted which sections were repealed and which were amended. All in all Staff was able to take two 3" binders (County Code) and 68 Ordinances and fit it all in one 3" binder to create the City's very first Municipal Code.

This proposed Code is a living document, and will never be finished. In other words, even as it is being presented to you, it is not fully up to date. The City has 72 ordinances to date, however a cutoff date had to be established for the publication of the Code. This date was prior to the passage of Ordinances 69-72, therefore those ordinances, and any others that may be passed before the cutoff time, will be done next year when the first supplement will be published.

Another aspect to this Code is that this represents every law that the City presently has the books and not those issues that Council has directed Staff to research and report back on. Additionally, there are ordinances the County adopted after July 1, 2008, which are not a part of the Code the Council adopted at incorporation, therefore they are also not part of this proposed Municipal Code.

First readings of ordinances typically take place at a public hearing (if the issue requires one), with the second reading and adoption on the Consent Calendar at the subsequent meeting following the public hearing. Adopting a Code by reference is done quite differently. The item is introduced and the first reading is done under General Business. The next step is to advertise the public hearing for the second reading and possible adoption. Applying this then means that at the November 14, 2012 meeting the Municipal Code will be scheduled for the public hearing and possible adoption.

In keeping with the City's paperless theme (such as the Council agenda), it was also decided to keep the Code paperless as well. Quality Code Publishing is hosting the Municipal Code on their website, along with "Code Alerts" which are Ordinances which have been adopted after the publishing of the Code. In this way when anyone is researching the City's Code, they can also research those ordinances which have yet to be codified to see if they apply to their research. There will be hard copies of the Code kept in the City Clerk's Office, the City Attorney's Office, the City Manager's Office, the Police Department, and the Library. The City Clerk's copy will also be used for those individuals who come into the office and need assistance.

To access the Wildomar Municipal Code please go to:

<http://qcode.us/codes/wildomar/>

As research is done in the Code, we may come across sections that do not apply. They may not have initially been caught, or may have been caught but somehow didn't make it in the Code properly. These types of omissions should be very few. Also should you find typos or anything that doesn't seem right, please bring those to the City Clerk's attention so that they may be taken up with the codifier and rectified. It is very common when you are culling down vast amounts of data into something that will be half the size of what you started with to find errors or discrepancies. Every effort has been taken to keep these types of things to a minimum, but as part of being human, it will, and does happen.

FISCAL IMPACT:

FY 2012-13 - \$9,765.54

FY 2013-14 - \$9,765.54

As you are aware the cost of codification of the City code was initially deferred until such time as the City was in a more positive cash position. However, the City Clerk's Office, in conjunction with the Assistant City Manager, negotiated with the codifier to defer payment of the Code over two fiscal years. The codifier has also included 10 binders, 23 sets of tabs, and data conversion at no charge to the City.

Submitted by:
Debbie A. Lee, CMC, City Clerk

Approved by:
Frank Oviedo, City Manager

ATTACHMENTS:

Ordinance Adopting the Wildomar Municipal Code

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ADOPTING BY REFERENCE THE WILDOMAR MUNICIPAL CODE AND THE FOLLOWING SECONDARY CODES ADOPTED BY REFERENCE THEREIN: UNIFORM ADMINISTRATIVE CODE (1997 EDITION), 2010 CALIFORNIA BUILDING CODE AND APPENDICES C, G, H, I and K, 2010 CALIFORNIA RESIDENTIAL CODE, 2010 CALIFORNIA GREEN BUILDING CODE, 2010 CALIFORNIA ELECTRICAL CODE AND APPENDICES A, B, C, G AND H , 2010 CALIFORNIA MECHANICAL CODE AND APPENDIX A, 2010 CALIFORNIA PLUMBING CODE AND APPENDICES, 1997 UNIFORM HOUSING CODE, UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS (1997 EDITION), UNIFORM SWIMMING POOL, SPA AND HOT TUB CODE (2000 EDITION), UNIFORM SIGN CODE (1997 EDITION), UNIFORM CODE FOR BUILDING CONSERVATION (1997 EDITION).

WHEREAS, on July 1, 2008, the City Council adopted Ordinance No. 08-02 establishing the Wildomar Municipal Code and enacting Titles 1 and 2 of the Code relating to general provisions, administration, and personnel; and,

WHEREAS, on August 27, 2008, the City Council adopted Ordinance No. 18, which adopted by reference Titles 4 through 17 of the Riverside County Code as they existed on July 1, 2008 except as portions of those Titles had been superseded by Wildomar Ordinances 08-03 through 08-14; and,

WHEREAS, the City has adopted numerous ordinances after Ordinances 08-02 and 18 were adopted that have made additions and deletions to the Wildomar Municipal Code; and,

WHEREAS, Quality Code Publishing, was hired by the City to compile, edit and publish the Wildomar Municipal Code; and,

WHEREAS, Government Code Section 50022.10 provides that a code that has been adopted and fully published or adopted by reference may be recodified or recompiled and thereafter adopted by reference; and,

WHEREAS, the Quality Code Publishing has recompiled the ordinances of the City of Wildomar into a unified "Wildomar Municipal Code" and the City Council desires to adopt the new "Wildomar Municipal Code" by reference; and,

WHEREAS, after the first reading of this Ordinance the City Council directed the City Clerk to schedule a public hearing for this Ordinance and publish notice

pursuant to Government Code Section 6066; and,

WHEREAS, a noticed public hearing was held for this Ordinance on November 14, 2012.

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

SECTION 1. Adoption by Reference. The City Council of the City of Wildomar adopts by reference the Wildomar Municipal Code, and all of the secondary codes adopted therein by reference, as compiled, edited and published by Quality Code Publishing, of Seattle, Washington.

SECTION 2. Copies on File with City Clerk. Copies of the Wildomar Municipal Code and all of the secondary codes adopted by reference therein are on file with the City Clerk and are open to public inspection.

SECTION 3. Recently Adopted Ordinances. The Wildomar Municipal Code published by Quality Code Publishing includes all previously adopted City Ordinances through Ordinance No. 68, passed March 14, 2012. Ordinance No. 69 through Ordinance No. 72 have not been added to the Wildomar Municipal Code published by Quality Code Publishing but will be added to the Code by Quality Code Publishing. Nothing in this Ordinance shall be construed as repealing or superseding Ordinance No. 69 – Ordinance No. 72.

SECTION 4. Severability. If any section, subsection, sentence, clause, or phrase 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 and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional, without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 5. Effective Date. This ordinance shall take effect thirty (30) days after its passage by the City Council.

SECTION 6. Publication. The City Clerk shall cause this ordinance to be published or posted in accordance with Government Code section 36933.

PASSED, APPROVED AND ADOPTED this 14th day of November, 2012.

Ben J. Benoit
Mayor

APPROVED AS TO FORM:

ATTEST:

Thomas D. Jex
City Attorney

Debbie A. Lee, CMC
City Clerk

**WILDOMAR CEMETERY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
August 8, 2012**

CALL TO ORDER THE WILDOMAR CEMETERY DISTRICT

The regular meeting of August 8, 2012, of the Wildomar Cemetery District was called to order by Chairman Benoit at 9:33 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, and Moore. Members absent: Trustee Swanson.

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

PUBLIC COMMENTS

Alyssa Lloyd, resident, stated she has been working on the directory at the cemetery as part of her Girl Scout project. She is getting ready to leave for College and she is leaving everything with Staff regarding the project.

APPROVAL OF THE AGENDA AS PRESENTED

A MOTION was made by Trustee Moore, seconded by Vice Chairman Walker, to approve the agenda as presented.

MOTION carried, 4-0-1, with Trustee Swanson absent.

4.0 CONSENT CALENDAR

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

MOTION carried, 4-0-1, with Trustee Swanson absent.

4.1 Warrant Register

Approved the following:

1. Warrant Register dated July 5, 2012, in the amount of \$2,061.32;
2. Warrant Register dated July 11, 2012, in the amount of \$199.08;

3. Warrant Register dated July 11, 2012, in the amount of \$216.84; &
4. Warrant Register dated July 26, 2012, in the amount of \$564.39.

4.2 Treasurer's Report

Approved the Treasurer's Report for June, 2012.

5.0 PUBLIC HEARINGS

There were no items scheduled.

6.0 GENERAL BUSINESS

There were no items scheduled.

GENERAL MANAGER REPORT

There was nothing to report.

CEMETERY DISTRICT COUNSEL REPORT

There was nothing to report.

BOARD COMMUNICATIONS

There was nothing to report.

FUTURE AGENDA ITEMS

There were no items.

ADJOURN WILDOMAR CEMETERY DISTRICT

There being no further business, Chairman Benoit declared the meeting adjourned at 9:37 p.m.

Submitted by:

Approved by:

Debbie A. Lee, CMC
Clerk of the Board

Ben J. Benoit
Chairman

WILDOMAR CEMETERY DISTRICT
Agenda Item #4.2
CONSENT CALENDAR
Meeting Date: October 10, 2012

TO: Chairman and Board of Trustees
FROM: Gary Nordquist, Assistant General Manager
SUBJECT: Warrant Registers

STAFF REPORT

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the following:

1. Warrant Register dated September 7, 2012, in the amount of \$1,980.97;
2. Warrant Register dated September 13, 2012, in the amount of \$28.23;
3. Warrant Register dated September 20, 2012, in the amount of \$793.40;
4. Warrant Register dated September 28, 2012, in the amount of \$28.23;

DISCUSSION:

The Wildomar Cemetery District requires that the Trustees audit payments of demands and direct the General Manager to issue checks. The Warrant Registers are submitted for approval.

FISCAL IMPACT:

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

Submitted by:
Gary Nordquist
Assistant General Manager

Approved by:
Frank Oviedo
General Manager

ATTACHMENTS:

Warrant Register dated September 7, 2012
Warrant Register dated September 13, 2012
Warrant Register dated September 20, 2012
Warrant Register dated September 28, 2012

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09/07/2012 3:44:27PM

Voucher List
City of Wildomar

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201542	9/7/2012	000367 CINTAS CORPORATION	055501231		STAFF UNIFORM MAINTENANCE	28.23
					Total :	28.23
201543	9/7/2012	000022 EDISON	82512		CEM ELECTRICAL SRVCS 7/26/12-8/2	166.88
					Total :	166.88
201544	9/7/2012	000012 ELSINORE VALLEY MUNICIPAL, WATER	5637482		CEM WATER SERVICES 7/26/12-8/2	1,593.19
					Total :	1,593.19
201545	9/7/2012	000020 VERIZON	81912		CEM VOICE/INTERNET SRVCS 8/16	180.17
					Total :	180.17
201546	9/7/2012	000368 WHITNEY'S DRINKING WATER	82912		CEMETERY DRINKING WATER	12.50
					Total :	12.50
5 Vouchers for bank code : wf						Bank total : 1,980.97
5 Vouchers in this report						Total vouchers : 1,980.97

Page: 1

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09/13/2012 5:20:23PM

Voucher List
City of Wildomar

Page: 1

Bank code : wf

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
201562	9/13/2012	000367 GINTAS CORPORATION	055503888		STAFF UNIFORM MAINTENANCE	28.23
					Total :	28.23
					Bank total :	28.23
					Total vouchers :	28.23

1 Vouchers for bank code : wf

1 Vouchers in this report

Page: 1

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09/20/2012 5:41:36PM

Voucher List
City of Wildomar

Page: 1

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201578	9/20/2012	000456 ABLE TREE SERVICE	498324		DAMAGED TREE CLEAN UP AND H	400.00
					Total :	400.00
201579	9/20/2012	000442 ARCO GASPRO PLUS	NP35810905		VEHICLE FUEL	102.00
					Total :	102.00
201580	9/20/2012	000367 CINTAS CORPORATION	55506508		STAFF UNIFORM MAINTENANCE	28.23
					Total :	28.23
201581	9/20/2012	000011 CR&R INC.	280381		WASTE SERVICES-3 YD COMM BIN	124.12
					Total :	124.12
201582	9/20/2012	000188 RIGHTWAY	713852		RESTROOM MAINTENANCE/SERVIC	70.55
					Total :	70.55
201583	9/20/2012	000390 TRIANGLE TERMITE & PEST, CONTROL, 5397			TERMITE/PEST CONTROL SERVICE	50.00
					Total :	50.00
201584	9/20/2012	000368 WHITNEY'S DRINKING WATER	91212		CEMETERY DRINKING WATER	18.50
					Total :	18.50
7 Vouchers for bank code : wf						Bank total : 793.40
7 Vouchers in this report						Total vouchers : 793.40

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vchlist
09/28/2012 4:05:25PM

Voucher List
City of Wildomar

Page: 1

Bank code : wf

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
201617	9/28/2012	000367 CINTAS CORPORATION	055509167		STAFF UNIFORM MAINTENANCE	28.23
					Total :	28.23
					Bank total :	28.23
					Total vouchers :	28.23

1 Vouchers for bank code : wf

1 Vouchers in this report

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WILDOMAR CEMETERY DISTRICT
Agenda Item #4.3
CONSENT CALENDAR
Meeting Date: October 10, 2012

TO: Chairman and 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 August, 2012.

DISCUSSION:

Attached is the Treasurer's Report for cash and investments for the month of August, 2012.

FISCAL IMPACT:

None at this time.

Submitted by:
Gary Nordquist
Assistant General Manager

Approved by:
Frank Oviedo
General Manager

ATTACHMENTS:

Treasurer's Report

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

DISTRICT INVESTMENT

<u>ISSUER</u>	<u>BOOK VALUE</u>	<u>FACE VALUE</u>	<u>MARKET VALUE</u>	<u>PERCENT OF PORTFOLIO</u>	<u>DAYS TO MAT.</u>	<u>STATED RATE</u>
EDWARD JONES	\$ 128,310.31	\$ 128,310.31	\$ 128,310.31	100.00%	0	0.000%
TOTAL	\$ 128,310.31	\$ 128,310.31	\$ 128,310.31	100.00%		

<u>ISSUER</u>	<u>BEGINNING BALANCE</u>	<u>+ DEPOSITS/ PURCHASES</u>	<u>WITHDRAWALS/ SALES/ MATURITIES</u>	<u>ENDING BALANCE</u>	<u>STATED RATE</u>
EDWARD JONES	\$ 127,927.07	\$ 383.24	\$ 0.00	\$ 128,310.31	0.000%
TOTAL	\$ 127,927.07	\$ 383.24	\$ 0.00	\$ 128,310.31	

TOTAL INVESTMENT \$ 128,310.31

CASH HELD BY RIVERSIDE COUNTY

<u>ACCOUNT</u>	<u>INSTITUTION</u>	<u>BALANCE</u>	<u>RATE</u>
CEMETERY	RIVERSIDE COUNTY	\$ 643.86	0.00%
DEF COMP	RIVERSIDE COUNTY	0.00	0.00%
ENDOWMENT	RIVERSIDE COUNTY	65.62	0.00%
TOTAL		\$ 709.48	

<u>ACCOUNT</u>	<u>INSTITUTION</u>	<u>BEGINNING BALANCE</u>	<u>+ DEPOSITS</u>	<u>(-) WITHDRAWALS</u>	<u>ENDING BALANCE</u>	<u>RATE</u>
CEMETERY	RIVERSIDE COUNTY	\$ 268.86	\$ 375.00	\$ 0.00	\$ 643.86	0.000%
DEF COMP	RIVERSIDE COUNTY	0.00	0.00	0.00	0.00	
ENDOWMENT	RIVERSIDE COUNTY	29.17	36.45	0.00	65.62	0.000%
TOTAL		\$ 298.03	\$ 411.45	\$ 0.00	\$ 709.48	

In compliance with the California Code Section 53646, as the General Manager of the Wildomar Cemetery District, I hereby certify that sufficient investment liquidity and anticipated revenues are available to meet the District's expenditure requirements for the next six months.
I also certify that this report reflects all Government Agency pooled investments and all District's bank balances.

Misty V. Cheng
Controller

Date