



CITY COUNCIL/CEMETERY DISTRICT BOARD - MEETING (R)

WEDNESDAY, DECEMBER 3, 2025

Closed Session: 5:00 PM | Adjourned Regular Session 6:00 PM

COUNCIL CHAMBERS 23873 CLINTON KEITH ROAD SUITE 106 WILDOMAR, CA 92595

Ashlee DePhilippo - Mayor/ Chair | District 5
Carlos Marquez - Mayor Pro Tem/ Vice Chair | District 1
Bridgette Moore - Council Member/ Trustee | District 4
Joseph Morabito - Council Member/ Trustee | District 3
Dustin Nigg - Council Member/ Trustee | District 2

Chris Mann, City Manager/General Manager
Thomas D. Jex, City Attorney/District Board Counsel

The City of Wildomar will be a Safe and Active Community with Responsible Growth and
Quality Infrastructure while keeping a Hometown Feel

NOTICE:

City Council/ Cemetery District Board meetings may be live-streamed, photographed and/or videotaped. Participation at the meeting constitutes consent by members of the public to the City's and any third party's use in any media, without compensation or further notice, of audio, video, and/or pictures of meeting attendees.

CALL TO ORDER – CLOSED SESSION - 5:00 P.M.

ROLL CALL

PUBLIC COMMENTS

CLOSED SESSION

CLOSED SESSION

Presented By: Thomas D Jex, City Attorney

RECOMMENDATION:

1. The city council will meet in closed session pursuant to the provisions of Government Code section 54956.9(d)(2) and (3) to confer with legal counsel with regard to one matter of potential exposure to litigation.

2. The City Council will meet in closed session pursuant to the provisions of Government Code section 54957(b) regarding Public Employee Performance Evaluation.

Title: City Attorney

RECONVENE INTO OPEN SESSION

ANNOUNCEMENTS

ADJOURN CLOSED SESSION

CALL TO ORDER – ADJOURNED REGULAR JOINT SESSION - 6:00 P.M.

ROLL CALL

Council discussion and determination on whether an absence is excused.

FLAG SALUTE

MOMENT OF SILENCE AND REFLECTION

PRESENTATIONS

1. Recognition: Elsinore High School Girls Varsity Volleyball
2. Recognition: TriCity Gators
3. Other Recognitions/Presentations

DEPARTMENT REPORTS

No reports scheduled.

PUBLIC COMMENTS

*This is the time when the Council receives general public comments regarding any items or matters within the jurisdiction that **do not** appear on the agenda. Per the Brown Act, City Council members are not allowed to respond to public comments not on the agenda. If you would like to be contacted, please leave your email or contact number on the public comment card.*

APPROVAL OF THE AGENDA AS PRESENTED

The City Council/ Cemetery District Board to approve the agenda as it is herein presented, or, if it is the desire of the City Council, the agenda can be reordered, added to, or have items tabled at this time.

1. 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 City Council, Cemetery District Board, the Public, or Staff request to have specific items removed from the Consent Calendar for separate discussion and/or action.

1.1 City Council/ Cemetery District Board Minutes - October 13, 2025 - Adjourned Regular Meeting

Presented By: Janet Morales , City Clerk's Office

RECOMMENDATION:

Approve the minutes as presented.

1.2 City Council/ Cemetery District Board Minutes - November 12, 2025 - Regular Meeting

Presented By: Janet Morales , City Clerk's Office

RECOMMENDATION:

Approve the minutes as presented.

1.3 November 2025 City Warrant Register

Presented By: Adam Jantz , Administrative Services Department

RECOMMENDATION:

Approve the following:

For Fiscal Years 2024/2025 and 2025/2026:

1. Warrant Register dated 11-6-2025 in the amount of \$542,853.58.
2. Warrant Register dated 11-11-2025 in the amount of \$1,595.75.
3. Warrant Register dated 11-13-2025 in the amount of \$161,623.09.
4. Warrant Register dated 11-20-2025 in the amount of \$236,306.98.
5. Wire Transfer Register dated 11-24-2025 in the amount of \$51,029.58.
6. Payroll Register dated 11-24-2025 in the amount of \$537,270.25.

1.4 November 2025 Cemetery Warrant Register

Presented By: Adam Jantz , Administrative Services Department

RECOMMENDATION:

Approve the following:

For Fiscal Years 2024/2025 and 2025/2026:

1. Warrant Register dated 11-6-2025 in the amount of \$7,202.24.
2. Warrant Register dated 11-13-2025 in the amount of \$92.69.
3. Warrant Register dated 11-20-2025 in the amount of \$2,397.57.

1.5 October 2025 City Treasury Report

Presented By: Adam Jantz , Administrative Services Department

RECOMMENDATION:

Approve the City Treasury Report for October 2025.

1.6 October 2025 Cemetery Treasury Report

Presented By: Adam Jantz , Administrative Services Department

RECOMMENDATION:

Approve the Treasury Report for October 2025.

1.7 2026 Annual Investment Policy

Presented By: Adam Jantz , Administrative Services Department

RECOMMENDATION:

Adopt a resolution entitled:

RESOLUTION NO. 2025 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,
CALIFORNIA, ADOPTING A STATEMENT OF INVESTMENT POLICY FOR 2026

1.8 Purchase of Riverpark Mitigation Bank Credits for the Clinton Keith Rd. Widening Project (CIP 025-1)

Location: Clinton Keith Rd. (Hidden Springs Rd. to Copper Craft Rd.)

Presented By: Jason Farag , Public Works/ Engineering Department

RECOMMENDATION:

Authorize the City Manager to execute a Mitigation Credit Purchase Agreement between the City of Wildomar and EIP III Credit Co., LLC (Riverpark Mitigation Bank Sponsor) for the Clinton Keith Rd. Widening Project (Project)

1.9 2026 City Council Meeting Calendar

Presented By: Janet Morales , City Clerk's Office

RECOMMENDATION:

Adopt the proposed City Council meeting schedule for the 2026 calendar year.

1.10 Notice of Change to Public Hearing Date for Establishment of Community Facilities District No. 2025-1 (Camelia)

Presented By: Adam Jantz , Administrative Services Department

RECOMMENDATION:

Adopt a Resolution entitled:

RESOLUTION NO. 2025 - ____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR
CHANGING THE DATE OF THE PUBLIC HEARING FOR THE ESTABLISHMENT
OF COMMUNITY FACILITIES DISTRICT NO. 2025-1 (CAMELIA) OF THE CITY
OF WILDOMAR AND RELATED MATTERS

1.11 Notice of Change to Public Hearing Date for Establishment of Community Facilities District No. 2025-S (Services)

Presented By: Adam Jantz , Administrative Services Department

RECOMMENDATION:

1. Adopt a Resolution entitled:

RESOLUTION NO. 2025 - ____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR
CHANGING THE DATE OF THE PUBLIC HEARING FOR THE ESTABLISHMENT
OF COMMUNITY FACILITIES DISTRICT NO. 2025-S (SERVICES) OF THE CITY
OF WILDOMAR AND RELATED MATTERS

- 1.12 Recommendation of Approval of Job Descriptions and Updates to the Position Classification Schedule, List of Authorized Positions, and Pay Plan**
Presented By: Emily Wolf , Administrative Services Department

RECOMMENDATION:

Adopt a resolution entitled:

RESOLUTION NO. 2025 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, APPROVING JOB DESCRIPTIONS AND UPDATES TO THE SCHEDULE OF AUTHORIZED POSITIONS, POSITION CLASSIFICATION SCHEDULE, AND PAY PLAN

2. PUBLIC HEARINGS

No items scheduled.

3. GENERAL BUSINESS

3.1 Appointment of Mayor and Mayor Pro Tempore for 2026

Presented By: Janet Morales , City Clerk's Office

RECOMMENDATION:

Appoint a Mayor and Mayor Pro Tempore for Calendar Year 2026.

3.2 City Council Annual City and Regional Committees, Commissions, and Board Appointments

Presented By: Janet Morales , City Clerk's Office

RECOMMENDATION:

Review the attached list of committees, commissions, and boards, and update appointments as needed.

COUNCIL COMMUNICATIONS

1. Riverside Conservation Authority (RCA)
2. Riverside Transit Agency (RTA)
3. Riverside County Transportation Commission (RCTC)
4. League of California Cities
5. Southern California Association of Governments (SCAG)
6. Riverside County Habitat Conservation Agency (RCHCA)
7. Western Riverside Council of Governments (WRCOG)
8. Southwest Community Financing Authority (Animal Shelter)
9. Ad Hoc & Subcommittees
10. Community events
11. Regional events
12. Chamber of Commerce
13. Cemetery District Events
14. Other Events/Meetings

CITY MANAGER/ GENERAL MANAGER REPORT

FUTURE AGENDA ITEMS

ADJOURNMENT

PARTICIPATION

MEETINGS

Regular City Council/Cemetery District Board Meetings are held on the 2nd Wednesday of every month at 6:00 P.M., except for January, where it is held on the 3rd Wednesday of the month, in the City Council Chambers, 23873 Clinton Keith Road Ste. 106 Wildomar, CA 92595.

VIEW THE MEETING

1. In Person | City Council Chambers 23873 Clinton Keith Road Ste. 106 Wildomar, CA 92595

2. Watch Live

wildomar.gov/129/Agendas-Videos-Watch-Live or stream on [YouTube.com/@CityofWildomar](https://www.youtube.com/@CityofWildomar)

3. Cable TV | Frontier Channel 36 or AT&T Channel 99

PARTICIPATE IN THE MEETING

1. Fill out the speaker card located on the table near the entrance of the chambers.
2. Submit the speaker card to the City Clerk/Cemetery District Board Secretary in the basket located at the front of the chambers.
3. When the City Clerk/ Cemetery District Board Secretary calls your name, please come up to the front podium.

During Public Comment not on the agenda and after each Agenda Item, the Mayor/Chair will announce Public Comment. Public Comments are limited to (3) minutes or such other time as the City Council/Cemetery District Board may provide. Per the Brown Act, City Council/ Cemetery District Board members are not allowed to respond to public comments not on the agenda. If you would like to be contacted, please leave your email or contact number on the public comment card.

ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, 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/ Cemetery District Board Secretary either in person or by phone at 951-677-7751 x210, no later than 10:00 a.m. on the day preceding the scheduled meeting.

REPORTS

All agenda items and reports are available for review at City Hall, 23873 Clinton Keith Road and on the City's website at the following address: Wildomar.gov. Any writings or documents provided to a majority of the City Council/ Cemetery District Board regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available by appointment for public inspection at City Hall during regular business hours.

AFFIDAVIT OF POSTING

I, Janet Morales Garcia, Wildomar City Clerk/ Cemetery District Board Secretary, do certify that at least 72 hours prior to the meeting, a true and correct copy of this agenda was posted at Wildomar City Hall, 23873 Clinton Keith Road; U.S. Post Office, 21392 Palomar Street; Wildomar Library, 34303 Mission Trail Blvd; and on the City's website at Wildomar.gov.

*Janet Morales Garcia, CMC
City Clerk*

Dated: November 26, 2025



**CITY OF WILDOMAR
MEETING (R)
CLOSED SESSION**

Meeting Date: December 3, 2025

SUBJECT: CLOSED SESSION

SUBMITTED BY: Thomas D Jex, City Attorney

ACTION:

1. The city council will meet in closed session pursuant to the provisions of Government Code section 54956.9(d)(2) and (3) to confer with legal counsel with regard to one matter of potential exposure to litigation.

2. The City Council will meet in closed session pursuant to the provisions of Government Code section 54957(b) regarding Public Employee Performance Evaluation.

Title: City Attorney



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.1
Meeting Date: December 3, 2025**

SUBJECT: City Council/ Cemetery District Board Minutes - October 13, 2025 - Adjourned Regular Meeting

SUBMITTED BY: Janet Morales, City Clerk

ACTION:
Approve the minutes as presented.

ATTACHMENTS:
[1. 10-13-2025-cm- Minutes](#)



**MINUTES
CITY OF WILDOMAR
CITY COUNCIL/CEMETERY DISTRICT
MONDAY, OCTOBER 13, 2025
COUNCIL CHAMBERS
23873 CLINTON KEITH ROAD SUITE 106
WILDOMAR, CA, 92595**

Closed Session: 5:00 PM | Adjourned Regular Session 6:00 PM

CALL TO ORDER - CLOSED SESSION - 5:00 P.M.

The Adjourned Regular Closed Session was called to order by Mayor DePhillippo at 5:00 p.m.

ROLL CALL

Members in attendance: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, and Dustin Nigg

Members absent: None.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

The City Council will meet in closed session pursuant to the provisions of Government Code Section 54956.9(d)(2) and (3) to confer with legal counsel with regard to one matter of potential exposure to litigation.

RECONVENE INTO OPEN SESSION

The City Council reconvened into open session at 6:05 p.m. with all members present.

ANNOUNCEMENTS

City Attorney Jex stated that there were no reportable actions.

ADJOURN CLOSED SESSION

There being no further business, Mayor DePhillippo adjourned the Closed Session at 6:05 p.m.

CALL TO ORDER - ADJOURNED REGULAR JOINT SESSION - 6:00 P.M.

The Joint Adjourned Regular Meeting of the Wildomar City Council and the Wildomar Cemetery District was called to order by Mayor/Chair DePhillippo at 6:05 p.m.

ROLL CALL

Members in attendance: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, and Dustin Nigg

Members absent: None.

FLAG SALUTE

The flag salute was led by Councilmember Moore.

MOMENT OF SILENCE AND REFLECTION

PRESENTATIONS

There were no presentations.

DEPARTMENT REPORTS

Community Development Department Update

PUBLIC COMMENTS

The following individuals provided public comment on items not on the agenda:

1. Cindy and Scott Gebbie, residents.
2. Stephanie Romo, Sycamore Academy.
3. Ben Nguyen, resident.

APPROVAL OF THE AGENDA AS PRESENTED

Moved by Dustin Nigg; seconded by Joseph Morabito to approve the agenda as presented.

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg
Voting Against: None
Abstain: None
Absent: None

1) **CONSENT CALENDAR**

Councilmember Morabito requested that agenda items #1.8 and #1.17 be pulled for a presentation.

Moved by Dustin Nigg; seconded by Carlos Marquez to approve all items on the Consent Calendar except for Items # 1.8 and #1.17.

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg
Voting Against: None
Abstain: None
Absent: None

Moved by Joseph Morabito; seconded by Dustin Nigg to approve agenda items #1.8 and #1.17

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg
Voting Against: None
Abstain: None
Absent: None

1.1) City Council - August 26, 2025 - Special Meeting

Approved the minutes as presented.

1.2) City Council/ Cemetery District Board Minutes - September 10, 2025 - Regular Meeting

Approved the minutes as presented.

1.3) September 2025 City Warrant Register

Approved the following:

For Fiscal Years 2024/2025 and 2025/2026:

1. Warrant Register dated 9-2-2025 in the amount of \$31.50
2. Warrant Register dated 9-4-2025 in the amount of \$125,599.40
3. Warrant Register dated 9-9-2025 in the amount of \$1,035.30
4. Warrant Register dated 9-11-2025 in the amount of \$459,879.86

5. Warrant Register dated 9-18-2025 in the amount of \$650,866.81
6. Warrant Register dated 9-25-2025 in the amount of \$2,175,257.65
7. Wire Transfer Register dated 9-30-2025 in the amount of \$56,094.15
8. Payroll Register dated 10-1-2025 in the amount of \$511,785.25.

1.4) September 2025 Cemetery Warrant Register

Approved the following:

For Fiscal Years 2024/2025 and 2025/2026:

1. Warrant Register dated 9-4-2025 in the amount of \$1,235.46
2. Warrant Register dated 9-11-2025 in the amount of \$2,988.55
3. Warrant Register dated 9-18-2025 in the amount of \$1,218.90
4. Warrant Register dated 9-25-2025 in the amount of \$290.01.

1.5) August 2025 City Treasury Report

Approved the City Treasury Report for August 2025.

1.6) August 2025 Cemetery Treasury Report

Approved the Treasury Report for August 2025.

1.7) 2nd Reading of Ordinance No. 254 - City Parks and Open-Space Prohibitions Amendment

Adopted an Ordinance entitled:

ORDINANCE NO. 254

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, AMENDING CHAPTER 12.12 (CITY PARKS AND OPEN-SPACE AREAS) OF THE WILDOMAR MUNICIPAL CODE

1.8) First Amendment to Agreement for Services with CivicPlus, LLC, for Additional Product Services (CivicRec, SeeClickFix, Single Sign-On)

Authorized the City Manager to execute the First Amendment to Agreement for Services with CivicPlus, LLC

1.9) Streambed Alteration Agreement with the California Department of Fish and Wildlife for the Clinton Keith Rd. Widening Project (CIP 025-1)

Authorized the City Manager or his designee to execute a Streambed Alteration Agreement with the California Department of Fish and Wildlife for the Clinton Keith Rd. Widening Project, and authorize the City Manager or his designee to approve and execute any revisions to the Agreement that do not increase the City's costs or obligations under the Agreement.

1.10) Clinton Keith Road Slope Easement Vacation (Chiquito Battery Energy Storage Facility)

Adopted a Resolution entitled:

RESOLUTION NO. 2025 - 52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA SUMMARILY VACATING A CITY SLOPING EASEMENT AND RESERVING AND EXEMPTING CERTAIN EASEMENTS THEREIN FROM SUCH VACATION, PURSUANT TO STREETS AND HIGHWAYS CODE CHARTER 4, ARTICLE 2, SECTION 8330 ET SEQ.

1.11) Background Check Policy for Commissioners and Committee Members

Adopted the Background Check Policy for Commissioners and Committee Members.

1.12) Purchase of Riverpark Mitigation Bank Credits for the Bundy Canyon Rd. Improvement Project, Segment 2 (CIP 026-2)

Authorized the City Manager to execute a Mitigation Credit Purchase Agreement between the City of Wildomar and EIP III Credit Co., LLC (Riverpark Mitigation Bank Sponsor) for the Bundy Canyon Rd. Improvement Project, Segment 2 (Project)

1.13) Formation and Designation of Tax Zone O of Community Facilities District No. 2025-S (Services) for Camelia

Adopted the following Resolution:

RESOLUTION NO. 2025 - 53

RESOLUTION OF CITY COUNCIL OF THE CITY OF WILDOMAR DECLARING ITS INTENTION TO ESTABLISH COMMUNITY FACILITIES DISTRICT NO. 2025-S (SERVICES) OF THE CITY OF WILDOMAR, TO AUTHORIZE THE LEVY OF A SPECIAL TAX ON PROPERTY WITHIN THE DISTRICT TO PAY THE COSTS OF PROVIDING MAINTENANCE AND PUBLIC SAFETY SERVICES

1.14) Notice of Completion - Marna O'Brien Rubberized Play Surface Project (CIP 102)

Adopted a Resolution entitled:

RESOLUTION NO. 2025 - 54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA ACCEPTING THE MARNA O'BRIEN RUBBERIZED PLAY SURFACE PROJECT (CIP 102) AS COMPLETE AND AUTHORIZING STAFF TO PREPARE AND FILE THE NOTICE OF COMPLETION WITH THE RIVERSIDE COUNTY RECORDER

1.15) Construction Contract Award - Bundy Canyon Road/Harvest Way Traffic Signal Project (CIP 088) and Signalized Intersection Improvements Project (CIP 089)

1. Authorized the City Manager to execute a construction contract with PTM General Engineering Services, Inc. in the amount of \$927,027 for the Bundy Canyon Road/Harvest Way Traffic Signal Project (CIP 088) and Signalized Intersection Improvements Project (CIP 089) ("Projects") and waive any informality or irregularity in the bid.
2. Authorized the Public Works Director/City Engineer to approve change orders not to exceed 10% of the construction contract amount, in the amount of \$92,703 (contingency).
3. Authorized the Public Works Director/City Engineer to execute a work order with Geocon West, Inc. in the amount of \$3,000 for material testing services for CIP 088.
4. Authorized the Public Works Director/City Engineer to execute a work order with TKE Engineering, Inc. in the amount of \$91,161 for Construction Management services for the Projects.
5. Approved a supplemental appropriation for Fund 201 (Measure A) to increase \$45,000 in revenue and expenditures for CIP 088.
6. Approved a deappropriation of Fund 510 (Bond Proceeds) to decrease \$500,000 from CIP 088.
7. Approved a supplemental appropriation for Fund 506 (HSIP) to increase \$142,400 in revenue and expenditures for CIP 089.
8. Approved a deappropriation of Fund 201 (Measure A) to decrease \$117,400 from CIP 089.
9. Made a finding that the Projects, CIP 088 and CIP 089, are exempt from the Multiple Species Habitat Conservation Plan (MSHCP) fees.
10. Approved the plans and designs of both the Bundy Canyon Road & Harvest Way Traffic Signal Project (CIP 088) and the Signalized Intersection Improvements Project (CIP 089).
11. Adopted a Resolution entitled:

RESOLUTION NO. 2025 - 55

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, APPROVING PROJECT PLANS, SPECIFICATIONS, CONTRACT DOCUMENTS, AND AWARDED A CONSTRUCTION CONTRACT FOR THE BUNDY CANYON ROAD/HARVEST WAY TRAFFIC SIGNAL PROJECT (CIP 088) AND SIGNALIZED INTERSECTION IMPROVEMENTS PROJECT (CIP 089) (?PROJECTS?) AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH PTM GENERAL ENGINEERING SERVICES, INC.

1. Adopted a Resolution entitled:

RESOLUTION NO. 2025-56

RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR TO ESTABLISH COMMUNITY FACILITIES DISTRICT 2025-1 (CAMELIA) OF THE CITY OF WILDOMAR, TO AUTHORIZE THE LEVY OF A SPECIAL TAX TO PAY THE COSTS OF ACQUIRING OR CONSTRUCTING CERTAIN FACILITIES AND TO PAY DEBT SERVICE ON BONDED INDEBTEDNESS

2. Adopt a Resolution entitled:

RESOLUTION NO. 2025 - 57

RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR TO INCUR BONDED INDEBTEDNESS IN AN AMOUNT NOT TO EXCEED \$10,000,000 WITHIN PROPOSED COMMUNITY FACILITIES DISTRICT NO. 2025-1 (CAMELIA) OF THE CITY OF WILDOMAR

1.17) Budget Adjustment - Palomar St. Widening (Phase 2) and Cemetery Improvements (Phase 1) Projects (CIP 028-2, 067-1)

1. Approved supplemental appropriations to add revenues and expenditures towards the Palomar St. Widening (Phase 2) Project (CIP 028-2) as follows:

Measure A (Fund 201)

Increase expenditures by \$153,000

TDA Fund (Fund 202)

Increase revenues by \$161,100

Increase expenditures by \$161,100

DIF Roads (Fund 440)

Increase expenditures by \$56,085

Capital Reinvestment (Fund 500)

Increase revenues by \$86,750

Increase expenditures by \$86,750

TUMF (Fund 503)

Increase revenues by \$898,269

Increase expenditures by \$898,269

Misc. State Funds (Fund 507)

Increase revenues by \$13,500

Increase expenditures by \$13,500

Bond Proceeds (Fund 510 - CFD 2017-2)

Increase revenues by \$172,401

Increase expenditures by \$172,401

Bond Proceeds (Fund 510 - General)
Increase revenues by \$1,060,476
Increase expenditures by \$1,060,476

2. Approved a construction contract contingency increase from 5% to 10% and authorize the Public Works Director/City Engineer to approve change orders not to exceed 10% of the construction contract amount, in the amount of \$769,569 (contingency).

2) PUBLIC HEARINGS

2.1) Resolution of Formation CFD 2025-2 (Westpark Promenade)

Mayor DePhillippo opened the public hearing.

Administrative Services Director Schrader presented the staff report.

There were no public comments.

Moved by Dustin Nigg; seconded by Bridgette Moore to Adopt a Resolution entitled:

RESOLUTION NO. 2025 - 58
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR
ESTABLISHING COMMUNITY FACILITIES DISTRICT NO. 2025-2 (WESTPARK
PROMENADE) OF THE CITY OF WILDOMAR, AUTHORIZING THE LEVY OF A
SPECIAL TAX THEREIN, CALLING AN ELECTION AND APPROVING AND
AUTHORIZING CERTAIN ACTIONS RELATED THERETO

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore,
Joseph Morabito, Dustin Nigg

Voting Against: None

Abstain: None

Absent: None

Moved by Dustin Nigg; seconded by Bridgette Moore to Adopt a Resolution entitled:

RESOLUTION NO. 2025 - 59
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR ACTING
AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO.
2025-2 (WESTPARK PROMENADE) OF THE CITY OF WILDOMAR
DETERMINING THE NECESSITY TO INCUR BONDED INDEBTEDNESS IN AN
AMOUNT NOT TO EXCEED \$17,000,000 WITHIN COMMUNITY FACILITIES
DISTRICT NO. 2025-2 (WESTPARK PROMENADE) OF THE CITY OF
WILDOMAR AND CALLING AN ELECTION THEREIN

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg
Voting Against: None
Abstain: None
Absent: None

Moved by Dustin Nigg; seconded by Bridgette Moore to Adopt a Resolution entitled:

RESOLUTION NO. 2025 - 60
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2025-2 (WESTPARK PROMENADE) OF THE CITY OF WILDOMAR CERTIFYING ELECTION RESULTS

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg
Voting Against: None
Abstain: None
Absent: None

Moved by Dustin Nigg; seconded by Bridgette Moore to Introduce and read by title only:

ORDINANCE NO. 255
ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2025-2 (WESTPARK PROMENADE) OF THE CITY OF WILDOMAR AUTHORIZING THE LEVY OF SPECIAL TAXES

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg
Voting Against: None
Abstain: None
Absent: None

2.2) Development Code Amendment No. 2025-05A (Sheds & Accessory Dwelling Units) - Introduce Ordinance revising Title 17 (Development Code) of the Wildomar Municipal Code

Mayor DePhillippo opened the public hearing.

Senior Planner Lachgar presented the staff report.

There were no public comments.

Moved by Joseph Morabito; seconded by Bridgette Moore to

1. Determine that Development Code Amendment (DCA) No. 2025-05A, and associated Ordinance No. [next in order], is exempt under the California Environmental Quality Act (CEQA) and CEQA Guidelines, pursuant to the common sense exemption, Section 15061(b)(3) of the CEQA Guidelines.

2. Introduce Ordinance No. 256 and conduct the first reading by title only for ordinance, based on the necessary finding within, entitled:

ORDINANCE NO. 256

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, APPROVING DEVELOPMENT CODE AMENDMENT NO. 2025-05A TO REVISE VARIOUS CHAPTERS WITHIN TITLE 17 (DEVELOPMENT CODE) OF THE WILDOMAR MUNICIPAL CODE, INCLUDING CHAPTER 17.185 (ACCESSORY STRUCTURES) AND CHAPTER 17.195 (ACCESSORY DWELLING UNITS)

3. Direct the City Clerk to schedule the second reading of Ordinance No. 256 at the next regular City Council meeting or as soon thereafter as feasible.

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg

Voting Against: None

Abstain: None

Absent: None

3) GENERAL BUSINESS

3.1) Introduction, First Reading, and setting of the Public Hearing for the 2025 California Building Standards Code Update

Building Official Burns presented the staff report.

Moved by Dustin Nigg; seconded by Bridgette Moore to Introduce and approve the first reading of an Ordinance entitled :

ORDINANCE NO.257

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, AMENDING CHAPTERS 15.08, 15.12, 15.16, 15.18, 15.20, 15.22, 15.24, 15.28, 15.32, 15.38 AND 15.52 OF THE WILDOMAR MUNICIPAL CODE TO ADOPT THE 2025 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PARTS 2 THROUGH 12, INCLUSIVE), WITH SPECIFIED APPENDICES, AND INCLUDING ALL AMENDMENTS THERETO.

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore,
Joseph Morabito, Dustin Nigg
Voting Against: None
Abstain: None
Absent: None

Moved by Dustin Nigg; seconded by Bridgette Moore to 1. Introduce and approve the first reading of an Ordinance entitled:

ORDINANCE NO. 258

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, AMENDING CHAPTERS 8.28 OF THE WILDOMAR MUNICIPAL CODE TO ADOPT THE 2025 CALIFORNIA FIRE CODE AND CREATION OF CHAPTER 8.30 TO ADOPT THE 2025 WILDLAND-URBAN INTERFACE CODE EDITIONS OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PARTS 2 THROUGH 12, INCLUSIVE)

2. Set the public hearing for November 12, 2025, to hear testimony in these matters.

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore,
Joseph Morabito, Dustin Nigg
Voting Against: None
Abstain: None
Absent: None

COUNCIL COMMUNICATIONS

The City Council/ Cemetery District Board members spoke regarding various committees, commissions, and boards that they serve on locally and regionally, and community events including:

1. Riverside Conservation Authority (RCA)
2. Riverside Transit Agency (RTA)
3. Riverside County Transportation Commission (RCTC)
4. League of California Cities
5. Southern California Association of Governments (SCAG)
6. Riverside County Habitat Conservation Agency (RCHCA)
7. Western Riverside Council of Governments (WRCOG)
8. Southwest Community Financing Authority (Animal Shelter)
9. Ad Hoc & Subcommittees
10. Community events
11. Regional events
12. Chamber of Commerce
13. Cemetery District Events
14. Other Events/Meetings

CITY MANAGER/GENERAL MANAGER REPORT

City Manager Mann presented the report including a discussion on the following topic:

Potential Future Agenda Item: Shipping Container Ordinance

Moved by Dustin Nigg; seconded by Bridgette Moore to appoint Councilmember Moore and Councilmember Nigg to a temporary ad-hoc subcommittee to review the city's shipping container ordinance.

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg

Voting Against: None

Abstain: None

Absent: None

FUTURE AGENDA ITEMS

No future agenda items added.

ADJOURNMENT

There being no further business, Mayor/Chair DePhillippo adjourned the City Council/Cemetery District Board Meeting at 7:16 p.m.

Submitted by:



Janet Morales, CMC
City Clerk



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.2
Meeting Date: December 3, 2025**

SUBJECT: City Council/ Cemetery District Board Minutes - November 12, 2025 - Regular Meeting

SUBMITTED BY: Janet Morales, City Clerk

ACTION:
Approve the minutes as presented.

ATTACHMENTS:
[1. 11-12-2025-cm Minutes](#)



**MINUTES
CITY OF WILDOMAR
CITY COUNCIL/CEMETERY DISTRICT BOARD
WEDNESDAY, NOVEMBER 12, 2025
COUNCIL CHAMBERS
23873 CLINTON KEITH ROAD SUITE 106
WILDOMAR, CA, 92595**

Regular Session 6:00 PM

CALL TO ORDER - REGULAR JOINT SESSION - 6:00 P.M.

The Joint Regular Meeting of the Wildomar City Council and the Wildomar Cemetery District was called to order by Mayor/Chair DePhillippo at 6:00 p.m.

ROLL CALL

Members in attendance: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, and Dustin Nigg

Members absent: None.

Staff in attendance: City Manager Mann, City Attorney Jex, Deputy City Clerk Jemane, Administrative Services Director Schrader, Interim Community Development Director Flores, Community Services Director Torres, Public Works Director/City Engineer Farag, Economic Development Director Davidson, Senior Planner Lachgar, Human Resources and Risk Manager Wolf, Assistant to the City Manager Gorham, and Building Official Burns.

FLAG SALUTE

The flag salute was led by Councilmember Nigg.

MOMENT OF SILENCE AND REFLECTION

PRESENTATIONS

1. Proclamation: Kenneth "Kenny" Mayes
2. Proclamation: Veteran's Day

DEPARTMENT REPORTS

Police Department Quarterly Update

Fire Department Quarterly Update

Wildomar Library Quarterly Update

Public Works/Engineering Department Quarterly Report

PUBLIC COMMENTS

The following individuals provided public comment on items not on the agenda:

1. David DiPinza, resident.

APPROVAL OF THE AGENDA AS PRESENTED

Moved by Dustin Nigg; seconded by Bridgette Moore to approve the agenda as presented.

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg

Voting Against: None

Abstain: None

Absent: None

1) CONSENT CALENDAR

Moved by Dustin Nigg; seconded by Bridgette Moore to approve the Consent Calendar.

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg

Voting Against: None

Abstain: None

Absent: None

- 1.1) City Council/ Cemetery District Board Minutes - September 24, 2025 - Adjourned Regular Meeting

Approved the minutes as presented.

- 1.2) City Council/ Cemetery District Board Minutes - September 26, 2025 - Adjourned Regular Meeting

Approved the minutes as presented.

- 1.3) October 2025 City Warrant Register

Approved the following:

For Fiscal Years 2024/2025 and 2025/2026:

1. Warrant Register dated 10-2-2025 in the amount of \$282,290.26
2. Warrant Register dated 10-9-2025 in the amount of \$782,034.20
3. Warrant Register dated 10-16-2025 in the amount of \$201,649.07
4. Warrant Register dated 10-23-2025 in the amount of \$320,552.50
5. Warrant Register dated 10-29-2025 in the amount of \$1,140.26
6. Warrant Register dated 10-30-2025 in the amount of \$860,585.63
7. Wire Transfer Register dated 10-31-2025 in the amount of \$32,287.89
8. Payroll Register dated 11-1-2025 in the amount of \$519,093.12

- 1.4) October 2025 Cemetery Warrant Register

Approved the following:

For Fiscal Years 2024/2025 and 2025/2026:

1. Warrant Register dated 10-2-2025 in the amount of \$9,872.48
2. Warrant Register dated 10-9-2025 in the amount of \$2,186.87
3. Warrant Register dated 10-16-2025 in the amount of \$25.97
4. Warrant Register dated 10-23-2025 in the amount of \$1,257.18
5. Warrant Register dated 10-30-2025 in the amount of \$7,164.54

- 1.5) September 2025 City Treasury Report

Approved the City Treasury Report for September 2025.

- 1.6) September 2025 Cemetery Treasury Report

Approved the Treasury Report for September 2025.

- 1.7) Development Code Amendment No. 2025-05A (Sheds & Accessory Dwelling Units) - Second Reading and Adoption of Ordinance No. 256 revising Title 17 (Development Code) of the Wildomar Municipal Code

1. Determined that Development Code Amendment (DCA) No. 2025-05A, and its adopting Ordinance No. 256, is exempt under the California Environmental Quality Act (CEQA) and CEQA Guidelines, pursuant to the common sense exemption, Section 15061(b)(3) of the CEQA Guidelines.

2. Conducted a second reading by title only and adopt Ordinance No. 256 amending Title 17 (Development Code) of the Wildomar Municipal

Code, as entitled:

ORDINANCE NO. 256

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, APPROVING DEVELOPMENT CODE AMENDMENT NO. 2025-05A TO REVISE VARIOUS CHAPTERS WITHIN TITLE 17 (DEVELOPMENT CODE) OF THE WILDOMAR MUNICIPAL CODE, INCLUDING CHAPTER 17.185 (ACCESSORY STRUCTURES) AND CHAPTER 17.195 (ACCESSORY DWELLING UNITS)

- 1.8) 2nd Reading of Ordinance 255 for formation of 2025-2 (Westpark Promenade)

Adopted an Ordinance entitled:

ORDINANCE NO. 255

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR CALIFORNIA ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2025-2 (WESTPARK PROMENADE) OF THE CITY OF WILDOMAR AUTHORIZING THE LEVY OF SPECIAL TAXES

- 1.9) Notice of Completion - Catch Basin Filter Retrofit Project (CIP 091)

Adopted a Resolution entitled:

RESOLUTION NO. 2025 - 61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA ACCEPTING THE CATCH BASIN FILTER RETROFIT PROJECT (CIP 091) AS COMPLETE AND AUTHORIZING STAFF TO PREPARE AND FILE THE NOTICE OF COMPLETION WITH THE RIVERSIDE COUNTY RECORDER

- 1.10) Purchase of Riverpark Mitigation Bank Credits for the Bundy Canyon Rd. Improvement Project, Segment 2 (CIP 026-2) - Revised Agreement

Authorized the City Manager to execute the revised Mitigation Credit Purchase Agreement between the City of Wildomar and EIP III Credit Co., LLC (Riverpark Mitigation Bank Sponsor) for the Bundy Canyon Rd. Improvement Project, Segment 2 (Project)

- 1.11) Fees associated to change the exiting application into a Conditional Use Permit (CUP) for the Rezzo Coffee Project (PLN24-0022)

Waived the additional fees, totaling \$10,213.00, required to transition the Rezzo Coffee Project (PLN24-0022) from the original Plot Plan application to a Conditional Use Permit application, as currently required by the Wildomar Municipal Code for drive-thru restaurants.

- 1.12) Tri-Party Consulting Service Agreement for the Melia Homes Project (PLN25-0048) Environmental Documentation

1. Authorized the City Manager to execute a Tri-Party Consultant

Services Agreement (Attachment A) between the City of Wildomar, Wildomar D&T, LLC. and EPD Solutions, Inc. for preparation of environmental documentation for the Melia Homes Project; and

2. Authorized the City Manager to execute a Consultant Services Agreement/Contract between the City of Wildomar and EPD Solutions, Inc. for preparation of environmental documentation for the Melia Homes Project, based on the proposed scope shown in Attachment B.

- 1.13) Annual Local Agency Special Tax and Bond Accountability Report for Fiscal Year 2024-2025

Received the Annual Local Agency Special Tax and Bond Accountability Report for Fiscal Year 2024-2025 to fulfill the annual reporting requirements of Senate Bill 165.

- 1.14) Resolution Designating the Time, Date and Location of Regular City Council Meetings

Adopted a Resolution entitled:

RESOLUTION NO. 2025 - 62

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, REPEALING AND REPLACING RESOLUTION NO. 2023-75, DESIGNATING THE TIME, DATE, AND LOCATION OF CITY COUNCIL MEETINGS

- 1.15) Annual Report of completed State mandated fire and life safety inspections by the City of Wildomar in compliance with SB 1205 for Fiscal Year 2024-2025

Adopted a Resolution entitled:

RESOLUTION NO. 2025 - 63

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE RIVERSIDE COUNTY FIRE DEPARTMENT REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRING ANNUAL INSPECTIONS IN SUCH OCCUPANCIES PURSUANT TO SECTIONS 13145, 13146, AND 17921 OF THE CALIFORNIA HEALTH AND SAFETY CODE

2) PUBLIC HEARINGS

- 2.1) Public Hearing, Second Reading, and Adoption of Ordinance Nos. 257 and 258, adopting the 2025 California Building Standards Code

Mayor DePhillippo opened the Public Hearing.

Building Official Burns presented the staff report.

There were no public comments.

Moved by Dustin Nigg; seconded by Bridgette Moore to Adopted Ordinance No. 257, entitled:

ORDINANCE NO. 257

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, AMENDING CHAPTERS 15.08, 15.12, 15.16, 15.18, 15.20, 15.22, 15.24, 15.28, 15.32, 15.38 AND 15.52 OF THE WILDOMAR MUNICIPAL CODE TO ADOPT THE 2025 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PARTS 2 THROUGH 12, INCLUSIVE), WITH SPECIFIED APPENDICES, AND INCLUDING ALL AMENDMENTS THERETO.

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg

Voting Against: None

Abstain: None

Absent: None

Moved by Dustin Nigg; seconded by Bridgette Moore to Adopted Ordinance No. 258, entitled:

ORDINANCE NO. 258

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, AMENDING CHAPTERS 8.28 OF THE WILDOMAR MUNICIPAL CODE TO ADOPT THE 2025 CALIFORNIA FIRE CODE AND CREATION OF CHAPTER 8.30 TO ADOPT THE 2025 WILDLAND-URBAN INTERFACE CODE EDITIONS OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PARTS 2 THROUGH 12, INCLUSIVE)

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore, Joseph Morabito, Dustin Nigg

Voting Against: None

Abstain: None

Absent: None

3) **GENERAL BUSINESS**

3.1) **FY2025-26 1st Quarter Budget Report**

Finance Manager Jantz presented the staff report.

Moved by Dustin Nigg; seconded by Bridgette Moore to Approve the Fiscal Year 2025-26 1st Quarter Budget Report, and adopt a Resolution entitled:

RESOLUTION NO. 2025 - 64

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,
CALIFORNIA, AUTHORIZING ADJUSTMENTS TO THE FY2025-26
BUDGETED REVENUES AND EXPENSES AND ADOPTING A REVISED
SCHEDULE OF AUTHORIZED POSITIONS

Motion Approved: 5 - 0

Voting For: Ashlee DePhillippo, Carlos Marquez, Bridgette Moore,
Joseph Morabito, Dustin Nigg

Voting Against: None

Abstain: None

Absent: None

3.2) Wildomar Pre-Approved Accessory Dwelling Unit (PRADU) Architectural
Plans Program

Senior Planner Lachgar presented the staff report.

The City Council received the presentation.

3.3) Updated Fencing Recommendations for Bundy Canyon Rd. and Monte
Vista Dr. at the Riverside County Flood Control Lateral C Basin

Public Works Director/ City Engineer Farag presented the staff report.

The City Council provided final direction to construct a chain link
fence along the City right-of-way surrounding the Riverside County
Flood Control and Water Conservation District Lateral C Basin on Bundy
Canyon Road and Monte Vista Drive.

COUNCIL COMMUNICATIONS

The City Council/ Cemetery District Board members spoke regarding various
committees, commissions, and boards that they serve on locally and
regionally, and community events including:

1. Riverside Conservation Authority (RCA)
2. Riverside Transit Agency (RTA)
3. Riverside County Transportation Commission (RCTC)
4. League of California Cities
5. Southern California Association of Governments (SCAG)
6. Riverside County Habitat Conservation Agency (RCHCA)
7. Western Riverside Council of Governments (WRCOG)
8. Southwest Community Financing Authority (Animal Shelter)
9. Ad Hoc & Subcommittees
10. Community events
11. Regional events
12. Chamber of Commerce
13. Cemetery District Events
14. Other Events/Meetings

CITY MANAGER/ GENERAL MANAGER REPORT

City Manager Mann presented the report.

FUTURE AGENDA ITEMS

Added:

Maintenance of Shopping Centers - Moore
E-Bike Ordinance - Morabito

ADJOURNMENT

There being no further business, Mayor/Chair DePhillippo adjourned the meeting at 8:04 p.m. in memory of Kenneth Mayes, and adjourned the meeting to a regular adjourned meeting on December 3, 2025, at 6:00 p.m.

Submitted by:



Janet Morales, CMC
City Clerk



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.3
Meeting Date: December 3, 2025**

SUBJECT: November 2025 City Warrant Register

SUBMITTED BY: Nicholas Neidiffer, Accountant II

PREPARED BY: Nicholas Neidiffer, Accountant II

ACTION:

Approve the following:

For Fiscal Years 2024/2025 and 2025/2026:

1. Warrant Register dated 11-6-2025 in the amount of \$542,853.58.
2. Warrant Register dated 11-11-2025 in the amount of \$1,595.75.
3. Warrant Register dated 11-13-2025 in the amount of \$161,623.09.
4. Warrant Register dated 11-20-2025 in the amount of \$236,306.98.
5. Wire Transfer Register dated 11-24-2025 in the amount of \$51,029.58.
6. Payroll Register dated 11-24-2025 in the amount of \$537,270.25.

SUMMARY:

November 2025 City Warrant Register

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, Wire Transfer and Payroll Registers will have a budgetary impact in the amount and fiscal year noted in the recommendation section of this report. These costs are included in the Fiscal Years 2024/2025 and 2025/26 Budgets.

ATTACHMENTS:

[November 2025 City Warrant Register.pdf](#)

Transaction Name	Bill Date	Payment Date	Amount (Credit)	Vendor	Memo
Bill #309233/3 - 309349/3	9/4/2025	11/6/2025	849.21	ACE HARDWARE	Road Maintenance Program Equipment - Safety Glasses, Pails
Bill #995	10/6/2025	11/6/2025	3,900.00	INTERSTATE STRIPING, INC.	PW Road Maintenance
Bill #5610006561	10/16/2025	11/13/2025	160.00	YUNEX, LLC	Yunex Streetlight Inspection Beazer Dev Project - Sept 2025
Bill #231641104	9/30/2025	11/6/2025	1,480.75	ST. FRANCIS ELECTRIC	Routine TS Maintenance - Sept, 2025
Bill #41348	8/22/2025	11/11/2025	87.92	SIGNS BY TOMORROW	(1) Perf Panels -City Hall
Bill #41365	8/29/2025	11/11/2025	494.88	SIGNS BY TOMORROW	(1) Coro Signs - Marna O'Brien
Bill #41420	9/9/2025	11/11/2025	1,012.95	SIGNS BY TOMORROW	(1) Top Stage Banner and (2) Side Stage Banners - Mariachi Night
Bill #4246821521	10/16/2025	11/13/2025	222.59	CINTAS CORPORATION	Staff Uniform & Towel Maintenance
Bill #4247605306	10/23/2025	11/13/2025	222.59	CINTAS CORPORATION	Staff Uniform & Towel Maintenance
Bill #96705	7/11/2025	11/6/2025	185.96	ALLIED TRAFFIC & EQUIPMENT, RENTALS INC	Public Works Road Maintenance
Bill #97455	10/7/2025	11/6/2025	326.25	ALLIED TRAFFIC & EQUIPMENT, RENTALS INC	Public Works Road Maintenance
Bill #97429	10/1/2025	11/6/2025	543.75	ALLIED TRAFFIC & EQUIPMENT, RENTALS INC	Public Works Road Maintenance
Bill #97475	10/9/2025	11/6/2025	570.94	ALLIED TRAFFIC & EQUIPMENT, RENTALS INC	Public Works Road Maintenance
Bill #97483	10/10/2025	11/6/2025	92.44	ALLIED TRAFFIC & EQUIPMENT, RENTALS INC	Public Works Road Maintenance
Bill #97488	10/13/2025	11/6/2025	375.19	ALLIED TRAFFIC & EQUIPMENT, RENTALS INC	Public Works Road Maintenance
Bill #97515	10/17/2025	11/13/2025	25.00	ALLIED TRAFFIC & EQUIPMENT, RENTALS INC	Public Works Road Maintenance
Bill #97538	10/21/2025	11/13/2025	271.88	ALLIED TRAFFIC & EQUIPMENT, RENTALS INC	Public Works Road Maintenance
Bill #725090434	10/7/2025	11/6/2025	3,011.50	GEOCON WEST, INC.	CIP 028-2 Palomar Widening
Bill #57178	10/8/2025	11/13/2025	610.00	MARK THOMAS & COMPANY INC.	CIP 028-2 Palomar Widening & CIP 067-1 Cemetery Frontage
Bill #WILD-01-8 - 12	9/30/2025	11/6/2025	5,929.25	PLACEWORKS	CIP 025-1 Clinton Keith Road Widening
Bill #23164197	7/31/2025	11/6/2025	1,377.05	ST. FRANCIS ELECTRIC	Traffic Signals Extra Work - City Related - July 2025
Bill #2025-1299	8/31/2025	11/6/2025	15,694.00	TKE ENGINEERING INC	CIP 025-1 Clinton Keith Road Widening
Bill #2025-1302	8/31/2025	11/6/2025	63.00	TKE ENGINEERING INC	CIP 028-2 Palomar St. Widening
Bill #1CFJ-7WVN-3HD1	10/29/2025	11/6/2025	28.26	AMAZON CAPITAL SERVICES	Halloween Party Pumpkin Award Medals
Bill #14358	7/31/2025	11/6/2025	156.60	AMERICAN EAGLE TROPHIES	City Hall Nameplates
Bill #102195993	10/28/2025	11/6/2025	64.32	ORACLE AMERICA, INC.	Oracle Services 09/23/25
Bill #110625	11/6/2025	11/6/2025	100.00	FRANCHISE TAX BOARD	Withholding Order
Bill #PE0000002840	7/31/2025	11/6/2025	730.56	COUNTY OF RIVERSIDE PUBLIC, SAFETY ENTERPRISE COMMUNI	Monthly Radio Communication - Sheriff
Bill #13911966	10/29/2025	11/6/2025	286.20	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/17/25-10/18/25 24 Water Zone 3 Loc 35 M1
Bill #13912171	10/29/2025	11/6/2025	435.31	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/17/25-10/18/25 Water City Hall
Bill #13914983	10/29/2025	11/6/2025	701.81	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/17/25-10/18/25 Water Zone 5 CFD 2013-1
Bill #13905060	10/27/2025	11/6/2025	571.96	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/14/25-10/15/25 Water Zone 42 Loc 01 M1
Bill #13905309	10/27/2025	11/6/2025	288.95	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/14/25-10/15/25 Water Zone 42 Loc 03 M3
Bill #13905310	10/27/2025	11/6/2025	257.38	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/14/25-10/15/25 Water Zone 42 Loc 00 M2
Bill #13892557	10/20/2025	11/6/2025	126.52	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/05/25-10/06/25 Water Zone 52 Loc 01
Bill #13892613	10/20/2025	11/6/2025	54.52	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/05/25-10/06/25 Water Zone 29 Loc 02
Bill #13892895	10/20/2025	11/6/2025	221.45	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/05/25-10/06/25 Water Zone 71 Loc 01
Bill #13893093	10/20/2025	11/6/2025	120.43	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/05/25-10/06/25 Water 32637 Gruwell-FS 61
Bill #13893175	10/20/2025	11/6/2025	3,894.51	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/05/25-10/06/25 Water 20505 Palomar Marna O'Brien
Bill #13896406	10/20/2025	11/6/2025	330.50	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/05/25-10/06/25 21120 Saratoga Dr
Bill #102725-6091	10/27/2025	11/6/2025	19.14	EDISON	09/26/25-10/26/25 24 Elec 21347 Como St (Little League)
Bill #102725-9129	10/27/2025	11/6/2025	661.57	EDISON	09/26/25-10/26/25 Elec - 32637 Gruwell (FS61)
Bill #24784401	8/31/2025	11/6/2025	4,228.80	INTERWEST CONSULTING GROUP	Building & Safety Services - August 2025
Bill #2331946	8/31/2025	11/6/2025	36,780.40	INTERWEST CONSULTING GROUP	CIP Professional Services - August 2025
Bill #1NT9-CLPC-4CGQ	10/24/2025	11/13/2025	486.12	AMAZON CAPITAL SERVICES	PW Maint. Dept. Laptop Mounts for Trucks
Bill #2404	8/19/2025	11/6/2025	3,400.00	DYLAN DIXON TREE SERVICES	Tree Services Cervera Street
Bill #2325646	8/31/2025	11/6/2025	2,228.75	INTERWEST CONSULTING GROUP	Non-CIP Services for August 2025
Bill #274595	11/3/2025	11/6/2025	1,560.91	INNOVATIVE DOCUMENT SOLUTIONS	10/01/25-10/31/25 Contract Copier Services Maintenance/Repairs, Ink /Toner (7copiers)
Bill #AR052069	9/30/2025	11/6/2025	40,925.00	CITY OF MURRIETA	Homeless Outreach Services for - July, August , September 2025
Bill #82270030	9/30/2025	11/6/2025	318.00	CORELOGIC SOLUTIONS, LLC	September 2025 Code Enforcement Software
Bill #110425	11/4/2025	11/6/2025	397.31	BAGGIO, TINA	Meal/Travel Reimbursement
Bill #110325	11/3/2025	11/6/2025	451.40	BERROTERAN, RAUL	Meal/Travel Reimbursement
Bill #3107469180	10/27/2025	11/6/2025	201.85	PITNEY BOWES	Postage Meter Rental 09/16/25-12/15/25
Bill #9-042-23972	10/24/2025	11/6/2025	9.77	FEDEX	FedEx Express Delivery Services 10/15/25

Bill #854634	11/7/2025	11/6/2025	105.00 DEPARTMENT OF JUSTICE	September 2025 Blood Alcohol Analysis (3)
Bill #79808	10/16/2025	11/6/2025	1,034.00 AMERICAN FORENSIC NURSES	Blood Draw (12) Dry Run (1) Suspect Kit (1)
Bill #6039909/1	10/7/2025	11/6/2025	2,026.93 BMW MOTORCYCLES OF RIVERSIDE	BMW Motorcycle Maintenance - Sheriff
Bill #L2510076601	7/1/2025	11/6/2025	50.00 T-MOBILE USA INC	Case Investigation WI242610010
Bill #79821	10/16/2025	11/6/2025	432.00 AMERICAN FORENSIC NURSES	Blood Draw (6)
Bill #PE0000003001	10/16/2025	11/6/2025	730.56 COUNTY OF RIVERSIDE PUBLIC, SAFETY ENTERPRISE COMMUNI	Monthly Radio Communication - Sheriff & Code Enforcement
Bill #40433018	10/27/2025	11/6/2025	214.24 GREAT AMERICA FINANCIAL SERVIC	Canon Color Copier Syst. #019-1780554
Bill #8012393655	10/25/2025	11/6/2025	221.05 STERICYCLE, INC	Contractual Shredding Svc
Bill #11062	11/6/2025	11/6/2025	578.30 CALIFORNIA STATE DISBURSEMENT UNIT	Withholding Order
Bill #DA1771	8/11/2025	11/6/2025	14,354.80 WESTERN RIVERSIDE COUNTY, RCA	Wildomar ROW-Bundy Canyon Deposit Agreement
Bill #6126643661	10/22/2025	11/6/2025	40.01 VERIZON WIRELESS	09/23/25-10/22/25 Data Internet Chrg 6192 Windsong
Bill #INV-41832	10/28/2025	11/13/2025	273.84 SIGNS BY TOMORROW	(1) Coroplast Signs
Bill #97537	10/21/2025	11/6/2025	457.20 ALLIED TRAFFIC & EQUIPMENT, RENTALS INC	Prop & Equipment Rental for Fall Family Fair Event .
Bill #4248338884	10/30/2025	11/13/2025	222.59 CINTAS CORPORATION	Staff Uniform & Towel Maintenance
Bill #159664325	9/10/2025	11/6/2025	245.78 EVERON, LLC.	Installation for Access Control & Gates System
Bill #001130	10/30/2025	11/6/2025	1,025.00 GOPHER SQUAD	Gopher & Insect Pest Control October 2025
Bill #103125	10/31/2025	11/13/2025	38,025.67 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	EVMWD Completed Repairs On Behalf of JMI
Bill #110525	11/5/2025	11/6/2025	70,627.75 R.E. SCHULTZ CONSTRUCTION, INC.	CIP102 Marna Rubberized Play Surface PP#1
Bill #7161	7/1/2025	11/6/2025	5,200.00 CALIFORNIA CONSULTING, INC.	Monthly Retainer- July, 2025
Bill #7352	9/1/2025	11/6/2025	5,200.00 CALIFORNIA CONSULTING, INC.	Monthly Retainer, September 2025
Bill #7262	8/1/2025	11/6/2025	5,200.00 CALIFORNIA CONSULTING, INC.	Monthly Retainer, August 2025
Bill #1YJY-946M-CXP3	11/5/2025	11/6/2025	44.05 AMAZON CAPITAL SERVICES	Office Supplies
Bill #110425	11/4/2025	11/6/2025	284,050.44 STORM WATER INNOVATIVE SOLUTIONS, INC.	CIP091 Catch Basin Retrofit - Progress Payment #1
Bill #309350/3 - 309364/3	10/22/2025	11/13/2025	144.21 ACE HARDWARE	Invoices 309350/3 - 309364/3
Bill #102069640	11/2/2025	11/6/2025	15,165.00 ORACLE AMERICA, INC.	Oracle Services 08/03/25-11/02/25
Bill #102069641	11/2/2025	11/6/2025	1,462.50 ORACLE AMERICA, INC.	Oracle Services 08/03/25-11/02/25
Bill #110325	11/5/2025	11/6/2025	437.50 LUNA, CAMERON	Mileage Reimbursement: 09/29/25-10/31/25
Bill #2025 - 11	11/5/2025	11/13/2025	86.68 Coalition for Controlling Ins. Costs in California Schools Health and Welfare Trust	Employee Assistance Program
Bill #34529-34582	10/31/2025	11/13/2025	4,467.40 ARCHITERRA DESIGN GROUP	October 2025 Plan Check Services
Bill #110325-4610	11/3/2025	11/13/2025	138.35 EDISON	10/01/25-10/31/25 Electric CFD 2013-001 Zone 3
Bill #110325-1757	11/3/2025	11/13/2025	216.36 EDISON	11/01/25-10/31/25 Electric CFD 2013-001 Zone 3
Bill #110325-0962	11/3/2025	11/13/2025	267.14 EDISON	10/01/25-10/31/25 Electric CFD 2013-001 Zone 2
Bill #110325-7694	11/3/2025	11/13/2025	235.27 EDISON	10/01/25-10/31/25 CFD Zone 3
Bill #110325-8975	11/3/2025	11/13/2025	138.34 EDISON	10/01/25-10/31/25 CFD Zone 3
Bill #40544134	11/7/2025	11/13/2025	359.97 GREAT AMERICA FINANCIAL SERVIC	Canon Color Copier Syst. 020-1472515
Bill #102325	10/23/2025	11/13/2025	1,324.93 TIMOTHY HASTINGS	Developer Deposit Refund for Unused Funds
Bill #100625	10/6/2025	11/13/2025	438.99 MATTHEW HUGGINS	Developer Deposit Refund for Unused Funds
Bill #092525	9/25/2025	11/13/2025	941.21 ROMANA SILHANOVA	Developer Deposit Refund for Unused Funds
Bill #110325-9127	11/3/2025	11/13/2025	262.72 EDISON	10/01/25-10/31/25 Electric CFD 2013-001 Zone 5
Bill #110325-4845	11/3/2025	11/13/2025	69.17 EDISON	10/01/25-10/31/25 Electric CFD Zone 1
Bill #110325-4487	11/3/2025	11/13/2025	60.10 EDISON	10/01/25-10/31/25 20505 Palomar St (Marna)
Bill #110325-7504	11/3/2025	11/13/2025	36.81 EDISON	10/01/25-10/31/25 CFD 2013-1 Orange/Corazza
Bill #110325-7481	11/3/2025	11/13/2025	549.25 EDISON	09/12/25-10/12/25 Electricity for CSA Districts
Bill #110325-4293	11/3/2025	11/13/2025	6,537.33 EDISON	10/01/25-10/31/25 CSA 103 Sales Acquisition
Bill #130907999	10/28/2025	11/13/2025	175.65 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water Zone 3 Loc 23 M1
Bill #13908206	10/28/2025	11/13/2025	89.30 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water Zone 30 Loc 02
Bill #13908245	10/28/2025	11/13/2025	74.90 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water Zone 3 Loc 49 M1
Bill #13908500	10/28/2025	11/13/2025	236.87 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water Zone 51 Loc 01
Bill #13908665	10/28/2025	11/13/2025	548.00 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 21400 Palomar St. Little League Field
Bill #13908706	10/28/2025	11/13/2025	377.88 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water Windsong Park
Bill #13909214	10/28/2025	11/13/2025	302.18 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water Zone 3 Loc 29 M1
Bill #13909291	10/28/2025	11/13/2025	266.10 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water Zone 3 Loc 29 M2
Bill #309228/3 - 309388/3	9/2/2025	11/13/2025	88.51 ACE HARDWARE	Road Maintenance Program Equipment
Bill #13909294	10/28/2025	11/13/2025	254.90 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water Zone 30 Loc 1
Bill #13909393	10/28/2025	11/13/2025	359.96 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water Zone 3 Loc 42 & 47 M1
Bill #13909788	10/28/2025	11/13/2025	201.18 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water 22450 1/2 Cervera

Bill #13910028	10/28/2025	11/13/2025	263.35 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water 22450 Cervera
Bill #13911118	10/28/2025	11/13/2025	290.90 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water Zone 62 - 22933 Delca
Bill #13911204	10/28/2025	11/13/2025	97.27 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 Water 67 - Arnett & Catt
Bill #13911613	10/28/2025	11/13/2025	190.70 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	09/16/25-10/17/25 CFD 2022-1 NE Wildomar Trail/Margaret Ln
Bill #INV-78953	11/10/2025	11/13/2025	52,500.00 FLOCK SAFETY	Flock Safety Falcon Cameras
Bill #44533	10/31/2025	11/13/2025	3,200.00 INFINITY TECHNOLOGIES	October 2025 GIS Contractual Services
Bill #4574A	11/7/2025	11/13/2025	14,945.00 INFINITY TECHNOLOGIES	Cylance Licenses 10/25 - 10/26
Bill #4574B	11/7/2025	11/13/2025	1,890.00 INFINITY TECHNOLOGIES	ESET Renewal
Bill #4574C	10/31/2025	11/13/2025	11,300.00 INFINITY TECHNOLOGIES	2025 October Monthly IT Services
Bill #4574D	11/7/2025	11/13/2025	204.75 INFINITY TECHNOLOGIES	October 2025 Datto Office 365 Backup Service
Bill #4574E	11/7/2025	11/13/2025	948.00 INFINITY TECHNOLOGIES	October 2025 Proofpoint Essentials Advance
Bill #2834	11/5/2025	11/13/2025	160.13 MATTOX DESIGNS DBA SERIOUSLY STICKERS	(1) State of the City 2025 Stickers
Bill #2833	11/5/2025	11/13/2025	500.00 MATTOX DESIGNS DBA SERIOUSLY STICKERS	Videos for the City's social media
Bill #1433-KDMR-GCGR	11/10/2025	11/13/2025	652.72 AMAZON CAPITAL SERVICES	Video equipment and accessories
Bill #110625-1202	11/6/2025	11/13/2025	25.55 EDISON	10/01/25-10/31/25 Hidden Springs/Clinton Keith
Bill #6126643660	10/22/2025	11/13/2025	1,610.17 VERIZON WIRELESS	Verizon 09/23/25-10/22/25
Bill #1MDC-CG44-GGGM	11/10/2025	11/13/2025	64.74 AMAZON CAPITAL SERVICES	Tape, Folder Holder, Mouse Pads
Bill #1CP7-Q3PD-HVTR	11/10/2025	11/13/2025	27.72 AMAZON CAPITAL SERVICES	Space Heater for Office
Bill #1MV4-F1MC-K9HH	10/1/2025	11/20/2025	4,086.18 AMAZON CAPITAL SERVICES	Departmental Office Supplies & CC Meeting AV Supplies
Bill #W2526	11/12/2025	11/20/2025	4,000.00 TRAUMA INTERVENTION PROGRAMS, (TIP)	Annual Services for Fiscal Year 2025-2026
Bill #2099	10/21/2025	11/13/2025	7,982.15 WRCOG	WRCOG Member Dues 07/01/25-06/30/2026 FY25/26
Bill #INV06-022003	11/5/2025	11/13/2025	2,750.00 AVENU MUNISERVICES	ACFR - October 2025 FY 2024-25
Bill #WILD-01.6 - 13	9/30/2025	11/20/2025	48.75 PLACEWORKS	September 2025 CIP 062-1, 27-Acre Park PA/ED Work
Bill #WILD-01.6 - 12	8/31/2025	11/20/2025	1,341.25 PLACEWORKS	August 2025 CIP 062-1, 27 - Acre Park PA/ED Work
Bill #725090437	9/7/2025	11/20/2025	2,544.50 GEOCON WEST, INC.	CIP 102, Marna O'Brien Rubberized Play Surface
Bill #725100430	9/30/2025	11/20/2025	3,200.50 GEOCON WEST, INC.	CIP 028-2, Palomar Widening PH II
Bill #97566	10/24/2025	11/20/2025	174.00 ALLIED TRAFFIC & EQUIPMENT, RENTALS INC	Public Works Road Maintenance
Bill #5104	11/3/2025	11/20/2025	1,950.00 ELM TREE CARE	Public Works Road Maintenance
Bill #1304023007	11/5/2025	11/20/2025	17,162.50 NICHOLS CONSULTING ENGINEERS	CIP 050-1, Pavement Management Program
Bill #175687532-0001	10/22/2025	11/20/2025	1,150.70 SUNBELT RENTALS, INC.	Public Works Road Maintenance - Landscape Loader Rental
Bill #175687839-0001	10/22/2025	11/20/2025	1,242.27 SUNBELT RENTALS, INC.	Public Works Road Maintenance - Landscape Loader Rental
Bill #3	11/11/2025	11/13/2025	2,250.00 SARAH FOLDAGER DBA CONCEPT CREATE CELEBRATE EVENTS LLC	Winter Employee Event Coordinator
Bill #2025-1305	8/31/2025	11/20/2025	38.50 TKE ENGINEERING INC	CIP 057-3, Road Rehab - August 2025
Bill #2025-1297	8/31/2025	11/20/2025	127.50 TKE ENGINEERING INC	CIP 044-3, Sedco Sidewalk Project - August 2025
Bill #2025-1148	7/31/2025	11/20/2025	5,847.50 TKE ENGINEERING INC	CIP 057-3, Road Rehab - July 2025
Bill #2025-1149	7/31/2025	11/20/2025	6,966.50 TKE ENGINEERING INC	CIP 097-1, HSIP 11- July 2025
Bill #2025-1306	8/31/2025	11/20/2025	5,893.00 TKE ENGINEERING INC	CIP 097-1 Traffic Signal Upgrades - August 2025
Bill #309379/3	11/6/2025	11/20/2025	9.29 ACE HARDWARE	Departmental Supplies
Bill #309361/3	10/28/2025	11/20/2025	18.59 ACE HARDWARE	Departmental Supplies
Bill #309362/3	10/28/2025	11/20/2025	8.32 ACE HARDWARE	Facilities Supplies - Sealant
Bill #309382/3	11/7/2025	11/20/2025	6.81 ACE HARDWARE	Departmental Supplies
Bill #309372/3	11/3/2025	11/20/2025	27.23 ACE HARDWARE	Facilities Supplies - Extra Keys
Bill #309348/3	10/22/2025	11/20/2025	3.41 ACE HARDWARE	Facilities Supplies
Bill #101025	10/10/2025	11/20/2025	946.50 HOLLYS DOOR REPAIR	Misc. Repairs
Bill #201338	9/11/2025	11/20/2025	106.16 PORTER RENTS, LLC	Water Trailer Rental
Bill #201232	9/11/2025	11/20/2025	427.61 PORTER RENTS, LLC	Skip Loader Rental
Bill #201349	9/11/2025	11/20/2025	397.24 PORTER RENTS, LLC	Dump Truck Rental
Bill #102725	10/7/2025	11/20/2025	325.00 EVA, NINETTE	Resident Engineers Academy
Bill #82274237	10/31/2025	11/20/2025	395.00 CORELOGIC SOLUTIONS, LLC	October 2025 Code Enforcement Software
Bill #184164	8/31/2025	11/20/2025	480.12 DATA TICKET, INC.	August 2025 Daily Cite Processing
Bill #183505	8/31/2025	11/20/2025	310.00 DATA TICKET, INC.	August 2025 Online Access
Bill #185341	9/30/2025	11/20/2025	817.08 DATA TICKET, INC.	September 2025 Daily Cite Processing
Bill #184679	9/30/2025	11/20/2025	584.00 DATA TICKET, INC.	September 2025 Online Access
Bill #1064-01-RC17-2	7/18/2025	11/20/2025	39,896.25 RRM DESIGN GROUP	CIP 062-1, 27-Acre Park - June 2025
Bill #SW-0323462	11/5/2025	11/20/2025	18,196.00 SWRCB	Annual Permit Fee
Bill #34435	9/24/2025	11/20/2025	529.40 ARCHITERRA DESIGN GROUP	Plan Check Review - September 2025

Bill #231641107	9/30/2025	11/20/2025	5,774.38 ST. FRANCIS ELECTRIC	Traffic Signals Extra Work-Dev Related
Bill #34436	9/30/2025	11/20/2025	62.50 ARCHITERRA DESIGN GROUP	Plan Check Review - September 2025
Bill #97591	10/29/2025	11/20/2025	3,163.54 ALLIED TRAFFIC & EQUIPMENT, RENTALS INC	Public Works Road Maintenance
Bill #CA25001777	8/29/2025	11/20/2025	6,424.38 SCA OF CA, LLC	Street Sweeping - August 2025
Bill #CA25002484	11/17/2025	11/20/2025	6,418.53 SCA OF CA, LLC	Street Sweeping - September 2025
Bill #34544	10/31/2025	11/20/2025	1,125.00 ARCHITERRA DESIGN GROUP	Plan Check Review - October 2025
Bill #34414	9/24/2025	11/20/2025	62.50 ARCHITERRA DESIGN GROUP	Plan Check Review - September 2025
Bill #1106	11/13/2025	11/20/2025	5,400.00 ANGELO'S BRICK OVEN PIZZERIA	State of the City Catering
Bill #1FRQ-D3J6-R73Y	11/11/2025	11/20/2025	37.11 AMAZON CAPITAL SERVICES	Non Departmental Supplies
Bill #111125	10/31/2025	11/20/2025	4,486.00 WESTERN RIVERSIDE COUNTY, RCA	October 2025 MSHCP Fees
Bill #25-1395	11/10/2025	11/20/2025	577.47 GATES SOUND	Replacement Equipment and Installation for A/V in Council Chambers
Bill #111325-3243	11/13/2025	11/20/2025	46.29 EDISON	10/14/25-11/12/25 31818 Central St LS3
Bill #111325-3047	11/13/2025	11/20/2025	93.47 EDISON	10/14/25-11/12/25 34311 Mission Trail TC1
Bill #111325-5361	11/13/2025	11/20/2025	89.80 EDISON	10/14/25-11/12/25 31818 Central TC1
Bill #111325-3950	11/13/2025	11/20/2025	42.04 EDISON	10/14/25-11/12/25 34311 Mission Trail LS3
Bill #111325-8688	11/13/2025	11/20/2025	86.64 EDISON	10/14/25-11/12/25 21458 Grand Ave TC1
Bill #111325-7372	11/13/2025	11/20/2025	81.39 EDISON	10/14/25-11/12/25 24211 Clinton Keith Rd TC1
Bill #111325-4237	11/13/2025	11/20/2025	293.34 EDISON	10/14/25-11/12/25 23873 Clinton Keith Rd Suite 111
Bill #111225-3487	11/12/2025	11/20/2025	305.11 EDISON	10/13/25-11/11/25 23873 Clinton Keith Rd Suite 103
Bill #111225-7255	11/12/2025	11/20/2025	188.22 EDISON	10/13/25-11/11/25 3873 Clinton Keith Rd Suite 110
Bill #111225-3123	11/12/2025	11/20/2025	154.39 EDISON	10/13/25-11/11/25 23873 Clinton Keith Rd Suite 109
Bill #111225-2838	11/12/2025	11/20/2025	1,283.81 EDISON	10/13/25-11/11/25 Electric City Hall
Bill #111225-5636	11/12/2025	11/20/2025	295.57 EDISON	10/13/25-11/11/25 23873 Clinton Keith Rd Suite 101
Bill #231641106	9/30/2025	11/20/2025	169.27 ST. FRANCIS ELECTRIC	Traffic Signals Extra Work - City Signal Related - September 2025
Bill #822-30001	10/15/2025	11/20/2025	15,000.00 CSG ADVISORS INCORPORATED	CFD No. 2025-2 (Westpark Promenade)
Bill #425733	11/13/2025	11/20/2025	11,452.87 STRADLING YOCCA CARLSON &, RAUTH	Bond Counsel for CFD 2025-2 Westpark Promenade
Bill #40552878	11/10/2025	11/20/2025	214.24 GREAT AMERICA FINANCIAL SERVIC	Canon Color Copier Syst. #016-1585799
Bill #112025	11/20/2025	11/20/2025	100.00 FRANCHISE TAX BOARD	Withholding Order
Bill #112025	11/20/2025	11/20/2025	578.30 CALIFORNIA STATE DISBURSEMENT UNIT	Withholding Order
Bill #DEC 2025	11/13/2025	11/20/2025	7,879.50 ANIMAL FRIENDS OF THE VALLEY,, INC.	Animal Control Service December 2025
Bill #110625	11/6/2025	11/20/2025	502.25 PITNEY BOWES	Postage Meter Refill 10/09/25
Bill #6040159/1	11/6/2025	11/20/2025	342.26 BMW MOTORCYCLES OF RIVERSIDE	BMW Motorcycle Maintenance - Sheriff
Bill #PE0000003074	11/5/2025	11/20/2025	730.56 COUNTY OF RIVERSIDE PUBLIC, SAFETY ENTERPRISE COMMUNI	Monthly Radio Communication - Sheriff
Bill #854651	10/7/2025	11/20/2025	35.00 DEPARTMENT OF JUSTICE	June 2025 Blood Alcohol Analysis (1)
Bill #143914	11/9/2025	11/20/2025	680.00 STEVE'S TOWING INC	Case W1251150025
Bill #144290	11/9/2025	11/20/2025	340.00 STEVE'S TOWING INC	Case W125690040
Bill #111025-2529	11/10/2025	11/20/2025	372.24 EDISON	10/10/25-11/09/25 22378 Bundy Canyon Rd
Bill #21380	11/13/2025	11/20/2025	13,347.50 CAT TRACKING INC.	Public Works Road Maintenance
Bill #1N3Y-WWYH-9QNW	11/13/2025	11/20/2025	163.24 AMAZON CAPITAL SERVICES	Camera Equipment
Bill #34416	9/30/2025	11/20/2025	312.50 ARCHITERRA DESIGN GROUP	Plan Check Review - September, 2025
Bill #34577	10/31/2025	11/20/2025	31.25 ARCHITERRA DESIGN GROUP	Fixed Fee, Engineering Project (Bundy Canyon)
Bill #2436	11/16/2025	11/20/2025	4,500.00 DYLAN DIXON TREE SERVICES	Public Works Road Maintenance
Bill #111225	11/12/2025	11/20/2025	89.23 SOCALGAS	10/08/25-11/07/25 Gas - Fire Dept 32637 Gruwell
Bill #0823117220X251113	11/13/2025	11/20/2025	179.99 DIRECT TV	11/12/25-12/11/25 Cable Services - City Hall
Bill #188866201110725	11/7/2025	11/20/2025	5.30 CHARTER COMMUNICATIONS	Cable through 12/07/25 - FS61
Bill #2020113249	10/31/2025	11/20/2025	9,500.88 ABSOLUTE INTERNATIONAL, SECURITY INC	10/01/25-10/31/25 Security Patrol
Bill #4249075117	11/6/2025	11/20/2025	222.59 CINTAS CORPORATION	Staff Uniform & Towel Maintenance
Bill #441419	11/10/2025	11/20/2025	803.50 RIGHTWAY SITE SERVICES, INC.	11/06/25-12/03/25 Porta/Washstrn- Windsong 2 Schedules Services
Bill #309364/3	10/29/2025	11/20/2025	6.81 ACE HARDWARE	Facilities Supplies
Bill #238506	11/15/2025	11/20/2025	8,631.00 ARMADA ADMINISTRATORS	Additional Insurance Coverage
Bill #FINA	10/31/2025	11/20/2025	203.74 QUINN RENTAL SERVICES	Public Works Road Maintenance
Bill #1-25-2990	11/7/2025	11/20/2025	1,000.03 ANDY'S GLASS AND WINDOW COMPANY	Supply and installation dual pane tempered SB60/clear glass
Bill #111925	11/19/2025	11/20/2025	733.38 MOORE, BRIDGETTE	replacement no grids
Bill #1DNH-LYTH-P7N3	11/14/2025	11/20/2025	123.96 AMAZON CAPITAL SERVICES	Mileage, Travel and Expenses Reimbursement 10/08/25-10/11/25
Bill #17792553	11/8/2025	11/20/2025	603.00 ALLIED UNIVERSAL JANITORIAL SERVICES	Replacement A/V Equipment
				Janitorial Services for Fall Family Fun Fair Event

Bill #44706	11/12/2025	11/20/2025	553.99 LOGO JOE'S
Bill #260477	11/19/2025	11/20/2025	483.20 UNITED STAFFING ASSOCIATES LLC
Bill #260478	11/19/2025	11/20/2025	241.60 UNITED STAFFING ASSOCIATES LLC
Bill #11758704	10/3/2025	11/20/2025	424.66 SOUTHERN CALIFORNIA NEWS, GROUP
	TOTAL:		942,379.40

Community Services - Staff Hooded Sweatshirt
Temp to hire for facilities - Anguiano, Arturo
Temp to hire for facilities - Anguiano, Arturo
Public Notice - DCA 2025-05A Setbacks, ADA- Planning

City of Wildomar
Wire Transfer Register
11/24/2025

ACH Date	Payee	Description	Amount
11/6/2025	Frontier Communications	Monthly Phone and Internet Services	\$ 451.54
11/13/2025	Viasat, Inc.	Cemetery Phone and Internet	\$ 417.53
11/13/2025	Viasat, Inc.	Cemetery Phone and Internet	\$ 177.53
11/13/2025	Frontier Communications	Monthly Phone and Internet Services	\$ 74.99
11/18/2025	Frontier Communications	Monthly Phone and Internet Services	\$ 169.99
11/18/2025	US Bank	Credit Card Statement Payment - Business Meals, Conference Expenses, Organizational Memberships, Special Event Supplies, Repairs & Maintenance, and Office Supplies	\$ 44,561.89
11/20/2025	Enterprise Fleet Management	Monthly City Vehicle Lease Payment	\$ 5,176.11
TOTAL			<u>\$ 51,029.58</u>

**City of Wildomar
Payroll Warrant Register
11/24/2025**

ACH Date	Payee	Description	Amount
11/1/2025	City Manager Payroll	10/1/2025-10/15/2025	\$ 16,931.21
11/6/2025	Staff Payroll	10/18/2025-10/31/2025	\$ 251,935.92
11/15/2025	City Manager Payroll	10/16/2025-10/31/2025	\$ 14,325.61
11/20/2025	Staff Payroll	11/1/2025-11/14/2025	\$ 254,077.51
TOTAL			\$ 537,270.25



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.4
Meeting Date: December 3, 2025**

SUBJECT: November 2025 Cemetery Warrant Register

SUBMITTED BY: Nicholas Neidiffer, Accountant II

PREPARED BY: Nicholas Neidiffer, Accountant II

ACTION:

Approve the following:

For Fiscal Years 2024/2025 and 2025/2026:

1. Warrant Register dated 11-6-2025 in the amount of \$7,202.24.
2. Warrant Register dated 11-13-2025 in the amount of \$92.69.
3. Warrant Register dated 11-20-2025 in the amount of \$2,397.57.

SUMMARY:

November 2025 Cemetery Warrant Register

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 and fiscal year noted in the recommendation section of this report. These costs are included in the Fiscal Years 2024/25 and 2025/26 Budgets.

ATTACHMENTS:

[November 2025 Cemetery Warrant Register.pdf](#)

Transaction Name	Bill Date	Payment Date	Fund Line	Account Main	Account Line	Amount (Debit)	Vendor	Memo
Bill #5296294302	10/8/2025	11/6/2025	300 - Cemetery	2010 2010 - Vouchers Payable	52012 52012 - Supplies	700.33	CINTAS CORPORATION	Cemetery First Aid & Safety
Bill #5275680305	7/1/2025	11/6/2025	300 - Cemetery	2010 2010 - Vouchers Payable	52012 52012 - Supplies	233.34	CINTAS CORPORATION	Cemetery First Aid & Safety
Bill #102725-7258	10/27/2025	11/6/2025	300 - Cemetery 302 - Cemetery Capital Improvement	2010 2010 - Vouchers Payable	53025 53025 - Electricity	143.58	EDISON	09/26/25-10/26/25 Elec 21400 Palomar (Cemetery)
Bill #2331946	8/31/2025	11/6/2025	Fund	2010 2010 - Vouchers Payable	52115 52115 - Professional and Contractual Services	5,740.05	INTERWEST CONSULTING GROUP	CIP 067 Palomar Widening, Gruwell to Wildomar Trail - August 2025
Bill #8012393655	10/25/2025	11/6/2025	300 - Cemetery	2010 2010 - Vouchers Payable	52115 52115 - Professional and Contractual Services	108.16	STERICYCLE, INC	Contractual Shredding Svc
Bill #001130	10/30/2025	11/6/2025	300 - Cemetery	2010 2010 - Vouchers Payable	52115 52115 - Professional and Contractual Services	270.00	GOPHER SQUAD	Gopher & Insect Pest Control Oct 2025 - Wildomar Cemetery
Bill #440754	11/3/2025	11/6/2025	300 - Cemetery	2010 2010 - Vouchers Payable	52115 52115 - Professional and Contractual Services	6.78	RIGHTWAY SITE SERVICES, INC.	Late Fee for September Invoice
Bill #6126643660	10/22/2025	11/13/2025	300 - Cemetery	2010 2010 - Vouchers Payable	53028 53028 - Communications	14.97	VERIZON WIRELESS	09/23/25-10/22/25 Cemetery/Comm Svs
Bill #6126643660	10/22/2025	11/13/2025	300 - Cemetery	2010 2010 - Vouchers Payable	53028 53028 - Communications	38.86	VERIZON WIRELESS	09/23/25-10/22/25 Cemetery
Bill #6126643660	10/22/2025	11/13/2025	300 - Cemetery	2010 2010 - Vouchers Payable	53028 53028 - Communications	38.86	VERIZON WIRELESS	09/23/25-10/22/25 Cemetery
Bill #1MV4-F1MC-K9HH	10/1/2025	11/20/2025	300 - Cemetery	2010 2010 - Vouchers Payable	58100 58100 - Furniture & Equipment	233.80	AMAZON CAPITAL SERVICES	Cemetery Department Supplies
Bill #1MV4-F1MC-K9HH	10/1/2025	11/20/2025	300 - Cemetery	2010 2010 - Vouchers Payable	58100 58100 - Furniture & Equipment	72.31	AMAZON CAPITAL SERVICES	Community Services/Cemetery
Bill #13908566	10/28/2025	11/20/2025	300 - Cemetery	2010 2010 - Vouchers Payable	53026 53026 - Water	1,159.04	ELSINORE VALLEY MUNICIPAL, WATER DISTRICT	Department Supplies
Bill #416021	11/4/2025	11/20/2025	300 - Cemetery	2010 2010 - Vouchers Payable	58100 58100 - Furniture & Equipment	413.24	STAUFFERS LAWN EQUIPMENT	09/16/25-10/17/25 Cemetery Water Services
Bill #13630	11/1/2025	11/20/2025	300 - Cemetery	2010 2010 - Vouchers Payable	52100 52100 - Memberships/Dues	67.00	CALIFORNIA ASSOC. OF PUBLIC, CEMETERIES	Cemetery Equipment
Bill #442161	11/19/2025	11/20/2025	300 - Cemetery	2010 2010 - Vouchers Payable	52115 52115 - Professional and Contractual Services	452.18	RIGHTWAY SITE SERVICES, INC.	Corporate Membership Dues Calendar Year 2026
					TOTAL:	9,692.50		(2) Cemetery Restroom Maintenance/Service 11/17/25-12/14/25



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.5
Meeting Date: December 3, 2025**

SUBJECT: October 2025 City Treasury Report

SUBMITTED BY: Adam Jantz, Finance Manager

PREPARED BY: Adam Jantz, Finance Manager

ACTION:
Approve the City Treasury Report for October 2025.

SUMMARY:
October 2025 City Treasury Report

DISCUSSION:
Attached is the Treasury Report for Cash and Investments for the month of October 2025. The City utilizes both the California State Treasurer's Local Agency Investment Fund (LAIF) and the California Asset Management Program (CAMP) for city investments.

On October 12th, 2022, the City entered into an agreement with PFM Asset Management as an investment advisor for the City's CAMP investment pool and established an additional managed CAMP account for long-term investments. Over time, this is expected to increase the returns on the City investments above the normal CAMP pool rate.

Over this month, the City earned \$169,595.02 in interest from its investment accounts.

ACCOUNT CODE:

100-1012
100-1011
110-1011
115-1011
120-1011
201-1011
212-1011
300-1011
301-1011
420-1011
421-1011
440-1011
461-1011

FISCAL IMPACT:
This is only a report on balances for the City and therefore it has no fiscal impact.

ATTACHMENTS:

**CITY OF WILDOMAR
TREASURY REPORT FOR
CASH AND INVESTMENT PORTFOLIO
October 2025**

CITY CASH

FUND	ACCOUNT	INSTITUTION	BEGINNING BALANCE	+ DEPOSITS	(-) WITHDRAWALS	ENDING BALANCE	RATE
All	All	WELLS FARGO	\$ 8,203,329.07	\$ 1,217,081.82	(3,984,836.36)	\$ 5,435,574.53	3.89378%
		TOTAL	\$ 8,203,329.07	\$ 1,217,081.82	(3,984,836.36)	\$ 5,435,574.53	

CITY INVESTMENT

FUND	ISSUER	BOOK VALUE	FACE VALUE	MARKET VALUE	PERCENT OF PORTFOLIO	AVERAGE DAYS TO MAT.	STATED RATE
100	LOCAL AGENCY INVESTMENT FUND	\$ 5,346,329.19	\$ 5,346,329.19	\$ 5,346,329.19	12.47%	N/A	4.150%
Various	CAMP POOL	\$ 12,990,454.63	\$ 12,990,454.63	\$ 12,990,454.63	30.31%	N/A	4.260%
Various	CAMP MANAGED ACCOUNT	\$ 23,921,665.95	\$ 23,921,665.95	\$ 24,521,365.75	57.22%	906	4.320%
	TOTAL	\$ 42,258,449.77	\$ 42,258,449.77	\$ 42,858,149.57	100.00%		
CITY	TOTAL CASH AND INVESTMENTS	\$ 48,293,724.10					

BREAKDOWN

FUND	ISSUER	BEGINNING BALANCE	+ PURCHASES	+ INTEREST DEPOSITED	(-) WITHDRAWALS/ SALES	ENDING BALANCE	STATED RATE
100	General	LOCAL AGENCY INVESTMENT FUNDS	\$ 5,288,557.93	\$ 0.00	\$ 57,771.26	\$ 0.00	\$ 5,346,329.19 4.150%
100	General	CAMP POOL	\$ 5,588,855.02	\$ 0.00	\$ 20,222.49	\$ 0.00	\$ 5,609,077.51 4.260%
115	ARPA	CAMP POOL	\$ 345,378.95	\$ 0.00	\$ 1,249.70	\$ 0.00	\$ 346,628.65 4.260%
120	AA	CAMP POOL	\$ 3,779,024.17	\$ 0.00	\$ 13,673.87	\$ 0.00	\$ 3,792,698.04 4.260%
461	DIF Park Imp.	CAMP POOL	\$ 2,778,729.15	\$ 0.00	\$ 10,054.44	\$ 0.00	\$ 2,788,783.59 4.260%
301	Endowment	CAMP POOL	\$ 451,632.67	\$ 0.00	\$ 1,634.17	\$ 0.00	\$ 453,266.84 4.260%
100	General	CAMP MANAGED ACCOUNT	\$ 6,503,681.07	\$ 0.00	\$ 17,749.74	\$ 0.00	\$ 6,521,430.81 4.320%
110	Dev. Agrmnt.	CAMP MANAGED ACCOUNT	\$ 2,450,640.69	\$ 900,000.00	\$ 9,052.88	\$ 0.00	\$ 3,359,693.57 4.320%
120	AA	CAMP MANAGED ACCOUNT	\$ 6,612,453.71	\$ 0.00	\$ 18,020.76	\$ 0.00	\$ 6,630,474.47 4.320%
201	Measure A	CAMP MANAGED ACCOUNT	\$ 1,230,124.51	\$ 0.00	\$ 3,340.74	\$ 0.00	\$ 1,233,465.25 4.320%
212	Waste Svcs.	CAMP MANAGED ACCOUNT	\$ 1,096,094.12	\$ 0.00	\$ 2,986.59	\$ 0.00	\$ 1,099,080.71 4.320%
300	Cemetery	CAMP MANAGED ACCOUNT	\$ 1,096,094.12	\$ 0.00	\$ 2,986.59	\$ 0.00	\$ 1,099,080.71 4.320%
420	Public Fac.	CAMP MANAGED ACCOUNT	\$ 525,290.17	\$ 0.00	\$ 1,426.57	\$ 0.00	\$ 526,716.74 4.320%
421	Police Fac.	CAMP MANAGED ACCOUNT	\$ 525,290.17	\$ 0.00	\$ 1,426.57	\$ 0.00	\$ 526,716.74 4.320%
440	DIF Roads	CAMP MANAGED ACCOUNT	\$ 2,752,257.53	\$ 0.00	\$ 7,538.28	\$ 0.00	\$ 2,759,795.81 4.320%
461	DIF Park Imp.	CAMP MANAGED ACCOUNT	\$ 1,064,750.76	\$ 0.00	\$ 460.37	\$ (900,000.00)	\$ 165,211.13 4.320%
	TOTAL	\$ 42,088,854.75	\$ 900,000.00	\$ 169,595.02	\$ (900,000.00)	\$ 42,258,449.77	

In compliance with the California Code Section 53646, as City Treasurer for 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 with the City's Statement of Investment Policy.

I also certify that this report reflects all Government Agency pooled investments and all of the City's Bank Balances.

Adam Jantz

Adam Jantz
Finance Manager

11/24/2025

Date



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.6
Meeting Date: December 3, 2025**

SUBJECT: October 2025 Cemetery Treasury Report

SUBMITTED BY: Adam Jantz, Finance Manager

PREPARED BY: Adam Jantz, Finance Manager

ACTION:
Approve the Treasury Report for October 2025.

SUMMARY:
October 2025 Cemetery Treasury Report

DISCUSSION:
Attached is the Treasury Report for Cash and Investments for the month of October 2025.

ACCOUNT CODE:
300-1011
301-1011

FISCAL IMPACT:
This is only a report of balances for the Cemetery and therefore has no fiscal impact.

ATTACHMENTS:
[October 2025 Cemetery Treasury Report.pdf](#)

WILDOMAR CEMETERY DISTRICT
TREASURY REPORT FOR
CASH AND INVESTMENT PORTFOLIO
October 2025

DISTRICT INVESTMENT

FUND	ISSUER	BOOK VALUE	FACE VALUE	MARKET VALUE	PERCENT OF PORTFOLIO	DAYS TO MAT.	STATED RATE
301	CAMP POOL	\$ 453,266.84	\$ 453,266.84	\$ 453,266.84	28.69%	N/A	4.260%
300	CAMP MANAGED ACCOUNT	\$ 1,099,080.71	\$ 1,099,080.71	\$ 1,126,885.58	71.31%	609	4.320%
TOTAL		\$ 1,552,347.55	\$ 1,552,347.55	\$ 1,580,152.42	100.00%		

FUND	ISSUER	BEGINNING BALANCE	+ DEPOSITS/ PURCHASES	+ INTEREST DEPOSITED	WITHDRAWALS/ SALES/ MATURITIES	ENDING BALANCE	STATED RATE
301	CAMP POOL	\$ 451,632.67	\$ -	\$ 1,634.17	\$ -	\$ 453,266.84	4.260%
300	CAMP MANAGED ACCOUNT	\$ 1,096,094.12	\$ -	\$ 2,986.59	\$ -	\$ 1,099,080.71	4.320%
TOTAL		\$ 1,547,726.79	\$ -	\$ 4,620.76	\$ -	\$ 1,552,347.55	

In compliance with the California Code Section 53646, as City Treasurer for 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 of the District's Bank Balances.

Adam Jantz

Adam Jantz
Finance Manager

11/24/2025

Date



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.7
Meeting Date: December 3, 2025**

SUBJECT: 2026 Annual Investment Policy

SUBMITTED BY: Adam Jantz, Finance Manager

PREPARED BY: Adam Jantz, Finance Manager

ACTION:

Adopt a resolution entitled:

RESOLUTION NO. 2025 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA,
ADOPTING A STATEMENT OF INVESTMENT POLICY FOR 2026

SUMMARY:

Adoption of 2026 Annual Investment Policy

BACKGROUND:

Pursuant to California Government Code Sections 53600 and 53630 et seq. and 53646, the City of Wildomar must adopt an annual investment policy by resolution. The Statement of Investment Policy sets forth policies that govern the investment of the City's funds. It will be used by the City treasurer and other City officials and staff, as well as all other third-party providers of investment or investment-related services. Its purpose is to direct the prudent investment and protection of the City's funds and investment portfolio.

The City's Investment Policy was last updated in January 2023. Since that update, the City has contracted with PFM Asset Management LLC (PFMAM) to be its Investment Advisor and has established a managed investment portfolio.

DISCUSSION:

This policy is required to be adopted annually. In this 2026 Statement of Annual Investment Policy, there have been adjustments to the title of investment designees in the policy to replace Administrative Service Director with City Treasurer or Finance Manager to reflect the City's new organizational structure.

There are also two sentences added that the City is required by law to state and have no material effect. One is in Section VIII stating that securities should not have forward settlement date exceeding 45 days. The other is in Section XII stating that the calculation of an investment's remaining maturity/term is to be measured from the settlement date to final maturity.

One other change is in the Asset-Based Securities description which is being revised upon advice from the City's portfolio manager. The City will allow its portfolio to contain up to 20% of

Asset-Backed Securities of AA quality or higher and a maturity of less than five years. The policy will be effective on January 1st, 2026.

FISCAL IMPACT:

Although the Policy does not have a fiscal impact in its adoption, the changes made within the Policy can have a fiscal impact on the City's Investments. The only change in the 2026 policy that will have an impact in the next year is Section VIII Item F for the Asset-Backed Securities investment allowances. The City will adjust its portfolio to include 15-20% of Asset Backed Securities in line with the policy. This could potentially increase yields by 1.0-1.5% annually, which, with the current investment amounts, would equate to an additional \$245,000 to \$367,000 of interest across all funds. Of course, there is no guarantee, and past performance does not ensure future performance, and changing economic conditions can affect returns.

ATTACHMENTS:

[Attachment A-2026 Statement of Investment Policy.pdf](#)

[Attachment B-Resolution Statement of Investment Policy 2026](#)

[Attachment C- Redlined Changes_Statement of Investment Policy.doc](#)

CITY OF WILDOMAR

2026 STATEMENT OF INVESTMENT POLICY

I. INTRODUCTION

The City Council of the City of Wildomar (the “City”) and its subsidiary district, the Wildomar Cemetery District, recognizes its responsibility to prudently direct the investment of the City’s funds on behalf of the City’s existing and future residents while conforming to all state and local statutes governing the investment of public funds. The City Council further recognizes that the City’s investment assets are essential to the City’s financial strength, the effective implementation of long-range financial plans, and ultimately its ability to respond to the needs of the community.

The investment policies and practices of the City of Wildomar take into consideration that California statutes authorize the City of Wildomar to finance acquisition or construction of various projects and capital assets through the issuance and sale of municipal securities, including but not limited to general obligation bonds and revenue bonds. Depending on the type and the authority for the issuance and sale of the bond, the City’s general fund and/or certain sources of city revenue may be pledged as security for the bonds. The bonding and the resulting security interest in city funds and revenue may supersede all or portions of this Policy.

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

II. SCOPE

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

- A) General Fund
- B) Special Revenue Funds
- C) Debt Service Funds
- D) Capital Project Funds
- E) Enterprise Funds
- F) Internal Services Funds
- G) Trust and Agency Funds
- H) Any new funds created by the City Council

This Investment Policy does not apply to proceeds of bond issues and retirement funds held in trusts.

III. PRUDENCE

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

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

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

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

IV. OBJECTIVE

The intent of the investment program is to ensure City funds are available to meet the short- and long-term cash flow demands of the City. To achieve this intent, the primary objectives for City's investment activities, in priority order, shall be:

A. Safety of Principal

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

mitigating the two types of risk in order of importance: credit risk and market risk.

1. **Credit Risk** Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by purchasing U.S. Treasuries or high-grade securities. All investments beyond Treasury securities will be diversified so that the failure of any one issuer would not unduly harm the City's cash flow. Credit risk shall also be mitigated by prequalifying financial institutions, broker/dealers, intermediaries, and advisors with which the City does business.
2. **Market or Interest Rate Risk** Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by structuring investments so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and by investing operating funds primarily in shorter-term securities. The cash flow is updated on a daily basis and will be considered prior to the investment of securities, which will reduce the necessity to sell investments for liquidity purposes. Long-term securities shall not be purchased for the sole purpose of short-term speculation. .

B. Liquidity

This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or accrued interest. Liquidity is an important quality especially when the need for unexpected funds occurs. The City's cash management system is designed to accurately monitor and forecast expenditures and revenues to enable the City to invest its funds to the fullest extent possible while ensuring appropriate liquidity is maintained to City to meet all operating requirements which might be reasonably anticipated.

C. Return On Investments

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

V. DELEGATION OF AUTHORITY

The City Council on an annual basis adopts a resolution approving the Investment Policy. The Investment Policy authorizes the City Treasurer or Finance Manager to invest or

deposit the City's funds in accordance with California Government Code Sections 53600 and 53630 et seq. and all related State and Federal laws.

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

The responsibility for establishing, monitoring, and maintaining a strong system of investment controls and directing an independent audit of the investment function is delegated to the City Manager. The City Manager's designee(s) may assist in carrying out these functions.

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

As permitted by Government Code 53601, the City Treasurer or Finance Manager may delegate day-to-day investment decision making and execution authority to an investment advisor. Eligible investment advisors must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisors Act of 1940. The advisor will follow the Policy and such other written instructions as are provided.

VI. ETHICS AND CONFLICTS OF INTEREST

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

VII. QUALIFIED DEALERS

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

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

If the City has contracted with an investment advisor to provide investment services, the investment advisor may use their own list of approved issuers, brokers/dealers, and financial institutions with which to conduct transactions on the City's behalf.

VIII. AUTHORIZED AND SUITABLE INVESTMENTS

The investments set forth in this section are authorized investments pursuant to Section 53601 et seq. of the Government Code and are authorized investments for the City subject, however, to the prohibitions set forth in Section X of this Investment Policy. Pursuant to Section 53601 & 53646, any security purchased in accordance with this section shall not have a forward settlement date exceeding 45 days from the time of investment. In the event an apparent discrepancy is found between this Policy and the Government Code, the more restrictive parameters will take precedence. Percentage holding limits listed in this Policy apply at the time the security is purchased. Credit ratings, where shown, specify the minimum credit rating category required at purchased. In the event a security held by the City is subject to a credit rating change that brings it below the minimum credit ratings specified in this Policy, the City Treasurer should notify City Council of the change in the next monthly investment report. The course of action to be followed will then be decided on a case-by-case basis, considering such factors as the reason for the change, prognosis for recovery or further rate drops, and the market price of the security.

A. U.S. Treasury Instruments. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that may be invested in this category.

B. Federal Agency Securities. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio that may be invested in this category.

C. Municipal Bonds

City Bonds – Bonds issued by the city, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the City or by a department, board, agency, or authority of the City that is rated in a rating category of “A” long term, or “A-1” short term, the equivalent or higher by a nationally recognized statistical rating organization (NRSRO).

California State Bonds – Registered state warrants or treasury notes or bonds of the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the State or by a department, board, agency, or authority of the State that are rated in a rating category of “A” long term, or “A-1” short term, the equivalent or higher by a NRSRO.

CA Local Agency Bonds. Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency that are rated in a rating category of “A” long term, or “A-1” short term, the equivalent or higher by a NRSRO.

Other 49 States’ Bonds – Bonds, notes, warrants, or other evidences of indebtedness of any local agency within the State of California and any of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency that are rated in a rating category of “A” long term, or “A-1” short term, the equivalent or higher by a NRSRO.

A maximum of 30% of the portfolio may be invested in this category.

D. Supranational Obligations. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance

Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of “AA” or its equivalent or better by a NRSRO. A maximum of 30% of the portfolio may be invested in this category.

- E. Medium-Term Notes.** Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to securities rated in a rating category of “A” or its equivalent or better by an NRSRO. A maximum of 30% of the portfolio may be invested in this category.
- F. Asset-Backed Securities.** Mortgage pass-through securities, collateralized mortgage obligations, mortgage-backed or other pay-through bonds, equipment lease-backed certificates, consumer receivable pass-through certificates, or consumer receivable-backed bonds. For securities eligible for investment under this subdivision the following limitations apply:
- a. The security shall be rated in a rating category "AA" or its equivalent or better by at least one NRSRO and have a maximum remaining maturity of five years or less.
 - b. Purchase of securities authorized by this subdivision may not exceed 20% of the Authority's total portfolio.
- G. Deposits.** FDIC insured or fully collateralized bank deposits, including, but not limited to, demand deposit accounts, savings accounts, market rate accounts, and certificates of deposits in financial institutions located in California. The amount on deposit in any financial institution shall not exceed the shareholder’s equity. To be eligible to receive City deposits, the financial institution must have received a minimum overall satisfactory rating, under the Community Redevelopment Act, for meeting the credit needs of California Communities in its most recent evaluation. Bank deposits are required to be collateralized as specified under Government Code Section 53630 et seq. The City Treasurer may waive the collateralization requirements for any portion that is covered by federal deposit insurance. The City shall have a signed agreement with any depository accepting City funds per Government Code Section 53649. There is no limit on the percentage of the portfolio that may be invested in this category. However, a maximum of 10 percent of the portfolio may be invested in time deposits.
- H. Negotiable Certificates of Deposit.** Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases are limited to securities rated in a rating category of “A” (long-term) or “A-1” (short-

term) or their equivalents or better by an NRSRO. A maximum of 30% of the portfolio may be invested in this category.

- I. Bankers' Acceptance Notes.** Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 40 percent of the agency's moneys that may be invested pursuant to this section.
- J. Commercial Paper.** Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or (2):
 - (1) The entity meets the following criteria: (A) Is organized and operating in the United States as a general corporation; (B) Has total assets in excess of five hundred million dollars (\$500,000,000), and (C) Has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or better by an NRSRO.
 - (2) The entity meets the following criteria: (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company, (B) Has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond, and (C) Has commercial paper that is rated "A-1" or better, or the equivalent, by an NRSRO.

Purchases are limited to securities that have a maximum maturity of 270 days. A maximum of 25% of the portfolio may be invested in this category.

- K. Money Market Funds ("MMF").** Purchases are restricted to Government Money Market Funds. Furthermore, these Money Market Funds must have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs, or (B) Retained an investment advisor with not less than five years' experience and registered or exempt from registration with the SEC, with assets under management in excess of five hundred million dollars (\$500,000,000). Whenever the City has any funds invested in an MMF, the City Treasurer shall maintain on file a copy of the MMF's current information statement. A maximum of 20% of the portfolio may be invested in this category.
- L. State of California's Local Agency Investment Fund (LAIF).** The maximum amount invested in this category may not exceed the limit set by LAIF for operating accounts.
- M. Joint Powers Authority Investment Pools.** Joint Powers Authority Investment Pools are organized pursuant to Section 6509.7 of the Government Code that invests in the securities and obligations under Sections 53601 of the California

Government Code. To be eligible for City investments, the joint powers authority issuing the shares shall have retained an investment adviser that is registered or exempt from registration with the Securities and Exchange Commission, the adviser has not less than five years of experience investing in the securities and obligations authorized in under Section 53601 and the adviser has assets under management in excess of five hundred million dollars (\$500,000,000). There is no limitation as to the percentage of the portfolio that may be invested in this category.

IX. PROHIBITED INVESTMENTS AND TRANSACTIONS

The City shall not invest in any investment authorized by the Government Code, but not explicitly listed in this Policy without the prior approval of the City Council. Furthermore, range notes, reverse repurchase agreements, zero coupon bonds, inverse floaters, common stocks, futures, options, mortgage-derived, interest-only strips and derivatives are prohibited from use in the City's investment portfolio.

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

X. SAFEKEEPING AND CUSTODY

All deliverable security transactions entered into by the City shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodial designated by the City Treasurer of Finance Manager and evidenced by safekeeping receipts.

XI. DIVERSIFICATION

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

The City will diversify its investments by security type, institution, and maturity/call dates. With the exception of U.S. Treasury securities, federal agency securities, Supranational securities, and authorized pools, no more than 5% of the City's total investment portfolio will be invested in a single security type or with a single financial institution.

XII. MAXIMUM MATURITIES

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. For those investment types for which this Policy does not specify a maturity limit, no individual investment shall exceed a maturity of five years from the date of purchase unless the City Council has granted express authority to make that investment either specifically or as a part of an investment program approved by the City Council no less than three months prior to the investment. The weighted average maturity of the funds will be limited to three years or less.

Debt service reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. The calculation of an investment's remaining maturity/term is to be measured from the settlement date to final maturity.

XIII. INTERNAL CONTROL

The City Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with the City's Investment Policy and for establishing internal controls that are designed to prevent losses due to fraud, negligence, and third-party misrepresentation.

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

XIV. PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. An appropriate performance benchmark shall be established against which portfolio performance shall be compared on a regular basis. The selected performance benchmark shall be representative of the City's overall investment objectives and liquidity requirements.

The City may employ an active management approach that allows for the sale of securities prior to their scheduled maturity dates for purposes of improving the portfolio's credit quality, liquidity, or return in response to changing market conditions or the City's circumstances.

XV. REPORTING

The City Treasurer or Finance Manager shall provide the City Council monthly investment reports which provide a clear picture of the status of the current investment portfolio. The management report shall include a list of transactions, the type of investments, the issuers, maturity dates, par values, and the current market values of each component of the portfolio, including funds managed for the City by third party safekeeping custodians. The report will also include the source of the portfolio valuation. As specified in California Government Code Section 53646 (e), if all funds are placed in LAIF or FDIC-insured accounts, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that the City will meet its expenditure obligations for the next six months as required by California Government Code Section 53646 (b)(3) and that the City's portfolio is in compliance with this investment policy, or the manner in which the portfolio is not in compliance as required by California Government Code Section 53646 (b)(2). The City Treasurer or Finance Manager shall maintain a complete and timely record of all investment transactions.

XVI. INVESTMENT POLICY ADOPTION

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

RESOLUTION NO. 2025 - _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR,
CALIFORNIA, ADOPTING A STATEMENT OF INVESTMENT POLICY
FOR 2026**

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

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

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

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

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

SECTION 1. That the City Council approves the adoption of the "2026 Statement of Investment Policy" as attached hereto as Attachment "A",

SECTION 2. This policy will take effect January 1st, 2026.

PASSED, APPROVED AND ADOPTED this 3rd day of December, 2025.

Ashlee DePhillippo
Mayor

APPROVED AS TO FORM:

ATTEST:

Thomas D. Jex
City Attorney

Janet Morales, CMC
City Clerk

CITY OF WILDOMAR

2026 STATEMENT OF INVESTMENT POLICY

I. INTRODUCTION

The City Council of the City of Wildomar (the “City”) and its subsidiary district, the Wildomar Cemetery District, recognizes its responsibility to prudently direct the investment of the City’s funds on behalf of the City’s existing and future residents while conforming to all state and local statutes governing the investment of public funds. The City Council further recognizes that the City’s investment assets are essential to the City’s financial strength, the effective implementation of long-range financial plans, and ultimately its ability to respond to the needs of the community.

The investment policies and practices of the City of Wildomar take into consideration that California statutes authorize the City of Wildomar to finance acquisition or construction of various projects and capital assets through the issuance and sale of municipal securities, including but not limited to general obligation bonds and revenue bonds. Depending on the type and the authority for the issuance and sale of the bond, the City’s general fund and/or certain sources of city revenue may be pledged as security for the bonds. The bonding and the resulting security interest in city funds and revenue may supersede all or portions of this Policy.

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

II. SCOPE

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

- A) General Fund
- B) Special Revenue Funds
- C) Debt Service Funds
- D) Capital Project Funds
- E) Enterprise Funds
- F) Internal Services Funds
- G) Trust and Agency Funds
- H) Any new funds created by the City Council

This Investment Policy does not apply to proceeds of bond issues and retirement funds held in trusts.

III. PRUDENCE

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

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

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

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

IV. OBJECTIVE

The intent of the investment program is to ensure City funds are available to meet the short- and long-term cash flow demands of the City. To achieve this intent, the primary objectives for City's investment activities, in priority order, shall be:

A. Safety of Principal

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

mitigating the two types of risk in order of importance: credit risk and market risk.

1. **Credit Risk** Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by purchasing U.S. Treasuries or high-grade securities. All investments beyond Treasury securities will be diversified so that the failure of any one issuer would not unduly harm the City's cash flow. Credit risk shall also be mitigated by prequalifying financial institutions, broker/dealers, intermediaries, and advisors with which the City does business.
2. **Market or Interest Rate Risk** Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by structuring investments so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and by investing operating funds primarily in shorter-term securities. The cash flow is updated on a daily basis and will be considered prior to the investment of securities, which will reduce the necessity to sell investments for liquidity purposes. Long-term securities shall not be purchased for the sole purpose of short-term speculation. .

B. Liquidity

This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or accrued interest. Liquidity is an important quality especially when the need for unexpected funds occurs. The City's cash management system is designed to accurately monitor and forecast expenditures and revenues to enable the City to invest its funds to the fullest extent possible while ensuring appropriate liquidity is maintained to City to meet all operating requirements which might be reasonably anticipated.

C. Return On Investments

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

V. DELEGATION OF AUTHORITY

The City Council on an annual basis adopts a resolution approving the Investment Policy. The Investment Policy authorizes the City Treasurer or Finance Manager to invest or

deposit the City's funds in accordance with California Government Code Sections 53600 and 53630 et seq. and all related State and Federal laws.

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

The responsibility for establishing, monitoring, and maintaining a strong system of investment controls and directing an independent audit of the investment function is delegated to the City Manager. The City Manager's designee(s) may assist in carrying out these functions.

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

As permitted by Government Code 53601, the City Treasurer or Finance Manager may delegate day-to-day investment decision making and execution authority to an investment advisor. Eligible investment advisors must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisors Act of 1940. The advisor will follow the Policy and such other written instructions as are provided.

VI. ETHICS AND CONFLICTS OF INTEREST

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

VII. QUALIFIED DEALERS

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

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

If the City has contracted with an investment advisor to provide investment services, the investment advisor may use their own list of approved issuers, brokers/dealers, and financial institutions with which to conduct transactions on the City's behalf.

VIII. AUTHORIZED AND SUITABLE INVESTMENTS

The investments set forth in this section are authorized investments pursuant to Section 53601 et seq. of the Government Code and are authorized investments for the City subject, however, to the prohibitions set forth in Section X of this Investment Policy. Pursuant to Section 53601 & 53646, any security purchased in accordance with this section shall not have a forward settlement date exceeding 45 days from the time of investment. In the event an apparent discrepancy is found between this Policy and the Government Code, the more restrictive parameters will take precedence. Percentage holding limits listed in this Policy apply at the time the security is purchased. Credit ratings, where shown, specify the minimum credit rating category required at purchased. In the event a security held by the City is subject to a credit rating change that brings it below the minimum credit ratings specified in this Policy, the City Treasurer should notify City Council of the change in the next monthly investment report. The course of action to be followed will then be decided on a case-by-case basis, considering such factors as the reason for the change, prognosis for recovery or further rate drops, and the market price of the security.

A. U.S. Treasury Instruments. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that may be invested in this category.

B. Federal Agency Securities. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio that may be invested in this category.

C. Municipal Bonds

City Bonds – Bonds issued by the city, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the City or by a department, board, agency, or authority of the City that is rated in a rating category of “A” long term, or “A-1” short term, the equivalent or higher by a nationally recognized statistical rating organization (NRSRO).

California State Bonds – Registered state warrants or treasury notes or bonds of the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the State or by a department, board, agency, or authority of the State that are rated in a rating category of “A” long term, or “A-1” short term, the equivalent or higher by a NRSRO.

CA Local Agency Bonds. Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency that are rated in a rating category of “A” long term, or “A-1” short term, the equivalent or higher by a NRSRO.

Other 49 States’ Bonds – Bonds, notes, warrants, or other evidences of indebtedness of any local agency within the State of California and any of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency that are rated in a rating category of “A” long term, or “A-1” short term, the equivalent or higher by a NRSRO.

A maximum of 30% of the portfolio may be invested in this category.

D. Supranational Obligations. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance

Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of “AA” or its equivalent or better by a NRSRO. A maximum of 30% of the portfolio may be invested in this category.

- E. Medium-Term Notes.** Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to securities rated in a rating category of “A” or its equivalent or better by an NRSRO. A maximum of 30% of the portfolio may be invested in this category.

- F. Asset-Backed Securities.** ~~A mortgage passthrough security, collateralized mortgage obligation, mortgage backed or other pay through bond, equipment lease backed certificate, consumer receivable passthrough certificate, or consumer receivable backed bond with a maximum remaining maturity of five years or less. Securities shall be rated in a rating category of “AA” or its equivalent or better by an NRSRO. A maximum of 20% of the City’s portfolio may be invested in this category.~~

Mortgage pass-through securities, collateralized mortgage obligations, mortgage-backed or other pay-through bonds, equipment lease-backed certificates, consumer receivable pass-through certificates, or consumer receivable-backed bonds. For securities eligible for investment under this subdivision the following limitations apply:

- a. The security shall be rated in a rating category "AA" or its equivalent or better by at least one NRSRO and have a maximum remaining maturity of five years or less.
- b. Purchase of securities authorized by this subdivision may not exceed 20% of the Authority's total portfolio.

- G. Deposits.** FDIC insured or fully collateralized bank deposits, including, but not limited to, demand deposit accounts, savings accounts, market rate accounts, and certificates of deposits in financial institutions located in California. The amount on deposit in any financial institution shall not exceed the shareholder’s equity. To be eligible to receive City deposits, the financial institution must have received a minimum overall satisfactory rating, under the Community Redevelopment Act, for meeting the credit needs of California Communities in its most recent evaluation. Bank deposits are required to be collateralized as specified under Government Code Section 53630 et seq. The City Treasurer may waive the collateralization requirements for any portion that is covered by federal deposit insurance. The City shall have a signed agreement with any depository accepting City funds per Government Code Section 53649. There is no limit on the percentage of the portfolio that may be invested in this category. However, a maximum of 10 percent of the portfolio may be invested in time deposits.

H. Negotiable Certificates of Deposit. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases are limited to securities rated in a rating category of “A” (long-term) or “A-1” (short-term) or their equivalents or better by an NRSRO. A maximum of 30% of the portfolio may be invested in this category.

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J. Commercial Paper. Commercial paper of “prime” quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or (2):

(1) The entity meets the following criteria: (A) Is organized and operating in the United States as a general corporation; (B) Has total assets in excess of five hundred million dollars (\$500,000,000), and (C) Has debt other than commercial paper, if any, that is rated in a rating category of “A” or its equivalent or better by an NRSRO.

(2) The entity meets the following criteria: (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company, (B) Has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond, and (C) Has commercial paper that is rated “A-1” or better, or the equivalent, by an NRSRO.

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L. State of California's Local Agency Investment Fund (LAIF). The maximum amount invested in this category may not exceed the limit set by LAIF for operating accounts.

M. Joint Powers Authority Investment Pools. Joint Powers Authority Investment Pools are organized pursuant to Section 6509.7 of the Government Code that invests in the securities and obligations under Sections 53601 of the California Government Code. To be eligible for City investments, the joint powers authority issuing the shares shall have retained an investment adviser that is registered or exempt from registration with the Securities and Exchange Commission, the adviser has not less than five years of experience investing in the securities and obligations authorized in under Section 53601 and the adviser has assets under management in excess of five hundred million dollars (\$500,000,000). There is no limitation as to the percentage of the portfolio that may be invested in this category.

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The City shall not invest in any investment authorized by the Government Code, but not explicitly listed in this Policy without the prior approval of the City Council. Furthermore, range notes, reverse repurchase agreements, zero coupon bonds, inverse floaters, common stocks, futures, options, mortgage-derived, interest-only strips and derivatives are prohibited from use in the City's investment portfolio.

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Supranational securities, and authorized pools, no more than 5% of the City's total investment portfolio will be invested in a single security type or with a single financial institution.

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To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. For those investment types for which this Policy does not specify a maturity limit, no individual investment shall exceed a maturity of five years from the date of purchase unless the City Council has granted express authority to make that investment either specifically or as a part of an investment program approved by the City Council no less than three months prior to the investment. The weighted average maturity of the funds will be limited to three years or less.

Debt service reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. **The calculation of an investment's remaining maturity/term is to be measured from the settlement date to final maturity.**

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The City Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with the City's Investment Policy and for establishing internal controls that are designed to prevent losses due to fraud, negligence, and third-party misrepresentation.

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

XIV. PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. An appropriate performance benchmark shall be established against which portfolio performance shall be compared on a regular basis. The selected performance benchmark shall be representative of the City's overall investment objectives and liquidity requirements.

The City may employ an active management approach that allows for the sale of securities prior to their scheduled maturity dates for purposes of improving the portfolio's credit quality, liquidity, or return in response to changing market conditions or the City's circumstances.

XV. REPORTING

The City Treasurer or Finance Manager shall provide the City Council monthly investment reports which provide a clear picture of the status of the current investment portfolio. The management report shall include a list of transactions, the type of investments, the issuers, maturity dates, par values, and the current market values of each component of the portfolio, including funds managed for the City by third party safekeeping custodians. The report will also include the source of the portfolio valuation. As specified in California Government Code Section 53646 (e), if all funds are placed in LAIF or FDIC-insured accounts, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that the City will meet its expenditure obligations for the next six months as required by California Government Code Section 53646 (b)(3) and that the City's portfolio is in compliance with this investment policy, or the manner in which the portfolio is not in compliance as required by California Government Code Section 53646 (b)(2). The City Treasurer or Finance Manager shall maintain a complete and timely record of all investment transactions.

XVI. INVESTMENT POLICY ADOPTION

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



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.8
Meeting Date: December 3, 2025**

SUBJECT: Purchase of Riverpark Mitigation Bank Credits for the Clinton Keith Rd. Widening Project (CIP 025-1)

SUBMITTED BY: Jason Farag, Public Works Director/City Engineer

PREPARED BY: Jason Farag, Public Works Director/City Engineer

ACTION:

Authorize the City Manager to execute a Mitigation Credit Purchase Agreement between the City of Wildomar and EIP III Credit Co., LLC (Riverpark Mitigation Bank Sponsor) for the Clinton Keith Rd. Widening Project (Project)

SUMMARY:

As part of the Clinton Keith Rd. Widening Project, the City must purchase mitigation credits to offset impacts to certain natural drainage areas. This agreement will allow the City to purchase the required credits.

BACKGROUND:

Included in the Fiscal Year 2025/2026 Capital Improvement Program is the Clinton Keith Rd. Widening Project (Project). The Project proposes to improve Clinton Keith Rd. between Hidden Springs Rd. and Copper Craft Dr. by rehabilitating the pavement, widening the road to six lanes, including a two-way left turn lane/striped median and turn pockets, constructing bike lanes, and constructing one new traffic signal among other related roadway improvements. To provide the improvements, disturbance and modifications of existing natural drainage courses under the jurisdiction of regulatory agencies including the California Department of Fish and Wildlife (CDFW), the State Water Quality Control Board (SWQCB), and the US Army Corps of Engineers (USACOE) are required. These modifications result in the loss of existing wetlands habitat.

DISCUSSION:

In conformance with the California Environmental Quality Act, an Initial Study-Mitigated Negative Declaration (IS-MND) was prepared for the Project. The environmental evaluation identified drainage areas and habitat that will be impacted by the Project and will require permits from the State and Federal Agencies who regulate the streams (U.S. Army Corp of Engineers, the State/Regional Water Quality Control Board, and the California Department of Fish and Wildlife). The permits require the identification of the permanent area of disturbance and its mitigation. Mitigation can be achieved by replacing the lost wetlands habitat area with the Project or purchasing a specified amount of lost area from an available off-site mitigation bank. The option of replacing and maintaining the lost wetland area requires on-going maintenance and monitoring which would result in on-going costs to the City for several years after the completion of the Project. Since it is not practical for the City to replace and maintain the lost wetland area and due to the on-going costs, purchase from a mitigation bank is

generally the selected option. Mitigation banks create and maintain wetland areas so that agencies do not have to provide these areas on their own. Mitigation banks sell these areas in the form of credits. The purchase of credits is a one-time expense and a one-time action to satisfy that portion of the Project's regulatory permit requirements.

Each of the regulatory agencies determines the amount of impacted area to be mitigated with their permit and the mitigation bank to be used. For this Project, the following mitigation requirements were determined:

- 0.49 acre of reestablishment credits
- 0.49 acre of rehabilitation credits

The mitigation bank determines the cost per credit (or cost per one acre) to establish and maintain the bank.

The mitigation credits needed for the Project have been unavailable for some time and obtaining the credits is a pre-requisite to construction. Staff has recently received notification that there are some credits now available from the Riverpark Mitigation Bank (Bank). To secure the credits, a purchase agreement with the Bank sponsor must be processed. Credits are currently available at a cost of \$961,611 per credit, or \$942,378.78 for the 0.98 acres/credits needed for the Project.

Staff recommends that the City Council authorize the City Manager to execute an Agreement for Sale of Credits (Agreement) for the Clinton Keith Rd. Widening Project. A copy of the Agreement is included as Attachment A. The Agreement is with the Bank Sponsor, EIP III Credit Co., LLC, which has developed the Riverpark Mitigation Bank.

FISCAL IMPACT:

The cost of the mitigation required for the agreement is \$942,378.78. This expenditure is TUMF eligible and there are adequate TUMF funds in the adopted FY 25/26 budget for this expense. These costs are greater than what was planned or budgeted for this item, so additional funds from another fund source may be necessary when the Project proceeds to construction.

ATTACHMENTS:

[A - Agreement for the Sale of Credits \(Clinton Keith Rd.\)](#)

AGREEMENT FOR SALE OF CREDITS

This Agreement is entered into this _____ day of _____, 2025, by and between EIP III CREDIT CO., LLC, a Delaware limited liability company (Bank Sponsor) and CITY OF WILDOMAR (Project Proponent), jointly referred to as the “Parties,” as follows:

RECITALS

A. The Bank Sponsor has developed the Riverpark Mitigation Bank (Bank) located in Riverside County, California; and

B. The Bank has been developed pursuant to a Bank Enabling Instrument (BEI) entered into by and between Bank Sponsor, the Los Angeles District of the U.S. Army Corps of Engineers (USACE) (File No. SPL-2015-00318), United States Fish and Wildlife Service (USFWS), the California Regional Water Quality Control Board, Region 8 (Regional Water Boards), and the California Department of Fish and Wildlife (CDFW) (Tracking No. 1798-2015-01-R6), on December 17, 2019, and

C. Project Proponent is seeking to implement the project described on Exhibit “A” attached hereto (Project), which would unavoidably and adversely impact Riverine Wetlands, and seeks to compensate for the loss of Riverine Wetlands by purchasing Credits from Bank Sponsor; and

D. Project Proponent has been authorized by CDFW, File/Tracking No. EPIMS-RIV-55629-R6 to purchase from the Bank 0.49 re-established Waters of the State Credits, and 0.49 rehabilitated Waters of the State Credits; and RWQCB, File/Tracking No. (n/a) to purchase from the Bank 0.00 re-established Waters of the State Credits, and 0.00 rehabilitated Waters of the State Credits; and by USACE, File/Tracking No. (n/a) to purchase from the Bank 0.00 re-established wetland Waters of the U.S. Credits and 0.00 rehabilitated wetland Waters of the U.S. Credits (of which both RWQCB and USACE credits are a subset of, and not in addition to, the 0.49 re-established Waters of the State Credits and 0.49 rehabilitated Waters of the State Credits heretofore described), upon confirmation by the Bank Sponsor of Credit availability/adequate balance of Credits remaining for Transfer; and

E. Project Proponent desires to purchase from Bank Sponsor and Bank Sponsor desires to sell to Project Proponent 0.49 re-established Waters of the State Credits and 0.49 rehabilitated Waters of the State Credits;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Bank Sponsor hereby sells to Project Proponent and Project Proponent hereby purchases from Bank Sponsor 0.49 re-established Waters of the State Credits and 0.49 rehabilitated Waters of the State Credits for the Purchase Price of \$942,378.78. The Bank Sponsor will upon receipt of the Purchase Price deliver to Project Proponent an executed Bill of Sale in the manner and form as attached hereto and marked Exhibit "B". The Purchase Price for said Credits shall be paid by ACH payment or wire transfer of funds according to written instructions provided by Bank Sponsor to Project Proponent.

2. The sale and transfer herein are not intended as a sale or transfer to Project Proponent of a security, license, lease, easement, or possessory or non-possessory interest in real property, nor the granting of any interest of the foregoing.

3. Project Proponent shall have no obligation whatsoever by reason of the purchase of the Credits, to support, pay for, monitor, report on, sustain, continue in perpetuity, or otherwise be obligated or liable for the success or continued expense or maintenance in perpetuity of the Credits sold, or the Bank. Pursuant to the BEI and any amendments thereto, Bank Sponsor shall monitor and make reports to the appropriate agency or agencies on the status of any Credits sold to Project Proponent. Bank Sponsor shall be fully and completely responsible for satisfying any and all conditions placed on the Bank or the Credits by all state or federal jurisdictional agencies.

4. The Credits sold and transferred to Project Proponent shall be non-refundable, non-transferable and non-assignable, and shall not be used as compensatory mitigation for any other project or purpose, except as set forth herein.

5. Project Proponent must exercise his/her/its right to purchase the Credits within 60 days of the date this Agreement. After the 60-day period this Agreement will be considered null and void.

6. Upon purchase of the Credits specified in Recital D above, the Bank Sponsor shall submit to the parties listed in the Notices section of the BEI, copies of the: a) Agreement for Sale of Credits; b) Bill of Sale; c) Payment Receipt; and d) an updated ledger. The updated ledger must detail: i) Project Proponent; ii) Project Name; iii) Status (sale complete/sale not complete); iv) Credit Sale Date; v) Permitting Agency File/Tracking Number; vi); vii) Total Number of Credits Authorized to Sell; viii) Total Number of Credits Sold to Date (inclusive); and ix) Balance of all Credits Available. The ledger should include all sales data from bank establishment to the present.

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

BANK SPONSOR

EIP III CREDIT CO., LLC, a Delaware limited liability company

By: _____

Name: Aidan Riordan

Its Chief Operating Officer

PROJECT PROPONENT

CITY OF WILDOMAR

By: _____

Name: Chris Mann

Its: City Manager

Exhibit “A”
DESCRIPTION OF PROJECT TO BE MITIGATED

Name of Project:

Clinton Keith Road Widening (2025)

Project Location:

The Project Site is located on Clinton Keith Road, in the City of Wildomar, Riverside County, California. The Project Site is approximately 1.7 linear miles long and consists of approximately 24.76 acres. The Project Site, as depicted on the U.S. Geological Survey 7.5-minute Wildomar topographic quadrangle, lies within Section 06 of Township 7 South, Range 3 West of the San Bernardino Base and Meridian.

Permitting Agencies File/Tracking Number:

CDFW: EPIMS-RIV-55629-R6

RWQCB: Project (n/a)

USACE: (n/a)

Project Description:

The Project consists of widening Clinton Keith Road from Arya Road to the easterly City limits. The Project includes approximately 2 miles of ultimate street widening, storm drain, striping, and private property restoration that requires full depth removal and placement of asphalt concrete pavement; removal and reconstruction of concrete curbs and gutters, Americans with Disabilities Act (ADA) ramps, cross-gutters, sidewalks; construction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, medians, and driveway approaches; construction of concrete masonry unit retaining walls and significant regrading along hillsides; construction of catch basins, rock bioswales, headwalls, and storm drains; modification to 3 traffic signals at Arya Road, Inland Valley Drive and Wildomar Trail intersections; installation of a new traffic signal at Elizabeth Lane and relocation of miscellaneous utilities; and raising of various utility manholes/valves.

Species/Habitat Affected:

The Project proposes permanent and temporary impacts to potentially jurisdictional resources within the Project Site as reported in Table 6 below.

Table 6. Summary of Jurisdictional Aquatic Resource Impacts			
Type	Permanent	Temporary	Combined
Waters of the U.S.	0.162 acre	0.031 acre	0.193 acre
	674 linear feet	178 linear feet	852 linear feet
Waters of the State	0.162 acre	0.031 acre	0.193 acre
	674 linear feet	178 linear feet	852 linear feet
California Department of Fish and Wildlife - Non-Riparian	0.271 acre	0.063 acre	0.334 acre
	701 linear feet	178 linear feet	879 linear feet
California Department of Fish and Wildlife - Riparian	0.053 acre	0.018 acre	0.071 acre

Credits to be Purchased:

0.49 Re-established Waters of the State Credits

0.49 Rehabilitated Waters of the State Credits

Method of payment:

Wire Transmittal ☒

ACH Payment ☐

“Exhibit B”
BILL OF SALE
Riverpark Mitigation Bank

Contract # 25 ____-RP

Permitting Agency File/Tracking No(s). CDFW: EPIMS-RIV-55629-R6, RWQCB: (n/a), and USACE: (n/a).

In consideration of \$942,378.78, receipt of which is hereby acknowledged, EIP III Credit Co., LLC (Bank Sponsor), does hereby bargain, sell and transfer to CITY OF WILDOMAR (Project Proponent), for the Clinton Keith Road Widening (2025) project, 0.49 re-established Waters of the State Credits and 0.49 rehabilitated Waters of the State Credits; and for RWQCB 0.00 re-established Waters of the State Credits and 0.00 rehabilitated Waters of the State Credits; and for USACE 0.00 re-established wetland Waters of the U.S Credits and 0.00 rehabilitated wetland Waters of the U.S. Credits (of which both RWQCB and USACE credits are a subset of, and not in addition to, the 0.49 re-established Waters of the State Credits and 0.49 rehabilitated Waters of the State Credits), in the Riverpark Mitigation Bank in Riverside County, California, developed, and approved under the authority of the Los Angeles District of the U.S. Army Corps of Engineers (USACE), United States Fish and Wildlife Service (USFWS), the California Regional Water Quality Control Board, Region 8 (Regional Water Boards), and the California Department of Fish and Wildlife (CDFW), as mitigation for the Project described in Attachment 1.

Bank Sponsor represents and warrants that it has good title to the Credits, has good right to sell the same, and that they are free and clear of all claims, liens, or encumbrances.

Bank Sponsor covenants and agrees with the Project Proponent to warrant and defend the sale of the Credits hereinbefore described against all and every person and persons whomsoever lawfully claiming or to claim the same.

DATED: _____

EIP III CREDIT CO., LLC, a Delaware limited liability company

By: _____
Name: Aidan Riordan
Its Chief Operating Officer

SAMPLE

Attachment 1
Riverpark Mitigation Bank
WETLAND CREDITS: PAYMENT RECEIPT

PROJECT PROPONENT INFORMATION

Name:

CITY OF WILDOMAR

Address:

23873 Clinton Keith Road, Suite 110
Wildomar, CA 92595

Telephone:

(951) 698-1463

Contact:

Jason Farag
Public Works Director

Email:

jfarag@wildomar.gov

PROJECT INFORMATION

Project Description:

The Project consists of widening Clinton Keith Road from Arya Road to the easterly City limits. The Project includes approximately 2 miles of ultimate street widening, storm drain, striping, and private property restoration that requires full depth removal and placement of asphalt concrete pavement; removal and reconstruction of concrete curbs and gutters, Americans with Disabilities Act (ADA) ramps, cross-gutters, sidewalks; construction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, medians, and driveway approaches; construction of concrete masonry unit retaining walls and significant regrading along hillsides; construction of catch basins, rock bioswales, headwalls, and storm drains; modification to 3 traffic signals at Arya Road, Inland Valley Drive and Wildomar Trail intersections; installation of a new traffic signal at Elizabeth Lane and relocation of miscellaneous utilities; and raising of various utility manholes/valves.

Project Location:

The Project Site is located on Clinton Keith Road, in the City of Wildomar, Riverside County, California. The Project Site is approximately 1.7 linear miles long and consists of approximately 24.76 acres. The Project Site, as depicted on the U.S. Geological

Survey 7.5-minute Wildomar topographic quadrangle, lies within Section 06 of Township 7 South, Range 3 West of the San Bernardino Base and Meridian.

Agency File/Tracking Number(s):

CDFW: EPIMS-RIV-55629-R6

RWQCB: (n/a)

USACE: (n/a)

Species/Habitat Affected:

The Project proposes permanent and temporary impacts to potentially jurisdictional resources within the Project Site as reported in Table 6 below.

Table 6. Summary of Jurisdictional Aquatic Resource Impacts			
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	701 linear feet	178 linear feet	879 linear feet
California Department of Fish and Wildlife - Riparian	0.053 acre	0.018 acre	0.071 acre

Credits to be Purchased:

0.49 Re-established Waters of the State Credits

0.49 Rehabilitated Waters of the State Credits



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.9
Meeting Date: December 3, 2025**

SUBJECT: 2026 City Council Meeting Calendar

SUBMITTED BY: Janet Morales, City Clerk

ACTION:

Adopt the proposed City Council meeting schedule for the 2026 calendar year.

SUMMARY:

This agenda item sets the schedule for the City Council Regular Meetings for 2026.

BACKGROUND:

Pursuant to Resolution No. 2025-62, the regular meetings of the City Council shall be held on the second Wednesday of each month, except for January, when regular meetings shall be held on the third Wednesday. Each year, however, the City Council shall adopt a meeting schedule for the following calendar year, which will supersede the regular meeting schedule stated above. Setting a schedule for the year will help manage calendars, coordinate agendas, and provide advance notice to the public.

DISCUSSION:

The 2026 City Council Regular Meeting schedule is proposed as follows:

Wednesday January 14
Wednesday February 18
Wednesday March 11
Wednesday April 8
Wednesday May 13
Wednesday June 10
Wednesday July 8
Wednesday August 12
Wednesday September 9
Wednesday October 14
Wednesday November 18
Wednesday December 9

FISCAL IMPACT:

None.

ATTACHMENTS:

[1. Meeting Schedule](#)



2026

CITY COUNCIL MEETING SCHEDULE

01 January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

02 February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

03 March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

04 April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

05 May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

06 June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

07 July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	2
26	27	28	29	30	31	5

08 August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

09 September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	29
20	21	22	23	24	25	26
27	28	29	30			

10 October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

11 November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

12 December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.10
Meeting Date: December 3, 2025**

SUBJECT: Notice of Change to Public Hearing Date for Establishment of Community Facilities District No. 2025-1 (Camelia)

SUBMITTED BY: Adam Jantz, Finance Manager

PREPARED BY: Adam Jantz, Finance Manager

ACTION:
Adopt a Resolution entitled:

RESOLUTION NO. 2025 - ____
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR CHANGING THE DATE OF THE PUBLIC HEARING FOR THE ESTABLISHMENT OF COMMUNITY FACILITIES DISTRICT NO. 2025-1 (CAMELIA) OF THE CITY OF WILDOMAR AND RELATED MATTERS

SUMMARY:
Changing of the Public Hearing Date for Establishment of Community Facilities District No. 2025-1 (Camelia)

BACKGROUND:
On October 13, 2025, the City Council (the “City Council”) of the City of Wildomar adopted Resolution Nos. 2025-56 and 2025-57 which initiated the process to establish Community Facilities District No. 2025-1 (Camelia) of the City of Wildomar (the “District”). The purpose of the District is to finance certain public facilities benefitting the development within the District.

The District is generally located to the southeast of a newly established intersection of Washington Avenue and a newly extended Jefferson Avenue, on the border of the City to the City of Murrieta. KB Home Cal Management Services LLC, a Delaware limited liability company (the “Developer”), owns the property in the proposed District which is planned to be developed into 163 single family residential homes.

Resolution Nos. 2025-56 and 2025-57 called for a public hearing on the establishment of the District and related matters for December 10, 2025. Subsequent to the adoption of Resolution Nos. 2025-56 and 2025-57, the City Council’s December 10, 2025 meeting date was moved. The attached resolution revises Resolution Nos. 2025-56 and 2025-57 to provide that the public hearing will be held on January 14, 2026 (a date which is at least 30 but not more than 60 calendar days from this December 3, 2025 meeting date, as required by the Mello-Roos Community Facilities Act of 1982).

FISCAL IMPACT:
There is no fiscal impact to the City. Costs of formation of the District will be paid by the

Developer through a prepaid deposit.

ATTACHMENTS:

[RESOLUTION OF AMENDING PUBLIC HEARING DATE WILDOMAR 2025-1 \(CAMELIA\).docx](#)

RESOLUTION NO. 2025-____
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILDOMAR CHANGING THE DATE OF THE PUBLIC
HEARING FOR THE ESTABLISHMENT OF COMMUNITY
FACILITIES DISTRICT NO. 2025-1 (CAMELIA) OF THE
CITY OF WILDOMAR AND RELATED MATTERS

WHEREAS, on October 13, 2025, the City Council (the “City Council”) of the City of Wildomar adopted Resolution No. 2025-56 stating its intention to form Community Facilities District No. 2025-1 (Camelia) of the City of Wildomar (“Community Facilities District No. 2025-1” or the “District”) pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California (the “Act”); and

WHEREAS, on October 13, 2025, the City Council also adopted Resolution No. 2025-57 stating its intention to incur bonded indebtedness in the amount of up to \$10,000,000 within proposed Community Facilities District No. 2025-1 to finance certain public facilities and related expenses, as identified in Resolution No. 2025-56; and

WHEREAS, Resolution Nos. 2025-56 and 2025-57 called for a public hearing (the “Public Hearing”) on December 10, 2025, relative to the proposed formation of Community Facilities District No. 2025-1, the levy of the special tax therein and the issuance of bonded indebtedness by the District; and

WHEREAS, due to changes to the City Council’s meeting dates made after the adoption of Resolution Nos. 2025-56 and 2025-57, the City Council now desires to change the Public Hearing date from December 10, 2025 to January 14, 2026;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILDOMAR, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Public Hearing called for in Section 6 of Resolution No. 2025-56 and in Section 5 of Resolution No. 2025-57 is hereby revised from December 10, 2025 to January 14, 2026. The Public Hearing shall be held at 6:00 p.m., or as soon thereafter as practicable, on January 14, 2026, at the City Council Chambers, 23873 Clinton Keith Road, Suite 106, Wildomar, California 92595.

The City Clerk is hereby directed to publish a notice (the “Notice”) of the January 14, 2026, Public Hearing pursuant to Section 6061 of the Government Code in a newspaper of general circulation published in the area of the proposed Community Facilities District No. 2025-1. Such publication shall be completed at least seven days prior to the date of the Public Hearing. The City Clerk is further directed to mail a copy of the Notice to each of the landowners within the boundaries of proposed Community Facilities District No. 2025-1 at least 15 days prior to the Public Hearing.

SECTION 3. All other provisions and actions in Resolution Nos. 2025-56 and 2025-57 are hereby ratified and remain in full force and effect.

SECTION 4. This Resolution shall be effective upon its adoption.

PASSED, APPROVED AND ADOPTED this 3rd day of December, 2025:

Ashlee DePhillippo
Mayor

APPROVED AS TO FORM:

ATTEST:

Thomas D. Jex
City Attorney

Janet Morales
City Clerk

STATE OF CALIFORNIA)

COUNTY OF RIVERSIDE) ss.

CITY OF WILDOMAR)

I, Janet Morales, City Clerk of the City of Wildomar, California, do hereby certify that Resolution No. _____ was adopted by the City Council of the City of Wildomar, California, at the Regular meeting of December 3, 2025 and that the same was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Janet Morales
City Clerk
City of Wildomar



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.11
Meeting Date: December 3, 2025**

SUBJECT: Notice of Change to Public Hearing Date for Establishment of Community Facilities District No. 2025-S (Services)

SUBMITTED BY: Adam Jantz, Finance Manager

PREPARED BY: Adam Jantz, Finance Manager

ACTION:

1. Adopt a Resolution entitled:

RESOLUTION NO. 2025 - ____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR CHANGING THE DATE OF THE PUBLIC HEARING FOR THE ESTABLISHMENT OF COMMUNITY FACILITIES DISTRICT NO. 2025-S (SERVICES) OF THE CITY OF WILDOMAR AND RELATED MATTERS

SUMMARY:

Change to Public Hearing Date for Establishment of Community Facilities District No. 2025-S (Services)

BACKGROUND:

On October 13, 2025, the City Council (the “City Council”) of the City of Wildomar adopted Resolution No. 2025-53 which initiated the process to establish Community Facilities District No. 2025-S (Services) of the City of Wildomar (the “District”). The purpose of the District is to finance certain public services within the boundaries of the District.

The initial boundaries of the District are coterminous with the boundaries of proposed Community Facilities District No. 2025-1 (Camelia) of the City of Wildomar, which is generally located to the southeast of a newly established intersection of Washington Avenue and a newly extended Jefferson Avenue, on the border of the City to the City of Murrieta. Resolution No. 2025-53 also designates additional territory which may be annexed to the District upon the unanimous consent of the owners of the property to be annexed and approval by the City Council.

Resolution No. 2025-53 called for a public hearing on the establishment of the District and related matters for December 10, 2025. Subsequent to the adoption of Resolution No. 2025-53, the City Council’s December 10, 2025 meeting date was moved. The attached resolution revises Resolution No. 2025-53 to provide that the public hearing will be held on January 14, 2026 (a date which is at least 30 but not more than 60 calendar days from this December 3, 2025 meeting date, as required by the Mello-Roos Community Facilities Act of 1982).

FISCAL IMPACT:

There is no fiscal impact to the City. Costs of formation of the District will be paid by KB Home Cal Management Services LLC, a Delaware limited liability company (the owner of the property within the initial boundaries of the District) through a prepaid deposit.

ATTACHMENTS:

[RESOLUTION OF AMENDING PUBLIC HEARING DATE WILDOMAR 2025-S \(SERVICES\).docx](#)

RESOLUTION NO. 2025-____
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILDOMAR CHANGING THE DATE OF THE PUBLIC
HEARING FOR THE ESTABLISHMENT OF COMMUNITY
FACILITIES DISTRICT NO. 2025-S (SERVICES) OF THE
CITY OF WILDOMAR AND RELATED MATTERS

WHEREAS, on October 13, 2025, the City Council (the “City Council”) of the City of Wildomar adopted Resolution No. 2025-53 stating its intention to form Community Facilities District No. 2025-S (Services) of the City of Wildomar (“Community Facilities District No. 2025-S” or the “District”) pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California (the “Act”); and

WHEREAS, Resolution No. 2025-53 called for a public hearing (the “Public Hearing”) on December 10, 2025, relative to the proposed formation of Community Facilities District No. 2025-S and the levy of the special tax therein to finance certain public services and related expenses; and

WHEREAS, due to changes to the City Council’s meeting dates made after the adoption of Resolution No. 2025-53, the City Council now desires to change the Public Hearing date from December 10, 2025 to January 14, 2026;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILDOMAR, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Public Hearing called for in Section 6 of Resolution No. 2025-53 is hereby revised from December 10, 2025 to January 14, 2026. The Public Hearing shall be held at 6:00 p.m., or as soon thereafter as practicable, on January 14, 2026, at the City Council Chambers, 23873 Clinton Keith Road, Suite 106, Wildomar, California 92595.

The City Clerk is hereby directed to publish a notice (the “Notice”) of the January 14, 2026, Public Hearing pursuant to Section 6061 of the Government Code in a newspaper of general circulation published in the area of the proposed Community Facilities District No. 2025-S. Such publication shall be completed at least seven days prior to the date of the Public Hearing. The City Clerk is further directed to mail a copy of the Notice to each of the landowners within the boundaries of proposed Community Facilities District No. 2025-S at least 15 days prior to the Public Hearing.

SECTION 3. All other provisions and actions in Resolution No. 2025-53 are hereby ratified and remain in full force and effect.

SECTION 4. This Resolution shall be effective upon its adoption.

PASSED, APPROVED AND ADOPTED this 3rd day of December, 2025:

Ashlee DePhillippo
Mayor

APPROVED AS TO FORM:

ATTEST:

Thomas D. Jex
City Attorney

Janet Morales
City Clerk

STATE OF CALIFORNIA)

COUNTY OF RIVERSIDE) ss.

CITY OF WILDOMAR)

I, Janet Morales, City Clerk of the City of Wildomar, California, do hereby certify that Resolution No. _____ was adopted by the City Council of the City of Wildomar, California, at the Regular meeting of December 3, 2025 and that the same was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Janet Morales
City Clerk
City of Wildomar



**CITY OF WILDOMAR
MEETING (R)
CONSENT CALENDAR
Agenda Staff Report # 1.12
Meeting Date: December 3, 2025**

SUBJECT:

Recommendation of Approval of Job Descriptions and Updates to the Position Classification Schedule, List of Authorized Positions, and Pay Plan

SUBMITTED BY:

Emily Wolf, Human Resources and Risk Manager

ACTION:

Adopt a resolution entitled:

RESOLUTION NO. 2025 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, APPROVING JOB DESCRIPTIONS AND UPDATES TO THE SCHEDULE OF AUTHORIZED POSITIONS, POSITION CLASSIFICATION SCHEDULE, AND PAY PLAN

SUMMARY:

As part of a broader staffing model reorganization that includes the elimination of three "director" level positions and two "leader" level positions, at this time it is recommended that the City Council approve four new job classifications which are: Public Safety Manager, Community Engagement Coordinator, Community Engagement Specialist, and Economic Development Manager, along with the associated job descriptions. Staff is also requesting approval of updates to the Schedule of Authorized Positions, the Position Classification Schedule, and the Pay Plan. These updates reflect a reorganization developed through thoughtful consideration by the City Manager in order to support the needs of the community and to strengthen front line and community serving operations.

BACKGROUND:

The City Manager has conducted a thoughtful review of department functions, service delivery expectations, and the overall structure of City operations. Although the size of the community has remained relatively stable, service demands and expectations continue to evolve. The evaluation identified an opportunity to realign resources in a manner that places greater emphasis on direct community service, day to day operational support, and public engagement. To support this reorganization, staff recommends the addition of four new classifications which are: Public Safety Manager, Community Engagement Coordinator, Community Engagement Specialist, and Economic Development Manager, along with approval of the associated job descriptions.

DISCUSSION:

After a careful review of City operations, service expectations, and department functions, the City Manager identified opportunities to realign resources in a manner that better supports community needs. The goal of these changes is to place a stronger emphasis on front line services, community programming, public safety coordination, and daily operational support. Realigning staff and consolidating certain functions will allow the City to better meet the needs of residents and provide a more streamlined approach to essential services.

To support the community's public safety needs, the addition of the Public Safety Manager classification is recommended. This position will manage the City's contracts for police and fire services and will oversee emergency preparedness activities. Responsibilities include maintaining community readiness programs, preparing staff for activation of the Emergency Operations Center when required, and coordinating with the Federal Emergency Management Agency to secure resources and reimbursement after emergency events. This classification will help maintain a high level of preparedness and communication with the community and its public safety partners. The recommended salary for this position is Grade 232 with a maximum annual salary of \$170,934. In order to appropriately fund this position, the authorization to fill the position will come at a later date. The current request is to approve the job description and add the position to the Position Classification Schedule and Pay Plan.

The reorganization also includes disbanding the Administrative Services Department and establishing the Finance and Human Resources and Risk Management Divisions as their own departments. The Administrative Services Director classification will be removed from the Schedule of Authorized Positions. The Finance Manager and the Human Resources and Risk Manager will now serve as department heads of their respective departments. This structural change formalizes their responsibility for leading the financial and human resources functions of the City. In recognition of the increased responsibilities resulting from the reorganization, staff is recommending that the Finance Manager and the Human Resources and Risk Manager classifications each be increased by one salary grade to Grade 232 with a maximum annual salary of \$170,934.

At the November 12 Council Meeting, the City Council approved the addition of an Administrative Assistant position for the Community Development Department. The majority of phone calls and in-person inquiries received at the front counter are related to Community Development, and this new position will provide essential counter support in the City Hall lobby as members of the public seek assistance.

Previously, the Administrative Assistant role operated under the Administrative Services Department; however, with the shift in front counter responsibilities to Community Development, that prior role is no longer required in its existing form. Instead, the Finance Department recommends reclassifying the position to Senior Financial Analyst to provide advanced analytical support to the Finance Manager. This classification already exists in the City's Position Classification Schedule and Pay Plan. The attached resolution updates the List of Authorized Positions to replace the Administrative Assistant with the Senior Financial Analyst.

To enhance the City's ability to focus on delivering community programs and engaging with residents, staff recommends the addition of the Community Engagement Coordinator and Community Engagement Specialist classifications. These positions will support community events, assist with facility rentals, and increase the City's capacity to provide consistent and visible community outreach. The Community Engagement Coordinator and Community Engagement Specialist salaries are recommended to be set in line with the median salary in our area and will report to the Assistant to the City Manager. Staff recommends to establish the Community Engagement Coordinator salary at Grade 117 with a maximum annual salary of \$86,382 and the Community Engagement Specialist salary at Grade 112 with a maximum annual salary of \$67,683. Both positions are recommended to be full-time benefited positions.

To continue providing economic development services in a focused and efficient manner, these responsibilities will be transferred to a division within the City Manager's Office. This division will be overseen by an Economic Development Manager who will support local businesses, encourage commercial activity, and promote economic opportunity within the community. As part of this transition, the existing Economic Development Director classification will be removed from the Schedule of Authorized Positions. The recommended salary for the Economic Development Manager position is Grade 230 with a maximum annual salary of \$162,905.

FISCAL IMPACT:

The overall fiscal impact of these changes results in an estimated savings of approximately \$55,950 over a 12-month period.

ATTACHMENTS:

- [A. Resolution](#)
- [B. Job Descriptions](#)
- [C. Position Classification Schedule](#)
- [D. Schedule of Authorized Positions](#)
- [E. Pay Plan](#)

RESOLUTION NO. 2025 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, APPROVING THE ADDITION OF FOUR NEW JOB DESCRIPTIONS AND UPDATES TO THE SCHEDULE OF AUTHORIZED POSITIONS, POSITION CLASSIFICATION SCHEDULE, AND PAY PLAN

WHEREAS, the City Manager conducted a thoughtful review of City operations and identified an opportunity to realign resources in a manner that better supports community needs and strengthens front line and community serving operations; and

WHEREAS, this evaluation determined that the addition of four new classifications, Public Safety Manager, Community Engagement Coordinator, Community Engagement Specialist, and Economic Development Manager, is necessary to support community programming, public safety coordination, and economic development activities; and

WHEREAS, the City has prepared job descriptions for the Public Safety Manager, Community Engagement Coordinator, Community Engagement Specialist, and Economic Development Manager classifications, which accurately reflect the duties and responsibilities required to perform these functions; and

WHEREAS, updates to the Schedule of Authorized Positions, the Position Classification Schedule, and the Pay Plan are necessary to implement the recommended reorganization and to align staffing resources with community service priorities; and

WHEREAS, these updates also reflect changes in departmental structure, including the conversion of the Finance and Human Resources and Risk divisions into standalone departments, and the corresponding adjustments to department head level classifications, as well as replacing the Administrative Assistant in Administrative Services with Senior Financial Analyst in the Finance Department; and

WHEREAS, the recommended salary grades for the new classifications and the recommended increases for the existing classifications of Finance Manager and Human Resources and Risk Manager are based on median compensation among comparable local agencies and reflect the enhanced responsibilities associated with the reorganization; and

WHEREAS, the City Council has reviewed the proposed changes and finds them to be in the best interest of the City and its residents.

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

SECTION I. The City Council hereby approves the addition of Public Safety Manager, Community Engagement Coordinator, Community Engagement Specialist, and Economic Development Manager classifications to the Position Classification Schedule and approves the associated job descriptions as presented in the staff report.

SECTION II. The City Council hereby approves the elimination of Administrative Services Director and Economic Development Director classifications from the Position Classification Schedule.

SECTION III. The City Council hereby approves updates to the Schedule of Authorized Positions to add the Community Engagement Coordinator, Community Engagement Specialist, Economic Development Manager, and Senior Financial Analyst classifications and remove the Administrative Services Director Economic Development Director, and the Administrative Services' Administrative Assistant I/II classifications. The Public Safety Manager classification will be brought back for approval to the Schedule of Authorized Positions at a later date.

SECTION IV. The City Council hereby approves updates to the Pay Plan with an effective date of January 1, 2026, as follows:

Establish the following salary grades for the newly added classifications:

- Community Engagement Coordinator at Grade 117
- Community Engagement Specialist at Grade 112
- Public Safety Manager at Grade 232
- Economic Development Manager at Grade 230

Increase the following existing classifications by one salary grade due to expanded responsibilities resulting from the reorganization:

- Finance Manager increased to Grade 232
- Human Resources and Risk Manager increased to Grade 232

Remove the following positions from the Pay Plan:

- Administrative Services Director
- Economic Development Director

PASSED, APPROVED, AND ADOPTED this 3rd day of December, 2025.

Ashlee DePhillippo
Mayor

APPROVED AS TO FORM:

ATTEST:

Thomas D. Jex
City Attorney

Janet Morales, CMC
City Clerk



**CITY OF WILDOMAR
CLASSIFICATION
DESCRIPTION**

Public Safety Manager

*FLSA: Exempt
Bargaining Unit: Management*

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The Public Safety Manager plans and administers public safety programs and contract services (e.g., Riverside County Sheriff's Department and CalFIRE), including oversight and management of the City's emergency operations and hazard mitigation plans; plans, organizes, and coordinates Citywide emergency management programs for the preparedness, response, and recovery phases for disasters and national security emergencies; in collaboration with other departments and agencies, implements programs and solutions to address homelessness; oversees Code Enforcement services; performs analytical work and prepares reports and studies; conducts emergency response training; represents the City at various meetings; and provides project support to the Police Department and Fire Department.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished by its high level of responsibility, requiring strong analytical, administrative, and leadership skills to plan and direct programs that protect life and property. The Public Safety Manager exercises considerable judgment and independence in developing strategies and implementing initiatives to enhance community safety, emergency preparedness, and disaster recovery efforts.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. Exercises direct supervision over assigned professional and administrative support personnel.

ESSENTIAL FUNCTION STATEMENTS--*Essential duties and responsibilities may include, but are not limited to, the following:*

- Administers contract services pertaining to public safety, including all law enforcement, fire, and paramedic services; ensures that services provided are in accordance with contract requirements and related laws, ordinances and regulations.
- May manage, direct, administer, and oversee the City's Code Enforcement Division, including code enforcement, parking enforcement, graffiti management, commercial enforcement, weed and abandoned vehicle abatement; emergency management; and vector control programs.

CITY OF WILDOMAR
PUBLIC SAFETY MANAGER

- Serves as the Emergency Manager for the City; develops, implements, coordinates, and maintains a comprehensive Citywide emergency management program, including preparation and management of the City's Emergency Operations Plan, Hazard Mitigation Plan, and other plans related to Public Safety/Emergency Services; works closely with other City departments and a variety of outside agencies, such as governments, school districts, utilities, hospitals, and not-for-profit organizations to develop the plans.
- Attends events, meetings, and programs to represent the City both during regular working hours and after hours, including evenings, nights, weekends, and early mornings.
- May plan, direct, and participate in the investigation of potential violations and the enforcement of municipal codes, ordinances, standards, and health and safety regulations; ensure documentation of violations by securing photographs and other pertinent data; assist with research of ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish violations; manage and handle the most complex code enforcement cases, investigations, studies and projects.
- May prepare cases for nuisance abatement hearings and court proceedings; testifies in court actions as necessary.
- May participate in planning and developing new forms, procedures, policies, and programs pertaining to field services and inspection practices; assist in preparing code amendments and City Council staff reports.
- May train staff in proper inspection practices and methods and evaluate field practices; assess needs for additional educational development; arrange and provide training and education programs for public as necessary.
- May verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Reviews legislation and legislative changes to ensure the City is in compliance with federal, state, and operational area laws and regulations; establishes relationships with other emergency planning agencies and organizations; researches, analyzes, and develops recommendations regarding emergency preparedness programs and procedures, pending legislation, and policies; recommends changes as appropriate.
- Organizes, equips, maintains, and reviews the effectiveness of the City's Emergency Operations Center (EOC) and stockpiles appropriate supplies; prepares supporting documentation such as incident specific plans, Emergency Operations Center (EOC) Activation procedures, and call-out lists; maintains the readiness of the City's EOC at all times; facilitates ongoing EOC training for City staff; sets up and activates the EOC for actual emergencies and planned events.
- Forecasts both short-term and long-term needs for staffing, equipment, materials, and supplies; monitors expenditures.
- Oversees implementation of emergency preparedness activities and other community classes to include Community Emergency Response Team (CERT), HAM Radio, and Sound the Alarm Events; conducts regular meetings/trainings for the City's affiliated CERT volunteers and regular meetings for HAM volunteers; regularly holds full-scale drills for CERT volunteers; oversees the recruitment, selection, and training of volunteers related to program activities.
- Coordinates fund recovery efforts during declared disasters; coordinates with FEMA representatives; prepares and submits required documents.

CITY OF WILDOMAR
PUBLIC SAFETY MANAGER

- Researches, prepares, and monitors grants related to emergency preparedness for Police Department, Fire Department, and other related services.
- Represents the City at meetings with partner agencies and at citizen, professional and community groups; prepares and delivers presentations; and answers inquiries from the public, other organizations, and internally.
- Coordinates and supports, as appropriate, community-driven initiatives to enhance public safety service and community social service outreach delivery.
- Designs, develops, and delivers public education and training programs related to public safety and emergency preparedness for the community at large.
- Coordinates and conducts training of staff in emergency preparedness, response, and recovery practices; coordinates disaster response drills and exercises in accordance with state and federal requirements; ensures the City meets eligibility requirements for federal, state, and county reimbursement programs; prepares required FEMA After Action Reports.
- Attends City Council and other required meetings, as necessary; prepares and presents written and oral reports and staff reports for City Council and other required meetings.
- Provides responsible staff assistance to the City Manager and executive staff, Police Department, and Fire Department; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures as appropriate.
- Prepares and manages the budget of the Public Safety Department, programs, and initiatives.
- Serves as the liaison for the Police Department and Fire Department with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Coordinates with the Human Resources and Risk Manager to administer the City's Safety Committee and other employee programs, providing training for accident prevention, and safety in the workplace.
- Complies with and ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Responds to and resolves difficult and sensitive citizen complaints and inquiries.
- Maintains attendance and punctuality that is observant of scheduled hours on a regular basis.
- Establishes, maintains, and fosters positive and harmonious working relationships with those contacted in the course of work.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principals of municipal emergency service program planning and development, policies, operations, services, and activities.

CITY OF WILDOMAR
PUBLIC SAFETY MANAGER

- Functions, procedures, and practices of emergency center operations and emergency communications.
- Practices and procedures of disaster relief and recovery.
- Incident Command System.
- Public safety response and coordination.
- Advanced principles and practices of a code enforcement program including identifying violations and investigation techniques.
- State and local codes and regulations pertaining to building, substandard housing, zoning, and vehicle codes.
- Methods of office and field inspection work.
- Research methods involving discovering property ownership and zoning background.
- Complex contract administration.
- Principles and practices of supervision and training.
- Principles and practices of program development and administration.
- Effective business communications and correct English usage, including spelling, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors, and City staff.
- Principles and practices of leadership and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices used to interact with the public tactfully and with the use of non-confrontational approaches.
- Methods and techniques of research, statistical analysis, and report preparation and presentation.
- Research techniques and project management techniques.
- Office procedures, methods, and equipment including computers and applicable software applications, including but not limited to Microsoft Office (Access, Excel, Outlook, PowerPoint, Publisher, and Word), Adobe applications, standard desktop publishing, and database applications.
- Pertinent federal, state, and local laws, codes, and regulations.
- Ham Radio/Other Communication Alternatives.

Ability to:

- Develop, manage, plan, and organize a comprehensive emergency management program ensuring knowledge and implementation of County, State, and Federal laws, regulations, and practices pertaining to emergency management.
- Perform managerial and professional duties in support of a comprehensive public safety program.

CITY OF WILDOMAR
PUBLIC SAFETY MANAGER

- Provide administrative and professional leadership for the Public Safety Department.
- Understand, interpret, apply and explain federal, state, and local laws, regulations and codes pertaining to land use, building, zoning, housing, parking, and graffiti restitution, business license, abandoned vehicles, weed abatement, and vector control abatement.
- Recommend and implement department goals, objectives, and procedures.
- Plan, organize, direct, and coordinate the work of assigned staff.
- Select, supervise, train and evaluate staff.
- Understand the organization, operation and services of the City and of outside agencies as necessary to perform assigned responsibilities.
- Research and write technical documents; prepare and present clear and concise reports and other materials; communicate effectively, both orally and in writing, with the ability to make clear, persuasive presentations to diverse groups.
- Coordinate and direct emergency service programs suited to the community; solicit community and organizational support for emergency service programs.
- Develop and implement emergency planning guidelines and procedures.
- Interpret basic descriptive statistical reports.
- Develop, conduct, and facilitate training programs and meetings.
- Coordinate multiple projects and meet critical deadlines.
- Exercise sound judgment within established guidelines.
- Apply for emergency management and hazard mitigation grants.
- Follow workplace safety procedures and policies.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Establish and maintain effective working relationships with those contacted in the course of work; serve as an integral team player, which involves flexibility, cooperation, and communication; work independently and as an effective member of a team.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential functions is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of five (5) years in a sworn or civilian public safety agency with increasingly responsible professional administrative experience coordinating and/or actively participating in emergency services, including at least three years in a supervisory capacity.

Training:

A bachelor's degree or equivalent education (i.e., minimum completed California units = 120

CITY OF WILDOMAR
PUBLIC SAFETY MANAGER

semester/180 quarter) from an accredited educational institution with major coursework in emergency management, public administration, criminal justice, or a related field. Supplemental training in emergency management applications is highly desirable.

Licenses and Certifications:

- Possess and maintain Class C driver's license.
- Possession of an Intermediate and or Advanced POST Certificate from the California Commission on Peace Officers Standard of Training.
- Possession of a P.C. 832 Peace Officer's Standards and Training (POST) Certificate is required at time of appointment.
- Possession of Oleoresin Capsicum (OC) spray certification at time of appointment.
- Successful completion of Identification of Substandard Residences course by CACEO at time of appointment.
- Possession of an Emergency Manager Certification from California Office of Emergency Services (CAL OES) or International Association of Emergency Managers is desirable.
- Must have the ability to maintain a CLETS yearly certification.

Special Requirements:

Employees in these classes may be required to work varying shifts and extended hours including evenings and weekends.

WORKING CONDITIONS

The work environment characteristics and physical/mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions: Work is normally performed in a temperature-controlled office environment subject to typical office noise; however, some outdoor field work may be necessary. Attendance at evening meetings and weekend trainings may be required. Must be able to be contacted 24 hours a day by Police Department, Fire Department, and/or the City Manager's Office for emergency requests. The physical and sensory abilities to: sit and work at a computer for extended periods of time; mobility to work at various work sites; visually detect characters and colors on computer monitor; motor skills necessary to operate tools to install and repair equipment, communicate verbally over a telephone. Essential and marginal functions may require maintaining physical condition necessary for moderate lifting, bending, stooping, and kneeling; may require standing for prolonged period.

Physical Demands: Must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; and to operate a motor vehicle to visit various City sites. Color vision is required to read printed materials and a computer screen. Hearing and speech is required to communicate in person and over the telephone. Touch is required in order to handle documents and use a computer. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or

CITY OF WILDOMAR
PUBLIC SAFETY MANAGER

calculator and to operate standard office equipment. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Must be able to sit for prolonged periods of time. Positions in this classification regularly bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. This position is also expected to perform some inspections of work in the field that may require greater noise exposure from traffic, and walking on uneven ground, working around machinery, fumes, dirt and gas, and in varying temperatures.

Mental Demands: While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

Approved by:	Approved on:
Effective Date:	FLSA Status: EXEMPT

	CITY OF WILDOMAR CLASSIFICATION DESCRIPTION <i>COMMUNITY ENGAGEMENT COORDINATOR</i>
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*FLSA: Non-Exempt
Bargaining Unit: Supervisory*

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, organizes, coordinates, and actively participates in a variety of community engagement, recreation, and special event programs designed to foster civic pride, inclusion, and community connection. The position develops and implements creative, forward-thinking initiatives that strengthen the relationship between the City and its residents through innovative programming, partnerships, and outreach strategies. The position is required to attend events, meetings, and programs to represent the City both during regular working hours and after hours, including evenings, nights, weekends, and early mornings. Responsibilities include program design, marketing, sponsorship development, management of the City's social media platforms (Facebook, Instagram, TikTok, and YouTube), creation and scheduling of digital content, and production of photo, video, and drone-based media. The incumbent applies sound judgment, initiative, and creativity to meet community needs, maximize resources, and deliver high-quality programs and events that reflect the City's vision and values.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the recreation series responsible for the development, coordination, and day-to-day implementation of community engagement and recreation programs, events, and activities. The position requires a high degree of innovation, independent judgment, and proactive problem-solving to identify emerging trends and opportunities for community connection. The Community Engagement Coordinator exercises supervision over assigned staff, volunteers, and contracts, and serves as a key liaison with community partners, businesses, and residents. Distinguished from the Recreation Specialist by its broader scope of responsibility, budgetary and administrative duties, and greater emphasis on strategic planning, creative program development, and leadership in advancing the City's community engagement objectives.

SUPERVISION RECEIVED AND EXERCISED

CITY OF WILDOMAR
COMMUNITY ENGAGEMENT COORDINATOR

Receives general direction from the Assistant to the City Manager. Exercises general and direct supervision over technical, administrative, and skilled and semi-skilled assigned staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervises, coordinates, and participates in the day-to-day operations of social media management, special event programming, recreation programs and facility rentals.
- Plans, coordinates, and implements a variety of community engagement, and special event programs to strengthen community connections; applies creativity and innovation to develop new approaches that enhance community participation.
- Attends events, meetings, and programs to represent the City both during regular working hours and after hours, including evenings, nights, weekends, and early mornings.
- Manages the City's social media platforms, including Facebook, Instagram, TikTok, and YouTube; develops, plans, schedules, and posts creative, engaging content that promotes City programs, events, and services.
- Captures and produces high-quality photos, videos, and drone footage to support digital storytelling, public information efforts, and marketing initiatives; edits and formats multimedia content for use across various platforms.
- Monitors social media activity, responds to inquiries, and engages with the public in a professional and timely manner; tracks insights and analytics to evaluate performance and adjust strategies based on platform best practices and emerging trends.
- Develops and implements goals, objectives, and program priorities that reflect forward-thinking strategies and align with City initiatives; recommends and carries out improvements to increase efficiency, engagement, and service quality.
- Builds and maintains strong partnerships with community organizations, local businesses, schools, and residents to identify emerging needs, encourage collaboration, and generate innovative programming opportunities.
- Participates in planning and developing new forms, procedures, and innovative programs pertaining to community engagement programs; applies creativity and forward-thinking approaches to improve participation and program effectiveness.
- Participates in the recruitment, training, supervision and evaluation of assigned staff, volunteers, and contractors; fosters a collaborative and innovative team environment that encourages continuous improvement and service excellence.
- Coordinates with vendors, sponsors, and community partners to develop and manage event logistics, budgets, and sponsorship opportunities; seeks creative funding and resource-sharing solutions.
- Participates in and conducts recreation activities, program planning, attends staff meetings, reviews current programs and makes recommendations to immediate supervisor.
- Responds to community inquiries, concerns, and feedback with professionalism, diplomacy, and initiative; identifies opportunities for improvement and implements responsive program enhancements.

CITY OF WILDOMAR

COMMUNITY ENGAGEMENT COORDINATOR

- Prepares administrative, technical, and staff reports regarding program activities.
- Serves on advisory committees, as required; coordinates meetings and meeting agendas; transcribes and produces meeting minutes, and provides administrative support.
- Issues, collects, and properly maintains and inventories City equipment and supplies.
- Facilitates enrollment and registration/enrollment transactions in a controlled point of sale environment; sets up rooms for activities or rentals; supervises and monitors facility rentals to ensure applicants comply with City and department policies and procedures.
- Administers basic first aid and CPR as necessary.
- Ensures legal and City restrictions are followed as it relates to the programs supervised.
- Maintains accurate records of services, programs and activities, including recreation schedules, program participation, revenues, expenditures, accidents, vandalism, and contract programs.
- Enforces recreational facility safety rules; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Utilizes a variety of computer and software packages to create work efficiency and maintain records, generate reports, produce promotional materials and correspond in writing when appropriate.
- Establishes, maintains, and fosters positive and harmonious working relationships with those contacted in the course of work.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of development and implementing special events, social media strategy, and facility rental operations .
- Modern methods, trends, and best practices related to Facebook, Instagram, TikTok, and YouTube content creation, engagement strategies, analytics, and algorithm behavior.
- Principles and techniques of photography, videography, lighting, sound, and editing for digital content production.
- Drone operation best practices, FAA Part 107 requirements, and the use of aerial footage for public information and community engagement purposes.
- Effective marketing, branding, and public communication strategies for public agencies.
- Budgeting principles and management.
- Principles and practices of employee supervision and training of staff in work procedures.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Techniques for effectively engaging with and providing a high level of customer service to individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City when in contact with the public.
- Techniques for effectively representing the City when in the presence of or in communication with

CITY OF WILDOMAR
COMMUNITY ENGAGEMENT COORDINATOR

the public, governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Safety principles and practices, including basic first aid and CPR methods.
- Mandated reporter requirements.
- Safe driving rules and practices.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, computer equipment and applications related to the work.
- Proper usage, grammar, spelling, vocabulary, and punctuation of the English language.

Ability to:

- Lead, engage, and evaluate staff in a manner that promotes teamwork, customer service, accountability, and continuous improvement.
- Plan, oversee, coordinate, review, and evaluate special event operations and activities.
- Plan, coordinate, and manage facility rentals, including scheduling, customer service, setup needs, and compliance with City policies.
- Plan, create, edit, and publish high-quality digital content—including graphics, short-form videos, and drone footage—for multiple social media platforms.
- Effectively manage social media calendars, campaigns, engagement responses, and analytics reporting.
- Adapt communication strategies based on changing platform algorithms, audience behavior, and emerging digital trends.
- Operate cameras, video equipment, drones, and editing software used in content development.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Recommend and administer program and project budgets.
- Prepare clear and concise reports, correspondence, and other written materials.
- Organize own work, set priorities, and meet critical time deadlines.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Lift, carry, and move event and rental equipment as needed.
- Establish, maintain, and foster positive and harmonious working relationships with staff, partners, and the public.
- Work evenings, weekends, and holidays as required for events and rentals.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and CPR.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.
- Operate modern office equipment including computer equipment and software programs.
- Operate a motor vehicle safely.
- Remain flexible and adapt as job responsibilities change.

CITY OF WILDOMAR
COMMUNITY ENGAGEMENT COORDINATOR

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential functions is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation, public administration, business administration or a closely related field and two (2) years of paid experience in community engagement, public outreach, marketing, digital communications, and special event coordination.

OR

An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C Driver's License by time of appointment.
- Possession of CPR/AED/First Aid Certificate or ability to obtain within 6 months of hire. Must maintain as a condition of continued employment.
- Possession of, or ability to obtain, a Certified Remote Pilot certification through the FAA

Special Requirements:

Employees in this class will be required to work outside of normal working hours; and will be required to work extended hours including evenings and weekends.

WORKING CONDITIONS

The work environment characteristics and physical/mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions:

Employees will work in both an office setting and in the field and are exposed to loud noise levels, cold and/or hot temperatures, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids when rendering First Aid and CPR. Employees are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

CITY OF WILDOMAR
COMMUNITY ENGAGEMENT COORDINATOR

Physical Demands:

Must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; and to operate a motor vehicle to visit various sites. Color vision is required to read printed materials and a computer screen as well as to discern violations found in the field. Hearing and speech are required to communicate in person and over the telephone. Touch is required in order to handle documents and use a computer. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Standing in work areas and walking between work areas may be required both in the office and in the field. Must be able to sit for prolonged periods of time. Positions in this classification regularly bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information and in order to conduct field inspections. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. This position is also expected to perform some physical work in the set-up of chairs and tables for events, and in performing light janitorial work at City facilities. Work in the field that may require greater noise exposure from traffic, and walking on uneven ground, fumes, dirt and gas, and in varying temperatures.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

Approved by:	Approved on:
Effective Date:	FLSA Status: NON-EXEMPT

	CITY OF WILDOMAR CLASSIFICATION DESCRIPTION COMMUNITY ENGAGEMENT SPECIALIST
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*FLSA: Non-Exempt
Bargaining Unit: General*

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, assists in the coordination, preparation, and execution of City special events, community engagement activities, and public outreach initiatives. Supports the City's communication efforts by creating photos, videos, graphics, and written content for social media platforms, including Facebook, Instagram, TikTok, and YouTube. Administers the City's facility rental program, including scheduling, coordination, and oversight of rental activities. Performs a variety of administrative, logistical, creative, and customer service duties to ensure high-quality event experiences, effective digital engagement, and smooth operation of facility rentals.

DISTINGUISHING CHARACTERISTICS

The position works under the direction of the Community Engagement Coordinator to assist with the implementation, organization, and promotion of recreation activities, community events, and facility rentals. This classification is distinguished by its focus on special event support, digital content creation, and administration of the facility rental program. The position requires strong customer service skills, creativity, organization, and the ability to work independently and as part of a team. The position is required to attend events, meetings, and programs to represent the City both during regular working hours and after hours, including evenings, nights, weekends, and early mornings. The Recreation Specialist assists with events, rental operations, and multimedia content. This class is distinguished from the Community Engagement Coordinator by its focus on hands-on support and program delivery rather than overall program management or supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Engagement Coordinator or assigned supervisor. May perform technical and functional supervision of tasks and provide training to lower-level staff, however, does not exercise direct supervision over staff.

CITY OF WILDOMAR
COMMUNITY ENGAGEMENT SPECIALIST

ESSENTIAL FUNCTION STATEMENTS--*Essential duties and responsibilities may include, but are not limited to, the following:*

Special Events Support

- Assists in the planning, preparation, set-up, execution, and tear-down of City-sponsored events, festivals, ceremonies, and outreach activities.
- Coordinates event logistics, including equipment placement, vendor assistance, informational booths, signage, staging, and attendee flow.
- Provides on-site support to ensure events operate smoothly, troubleshoot issues, and serve as a point of contact for vendors, volunteers, and the public.
- Staffs City booths at community events and interacts with the public in a friendly, knowledgeable, and professional manner.
- Maintains event inventories, supplies, and equipment; ensures materials are transported, stored, and tracked appropriately.
- Assists with volunteer coordination, including training, check-in/out, and on-site task assignments.
- Supports the collection of event participation data, feedback, and post-event evaluations.

Facility Rental Program Administration

- Serves as a primary point of contact for facility rental inquiries, providing prompt and professional customer service to residents, organizations, and businesses.
- Manages the reservation process, including availability checks, facility tours, application intake, contract processing, payment collection, and issuing permits.
- Coordinates rental logistics, including room setup needs, equipment requests, staffing assignments, and pre-/post-event walkthroughs.
- Monitors rental activities on-site, ensuring compliance with City policies, rental agreements, safety rules, and facility use guidelines.
- Maintains accurate records of reservations, payments, deposits, incidents, and facility usage.
- Collaborates with maintenance and operations staff to ensure facilities are prepared, clean, and properly restored after rentals.
- Assists in reviewing and updating facility rental policies, procedures, fee schedules, and promotional materials.
- Identifies customer issues or conflicts and resolves them with tact, fairness, and sound judgment.

Social Media & Digital Content Creation

- Assists in creating engaging and visually appealing content—including short-form videos, graphics, and captions—for Facebook, Instagram, TikTok, and YouTube.
- Assists in maintaining the City's content calendar by contributing ideas, preparing posts, and coordinating content for review.

CITY OF WILDOMAR

COMMUNITY ENGAGEMENT SPECIALIST

- Edits photos and videos using modern software to produce clear, polished, brand-consistent content.
- Helps monitor social media channels, track engagement, and identify opportunities to showcase City initiatives.
- Ensures content meets accessibility standards, follows City branding guidelines, and complies with applicable laws and public agency requirements.

Administrative, Operational Support, Customer Service

- Prepares basic written materials, reports, checklists, supply orders, forms, and digital files.
- Maintains organized records for events, rentals, media assets, and administrative documents.
- Performs facility preparation, including room setup, tables, chairs, signage, and décor.
- Answers questions from the public regarding City events, facility rentals, and general City services.
- Maintains positive working relationships with residents, vendors, community groups, and fellow staff.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of special event coordination, community outreach, creative design, and public communication.
- Facility rental operations, scheduling procedures, logistics, and customer service standards.
- Modern social media platforms, trends, and best practices for Facebook, Instagram, TikTok, and YouTube.
- Photography, videography, and video editing methods.
- Graphic design tools such as Canva
- Techniques for effectively engaging with and providing a high level of customer service to individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City when in contact with the public.
- Techniques for effectively representing the City when in the presence of or in communication with the public, governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Safety principles and practices, including basic first aid and CPR methods.
- Mandated reporter requirements.
- Safe driving rules and practices.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, computer equipment and applications related to the work.
- Proper usage, grammar, spelling, vocabulary, and punctuation of the English language.

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COMMUNITY ENGAGEMENT SPECIALIST

Ability to:

- Assist in the coordination and execution of special events and facility rentals.
- Provide clear, courteous, and professional customer service to renters and event participants.
- Produce high-quality photo, video, and social media content in fast-paced environments.
- Use creativity to generate digital content ideas and support communication goals.
- Interpret and apply facility use policies, fee schedules, and rental agreements.
- Work independently, prioritize tasks, and manage multiple deadlines.
- Prepare clear and concise reports, correspondence, and other written materials.
- Organize own work, set priorities, and meet critical time deadlines.
- Lift, carry, and move event and rental equipment as needed.
- Establish and maintain effective relationships with staff, partners, and the public.
- Work evenings, weekends, and holidays as required for events and rentals.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and CPR.
- Operate a motor vehicle safely.
- Remain flexible and adapt as job responsibilities change.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential functions is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least one (1) year of full-time experience organizing, planning, and conducting a variety of recreational, educational, sports, special events, and related programs and activities.

Training/Education:

At least 18 years of age and graduation from high school.

Licenses and Certifications:

Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

Special Requirements:

Employees in this class will be required to work varying shifts, a flexible work schedule, and extended hours including evenings and weekends.

CITY OF WILDOMAR
COMMUNITY ENGAGEMENT SPECIALIST

WORKING CONDITIONS

The work environment characteristics and physical/mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions:

Employees in this class generally work in an indoor environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. On occasion, work in the field environment will occur in which exposure to outdoor environmental elements including exposure to varying temperatures, moderate exterior noise levels, traffic, and dust and fumes should be expected. Employees may interact with staff and/or the public and private representatives in various settings including the field, office, or remote facilities.

Physical Demands:

Must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; and to operate a motor vehicle to visit various sites. Color vision is required to read printed materials and a computer screen as well as to discern violations found in the field. Hearing and speech are required to communicate in person and over the telephone. Touch is required in order to handle documents and use a computer. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Standing in work areas and walking between work areas may be required both in the office and in the field. Must be able to sit for prolonged periods of time. Positions in this classification regularly bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information and in order to conduct field inspections. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. This position is also expected to perform some physical work in the set-up of chairs and tables for events, and in performing light janitorial work at City facilities. Work in the field that may require greater noise exposure from traffic, and walking on uneven ground, fumes, dirt and gas, and in varying temperatures.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; observes and interprets people, and situations; learns and applies new information and skills; performs detailed work; deals with changing priorities, interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

Approved by:	Approved on:
Effective Date:	FLSA Status: NON-EXEMPT



**CITY OF WILDOMAR
CLASSIFICATION
DESCRIPTION**

ECONOMIC DEVELOPMENT MANAGER

*FLSA: Exempt
Bargaining Unit: Management*

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, organizes, and executes the City's economic development initiatives with a focus on business attraction, retention, and expansion that enhances the City's long-term economic sustainability. Develops and implements innovative, data-driven strategies to strengthen the City's economic base and promote an entrepreneurial, business-friendly environment. Collaborates with internal departments, regional partners, and the business community to identify emerging opportunities, attract investment, and support local business growth. Serves as a creative problem-solver and strategic advisor to the City Manager on matters related to economic development, community revitalization, and business innovation. The position is required to attend events, meetings, and programs to represent the City both during regular working hours and after hours, including evenings, nights, weekends, and early mornings. Performance of the work requires a high level of initiative, strategic thinking, and the ability to translate creative concepts into practical results within broad policy guidelines.

DISTINGUISHING CHARACTERISTICS

This is a Manager classification that both oversees and actively participates in all activities of the Economic Development Division. This incumbent is responsible for planning, managing, and implementing programs and projects that advance the City's economic vitality and community prosperity. The position requires an entrepreneurial mindset, innovative thinking, and a results-oriented approach to developing new partnerships and initiatives. The Economic Development Manager exercises a high degree of independent judgment and creativity in pursuing opportunities that enhance the City's competitiveness. The position may assume supervisory responsibilities as the division grows or as program needs evolve. The Economic Development Manager classification is distinguished from other management classifications by its focus on fostering business investment, strategic partnerships, and forward-thinking solutions to economic challenges.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. May exercise direct supervision over professional, para-professional, technical, administrative, and other assigned staff, when applicable.

CITY OF WILDOMAR
ECONOMIC DEVELOPMENT MANAGER

ESSENTIAL FUNCTION STATEMENTS--*Essential duties and responsibilities may include, but are not limited to, the following:*

- Assumes full management responsibility for assigned services and activities of the Economic Development Division including, but not limited to business retention, expansion, and attraction programs and incentives including fee deferral, and facade improvement grants.
- Attends events, meetings, and programs to represent the City both during regular working hours and after hours, including evenings, nights, weekends, and early mornings.
- Develops and implements forward-thinking economic development strategies that leverage innovation, technology, and data analysis to attract and retain businesses and stimulate sustainable growth.
- Proactively identifies and pursues new opportunities for economic expansion, demonstrating initiative, resourcefulness, and the ability to think strategically in advancing the City's economic development objectives.
- Serves as the liaison for the Economic Development Division to outside agencies, business organizations, individual businesses, and the City; negotiates and resolves sensitive and controversial issues.
- Develops and implements a full range of marketing strategies and branding initiatives that position the City as a progressive, business-friendly community ready to embrace innovation and new investment.
- Acts as an advocate for innovation within the organization, identifying opportunities to streamline processes and implement creative solutions to complex challenges.
- Oversees and participates in the development and administration of the Economic Development Division's operating and special program budgets; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Informs and updates the City Manager and elected and appointed officials on economic development matters, prospective projects, sensitive business community issues, and related matters.
- Oversees and conducts public and City staff seminars and workshops on a variety of economic development and related subjects and programs.
- Continuously monitors legislation, economic trends, emerging industries, and community needs to recommend adaptive strategies that keep the City's economic programs relevant and competitive.
- Negotiates and administers contracts and agreements.
- Establishes and manages an interdepartmental team for the development and implementation of multifaceted economic development programs.
- Identifies economic development related funding through grants from federal, state, local and private sources.
- May select, train, and motivate, assigned personnel; provide or coordinate staff training; evaluate and review employee performance with employees to correct deficiencies; implement discipline and termination procedures.
- Maintains and directs the maintenance of working and official department files, including, but not

CITY OF WILDOMAR
ECONOMIC DEVELOPMENT MANAGER

limited to all records and files for City economic development programs and activities.

- Collects, compiles, and analyzes economic, demographic, and marketing data; maintains economic development databases, including information on target uses; develops and creates a variety of reports based on data collected.
- Develops and maintains relationships with local and regional key decision-makers to evaluate business and market conditions.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; provides staff support and presents reports to various commissions, committees, and boards as necessary.
- Responds to difficult and sensitive public inquiries and complaints, assists with resolutions and alternative recommendations.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Establishes, maintains, and fosters positive and harmonious working relationships with those contacted in the course of work.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of strategic and innovative economic development, including emerging trends in business attraction, entrepreneurship, and regional competitiveness.
- Modern economic drivers and innovation ecosystems, including technology-based industries, green infrastructure, creative economies, and small business incubation.
- Principles and practices of municipal budget preparation and administration, contract administration, and administrative practices.
- Public-private partnership models and creative financing mechanisms that promote sustainable growth and redevelopment.
- Innovative community engagement practices to foster collaboration among residents, business owners, developers, and regional agencies in shaping economic priorities.
- Principles and best practices in sustainability, resilience, and smart growth, as they relate to long-term economic planning.
- Trends in digital economy and e-commerce affecting local business development, land use, and infrastructure needs.
- Techniques for adaptive leadership, creative problem-solving, and change management in a municipal setting.
- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, and legislative organizations
- Methods and techniques of effective record-keeping and maintenance, research, statistical analysis,

CITY OF WILDOMAR
ECONOMIC DEVELOPMENT MANAGER

and report preparation.

- Types and locations of business-related resources and commercial real estate.
- City and mandated safety rules, regulations, and protocols.

Ability to:

- Think creatively and strategically to develop innovative solutions to economic challenges.
- Attend events, meetings, and programs to represent the City both during regular working hours and after hours, including evenings, nights, weekends, and early mornings.
- Anticipate trends, identify emerging opportunities, and proactively adapt programs and strategies to align with market shifts.
- Foster collaboration and innovation across departments and with external partners to achieve common goals.
- Demonstrate entrepreneurial thinking in developing new approaches to community and economic development.
- Manage and direct a comprehensive economic development program.
- Provide administrative, management, and professional leadership for the division and the City.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to perform assigned responsibilities.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer large program budgets.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Exercise sound judgment and common sense.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Facilitate, develop, and work with groups to reach City Council goals and public interests.
- Represent the City in a professional manner when dealing with the City Council, boards, community groups, and the general public.
- Effectively present information and respond to questions from groups of managers, council members, board, committee, and commission members, and the general public.
- Conduct effective media and public relations.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.

CITY OF WILDOMAR
ECONOMIC DEVELOPMENT MANAGER

- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ensure adherence to safe work practices and procedures.
- Operate a vehicle observing legal and defensive driving practices.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential functions is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years of increasingly responsible professional level experience with planning and implementing complex economic development projects, including coordinating real estate development/acquisition, commercial relocation, project financing, budget preparation, project management and project design economic development, which includes a minimum of two (2) years of high-level project management responsibility.

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in Economics, Public Administration, Business Administration, Urban Studies, Planning, or a related field; or an equivalent combination of education and increasingly responsible professional experience. A master's degree in related field is highly desirable.

Licenses and Certifications:

Possession of a State of California driver's license.

Special Requirements:

Employees in this class will be required to work outside of normal working hours; and may be required to work extended hours including evenings and weekends.

WORKING CONDITIONS

The work environment characteristics and physical/mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions:

Employees in this class generally work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with staff and/or the public and private representatives in various settings including the field or remote offices for meetings. The incumbent will be exposed to outdoor environmental elements on a limited basis with exposure to varying temperatures, moderate exterior noise levels including traffic, and may have limited exposure to dust and fumes.

CITY OF WILDOMAR
ECONOMIC DEVELOPMENT MANAGER

Physical Demands:

Must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; and to operate a motor vehicle to visit various City sites. Color vision is required to read printed materials and a computer screen. Hearing and speech is required to communicate in person and over the telephone. Touch is required in order to handle documents and use a computer. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Must be able to sit for prolonged periods of time. Positions in this classification regularly bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

Approved by:	Approved on:
Effective Date:	FLSA Status: EXEMPT

Position Classification Schedule

effective January 1, 2026

Classification	FLSA Status	Unit	Date
Group 1 - Executive Confidential			
Assistant City Manager	Exempt	Executive	7/1/2023
Assistant to the City Manager	Exempt	Executive	7/1/2023
City Clerk	Exempt	Executive	2/11/2023
City Clerk - MMC Certified	Exempt	Executive	1/1/2025
City Manager	Exempt	Executive	2/11/2023
Community Development Director	Exempt	Executive	2/11/2023
Community Services Director	Exempt	Executive	2/11/2023
Deputy City Manager	Exempt	Executive	7/1/2023
Public Works Director	Exempt	Executive	2/11/2023
Public Works Director/City Engineer	Exempt	Executive	2/11/2023
Retired Annuitant City Manager Extra Help	Non-Exempt	Executive	1/1/2025
Retired Annuitant Executive Extra Help	Non-Exempt	Executive	1/1/2025

Group 2a - Management Confidential			
Finance Manager	Exempt	Management - Confidential	7/1/2023
Human Resources & Risk Manager	Exempt	Management - Confidential	7/1/2023

Group 2b - Management			
Chief Building Official	Exempt	Management	2/11/2023
Code Enforcement Manager	Exempt	Management	2/11/2023
Economic Development Manager	Exempt	Management	1/1/2026
Engineering Division Manager	Exempt	Management	2/14/2024
Maintenance Manager	Exempt	Management	2/14/2024
Planning Manager	Exempt	Management	1/1/2025
Principal Engineer	Exempt	Management	2/11/2023
Principal Planner	Exempt	Management	1/1/2025
Public Safety Manager	Exempt	Management	1/1/2026
Senior Engineer	Exempt	Management	2/14/2024
Senior Planner	Exempt	Management	2/14/2024
Retired Annuitant Management Extra Help	Non-Exempt	Management	1/1/2025

Group 3 - Supervisory			
Building Inspection Supervisor	Non-Exempt	Supervisory	2/11/2023
Code Enforcement Supervisor	Non-Exempt	Supervisory	7/1/2023
Community Engagement Coordinator	Non-Exempt	Supervisory	1/1/2025
Field Supervisor	Non-Exempt	Supervisory	6/12/2024
Supervising Public Works Inspector	Non-Exempt	Supervisory	1/1/2025
Senior Management Analyst	Exempt	Supervisory	2/11/2023
Retired Annuitant Supervisory Extra Help	Non-Exempt	Supervisory	1/1/2025

Position Classification Schedule

effective January 1, 2026

Classification	FLSA Status	Unit	Date
Group 4a - General - Confidential			
Assistant City Clerk	Non-Exempt	General - Confidential	2/11/2023
Deputy City Clerk I	Non-Exempt	General - Confidential	2/11/2023
Deputy City Clerk II	Non-Exempt	General - Confidential	2/11/2023
Executive Assistant	Non-Exempt	General - Confidential	7/1/2023
Human Resources Analyst	Non-Exempt	General - Confidential	7/1/2023
Human Resources Technician	Non-Exempt	General - Confidential	7/1/2023
Senior Financial Analyst	Exempt	General - Confidential	2/11/2023

Group 4b - General			
Accountant I	Non-Exempt	General	2/11/2023
Accountant II	Non-Exempt	General	2/11/2023
Accounting Specialist I	Non-Exempt	General	2/11/2023
Accounting Specialist II	Non-Exempt	General	2/11/2023
Administrative Assistant I	Non-Exempt	General	2/11/2023
Administrative Assistant II	Non-Exempt	General	2/11/2023
Assistant Engineer	Non-Exempt	General	2/11/2023
Assistant Planner	Non-Exempt	General	2/11/2023
Associate Engineer	Non-Exempt	General	2/11/2023
Associate Planner	Non-Exempt	General	2/11/2023
Building Inspector I	Non-Exempt	General	2/11/2023
Building Inspector II	Non-Exempt	General	2/11/2023
Code Enforcement Officer I	Non-Exempt	General	2/11/2023
Code Enforcement Officer II	Non-Exempt	General	2/11/2023
Code Enforcement Technician	Non-Exempt	General	2/11/2023
Community Engagement Specialist	Non-Exempt	General	1/1/2026
Development Services Technician I	Non-Exempt	General	2/11/2023
Development Services Technician II	Non-Exempt	General	2/11/2023
Engineering Technician I	Non-Exempt	General	7/1/2023
Engineering Technician II	Non-Exempt	General	7/1/2023
Intern I	Non-Exempt	General	2/11/2023
Intern II	Non-Exempt	General	2/11/2023
Facilities Contract Specialist	Non-Exempt	General	12/30/2023
Maintenance Worker I	Non-Exempt	General	2/11/2023
Maintenance Worker II	Non-Exempt	General	2/11/2023
Management Analyst I	Non-Exempt	General	2/11/2023
Management Analyst II	Non-Exempt	General	2/11/2023
Plans Examiner I	Non-Exempt	General	7/1/2023
Plans Examiner II	Non-Exempt	General	7/1/2023
Public Works Inspector I	Non-Exempt	General	2/11/2023
Public Works Inspector II	Non-Exempt	General	2/11/2023

Position Classification Schedule

effective January 1, 2026

Classification	FLSA Status	Unit	Date
Purchasing & Contracts Coordinator	Non-Exempt	General	2/13/2021
Recreation Leader I	Non-Exempt	General	2/11/2023
Recreation Leader II	Non-Exempt	General	2/11/2023
Senior Accountant	Exempt	General	2/14/2024
Senior Building Inspector	Non-Exempt	General	2/11/2023
Senior Code Enforcement Officer	Non-Exempt	General	2/11/2023
Senior Facilities Maintenance Worker	Non-Exempt	General	5/14/2025
Senior Maintenance Worker	Non-Exempt	General	2/11/2023
Senior Public Works Inspector	Non-Exempt	General	1/1/2025
Retired Annuitant Clerical Extra Help	Non-Exempt	General	1/1/2025
Retired Annuitant Analyst Extra Help	Non-Exempt	General	1/1/2025
Retired Annuitant Project Lead Extra Help	Non-Exempt	General	1/1/2025



City of Wildomar
Revised Schedule of Authorized Positions
FY 2025-26 (Effective January 1st, 2026)

Budgeted Position Costs						
Position	Number of Positions	Status	Salary Costs	Health Insurance Allocation	Other	Total Budgeted Position Cost
					Compensation, Retirement & Payroll Taxes	
City Council						
City Council Member (Total) - Not Counted as FTEs	5	Filled	\$ 76,500	\$ 108,420	\$ 10,270	\$ 195,190
City Manager						
City Manager	1	Filled	270,790	17,952	48,866	337,609
Assistant to the City Manager	1	Filled	140,379	21,972	26,047	188,398
Economic Development Manager	1	Vacant	140,483	21,972	46,873	209,328
Community Engagement Coordinator	1	Vacant	37,242	10,986	4,395	52,623
Community Engagement Specialist	1	Vacant	29,182	10,986	3,443	43,612
Public Safety Manager	1	Vacant	77,438	10,986	14,823	103,247
						\$934,817
City Clerk's Office						
City Clerk	1	Filled	183,754	17,952	65,673	267,378
Deputy City Clerk I/II	1	Filled	69,275	17,952	9,534	96,761
						\$364,140
Human Resources & Risk Management Department						
Human Resources & Risk Manager	1	Filled	162,718	21,972	28,375	213,065
Human Resources Technician I/II	1	Filled	80,235	21,972	12,474	114,681
						\$327,746
Finance Department						
Finance Manager	1	Filled	151,091	17,952	27,903	196,946
Senior Financial Analyst	1	Vacant	115,586	21,972	18,386	155,944
Management Analyst I/II	1	Filled	72,644	21,972	9,162	103,778
Accountant I/II	1	Filled	86,248	17,952	11,817	116,017
Accountant I/II	1	Filled	88,295	17,952	15,588	121,834
Accounting Specialist I/II	1	Filled	65,971	17,952	11,771	95,693
Accounting Specialist I/II	1	Filled	76,418	21,972	11,985	110,375
						\$900,588
Community Services/Cemetery District						
Community Services Director	1	Filled	197,538	21,972	71,008	290,518
Senior Management Analyst	1	Filled	107,335	17,952	17,185	142,472
Senior Facilities Maintenance Worker	1	Filled	70,917	21,972	16,328	109,217
Maintenance Worker I/II	1	Filled	61,256	21,972	9,484	92,712
Maintenance Worker I/II	1	Filled	65,971	20,532	12,527	99,030
Maintenance Worker I/II	1	Filled	59,851	21,972	10,001	91,824
Maintenance Worker I/II	1	Filled	59,851	21,972	9,270	91,094
Administrative Assistant I/II	1	Filled	64,329	17,952	11,098	93,379
Recreation Leader I/II	1	Filled	21,630	-	2,203	23,834
						\$1,034,079
Community Development						
Community Development Director	1	Filled	218,171	23,473	43,204	284,848
Planning Manager (Unfunded)	1	Vacant	-	-	-	-
Principal Planner	1	Filled	135,852	23,473	26,263	185,588
Intern II-Planning	1	Filled	22,176	-	1,996	24,172
Assistant Planner	1	Filled	86,248	21,972	11,825	120,045
Chief Building Official	1	Filled	170,854	21,972	50,777	243,603
Building Inspector I/II	1	Filled	88,401	21,972	14,587	124,961
Senior Building Inspector	1	Filled	104,905	21,972	16,806	143,683
Senior Management Analyst - Building	1	Filled	130,768	17,952	19,105	167,825
Administrative Assistant I/II	1	Vacant	35,661	21,972	8,232	65,865
Development Services Technician I/II	1	Filled	74,542	17,952	11,452	103,946
Code Enforcement Manager	1	Filled	137,058	21,972	49,175	208,205
Code Enforcement Supervisor	1	Filled	104,841	21,972	36,307	163,120
Code Enforcement Officer I/II	1	Filled	76,290	17,952	25,076	119,318
Code Enforcement Officer I/II	1	Vacant	34,378	-	464	34,842
Senior Management Analyst - Code/OEM	1	Filled	110,022	21,972	34,658	166,652
						\$2,156,672
Public Works Administration & Engineering						
Public Works Director/City Engineer	1	Filled	193,029	17,952	35,221	246,202
Principal Engineer	1	Filled	162,624	21,972	28,343	212,938
Senior Engineer/Engineering Division Manager - CIP	1	Vacant	162,624	21,972	28,343	212,938
Associate Engineer - CIP	1	Filled	124,457	21,972	20,467	166,896
Associate Engineer - CIP	1	Filled	124,457	17,952	18,426	160,835
Associate Engineer-CIP	1	Vacant	99,851	21,972	13,733	135,556
Development Services Technician I/II	1	Filled	64,371	21,972	8,862	95,206
Public Works Inspector I/II	1	Vacant	90,555	21,972	14,428	126,955
Administrative Assistant I/II - PW/ENG	1	Filled	61,365	21,972	8,465	91,802
Senior Management Analyst - Engineering	1	Filled	134,031	17,952	21,046	173,029
Field Supervisor	1	Filled	104,832	21,972	17,464	144,268
Maintenance Worker I/II - PW	1	Filled	59,758	21,972	14,965	96,695
Maintenance Worker I/II - PW	1	Filled	64,376	21,972	15,579	101,927
Maintenance Worker I/II - PW	1	Filled	55,557	21,972	14,413	91,941
Maintenance Worker I/II - PW	1	Filled	58,386	21,972	14,789	95,147
						\$2,152,333
Total Authorized Positions:			62	Total Budgeted Cost of Positions: \$ 8,065,563		

*Reclassification *Promotion *New



City of Wildomar Pay Plan

Effective January 1, 2026

Pay Grade	Position	FLSA Status	Group	1	2	3	A	B	C	D	E	F	G	H	I	J	
105	Intern I	Non Exempt	4b				\$ 18.52	\$ 18.98	\$ 19.46	\$ 19.95	\$ 20.45	\$ 20.96	\$ 21.48	\$ 22.02	\$ 22.57	\$ 23.13	Hourly
							\$ 1,481.60	\$ 1,518.40	\$ 1,556.80	\$ 1,596.00	\$ 1,636.00	\$ 1,676.80	\$ 1,718.40	\$ 1,761.60	\$ 1,805.60	\$ 1,850.40	Bi-weekly*
							\$ 3,210.13	\$ 3,289.87	\$ 3,373.07	\$ 3,458.00	\$ 3,544.67	\$ 3,633.07	\$ 3,723.20	\$ 3,816.80	\$ 3,912.13	\$ 4,009.20	Monthly*
							\$ 38,521.60	\$ 39,478.40	\$ 40,476.80	\$ 41,496.00	\$ 42,536.00	\$ 43,596.80	\$ 44,678.40	\$ 45,801.60	\$ 46,945.60	\$ 48,110.40	Annually*
106	Recreation Leader I	Non Exempt	4b				\$ 19.44	\$ 19.94	\$ 20.43	\$ 20.94	\$ 21.46	\$ 22.01	\$ 22.55	\$ 23.11	\$ 23.70	\$ 24.29	Hourly
							\$ 1,555.20	\$ 1,595.20	\$ 1,634.40	\$ 1,675.20	\$ 1,716.80	\$ 1,760.80	\$ 1,804.00	\$ 1,848.80	\$ 1,896.00	\$ 1,943.20	Bi-weekly*
							\$ 3,369.60	\$ 3,456.27	\$ 3,541.20	\$ 3,629.60	\$ 3,719.73	\$ 3,815.07	\$ 3,908.67	\$ 4,005.73	\$ 4,108.00	\$ 4,210.27	Monthly*
							\$ 40,435.20	\$ 41,475.20	\$ 42,494.40	\$ 43,555.20	\$ 44,636.80	\$ 45,780.80	\$ 46,904.00	\$ 48,068.80	\$ 49,296.00	\$ 50,523.20	Annually*
107							\$ 20.42	\$ 20.93	\$ 21.45	\$ 21.99	\$ 22.54	\$ 23.10	\$ 23.68	\$ 24.27	\$ 24.88	\$ 25.50	Hourly
							\$ 1,633.60	\$ 1,674.40	\$ 1,716.00	\$ 1,759.20	\$ 1,803.20	\$ 1,848.00	\$ 1,894.40	\$ 1,941.60	\$ 1,990.40	\$ 2,040.00	Bi-weekly*
							\$ 3,539.47	\$ 3,627.87	\$ 3,718.00	\$ 3,811.60	\$ 3,906.93	\$ 4,004.00	\$ 4,104.53	\$ 4,206.80	\$ 4,312.53	\$ 4,420.00	Monthly*
							\$ 42,473.60	\$ 43,534.40	\$ 44,616.00	\$ 45,739.20	\$ 46,883.20	\$ 48,048.00	\$ 49,254.40	\$ 50,481.60	\$ 51,750.40	\$ 53,040.00	Annually*
108	Intern II Recreation Leader II	Non Exempt	4b				\$ 21.44	\$ 21.98	\$ 22.53	\$ 23.09	\$ 23.67	\$ 24.26	\$ 24.87	\$ 25.49	\$ 26.13	\$ 26.77	Hourly
		Non Exempt	4b				\$ 1,715.20	\$ 1,758.40	\$ 1,802.40	\$ 1,847.20	\$ 1,893.60	\$ 1,940.80	\$ 1,989.60	\$ 2,039.20	\$ 2,090.40	\$ 2,141.60	Bi-weekly*
							\$ 3,716.27	\$ 3,809.87	\$ 3,905.20	\$ 4,002.27	\$ 4,102.80	\$ 4,205.07	\$ 4,310.80	\$ 4,418.27	\$ 4,529.20	\$ 4,640.13	Monthly*
							\$ 44,595.20	\$ 45,718.40	\$ 46,862.40	\$ 48,027.20	\$ 49,233.60	\$ 50,460.80	\$ 51,729.60	\$ 53,019.20	\$ 54,350.40	\$ 55,681.60	Annually*
109							\$ 22.51	\$ 23.07	\$ 23.66	\$ 24.24	\$ 24.85	\$ 25.47	\$ 26.11	\$ 26.76	\$ 27.43	\$ 28.12	Hourly
							\$ 1,800.80	\$ 1,845.60	\$ 1,892.80	\$ 1,939.20	\$ 1,988.00	\$ 2,037.60	\$ 2,088.80	\$ 2,140.80	\$ 2,194.40	\$ 2,249.60	Bi-weekly*
							\$ 3,901.73	\$ 3,998.80	\$ 4,101.07	\$ 4,201.60	\$ 4,307.33	\$ 4,414.80	\$ 4,525.73	\$ 4,638.40	\$ 4,754.53	\$ 4,874.13	Monthly*
							\$ 46,820.80	\$ 47,985.60	\$ 49,212.80	\$ 50,419.20	\$ 51,688.00	\$ 52,977.60	\$ 54,308.80	\$ 55,660.80	\$ 57,054.40	\$ 58,489.60	Annually*
110							\$ 23.64	\$ 24.23	\$ 24.84	\$ 25.46	\$ 26.10	\$ 26.74	\$ 27.41	\$ 28.10	\$ 28.80	\$ 29.52	Hourly
							\$ 1,891.20	\$ 1,938.40	\$ 1,987.20	\$ 2,036.80	\$ 2,088.00	\$ 2,139.20	\$ 2,192.80	\$ 2,248.00	\$ 2,304.00	\$ 2,361.60	Bi-weekly*
							\$ 4,097.60	\$ 4,199.87	\$ 4,305.60	\$ 4,413.07	\$ 4,524.00	\$ 4,634.93	\$ 4,751.07	\$ 4,870.67	\$ 4,992.00	\$ 5,116.80	Monthly*
							\$ 49,171.20	\$ 50,398.40	\$ 51,667.20	\$ 52,956.80	\$ 54,288.00	\$ 55,619.20	\$ 57,012.80	\$ 58,448.00	\$ 59,904.00	\$ 61,401.60	Annually*
111	Administrative Assistant I	Non Exempt	4b				\$ 24.83	\$ 25.44	\$ 26.08	\$ 26.73	\$ 27.40	\$ 28.09	\$ 28.78	\$ 29.50	\$ 30.24	\$ 31.00	Hourly
		Non Exempt	4b				\$ 1,986.40	\$ 2,035.20	\$ 2,086.40	\$ 2,138.40	\$ 2,192.00	\$ 2,247.20	\$ 2,302.40	\$ 2,360.00	\$ 2,419.20	\$ 2,480.00	Bi-weekly*
							\$ 4,303.87	\$ 4,409.60	\$ 4,520.53	\$ 4,633.20	\$ 4,749.33	\$ 4,868.93	\$ 4,988.53	\$ 5,113.33	\$ 5,241.60	\$ 5,373.33	Monthly*
							\$ 51,646.40	\$ 52,915.20	\$ 54,246.40	\$ 55,598.40	\$ 56,992.00	\$ 58,427.20	\$ 59,862.40	\$ 61,360.00	\$ 62,899.20	\$ 64,480.00	Annually*
112	Maintenance Worker I Community Engagement Specialist	Non Exempt	4b				\$ 26.07	\$ 26.71	\$ 27.38	\$ 28.06	\$ 28.77	\$ 29.49	\$ 30.23	\$ 30.98	\$ 31.75	\$ 32.54	Hourly
		Non Exempt	4b				\$ 2,085.60	\$ 2,136.80	\$ 2,190.40	\$ 2,244.80	\$ 2,301.60	\$ 2,359.20	\$ 2,418.40	\$ 2,478.40	\$ 2,540.00	\$ 2,603.20	Bi-weekly*
							\$ 4,518.80	\$ 4,629.73	\$ 4,745.87	\$ 4,863.73	\$ 4,986.80	\$ 5,111.60	\$ 5,239.87	\$ 5,369.87	\$ 5,503.33	\$ 5,640.27	Monthly*
							\$ 54,225.60	\$ 55,556.80	\$ 56,950.40	\$ 58,364.80	\$ 59,841.60	\$ 61,339.20	\$ 62,878.40	\$ 64,438.40	\$ 66,040.00	\$ 67,683.20	Annually*
113							\$ 27.37	\$ 28.04	\$ 28.75	\$ 29.47	\$ 30.21	\$ 30.96	\$ 31.73	\$ 32.52	\$ 33.34	\$ 34.17	Hourly
							\$ 2,189.60	\$ 2,243.20	\$ 2,300.00	\$ 2,357.60	\$ 2,416.80	\$ 2,476.80	\$ 2,538.40	\$ 2,601.60	\$ 2,667.20	\$ 2,733.60	Bi-weekly*
							\$ 4,744.13	\$ 4,860.27	\$ 4,983.33	\$ 5,108.13	\$ 5,236.40	\$ 5,366.40	\$ 5,499.87	\$ 5,636.80	\$ 5,778.93	\$ 5,922.80	Monthly*
							\$ 56,929.60	\$ 58,323.20	\$ 59,800.00	\$ 61,297.60	\$ 62,836.80	\$ 64,396.80	\$ 65,998.40	\$ 67,641.60	\$ 69,347.20	\$ 71,073.60	Annually*
114	Accounting Specialist I	Non Exempt	4b				\$ 28.73	\$ 29.45	\$ 30.19	\$ 30.94	\$ 31.71	\$ 32.50	\$ 33.32	\$ 34.15	\$ 35.00	\$ 35.89	Hourly
	Code Enforcement Technician	Non Exempt	4b				\$ 2,298.40	\$ 2,356.00	\$ 2,415.20	\$ 2,475.20	\$ 2,536.80	\$ 2,600.00	\$ 2,665.60	\$ 2,732.00	\$ 2,800.00	\$ 2,871.20	Bi-weekly*
	Development Services Technician I	Non Exempt	4b				\$ 4,979.87	\$ 5,104.67	\$ 5,232.93	\$ 5,362.93	\$ 5,496.40	\$ 5,633.33	\$ 5,775.47	\$ 5,919.33	\$ 6,066.67	\$ 6,220.93	Monthly*
	Maintenance Worker II	Non Exempt	4b				\$ 59,758.40	\$ 61,256.00	\$ 62,795.20	\$ 64,355.20	\$ 65,956.80	\$ 67,600.00	\$ 69,305.60	\$ 71,032.00	\$ 72,800.00	\$ 74,651.20	Annually*
115	Administrative Assistant II Deputy City Clerk I	Non Exempt	4b				\$ 30.17	\$ 30.91	\$ 31.69	\$ 32.48	\$ 33.29	\$ 34.13	\$ 34.98	\$ 35.85	\$ 36.76	\$ 37.67	Hourly
		Non Exempt	4a				\$ 2,413.60	\$ 2,472.80	\$ 2,535.20	\$ 2,598.40	\$ 2,663.20	\$ 2,730.40	\$ 2,798.40	\$ 2,868.00	\$ 2,940.80	\$ 3,013.60	Bi-weekly*
							\$ 5,229.47	\$ 5,357.73	\$ 5,492.93	\$ 5,629.87	\$ 5,770.27	\$ 5,915.87	\$ 6,063.20	\$ 6,214.00	\$ 6,371.73	\$ 6,529.47	Monthly*
							\$ 62,753.60	\$ 64,292.80	\$ 65,915.20	\$ 67,558.40	\$ 69,243.20	\$ 70,990.40	\$ 72,758.40	\$ 74,568.00	\$ 76,460.80	\$ 78,353.60	Annually*
116	Accounting Specialist II	Non Exempt	4b	\$ 27.37	\$ 28.73	\$ 30.17	\$ 31.67	\$ 32.47	\$ 33.28	\$ 34.11	\$ 34.96	\$ 35.83	\$ 36.74	\$ 37.65	\$ 38.59	\$ 39.55	Hourly
	Development Services Technician II	Non Exempt	4b	\$ 2,189.60	\$ 2,298.40	\$ 2,413.60	\$ 2,533.60	\$ 2,597.60	\$ 2,662.40	\$ 2,728.80	\$ 2,796.80	\$ 2,866.40	\$ 2,939.20	\$ 3,012.00	\$ 3,087.20	\$ 3,164.00	Bi-weekly*
	Senior Facilities Maintenance Worker	Non Exempt	4b	\$ 4,744.13	\$ 4,979.87	\$ 5,229.47	\$ 5,489.47	\$ 5,628.13	\$ 5,768.53	\$ 5,912.40	\$ 6,059.73	\$ 6,210.53	\$ 6,368.27	\$ 6,526.00	\$ 6,688.93	\$ 6,855.33	Monthly*
	Senior Maintenance Worker	Non Exempt	4b	\$ 56,929.60	\$ 59,758.40	\$ 62,753.60	\$ 65,873.60	\$ 67,537.60	\$ 69,222.40	\$ 70,948.80	\$ 72,716.80	\$ 74,526.40	\$ 76,419.20	\$ 78,312.00	\$ 80,267.20	\$ 82,264.00	Annually*
117	Code Enforcement Officer I	Non Exempt	4b	\$ 28.73	\$ 30.17	\$ 31.67	\$ 33.26	\$ 34.09	\$ 34.94	\$ 35.81	\$ 36.72	\$ 37.63	\$ 38.57	\$ 39.53	\$ 40.53	\$ 41.53	Hourly
	Community Engagement Coordinator	Non Exempt	3	\$ 2,298.40	\$ 2,413.60	\$ 2,533.60	\$ 2,660.80	\$ 2,727.20	\$ 2,795.20	\$ 2,864.80	\$ 2,937.60	\$ 3,010.40	\$ 3,085.60	\$ 3,162.40	\$ 3,242.40	\$ 3,322.40	Bi-weekly*
	Engineering Technician I	Non Exempt	4b	\$ 4,979.87	\$ 5,229.47	\$ 5,489.47	\$ 5,765.07	\$ 5,908.93	\$ 6,056.27	\$ 6,207.07	\$ 6,364.80	\$ 6,522.53	\$ 6,685.47	\$ 6,851.87	\$ 7,025.20	\$ 7,198.53	Monthly*
	Human Resources Technician	Non Exempt	4a	\$ 59,758.40	\$ 62,753.60	\$ 65,873.60	\$ 69,180.80	\$ 70,907.20	\$ 72,675.20	\$ 74,484.80	\$ 76,377.60	\$ 78,270.40	\$ 80,225.60	\$ 82,222.40	\$ 84,302.40	\$ 86,382.40	Annually*

Pay Grade	Position	FLSA Status	Group	1	2	3	A	B	C	D	E	F	G	H	I	J	
118	Engineering Technician II	Non Exempt	4b	\$ 30.17	\$ 31.67	\$ 33.26	\$ 34.92	\$ 35.79	\$ 36.70	\$ 37.61	\$ 38.55	\$ 39.51	\$ 40.50	\$ 41.51	\$ 42.55	\$ 43.61	Hourly
	Plans Examiner I	Non Exempt	4b	\$ 2,413.60	\$ 2,533.60	\$ 2,660.80	\$ 2,793.60	\$ 2,863.20	\$ 2,936.00	\$ 3,008.80	\$ 3,084.00	\$ 3,160.80	\$ 3,240.00	\$ 3,320.80	\$ 3,404.00	\$ 3,488.80	Bi-weekly*
				\$ 5,229.47	\$ 5,489.47	\$ 5,765.07	\$ 6,052.80	\$ 6,203.60	\$ 6,361.33	\$ 6,519.07	\$ 6,682.00	\$ 6,848.40	\$ 7,020.00	\$ 7,195.07	\$ 7,375.33	\$ 7,559.07	Monthly*
				\$ 62,753.60	\$ 65,873.60	\$ 69,180.80	\$ 72,633.60	\$ 74,443.20	\$ 76,336.00	\$ 78,228.80	\$ 80,184.00	\$ 82,180.80	\$ 84,240.00	\$ 86,340.80	\$ 88,504.00	\$ 90,708.80	Annually*
119	Building Inspector I	Non Exempt	4b	\$ 31.67	\$ 33.26	\$ 34.92	\$ 36.67	\$ 37.59	\$ 38.53	\$ 39.49	\$ 40.48	\$ 41.49	\$ 42.53	\$ 43.58	\$ 44.68	\$ 45.80	Hourly
	Code Enforcement Officer II	Non Exempt	4b	\$ 2,533.60	\$ 2,660.80	\$ 2,793.60	\$ 2,933.60	\$ 3,007.20	\$ 3,082.40	\$ 3,159.20	\$ 3,238.40	\$ 3,319.20	\$ 3,402.40	\$ 3,486.40	\$ 3,574.40	\$ 3,664.00	Bi-weekly*
	Facilities Contract Specialist	Non Exempt	4b	\$ 5,489.47	\$ 5,765.07	\$ 6,052.80	\$ 6,356.13	\$ 6,515.60	\$ 6,678.53	\$ 6,844.93	\$ 7,016.53	\$ 7,191.60	\$ 7,371.87	\$ 7,553.87	\$ 7,744.53	\$ 7,938.67	Monthly*
	Public Works Inspector I	Non Exempt	4b	\$ 65,873.60	\$ 69,180.80	\$ 72,633.60	\$ 76,273.60	\$ 78,187.20	\$ 80,142.40	\$ 82,139.20	\$ 84,198.40	\$ 86,299.20	\$ 88,462.40	\$ 90,646.40	\$ 92,934.40	\$ 95,264.00	Annually*
	Purchasing & Contracts Coordinator	Non Exempt	4b														
120	Accountant I	Non Exempt	4b	\$ 33.26	\$ 34.92	\$ 36.67	\$ 38.50	\$ 39.46	\$ 40.45	\$ 41.46	\$ 42.50	\$ 43.56	\$ 44.65	\$ 45.77	\$ 46.91	\$ 48.08	Hourly
	Assistant Planner	Non Exempt	4b	\$ 2,660.80	\$ 2,793.60	\$ 2,933.60	\$ 3,080.00	\$ 3,156.80	\$ 3,236.00	\$ 3,316.80	\$ 3,400.00	\$ 3,484.80	\$ 3,572.00	\$ 3,661.60	\$ 3,752.80	\$ 3,846.40	Bi-weekly*
	Building Inspector II	Non Exempt	4b	\$ 5,765.07	\$ 6,052.80	\$ 6,356.13	\$ 6,673.33	\$ 6,839.73	\$ 7,011.33	\$ 7,186.40	\$ 7,366.67	\$ 7,550.40	\$ 7,739.33	\$ 7,933.47	\$ 8,131.07	\$ 8,333.87	Monthly*
	Deputy City Clerk II	Non Exempt	4a	\$ 69,180.80	\$ 72,633.60	\$ 76,273.60	\$ 80,080.00	\$ 82,076.80	\$ 84,136.00	\$ 86,236.80	\$ 88,400.00	\$ 90,604.80	\$ 92,872.00	\$ 95,201.60	\$ 97,572.80	\$ 100,006.40	Annually*
	Executive Assistant	Non Exempt	4a														
	Management Analyst I	Non Exempt	4b														
121	Public Works Inspector II	Non Exempt	4b	\$ 34.92	\$ 36.67	\$ 38.50	\$ 40.43	\$ 41.44	\$ 42.48	\$ 43.53	\$ 44.63	\$ 45.74	\$ 46.88	\$ 48.05	\$ 49.25	\$ 50.49	Hourly
	Senior Code Enforcement Officer	Non Exempt	4b	\$ 2,793.60	\$ 2,933.60	\$ 3,080.00	\$ 3,234.40	\$ 3,315.20	\$ 3,398.40	\$ 3,482.40	\$ 3,570.40	\$ 3,659.20	\$ 3,750.40	\$ 3,844.00	\$ 3,940.00	\$ 4,039.20	Bi-weekly*
				\$ 6,052.80	\$ 6,356.13	\$ 6,673.33	\$ 7,007.87	\$ 7,182.93	\$ 7,363.20	\$ 7,545.20	\$ 7,735.87	\$ 7,928.27	\$ 8,125.87	\$ 8,328.67	\$ 8,536.67	\$ 8,751.60	Monthly*
				\$ 72,633.60	\$ 76,273.60	\$ 80,080.00	\$ 84,094.40	\$ 86,195.20	\$ 88,358.40	\$ 90,542.40	\$ 92,830.40	\$ 95,139.20	\$ 97,510.40	\$ 99,944.00	\$ 102,440.00	\$ 105,019.20	Annually*
122	Accountant II	Non Exempt	4b	\$ 36.67	\$ 38.50	\$ 40.43	\$ 42.45	\$ 43.51	\$ 44.60	\$ 45.72	\$ 46.85	\$ 48.02	\$ 49.23	\$ 50.46	\$ 51.72	\$ 53.01	Hourly
				\$ 2,933.60	\$ 3,080.00	\$ 3,234.40	\$ 3,396.00	\$ 3,480.80	\$ 3,568.00	\$ 3,657.60	\$ 3,748.00	\$ 3,841.60	\$ 3,938.40	\$ 4,036.80	\$ 4,137.60	\$ 4,240.80	Bi-weekly*
				\$ 6,356.13	\$ 6,673.33	\$ 7,007.87	\$ 7,358.00	\$ 7,541.73	\$ 7,730.67	\$ 7,924.80	\$ 8,120.67	\$ 8,323.47	\$ 8,533.20	\$ 8,746.40	\$ 8,964.80	\$ 9,188.40	Monthly*
				\$ 76,273.60	\$ 80,080.00	\$ 84,094.40	\$ 88,296.00	\$ 90,500.80	\$ 92,768.00	\$ 95,097.60	\$ 97,448.00	\$ 99,881.60	\$ 102,398.40	\$ 104,956.80	\$ 107,577.60	\$ 110,260.80	Annually*
123	Associate Planner	Non Exempt	4b	\$ 38.50	\$ 40.43	\$ 42.45	\$ 44.57	\$ 45.68	\$ 46.82	\$ 48.00	\$ 49.20	\$ 50.43	\$ 51.69	\$ 52.98	\$ 54.30	\$ 55.66	Hourly
	Field Supervisor	Non Exempt	3	\$ 3,080.00	\$ 3,234.40	\$ 3,396.00	\$ 3,565.60	\$ 3,654.40	\$ 3,745.60	\$ 3,840.00	\$ 3,936.00	\$ 4,034.40	\$ 4,135.20	\$ 4,238.40	\$ 4,344.00	\$ 4,452.80	Bi-weekly*
	Human Resources Analyst	Non Exempt	4a	\$ 6,673.33	\$ 7,007.87	\$ 7,358.00	\$ 7,725.47	\$ 7,917.87	\$ 8,115.47	\$ 8,320.00	\$ 8,528.00	\$ 8,741.20	\$ 8,959.60	\$ 9,183.20	\$ 9,412.00	\$ 9,647.73	Monthly*
	Management Analyst II	Non Exempt	4b	\$ 80,080.00	\$ 84,094.40	\$ 88,296.00	\$ 92,705.60	\$ 95,014.40	\$ 97,385.60	\$ 99,840.00	\$ 102,336.00	\$ 104,894.40	\$ 107,515.20	\$ 110,198.40	\$ 112,944.00	\$ 115,772.80	Annually*
	Plans Examiner II	Non Exempt	4b														
	Senior Building Inspector	Non Exempt	4b														
	Senior Public Works Inspector	Non Exempt	4b														
124	Assistant City Clerk	Non Exempt	4a	\$ 40.43	\$ 42.45	\$ 44.57	\$ 46.80	\$ 47.97	\$ 49.17	\$ 50.40	\$ 51.66	\$ 52.95	\$ 54.27	\$ 55.63	\$ 57.02	\$ 58.45	Hourly
	Assistant Engineer	Non Exempt	4b	\$ 3,234.40	\$ 3,396.00	\$ 3,565.60	\$ 3,744.00	\$ 3,837.60	\$ 3,933.60	\$ 4,032.00	\$ 4,132.80	\$ 4,236.00	\$ 4,341.60	\$ 4,450.40	\$ 4,561.60	\$ 4,676.00	Bi-weekly*
	Code Enforcement Supervisor	Non Exempt	3	\$ 7,007.87	\$ 7,358.00	\$ 7,725.47	\$ 8,112.00	\$ 8,314.80	\$ 8,522.80	\$ 8,736.00	\$ 8,954.40	\$ 9,178.00	\$ 9,406.80	\$ 9,642.53	\$ 9,883.47	\$ 10,131.33	Monthly*
				\$ 84,094.40	\$ 88,296.00	\$ 92,705.60	\$ 97,344.00	\$ 99,777.60	\$ 102,273.60	\$ 104,832.00	\$ 107,452.80	\$ 110,136.00	\$ 112,881.60	\$ 115,710.40	\$ 118,601.60	\$ 121,576.00	Annually*
125				\$ 42.45	\$ 44.57	\$ 46.80	\$ 49.14	\$ 50.37	\$ 51.63	\$ 52.92	\$ 54.24	\$ 55.60	\$ 56.99	\$ 58.41	\$ 59.87	\$ 61.37	Hourly
				\$ 3,396.00	\$ 3,565.60	\$ 3,744.00	\$ 3,931.20	\$ 4,029.60	\$ 4,130.40	\$ 4,233.60	\$ 4,339.20	\$ 4,448.00	\$ 4,559.20	\$ 4,672.80	\$ 4,789.60	\$ 4,909.60	Bi-weekly*
				\$ 7,358.00	\$ 7,725.47	\$ 8,112.00	\$ 8,517.60	\$ 8,730.80	\$ 8,949.20	\$ 9,172.80	\$ 9,401.60	\$ 9,637.33	\$ 9,878.27	\$ 10,124.40	\$ 10,377.47	\$ 10,637.47	Monthly*
				\$ 88,296.00	\$ 92,705.60	\$ 97,344.00	\$ 102,211.20	\$ 104,769.60	\$ 107,390.40	\$ 110,073.60	\$ 112,819.20	\$ 115,648.00	\$ 118,539.20	\$ 121,492.80	\$ 124,529.60	\$ 127,649.60	Annually*
126	Associate Engineer	Non Exempt	4b	\$ 44.57	\$ 46.80	\$ 49.14	\$ 51.60	\$ 52.89	\$ 54.21	\$ 55.57	\$ 56.95	\$ 58.37	\$ 59.83	\$ 61.33	\$ 62.86	\$ 64.43	Hourly
	Building Inspection Supervisor	Non Exempt	3	\$ 3,565.60	\$ 3,744.00	\$ 3,931.20	\$ 4,128.00	\$ 4,231.20	\$ 4,336.80	\$ 4,445.60	\$ 4,556.00	\$ 4,669.60	\$ 4,786.40	\$ 4,906.40	\$ 5,028.80	\$ 5,154.40	Bi-weekly*
	Supervising Public Works Inspector	Non Exempt	3	\$ 7,725.47	\$ 8,112.00	\$ 8,517.60	\$ 8,944.00	\$ 9,167.60	\$ 9,396.40	\$ 9,632.13	\$ 9,871.33	\$ 10,117.47	\$ 10,370.53	\$ 10,630.53	\$ 10,895.73	\$ 11,167.87	Monthly*
				\$ 92,705.60	\$ 97,344.00	\$ 102,211.20	\$ 107,328.00	\$ 110,011.20	\$ 112,756.80	\$ 115,585.60	\$ 118,456.00	\$ 121,409.60	\$ 124,446.40	\$ 127,566.40	\$ 130,748.80	\$ 134,014.40	Annually*
127				\$ 46.80	\$ 49.14	\$ 51.60	\$ 54.17	\$ 55.52	\$ 56.92	\$ 58.34	\$ 59.80	\$ 61.30	\$ 62.82	\$ 64.40	\$ 66.01	\$ 67.66	Hourly
				\$ 3,744.00	\$ 3,931.20	\$ 4,128.00	\$ 4,333.60	\$ 4,441.60	\$ 4,553.60	\$ 4,667.20	\$ 4,784.00	\$ 4,904.00	\$ 5,025.60	\$ 5,152.00	\$ 5,280.80	\$ 5,412.80	Bi-weekly*
				\$ 8,112.00	\$ 8,517.60	\$ 8,944.00	\$ 9,389.47	\$ 9,623.47	\$ 9,866.13	\$ 10,112.27	\$ 10,365.33	\$ 10,625.33	\$ 10,888.80	\$ 11,162.67	\$ 11,441.73	\$ 11,727.73	Monthly*
				\$ 97,344.00	\$ 102,211.20	\$ 107,328.00	\$ 112,673.60	\$ 115,481.60	\$ 118,393.60	\$ 121,347.20	\$ 124,384.00	\$ 127,504.00	\$ 130,665.60	\$ 133,952.00	\$ 137,300.80	\$ 140,732.80	Annually*
128				\$ 49.14	\$ 51.60	\$ 54.17	\$ 56.89	\$ 58.30	\$ 59.77	\$ 61.25	\$ 62.79	\$ 64.36	\$ 65.97	\$ 67.62	\$ 69.31	\$ 71.04	Hourly
				\$ 3,931.20	\$ 4,128.00	\$ 4,333.60	\$ 4,551.20	\$ 4,664.00	\$ 4,781.60	\$ 4,900.00	\$ 5,023.20	\$ 5,148.80	\$ 5,277.60	\$ 5,409.60	\$ 5,544.80	\$ 5,683.20	Bi-weekly*
				\$ 8,517.60	\$ 8,944.00	\$ 9,389.47	\$ 9,860.93	\$ 10,105.33	\$ 10,360.13	\$ 10,616.67	\$ 10,883.60	\$ 11,155.73	\$ 11,434.80	\$ 11,720.80	\$ 12,013.73	\$ 12,313.60	Monthly*
				\$ 102,211.20	\$ 107,328.00	\$ 112,673.60	\$ 118,331.20	\$ 121,264.00	\$ 124,321.60	\$ 127,400.00	\$ 130,603.20	\$ 133,868.80	\$ 137,217.60	\$ 140,649.60	\$ 144,164.80	\$ 147,763.20	Annually*
129				\$ 51.60	\$ 54.17	\$ 56.89	\$ 59.73	\$ 61.22	\$ 62.75	\$ 64.32	\$ 65.93	\$ 67.58	\$ 69.27	\$ 70.99	\$ 72.78	\$ 74.59	Hourly
				\$ 4,128.00	\$ 4,333.60	\$ 4,551.20	\$ 4,778.40	\$ 4,897.60	\$ 5,020.00	\$ 5,145.60	\$ 5,274.40	\$ 5,406.40	\$ 5,541.60	\$ 5,679.20	\$ 5,822.40	\$ 5,967.20	Bi-weekly*
				\$ 8,944.00	\$ 9,389.47	\$ 9,860.93	\$ 10,353.20	\$ 10,611.47	\$ 10,876.67	\$ 11,148.80	\$ 11,427.87	\$ 11,713.87	\$ 12,006.80	\$ 12,304.93	\$ 12,615.20	\$ 12,928.93	Monthly*
				\$ 107,328.00	\$ 112,673.60	\$ 118,331.20	\$ 124,238.40	\$ 127,337.60	\$ 130,520.00	\$ 133,785.60	\$ 137,134.40	\$ 140,566.40	\$ 144,081.60	\$ 147,659.20	\$ 151,382.40	\$ 155,147.20	Annually*

Effective January 1, 2026

Pay Grade	Position	FLSA Status	Group	1	2	3	A	B	C	D	E	F	G	H	I	J	
130				\$ 54.17	\$ 56.89	\$ 59.73	\$ 62.71	\$ 64.28	\$ 65.89	\$ 67.54	\$ 69.23	\$ 70.95	\$ 72.72	\$ 74.55	\$ 76.41	\$ 78.32	Hourly
				\$ 4,333.60	\$ 4,551.20	\$ 4,778.40	\$ 5,016.80	\$ 5,142.40	\$ 5,271.20	\$ 5,403.20	\$ 5,538.40	\$ 5,676.00	\$ 5,817.60	\$ 5,964.00	\$ 6,112.80	\$ 6,265.60	Bi-weekly*
				\$ 9,389.47	\$ 9,860.93	\$ 10,353.20	\$ 10,869.73	\$ 11,141.87	\$ 11,420.93	\$ 11,706.93	\$ 11,999.87	\$ 12,298.00	\$ 12,604.80	\$ 12,922.00	\$ 13,244.40	\$ 13,575.47	Monthly*
				\$ 112,673.60	\$ 118,331.20	\$ 124,238.40	\$ 130,436.80	\$ 133,702.40	\$ 137,051.20	\$ 140,483.20	\$ 143,998.40	\$ 147,576.00	\$ 151,257.60	\$ 155,064.00	\$ 158,932.80	\$ 162,905.60	Annually*
220				\$ 33.26	\$ 34.92	\$ 36.67	\$ 38.50	\$ 39.46	\$ 40.45	\$ 41.46	\$ 42.50	\$ 43.56	\$ 44.65	\$ 45.77	\$ 46.91	\$ 48.08	Hourly
				\$ 2,660.80	\$ 2,793.60	\$ 2,933.60	\$ 3,080.00	\$ 3,156.80	\$ 3,236.00	\$ 3,316.80	\$ 3,400.00	\$ 3,484.80	\$ 3,572.00	\$ 3,661.60	\$ 3,752.80	\$ 3,846.40	Bi-weekly*
				\$ 5,765.07	\$ 6,052.80	\$ 6,356.13	\$ 6,673.33	\$ 6,839.73	\$ 7,011.33	\$ 7,186.40	\$ 7,366.67	\$ 7,550.40	\$ 7,739.33	\$ 7,933.47	\$ 8,131.07	\$ 8,333.87	Monthly*
				\$ 69,180.80	\$ 72,633.60	\$ 76,273.60	\$ 80,080.00	\$ 82,076.80	\$ 84,136.00	\$ 86,236.80	\$ 88,400.00	\$ 90,604.80	\$ 92,872.00	\$ 95,201.60	\$ 97,572.80	\$ 100,006.40	Annually*
221				\$ 34.92	\$ 36.67	\$ 38.50	\$ 40.43	\$ 41.44	\$ 42.48	\$ 43.53	\$ 44.63	\$ 45.74	\$ 46.88	\$ 48.05	\$ 49.25	\$ 50.49	Hourly
				\$ 2,793.60	\$ 2,933.60	\$ 3,080.00	\$ 3,234.40	\$ 3,315.20	\$ 3,398.40	\$ 3,482.40	\$ 3,570.40	\$ 3,659.20	\$ 3,750.40	\$ 3,844.00	\$ 3,940.00	\$ 4,039.20	Bi-weekly*
				\$ 6,052.80	\$ 6,356.13	\$ 6,673.33	\$ 7,007.87	\$ 7,182.93	\$ 7,363.20	\$ 7,545.20	\$ 7,735.87	\$ 7,928.27	\$ 8,125.87	\$ 8,328.67	\$ 8,536.67	\$ 8,751.60	Monthly*
				\$ 72,633.60	\$ 76,273.60	\$ 80,080.00	\$ 84,094.40	\$ 86,195.20	\$ 88,358.40	\$ 90,542.40	\$ 92,830.40	\$ 95,139.20	\$ 97,510.40	\$ 99,944.00	\$ 102,440.00	\$ 105,019.20	Annually*
222				\$ 36.67	\$ 38.50	\$ 40.43	\$ 42.45	\$ 43.51	\$ 44.60	\$ 45.72	\$ 46.85	\$ 48.02	\$ 49.23	\$ 50.46	\$ 51.72	\$ 53.01	Hourly
				\$ 2,933.60	\$ 3,080.00	\$ 3,234.40	\$ 3,396.00	\$ 3,480.80	\$ 3,568.00	\$ 3,657.60	\$ 3,748.00	\$ 3,841.60	\$ 3,938.40	\$ 4,036.80	\$ 4,137.60	\$ 4,240.80	Bi-weekly*
				\$ 6,356.13	\$ 6,673.33	\$ 7,007.87	\$ 7,358.00	\$ 7,541.73	\$ 7,730.67	\$ 7,924.80	\$ 8,120.67	\$ 8,323.47	\$ 8,533.20	\$ 8,746.40	\$ 8,964.80	\$ 9,188.40	Monthly*
				\$ 76,273.60	\$ 80,080.00	\$ 84,094.40	\$ 88,296.00	\$ 90,500.80	\$ 92,768.00	\$ 95,097.60	\$ 97,448.00	\$ 99,881.60	\$ 102,398.40	\$ 104,956.80	\$ 107,577.60	\$ 110,260.80	Annually*
223				\$ 38.50	\$ 40.43	\$ 42.45	\$ 44.57	\$ 45.68	\$ 46.82	\$ 48.00	\$ 49.20	\$ 50.43	\$ 51.69	\$ 52.98	\$ 54.30	\$ 55.66	Hourly
				\$ 3,080.00	\$ 3,234.40	\$ 3,396.00	\$ 3,565.60	\$ 3,654.40	\$ 3,745.60	\$ 3,840.00	\$ 3,936.00	\$ 4,034.40	\$ 4,135.20	\$ 4,238.40	\$ 4,344.00	\$ 4,452.80	Bi-weekly*
				\$ 6,673.33	\$ 7,007.87	\$ 7,358.00	\$ 7,725.47	\$ 7,917.87	\$ 8,115.47	\$ 8,320.00	\$ 8,528.00	\$ 8,741.20	\$ 8,959.60	\$ 9,183.20	\$ 9,412.00	\$ 9,647.73	Monthly*
				\$ 80,080.00	\$ 84,094.40	\$ 88,296.00	\$ 92,705.60	\$ 95,014.40	\$ 97,385.60	\$ 99,840.00	\$ 102,336.00	\$ 104,894.40	\$ 107,515.20	\$ 110,198.40	\$ 112,944.00	\$ 115,772.80	Annually*
224				\$ 40.43	\$ 42.45	\$ 44.57	\$ 46.80	\$ 47.97	\$ 49.17	\$ 50.40	\$ 51.66	\$ 52.95	\$ 54.27	\$ 55.63	\$ 57.02	\$ 58.45	Hourly
				\$ 3,234.40	\$ 3,396.00	\$ 3,565.60	\$ 3,744.00	\$ 3,837.60	\$ 3,933.60	\$ 4,032.00	\$ 4,132.80	\$ 4,236.00	\$ 4,341.60	\$ 4,450.40	\$ 4,561.60	\$ 4,676.00	Bi-weekly*
				\$ 7,007.87	\$ 7,358.00	\$ 7,725.47	\$ 8,112.00	\$ 8,314.80	\$ 8,522.80	\$ 8,736.00	\$ 8,954.40	\$ 9,178.00	\$ 9,406.80	\$ 9,642.53	\$ 9,883.47	\$ 10,131.33	Monthly*
				\$ 84,094.40	\$ 88,296.00	\$ 92,705.60	\$ 97,344.00	\$ 99,777.60	\$ 102,273.60	\$ 104,832.00	\$ 107,452.80	\$ 110,136.00	\$ 112,881.60	\$ 115,710.40	\$ 118,601.60	\$ 121,576.00	Annually*
225				\$ 42.45	\$ 44.57	\$ 46.80	\$ 49.14	\$ 50.37	\$ 51.63	\$ 52.92	\$ 54.24	\$ 55.60	\$ 56.99	\$ 58.41	\$ 59.87	\$ 61.37	Hourly
				\$ 3,396.00	\$ 3,565.60	\$ 3,744.00	\$ 3,931.20	\$ 4,029.60	\$ 4,130.40	\$ 4,233.60	\$ 4,339.20	\$ 4,448.00	\$ 4,559.20	\$ 4,672.80	\$ 4,789.60	\$ 4,909.60	Bi-weekly*
				\$ 7,358.00	\$ 7,725.47	\$ 8,112.00	\$ 8,517.60	\$ 8,730.80	\$ 8,949.20	\$ 9,172.80	\$ 9,401.60	\$ 9,637.33	\$ 9,878.27	\$ 10,124.40	\$ 10,377.47	\$ 10,637.47	Monthly*
				\$ 88,296.00	\$ 92,705.60	\$ 97,344.00	\$ 102,211.20	\$ 104,769.60	\$ 107,390.40	\$ 110,073.60	\$ 112,819.20	\$ 115,648.00	\$ 118,539.20	\$ 121,492.80	\$ 124,529.60	\$ 127,649.60	Annually*
226	Senior Accountant	Exempt	4b	\$ 44.57	\$ 46.80	\$ 49.14	\$ 51.60	\$ 52.89	\$ 54.21	\$ 55.57	\$ 56.95	\$ 58.37	\$ 59.83	\$ 61.33	\$ 62.86	\$ 64.43	Hourly
	Senior Financial Analyst	Exempt	4a	\$ 3,565.60	\$ 3,744.00	\$ 3,931.20	\$ 4,128.00	\$ 4,231.20	\$ 4,336.80	\$ 4,445.60	\$ 4,556.00	\$ 4,669.60	\$ 4,786.40	\$ 4,906.40	\$ 5,028.80	\$ 5,154.40	Bi-weekly*
	Senior Management Analyst	Exempt	3	\$ 7,725.47	\$ 8,112.00	\$ 8,517.60	\$ 8,944.00	\$ 9,167.60	\$ 9,396.40	\$ 9,632.13	\$ 9,871.33	\$ 10,117.47	\$ 10,370.53	\$ 10,630.53	\$ 10,895.73	\$ 11,167.87	Monthly*
	Senior Planner	Exempt	2b	\$ 92,705.60	\$ 97,344.00	\$ 102,211.20	\$ 107,328.00	\$ 110,011.20	\$ 112,756.80	\$ 115,585.60	\$ 118,456.00	\$ 121,409.60	\$ 124,446.40	\$ 127,566.40	\$ 130,748.80	\$ 134,014.40	Annually*
227				\$ 46.80	\$ 49.14	\$ 51.60	\$ 54.17	\$ 55.52	\$ 56.92	\$ 58.34	\$ 59.80	\$ 61.30	\$ 62.82	\$ 64.40	\$ 66.01	\$ 67.66	Hourly
				\$ 3,744.00	\$ 3,931.20	\$ 4,128.00	\$ 4,333.60	\$ 4,441.60	\$ 4,553.60	\$ 4,667.20	\$ 4,784.00	\$ 4,904.00	\$ 5,025.60	\$ 5,152.00	\$ 5,280.80	\$ 5,412.80	Bi-weekly*
				\$ 8,112.00	\$ 8,517.60	\$ 8,944.00	\$ 9,389.47	\$ 9,623.47	\$ 9,866.13	\$ 10,112.27	\$ 10,365.33	\$ 10,625.33	\$ 10,888.80	\$ 11,162.67	\$ 11,441.73	\$ 11,727.73	Monthly*
				\$ 97,344.00	\$ 102,211.20	\$ 107,328.00	\$ 112,673.60	\$ 115,481.60	\$ 118,393.60	\$ 121,347.20	\$ 124,384.00	\$ 127,504.00	\$ 130,665.60	\$ 133,952.00	\$ 137,300.80	\$ 140,732.80	Annually*
228				\$ 49.14	\$ 51.60	\$ 54.17	\$ 56.89	\$ 58.30	\$ 59.77	\$ 61.25	\$ 62.79	\$ 64.36	\$ 65.97	\$ 67.62	\$ 69.31	\$ 71.04	Hourly
				\$ 3,931.20	\$ 4,128.00	\$ 4,333.60	\$ 4,551.20	\$ 4,664.00	\$ 4,781.60	\$ 4,900.00	\$ 5,023.20	\$ 5,148.80	\$ 5,277.60	\$ 5,409.60	\$ 5,544.80	\$ 5,683.20	Bi-weekly*
				\$ 8,517.60	\$ 8,944.00	\$ 9,389.47	\$ 9,860.93	\$ 10,105.33	\$ 10,360.13	\$ 10,616.67	\$ 10,883.60	\$ 11,155.73	\$ 11,434.80	\$ 11,720.80	\$ 12,013.73	\$ 12,313.60	Monthly*
				\$ 102,211.20	\$ 107,328.00	\$ 112,673.60	\$ 118,331.20	\$ 121,264.00	\$ 124,321.60	\$ 127,400.00	\$ 130,603.20	\$ 133,868.80	\$ 137,217.60	\$ 140,649.60	\$ 144,164.80	\$ 147,763.20	Annually*
229				\$ 51.60	\$ 54.17	\$ 56.89	\$ 59.73	\$ 61.22	\$ 62.75	\$ 64.32	\$ 65.93	\$ 67.58	\$ 69.27	\$ 70.99	\$ 72.78	\$ 74.59	Hourly
				\$ 4,128.00	\$ 4,333.60	\$ 4,551.20	\$ 4,778.40	\$ 4,897.60	\$ 5,020.00	\$ 5,145.60	\$ 5,274.40	\$ 5,406.40	\$ 5,541.60	\$ 5,679.20	\$ 5,822.40	\$ 5,967.20	Bi-weekly*
				\$ 8,944.00	\$ 9,389.47	\$ 9,860.93	\$ 10,353.20	\$ 10,611.47	\$ 10,876.67	\$ 11,148.80	\$ 11,427.87	\$ 11,713.87	\$ 12,006.80	\$ 12,304.93	\$ 12,615.20	\$ 12,928.93	Monthly*
				\$ 107,328.00	\$ 112,673.60	\$ 118,331.20	\$ 124,238.40	\$ 127,337.60	\$ 130,520.00	\$ 133,785.60	\$ 137,134.40	\$ 140,566.40	\$ 144,081.60	\$ 147,659.20	\$ 151,382.40	\$ 155,147.20	Annually*
230	Code Enforcement Manager	Exempt	2b	\$ 54.17	\$ 56.89	\$ 59.73	\$ 62.71	\$ 64.28	\$ 65.89	\$ 67.54	\$ 69.23	\$ 70.95	\$ 72.72	\$ 74.55	\$ 76.41	\$ 78.32	Hourly
	Economic Development Manager	Exempt	2b	\$ 4,333.60	\$ 4,551.20	\$ 4,778.40	\$ 5,016.80	\$ 5,142.40	\$ 5,271.20	\$ 5,403.20	\$ 5,538.40	\$ 5,676.00	\$ 5,817.60	\$ 5,964.00	\$ 6,112.80	\$ 6,265.60	Bi-weekly*
	Maintenance Manager	Exempt	2b	\$ 9,389.47	\$ 9,860.93	\$ 10,353.20	\$ 10,869.73	\$ 11,141.87	\$ 11,420.93	\$ 11,706.93	\$ 11,999.87	\$ 12,298.00	\$ 12,604.80	\$ 12,922.00	\$ 13,244.40	\$ 13,575.47	Monthly*
	Principal Planner	Exempt	2b	\$ 112,673.60	\$ 118,331.20	\$ 124,238.40	\$ 130,436.80	\$ 133,702.40	\$ 137,051.20	\$ 140,483.20	\$ 143,998.40	\$ 147,576.00	\$ 151,257.60	\$ 155,064.00	\$ 158,932.80	\$ 162,905.60	Annually*
231	Engineering Division Manager	Exempt	2b	\$ 56.89	\$ 59.73	\$ 62.71	\$ 65.85	\$ 67.50	\$ 69.18	\$ 70.91	\$ 72.68	\$ 74.50	\$ 76.36	\$ 78.27	\$ 80.23	\$ 82.24	Hourly
				\$ 4,551.20	\$ 4,778.40	\$ 5,016.80	\$ 5,268.00	\$ 5,400.00	\$ 5,534.40	\$ 5,672.80	\$ 5,814.40	\$ 5,960.00	\$ 6,108.80	\$ 6,261.60	\$ 6,418.40	\$ 6,579.20	Bi-weekly*
				\$ 9,860.93	\$ 10,353.20	\$ 10,869.73	\$ 11,414.00	\$ 11,700.00	\$ 11,991.20	\$ 12,291.07	\$ 12,597.87	\$ 12,913.33	\$ 13,235.73	\$ 13,566.80	\$ 13,906.53	\$ 14,254.93	Monthly*
				\$ 118,331.20	\$ 124,238.40	\$ 130,436.80	\$ 136,968.00	\$ 140,400.00	\$ 143,894.40	\$ 147,492.80	\$ 151,174.40	\$ 154,960.00	\$ 158,828.80	\$ 162,801.60	\$ 166,878.40	\$ 171,059.20	Annually*

Effective January 1, 2026

Groups:
1 - Executive Confidential; 2a - Management Confidential; 2b - Management; 3 - Supervisory; 4a - General Confidential; 4b - General

Pay Grade	Position	FLSA Status	Group	1	2	3	A	B	C	D	E	F	G	H	I	J	
232	Finance Manager	Exempt	2a	\$ 59.73	\$ 62.71	\$ 65.85	\$ 69.14	\$ 70.87	\$ 72.64	\$ 74.46	\$ 76.32	\$ 78.23	\$ 80.19	\$ 82.18	\$ 84.24	\$ 86.35	Hourly
	Human Resources & Risk Manager	Exempt	2a	\$ 4,778.40	\$ 5,016.80	\$ 5,268.00	\$ 5,531.20	\$ 5,669.60	\$ 5,811.20	\$ 5,956.80	\$ 6,105.60	\$ 6,258.40	\$ 6,415.20	\$ 6,574.40	\$ 6,739.20	\$ 6,908.00	Bi-weekly*
	Planning Manager	Exempt	2b	\$ 10,353.20	\$ 10,869.73	\$ 11,414.00	\$ 11,984.27	\$ 12,284.13	\$ 12,590.93	\$ 12,906.40	\$ 13,228.80	\$ 13,559.87	\$ 13,899.60	\$ 14,244.53	\$ 14,601.60	\$ 14,967.33	Monthly*
	Public Safety Manager	Exempt	2b	\$ 124,238.40	\$ 130,436.80	\$ 136,968.00	\$ 143,811.20	\$ 147,409.60	\$ 151,091.20	\$ 154,876.80	\$ 158,745.60	\$ 162,718.40	\$ 166,795.20	\$ 170,934.40	\$ 175,219.20	\$ 179,608.00	Annually*
233	Senior Engineer	Exempt	2b	\$ 62.71	\$ 65.85	\$ 69.14	\$ 72.60	\$ 74.42	\$ 76.27	\$ 78.18	\$ 80.13	\$ 82.13	\$ 84.19	\$ 86.29	\$ 88.46	\$ 90.66	Hourly
	Chief Building Official	Exempt	2b	\$ 5,016.80	\$ 5,268.00	\$ 5,531.20	\$ 5,808.00	\$ 5,953.60	\$ 6,101.60	\$ 6,254.40	\$ 6,410.40	\$ 6,570.40	\$ 6,735.20	\$ 6,903.20	\$ 7,076.80	\$ 7,252.80	Bi-weekly*
				\$ 10,869.73	\$ 11,414.00	\$ 11,984.27	\$ 12,584.00	\$ 12,899.47	\$ 13,220.13	\$ 13,551.20	\$ 13,889.20	\$ 14,235.87	\$ 14,592.93	\$ 14,956.93	\$ 15,333.07	\$ 15,714.40	Monthly*
				\$ 130,436.80	\$ 136,968.00	\$ 143,811.20	\$ 151,008.00	\$ 154,793.60	\$ 158,641.60	\$ 162,614.40	\$ 166,670.40	\$ 170,830.40	\$ 175,115.20	\$ 179,483.20	\$ 183,996.80	\$ 188,572.80	Annually*
234				\$ 65.85	\$ 69.14	\$ 72.60	\$ 76.23	\$ 78.14	\$ 80.08	\$ 82.09	\$ 84.14	\$ 86.24	\$ 88.40	\$ 90.61	\$ 92.88	\$ 95.19	Hourly
				\$ 5,268.00	\$ 5,531.20	\$ 5,808.00	\$ 6,098.40	\$ 6,251.20	\$ 6,406.40	\$ 6,567.20	\$ 6,731.20	\$ 6,899.20	\$ 7,072.00	\$ 7,248.80	\$ 7,430.40	\$ 7,615.20	Bi-weekly*
				\$ 11,414.00	\$ 11,984.27	\$ 12,584.00	\$ 13,213.20	\$ 13,544.27	\$ 13,880.53	\$ 14,228.93	\$ 14,584.27	\$ 14,948.27	\$ 15,322.67	\$ 15,705.73	\$ 16,099.20	\$ 16,499.60	Monthly*
				\$ 136,968.00	\$ 143,811.20	\$ 151,008.00	\$ 158,558.40	\$ 162,531.20	\$ 166,566.40	\$ 170,747.20	\$ 175,011.20	\$ 179,379.20	\$ 183,872.00	\$ 188,468.80	\$ 193,190.40	\$ 197,995.20	Annually*
235	Principal Engineer	Exempt	2b	\$ 69.14	\$ 72.60	\$ 76.23	\$ 80.04	\$ 82.04	\$ 84.09	\$ 86.19	\$ 88.34	\$ 90.56	\$ 92.82	\$ 95.14	\$ 97.52	\$ 99.96	Hourly
				\$ 5,531.20	\$ 5,808.00	\$ 6,098.40	\$ 6,403.20	\$ 6,563.20	\$ 6,727.20	\$ 6,895.20	\$ 7,067.20	\$ 7,244.80	\$ 7,425.60	\$ 7,611.20	\$ 7,801.60	\$ 7,996.80	Bi-weekly*
				\$ 11,984.27	\$ 12,584.00	\$ 13,213.20	\$ 13,873.60	\$ 14,220.27	\$ 14,575.60	\$ 14,939.60	\$ 15,312.27	\$ 15,697.07	\$ 16,088.80	\$ 16,490.93	\$ 16,903.47	\$ 17,326.40	Monthly*
				\$ 143,811.20	\$ 151,008.00	\$ 158,558.40	\$ 166,483.20	\$ 170,643.20	\$ 174,907.20	\$ 179,275.20	\$ 183,747.20	\$ 188,364.80	\$ 193,065.60	\$ 197,891.20	\$ 202,841.60	\$ 207,916.80	Annually*
328				\$ 49.14	\$ 51.60	\$ 54.17	\$ 56.85	\$ 58.26	\$ 59.72	\$ 61.21	\$ 62.74	\$ 64.31	\$ 65.92	\$ 67.57	\$ 69.26	\$ 70.99	Hourly
				\$ 3,931.20	\$ 4,128.00	\$ 4,333.60	\$ 4,548.00	\$ 4,660.80	\$ 4,777.60	\$ 4,896.80	\$ 5,019.20	\$ 5,144.80	\$ 5,273.60	\$ 5,405.60	\$ 5,540.80	\$ 5,679.20	Bi-weekly*
				\$ 8,517.60	\$ 8,944.00	\$ 9,389.47	\$ 9,854.00	\$ 10,098.40	\$ 10,351.47	\$ 10,609.73	\$ 10,874.93	\$ 11,147.07	\$ 11,426.13	\$ 11,712.13	\$ 12,005.07	\$ 12,304.93	Monthly*
				\$ 102,211.20	\$ 107,328.00	\$ 112,673.60	\$ 118,248.00	\$ 121,180.80	\$ 124,217.60	\$ 127,316.80	\$ 130,499.20	\$ 133,764.80	\$ 137,113.60	\$ 140,545.60	\$ 144,060.80	\$ 147,659.20	Annually*
329				\$ 51.60	\$ 54.17	\$ 56.89	\$ 59.69	\$ 61.17	\$ 62.71	\$ 64.28	\$ 65.88	\$ 67.53	\$ 69.22	\$ 70.95	\$ 72.72	\$ 74.54	Hourly
				\$ 4,128.00	\$ 4,333.60	\$ 4,551.20	\$ 4,775.20	\$ 4,893.60	\$ 5,016.80	\$ 5,142.40	\$ 5,270.40	\$ 5,402.40	\$ 5,537.60	\$ 5,676.00	\$ 5,817.60	\$ 5,963.20	Bi-weekly*
				\$ 8,944.00	\$ 9,389.47	\$ 9,860.93	\$ 10,346.27	\$ 10,602.80	\$ 10,869.73	\$ 11,141.87	\$ 11,419.20	\$ 11,705.20	\$ 11,998.13	\$ 12,298.00	\$ 12,604.80	\$ 12,920.27	Monthly*
				\$ 107,328.00	\$ 112,673.60	\$ 118,331.20	\$ 124,155.20	\$ 127,233.60	\$ 130,436.80	\$ 133,702.40	\$ 137,030.40	\$ 140,462.40	\$ 143,977.60	\$ 147,576.00	\$ 151,257.60	\$ 155,043.20	Annually*
330	Assistant to the City Manager	Exempt	1	\$ 54.17	\$ 56.89	\$ 59.73	\$ 62.67	\$ 64.24	\$ 65.85	\$ 67.49	\$ 69.18	\$ 70.90	\$ 72.67	\$ 74.50	\$ 76.35	\$ 78.26	Hourly
				\$ 4,333.60	\$ 4,551.20	\$ 4,778.40	\$ 5,013.60	\$ 5,139.20	\$ 5,268.00	\$ 5,399.20	\$ 5,534.40	\$ 5,672.00	\$ 5,813.60	\$ 5,960.00	\$ 6,108.00	\$ 6,260.80	Bi-weekly*
				\$ 9,389.47	\$ 9,860.93	\$ 10,353.20	\$ 10,862.80	\$ 11,134.93	\$ 11,414.00	\$ 11,698.27	\$ 11,991.20	\$ 12,289.33	\$ 12,596.13	\$ 12,913.33	\$ 13,234.00	\$ 13,565.07	Monthly*
				\$ 112,673.60	\$ 118,331.20	\$ 124,238.40	\$ 130,353.60	\$ 133,619.20	\$ 136,968.00	\$ 140,379.20	\$ 143,894.40	\$ 147,472.00	\$ 151,153.60	\$ 154,960.00	\$ 158,808.00	\$ 162,780.80	Annually*
331				\$ 56.85	\$ 59.69	\$ 62.67	\$ 65.81	\$ 67.45	\$ 69.14	\$ 70.86	\$ 72.63	\$ 74.45	\$ 76.31	\$ 78.22	\$ 80.18	\$ 82.17	Hourly
				\$ 4,548.00	\$ 4,775.20	\$ 5,013.60	\$ 5,264.80	\$ 5,396.00	\$ 5,531.20	\$ 5,668.80	\$ 5,810.40	\$ 5,956.00	\$ 6,104.80	\$ 6,257.60	\$ 6,414.40	\$ 6,573.60	Bi-weekly*
				\$ 9,854.00	\$ 10,346.27	\$ 10,862.80	\$ 11,407.07	\$ 11,691.33	\$ 11,984.27	\$ 12,282.40	\$ 12,589.20	\$ 12,904.67	\$ 13,227.07	\$ 13,558.13	\$ 13,897.87	\$ 14,242.80	Monthly*
				\$ 118,248.00	\$ 124,155.20	\$ 130,353.60	\$ 136,884.80	\$ 140,296.00	\$ 143,811.20	\$ 147,388.80	\$ 151,070.40	\$ 154,856.00	\$ 158,724.80	\$ 162,697.60	\$ 166,774.40	\$ 170,913.60	Annually*
332				\$ 59.69	\$ 62.67	\$ 65.81	\$ 69.10	\$ 70.82	\$ 72.59	\$ 74.40	\$ 76.26	\$ 78.17	\$ 80.12	\$ 82.12	\$ 84.18	\$ 86.28	Hourly
				\$ 4,775.20	\$ 5,013.60	\$ 5,264.80	\$ 5,528.00	\$ 5,665.60	\$ 5,807.20	\$ 5,952.00	\$ 6,100.80	\$ 6,253.60	\$ 6,409.60	\$ 6,569.60	\$ 6,734.40	\$ 6,902.40	Bi-weekly*
				\$ 10,346.27	\$ 10,862.80	\$ 11,407.07	\$ 11,977.33	\$ 12,275.47	\$ 12,582.27	\$ 12,896.00	\$ 13,218.40	\$ 13,549.47	\$ 13,887.47	\$ 14,234.13	\$ 14,591.20	\$ 14,955.20	Monthly*
				\$ 124,155.20	\$ 130,353.60	\$ 136,884.80	\$ 143,728.00	\$ 147,305.60	\$ 150,987.20	\$ 154,752.00	\$ 158,620.80	\$ 162,593.60	\$ 166,649.60	\$ 170,809.60	\$ 175,094.40	\$ 179,462.40	Annually*
333				\$ 62.67	\$ 65.81	\$ 69.10	\$ 72.55	\$ 74.36	\$ 76.22	\$ 78.13	\$ 80.07	\$ 82.08	\$ 84.13	\$ 86.23	\$ 88.39	\$ 90.60	Hourly
				\$ 5,013.60	\$ 5,264.80	\$ 5,528.00	\$ 5,804.00	\$ 5,948.80	\$ 6,097.60	\$ 6,250.40	\$ 6,405.60	\$ 6,566.40	\$ 6,730.40	\$ 6,898.40	\$ 7,071.20	\$ 7,248.00	Bi-weekly*
				\$ 10,862.80	\$ 11,407.07	\$ 11,977.33	\$ 12,575.33	\$ 12,889.07	\$ 13,211.47	\$ 13,542.53	\$ 13,878.80	\$ 14,227.20	\$ 14,582.53	\$ 14,946.53	\$ 15,320.93	\$ 15,704.00	Monthly*
				\$ 130,353.60	\$ 136,884.80	\$ 143,728.00	\$ 150,904.00	\$ 154,668.80	\$ 158,537.60	\$ 162,510.40	\$ 166,545.60	\$ 170,726.40	\$ 174,990.40	\$ 179,358.40	\$ 183,851.20	\$ 188,448.00	Annually*
334	City Clerk	Exempt	1	\$ 65.81	\$ 69.10	\$ 72.55	\$ 76.18	\$ 78.07	\$ 80.03	\$ 82.03	\$ 84.08	\$ 86.18	\$ 88.33	\$ 90.55	\$ 92.80	\$ 95.13	Hourly
				\$ 5,264.80	\$ 5,528.00	\$ 5,804.00	\$ 6,094.40	\$ 6,245.60	\$ 6,402.40	\$ 6,562.40	\$ 6,726.40	\$ 6,894.40	\$ 7,066.40	\$ 7,244.00	\$ 7,424.00	\$ 7,610.40	Bi-weekly*
				\$ 11,407.07	\$ 11,977.33	\$ 12,575.33	\$ 13,204.53	\$ 13,532.13	\$ 13,871.87	\$ 14,218.53	\$ 14,573.87	\$ 14,937.87	\$ 15,310.53	\$ 15,695.33	\$ 16,085.33	\$ 16,489.20	Monthly*
				\$ 136,884.80	\$ 143,728.00	\$ 150,904.00	\$ 158,454.40	\$ 162,385.60	\$ 166,462.40	\$ 170,622.40	\$ 174,886.40	\$ 179,254.40	\$ 183,726.40	\$ 188,344.00	\$ 193,024.00	\$ 197,870.40	Annually*
335				\$ 69.10	\$ 72.55	\$ 76.18	\$ 79.98	\$ 81.98	\$ 84.03	\$ 86.13	\$ 88.28	\$ 90.49	\$ 92.75	\$ 95.07	\$ 97.45	\$ 99.89	Hourly
				\$ 5,528.00	\$ 5,804.00	\$ 6,094.40	\$ 6,398.40	\$ 6,558.40	\$ 6,722.40	\$ 6,890.40	\$ 7,062.40	\$ 7,239.20	\$ 7,420.00	\$ 7,605.60	\$ 7,796.00	\$ 7,991.20	Bi-weekly*
				\$ 11,977.33	\$ 12,575.33	\$ 13,204.53	\$ 13,863.20	\$ 14,209.87	\$ 14,565.20	\$ 14,929.20	\$ 15,301.87	\$ 15,684.93	\$ 16,076.67	\$ 16,478.80	\$ 16,891.33	\$ 17,314.27	Monthly*
				\$ 143,728.00	\$ 150,904.00	\$ 158,454.40	\$ 166,358.40	\$ 170,518.40	\$ 174,782.40	\$ 179,150.40	\$ 183,622.40	\$ 188,219.20	\$ 192,920.00	\$ 197,745.60	\$ 202,696.00	\$ 207,771.20	Annually*

Effective January 1, 2026

Groups:
1 - Executive Confidential; 2a - Management Confidential; 2b - Management; 3 - Supervisory; 4a - General Confidential; 4b - General

Pay Grade	Position	FLSA Status	Group	1	2	3	A	B	C	D	E	F	G	H	I	J	
336				\$ 72.60	\$ 76.23	\$ 80.04	\$ 84.04	\$ 86.14	\$ 88.29	\$ 90.50	\$ 92.76	\$ 95.08	\$ 97.46	\$ 99.90	\$ 102.40	\$ 104.95	Hourly
				\$ 5,808.00	\$ 6,098.40	\$ 6,403.20	\$ 6,723.20	\$ 6,891.20	\$ 7,063.20	\$ 7,240.00	\$ 7,420.80	\$ 7,606.40	\$ 7,796.80	\$ 7,992.00	\$ 8,192.00	\$ 8,396.00	Bi-weekly*
				\$ 12,584.00	\$ 13,213.20	\$ 13,873.60	\$ 14,566.93	\$ 14,930.93	\$ 15,303.60	\$ 15,686.67	\$ 16,078.40	\$ 16,480.53	\$ 16,893.07	\$ 17,316.00	\$ 17,749.33	\$ 18,191.33	Monthly*
				\$ 151,008.00	\$ 158,558.40	\$ 166,483.20	\$ 174,803.20	\$ 179,171.20	\$ 183,643.20	\$ 188,240.00	\$ 192,940.80	\$ 197,766.40	\$ 202,716.80	\$ 207,792.00	\$ 212,992.00	\$ 218,296.00	Annually*
337				\$ 76.23	\$ 80.04	\$ 84.04	\$ 88.24	\$ 90.45	\$ 92.71	\$ 95.03	\$ 97.41	\$ 99.84	\$ 102.34	\$ 104.89	\$ 107.51	\$ 110.20	Hourly
				\$ 6,098.40	\$ 6,403.20	\$ 6,723.20	\$ 7,059.20	\$ 7,236.00	\$ 7,416.80	\$ 7,602.40	\$ 7,792.80	\$ 7,987.20	\$ 8,187.20	\$ 8,391.20	\$ 8,600.80	\$ 8,816.00	Bi-weekly*
				\$ 13,213.20	\$ 13,873.60	\$ 14,566.93	\$ 15,294.93	\$ 15,678.00	\$ 16,069.73	\$ 16,471.87	\$ 16,884.40	\$ 17,305.60	\$ 17,738.93	\$ 18,180.93	\$ 18,635.07	\$ 19,101.33	Monthly*
				\$ 158,558.40	\$ 166,483.20	\$ 174,803.20	\$ 183,539.20	\$ 188,136.00	\$ 192,836.80	\$ 197,662.40	\$ 202,612.80	\$ 207,667.20	\$ 212,867.20	\$ 218,171.20	\$ 223,620.80	\$ 229,216.00	Annually*
338	Public Works Director	Exempt	1	\$ 80.04	\$ 84.04	\$ 88.24	\$ 92.65	\$ 94.97	\$ 97.34	\$ 99.77	\$ 102.27	\$ 104.83	\$ 107.45	\$ 110.14	\$ 112.89	\$ 115.71	Hourly
	City Clerk - MMC Certified	Exempt	1	\$ 6,403.20	\$ 6,723.20	\$ 7,059.20	\$ 7,412.00	\$ 7,597.60	\$ 7,787.20	\$ 7,981.60	\$ 8,181.60	\$ 8,386.40	\$ 8,596.00	\$ 8,811.20	\$ 9,031.20	\$ 9,256.80	Bi-weekly*
	Community Services Director	Exempt	1	\$ 13,873.60	\$ 14,566.93	\$ 15,294.93	\$ 16,059.33	\$ 16,461.47	\$ 16,872.27	\$ 17,293.47	\$ 17,726.80	\$ 18,170.53	\$ 18,624.67	\$ 19,090.93	\$ 19,567.60	\$ 20,056.40	Monthly*
				\$ 166,483.20	\$ 174,803.20	\$ 183,539.20	\$ 192,712.00	\$ 197,537.60	\$ 202,467.20	\$ 207,521.60	\$ 212,721.60	\$ 218,046.40	\$ 223,496.00	\$ 229,091.20	\$ 234,811.20	\$ 240,676.80	Annually*
339	Community Development Director	Exempt	1	\$ 84.04	\$ 88.24	\$ 92.65	\$ 97.28	\$ 99.72	\$ 102.21	\$ 104.77	\$ 107.39	\$ 110.07	\$ 112.82	\$ 115.64	\$ 118.53	\$ 121.49	Hourly
	Public Works Director/City Engineer	Exempt	1	\$ 6,723.20	\$ 7,059.20	\$ 7,412.00	\$ 7,782.40	\$ 7,977.60	\$ 8,176.80	\$ 8,381.60	\$ 8,591.20	\$ 8,805.60	\$ 9,025.60	\$ 9,251.20	\$ 9,482.40	\$ 9,719.20	Bi-weekly*
				\$ 14,566.93	\$ 15,294.93	\$ 16,059.33	\$ 16,861.87	\$ 17,284.80	\$ 17,716.40	\$ 18,160.13	\$ 18,614.27	\$ 19,078.80	\$ 19,555.47	\$ 20,044.27	\$ 20,545.20	\$ 21,058.27	Monthly*
				\$ 174,803.20	\$ 183,539.20	\$ 192,712.00	\$ 202,342.40	\$ 207,417.60	\$ 212,596.80	\$ 217,921.60	\$ 223,371.20	\$ 228,945.60	\$ 234,665.60	\$ 240,531.20	\$ 246,542.40	\$ 252,699.20	Annually*
340	Deputy City Manager	Exempt	1	\$ 88.24	\$ 92.65	\$ 97.28	\$ 102.15	\$ 104.70	\$ 107.32	\$ 110.00	\$ 112.75	\$ 115.57	\$ 118.46	\$ 121.42	\$ 124.46	\$ 127.57	Hourly
				\$ 7,059.20	\$ 7,412.00	\$ 7,782.40	\$ 8,172.00	\$ 8,376.00	\$ 8,585.60	\$ 8,800.00	\$ 9,020.00	\$ 9,245.60	\$ 9,476.80	\$ 9,713.60	\$ 9,956.80	\$ 10,205.60	Bi-weekly*
				\$ 15,294.93	\$ 16,059.33	\$ 16,861.87	\$ 17,706.00	\$ 18,148.00	\$ 18,602.13	\$ 19,066.67	\$ 19,543.33	\$ 20,032.13	\$ 20,533.07	\$ 21,046.13	\$ 21,573.07	\$ 22,112.13	Monthly*
				\$ 183,539.20	\$ 192,712.00	\$ 202,342.40	\$ 212,472.00	\$ 217,776.00	\$ 223,225.60	\$ 228,800.00	\$ 234,520.00	\$ 240,385.60	\$ 246,396.80	\$ 252,553.60	\$ 258,876.80	\$ 265,345.60	Annually*
341				\$ 92.65	\$ 97.28	\$ 102.15	\$ 107.26	\$ 109.94	\$ 112.69	\$ 115.51	\$ 118.39	\$ 121.35	\$ 124.38	\$ 127.50	\$ 130.68	\$ 133.95	Hourly
				\$ 7,412.00	\$ 7,782.40	\$ 8,172.00	\$ 8,580.80	\$ 8,795.20	\$ 9,015.20	\$ 9,240.80	\$ 9,471.20	\$ 9,708.00	\$ 9,950.40	\$ 10,200.00	\$ 10,454.40	\$ 10,716.00	Bi-weekly*
				\$ 16,059.33	\$ 16,861.87	\$ 17,706.00	\$ 18,591.73	\$ 19,056.27	\$ 19,532.93	\$ 20,021.73	\$ 20,520.93	\$ 21,034.00	\$ 21,559.20	\$ 22,100.00	\$ 22,651.20	\$ 23,218.00	Monthly*
				\$ 192,712.00	\$ 202,342.40	\$ 212,472.00	\$ 223,100.80	\$ 228,675.20	\$ 234,395.20	\$ 240,260.80	\$ 246,251.20	\$ 252,408.00	\$ 258,710.40	\$ 265,200.00	\$ 271,814.40	\$ 278,616.00	Annually*
342	Assistant City Manager	Exempt	1	\$ 97.28	\$ 102.15	\$ 107.26	\$ 112.62	\$ 115.44	\$ 118.33	\$ 121.28	\$ 124.31	\$ 127.42	\$ 130.61	\$ 133.87	\$ 137.22	\$ 140.65	Hourly
				\$ 7,782.40	\$ 8,172.00	\$ 8,580.80	\$ 9,009.60	\$ 9,235.20	\$ 9,466.40	\$ 9,702.40	\$ 9,944.80	\$ 10,193.60	\$ 10,448.80	\$ 10,709.60	\$ 10,977.60	\$ 11,252.00	Bi-weekly*
				\$ 16,861.87	\$ 17,706.00	\$ 18,591.73	\$ 19,520.80	\$ 20,009.60	\$ 20,510.53	\$ 21,021.87	\$ 21,547.07	\$ 22,086.13	\$ 22,639.07	\$ 23,204.13	\$ 23,784.80	\$ 24,379.33	Monthly*
				\$ 202,342.40	\$ 212,472.00	\$ 223,100.80	\$ 234,249.60	\$ 240,115.20	\$ 246,126.40	\$ 252,262.40	\$ 258,564.80	\$ 265,033.60	\$ 271,668.80	\$ 278,449.60	\$ 285,417.60	\$ 292,552.00	Annually*
343				\$ 102.15	\$ 107.26	\$ 112.62	\$ 118.25	\$ 121.21	\$ 124.24	\$ 127.35	\$ 130.52	\$ 133.79	\$ 137.13	\$ 140.56	\$ 144.07	\$ 147.68	Hourly
				\$ 8,172.00	\$ 8,580.80	\$ 9,009.60	\$ 9,460.00	\$ 9,696.80	\$ 9,939.20	\$ 10,188.00	\$ 10,441.60	\$ 10,703.20	\$ 10,970.40	\$ 11,244.80	\$ 11,525.60	\$ 11,814.40	Bi-weekly*
				\$ 17,706.00	\$ 18,591.73	\$ 19,520.80	\$ 20,496.67	\$ 21,009.73	\$ 21,534.93	\$ 22,074.00	\$ 22,623.47	\$ 23,190.27	\$ 23,769.20	\$ 24,363.73	\$ 24,972.13	\$ 25,597.87	Monthly*
				\$ 212,472.00	\$ 223,100.80	\$ 234,249.60	\$ 245,960.00	\$ 252,116.80	\$ 258,419.20	\$ 264,888.00	\$ 271,481.60	\$ 278,283.20	\$ 285,230.40	\$ 292,364.80	\$ 299,665.60	\$ 307,174.40	Annually*
344				\$ 107.26	\$ 112.62	\$ 118.25	\$ 124.17	\$ 127.26	\$ 130.45	\$ 133.71	\$ 137.05	\$ 140.48	\$ 143.99	\$ 147.59	\$ 151.28	\$ 155.06	Hourly
				\$ 8,580.80	\$ 9,009.60	\$ 9,460.00	\$ 9,933.60	\$ 10,180.80	\$ 10,436.00	\$ 10,696.80	\$ 10,964.00	\$ 11,238.40	\$ 11,519.20	\$ 11,807.20	\$ 12,102.40	\$ 12,404.80	Bi-weekly*
				\$ 18,591.73	\$ 19,520.80	\$ 20,496.67	\$ 21,522.80	\$ 22,058.40	\$ 22,611.33	\$ 23,176.40	\$ 23,755.33	\$ 24,349.87	\$ 24,958.27	\$ 25,582.27	\$ 26,221.87	\$ 26,877.07	Monthly*
				\$ 223,100.80	\$ 234,249.60	\$ 245,960.00	\$ 258,273.60	\$ 264,700.80	\$ 271,336.00	\$ 278,116.80	\$ 285,064.00	\$ 292,198.40	\$ 299,499.20	\$ 306,987.20	\$ 314,662.40	\$ 322,524.80	Annually*
345				\$ 112.62	\$ 118.25	\$ 124.17	\$ 130.37	\$ 133.63	\$ 136.97	\$ 140.39	\$ 143.91	\$ 147.51	\$ 151.19	\$ 154.97	\$ 158.84	\$ 162.81	Hourly
				\$ 9,009.60	\$ 9,460.00	\$ 9,933.60	\$ 10,429.60	\$ 10,690.40	\$ 10,957.60	\$ 11,231.20	\$ 11,512.80	\$ 11,800.80	\$ 12,095.20	\$ 12,397.60	\$ 12,707.20	\$ 13,024.80	Bi-weekly*
				\$ 19,520.80	\$ 20,496.67	\$ 21,522.80	\$ 22,597.47	\$ 23,162.53	\$ 23,741.47	\$ 24,334.27	\$ 24,944.40	\$ 25,568.40	\$ 26,206.27	\$ 26,861.47	\$ 27,532.27	\$ 28,220.40	Monthly*
				\$ 234,249.60	\$ 245,960.00	\$ 258,273.60	\$ 271,169.60	\$ 277,950.40	\$ 284,897.60	\$ 292,011.20	\$ 299,332.80	\$ 306,820.80	\$ 314,475.20	\$ 322,337.60	\$ 330,387.20	\$ 338,644.80	Annually*
346				\$ 118.25	\$ 124.17	\$ 130.37	\$ 136.89	\$ 140.31	\$ 143.82	\$ 147.42	\$ 151.10	\$ 154.88	\$ 158.75	\$ 162.72	\$ 166.79	\$ 170.96	Hourly
				\$ 9,460.00	\$ 9,933.60	\$ 10,429.60	\$ 10,951.20	\$ 11,224.80	\$ 11,505.60	\$ 11,793.60	\$ 12,088.00	\$ 12,390.40	\$ 12,700.00	\$ 13,017.60	\$ 13,343.20	\$ 13,676.80	Bi-weekly*
				\$ 20,496.67	\$ 21,522.80	\$ 22,597.47	\$ 23,727.60	\$ 24,320.40	\$ 24,928.80	\$ 25,552.80	\$ 26,190.67	\$ 26,845.87	\$ 27,516.67	\$ 28,204.80	\$ 28,910.27	\$ 29,633.07	Monthly*
				\$ 245,960.00	\$ 258,273.60	\$ 271,169.60	\$ 284,731.20	\$ 291,844.80	\$ 299,145.60	\$ 306,633.60	\$ 314,288.00	\$ 322,150.40	\$ 330,200.00	\$ 338,457.60	\$ 346,923.20	\$ 355,596.80	Annually*
347				\$ 124.17	\$ 130.37	\$ 136.89	\$ 143.74	\$ 147.32	\$ 151.01	\$ 154.79	\$ 158.66	\$ 162.62	\$ 166.69	\$ 170.86	\$ 175.12	\$ 179.50	Hourly
				\$ 9,933.60	\$ 10,429.60	\$ 10,951.20	\$ 11,499.20	\$ 11,785.60	\$ 12,080.80	\$ 12,383.20	\$ 12,692.80	\$ 13,009.60	\$ 13,335.20	\$ 13,668.80	\$ 14,009.60	\$ 14,360.00	Bi-weekly*
				\$ 21,522.80	\$ 22,597.47	\$ 23,727.60	\$ 24,914.93	\$ 25,535.47	\$ 26,175.07	\$ 26,830.27	\$ 27,501.07	\$ 28,187.47	\$ 28,892.93	\$ 29,615.73	\$ 30,354.13	\$ 31,113.33	Monthly*
				\$ 258,273.60	\$ 271,169.60	\$ 284,731.20	\$ 298,979.20	\$ 306,425.60	\$ 314,100.80	\$ 321,963.20	\$ 330,012.80	\$ 338,249.60	\$ 346,715.20	\$ 355,388.80	\$ 364,249.60	\$ 373,360.00	Annually*
401	City Manager	Exempt	1				\$ 135.10									\$ 135.10	Hourly*
							\$ 10,807.69									\$ 10,807.69	Bi-weekly*
							\$ 23,416.67									\$ 23,416.67	Monthly*
							\$ 281,000.00									\$ 281,000.00	Annually

Effective January 1, 2026

Pay Grade	Position	FLSA Status	Group	1	2	3	A	B	C	D	E	F	G	H	I	J	
501	Retired Annuitant Clerical Extra Help	Non-Exempt	4b				\$ 22.55	\$ 23.68	\$ 24.86	\$ 26.10	\$ 27.41	\$ 28.78	\$ 30.22	\$ 31.73	\$ 33.32	\$ 34.98	Hourly
502	Retired Annuitant Analyst Extra Help	Non-Exempt	4b				\$ 45.10	\$ 47.36	\$ 49.72	\$ 52.21	\$ 54.82	\$ 57.56	\$ 60.44	\$ 63.46	\$ 66.63	\$ 69.96	Hourly
503	Retired Annuitant Supervisory Extra Help	Non-Exempt	3				\$ 47.15	\$ 49.51	\$ 51.98	\$ 54.58	\$ 57.31	\$ 60.18	\$ 63.19	\$ 66.34	\$ 69.66	\$ 73.15	Hourly
504	Retired Annuitant Project Lead Extra Help	Non-Exempt	4b				\$ 56.38	\$ 59.19	\$ 62.15	\$ 65.26	\$ 68.52	\$ 71.95	\$ 75.55	\$ 79.33	\$ 83.29	\$ 87.46	Hourly
505	Retired Annuitant Management Extra Help	Non-Exempt	2b				\$ 63.55	\$ 66.73	\$ 70.06	\$ 73.57	\$ 77.25	\$ 81.11	\$ 85.16	\$ 89.42	\$ 93.89	\$ 98.59	Hourly
506	Retired Annuitant Executive Extra Help	Non-Exempt	1				\$ 82.00	\$ 76.88	\$ 80.72	\$ 84.75	\$ 88.99	\$ 93.44	\$ 98.11	\$ 103.02	\$ 108.17	\$ 113.58	Hourly
507	Retired Annuitant City Manager Extra Help	Non-Exempt	1				\$ 112.75	\$ 118.39	\$ 124.31	\$ 130.52	\$ 137.05	\$ 143.90	\$ 151.10	\$ 158.65	\$ 166.58	\$ 174.91	Hourly

Effective January 1, 2026

Groups:
1 - Executive Confidential; 2a - Management Confidential; 3 - Supervisory; 4a - General Confidential; 4b - General



**CITY OF WILDOMAR
MEETING (R)
GENERAL BUSINESS
Agenda Staff Report # 3.1
Meeting Date: December 3, 2025**

SUBJECT: Appointment of Mayor and Mayor Pro Tempore for 2026

SUBMITTED BY: Janet Morales, City Clerk

ACTION:
Appoint a Mayor and Mayor Pro Tempore for Calendar Year 2026.

SUMMARY:
Each December, the City Council conducts its annual appointments, selecting one member to serve as Mayor and one member to serve as Mayor Pro Tem for the upcoming calendar year.

DISCUSSION:
Per Resolution No. 09-72, appointments to the positions of Mayor and Mayor Pro Tem are conducted annually at the December City Council Meeting. The regular term of office for both positions is one calendar year, commencing January 1st and concluding December 31st. In the event the Mayor or Mayor Pro Tem is removed or the position otherwise becomes vacant prior to the expiration of the term, the successor shall assume office immediately to serve the unexpired portion of the term in addition to the subsequent one-year term.

Accordingly, it is appropriate at this time for the City Council to appoint a Mayor and a Mayor Pro Tem for the period of January 1, 2026, through December 31, 2026.

FISCAL IMPACT:
None.

ATTACHMENTS:
[1. Resolution No. 09-72](#)

RESOLUTION NO. 09 – 72

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA , REPEALING RESOLUTION NO. 08-09 AND ESTABLISHING A METHOD FOR THE SELECTION AND APPOINTMENT OF A MAYOR AND MAYOR PRO TEMPORE

WHEREAS, the City of Wildomar was incorporated on July 1, 2008, as a General Law City of the State of California; and

WHEREAS, the City Council of Wildomar adopted Resolution 08-09 on July 1, 2008, establishing method for the selection and appointment of a mayor and mayor pro tempore for the City; and

WHEREAS, the City Council now wishes to repeal Resolution 08-09 and establish a new method for selection and appointment of a mayor and mayor pro tempore for the City in accord with the provisions of Government Code Section 36801.

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

Section 1. Repeal of Resolution 08-09. Resolution 08-09 is hereby repealed in its entirety.

Section 2. Selection of Mayor and Mayor Pro Tempore. The City Council shall select one member of the City Council to serve as Mayor and one member of the City Council to serve as Mayor Pro Tempore by a simple majority vote of the City Council. This selection shall be on an annual basis at the first meeting of the City Council in December of each year.

Section 3. Term of Office for Mayor and Mayor Pro Tempore. The Mayor and Mayor Pro Tempore serve at the pleasure of the City Council. The regular term of office for the Mayor and Mayor Pro Tempore shall be for one calendar year, commencing on January 1st and continuing through December 31st of each year. Should the Mayor or the Mayor Pro Tempore be removed, or the position vacated before his or her one year term of service is complete, a new Council Member shall be selected immediately thereafter to succeed to the office for the remainder of the one year term. Selection of the Mayor and Mayor Pro Tempore may occur at any regular, special, or adjourned meeting of the City Council.

PASSED, APPROVED AND ADOPTED this 28th day of October, 2009.



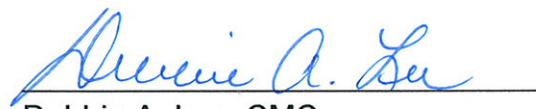
Scott Farnam
Mayor

APPROVED AS TO FORM:

ATTEST:



Julie Hayward Biggs
City Attorney



Debbie A. Lee, CMC
City Clerk

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

I, Debbie A. Lee, CMC, City Clerk of the City of Wildomar, California, do hereby certify that the foregoing Resolution No. 09-72 was duly adopted at a regular meeting held on October 28, 2009, by the City Council of the City of Wildomar, California, by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None



Debbie A. Lee, CMC
City Clerk
City of Wildomar



**CITY OF WILDOMAR
MEETING (R)
GENERAL BUSINESS
Agenda Staff Report # 3.2
Meeting Date: December 3, 2025**

SUBJECT: City Council Annual City and Regional Committees,
Commissions, and Board Appointments

SUBMITTED BY: Janet Morales, City Clerk

ACTION:
Review the attached list of committees, commissions, and boards, and update appointments as needed.

BACKGROUND:
The City Council reviews the list of city representatives and alternates for various committees, commissions, and boards annually in December, and as requested. The last update was approved on December 9, 2024 (attached).

DISCUSSION:
Staff recommends that the City Council review the attached list and make revisions as needed. The appointments are effective immediately through the following calendar year or until revised by the City Council.

FISCAL IMPACT:
None.

ATTACHMENTS:
[1. Council Committees as of 12-9-2024](#)



CITY COUNCIL COMMITTEES, COMMISSIONS, BOARDS

Elsinore Valley Municipal Water District

**Ashlee DePhillippo
Joseph Morabito**

Meets on the second Monday of every other month at 8:30 a.m. at either their offices or City Hall (rotates every other month)

Intergovernmental Relations Committee

**Ashlee DePhillippo
Dustin Nigg**

Meets as needed

Lake Elsinore Unified School District

**Dustin Nigg
Ashlee DePhillippo**

Meets on the first Monday quarterly during the school year at 4:30 p.m. at either LEUSD offices, City Hall, or via Zoom.

Franchise Committee

**Ashlee DePhillippo
Dustin Nigg**

Meets as needed.

Finance Committee

**Bridgette Moore
Carlos Marquez**

Meets as needed.

Community Services Committee

**Bridgette Moore
Carlos Marquez**

Meets as needed.

Regional Homeless Task Force

**Ashlee DePhillippo
Bridgette Moore**

Meets as needed.

REGIONAL COMMITTEES, COMMISSIONS, BOARDS

League of California Cities

Meets annually at the League Annual Conference.

Joseph Morabito, Voting Delegate
Bridgette Moore, Alternate

CIRA

California Intergovernmental Risk Authority

Meets in May and December in Sacramento.

Emily Wolf, Director
Heidi Schrader, Alternate

RCA

Western Riverside County Regional Conservation Authority

Meets the first Monday of each month (Jan., July & Sept. meets the second Monday) at 12:30 p.m. at the County Administration Center, Board of Supervisors Chambers, 4080 Lemon Street, Riverside.

Joseph Morabito
Ashlee DePhillippo, Alternate

RCHCA

Riverside County Habitat Conservation Agency

Meets the third Thursday Quarterly at 11:30 a.m. at the WRCOG office, 3390 University Ave., Suite 200, Riverside.

Joseph Morabito
Ashlee DePhillippo, Alternate

RCTC

Riverside County Transportation Commission

Meets the second Wednesday of each month at 9:30 a.m. at the County Administration Center, Board of Supervisors Chambers, 4080 Lemon Street, Riverside.

Joseph Morabito
Dustin Nigg, Alternate

RTA

Riverside Transit Agency

Meets the fourth Thursday of each month at 3:00 p.m. at the County Administration Center, Board of Supervisors Chambers, 4080 Lemon Street, Riverside.

Bridgette Moore
Joseph Morabito, Alternate

SCAG

Southern California Association of Governments

Meets annually in June of each year.

Joseph Morabito
Dustin Nigg, Alternate

Southwest Community Financing Authority (Animal Shelter)

Meets as needed.

Carlos Marquez
Bridgette Moore, Alternate

WRCOG

Western Riverside Council of Governments

Meets the first Monday of each month at 2:00 p.m. at the County Administration Center, Board of Supervisors Chambers, 4080 Lemon Street, Riverside.

Joseph Morabito
Ashlee DePhillippo, Alternate