# CITY COUNCIL/CEMETERY DISTRICT - CC - REGULAR MEETING

## WEDNESDAY, JANUARY 18, 2023
## Adjourned Regular Session 6:00 PM

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

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

Daniel York, City Manager/General Manager  Thomas D. Jex, City Attorney/District 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 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 – ADJOURNED REGULAR SESSION - 6:00 P.M.**

**ROLL CALL**

**FLAG SALUTE**

**PRESENTATIONS**
1. Other presentations

**DEPARTMENT REPORTS**

**Public Works/Engineering - Road Construction Updates**
Presented By: Jason Farag, Public Works/ Engineering Department

**RECOMMENDATION:**
Receive and file the Road Construction Updates from the Public Works/Engineering Department

**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.*

**COUNCIL COMMUNICATIONS**
1. Community events
2. Regional events
3. Chamber of Commerce
4. Riverside Conservation Authority (RCA)
5. Riverside Transit Agency (RTA)
6. Riverside County Transportation Commission (RCTC)
7. League of California Cities
8. Southern California Association of Governments (SCAG)
9. Riverside County Habitat Conservation Agency (RCHCA)
10. Western Riverside Council of Governments (WRCOG)
11. South Coast Air Quality Management District (SCAQMD)
12. Southwest Community Financing Authority (Animal Shelter)
13. Ad Hoc & Subcommittees

**APPROVAL OF THE AGENDA AS PRESENTED**
*The City Council 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 Council, the Public, or Staff request to have specific items removed from the Consent Calendar for separate discussion and/or action.*

### 1.1 Reading of Ordinances

**RECOMMENDATION:**
Approve the reading by title only of all Ordinances on this agenda.

### 1.2 Minutes-October 26, 2022-Special Meeting

Presented By: Jandi Aguilar, City Clerk's Office

**RECOMMENDATION:**
Approve the minutes as presented.

### 1.3 Warrant Register December 2022

Presented By: Adam Jantz, Administrative Services Department

**RECOMMENDATION:**
Approve the following:

For Fiscal Year 2022/2023

1. Warrant Register dated 12-01-2022 in the amount of $1,364,722.52.
2. Warrant Register dated 12-08-2022 in the amount of $328,841.25.
3. Warrant Registers dated 12-14-2022 in the amount of $193,318.80.
4. Warrant Register dated 12-22-2022 in the amount of $1,181,727.83.
5. Wire Transfer Register dated 11-30-2022 in the amount of $53,132.06.
6. Payroll Register dated 12-01-2022 in the amount of $202,920.68.

### 1.4 November 2022 Treasurers Report

Presented By: Adam Jantz, Administrative Services Department

**RECOMMENDATION:**
Approve the Treasurer’s Report for November 2022.

### 1.5 General Plan Update Progress Report #7

Presented By: Matthew Bassi, Planning Department

**RECOMMENDATION:**
Receive and File.

**1.6 Second Reading and Adoption of Special Tax Ordinance for Community Facilities District No. 2022-3 (Services for KB Verano)**
Presented By: Emily Stadnik, Public Works/ Engineering Department

**RECOMMENDATION:**
Conduct the second reading and adopt an Ordinance entitled:

ORDINANCE NO. 227
ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2022-3 (SERVICES FOR KB VERANO) OF THE CITY OF WILDOMAR AUTHORIZING THE LEVY OF SPECIAL TAXES

**1.7 FY2022 Annual Development Impact Fee Report**
Presented By: Adam Jantz, Administrative Services Department

**RECOMMENDATION:**
Receive and file the Annual report for the Development Impact Fees for the Fiscal Year Ending June 30, 2022.

**1.8 Mission Trail/Sedco Sidewalk Facilities Relocation Agreement with Southern California Edison (CIP 044-3)**
Presented By: Jason Farag, Public Works/ Engineering Department

**RECOMMENDATION:**
1. Authorize the City Manager to execute the Facilities Relocation Agreement with Southern California Edison (SCE) for the design and relocation of ten (10) power poles along Mission Trail for the Mission Trail/Sedco Sidewalk Phase III Project (Project); and

2. Adopt a CEQA Categorical Exemption for the project pursuant to Section 15301(c) for improvements to existing highways and streets.

**1.9 Records Management Retention Schedule Update**
Presented By: Janet Morales, City Clerk's Office

**RECOMMENDATION:**
Adopt a Resolution entitled:

RESOLUTION NO. 2023 - _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, UPDATING THE RECORDS RETENTION SCHEDULE FOR THE CITY

**1.10 34831 Killarney Lane, Parcel 3 of Parcel Map 37276 - Precise Grading Agreement and Stormwater Management/BMP Facilities Agreement**
Presented By: Emily Stadnik, Public Works/ Engineering Department

**RECOMMENDATION:**
1. Authorize the City Manager to execute the Precise Grading Agreement and the Stormwater Management/BMP Facilities Agreement with Mr. Thanh T. Tran and Mrs. Nguyen K. Tran.

2. Find that project is categorically exempt from CEQA per Section 15315 (Minor Land Divisions – Class 15) of the CEQA Guidelines.

**1.11 Consideration of annual reporting of completed State mandated fire and life safety inspections by the City of Wildomar in compliance with SB 1205 for Fiscal Year 2021-2022.**
Presented By: Daniel A York, Fire Department

**RECOMMENDATION:**
Adopt a resolution entitled:

RESOLUTION NO. 2023 - ____
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

**1.12 Annual Statement of Investment Policy**
Presented By: Adam Jantz, Administrative Services Department

**RECOMMENDATION:**
City Council adopt a Resolution entitled:

RESOLUTION 2023 - _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ADOPTING A STATEMENT OF INVESTMENT POLICY

**1.13 Planning Commission Appointments (DePhillippo, Marquez, Morabito)**
Presented By: Janet Morales, City Clerk's Office

**RECOMMENDATION:**
Ratify Mayor Morabito's, Council Member DePhillippo's and Council Member Marquez's nominations to reappoint Commissioners Filar, Strong and Bernard to serve on the Planning Commission for another term ending December 2026.

**1.14 Second Amendment to Agreement for Services between the City of Wildomar and HR Dynamics & Performance Management, Inc.**
Presented By: Daniel A York, City Manager

**RECOMMENDATION:**
Approve the Second Amendment to the Agreement between the City of Wildomar and HR Dynamics & Performance Management, Inc. to provide Executive Recruitment for the Administrative Services Director, with an additional $22,500 added for the FY 2022/23 Human Resources Contractual Services budget.

**1.15 Cultural Resource Treatment and Disposition Agreements between the City of Wildomar and Pechanga and Soboba Band of Luiseno Indians**
Presented By: Matthew Bassi, Planning Department

**RECOMMENDATION:**
Authorize the City Manager to execute the "Cultural Resource Treatment and Disposition Agreement" between the City of Wildomar and Pechanga and Soboba Band of Luiseno Indians for the Wildomar Cottages Affordable Housing Project (PA 22-0024).

**1.16 Memorandum of Understanding (MOU) with Riverside County Department of Environmental Health**
Presented By: Scott Burns, Building and Safety Department

**RECOMMENDATION:**
Authorize the City Manager to execute the MOU between Riverside County Environmental Health Department and the City of Wildomar.

## 2. PUBLIC HEARINGS
No items scheduled.

## 3. GENERAL BUSINESS

**3.1 City of Wildomar FY2024 & FY2025 Biennial Budget Goals Workshop**
Presented By: Adam Jantz, Administrative Services Department

**RECOMMENDATION:**
Receive comments from the public regarding the development of the City's Fiscal Year 2023-24 and 2024-25 Biennial Budget Goals for the City.

**3.2 Parks and Community Services Special Event Calendar and Marketing**
Presented By: Daniel Torres, Community Services Department

**RECOMMENDATION:**
Approve the Parks and Community Services special events calendar through 2023 and Marketing.

### 3.3 Planning Commission Appointment (Mayor Pro Tem Moore)

Presented By: Janet Morales

**RECOMMENDATION:**

Mayor Pro Tem Moore to nominate a citizen to serve as a Planning Commissioner for a term ending December 2024, subject to ratification by a majority vote of the City Council.

### 3.4 Termination Agreement Regarding Western Community Energy

Presented By: Daniel A York, City Manager

**RECOMMENDATION:**

1. Authorize the Mayor to execute the agreement.
2. Discuss other items related to Western Community Energy (WCE).

### 3.5 Proposed Revisions to the Traffic Signal Mast Arm Street Name Sign Blade Design

Presented By: Jason Farag, Public Works/ Engineering Department

**RECOMMENDATION:**

1. Approve revisions to the Traffic Signal Street Name Sign Blade Standard Design, for standard streets and for Wildomar Trail; and

2. Direct the City Engineer to prepare and approve a new City Standard Drawings for the new designs.

## CITY MANAGER REPORT

## FUTURE AGENDA ITEMS

### Future Agenda Items

**RECOMMENDATION:**

**Title- Councilmember-Anticipated Date**

1. Firework Ordinance - Morabito - Feb 2023
2. Clinton Keith Road on/off Ramp Maintenance - Moore - Mar 2023
3. Specifications for Little Free Library and other community donated items - Morabito - Feb 2023
4. Amend Fencing Requirements - Benoit - TBD
5. Amend Multi-Family Design Guidelines - Benoit - TBD

## ADJOURN THE CITY COUNCIL MEETING

***In accordance with Government Code Section 54952.3, I, Janet Morales, City of Wildomar City Clerk, do hereby declare that the Board of Trustees will receive no compensation or stipend for the convening of the following regular meeting of the Wildomar Cemetery District.***

**CALL TO ORDER THE ADJOURNED REGULAR WILDOMAR CEMETERY DISTRICT MEETING**

**ROLL CALL**

**PUBLIC COMMENTS**

**BOARD COMMUNICATIONS**

**APPROVAL OF THE AGENDA AS PRESENTED**

*The Board of Trustees to approve the agenda as it is herein presented, or, if it is the desire of the Board, the agenda can be reordered, added to, or have items tabled at this time.*

## 4. CEMETERY CONSENT CALENDAR

*All matters listed under the Consent Calendar are considered routine and will be enacted by one roll call vote. There will be no separate discussion of these items unless members of the Board, the Public, or Staff request to have specific items removed from the Consent Calendar for separate discussion and/or action.*

### 4.1 Minutes-December 14, 2022-Regular Meeting

Presented By: Jandi Aguilar, City Clerk's Office

**RECOMMENDATION:**

Approve the minutes as presented.

### 4.2 Warrant Register Cemetery December 2022

Presented By: Adam Jantz, Administrative Services Department

**RECOMMENDATION:**

For Fiscal Year 2022/20231.

1. Warrant Register dated 12-01-2022 in the amount of $1,579.00.
2. Warrant Register dated 12-08-2022 in the amount of $364.03.
3. Warrant Register dated 12-22-2022 in the amount of $6,872.49.

### 4.3 November 2022 Cemetery Treasurers Report

Presented By: Adam Jantz, Administrative Services Department

**RECOMMENDATION:**

Approve the Treasurer's Report for November 2022.

### 4.4 2023 Schedule for Removal of Flowers and Specialty Items

Presented By: Daniel Torres, Wildomar Cemetery

**RECOMMENDATION:**

Receive and file.

## 5. CEMETERY PUBLIC HEARINGS

## 6. CEMETERY GENERAL BUSINESS

## GENERAL MANAGER REPORT

## FUTURE AGENDA ITEMS

## ADJOURN THE WILDOMAR CEMETERY DISTRICT MEETING

## PARTICIPATION

The City of Wildomar encourages your participation in the meeting. The following options are available for the public to participate:

1. You may view the Regular Session meeting live on the City of Wildomar's website at http://www.cityofwildomar.org or on cable TV through Frontier Channel 36 or AT&T channel 99. To view from the website, select the live stream link on the top of the front page.
2. You may participate in person.

**PUBLIC COMMENT:** During Public Comment not on the agenda and after each Agenda Item, the Mayor will announce Public Comment. If you would like to speak on that item, please fill out a speaker slip and submit it in the inbox at the front of the room. When the City Clerk announces your name, please come up to the podium. Public Comments are limited to 3 minutes or such other time as the Council may provide. City Council members are not allowed to respond to public comments.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the City Clerk's Office at 951-677-7751 x210.

**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: http://www.cityofwildomar.org/government/agendas___minutes. Any writings or documents provided to a majority of the City Council regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available by appointment for public inspection at City Hall during regular business hours.

If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Any person that requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting, may request such modification, accommodation, aid or service by contacting the City Clerk either in person or by phone at 951-677-7751, no later than 10:00 a.m. on the day preceding the scheduled meeting.

**AFFIDAVIT OF POSTING**

I, Janet Morales, Wildomar City Clerk, 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 www.cityofwildomar.org.

Janet Morales, CMC
City Clerk
Dated: January 12, 2023.

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**DEPARTMENT REPORT**
**Meeting Date: January 18, 2023**

**SUBJECT:** Public Works/Engineering - Road Construction Updates

**SUBMITTED BY:** Jason Farag

**PREPARED BY:** Jason Farag,

**ACTION:**
Receive and file the Road Construction Updates from the Public Works/Engineering Department

**SUMMARY:**
This staff report presents an update on major roadway construction projects occurring throughout the City.

**BACKGROUND:**
The City's Public Works and Engineering Department (Department) oversees the planning, design, construction, maintenance, and operations of City maintained improvements/infrastructure (Public Improvements). Public Improvements are typically either constructed as a condition of Private Development Projects (PDP) or constructed as part of City Capital Improvement Projects (CIP). In both cases, the City authorizes a private contractor to work within the City right-of-way to construct the Public Improvements through an encroachment permit or a Public Works Construction Contract. Under the permit or contract, the private contractor is responsible and liable to manage and maintain their work and their construction methods to complete the Public Improvements. The permits and contracts place certain responsibilities on the private contractor and provide certain indemnification and insurance coverage to the City. To maintain the appropriate delineation of responsibilities and maintain the City's indemnification and liability protections, the City does not direct the contractor's work, schedule, or methods of construction except in instances that are necessary to maintain public health and safety or to make sure that construction complies with all minimum standard requirements. The City may suggest or request that a contractor consider alternative approaches, schedules, etc… but the City does not direct the contractor's work. The contractor is responsible for the entire work zone for the duration of their permit or contract, until the City accepts the improvements into the City maintained road system.

**DISCUSSION:**
The attached presentation includes summaries of recent progress and upcoming activities for the major projects with impacts on the City's roadway network. Staff has also created a webpage on the City's website where users can check for more frequent updates regarding traffic impacts from major roadway construction projects. The webpage can be accessed by visiting the following URL: https://www.cityofwildomar.org/community/construction_alerts

**FISCAL IMPACT:**
Public Improvements constructed as part of a City CIP are funded as shown in the approved City budget. Public Improvements constructed by a private development project are funded by the private developer. There is no impact to the City's General Fund.

**ATTACHMENTS:**
Road Construction Updates Presentation

# Road Construction Updates

Public Works/Engineering Department

City of Wildomar

January 18, 2023



# Bundy Canyon Rd. (City CIP)

**Traffic Signal Installed at Monte Vista Dr.**




**Traffic Signal Installed at Sellers Rd.**



# Bundy Canyon Rd. (City CIP)

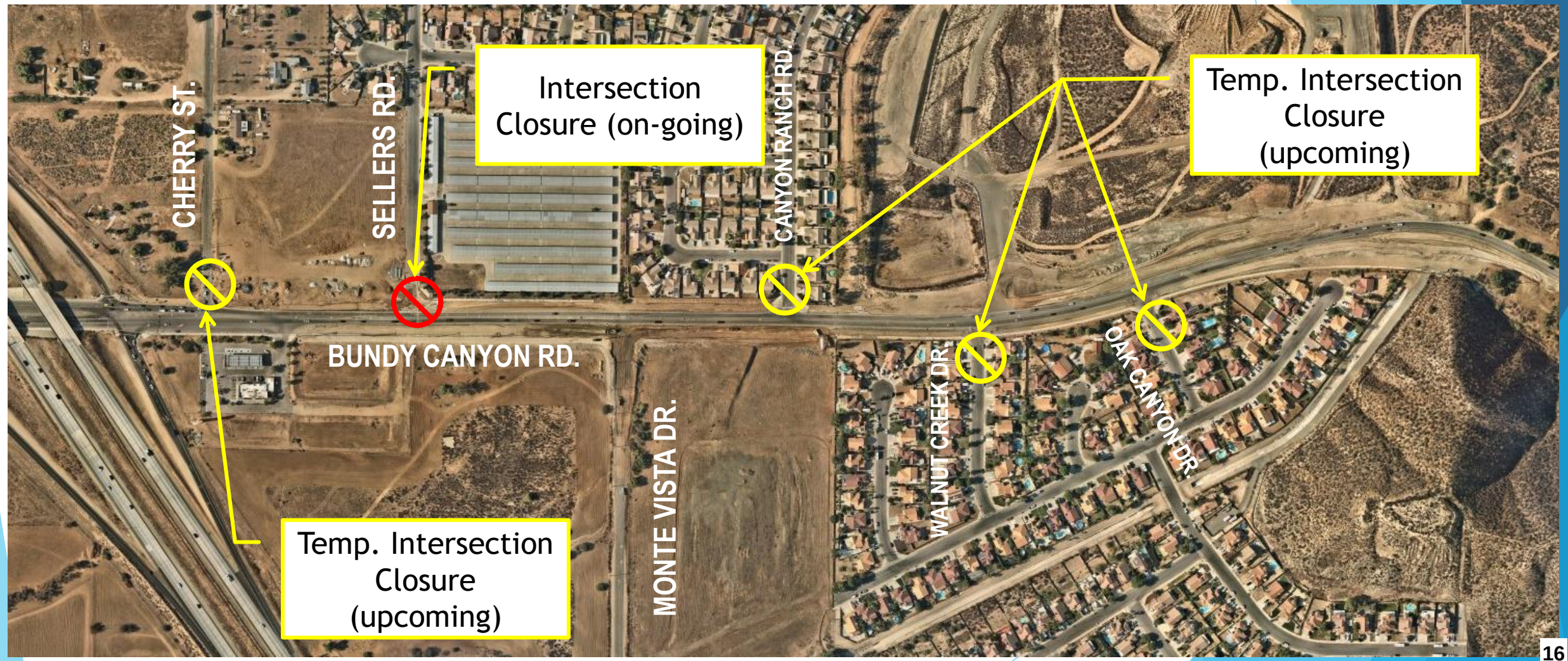
**New Pavement Complete on North Side of Road**



**New Pavement Complete on North Side of Road**



# Bundy Canyon Rd. – Traffic Control Impacts



# Bundy Canyon: One Month Look-Ahead

- Final surface paving on south side of road
- Temporary intersection closures for improvements at:
  - Walnut Creek Rd.
  - Oak Canyon Dr.
  - Canyon Ranch Rd.
  - Cherry St.
- Intersection paving at I-15 N/B Ramps
- Activation of Traffic Signals
- Traffic signing and striping installation
- Estimated Project Completion: February 2023
  - Note: Recent rain events have caused some construction delays. The project is currently projected to be complete by the end of February, weather permitting.

# Palomar St./Clinton Keith Rd. (City CIP)

**Retaining Wall Complete on East Side of Palomar**



**Road Widening on East Side of Palomar**



# Palomar St./Clinton Keith Rd. (City CIP)

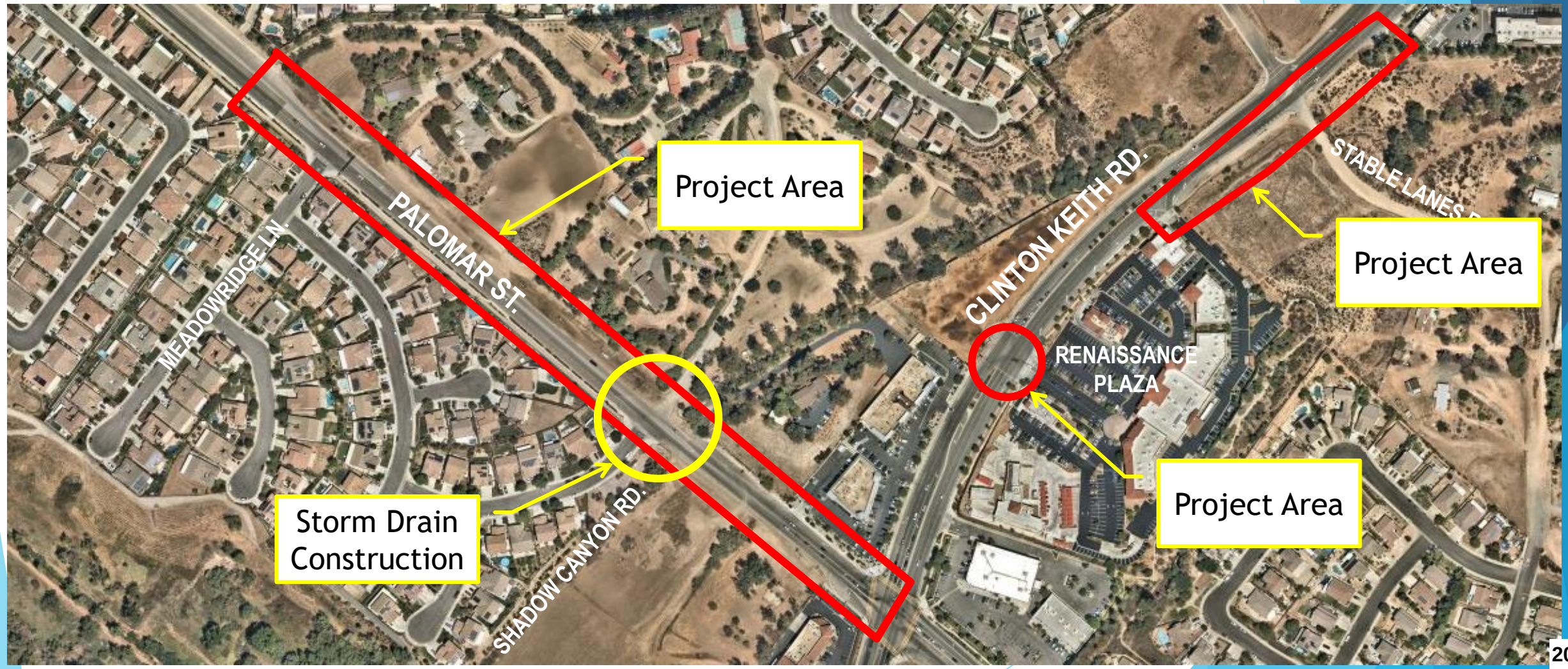
**On-going Improvements on West Side of Palomar**



**Completed Sidewalk on West Side of Palomar**



# Palomar St. – Traffic Control Impacts



# Palomar St: One Month Look-Ahead

Completion of storm drain facilities

Completion of road widening on Palomar St. and multi-purpose trail construction

Completion of road widening and sidewalk on Clinton Keith Rd.

Completion of crosswalk improvements at Renaissance Plaza

Slurry Seal on Palomar St.

Restriping on Palomar St. and Clinton Keith Rd.

Estimated Project Completion: February 2023

- Note: Recent rain events have caused some construction delays. The project is currently projected to be complete in the coming month, weather permitting.

# Beazer Homes (Grand Ave./McVicar St.)

**McVicar Sidewalk and Widening**



**Grand Ave. Sidewalk and Widening**



# Beazer Homes (Production)

**Phase 6 Production**



**Phase 6 Production**



# Beazer Homes: Status Update

- Grand Ave: cross-gutters and sidewalk are complete; SCE relocations are ready to proceed
- McVicar St: Street lights, parkway, sidewalk, and landscaping are complete
- Projected McVicar St. Culvert Schedule was scheduled for January 6th. Currently awaiting break in rain event to begin construction
- Grand Avenue paving and intersection improvements will begin soon

# Baxter Village (Drone Photos)





# Baxter Village (Wildomar Trail)

**Wildomar Trail Improvements On-Going**



# Baxter Village (Wildomar Trail)

**Kaiser MOB On-Site Work Progressing**



# Baxter Village: Status Update

Wildomar Trail off-site improvements and widening ongoing

On-site Kaiser MOB work continuing

# Lennar Horizons (Prielipp Rd./Elizabeth Ln.)

**Elizabeth Lane @ Prielipp**




**Elizabeth Lane @ Project Access**



# Lennar Horizons

**Models**




**Production Phase 1**



# Lennar Horizons/Villa Siena

**Horizons Onsite Improvements**



**Villa Siena Fencing @ Elizabeth Ln.**



# Horizons: Status Update

- Model Home construction complete
- Production phases currently under construction
- Elizabeth Ln. street improvements in conjunction with Villa Siena on-going

# KB Home Verano (Summer Sage Way)

**Summer Sage Way/Sappington Way**



**Summer Sage Way/Sappington Way**



# KB Home - Verano (Summer Sage Way)

**Production Phases**



**Production Phases**



# KB Verano: Status Update

Summer Sage Way construction is complete

Production phases currently under construction

Next few weeks we will see:

- Hauling of remaining dirt on & offsite
- Trenching lots for the homes purchased
- Construction of perimeter walls



# Questions?

For regular updates, visit:

*www.cityofwildomar.org/community/construction_alerts*

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.1**
**Meeting Date: January 18, 2023**

**SUBJECT:** Reading of Ordinances

**SUBMITTED BY:** Janet Morales

**ACTION:**
Approve the reading by title only of all Ordinances on this agenda.

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.2**
**Meeting Date: January 18, 2023**

**SUBJECT:** Minutes-October 26, 2022-Special Meeting

**SUBMITTED BY:** Jandi Aguilar

**PREPARED BY:** Jandi Aguilar,

**ACTION:**
Approve the minutes as presented.

**ATTACHMENTS:**
1. Minutes 10-26-22

**MINUTES**
**CITY OF WILDOMAR**
**CITY COUNCIL CC - SPECIAL MEETING**
**WEDNESDAY, OCTOBER 26, 2022**
**COUNCIL CHAMBERS**
**23873 CLINTON KEITH ROAD SUITE 106**
**WILDOMAR, CA 92595**
**Special Session 6:00 PM**

**Members in attendance:** Ben J Benoit, Joseph Morabito, Bridgette Moore, Dustin Nigg
**Members absent:** Ashlee DePhillippo

## CALL TO ORDER - SPECIAL MEETING

The Special-session meeting was called to order by Mayor Benoit at 6:00 p.m.

## ROLL CALL

**Staff in Attendance:** City Manager York, City Attorney Jex, City Clerk Morales, Administrative Analyst Aguilar, Planning Director Bassi, IT Specialist Sung, Public Works Director Farag, Development Manager Stadnik, and Community Services Director Torres

## FLAG SALUTE

The Flag salute was led by Dustin Nigg.

## APPROVAL OF THE AGENDA AS PRESENTED

There were no changes to the agenda as presented.

## 1. CONSENT CALENDAR

No items were scheduled.

## 2. PUBLIC HEARINGS

No items were scheduled.

## 3. GENERAL BUSINESS

### 3.1 Consideration of Franchise Agreement with CR&R Incorporated for the Collection and Transportation of Solid Waste, Recyclable Materials, Organic Waste, and Construction and Demolition Debris (Collection Services) and Other Specified Services

City Manager Dan York and Attorney Erik Vail from Burke William Sorensen presented the staff report.

The following individuals provided public comments:
1. Carlos Marquez
2. Ken Mayes

Moved by Dustin Nigg; seconded by Bridgette Moore to:

1. Approve:

**RESOLUTION NO. 2022 - 52**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA APPROVING THE FRANCHISE AGREEMENT BETWEEN THE CITY AND CR&R INCORPORATED FOR THE COLLECTION AND TRANSPORTATION OF SOLID WASTE, RECYCLABLE MATERIALS, ORGANIC WASTE, AND CONSTRUCTION AND DEMOLITION DEBRIS AND OTHER SPECIFIED SERVICES

2. Exempt the proposed franchise agreement under the California Environmental Quality Act

3. Authorize the City Manager to execute the proposed franchise agreement.

**Motion Passed:** 4- 0

**Voting For:** Ben J Benoit, Joseph Morabito, Bridgette Moore, Dustin Nigg
**Voting Against:** None
**Abstain:** None
**Absent:** Ashlee DePhillippo

**3.2 Consider a Services Agreement for Street Sweeping with Sweeping Corp of America (SCA)**

Public Works Director presented the Staff report.

Ken Mayes provided public.

Moved by Dustin Nigg; seconded by Bridgette Moore to Receive and File the report.

**Motion Passed**: 4- 0

**Voting For:** Ben J Benoit, Joseph Morabito, Bridgette Moore, Dustin Nigg
**Voting Against:** None
**Abstain:** None
**Absent:** Ashlee DePhillippo

**3.3 Professional Services Agreement for Facility Security and Patrol Services with Absolute International Security.**

Ken Mayes provided public comment.

Community Service Director Torres presented the Staff report.

Moved by Dustin Nigg; seconded by Bridgette Moore to authorize the City Manager to execute the professional service agreement with Absolute International Security for Facility Security and Patrol Services; and discussed the use of Measure Z and provided staff direction on how to further appropriate funds.

**Motion Passed:** 4- 0

**Voting For:** Ben J Benoit, Joseph Morabito, Bridgette Moore, Dustin Nigg
**Voting Against:** None
**Abstain:** None
**Absent:** Ashlee DePhillippo

**ADJOURN THE CITY COUNCIL MEETING**

There being no further business, Mayor Benoit adjourned the regular meeting at 8:02 p.m.

Submitted by:

_____
Janet Morales, CMC
City Clerk

Approved by:

_____
Joseph Morabito
Mayor

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.3**
**Meeting Date: January 18, 2023**

**SUBJECT:** Warrant Register December 2022

**SUBMITTED BY:** 1025ed5e-113d-489c-af8e-65a1950c30ca

**PREPARED BY:** Nicholas Neidiffer,

**ACTION:**
Approve the following:

For Fiscal Year 2022/2023
1. Warrant Register dated 12-01-2022 in the amount of $1,364,722.52.
2. Warrant Register dated 12-08-2022 in the amount of $328,841.25.
3. Warrant Registers dated 12-14-2022 in the amount of $193,318.80.
4. Warrant Register dated 12-22-2022 in the amount of $1,181,727.83.
5. Wire Transfer Register dated 11-30-2022 in the amount of $53,132.06.
6. Payroll Register dated 12-01-2022 in the amount of $202,920.68.

**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 Year 2022/23 Budgets.

**ATTACHMENTS:**
Warrant Reg Dec 2022 Voucher Listings.pdf

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215901 | 12/1/2022 | 001770 AGUILAR, JANDI | 113022 | | 11/02/22-11/30/22 MILEAGE REIMBURSEMENT | 60.63 |
| | | | | | **Total :** | **60.63** |
| 215902 | 12/1/2022 | 000029 APPLEONE | 01-6489877 | | ADMIN W/E 11/19/22 | 708.48 |
| | | | | | **Total :** | **708.48** |
| 215903 | 12/1/2022 | 001338 DEANZA TERMITE & PEST CONTROL, INC | 616384A | | PEST CONTROL MARNA (11/21/22) | 50.00 |
| | | | | | **Total :** | **50.00** |
| 215904 | 12/1/2022 | 000977 DIAMOND ENVIRONMENTAL SERVICES | 4198220 | 0000426 | ROOTED IN NATURE EVENT | 2,523.00 |
| | | | | | **Total :** | **2,523.00** |
| 215905 | 12/1/2022 | 000022 EDISON | 111522-3047B | | 10/14/22-11/14/22 34311 MISSION TRAIL TC | 8.71 |
| | | | 111522-3243B | | 10/14/22-11/14/22 31818 CENTRAL ST LS3 | 4.58 |
| | | | 111522-3950B | | 10/14/22-11/14/22 34311 MISSION TRAIL LS | 4.55 |
| | | | 111522-5361B | | 10/14/22-11/14/22 31818 CENTRAL TC1 | 6.72 |
| | | | 111522-7372B | | 10/14/22-11/14/22 24211 CLINTON KEITH RD | 7.25 |
| | | | 111522-8688B | | 10/14/22-11/14/22 21458 GRAND AVE TC1 | 7.34 |
| | | | 111722-3767 | | 10/18/22-11/16/22 31160 CLINTON KEITH RD | 10.75 |
| | | | 111722-5249 | | 10/18/22-11/16/22 32975 WILLOW BAY RD | 25.01 |
| | | | 111722-7633 | | 10/18/22-11/16/22 32975 WILLOW BAY RD TC | 84.05 |
| | | | 111822-7151 | | 10/14/22-11/14/22 ELECTRIC | 6,974.64 |
| | | | | | **Total :** | **7,133.60** |
| 215906 | 12/1/2022 | 001762 EMERGENCY-1 RESPONSE, INC. | 2224 | | VETERANS DAY | 210.00 |
| | | | | | **Total :** | **210.00** |
| 215907 | 12/1/2022 | 000941 FRONTIER | 112222 | | 11/22/22-12/21/22 FIOS INTERNET CHARGES | 175.98 |
| | | | | | **Total :** | **175.98** |
| 215908 | 12/1/2022 | 000685 GREAT AMERICA FINANCIAL SERVIC | 32857754 | | CANNON COLOR COPIER SYST. #018-1765784 | 214.24 |
| | | | | | **Total :** | **214.24** |
| 215909 | 12/1/2022 | 000194 HDL COREN AND CONE | SIN023127 | | OCTOBER 2022 HDL FEES | 1,862.96 |
| | | | | | **Total :** | **1,862.96** |

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215910 | 12/1/2022 | 000072 INTERWEST CONSULTING GROUP | 81945 | | AUGUST 2022 CONTRACTUAL SVC | 89,199.31 |
| | | | 81948 | | AUGUST 2022 CONTRACTUAL SVC - CIP | 50,583.52 |
| | | | | | **Total :** | **139,782.83** |
| 215911 | 12/1/2022 | 000072 INTERWEST CONSULTING GROUP | 82614 | | SEPT 2022 CONTRACTUAL SVC | 74,092.31 |
| | | | 83060 | | SEPT 2022 CONTRACTUAL SVC - CIP | 63,003.15 |
| | | | | | **Total :** | **137,095.46** |
| 215912 | 12/1/2022 | 001640 JAMES MCMINN INC | 113022 | | BUNDY CYN RD WIDE DIF CIP 026-1 PROG PAY | 1,069,648.11 |
| | | | | | **Total :** | **1,069,648.11** |
| 215913 | 12/1/2022 | 001742 MARSHACK HAYS LLP | 14319 | | WESTERN COMMUNITY ENERGY THROUGH 08/31/2 | 19.25 |
| | | | | | **Total :** | **19.25** |
| 215914 | 12/1/2022 | 001337 MPS SECURITY | 2518 | 0000425 | SECURITY SRVCS - 10/24/22-11/06/22 | 3,686.77 |
| | | | | | **Total :** | **3,686.77** |
| 215915 | 12/1/2022 | 000048 MURRIETA LOCK AND SAFE, INC. | 10781A | | KEY DUPLICATE FOR THE PARKS | 95.60 |
| | | | | | **Total :** | **95.60** |
| 215916 | 12/1/2022 | 001828 QUICK CRETE PRODUCTS CORP. | 126303 | | 2 STEEL FUNNEL LID WITH SECURITY CABLE | 607.92 |
| | | | | | **Total :** | **607.92** |
| 215917 | 12/1/2022 | 000790 SPARKLETTS | 111222 | | CITY HALL DRINKING WATER THROUGH 11/12/2 | 222.68 |
| | | | | | **Total :** | **222.68** |
| 215918 | 12/1/2022 | 000170 STANDARD CHAIR OF GARDNER | INV317442 | | BEN BENOIT-HERITAGE LAMP-LASER ENGRAVED | 375.01 |
| | | | | | **Total :** | **375.01** |
| 215919 | 12/1/2022 | 000006 WELLS FARGO PAYMENT REMITTANCE, ( | 110122 | | VIDEO HOSTING SOFTWARE | 250.00 |
| | | | | | **Total :** | **250.00** |

**19 Vouchers for bank code :** wf **Bank total :** **1,364,722.52**

**19 Vouchers in this report** **Total vouchers :** **1,364,722.52**

Bank code : wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|

Bank code : wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215927 | 12/8/2022 | 000033 AMERICAN FORENSIC NURSES | 76821 | | BLOOD DRAW (2) | 122.44 |
| | | | 76867 | | BLOOD DRAW (2) | 122.44 |
| | | | | | **Total :** | **244.88** |
| 215928 | 12/8/2022 | 000029 APPLEONE | 01-6496956 | | ADMIN W/E 11/26/22 | 708.48 |
| | | | | | **Total :** | **708.48** |
| 215929 | 12/8/2022 | 000034 BIO-TOX LABORATORIES | 43605 | | RC SHERIFF - LAB SERVICES | 257.66 |
| | | | 43606 | | RC SHERIFF - LAB SERVICES | 51.55 |
| | | | 43660 | | RC SHERIFF - LAB SERVICES | 51.55 |
| | | | | | **Total :** | **360.76** |
| 215930 | 12/8/2022 | 000080 BURKE, WILLIAMS AND SORENSON,, LLF | 291449 | | SEPTEMBER 2022 LEGAL FEES | 47,766.00 |
| | | | 292772 | | OCTOBER 2022 LEGAL FEES | 79,107.02 |
| | | | | | **Total :** | **126,873.02** |
| 215931 | 12/8/2022 | 001748 CALIFORNIA CONSULTING, INC. | 5570 | 0000412 | GRANT WRITING SERVICES FY 22/23 | 4,850.00 |
| | | | | | **Total :** | **4,850.00** |
| 215932 | 12/8/2022 | 001622 COMMERCIAL BUILDING MANAGEMENT, | 69327 | 0000428 | NOV 2022 JANITORIAL SVC- MARNA O'BRIEN | 4,745.71 |
| | | | 69328 | 0000428 | WILDOMAR PARK CLEANING SVC FY22/23 AS | 205.17 |
| | | | | | **Total :** | **4,950.88** |
| 215933 | 12/8/2022 | 000037 DATA TICKET, INC. | 144531 | | OCT 2022 ONLINE/SSN CITATION PROCESSING | 2,216.38 |
| | | | 144796 | | OCT 2022 DAILY CITE PROCESSING | 537.89 |
| | | | | | **Total :** | **2,754.27** |
| 215934 | 12/8/2022 | 000058 DEPARTMENT OF JUSTICE | 619740 | | OCT. 2022 POLICE BLOOD ALCOHOL ANALYSIS | 35.00 |
| | | | | | **Total :** | **35.00** |
| 215935 | 12/8/2022 | 000977 DIAMOND ENVIRONMENTAL SERVICES | 12522 | | BREAKFAST WITH SANTA 12/10/22 - ADA REST | 670.40 |
| | | | | | **Total :** | **670.40** |
| 215936 | 12/8/2022 | 000022 EDISON | 112922-6091 | | 10/27/22-11/28/22 21347 COMO ST (LITTLE | 49.72 |

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215936 | 12/8/2022 | 000022 EDISON | (Continued) | | | |
| | | | 112922-7258 | | 10/27/22-11/28/22 ELEC 21400 PALOMAR (CE | 167.70 |
| | | | 112922-9129 | | 10/21/22-11/20/22 32308 MISSION TRL (MAL | 585.86 |
| | | | 1200122-4845 | | 11/01/22-11/30/22 CFD ZONE 2 | 60.35 |
| | | | 120122-0828 | | 11/01/22-11/30/22 CFD ZONE 1 32535 W. O. | 156.85 |
| | | | 120122-0962 | | 11/01/22-11/30/22 CFD 2013-001-ZONE 2 | 231.90 |
| | | | 120122-1757 | | 11/01/22-11/30/22 CFD ZONE 3 PALOMAR AND | 187.43 |
| | | | 120122-4293 | | 11/01/22-11/30/22 CSA 103 SALES ACQUISIT | 5,531.58 |
| | | | 120122-4487 | | 11/01/22-11/30/22 20505 PALOMAR ST (MARN | 48.59 |
| | | | 120122-4610 | | 11/01/22-11/30/22 ELECTRIC CFD 2013-001 | 120.71 |
| | | | 120122-7481 | | 11/01/22-11/30/22 CSA 103 | 460.40 |
| | | | 120122-7504 | | 11/01/22-11/30/22 CFD 2013-1 ORANGE/CORA | 43.76 |
| | | | 120122-7694 | | 11/01/22-11/30/22 CFD ZONE 3 | 205.26 |
| | | | 120122-8975 | | 11/01/22-11/30/22 CFD ZONE 3 | 120.70 |
| | | | 120122-9127 | | 11/01/22-11/30/22 ELECTRIC CFD 2013-001 | 228.71 |
| | | | | | **Total :** | **8,199.52** |
| 215937 | 12/8/2022 | 000012 ELSINORE VALLEY MUNICIPAL, WATER D | 12027664 | | 10/08/22-11/08/22 WATER ZONE 52 LOC 01 | 92.49 |
| | | | 12027719 | | 10/08/22-11/08/22 WATER ZONE 29 LOC 02 | 44.52 |
| | | | 12028000 | | 10/08/22-11/08/22 WATER ZONE 71 LOC 01 | 197.09 |
| | | | 12028200 | | 10/08/22-11/08/22 WATER 32637 GRUELL-FS | 95.06 |
| | | | 12028281 | | 10/08/22-11/08/22 WATER MARNA O'BRIEN | 1,664.80 |
| | | | 12032927 | | 10/11/22-11/11/22 WATER ZONE 3 LOC 7 M1 | 78.55 |
| | | | 12032940 | | 10/11/22-11-11/22 WATER HERITAGE PK (AUT | 180.19 |
| | | | 12036190 | | 10/11/22-11-12/22 WATER ZONE 3 LOC 25 M1 | 574.65 |
| | | | 12036191 | | 10/11/22-11-12/22 WATER ZONE 3 LOC 25 M2 | 863.02 |
| | | | 12037963 | | 10/11/22-11-12/22 WATER ZONE 3 LOC 24 M1 | 1,326.43 |
| | | | 12039129 | | 10/12/22-11/12/22 WATER CFD 2013-1, ZONE | 288.07 |
| | | | 12039289 | | 10/12/22-11/12/22 WATER MALAGA GATEWAY P | 451.93 |
| | | | 12039932 | | 10/15/22-11/15/22 WATER ZONE 42 LOC 01 M | 631.79 |

Bank code : wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215937 | 12/8/2022 | 000012 ELSINORE VALLEY MUNICIPAL, WATER D | (Continued) | | | |
| | | | 12040184 | | 10/15/22-11/15/22 WATER ZONE 42 LOC 03 M | 227.14 |
| | | | 12040185 | | 10/15/22-11/15/22 WATER ZONE 42 LOC 02 M | 296.05 |
| | | | 12042875 | | 10/18/22-11/18/2022 ZONE 3 LOC 23 M1 | 382.46 |
| | | | 12043082 | | 10/18/22-11/18/2022 ZONE 30 LOC 2 | 64.15 |
| | | | 12043122 | | 10/18/22-11/18/2022 ZONE 3 LOC 49 M1 | 93.67 |
| | | | 12043376 | | 10/18/22-11/18/2022 ZONE 51 LOC 01 | 100.01 |
| | | | 12043540 | | 10/18/22-11/18/2022 WATER BASEBALL FIEL | 387.33 |
| | | | 12043580 | | 10/18/22-11/18/2022 WATER WINDSON PARK | 342.74 |
| | | | 12044085 | | 10/18/22-11/18/2022 ZONE 3 LOC 29 M1 | 512.23 |
| | | | 12044163 | | 10/18/22-11/18/2022 WATER ZONE 3 LOC 29 | 232.89 |
| | | | 12044166 | | 10/18/22-11/18/2022 ZONE 30 LOC 1 | 158.41 |
| | | | 12044265 | | 10/18/22-11/18/2022 ZONE 3 LOC 42 & 47 | 232.90 |
| | | | 12044661 | | 10/18/22-11/18/2022 WATER 22450 1/2 CER | 244.85 |
| | | | 12044903 | | 10/18/22-11/18/2022 WATER 22450 CERVER | 175.40 |
| | | | 12045999 | | 10/18/22-11/18/2022 WATER ZONE 62 22933 | 118.74 |
| | | | 12046086 | | 10/18/22-11/18/2022 WATER ZONE 67 ARNNE | 55.81 |
| | | | | | **Total :** | **10,113.37** |
| 215938 | 12/8/2022 | 001762 EMERGENCY-1 RESPONSE, INC. | 1973 | | MARIACHI NIGHT | 140.00 |
| | | | 2298 | | TRUNK OR TREAT | 140.00 |
| | | | | | **Total :** | **280.00** |
| 215939 | 12/8/2022 | 000060 FEDEX | 7-944-33359 | | FEDEX EXPRESS DELIVERY SERVICES 11/02/22 | 6.77 |
| | | | | | **Total :** | **6.77** |
| 215940 | 12/8/2022 | 001222 FOBRO CONSULTING LLC | 145 | 0000422 | CONSULTING SERVICES FOR HOMELESS PROGRAM | 6,276.75 |
| | | | | | **Total :** | **6,276.75** |
| 215941 | 12/8/2022 | 001325 GEOCON WEST, INC. | 722070418 | | CIP 059 CONTRACTUAL SVC THROUGH 7/10/22 | 553.75 |
| | | | 722110420 | | CIP 059 CONTRACTUAL SVC THROUGH 10/30/22 | 3,165.00 |

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215941 | 12/8/2022 | 001325 001325 GEOCON WEST, INC. | (Continued) | | **Total :** | **3,718.75** |
| 215942 | 12/8/2022 | 001481 GLADWELL GOVERNMENTAL SERVICES, | 4955 | | RECORDS RETENTION, DESTRUCTION,SCANNING | 1,125.00 |
| | | | | | **Total :** | **1,125.00** |
| 215943 | 12/8/2022 | 001328 GOLDEN STAR TECHNOLOGY INC. | INV82776 | 0000434 | GETAC T800 G2 TABLET W/ ACCESSORIES | 264.69 |
| | | | | | **Total :** | **264.69** |
| 215944 | 12/8/2022 | 000685 GREAT AMERICA FINANCIAL SERVIC | 32904984 | | CANNON COLOR COPIER SYST. #014-1780554 | 214.24 |
| | | | | | **Total :** | **214.24** |
| 215945 | 12/8/2022 | 000634 HEYDAY RECORDS AND EVENTS | 12522 | | BREAKFAST WITH SANTA 12/10/22 - BAND | 330.00 |
| | | | | | **Total :** | **330.00** |
| 215946 | 12/8/2022 | 001783 HR DYNAMICS & PERFORMANCE | 102522 | 0000421 | THROUG 8/28/22 -10/24/22 CLASSIFICATION | 3,343.75 |
| | | | | | **Total :** | **3,343.75** |
| 215947 | 12/8/2022 | 000499 INLAND EMPIRE LANDSCAPE INC | 39957 | | MISC. REPAIR AT MARNA O'BRIEN PARK | 333.00 |
| | | | 39961 | | NOV 2022 LANDSCP MARNA O'BRIEN PARK | 5,980.00 |
| | | | | | **Total :** | **6,313.00** |
| 215948 | 12/8/2022 | 000016 INNOVATIVE DOCUMENT SOLUTIONS | 246419 | | 11/01/22-11/30/22 CONTRACT COPIER SERVIC | 990.17 |
| | | | | | **Total :** | **990.17** |
| 215949 | 12/8/2022 | 001153 INTELLI-TECH | 15038 | | CRADLEPOINT ROUTER SUPPLIES FOR WINDSONG | 55.46 |
| | | | | | **Total :** | **55.46** |
| 215950 | 12/8/2022 | 000647 JOLLY JUMPS | 12522 | | BREAKFAST WITH SANTA 12/10/22 - SANTA RE | 695.00 |
| | | | | | **Total :** | **695.00** |
| 215951 | 12/8/2022 | 001657 LIFE STORAGE | 120522 | | RENTAL 10X10 STORAGE UNIT - COVID MATERI | 261.25 |
| | | | 122522 | | RENTAL 10X10 STORAGE UNIT - COVID MATERI | 215.00 |
| | | | | | **Total :** | **476.25** |
| 215952 | 12/8/2022 | 001398 LUNA, CAMERON | 120622 | | 11/19/22-12/02/22 MILEAGE REIMBURSE CIP | 16.88 |

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215952 | 12/8/2022 | 001398 001398 LUNA, CAMERON | (Continued) | | **Total :** | **16.88** |
| 215953 | 12/8/2022 | 001046 MUNICIPAL CONSULTING SERVICES, LLC | 12522 | | 11/02/22-11/30/22 - PROJECT CONSULTANT | 3,877.50 |
| | | | | | **Total :** | **3,877.50** |
| 215954 | 12/8/2022 | 001107 PLACEWORKS | 80057 | | OCTOBER 2022 CONTRACTUAL SVC - CIP 059 | 61,275.60 |
| | | | | | **Total :** | **61,275.60** |
| 215955 | 12/8/2022 | 000042 PV MAINTENANCE, INC. | 005-261 | | NOVEMBER 2022 CITYWIDE MAINTENANCE CONTR | 41,487.87 |
| | | | | | **Total :** | **41,487.87** |
| 215956 | 12/8/2022 | 000461 QUALITY CODE PUBLISHING LLC | 2022-318 | | SUPPLEMENT SVC TO MUNICIPAL CODE | 5,260.15 |
| | | | | | **Total :** | **5,260.15** |
| 215957 | 12/8/2022 | 001896 RAMIREZ, MARIA | 101022 | | REFUND OF UNUSED DEVELOPERS DEPOSIT #22- | 463.02 |
| | | | | | **Total :** | **463.02** |
| 215958 | 12/8/2022 | 001895 SOBOBA BAND OF LUISENO INDIANS | 02 | | AUGUST 2022 CONTRACTUAL SVC - 059 | 11,281.50 |
| | | | | | **Total :** | **11,281.50** |
| 215959 | 12/8/2022 | 001806 SOUTHERN CALIFORNIA NEWS, GROUP | 11545486 | | PUBLIC NOTICE - ORD 218 | 355.68 |
| | | | 11548705 | | PUBLIC NOTICE - NOTICE OF ELECTION | 685.80 |
| | | | | | **Total :** | **1,041.48** |
| 215960 | 12/8/2022 | 001720 STERICYCLE, INC | 8002807408 | | CONTRACTUAL SHREDDING SVC | 258.85 |
| | | | | | **Total :** | **258.85** |
| 215961 | 12/8/2022 | 000242 SWRCB | SW-0247647 | | 07/01/22-06/30/23 ANNUAL PERMIT FEE | 17,666.00 |
| | | | | | **Total :** | **17,666.00** |
| 215962 | 12/8/2022 | 001505 THE ENDEAVOR PRODUCTION, GROUP | 1045 | | DECEMBER 2022 MAYOR'S MINUTE | 500.00 |
| | | | | | **Total :** | **500.00** |
| 215963 | 12/8/2022 | 001243 THRILLOGY ENTERPRISES, LLC | 12522 | | BREKFAST WITH SANTA 12/10/2022 TAPSNAP P | 840.00 |
| | | | | | **Total :** | **840.00** |
| 215964 | 12/8/2022 | 000437 VERIZON WIRELESS | 9921178982 | | 11/23/22-12/22/22 DATA INTERNET CHARGE | 905.96 |

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215964 | 12/8/2022 | 000437 VERIZON WIRELESS | (Continued) | | | |
| | | | 992178983 | | 11/23/22-12/22/22 DATA INTERNET CHARGE | 116.03 |
| | | | | | **Total :** | **1,021.99** |

**38 Vouchers for bank code :** wf **Bank total :** **328,841.25**

**38 Vouchers in this report** **Total vouchers :** **328,841.25**

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215970 | 12/14/2022 | 001770 AGUILAR, JANDI | 121322 | | 2022 CITY CLERKS CONFERENCE - MEAL REIMB | 51.16 |
| | | | | | **Total :** | **51.16** |
| 215971 | 12/14/2022 | 001002 ARCHITERRA DESIGN GROUP | 30287 | | 10/25/22-11/24/22 SI COORDINATION | 156.25 |
| | | | 30288 | | 10/25/22-11/24/22 PLAN CHECK - 3RD PC | 125.00 |
| | | | 30289 | | 10/25/22-11/24/22 SI COORDINATION | 93.75 |
| | | | 30290 | | 10/25/22-11/24/22 PLAN CHECK - 2ND PR | 562.50 |
| | | | 30291 | | 10/25/22-11/24/22 PLAN CHECK - 1ST PAR | 500.00 |
| | | | 30292 | | 10/25/22-11/24/22 PLAN CHECK - 1ST REVIE | 656.25 |
| | | | 30293 | | 10/25/22-11/24/22 SI COORDINATION/PREP/R | 947.45 |
| | | | 30294 | | 10/25/22-11/24/22 PLAN CHECK - 1ST PC | 1,281.25 |
| | | | | | **Total :** | **4,322.45** |
| 215972 | 12/14/2022 | 001468 BANKS, ARRIN | 120722 | | PLANNING COMMISSION MEETING 12/07/22 | 75.00 |
| | | | | | **Total :** | **75.00** |
| 215973 | 12/14/2022 | 001419 BERNARD, BRIANNA | 120722 | | PLANNING COMMISSION MEETING 12/07/22 | 75.00 |
| | | | | | **Total :** | **75.00** |
| 215974 | 12/14/2022 | 000080 BURKE, WILLIAMS AND SORENSON,, LLF | 294187 | | NOVEMBER 2022 LEGAL FEES | 47,810.62 |
| | | | | | **Total :** | **47,810.62** |
| 215975 | 12/14/2022 | 000081 CALIFORNIA BUILDING STANDARDS, COI | 12822 | | CALIFORNIA BUILDING STANDARDS ADMIN REVO | 1,732.50 |
| | | | | | **Total :** | **1,732.50** |
| 215976 | 12/14/2022 | 000785 CORELOGIC SOLUTIONS, LLC | 82156287 | | NOVEMBER 2022 CODE ENFORCEMENT SOFTWARE | 229.75 |
| | | | | | **Total :** | **229.75** |
| 215977 | 12/14/2022 | 001623 CORONA, ARACELI | 121422 | | 12/10/22 MILEAGE REIMBURSE BREAKFAST W/ | 21.25 |
| | | | | | **Total :** | **21.25** |
| 215978 | 12/14/2022 | 001694 COSTAR REALTY INFORMATION INC | 120197645 | | DEC 2022 CONTRACTUAL SVCS | 796.00 |
| | | | | | **Total :** | **796.00** |
| 215979 | 12/14/2022 | 000011 CR&R INC. | 3063 | | 11/01/22-11/30/22 STREET SWEEPER | 574.98 |

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215979 | 12/14/2022 | 000011 CR&R INC. | (Continued) | | | |
| | | | 353989 | | 11/30/22 DUMP 40YD BOX | 1,462.01 |
| | | | 354012 | | 12/31/22 3 YD BOX, 90 RECYCLE-BASEBALL F | 248.31 |
| | | | 354069 | | 12/31/22 3YD BOX, 90G RECYCLE 60GL GRN- | 287.58 |
| | | | | | **Total :** | **2,572.88** |
| 215980 | 12/14/2022 | 001898 CRIVELLO, ANTHONY | 12222 | | TRAINING REIMBURSEMENT | 423.49 |
| | | | | | **Total :** | **423.49** |
| 215981 | 12/14/2022 | 000002 CRYSTAL CLEAN MAINTENANCE | 1203M | | JANITORIAL SERVICES -CITY HALL DECEMBER | 3,214.75 |
| | | | | | **Total :** | **3,214.75** |
| 215982 | 12/14/2022 | 000082 DEPARTMENT OF CONSERVATION, DIVIS | 12822 | | SMIP FEES JUL 2022 - SEPT 2022 | 5,037.98 |
| | | | | | **Total :** | **5,037.98** |
| 215983 | 12/14/2022 | 001343 FILAR, ERIC | 120722 | | PLANNING COMMISSION MEETING 12/07/22 | 75.00 |
| | | | | | **Total :** | **75.00** |
| 215984 | 12/14/2022 | 000941 FRONTIER | 120122A | | 12/01/22 -12/31/22 OFFICE TELEPHONE CHAR | 520.60 |
| | | | 120122B | | 12/01/22 -12/31/22 OFFICE TELEPHONE CHAR | 53.15 |
| | | | | | **Total :** | **573.75** |
| 215985 | 12/14/2022 | 001325 GEOCON WEST, INC. | 722100407 | | CIP 026-1 THROUGH 10/02/22 | 5,704.50 |
| | | | 722110409 | | CIP 026-1 THROUGH 10/30/22 | 4,084.75 |
| | | | | | **Total :** | **9,789.25** |
| 215986 | 12/14/2022 | 001666 INFINITY TECHNOLOGIES | 1008 | 0000415 | NOV 2022 GIS CONTRACTUAL SERVICES | 3,200.00 |
| | | | 995A | 0000414 | NOV 2022 IT CONTRACTUAL SERVICES | 11,300.00 |
| | | | 995B | 0000440 | NOV DATTO OFFICE 365 BACKUP SERVICE (MON | 171.00 |
| | | | | | **Total :** | **14,671.00** |
| 215987 | 12/14/2022 | 001327 JANTZ, ADAM | 121422 | | 12/10/22 MILEAGE REIMBURSE BREAKFAST W/ | 44.63 |
| | | | | | **Total :** | **44.63** |

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215988 | 12/14/2022 | 000879 LLOYD, JOHN | 120722 | | PLANNING COMMISSION MEETING 12/07/22 | 75.00 |
| | | | | | **Total :** | **75.00** |
| 215989 | 12/14/2022 | 000856 MICHAEL BAKER INTERNATIONAL IN | 1164178 | | P/E OCT 30, 2022 CONTRACTUAL SVC-PROJEC | 9,825.00 |
| | | | | | **Total :** | **9,825.00** |
| 215990 | 12/14/2022 | 000185 PITNEY BOWES | 12622 | | POSTAGE METER REFILL 11/22/22 | 201.00 |
| | | | | | **Total :** | **201.00** |
| 215991 | 12/14/2022 | 001021 SPICER CONSULTING GROUP | 1167 | | FY 22/23 ANNUAL ADMIN LLMD89-1-C/CSA 22/ | 2,791.67 |
| | | | 1180 | | FY 22/23 ANNUAL ADMIN LLMD89-1-C/CSA 22/ | 2,791.67 |
| | | | 1194 | | CDF 2022-1 FORMATION VERANO | 5,000.00 |
| | | | 1195 | | CDF 2022-3 FORMATION VERANO | 10,000.00 |
| | | | | | **Total :** | **20,583.34** |
| 215992 | 12/14/2022 | 000131 WESTERN RIVERSIDE COUNTY, RCA | 12822 | | MSHCP MITIGATION FEES: NOVEMBER 2022 | 71,046.00 |
| | | | | | **Total :** | **71,046.00** |

**23 Vouchers for bank code :** wf **Bank total :** **193,246.80**

**23 Vouchers in this report** **Total vouchers :** **193,246.80**

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215994 | 12/14/2022 | 001899 BERRY, KATHLEEN | 12622 | | CAKE POPS FOR THE STAFF HOLIDAY EVENT | 72.00 |
| | | | | | **Total :** | **72.00** |

**1 Vouchers for bank code :** wf **Bank total :** **72.00**

**1 Vouchers in this report** **Total vouchers :** **72.00**

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215995 | 12/22/2022 | 000031 AFLAC, REMITTANCE PROCESSING, CEN | 937867 | | DEC 2022 CITY COUNCIL MEDICAL INS. BENEF | 1,709.45 |
| | | | | | **Total :** | **1,709.45** |
| 215996 | 12/22/2022 | 001770 AGUILAR, JANDI | 121522A | | NEW LAW SEMINAR - FOOD | 30.46 |
| | | | 121522B | | HOLIDAY STAFF PARTY-FOOD (DESSERT) | 91.92 |
| | | | | | **Total :** | **122.38** |
| 215997 | 12/22/2022 | 001627 AMERICAN EAGLE TROPHIES | 8634 | | (3) 7X9 PLAQUE (5) 8X10 PLAQUE | 402.38 |
| | | | 8635 | | CITY COUNCIL DEPT SUPPLIES | 215.33 |
| | | | | | **Total :** | **617.71** |
| 215998 | 12/22/2022 | 000033 AMERICAN FORENSIC NURSES | 76937 | | BLOOD DRAW (1) | 66.85 |
| | | | | | **Total :** | **66.85** |
| 215999 | 12/22/2022 | 000007 ANIMAL FRIENDS OF THE VALLEY,, INC. | NOV. 2022 | | ANIMAL CONTROL SERVICE NOV. 2022 | 7,000.00 |
| | | | | | **Total :** | **7,000.00** |
| 216000 | 12/22/2022 | 000029 APPLEONE | 01-6505860 | | ADMIN W/E 12/10/22 | 708.48 |
| | | | | | **Total :** | **708.48** |
| 216001 | 12/22/2022 | 001761 CHARTER COMMUNICATIONS | 2318120822 | | CABLE THROUGH 1/07/23-FS61 | 5.34 |
| | | | | | **Total :** | **5.34** |
| 216002 | 12/22/2022 | 001482 CHAVEZ SR, ARTHUR | 122022 | | CIP-026 RIGHT OF WAY SETTLEMENT AGREEMEN | 4,500.00 |
| | | | | | **Total :** | **4,500.00** |
| 216003 | 12/22/2022 | 001902 CIVICPLUS LLC | 249046 | | CIVICENGAGE & WEB HOSTING | 10,504.20 |
| | | | | | **Total :** | **10,504.20** |
| 216004 | 12/22/2022 | 001622 COMMERCIAL BUILDING MANAGEMENT, | 69219 | 0000428 | SEP 2022 JANITORIAL SVC - MARNA O'BRIEN | 4,745.71 |
| | | | 69220 | | SEP 2022 SUPPLIES - MARNA O'BRIEN | 226.06 |
| | | | | | **Total :** | **4,971.77** |
| 216005 | 12/22/2022 | 001799 COUNTY OF RIVERSIDE PUBLIC, SAFETY | PE0000000654 | | MONTHLY RADIO COMMUNICATION | 155.34 |
| | | | | | **Total :** | **155.34** |
| 216006 | 12/22/2022 | 000988 COUNTY OF RIVERSIDE, INFORMATION T | IT0000005501 | | 11/01/22-11/29/22 MEETING SUPPORT - | 364.25 |

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 216006 | 12/22/2022 | 000988 000988 COUNTY OF RIVERSIDE, INFORMATION | (Continued) | | **Total :** | **364.25** |
| 216007 | 12/22/2022 | 000035 COUNTY OF RIVERSIDE, TLMA | TL0000016602 | | OCT 2022 SLF COSTS FY22-23 | 795.50 |
| | | | | | **Total :** | **795.50** |
| 216008 | 12/22/2022 | 000027 DIRECT TV | 082317220X221213 | | 12/12/22-01/11/23 CABLE SERVICES- CITY H | 153.99 |
| | | | | | **Total :** | **153.99** |
| 216009 | 12/22/2022 | 000022 EDISON | 121422-2123 | | 11/14/22-12/13/22 23873 CLINTON KEITH RD | 134.19 |
| | | | 121422-3487 | | 11/14/22-12/13/22 23873 CLINTON KEITH RD | 151.68 |
| | | | 121422-7255 | | 11/14/22-12/13/22 23873 CLINTON KEITH RD | 107.13 |
| | | | 121522-3047 | | 11/15/22-12/14/22 34311 MISSION TRAIL TC | 90.85 |
| | | | 121522-3243 | | 11/15/22-12/14/22 31818 CENTRAL ST LS3 | 36.12 |
| | | | 121522-3950 | | 11/15/22-12/14/22 34311 MISSION TRAIL LS | 33.35 |
| | | | 121522-5361 | | 11/15/22-12/14/22 31818 CENTRAL TC1 | 80.43 |
| | | | 121522-7273 | | 11/15/22-12/14/22 24211 CLINTON KEITH RD | 74.88 |
| | | | 121522-8688 | | 11/15/22-12/14/22 21458 GRAND AVE TC1 | 81.05 |
| | | | 121722-3767 | | 11/17/22-12/16/22 31160 CLINTON KEITH RD | 10.75 |
| | | | 121722-5249 | | 11/17/22-12/16/22 32975 WILLOW BAY RD | 10.75 |
| | | | 121722-7633 | | 11/17/22-12/16/22 32975 WILLOW BAY RD TC | 83.19 |
| | | | | | **Total :** | **894.37** |
| 216010 | 12/22/2022 | 001747 FARAG, JASON | 122022 | | 12/03/22-12/16/22 MILEAGE REIMBURSEMENT | 37.88 |
| | | | | | **Total :** | **37.88** |
| 216011 | 12/22/2022 | 000685 GREAT AMERICA FINANCIAL SERVIC | 33001881 | | CANON COLOR COPIER SYST. #015-1472515 | 359.97 |
| | | | 33006176 | | CANON COLOR COPIER SYST. #016-1585799 | 214.24 |
| | | | | | **Total :** | **574.21** |
| 216012 | 12/22/2022 | 000634 HEYDAY RECORDS AND EVENTS | 121422 | | ROBERT WALKER PLAYNG CHRISTMAS CLASSICS | 300.00 |
| | | | | | **Total :** | **300.00** |
| 216013 | 12/22/2022 | 001783 HR DYNAMICS & PERFORMANCE | 122022 | 0000421 | THROUGH 10/25/22 -12/01/22 CLASSIFICATIO | 22,000.00 |
| | | | | | **Total :** | **22,000.00** |

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 216014 | 12/22/2022 | 000499 INLAND EMPIRE LANDSCAPE INC | 39959 | | NOVEMBER 2022 LANDSCAPE REPAIR | 1,948.97 |
| | | | 39960 | | NOVEMBER 2022 LANDSCAPE MAINTENANCE - ZO | 10,385.44 |
| | | | | | **Total :** | **12,334.41** |
| 216015 | 12/22/2022 | 000072 INTERWEST CONSULTING GROUP | 83081 | | OCTOBER 2022 CONTRACTUAL SVC - CIP | 26,822.63 |
| | | | 83815 | | OCTOBER 2022 CONTRACTUAL SVC | 69,566.75 |
| | | | | | **Total :** | **96,389.38** |
| 216016 | 12/22/2022 | 001640 JAMES MCMINN INC | 122022 | | BUNDY CYN RD WIDE DIF CIP 026-1 PROG PAY | 577,346.67 |
| | | | | | **Total :** | **577,346.67** |
| 216017 | 12/22/2022 | 000304 JOE A. GONSALVES & SON | 160400 | 0000423 | FY 22/23 PROFESSIONAL CONTRACTUAL LEGISL | 3,000.00 |
| | | | | | **Total :** | **3,000.00** |
| 216018 | 12/22/2022 | 001852 LC PAVING & SEALING, INC | 112822 | | PALOMAR & CLINTON KEITH PAY REQUEST #2 | 267,716.55 |
| | | | | | **Total :** | **267,716.55** |
| 216019 | 12/22/2022 | 000856 MICHAEL BAKER INTERNATIONAL IN | 1165961 | | P/E NOV 27, 202 CONTRACTUAL SVC - PROJEC | 10,087.50 |
| | | | | | **Total :** | **10,087.50** |
| 216020 | 12/22/2022 | 001337 MPS SECURITY | 2597 | 0000425 | SECURITY SRVCS- MARNA O'BRIEN 12/05/22-1 | 1,670.77 |
| | | | | | **Total :** | **1,670.77** |
| 216021 | 12/22/2022 | 001555 NBS | 202212-2482 | | PROFESSIONAL SVCS THROUGH 11/30/22 | 225.00 |
| | | | | | **Total :** | **225.00** |
| 216022 | 12/22/2022 | 001004 PECHANGA BAND OF LUISENO, MISSION | 18156 | | CONTRACTUAL SVC OCTOBER 2022 | 9,506.25 |
| | | | | | **Total :** | **9,506.25** |
| 216023 | 12/22/2022 | 001107 PLACEWORKS | 80421 | | NOVEMBER 2022 CONTRACTUAL SVC - GP UPDAT | 25,877.64 |
| | | | 80435 | | NOVEMBER 2022 CONTRACTUAL SVC - PROJECT | 15,465.00 |
| | | | 80436 | | NOVEMBER 2022 CONTRACTUAL SVC - PROJECT | 415.00 |

Bank code : wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | | Amount |
|---|---|---|---|---|---|---|---|
| 216023 | 12/22/2022 | 001107 PLACEWORKS | (Continued) | | | | |
| | | | 80437 | | NOVEMBER 2022 CONTRACTUAL SVC - PROJECT | | 5,007.50 |
| | | | 80438 | | NOVEMBER 2022 CONTRACTUAL SVC - PROJECT | | 1,820.00 |
| | | | 80439 | | NOVEMBER 2022 CONTRACTUAL SVC - PROJECT | | 47.50 |
| | | | 80440 | | NOVEMBER 2022 CONTRACTUAL SVC - PROJECT | | 377.50 |
| | | | 80441 | | NOVEMBER 2022 CONTRACTUAL SVC - PROJECT | | 10,132.50 |
| | | | 80442 | | NOV 2022 CONTRACTUAL SVC- CIP 059 | | 1,475.47 |
| | | | | | | **Total :** | **60,618.11** |
| 216024 | 12/22/2022 | 000186 RIGHTWAY | 322500 | | 12/08/22-01/04/23 - PORTA/WASHSTN-WINDS | | 723.50 |
| | | | | | | **Total :** | **723.50** |
| 216025 | 12/22/2022 | 001732 ROSALES, ANNELLE | 121922 | | 12/03/22-12/16/22 MILEAGE REIMBURSEMENT | | 53.13 |
| | | | | | | **Total :** | **53.13** |
| 216026 | 12/22/2022 | 001101 SIGNS BY TOMORROW | 29801 | | COROPLAST SIGNS REPRODUCTIONS | | 142.92 |
| | | | | | | **Total :** | **142.92** |
| 216027 | 12/22/2022 | 001393 SOCALGAS | 121322 | | 11/01/22-12/09/22 GAS - FIRE DEPT 32637 | | 100.90 |
| | | | | | | **Total :** | **100.90** |
| 216028 | 12/22/2022 | 001306 SOCIAL WORK ACTION GROUP | 073122 | | JULY 2022 CONTRACTUAL SERVICE | | 14,279.85 |
| | | | 083122 | | AUGUST 2022 CONTRACTUAL SERVICE | | 15,502.50 |
| | | | 09322 | | SEPT 2022 CONTRACTUAL SERVICE | | 16,065.00 |
| | | | 103022 | | OCT 2022 CONTRACTUAL SERVICE | | 15,075.00 |
| | | | | | | **Total :** | **60,922.35** |
| 216029 | 12/22/2022 | 000401 SOUTHERN CALIFORNIA EDISON | 432488 | | NEW METER BUNDY CANYON RD FY21/22 | | 30.78 |
| | | | 432571 | | RELOCATE FACILITIES 22500 BUNDY CANYON R | | 9,230.09 |
| | | | | | | **Total :** | **9,260.87** |
| 216030 | 12/22/2022 | 000790 SPARKLETTS | 121022 | | CITY HALL DRINKING WATER THROUGH 12/10/2 | | 324.40 |

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 216030 | 12/22/2022 | 000790 000790 SPARKLETTS | (Continued) | | **Total :** | **324.40** |
| 216031 | 12/22/2022 | 001258 SUNBELT RENTALS, INC. | 133859959-1 | | EQUIPMENT RENTAL FOR BREAKFAST WITH SANT | 64.04 |
| | | | 133859959-2 | | EQUIPMENT RENTAL FOR BREAKFAST WITH SANT | 64.04 |
| | | | | | **Total :** | **128.08** |
| 216032 | 12/22/2022 | 001505 THE ENDEAVOR PRODUCTION, GROUP | 1035 | | SEPTEMBER 2022 MAYOR'S MINUTE | 500.00 |
| | | | 1039 | | MAYOR'S MINUTE - SAND BAGS | 500.00 |
| | | | 1050 | | MAYOR'S MINUTE - THANK YOU TO BEN | 500.00 |
| | | | | | **Total :** | **1,500.00** |
| 216033 | 12/22/2022 | 001599 VERDUZCO, RICARDO GONZALES | 122022 | | CIP 026-1 RIGTH OF WAY SETTLEMENT AGREEM | 9,000.00 |
| | | | | | **Total :** | **9,000.00** |
| 216034 | 12/22/2022 | 000055 WRCOG | 1421 | | FY 21/22 SB 1383 CAPACITY PLANNING SERVI | 928.57 |
| | | | 1422 | | FY 22/23 SB 1383 CAPACITY PLANNING SERVI | 696.43 |
| | | | | | **Total :** | **1,625.00** |
| 216035 | 12/22/2022 | 001831 YUNEX, LLC | 5610282284 | | TRAFFIC SIGNAL MAINTENANCE OCTOBER 2022 | 1,494.50 |
| | | | 5620041581 | | TRAFFIC SIGNAL RESPONSE CALL OUT OCTOBER | 2,075.82 |
| | | | | | **Total :** | **3,570.32** |
| **41** | **Vouchers for bank code :** | wf | | | **Bank total :** | **1,181,727.83** |
| **41** | **Vouchers in this report** | | | | **Total vouchers :** | **1,181,727.83** |

**City of Wildomar**
**Wire Transfer Register**
**12/31/2022**

| ACH Date | Payee | Description | Amount |
|---|---|---|---|
| 12/5/2022 | WEX Inc Fleet | Fuel Purchases | $ 20.00 |
| 12/6/2022 | WEX Inc Fleet | Fuel Purchases | 1,226.87 |
| 12/12/2022 | CFT NV Developments | City Hall Lease - December | 38,393.68 |
| 12/19/2022 | US Bank | Business Meals, Conference Expenses, Organizational Memberships, Special Event Supplies, Repairs & Maintenance, and Office Supplies | 6,605.51 |
| 12/20/2022 | Enterprise Fleet Management | Monthly City Vehicle Lease Payment | 6,209.24 |
| 12/29/2022 | Viasat Inc | Satellite Internet Service - Cemetery District & Parks | 175.88 |
| 12/29/2022 | Viasat Inc | Satellite Internet Service - Cemetery District & Parks | 500.88 |
| | | **TOTAL** | $ 53,132.06 |

**City of Wildomar**
**Payroll Warrant Register**
**1/1/2022**

| ACH Date | Payee | Description | | Amount |
|---|---|---|---|---|
| 12/8/2022 | Heartland Payroll | 11/19/2022-12/2/2022 | $ | 104,174.77 |
| 12/22/2022 | Heartland Payroll | 12/3/2022-12/16/2022 | $ | 96,919.42 |
| 11/30/2022 | Heartland Payroll | 12/1/2022-12/31/2022 | $ | 1,826.49 |
| | | **TOTAL** | **$** | **202,920.68** |

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.4**
**Meeting Date: January 18, 2023**

**SUBJECT:** November 2022 Treasurers Report

**SUBMITTED BY:** Adam Jantz

**PREPARED BY:** Adam Jantz,

**ACTION:**
Approve the Treasurer's Report for November 2022.

**SUMMARY:**
November 2022 Treasurer's Report

**BACKGROUND:**
Attached is the Treasurer's Report for Cash and Investments for the month of November 2022. The City utilizes both the California State Treasurer's Local Agency Investment Fund (LAIF) and the California Asset Management Program (CAMP) for its 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. This will increase the returns on the City investments above the normal CAMP pool rate. Also, the City is currently revising its investment policy under the recommendation of PFM to better define the assets in which the City is allowed to invest in.

**FISCAL IMPACT:**
None.

**ATTACHMENTS:**
November 2022 Treasurer's Report

**CITY OF WILDOMAR**
**TREASURER'S REPORT FOR**
**CASH AND INVESTMENT PORTFOLIO**
## November 2022

### CITY CASH

| FUND | ACCOUNT | INSTITUTION | BEGINNING BALANCE | + DEPOSITS | (-) WITHDRAWALS | ENDING BALANCE | RATE |
|---|---|---|---|---|---|---|---|
| All | All | WELLS FARGO | $ 17,532,864.46 | $ 2,888,038.17 | (14,056,107.37) | $ 6,364,795.26 | 0.000% |
| | | TOTAL | $ 17,532,864.46 | $ 2,888,038.17 | $ (14,056,107.37) | $ 6,364,795.26 | |

### CITY INVESTMENT

| FUND | ISSUER | BOOK VALUE | FACE VALUE | MARKET VALUE | PERCENT OF PORTFOLIO | DAYS TO MAT. | STATED RATE |
|---|---|---|---|---|---|---|---|
| 100 | LOCAL AGENCY INVESTMENT FUND | $ 9,729,906.09 | $ 9,729,906.09 | $ 9,729,906.09 | 100.00% | 0 | 2.007% |
| All | CALIFORNIA ASSET MANAGEMENT PROGRAM | $ 17,602,506.83 | $ 17,602,506.83 | $ 17,602,506.83 | 100.00% | 0 | 3.900% |
| | TOTAL | $ 27,332,412.92 | $ 27,332,412.92 | $ 27,332,412.92 | 100.00% | | |

| | | |
|---|---|---|
| CITY | TOTAL CASH AND INVESTMENT | $ 33,697,208.18 |

### BREAKDOWN

| FUND | | ISSUER | BEGINNING BALANCE | + PURCHASES | + INTEREST DEPOSITED | (-) WITHDRAWALS/ SALES/ | ENDING BALANCE | STATED RATE |
|---|---|---|---|---|---|---|---|---|
| 100 | General | LOCAL AGENCY INVESTMENT FUNDS | $ 9,729,906.09 | $ 0.00 | $ 0.00 | $ 0.00 | $ 9,729,906.09 | 2.007% |
| 100 | General | CALIFORNIA ASSET MANAGEMENT PROGRAM | $ 5,652,679.27 | $ 0.00 | $ 18,673.17 | $ 0.00 | $ 5,671,352.44 | 3.900% |
| 115 | ARPA | CALIFORNIA ASSET MANAGEMENT PROGRAM | $ 0.00 | $ 5,900,000.00 | $ 17,676.99 | $ 0.00 | $ 5,917,676.99 | 3.900% |
| 120 | AA | CALIFORNIA ASSET MANAGEMENT PROGRAM | $ 0.00 | $ 5,000,000.00 | $ 11,231.17 | $ 0.00 | $ 5,011,231.17 | 3.900% |
| 440 | DIF Roads | CALIFORNIA ASSET MANAGEMENT PROGRAM | $ 0.00 | $ 1,000,000.00 | $ 2,246.23 | $ 0.00 | $ 1,002,246.23 | 3.900% |
| | | TOTAL | $ 15,382,585.36 | $ 11,900,000.00 | $ 49,827.56 | $ 0.00 | $ 27,332,412.92 | |

**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.**

Robert Howell
**Robert Howell**
**City Treasurer**

12/19/2022
**Date**

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.5**
**Meeting Date: January 18, 2023**

**SUBJECT:** General Plan Update Progress Report #7

**SUBMITTED BY:** Matthew Bassi

**ACTION:**
Receive and File.

**DISCUSSION:**
Staff provided the City Council with the General Plan Update Briefing #6 report at its last meeting on December 14, 2022. That briefing primarily covered the month of November 2022. The following is a short summary of the task assignments completed during the month of December 2022 and the tasks/assignments coming forth over the next 30+ days.

Staff and the Consultant Team took a bit of a respite during the month of December 2022 due to holidays and vacations. Nonetheless, the following tasks/assignments were accomplished:

**Tasks/Assignments Accomplished (previous 30 +/- days):**

- On November 28th, the GP Team launched our 2nd city-wide Community Online Survey that ended on January 3, 2023. The goal of the survey was twofold as follows:

1) Obtain additional input on the draft Guiding Principles which will provide the framework for Wildomar's General Plan Update and be used in the development of the goals and policies of the General Plan; and

2) Obtain additional input regarding what land uses should be encouraged in the nine (9) focus areas that will be part of the GP update. The survey is available in English and Spanish.

- The Online Survey resulted in the submittal of 239 surveys' (2 in Spanish) over the survey period.

**Upcoming Tasks/Assignments (Next 30 – 60 days +):**

- General Plan Advisory Group meeting #3 is scheduled for Feb. 2, 2023. The group will be reviewing and finalizing the draft land use and circulation plans for presentation to Commission/Council.
- Planning Commission and City Council workshops are tentatively scheduled for March &

April 2023.

**Website Stats/Information:**

- 2,290 Unique visitors since website launch (June 14, 2022)
- 193 total unique visitors in the month of December 2022

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.6**
**Meeting Date: January 18, 2023**

**SUBJECT:** Second Reading and Adoption of Special Tax Ordinance for Community Facilities District No. 2022-3 (Services for KB Verano)

**SUBMITTED BY:** Emily Stadnik

**PREPARED BY:** Emily Stadnik,

**ACTION:**
Conduct the second reading and adopt an Ordinance entitled:

ORDINANCE NO. 227
ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2022-3 (SERVICES FOR KB VERANO) OF THE CITY OF WILDOMAR AUTHORIZING THE LEVY OF SPECIAL TAXES

**BACKGROUND:**
KB Home Coastal Inc., a California corporation (the "Developer"), owns 15.4 gross acres of property in the City which is proposed to be developed into 77 single family residential homes. Such property is generally located to the east of Monte Vista Drive and south of Summer Sage Way. The Developer has requested that the City form a community facilities district ("CFD No. 2022-3" or the "District") to encompass such property in accordance with the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), to finance the costs of certain public improvements through the levy of a special tax and the issuance of bonds. The maximum amount of bonded indebtedness proposed is $7 million.

On November 15, 2022, the City Council adopted Resolution No. 2022-55, which declared City's intention to establish the District (the "Resolution of Intention"). The Resolution of Intention called for a public hearing to be held on December 14, 2022 to formally consider the approval of the formation of the CFD and the approval of the levy of the special taxes within

the District to finance costs of certain maintenance and safety services.

Following the close of the public hearing on December 14, 2022, the City Council adopted a resolution which formed the District and approved the levy of the special taxes in the District in accordance with the rate and method of apportionment of special taxes for the District (the "RMA"). Such resolution also called for an election on December 14, 2022, to submit to the qualified voters the District ballot measures on the approval of the special taxes and an appropriations limit for the District, which were approved by the requisite number of votes within the District. Following certification of the election results, the City introduced and conducted a first reading by title only, the special tax ordinance for the District (the "Ordinance") to levy the special tax within the District in accordance with the RMA. The second reading and adoption is required for the Ordinance to become effective. If adopted, the Ordinance will become effective 30 days from the date of this meeting.

**FISCAL IMPACT:**
The projected levy for FY 2022-23 is $44,928 for the first year of maintenance services. Special Tax B will generate $33,110 once all 77 residential units are developed. Special Tax C, if needed, will generate $20,198.

The City has incurred costs for Legal Notices for the formation of and annexations into the District. A budget amendment in the amount of $5,000 is needed to properly account for these expenses in the FY 2022-23 budget.

**ACCOUNT CODE:**
Revenues:
Fund 220 - CFD 2022-1 Special Tax A
Fund 219 - CFD 2022 Special Tax B

Expenses:
220-450-4500-52020 - Legal Notices

**ATTACHMENTS:**
ORDINANCE227_CITY_OF_WILDOMAR_CFD_2022-3__VERANO.doc

**ORDINANCE NO. 227**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2022-3 (VERANO) OF THE CITY OF WILDOMAR AUTHORIZING THE LEVY OF SPECIAL TAXES**

**Whereas**, on November 9, 2022, the City Council (the "City Council") of the City of Wildomar (the "City") adopted Resolution No. 2022-56 declaring its intention to form Community Facilities District No. 2022-3 (Verano) of the City of Wildomar (the "District") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, comprising Chapter 2.5 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California (the "Act"), and its Resolution No. 2022-57 declaring its intention to incur bonded indebtedness for the District; and

**Whereas**, on December 14, 2022, after providing all notice required by the Act, the City Council conducted a noticed public hearing required by the Act relative to the proposed formation of the District, the proposed levy of a special tax therein to finance certain public facilities described in Resolution No. 2022-56 and to secure the payment of any bonded indebtedness of the District, and the proposed issuance of up to $7,000,000 of bonded indebtedness as described in Resolution No. 2022-57; and

**Whereas**, at the December 14, 2022 public hearing, all persons desiring to be heard on all matters pertaining to the formation of the District and the proposed levy of the special tax to finance the facilities described in Resolution No. 2022-56 and to secure the payment of up to $7,000,000 of bonded indebtedness of the District as described in Resolution No. 2022-57 (the "Bonds") were heard and a full and fair hearing was held; and

**Whereas**, on December 14, 2022, the City Council adopted Resolution Nos. 2022-68 and 2022-69 which formed the District and called a special election within the District on December 14, 2022 on three propositions relating to the levy of a special tax within the District, the issuance of the Bonds and the establishment of an appropriations limit within the District; and

**Whereas**, on December 14, 2022, a special election was held within the District at which the qualified electors approved by more than a two-thirds vote Propositions A, B and C authorizing the levy of a special tax within the District for the purposes described in Resolution No. 2022-56, the issuance of the Bonds as described in Resolution No. 2022-57 and establishing an appropriations limit for the District; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILDOMAR, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2022-3 (VERANO) OF THE CITY OF WILDOMAR, ORDAINS AS FOLLOWS:**

**Section 1.** The above recitals are all true and correct.

**Section 2.** By the passage of this Ordinance, the City Council authorizes and levies special taxes within the District pursuant to Sections 53328 and 53340 of the Act at the rates and in accordance with the rate and method of apportionment set forth in Attachment C to Resolution No. 2022-56, which is incorporated by reference herein (the "Rate and Method"). The special taxes are hereby levied commencing in the fiscal year specified in the Rate and Method and in each fiscal year thereafter until payment in full of the Bonds (including any bonds issued to refund the Bonds), payment of all costs of the public facilities and services authorized to be financed by the District, and payment of all costs of administering the District.

**Section 3.** Each of the Mayor, the City Manager, or their written designees (each, an "Authorized Officer"), acting alone, is hereby authorized and directed each fiscal year to determine the specific special tax rates and amounts to be levied in such fiscal year on each parcel of real property within the District, in the manner and as provided in the Rate and Method. The special tax rate levied on a parcel pursuant to the Rate and Method shall not exceed the maximum rate set forth in the Rate and Method for such parcel, but the special tax may be levied at a lower rate. Each Authorized Officer is hereby authorized and directed to provide all necessary information to the Treasurer-Tax Collector of the County of Riverside and to otherwise take all actions necessary in order to effect proper billing and collection of the special tax, so that the special tax shall be levied and collected in sufficient amounts and at times necessary to satisfy the financial obligations of the District in each fiscal year until the Bonds are paid in full, the facilities have been paid for, and provision has been made for payment of all of the administrative costs of the District.

**Section 4.** Properties or entities of the state, federal or other local governments shall be exempt from the special tax, except as otherwise provided in Sections 53317.3 and 53317.5 of the Act and Section G of the Rate and Method. No other properties or entities are exempt from the special tax unless the properties or entities are expressly exempted in Resolution No. 2022-67 or in a resolution of consideration to levy a new special tax or special taxes or to alter the rate or method of apportionment or an existing special tax as provided in Section 53334 of the Act.

**Section 5.** All of the collections of the special tax shall be used as provided for in the Act, the Rate and Method and Resolution No. 2022-67.

**Section 6.** The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and the same procedure, sale and lien priority in case of delinquency as is provided for ad valorem taxes (which such procedures include the exercise of all rights and remedies permitted by law to make corrections, including, but not limited to, the issuance of amended or supplemental tax bills), as such procedure may be modified by law or by this City Council from time to time.

**Section 7.** As a cumulative remedy, if any amount levied as a special tax for payment of the interest or principal of the Bonds (including any bonds issued to refund the Bonds), together with any penalties and other charges accruing under this Ordinance, are not paid when due, the City Council may, not later than four years after the due date of the last installment of principal on the Bonds (including any bonds issued to refund the Bonds), order that the same be collected by an action brought in the superior court to foreclose the lien of such special tax, as authorized by the Act.

**Section 8.** The Mayor of the City shall sign this Ordinance and the City Clerk or Deputy City Clerk (referred to herein as the "City Clerk") shall attest to the Mayor's signature and then cause the same to be published within fifteen (15) days after its passage at least once in The Press Enterprise, a newspaper of general circulation published and circulated in the City of Wildomar.

**Section 9.** The specific authorization for adoption of this Ordinance is pursuant to the provisions of Section 53340 of the Act.

**Section 10.** The City Clerk is hereby authorized to transmit a certified copy of this ordinance to the Treasurer-Tax Collector of the County of Riverside, and to perform all other acts which are required by the Act, this Ordinance or by law in order to accomplish the purpose of this Ordinance.

**Section 11.** A full reading of this Ordinance is dispensed with prior to its final passage, a written or printed copy having been available to the City Council and the public a day prior to its final passage.

**Section 12.** This Ordinance shall take effect thirty days after its final passage.

**Passed and Adopted** on this 18th day of January 2023.

_____
Joseph Morabito, Mayor

**APPROVED AS TO FORM:**

_____
Thomas D. Jex
City Attorney

**ATTEST:**

_____
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 Ordinance No. _____ was adopted by the City Council of the City of Wildomar, California, at the Regular meeting of _____, 2023 and that the same was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Janet Morales
City Clerk
City of Wildomar

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.7**
**Meeting Date: January 18, 2023**

**SUBJECT:** FY2022 Annual Development Impact Fee Report

**SUBMITTED BY:** Adam Jantz

**PREPARED BY:** Adam Jantz,

**ACTION:**
Receive and file the Annual report for the Development Impact Fees for the Fiscal Year Ending June 30, 2022.

**SUMMARY:**
FY2022 Annual Development Impact Fee Report

**BACKGROUND:**
The Mitigation Fee Act, Section 66000 et seq. of the California Government Code (the "Act"), governs the establishment and administration of development impact fees paid by new development projects for public facilities needed to serve new development.

The Act requires two specific reporting requirements from the City: 1) A periodic (five-year) report to make findings with respect to all unexpended mitigation fees and 2) an annual review of all development impact fees as defined in the Act and to make a public report on the fees available to the public after the end of each fiscal year. The Act requires the report to be placed on an agenda for review at a public meeting not less than 15 days after the report. As the last periodic (5-year) report was presented in December 2019, only the annual review is due this year.

**DISCUSSION:**
The Public Report included with the agenda item details the receipt and usage of Development Impact Fees for the period from July 1, 2021 through June 30, 2022. The public report fulfills the annual review requirement set forth by the Mitigation Fee Act. The next 5-year report is due at the end of December 2024 and will cover fiscal years 2019/2020 through 2023/2024.

**FISCAL IMPACT:**
None.

**ATTACHMENTS:**

FY2021-22 Annual DIF Report.pdf

# City of Wildomar

## 2021/22 Annual Report
## On Development Impact Fees
## Fiscal Year Ended June 30, 2022

Background

The Mitigation Fee Act, Government Code Section 66000 et seq., (the "Act") governs the establishment and administration of development impact fees paid by new development projects for public facilities needed to serve new development. Fees must be separately accounted for and used for the specific purpose for which the fee was imposed. The City's adopted development impact fees are listed in the attached exhibits. Expenditures are authorized through the annual Operating Budget and the City's Capital Improvement Program.

Development Fee Reporting

The Act requires two specific reporting requirements from the City: 1) A periodic (five-year) report to make findings with respect to all unexpended mitigation fees and 2) an annual review of all development impact fees as defined in the Act and to make a public report on the fees available to the public after the end of each fiscal year. Government Code Section 66006(b)(2) requires the report to be placed on an agenda for review at a public meeting not less than 15 days after the report is made available to the public. Only the annual report is required for fiscal year 2021-22.

The report is organized as follows:

**Section 1.** A brief description of the purpose of each development impact fee, its authorizing legislation, and the current amount (Government Code Section 66006(b) (1) (A)).

**Section 2.** A summary of the beginning fund balance on July 1st, 2021, annual fee revenue collected as well as interest earned, public improvement expenditures, and the ending fund balance on June 30, 2022, for each fee (Government Code Section 66006(b)(1)(C) and (D)). Also included is a list of Capital Projects funded in fiscal year 2021-22 with development impact fees.

**Section 3.** Report of Findings for each fee.

# City of Wildomar
# Description of Development Impact Fees
# Section 1.

The City's Development Impact Fees (DIF) were first adopted at incorporation on July 1, 2008, adopting the fees that were being charged by the County of Riverside at the time. The County transferred all the development impact fee fund balances to the City from development impact fees collected by the County from developments with the new City of Wildomar. The City continued to collect development impact fees in the amounts established by the County from incorporation until the City adopted its own fees after a Development Impact Fee Study was done in January 2014, which new fees effective April 1, 2014. An update to the study was done in April 2015, adding several fees. These DIFs became effective in intervals starting on August 10, 2015. The following development impact fees were adopted:

- **410 – DIF Admin**
- **420 – City Hall**
- **421 – Police Facilities**
- **422 – Animal Shelter**
- **423 – Corporate Yard**
- **430 – Fire Facilities**
- **440 – Transportation – Roads**
- **450 – Transportation – Signals**
- **451 – Drainage**
- **460 – Park Land Acquisition**
- **461 – Park Improvements**
- **470 – Community Center**
- **480 – Multi-Purpose Trails**
- **490 – Library**

The most recent fee update concluded in December 2021 and went into effect on July 1st, 2022. As this report covers FY2021-22, this most recent fee update is outside the scope of this report and therefore all fees assessed over this period were based on the 2015 update. The individual fee amounts and their designated purpose will be described in detail in the following section.

## 410 – Development Impact Fee Admin

The purpose of the Admin DIF is to cover the cost of administering and updating the DIF program. This includes legal costs as well as development fee studies, of which the City has completed two thus far. Both were with the consulting firm Colgan Consulting Corporation. The first study was carried out between 2012-2013 and completed in January 2014. A second study to update the fees was completed in April 2015. A third study was commissioned in FY2020-21 and completed in FY2021-22.

This update did not take effect until July 1st, 2022, and therefore is outside the scope of this FY2021-22 annual report. The Admin DIF fee is currently set at 0.48% of DIFs paid.

| **Current Fee as of 6/30/2021:** | |
|---|---|
| **Land Use** | **Maximum Fee** |
| Single Family Residential | $ 0.48% of All DIFs |
| Multi-Family Residential | $ 0.48% of All DIFs |
| Commercial/ Retail | $ 0.48% of All DIFs |
| Office/Business Park | $ 0.48% of All DIFs |
| Light Industrial/Warehousing | $ 0.48% of All DIFs |

## 420 – City Hall DIF

Fees are for a City Hall to serve both existing and future development. The fee amount is based on future development's proportionate share of a future City Hall building. The calculations are based on a total service population (residents and employees) of 82,555 with a City Hall measuring 20,639ft. New development's estimated share of the City Hall cost is $4,477,553 (49.2%).

The fee amount for the City Hall Facilities Development Impact Fee is as follows:

| **Land Use** | **Maximum Fee** |
|---|---|
| Single Family Residential | $ 384 per dwelling unit |
| Multi-Family Residential | $ 272 per dwelling unit |
| Commercial/ Retail | $ 258 per 1,000 square feet of building space |
| Office/Business Park | $ 333 per 1,000 square feet of building space |
| Light Industrial/Warehousing | $ 149 per 1,000 square feet of building space |

## 421 – Police Facilities DIF

The purpose of the Police Facilities DIF is meant to address the need for future space in police facilities. Currently, the City contracts with the Riverside County Sheriff which operates out of its Lake Elsinore station. The fee calculation considers

future service population and Wildomar's share of the Lake Elsinore Station.

The fee amount for the Police Facilities Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ 227 per dwelling unit |
| Multi-Family Residential | $ 161 per dwelling unit |
| Commercial/ Retail | $ 153 per 1,000 square feet of building space |
| Office/Business Park | $ 196 per 1,000 square feet of building space |
| Light Industrial/Warehousing | $ 87 per 1,000 square feet of building space |

## 422 – Animal Shelter DIF

The purpose of the Animal Shelter DIF is to cover the City's share of the new development costs to the regional animal shelter. Wildomar's share of the cost is 17.1%, or $4,168,310. Of that, new development constitutes $1,555,383 or 37.3%. The shelter is located at 33751 Mission Trail, Wildomar, CA 92595.

The fee amount for the Animal Shelter Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ 250 per dwelling unit |
| Multi-Family Residential | $ 178 per dwelling unit |
| Commercial/ Retail | $ Fee Not Applied |
| Office/Business Park | $ Fee Not Applied |
| Light Industrial/Warehousing | $ Fee Not Applied |

## 423 – Corporate Yard DIF

The purpose of the Corporate Yard DIF is to provide funding for the future acquisition of a corporation yard. The yard will be used to store equipment utilized by the City to meet the maintenance needs of the City. The fee considers both the site acquisition and development. It also incorporates a storage building estimated to be 3,000 $ft^2$ and future maintenance of the site. New development's share of the cost is projected to be $930,245.

The fee amount for the Corporate Yard Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ 79 per dwelling unit |
| Multi-Family Residential | $ 56 per dwelling unit |
| Commercial/ Retail | $ 53 per 1,000 square feet of building space |
| Office/Business Park | $ 69 per 1,000 square feet of building space |
| Light Industrial/Warehousing | $ 31 per 1,000 square feet of building space |

## 430 – Fire Facilities DIF

The purpose of the Fire Facilities DIF is to fund new fire protection facilities. Currently, Wildomar is served by only one fire station within its city limits, Station #61. The City is anticipating adding another station and upgrading the current facilities. The fee is based on the cost of one additional fire station and one new Type I fire engine.

The fee amount for the Fire Facilities Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ 440 per dwelling unit |
| Multi-Family Residential | $ 312 per dwelling unit |
| Commercial/ Retail | $ 295 per 1,000 square feet of building space |
| Office/Business Park | $ 380 per 1,000 square feet of building space |
| Light Industrial/Warehousing | $ 170 per 1,000 square feet of building space |

## 440 – Transportation - Roads DIF

The purpose of the Transportation-Roads DIF is to help fund improvements to streets, intersections, bridges, and culverts needed to serve future development. The improvements incorporated into the fee are based on the City of Wildomar General Plan Circulation Element. One of the most significant projects is related to Bundy

Canyon Road. The total impact fee share for all projects is $70,457,119.

The fee amount for the Transportation-Roads Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ 3,088 per dwelling unit |
| Multi-Family Residential | $ 2,169 per dwelling unit |
| Commercial/ Retail | $ 9,415 per 1,000 square feet of building space |
| Office/Business Park | $ 2,683 per 1,000 square feet of building space |
| Light Industrial/Warehousing | $ 1,090 per 1,000 square feet of building space |

## 450 – Transportation - Signals DIF

The purpose of the Transportation-Signals DIF is to cover the costs of new traffic signals and modifications to existing signals that can be attributed to new development. A listing of specific streetlight infrastructure improvements is outlined in the 2015 DIF Study for Wildomar. As of the study date, there are 21 new traffic signals slated for installation and 24 existing streetlights targeted for modification to Ultimate 4-Way signals. The total amount to be covered by impact fees is $9,472,000.

The fee amount for the Transportation-Signals Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ 401 per dwelling unit |
| Multi-Family Residential | $ 281 per dwelling unit |
| Commercial/ Retail | $ 1,222 per 1,000 square feet of building space |
| Office/Business Park | $ 348 per 1,000 square feet of building space |
| Light Industrial/Warehousing | $ 141 per 1,000 square feet of building space |

## 451 – Drainage DIF

Drainage is a serious concern to the City as runoff from the steep slopes of the City limits can have notable impacts on the more level western areas of the City. The purpose of the Drainage DIF is to provide for future drainage improvements

necessitated by new development to protect the City from flooding in the event of concentrated downpours. Improvements are based on three Master Drainage Plans that cover parts of the City. The costs of sub-regional collector facilities serving Wildomar are also incorporated into the fee.

The three Master Drainage Plans are:

- The Wildomar Master Drainage Plan
- The Sedco Master Drainage Plan
- The Murrieta Creek Master Drainage Plan

The fee amount for the Drainage Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ 1,381 per dwelling unit |
| Multi-Family Residential | $ 868 per dwelling unit |
| Commercial/ Retail | $ 1,281 per 1,000 square feet of building space |
| Office/Business Park | $ 1,068 per 1,000 square feet of building space |
| Light Industrial/Warehousing | $ 915 per 1,000 square feet of building space |

## 460 – Park Land Acquisition DIF

The purpose of the Park Land Acquisition DIF is to fund the acquisition of parklands needed to serve new residential development. The fee also includes a small component to pay for the cost of a Master Plan to guide the development. The fee only applies to residential units. Calculations are based on the Quimby Act methodology that stipulates parkland requirements may be based on 3 acres per 1,000 residents. The fee is then multiplied by the expected future dwelling units. The impact fee report explains the methodology more thoroughly.

The fee amount for the Park Land Acquisition Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ 597 per dwelling unit |
| Multi-Family Residential | $ 423 per dwelling unit |
| Commercial/ Retail | $ Fee Not Applied |
| Office/Business Park | $ Fee Not Applied |
| Light Industrial/Warehousing | $ Fee Not Applied |

## 461 – Park Improvements DIF

The purpose of the Park Improvements DIF is to provide funding for park improvements needed to serve new residential development. This fee only applies to residential units.

The fee amount for the Park Improvements Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ 3,926 per dwelling unit |
| Multi-Family Residential | $ 2,787 per dwelling unit |
| Commercial/ Retail | $ Fee Not Applied |
| Office/Business Park | $ Fee Not Applied |
| Light Industrial/Warehousing | $ Fee Not Applied |

## 470 – Community Center DIF

The purpose of the Community Center DIF is to provide funds for a Community Center to serve both existing and future development. The population at the time of full City buildout is estimated to be 51,863 and the projected cost of a facility to service them is estimated to be $7,899,357. The revenues from the Community Center DIF are estimated to cover only 37.3% of the costs of buildout.

The fee amount for the Community Center Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ 474 per dwelling unit |
| Multi-Family Residential | $ 337 per dwelling unit |
| Commercial/ Retail | $ Fee Not Applied |
| Office/Business Park | $ Fee Not Applied |
| Light Industrial/Warehousing | $ Fee Not Applied |

## 480 – Multi-Purpose Trails DIF

The purpose of the Multi-Purpose Trails DIF is to cover the future expansion of Wildomar's multi-use trail network. Wildomar currently contains an extensive network of multi-purpose trails ranging from four-foot-wide dirt trails to ten-foot-wide trails of decomposed granite. This fee is meant to cover the expansion of the trail network to include future development as it is built out. This calculation is done based on the City's service population of 82,555. There is an estimated $8,784,763 in new trail development of which 49.2% is new development's share.

The fee amount for the Multi-Purpose Trails Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ 754 per dwelling unit |
| Multi-Family Residential | $ 535 per dwelling unit |
| Commercial/ Retail | $ 506 per 1,000 square feet of building space |
| Office/Business Park | $ 652 per 1,000 square feet of building space |
| Light Industrial/Warehousing | $ 291 per 1,000 square feet of building space |

## 490 – Library DIF

The purpose of the Library DIF is to cover the cost of additional books and materials needed for new development. This Riverside County fee was utilized temporarily after the City's incorporation until the City adopted new fees in April 2014 after a study. Collection of the Library DIF ceased on January 31, 2014, and the remaining fund balance is used for books and materials as requested by the County library in Wildomar located on Mission Trail.

The fee amount for the Library Development Impact Fee is as follows:

| Land Use | Maximum Fee |
|---|---|
| Single Family Residential | $ Fee No Longer Applied |
| Multi-Family Residential | $ Fee No Longer Applied |
| Commercial/ Retail | $ Fee No Longer Applied |
| Office/Business Park | $ Fee No Longer Applied |
| Light Industrial/Warehousing | $ Fee No Longer Applied |

## Section 2.
## City of Wildomar Development Impact Fee Report
### Annual Summary Report
### 7/1/2021-6/30/2022

| Fiscal Year | 410 Administrative | 420 City Hall | 421 Police Facilities | 422 Animal Shelter | 423 Corporate Yard | 430 Fire Facilities | 440 Transportation - Roads | 450 Transportation - Signals | 451 Drainage | 460 Regional Parks/Park Land Acquistion | 461 Park Improvements | 470 Community Center / Parks | 480 Trails | 490 Library | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Beginning Balance 7/1/2021:** | **$ (94,379)** | **$ 376,903** | **$ 515,996** | **$ (725,133)** | **$ (11,731)** | **$ 727,266** | **$ 3,123,035** | **$ 507,657** | **$ 765,958** | **$ (117,536)** | **$ 699,791** | **$ 315,050** | **$ 352,023** | **$ 52,617** | **$ 6,487,519** |
| **Revenues:** | | | | | | | | | | | | | | | |
| **Fees Received** | | | | | | | | | | | | | | | |
| 2021-2022 | 9,600 | 69,553 | 42,414 | 24,492 | 14,802 | 82,179 | 790,266 | 99,601 | 225,930 | 58,456 | 359,065 | 46,503 | 140,904 | - | $ 1,963,765 |
| **Interest Income** | | | | | | | | | | | | | | | |
| 2021-2022 | - | 417 | 552 | - | - | 786 | 4,170 | 513 | 833 | - | 863 | 347 | 418 | 55 | $ 8,955 |
| **Miscellaneous Income** | | | | | | | | | | | | | | | |
| 2021-2022 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | $ - |
| **Total Revenues for 2021/22:** | **9,600** | **69,970** | **42,966** | **24,492** | **14,802** | **82,965** | **794,436** | **100,114** | **226,764** | **58,456** | **359,928** | **46,850** | **141,322** | **55** | **$ 1,972,720** |
| **Expenditures:** | | | | | | | | | | | | | | | |
| **General Operating** | | | | | | | | | | | | | | | |
| 2021-2022 | - | 417 | 552 | - | - | 786 | 4,170 | 513 | 833 | - | 863 | 347 | 418 | 55 | $ 8,955 |
| **Cost Allocation** | | | | | | | | | | | | | | | |
| 2021-2022 | - | - | - | 66,127 | - | - | - | - | - | - | - | - | - | - | $ 66,127 |
| **Library Books** | | | | | | | | | | | | | | | |
| 2021-2022 | - | - | - | - | - | - | - | - | - | - | - | - | - | 19,995 | $ 19,995 |
| **Capital Projects** | | | | | | | | | | | | | | | |
| 2021-2022 | 27,536 | - | - | - | - | - | 295,094 | 263,224 | 17,330 | - | 104,527 | - | - | - | $ 707,712 |
| **Total Expenditures for 2021/22:** | **27,536** | **417** | **552** | **66,127** | **-** | **786** | **299,265** | **263,737** | **18,163** | **-** | **105,390** | **347** | **418** | **20,050** | **$ 802,789** |
| **Ending Balance 6/30/2022:** | **$ (112,315)** | **$ 446,456** | **$ 558,410** | **$ (766,768)** | **$ 3,071** | **$ 809,445** | **$ 3,618,206** | **$ 344,034** | **$ 974,559** | **$ (59,079)** | **$ 954,329** | **$ 361,553** | **$ 492,927** | **$ 32,623** | **$ 7,657,450** |

| **Capital Projects Breakdown:** | **% Funded with DIF** | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Master Drainage Plan & DIF Update CIP023 | 100% | Complete | 27,536 | - | - | - | - | - | - | - | - | - | - | - | - | 27,536 |
| Bundy Canyon Widening Ph I CIP26 | 75% | Ongoing | - | - | - | - | - | - | 295,094 | - | 17,330 | - | - | - | - | 312,424 |
| Bundy/Seller Traffic Signal CIP077 | 50% | Ongoing | - | - | - | - | - | - | - | 137,532 | - | - | - | - | - | 137,532 |
| Bundy/Monte Vista Signal CIP078 | 56% | Ongoing | - | - | - | - | - | - | - | 125,693 | - | - | - | - | - | 125,693 |
| 27 Acre Park | 10% | Ongoing | - | - | - | - | - | - | - | - | - | 104,527 | - | - | - | 104,527 |
| | | | **27,536** | **-** | **-** | **-** | **-** | **-** | **295,094** | **263,224** | **17,330** | **-** | **104,527** | **-** | **-** | **-** | **707,712** |

# Report of Findings
# of Development Impact Fee Activity
# Section 3.

**Note:** The 2014 and 2015 Development Impact Fee studies anticipated all funding of the fees to be deposited into the appropriate fund by 2031. No refunds have been issued and any inter-fund transfers or loans made are noted by the DIF below.

**410 – DIF Admin**

- The Purpose of the Admin DIF is to cover the costs of administering and updating the DIF program.
- The reasonable relationship between the Admin DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated January 22, 2014, and April 23, 2015.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated January 22, 2014.
- As this is an Admin fee, the amounts are generally low. The major projects funded out of the Admin DIF are new fee studies and updates. The most recent study was adopted in December 2021. It went into effect on July 1st, 2022, after the period covered by this report.

**420 – City Hall**

- The purpose of the City Hall DIF is to provide funding for a City Hall to serve both existing and future development.
- The reasonable relationship between the City Hall DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated January 22, 2014.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated January 22, 2014.
- The City Hall DIF fund was used to fund the furnishing of the expansion of City operations into other areas of the current City Hall building. Fees may go towards future expansion and the eventual purchase of a new City Hall building. No dates are scheduled yet for the purchase of a new City Hall building, but the City is expected to make a decision within the next five years.

## 421 – Police Facilities

- The purpose of the Police Facilities DIF is to provide funding for additional police facilities to serve both existing and future development.
- The reasonable relationship between the Police DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated January 22, 2014.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated January 22, 2014.
- As the City of Wildomar contracts with the County Sheriff for police services, the City uses the county facilities for police activities. Therefore, no money for the Police DIF has been spent yet. Eventually, the City will add police facilities consistent with City growth needs The City is anticipating buildout of the development of the City by 2031.

## 422 – Animal Shelter

- The purpose of the Animal Shelter DIF is to provide funding for the City's portion of the animal shelter costs to serve both existing and future development.
- The reasonable relationship between the Animal Shelter DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated January 22, 2014.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated January 22, 2014.
- The Animal Shelter DIF fund has been used to fund the City's portion of the animal shelter which was financed before the city incorporated. It will continue to be used for this purpose. The debt will be paid off by 2038.

## 423 – Corporate Yard

- The purpose of the Corporate Yard DIF is to provide funding for a Corporate Yard to serve both existing and future development.
- The reasonable relationship between the Corporate Yard DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated January 22, 2014.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated January 22, 2014.
- The Corporate Yard DIF fund is intended to be used to purchase and maintain a corporate yard for City use. It has been used to acquire land on Lemon Street with the intention of using it as part of a corporate yard as needed. As the City grows closer to the anticipated buildout in 2031, a decision will be made regarding the purchase of the corporate yard.

**430 – Fire Facilities**

- The purpose of the Fire Facilities DIF is to provide funding for fire prevention facilities to serve both existing and future development.
- The reasonable relationship between the Fire Facilities DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated January 22, 2014.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated January 22, 2014.
- The Fire Facilities DIF fund is intended to be used to purchase fire facilities to service the City. The current intent is to use funds to acquire another fire station that is more centrally located within the City limits. No location has been chosen yet. The City also plans to purchase another fire engine but has not set a date yet. As the City moves closer to the anticipated buildout of the City in 2031, decisions will be made regarding an additional fire station and engine.
- A loan was made from the fire facilities DIF in March 2019 to the City's Capital Reinvestment to contribute to the funding of Fire Station #61 Kitchen remodel project. The loan was repaid on June 30, 2019, with interest.

**440 – Transportation – Roads**

- The purpose of the Transportation-Roads DIF is to provide funding for additional roads and street improvement to accommodate new development.
- The reasonable relationship between the Transportation-Roads DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated April 23, 2015.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated April 23, 2015.
- The Transportation-Roads DIF fund is intended to be used for various road projects. Funding has been committed to date to widen sections of the Bundy Canyon Road, which is currently estimated for completion of Phase II in fiscal year 2023-24.

**450 – Transportation – Signals**

- The purpose of the Transportation-Signals DIF is to provide funding for new traffic signals and modifications to existing signals in order to accommodate new development.
- The reasonable relationship between the Transportation- Signals DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated April 23, 2015.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated April 23, 2015.
- The Transportation-Signals DIF fund is intended to be used for various traffic signals. Funding has been committed to date to add traffic signals on Bundy Canyon Road, with an estimated completion date of fiscal year 2021-22.

**451 – Drainage**

- The purpose of the Drainage DIF is to provide funding for drainage improvements to serve both existing and future development.
- The reasonable relationship between the Drainage DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated January 22, 2014.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated January 22, 2014.
- The Drainage DIF fund was used for the Lateral Storm Drain project and will be used for future drainage infrastructure improvements and master plan. The master plan is anticipated to be completed in fiscal year 2021-22.

**460 – Park Land Acquisition**

- The purpose of the Park Land Acquisition DIF is to provide funding for the acquisition of land to expand park facilities in accordance with new development.
- The reasonable relationship between the Park Land Acquisition DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated January 22, 2014.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated January 22, 2014.
- The Park Land Acquisition DIF fund was used to develop a Parks Master Plan over the years 2013-2016. Monies were also used to buy land for the 11-acre park. As the City population grows toward buildout in 2031, additional parkland will be acquired.

**461 – Park Improvements**

- The purpose of the Park Improvements DIF is to provide funding for improving park facilities to serve future development.
- The reasonable relationship between the Park Improvements DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated April 23, 2015.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated April 23, 2015.
- The Park Improvements DIF fund is intended to be used for improving park facilities. Thus far, it has been used for improvements to Malaga Park and planning for the 27 Acre Park. The development of both the 11-acre park and the 27-acre park is estimated for completion between the fiscal years 2022 and 2023.

**470 – Community Center**

- The purpose of the Community Center DIF is to provide funding for a community center.
- The reasonable relationship between the Community Center DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated January 22, 2014.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated January 22, 2014.
- The Community Center DIF fund is intended to be used for a community center to serve the city and surrounding population. No date for the center has been scheduled. The funds have mostly been used to expand the existing City Hall facilities to provide community services in accordance with new development. As the City grows toward the anticipated City buildout in 2031, decisions will be made regarding a dedicated community center.

**480 – Multi-Purpose Trails**

- The purpose of the Multi-Purpose Trails DIF is to provide funding for fire prevention facilities to serve both existing and future development.
- The reasonable relationship between Multi-Purpose Trails DIF and the purpose for which it is charged is demonstrated in the City of Wildomar Development Impact Fee Study by Colgan Consulting dated January 22, 2014.
- The anticipated funding sources and their amounts are detailed in the City of Wildomar Development Fee study, dated January 22, 2014.
- The Multi-Purpose Trails DIF fund has been used to improve and expand the trail network to accommodate increased usage. The Grand Avenue multi-purpose trail was completed in fiscal year 2018-19. The Bundy Canyon Active Transportation Corridor is estimated for completion in 2022-23.

**490 – Library**

- The purpose of the Library DIF is to provide funding for library books and other materials. When the City was incorporated on July 1, 2008, the City adopted the County of Riverside DIF which included a specific DIF for Library Books.
- On April 1, 2014, the City adopted a new DIF program that did not include a category for the collection of library books and materials for the Mission Trail Library, which is run by the County in Wildomar. With the adoption of the new DIF program, the Library DIF was no longer collected.
- On July 24, 2014, the County of Riverside and the City of Wildomar entered a Memorandum of Understanding (MOU) to use the balance of the Library DIF funds to purchase new library materials for the Mission Trail Library in Wildomar until the funds are exhausted, which is anticipated in fiscal year 2024-25.
- The County invoices the City quarterly for new library materials purchased under this MOU.

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.8**
**Meeting Date: January 18, 2023**

**SUBJECT:** Mission Trail/Sedco Sidewalk Facilities Relocation Agreement with Southern California Edison (CIP 044-3)

**SUBMITTED BY:** Jason Farag

**PREPARED BY:** Cameron Luna,

**ACTION:**
1. Authorize the City Manager to execute the Facilities Relocation Agreement with Southern California Edison (SCE) for the design and relocation of ten (10) power poles along Mission Trail for the Mission Trail/Sedco Sidewalk Phase III Project (Project); and

2. Adopt a CEQA Categorical Exemption for the project pursuant to Section 15301(c) for improvements to existing highways and streets.

**SUMMARY:**
Relocation of conflicting Southern California Edison (SCE) power poles is required as part of the Mission Trail/Sedco Sidewalk Phase III Project (Project). SCE has prior rights for two of the poles and so the City must enter into an agreement with SCE and pay for the relocation of the poles.

The City must also make a CEQA determination for the project, prior to construction. Based on the proposed improvements, the Project qualifies for a Categorical Exemption.

**BACKGROUND:**
Phase III of the Mission Trail/Sedco Sidewalk Project (Project, CIP 044-3) is the final phase of the overall mission Trail/Sedco Sidewalk Project. The Project will add street parking, sidewalk, bike lanes, crosswalks, and drainage improvements on Mission Trail between Malaga Rd. and Elberta Ave. Phase I (CIP 044-1) was constructed in 2019 from Olive St. to Sedco Blvd. and Phase II (CIP 044-2) was constructed in 2020 from Sedco Blvd. to Elberta Ave. Both design and construction for the two completed phases of the project were fully funded by CDBG. The design of Phase III is funded by CDBG and Measure A. Construction of Phase III is unfunded, but the City has and continue to pursue funds through various grant opportunities. The Project

design is almost complete.

**DISCUSSION:**
During the Project design, City staff identified the need for relocation of ten (10) conflicting SCE power poles within the project limits on Mission Trail, between Malaga Rd. and Elberta Ave. Relocating the poles is necessary to allow the City to make the Project improvements within the full right-of-way limits. SCE is responsible to relocate the poles to their ultimate alignment concurrently with the City's Project construction. During the City's relocation application process with SCE, it was determined that SCE had prior rights within the location of two of the conflicting poles. Therefore, the City is required to enter into a Facilities Relocation Agreement (Agreement) with SCE and pay for the relocation of those two poles. This is a necessary step prior to construction of the Project. The Agreement is included as Attachment A. Executing the Agreement now and scheduling the relocations will help minimize potential future delays during construction.

To be ready for construction, the City also needs to complete an environmental evaluation for the project to ensure compliance with the California Environmental Quality Act (CEQA). The Project is not creating additional travel lanes and is only improving the existing street and improving roadway safety for all users by adding designated street parking, sidewalk, bike lanes, crosswalks, and drainage improvements. The proposed Project meets the criteria for a Categorical Exemption pursuant to Section 15301(c) for improvements to existing highways and streets and no further environmental review is needed. Therefore, staff recommends that the City Council adopt a Categorical CEQA Exemption for the Project.

**FISCAL IMPACT:**
The cost of the relocation under the Agreement is $60,000. These costs were not previously budgeted in the Project since construction is still unfunded. To ensure that the relocations do not become a future Project delay, and to minimize the potential for increased costs in the future, it is recommended that an additional $60,000 in Measure AA funds (Fund 120) be appropriated for the relocation. This project is a roadway improvement project and will improve safety for all roadway users in this area, so staff recommends this expenditure be funded through Measure AA because the relocation of the SCE poles is a necessary step and part of this project, to provide the road improvement services. There is no impact to the General Fund.

**ACCOUNT CODE:**
Measure AA (120-450) = $60,000

**ATTACHMENTS:**
A - CIP 044-3 SCE Relocation Agreement

# FACILITIES RELOCATION AGREEMENT

This Facilities Relocation Agreement ("Agreement") is made and entered into this 18th day of January, 2023 (the "Effective Date") by and between Southern California Edison Company, a California corporation ("SCE"), and the City of Wildomar (the "Applicant"). SCE and the Applicant are sometimes individually referred to herein as a "Party" and collectively as the "Parties".

## RECITALS

WHEREAS, the Applicant is proposing the Mission/Trail Sedco Sidewalk Phase III Project, CIP 044-3 project (the "Project") within that area generally depicted in the attached Exhibit A (the "Project Location").

WHEREAS, SCE currently operates and maintains certain transmission, distribution, and telecommunication facilities (collectively the "SCE Facilities") within and proximate to the Project Location.

WHEREAS, the Applicant has determined that implementation of the Project will require the relocation of portions of the SCE Facilities and, to that end, the Applicant has requested that SCE relocate some or all of the SCE Facilities.

WHEREAS, subject to the terms and provisions set forth herein, SCE is willing and able to relocate the identified SCE Facilities in order to accommodate the Project.

NOW, THEREFORE, IT IS MUTUALLY AGREED BY AND BETWEEN THE APPLICANT AND SCE AS FOLLOWS:

## AGREEMENT

### 1. SCOPE OF WORK

This Project will require that certain of SCE's overhead transmission, distribution, and telecommunications facilities be relocated from their current location to a new overhead location. The Scope of Work for the overhead relocation is as follows:

Relocation of 9 Transmission/Distribution/Telecom Combo Poles (2308901E, 2290850E, 2270479E, 2290846E, 2290848E, 2290849E , 2290844E, 2290845E, 270479E, and guy stub pole# 4601227E) due to conflict with the City's Mission Trail Sedco Sidewalk Phase III Project, CIP 044-3.

### 2. RELOCATION PLANS

a. Approved Relocation Plans. In furtherance of the Applicant's request, SCE has prepared certain plans/designs that identify (i) the SCE Facilities that will be impacted by the Project and (ii) the relocation areas for the affected SCE Facilities (the "Relocation Plans"). Copies of the Relocation Plans are attached hereto as Exhibit B. The Applicant expressly acknowledges that (a) it has reviewed and approved the Relocation Plans and (b) the Relocation Plans do not present any conflicts with the Applicant's development plans for the Project, nor do the Relocation Plans conflict with any other non-SCE utilities that are located, or will be located, in the Project Location. It is the Applicant's sole responsibility to ensure that no conflicts exist between the Relocation Plans and the Applicant's development plans or other non-SCE utilities, and to timely inform SCE of the need for any refinements, modifications, or revisions to the Relocation Plans to resolve any such conflicts that may later arise, all in accordance with subsections (b) – (d) below.

b. Refinements to Plans. Depending upon the design status of the Project as of the Effective Date, the Parties acknowledge that refinements and/or adjustments to portions of the Relocation Plans may be required in order to eliminate minor conflicts. In such instance, SCE shall prepare such refinements to the Relocation Plans as may be necessary in order to address/eliminate said conflicts. The refined Relocation Plans shall be presented to the Applicant for review and approval; SCE shall not commence the Relocation Work (*see* Section 4, below) unless and until the Applicant has reviewed and approved the refined Relocation Plans. The Applicant shall be responsible for all costs and expenses reasonably incurred by SCE in relation to SCE's refinement of the Relocation Plans.

c. Revised Plans. In the event that modifications/revisions to the Relocation Plans are required in order to accommodate changes to the Project (including the elimination of conflicts with the Applicant's development plans), to resolve conflicts with other non-SCE utilities within the Project area, or to address other changed circumstances, then SCE shall prepare such modifications/revisions as are necessary to address said changes and shall present same to the Applicant for review and approval. The Applicant shall be responsible for all costs and expenses reasonably incurred by SCE in relation to SCE's preparation of the modifications/revisions to the Relocation Plans.

d. Potential Project Delays. The Applicant expressly acknowledges that the preparation of refined, modified and/or revised Relocation Plans may cause delays in SCE's performance of the Relocation Work, and that said delays could impact the development schedule for the Project. The Parties agree that SCE shall not have any liability or obligation to the Applicant (or others) in the event that the preparation of refined, modified and/or revised Relocation Plans results in delays in the Project.

## 3. ACQUISITION OF LAND RIGHTS

The Applicant shall be responsible for securing all land rights required by SCE to allow SCE to relocate, construct and permanently operate and maintain the SCE Facilities on the areas depicted in the Relocation Plans (the "Relocation Areas"). The land rights acquired by the Applicant (the "SCE Land Rights") shall be in a form prescribed by SCE (the "SCE Land Rights Form"); SCE shall provide the SCE Land Rights Form to the Applicant.

The SCE Land Rights shall also include permanent rights of ingress/egress that allow SCE to gain reasonable, unimpeded and non-escorted access to and from the Relocation Areas and the SCE Facilities (whether over lands owned by the Applicant or otherwise). In connection with the acquisition of the SCE Land Rights, the Applicant shall be responsible for clearing all encumbrances identified by SCE that could interfere with the Relocation Work and the exercise of the SCE Land Rights on/about the Relocation Areas (including access thereto/therefrom). Unless otherwise agreed (in writing) by SCE, the SCE Land Rights shall be granted directly to SCE. Notwithstanding any provision herein to the contrary, SCE will not begin the Relocation Work unless and until all required SCE Land Rights have been executed, in writing, and presented to and approved by SCE.

## 4. RELOCATION WORK

Following (i) the Parties' confirmation of the finality of the Relocation Plans and (ii) the Applicant's acquisition (and SCE's approval) of the SCE Land Rights, SCE shall cause the SCE Facilities to be removed and relocated to the Relocation Areas in accordance with the Relocation Plans (the "Relocation Work"). SCE shall perform the Relocation Work in accordance with all applicable laws, rules and regulations.

## 5. COST ALLOCATION

a. SCE's Cost Responsibility. SCE shall be responsible for the actual costs of the following items/activities associated with SCE's implementation of the Relocation Plans:

- All Pole Relocations S/O Malaga Road along Mission Trail captured under SCE Funded/Non-billing work order TD1785393 (Transmission), TD1804990 (Distribution), and 802034744 (SCE Telecom) due to existing poles installed within Franshise/Public Right-of-Way

b. Applicant's Cost Responsibility. Applicant shall be responsible for the actual costs of the following items/activities associated with SCE's implementation of the Relocation Plans:

- All Pole Relocations N/O Malaga Road along Mission Trail captured under Customer Funded/Billing work order TD1993953 (Transmission), TD1979859 (Distribution), and 802180522 (SCE Telecom) due to existing poles installed within an existing Grant of Easment (Inst. No. 081535 and Inst. No. 102947 and Anchor GOE Inst. No. 93478) and Joint Use Agreement (JUA) (Inst. No. 352537) with the City of Lake Elsinore.

## 6. INITIAL COST ESTIMATE, PAYMENT(S) AND RECONCILIATION

a. Initial Cost Estimate. The total estimated cost for the Relocation Work for which the Applicant is responsible is $60,000.00 Sixty Thousand Dollars (the "Initial Cost Estimate").

The Initial Cost Estimate does not include an Income Tax Component of Contribution ("ITCC") based on SCE's understanding that this project is exempt from ITCC charges. In the event that the Internal Revenue Service, state, city, and/or local governmental taxing authority determines that this project is taxable, the Applicant will reimburse SCE for the full amount of the tax liability, plus interest, penalties, fees, and related costs. Such amounts will be paid to SCE within 60 days after notification of such event by SCE to the Applicant. By execution of this document, the Applicant hereby acknowledges that this project is funded by the Applicant.

b. Payment of Outstanding Balance. Concurrent with the Applicant's execution and delivery of this Agreement, the Applicant shall pay to SCE the Outstanding Balance. The Outstanding Balance shall be delivered to SCE at the address shown in Section 12.b, below, and shall reference the following SCE Project File Number: 2311. Notwithstanding any provision herein to the contrary, the Applicant acknowledges and agrees that SCE will not begin the Relocation Work unless and until SCE has received the Outstanding Balance.

c. Reconciliation. The Parties acknowledge that the Initial Cost Estimate is valid only for a period of 90 days following the Effective Date, and that the costs associated with SCE's performance of the Relocation Work could increase prior to SCE's completion of the Relocation Work. Upon completion of the Relocation Work (or cancellation of the Project or termination of this Agreement), the Applicant will be responsible for paying the total costs and expenses actually incurred by SCE in relation to implementation of the Relocation Plans. Thus, at the completion of the Relocation Work (or upon cancellation of the Project or termination of this Agreement), SCE will calculate the total actual costs and expenses for which the Applicant is responsible hereunder, and the Applicant will be provided with a final invoice identifying said costs and expenses. The Applicant will be billed or refunded, as applicable, for any difference between the amounts paid by the Applicant hereunder and the actual costs and expenses incurred

by SCE. Any amount owed to SCE shall be due no later than 30 days after the Applicant's receipt of the final invoice. Similarly, any amount owed by SCE to the Applicant shall be refunded by SCE to the Applicant within 30 days following SCE's preparation and delivery of the final invoice.

If the Applicant fails to pay the final invoice within 30 days of receipt, the Applicant is responsible for paying to SCE, in addition to the invoiced amount, any and all costs incurred by SCE to collect the past due amount, including but not limited to, collection agency fees and court costs, but excluding attorneys' fees.

## 7. PROJECT SCHEDULING

The Parties acknowledge and agree that completion of the Relocation Work is contingent upon mutually acceptable schedules, available resources, the timely obtaining of permits, licenses, real property rights, and other documents, outages or other key items and not being delayed by those forces described in Section 8, below. The Parties shall work cooperatively and in good faith to timely meet all mutually-acceptable schedules and to minimize delays; however, the Applicant expressly acknowledges and agrees that SCE offers no guarantees or warranties regarding the completion date for the Relocation Work.

## 8. NO RESPONSIBILITY FOR DELAYS

SCE shall not be responsible or liable to the Applicant (or others) for any delay in its performance hereunder, or for any delays in the Project, due to any reason including, but not limited to: shortage of labor or materials, delivery delays, major equipment breakdown, load management, strikes, labor disturbances, war, riot, insurrection, civil disturbance, weather conditions, epidemic, quarantine restriction, sabotage, act of public enemy, earthquake, governmental rule, regulation or order, including orders of judgments of any court or commission, requirement of additional or separate Environmental Impact Reports requested by the California Public Utilities Commission ("CPUC"), delay in receiving a Certificate of Public Convenience and Necessity from the CPUC, delay in obtaining necessary rights of way, act of God, or any cause or conditions beyond the control of SCE or the Applicant. The Applicant expressly waives and releases any and all claims for damages against SCE arising out of any delays in the Project unless due to SCE's sole negligence or willful misconduct.

## 9. COMPLIANCE WITH CEQA AND OTHER ENVIRONMENTAL LAWS

The Applicant, at no cost to SCE, but with SCE's reasonable cooperation, shall comply with the requirements of the California Environmental Quality Act ("CEQA") and other environmental laws, as applicable, and shall prepare any and all Negative Declarations, Mitigated Negative Declarations and/or Environmental Impact Reports which may be required by any agency or entity having jurisdiction over the Project and the Relocation Work. The Applicant expressly acknowledges that SCE is relying upon the Applicant's representations that the Relocation Work is covered by the environmental documentation, clearances and permits issued (or to be issued) in relation to the Project, and that the Applicant is responsible for satisfying all mitigation requirements and conditions attendant to SCE's performance of the Relocation Work. Notwithstanding any provision herein to the contrary, the Applicant acknowledges and agrees that SCE will not begin the Relocation Work unless and until SCE has confirmed that all environmental permits, approvals, certifications and authorizations have been issued in relation to the Project and the Relocation Work.

## 10. COOPERATION BY BOTH PARTIES; TIMELY COMMUNICATION

The Parties shall work cooperatively and in good faith to timely implement their respective duties and obligations set forth herein. To that end, the Parties shall timely communicate with one

another regarding the status of the Project, the status of the Relocation Work, and ways that the Parties may work together to facilitate the completion of this Agreement. Notwithstanding any provision herein to the contrary, failure by the Applicant to timely respond to requests for information by SCE shall be considered a default of this Agreement.

## 11. INDEMNIFICATION

The Applicant agrees, for itself, and for its agents, contractors, and employees, to save harmless, defend, and indemnify SCE, its officers, agents, contractors, and employees, and its successors and assigns, from and against all claims, loss, damage, actions, causes of action, expense and/or liability arising from or growing out of loss or damage to property, including SCE's own personal property, or injury to or death of persons, including employees of SCE, resulting in any manner whatsoever, directly or indirectly, by reason of the Applicant's Project necessitating the subject work. Applicant's duty to indemnify SCE includes, without limitation, claims against SCE regarding approvals given by Applicant for SCE's plans, claims against SCE pertaining to the location and/or underlying real property rights for SCE's facilities in new locations (as may be applicable), and claims against SCE for the removal and/or remediation of pre-existing environmental contamination (provided such contamination was not caused by SCE). Applicant shall not be excused of its duty to indemnify for SCE's ordinary negligence, but shall be excused to the extent claims, losses, or damages are attributable to SCE's sole negligence, gross negligence, or willful misconduct.

SCE agrees, for itself, and for its agents, contractors, and employees, to save harmless, defend, and indemnify Applicant, its officers, agents, contractors, and employees, and its successors and assigns, from and against all claims, loss, damage, actions, causes of action, expense and/or liability arising from or growing out of loss or damage to property, including Applicant's own personal property, or injury to or death of persons, including employees of Applicant, resulting directly from the performance of SCE's construction and/or relocation work under this Agreement. SCE shall not be excused of its duty to indemnify for Applicant's ordinary negligence, but shall be excused to the extent claims, losses, or damages are attributable to Applicant's sole negligence, gross negligence, or willful misconduct.

## 12. NOTICES, CORRESPONDENCE, AND PAYMENT ADDRESS

a. Notices and Correspondence. Any notices and correspondence provided for in this Agreement, ***other than payments***, to be given by either Party hereto to the other shall be deemed to have been duly given when made in writing and deposited in the United States mail, registered or certified and postage prepaid, addressed as follows:

To SCE:

Cynthia Wagner
Project Manager (Transmission)
Southern California Edison
300 N. Pepper Avenue, Bldg. B, Rialto, CA 92376
Cynthia.Wagner@SCE.com

To City of Wildomar:

23873 Clinton Keith Road, Suite 110
Wildomar, CA 92595
Attention: Daniel A. York

b. Payments: Any payments provided for in this Agreement shall be forwarded to the addresses below.

To SCE:

Southern California Edison Company
P.O. Box 800
Rosemead, California 91771-0001
Attention: Accounts Receivable

To City of Wildomar:

23873 Clinton Keith Road, Suite 110
Wildomar, CA 92595
Attention: Daniel A. York

## 13. TERMINATION

a. Applicant's Right to Terminate Agreement. The Applicant shall have the right to terminate this Agreement at any time upon written notice to SCE. If this Agreement is terminated by the Applicant, the Applicant shall be responsible to SCE for all costs and expenses actually incurred by SCE in connection with SCE's preparation of the Relocation Plans, performance of the Relocation Work, and any other actions/activities under this Agreement, notwithstanding the cost allocation provisions in Section 5, above. Additionally, Applicant shall be responsible for any additional costs and expenses incurred by SCE as a result of the termination, including but not limited to, restoring the SCE Facilities to a permanent operational state; all costs for equipment and/or materials; and all costs or expenses related to the cancellation of contracts, purchase orders, or other commitments or agreements entered into up to and including the date of the notice of termination, between SCE and all parties furnishing labor, materials, and services in connection with this Agreement. SCE shall prepare and deliver to the Applicant an invoice that describes/identifies the costs and expenses thus incurred by SCE. Within 30 days following SCE's delivery of said invoice, the Applicant shall pay to SCE the amounts specified in the invoice.

b. Termination Due to Applicant's Default. If the Applicant is in default of any of the terms, provisions, conditions, limitations and covenants of this Agreement, SCE may give the Applicant written notice of default ("Default Notice") at the address provided for in Section 12.a, above. If the Applicant does not cure such default within the time specified in the Default Notice, SCE has the right, but not the obligation, to terminate this Agreement upon 30 days written notice to the Applicant (or such lesser time as may be appropriate under the circumstances). Except as otherwise provided, should SCE exercise such right of termination, SCE shall be entitled to payment for all costs and expenses for materials, services, labor, overhead, and any other expenses related to the performance of this Agreement thus incurred by SCE, up to and including the date of termination, notwithstanding the cost allocation provisions in Section 5, above. SCE shall also be entitled to payment for all costs and expenses required to effect the termination of this Agreement, including but not limited to: all costs and expenses pertaining to the restoration of the SCE Facilities to a permanent operational state; all costs for equipment and/or materials; and all costs and expenses related to the cancellation of contracts, purchase orders, commitments or other agreements entered into up to and including the date of the notice of termination, between SCE and all parties furnishing labor, materials, and services in connection with this Agreement. SCE shall prepare and deliver to the Applicant an invoice that describes/identifies the costs and expenses thus incurred by SCE. Within 30 days

following SCE's delivery of said invoice, the Applicant shall pay to SCE the amounts specified in the invoice.

## 14. JURISDICTION OF PUBLIC UTILITIES COMMISSION

This Agreement shall at all times be subject to such changes or modifications as the California Public Utilities Commission may, from time to time, direct in the exercise of its jurisdiction pursuant to the authority conferred upon it by law.

## 15. AMENDMENTS

The provisions of this Agreement shall not be altered or amended by any representations or promises of any Party unless consented to in a writing executed by all Parties.

## 16. GOVERNING LAW

This Agreement shall be subject to and construed according to the laws of the State of California.

## 17. HEADINGS

The captions and headings used in this Agreement are strictly for convenience and are not intended to and shall not affect the Parties' rights and obligations, or the construction or interpretation of this Agreement.

## 18. THIRD PARTY BENEFICIARIES

Nothing herein is intended to create any third party benefit.

## 19. NO AGENCY, PARTNERSHIP OR JOINT VENTURE

Nothing contained herein shall be deemed or construed as creating the relationship of principal and agent or of partnership or of joint venture by and between the Parties hereto.

## 20. WAIVER

No waiver of any default or breach hereunder shall be implied from any omission to take action on account thereof, notwithstanding any custom and practice or course of dealing. No waiver by any Party of any provision under this Agreement shall be effective unless in writing and signed by such Party, and no waiver shall affect any default other than the default specified in the waiver and then said waiver shall be operative only for the time and to the extent therein stated. Waivers of any covenant shall not be construed as a waiver of any subsequent breach of the same.

## 21. DUPLICATE ORIGINALS AND ELECTRONIC SIGNATURES

This Agreement may be executed in duplicate originals, each of which, when so executed and delivered, shall be an original but such counterparts shall together constitute one instrument and agreement. The exchange of copies of this Agreement and of signature pages by facsimile transmission, Portable Document Format (*i.e.*, PDF) or by other electronic means constitutes effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes. This Agreement may be executed by SCE by way of an electronic signature, in which case, said electronic signature shall have the same force and effect as a written signature.

IN WITNESS WHEREOF, this Agreement and each and every term herein is agreed to by and between the undersigned.

DATED: _____

City of Wildomar,
a(n) _____

BY: _____
Daniel A. York
City Manager

DATED: _____

SOUTHERN CALIFORNIA EDISON COMPANY,
a California corporation

BY: _____
Cynthia Wagner
Project Manager

**EXHIBIT A**

**Description of the Project Location**

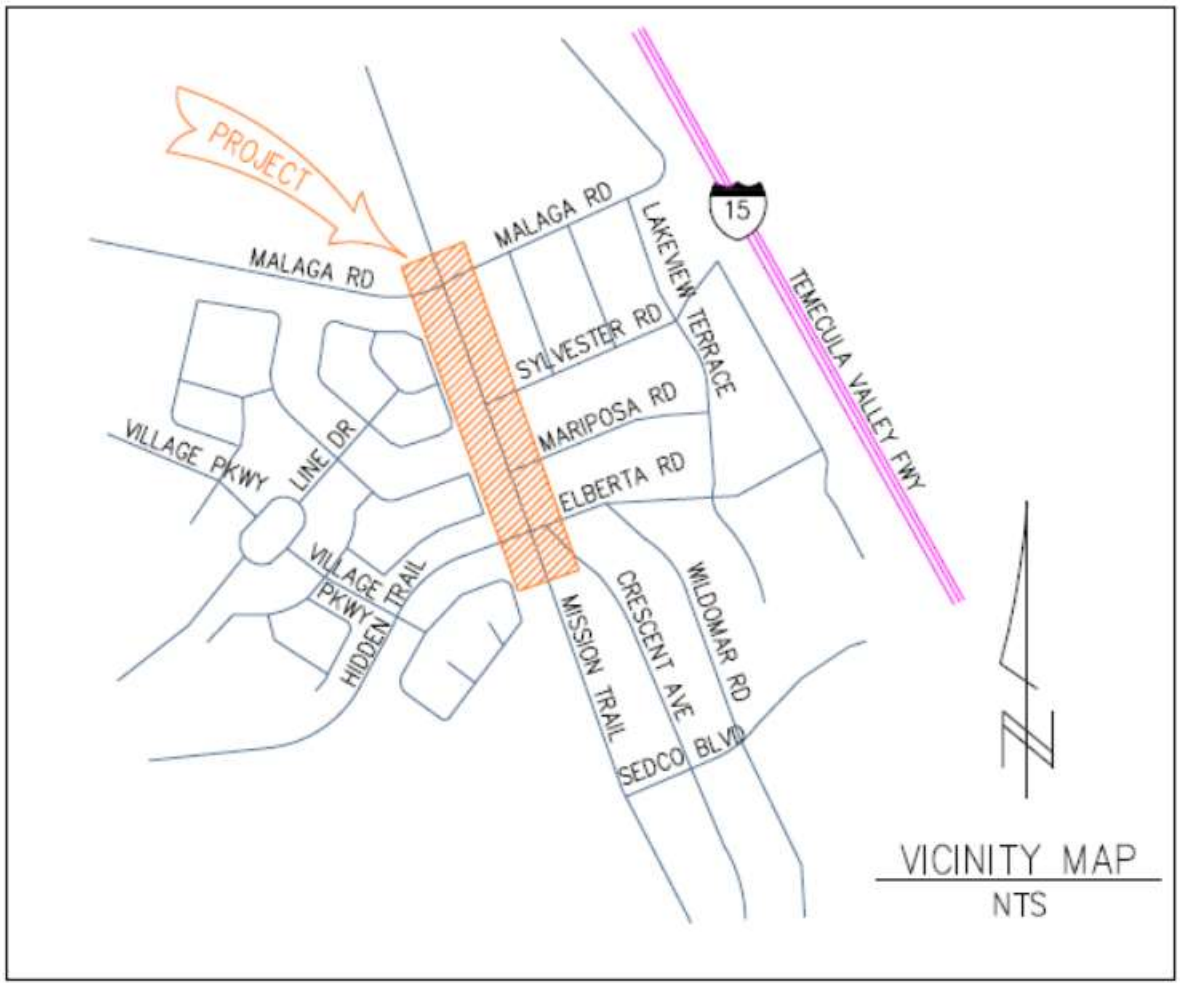
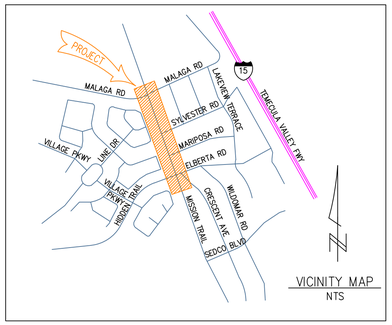


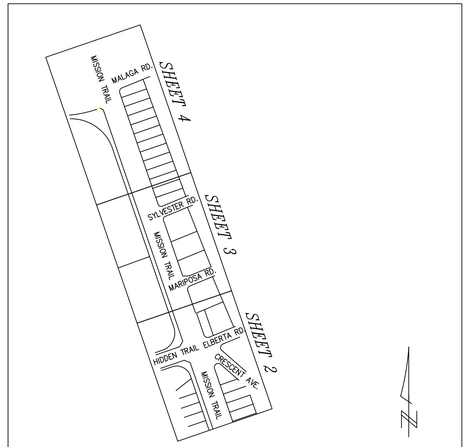
**EXHIBIT B**

**APPROVED RELOCATION PLANS**

1. Transmission Relocation Final Design #1785393; Sheets 1-4: TD1785393/TD1993953
2. Distribution Relocation Final Design #1361361_0.01; Sheets 1-4: TD1804990/TD1979859
3. SCE Trans Telecommunications Relocation Final Design #TTC-802034744; Sheets 1-3: 802034744/ 802180522




VICINITY MAP
NTS




INDEX MAP
NTS

PROJECT REQUIREMENTS (Y/N)

| | |
|---|---|
| EDISON EASEMENT REQUIRED | N |
| PWRD 88 REQUIRED | N |
| UG CIVIL ONLY WORK ORDER | N |
| PERMIT REQUIRED | Y |
| PERMIT TYPE: CITY | |
| OUTAGE REQUIRED | T |
| OUTAGE DATE: _____ TIME: _____ | |
| TRAFFIC CONTROL REQUIRED | Y |
| PED. TRAFFIC CONTROL REQ'D | Y |
| CONVEYANCE LETTER REQ'D | N |
| ENVIRONMENTAL REQUIREMENTS DOCUMENT (ERD) REQUIRED | Y |
| CSD 140 (TLM) REQ'D | N |
| DIG ALERT APP | ☐ |
| VERIFIED ACTIVE AND CONFIRMED USA TICKETS | ☐ |
| UTILIQUEST NOTIFIED | ☐ |

STANDARD ADHERENCE: ___Q/___Y

D124: Rev. 10/12/21

# FINAL DESIGN
APPROVED FOR CONSTRUCTION

INSTALL METHOD:
☒ EDISON
☐ APPLICANT

INVENTORY MAP NO:
538-1680-1
540-1680-1
542-1680-1

## ELSINORE-SKYLARK 115KV

| DATE | REVISION DESCRIPTION | APPROVED | DRAWN | CHECKED |
|---|---|---|---|---|
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**UNDERGROUND SERVICE ALERT**
**Contact USA**
**Dial 811 or 800-422-4133**
**www.digalert.org/contact**
For Underground Locating
Two Working Days Before You Dig

D16: Rev. 05/28/20

| | | | | | |
|---|---|---|---|---|---|
| DISTRICT 88 – WILDOMAR | | PROJ. MGR. CYNTHIA WAGNER PHONE 909-265-5038 | | PLANNER GREG HASTY PHONE 951-760-6606 | SR NO. |
| FOREMAN | | TRUCK NO. | P/E | INVENTORY MAP NO. SEE ABOVE / THOMAS GUIDE / GRID NO. | DESIGN NO. 1785393 |
| CSD 140 Y___ N___ | BY-PASS CODE | EXISTING _____ CHANGE TO _____ | | TLM CHECKED _____ %LOAD / J.P.A. NO. | ASSOCIATED DESIGN NO. |
| PRODUCT/SAP NO. TD1785393 | | RELATED BILLABLE T-TD1993953 | | | PRODUCT/SAP NO. |

| | | | | | | |
|---|---|---|---|---|---|---|
| P | | 10/18/21 | T.TRAN | O.CASTRO | | |
| B | | 02/11/21 | QUES/JT/SL | QUES/SV | 52813 | |
| TYPE | APPROVED BY | DATE | CHECKED BY | DRAWN BY | PAX # | |

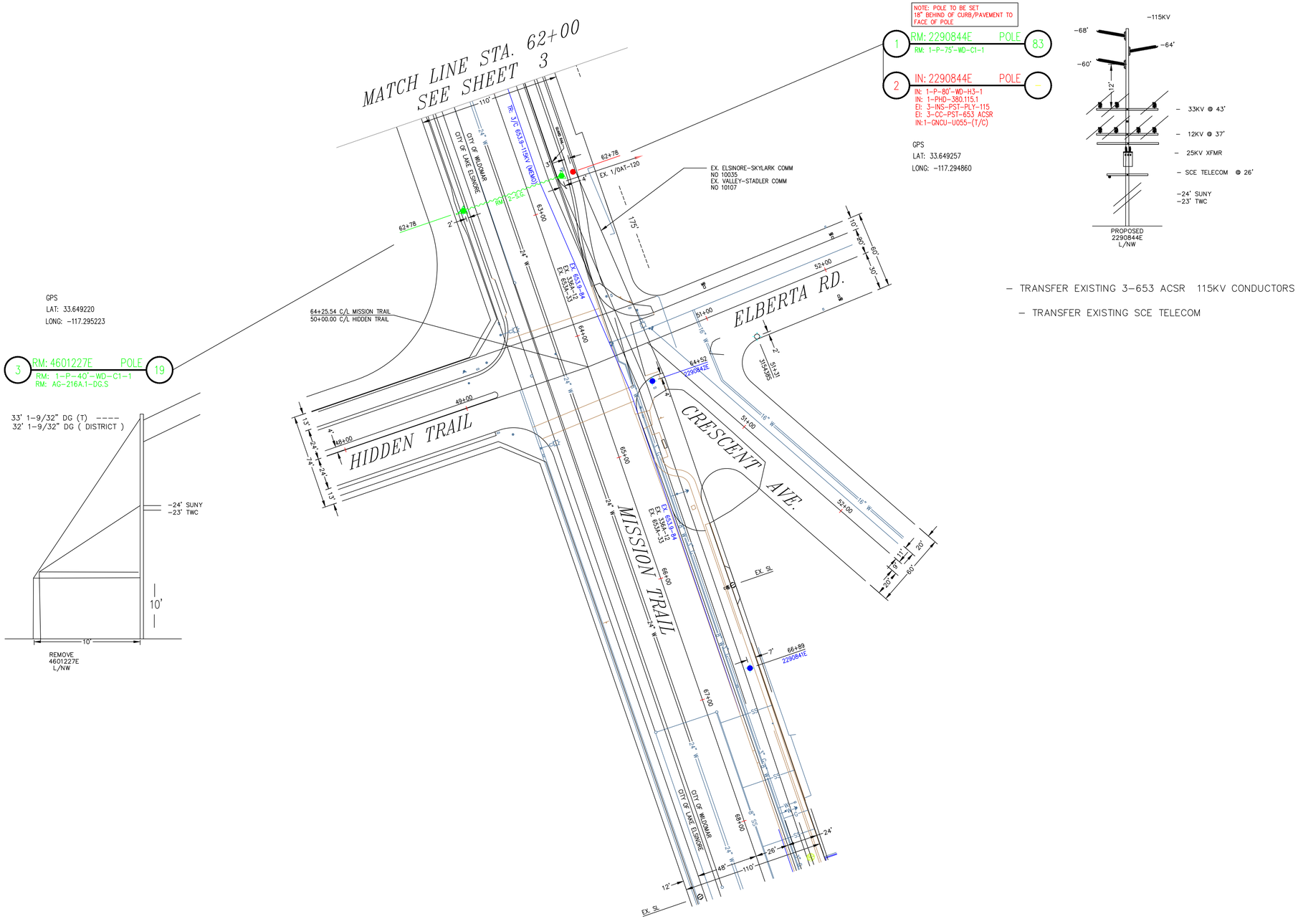
Southern California Edison Company

PROPOSED CONSTRUCTION (LOCATION)
ELSINORE-SKYLARK 115KV – OH POLE RELOC
MISSION TRL BET ELBERTA RD & MALAGA RD
WILDOMAR/LAKE ELSINORE, CA

SHEET 1 OF 4

JOB NO. 1785393

D1785393 FINAL MAP.dwg Plotted: Jun 21, 2022 9:46am Hastygd




| PROJECT REQUIREMENTS (Y/N) | |
|---|---|
| EDISON EASEMENT REQUIRED | N |
| PWRD 88 REQUIRED | N |
| PERMIT REQUIRED | Y |
| PERMIT TYPE: CITY | |
| OUTAGE REQUIRED | Y |
| OUTAGE DATE: DATE ____ TIME: TIME | |
| TRAFFIC CONTROL REQUIRED | Y |
| PED. TRAFFIC CONTROL REQ'D | Y |
| CONVEYANCE LETTER REQ'D | N |
| ENVIRONMENTAL CLEARANCE REQ'D | Y |
| CSD 140 (TLM) REQ'D | N |

D124: Rev. 04/19/16

N

SOUTHERN CALIFORNIA EDISON
An EDISON INTERNATIONAL Company

SCALE: 1 IN = 40 FT
0 40 80

# FINAL DESIGN
APPROVED FOR CONSTRUCTION

INVENTORY MAP NO:
538–1680–1
540–1680–1
542–1680–1

## ELSINORE–SKYLARK 115KV

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D16: Rev. 05/28/20

| DATE | REVISION DESCRIPTION | APPROVED | DRAWN | CHECKED |
|---|---|---|---|---|
| | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| DISTRICT 88 – WILDOMAR | | PROJ. MGR. CYNTHIA WAGNER PHONE 909–265–5038 | | PLANNER GREG HASTY PHONE 951–760–6606 | | SR NO. |
| FOREMAN | | TRUCK NO. | P/E | INVENTORY MAP NO. SEE ABOVE | THOMAS GUIDE GRID NO. | DESIGN NO. 1785393 |
| CSD 140 Y ___ N ___ | BY–PASS CODE | EXISTING ___ CHANGE TO ___ | | TLM CHECKED ___ %LOAD | J.P.A. NO. | ASSOCIATED DESIGN NO. |
| PRODUCT/SAP NO. TD1785393 | | RELATED BILLABLE T–TD1993953 | | | | PRODUCT/SAP NO. |

| | | | | | |
|---|---|---|---|---|---|
| P | | 10/18/21 | T.TRAN | O.CASTRO | |
| B | | 02/11/21 | QUES/JT/SL | QUES/SV | 52813 |
| TYPE | APPROVED BY | DATE | CHECKED BY | DRAWN BY | PAX # |

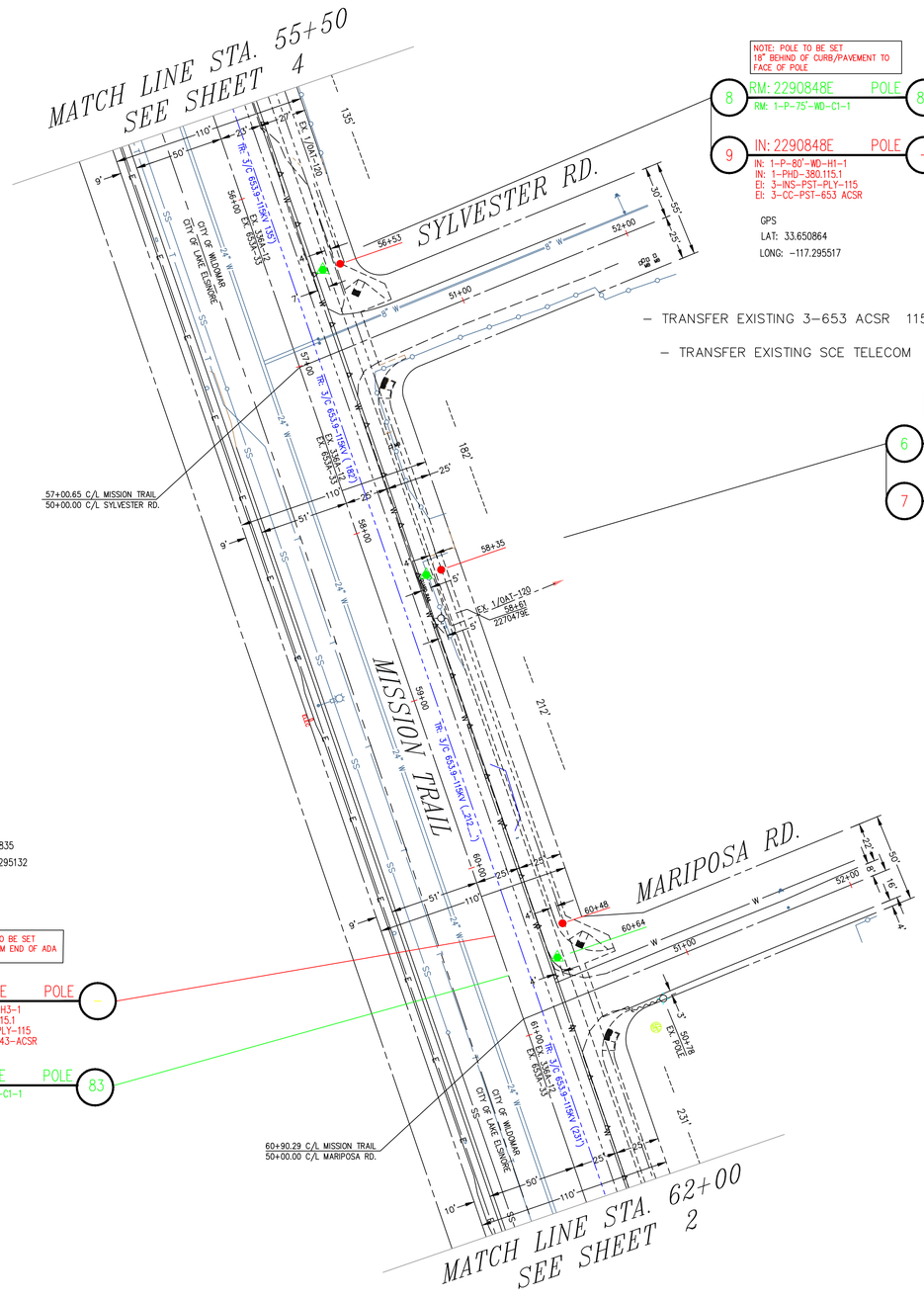
Southern California Edison Company

PROPOSED CONSTRUCTION (LOCATION)
ELSINORE–SKYLARK 115KV – OH POLE RELOC
MISSION TRL BET ELBERTA RD & MALAGA RD
WILDOMAR/LAKE ELSINORE, CA

SHEET 2 OF 4

JOB NO. 1785393

D1785393 FINAL MOM.dwg Plotted: Jun 21, 2022 9:42am Hastyat

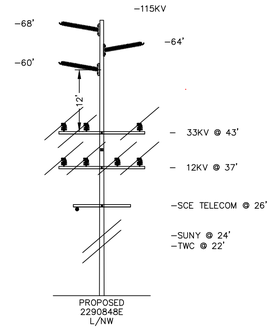



NOTE: POLE TO BE SET
18" BEHIND OF CURB/PAVEMENT TO FACE OF POLE

8 RM: 2290848E POLE 84
RM: 1-P-75'-WD-C1-1

9 IN: 2290848E POLE –
IN: 1-P-80'-WD-H1-1
IN: 1-PHD-380.115.1
EI: 3-INS-PST-PLY-115
EI: 3-CC-PST-653 ACSR

GPS
LAT: 33.650864
LONG: -117.295517




– TRANSFER EXISTING 3–653 ACSR 115KV CONDUCTORS

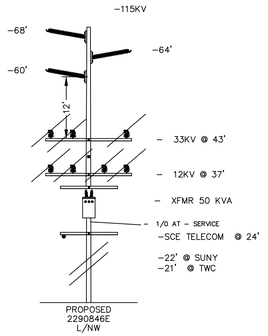
– TRANSFER EXISTING SCE TELECOM

NOTE: POLE TO BE SET
18" BEHIND OF CURB \PAVEMENT TO FACE OF POLE

6 RM: 2290846E POLE 83
RM: 1-P-75'-WD-C1-1

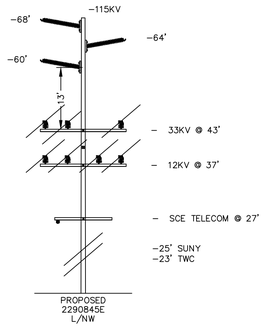
7 IN: 2290846E POLE –
IN: 1-P-80'-WD-H3-1
IN: 1-PHD-380.115.1
EI: 3-INS-PST-PLY-115
EI: 3-CC-PST-653 ACSR

GPS
LAT: 33.650377
LONG: -117.295397




– TRANSFER EXISTING 3–653 ACSR 115KV CONDUCTORS

– TRANSFER EXISTING SCE TELECOM




GPS
LAT: 33.649835
LONG: -117.295132

NOTE: NEW POLE TO BE SET
10' N/W AWAY FROM END OF ADA RAMP

5 IN: 2290845E POLE –
IN: 1-P-80'-WD-H3-1
IN: 1-PHD-380.115.1
EI: 3-INS-PST-PLY-115
EI: 3-CC-PST-643-ACSR

4 RM: 2290845E POLE 83
RM: 1-P-75'-WD-C1-1

– TRANSFER EXISTING 3–653 ACSR 115KV CONDUCTORS

– TRANSFER EXISTING SCE TELECOM

| PROJECT REQUIREMENTS (Y/N) | |
|---|---|
| EDISON EASEMENT REQUIRED | N |
| PWRD 88 REQUIRED | N |
| PERMIT REQUIRED | Y |
| PERMIT TYPE: CITY | |
| OUTAGE REQUIRED | Y |
| OUTAGE DATE: DATE ____ TIME: TIME | |
| TRAFFIC CONTROL REQUIRED | Y |
| PED. TRAFFIC CONTROL REQ'D | Y |
| CONVEYANCE LETTER REQ'D | N |
| ENVIRONMENTAL CLEARANCE REQ'D | Y |
| CSD 140 (TLM) REQ'D | N |

D124: Rev. 04/19/16

N

SCALE: 1" = 40 FT
0 40 80

SOUTHERN CALIFORNIA EDISON
An EDISON INTERNATIONAL Company

# FINAL DESIGN
APPROVED FOR CONSTRUCTION

INVENTORY MAP NO:
538-1680-1
540-1680-1
542-1680-1

## ELSINORE–SKYLARK 115KV

**UNDERGROUND SERVICE ALERT**
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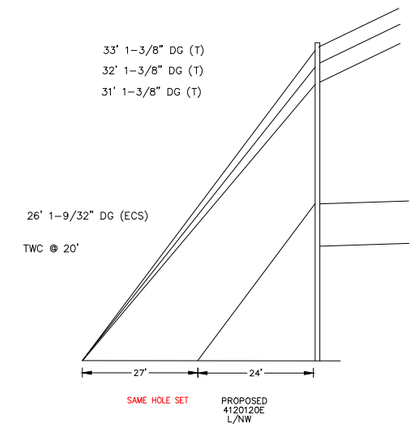
D16: Rev. 05/28/20

| DATE | REVISION DESCRIPTION | APPROVED | DRAWN | CHECKED |
|---|---|---|---|---|
| | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| DISTRICT 88 – WILDOMAR | | PROJ. MGR. CYNTHIA WAGNER PHONE 909–265–5038 | | PLANNER GREG HASTY PHONE 951–760–6606 | | SR NO. |
| FOREMAN | | TRUCK NO. | P/E | INVENTORY MAP NO. SEE ABOVE | THOMAS GUIDE GRID NO. | DESIGN NO. 1785393 |
| CSD 140 Y ___ N ___ | BY-PASS CODE | EXISTING CHANGE TO ___ | | TLM CHECKED ___ %LOAD | J.P.A. NO. | ASSOCIATED DESIGN NO. |
| PRODUCT/SAP NO. TD1785393 | | RELATED BILLABLE T–TD1993953 | | | | PRODUCT/SAP NO. |
| | | | | | | PROPOSED CONSTRUCTION (LOCATION) ELSINORE–SKYLARK 115KV – OH POLE RELOC MISSION TRL BET ELBERTA RD & MALAGA RD WILDOMAR/LAKE ELSINORE, CA |
| P | | 10/18/21 | T.TRAN | O.CASTRO | | |
| B | | 02/11/21 | QUES/JT/SL | QUES/SV | 52813 | |
| TYPE | APPROVED BY | DATE | CHECKED BY | DRAWN BY | PAX # | SHEET 3 OF 4 / JOB NO. 1785393 |

Southern California Edison Company

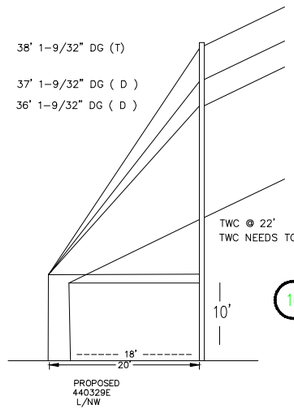
D1785393 FINAL #01W.dwg Plotted: Jun 21, 2022 9:44am hastyat



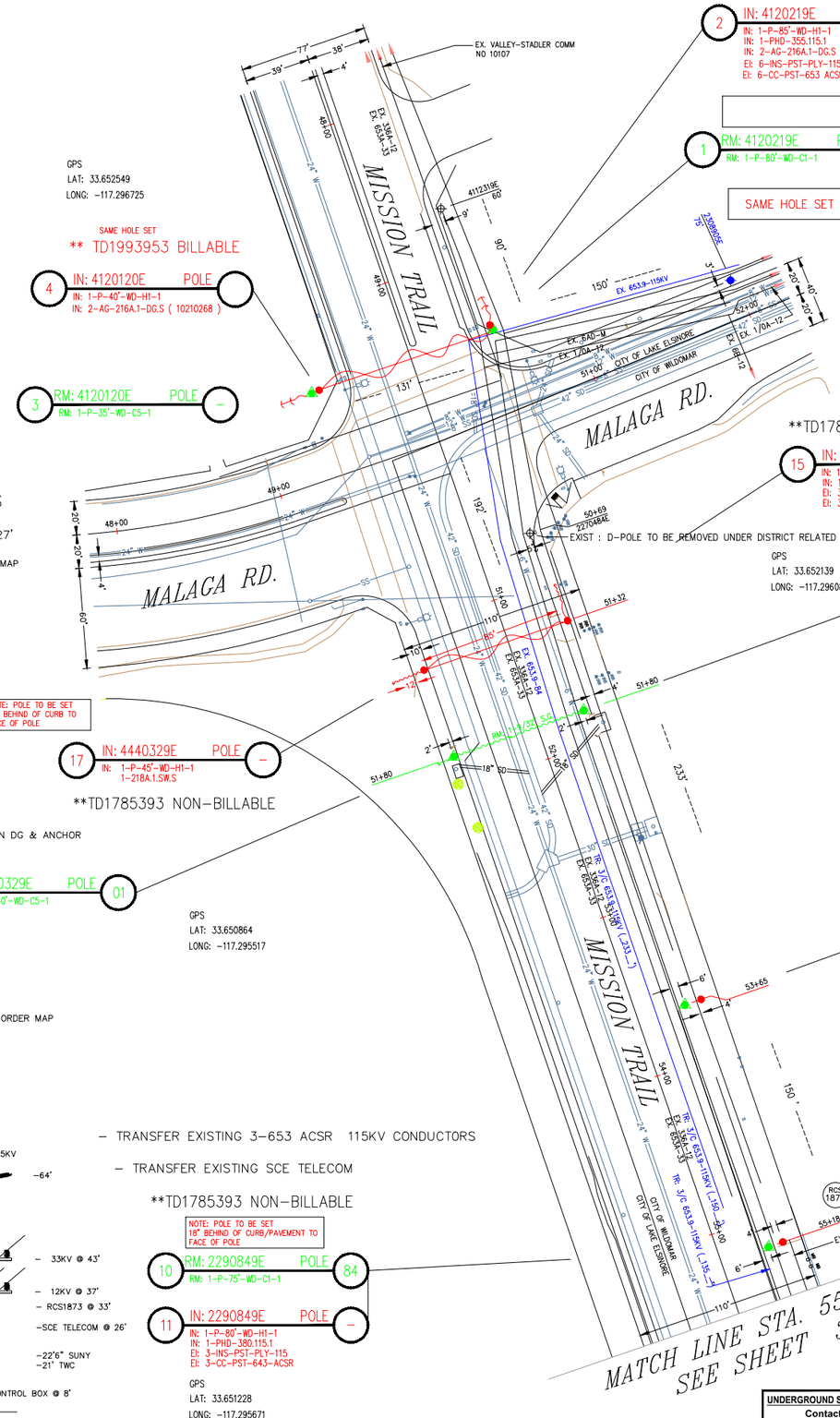

NOTE: RE-USE EXISTING ANCHOR LOCATIONS

INSTALL 1-NEW 1-1/4 TRIPLE EYE-ANCHOR ROD AND PLATE @ 27'

NEW DISTRICT DG'S AND ANCHOR WILL BE SHOWN ON DISTRICT RELATED WORK ORDER MAP




NEW DISTRICT DG'S AND ANCHOR WILL BE SHOWN ON DISTRICT RELATED WORK ORDER MAP




SAME HOLE SET

** TD1993953 BILLABLE

4 IN: 4120120E POLE
IN: 1-P-40'-WD-H1-1
IN: 2-AG-216A.1-DG.S ( 10210268 )

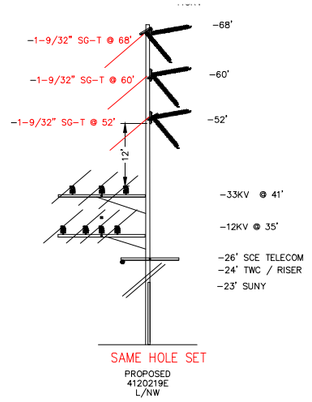
3 RM: 4120120E POLE –
RM: 1-P-35'-WD-C5-1

**TD1993953 BILLABLE

2 IN: 4120219E POLE
IN: 1-P-85'-WD-H1-1
IN: 1-PHD-355.115.1
IN: 2-AG-216A.1-DG.S ( 10210268 )
EI: 6-INS-PST-PLY-115
EI: 6-CC-PST-653 ACSR

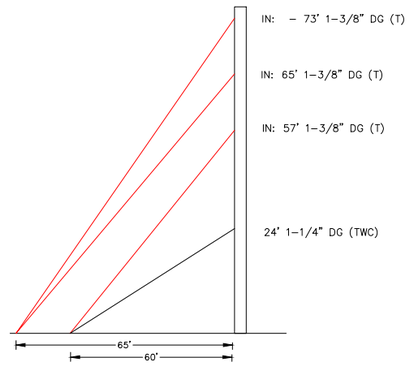
1 RM: 4120219E POLE –
RM: 1-P-80'-WD-C1-1

SAME HOLE SET DUE TO 3RD PARTY RISER




– TRANSFER EXISTING 3-653 ACSR 115KV CONDUCTORS

– TRANSFER EXISTING SCE TELECOM




IN: NEW 9/32" DG'S TO EXISTING ANCHORS IF POSSIBLE

GPS
LAT: 33.652708
LONG: -117.296295

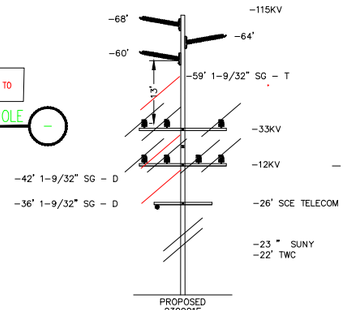
**TD1785393 NON-BILLABLE

15 IN: 2308901E POLE
IN: 1-P-80'-WD-H1-1
IN: 1-PHD-380.115.1
EI: 3-INS-PST-PLY-115
EI: 3-CC-PST-653 ACSR

EXIST : D-POLE TO BE REMOVED UNDER DISTRICT RELATED WORK ORDER

NOTE: POLE TO BE SET 18" BEHIND OF CURB/PAVEMENT TO FACE OF POLE

14 RM: 2308901E POLE –
RM: 1-P-75'-WD-C1-1




– TRANSFER EXISTING 3-653 ACSR 115KV CONDUCTORS

– TRANSFER EXISTING SCE TELECOM

NOTE: POLE TO BE SET 18" BEHIND OF CURB TO FACE OF POLE

17 IN: 4440329E POLE –
IN: 1-P-45'-WD-H1-1
1-218A.1.SW.S

**TD1785393 NON-BILLABLE

16 RM: 4440329E POLE 01
RM: 1-P-40'-WD-C5-1

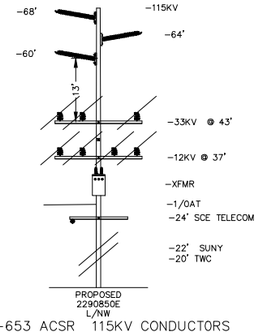
**TD1785393 NON-BILLABLE

NOTE: POLE TO BE SET 18" BEHIND OF CURB/PAVEMENT TO FACE OF POLE

12 RM: 2290850E POLE 84
RM: 1-P-75'-WD-C1-1

13 IN: 2290850E POLE –
IN: 1-P-80'-WD-H3-1
IN: 1-PHD-380.115.1
EI: 3-INS-PST-PLY-115
EI: 3-CC-PST-653 ACSR

GPS
LAT: 33.651596
LONG: -117.295827




– TRANSFER EXISTING 3-653 ACSR 115KV CONDUCTORS

– TRANSFER EXISTING SCE TELECOM

– TRANSFER EXISTING 3-653 ACSR 115KV CONDUCTORS

– TRANSFER EXISTING SCE TELECOM

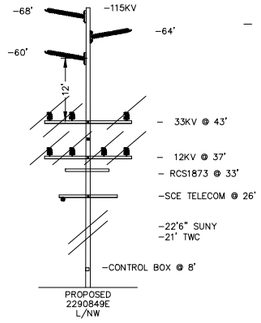
**TD1785393 NON-BILLABLE

NOTE: POLE TO BE SET 18" BEHIND OF CURB/PAVEMENT TO FACE OF POLE

10 RM: 2290849E POLE 84
RM: 1-P-75'-WD-C1-1

11 IN: 2290849E POLE –
IN: 1-P-80'-WD-H1-1
IN: 1-PHD-380.115.1
EI: 3-INS-PST-PLY-115
EI: 3-CC-PST-643-ACSR

GPS
LAT: 33.651228
LONG: -117.295671




– TRANSFER EXISTING 3-653 ACSR 115KV CONDUCTORS

– TRANSFER EXISTING SCE TELECOM

| PROJECT REQUIREMENTS (Y/N) | |
|---|---|
| EDISON EASEMENT REQUIRED | N |
| PWRD 88 REQUIRED | N |
| PERMIT REQUIRED | Y |
| PERMIT TYPE: CITY | |
| OUTAGE REQUIRED | Y |
| OUTAGE DATE: DATE TIME: TIME | |
| TRAFFIC CONTROL REQUIRED | Y |
| PED. TRAFFIC CONTROL REQ'D | Y |
| CONVEYANCE LETTER REQ'D | N |
| ENVIRONMENTAL CLEARANCE REQ'D | Y |
| CSD 140 (TLM) REQ'D | N |

D124: Rev. 04/19/16

N

SOUTHERN CALIFORNIA EDISON
An EDISON INTERNATIONAL Company

SCALE: 1 in = 40 ft
0 40 80

# FINAL DESIGN
APPROVED FOR CONSTRUCTION

INVENTORY MAP NO:
538-1680-1
540-1680-1
542-1680-1

ELSINORE-SKYLARK 115KV

| DATE | REVISION DESCRIPTION | APPROVED | DRAWN | CHECKED |
|---|---|---|---|---|
| | | | | |

| | | | | | |
|---|---|---|---|---|---|
| P | | 10/18/21 | T.TRAN | O.CASTRO | |
| B | | 02/11/21 | QUES/JT/SL | QUES/SV | 52813 |
| TYPE | APPROVED BY | DATE | CHECKED BY | DRAWN BY | PAX # |

Southern California Edison Company

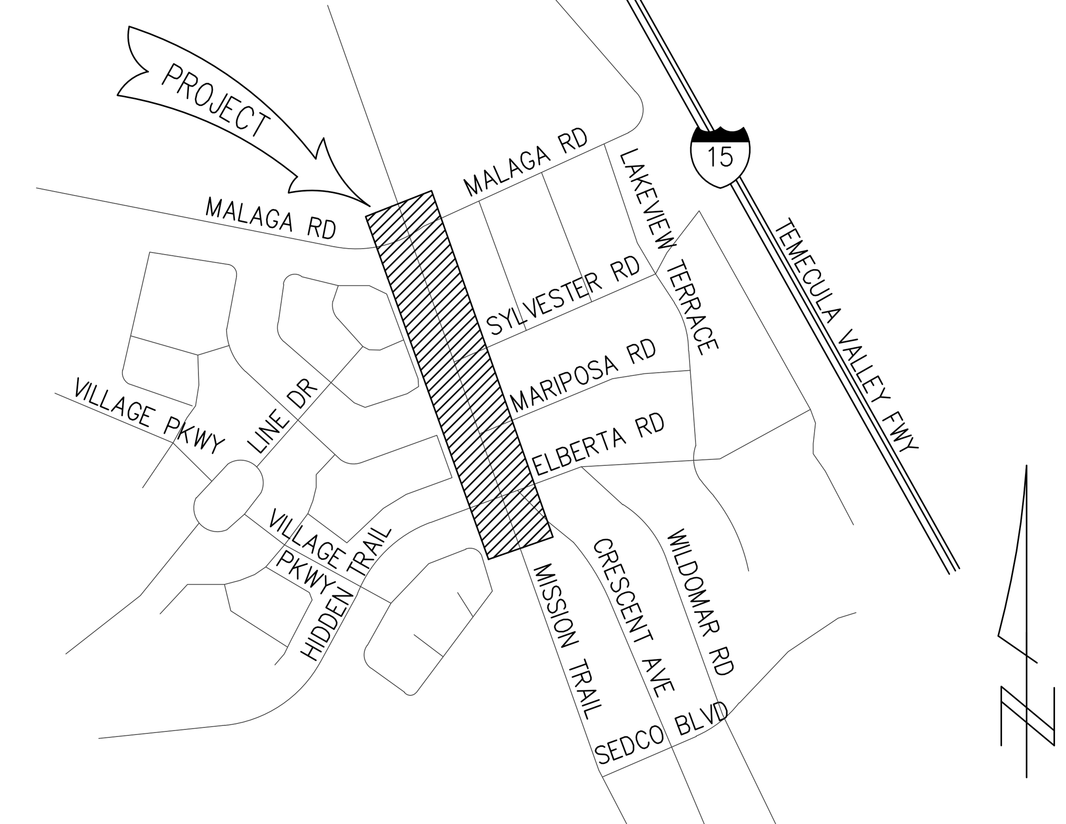
| | |
|---|---|
| DISTRICT | 88 – WILDOMAR |
| PROJ. MGR. | CYNTHIA WAGNER |
| PHONE | 909-265-5038 |
| PLANNER | GREG HASTY |
| PHONE | 951-760-6606 |
| SR NO. | |
| FOREMAN | |
| TRUCK NO. | |
| P/E | |
| INVENTORY MAP NO. | SEE ABOVE |
| THOMAS GUIDE | |
| GRID NO. | |
| DESIGN NO. | |
| CSD 140 Y / N | |
| BY-PASS CODE | EXISTING / CHANGE TO |
| TLM CHECKED | %LOAD |
| J.P.A. NO. | |
| ASSOCIATED DESIGN NO. | |
| PRODUCT/SAP NO. | TD1993953 |
| RELATED BILLABLE TD1993953 | |
| PRODUCT/SAP NO. | |
| PROPOSED CONSTRUCTION (LOCATION) | ELSINORE-SKYLARK 115KV – OH POLE RELOC MISSION TRL BET ELBERTA RD & MALAGA RD WILDOMAR/LAKE ELSINORE, CA |
| SHEET | 4 OF 4 |
| JOB NO. | 1785393 |

UNDERGROUND SERVICE ALERT
Contact USA
Dial 811 or 800-422-4133
www.digalert.org/contact
For Underground Locating
Two Working Days Before You Dig

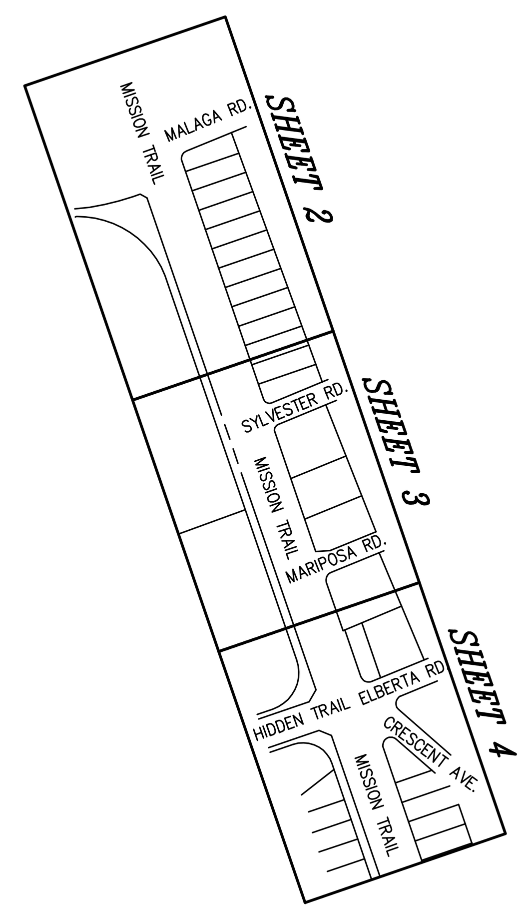
D16: Rev. 05/28/20

MATCH LINE STA. 55+50
SEE SHEET 3

TD1785393 FINAL WOM.dwg Plotted: Jun 28, 2022 2:52pm hastygt




VICINITY MAP
NTS




INDEX MAP
NTS

## LEGEND OF DRAFTING SYMBOLS

TRENCH

- EDISON CONDUIT (DIST. & SL)
- CUST. OWNED CONDUIT
- RESIDENTIAL SERVICE CABLE
- E — EXISTING CONDUIT

STRUCTURES

- VAULT
- MANHOLE
- PME 3–5
- PME 6–12
- PULL BOX
- HANDHOLE
- SOE
- PAD
- 4'x4' BURD SWITCH ENCLOSURE
- 36" BURD SWITCH ENCLOSURE
- BURD TRANSFORMER ENCLOSURE
- STREET LIGHT ELECTROLIER
- C/I METER PANEL
- FIRE HYDRANT

D128: Rev. 11/10/20

## CONSTRUCTION NOTES:

Unless otherwise specified on the working drawing which forms a part of the specification, the Contractor/Developer shall furnish the following items at no cost to the Edison Company.

Southern California Edison Company has attempted to correctly show all existing utilities and substructures in the vicinity of the work, but does not guarantee there are no other substructures in the area. Failure of SCE to show all substructures in their correct location will not be a basis for a claim for extra work, and the contractor shall be responsible for all damages to substructures whether shown or not.

1. FOR GENERAL SPECIFICATIONS SEE UGS GI 001.

2. CONDUIT:
   a. Minimum cover in street or parkway is 30" below gutter grade, unless noted otherwise.
   b. Minimum cover on private property is 30" below finished grade, unless noted otherwise.
   c. Contractor is to furnish and install approved conduit to Edison specifications per UGS CD 100.1, 110 AND 120.
   d. For the type of conduit for this job, See UGS CD 110.1.
   e. Install all risers per UGS CD 160, 161, 162 and 170.
   f. Cap all mainline conduits per UGS CD 148 and service conduits per UGS CD 150.
   g. Install blank conduit plugs in all conduits terminating into Vaults, Manhole's, PMH's, SOE's & all cap locations, per UGS CD 180.1 & UGS CD 180.2
   h. Install pull rope in all conduit runs. Pull rope to be at least 3/8" polypropylene rope, braided or twisted. For specifications, approved makes, and suppliers, see UGS GI 040.
   i. All conduit must be mandreled with the approved mandrel UGS CD 197.

3. CONDUIT RADIUS REQUIREMENTS:
   a: The minimum radius for bends are:
      36" for conduits 3" in diameter or smaller
      48" for conduits 4" and 5" in diameter
      60" for 6" diameter conduit
   b: The minimum radius for all sweeps of all mainline conduits is 12'–6" (unless noted otherwise).

4. EXCAVATION AND BACKFILL:
   a. Work area shall be cleared and rough graded to within four inches of final grade prior to installation of Edison conduit or structures.
   b. All excavations shall be in accordance with the California State Construction Safety Orders (when applicable), Edison specifications, and all governing local ordinances.
   c. Each trench to be a uniform depth below final grade prior to installation of Edison conduit or structures.
   d. Backfill shall be provided by the Contractor for all excavations and shall include crushed rock, concrete, and/or imported backfill, when required.
   e. Backfill with a MINIMUM of one sack per yard sand cement slurry around and over vaults and manholes per UGS GI 030, section 6.4 and around PMH's within one foot of finished grade, per UGS SS 590.1.
   f. Backfill, per Edison specifications, shall immediately follow conduit or substructure installation. At no time shall conduit be left exposed over 24 hours.
   g. No rocks are allowed within 12 inches of direct–buried cables or any conduit without concrete encasement. Native backfill capable of passing through a one–half inch mesh screen shall be considered to be "rock free". If existing backfill does not pass through a 1/2" screen, place imported sand 3" below and 12" above Edison cables. After this point, no rocks larger than 12" diameter are permitted.
   h. All backfill shall be compacted to meet or exceed local ordinances or other requirements. It shall be placed in a manner that will not damage the conduit or substructure or allow future subsidence of the trench or structures.

5. PAVING:
   Repaving, where required, shall be placed in such a manner that interference with traffic, including pedestrian traffic, will be kept to a minimum. The Contractor shall establish a program of repaving acceptable to the Municipality, County, or other authority having jurisdiction and which is acceptable to Edison.

6. STRUCTURES:
   a. All substructures shall be constructed or installed to Edison specifications.
   b. Install protection barriers per UGS MS 830 when required in areas exposed to traffic, per Edison Inspector.
   c. All conduit lines and concrete floored substructures shall be water tight.
   d. All grounding materials shall be furnished and installed by the Contractor.

7. RETAINING WALLS:
   When required, retaining walls shall be provided by the Developer. Walls are required wherever grade rises more than 18 inches above the structure or 24" above the pad surface at a distance of 5 feet from the same, or in areas subject to erosion. Design and installation must comply with local building ordinances. Refer to Edison Inspector for typical space requirements.

8. PERMITS:
   All permits necessary for excavation shall be provided by the Contractor/Developer.

9. ACCESS:
   Heavy truck access shall be maintained to equipment locations. Structures must be clear of all appurtenances that would obstruct the loading or unloading of equipment.

10. SERVICES:
    a. Meters and services shall comply with Edison Electrical Services Requirements.
    b. Wiring must be in accordance with applicable local ordinances and approved by local Inspection Authorities.

11. LOCATION:
    a. The location of excavations and structures for Edison shall be as shown on the working drawing. No deviation from the planned locations will be permitted unless approved by the Edison Inspector. See UGS GI 001, section 2.2.
    b. Actual location of obstructions, storm drains, and/or other foreign utilities to be the responsibility of the Contractor. See UGS GI 001, section 2.3.

12. Contractor is to verify location and widths of all sidewalks and driveways prior to street light installation. See UGS CD 175.1, UGS CD 175.2 and UGS CD 175.3.

13. SURVEY:
    Surveying of street improvements, property corners, lot lines, finished grade, etc., necessary for the installation of underground facilities must be completed and markers or stakes placed prior to the start of the installation. In addition, Developer shall maintain the markers during the installation and inspection by Edison. Grade and property line stakes must show any offset measurements.

14. COORDINATION AND SUPERVISION:
    The Developer shall provide supervision over and coordination among the various contractors working within the development in order to prevent damage to Edison facilities. He is responsible for the cost of repairs, replacement, relocation, or other corrections to Edison facilities made necessary by his failure to provide supervision or to otherwise comply with these specifications.

15. TELEPHONE AND OTHER UTILITY REQUIREMENTS:
    The drawing prepared for this job may also cover the facilities to be installed for the telephone company and/or other utility. Any questions concerning details of their installation should be referred to the company concerned.

16. OWNERSHIP:
    Developer is to deed to the Edison Company all structures shown hereon except those shown as customer owned.

17. WARRANTY:
    Applicants expressly represent and warrant that all work performed and all material used in meeting Applicants' obligations herein are free from defects in workmanship and are in conformity with Southern California Edison Company's requirements. This warranty shall commence upon receipt by Applicants of Company's final acceptance and shall expire one year from that date. Applicants agree to promptly correct to the Company's satisfaction and that of any governmental agency having jurisdiction and at Applicant's expense any breach of this warranty which may become apparent through inspection or operation of underground electric system by Company during this warranty period.

18. INSPECTION:
    Inspection is required during the construction period. A 48 hour advance notice of intent to start construction is required from the contractor to the Southern California Edison Company. Standards of Edison construction requirements are available upon request.

Duct and Structure Inspector: NICK KOETS Phone: 951–219–3249
Cabling Construction Coordinator: Phone:

D05: Rev. 07/21/16

## LEGEND OF CONDUIT SYMBOLS
(CONVENTIONAL U. G.)

EDISON
NO. CONDUIT REQ'D. — SIZE OF CONDUIT
RUN NO. — LENGTH OF CONDUIT RUN

TRENCH
TYPE OF FACILITY (CIC–DB, ETC.)
RUN NO. — LENGTH OF TRENCH

STREET LIGHT
NO. CONDUIT REQ'D. — SIZE OF CONDUIT
RUN NO. — LENGTH OF CONDUIT RUN

STREET LIGHT TRENCH
TYPE OF FACILITY
RUN NO. — LENGTH OF ADDITIONAL TRENCH REQ'D.

EDISON
NO. CONDUIT REQ'D. — SIZE OF CONDUIT
REFERENCE RUN NO. — MEMO — DENOTES CONDUIT RUN CONTINUATION FOR CONSTRUCTION INFORMATION

STREET LIGHT
NO. CONDUIT REQ'D. — SIZE OF CONDUIT
REFERENCE RUN NO. — MEMO — DENOTES CONDUIT RUN CONTINUATION FOR CONSTRUCTION INFORMATION

ANY OF THE ABOVE SYMBOLS FOLLOWED BY A *

DENOTES THE FOLLOWING:

DB CONDUIT WITHOUT ENCASEMENT IS ACCEPTABLE FOR PORTIONS OF TRENCH WITH ONLY ONE OR TWO CONDUITS

SEMI–ENCASEMENT IS REQUIRED FOR PORTIONS OF TRENCH WITH ONLY THREE OR FOUR CONDUITS

FULL ENCASEMENT IS REQUIRED FOR MORE THAN FOUR CONDUITS

D18: Rev. 5/08/2006

RUN NUMBER CALL–OUTS AS FOLLOWS:

(1) – (199) MAINLINE CONDUIT
(200) – (599) SERVICE CONDUIT
(600) – (799) STREET LIGHT CONDUIT

D84: Rev. 10/26/20

## LIST OF MATERIALS [EDISON CO.]

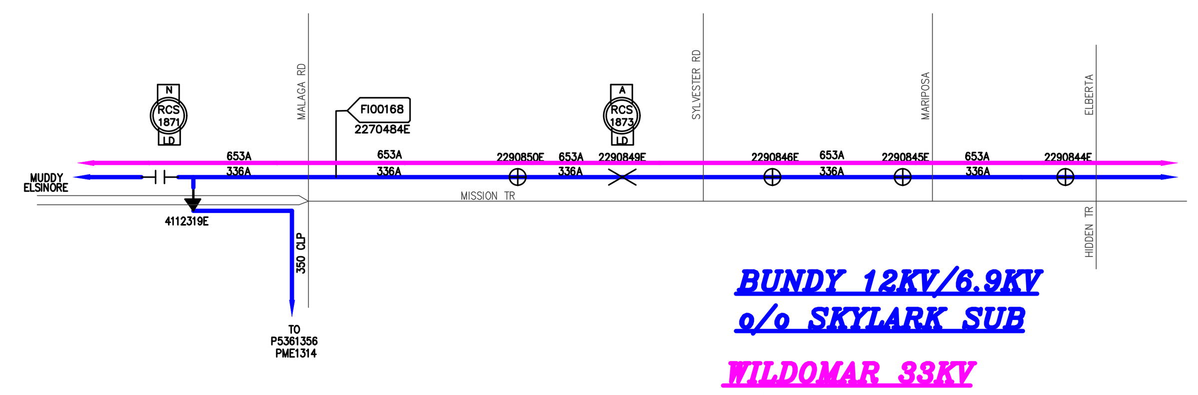
SEE UGS SECTION INDEX FOR REFERENCE DRAWINGS

NOTES:
1. Footage quantites are approximate.
2. Where reference is to an item not detailed, see separate description list.
3.. This list provides a summary of major items.

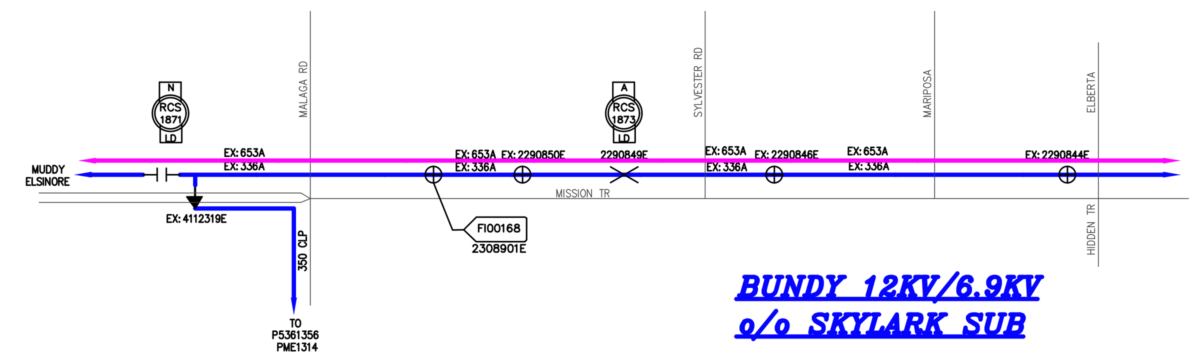
| QUAN. | UNIT | DESCRIPTION | SIZE | ITEM NO. | REF DWG. | REV. DATE |
|---|---|---|---|---|---|---|
| | | | | | | |

D04: Rev. 07/17/07

### EXISTING SINGLE LINE




### PROPOSED SINGLE LINE




## PROJECT REQUIREMENTS (Y/N)

| | |
|---|---|
| EDISON EASEMENT REQUIRED | Y |
| PWRD 88 REQUIRED | N |
| UG CIVIL ONLY WORK ORDER | N |
| PERMIT REQUIRED | Y |
| PERMIT TYPE: | WILDOMAR |
| OUTAGE REQUIRED | Y |
| OUTAGE DATE: ___ TIME: ___ | |
| TRAFFIC CONTROL REQUIRED | Y |
| PED. TRAFFIC CONTROL REQ'D | N |
| CONVEYANCE LETTER REQ'D | N |
| ENVIRONMENTAL REQUIREMENTS DOCUMENT (ERD) REQUIRED | Y |
| CSD 140 (TLM) REQ'D | Y |
| DIG ALERT APP | Y |
| VERIFIED ACTIVE AND CONFIRMED USA TICKETS | Y |
| UTILIQUEST NOTIFIED | |
| STANDARD ADHERENCE: 2 Q/ 2022 | Y |

D124: Rev. 10/12/21

CONTRACTOR ___
COST PLUS [ ] FIRM [ ] DEV. [ ]
INCLUDES PERM. PAVING YES [ ] NO [ ]
PERMIT NUMBER ___
DATE STARTED ___
DATE COMPLETED ___
INSPECTOR ___
PRECASTER ___ CONDUIT ___

DUCT AND STRUCTURE INSPECTOR
NAME:
PHONE:
CABLING CONSTRUCTION COORDINATOR
NAME:
PHONE:

THIS PLAN APPROVED AS TO LOCATION AND TYPE OF ELECTRIC SUBSTRUCTURES

Developer: ___
Attn: ___
Address: ___
Telephone: ___
FAX: ___

| Dwg./Rev. | Developer's Signature | Date |
|---|---|---|
| Original | | |
| Rev. | | |
| Rev. | | |
| Rev. | | |

CHANGES IN THESE PLANS WILL REQUIRE AN ADDITIONAL 3 TO 4 WEEKS AND CUSTOMER WILL BE CHARGED IN ADVANCE FOR REQUESTED CHANGES.

D26: Rev. 02/12/08

## CONNECTING TO EXISTING SCE STRUCTURES

- Per SCE requirements, customers are not allowed to enter, intercept or tie–in to existing SCE facilities; e.g. structures, equipment, multi–conduit runs/banks, or conductors. These facilities may be energized and the work will only be performed by SCE. Contact the appropriate SCE inspector to schedule an appointment. Customers may connect to an existing conduit stub without a SCE inspector present.
- Multi–conduit runs/banks are runs of conduit in close proximity to each other and other SCE facilities. A conduit stub is a single empty conduit stub that is not in close proximity to other SCE owned facilities. Refer to the work order map for details.
- Per CPUC/SCE's Rule 15 B.1.A and Rule 16 D.1.A., the customer will provide all necessary excavations (with the exception of excavation under pads and primary splice boxes), material (including conduit and structures) and encasement, to be utilized in the intercept/tie–in process.
- The customer must adhere to all applicable Cal–OSHA, local, city, state and federal regulations, (including, but not limited to, all necessary shoring and traffic control in place to perform the intercept/tie–in work by SCE's underground civil contractor(s)).
- Intercept/tie–in work must be coordinated with SCE's civil contractors through the Division Inspector/P–Spec to limit exposure of excavation(s). Customer is responsible for securing excavation(s).

D08: 11/13/18

## CONCRETE PRODUCTS

Precast concrete item complete with neck. Cover and inserts may be obtained from any of the following listed and approved manufactureres:

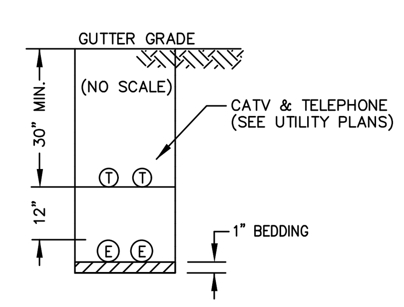
JENSEN PRECAST
14221 San Bernardino Ave., Fontana, Calif. 92335
Phone: (909) 350–4111
(800) 257–6100

OLDCASTLE PRECAST
10650 Hemlock Ave., Fontana, Calif. 92337
Phone: (909) 428–3700
(800) 626–3860

FOR HANDHOLE AND PULLBOX MANUFACTURERS, SEE UGS HP 200.

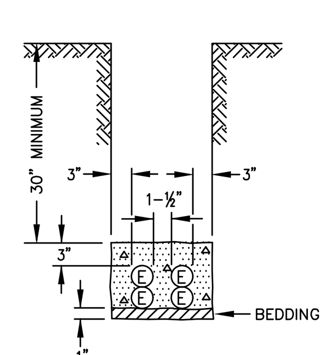
D41: Rev. 01/21/09

TYPICAL CONDUIT SECTION
JOINT WITH CATV & TELE
SEE UGS CD 120




D81–J REV. 09/23/09

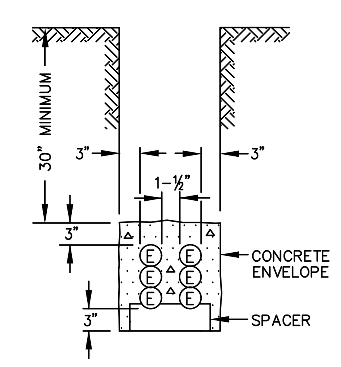
TYPICAL CONDUIT BANK SECTION
SEE UGS CD 120




SEMI–ENCASEMENT
3 OR 4 CONDUITS

D73: Rev. 09/23/09

TYPICAL CONDUIT BANK SECTION
SEE UGS CD 120




FULL ENCASEMENT
MORE THAN 4 CONDUITS
(BASE SPACER REQUIRED)

D72: Rev. 09/23/09

**UNDERGROUND SERVICE ALERT**
**Contact USA**
**Dial 811 or 800-422-4133**
**www.digalert.org/contact**
For Underground Locating
Two Working Days Before You Dig

D16: Rev. 05/28/20

# FINAL DESIGN
## APPROVED FOR CONSTRUCTION

INVENTORY MAP NO:
538–1680–1
540–1680–1
542–1680–1

| DATE | REVISION DESCRIPTION | APPROVED | DRAWN | CHECKED |
|---|---|---|---|---|
| | | | | |

DISTRICT: 88 – WILDOMAR
PROJ. MGR. SMOLL, KENNETH PHONE 951–249–8351
PLANNER SMOLL, KENNETH PHONE 951–249–8351
DESIGNER IGNACIO, DELGADO
PROJECT NO. 2129042
SERVICE REQUEST 3024673
MSR NO.
PRODUCT–1 1804990–RELOCATE FACILITIES–NON BILLING
ASSOC DESGN 1361361
CIRCUIT / VOLTAGE BUNDY 12KV WILDOMAR 33KV
GPS
PRODUCT–2 TD1785393 TRANS RELO
ASSOC DESGN
SUB / PG NO. SKYLARK (A2) ELSINORE (A1)
CIRCUIT CODE 02422/19383
PRODUCT–3 TD1979859–RELO ACTUAL COST
ASSOC DESGN 1361361
INVENTORY MAP
J.P.A. NO.

| TYPE | DATE | APPROVED BY | CHECKED BY | DRAWN BY | PAX # |
|---|---|---|---|---|---|
| F | 5/31/2022 | F,CONRQ | K,SMOL | I,DEL | |
| P | 3/4/2022 | K, SMOLL | F, CONR | I, DEL | 19597 |

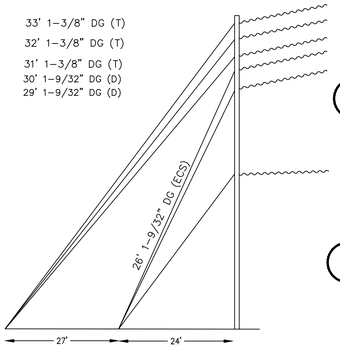
PROPOSED CONSTRUCTION (LOCATION)
UNDERBUILD ON TRANSMISSION POLES (RELO)
MISSION TRIL BTW MALAGA RD – ELBERTA RD
WILDOMAR CA 92595

SHEET 1 OF 4
DESIGN\DRWG NO. 1361361_0.01

Southern California Edison Company

FILE NAME:1361361_0.01.DWG SAVE DATE:6/2/2022 2:58 PM SAVED BY:DELGADIR

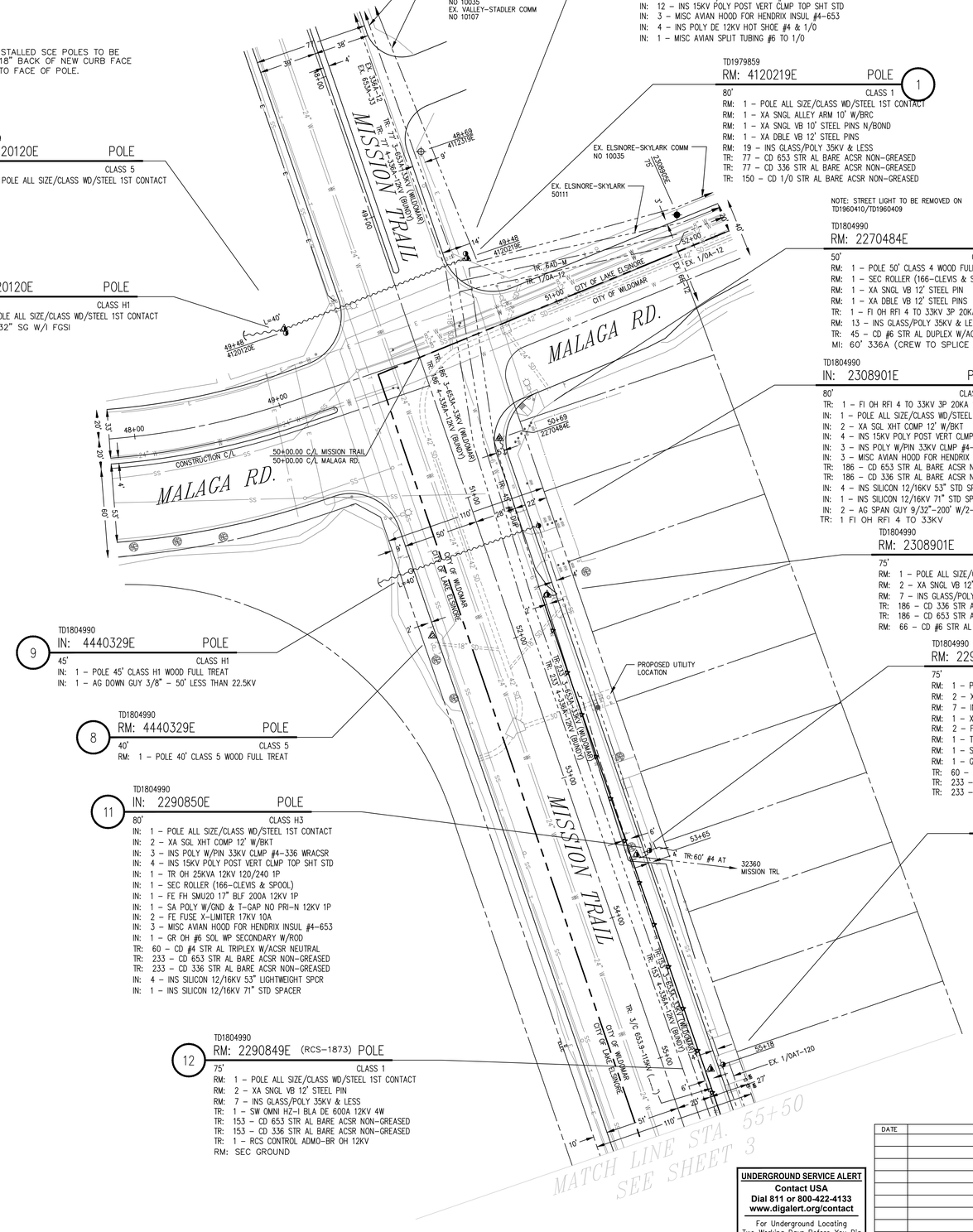
NOTE:
ALL NEW INSTALLED SCE POLES TO BE INSTALLED 18" BACK OF NEW CURB FACE PAVEMENT TO FACE OF POLE.




PROPOSED
4120120E
L/NW

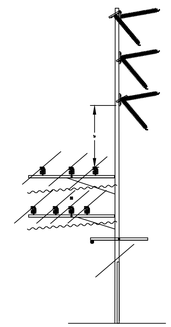
TD1979859
3 RM: 4120120E POLE
35' CLASS 5
RM: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT

TD1979859
4 IN: 4120120E POLE
40' CLASS H1
IN: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
IN: 2 9/32" SG W/I FGSI




TD1979859
2 IN: 4120219E POLE
85' CLASS H1
IN: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
IN: 1 – XA SNGL ALLEY ARM 10" W/BRC
IN: 1 – XA SNGL VB 12' STEEL PIN
IN: 1 – XA DBLE VB 12' STEEL PINS
IN: 3 – INS POLY W/PIN 33KV CLMP #4-336 WRACSR
IN: 12 – INS 15KV POLY POST VERT CLMP TOP SHT STD
IN: 3 – MISC AVIAN HOOD FOR HENDRIX INSUL #4-653
IN: 4 – INS POLY DE 12KV HOT SHOE #4 & 1/0
IN: 1 – MISC AVIAN SPLIT TUBING #6 TO 1/0

TD1979859
1 RM: 4120219E POLE
80' CLASS 1
RM: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
RM: 1 – XA SNGL ALLEY ARM 10" W/BRC
RM: 1 – XA SNGL VB 10' STEEL PINS N/BOND
RM: 1 – XA DBLE VB 12' STEEL PINS
RM: 19 – INS GLASS/POLY 35KV & LESS
TR: 77 – CD 653 STR AL BARE ACSR NON-GREASED
TR: 77 – CD 336 STR AL BARE ACSR NON-GREASED
TR: 150 – CD 1/0 STR AL BARE ACSR NON-GREASED



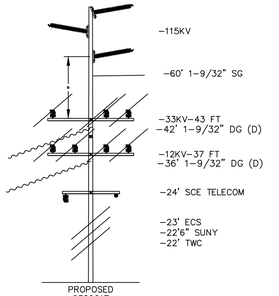

PROPOSED
4120219E
L/NW

NOTE: STREET LIGHT TO BE REMOVED ON TD1960410/TD1960409

TD1804990
5 RM: 2270484E POLE
50' CLASS 4
RM: 1 – POLE 50' CLASS 4 WOOD FULL TREAT
RM: 1 – SEC ROLLER (166-CLEVIS & SPOOL)
RM: 1 – XA SNGL VB 12' STEEL PIN
RM: 1 – XA DBLE VB 12' STEEL PINS
TR: 1 – FI OH RFI 4 TO 33KV 3P 20KA 1/0-653 AL
RM: 13 – INS GLASS/POLY 35KV & LESS
TR: 45 – CD #6 STR AL DUPLEX W/ACSR NEUTRAL
MI: 60' 336A (CREW TO SPLICE AT DEAD END)

TD1804990
7 IN: 2308901E POLE
80' CLASS H3
TR: 1 – FI OH RFI 4 TO 33KV 3P 20KA 1/0-653 AL
IN: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
IN: 2 – XA SGL XHT COMP 12' W/BKT
IN: 4 – INS 15KV POLY POST VERT CLMP TOP SHT STD
IN: 3 – INS POLY W/PIN 33KV CLMP #4-336 WRACSR
IN: 3 – MISC AVIAN HOOD FOR HENDRIX INSUL #4-653
TR: 186 – CD 653 STR AL BARE ACSR NON-GREASED
TR: 186 – CD 336 STR AL BARE ACSR NON-GREASED
IN: 4 – INS SILICON 12/16KV 53" STD SPACER
IN: 1 – INS SILICON 12/16KV 71" STD SPACER
IN: 2 – AG SPAN GUY 9/32"–200' W/2–FGSI ALL KV
TR: 1 FI OH RFI 4 TO 33KV

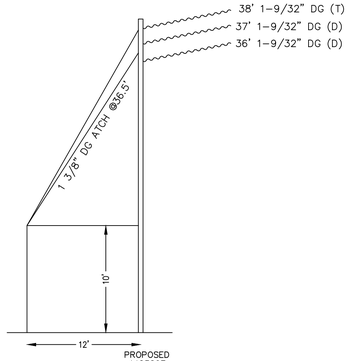
TD1804990
6 RM: 2308901E POLE
75' CLASS 1
RM: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
RM: 2 – XA SNGL VB 12' STEEL PIN
RM: 7 – INS GLASS/POLY 35KV & LESS
TR: 186 – CD 336 STR AL BARE ACSR NON-GREASED
TR: 186 – CD 653 STR AL BARE ACSR NON-GREASED
RM: 66 – CD #6 STR AL DUPLEX W/ACSR NEUTRAL




PROPOSED
2309901E
L/S

TD1804990
9 IN: 4440329E POLE
45' CLASS H1
IN: 1 – POLE 45' CLASS H1 WOOD FULL TREAT
IN: 1 – AG DOWN GUY 3/8" – 50' LESS THAN 22.5KV

TD1804990
8 RM: 4440329E POLE
40' CLASS 5
RM: 1 – POLE 40' CLASS 5 WOOD FULL TREAT




PROPOSED
440329E
L/S

TD1804990
11 IN: 2290850E POLE
80' CLASS H3
IN: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
IN: 2 – XA SGL XHT COMP 12' W/BKT
IN: 3 – INS POLY W/PIN 33KV CLMP #4-336 WRACSR
IN: 4 – INS 15KV POLY POST VERT CLMP TOP SHT STD
IN: 1 – TR OH 25KVA 12KV 120/240 1P
IN: 1 – SEC ROLLER (166-CLEVIS & SPOOL)
IN: 1 – FE FH SMU20 17" BLF 200A 12KV 1P
IN: 1 – SA POLY W/GND & T-GAP NO PRI-N 12KV 1P
IN: 2 – FE FUSE X-LIMITER 17KV 10A
IN: 3 – MISC AVIAN HOOD FOR HENDRIX INSUL #4-653
IN: 1 – GR OH #6 SOL WP SECONDARY W/ROD
TR: 60 – CD #4 STR AL TRIPLEX W/ACSR NEUTRAL
TR: 233 – CD 653 STR AL BARE ACSR NON-GREASED
TR: 233 – CD 336 STR AL BARE ACSR NON-GREASED
IN: 4 – INS SILICON 12/16KV 53" LIGHTWEIGHT SPCR
IN: 1 – INS SILICON 12/16KV 71" STD SPACER

TD1804990
12 RM: 2290849E (RCS–1873) POLE
75' CLASS 1
RM: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
RM: 2 – XA SNGL VB 12' STEEL PIN
RM: 7 – INS GLASS/POLY 35KV & LESS
TR: 1 – SW OMNI HZ–I BLA DE 600A 12KV 4W
TR: 153 – CD 653 STR AL BARE ACSR NON–GREASED
TR: 153 – CD 336 STR AL BARE ACSR NON–GREASED
TR: 1 – RCS CONTROL ADMO–BR OH 12KV
RM: SEC GROUND

TD1804990
10 RM: 2290850E POLE
75' CLASS 1
RM: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
RM: 2 – XA SNGL VB 12' STEEL PIN
RM: 7 – INS GLASS/POLY 35KV & LESS
RM: 1 – XA SNGL VB 8' STEEL PINS
RM: 2 – FE FH CO ALL SIZES 200A OR LESS 12KV
RM: 1 – TR OH 10KVA 12KV 120/240 1P
RM: 1 – SEC ROLLER (166–CLEVIS & SPOOL)
RM: 1 – GR OH #6 SOL WP SECONDARY W/ROD
TR: 60 – CD #4 STR AL TRIPLEX W/ACSR NEUTRAL
TR: 233 – CD 653 STR AL BARE ACSR NON–GREASED
TR: 233 – CD 336 STR AL BARE ACSR NON–GREASED

TD1804990
13 IN: 2290849E (RCS–1873) POLE
80' CLASS H3
IN: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
IN: 2 – XA SGL XHT COMP 12' W/BKT
IN: 3 – INS POLY W/PIN 33KV CLMP #4–336 WRACSR
IN: 4 – INS 15KV POLY POST VERT CLMP TOP SHT STD
IN: 3 – MISC AVIAN HOOD FOR HENDRIX INSUL #4–653
TR: 153 – CD 653 STR AL BARE ACSR NON–GREASED
TR: 153 – CD 336 STR AL BARE ACSR NON–GREASED
TR: 1 – SW OMNI HZ–I BLA DE 600A 12KV 4W
TR: 1 – RCS CONTROL ADMO–BR OH 12KV
IN: 4 – INS SILICON 12/16KV 53" LIGHTWEIGHT SPCR
IN: 1 – INS SILICON 12/16KV 71" STD SPACER
IN: SEC GROUND
SN: _____

NOTE:
RCS–1873 TRANSFER APPROVED BY APPARATUS.

CREW NOTE:
PLEASE END POINT TEST WITH AUTOMATION ONCE RCS01873 INSTALLED.

N

SCALE: 1" = 40'
0 40 80

# FINAL DESIGN
## APPROVED FOR CONSTRUCTION

INVENTORY MAP NO:
538–1680–1
540–1680–1
542–1680–1

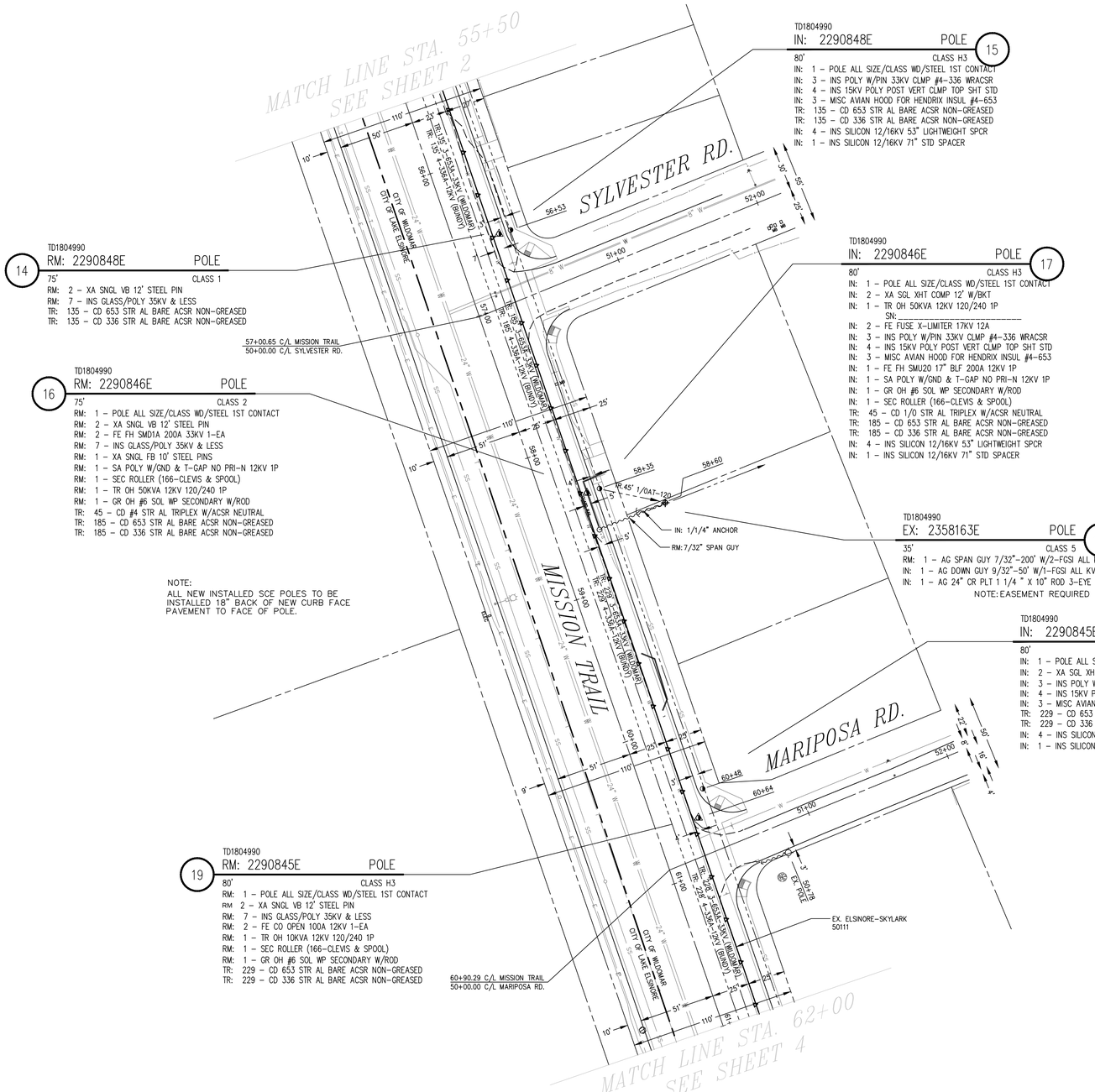
| DATE | REVISION DESCRIPTION | APPROVED | DRAWN | CHECKED |
|---|---|---|---|---|
| | | | | |

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DTE: Rev. 05/28/20

| | | | | | |
|---|---|---|---|---|---|
| DISTRICT: 88 – WILDOMAR | PROJ. MGR.: SMOLL, KENNETH PHONE: 951-249-8351 | | PLANNER: SMOLL, KENNETH PHONE: 951-249-8351 | | DESIGNER: IGNACIO, DELGADO |
| PROJECT NO.: 2129042 | SERVICE REQUEST: 3024673 | MSR NO. | PRODUCT–1: 1804990–RELOCATE FACILITIES–NON BILLING | | ASSOC DESGN: 1361361 |
| CIRCUIT / VOLTAGE: BUNDY 12KV WILDOMAR 33KV | | GPS | PRODUCT–2: TD1785393 TRANS RELO | | ASSOC DESGN: |
| SUB / PG NO.: SKYLARK (A2) ELSINORE (A1) | | CIRCUIT CODE: 02422/19383 | PRODUCT–3: TD1979859–RELO ACTUAL COST | | ASSOC DESGN: 1361361 |
| INVENTORY MAP | | J.P.A. NO. | PROPOSED CONSTRUCTION (LOCATION): UNDERBUILD ON TRANSMISSION POLES (RELO) MISSION TRIL BTW MALAGA RD – ELBERTA RD WILDOMAR CA 92595 | | |
| F 5/31/2022 | F,CONRQ | K,SMOL | I,DEL | 19597 | |
| P 3/4/2022 | K, SMOLL | F, CONR | I, DEL | 19597 | |
| TYPE: DATE: APPROVED BY: CHECKED BY: DRAWN BY: PAX # | | | | | SHEET: 2 OF 4 |
| Southern California Edison Company | | | | | DESIGN\DRWG NO.: 1361361_0.01 |

FILE NAME: C:\ENGR_EDS\DWG SAVE DATE:6/2/2022 2:26 PM SAVED BY:DELGAIGN




NOTE:
ALL NEW INSTALLED SCE POLES TO BE INSTALLED 18" BACK OF NEW CURB FACE PAVEMENT TO FACE OF POLE.

SCALE: 1" = 40'
0 40 80

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# FINAL DESIGN
## APPROVED FOR CONSTRUCTION

INVENTORY MAP NO:
538-1680-1
540-1680-1
542-1680-1

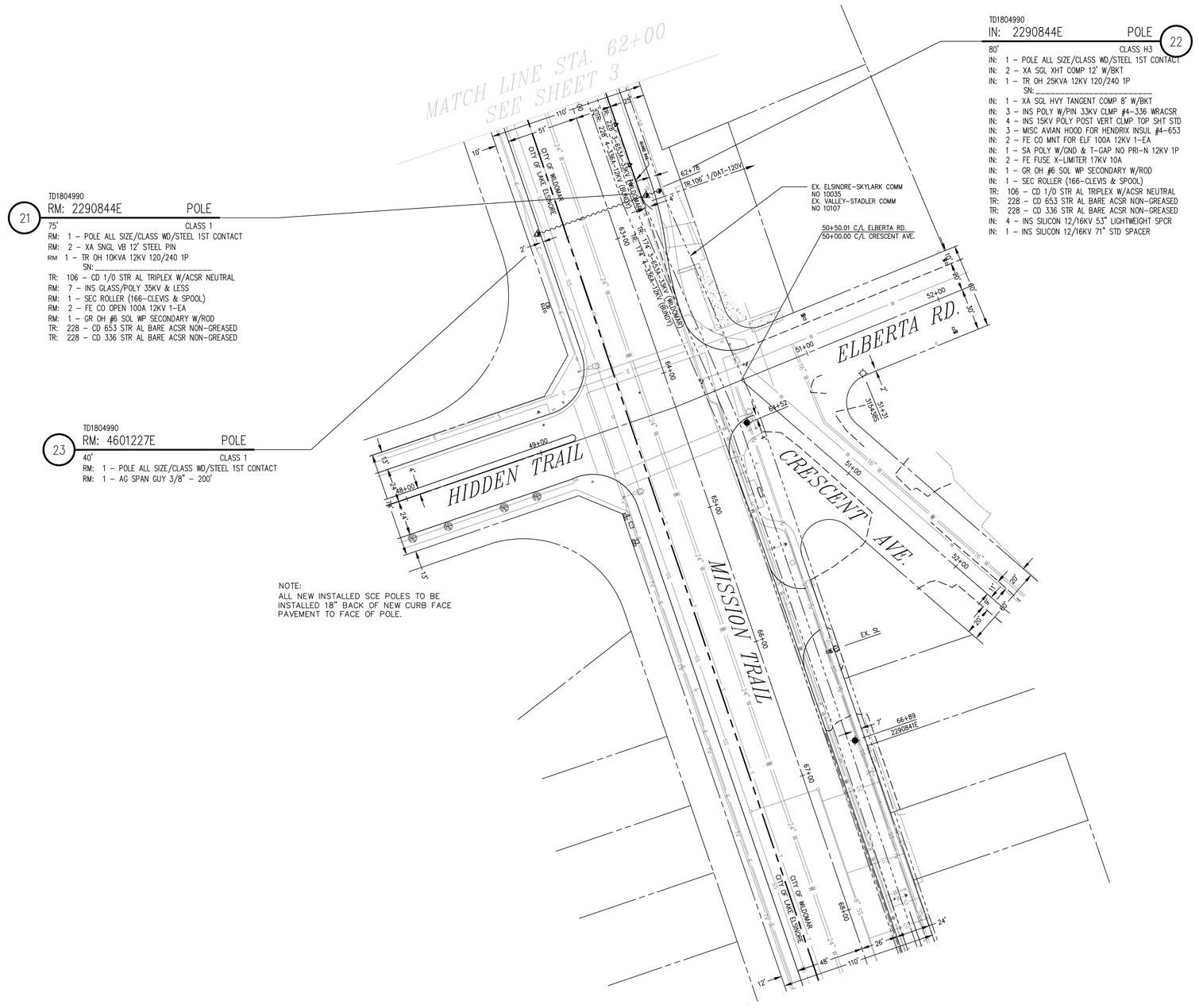
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D16: Rev. 05/28/20

| DATE | REVISION DESCRIPTION | APPROVED | DRAWN | CHECKED |
|---|---|---|---|---|
| | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| DISTRICT: 88 - WILDOMAR | | | PROJ. MGR.: SMOLL, KENNETH PHONE 951-249-8351 | | PLANNER: SMOLL, KENNETH PHONE 951-249-8351 | | DESIGNER: IGNACIO, DELGADO |
| PROJECT NO.: 212904 2 | SERVICE REQUEST: 3024673 | | MSR NO.: | | PRODUCT-1: 1804990-RELOCATE FACILITIES-NON BILLING | | ASSOC DESIGN: 1361361 |
| CIRCUIT / VOLTAGE: BUNDY 12KV WILDOMAR 33KV | | | GPS | | PRODUCT-2: TD1785393 TRANS RELO | | ASSOC DESIGN |
| SUB / PG NO.: SKYLARK (A2) ELSINORE (A1) | | | CIRCUIT CODE: 02422/19383 | | PRODUCT-3: TD1979859-RELO ACTUAL COST | | ASSOC DESIGN: 1361361 |
| INVENTORY MAP | | | J.P.A. NO. | | PROPOSED CONSTRUCTION (LOCATION): UNDERBUILD ON TRANSMISSION POLES (RELO) MISSION TRIL BTW MALAGA RD - ELBERTA RD WILDOMAR CA 92595 | | |
| F | 5/31/2022 | F.CONRQ | K.SMOL | I.DEL | 19597 | | |
| P | 3/4/2022 | F.CONRQ | K.SMOL | I. DEL | 19597 | | |
| TYPE | DATE | APPROVED BY | CHECKED BY | DRAWN BY | PAX # | SHEET: 3 OF 4 | DESIGN\DRWG NO.: 1361361_0.01 |

Southern California Edison Company

FILE NAME: K:\M\1361_0.01\DWG\1361_0.01_SHEET_3.DWG 6/2/2022 2:58 PM XAVIER RIVERA




TD1804990
21 RM: 2290844E POLE
75' CLASS 1
RM: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
RM: 2 – XA SNGL VB 12' STEEL PIN
RM 1 – TR OH 10KVA 12KV 120/240 1P
SN:_____
TR: 106 – CD 1/0 STR AL TRIPLEX W/ACSR NEUTRAL
RM: 7 – INS GLASS/POLY 35KV & LESS
RM: 1 – SEC ROLLER (166–CLEVIS & SPOOL)
RM: 2 – FE CO OPEN 100A 12KV 1–EA
RM: 1 – GR OH #6 SOL WP SECONDARY W/ROD
TR: 228 – CD 653 STR AL BARE ACSR NON–GREASED
TR: 228 – CD 336 STR AL BARE ACSR NON–GREASED

TD1804990
23 RM: 4601227E POLE
40' CLASS 1
RM: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
RM: 1 – AG SPAN GUY 3/8" – 200'

NOTE:
ALL NEW INSTALLED SCE POLES TO BE INSTALLED 18" BACK OF NEW CURB FACE PAVEMENT TO FACE OF POLE.

TD1804990
22 IN: 2290844E POLE
80' CLASS H3
IN: 1 – POLE ALL SIZE/CLASS WD/STEEL 1ST CONTACT
IN: 2 – XA SGL XHT COMP 12' W/BKT
IN: 1 – TR OH 25KVA 12KV 120/240 1P
SN:_____
IN: 1 – XA SGL HVY TANGENT COMP 8' W/BKT
IN: 3 – INS POLY W/PIN 33KV CLMP #4–336 WRACSR
IN: 4 – INS 15KV POLY POST VERT CLMP TOP SHT STD
IN: 3 – MISC AVIAN HOOD FOR HENDRIX INSUL #4–653
IN: 2 – FE CO MNT FOR ELF 100A 12KV 1–EA
IN: 1 – SA POLY W/GND & T–GAP NO PRI–N 12KV 1P
IN: 2 – FE FUSE X–LIMITER 17KV 10A
IN: 1 – GR OH #6 SOL WP SECONDARY W/ROD
IN: 1 – SEC ROLLER (166–CLEVIS & SPOOL)
TR: 106 – CD 1/0 STR AL TRIPLEX W/ACSR NEUTRAL
TR: 228 – CD 653 STR AL BARE ACSR NON–GREASED
TR: 228 – CD 336 STR AL BARE ACSR NON–GREASED
IN: 4 – INS SILICON 12/16KV 53" LIGHTWEIGHT SPCR
IN: 1 – INS SILICON 12/16KV 71" STD SPACER

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SCALE: 1" = 40'
0 40 80

# PRELIMINARY
Not For Construction

INVENTORY MAP NO:
538–1680–1
540–1680–1
542–1680–1

| DATE | REVISION DESCRIPTION | APPROVED | DRAWN | CHECKED |
|---|---|---|---|---|
| | | | | |

| | | | | |
|---|---|---|---|---|
| DISTRICT: 88 – WILDOMAR | PROJ MGR. SMOLL, KENNETH PHONE 951–249–8351 | PLANNER SMOLL, KENNETH PHONE 951–249–8351 | DESIGNER IGNACIO, DELGADO | |
| PROJECT NO. 2129042 | SERVICE REQUEST 3024673 | MSR NO. | PRODUCT–1 1804990–RELOCATE FACILITIES–NON BILLING | ASSOC DESGN 1361361 |
| CIRCUIT / VOLTAGE BUNDY 12KV WILDOMAR 33KV | | GPS | PRODUCT–2 TD1785393 TRANS RELO | ASSOC DESGN |
| SUB / PG NO. SKYLARK (A2) ELSINORE (A1) | | CIRCUIT CODE 02422/19383 | PRODUCT–3 TD1979859–RELO ACTUAL COST | ASSOC DESGN 1361361 |
| INVENTORY MAP | | J.P.A. NO. | PROPOSED CONSTRUCTION (LOCATION) UNDERBUILD ON TRANSMISSION POLES (RELO) MISSION TRIL BTW MALAGA RD – ELBERTA RD WILDOMAR CA 92595 | |

| TYPE | DATE | APPROVED BY | CHECKED BY | DRAWN BY | PAX # |
|---|---|---|---|---|---|
| F | 5/31/2022 | F.CONRQ | K.SMOL | L. DEL | 19597 |
| P | 3/4/2022 | F.CONRQ | K.SMOL | L. DEL | 19597 |

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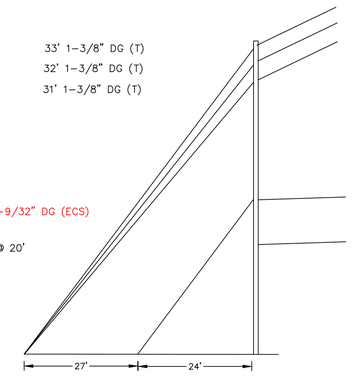
SHEET 4 OF 4

DESIGN\DRWG NO. 1361361_0.01

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FILE NAME: C:\W\361_0.01.DWG SAVE DATE: 6/2/2022 2:58 PM SAVED BY: IGNACIOM

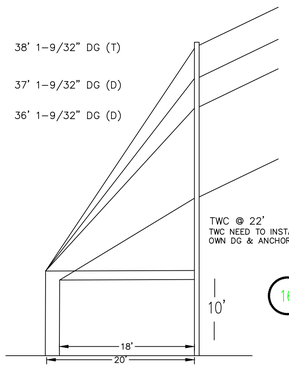



PROPOSED
4120120E
L/NW

NOTE: RE-USE EXISTING ANCHOR LOCATIONS

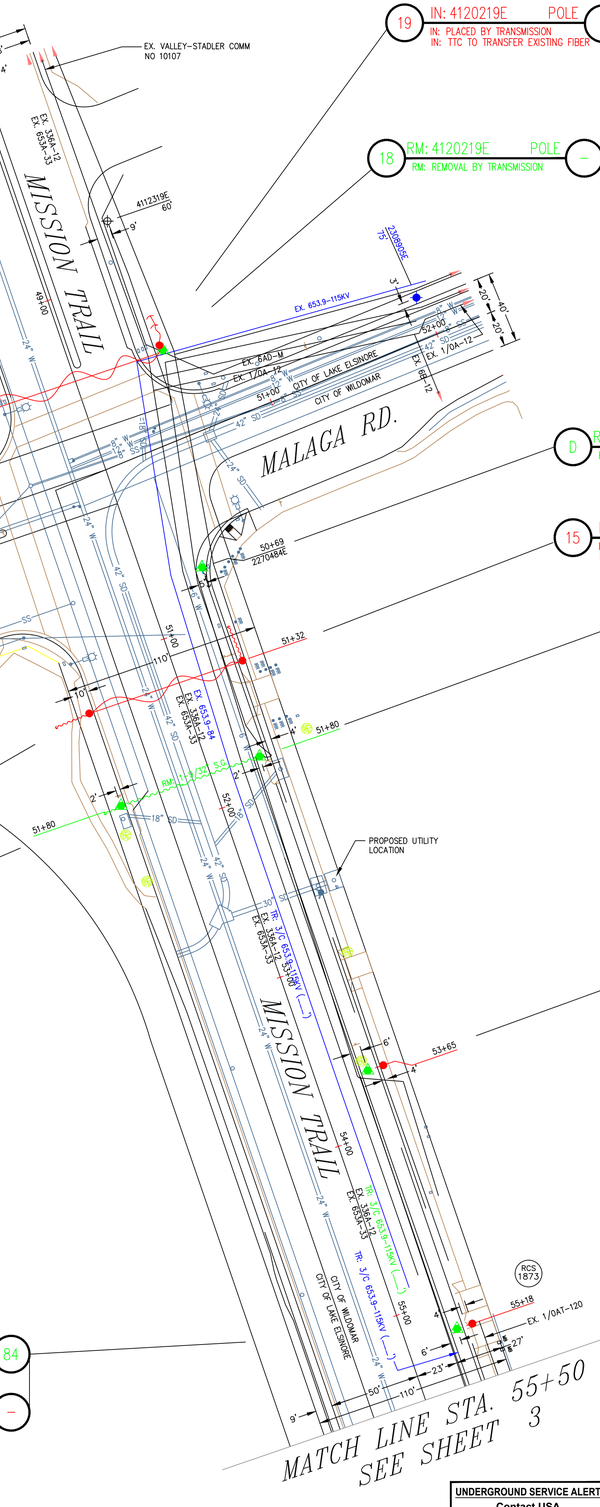
INSTALL 1-NEW 1-1/4 TRIPLE EYE-ANCHOR ROD AND PLATE @ 27'

NEW DISTRICT DG'S AND ANCHOR WILL BE SHOWN ON DISTRICT RELATED WORK ORDER MAP




PROPOSED
440329E
L/NW

16 RM: 4440329E POLE 01
RM: REMOVAL BY TRANSMISSION




21 IN: 4120120E POLE
IN: PLACED BY TRANSMISSION

20 RM: 4120120E POLE
RM: REMOVAL BY TRANSMISSION

19 IN: 4120219E POLE
IN: PLACED BY TRANSMISSION
IN: TTC TO TRANSFER EXISTING FIBER

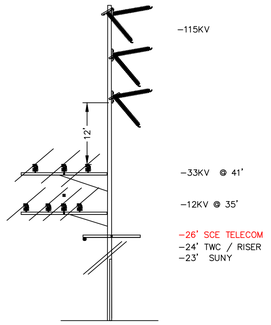
18 RM: 4120219E POLE
RM: REMOVAL BY TRANSMISSION

17 IN: 4440329E POLE
IN: PLACED BY TRANSMISSION

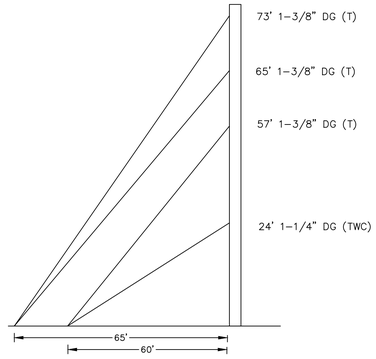
D RM: 2270484E POLE
RM: REMOVAL BY DITRIBUTION

15 IN: 2308901E POLE
IN: PLACED BY TRANSMISSION
IN: TTC TO TRANSFER EXISTING FIBER

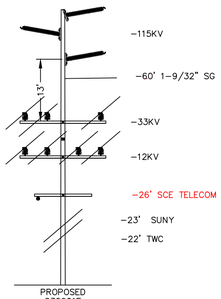
14 RM: 2308901E POLE
RM: REMOVAL BY TRANSMISSION




PROPOSED
4120219E
L/NW



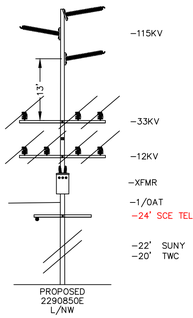

PROPOSED-DG VIEW
4120219E
L/E




PROPOSED
230901E
L/NW

| PROJECT REQUIREMENTS (Y/N) | |
|---|---|
| EDISON EASEMENT REQUIRED | N |
| PERMIT REQUIRED | Y |
| PERMIT TYPE: CITY | |
| TRAFFIC CONTROL REQUIRED | Y |
| PED. TRAFFIC CONTROL REQ'D | N |
| HFRA TIER: NO | |
| PAVEMENT REPAIR ASPH/CONC | N |
| ENVIR. REQ DOC (ERD) REQ'D | N |
| FAA PERMITS | N |
| TRANS TELECOM "TTC" | Y |
| TRANSMISSION | Y |
| DISTRIBUTION | Y |

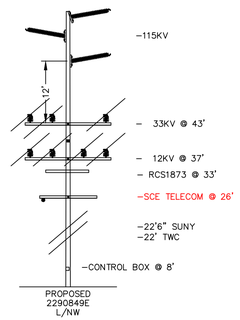
T124: Rev. 10/23/20




PROPOSED
2290850E
L/NW

12 RM: 2290850E POLE 84
RM: REMOVAL BY TRANSMISSION

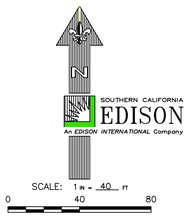
13 IN: 2290850E POLE
IN: PLACED BY TRANSMISSION
IN: TTC TO TRANSFER EXISTING FIBER




PROPOSED
2290849E
L/NW

10 RM: 2290849E POLE 84
RM: REMOVAL BY TRANSMISSION

11 IN: 2290849E POLE
IN: PLACED BY TRANSMISSION
IN: TTC TO TRANSFER EXISTING FIBER




# FINAL DESIGN
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# VALLEY-STADLER 48/ADSS FIBER CABLE

INVENTORY MAP NO:
538-1680-1
540-1680-1
542-1680-1

| DATE | REVISION DESCRIPTION | APPROVED | DRAWN | CHECKED |
|---|---|---|---|---|
| | | | | |

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DIE: Rev. 05/28/20

| | | | | | |
|---|---|---|---|---|---|
| DISTRICT: 88 - WILDOMAR | PROJ. MGR.: CYNTHIA WAGNER PHONE 909-265-5038 | | PLANNER: JERRY FIELDS PHONE 951-201-5311 | | SR NO. |
| FOREMAN | TRUCK NO. | P/E | INVENTORY MAP NO.: SEE ABOVE | THOMAS GUIDE / GRID NO. | DESIGN NO. |
| CSD 140 Y / N | BY-PASS / CODE | EXISTING / CHANGE TO | TLM / CHECKED / %LOAD | J.P.A. NO. | ASSOCIATED DESIGN NO. |
| PRODUCT/SAP NO.: TD1785393 | | | PRODUCT/SAP NO.: TTC - 802034744 | | PRODUCT/SAP NO. |

| | | | | | |
|---|---|---|---|---|---|
| P | | 3/16/22 | G. FIELDS | G. FIELDS | |
| P | | 10/18/21 | T.TRAN | O.CASTRO | |
| B | | 02/11/21 | QUES/JT/SL | QUES/SV | 52813 |
| TYPE | APPROVED BY | DATE | CHECKED BY | DRAWN BY | PAX # |

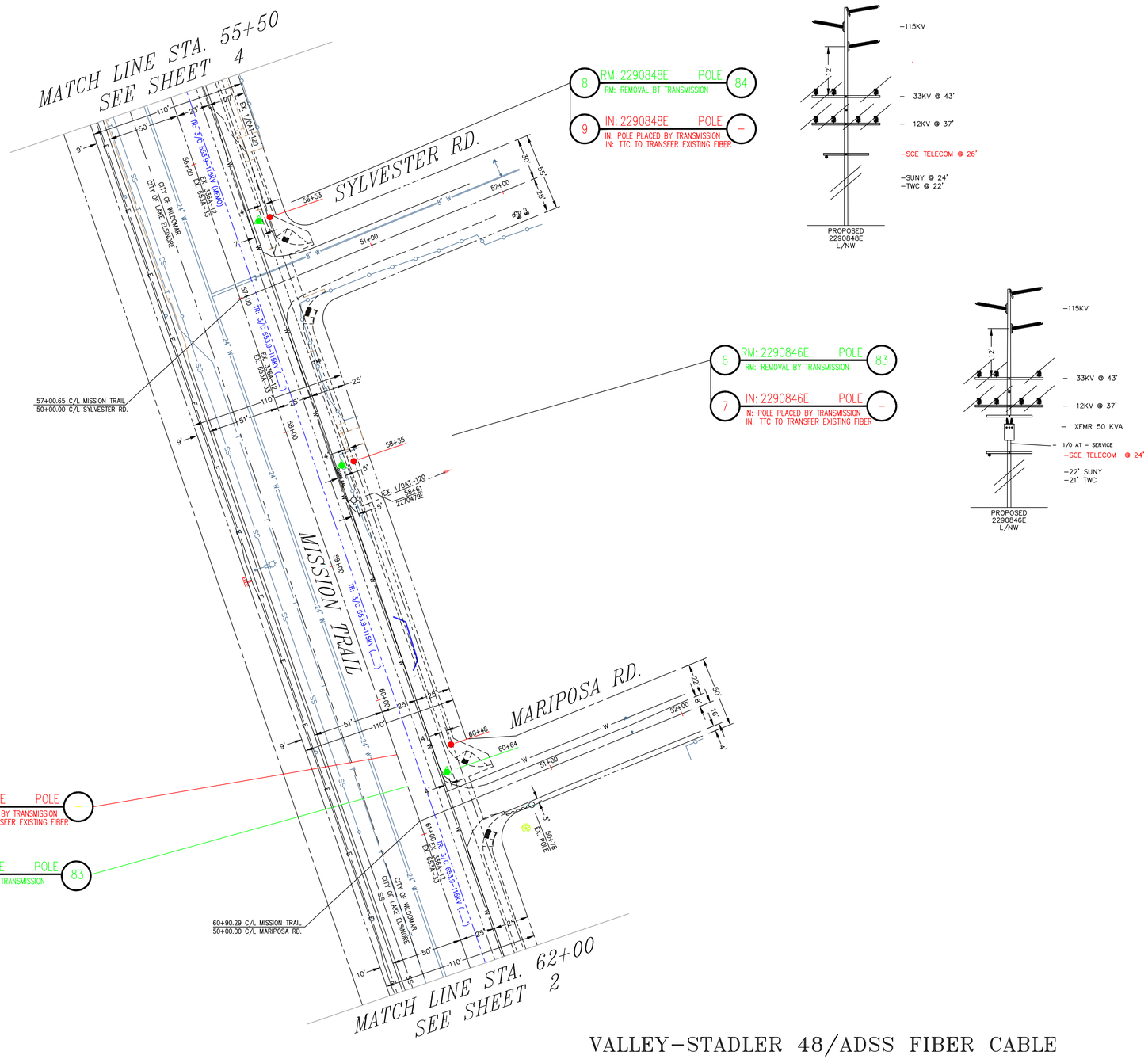
Southern California Edison Company

PROPOSED CONSTRUCTION (LOCATION)
VALLEY-STADLER (10107) - OH POLE RELOC.
MISSION TRL BET ELBERTA RD & MALAGA RD
WILDOMAR/LAKE ELSINORE, CA

SHEET 4 OF 4

JOB NO. TTC-802034744

802034744_Prelim. WOM 7-27-22.dwg Plotted: Jul 29, 2022 10:49am Hidalg




| PROJECT REQUIREMENTS (Y/N) | |
|---|---|
| EDISON EASEMENT REQUIRED | N |
| PERMIT REQUIRED | Y |
| PERMIT TYPE: CITY | |
| TRAFFIC CONTROL REQUIRED | Y |
| PED. TRAFFIC CONTROL REQ'D | N |
| HFRA TIER: NO | |
| PAVEMENT REPAIR ASPH/CONC | N |
| ENVIR. REQ DOC (ERD) REQ'D | N |
| FAA PERMITS | N |
| TRANS TELECOM "TTC" | Y |
| TRANSMISSION | Y |
| DISTRIBUTION | Y |

T124: Rev. 10/23/20

# VALLEY–STADLER 48/ADSS FIBER CABLE

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| DATE | REVISION DESCRIPTION | APPROVED | DRAWN | CHECKED |
|---|---|---|---|---|
| | | | | |

INVENTORY MAP NO:
538–1680–1
540–1680–1
542–1680–1

| | | | | | |
|---|---|---|---|---|---|
| DISTRICT 88 – WILDOMAR | PROJ. MGR. CYNTHIA WAGNER PHONE 909–265–5038 | | PLANNER JERRY FIELDS PHONE 951–201–5311 | | SR NO. |
| FOREMAN | TRUCK NO. | P/E | INVENTORY MAP NO. SEE ABOVE | THOMAS GUIDE GRID NO. | DESIGN NO. |
| CSD 140 Y ___ N ___ | BY–PASS CODE | EXISTING CHANGE TO | TLM CHECKED | %LOAD J.P.A. NO. | ASSOCIATED DESIGN NO. |
| PRODUCT/SAP NO. TD1785393 | | | PRODUCT/SAP NO. TTC – 802034744 | | PRODUCT/SAP NO. |

| | | | | | |
|---|---|---|---|---|---|
| P | | 3/16/22 | G. FIELDS | G. FIELDS | |
| P | | 10/18/21 | T.TRAN | O.CASTRO | |
| B | | 02/11/21 | QUES/JT/SL | QUES/SV | 52813 |
| TYPE | APPROVED BY | DATE | CHECKED BY | DRAWN BY | PAX # |

Southern California Edison Company

PROPOSED CONSTRUCTION (LOCATION)
VALLEY–STADLER (10107) OH – POLE RELO
MISSION TRL BET ELBERTA RD & MALAGA RD
WILDOMAR/LAKE ELSINORE, CA

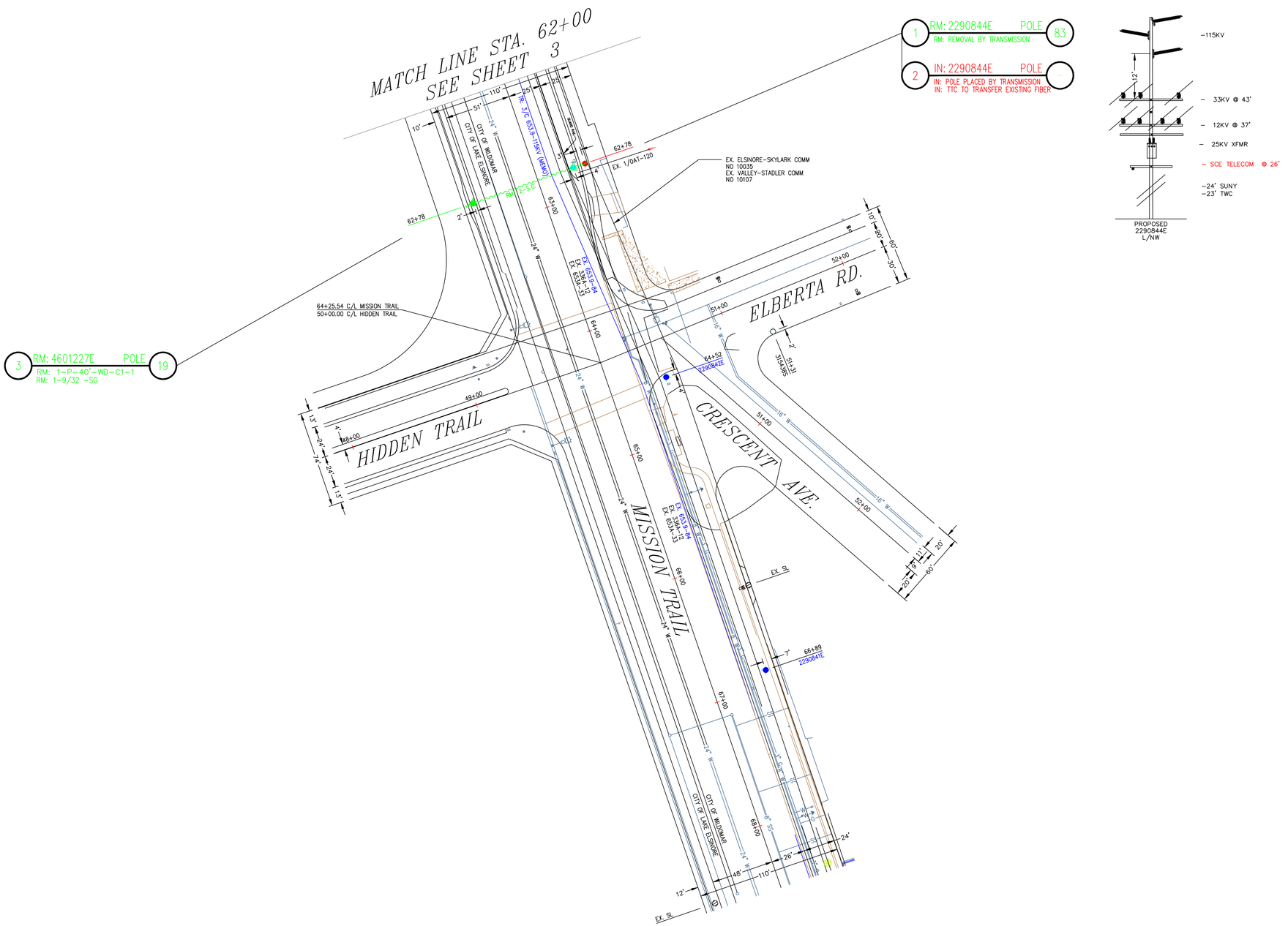
SHEET 3 OF 4

JOB NO. TTC–802034744

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SCALE: 1" = 40 ft
0 40 80

802034744_Prelim_WOM 1-21-22.dwg Plotted: Jul 29, 2022 10:49am tiddog




| PROJECT REQUIREMENTS (Y/N) | |
|---|---|
| EDISON EASEMENT REQUIRED | N |
| PERMIT REQUIRED | Y |
| PERMIT TYPE: CITY | |
| TRAFFIC CONTROL REQUIRED | Y |
| PED. TRAFFIC CONTROL REQ'D | N |
| HFRA TIER: NO | |
| PAVEMENT REPAIR ASPH/CONC | N |
| ENVIR. REQ DOC (ERD) REQ'D | N |
| FAA PERMITS | N |
| TRANS TELECOM "TTC" | Y |
| TRANSMISSION | Y |
| DISTRIBUTION | Y |

T124: Rev. 10/23/20

SOUTHERN CALIFORNIA EDISON
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SCALE: 1 IN = 40 FT
0 40 80

# FINAL DESIGN
## APPROVED FOR CONSTRUCTION

# VALLEY–STADLER 48/ADSS FIBER CABLE

INVENTORY MAP NO:
538-1680-1
540-1680-1
542-1680-1

| DATE | REVISION DESCRIPTION | APPROVED | DRAWN | CHECKED |
|---|---|---|---|---|
| | | | | |

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| | | | | | |
|---|---|---|---|---|---|
| DISTRICT: 88 – WILDOMAR | PROJ. MGR.: CYNTHIA WAGNER PHONE 909-265-5038 | PLANNER: JERRY FIELDS PHONE 951-201-5311 | | | SR NO. |
| FOREMAN | TRUCK NO. | P/E | INVENTORY MAP NO.: SEE ABOVE | THOMAS GUIDE GRID NO. | DESIGN NO. |
| CSD 140 Y ___ N ___ | BY-PASS CODE | EXISTING ___ CHANGE TO ___ | TLM CHECKED ___ %LOAD | J.P.A. NO. | ASSOCIATED DESIGN NO. |
| PRODUCT/SAP NO.: TD1785393 | | PRODUCT/SAP NO.: TTC – 802034744 | | | PRODUCT/SAP NO. |

| TYPE | APPROVED BY | DATE | CHECKED BY | DRAWN BY | PAX # |
|---|---|---|---|---|---|
| P | | 3/16/22 | G. FIELDS | G. FIELDS | |
| P | | 10/18/21 | T.TRAN | O.CASTRO | |
| B | | 02/11/21 | QUES/JT/SL | QUES/SV | 52813 |

Southern California Edison Company

PROPOSED CONSTRUCTION (LOCATION)
VALLEY – STADLER (10107)–OH POLE RELO
MISSION TRL BET ELBERTA RD & MALAGA RD
WILDOMAR/LAKE ELSINORE, CA

SHEET 2 OF 4

JOB NO. TTC–802034744

802034744_Prelim_MKW 1-27-22.dwg Plotted: Jul 28, 2022 10:49am Weberg

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.9**
**Meeting Date: January 18, 2023**

**SUBJECT:** Records Management Retention Schedule Update

**SUBMITTED BY:** Janet Morales

**ACTION:**
Adopt a Resolution entitled:

RESOLUTION NO. 2023 - _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, UPDATING THE RECORDS RETENTION SCHEDULE FOR THE CITY

**SUMMARY:**
The City is updating its retention schedule to ensure that all records are maintained and retained in accordance with federal, state, and local codes and statutes.

**BACKGROUND:**
The City's Records Management Policy and Records Retention Schedule was initially adopted on May 10, 2017, to provide regulations and guidelines for the efficient operation of the City's records management program. On March 11, 2020, the City updated its retention schedule and policy, Resolution No. 2020 - 17, to reflect organizational changes and current best practices for efficient management of records.

**DISCUSSION:**
The City Clerk's department coordinated a city-wide records management and records retention training. Following the training, city departments, in collaboration with a records management consultant, reviewed their department's retention schedule and made updates based on organizational changes, best practices, and new law updates. All changes made are in accordance with Government Code Section 34090. A red-lined version of the changes is included in the attachment to this staff report. Staff recommends that the City Council adopt the updated retention schedule. There were no changes made to the records management policy.

**FISCAL IMPACT:**
None.

**ATTACHMENTS:**

1. Resolution

Exhibit A: Records Retention Updated

2. Records Retention - Redlined

3. Resolution 2020-17

**RESOLUTION NO. 2023 - _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, UPDATING THE RECORDS RETENTION SCHEDULE FOR THE CITY**

**WHEREAS,** the City Council of the City of Wildomar recognizes its responsibility and obligation to foster efficient and cost-effective government and further recognizes the central importance of the management and protection of its records; and,

**WHEREAS,** the City Council adopt a policy on March 11, 2020, that governs the management of public records from creation through processing, distribution, organization, protection, storage, and retrieval until their ultimate disposition in accordance with State and Federal regulations; and,

**WHEREAS,** the City Council further desires to adopt updated guidelines for the retention of public records to ensure records are retained for their useful life but encourages the destruction of records that are no longer necessary to minimize the costs associated with the storage of records that are no longer needed.

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

**SECTION I.** The Records Retention schedule adopted as Exhibit "B" to Resolution No. 2020-17 is repealed.

**SECTION II.** The City Council adopts the new Records Retention Schedule attached hereto as Exhibit "A."

**PASSED, APPROVED, AND ADOPTED** this 18th day of January, 2023.

_____
Joseph Morabito
Mayor

APPROVED AS TO FORM:

_____
Thomas D. Jex
City Attorney

ATTEST:

_____
Janet Morales, CMC
City Clerk

## EXHIBIT “A”

## RECORDS RETENTION SCHEDULE

**EXHIBIT A**
**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATION – ALL** | | | |
| Agreements / Contracts **NOT Approved by the City Council** (Includes Certificates of Insurance) | CL+10 | GC34090, CCP 337 | City Clerk maintains original agreements or contracts that were approved by City Council |
| Bids & Proposals (Unsuccessful) | CL+2 | GC34090d | |
| Brochures, Publications, newsletter, bulletins | CU+2 | GC34090 | |
| Correspondence (that does not fall into another category) | CU+2 | GC34090 | |
| Goals & Objectives | CU+2 | GC34090 | Departmental goals and objectives |
| Master Plans | S+2 | GC34090 | Special or long-range Program Plan for Municipalities - coordination of services; strategic Planning |
| Policies & Procedures | S+2 | GC34090 | |

**EXHIBIT A**
**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATIVE SERVICES - FINANCE** | | | |
| Annual Financial Report / ACFR / Annual Financial Audit | P | GC34090 | Independent auditor analysis |
| 1099s, 1096s, W-9s | AU+4 | R&T19530, GC34090, 29 USC436 | |
| Accounts Payable | AU+4 | GC34090 | Invoices, check Copies, Supporting documents |
| Accounts Receivable | AU+4 | GC34090 | |
| Assessment District Collection (Measure Z) | AU+4 | GC34090 | Collection information; Original documentation files with City Clerk |
| Audits – Single Audits | AU+4 | GC34090 | |
| Bank Reconciliation | AU+4 | GC34090 | Statements, summaries for Receipts, disbursements, and reconciliation |
| Bank Statements | AU+4 | GC34090 | Financing authority |
| Bonds | CL+30 | GC34090 | |
| Budget adjustments, Journal entries | AU +4 | GC34090 | Account transfers |
| Business Licenses | AU +4 | GC34090 | |
| Checks | AU +4 | GC34090 | Includes Payroll, canceled & voided checks |
| Deferred Compensation | AU +4 | GC34090 | Records of Employee contributions and city Payments *29 CFR 1627.3(2) |
| Deposits, Receipts | AU +4 | GC34090 | Checks, coins, currency |
| Federal and State Tax | AU+4 | GC34090 | Forms 1096, 1099, W-4s and W-2s *26 CFR 31.6001.1-4; IRS REG 31.6001-1€(2); R&T 19530; 29 CFR516.5-516.6 |
| FEMA / OES Claims & Backup | AU+10 | GC34090 | |
| Investment Transactions | AU+4 | GC34090 | Summary of transactions, inventory, and earnings report |
| Ledger. General | AU+4 | GC34090 | *CCP337 |
| Purchase Orders, Requisitions | AU+4 | GC34090 | Original documents |
| State Controller Report | AU+4 | GC34090 | Controller may destroy after 5 years |
| Surplus Property - Disposal | AU+4 | GC34090 | Sealed bid sales of Equipment |
| Vehicle Ownership and Title | L | GC34090 | Title transfers when vehicle sold |
| Voucher Lists | 0 | GC34090 | Lists can be re-generated; preliminary drafts |
| Warrant Register | AU+4 | GC34090 | |

**EXHIBIT A**
**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATIVE SERVICES - PAYROLL** | | | |
| Adjustments | AU+4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6 | Audit Purposes |
| Employee Time Sheets | AU+4 | GC34090; R&T19530; LC1174(d); 29 CFR516.5 & 516.6 | Signed by Employee for audit and FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1€(z); R&T 19530; LC 1174(d) |
| Payroll Register | AU+4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6 | (Provided by a third party) |
| PERS Employee Deduction Reports | AU+4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6 | Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1; 29 CFR 516.5, 516.6, LC1174(d) |
| W-2s | AU+4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6 | |
| W-4s | S+4 | GC34090; 29 CFR 51 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATIVE SERVICES- HUMAN RESOURCES** | | | |
| PERS, Social Security, SSI | P | 29 CFR 1627.3(2); GC12946, 34090 | EEOC/ADEA |
| Personnel Files | T+6 | 8 CCR §3204(d)(1) et seq., 29 CFR 1627.3(b)(i); GC12946, 12960, 34090 | Applications, Evaluations, Certifications; Reassignments; Outside Employment; Commendations disciplinary actions; Terminations; Oaths of Office; e-mail confirming Livescan clearances, etc. |
| Personnel Files - Medical | T+30 | 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR1910.1020(d)(1)(i), GC12946, 12960, 34090 | Applications, Evaluations, Certifications; Reassignments; Outside Employment; Commendations disciplinary actions; Terminations; Oaths of Office; |
| Recruitment | CL+4 | 29 CFR 1627.3(b)(i); 29 CFR 1602.14; 2 CCR 11013(c), GC12946, 12960 34090 | Applications, resumes, alternate lists/logs, indices, ethnicity disclosures, examination materials, examination answer sheets, job bulletins, eligibility, electronic database |
| Surveys and Studies | CU+2 | GC12946, 34090 | Includes classification, wage rates |
| Training Records | CU+7 | GC53235.2(b), GC53237.2(b); GC12946, 34090 | Employee Applications, volunteer Program training, class training materials, internships |
| Volunteers working with Children | T+4 | 29 CFR 1627.3(b)(i); 29 CFR 1602.14; 2 CCR 11013(c), GC12946, 12960 34090 | |

**EXHIBIT A**
**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATIVE SERVICES- RISK MANAGEMENT** | | | |
| Accidents/ Incidents | CU+2 | GC34090 | No claim filed |
| Bonds, Insurance | P | GC34090; CCP337 | Bonds and insurance Policies insuring city property and other assets |
| Claims, Damage | CL+5 | GC34090; CCP337 | Paid/Denied |
| Insurance, Certificates | CU+10 | GC34090; CCP337 | Insurance certificates filed separately from contracts, include insurance filed by year |
| Insurance, Joint Powers Agreement | P | GC34090; CCP337 | |
| Insurance, Liability/Property | P | GC34090; CCP337 | May include liability, property, Certificates of Participation, deferred, use of facilities |
| Insurance, Workers Compensation | P | GC34090; CCP337 | Indemnity; PERS - working files - originals with Administrator |
| Risk Management Reports | CU+5 | GC34090 | Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies |
| Workers Compensation | T+30 | CCR14311; 15400.2; CA Labor Code 110- 139.6 | Claim files, Reports, Incidents (working files) originals filed with the Administrator |

**EXHIBIT A**
**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATIVE SERVICES- SOLID WASTE MANAGEMENT** | | | |
| Solid Waste Reduction / Recycling / AB 939 / SB 1383 Compliance | CU+10 | GC34090 | |
| Solid Waste Tonnage Reports | CU+10 | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **CITY CLERK** | | | |
| Agenda Packets - Council, Measure AA & Measure Z Oversight, Planning Commission | P | GC34090 | |
| Agreements / Contracts **Approved by the City Council** - INFRASTRUCTURE | P | GC34090, CCP 337 | Lead Department maintains original agreements or contracts NOT approved by City Council |
| Agreements / Contracts **Approved by the City Council** – PROFESSIONAL SERVICES, NON-INFRASTRUCTURE | CL+10 | GC34090, CCP 337 | Lead Department maintains original agreements or contracts NOT approved by City Council |
| Applications, Boards, Commissions, Committees | CL+2 | GC34090 | All, whether appointed or not |
| Articles of Incorporation | P | GC34090 | |
| Audio or Video Recordings - Council, Planning Commission | CU+10 | GC34090.7, 54953.S(b) | |
| Ethics Training Certificates, Harassment Prevention Training Certificates | CU+5 | GC34090, 53235.2(b), 53237.2(b) | |
| FPPC Campaign disclosure (all other committees} | E+7 | GC81009 | |
| FPPC Campaign disclosure, Elected | P | GCB1009(b)(g) | |
| FPPC Campaign disclosure, not elected | E+5 | GCB1009(b)(g) | |
| FPPC Statement of Economic Interest - ALL | T+7 | GC81009.e | Form 700 |
| Minutes - Council, Measure AA & Measure Z Oversight, Planning Commission | P | GC34090 | |
| Nomination Papers Successful | T+ 4 | EC17100; GC81009(b) | |
| Nomination Papers Unsuccessful | E+4 | EC17100; GC81009(b) | |

| | | | |
|---|---|---|---|
| Notifications and Publications | E+2 | GC34090 | Proof of Publication or Posting, certification and listing o notice of Posting; Copy of Newspaper notice and certification of offices to be voted for at forthcoming election |
| Oaths of Office | T+6 | GC34090; 29 USC 1113 | Elected officials |
| Ordinances - Council | P | GC34090 | |
| Petitions | 8 months | EC17200; 17400; GC7253.5; EC14700; GC3756:8 | Initiative, referendum, recall |
| Proclamations | CU+2 | GC34090 | |
| Public Notices, Advertising, Posting - Council, Measure AA & Measure Z Oversight | CU+2 | GC34090 | |
| Public Records Request | CL+2 | GC34090 | |
| Records Management | CL+2 | GC34090 | Document includes retrieval. transfers - inactive |
| Records Management Destruction Authorization | P | GC34090 | Documentation of final disposition or records |
| Records Retention Schedules | P | GC34090 | |
| Resolutions - Council | P | GC34090 | |

**EXHIBIT A**
**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **CITY MANAGER** | | | |
| Council correspondence (that does not fall into another category) | CU+2 | GC34090 | |
| Press Releases | CU+2 | GC34090 | |

**EXHIBIT A**
**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - BUILDING** | | | |
| Architects' approval of release of Plans (copyright-protected) | CU+2 | GC34090 | |
| Building Codes | CU+Prior | GC34090 | |
| Building Permits - All | P | GC34090; H&S 19850 | New commercial and residential construction, tenant improvements, room additions, spa, signs, block wall, remodel including security bonds |
| Building Plans – Commercial, Multi-family Dwellings, Tracts | P | CBC 104.7 & 107.5, H&S19850, GC34090 | |
| Building Plans – Residential Prior to July 2020 | CL+180 days | CBC 104.7 & 107.5, H&S19850, GC34090 | |
| Building Plans – Residential Prior to July 2020 – Electronic Official Records | P | CBC 104.7 & 107.5, H&S19850, GC34090 | |
| Building Plans – Residential – Energy Calculations, Structural Calculations | CL+180 days | CBC 104.7 & 107.5, H&S19850, GC34090 | |
| Building Plans – Cancelled, Expired, or Withdrawn | T (upon Cancellation, Expiration, or Withdrawal) | GC34090; | |
| Certificates of Occupancy | P | GC34090a | |
| Inspection Cards | P | GC34090 | |

**EXHIBIT A**
**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - CDBG** | | | |
| CDBG (Community Development Block Grant) and Urban Development, Grants, Sub-recipient Grants | CL+4 | GC34090; 24 CFR 570.502; 2 CFR 200.334, 29 CFR 97.42 | Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128 |
| Unsuccessful | CL+2 | GC34090 | Applications not entitled |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - CODE ENFORCEMENT/ EMERGENCY SERVICES** | | | |
| Abandoned Vehicles | CL+2 | GC34090d | |
| Abandoned and Distressed Residential Property Registration | CU+2 | GC34090d | |
| Case Files | CL+2 | GC34090d | Building, housing and mobile home code violation records including inspections; Public nuisance rubbish and weed abatement, vehicle abatement, citations, massage Parlor Permits, general |
| CERT (Citizen's Emergency Response Team) / Applications / Livescan Clearances | T+2 | GC34090d | |
| Citations | CL+2 | GC34090d | |
| Emergency Plans | S | GC34090d | |
| EOC Activations / EOC Training | CU+10 | GC34090d | |
| FTB & Assessor Recoveries | CU+2 | GC34090d | |
| Liens & Releases, Supporting Recorded | P | GC34090 | |
| Work Orders / Service Requests (Comcate / Eden / ESRI Workforce) | CL+5 | GC34090, 40 CFR §§122.21, 122.41, 122.44 | May include NPDES schedules and compliance |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - DEVELOPMENT ENGINEERING** | | | |
| Bonds - Development | CL | GC34090; CCP 337.5 | Housing; Industrial Development |
| Bonds - Security | CL | GC34090; CCP 337.5 | Documentation created and/or received in connection with the Performance of work/services for the city, or for Parcel Maps and subdivision work |
| Development Agreements | P | CCP337, 3371.(a), 337.15; GC34090: | Infrastructure contracts, franchises. Original maintained for 7 years |
| Development Case Files | P | GC34090 | |
| Development Conditions | L | GC34090d | Mitigation measures; filed with case files |
| Development Standards | P | GC34090 | Landscape medians, Parkway Landscape Development, Public works construction |
| Drawings, As-Builts (Development) | P | GC34090 | |
| Final Maps, Tract Maps, Subdivisions, Parcel Maps | P | GC34090 | |
| Historic Preservation Inventory | P | GC34090 | Historic structures & landmarks |
| Permits, Permanent Encroachment | P | GC34090 | Pole and monument signs, grading alterations, excavations, street sidewalk & curb construction or alterations, utility installation or modifications, development Improvements |
| Permits, Temporary Encroachment | CL+2 | GC34090 | Temporary Uses, Temporary Signs, Hauling, Transportation, Traffic Control, Oversized vehicles, etc. |

**EXHIBIT A**
**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - PLANNING** | | | |
| Case files, Planning, and Zoning (CUP, Plot Plan, TPM, TTM, Annexations) | P | GC34909a; H&S 19850;4003;4004 | Approval Letter, Comment Letter, Pertains to real Property. May include blueprints, drawings, maps, Plans, reports, evaluations, correspondence, uses, Permits, variances, studies, appeals, Compliance certificates, lot line adjustments or other Planning-related matters brought before the legislative body |
| CEQA staff notes and correspondence | CU+2 | GC34090 | Golden Door decision |
| General Plan and Elements | P | GC34090 | Includes Sphere of influence |
| Public Notices, Advertising, Posting - Planning Commission | CU+2 | GC34090 | |
| Special Event Permits – Public Events | CL+2 | GC34090d | |
| Temporary Uses, Temporary Signs | CL+2 | GC34090d | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY SERVICES** | | | |
| Assessment Reports | CU+2 | GC34090 | |
| Compost Distribution, Sandbag Distribution, Keep it Clean Waivers | CU+2 | GC34090 | |
| Facility Use Permits | CU+2 | GC34090 | |
| Park Inspections / Playground Inspections | CU+2 | GC34090 | |
| Special Event Permits – City Events, Waivers | CU+2 | GC34090 | |

**EXHIBIT A**
**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ECONOMIC DEVELOPMENT** | | | |
| Economic Development Files | CL+2 | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **PUBLIC WORKS & ENGINEERING** | | | |
| Abandonments / Vacations | P | GC34090 | |
| Capital Improvement Projects (CIP) | P | GC34090d; CC337 | Supporting documents including bidders list, Specifications, reports, Plans, etc. |
| Drawings, As-Builts (Capital Improvement Projects) | P | GC34090d | |
| Easements, Dedications, Right of ways, Deeds | P | GC34090 | |
| Pest Control | CU+2 | GC34090d | Pesticide applications, inspections & sampling, documents |
| Soil Reports | P | GC34090d | Final Reports |
| Special Districts | P | GC34090a | Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction |
| Street Alley (Abandonments / Vacations) | P | GC34090d | Relinquishment of rights and fee title |
| Studies / Reports | P | GC34090 | |
| Surveys | P | GC34090 | Recording data and maps |
| Traffic Counts | CL+ 10 | GC34090d | |
| Traffic Signal Timing Sheets | CL+ 2 | GC34090d | |
| Traffic Speed Surveys | CL+ 10 | GC34090d | |
| Transportation / Congestion Management | CU + 2 | GC34090d | |
| Work Orders / Service Requests (Comcate / Eden / ESRI Workforce) | CL+ 5 | GC34090, 40 CFR §§122.21, 122.41, 122.44 | May include NPDES schedules and compliance |
| Maintenance Schedules and Recaps | CU + 5 | GC34090, 40 CFR §§122.21, 122.41, 122.44 | May include NPDES schedules and compliance |
| Maintenance and Landscape Site Reports / Arborist Reports | CU + 5 | GC34090, | May include sidewalk or tree maintenance |

**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

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| Agreements / Contracts **NOT Approved by the City Council** (Includes Certificates of Insurance) | CL + 10 | GC34090, CCP 337 | City Clerk maintains original agreements or contracts that were approved by City Council |
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| Policies & Procedures | S+2 | GC34090 | |

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| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATIVE SERVICES - FINANCE** | | | |
| Annual Financial Report / ACFR ~~CAFR~~ / Annual Financial Audit | P | GC34090 | Independent auditor analysis |
| 1099s, 1096s, W-9s | AU +4 | R&T19530, GC34090, 29 USC 436 | |
| Accounts Payable | AU +4 | GC34090 | Invoices, check Copies, Supporting documents |
| Accounts Receivable | AU +4 | GC34090 | |
| Assessment District Collection (Measure Z)s | AU +4~~P~~ | GC34090 | Collection information; Original documentation files with City Clerk |
| Audits – Single Audits | AU +4~~P~~ | GC34090 | |
| Bank Reconciliation | AU +4 | GC34090 | Statements, summaries for Receipts, disbursements and reconciliation |
| Bank Statements | AU +4 | GC34090 | Financing authority |
| Bonds | CL+30 | GC34090 | |
| ~~Budget (Final)~~ | ~~P~~ | ~~GC34090~~ | |
| Budget adjustments, Journal entries | AU +4 | GC34090 | Account transfers |
| Business Licenses | AU +4 | GC34090 | |
| Checks | AU +4 | GC34090 | Includes Payroll, canceled & voided checks |
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| Deposits, Receipts | AU +4 | GC34090 | Checks, coins, currency |
| Federal and State Tax | AU +4 | GC34090 | Forms 1096, 1099, W-4s and W-2s *26 CFR 31.6001.1-4; IRS REG 31.6001-1€(2); R&T ~~19530; 29 CFR~~ 516.5-516.6 |
| FEMA / OES Claims & Backup | AU + 10 | GC34090 | |
| Investment Transactions | AU +4 | GC34090 | Summary of transactions, inventory and earnings report |
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| Surplus Property - Disposal | AU +4 | GC34090 | Sealed bid sales of Equipment |
| Vehicle Ownership and Title | L | GC34090 | Title transfers when vehicle sold |
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| Warrant Register | AU +4 | GC34090 | |

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| PAYROLL | | | |
|---|---|---|---|
| Adjustments | AU +4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6© | Audit Purposes |
| Employee Time Sheets | AU +4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6© | Signed by Employee for audit and FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1€(z); R&T 19530; LC 1174(d) |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| Payroll Register | AU +4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6© | ~~Labor costs by Employee and Program~~ (provided by a third party) |
| PERS Employee Deduction Reports | AU +4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6© | Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1; 29 CFR 516.5, 516.6, LC1174(d) |
| W-2s | AU +4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6© | |
| W-4s | S+4 | GC34090; 29 CFR 51 | |

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| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATIVE SERVICES- HUMAN RESOURCES** | | | |
| PERS, Social Security, SSI | P | 29 CFR 1627.3(2); GC12946, 34090 | EEOC/ADEA |
| Personnel Files | T+6 | ~~8 CFR 274a.2;~~ 8 CCR §3204(d)(1) et seq., 29 CFR 1627.3(b)(i); GC12946, 12960, 34090 | Applications, Evaluations, Certifications; Reassignments; Outside Employment; Commendations disciplinary actions; Terminations; Oaths of Office; e-mail confirming Livescan clearances, etc. |
| Personnel Files - Medical | T + 30 | 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), GC12946, 12960, 34090 | Applications, Evaluations, Certifications; Reassignments; Outside Employment; Commendations disciplinary actions; Terminations; Oaths of Office; |
| Recruitment | CL+ ~~43~~ | 29 CFR 1627.3(b)(i); 29 CFR 1602.14; 2 CCR 11013(c), GC12946, 12960 34090 | Applications, resumes, alternate lists/logs, indices, ethnicity disclosures, examination materials, examination answer sheets, job bulletins, eligibility, electronic database |
| Surveys and Studies | CU +2 | GC12946, 34090 | Includes classification, wage rates |
| Training Records | CU +7 | GC53235.2(b), GC53237.2(b); GC12946, 34090 | Employee Applications, volunteer Program training, class training materials, internships |
| Volunteers working with Children | T+4 | 29 CFR 1627.3(b)(i); 29 CFR 1602.14; 2 CCR 11013(c), GC12946, 12960 34090 | |

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| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATIVE SERVICES- RISK MANAGEMENT** | | | |
| Accidents/ Incidents | CU + 2 | GC34090 | No claim filed |
| Bonds, Insurance | P | GC34090; CCP337 | Bonds and insurance Policies insuring city property and other assets |
| Claims, Damage | CL+ 5 | GC34090; CCP337 | Paid/Denied |
| Insurance, Certificates | CU+10 | GC34090; CCP337 | Insurance certificates filed separately from contracts, includes insurance filed by year |
| Insurance, Joint Powers Agreement | P | GC34090; CCP337 | |
| Insurance, Liability/Property | P | GC34090; CCP337 | May include liability, property, Certificates of Participation, deferred, use of facilities |
| Insurance, Workers Compensation | P | GC34090; CCP337 | Indemnity; PERS - working files - originals with Administrator |
| Risk Management Reports | cu+ 5 | GC34090 | Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies |
| Workers Compensation | T+30 | CCR14311; 15400.2; CA Labor Code 110- 139.6 | Claim files, Reports, Incidents (working files) originals filed with Administrator |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| ADMINISTRATIVE SERVICES- SOLID WASTE MANAGEMENT | | | |
| Solid Waste Reduction / Recycling / AB 939 / SB 1383 Compliance | CU +10 | GC34090 | |
| Solid Waste Tonnage Reports | CU +10 | GC34090 | |

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| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **CITY CLERK** | | | |
| Agenda Packets - Council, Measure AA & Measure Z Oversight, Planning Commission | P | GC34090 | |
| Agreements / Contracts **Approved by the City Council** - INFRASTRUCTURE | P | GC34090, CCP 337 | Lead Department maintains original agreements or contracts NOT approved by City Council |
| Agreements / Contracts **Approved by the City Council** – PROFESSIONAL SERVICES, NON-INFRASTRUCTURE | CL + 10 | GC34090, CCP 337 | Lead Department maintains original agreements or contracts NOT approved by City Council |
| Applications, Boards, Commissions, Committees | CL+ 2 | GC34090 | All, whether appointed or not |
| Articles of Incorporation | P | GC34090 | |
| Audio or Video Recordings - Council, Planning Commission | CU+10 | GC34090.7, 54953.S(b) | |
| Ethics Training Certificates, Harassment Prevention Training Certificates | cu +5 | GC34090, 53235.2(b), 53237.2(b) | |
| FPPC Campaign disclosure (all other committees} | E+7 | GC81009 | |
| FPPC Campaign disclosure, Elected | P | GCB1009(b)(g) | |
| FPPC Campaign disclosure, not elected | E+5 | GCB1009(b)(g) | |
| FPPC Statement of Economic Interest - ALL | T+7 | GC81009.e | Form 700 |
| Minutes - Council, Measure AA & Measure Z Oversight, Planning Commission | P | GC34090 | |
| Nomination Papers Successful | T+ 4 | EC17100; GC81009(b) | |

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|---|---|---|---|
| Nomination Papers Unsuccessful | E+4 | EC17100; GC81009(b) | |
| Notifications and Publications | E+2 | GC34090 | Proof of Publication or Posting, certification and listing o notice of Posting; Copy of Newspaper notice and certification of offices to be voted for at forthcoming election |
| Oaths of Office | T+6 | GC34090; 29 USC 1113 | Elected officials |
| Ordinances - Council | P | GC34090 | |
| Petitions | 8 months | EC17200; 17400; GC7253.5; EC14700; GC3756:8 | Initiative, referendum, recall |
| Proclamations | CU + 2 | GC34090 | |
| Public Notices, Advertising, Posting - Council, Measure AA & Measure Z Oversight | CU + 2 | GC34090 | |
| Public Records Request | CL+ 2 | GC34090 | |
| Records Management | CL+ 2 | GC34090 | Document includes retrieval. transfers - inactive |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| Records Management Destruction Authorization | P | GC34090 | Documentation of final disposition or records |
| Records Retention Schedules | P | GC34090 | |
| Resolutions - Council | P | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
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| **CITY MANAGER** | | | |
| Council correspondence (that does not fall into another category) | cu +2 | GC34090 | |
| Press Releases | cu +2 | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - BUILDING** | | | |
| Architects approval of release of Plans (copyright-protected) | CU + 2 | GC34090 | |
| Building Codes | CU + Prior | GC34090 | |
| Building Permits - All | P | GC34090; H&S 19850 | New commercial and residential construction, tenant imProvements room additions, sPa, signs, block wall, remodel including security bonds |
| Building Plans — Commercial, Multi-family Dwellings, Tracts | P | CBC 104.7 & 107.5, H&S19850, GC34090 | |
| Building Plans — Residential Prior to July, 2020 | CL+180 days | CBC 104.7 & 107.5, H&S19850, GC34090 | |
| Building Plans – Residential Prior to July, 2020 – Electronic Official Records | P | CBC 104.7 & 107.5, H&S19850, GC34090 | |
| Building Plans – Residential – Energy Calculations, Structural Calculations | CL+180 days | CBC 104.7 & 107.5, H&S19850, GC34090 | |
| Building Plans – Cancelled, Expired, or Withdrawn | T (upon Cancellation, Expiration or Withdrawal) | GC34090; | |
| Certificates of Occupancy | LP | GC34090a | |
| Inspection Cards | P | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - CDBG** | | | |
| CDBG (Community Development Block Grant) and Urban Development, Grants, Sub-recipient Grants | CL +4 | GC34090; 24 CFR 570.502; ~~2 CFR 200.333;~~ 2 CFR 200.334, 29 CFR 97.42 | Applications, reports, contracts, supporting document; *OMB Cir. A-102, A-110, A-128 |
| Unsuccessful | CL+ 2 | GC34090 | Applications not entitled |

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| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - CODE ENFORCEMENT** | | | |
| Abandoned Vehicles | CL +2 | GC34090d | |
| Abandoned and Distressed Residential Property Registration | CU + 2 | GC34090d | |
| Case Files | CL+ 2 | GC34090d | Building, housing and mobile home code violation records including inspections; Public nuisance rubbish and weed abatement, vehicle abatement, citations, massage Parlor Permits, general |
| CERT (Citizen's Emergency Response Team) / Applications / Livescan Clearances | T + 2 | GC34090d | |
| Citations | CL + 2 | GC34090d | |
| Emergency Plans | S | GC34090d | |
| EOC Activations / EOC Training | CU + 10 | GC34090d | |
| FTB & Assessor Recoveries | CU + 2 | GC34090d | |
| Liens & Releases, Supporting Recorded | P | GC34090 | |
| Work Orders / Service Requests (Comcate / Eden / ESRI Workforce) | CL+ 5 | GC34090, 40 CFR §§122.21, 122.41, 122.44 | May include NPDES schedules and compliance |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - DEVELOPMENT ENGINEERING** | | | |
| Bonds - Development | CL | GC34090; CCP 337.5 | Housing; Industrial Development |
| Bonds - Security | CL | GC34090; CCP 337.5 | Documentation created and/or received in connection with the Performance of work/services for the city, or for Parcel Maps and subdivision work |
| Development Agreements | P | CCP337, 3371.(a), 337.15; GC34090: | Infrastructure contracts, franchises. Original maintained for 7 years |
| Development Case Files | P | GC34090 | |
| Development Conditions | L | GC34090d | Mitigation measures; filed with case files |
| Development Standards | P | GC34090 | Landscape medians, Parkway Landscape Development, Public works construction |
| Drawings, As-Builts (Development) | P | GC34090 | |
| Final Maps, Tract Maps, Subdivisions, Parcel Maps | P | GC34090 | |
| Historic Preservation Inventory | P | GC34090 | Historic structures & landmarks |
| Permits, Permanent Encroachment | P | GC34090 | Pole and monument signs, grading alterations, excavations, street sidewalk & curb construction or alterations, utility installation or modifications, development Improvements ~~Signs, grading, encroachment~~ |
| Permits, Temporary Encroachment | CL+ 2 | GC34090 | Temporary Uses, Temporary Signs, Hauling, Transportation, Traffic Control, Oversized vehicles, etc. ~~Alterations, encroachment, excavations, street sidewalks & curb alterations, transportation, swimming Pool drainage. temporary uses, etc.~~ |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - PLANNING** | | | |
| ~~Agenda Packets - Planning Commission~~ | ~~P~~ | ~~GC34090~~ | |
| ~~Audio or Video Recordings - Planning Commission~~ | ~~CU+10~~ | ~~GC34090.7, 54953.5(b)~~ | |
| Case files, Planning and Zoning (CUP, Plot Plan, TPM, TTM, Annexations) | P | GC34909a; H&S 19850;4003;4004 | Approval Letter, Comment Letter, Pertains to real Property. May include blueprints, drawings, maps, Plans, reports, evaluations, correspondence, uses, Permits, variances, studies, appeals, Compliance certificates, lot line adjustments or other Planning-related matters brought before legislative body |
| CEQA staff notes and correspondence | CU +2 | GC34090 | Golden Door decision |
| General Plan and Elements | P | GC34090 | Includes Sphere of influence |
| ~~Minutes - Planning Commission~~ | ~~P~~ | ~~GC34090~~ | |
| Public Notices, Advertising, Posting - Planning Commission | CU +2 | GC34090 | |
| ~~Resolutions - Planning Commission~~ | ~~P~~ | ~~GC34090~~ | |
| Special Event Permits – Public Events | CL+ 2 | GC34090d | |
| Temporary Uses, Temporary Signs | CL+ 2 | GC34090d | |

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| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY SERVICES** | | | |
| Assessment Reports | CU +2 | GC34090 | |
| Compost Distribution, Sandbag Distribution, Keep it Clean Waivers | CU +2 | GC34090 | |
| Facility Use Permits | CU +2 | GC34090 | |
| Park Inspections / Playground Inspections | CU + 2 | GC34090 | |
| ~~Save the Date~~ | ~~cu+ 2~~ | ~~GC34090~~ | |
| Special Event Permits – City Events, Waivers | CU +2 | GC34090 | |
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| **CEMETERY DISTRICT** | - | - | |
| Cemetery Deeds | P | GC 34090(a), 60201 | |
| Cemetery Invoices | AU + 4 | GC 34090, 60201 | |
| Cemetery Plot Map | P | GC 34090, 60201 HS §§8330, 8331 | |
| Cemetery Purchasing of lots & niches Receipt Records for Purchase of lots / niches | P | GC 34090, 60201 HS §§8330, 8331 | |
| Cemetery Software | P | GC 34090(a), 60201 | |
| Minutes, Resolutions – Cemetery District | P | GC 34090, 60201 | 1898 - 2011 |
| | | | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ECONOMIC DEVELOPMENT** | | | |
| Economic Development Files | CL+2 | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **PUBLIC WORKS & ENGINEERING** | | | |
| Abandonments / Vacations | P | GC34090 | |
| Capital Improvement Projects (CIP) | P | GC34090d; CC337 | Supporting documents including bidders list, Specifications, reports, Plans, etc. |
| Drawings, As-Builts (Capital Improvement Projects) | P | GC34090d | |
| Easements, Dedications, Right of ways, Deeds ~~Rights of P Way, Deeds~~ | | GC34090 | |
| Pest Control | CU + 2 | GC34090d | Pesticide applications, inspections & sampling, documents |
| Soil Reports | P | GC34090d | Final Reports |
| Special Districts | P | GC34090a | Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction |
| Street Alley (Abandonments / Vacations) | P | GC34090d | Relinquishment of rights and fee title |
| Studies / Reports | P | GC34090 | |
| Surveys | P | GC34090 | Recording data and maps |
| Traffic Counts | CL+ 10 | GC34090d | |
| Traffic Signal Timing ~~Sheets~~ | CL+ 2 | GC34090d | |
| Traffic Speed Surveys | CL+ 10 | GC34090d | |
| Transportation / Congestion Management | CU + 2 | GC34090d | ~~Ride sharing, trip reduction~~ |
| Work Orders / Service Requests (Comcate / Eden / ESRI Workforce) | CL+ ~~25~~ | GC34090, 40 CFR §§122.21, 122.41, 122.44 | May include NPDES schedules and compliance |
| Maintenance Schedules and Recaps | CU + 5 | GC34090, 40 CFR §§122.21, 122.41, 122.44 | May include NPDES schedules and compliance |
| Maintenance and Landscape Site Reports / Arborist Reports | CU + 5 | GC34090, | May include sidewalk or tree maintenance |
| | | | |

AU=Audit, CL=Closed/Completed; CU=Current Year; L=Life; P=Permanent, S=Superseded T=Termination





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**RESOLUTION NO. 2020 - 17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ADOPTING A RECORDS MANAGEMENT POLICY AND RECORDS RETENTION SCHEDULE FOR THE CITY**

**WHEREAS,** the City Council of the City of Wildomar recognizes its responsibility and obligation to foster efficient and cost-effective government and further recognizes the central importance of the management and protection of its records; and,

**WHEREAS,** the City Council desires to adopt a policy that governs the management of public records from creation through processing, distribution, organization, protection, storage and retrieval until their ultimate disposition in accordance with State and Federal regulations; and,

**WHEREAS,** the City Council further desires to adopt guidelines for the retention of public records to ensure records are retained for their useful life but encourages the destruction of records that are no longer necessary to minimize the costs associated with the storage of records that are no longer needed.

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

**SECTION I.** The City Council repeals Resolution No. 2017-17.

**SECTION II.** The City Council adopts the Records Management Policy attached hereto as Exhibit "A."

**SECTION III.** The City Council adopts the Records Retention Schedule attached hereto as Exhibit "B."

**SECTION IV.** The records of the City of Wildomar, as set forth in the Records Retention Schedule Exhibit "B," are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk, City Manager and City Attorney, without further action by the City Council of the City of Wildomar.

**PASSED, APPROVED, AND ADOPTED** this 11th day of March, 2020.

Dustin Nigg
Mayor

APPROVED AS TO FORM:

Thomas D. Jex
City Attorney

ATTEST:

Janet Morales
Acting City Clerk



## EXHIBIT "A"

## RECORDS MANAGEMENT POLICY

### Section 1 - Purpose

The purpose of this program is to set forth the proper and efficient management of the City of Wildomar records in accordance with state and federal law. This Records Management Policy is to be used in conjunction with the California State Archives 2002 Version of the Local Government Records Retention Guidelines.

### Section 2 - Definitions

The following words, terms, and phrases used in this program shall have the meanings ascribed to them in this section, except where the context indicates a different meaning. Words, terms and phrases which are not defined herein shall be as defined in a dictionary of common use, such as Webster's.

*Archives* means a repository for housing permanent or historic records, (whether in paper, microfilm, or electronic form) which should be protected or preserved.

*City Clerk* means the City Clerk or person designated by the City Clerk.

*Electronic Record* means a record stored on a hard drive, server, or storage tape. It includes, but is not limited to, electronic mail (e-mail), text messages, documents drafted using word processing software, digital images, digital audio, spreadsheets, and databases. Computer programs are not electronic records.

*Public Record* means any writing relating to the conduct of the public's business prepared, owned, used, or retained by the City regardless of physical form or characteristics, and that is kept either (1) because a law requires it to be kept; or (2) because it is necessary or convenient to the discharge of the public officer's duties and was made or retained for the purpose of preserving its informational content for future reference.

*Writing* means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

*Records Management* means the systematic control of the processing, use, protection, storage, establishment and maintenance of a system of filing, indexing public records and final disposition of all public records.

*Retention Schedule* means the California State Archives 2002 Version of the Local Government Records Retention Guidelines.

**Section 3 - Ownership of Public Records.**

All public records are the property of the City and shall be delivered by outgoing officials and employees to their successors, including but not limited to Rolodexes, phone numbers and related documents.

**Section 4 - Responsibilities.**

City Council. The City Council shall set City policy by the adoption of this resolution and amendments thereto, for the keeping, producing, copying, and management of all public records.

City Attorney. It shall be the duty of the City Attorney to review and approve department requests to destroy public records in accordance with federal, state, and local laws.

City Clerk. It shall be the duty of the City Clerk to coordinate the implementation of this records management policy for the city. The City Clerk shall, in consultation with the City Manager, at a minimum:

A. Develop and circulate such instructions and regulations as may be necessary and proper to implement and maintain the records management policy;

B. Advise and assist city departments in the preparation of public record inventories;

C. Advise and assist city departments in reviewing and selecting records to be transferred to archives;

D. Advise and assist city departments in reviewing and selecting records to be destroyed pursuant to the retention schedule;

E. Review the retention schedule periodically and submit proposed revisions to the retention schedule to the City Council;

F. Develop procedures for the protection of public records against natural or other disasters, including an off-premises set of all deeds, minutes and agreements.

City Departments. It shall be the duty of each city department head to establish and maintain an active, continuing program for the economical and efficient management of the public records of that department consistent with this policy and any implementation instructions and regulations promulgated by the City Clerk. The program shall, at a minimum provide for:

A. Effective controls over the creation, maintenance, and use of public records in the conduct of business;

B. The maintenance and security of records deemed appropriate for preservation;

C. Segregation and disposal of public records of temporary value, including but not limited to preliminary drafts, notes, and internal memoranda.

Those public records which are not required in the current operation of the department where they are made or kept shall be transferred to off-site storage until they have met their specific retention requirements and may be destroyed; or to the archives for permanent preservation, if appropriate. All records which are destroyed, shall be done in accordance with Section 5 hereinafter specified.

All City Officers and Employees. It shall be the duty of each officer and employee of the city to protect, preserve, store, transfer, destroy or otherwise dispose of, use and manage public records only in accordance with applicable federal, state, or local law, locally approved rules, this Resolution and amendments thereof.

**Section 5 - Destruction of Public Records.**

The procedures for the destruction of public records are set forth in California Government Code Sections 34090 to 34090.7. After receiving the written consent of the City Clerk, City Manager and City Attorney, the head of a city department may destroy a public record in accordance with the retention schedule without retaining a copy if the public record is no longer required. This section does not authorize the destruction of the following:

A. Records affecting the title to real property or liens thereon;

B. Court records;

C. Records required to be kept by statute;

D. Records less than two years old;

E. Minutes, ordinances, or resolutions of the City Council or of a City Board or Commission.

City officers or department heads may destroy duplicates of public records that are less than two years old, which are no longer required in the course of business.

**Section 6 – Reproduction and Destruction of Records**

Notwithstanding the provisions of Section 5, and pursuant to Government Code Section 34090.5, the department head having custody of public records may, without

written consent of the City Clerk, City Manager and City Attorney, cause to be destroyed any or all such records if all the following conditions are met:

A. The record has been photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or digitally imaged.

B. The photographs, microphotographs, digital images and other reproductions have the required certificate of authenticity on each roll, fiche, or electronic media;

C. The device used to reproduce such record is one which accurately and legibly reproduces the original thereof in all details;

D. The photographs, microphotographs, digital images or other reproductions are made accessible for public reference as the paper records were;

E. A true copy of archival quality of such reproductions shall be kept in a safe and separate place for security purposes.

Provided however, that no page of any record, paper, or document shall be destroyed if any such page cannot be reproduced with full legibility. Every such irreproducible page shall be permanently preserved in a manner that will afford easy reference, as determined by the City Attorney in consultation with the City Clerk.

**Section 7 - Electronic Records Retention**

A. Electronic Records. Electronic records that are public records must be retained in accordance with all applicable laws and this policy. Electronic records that are not public records (not required by law to be kept or that have no future informational value) need not be retained. Electronic public records should be electronically stored in a shared public folder on the City's network. Naming, labeling and filing of electronic records shall reflect department conventions to assist in locating such records.

B. Electronic Mail (E-mail) and Text Messages. E-mail messages, including attachments thereto, and text messages shall be handled in accordance with the following principles.

1. It is the responsibility of individual employees and their city department manager to determine if an e-mail or text message is a public record which must be retained in accordance with the City's records management policy. The City Clerk may assist in making such determinations.

2. It is mandatory that any e-mail or text message that is determined to be a public record must be printed and filed or an electronic copy saved in an appropriate file within 14 days of the date the e-mail or text message was sent. The sender of an e-mail or text message will be responsible for printing and filing the e-mail or text message accordingly, but persons responsible for a particular program or project file shall be responsible for retaining all e-mail or text messages they send or receive related to that program or project.

3. Individual employees are responsible for the management of their electronic mailboxes and associated computer folders. In order to assure maximum efficiency, employees will delete work-related e-mail messages and text messages once the message is printed or is otherwise no longer needed. All personal e-mails and text messages sent and received by City employees shall be deleted contemporaneously to the message's receipt.

   City employees must delete e-mails and text messages stored in his or her inbox, outbox, sent items folder, drafts folder, and any other computer folders. All deleted items will be held in a deleted items folder for 30 days. After 30 days, the items held in the deleted items folder will be permanently deleted from the City's computer system.

4. The Information Technology Director shall automatically and permanently delete any e-mails and text messages stored in the City's computer system that are 60 days old.

# EXHIBIT "B"

# RECORDS RETENTION SCHEDULE

**RECORDS RETENTION SCHEDULE**
**CITY OF WILDOMAR**

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATION - ALL** | | | |
| Bids & Proposals (Unsuccessful) | CL + 2 | GC34090d | |
| Brochures, publications, newsletter, bulletins | CU + 2 | GC34090 | |
| Correspondence (that does not fall into another category) | CU+2 | GC34090 | |
| Goals & Objectives | CU + 2 | GC34090 | Departmental goals and objectives |
| Master Plans | S + 2 | GC34090 | Special or long range program plan for municipalities - coordination of services; strategic planning |
| Policies & Procedures | S + 2 | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATIVE SERVICES - FINANCE** | | | |
| Annual Financial Report / CAFR | P | GC34090 | Independent auditor analysis |
| 1099s, 1096s, W-9s | AU + 4 | R&T19530, GC34090, 29 USC 436 | |
| Accounts Payable | AU + 4 | GC34090 | Invoices, check copies, supporting documents |
| Accounts Receivable | AU + 4 | GC34090 | |
| Assessment Districts | P | GC34090 | Collection information; Original documentation files with City Clerk |
| Audits | P | GC34090 | |
| Bank Reconciliation | AU + 4 | GC34090 | Statements, summaries for receipts, disbursements and reconciliation |
| Bank Statements | AU + 4 | GC34090 | Financing authority |
| Bonds | CL+30 | GC34090 | |
| Budget (Final) | P | GC34090 | |
| Budget adjustments, Journal entries | AU + 4 | GC34090 | Account transfers |
| Business Licenses | AU + 4 | GC34090 | |
| Checks | AU + 4 | GC34090 | Includes payroll, canceled & voided checks |
| Deferred Compensation | AU + 4 | GC34090 | Records of employee contributions and city payments *29 CFR 1627.3(2) |
| Deposits, Receipts | AU + 4 | GC34090 | Checks, coins, currency |
| Federal and State Tax | AU + 4 | GC34090 | Forms 1096, 1099, W-4s and W-2s *26 CFR 31.6001.1-4; IRS REG 31.6001-1€(2); R&T 19530; 29 CFR 516.5-516.6 |
| Investment Transactions | AU + 4 | GC34090 | Summary of transactions, inventory and earnings report |
| Ledger, General | AU + 4 | GC34090 | *CCP337 |
| Purchase Orders, Requisitions | AU + 4 | GC34090 | Original documents |
| State Controller Report | AU + 4 | GC34090 | Controller may destroy after 5 years |
| Surplus Property - Disposal | AU + 4 | GC34090 | Sealed bid sales of equipment |
| Vehicle Ownership and Title | L | GC34090 | Title transfers when vehicle sold |
| Warrant Register | AU + 4 | GC34090 | |
| **PAYROLL** | | | |
| Adjustments | AU + 4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6© | Audit purposes |
| Employee Time Sheets | AU + 4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6© | Signed by employee for audit and FEMA reports *20 CFR 516.6(1); IRS Reg. 31.6001-1€(z); R&T 19530; LC 1174(d) |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| Payroll Register | AU + 4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6© | Labor costs by employee and program |
| PERS Employee Deduction Reports | AU + 4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6© | Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1; 29 CFR 516.5, 516.6, LC1174(d) |
| W-2s | AU + 4 | GC34090; R&T19530; LC1174(d); 29 CFR 516.5 & 516.6© | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATIVE SERVICES - HUMAN RESOURCES** | | | |
| PERS, Social Security, SSI | P | 29 CFR 1627.3(2); GC12946, 34090 | EEOC/ADEA |
| Personnel Files | T + 6 | 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC12946, 34090 | Applications, Evaluations, Certifications; Reassignments; Outside employment; Commendations disciplinary actions; Terminations; Oaths of Office; |
| Personnel Files - Medical | T + 30 | 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), GC12946, 34090 | Applications, Evaluations, Certifications; Reassignments; Outside employment; Commendations disciplinary actions; Terminations; Oaths of Office; |
| Recruitment | CL + 3 | 29 CFR 1627.3(b)(i); GC12946, 34090 | Applications, resumes, alternate lists/logs, indices, ethnicity disclosures, examination materials, examination answer sheets, job bulletins, eligibility, electronic database |
| Surveys and Studies | CU + 2 | GC12946, 34090 | Includes classification, wage rates |
| Training Records | CU + 7 | GC53235.2(b), GC53237.2(b); GC12946, 34090 | Employee applications, volunteer program training, class training materials, internships |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ADMINISTRATIVE SERVICES - RISK MANAGEMENT** | | | |
| Accidents / Incidents | CU + 2 | GC34090 | No claim filed |
| Bonds, Insurance | P | GC34090; CCP337 | Bonds and insurance policies insuring city property and other assets |
| Claims, Damage | CL + 5 | GC34090; CCP337 | Paid/Denied |
| Insurance, Certificates | CU+10 | GC34090; CCP337 | Insurance certificates filed separately from contracts, includes insurance filed by year |
| Insurance, Joint Powers Agreement | P | GC34090; CCP337 | |
| Insurance, Liability/Property | P | GC34090; CCP337 | May include liability, property, Certificates of Participation, deferred, use of facilities |
| Insurance, Workers Compensation | P | GC34090; CCP337 | Indemnity; PERS - working files - originals with Administrator |
| Risk Management Reports | CU + 5 | GC34090 | Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies |
| Workers Compensation | T+30 | CCR14311; 15400.2; CA Labor Code 110-139.6 | Claim files, Reports, Incidents (working files) originals filed with Administrator |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **CITY CLERK** | | | |
| Agenda Packets - Council, Measure AA & Measure Z Oversight | P | GC34090 | |
| Applications, Boards, Commissions, Committees | CL + 2 | GC34090 | All, whether appointed or not |
| Articles of Incorporation | P | GC34090 | |
| Audio or Video Recordings - Council | CU+10 | GC34090.7, 54953.5(b) | |
| Ethics Training Certificates, Harassment Prevention Training Certificates | CU + 5 | GC34090, 53235.2(b), 53237.2(b) | |
| FPPC Campaign disclosure (all other committees) | E + 7 | GC81009 | |
| FPPC Campaign disclosure, Elected | P | GC81009(b)(g) | |
| FPPC Campaign disclosure, not elected | E + 5 | GC81009(b)(g) | |
| FPPC Statement of Economic Interest - ALL | T + 7 | GC81009.e | Form 700 |
| Minutes - Council, Measure AA & Measure Z Oversight | P | GC34090 | |
| Nomination Papers Successful | T+ 4 | EC17100; GC81009(b) | |
| Nomination Papers Unsuccessful | E + 4 | EC17100; GC81009(b) | |
| Notifications and Publications | E + 2 | GC34090 | Proof of publication or posting, certification and listing o notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election |
| Oaths of Office | T + 6 | GC34090; 29 USC 1113 | Elected officials |
| Ordinances - Council | P | GC34090 | |
| Petitions | 8 months | EC17200; 17400; GC7253.5; EC14700; GC3756:8 | Initiative, referendum, recall |
| Proclamations | CU + 2 | GC34090 | |
| Public Notices, Advertising, Posting - Council, Measure AA & Measure Z Oversight | CU + 2 | GC34090 | |
| Public Records Request | CL + 2 | GC34090 | |
| Records Management | CL + 2 | GC34090 | Document includes retrieval, transfers - inactive |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| Records Management Destruction Authorization | P | GC34090 | Documentation of final disposition or records |
| Records Retention Schedules | P | GC34090 | |
| Resolutions - Council | P | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **CITY MANAGER** | | | |
| Council Correspondence (that does not fall into another category) | CU + 2 | GC34090 | |
| Press Releases | CU + 2 | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - BUILDING** | | | |
| Building Codes | CU+Prior | GC34090 | |
| Building Permits - All | P | GC34090; H&S 19850 | New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds |
| Building Plans - Commercial | P | CBC 104.7 & 107.5, H&S19850, GC34090 | |
| Building Plans - Residential | CL+180 days | CBC 104.7 & 107.5, H&S19850, GC34090 | |
| Certificates of Occupancy | L | GC34090a | |
| Inspection Cards | P | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - CDBG** | | | |
| CDBG and Urban Development | CL + 4 | GC34090; 24 CFR 570.502; 2 CFR 200.333; 29 CFR 97.42 | Applications, reports, contracts, supporting document; *OMB Cir. A-102, A-110, A-128 |
| Unsuccessful | CL + 2 | GC34090 | Applications not entitled |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - CODE ENFORCEMENT** | | | |
| Abandoned Vehicles | CL + 2 | GC34090d | |
| Case Files | CL + 2 | GC34090d | Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general |
| Liens & Releases, Supporting Recorded | P | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - DEVELOPMENT ENGINEERING** | | | |
| Bonds - Development | CL | GC34090; CCP 337.5 | Housing; Industrial Development |
| Bonds - Security | CL | GC34090; CCP 337.5 | Documentation created and/or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work |
| Development Agreements | P | CCP337, 3371.(a), 337.15; GC34090; | Infrastructure contracts, franchises. Original maintained for 7 years |
| Development Case Files | P | GC34090 | |
| Development Conditions | L | GC34090d | Mitigation measures; filed with case files |
| Development Standards | P | GC34090 | Landscape medians, parkway landscape development, public works construction |
| Drawings, As-Builts | P | GC34090 | |
| Historic Preservation Inventory | P | GC34090 | Historic structures & landmarks |
| Permits, Encorachment | P | GC34090 | Signs, grading, encroachment |
| Permits, Temporary | CL + 2 | GC34090 | Alterations, encroachment, excavations, orad, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc. |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY DEVELOPMENT - PLANNING** | | | |
| Agenda Packets - Planning Commission | P | GC34090 | |
| Audio or Video Recordings - Planning Commission | CU+10 | GC34090.7, 54953.5(b) | |
| Case files, Planning and Zoning (CUP, Plot Plan, TPM, TTM, Annexations) | P | GC34909a; H&S 19850; 4003; 4004 | Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body |
| General Plan and Elements | P | GC34090 | Includes sphere of influence |
| Minutes - Planning Commission | P | GC34090 | |
| Public Notices, Advertising, Posting - Planning Commission | CU + 2 | GC34090 | |
| Resolutions - Planning Commission | P | GC34090 | |
| Temporary Uses, Temporary Signs | CL + 2 | GC34090d | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **COMMUNITY SERVICES** | | | |
| Assessment Reports | CU + 2 | GC34090 | |
| Save the Date | CU + 2 | GC34090 | |
| Special Event Permits | CU + 2 | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **ECONOMIC DEVELOPMENT** | | | |
| Economic Development Files | CL+2 | GC34090 | |

| RECORD SERIES | RETENTION | CITATION | DESCRIPTOR |
|---|---|---|---|
| **PUBLIC WORKS & ENGINEERING** | | | |
| Abandonment/Vacations | P | GC34090 | |
| Capital Improvement Projects (CIP) | P | GC34090d; CC337 | Supporting documents including bidders list, specifications, reports, plans, etc. |
| Drawings, As-Builts | P | GC34090d | |
| Easements, Dedications, Rights-of-Way, Deeds | P | GC34090 | |
| Pest Control | CU + 2 | GC34090d | Pesticide applications, inspections & sampling, documents |
| Soil Reports | P | GC34090d | Final Reports |
| Special Districts | P | GC34090a | Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction |
| Street/Alley (Abandonment/Vacation) | P | GC34090d | Relinquishment of rights and fee title |
| Surveys | P | GC34090 | Recording data and maps |
| Traffic Counts | CL + 10 | GC34090d | |
| Traffic Signals | CL + 2 | GC34090d | |
| Traffic Speed Surveys | CL + 10 | GC34090d | |
| Transportation / Congestion Management | CU + 2 | GC34090d | Ride sharing, trip reduction |
| Work Orders / Service Requests | CL + 2 | GC34090 | |

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

I, Janet Morales, Acting City Clerk of the City of Wildomar, California, do hereby certify that the foregoing Resolution No. 2020 – 17 was duly adopted at a regular meeting held on March 11, 2020 by the City Council of the City of Wildomar, California, by the following vote:

AYES: Benoit, Morabito, Swanson, Mayor Pro Tem Moore, Mayor Nigg

NOES: None

ABSTAIN: None

ABSENT: None

Janet Morales
Acting City Clerk
City of Wildomar



**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.10**
**Meeting Date: January 18, 2023**

**SUBJECT:** 34831 Killarney Lane, Parcel 3 of Parcel Map 37276 - Precise Grading Agreement and Stormwater Management/BMP Facilities Agreement

**SUBMITTED BY:** Emily Stadnik

**PREPARED BY:** Ninette Eva,

**ACTION:**
1. Authorize the City Manager to execute the Precise Grading Agreement and the Stormwater Management/BMP Facilities Agreement with Mr. Thanh T. Tran and Mrs. Nguyen K. Tran.

2. Find that project is categorically exempt from CEQA per Section 15315 (Minor Land Divisions – Class 15) of the CEQA Guidelines.

**BACKGROUND:**
On October 13, 2017, the Planning Director adopted Resolution No. 2017-02 approving Tentative Parcel Map No. 37276 to subdivide the approximate 4.36 acres into three (3) residential lots. The proposed project is located at the end of Killarney Lane cul-de-sac. An aerial image of the project site and the surrounding area is provided in Attachment A. On November 4, 2020, the Planning Commission approved a three-year time extension for the applicant to record the parcel map with the Riverside County Clerk. Tentative Parcel Map No. 37276's approved expiration date is October 31, 2023. All the original conditions of approval and mitigation measures adopted by the City Council remained in full force and effect. All the required public improvements for the project have been completed by the landowners. The grading plans for this residential development have been approved and the final map is currently being processed with the City.

**DISCUSSION:**
Precise Grading Agreement
The precise grading plans for the project have been approved. In order to complete grading activities, the landowners are required to enter into a Precise Grading Agreement (Attachment

B) which identifies the landowners' obligations to the City in performing and completing the precise grading construction. The agreement also provides the City with bonds to secure the precise grading activities. If the landowners fail to fulfill their obligations, the bonds provide a mechanism for the City to ensure that the construction site is brought to a safe and acceptable condition. The bonds are based on the engineer's grading bond estimate and is included in Attachment B.

Stormwater Management/BMP Facilities Agreement

The landowners are also required to enter into a Stormwater Management/BMP Facilities Agreements for privately maintained BMPs (Attachment C) with the City. The BMP Agreements identify the maintenance responsibilities of the landowners to ensure that the WQMP BMPs that are constructed with this development continue to be maintained in the future.

Staff is requesting that the City Council authorize the City Manager to execute the Precise Grading Agreement, and the Stormwater Management/BMP Facilities Agreement (Privately Maintained BMPs).

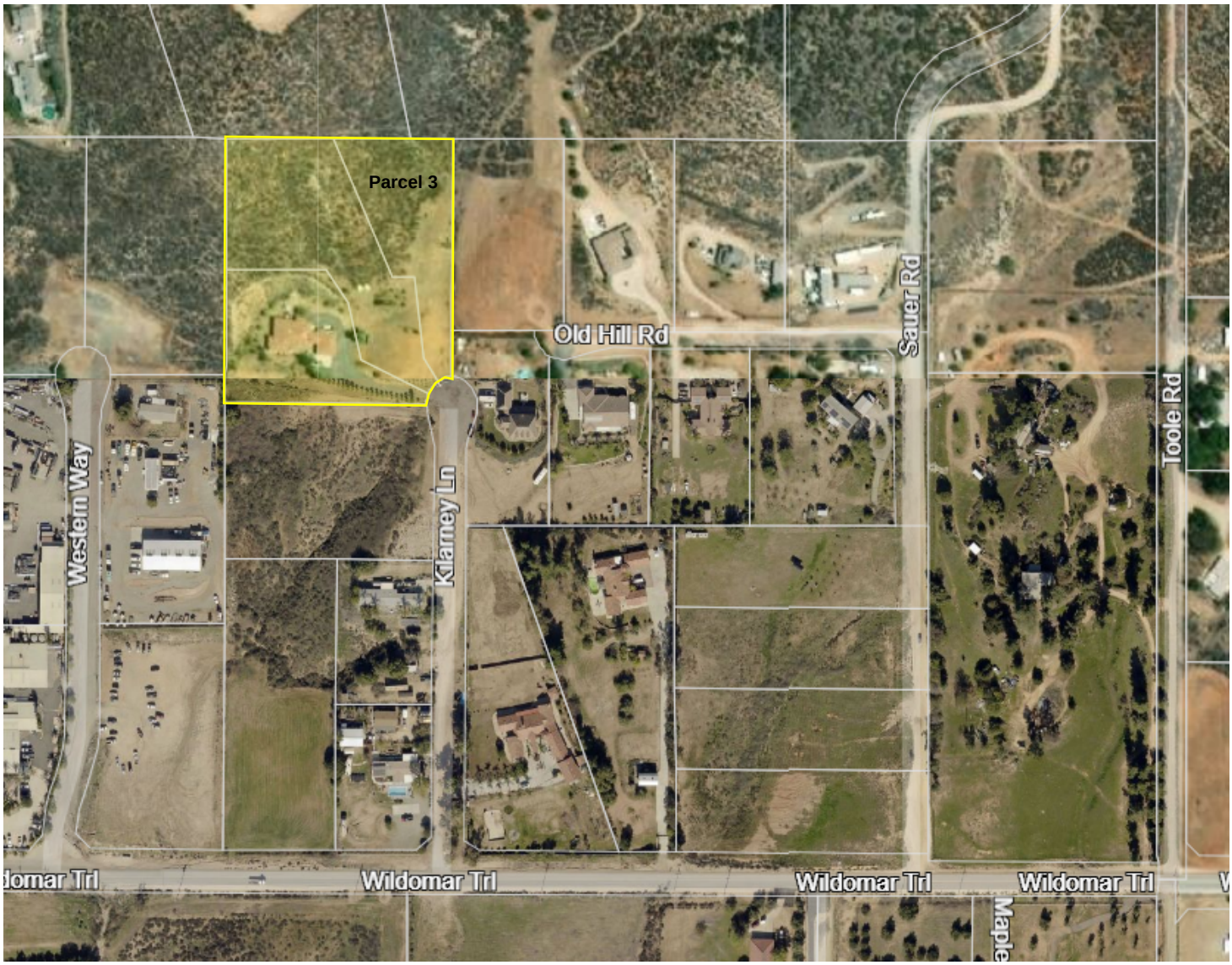
**FISCAL IMPACT:**

There are no fiscal impacts to the City at this time. All costs related to this process are covered by developer deposits. In compliance with the City's NPDES/MS4 Permit, the City will be required to perform inspections of the BMPs for the project during the lifetime of the development and also receive and/or process verifications from the landowner indicating that the BMPs are being maintained. These inspections and processing activities are not paid for by the landowner and require that the City use its own funds from the 'General Fund – Stormwater' account. If the landowner(s) fails to maintain any BMPs that they are required to maintain and the City expends funds to maintain the BMPs to ensure the City's MS4/Storm Drain System is protected, the BMP Agreement obligates the landowner to pay the City for all associated costs incurred.

**ATTACHMENTS:**

Attachment A - Aerial Map.pdf
Attachment B - Precise Grading Agreement Bond and Cost Est.pdf
Attachment C - Stormwater Management BMP Agreement.pdf

# ATTACHMENT A




**Aerial Image of**
**Parcel Map 37276**
**(highlighted in yellow)**

# ATTACHMENT B

## Precise Grading Agreement, Bond and Grading Bond Estimate

AGREEMENT
FOR GRADING PROJECTS

This Agreement, made and entered into by and between the City of Wildomar, Riverside County, State of California, hereinafter called City, and **Mr. Thanh T. Tran and Mrs. Nguyen K. Tran, husband and wife**, hereinafter called Landowners.

WITNESSETH

FIRST: Landowners, for and in consideration of the approval of a grading plan and the issuance of a grading permit on that certain land division known as **Parcel 3 of Parcel Map No. 37276** (the "Property") agree, at Landowners' own cost and expense, to furnish all labor, equipment, and material necessary to perform and complete in a good and workmanlike manner, within 12 months from the date this agreement is executed, said grading and all work incidental thereto (the "Work") in accordance with the grading plans for the development of the Property which have been approved by the City Engineer, and are on file in the Office of the City of Wildomar, Public Works/Engineering Department, and the standards set forth in Wildomar Municipal Code Chapter 15, as it may be amended from time to time, which are expressly made a part of this agreement. Landowners further agree to comply with any and all laws, regulations and permits pertaining to water quality applicable to the Work, including but not limited to the Clean Water Act, the Porter-Cologne Water Quality Control Act, and all permits and regulations issued pursuant thereto. All of the above required work shall be done under the inspection of and to the satisfaction of the City Engineer and shall not be deemed complete until approval of the Work is made by the City Engineer. The estimated cost of said Work is the sum of **Thirty Nine Thousand Four Hundred Forty Seven and 50/100 Dollars ($39,447.50)**, which covers precise (fine) grading only.

SECOND: Landowners agree to pay to the City the actual cost of such inspections of the Work as may be required by the City Engineer. Landowners further agree that if suit is brought upon this agreement or any security guaranteeing the completion of the Work, all costs and reasonable expenses and fees incurred by the City in successfully enforcing such obligations shall be paid by Landowners, including reasonable attorney's fees, and that upon entry of judgment, such costs, expenses, and fees shall be taxed as costs and included in any judgment rendered.

THIRD: City shall not, nor shall any officer or employee of City, be liable or responsible for any accident, loss or damage happening or occurring to the Work specified in this agreement prior to the completion and approval hereof, nor shall City or any officer or employee thereof be liable for any persons or property injured by reason of the acts or omissions of Landowners, their agents or employees in the performance of the Work, and all of said liabilities are assumed by Landowners. Landowners agree to protect, defend and hold harmless City and the officers and employees thereof from all loss, liability or claim because of, or arising out of the acts or omissions of Landowners, their agents and employees, in the performance of this Agreement. Separately, and not as a limitation on the foregoing duty to protect, defend, and indemnify City, Landowners agree, as required by Section 13.12.090 of the Wildomar Municipal Code, to protect, defend and indemnify City, or any officer or employee thereof, in any administrative or judicial enforcement action by the State Water Board, Regional Water Quality Control Board, or any other federal, state or local agency, as well as in any action brought against the City by a non-governmental organization relating to one or more alleged violations of the NPDES permit or other federal, state or local water quality requirements by Landowners, their agents or employees, including but not limited to any and all costs, attorneys' fees, fines or penalties.

FOURTH: The Landowners hereby grant to the City, and to any agent or employee of the City, the irrevocable permission to enter upon the Property for the purpose of inspecting or completing the Work. This permission shall terminate in the event that Landowners have completed the Work within the time specified or any extension thereof granted by the City Engineer.

FIFTH: Landowners agree at all times, up to the completion and approval of the Work by the City Engineer, to give good and adequate warning to the traveling public of each and every dangerous condition caused by the Work, and to protect the traveling public from such defective or dangerous conditions.

SIXTH: The Landowners, or their agents and employees shall give notice to the City Engineer at least 48 hours before beginning the Work and shall furnish the City Engineer all reasonable facilities for obtaining full information respecting the progress and manner of the Work.

SEVENTH: If the Landowners, or their agents or employees, neglect, refuse, or fail to prosecute the Work with such diligence as to insure its completion within the specified time, or within such extensions of time as have been granted by the City Engineer, or if the Landowners violate, neglect, refuse, or fail to perform satisfactorily any of the provisions of the plans and specifications for the Work, the Landowners shall be in default of this agreement. The City Engineer shall have the power to terminate all rights of the Landowners because of such default. The determination of the City Engineer of the question as to whether any of the terms of this agreement or the plans and specifications for the Work have been violated or have not been performed satisfactorily shall be conclusive upon the Landowners, and any and all parties who may have any interest in the agreement or any portion thereof. The foregoing provisions of this section shall be in addition to all rights and remedies available to the City under law.

EIGHTH: The Landowners agree to file with City prior to the date this agreement is executed a good and sufficient security as provided in subsections (1), (2) and (3) of subdivision (a) of Section 66499 of the Government Code in any amount not less than the estimated cost of the Work for the faithful performance of the terms and conditions of this agreement, except that when the estimated cost of said Work is $2,500 or less, the security shall be a deposit of cash or its equivalent as determined acceptable by the City Engineer. Landowners further agree that if in the opinion of the City Engineer the security becomes insufficient, Landowners agree to renew each and every security with good and sufficient sureties or increase the amount of the security, within ten days after being notified by the City Engineer that the sureties or amounts are insufficient.

Notwithstanding any other provision herein, if landowners fail to take such action as is necessary to comply with said notice, he shall be in default of this agreement unless the Work is completed within 90 days of the date on which the City Engineer notifies the Landowners of the insufficiency of the sureties or the amount of the bonds or both.

NINTH: It is further agreed by and between the parties hereto, including the surety or sureties on the bonds or the issuers of any instruments or letters or credit securing this agreement that, in the event it is deemed necessary to extend the time of completion of the Work, extensions of time may be granted from time to time by the City Engineer either at his own option or upon request of the Landowners, and such extensions shall in no way affect the validity of this agreement or release the surety or sureties on said bonds. Landowners further agree to maintain the aforesaid bond or bonds or the issuance of any instruments or letters of credit in full force and effect during the terms of this agreement, including any extensions of time as may be granted thereon.

TENTH: When the Work described in the first paragraph of this agreement consists of only precise grading, upon the satisfactory completion and final approval of said Work by the City Engineer, the entire amount of the security applicable thereto shall be released or returned by City to the Landowners.

ELEVENTH: This agreement shall be binding upon the Landowners and their heirs, executors, administrators, successors or assigns, all and each both jointly and severally.

TWELFTH: It is understood and agreed by the parties hereto that if any part, term or provision of this agreement is determined by the courts to be unlawful and void, the validity of the remaining portions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular part, term or provision held to be invalid.

THIRTEENTH: The City's City Manager may, but is not required to, make minor amendments not affecting substantive terms without further authorization from the City Council. The City Council hereby authorizes the City Manager to execute any such amendments as required by this Agreement or that do not otherwise reduce City's rights under this Agreement.

FOURTEENTH: Any notice or notices required or permitted to be given pursuant to this agreement shall be served on the other party by mail, postage prepaid, at the following addresses:

**City**

City of Wildomar
Public Works/Engineering Department
23873 Clinton Keith Rd., Suite 201
Wildomar, CA 92595
(951) 677-7751
(951) 698-1463

**Landowners**

Mr. and Mrs. Thanh T. Tran
34831 Killarney Lane
Wildomar, CA 92595-7684
Phone Number: (951) 813-5725

FIFTEENTH: Each of the signatories hereto represents and warrants that he or she is competent and authorized to enter into this Agreement on behalf of the Party for whom he or she purports to sign. Each Party hereto agrees to defend, indemnify, and hold harmless the other Parties hereto against all claims, suits, actions, and demands, including necessary expenses of investigation and reasonable attorneys' fees and costs, arising out of claims that its signatory was not competent or so authorized to sign this Agreement.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF LANDOWNERS HAVE AFFIXED THEIR NAME, ADDRESS AND SEAL.

Mr. Thanh T. Tran

By _____
Date _____

Mrs. Nguyen K. Tran

By _____
Date _____

City of Wildomar

By _____
_____
Date _____

Approved as to Form:
Thomas D. Jex, City Attorney

By: _____

(SIGNATURES OF LANDOWNER(S) MUST BE ACKNOWLEDGED BY A NOTARY AND EXECUTED IN DUPLICATE, WITH THE NOTARY ACKNOWLEDGMENT ATTACHED HERETO. ALL SIGNATURES TO BE INCLUDED ON THIS DOCUMENT OR IDENTIFY THIS DOCUMENT WHEN INCLUDING A SIGNATURE PAGE.)

# FAITHFUL PERFORMANCE BOND

## CITY OF WILDOMAR, RIVERSIDE COUNTY, STATE OF CALIFORNIA

## (Precise Grading)

FOR:

Precise Grading
$ 39,447.50

Tract No.

Premium
$

Parcel Map No.
Parcel 3 of Parcel Map 37276

Bond No.

Surety

Principal
Mr. Thanh T. Tran and Mrs. Nguyen K. Tran

Address

Address
34831 Killarney Lane

City/State

City/State
Wildomar, CA

Zip

Zip
92595-7684

Phone

Phone
(951) 813-5725

WHEREAS, the City of Wildomar, Riverside County, State of California, and _____ (hereinafter designated as ("principal") have entered into, or are about to enter into, the attached agreement(s) whereby principal agrees to complete the above on-site grading relating to (Tract/Parcel Map) _____, which agreement(s) is/are hereby referred to and made a part hereof; and,

WHEREAS, said principal is required under the terms of said agreement(s) to furnish bond(s) for the faithful performance of said agreement(s);

NOW, THEREFORE, we the principal and _____, as surety, are held and firmly bound unto the City of Wildomar in the penal sum of _____ Dollars ($ _____) lawful money of the United States, for the payment of which sum will and truly be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bonded principal, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the City of Wildomar, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise, it shall remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefore, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by the City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition.

Surety further stipulates and agrees that the provisions of Section 2845 of the Civil Code and commencement of construction are not conditions precedent to surety's obligations hereunder and are hereby waived by surety. When the work covered by the agreement is complete as determined by the City of Wildomar, the City will release the obligation of this bond.

IN WITNESS WHEREOF, this instrument has been duly executed by the principal and surety above named, on _____.

NAME OF PRINCIPAL _____

_____

AUTHORIZED SIGNATURE(S): _____ _____
By: Title

_____ _____
Title

_____ _____
Title
(If Corporation, Affix Seal)

NAME OF SURETY: _____

AUTHORIZED SIGNATURE: _____ _____
Its Attorney-in-Fact Title
(If Corporation, Affix Seal)

Attach Notarial Acknowledgment Of Signatures Of Principal And Attorney-In-Fact.

**CONSTRUCTION COST WORKSHEET**

## Grading and On Site Improvements

PARCEL MAP OR TRACT MAP _____ DATE: 10/24/2022

| GRADING AND ONSITE IMPROVEMENTS: | GRADING PLAN CHECK (Applicable % of Estimated Construction Costs or Minimum, whichever is greater) | GRADING BOND: |
|---|---|---|
| Street/Drainage + | = $ 0.00 | (Based on 30% of project cost |
| *Flood Control | $ 5,412.50 | cut or fill volume, 50% of on-site, |
| Erosion | $ 7,035.00 | non-City maintained drainage |
| Grading | $ 27,000.00 | and 100% of the cost of erosion |
| Total | $ 39,447.50 | control facilities.) |
| | | $ |

DESIGN ENGINEER'S CALCULATION OF PLAN CHECK AND BOND

Construction items and their quantities, as shown on the attached sheets, are accurate for the improvements required to construct the above project and the mathmatical extensions, using City of Murrieta's unit costs, are accurate for determining plan check costs

Signature

10/24/2022
Date

Alex R. Paulsen, PE
Name Typed or printed

87481 9/30/2023
RCE# Exp. Date




Civil Engineer's Stamp

CONSTRUCTION COST WORKSHEET
**ON SITE STREET IMPROVEMENTS**

PROJECT: DATE: 10/24/2022

| QUANTITY | UNIT | ITEM | UNIT COST | AMOUNT |
|---|---|---|---|---|
| | L.S. | Move-In's | $ | $ 0.00 |
| | C.Y. | Roadway Excavation | $ 18.00 | $ 0.00 |
| | S.F. | Balance Street Grade and Parkways | $ 0.50 | $ 0.00 |
| | C.Y. | Import / Export Dirt | $ 9.00 | $ 0.00 |
| | C.Y. | Base Material Class II | $ 60.00 | $ 0.00 |
| | TON | A.C. Pavement ( Thickness) 144 lbs/Cu. Ft | $ 90.00 | $ 0.00 |
| | S.F. | Asphalt Overlay (0.10') | $ 0.90 | $ 0.00 |
| | TON | Asphaltic Emulsion (Fog Seal) | $ 600.00 | $ 0.00 |
| | S.F. | Decorative Pavement / Stamped Concrete | $ 10.00 | $ 0.00 |
| | L.F. | P.C.C. Curb and Gutter (Type A-6) | $ 15.00 | $ 0.00 |
| | L.F. | P.C.C. Curb and Gutter (Type A-8) | $ 17.00 | $ 0.00 |
| | L.F. | P.C.C. Curb and Gutter (Type C) | $ 15.00 | $ 0.00 |
| | L.F. | P.C.C. Curb (Type D-1) | $ 13.00 | $ 0.00 |
| | L.F. | P.C.C. Curb (Type D) | $ 16.00 | $ 0.00 |
| | S.F. | P.C.C. Cross Gutter and Spandrels | $ 12.00 | $ 0.00 |
| | S.F. | P.C.C. Sidewalk | $ 5.25 | $ 0.00 |
| | S.F. | P.C.C. Drive Approach | $ 8.25 | $ 0.00 |
| | EA. | P.C.C. Sidewalk Handicap Ramps | $ 1,500.00 | $ 0.00 |
| | L.F. | A.C. Dike (8") | $ 12.00 | $ 0.00 |
| | L.F. | A.C. Dike (6") | $ 10.00 | $ 0.00 |
| | EA. | A.C. Overside Drain | $ 750.00 | $ 0.00 |
| | EA. | Adjust Manhole to Grade | $ 500.00 | $ 0.00 |
| | EA. | Adjust Water Valve Can to Grade | $ 150.00 | $ 0.00 |
| | L.F. | Sawcut - Asphalt | $ 1.50 | $ 0.00 |
| | L.F. | Sawcut - Concrete | $ 5.00 | $ 0.00 |
| | S.F. | Grind A.C. Pavement (.10') | $ 1.00 | $ 0.00 |
| | S.F. | Remove A.C. Pavement | $ 1.20 | $ 0.00 |
| | L.F. | Remove Curb and Gutter | $ 12.00 | $ 0.00 |
| | L.F. | Remove A.C. Dike | $ 3.50 | $ 0.00 |
| | S.F. | Remove Sidewalk | $ 8.00 | $ 0.00 |
| | L.F. | Remove Barricade | $ 10.00 | $ 0.00 |
| | L.F. | Install Barricade | $ 35.00 | $ 0.00 |
| | EA. | Delineators (Class 2) | $ 45.00 | $ 0.00 |
| | EA. | Relocate Wooden Power Pole | $ 15,000.00 | $ 0.00 |
| | EA. | Street Light | $ 4,000.00 | $ 0.00 |
| | L.F. | Utility Trench | $ 25.00 | $ 0.00 |
| | EA. | Electric Service Meter and Pedestal | $ 10,000.00 | $ 0.00 |
| | EA. | Street Trees (15 Gallon ) with Root Barriers | $ 250.00 | $ 0.00 |
| | S.F. | Landscaping and Irrigation | $ 4.50 | $ 0.00 |
| | L.F. | 6' Chain Link Fence | $ 15.00 | $ 0.00 |
| | L.F. | Remove Chain Link Fence | $ 7.50 | $ 0.00 |
| | L.F. | Relocate Chain Link Fence | $ 12.00 | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | Subtotal | $ 0.00 |
| | | | 25% Contingency | $ 0.00 |
| | | | Total | $ 0.00 |

CONSTRUCTION COST WORKSHEET
**ON SITE STORM DRAIN IMPROVEMENTS**

PROJECT: DATE: 10/24/2022

| QUANTITY | UNIT | ITEM | UNIT COST | AMOUNT |
|---|---|---|---|---|
| | L.F. | 18" R.C.P. | $ 75.00 | $ 0.00 |
| | L.F. | 24" R.C.P. | $ 82.00 | $ 0.00 |
| | EA. | 30" R.C.P. | $ 87.00 | $ 0.00 |
| | EA. | 36" R.C.P. | $ 97.00 | $ 0.00 |
| | EA. | 42" R.C.P. | $ 107.00 | $ 0.00 |
| | EA. | 48" R.C.P. | $ 119.00 | $ 0.00 |
| | EA. | 54" R.C.P. | $ 135.00 | $ 0.00 |
| | EA. | 60" R.C.P. | $ 150.00 | $ 0.00 |
| | L.F. | 18" C.M.P. HDPE or Equal | $ 40.00 | $ 0.00 |
| 45 | L.F. | 24" C.M.P. HDPE or Equal | $ 50.00 | $ 2,250.00 |
| | L.F. | 30" C.M.P. HDPE or Equal | $ 60.00 | $ 0.00 |
| | L.F. | 36" C.M.P. HDPE or Equal | $ 70.00 | $ 0.00 |
| | L.F. | 42" C.M.P. HDPE or Equal | $ 80.00 | $ 0.00 |
| | L.F. | 48" C.M.P. HDPE or Equal | $ 100.00 | $ 0.00 |
| | L.F. | 54" C.M.P. HDPE or Equal | $ 110.00 | $ 0.00 |
| | L.F. | 60" C.M.P. HDPE or Equal | $ 120.00 | $ 0.00 |
| | EA. | Catch Basin W=4' | $ 3,700.00 | $ 0.00 |
| | EA. | Catch Basin W=7' | $ 4,845.00 | $ 0.00 |
| | EA. | Catch Basin W=10' | $ 5,800.00 | $ 0.00 |
| | EA. | Catch Basin W=14' | $ 7,080.00 | $ 0.00 |
| | EA. | Catch Basin W=21' | $ 8,820.00 | $ 0.00 |
| | EA. | Catch Basin W=28' | $ 11,760.00 | $ 0.00 |
| | EA. | Manhole #1 - 33" or smaller pipes | $ 5,768.00 | $ 0.00 |
| | EA. | Manhole #2 - 36" or larger pipes | $ 6,695.00 | $ 0.00 |
| | EA. | Manhole #3 - Box | $ 5,768.00 | $ 0.00 |
| | EA. | Manhole #4 | $ 6,695.00 | $ 0.00 |
| | EA. | Adjust Manhole to Grade | $ 500.00 | $ 0.00 |
| | EA. | Junction Structure #1 - pipe to box | $ 3,500.00 | $ 0.00 |
| | EA. | Junction Structure #2 - pipe to pipe | $ 4,900.00 | $ 0.00 |
| | EA. | Junction Structure #6 - concrete channel | $ 6,000.00 | $ 0.00 |
| | EA. | Transition Structure No. 1 (Pipe to Box) | $ 15,500.00 | $ 0.00 |
| | EA. | Transition Structure No. 2 (Box to Box) | $ 12,500.00 | $ 0.00 |
| | L.F. | Transition Structure No. 3 (Pipe to Pipe) | $ 5,700.00 | $ 0.00 |
| 2 | C.Y. | Rip Rap (1/4 Ton) | $ 40.00 | $ 80.00 |
| | C.Y. | Rip Rap (1/2 Ton) | $ 45.00 | $ 0.00 |
| | EA. | Rip Rap (1 Ton) | $ 50.00 | $ 0.00 |
| | L.F. | Rip Rap (2 Ton) | $ 55.00 | $ 0.00 |
| | C.Y. | Grouting Concrete | $ 83.00 | $ 0.00 |
| | | | | $ 0.00 |
| | | | | $ 0.00 |
| | | | | $ 0.00 |
| | | | | $ 0.00 |
| | | | | $ 0.00 |
| | | | | $ 0.00 |
| | | | | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | Subtotal | $ 2,330.00 |
| | | | 25% Contingency | $ 582.50 |
| | | | Total | $ 2,912.50 |

CONSTRUCTION COST WORKSHEET

**ON SITE STORM DRAIN IMPROVEMENTS**

PROJECT: DATE: 10/24/2022

| QUANTITY | UNIT | ITEM | UNIT COST | AMOUNT |
|---|---|---|---|---|
| 2 | EA. | Concrete Bulkhead | $ 1,000.00 | $ 2,000.00 |
| | C.Y. | Structural Reinforced Concrete | $ 400.00 | $ 0.00 |
| | EA. | Slope Anchors for Pipe | $ 800.00 | $ 0.00 |
| | EA. | Concrete Collars | $ 1,000.00 | $ 0.00 |
| | L.F. | Cut Off Wall (Stnd 2') | $ 27.00 | $ 0.00 |
| | EA. | Parkway Culvert | $ 3,000.00 | $ 0.00 |
| | EA. | Private Drain through Curb Std. 426 | $ 250.00 | $ 0.00 |
| | EA. | CMP Overside Drain | $ 1,500.00 | $ 0.00 |
| | EA. | Type IX Inlet - checkered plate top | $ 3,300.00 | $ 0.00 |
| | EA. | Type X Inlet - grate top | $ 3,300.00 | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | L.S. | Traffic Control | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
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| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | | $ 0.00 |
| | | | | $ 0.00 |
| | | | Subtotal | $ 2,000.00 |
| | | | 25% Contingency | $ 500.00 |
| | | | Total | $ 2,500.00 |

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CONSTRUCTION COST WORKSHEET

**EROSION CONTROL & WATER QUALITY BMP's**

**ON SITE EROSION CONTROL IMPROVEMENTS**

PROJECT: DATE: 10/24/2022

| QUANTITY | UNIT | ITEM | UNIT COST | AMOUNT |
|---|---|---|---|---|
| | **EROSION CONTROL** | | | |
| | EA. | Gravel Bags (1-foot length) | $ 2.50 | $ 0.00 |
| 200.00 | L.F. | Gravelbag Barrier (2 bags on bottom, 1 bag top) | $ 5.10 | $ 1,020.00 |
| | L.F. | Gravelbag Checkdam (6 bags 3-2-1) | $ 10.20 | $ 0.00 |
| | | | $ | 0.00 |
| 600.00 | L.F. | Silt Fencing | $ 3.00 | $ 1,800.00 |
| | L.F. | Silt Fencing - wire reinforced | $ 5.70 | $ 0.00 |
| 200.00 | L.F. | Fiber Roll / Straw Wattle | $ 3.54 | $ 708.00 |
| | S.F. | Straw Matt - double sided | $ 0.30 | 0.00 |
| | S.F. | Straw Bales | $ 9.90 | 0.00 |
| | S.F. | Jute Netting | $ 0.36 | 0.00 |
| | S.F. | Polymer Soil Binder / Tackifier | $ 0.04 | 0.00 |
| | S.F. | Hydro Mulch -2000#/ac + 200#/ac binder | $ 0.06 | 0.00 |
| | S.F. | Blown Fiber Mix - prepkg'd. 3500 #/ac | $ 0.17 | 0.00 |
| | S.F. | Blown Fiber Mix - w/ Hydroseed | $ 0.21 | 0.00 |
| | | | | |
| 1.00 | S.F. | Stabilzed Const. Entrance (30'x50' rock & fabric) | $ 2,100.00 | $ 2,100.00 |
| | TON | No. 2 Course Aggregate | $ 26.00 | $ 0.00 |
| | MONTH | Shaker Plates (2 each per month rental) | $ 240.00 | $ 0.00 |
| | E.A. | Concrete Washout (6.5 CY bin) | $ 800.00 | $ 0.00 |
| | S.F. | Visquene (10 mil) | $ 0.10 | $ 0.00 |
| | C.Y. | Export Sediment | $ 10.00 | $ 0.00 |
| | | | | |
| | 4 HR | Water Truck (4hr minimum) | $ 480.00 | $ 0.00 |
| | 4 HR | Street Sweeper (4hr minimum) | $ 600.00 | $ 0.00 |
| | 4 HR | Maintenance (4 man crew, 4 hr minimum) | $ 864.00 | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | **WATER QUALITY BMP's** | | | |
| | L.F. | Sand Filter Trench w/ PVC Drain Pipe | $ 40.00 | $ 0.00 |
| | L.F. | Infiltration Trench w/o PVC Drain Pipe | $ 28.00 | $ 0.00 |
| | E.A. | Dry Well | $ | $ 0.00 |
| | L.S. | Underground Infiltration / Detention Chambers | $ | $ 0.00 |
| | L.F. | Vegetated Bio Swale | $ 8.80 | $ 0.00 |
| | S.F. | Porous Ashpalt | $ 6.00 | $ 0.00 |
| | S.F. | Porous Concrete Pavers | $ 9.00 | $ 0.00 |
| | S.F. | Porous Landscape Detention Basin | $ | $ 0.00 |
| | E.A. | Kristar Drop Inlet Insert | $ 800.00 | $ 0.00 |
| | E.A. | Clearwater Solutions CB Insert | $ 4,000.00 | $ 0.00 |
| | E.A. | Inlet Stencil "No Rain in the Drain" | $ 95.00 | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | Subtotal | $ 5,628.00 |
| | | | 25% Contingency | $ 1,407.00 |
| | | | Total | $ 7,035.00 |

CONSTRUCTION COST WORKSHEET

**ON SITE GRADING**

PROJECT: DATE: 10/24/2022

| QUANTITY | UNIT | ITEM | UNIT COST | AMOUNT |
|---|---|---|---|---|
| 1 | L.S. | Move-in / Mobilize | $ 1,000.00 | $ 1,000.00 |
| 0.50 | Acre | Clearing and Grubbing up to 6" Trees | $ 5,000.00 | $ 2,500.00 |
| | EA. | Remove existing tree above 6" | $ 250.00 | $ 0.00 |
| | L.F. | Remove existing fence | $ 5.00 | $ 0.00 |
| | L.F. | Remove Existing Concrete Drain | $ 10.00 | $ 0.00 |
| | E.A. | Cap Well | $ 2,500.00 | $ 0.00 |
| | L.S. | Remove Septic Tank | $ | $ 0.00 |
| | L.S. | Demo / Remove Existing Structure | $ | $ 0.00 |
| | L.S. | Asbestos Study & Removal | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| 1,200 | C.Y. | Cut / Fill (Larger of the two) | $ 10.00 | $ 12,000.00 |
| 25 | C.Y. | Over-excavation / Remedial | $ 10.00 | $ 250.00 |
| | S.F. | Balance Street Grade / Parkways | $ 0.50 | $ 0.00 |
| 650 | C.Y. | Import / Export Dirt | $ 9.00 | $ 5,850.00 |
| | L.F. | 6' Wide Trapezoidal Graded Ditch per detail | $ 35.00 | $ 0.00 |
| | | | $ | $ 0.00 |
| | L.F. | 6" Subdrain | $ 20.00 | $ 0.00 |
| | L.F. | 8" Subdrain | $ 25.00 | $ 0.00 |
| | L.F. | Interceptor Drain Std. 432 | $ 25.00 | $ 0.00 |
| | L.F. | Terrace Drain Std. 415a | $ 30.00 | $ 0.00 |
| | L.F. | Down Drain Std. 415b | $ 25.00 | $ 0.00 |
| | EA. | Terrace & Down Drain Intersection Std. 415c | $ 200.00 | $ 0.00 |
| | S.F. | Masonry Splash Wall Std. 415a | $ 15.00 | $ 0.00 |
| | EA. | Down Drain & Pipe transition Std. 431 | $ 1,000.00 | $ 0.00 |
| | L.F. | 1' Wide "V" Ditch behind ret. wall per detail | $ 15.00 | $ 0.00 |
| | | | $ | $ 0.00 |
| | L.F. | Gabion drop structure per detail | $ 60.00 | $ 0.00 |
| | S.F. | Turf Block all weather access | $ 6.50 | $ 0.00 |
| | S.F. | Concrete Slope Protection per detail | $ 5.00 | $ 0.00 |
| | | | $ | $ 0.00 |
| | L.F. | Relocate Chain Link Fence | $ 12.00 | $ 0.00 |
| | L.F. | Remove Chain Link Fence | $ 7.50 | $ 0.00 |
| | S.F. | Retaining wall | $ 20.00 | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | | $ | $ 0.00 |
| | | 18,100.00 | Subtotal | $ 21,600.00 |
| | | 4,525.00 | 25% Contingency | $ 5,400.00 |
| | | 22,625.00 | Total | $ 27,000.00 |

# ATTACHMENT C

# Stormwater Management/BMP Facilities Agreement

STORMWATER MANAGEMENT/BMP
FACILITIES AGREEMENT

THIS AGREEMENT, made and entered into this 18th day of January, 2023, by and between **Mr. Thanh T. Tran and Mrs. Nguyen K. Tran, husband and wife** (the "Landowners"), and the City of Wildomar, a municipal corporation (the "City").

RECITALS

WHEREAS, the Landowners are the owner of certain real property described as APN 367-300-042 as recorded by deed in the land records of Riverside County, California, Deed Book 252, Page 39, (the "Property").

WHEREAS, the Landowners are proceeding to build on and develop the Property; and

WHEREAS, the Site Plan/Subdivision Plan known as **Parcel 3 of Parcel Map 37276**, as approved or to be approved by the City (the "Plan"), which is incorporated herein by reference, provides for stormwater quality treatment within the confines of the property; and

WHEREAS, the City and the Landowners, their successors and assigns, including any homeowners association, agree that the health, safety, and welfare of the residents of Wildomar, California, require that the Landowners, their successors and assigns, including but not limited to any homeowners association, construct and maintain stormwater management/Best Management Practices facilities (the "Facilities") on the Property.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Facilities shall be constructed by the Landowners, their successors and assigns, in accordance with the plans and specifications identified in the Plan.

2. The Landowners, their successors and assigns, including any homeowners association, shall adequately maintain the Facilities, including all pipes and channels built to convey stormwater to the Facilities, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as good working condition so that the Facilities are performing their designed functions.

3. The Landowners, their successors and assigns, shall inspect the Facilities and submit an inspection report annually to the City. The purpose of the inspection is to assure safe and proper functioning of the Facilities. The inspection shall cover the entire Facilities, including but not limited to berms, outlet structures, pond areas, and access roads. Deficiencies in the Facilities shall be noted in the inspection report.

4. The Landowners, their successors and assigns, hereby grant permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the Facilities whenever the City deems necessary. The City shall provide the Landowners, their successors and assigns, copies of the inspection findings and a directive to commence repairs, if necessary.

5. In the event the Landowners, their successors and assigns, fail to adequately maintain the Facilities in good working condition acceptable to the City, the City may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Landowners, its successors and assigns. This provision

shall not be construed to allow the City to erect any structure of permanent nature on the land of the Landowners outside of the easement for the Facilities. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair the Facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.

6. The Landowners, their successors and assigns, will perform the work necessary to keep the Facilities in good working order. In the event a maintenance schedule for the Facilities (including sediment removal) is contained in the Plans, Landowners will follow that schedule.

7. In the event the City, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowners, their successors and assigns, shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City hereunder.

8. This Agreement imposes no liability of any kind whatsoever on the City and the Landowners agrees to hold the City harmless, defend and indemnify from any liability whatsoever, including negligence, in the event the Facilities fail to operate properly.

9. This Agreement shall be recorded among the land records of Riverside County, California, and shall constitute a covenant running with the land, and shall be binding on the Landowners, its administrators, executors, assigns, heirs and any other successors in interests, including any homeowners association.

10. The City's City Manager may, but is not required to, make minor amendments not affecting substantive terms without further authorization from the City Council. The City Council hereby authorizes the City Manager to execute any such amendments as required by this Agreement or that do not otherwise reduce City's rights under this Agreement.

11. Each of the signatories hereto represents and warrants that he or she is competent and authorized to enter into this Agreement on behalf of the Party for whom he or she purports to sign. Each Party hereto agrees to defend, indemnify, and hold harmless the other Parties hereto against all claims, suits, actions, and demands, including necessary expenses of investigation and reasonable attorneys' fees and costs, arising out of claims that its signatory was not competent or so authorized to sign this Agreement.

WITNESS the following signatures and seals:

_____
Company/Corporation/Partnership Name (Seal)

By:_____

Name:_____

Title:_____

_____
Company/Corporation/Partnership Name

By:_____

Name:_____

Title:_____

**NOTE: SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO THE BUSINESS ENTITY.**

CITY OF WILDOMAR

_____ _____
Daniel A. York Date
City Manager

ATTEST

_____ _____
Janet Morales Date
City Clerk

APPROVED AS TO FORM

_____ _____
Thomas D. Jex Date
City Attorney

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.11**
**Meeting Date: January 18, 2023**

**SUBJECT:**

Consideration of annual reporting of completed State mandated fire and life safety inspections by the City of Wildomar in compliance with SB 1205 for Fiscal Year 2021-2022.

**SUBMITTED BY:** Daniel A York

**ACTION:**
Adopt a resolution entitled:

RESOLUTION NO. 2023 - ____
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

**SUMMARY:**

The proposed resolution is exempt from the California Environmental Quality Act (Cal. Publ. Res. Code §§21000 et seq. “CEQA”) and the State CEQA Guidelines (14. Cal. Code Regs §§15000 et seq.), specifically pursuant to pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the State CEQA Guidelines because it will not result in a direct or reasonably foreseeable indirect physical change in the environment, because there is no possibility that it may have a significant effect on the environment, and because it is not a “project” as that term is defined in Section 15378 of the State CEQA Guidelines.

**BACKGROUND:**

On September 27, 2018, Senate Bill 1205 became effective, and added a new section to the

California Health and Safety Code that affects every fire department or fire district in the State. Existing state law required every fire department or district providing fire protection services to inspect every building used as a public or private school annually. This same annual inspection requirement is applicable to hotels, motels, lodging houses, and apartment houses. This bill also requires every fire department or district to annually report to its administering authority their compliance with the annual inspection requirements of the California Health and Safety Code. The bill also requires the administering authority to formally acknowledge receipt of the compliance report in a resolution or a similar formal document.

**DISCUSSION:**

The responsibility for conducting the required inspections falls to the Fire Division as directed by the Deputy or Assistant Fire Marshal. In conducting these inspections, Fire Division staff evaluate compliance with such items as fire sprinkler and fire alarm maintenance, safe exiting, fire extinguisher maintenance, conducting fire drills, and safe storage of combustibles.

In review of all completed inspections, the Deputy Fire Marshal has determined that all required inspections have been completed for Fiscal Year 2021-2022. Adoption of the recommended resolution and transmittal to the appropriate State Agency will meet the City's obligation under SB 1205.

**FISCAL IMPACT:**

There is no fiscal impact related to this action and all costs of the inspection processes are included in the adopted fee resolution.

**ATTACHMENTS:**

1. Resolution

Attachment A to the Resolution

**RESOLUTION NO. 2023-_____**

**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**

**WHEREAS,** California Health & Safety Code Section 13146.4 was added in 2018, and became effective on January 1, 2019; and

**WHEREAS,** California Health & Safety Code Section 13146.4 requires all fire departments, including the Riverside County Fire Department, that provide fire protection services to report annually to its administering authority on its compliance with Health & Safety Code sections 13146.2 and 13146.3; and

**WHEREAS,** California Health & Safety Code Section 13146.2 and 13146.3 requires all fire departments, including the Riverside County Fire Department, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided; and

**WHEREAS,** the Council of the City of Wildomar intends this Resolution to fulfill the requirements of the California Health & Safety Code 13146.4 regarding acknowledgment of the Riverside County Fire Department's compliance with California Health and Safety Code 13146.2 and 13146.3.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Wildomar, California: expressly acknowledges the measure of compliance of the Riverside County Fire Department with Health and Safety Code sections 13146.2 and 13146.3 for the properties identified in Attachment A in the City of Wildomar for the time period of July 1, 2021 to June 30, 2022, as follows:

**Section 1.** Educational Group E occupancies, for the purposes of this Resolution, are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. The Riverside County Fire Department completed 100% of the annual inspections of the identified Group E occupancies, buildings, structures and/or facilities in the City of Wildomar.

**Section 2.** Residential Group R occupancies, for the purposes of this Resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. The Riverside County Fire

Department completed 100% of the annual inspections of the identified Group R occupancies, buildings, structures and/or facilities in the City of Wildomar.

**PASSED, APPROVED AND ADOPTED** this 18th day of January, 2023

_____
Joseph Morabito, Mayor

**APPROVED AS TO FORM:**

_____
Thomas D. Jex
City Attorney

**ATTEST:**

_____
Janet Morales, CMC
City Clerk

# Attachment A.

## List of SB1205 Inspections for FY2021-22

| Number | Street | Site Name | Occupancy Group | Type | Date of Completion |
|---|---|---|---|---|---|
| 23411 | Bundy Canyon Rd | Bundy Canyon Christian School | E | School | 12/8/2021 |
| 23411 | Bundy Canyon Rd | Bundy Canyon Christian School- Preschool | E | Preschool | 12/8/2021 |
| 31970 | Central Ave. | California Lutheran High School | E | School | 12/8/2021 |
| 33122 | Grape St. | Ready Set Grow Preschool | E | Preschool | 2/16/2022 |
| 34570 | Monte Vista Dr. | All Aboard Preschool | E | Preschool | 2/16/2022 |
| 34570 | Monte Vista Dr. | Cornerstone Christian School | E | School | 2/16/2022 |
| 34878 | Monte Vista Dr. | Grace Christian Schools | E | School | 2/16/2022 |
| 21776 | Palomar St. | Ann Sullivan Nursery | E | Preschool | 2/16/2022 |
| 23151 | Palomar St. | Ortega Trails Youth Center | E | School | 2/17/2022 |
| 36243 | Inland Valley Dr. | Southwest Healthcare Systems | I2.1 | Healthcare | 12/14/2021 |
| 36485 | Inland Valley Dr. | Inland Valley Regional Medical Center | I2 | Healthcare | 12/14/2021 |
| 21591 | Lemon St | St. Francis of Rome Preschool | E | Preschool | 3/1/2022 |
| 23151 | Palomar St. | Sycamore Academy | E | School | 2/17/2022 |
| 32477 | Starbuck Cir. | Murrieta Springs Adventist Christian Academy | E | School | 2/17/2022 |
| 21220 | Walnut St. | Faith Baptist Academy | E | School | 2/17/2022 |
| 21800 | Canyon Dr. | Elsinore High School | E | School | 2/10/2022 |
| 35450 | Frederick St. | Donald Graham Elementary | E | School | 2/2/2022 |
| 35450 | Frederick St. | Donald Graham Preschool | E | Preschool | 2/2/2022 |
| 21861 | Grand Ave. | David A. Brown Middle School | E | School | 2/15/2022 |
| 20150 | Mayhall Dr. | William Collier Preschool | E | School | 2/16/2022 |
| 20150 | Mayhall Dr. | William Collier Elementary | E | School | 2/16/2022 |
| 21575 | Palomar Rd. | Wildomar Preschool | E | School | 2/10/2022 |
| 21575 | Palomar Rd. | Wildomar Elementary | E | School | 2/10/2022 |
| 35445 | Porras Rd. | Ronald Regan Preschool | E | School | 2/15/2022 |
| 35445 | Porras Rd. | Ronald Regan Elementary | E | School | 2/15/2022 |
| 24055 | Clinton Keith Rd. | Oak Springs | R2 | Apartment | 12/1/2021 |
| 24875 | Prielipp Rd. | Gables Oak Creek | R2 | Apartment | 12/8/2021 |
| 32365 | South Pasadena St. | Wildomar Senior Assisted Living R2.1 | R2.1 | Assisted Living | 11/30/2021 |
| 32325 | South Pasadena St. | Wildomar Senior Living Community | R2 | Apartment | 11/30/2021 |
| 36491 | Yamas Dr. | Santa Rosa | R2 | Apartment | 12/1/2021 |

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.12**
**Meeting Date: January 18, 2023**

**SUBJECT:** Annual Statement of Investment Policy

**SUBMITTED BY:** Adam Jantz

**PREPARED BY:** 1025ed5e-113d-489c-af8e-65a1950c30ca,

**ACTION:**
City Council adopt a Resolution entitled:

RESOLUTION 2023 - _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILDOMAR, CALIFORNIA, ADOPTING A STATEMENT OF 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's Administrative Services Director 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 June 2022. Since that update the City has contracted with PFM Asset Management LLC (PFMAM) to be it's Investment Advisor.

**DISCUSSION:**
PFMAM has reviewed the City's Investment Policy and found that the Policy is well written and consistent with the California Government Code (Code) statutes regulating the investment of public funds and CMTA investment policy certification standards.

PFMAM did not find that any changes were required to the Policy. However, they did provide recommended changes that would be of benefit to the City as it begins to utilize the Investment Advisor's services and to provide clarity to the Policy that would enhance the average reader's understanding of the Policy's intent and requirements. The Policy has also

been updated to account for the 2022 Legislative Session. A summary of the changes is attached along with the redlined version of the updated Policy and a final version with the changes.

Administrative Services staff have reviewed the updated policy and agree with PFMAM on the recommended changes. The City Attorney's Office has also reviewed the Policy and had no comments on the changes.

The Investment Policy was last brought to the City Council in June 2022, which in the past has served as the time frame for the annual update. After the completion of the review by PFMAM staff has determined that the Policy's annual update would be better completed at the beginning of each Calendar Year as this will keep the Policy in compliance with the Code should there be any changes made during the previous year's Legislative Session.

**FISCAL IMPACT:**
Although the Policy does not have a fiscal impact in its adoption, the changes made within the Policy can and will have a fiscal impact on the City's Investments. These impacts can be short-term and long-term depending on the investment selections. The City, through the services of the Investment Advisor, intends to invest safely, have liquidity when and where needed, and receive the best return possible.

**ATTACHMENTS:**
Attachment A. Investment_Policy_1-18-2022_Final.pdf
Attachment B. Wildomar_Investment_Policy_Change_Memo.pdf
Attachment C. Investment_Policy_1-18-2023_Redlined.pdf
Attachment D. Resolution Statement of Investment Policy 1-18-2023.pdf

# CITY OF WILDOMAR

# STATEMENT OF INVESTMENT POLICY

## I. INTRODUCTION

The City Council of the City of Wildomar (the "City") and its subsidiary district, the Wildomar Cemetery District, recognizes its responsibility to prudently direct the investment of the City's funds on behalf of the City's existing and future residents 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 supercede all or portions of this Policy.

This Statement sets forth policies which shall govern the investment of the City's funds. It will be used by the City's Administrative Services Director 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 Administrative Services Director 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 Administrative Services Director 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 Administrative Services Director's absence, and subject to City Council approval, the Administrative Services Director may assign investment responsibilities to the City Manager. The Administrative Services Director will provide prior written notification to the City Manager and the City Council regarding the assignment of responsibilities. In the event that the Administrative Services Director is unable to assign responsibility, the City Manager may select a designee. In addition, at the discretion of the Administrative Services Director, 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 Administrative Services Director and authorizing any deviations from the City's Investment Policy.

As permitted by Government Code 53601, the Administrative Services Director 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 Administrative Services Director 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 Administrative Services Director 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 Administrative Services Director 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 Administrative Services Director 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. 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 Administrative Services Director 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.
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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 indebtness 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.

**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 Finance Director 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 a MMF, the Finance Director 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 Administrative Services Director 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.

## XIII. INTERNAL CONTROL

The Administrative Services Director 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 Administrative Services Director 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 Administrative Services Director 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.

pfm asset management

November 16, 2022

# Memorandum

**To:** Robert Howell, Administrative Services Director
*City of Wildomar*

**From:** Sarah Meacham, Managing Director
Richard Babbe, CCM, Senior Managing Consultant
*PFM Asset Management LLC*

**RE:** Investment Policy Review

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We reviewed the City of Wildomar's ("City") Investment Policy ("Policy") as part our implementation process. The City's current Policy is well written and consistent with the California Government Code ("Code") statutes regulating the investment of public funds and the CMTA investment policy certification standards. Although no changes are required, we have developed a range of recommendations for the City's consideration. Our recommendations can be categorized as two main types:

- **Investment Advisor.** These are suggestions that we believe will enable the City to benefit from the additional investment expertise and resources that the City obtains from using an investment advisor.
- **Clarity.** These are recommendations that will enhance the ability of the average reader to understand the Policy's intent and requirements.

Our comments are not intended to imply that there was anything incorrect or imprudent with the current Policy. Rather, the comments were made to provide alternatives for the City's consideration. The City should evaluate the implementation of each of these suggestions within the context of the City's own investment objectives and preferences. Our recommendations are summarized below by Investment Policy section. In addition, we have attached a blacklined copy of the Investment Policy to illustrate our recommended changes.

**II. Policy**

We recommend the City delete this section as it could be interpreted that the City's first investment objective is to "provide the highest investment return." As described in Section IV. Objective, and mandated by Code, the primary objectives of a public funds investor, in order of priority, are safety, liquidity, and return.

**II. Scope**

We recommend the City update the Policy's reference to the annual financial report to incorporate Governmental Accounting Standards Board ("GASB") Statement No. 98, which was adopted in October 2021. GASB Statement No. 98 officially changed the name of the comprehensive annual financial report to annual comprehensive financial report and the acronym to ACFR.

**IV. Objective**

We recommend the City revise the introductory paragraph to make it clear that the primary objectives of a public funds investor, as mandated by Code and described in the remainder of this Section, are safety, liquidity, and return, in that order. As it related more directly to the liquidity objective, we also recommend the City move the reference to the cash management system to the Liquidity subsection.

**IV.A.2. Market or Interest Rate Risk**

To avoid any potential inconsistencies, we recommend the City avoid repeating the same Policy requirement in multiple sections. As we are recommending that the City allow the use of active management strategy, which is addressed in the Performance Standards section, we recommend the City delete references to security sales from this section. In addition, as the 5-year maturity limit is addressed in the Maximum Maturities section, we recommend the City delete it from this section.

**VII. Qualified Dealers.**

In recognition that the City will be using the services of an investment advisor, we recommend the City update the Policy to explicitly allow the investment advisor to utilize their own list of issuers, brokers/dealers, and financial institutions with which to conduct transactions on the City's behalf.

**VIII. Authorized and Suitable Investments**

To provide greater clarity regarding the application of the requirements in this section, we recommend the City add language to the introductory paragraph that defines how the Policy's percentage limits and credit requirements are to be interpreted.

In those subsections, where the Policy did not already list a maximum percentage limit under the Policy, we recommend the City add the holding limit to ensure the Policy's intent can be clearly understood by the average reader.

**VIII.C. Municipal Bonds**

As municipal securities carry an element of credit risk that varies significantly across issuers, we recommend the City limit the percentage of municipal securities in the portfolio to a maximum of 30%, which is the same limit used for corporate securities and negotiable certificates of deposit.

Although we did not make any revisions to the section referencing City bonds, we recommend the City talk to its bond counsel before purchasing its own bonds as this can involve issues relating to the tax-exempt status of those bonds.

**VIII.D. Supranational Obligations**

We recommend the City add Supranational securities to the Policy's list of Authorized and Suitable Investments to provide the City with additional high quality investment option. By Code, investments in Supranationals are limited to three issuers based in the U.S. for which the U.S. is the largest shareholder.

**VIII.E. Medium-Term Notes and IX.F. Asset-Backes Securities**

We recommend the City add these two types of corporate investments to the Policy's list of Authorized and Suitable Investments. As part of a well diversified portfolio, these security types can offer good relative value with manageable credit risk. One of the benefits of using PFMAM as the City's investment advisor is to gain access to our extensive credit resources. We employ an extensive credit process to help evaluate corporate securities prior to purchase and monitor those securities on an ongoing basis.

**VIII.I. Bankers' Acceptance**

To avoid confusion, we recommend the City delete the 30% per commercial bank limit from this subsection. This per issuer limit is unnecessary as it is superseded by the Policy's more restrictive 5% per issuer limitation contained in the Diversification section of the Policy.

**IX. Prohibited Investments and Transactions**

To provide greater clarity to the average reader, we recommend the City modify this section to better define what is or is not permitted without the City Council's approval.

**XI. Collateralization**

To avoid confusion regarding collateralization requirements, we recommend the City delete this section. While it is correct that collateralization is required for bank deposits and repurchase agreements, the collateralization requirements for deposits are already addressed in more detail in the bank deposits section of the Policy, and the Policy does not permit repurchase agreements, so collateralization requirements for this security type are not relevant.

**X. Safekeeping and Custody**

To provide greater clarity to the average reader, we recommend the City add the provision that the safekeeping and custody requirements apply to deliverable securities as certain investments the City purchases (e.g., LAIF, LGIPs) are not deliverable. As they are not an authorized investment in the Policy, we also recommend the City delete the reference to repurchase agreements.

**XI. Diversification**

If supranationals are added to the Policy, we recommend that they be added to the types of securities exempt from the 5% per issuer limitation due to their high credit quality and government backing. In addition, as purchases are limited to only three issuers, a 5% per issuer limit would constrain total investments to 15%, well below the Code's 30% limit.

**XII. Maximum Maturities**

To provide greater clarity about the Policy's five-year maturity maximum, we recommend the City add in the provision from the Code that the 5-year limit applies unless a longer investment maturity is explicitly authorized by City Council. As it is more relevant to this section, we recommend the City move the weighted average maturity limit to this section from the Objective section.

**XIV. Performance Standards**

We recommend the City delete the reference to LAIF as the performance standard as may not be relevant to the new investment approach. The Policy would instead require an appropriate performance benchmark to be established. As one of the benefits of using an investment advisor is the ability to employ a more active investment approach, we recommend the City modify this section to delete the reference to a passive investment strategy and acknowledge that an active investment approach may be utilized.

**XV. Reporting**

If investment authority is delegated by the City Council, one of the requirements under Code Section 53607 is that the City Council be provided with a monthly report of transactions. Accordingly, we recommend the City add this requirement to the Policy's reporting requirements.

Please let us know if you have any questions or if you would like to discuss further.

# CITY OF WILDOMAR

# STATEMENT OF INVESTMENT POLICY

## I. INTRODUCTION

The City Council of the City of Wildomar (the "City") and its subsidiary district, the Wildomar Cemetery District, recognizes its responsibility to prudently direct the investment of the City's funds on behalf of the City's existing and future residents 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 supercede all or portions of this Policy.

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

## ~~II. POLICY~~

~~It is the policy of the City to invest public funds in a manner which will provide the highest investment return with maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds.~~

## II~~I~~. 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 ~~Annual~~ Financial Report:

A) General Fund

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

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

## ~~IV~~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 City's cash management system is designed to accurately monitor and forecast expenditures and revenues, which enables the City to invest its funds to the fullest extent possible.~~ The ~~objective~~ intent of the investment ~~portfolio~~ program is to ensure City funds are available to meet the short- and long-term cash flow demands of the City. To achieve

this ~~objective~~intent, the primary objectives for City's investment activities, in priority order, shall be:
~~the portfolio will be structured to provide safety of principal and liquidity, while attempting to receive the highest yield obtainable.~~

## A. Safety of Principal

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

1. **Credit Risk** Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by purchasing U.S. Treasuries or high-grade securities. All investments beyond Treasury securities will be diversified so that the failure of any one issuer would not unduly harm the City's cash flow. Credit risk shall also be mitigated by prequalifying financial institutions, broker/dealers, intermediaries, and advisors with which the City does business.

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 ~~the Funds~~ so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and by investing operating funds primarily in shorter-term securities. The cash flow is updated on a daily basis and will be considered prior to the investment of securities, which will reduce the necessity to sell investments for liquidity purposes. Long-term securities shall not be purchased for the sole purpose of short-term speculation. ~~Securities shall not be sold prior to maturity with the following exceptions, 1) a security whose credit declines or is expected to decline may be sold IF there is a reasonable expectation that the prompt payment of principal and interest becomes unlikely. A temporary or modest decline in a security's credit rating should not in and of itself trigger a liquidation, 2) a security swap would improve the quality, yield, or target duration in the portfolio, or 3) liquidity needs of the portfolio require that the security be sold. The weighted average maturity of the funds will be limited to three years or less. Purchases of investments will be restricted to securities with a final stated maturity not to exceed five (5) years.~~

### B. Liquidity

This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or accrued interest. Liquidity is an important quality especially when the need for unexpected funds occurs. The City's 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~~The City's investment portfolio will remain sufficiently~~ liquidity is maintained to ~~enable the~~ City to meet all operating requirements which might be reasonably anticipated.

### C. Return On Investments

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

## VI. DELEGATION OF AUTHORITY

The City Council on an annual basis adopts a resolution approving the Investment Policy. The Investment Policy authorizes the Administrative Services Director 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 Administrative Services Director's absence, and subject to City Council approval, the Administrative Services Director may assign investment responsibilities to the City Manager. The Administrative Services Director will provide prior written notification to the City Manager and the City Council regarding the assignment of responsibilities. In the event that the Administrative Services Director is unable to assign responsibility, the City Manager may select a designee. In addition, at the discretion of the Administrative Services Director, 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 Administrative Services Director and authorizing any deviations from the City's Investment Policy.

As permitted by Government Code 53601, the Administrative Services Director 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.

## VII. ETHICS AND CONFLICTS OF INTEREST

The Administrative Services Director 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 Administrative Services Director 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 Administrative Services Director 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 Administrative Services Director or investment employees to make impartial decisions, the City Council will be notified in writing within 10 days of the event.

## VIII. QUALIFIED DEALERS

The City shall transact investments only with banks, savings and loans, investment security dealers and the State of California Local Agency Investment Fund. The purchase by the City of any investment, other than those purchased directly from the issuer, shall be purchased directly from an institution licensed by the State as a broker/dealer, as defined in Section 25004 of the Corporations Code, who is a member of the 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~~dealers, and financial institutions with which to conduct transactions on the City's behalf.

## ~~IX~~XVIII. 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. 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 Administrative Services Director 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.

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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 indebtness 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.

~~D~~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 Finance Director 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.

~~E~~IH. **Negotiable Certificates of Deposit**. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings ~~association~~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.

~~F~~JI. **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. ~~However, no more than 30 percent of the agency's moneys may be invested in the bankers' acceptances of any one commercial bank pursuant to this section.~~

~~G~~KJ. **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.

~~H~~L~~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 a MMF, the Finance Director 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.

~~I~~M~~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.

~~J~~N~~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, ~~Investments not described herein, including, but not limited to~~ 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.

## ~~XI. COLLATERALIZATION~~

~~Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. Deposits per institution are insured up to certain dollar amounts by the FDIC and Certificates of Deposit can be supported by either U.S. Government agency notes of mortgages currently held by the bank or savings and loan.~~

~~Collateral will always be held by an independent third party with whom the City has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. The right of collateral substitution is granted.~~

## X~~H~~. SAFEKEEPING AND CUSTODY

All deliverable security transactions ~~, including collateral for repurchase agreements,~~ entered into by the City shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodial designated by the Administrative Services Director and evidenced by safekeeping receipts.

## ~~XI~~XII~~H~~. 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.

## ~~XI~~XIV~~V~~.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.~~Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 5 years from the date of purchase~~. 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.

## ~~XV~~XIII. INTERNAL CONTROL

The Administrative Services Director 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.

## XI~~I~~V~~I~~. 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.

~~The City's investment strategy is passive. Passive investment portfolio management generally indicates that the Administrative Services Director will purchase an instrument and hold it through to call or maturity, and then reinvest the monies. Although the City's investment strategy is passive, this will not restrict the Administrative Services Director from evaluating when swaps are appropriate or if the sale of an instrument is prudent prior to final maturity. Given this strategy, the basis used by the Administrative Services Director to determine whether market yields are being achieved shall be the Local Agency Investment Funds (LAIF).~~

## XV~~II~~. REPORTING

The Administrative Services Director 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 Administrative Services Director shall maintain a complete and timely record of all investment transactions.

## XVI~~II~~. 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 2023 - _____**

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

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

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

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

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

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

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

**SECTION 2.** This policy will take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 18th day of January 2023.

_____
Joseph Morabito
Mayor

APPROVED AS TO FORM:

_____
Thomas D. Jex
City Attorney

ATTEST:

_____
Janet Morales, CMC
City Clerk

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.13**
**Meeting Date: January 18, 2023**

**SUBJECT:** Planning Commission Appointments (DePhillippo, Marquez, Morabito)

**SUBMITTED BY:** Janet Morales

**ACTION:**
Ratify Mayor Morabito's, Council Member DePhillippo's and Council Member Marquez's nominations to reappoint Commissioners Filar, Strong and Bernard to serve on the Planning Commission for another term ending December 2026.

**SUMMARY:**
One of the duties of a City Council member is to appoint a citizen to serve on the Planning Commission. Terms of members of the Commission shall run concurrently with the term of office of the City Council Member who appointed the Commission member and shall expire 60 days after the end of the appointing Council Member's term of office.

**DISCUSSION:**
On November 8, 2022, a General Municipal Election was held for the purpose of electing a Council Member from District 1 (Marquez), District 3 (Morabito) with an appointment already made to a Council Member from District 5 (DePhillippo).

Mayor Morabito would like to reappoint Eric Filar. Council Member DePhillippo would like to reappoint Kim Strong. Council Member Marquez would like to reappoint Brianna Bernard. All three reappointments are subject to ratification by a majority of the City Council. The appointments will take effect immediately and will run concurrent with the appointing Council Member's term of office. The appointees will be sworn in at the first Planning Commission meeting following the appointments.

**FISCAL IMPACT:**
No fiscal impact to reappoint members. Planning Commissioners receive $75 per meeting attended.

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.14**
**Meeting Date: January 18, 2023**

**SUBJECT:** Second Amendment to Agreement for Services between the City of Wildomar and HR Dynamics & Performance Management, Inc.

**SUBMITTED BY:** Daniel A York

**PREPARED BY:** Daniel A York,

**ACTION:**
Approve the Second Amendment to the Agreement between the City of Wildomar and HR Dynamics & Performance Management, Inc. to provide Executive Recruitment for the Administrative Services Director, with an additional $22,500 added for the FY 2022/23 Human Resources Contractual Services budget.

**SUMMARY:**
The City Manager recommends a Second Amendment to Agreement for Services with HR Dynamics & Performance Management to conduct an Executive Recruitment of the Administrative Services Director.

**BACKGROUND:**
The City and HR Dynamics & Performance Management entered into an Agreement for Services on February 9, 2022 to review the city's job classifications and compensation program. July 13, 2022 the First Amendment to Agreement was approved to amend the scope of services and compensation of the agreement to add additional hours and compensation for services performed completing the original scope of work. In addition the amendment covers the development of up to 31 additional class descriptions and classifications, consultation on the strategy & implementation of the resulting final plan, an assessment of the City Human Resource's area, and support services for Human Resources on an "as-needed" basis. The Job Description and Classification Study and the Human Resources Assessment Report have been completed.

**FISCAL IMPACT:**
The City and HR Dynamics & Performance Management Inc. entered into the original agreement on February 9, 2022 and a First Amendment on July 13, 2022 for a not to exceed

contract amount of $117,875.  The Second Amendment contract amount is $22,500 (services and reimbursable costs) amending the contract to $140,375.

**ACCOUNT CODE:**
100-410-4210-52115 - $22,500 in FY 22/23

**ATTACHMENTS:**
1. HR Dynamic 2nd Amendment

**SECOND AMENDMENT TO AGREEMENT FOR SERVICES BETWEEN CITY OF WILDOMAR AND HR DYNAMICS & PERFORMANCE MANAGEMENT, INC.**

This Second Amendment to Agreement for Services between City of Wildomar and HR Dynamics & Performance Management, Inc. ("Second Amendment"), which is dated January 18, 2023 ("Effective Date") is hereby entered into by and between the CITY OF WILDOMAR, a California general law city ("City"), and HR Dynamics & Performance Management, Inc., a State of California Corporation ("Service Provider") as follows:

## RECITALS

A. City and Service Provider entered into an Agreement for Services ("Agreement") dated February 9, 2022.

B. The City and Service Provider executed the First Amendment to Agreement effective July 13, 2022, to revise the compensation (Exhibit "B") for services to not to exceed $117,875 from the $53,625 in the Agreement. The First Amendment is being made to specify the compensation Service Provider shall receive for additional hours worked on the original agreement, development of the class descriptions and classifications of up to an additional 31 positions, consultation on the strategy & implementation of the resulting final plan, and an assessment of the City's Human Resource area.

C. The City and Service Provider desire a Second Amendment to Agreement effective January 18, 2023, to revise the compensation (Exhibit "B") for services not to exceed $140,375 from the $117,875 as agreed in the First Amendment. The Second Amendment services provide Executive Recruitment for the Administrative Services Director.

## OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the promises made and recited herein, the parties do hereby enter into this Second Amendment which modifies and amends the Agreement as follows:

**AMENDMENT.** The Agreement is hereby modified and amended as follows:

1. **Section 2. (a) Scope of Services.** "Service Provider agrees to perform the services set forth in Exhibit "A" as amended.

2. **Section 4. (a) Compensation and Method of Payment.** "The total annual compensation, including reimbursement for actual expenses shall be amended to, "shall not exceed one hundred forty thousand three hundred seventy five dollars ($140,375)."

**3. Exhibit "B" II. Compensation.** The total compensation for the Services shall not exceed $140,375, as provided in Section 4 "Compensation and Method of Payment" of this Agreement unless additional compensation is approved in writing in accordance with Section 26 "Administration and Implementation" or Section 28 "Amendment" of this Agreement.

## GENERAL PROVISIONS.

**4. Remainder Unchanged**. Except as specifically modified and amended in this Second Amendment, the Agreement remains in full force and effect and binding upon the parties.

**5. Integration**. This Second Amendment constitutes the entire understanding and agreement of the parties and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the transaction discussed in this Second Amendment.

**6. Applicable Law**. The laws of the State of California shall govern the interpretation and enforcement of this Second Amendment.

**7. References**. All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this Second Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this Second Amendment.

**IN WITNESS WHEREOF**, the parties hereto have executed this Second Amendment to the Agreement on the date and year first written above.

**THE CITY OF WILDOMAR**

By:_____
Dan York
City Manager

**HR DYNAMICS & PERFORMANCE MANAGEMENT, INC.**

By: _____
Rhonda D. Strout-Garcia,
Principal Consultant/Owner

**ATTEST**:

_____
Janet Morales, CMC
City Clerk

**APPROVED AS TO FORM**

Thomas D. Jex, City Attorney

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.15**
**Meeting Date: January 18, 2023**

**SUBJECT:** Cultural Resource Treatment and Disposition Agreements between the City of Wildomar and Pechanga and Soboba Band of Luiseno Indians

**SUBMITTED BY:** Matthew Bassi

**PREPARED BY:** Matthew Bassi,

**ACTION:**
Authorize the City Manager to execute the "Cultural Resource Treatment and Disposition Agreement" between the City of Wildomar and Pechanga and Soboba Band of Luiseno Indians for the Wildomar Cottages Affordable Housing Project (PA 22-0024).

**BACKGROUND:**
This agenda item is generally not intended to be a public meeting on the Wildomar Cottages Affordable Housing project. As no SB 35 application has been submitted to the City for the project yet, there is no date identified for any future public meeting at this time. Government Code Section 65913.4(b) (known as AB 168) adopted by the State of California added a "government-to-government" tribal consultation process to the Senate Bill (SB) 35 special processing requirements for affordable housing projects. The approval of these Agreements will allow Affirmed Housing (Applicant) to submit a future SB 35 application for the Wildomar Cottages Affordable Housing project with the City.

The purpose of AB 168 is to formalize procedures for the treatment and disposition of all Tribal Cultural Resources, ceremonial items, items of cultural patrimony, artifacts, and Native American human remains and associated grave goods, in the event that any are found in conjunction with the development of an SB 35 affordable housing project, including archaeological studies, excavation, geotechnical investigations, grading, trenching, and any ground-disturbing activities.

The AB 168 tribal consultation process must be completed before an SB 35 application can be submitted to the City by a developer. AB 168 requires the tribal consultation process to begin after a developer submits an SB 330 preliminary application for the proposed SB 35 affordable

housing project. If one or more tribes request a consultation with the agency and it is determined that there are potential tribal cultural resources that could be impacted by the project, the tribe(s) and agency must engage in "good faith" and "reasonable efforts" to enter into an agreement regarding the methods, measures, and conditions for tribal cultural resource treatment. Once an enforceable agreement is documented between the agency and tribe(s), then the developer may submit their SB 35 development application.

**DISCUSSION:**

On November 3, 2022, the Planning Department initiated the AB 168 consultation process with both the Pechanga and Soboba Band of Luiseno Indians. The consultation process began as a result of the submittal of a preliminary SB 330 Pre-Application (PAR) by Affirmed Housing for their proposed 129-unit affordable housing project. The proposed project is located at 32650 Mesa Drive (at the terminus of Tokay Road adjacent to the I-15 freeway - APN: 365-180-004). Refer to the location map in Attachment C.

On November 29, 2022, the city and tribes met to discuss the provisions of the Cultural Resource Treatment and Disposition Agreement. It is important to note that Affirmed Housing was not involved in any of these discussions as prescribed by state law. The consultation process with Pechanga and Soboba has now resulted in an official agreement between the City and Tribes (Attach A and B). These agreements are being presented to the City Council for approval. The primary provisions of the agreement, which are substantially the same for both Tribes, are summarized as follows:

- Tribal Monitoring - Affirmed Housing is required to enter into a "Tribal Monitoring Agreement" with the Pechanga and Soboba Band of Luiseño Indians (separate agreements). The City also agrees to require Affirmed Housing to submit a copy of the signed agreements prior to the approval of the Wildomar Cottages Affordable Housing project, and prior to the issuance of any grading permit. Tribal monitor(s) shall be required on-site during all ground-disturbing activities, including archeological site surveys, grading, stockpiling of materials, engineered fill, rock crushing, utility installation, etc.
- Cultural Resources/Tribal Cultural Resources Disposition - In the event that Native American tribal cultural resources or cultural resources are discovered during the course of initial survey or grading (inadvertent discoveries) activities, procedures have been agreed to for the final disposition of any cultural discoveries. Refer to the agreements for more details.

- Inadvertent Archeological Finds - If during ground disturbance activities, cultural resources are discovered that were not assessed prior to project approval, special procedures have been agreed to. Cultural resources are defined, as being multiple artifacts in close association with each other, but also include fewer artifacts if the area of the find is determined to be of significance due to its sacred or cultural importance as determined in consultation with the Tribe. Refer to the agreements for more detail.

- Human Remains - If human remains are encountered, State Health and Safety Code Section 7050.5 states that no further ground disturbance shall occur until the Riverside County Coroner has made the necessary findings as to the origin. Refer to the agreements for more details.

- Non-Disclosure of Reburial Locations - It is understood by all parties that unless otherwise required by law, the site of any reburial of Native American human remains or associated grave goods shall not be disclosed and shall not be governed by public disclosure requirements of the California Public Records Act. Refer to the agreements for more details.

- Successors and Assigns - The Agreements shall be binding upon and inure to the benefit of the heirs, successors, representatives, executors, administrators, and assignees of the Parties, including subsequent landowners and developers of the Project area. Refer to the agreements for more details.

The approval of these Agreements will complete the City's obligation under AB 168 to engage in good faith and reasonable efforts to agree on methods, measures, and conditions to avoid or address impacts on tribal cultural resources that the Wildomar Cottages Affordable Housing project may have. The terms of these Agreements are substantially the same as the City's standard tribal cultural resource mitigation measures.

Conclusion:
The tribal agreements being presented to City Council are mandatory in accordance with the requirements of AB 168. The agreements have been thoroughly reviewed by both Wildomar's City Attorney and Attorneys for Pechanga and Soboba Tribes to ensure compliance with AB 168 and the preservation of any tribal cultural resources.

**FISCAL IMPACT:**
There are no fiscal impacts related to this action.

**ATTACHMENTS:**
Attach A - AB 168 Pechanga Agmt 1-18-22.docx
Attach B - AB 168 Soboba Agrmt 1-18-22.docx
Attach C-Wildomar Cottages Location Map.pdf

**PECHANGA BAND OF INDIANS**
**P.O. BOX 2183, TEMECULA, CA 92593**

# CULTURAL RESOURCE TREATMENTAND DISPOSITION AGREEMENT

This CULTURAL RESOURCE TREATMENT AND DISPOSITION AGREEMENT ("Agreement") is made and entered into as of **January ____, 2023**, by and between PECHANGA BAND OF INDIANS, a federally recognized Indian tribe ("Pechanga Band" or "Tribe") and the City of Wildomar ("City") (Pechanga Band and City are sometimes referred to individually as a "Party," and collectively as the "Parties").

## RECITALS

**A.** **Subject Matter:** This Agreement concerns an affordable housing Project located within the City of Wildomar proposed by the Project applicant (Wildomar Family Housing, L.P.), commonly referred to as the **Wildomar Multi-Family Affordable Housing Project (PA 22-0024)** (hereinafter referred to as the "Project") and as more particularly described in Attachment1 to this Agreement.

B. **Purpose:** The purpose of this Agreement is to formalize procedures for the treatment and disposition of all Tribal Cultural Resources, ceremonial items, items of cultural patrimony, artifacts, and Native American human remains and associated grave goods, in the event that any are found in conjunction with development of the **Wildomar Cottages Affordable Housing Project (PA 22-0024)** including archaeological studies, excavation, geotechnical investigations, grading, trenching, and any ground disturbing activities.

C. **Cultural Affiliation:** This project is located within the *'Atáaxum* Ancestral Territory.

# AGREEMENT

**I.** **Incorporation of Recitals**. All of the foregoing Recitals are accurate and are incorporated in this Agreement by reference.

**II.** **Tribal Monitoring.** Prior to ministerial approval, and prior to the issuance of a gradingpermit, the City of Wildomar will require the Project applicant to provide evidence that anagreement has been established with the Pechanga Band of Indians, to provide tribal monitoring for all Project-related ground disturbing activities, including clearing andgrubbing, grading, and utility installation. Such contract for monitoring shall incorporate by reference the entirety of the terms and conditions of this Agreement.

The Project applicant (Wildomar Family Housing, L.P.) shall submit a copy of a signed contract between the Pechanga Band and Wildomar Family Housing, L.P. (Applicant) for the monitoring of the Project to the Wildomar Planning and Engineering Departments. The Tribal Monitor(s) shall have the authority to temporarily divert, redirect, or halt the ground-disturbing activities to allow for evaluation under CEQA, if required, or the recovery of cultural resources if additional assessment and/or mitigation is not required. Tribal monitor(s) shall be required on-site during all ground-disturbing activities, including archeological site surveys, grading, stockpiling of materials, engineered fill, rock crushing, utility installation, etc.

**III.** **Cultural Resources/Tribal Cultural Resources Disposition.** In the event that Native American tribal cultural resources or cultural resources are discovered during thecourse of initial survey or grading (inadvertent discoveries), the following procedures shallbe carried out for final disposition of the discoveries:

One or more of the following treatments, in order of preference, shall be employed with the Tribe. Evidence of such shall be provided to the City of Wildomar Planning and Engineering Departments:

a. Preservation-In-Place of the tribal cultural and cultural resources, if feasible. Preservation in place means avoiding the resources, leaving them in the place where they were found with no development affecting the integrity of the resources.

b. Reburial of the resources on the Project property. The measures for reburial shall include, at least, the following: Measures and provisions to protect the future reburial area from any future impacts in perpetuity. Reburial shall not occur until all legally required cataloging and basic recordation have been completed, with an exception that sacred items, grave goods, Native American human remains, and sacred or ceremonial items as identified by the Pechanga Band are excluded. Any reburial process shall be culturally appropriate. Listing of contents and location of the reburial shall be included in the confidential Phase IV report.

The Phase IV Report shall be filed with the City under a confidential cover and not subject to Public Records Request.

c. If preservation in place or reburial is not feasible, then the resources shall be curated in a culturally appropriate manner at a Riverside County curation facility that meets State Resources Department Office of Historic Preservation Guidelines for the Curation of Archaeological Resources ensuring access and use pursuant to the Guidelines. The collection and associated records shall be transferred, including title, and are to be accompanied by payment of the fees necessary for permanent curation. Evidence of curation in the form of a letter from the curation facility stating that subject archaeological materials have been received and that all fees have been paid, shall be provided by the landowner to the City. There shall be no destructive or invasive testing on sacred or ceremonial items, grave goods, and Native American human remains. Results concerning finds of any inadvertent discoveries shall be included in the Phase IV monitoring report.

**IV.** **Inadvertent Archeological Find.** If during ground disturbance activities, cultural resources are discovered that were not assessed prior to Project approval, the following procedures shall be followed. Cultural Resources are defined, as being multiple artifacts in close association with each other, but also include fewer artifacts if the area of the findis determined to be of significance due to its sacred or cultural importance as determinedin consultation with the Tribe.

a. All ground disturbance activities within 100 feet of the discovered cultural resources shall be halted until a meeting is convened between the developer, the archaeologist, the tribal representative(s) and the Planning Director to discuss the significance of the find.

b. At the meeting, the significance of the discoveries shall be discussed and after consultation with the tribal representative(s) and the archaeologist, a decision shall be made, with the concurrence of the Planning Director, as to the appropriate mitigation (documentation, recovery, avoidance, etc.) for the cultural resources.

c. Grading of further ground disturbance shall not resume within the area of the discovery until an agreement has been reached by all parties as to the appropriate mitigation. Work shall be allowed to continue outside of the buffer area and will be monitored by additional Tribal monitors if needed.

d. Treatment and avoidance of the newly discovered resources shall be consistent with the Cultural Resources Management Plan and Monitoring Agreements entered into with the Tribe. This may include avoidance of the cultural resources through Project design, in-place preservation of cultural resources located in native soils and/or re-burial on the Project property so they are not subject to further disturbance in perpetuity as identified in Non-Disclosure of Reburial Condition.

e. If the find is determined to be significant and avoidance of the site has not been achieved, a Phase III data recovery plan shall be prepared by the Project archeologist, in consultation with the Tribe, and shall be submitted to the City for their review and approval prior to implementation of the said plan.

f. Pursuant to Calif. Pub. Res. Code § 21083.2(b) avoidance is the preferred method of preservation for archaeological resources and cultural resources. If the landowner and the Tribe cannot agree on the significance or the mitigation for the archaeological or cultural resources, these issues will be presented to the Planning Director for decision. The City's Planning Director shall make the determination based on the provisions of the California Environmental Quality Act with respect to archaeological resources, recommendations of the Project archeologist and shall consider the cultural and religious principles and practices of the Tribe. Notwithstanding any other rights available under the law, the decision of the City Planning Director shall be appealable to the City Planning Commission and/or City Council."

**V.** **Human Remains.** If human remains are encountered, State Health and Safety Code Section 7050.5 states that no further disturbance shall occur until the Riverside County Coroner has made the necessary findings as to origin. Further, pursuant to Public Resource Code Section 5097.98(b) remains shall be left in place and free from disturbance until a final decision as to the treatment and disposition has been made. If the Riverside County Coroner determines the remains to be Native American, the NativeAmerican Heritage Commission shall be contacted within the period specified by law (24 hours). Subsequently, the Native American Heritage Commission shall identify the "mostlikely descendant." The most likely descendant shall then make recommendations and engage in consultation concerning the treatment of the remains as provided in Public Resources Code Section 5097.98.

**VI.** **Non-Disclosure of Reburial Locations**. It is understood by all parties that unless otherwise required by law, the site of any reburial of Native American human remains orassociated grave goods shall not be disclosed and shall not be governed by public disclosure requirements of the California Public Records Act. The Coroner, parties, and Lead Agencies will be asked to withhold public disclosure information related to such reburial, pursuant to the specific exemption set forth in California Government Code 6254(r).

**VII.** **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the heirs, successors, representatives, executors, administrators, and assignees of the Parties, including subsequent landowners and developers of the Projectarea and any person or entity obligated to comply with the City's conditions of approval/mitigation measures, of other environmental and cultural or archaeological resource protection laws applicable to the Project.

**VIII. Environmental Compliance.** Nothing in this Agreement shall excuse the Lead Agencies or the Developer of the Project from its obligation under any applicable state or federal environmental statute, including, but not limited to California Government Code §65913.4; CEQA and applicable regulations of the CEQA Guidelines; California Public Resources Code § 5097.98, § 5097.99, and § 5097.991; California Health and Safety Code § 7050.5 (c); California Government Code § 6254. Nothing in this Agreement is intended to make any of the above-referenced laws applicable where such laws would otherwise be inapplicable.

**IX. Indemnity.** The Pechanga Band in no way indemnifies or guarantees the City in anyof its legal obligations.

**X. Severability.** Should any court or agency of competent jurisdiction find any part of this Agreement to be to any extent invalid or unenforceable, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law and shallnot be affected thereby.

**XI. Controversies and Claims Subject to Mediation.** Any controversy or claim or othermatter in question arising out of or related to the Agreement, or the breach thereof, shallbe resolved by mediation. Any demand for mediation shall be made within a reasonable time after the controversy or claim or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based upon such controversy or claim or other matter in questionwould be barred by the applicable statute of limitations. The Parties shall continue to perform under this Agreement pending the outcome of the mediation. Any controversy or claim or other matter in question not resolved by mediation shall be decided by litigation in a court of competent jurisdiction. Notwithstanding the foregoing, the Pechanga Band does not waive any defenses or rights by entering into this Agreement, including, but notlimited to, the defense of sovereign immunity. Further, nothing herein shall be construedas to have waived the Pechanga Band's sovereign immunity. In the event any mediation,litigation, or other dispute resolution mechanism is commenced by a Party to theAgreement, each Party shall bear its own costs, including attorneys' fees.

**XII. Limitation on Scope.** This Agreement is unique to the Project only and does not set a precedent for other Projects.

**XIII. Counterparts.** This Agreement may be signed in two or more counterparts and shall be effective when all the Parties and signatories have affixed their signatures to twoor more of the counterparts and the counterparts have been delivered to all Parties, at which time the counterparts together will be deemed one original document.

**IN WITNESS WHEREOF** this Agreement has been executed by the authorized representatives of the parties hereto.

**Date: January _____, 2023**

**PECHANGA BAND OF INDIANS**

By: Mark Macarro, Tribal Chairman
Pechanga Band of Indians

**CITY OF WILDOMAR**

By: Daniel A. York, City Manager

**ATTEST:**

By: _____
Janet Morales, CMC
City Clerk

**APPROVED AS TO FORM:**

By: _____
Thomas D. Jex
City Attorney

## ATTACHMENT 1

## Wildomar Multi-Family Affordable Housing Project
## Conceptual Site Plan




1 Site Plan
1" = 50'-0"

N

GLO ARCHITECTURE
1041 Market Street #318
San Diego CA 92101
P: 858 229 5834 W: gloarchitecture.com

AFFIRMED HOUSING GROUP
Wildomar Multifamily

**SOBOBA BAND OF LUISEÑO INDIANS**
**P.O. BOX 487, SAN JACINTO, CA 92581**

# CULTURAL RESOURCE TREATMENTAND DISPOSITION AGREEMENT

This CULTURAL RESOURCE TREATMENT AND DISPOSITION AGREEMENT ("Agreement") is made and entered into as of **January ____, 2023**, by and between SOBOBA BAND OF LUISEÑO INDIANS, a federally recognized Indian tribe ("Soboba Band" or "Tribe") and the City of Wildomar ("City") (Soboba Band and Cityare sometimes referred to individually as a "Party," and collectively as the "Parties").

## RECITALS

**A. Subject Matter:** This Agreement concerns an affordable housing Project located within the City of Wildomar proposed by the Project applicant (Wildomar Family Housing, L.P.), commonly referred to as the **Wildomar Multi-Family Affordable Housing Project (PA 22-0024)** (hereinafter referred to as the "Project") and as more particularly described in Attachment1 to this Agreement.

**B. Purpose:** The purpose of this Agreement is to formalize procedures for the treatment and disposition of all Tribal Cultural Resources, ceremonial items, items of cultural patrimony, artifacts, and Native American human remains and associated grave goods, in the event that any are found in conjunction with development of the **Wildomar Multi-Family Affordable Housing Project (PA 22-0024)**, including archaeological studies, excavation,geotechnical investigations, grading, trenching, and any ground disturbing activities. This Agreement is entered into pursuant to the completion of consultation as required byGovernment Code Section 65913.4(b), for **Wildomar Multi-Family Affordable Housing Project (PA 22-0024).**

**C. Cultural Affiliation:** As mentioned previously, this Project is located within the Luiseño Ancestral Territory.

# AGREEMENT

**I. Incorporation of Recitals**. All of the foregoing Recitals are accurate and are incorporated in this Agreement by reference.

**II. Tribal Monitoring.** Prior to ministerial approval, and prior to the issuance of a grading permit, the City of Wildomar will require the Project applicant to provide evidence that anagreement has been established with the Soboba Band of Luiseno Indians, to providetribal monitoring for all Project-related ground disturbing activities, including clearing and grubbing, grading, and utility installation. Such contract for monitoring shall incorporate by reference the entirety of the terms and conditions of this Agreement.

The Project applicant (Wildomar Family Housing, L.P.) shall submit a copy of a signed contract between the Soboba Band and Wildomar Family Housing, L.P. (Applicant) for the monitoring of the Project to the Wildomar Planning and Engineering Departments. The Tribal Monitor(s) shall have the authority to temporarily divert, redirect, or halt the ground-disturbing activities to allow for evaluation under CEQA, if required, or the recovery of cultural resources if additional assessment and/or mitigation is not required. Tribal monitor(s) shall be required on-site during all ground-disturbing activities, including archeological site surveys, grading,stockpiling of materials, engineered fill, rock crushing, utility installation, etc.

**III. Cultural Resources/Tribal Cultural Resources Disposition.** In the event that Native American tribal cultural resources or cultural resources are discovered during thecourse of initial survey or grading (inadvertent discoveries), the following procedures shallbe carried out for final disposition of the discoveries:

One or more of the following treatments, in order of preference, shall be employed with the Tribe. Evidence of such shall be provided to the City of Wildomar Planning and Engineering Departments:

a. Preservation-In-Place of the tribal cultural and cultural resources, if feasible. Preservation in place means avoiding the resources, leaving them in the place where they were found with no development affecting the integrity of the resources.

b. Reburial of the resources on the Project property. The measures for reburial shallinclude, at least, the following: Measures and provisions to protect the future reburial area from any future impacts in perpetuity. Reburial shall not occur until all legally required cataloging and basic recordation have been completed, with an exception that sacred items, grave goods, Native American human remains, and sacred or ceremonial items as identified by the Soboba Band are excluded. Any reburial process shall be culturally appropriate. Listing of contentsand location of the reburial shall be included in the confidential

Phase IV report.The Phase IV Report shall be filed with the City under a confidential cover and not subject to Public Records Request.

c. If preservation in place or reburial is not feasible, then the resources shall be curated in a culturally appropriate manner at a Riverside County curation facilitythat meets State Resources Department Office of Historic Preservation Guidelines for the Curation of Archaeological Resources ensuring access and use pursuant to the Guidelines. The collection and associated records shall be transferred, including title, and are to be accompanied by payment of the fees necessary for permanent curation. Evidence of curation in the form of a letter from the curation facility stating that subject archaeological materials have been received and that all fees have been paid, shall be provided by the landowner tothe City. There shall be no destructive or invasive testing on sacred or ceremonial items, grave goods, and Native American human remains. Results concerning finds of any inadvertent discoveries shall be included in the Phase IV monitoringreport.

**IV. Inadvertent Archeological Find.** If during ground disturbance activities, cultural resources are discovered that were not assessed prior to Project approval, the following procedures shall be followed. Cultural Resources are defined, as being multiple artifacts in close association with each other, but also include fewer artifacts if the area of the findis determined to be of significance due to its sacred or cultural importance as determinedin consultation with the Tribe.

a. All ground disturbance activities within 100 feet of the discovered cultural resources shall be halted until a meeting is convened between the developer, the archaeologist, the tribal representative(s) and the Planning Director to discuss the significance of the find.

b. At the meeting, the significance of the discoveries shall be discussed and after consultation with the tribal representative(s) and the archaeologist, a decision shall be made, with the concurrence of the Planning Director, as to the appropriate mitigation (documentation, recovery, avoidance, etc.) for the culturalresources.

c. Grading of further ground disturbance shall not resume within the area of the discovery until an agreement has been reached by all parties as to the appropriate mitigation. Work shall be allowed to continue outside of the buffer area and will be monitored by additional Tribal monitors if needed.

d. Treatment and avoidance of the newly discovered resources shall be consistent with the Cultural Resources Management Plan and Monitoring Agreements entered into with the Tribe. This may include avoidance of the cultural resources through Project design, in-place preservation of cultural resources located in native soils and/or re-burial on the Project property so they are not subject to further disturbance in perpetuity as identified in Non-Disclosure of Reburial Condition.

e. If the find is determined to be significant and avoidance of the site has not been achieved, a Phase III data recovery plan shall be prepared by the Project archeologist, in consultation with the Tribe, and shall be submitted to the City fortheir review and approval prior to implementation of the said plan.

f. Pursuant to Calif. Pub. Res. Code § 21083.2(b) avoidance is the preferred method of preservation for archaeological resources and cultural resources. If the landowner and the Tribe cannot agree on the significance or the mitigation for the archaeological or cultural resources, these issues will be presented to thePlanning Director for decision. The City's Planning Director shall make the determination based on the provisions of the California Environmental Quality Act with respect to archaeological resources, recommendations of the Project archeologist and shall consider the cultural and religious principles and practicesof the Tribe. Notwithstanding any other rights available under the law, the decision of the City Planning Director shall be appealable to the City Planning Commission and/or City Council."

**V. Human Remains.** If human remains are encountered, State Health and Safety CodeSection 7050.5 states that no further disturbance shall occur until the Riverside County Coroner has made the necessary findings as to origin. Further, pursuant to Public Resource Code Section 5097.98(b) remains shall be left in place and free from disturbance until a final decision as to the treatment and disposition has been made. If the Riverside County Coroner determines the remains to be Native American, the NativeAmerican Heritage Commission shall be contacted within the period specified by law (24 hours). Subsequently, the Native American Heritage Commission shall identify the "most likely descendant." The most likely descendant shall then make recommendations and engage in consultation concerning the treatment of the remains as provided in Public Resources Code Section 5097.98.

**VI. Non-Disclosure of Reburial Locations**. It is understood by all parties that unless otherwise required by law, the site of any reburial of Native American human remains orassociated grave goods shall not be disclosed and shall not be governed by public disclosure requirements of the California Public Records Act. The Coroner, pursuant to the specific exemption set forth in California Government Code 6254 (r)., parties, and Lead Agencies, will be asked to withhold public disclosure information related to such reburial, pursuant to the specific exemption set forth in California Government Code 6254(r).

**VII. Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the heirs, successors, representatives, executors, administrators, and assignees of the Parties, including subsequent landowners and developers of the Projectarea and any person or entity obligated to comply with the City's conditions of approval/mitigation measures, of other environmental and cultural or archaeological resource protection laws applicable to the Project.

**VIII. Environmental Compliance.** Nothing in this Agreement shall excuse the Lead Agencies or the Developer of the Project from its obligation under any applicable state orfederal environmental statute, including, but not limited to California Government Code §65913.4; CEQA and applicable regulations of the CEQA Guidelines; California Public Resources Code § 5097.98, § 5097.99, and § 5097.991; California Health and Safety Code § 7050.5 (c); California Government Code § 6254. Nothing in this Agreement is intended to make any of the above-referenced laws applicable where such laws would otherwise be inapplicable.

**IX. Indemnity.** The Soboba Band in no way indemnifies or guarantees the City in any of its legal obligations.

**X. Severability.** Should any court or agency of competent jurisdiction find any part of this Agreement to be to any extent invalid or unenforceable, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law and shallnot be affected thereby.

**XI. Controversies and Claims Subject to Mediation.** Any controversy or claim or othermatter in question arising out of or related to the Agreement, or the breach thereof, shallbe resolved by mediation. Any demand for mediation shall be made within a reasonable time after the controversy or claim or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based upon such controversy or claim or other matter in questionwould be barred by the applicable statute of limitations. The Parties shall continue to perform under this Agreement pending the outcome of the mediation. Any controversy or claim or other matter in question not resolved by mediation shall be decided by litigationin a court of competent jurisdiction. Notwithstanding the foregoing, the Soboba Band does not waive any defenses or rights by entering into this Agreement, including, but notlimited to, the defense of sovereign immunity. Further, nothing herein shall be construedas to have waived the Soboba Band's sovereign immunity. In the event any mediation,litigation, or other dispute resolution mechanism is commenced by a Party to theAgreement, each Party shall bear its own costs, including attorneys' fees.

**XII. Limitation on Scope.** This Agreement is unique to the Project only and does notset a precedent for other Projects.

**XIII. Counterparts.** This Agreement may be signed in two or more counterparts and shall be effective when all the Parties and signatories have affixed their signatures to twoor more of the counterparts and the counterparts have been delivered to all Parties, at which time the counterparts together will be deemed one original document.

**IN WITNESS WHEREOF** this Agreement has been executed by the authorizedrepresentatives of the parties hereto.

**Date: January _____, 2023**

**SOBOBA BAND OF LUISEÑO INDIANS**

_____

By: Isaiah Vivanco, Tribal Chairman
Soboba Band of Luiseño Indians

**CITY:**

**CITY OF WILDOMAR**

By: _____
Daniel A. York
City Manager

**ATTEST:**

By: _____
Janet Morales, CMC
City Clerk

**APPROVED AS TO FORM:**

By: _____
Thomas D. Jex
City Attorney

# Wildomar Multi-Family Affordable Housing Project
## Conceptual Site Plan

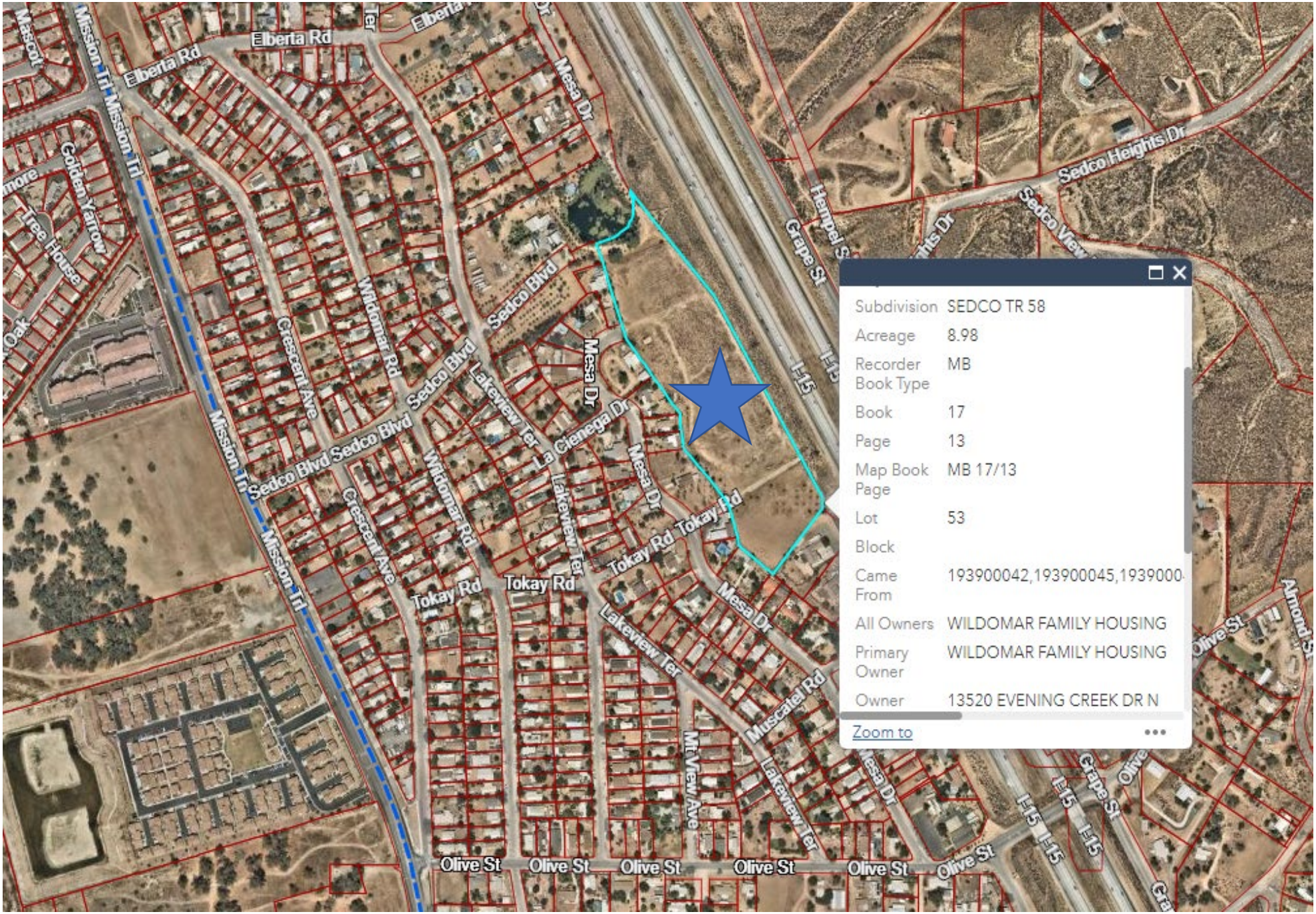



1 Site Plan
1" = 50'-0"

GLO
ARCHITECTURE
1041 Market Street #318
San Diego CA 92101
P: 858 229 5834 W: gloarchitecture.com

AFFIRMED HOUSING GROUP
Wildomar Multifamily

# Wildomar Cottages Affordable Housing Project (Location Map)



**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 1.16**
**Meeting Date: January 18, 2023**

**SUBJECT:** Memorandum of Understanding (MOU) with Riverside County Department of Environmental Health

**SUBMITTED BY:** Matthew Bassi

**PREPARED BY:** Scott Burns,

**ACTION:**
Authorize the City Manager to execute the MOU between Riverside County Environmental Health Department and the City of Wildomar.

**BACKGROUND:**
The city has had a long-standing agreement for services of onsite wastewater treatment systems (septic systems). This agreement allows the City to continue the existing relationship but under the scope of the updated county Local Agency Management Program. This program is the rule for the installation, administration, and regulation of the onsite wastewater systems. The basic services currently provided will remain the same. The staffing reallocation to provide this service will not change with this agreement.

**FISCAL IMPACT:**
There are no additional financial impacts or budget amendments required. The service associated with the memorandum of understanding is paid for by the person(s) the service is being provided for.

**ATTACHMENTS:**
A . MOU

# ATTACHMENT A

# MOU

**MEMORANDUM OF UNDERSTANDING**
**BETWEEN**
**RIVERSIDE COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH**
**AND**
**THE CITY OF**

This Memorandum of Understanding (MOU) is made and entered into by and between the CITY OF, hereinafter referred to as "CITY" and the COUNTY OF RIVERSIDE, DEPARTMENT OF ENVIRONMENTAL HEALTH, hereinafter referred to as "COUNTY", to be effective on the date approved by both parties.

## I. RECITALS

**WHEREAS,** CITY desires Environmental Planning review, Technical Assistance, and Plan Review for Onsite Wastewater Treatment Systems (OWTS) in accordance with the Riverside County Local Agency Management Program (LAMP) and;

**WHEREAS,** CITY does not have an approved LAMP and;

**WHEREAS,** COUNTY's LAMP was approved by the Regional Water Quality Control Board on December 13, 2022 and;

**WHEREAS**, CITY desires to abide by the Riverside County LAMP and;

**WHEREAS,** CITY agrees to rescind any and all existing OWTS ordinances, rules and regulations, if applicable, prior to COUNTY'S review to avoid conflicting and duplicative rules and regulations and;

**WHEREAS**, CITY agrees to allow for billing of permit fees by COUNTY for services to be rendered, according to County of Riverside Ordinance No. 640 and;

**WHEREAS,** COUNTY has personnel with sufficient training and expertise to provide such services in accordance with the LAMP and;

**WHEREAS,** COUNTY is prepared to provide such services under the terms and conditions set forth in this Memorandum of Understanding; and

**WHEREAS,** CITY and COUNTY agree to now enter into this Memorandum of Understanding for a period of five (5) years;

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

## II. TERMS AND CONDITIONS

### A. SUMMARY

The CITY requires professional services as described herein from the COUNTY for review of Onsite Wastewater Treatment Systems (OWTS).

### B. TERM

The term of this MOU shall be effective on the date it is signed by both parties. The MOU shall continue in effect for up to 5 five years, or until terminated as outlined in Section IV below.

### C. SERVICES TO BE RENDERED

Plan Review Services: COUNTY will provide plan review of OWTS for commercial and residential applications within the CITY. This review will include inspections of the property and technical review of the soil percolation study to ensure compliance with the

Riverside County LAMP. Requests for an OWTS shall be accompanied by a City application or building permit and shall be presented in person by the project proponent to a County Environmental Health office for their review. The project proponent shall be responsible for the payment of any applicable fees, as established in County Ordinance 640 and codified in Riverside County Code, Ch. 4.52 for the type of review requested at the time of submission of the request, to cover the cost of services provided. All such review shall be provided within fifteen (15) working days of submittal of a completed application.

Planning Review: COUNTY will provide environmental planning review to the City for all residential and commercial projects proposing OWTS, to ensure compliance with Riverside County LAMP. The project proponent shall be responsible for the payment of any applicable fees, at the current hourly rate established in County Ordinance 640 as codified in Riverside County Code, Ch. 4.52, to cover the cost of services provided. All such reviews shall be provided within (20) twenty working days of request for such services.

Inspection/Review of Annual Evaluation for Advanced Treatment Units (ATU): COUNTY will provide inspection and/or review of the annual evaluation report for ATUs as required in the LAMP. The project proponent and/or homeowner shall be responsible for the payment of any applicable fees, as established in County Ordinance 640 and codified in Riverside County Code, Ch. 4.52, to cover the cost of services provided.

Services to be rendered specifically exclude COUNTY response to and enforcement of any complaints regarding malfunction or failure of an OWTS. CITY agrees to enact any ordinances or regulations necessary to enforce the correction of any failure of any OWTS, and to enforce in a manner consistent with the LAMP.

CITY shall enact any necessary ordinances to allow for COUNTY to directly bill any applicant.

CITY shall rescind or suspend for the duration of this MOU and any subsequent renewals, any and all ordinances, regulations or other mandatory laws regarding OWTS systems within the CITY to avoid duplication of laws or conflicting laws. CITY shall also enact necessary implementation ordinances, regulations or other laws that would allow the provisions of the LAMP to control within the CITY's border and also that would allow COUNTY to provide services under the LAMP.

## D. PERSONNEL

The services provided by the COUNTY shall be performed by COUNTY personnel under the control and direction of COUNTY. To the extent that CITY personnel may also participate in any of the activities herein provided for, CITY agrees to conduct those activities in accordance with the COUNTY LAMP, and any expenses by the CITY in this process shall be borne by CITY.

## E. MUTUAL HOLD HARMLESS/INDEMNIFICATION

1) CITY agrees to defend, indemnify, and hold harmless COUNTY, its directors, officers, agents, Board of Supervisors, elected and appointed officials, employees, and representatives from and against any liability, damages, costs, losses, claims and expenses, based or asserted upon any services of COUNTY, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this MOU, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever and resulting from any reason whatsoever arising from the performance of COUNTY under this MOU, its officers, agents, employees, subcontractors, agents or representatives.

2) In the event there is conflict between this foregoing clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code

2782. Such interpretation shall not relieve CITY from indemnifying the COUNTY to the fullest extent allowed by law.

3) With respect to any action or claim subject to indemnification herein by CITY, CITY shall, at their sole cost, have the right to use counsel of their own choice, subject to approval of COUNTY, which shall not be unreasonably withheld, and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CITY'S indemnification to COUNTY as set forth herein. CITY'S obligation to defend, indemnify and hold harmless COUNTY shall be subject to COUNTY having given CITY written notice within a reasonable period of time of the claim or of the commencement of the related action as the case may be, and information and reasonable assistance, at COUNTY'S expense, for the defense or settlement thereof. CITY'S obligation hereunder shall be satisfied when CITY has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

4) COUNTY agrees to defend, indemnify, and hold harmless CITY, its directors, officers, agents, City Council, elected and appointed officials, employees, and representatives from and against any liability, damages, costs, losses, claims and expenses, based or asserted upon any services of CITY, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this MOU, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever and resulting from any reason whatsoever arising from the performance of CITY under this MOU, its officers, agents, employees, subcontractors, agents or representatives.

5) In the event there is conflict between this foregoing clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve COUNTY from indemnifying the CITY to the fullest extent allowed by law.

6) With respect to any action or claim subject to indemnification herein by COUNTY, COUNTY shall, at their sole cost, have the right to use counsel of their own choice, subject to approval of CITY, which shall not be unreasonably withheld, and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of CITY provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes COUNTY'S indemnification to CITY as set forth herein. COUNTY'S obligation to defend, indemnify and hold harmless CITY shall be subject to CITY having given COUNTY written notice within a reasonable period of time of the claim or of the commencement of the related action as the case may be, and information and reasonable assistance, at CITY'S expense, for the defense or settlement thereof. COUNTY'S obligation hereunder shall be satisfied when COUNTY has provided to CITY the appropriate form of dismissal relieving CITY from any liability for the action or claim involved.

## III. AMENDMENTS

Any amendment, modification, or variation from the terms of this MOU shall be in writing and shall be effective only upon mutual approval by the authorized parties.

## IV. TERMINATION

Either CITY or COUNTY may terminate this MOU at any time by giving (30) day written notice with or without cause to the designated contacts. Upon receipt of any notice of

termination on the agreed upon effective date of termination services shall cease thereafter. Upon termination of this MOU, any OWTS under permit and subject to annual inspection shall revert to the CITY for inspection and permitting. Any fees paid to the COUNTY for an annual permit prior to notification of termination, shall not be refunded by the COUNTY.

## V. COMPLETE MEMORANDUM OF UNDERSTANDING

This written MOU, including all writings specifically incorporated hereby in reference, shall constitute the complete MOU between the parties hereto. No oral MOU, agreement or representation not reduced to writing and specifically incorporated herein shall be of any force or effect, nor shall any such oral MOU, agreement or representation be binding upon the parties hereto. Any previous agreements between the CITY and COUNTY, whether oral or written, with regards to the activities outlined in Section II.C of this MOU, shall be supplanted by this MOU. Other agreements or contracts between the CITY and COUNTY, not involving OWTS, shall be unaffected by this MOU.

## VI. JURISDICTION/VENUE

This MOU shall be governed by, and construed in accordance with, the laws of the State of California. CITY agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this MOU and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Riverside.

## VII. NOTICE

All written notices to the parties hereto shall be sent by United States mail, postage prepaid by registered or certified mail addressed as follows:

**CITY:**
**City of Wildomar**
**23873 Clinton Keith Road**
**Suite 110**
**Wildomar, CA 92595**

**COUNTY:**
**County of Riverside**
**Department of Environmental Health**
**4065 County Circle Drive**
**Riverside, CA 92503**

## VIII. AUTHORITY TO EXECUTE MEMORANDUM OF UNDERSTANDING

Both CITY and COUNTY do covenant to each individual executing this MOU on behalf of each party is a person duly authorized.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed

**CITY OF WILDOMAR**

_____ Dated:_____
Daniel A. York, City Manager

**COUNTY OF RIVERSIDE**

_____ Dated:_____
Jeff Johnson, Director of Environmental Health

**APPROVED AS TO FORM:**
Minh C. Tran
County Counsel

_____ Dated: _____
Caroline K. Monroy, Deputy County Counsel

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**WORKSHOP**
**Agenda Staff Report # 3.1**
**Meeting Date: January 18, 2023**

**SUBJECT:** City of Wildomar FY2024 & FY2025 Biennial Budget Goals Workshop

**SUBMITTED BY:** Adam Jantz

**PREPARED BY:** Adam Jantz,

**ACTION:**
Receive comments from the public regarding the development of the City's Fiscal Year 2023-24 and 2024-25 Biennial Budget Goals for the City.

**SUMMARY:**
City of Wildomar FY2024 & FY2025 Biennial Budget Goals Workshop

**DISCUSSION:**
The City of Wildomar is starting the process of developing the Biennial Operating Budget, which covers the period of fiscal years 2023-24 and 2024-25. The Budget is the most important document the City produces on a regular basis as it provides the legal basis for funding services, programs, and projects.

The City is changing its budget program this year to start the process much earlier and be more inclusive of the public. A budget calendar was approved by the Council at the November 9th, 2022, meeting. This year's budget program is starting with a workshop on the City's goals and objectives over the next budget cycle. Based on input from the departments and information gleaned from the General Plan Update, five priorities were established. The list of these priorities and preliminary Citywide goals are attached. Using these priorities and input from the public, the individual departments developed goals to achieve over the next two-year cycle. An online survey was also conducted to garner input from the residents. The results are show in the presentation slides. The highest priority for the public was road and pavement maintenance.

The meeting tonight is a continuation of the process of encouraging input from the public in the development of the City's Budget. Once the goals are finalized, the departments will start

to draft budgets that will accommodate the costs of fulfilling those goals.

**FISCAL IMPACT:**
This workshop does not appropriate any funds and therefore there is no direct fiscal impact at this time. However, the goals established will ultimately be funded by the budget.

**ATTACHMENTS:**
FY2023-24 & FY2024-25 Budget Workshop Presentation.pdf
FY2023-24 & FY2024-25 Preliminary Department Goals List.pdf
Preliminary Citywide Goals FY2023-24 FY2024-25.pdf

Adam Jantz
Senior Administrative Analyst
January 18th, 2023, City Council Meeting

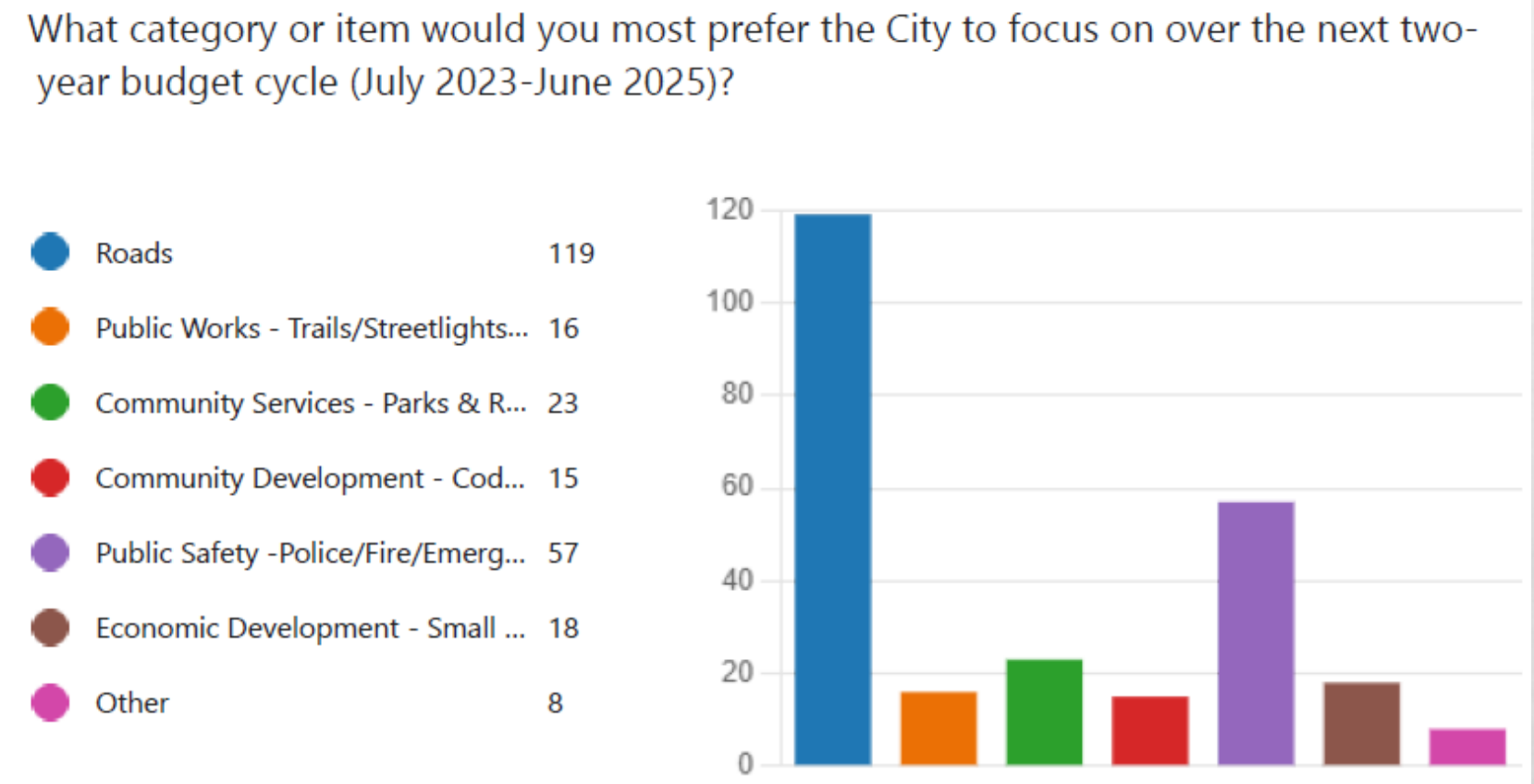
# PROPOSED PRELIMINARY GOALS FOR THE FY2024 & FY2025 BIENNIAL BUDGET

# BUDGET PRIORITIES SURVEY

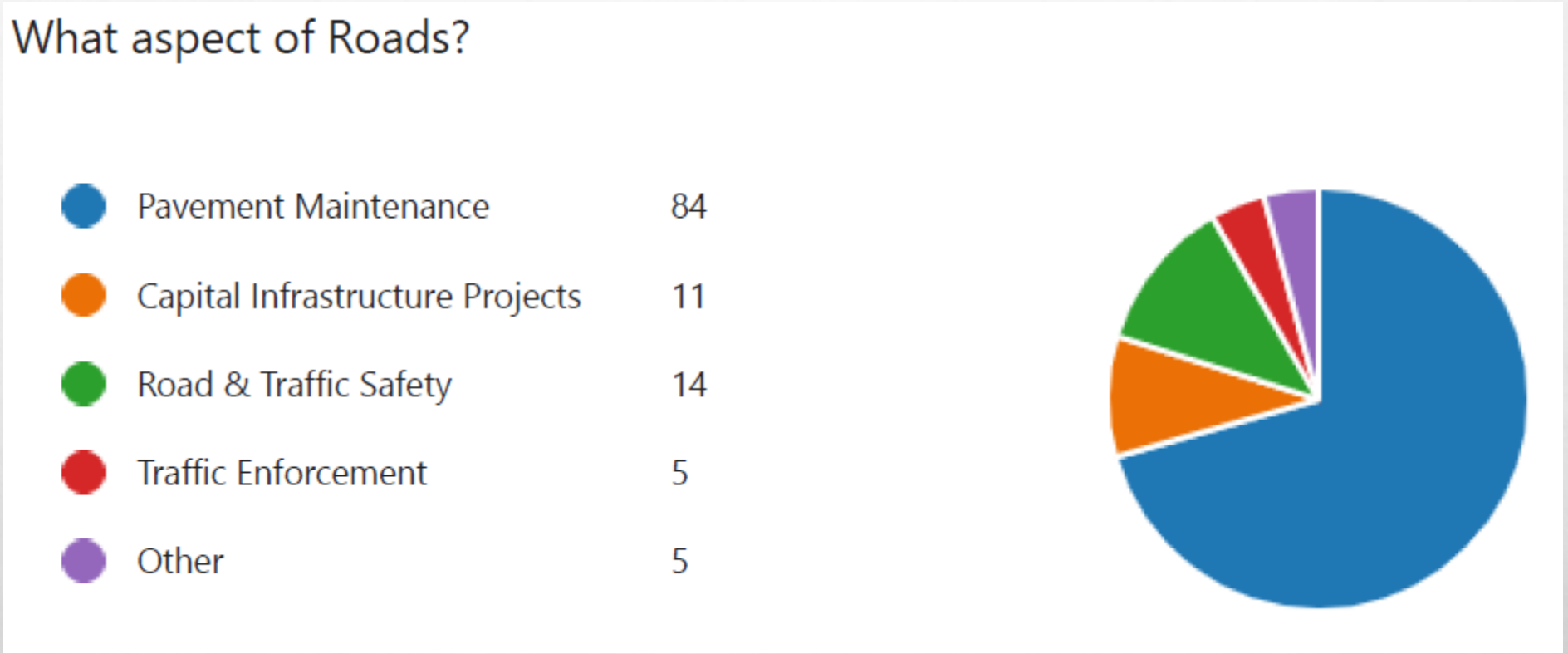
**256 Responses**

**#1 Priority – Roads, Mainly Pavement Maintenance**

**#2 Public Safety - Police**



# BUDGET PRIORITIES SURVEY



# TENTATIVE CITY PRIORITIES

1. **Provide Healthy & Safe Environment** – Provides a safe and family-friendly environment.

2. **Responsible Growth and Development** – Encourage sustainable growth while preserving Wildomar's character and resources.

3. **Economic Health** – Maintain a business-friendly environment that supports small businesses and attracts quality jobs and services while using conservative fiscal strategies to achieve Wildomar's vision.

4. **Mobility** – Maintain safe roadways and improve trail and transit networks.

5. **Community Services** – Supports social, physical, and mental health through programs, entertainment, and recreational opportunities.

# SUMMARY OF DEPARTMENT GOALS

## General Government:

- Secure a City Hall – Improve Community Service
- Open a New Park Facility – Supports Social and Physical Health
- Adopt General Plan Update – Responsible Growth and Development
- Complete the Implement of an Electronic Document Management System – Improve Public Record Services
- Maintain a Balanced Budget with Adequate Reserve – Help Ensure the City's Economic Health

# SUMMARY OF DEPARTMENT GOALS

## Community Services Department:

- Update Community Services User Fees – Increased Cost Recovery will Allow for Improved Community Services
- Provide Online Burial Search – Improve Community Services
- Establish Final Section of Burial Sites – Community Services
- Develop a Revenue Shared Agreement for Contract Class Providers

# SUMMARY OF DEPARTMENT GOALS

## Administrative Services Department:

- Implement New ERP– Community Service and Responsible Growth
- Implement Fixed Fee Schedule – Maintain City Economic Health
- Establish Sort-Term Rental Program – Economic Health
- Maintain at Least 15% Reserve in General Fund – Economic Health

# SUMMARY OF DEPARTMENT GOALS

**Community Development Department:**

- **Completion of General Plan Update – Responsible Growth and Development**
- **Implement Fixed-Fee Program – Economic Health**
- **Establish a Parking Enforcement Program – Provide Healthy & Safe Environment**
- **RFP for Building Plan-Checking Services - Responsible Growth and Development**

# SUMMARY OF DEPARTMENT GOALS

**Public Works Department:**

- **Establish an Initial Field Operation Center– Mobility and Provide Better Community Services**
- **Begin Implementation of Local Roadway Safety Plan – Mobility**
- **Create a new City-wide Pavement Patching Program - Mobility**
- **Prepare a new Pavement Management Program (PMP) Report – Mobility**
- **Finalize and publish Entitlement and Development Engineering Booklet – Responsible Growth & Development**

# SUMMARY OF DEPARTMENT GOALS

**Public Safety Services:**

- **Add a Motorcycle Enforcement Deputy – Provide Healthy & Safe Environment**
- **Add an Accident Investigation Deputy and a Community Services Officer - Provide Healthy & Safe Environment**
- **Increase community education & engagement - Provide Healthy & Safe Environment**
- **Provide New Construction Inspections Within 2 Business Days – Responsible Growth**

# QUESTIONS?

# Preliminary Goals & Objectives for FY2023-24 & FY2024-25 Budget

## General Government

### City Council

**Goals Over Next Budget Cycle**

- Increase funding for street improvements and pavement maintenance.
- Adopt a General Plan Update.
- Open a new park facility.
- Execute a Purchase and Sale Agreement for a City-owned City Hall Building; or Execute a Lease Purchase Agreement with a developer for a new City Hall Building; or extend the existing lease of the current City Hall facility. Options dependent on funding and negotiations.

### City Manager

**Goals Over Next Budget Cycle**

- Negotiate and present a long-term fiscally sound option for a City Hall through either:
  - Purchase and Sale Agreement of the existing City Hall.
  - An extended lease of the existing City Hall while establishing a strong bond rating.
  - A Lease Purchase agreement of a developer-built City Hall.
- Continue the operational assessment and refinement of departmental processes and best practices while hiring select positions and reducing certain contract labor positions.
- Responsibly monitor current economic projections that anticipate slower growth or reduction in various revenue streams while balancing inflationary cost impacts to the operating budget.

### City Clerk

**Goals Over Next Budget Cycle**

- Complete the City's Electronic Document Management System Implementation, scanning and indexing to centralize records, increase record availability to the public and reduce paper storage.
- Complete the implementation of the City's retention schedule.
- Coordinate the City's Municipal Council Election for November 2024.
- Update the City's Meeting Video/audio/Livestream to a more seamless application.
- Implement Electronic Document Recording on behalf of the Riverside County Recorder's Office for more efficient processing of documents that need to be recorded.

### City Attorney

**Goals Over Next Budget Cycle**

- Advise the City on procuring a long-term Civic Hall solution.
- Help administer and advise on the terms of the newly-entered Franchise Agreement with CR&R.
- Provide legal consultation during the City's continued transition from contract to staff.

### Economic Development

**Goals Over Next Budget Cycle**

- Encourage high-end, mixed-use development that compliments the "Temecula Valley Wine Country" atmosphere.
- Work with industrial developers to bring high-end development to Wildomar that will encourage placement of manufacturing for jobs and entertainment (ie. distilleries, breweries and wineries with tasting rooms).
- Encourage hotel development on Clinton Keith and Wildomar Trail.
- Support Mt. San Jacinto College's vision of "Regenerative Agriculture" for their Wildomar campus, encouraging the expansion and success of wineries and farm-to-table eateries.
- Encourage unique entertainment opportunities that do not exist and/or are in demand in this valley.
- Create new and engaging website that will facilitate a better end-user (public) experience and encourage better community engagement.

## Administrative Services Department

### Finance Division

**Goals Over Next Budget Cycle**

- Begin Implementation of new ERP (Enterprise, Resource Planning) software.
- Implement Short-Term Rental Program.
- Maintain 15% reserve in General Fund.

### Risk Management Division

**Goals Over Next Budget Cycle**

- Convert Cemetery insurance to CIRA to match City and provide cost savings.

### Human Resources Division

**Goals Over Next Budget Cycle**

- Implementation of items prioritized in the recently completed HR Assessment.
- Reevaluate Employee Benefits.
- Create a quarterly wellness program or event for employees.
- Provide professional training and development opportunities for all employees.
- Implement driver safety program.

### IT Services Division

**Goals Over Next Budget Cycle**

- Assist with City ERP Implementation.
- Transition to fully Cloud-Based system.

## Community Services Department

### Services Division

**Goals Over Next Budget Cycle**

- Engage residents on the east side of the I-15 Freeway with events and activities.
- Develop a revenue shared agreement for Contract Class Providers.
- User fee update for Community Services.
- Capabilities for off-site electronic and card payments.

### Parks Division

**Goals Over Next Budget Cycle**

- Be able to conduct all landscape maintenance services in house.
- Enhancement and replace park amenities as needed on an ongoing basis.

### Special Events Division

**Goals Over Next Budget Cycle**

- Restructure annual special events to incorporate full cost recovery.
- Broaden partnerships to enhance tier 4 special events.
- Acquisition of special event equipment and amenities.

### Cemetery Division

**Goals Over Next Budget Cycle**

- Establish final section of burials site within developed cemetery.
- Provide online burial searches.

# Community Development Department

## Community Development Division

**Goals Over Next Budget Cycle**

- Completion of the Planning Department's General Plan Update "Envision Wildomar 2040" project and completion of the accompanying Zoning Ordinance Update to create goals and policies that will provide balanced and responsible growth with preservation of the city's rural character, open spaces, and historical resources.
- Completion and recommendation to Planning Commission and City Council on the proposed "Wildomar Meadows" 750-acre Specific Plan project (Farm Specific Plan Amendment #5)
- Completion and recommendation to Planning Commission and City Council on the proposed "Bluffs at Hidden Springs Specific Plan/Mixed Use project" (160-acre Oxman property)
- Work with Administrative Services department to establish and implement a fixed fee-based based deposit system for planning and building projects, thereby relacing the developer deposit-based system that allows more accurate accounting of revenues and expenditures for these divisions.

## Planning Division

**Goals Over Next Budget Cycle**

- Completion of the city's first comprehensive General Plan Update "Envision Wildomar 2040"
- Completion of the city's first comprehensive Zoning Code Update (part of the GP update)
- Completion and recommendation to Planning Commission and City Council on the proposed "Wildomar Meadows" 750-acre Specific Plan project (Farm Specific Plan Amendment #5)
- Completion and recommendation to Planning Commission and City Council on the proposed "Bluffs at Hidden Springs Specific Plan/Mixed Use project" (160-acre Oxman property)
- Continue with quarterly training sessions for the Planning Commission
- Attendance and participation in the annual Cal APA Conference, including local APA training sessions.

## Planning Commission Division

**Goals Over Next Budget Cycle**

- Completion and recommendation to City Council of the City's General Plan Update "Envision WIldomar 2040";
- Completion and recommendation to City Council of the City's Zoning Code Update (part of the GP update);
- Completion and recommendation to City Council of the "Wildomar Meadows" 750-acre Specific Plan (Farm Specific Plan Amendment #5);
- Completion and recommendation to City Council of "The Bluffs at Hidden Springs Specific Plan/Mixed Use Project" (160-acre Oxman property); and
- Quarterly training opportunities with the Planning Department and City Attorney
- Attendance and participation in the annual League of Cities Planning Commissioner's Academy conference.

## Code Enforcement Division

**Goals Over Next Budget Cycle**

- Establish a parking enforcement program (pending budget approval by Council).
- Hire additional staff (code enforcement, administrative analyst, etc.) (pending budget approval by Council)
- Working on getting the city's code enforcement department in compliance with the new safety standards regarding SB 296 (pending budget approval by Council).
- Working on policies and procedures manual for code enforcement.
- Continue to provide monthly inspections for future marijuana dispensary stores.

## Building & Safety Division

**Goals Over Next Budget Cycle**

- Hire full time city staff building inspector (pending budget approval by Council).
- Maneuver away from contract staff (inspection and administrative) other than necessary plan check services.
- Begin RFP for plan checking services.
- Adopt and implement valuation based (i.e., fixed fee) permitting fees.
- Implement new permitting software to better serve our residents, private developers and business owners (pending budget approval by Council).
- Begin developing a city facilities maintenance department(pending budget approval by Council).
- Perform inspections of city-owned facilities.
- Provide training opportunities to staff in order to improve their ability to serve the citizens of Wildomar.

### Office of Emergency Management Division

**Goals Over Next Budget Cycle**

- Attend conferences and trainings to begin hosting our own in-house training.
- Monitor and ensure Covid – Protocols are observed within public facilities.
- Update the Emergency Operation Center.
- Build a culture of preparedness by maintaining a constant state of readiness, which involves a series of planning steps to ensure individuals, families, and businesses are ready for all types of disasters.
- Maintain and build a partnership with neighboring cities, State and Federal Agencies.
- Maintain community outreach by posting preparedness information on social media.
- Develop a robust CERT program for the public.

## Public Works Department

### Public Works/Traffic Engineering

**Goals Over Next Budget Cycle**

- Begin transitioning maintenance services from contract staff to City employees
- Develop an initial Field Operations Center for City maintenance crews and equipment
- Evaluate creating a new City-wide Pavement Patching Program, to provide for quicker and longer-term repairs of pavement failures that do not warrant a full repair project.
- Enhance public reporting of maintenance service requests via an updated service request portal online.
- Approve updated design standards for traffic signals.
- Begin implementation of recommendations from the adopted Local Roadway Safety Plan (LRSP), as appropriate and necessary.

### Capital Projects Division

**Goals Over Next Budget Cycle**

- Prepare a new Pavement Management Program (PMP) Report, re-evaluating the current condition of all streets City-wide.
- Continue annual Pavement Rehab Project and annual Slurry Seal Project, advertising and constructing one of each type of project each year.
- Construct Bundy Canyon Phase II and Bundy Active Transportation Corridor.
- Design and construct Clinton Keith Widening.
- Design and construct Palomar Widening Phase II.

### Development Engineering Division

**Goals Over Next Budget Cycle**

- Transition from deposit based to fixed fees.
- Continue updating Engineering processes and procedures.
- Finalize and publish Entitlement and Development Engineering booklets.
- Assist in finalizing expanded circulation element within City's General Plan Update.

# Public Safety

## Police Services

**Goals Over Next Budget Cycle**

- Maintain adequate law enforcement services to keep up with the growing population of nearly 38,000.
- Provide a safe driving environment through effective traffic enforcement and driver safety programs, to include bicycle safety and child car seat safety.
- Add a Motorcycle Enforcement Deputy to help reduce traffic collisions.
- Add an Accident Investigation Deputy and a Community Services Officer
- Maintain a productive and collaborative relationship with City leaders through frequent and meaningful communications and transparency.
- Provide the highest level of training and professional development for our department members.
- Continue to engage with the community through community programs, events, personal interactions, and open lines of communication.
  Build upon the volunteer program by actively recruiting to increasing the number of station volunteers, Citizens on Patrol, and youth Explorers.

## Fire Services

**Goals Over Next Budget Cycle**

- Maintain average emergency response time of 5 minutes or less.
- Increase community education & engagement.
- Maintain a 10-day average plan review turn-around time.
- Provide new construction inspections within 2 Business days.

## Animal Control Services

**Goals Over Next Budget Cycle**

- Review and update shelter fees.

# City Wide Goals & Objectives

**Vision Statement (Adopted February 22, 2017)**

The City of Wildomar will be a safe and active community, responsibly grown, with quality infrastructure while keeping a hometown feel.

**Mission Statement**

Provides a welcoming, safe, and family-friendly environment with opportunities for healthy, self-sustaining lifestyles for all residents.

Balances responsible growth with preservation of rural character, open spaces, and historical resources.

Protects the visual and ecological value of its natural resources.

Nurtures small businesses, attracts high-quality jobs, provides quality educational opportunities and commercial services that capture local spending and generate revenues to support Wildomar's vision for the future.

Maintains safe roadways and high-quality pedestrian, bicycle, multi-purpose trail and transit networks.

Provides for social, physical, and mental health through arts and programs, entertainment, recreational opportunities, quality infrastructure and gathering places for residents of all ages and abilities.

**MAJOR PRIORITIES FOR THIS BUDGET CYCLE**

This two-year budget contains several Council Priorities including, but not in order:

1. **Provide Healthy & Safe Environment** – Provides a safe and family-friendly environment.

2. **Responsible Growth and Development** – Encourage sustainable growth while preserving Wildomar's character and resources.

3. **Economic Health** – Maintain a business-friendly environment that supports small businesses and attracts quality jobs and services while using conservative fiscal strategies to achieve Wildomar's vision.

4. **Mobility** – Maintain safe roadways and improve trail and transit networks.

5. **Community Services** – Supports social, physical, and mental health through programs, entertainment, and recreational opportunities.

The major priorities for 2023-25 are formulated into goals and objectives for Wildomar below. They were developed by management utilizing input from the Council and public to help realize the City's Vision statement.

**GOAL 1 – Provide Healthy & Safe Environment:**

**Increase Policing**

- Add additional Traffic Enforcement

**Improve Fire Safety**

- Finish analysis and decide on time frame for requiring an additional fire station and medic squad.

**GOAL 2 – Responsible Growth and Development:**

**General Plan**

- Finish General Plan Update

**GOAL 3 – Economic Health**

**Obtain Additional Revenue Streams to Sustain Wildomar's Vision**

- Secure a hotel development and Transit Occupancy Taxes
- Implement an Occupancy Cost on short-term rentals

**Improve the General Fund Reserve Balance**

- Maintain minimum 15% reserve balance in the General Fund
- Consider a second fund reserve balance to accommodate anticipated public safety cost increase in subsequent years
- Switch from Deposit-Based Fee system to Fixed Fee system to improve service delivery and reduce admin costs.

**GOAL 4 – Mobility**

**Bundy Canyon & Palomar Widening**

- Finish Phase I Palomar Widening
- Close Out Phase I Bundy & Finish Construction of Phase II Bundy
- Finish Phase I Clinton Keith Widening

**Street Sweeping**

- Implement Street Sweeping Program to maintain mobility

**Improve Trail System**

**GOAL 5 – Community Services**

**Improve Community Support Services**

- Improve Permanent Supportive Housing within the City
- Increase Police and Code Enforcement Saturation Patrols
- Develop and open a new park facility
- Secure a Civic Center
- Establish an interim field operations center for storing equipment and providing maintenance services

**SUBJECT:** Parks and Community Services Special Event Calendar and Marketing

**SUBMITTED BY:** Daniel Torres

**PREPARED BY:** Daniel Torres,

**ACTION:**
Approve the Parks and Community Services special events calendar through 2023 and Marketing.

**SUMMARY:**
The city has provided multiple special events throughout the calendar year to encounter and interact with residents. Special events are funded by General Funds and Measure Z Funds. City staff develops flyers for each event held by the city and distribute throughout the year via city booths, social media, email blast, and neighboring agencies.

**BACKGROUND:**
The city has provided special event to the community since incorporation. In earlier years, events were provided by a contractor and held at several location such as Elsinore High School, Elks Lodge, and the Oak Creek Center parking lot. By the time the three developed parks were reopened in 2014, special event was conducted by staff and held at Marna O'Brien at a higher frequency. Events such as Mariachi Night, Picnic in the Park, and Veterans Day have been developed to interact with the diverse community within Wildomar. The city had also partnered with multiple groups to provide larger events such as Health Fair 5k Run, Rooted in Nature, and National Night Out. Due the pandemic, the 2020 year and majority of 2021 special events calendar were cancelled. With the lifting of certain state and county restrictions, the city was able to provide 17 events during the 2022 calendar year.

**DISCUSSION:**
Staff has developed a tier system to categorizes special events by projected attendance and staff involvement. The system consists of 4 tiers with predominant events as Tier 1 and the smallest events as Tier 4 as listed below.

Tier I: Premier scale (1,500+ attendees) events that involves offsite parking, traffic control and multiple days for set up and breakdown.
Tier II: Large scale (1,000 – 1,500 attendees) events that involve traffic control and higher levels of public safety and sanitation.
Tier III: Medium scale (150 – 1,000 attendees) events that do involve public safety.
Tier IV: Small scale (50 – 150 attendees) with all activities completed within few hours.

The current city special events can be categorized as follows:
Tier I – National Night Out, Rooted in Nature.
Tier II – City Birthday, Mariachi Night, Trunk or Treat.
Tier III – Breakfast with Santa, Camp out in the Park, Eggstravaganza, Health Fair, Memorial Day, Picnic in the Park, Veteran Day Concert.
Tier IV – Astronomy Night, Drive-In Movie Night, Movie in the Park, Teen Egg Hunt.

Staff is aiming to provide the prevalent events listed above with some events such as Movie in the Park and Camp Out in the Park have been scheduled for Friday nights which will expand the summer weekend. The community services department is coordinating with other organizations to partner in providing the community a variety of events and expand Tier IV events. These agreements at a later time. For the currently listed of special events, each event will be advertised via email blast and post on the city's social media outlet.

**FISCAL IMPACT:**
The General Fund and Measure Z Funds for events held within FY 22/23 are approved as part of the City's Biennial Budget Program. The budget for planned proposed events after June 30, 2023 will be recommended for funding as part of the FY 23/24 - 24/25 budget program. The community services department will utilize the allocated funds used for reproductions to work with other departments for advertising. The events in higher tiers will receiving a higher priority.

Since the last budget approval, cost for sanitation, security, rentals and entertainment have notably increased. The community services department will be utilizing sponsorships, community partnerships and other cost recover methods to alleviate fiscal impacts on Measure Z and the General Funds.

**ACCOUNT CODE:**
100-410-4610
255-410-4611
255-410-4613

**ATTACHMENTS:**
2023 Parks and Community Services Special Event Calendar.pdf

# ATTACHMENT A

## 2023 Parks and Community Services

## Special Event Calendar

| FY | DATE | SPECIAL EVENT | LOCATION | FUND | BUDGET |
|---|---|---|---|---|---|
| 22/23 | Saturday, March 25, 2023 | Picnic in the Park | Marna O'Brien | Measure Z | Approved |
| | Saturday, April 1, 2023 | Eggstravaganza | Marna O'Brien | Measure Z | Approved |
| | Saturday, April 1, 2023 | Teen Egg Hunt | Marna O'Brien | Measure Z | Approved |
| | April 2023 | Astronomy | Marna O'Brien | Measure Z | Approved |
| | Saturday, May 20, 2023 | Health Fair | Marna O'Brien | Measure Z | Approved |
| | Monday, May 29, 2023 | Memorial Day | Cemetery | General | Approved |
| | Friday, June 2, 2023 | Movie Night in Park | Marna O'Brien | Measure Z | Approved |
| | Friday, June 9, 2023 | Movie Night in Park | Windsong | Measure Z | Approved |
| | Fri. Jun. 23 - Sat. Jun. 24 | Camp Out in the Park | Marna O'Brien | Measure Z | Approved |
| 23/24 | Saturday, July 1, 2023 | City Birthday Celebration | Marna O'Brien | Measure Z | Proposed |
| | Saturday, July 29, 2023 | Concert in the Park | Marna O'Brien | Measure Z | Proposed |
| | Tuesday, August 1, 2023 | National Night Out | Canyon Lake | General | Proposed |
| | August 2023 | Drive-In | | General | Proposed |
| | August 2023 | Astronomy | Marna O'Brien | Measure Z | Proposed |
| | Saturday, September 16, 2023 | Mariachi Night | Marna O'Brien | Measure Z | Proposed |
| | Saturday, October 28, 2023 | Trunk or Treat | Marna O'Brien | Measure Z | Proposed |
| | November 2023 | Veterans Day Concert | Marna O'Brien | Measure Z | Proposed |
| | Saturday, December 9, 2023 | Breakfast with Santa | Fire Station 61 | General | Proposed |

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**GENERAL BUSINESS**
**Agenda Staff Report # 3.3**
**Meeting Date: January 18, 2023**

**SUBJECT:** Planning Commission Appointment (Mayor Pro Tem Moore)

**SUBMITTED BY:** Janet Morales

**ACTION:**
Mayor Pro Tem Moore to nominate a citizen to serve as a Planning Commissioner for a term ending December 2024, subject to ratification by a majority vote of the City Council.

**SUMMARY:**
One of the duties of a City Council member is to appoint a citizen to serve on the Planning Commission. Terms of members of the Commission shall run concurrently with the term of office of the City Council Member who appointed the Commission member and shall expire 60 days after the end of the appointing Council Member's term of office.

**BACKGROUND:**

**DISCUSSION:**
On December 8, 2022, Planning Commissioner John Lloyd submitted his letter of resignation. The City Clerk's office published a notice of vacancy to fill the remainder of his term which is set to expire in December 2024. At the end of the recruitment period 1 applications were received from the following individuals:

Matthew Baldwin
George Cambero
Sarah Galloway
Kristine Garcia
Angelleonardo Gomez
Carlos Hernandez Jr.
Jeffrey Hubach
Jennelle Mountain-Castro
Shawn Peukert

Sergio Rodriguez
Mr. Sandy Villella

All applications were submitted to the entire City Council for review. At this time, it would be appropriate for Mayor Pro Tem Moore to make her Planning Commission nomination to the City Council for approval. The appointment will take effect immediately and will run concurrently with her term of office, which is set to expire in December 2024. The appointee will be sworn in at the first Planning Commission meeting which is scheduled for February 1, 2023.

**FISCAL IMPACT:**
None to make the appointment. Planning Commissioners receive $75 per meeting attended.

**ATTACHMENTS:**
1. Planning Commission Applications

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# CITY OF WILDOMAR
# PLANNING COMMISSION APPOINTMENT APPLICATION

**A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.**

**Applicant Name:** Matthew Baldwin

**Residence Address:** [redacted]

**Telephone:** [redacted] Home _____ [redacted] Cell _____ [redacted] Work _____

**E-mail Address:** [redacted]

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? YES

2. How long have you lived in Wildomar? Yes registered voter,3 years

**EDUCATION:**

Highest year completed_____ Highest Degree received_____

**EMPLOYMENT:**

_____
Employer's name & address

Lake Elsinore Casino, [redacted]
Employer's phone number/Type of Business

Assistant casino manager
Your position or title

**The Planning Commission regularly meets on the first Wednesday of the month at 6:00 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.**

Yes I am flexible, with my position I am able to set and adjust my schedule as needed.

***PLEASE NOTE*** **Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.**

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Matthew Baldwin Date: 1/5/2023

DocuSign Envelope ID: 37736182-8698-47FA-827A-BEAAF8732CD2

**CITY OF Wildomar**
**Supplemental Questionnaire**

**Planning Commissioner**

PRINT NAME: Matthew Baldwin

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Matthew Baldwin
Signature

1/5/2023
Date

1. Please describe your experience as it relates to this position.

I have never been on a city planning commission. I am very interested in the growth of our city, and since I did not win a city council seat this prior election I still would like to be involved. This position is a great way to learn and dedicate my time and commitment to our city.

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2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

No I have not, I have ran for City Council 1 time.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

I am very interested in the growth of our city, and since I did not win a city council seat this prior election I still would like to be involved. This position is a great way to learn and dedicate my time and commitment to our city.

DocuSign Envelope ID: 37736182-8698-47FA-827A-BEAAF8732CD2

4. What qualities or experience would you bring that would be an asset to the Planning Commission?

I enjoy new challenges and I enjoy being involved in our city. Even though I did not win a city council seat, the time, effort and money it takes to run a campaign shows I care about our city and want to be involved in any way possible. I am hardworking and always wanting to learn, grow and help in whatever ways I can.

I am eager to learn and not afraid to admit when I don't know something. I don't shy away from a challenge.

5. What is your understanding of the role and responsibilities of the Planning Commission?

I wouldn't be able to describe the role and responsibility better than the city website:

The Planning Commission is comprised of five (5) Wildomar residents appointed by the City Council. The Commission's primary role is to review and make decisions on various land use development applications such as, but not limited to, conditional use permits, plot plans, variances, parcel maps, and tract maps. The Commission also makes recommendations to the City Council regarding amendments to the City's General Plan and Zoning Ordinance.

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6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

I believe growth is a key issue. The more the city can attract business and growth the more tax revenue we can bring in. The more tax revenue brought in can help us with our police and fire budget. In the end whatever we can do to help our city stay safe and clean I believe is a net positive.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

I believe the residents concerns are the same as the overall city goals and long term benefits. We all live in the same city and want the best for our home. No one person or committee is smarter than the city at large. Residents voices should be heard and listened to and the majority should win out, whether I agree with the majority or not. If I or we can't convince the majority of our views then we should vote with the majority.

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# CITY OF WILDOMAR
# PLANNING COMMISSION APPOINTMENT APPLICATION

**A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.**

**Applicant Name:** George S. Cambero

**Residence Address:** [redacted] Wildomar, CA 92595

**Telephone:** [redacted] Home _____ [redacted] Cell _____ [redacted] Work _____

**E-mail Address:** [redacted]

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? YES

2. How long have you lived in Wildomar? Since 1988

**EDUCATION:**

Highest year completed 12th + College Highest Degree received State Certification

**EMPLOYMENT:**

Self Employed

Employer's name & address

Innovative Water Solutions

Employer's phone number/Type of Business

Owner/Drinking Water Consultant

Your position or title

**The Planning Commission regularly meets on the first Wednesday of the month at 6:00 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.**

Yes, I am able to attend regular scheduled planning commission meetings. Other special planning meetings can be added with notice.

***PLEASE NOTE*** **Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.**

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: George Cambero Date: 1/9/2023

DocuSign Envelope ID: A96C6A07-6B1D-4797-AC02-3F5C4D3F5BAF

**CITY OF Wildomar**
**Supplemental Questionnaire**

**Planning Commissioner**

PRINT NAME: George S. Cambero

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

George Cambero
Signature

1/9/2023
Date

1. Please describe your experience as it relates to this position.

I have over 40 years hands on experience maintaining critical water and sewer systems like water reservoirs, water treatment and delivery, long term water planning, ground water supply, water rights and dealing with local, State and Federal Government in regards to municipal water supply. (Additional experience includes: waterline, sewer line, water services, sewer laterals, water and sewer required separation, water meter, meter boxes, fire hydrants, USA Dig Alert.)

I am experienced working for City Government and the governance/requirements since 2009-current in dealing with new construction, funding mechanisms, coordinating with different city departments such as Engineering, Community Development, and City Management. I also understand the inner workings of City Council Committees, Public Hearings, Budgets, Code Enforcement and other departments responsible for street maintenance, sidewalks, storm catch basins, street lights, parks. I have worked directly with SCE, Spectrum-Verizon, Fiber Optics Communications, cable companies. I also have funding source experience: local, State, Federal grants which will benefit and provide financial support to the City of Wildomar.

I review engineering plans, drawings, and understand the CEQA regulations and project requirements from a planning perspective to complete construction.

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2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

Employee at EVMWD from 3/3/1980-1/3/2009 retired as an employee and served on many related committees providing support to operations, engineering, consultants attorneys performing litigation work with other agencies. Provided support to EVMWD executive staff and the Meeks & Daley Mutual Water Company.

20014-2018 Elected to EVMWD Board of Directors - Division 3 serving Lakeland Village and Wildomar . As a director was appointed to several committees. Attended many water related conferences, policy training, Prop 218 involvement. Member of Association of California Water Agencies in dealing with lobbing State and Federal policy from California to Washington DC. Prior to Wildomar's Incorporation I was appointed to the WMAC by the Supervisor and served 2-four year terms. I was appointed to the Wildomar/Lakeland Village Riverside County Flood Control District Region 3. I also served on the Riverside County Redevelopment Committee. I was also a founding member of Wildomar Incorporation Now which worked towards cityhood.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

I am applying for the same reason I joined the WIN committee and that is to guarantee fair and transparent local representation and continue the efforts to build the community we are striving to become utilizing my various knowledge.

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4. What qualities or experience would you bring that would be an asset to the Planning Commission?

I would bring my vast knowledge and experience from working for multiple municipal public agencies in dealing with existing facilities, infrastructure, and planning new or existing projects.

I am currently working and consulting to help water and sewer systems and have helped staff receive $20,000,000 million in bonds and worked on creating the 5-year CIP plan for city facilities infrastructure from waterline replacements, sidewalks, and parkways to parks.

All of my past experiences will be an asset as a City Planning Commissioner.

5. What is your understanding of the role and responsibilities of the Planning Commission?

I understand the role and responsibilities of the Planning Commissioner.

My role as the future planning commissioner responsibilities are to review any new proposed or future projects that have been through the City's procedures and confirm that they meet the Design Guidelines, Ordinances, CEQA, and any approved regulations.

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6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

One of the most important issues I believe the city is facing is citywide street conditions,

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

Listening and communicating to residents will help me understand their concerns to where the City is going in regards to the General Plan. There is always a third alternative to a two party conflict and communicating with that in mind will help parties see/hear the residents point of view and the city's goals which will help everyone achieve a positive outcome that will benefit the long-term vision for the future of Wildomar.

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# CITY OF WILDOMAR
# PLANNING COMMISSION APPOINTMENT APPLICATION

**A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.**

**Applicant Name:** Sarah Galloway

**Residence Address:** [redacted]

**Telephone:** [redacted] Home _____ [redacted] Cell _____ [redacted] Work _____

**E-mail Address:** [redacted]

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? YES

2. How long have you lived in Wildomar? 7 years

**EDUCATION:**

Highest year completed 12th Highest Degree received GED

**EMPLOYMENT:**

TVUSD

Employer's name & address

Temecula valley unified School district [redacted]

Employer's phone number/Type of Business

Child Nutrition 3

Your position or title

**The Planning Commission regularly meets on the first Wednesday of the month at 6:00 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.**

My hours are 6:30am to 1:30pm, which leaves me time for most afternoon or evening meetings.

***PLEASE NOTE*** **Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.**

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Sarah Galloway Date: 12/20/2022

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**CITY OF Wildomar**
**Supplemental Questionnaire**

**Planning Commissioner**

PRINT NAME: Sarah Galloway

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Sarah Galloway
Signature

12/20/2022
Date

1. Please describe your experience as it relates to this position.

While I have never served on a commission, I am a quick learner. In my current job I have to supervise my crew and make sure everything runs on time as well as manage the inventory needed to feed 800+ students a day.

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2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I have not participated in local government yet, but hope to soon.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

I would like to participate in my local government and be a part of shaping the future of our city. We have a wonderful community and I hope to serve and give back.

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4. What qualities or experience would you bring that would be an asset to the Planning Commission?

I am willing to learn and listen to all points of view. I am flexible and hard working.

5. What is your understanding of the role and responsibilities of the Planning Commission?

To help shape the growth and development of our city, keeping us in line with our general plan and advising the city council on planning and development.

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6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

Maintaining the quality of life and encouraging business development.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

Listening to all of our residents is key to good governance, even when we decide to go in a different direction than some want and being able to articulate why and how it will help the whole of our city is what most people want.

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# CITY OF WILDOMAR
# PLANNING COMMISSION APPOINTMENT APPLICATION

**A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.**

**Applicant Name:** Kristine Garcia

**Residence Address:** [redacted]

**Telephone:** [redacted] Home _____ [redacted] Cell _____ [redacted] _____

**E-mail Address:** [redacted]

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? YES

2. How long have you lived in Wildomar? Wildomar since 2011

**EDUCATION:**

Highest year completed Masters Highest Degree received Business

**EMPLOYMENT:**

Self Employed, KMG Enterprises Inc

Employer's name & address

[redacted]

Employer's phone number/Type of Business

Real Estate investor, CEO

Your position or title

**The Planning Commission regularly meets on the first Wednesday of the month at 6:00 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.**

*****PLEASE NOTE***** **Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.**

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Date: 12/29/2022

DocuSign Envelope ID: A0A7B99B-EA07-4E68-829E-568176CBD93A

**CITY OF Wildomar**
**Supplemental Questionnaire**

**Planning Commissioner**

PRINT NAME: Kristine Garcia

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Signature

12/29/2022
Date

1. Please describe your experience as it relates to this position.

Hello,
I am a real estate broker, investor and mortgage finance loan originator with experience in new homes, development, construction financing, commercial finance, residential sales, sfr finance and more throughout California. I am a property rehab to sell and rehab to rent investor. I hold a graduate degree in business and am bi lingual with Spanish as a second language. My clientele is largely first responders, veterans and business owners. I have been a Marine Corps Key wife and current wife of a peace officer. Thank you for your consideration in the opportunity to serve the community which we are long time residents and wish to offer our children a long term future in. Alexander is applying to law school and Lillyanne is a business owner/cosmetologist with a successful business. We are at the chapter in our lives where we believe it is our duty to serve with our experience and knowledge. I look forward to hearing from you!

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2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I have not served on this capacity to date. My volunteer efforts have been in local charitable work including senior home visitation, Mexico missions, Peru missions, Veterans of Foreign Wars, children's ministries and more.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

The desire to be a helpful part of our community at this stage of my life with the incredible opportunities I've been granted cause me to wish to continue on to a stage of contribution now. I believe my real estate, investment and finance backgrounds would be a beneficial contribution to our community.

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4. What qualities or experience would you bring that would be an asset to the Planning Commission?

Ability to understand title and ownership information, risk management, inspection and document review.

5. What is your understanding of the role and responsibilities of the Planning Commission?

My understanding of this position is to carefully consider the various intersecting aspects of strategy and planning in order to facilitate the future growth of the community and helpful interaction with city employees and representatives in order to achieve a short and long term, successful outcome.

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6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

The key issues facing our city is to successfully determine the most prosperous outcome commercially while protecting the integrity of the residential community objectives as a uniquely situated corridor of commercial traffic both to the north as well as the south of Wildomar and the economic benefits that could contribute to our community.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

Residents can easily determine long term benefits both to the quality of life as well as fiscally if they have solid, transparent, easy to understand information. When questions and concerns are addressed, a general consensus can be achieved.

My apologies that I'm unable to attach my resume as I'm competing this application extemporaneously from our trip to Europe and the notice was sent to me by an individual who knew of my interest to serve. Thank you!

Attach Resume - Optional

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# CITY OF WILDOMAR
# PLANNING COMMISSION APPOINTMENT APPLICATION

**A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.**

**Applicant Name:** Angelleonardo Gomez

**Residence Address:** [redacted]

**Telephone:** N/A (Home) [redacted] (Cell) N/A (Work)

**E-mail Address:** [redacted]

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? YES

2. How long have you lived in Wildomar? 10 yrs

**EDUCATION:**

Highest year completed 18 Highest Degree received Master business admininstration

**EMPLOYMENT:**

Angelleonardo Gomez

Employer's name & address

N/A

Employer's phone number/Type of Business

Your position or title

**The Planning Commission regularly meets on the first Wednesday of the month at 6:00 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.**

Yes, I am a retired Marine and currently have no other obligations.

***PLEASE NOTE*** **Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.**

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Angelleonardo Gomez Date: 1/9/2023

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**CITY OF Wildomar**
**Supplemental Questionnaire**

**Planning Commissioner**

PRINT NAME: Angelleonardo Gomez

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Angelleonardo Gomez
Signature

1/9/2023
Date

1. Please describe your experience as it relates to this position.

Over ten years of construction experience and construction site management. As a Superintendent, I was responsible for overseeing and coordinating all construction site activities according to project blueprints and schedule plans. My duties included:

- Coordinating subcontractors.
- Performing quality control and safety checks.
- Providing on-site direction when preparing construction sites.
- Communicated the construction schedule to the homeowner and was responsible for ensuring each house was 100% completed.
- Worked with all sales representatives to deliver a 100% complete home.

My experience in construction is an asset in the future planning of my city's housing needs, implementation of zoning, future development, and the use of resources where they are needed. During my master's degree trip to Europe, I observed and participated in the development and future development and implementation plans for Munich, Germany, and Utrecht, Netherlands. It was fascinating to see transportation's future and other countries growth.

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2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

No

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

I want to be part of the future development of my city. Wildomar is also the place where my kids were born. My experience as a retired Marine and my experience in construction make me an asset to the future development of my town. Also, my education in business management and business administration with a master's from the University of San Francisco will allow me to communicate and plan.

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4. What qualities or experience would you bring that would be an asset to the Planning Commission?

Proven Senior Management Professional with 20 years experience leading and managing diverse organizations ranging from 25 to 5000 organizational members. Extensive experience collaborating with senior executives to conduct strategic planning to support and further organizational goals. Accomplished in training, education, professional development, conflict resolution, and organizational structure. Excellent ability to address and implement strategic plans for talent acquisition, retention, and succession planning. I bring experience that ranges from project management, workforce leadership development, equal opportunity, and risk management. Creative and innovative thinker with effective human resources management and goal setting abilities combined with excellent leadership team building, communication, interpersonal, and presentation skills. Self-motivated with the capacity to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities and adapt readily to new challenges. Also, over 10 years of construction experience and development.

Pls see my Resume on Linking

https://www.linkedin.com/in/angelleonardo-gomez-791348114

5. What is your understanding of the role and responsibilities of the Planning Commission?

My first duty is to be an advisor to the city council and coordinate local plans and programs for all public agencies involved in the city's future growth. Must be able to consider land acquisitions and report to the governing body on the consistency of proposed public land acquisition or disposal by reviewing development applications on a case-by-case basis.

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6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

Wildomar is a growing city that needs a better framework for urbanization to allow sustainable development. The main focus should be to invest in the infrastructure to reduce waste and pollution. Partnerships with private/public development can deliver smart growth. With technology, the future of transportation should be implemented in a sustainable plan, including education and recreational facilities. We need more sidewalks and bike trails to allow people to travel using fewer cars on more of the natural environment surrounding Wildomar.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

Keeping residents informed and involvedin fuiture projects. Change is never easy; most of us are complacent and don't like change. Building a team of performers that work for the city's good is critical to forge a consensus with the local population. Keep an open mind and always allow the public to see results. When you inform and speak the truth, the city council will win the hearts and minds of the city.

Attach Resume - Optional

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## Angelleonardo D. Gomez

[redacted]

**OBJECTIVE:** Senior/Management Position

**CAREER SUMMARY:**
Accomplished workforce manager with a proven ability to develop and implement organizational objectives and 20 years of experience. A respected leader and able to build a highly motivated team focused on achieving goals.

**COMPETITIVE SKILLS:**

- Crisis Management
- Consulting
- Motivational Speaker
- Workforce Management
- Strategic Planning
- Project Management
- Problem Framing & Resolution
- Operations
- Training/Education
- Security/Law Enforcement

**CLEARANCE:**

- **Secret Security Clearance** with the right to access designated and classified information.

**EDUCATION**:

- **PIMA COMMUNITY COLLEGE, TUCSON, AZ**
  Associate of Liberal Arts – General Studies (May 2011)
- **THE UNIVERSITY OF PHOENIX, SAN JOSE, CA**
  Bachelor of Science in Management – (April 2018) Graduated with Honors. Sigma Beta Delta
- **THE UNIVERSITY OF SAN FRANCISCO, SAN FRANCISCO, CA**
  Executive MBA – (May 2020)

**PROFESSIONAL EXPERIENCE:**

**KB HOME November 2021- December 2022**

Over ten years of construction experience and construction site management. As a Superintendent, I was responsible for overseeing and coordinating all the activities of a construction site according to project blueprints and schedule plans. My duties included:

- Coordinating subcontractors.
- Performing quality control and safety checks.
- Providing on-site direction when preparing construction sites.
- Communicated the construction schedule to the homeowner and was responsible for ensuring each house was 100% completed.
- Worked with all sales representatives to deliver a 100% complete home.

**FULL TIME STUDENT September 2016- May 2020**

- Attended school fulltime and graduated with a bachelor and master's in business.

**UNITED STATES MARINE CORPS October 1996 – July 2016**

**First Sergeant (Senior Leader/Advisor/Manager) 2011-2016**

***23d Marine Regiment, San Bruno, CA. 2014-2016***

- An integral member of executive team – Advisor for planned operations, managed and guided the headquarters staff of a 900-personnel organization across two companies. Advised and managed the staff functional areas of administration, intelligence, operations, logistics, and communications with focused emphasis on team building and cohesion within subordinate workforce teams across the organization.

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- Responsible for assisting with the execution of an operational budget of $6 million U.S.D. and assets worth $18 million U.S.D.
- Provided leadership and top-level insight for various projects to include a significant restructure of the organization geographically, resulting in increased efficiency with site closures and consolidations, and increased long-term capability with newly created functions.
- Participated in the development of yearly training plans for entry level to senior level employees, as well as critical leadership billets within the organization; designed to accomplish organizational objectives (strategic planning).
- Advised and provided guidance and insight in the development and execution of detailed plans for deployment of the headquarters to numerous training venues: both in the U.S. and overseas.

***First Battalion, 4th Marines, 1st Marine Regiment, 1st Marine Division, Camp Pendleton, CA. 2011-2013***

- Senior advisor within the executive team of a unique and multifaceted organization in support of Marine Corps organizations worldwide, focusing on administrative and workforce management, while simultaneously determining best practices and insights in the management of operations and techniques for improved staff integration.
- Mentored and supervised subordinate level organization senior enlisted advisors in workforce management and administration functions.
- Presented formal instruction, participated in training operations, facilitated discussions, and provided functional training for cutting edge programs that have been introduced and implemented Marine Corps wide and to foreign militaries.
- Supervised the assembly of a multiphase military organization in preparation for deployment into a dynamic and hostile environment for a sustained period on four separate occasions. Assisted with the development and successful implementation of strategic training plans designed to ensure mission success across the spectrum of conflict warfare.
- Advised and provided counsel to all members of the organization, to include the executive team, ensuring all were fully equipped with available resources and prepared to lead their personnel while meeting the strategic goals of the organization.
- Managed the organization's functional areas of administration, operations, and logistics to deploy and operate overseas.
- Assisted with the development and execution of detailed plans for the mobilization, deployment and military/combat operations of various components within the organization.
- While deployed to the Middle East, provided critical insight and advice to the Commanding Officer regarding assigned missions, while simultaneously measuring and affecting the morale and welfare of all organization personnel.

**Marine Leader/Advisor** - ***Assigned to various units within the United States Marine Corps. 1996-2002***

- As an Infantry Leader, ascended in supervisory positions: from the head of 40-personnel organization to advisor/director of a 200-personnel organization. Responsible for all facets of training, operations, readiness and personnel evaluations.
- As a Marine Drill Instructor was directly responsible for molding, teaching, and developing young men into United States Marines. Based on proven performance, hand selected as a Senior Drill Instructor and was responsible for mentoring and supervising a Drill Instructor Team.
- Selected and assigned as an Assistant Marine Officer Instructor at the University of Arizona, Tucson AZ and Sergeant Instructor at Marine Officer Candidate School, Marine Corps Base Quantico, VA, responsible for training, screening and developing commissioned Naval and Marine Officers. Subsequently selected to provide senior enlisted advice to the Battalion and Company Commander and to supervise and mentor a Battalion of Naval and Marine Midshipman (approximately 200 Personnel) responsible for providing the training mentioned above and education.

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**ADDITIONAL INFORMATION:**

**Career Profile:**

- Proven Senior Management Professional with 20 years experience leading and managing diverse organizations ranging from 25 to 5000 organizational members. Extensive experience collaborating with senior executives to conduct strategic planning to support and further organizational goals. Accomplished in training, education, professional development, conflict resolution, and organizational structure. Excellent ability to address and implement strategic plans for talent acquisition, retention, and succession planning. I bring experience that ranges from project management, workforce leadership development, equal opportunity, and risk management. Creative and innovative thinker with effective human resources management and goal setting abilities combined with excellent leadership team building, communication, interpersonal, and presentation skills. Self-motivated with the capacity to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities and adapt readily to new challenges. Also, over 10 years of construction experience and development.

**Computer Skills:**
Microsoft Office 2016 – Office, Word, Excel, Access, Tableau and PowerPoint

**Training:**
Fundamentals of Marine Corps Leadership
Marine Corps Instructor of Water Survival
Military Equal Opportunity Training
Risk Management
Critical Incident Stress Management Course
Family Readiness Officer Course
Operation Security Training
Information Assurance Awareness Training
Counseling for Marines
Senior Enlisted Joint Professional Military Education Course

**Awards:**
Meritorious Service Medal
Navy and Marine Corps Commendation Medal (3rd award)
Navy and Marine Corps Achievement Medal
Combat Action Ribbon

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# CITY OF WILDOMAR
# PLANNING COMMISSION APPOINTMENT APPLICATION

**A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.**

**Applicant Name:** Carlos Hernandez Jr.

**Residence Address:** [redacted]

**Telephone:** [redacted] Home [redacted] Cell [redacted] Work

**E-mail Address:** [redacted]

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? YES

2. How long have you lived in Wildomar? 2 Years

**EDUCATION:**

Highest year completed AA Highest Degree received AA

**EMPLOYMENT:**

Alliant Insurance Services [redacted]

Employer's name & address

Employer's phone number/Type of Business

Senior Workers Compensation Examiner

Your position or title

**The Planning Commission regularly meets on the first Wednesday of the month at 6:00 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.**

Yes, I'm available as I work from home and flexible schedule.

***PLEASE NOTE*** **Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.**

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Carlos Hernandez Jr. Date: 12/27/2022

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**CITY OF Wildomar**
**Supplemental Questionnaire**

**Planning Commissioner**

PRINT NAME: Carlos Hernandez Jr.

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Carlos Hernandez Jr. — Signature

12/27/2022 — Date

1. Please describe your experience as it relates to this position.

I currently have no experience with this position. However, I believe that my 20 year career will help me adapt and learn at a high fast pace.

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2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I have not participated on any government committee but I'm currently presiding as the president of my home owners association.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

I'm applying for Planning Commission because I believe my experience in working with others can contribute to the growth of my beautiful city. My goal is to serve and help in the growth of businesses in this city.

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4. What qualities or experience would you bring that would be an asset to the Planning Commission?

I have an extensive planning and insurance background due to coordinating insurance plans and risk management programs with tribal entities. I might not be familiar with this particular position but I strongly believe I can adopt and implement the required qualifications.

5. What is your understanding of the role and responsibilities of the Planning Commission?

My understanding is reviewing and making decisions on land use development applications and use of permits, plot plans, variances, parcel maps, and tract maps.

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6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

I believe the city has had a large influx of people moving in to our city which will cause an increase of traffic. This will result in needing to improve our roads and expanding these roads to accommodate.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

I believe residents concerns are extremely important. However, some decisions may not be as popular among residents because many other factors come into play. Its important that we follow the law and the policies in place in order to avoid any costly mistakes to our city of Wildomar.

I believe decisions should be determined for the benefit of the city as a "whole" and not by popularity.

Attach Resume - Optional

# CITY OF WILDOMAR
# PLANNING COMMISSION APPOINTMENT APPLICATION

**A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.**

**Applicant Name:** Jeffery Hubach

**Residence Address:** [redacted] Wildomar

**Telephone:** N/A [redacted] [redacted]
Home Cell Work

**E-mail Address:** [redacted]

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? Yes
2. How long have you lived in Wildomar? 8 years and 10 months

**EDUCATION:**

Highest year completed 12 Highest Degree received 60+ College units but no degree receive

**EMPLOYMENT:**

California Department of Corrections and Rehabilitation/ [redacted]
Employer's name & address

[redacted] State Corrections
Employer's phone number/Type of Business

Correctional Lieutenant
Your position or title

**The Planning Commission regularly meets on the first Wednesday of the month at 6:00 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.**

Yes i am able to regularly meet on the first Wednesday of the month. Additionally i am available to attend other meetings and occasional special meetings with advanced notice of these meeting to make arrangements if needed.

***PLEASE NOTE*** **Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.**

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Jeffery Hubach Date: 1/6/2023

**CITY OF Wildomar**
**Supplemental Questionnaire**

**Planning Commissioner**

PRINT NAME: Jeffery Hubach

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Signature

1/6/2023
Date

1. Please describe your experience as it relates to this position.

In my profession i am frequently required to review and make decisions on various types of matters from personnel, security, finance to public safety. I must make recommendations to my supervisors and implement the change to policy. Once the policy is updated the change is put into a plan and implemented. Emergency management is also something i deal with on a daily basis and team work has a huge impact on being successful. As everyone working together for a common goal and ensuring a better future.

2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I have not participated in local government as a committee member, commissioner, council member or staff.

I have gone to city counsel meetings as a member of the community.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

I am applying for Planning Commission to step outside of my comfort zone and allow myself for personal growth. I have been apart of the Wildomar Community for over 8 years and i am known for my Christmas light display. I am a family man who wants to help continue to guide Wildomar in the right direction. I hope to inspire more community participation and engagement. I have over the years watched Bridgette Moore and Joseph Morabito go above and beyond for Wildomar. I would also like to one day inspire change in others and inspire more community participation.

4. What qualities or experience would you bring that would be an asset to the Planning Commission?

I began my career working for the California Department of Corrections and Rehabilitation in 2006. I have demonstrated the ability to multitask, prioritize, use my organizational skills, computer skills, and knowledge learned over the past 16 years, while working many different classifications. Another attribute I have been able to learn over the course of my career is reliability. I understand my personal responsibility of being reliable helps my staff, peers, supervisors, and managers which provides consistency for the public. By being reliable, this promotes a solid foundation for public and encourages a successful day-to-day operation here in Wildomar. Flexibility is another trait I have learned. You have to be able to adapt and overcome any situation in which may arise within your workday or any other unforeseen events. I understand some of the variables of the planning commission, and I am ready to rise to the occasion.

I am highly motivated to excel at every position throughout my career and personal life. I look forward to the challenge and experience being a part of the planning commission. I am well known for my work ethic, skills, traits and hard work. I know with this opportunity and my skill, traits, attributes and work ethics I can contribute to the successful and efficient operations of the planning commission.

5. What is your understanding of the role and responsibilities of the Planning Commission?

I understand that the Commission's primary role is to review and make decisions on various land use development applications such as, but not limited to, conditional use permits, plot plans, variances, parcel maps, and tract maps. The Commission also makes recommendations to the City Council regarding amendments to the City's General Plan and Zoning Ordinance.

Decisions by the Planning Commission are reached through the public hearing process that is open to the public. Community members are encouraged to attend and participate at the meetings. During a typical public hearing , the Commission will hear a presentation from the Planning Department, receive a presentation from an Applicant, followed by public comments from members of the community wishing to speak on an agenda item. Upon conclusion of its deliberations, the Commission then makes a formal decision on the proposed project.

6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

I feel a few of the key issues for Wildomar in the next 5 to 10 years will be:

Public safety (crime, crime prevention, emergency management)

Resource availability and costs (water, energy, gas, food)

Pandemic recovery (high unemployment, potential for evictions, disruption for restaurants, loss of businesses, loss of revenue, ect...)

Being prepared will help keep Wildomar on track into the next 5 to 10 years.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

Wildomar residents have information and concerns city staff may not know, listening to community perspectives, concerns, and recommendations can bring up issues and reveal strategies that better meet a city's needs. Additionally, inclusive community engagement practices are key to ensuring you have an equitable planning process and outcomes.

I believe in strengthening relationships between city government and community groups for future planning processes. Expressing the overall city goals and the long term benefits to the community. Getting the information out to the community is key to balancing residents concerns.

Which may lead to a better, shared understanding between government officials and the communities they serve. Engagement can help officials better understand community concerns and help the community better understand the government's constraints, such as state legal prohibitions, past litigation, or political feasibility, and how decision-makers weighed different community needs and came to a decision. Encourage community members to engage in the next planning process.

# CITY OF WILDOMAR
# PLANNING COMMISSION APPOINTMENT APPLICATION

**A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.**

**Applicant Name:** Jenelle Mountain-Castro

**Residence Address:** [redacted]

**Telephone:** [redacted] cell/home/work
Home Cell Work

**E-mail Address:** [redacted]

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? Yes

2. How long have you lived in Wildomar? Since August 2008

**EDUCATION:**

Highest year completed 12 Highest Degree received HS diploma

**EMPLOYMENT:**

ICF, [redacted]
Employer's name & address

[redacted]/Environmental Consulting
Employer's phone number/Type of Business

Senior Publication Specialist
Your position or title

**The Planning Commission regularly meets on the first Wednesday of the month at 6:00 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.**

Yes, I can attend any and all meetings on any day of the week. I work remotely and my hours at work are flexible.

***PLEASE NOTE*** **Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.**

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Jenelle Mountain-Castro Date: 12/22/2022

**CITY OF Wildomar**
**Supplemental Questionnaire**

**Planning Commissioner**

PRINT NAME: Jenelle Mountain-Castro

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Jenelle Mountain-Castro Digitally signed by Jenelle Mountain-Castro Date: 2022.12.21 08:03:13 -08'00'

Signature

12/21/22

Date

1. Please describe your experience as it relates to this position.

I do not have any formal experience for this position. However, I do have a general understanding of what this position entails and believe I could get up to speed quickly.

2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I have not held any position of any local government positions. Working in the environmental consulting industry, I do have knowledge and understanding of various levels of City/County/State/and Federal workings.

Being an active member on my HOA board (Treasurer) since 2019 has helped me connect with varying levels of our City management; be it outreach with Bridgette Moore for a neighborhood watch program, Dan York for trail maintenance, coordinating with public works staff for projects within Windstone, or contacting various other departments to sort through red tape left by DR Horton (our builder). I have oddly enjoyed the battles and processes along the way and have been able to address and work through various projects for our community with success.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

It started in 2018 when the community I live in, Windstone Ranch, started to take a turn for the worst. I ran for a position on the HOA board to help turn things around and have had much success. When the City of Wildomar put out the RFP for the General Plan in 2021, I immediately started paying close attention. I have lived here since 2008 and built my family here. With the GP refresh underway, I feel like now is a perfect opportunity to help Wildomar succeed with it's long term vision. The Planning Commission is a perfect opportunity to help with that effort.

Additionally, this is a great opportunity to show my children the importance of community involvement. We can all make a difference, we just have to be willing to take the time.

4. What qualities or experience would you bring that would be an asset to the Planning Commission?

* Driven and detail-oriented
* Strong communication skills
* Team player
* Good at researching and problem solving
* Quick learning

Through my position at ICF I have read thousands of documents for Cities, Counties, State, and Federal agencies pertaining to EIR/EISs, CEQA/NEPA, IS/MNDs, General Plans, and the list goes on. Working at a company that has delivered high quality consulting services will help me navigate this position until I get up to speed through first hand experience.

5. What is your understanding of the role and responsibilities of the Planning Commission?

The Planning commissions supports the City Council on planning and development issues. The Commission is responsible for ensuring the GP is being implemented when making decisions for housing and commercial project applications for new construction, renovations, and CUPs. The Commission also assists with zoning and land use regulations.

6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

* Zoning of existing open space
* Infrastructure/Roads
* Implementation of GP which is currently being updated to better align with the City/Residence visions.
*Revenue generation

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

Over my career I have seen many situations where what the City or County envisions differ greatly from what the public desires. I'd try to bridge those gaps and present alternative solutions that might work for all. Also, I truly believe empowering residences with information is important. I have run into similar situations myself in my short time being on the HOA board. Sometimes disagreements or confusion occur due to lack of knowledge and/or understanding of processes. Helping facilitate that would be a priority. Obviously, not every situation can end amicably.

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# CITY OF WILDOMAR
# PLANNING COMMISSION APPOINTMENT APPLICATION

**A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.**

**Applicant Name:** Shawn Peukert

**Residence Address:** [redacted]

**Telephone:** Same (Home) [redacted] (Cell) Same (Work)

**E-mail Address:** [redacted]

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? YES

2. How long have you lived in Wildomar? 4yrs 7mths

**EDUCATION:**

Highest year completed 13 Highest Degree received N/A

**EMPLOYMENT:**

CBM Consulting & Development, Inc [redacted]

Employer's name & address

[redacted] Real Estate Consulting & Development

Employer's phone number/Type of Business

[redacted]

Your position or title

**The Planning Commission regularly meets on the first Wednesday of the month at 6:00 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.**

Yes

***PLEASE NOTE*** **Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.**

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Shawn Peukert Date: 1/5/2023

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**CITY OF Wildomar**
**Supplemental Questionnaire**

**Planning Commissioner**

PRINT NAME: Shawn Peukert

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Shawn Peukert
Signature

1/5/2023
Date

1. Please describe your experience as it relates to this position.

Through the company I own and operate, I provide Residential and Commercial consulting services - Business development, assessment of land/project acquisition, initial forecasting/budgeting, contract negotiations/drafting, final budgeting, project planning and scheduling, entitlement completion, product development, coordination with all governmental agencies, bid procurement, construction management (including underground and vertical) and supervision through to completion.

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2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I am a current member of the GPAC Committee, Vice Chair of the Measure AA Committee and on the HOA Design Review Committee for my HOA.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

Serving the community I live in.

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4. What qualities or experience would you bring that would be an asset to the Planning Commission?

15 years of experience in Residential and Commercial land planning and construction.

5. What is your understanding of the role and responsibilities of the Planning Commission?

Project assessment as it pertains to city zoning and community continuity.

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6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

Growth, increasing revenues, mobility and crime.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

I believe balanced and controlled growth is essential to the future of the city while maintaining interests of the majority of residents.

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# CITY OF WILDOMAR
# PLANNING COMMISSION APPOINTMENT APPLICATION

**A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.**

**Applicant Name:** Sergio James Rodriguez

**Residence Address:** [redacted]

**Telephone:** [redacted] Home _____ [redacted] Cell _____ [redacted] Work _____

**E-mail Address:** [redacted]

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? YES

2. How long have you lived in Wildomar? 18 Months

**EDUCATION:**

Highest year completed 12 Highest Degree received General Education

**EMPLOYMENT:**

ColorArt, A Marketing.com Company [redacted]

Employer's name & address

[redacted] / Printing and Marketing Services

Employer's phone number/Type of Business

Director of Sales for Marketing.com

Your position or title

**The Planning Commission regularly meets on the first Wednesday of the month at 6:00 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.**

My work and private home schedule does allow wide flexibility, especially at night if I know dates in advance and should not present a problem. I am currently scheduled to be out of town the first Wednesday in February of 2023 on a work trip. I will also be out of town the first Wednesday in March but do anticipate being back in time for the meeting. These travel dates were made prior to my knowledge of this opportunity and could have easily been moved had I known prior to booking.

***PLEASE NOTE*** **Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.**

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Sergio Rodriguez Date: 12/27/2022

DocuSign Envelope ID: 1951412E-EFCB-4DF8-8F46-FBEB3EAA22A3

**CITY OF Wildomar**
**Supplemental Questionnaire**

**Planning Commissioner**

PRINT NAME: Sergio Rodriguez

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Sergio Rodriguez
Signature

12/27/2022
Date

1. Please describe your experience as it relates to this position.

All of my experience as it relates to this position comes from my work in the private sector. While I don't have any first hand knowledge of this position explicitly, I do have experience with planning and executing both short and long term goals. I've worked for the same company for my entire adult life and have been involved in 3 different location moves which involved reviewing plot plans, parcel maps and working with local government agencies in securing permits for projects as it related to the location moves.

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2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I have not participated in local government beyond my attendance at city council meetings both here in Wildomar and in my previous residences. I can only speak to my role in government as an outsider, but I can tell you that I've learned involvement is crucial if our local community is to grow and thrive. You must be the action you want to see in your community. You must speak your mind and get involved if you want to see positive growth and change.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

As stated above, I feel you must take action and be that change you want to see in your community. Our family knew when we purchased our home in Wildomar that this was going to be our "forever" home. We have a 3 year old special needs child that attends Donald Graham elementary and we have no intentions of ever leaving this community or our home for his stability. Because we are in this community for the long haul, it is my intention to do everything in my power to protect our community and help it grow and I feel my volunteering for the planning commission would be a great first step. Your previous question asked what my experience was working for government, and I have none, but it is my intention to begin my participation with this committee. Should you select me, I hope to help do my part in growing Wildomar as a business friendly community while also protecting this city as a safe place to live and raise a family.

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4. What qualities or experience would you bring that would be an asset to the Planning Commission?

Having been in sales for nearly 20 years, I have extensive experience in listening and communicating with different people and different personality types. Coming from management, I know that a job must ultimately be done and I have the experience in planning and executing a business plan once all sides have been discussed, considered and reviewed. I've grown accounts from a small single $400 order to over a million dollars in sales and I can see potential, nurture and grow it. As a sales manager, I teach employees about mistakes I've made and how to avoid them and help them learn and grow. I also know that I don't know everything and I'm willing put in the time to study, learn and listen to others who have more experience than me to help guide me in making the best decisions I can.

5. What is your understanding of the role and responsibilities of the Planning Commission?

I had to look no further than our own city website to understand what the role and responsibilities are.

"The Commission's primary role is to review and make decisions on various land use development applications such as, but not limited to, conditional use permits, plot plans, variances, parcel maps, and tract maps. The Commission also makes recommendations to the City Council regarding amendments to the City's General Plan and Zoning Ordinance."

To me, this means that growth in our city comes with the responsibility of making decisions on what businesses and projects that are allowed to happen in our city and what rules and responsibilities they must follow, and when rules are allowed to be reviewed and possible exceptions are made for special circumstances. This must be done while respecting Wildomar as a somewhat rural community surrounded by bigger more suburban cities. I understand that the planning commission meetings are open to the public and comments must be considered before recommendations and a decision must be made. It really is a great example of our representative democracy in action on a local and, in my opinion, very important growth process for our city.

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6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

Wildomar is unique in that it is a smaller city compared to our neighbor cities with a relatively small business footprint. In order for our budget to be balanced and city services to be available for residents, decisions must be made about what businesses the city wants and needs and how best to manage that growth in a responsible way. I've only been here in the city for 18 months but in that time I can see the passionate views of current residents that like the small town feel and aren't necessarily looking for too much growth. I think the biggest issue in the next 5-10 years isn't growth per say, that's going to happen no matter what anyone does, but managing that growth while protecting the desires of current residents in not turning Wildomar into the next cookie cutter suburban city it going to be a difficult balancing act that will require thoughtful considerations of all sides and potential outcomes.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

This is where I feel my experience in the private sector will pay off. Sales is 80% listening to what people want and need and then responding to those wants and needs with the best solution available. Not every solution is going to be a perfect fit but it's how you work with what you're given and how you provide the best solution to solve a problem and explain your decision that matters. Wildomar is an incredible city that is poised for great things in the near future and listing to residents concerns while also realizing there is a reality to city life is going to require someone that can provide thoughtful considerations. I realize this position is only a small part of a bigger city pie but I can only promise to be that thoughtful person who listens to residents while also realizing there is a job to be done as well.

Attach Resume - Optional

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# CITY OF WILDOMAR
# PLANNING COMMISSION APPOINTMENT APPLICATION

**A Supplemental Questionnaire is required for a Planning Commission appointment. Your application will not be considered complete without submittal of both forms.**

**Applicant Name:** Mr. Sandy Villella

**Residence Address:** [redacted] Wildomar CA 92595

**Telephone:** [redacted] (Home) [redacted] (Cell) [redacted] (Work)

**E-mail Address:** [redacted]

**BACKGROUND INFORMATION:**

1. Are you registered to vote in Wildomar? YES

2. How long have you lived in Wildomar? 5+ years

**EDUCATION:**

Highest year completed Graduate Highest Degree received MBA

**EMPLOYMENT:**

Temecula Valley Drywall Inc

Employer's name & address

[redacted] - Commercial Construction Specialty Subcontractor

Employer's phone number/Type of Business

CFO

Your position or title

**The Planning Commission regularly meets on the first Wednesday of the month at 6:00 pm. Additionally, special meetings may be scheduled from time to time on other evenings/days. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings? If not, please explain.**

Yes, schedule is flexible and open.

***PLEASE NOTE*** **Should you be appointed, a Form 700 Statement of Economic Interests will be mandatory. This document is also a public record and will be given to those persons who request it. In addition, mandatory ethics training is required of this position. These are State Law requirements and cannot be waived.**

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement: Mr. Sandy Villella Date: 12/22/2022

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**CITY OF Wildomar**
**Supplemental Questionnaire**

**Planning Commissioner**

PRINT NAME: Mr. Sandy Villella

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been.

**A Supplemental Questionnaire is required for Planning Commission appointments. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

Mr. Sandy Villella
Signature

12/22/2022
Date

1. Please describe your experience as it relates to this position.

I have served on a few Board of Directors in a variety of positions.
- served 10+ years in various positions for Temecula Youth Baseball
- served 7 years as VP/President of Paseo del Sol HOA in Temecula, one of the largest in the city with over 2300 homes.

Member of Temecula Noon Rotary Club for 11+ years

My experience in construction and finance could a valuable asset for this position.

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2. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

I have interacted with the Temecula Planning Commission as a member of the Paseo del Sol HOA board to enhance traffic safety measures in the community. My experience was positive, as I was able to provide a couple of recommendations that would benefit the community and one of them was chosen to be implemented for pedestrian safety.

3. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

I want to get more involved in my community since moving to Wildomar. My wife and I really like this city and want to see it thrive and grow in a safe and smart manner.

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4. What qualities or experience would you bring that would be an asset to the Planning Commission?

Construction experience and financial experience.

Dealing with the public is very similar to dealing with residents in an HOA.

5. What is your understanding of the role and responsibilities of the Planning Commission?

Considers future development, land use, zoning categories and zoning rules.

Interacts with the city council and public.

Operates similar to an HOA.

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6. What do you feel are some of the key issues facing the City in the next 5 to 10 years?

Growth from residents moving in from densely populated areas for a better quality of life.

Infrastructure to accommodate that growth in terms of retail and traffic.

Smart and practical need for affordable housing.

Increase in crime.

7. How do you think you would balance residents concerns with overall City goals and long term benefits?

There is always a middle ground. Completely satisfying everyone's needs and wants is not a logical or practical approach. Costs vs. Benefits has to be taken into consideration.

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**GENERAL BUSINESS**
**Agenda Staff Report # 3.4**
**Meeting Date: January 18, 2023**

**SUBJECT:** Termination Agreement Regarding Western Community Energy

**SUBMITTED BY:** Daniel A York

**PREPARED BY:** Daniel A York,

**ACTION:**
1. Authorize the Mayor to execute the agreement.
2. Discuss other items related to Western Community Energy (WCE).

**SUMMARY:**
On October 12, 2022, the Board of Directors of Western Community Energy, a California Joint Powers Authority (Authority) gave notice to the Member Agencies (City of Wildomar is a Member Agency) that the Authority be dissolved. Executing the Termination Agreement completes City of Wildomar's action in Dissolution of the Authority.

**BACKGROUND:**
In 2016, WRCOG conducted a feasibility study for potential formation of a community choice aggregation (CCA) with a goal to increase use of renewable energy sources in year 2020. A CCA allows aggregating purchase of power on a regional basis in accordance with Assembly Bill 117 (2002). On February 14, 2018, agenda item 3.1 the City Council discussed the merits of joining a joint powers authority, Western Community Energy (WCE). On April 11, 2018, agenda item 3.2, the City Council invited SCE to discuss key facts about CCA's; the current status on power charge indifference adjustment (aka exit fees); and, other incentive programs for customers. On July 11, 2018, Agenda Item 3.2, the City Council passed a Resolution to join WCE JPA and require a subsequent meeting prior to joining the CCA to consider adoption of an Ordinance authorizing the implementation of a CCA Program. On October 24, 2018, the City Council adopted an Ordinance implementing the CCA.

**FISCAL IMPACT:**
There is no Fiscal Impact to the General Fund to execute the Termination Agreement.

**ATTACHMENTS:**

Termination Agreement - WCE Dissolution (12-1-22 Draft)-c1.docx

**TERMINATION AGREEMENT**
**REGARDING**
**WESTERN COMMUNITY ENERGY**

This Termination Agreement Regarding Western Community Energy (the "**Agreement**") is entered into effective as of [_____], 2023 (the "**Effective Date**"), by and between the City of Canyon Lake, the City of Eastvale, the City of Hemet, the City of Jurupa Valley, the City of Norco, the City of Perris and the City of Wildomar, who are collectively referred to herein as the "**Member Agencies**" of Western Community Energy, a California Joint Powers Authority ("**Authority**").

**RECITALS**

A. The Authority was formed by the Member Agencies pursuant to the authority granted under that certain Joint Powers Agreement dated August 23, 2018, as amended by that certain First Amendment dated September 19, 2018 ("**JPA Agreement**").

B. The Authority thereafter launched the community choice aggregation program known as "**WCE**", which provided power to customers within the boundaries of the Member Agencies (excluding the City of Canyon Lake, which did not participate in the program).

C. On May 24, 2021, the Authority filed for Chapter 9 Bankruptcy ("**Bankruptcy Proceeding**"). On June 14, 2021, all customers of the Authority were transitioned to Southern California Edison ("**SCE**") for service.

D. On August 16, 2022, the Bankruptcy Court entered an order ("**Bankruptcy Order**") confirming the Authority's plan for the adjustment of debts and the Authority concluded settlements consistent with the plan with all outstanding creditors. The Bankruptcy Order includes a discharge of all debts owed by the Authority, an exculpation clause enjoining actions against individuals and entities that assisted the Agency with the Bankruptcy Proceeding, and an injunction preventing the institution of any action to collect any debt of the Authority from Member Agencies and other "partners" of the Authority. The Bankruptcy Proceeding has now been concluded and the plan is final.

E. On October 12, 2022, the Board of Directors of the Authority made a recommendation to the Member Agencies that the Authority be dissolved following a six month period to orderly wind down the Authority's affairs.

F. On October 21, 2022, Authority gave notice of termination of the Management Services Agreement with the Western Riverside Council of Governments ("**WRCOG**") effective April 21, 2022.

G. There being no reason to continue the existence and operation of the Authority, the Member Agencies desire to terminate the JPA Agreement and dissolve the Authority upon the terms and conditions set forth herein.

NOW, THEREFORE, the Member Agencies hereby agree as follows:

1. Termination of JPA Agreement. Pursuant to Section 5.5 of the JPA Agreement, the Member Agencies agree that the JPA Agreement will terminate in accordance with the terms of this Agreement as of March 31, 2022 ("**Termination Date**"), subject to adjustment as set forth in Section 2.

2. Transition Period. Prior to termination, the Authority will continue to operate for the sole purpose of winding up its affairs, including the implementation of the final bankruptcy plan as set forth in the Bankruptcy Order and the completion of a fiscal audit for the 2022-2023 year ("**Transitional Activities**"). It is contemplated that all Transitional Activities will be completed prior to the Termination Date. In the event that the Transitional Activities cannot be completed prior to the Termination Date, then the Termination Date may be extended up to ninety (90) days with the written confirmation of the City Manager of each of the Member Agencies with the concurrence of their respective City Attorneys.

3. Book and Records. The books and records of the Authority will be archived and stored by WRCOG for a period of five (5) years following the Termination Date or such longer period as may be required by applicable law. WRCOG has agreed to serve as a depository only and the Member Agencies agree that WRCOG will have no ongoing obligations with respect to the maintenance of such books and records following the termination of the Management Services Agreement with the Authority.

4. Dissolution of the Authority. Concurrent with the Termination Date, the Authority will make such filings as are necessary with the Secretary of State of the State of California to formalize the dissolution of the Authority.

5. Funding for Transitional Operations. The bankruptcy plan includes an amount to pay expenses of the Authority to carry out the bankruptcy plan and it is not anticipated that any additional funding will be necessary for the Authority to carry out the Transitional Activities. In the event that any funding remains following the completion of the Transitional Activities, then such funding will be distributed to the creditors of the Authority in accordance with the requirements of the Bankruptcy Order.

6. No Additional Funding; No Liability. In no event will any Member Agency be obligated to provide any additional funding for the completion of the Transitional Activities by the Authority or for any other purpose. The Member Agencies agree that the terms of Section 4.6 of the JPA Agreement remain in full force and effect and will survive the termination of the JPA Agreement. The Member Agencies acknowledge and agree that the protection from liability set forth in Section 4.6 is consistent with the terms of the Bankruptcy Order.

7. Future Claims. In the event that any third party makes a claim against the Authority or the Member Agencies following the Termination Date, the Member Agencies agree to meet and confer with respect to any such claim and mutually agree on the appropriate action to be taken to protect the Member Agencies and enforce the terms of the Bankruptcy Order. No Member Agency will be obligated to participate in any such action.

8. Nature of Agreement. The City of Canyon Lake is a party to this Agreement for the sole purpose of terminating the JPA Agreement, it being understood that the City of Canyon Lake did not elect to participate in the WCE program.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement as of the Effective Date.

ATTEST:

City Clerk
City of Canyon Lake

By: _____

Dated: _____

CITY OF CANYON LAKE

By: _____
Mayor

ATTEST:

City Clerk
City of Eastvale

By: _____

Dated: _____

CITY OF EASTVALE

By: _____
Mayor

ATTEST:

City Clerk
City of Hemet

By: _____

Dated: _____

CITY OF HEMET

By: _____
Mayor

ATTEST:

City Clerk
City of Jurupa Valley

By: _____

Dated: _____

CITY OF JURUPA VALLEY

By: _____
Mayor

ATTEST:

City Clerk
City of Norco

By: _____

Dated: _____

CITY OF NORCO

By: _____
Mayor

ATTEST:

City Clerk
City of Perris

By: _____

Dated: _____

CITY OF PERRIS

By: _____
Mayor

ATTEST:

City Clerk
City of Wildomar

By: _____

Dated: _____

CITY OF WILDOMAR

By: _____
Mayor

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**GENERAL BUSINESS**
**Agenda Staff Report # 3.5**
**Meeting Date: January 18, 2023**

**SUBJECT:** Proposed Revisions to the Traffic Signal Mast Arm Street Name Sign Blade Design

**SUBMITTED BY:** Jason Farag

**PREPARED BY:** Jason Farag,

**ACTION:**
1. Approve revisions to the Traffic Signal Street Name Sign Blade Standard Design, for standard streets and for Wildomar Trail; and

2. Direct the City Engineer to prepare and approve a new City Standard Drawings for the new designs.

**SUMMARY:**
The City's current street name sign blade design for most traffic signals includes the Wildomar Brand which is composed of several different colors and shapes. Staff recommends an update to the traffic signal mast arm sign blade design to incorporate the Wildomar Edwardian W in place of the Wildomar Brand, to simplify the manufacturing of the signs, improve the longevity of the signs, and to provide uniformity with the smaller street name sign blades used at non-signalized intersections.

**BACKGROUND:**
With the exception of street name signs on Wildomar Trail, the City has two street name sign designs currently in use. One design is used only at signalized intersections and is referred to as the Traffic Signal Mast Arm Street Name Sign Blade (Traffic Signal Signs). These signs are typically placed on the traffic signal mast arm, or just above the mast arm. The current Traffic Signal Sign design incorporates the City of Wildomar Brand on the left side of the sign which is composed of several shapes and colors. To the right of the brand is a blue background with the street name written in white text. Below the street name, and in smaller text size, is written "City of Wildomar". The entire sign includes a white border.

The second design is used at non-signalized intersections and is simply referred to as a Street

Name Sign Blade. The Street Name Sign design is an all-blue sign with a white stylized 'W' (also referred to as the Wildomar Edwardian 'W') on the left side of the sign. The street name is written to the right of the 'W' in white text. The entire sign includes a white border.

For Wildomar Trail traffic signal street name signs, the City Council previously approved a specific sign design including a white border, brown background, and Wildomar Trail written in an old western stylized font.

Attachment A includes the existing sign designs, for reference.

**DISCUSSION:**
Over the years of use, the City has experienced deterioration of the Traffic Signal Signs more rapidly than the Street Name Signs. Typically, the Traffic Signal Signs begin showing deterioration and discoloration near or within the Wildomar Brand. A suspected cause of this is that the multiple colors and shapes included in the Wildomar Brand may affect the production/printing of the sign, thus introducing potential areas of failure within the sign blade. In addition, the use of the Wildomar Brand has decreased over recent years, with more prominent use of the City's logo and the Wildomar Edwardian 'W'.

To help mitigate the sign failures, and given the reduced use of the Wildomar Brand, staff is proposing revisions to the Traffic Signal Signs by replacing the Wildomar Brand with the Wildomar Edwardian 'W'. This is expected to simplify the production of the signs and would also provide more uniformity with the Street Name Signs used City-wide at non-signalized intersections. Attachment B includes various versions of the proposed sign revisions. To further improve uniformity between the signs, concepts of a revised Wildomar Trail Traffic Signal Signs with the Wildomar Edwardian 'W' have also been included for review and approval. Staff recommends that the City Council review the proposed sign revisions and provide approve one of the proposed sign revision designs for the traditional blue Traffic Signal Sign and for the brown Wildomar Trail Traffic Signal Sign.

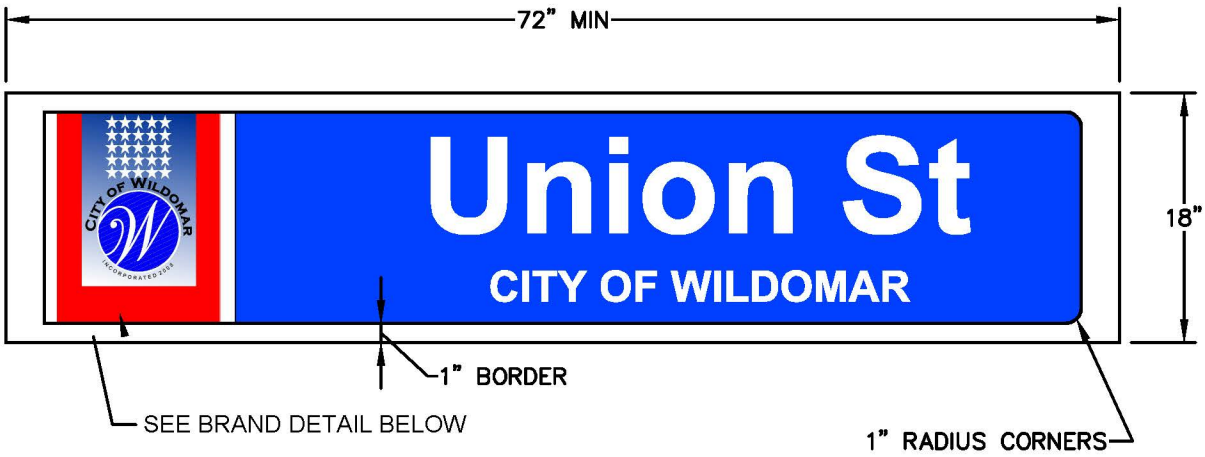
Upon approval of a proposed design, the City must prepare new Standard Drawings/Details that include the new designs and technical specifications required for production of the signs. These Standard Drawings will be used by the City's contractors and by private developers when ordering new street name signs to install on new and existing traffic signals. The Standard Drawings will include the technical details such as the specific color reference, font type and size, spacing, margins, materials, reflectivity, etc... Staff recommends that the City Council direct the City Engineer to prepare and approve new Standard Drawings that incorporate the designs approved by the City Council.

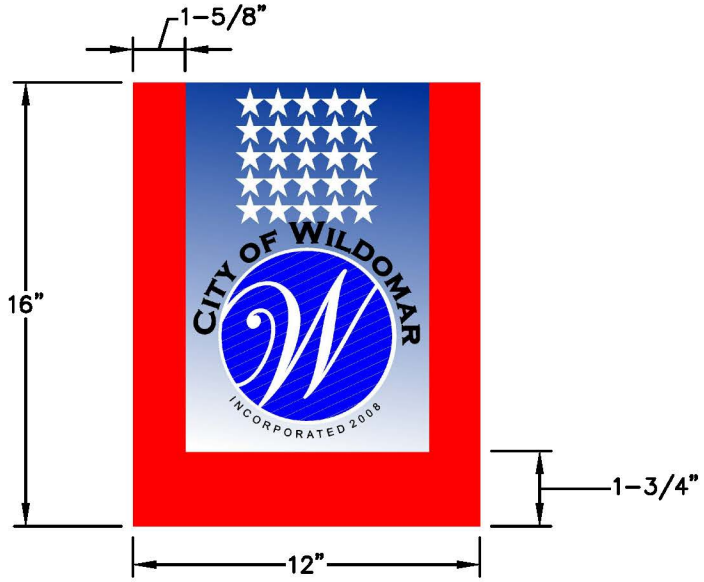
In 2021, the City Council approved a decision package authorizing the purchase of new Traffic Signal Signs City-wide to replace existing deteriorated signs with new signs. Implementation of that project was delayed, and the previously unused funds were not re-allocated in the FY 22/23 budget. Upon completion of the new standard drawings, staff will bring forward a budget

amendment request to re-allocate funds for the replacement of Traffic Signal Signs City-wide with the new design. Since the Wildomar Trail signs were recently replaced a few years ago with the renaming of the entire street, staff is not proposing to replace the Wildomar Trail signs at this time and recommends that the Wildomar Trail signs are replaced with the new design through regular maintenance, when required.

**FISCAL IMPACT:**
Staff costs for this effort are included in the approved FY 22/23 budget.

**ATTACHMENTS:**
A - Existing Street Name Signs
B - Proposed Street Name Sign Designs




BRAND DETAIL

NOT TO SCALE

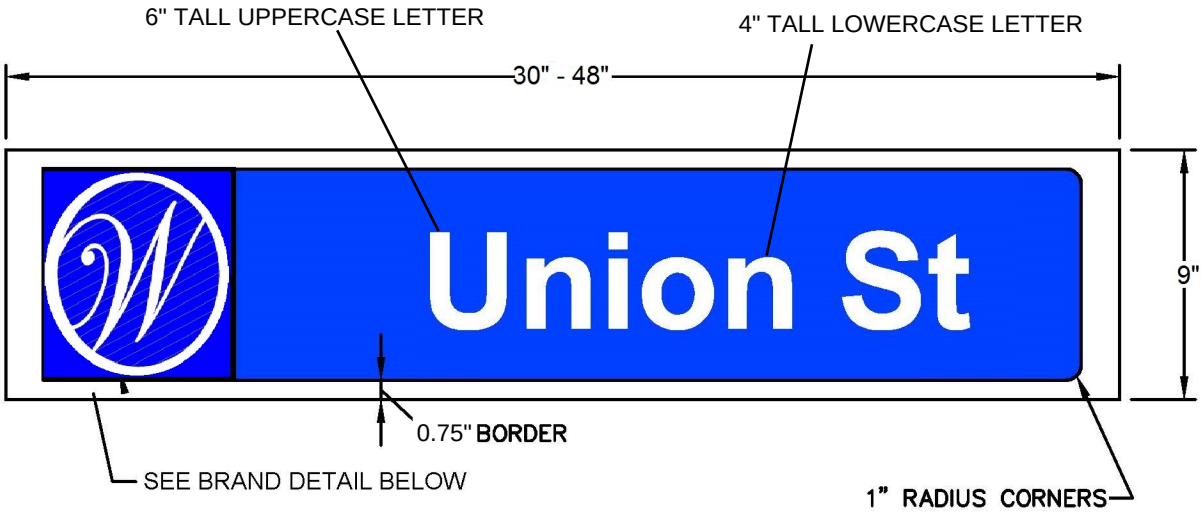
NOTES:

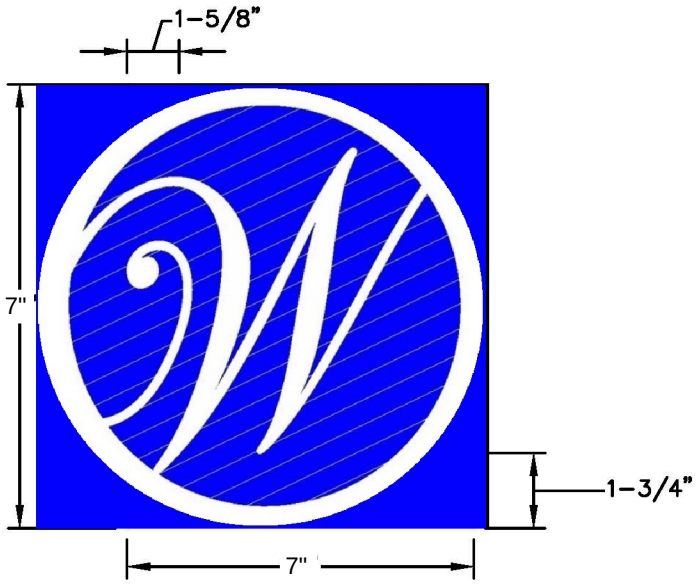
1. SIGN SHALL BE SG TYPE AS MANUFACTURED BY McCAIN, INC. OR CITY-APPROVED EQUAL.
2. SIGN SHALL BE DOUBLE-SIDED.
3. REFLECTIVE SHEETING SHALL BE 3M #1175 BLUE ON 3M DIAMOND GRADE DG3 4090T SHEETING OR CITY-APPROVED EQUAL.
4. STREET NAME LETTERING SHALL BE MUTCD FONT SERIES E, 8-INCH U.C., 6-INCH L.C. LOWER LEGEND SHALL BE MUTCD FONT SERIES E, 2.5 INCH U.C.
5. SIGN SHALL BE MOUNTED PER CALTRANS STANDARD ES-70.

**CITY OF WILDOMAR**

DEPARTMENT OF PUBLIC WORKS

| REVISIONS | | REFLECTIVE STREET NAME SIGN MAST-ARM-MOUNTED | STD. NO. 816A |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| DRAFT | | | |




BRAND DETAIL

NOT TO SCALE

NOTES:

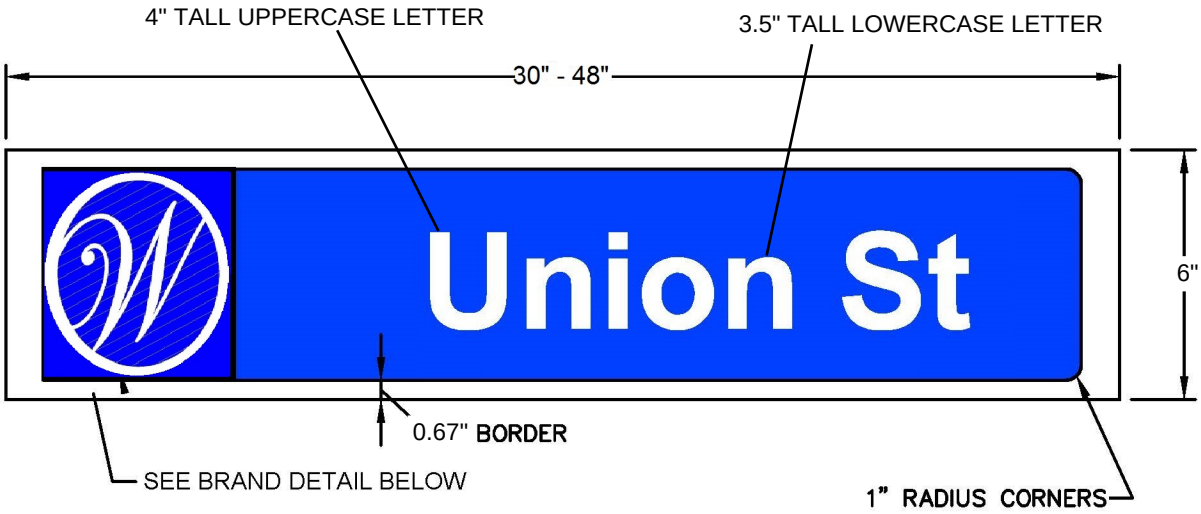
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2. SIGN SHALL BE DOUBLE-SIDED.
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5. SIGN SHALL BE MOUNTED PER CALTRANS STANDARD ES-70.

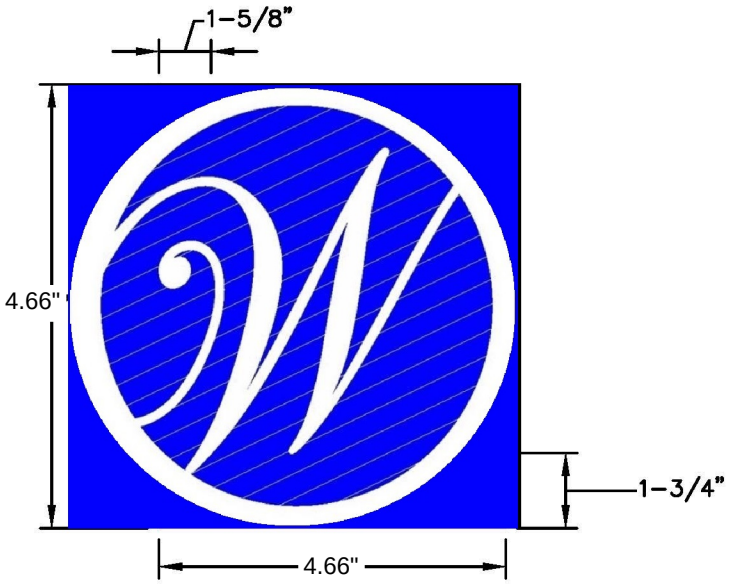
*WHEN ONE OF THE INTERSECTING ROADWAYS HAS AN ULTIMATE PAVED WIDTH OR CURBED WIDTH GREATER THAN 40 FEET,* STD. 815A SHALL BE USED. TWO SIGN *UNITS ARE REQUIRED. THEY SHALL BE ON THE MAJOR STREET, AND ON OPPOSITE CORNERS SO THAT THEY WILL BE ON THE FAR RIGHT-HAND SIDE OF THE INTERSECTION FOR THE TRAFFIC ON THE MAJOR STREET. AT "T" INTERSECTIONS, ONLY ONE STREET NAME SIGN SHALL BE REQUIRED. MORE THAN TWO STREET NAME SIGNS MAY BE REQUIRED AT INTERSECTIONS WITH MORE THAN FOUR LEGS. WHEN ALL INTERSECT ING STREETS HAVE ULTIMATE PAVED WIDTHS OR CURBED WIDTHS OF 40 FEET OR LESS, AND THEY ARE NOT GENERAL PLAN ROADS, USE STANDARD 816*B.

**CITY OF WILDOMAR**

DEPARTMENT OF PUBLIC WORKS

| REVISIONS | | PAVED OR CURBED STREET WIDTH GREATER THAN 40' | STD. NO. |
|---|---|---|---|
| | | REFLECTIVE STREET NAME SIGN | 815 A |
| | | POLE-MOUNTED | |
| DRAFT | | | |




BRAND DETAIL

NOT TO SCALE

NOTES:

1. SIGN SHALL BE SG TYPE AS MANUFACTURED BY McCAIN, INC. OR CITY-APPROVED EQUAL.
2. SIGN SHALL BE DOUBLE-SIDED.
3. REFLECTIVE SHEETING SHALL BE 3M #1175 BLUE ON 3M DIAMOND GRADE DG3 4090T SHEETING OR CITY-APPROVED EQUAL.
4. STREET NAME LETTERING SHALL BE MUTCD FONT SERIES E, 8-INCH U.C., 6-INCH L.C. LOWER LEGEND SHALL BE MUTCD FONT SERIES E, 2.5 INCH U.C.
5. SIGN SHALL BE MOUNTED PER CALTRANS STANDARD ES-70.

*WHEN ONE OF THE INTERSECTING ROADWAYS HAS AN ULTIMATE PAVED WIDTH OR CURBED WIDTH GREATER THAN 40 FEET,* STD. 815A SHALL BE USED. TWO SIGN *UNITS ARE REQUIRED. THEY SHALL BE ON THE MAJOR STREET, AND ON OPPOSITE CORNERS SO THAT THEY WILL BE ON THE FAR RIGHT-HAND SIDE OF THE INTERSECTION FOR THE TRAFFIC ON THE MAJOR STREET. AT "T" INTERSECTIONS, ONLY ONE STREET NAME SIGN SHALL BE REQUIRED. MORE THAN TWO STREET NAME SIGNS MAY BE REQUIRED AT INTERSECTIONS WITH MORE THAN FOUR LEGS. WHEN ALL INTERSECT ING STREETS HAVE ULTIMATE PAVED WIDTHS OR CURBED WIDTHS OF 40 FEET OR LESS, AND THEY ARE NOT GENERAL PLAN ROADS, USE STANDARD 816*B.

**CITY OF WILDOMAR**

DEPARTMENT OF PUBLIC WORKS

| REVISIONS | | PAVED OR CURBED STREET WIDTH 40' OR LESS<br>REFLECTIVE STREET NAME SIGN<br>POLE-MOUNTED | STD. NO.<br>815 B |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| DRAFT | | | |

**Existing Wildomar Trail Traffic Signal Street Name Sign**



Traffic Signal Street Name Sign Concepts

City of Wildomar

# Standard Street Name Sign

**Option 1A**
Includes a white border, all-blue background, white logo, and white text for the street name.




**Option 1B**
Includes a white border, all-blue background, white logo, and white text for the street name. Adds “City of Wildomar” in white text below the street name.




**Option 1C**
Includes no border, a two-tone background: white background with a blue logo and a blue background with white text for the street name.




**Option 1D**
Includes no border, a two-tone background: white background with a blue logo, a blue background with white text for the street name. Adds “City of Wildomar” in white text below the street name.




**Option 1E**
Includes a white border border with a two-tone background: white background with a blue logo and a blue background with white text for the street name.




**Option 1F**
Includes a white border with a two-tone background: white background with a blue logo, a blue background with white text for the street name. Adds “City of Wildomar” in white text below the street name.



Traffic Signal Street Name Sign Concepts

City of Wildomar

# Wildomar Trail Street Name Sign

**Option 2A**
Includes a white border, all-brown background, white logo, and white text for the street name.




**Option 2B**
Includes a white border, all-brown background, white logo, and white text for the street name. Adds “City of Wildomar” in white text below the street name.




**Option 2C**
Includes no border, a two-tone background: white background with a brown logo and a brown background with white text for the street name.




**Option 2C**
Includes no border, a two-tone background: white background with a brown logo, a brown background with white text for the street name. Adds “City of Wildomar” in white text below the street name.




**Option 2E**
Includes a white border border with a two-tone background: white background with a brown logo and a brown background with white text for the street name.




**Option 2F**
Includes a white border with a two-tone background: white background with a brown logo, a brown background with white text for the street name. Adds “City of Wildomar” in white text below the street name.



**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**FUTURE AGENDA ITEMS**
**Meeting Date: January 18, 2023**

**SUBJECT:** Future Agenda Items

**SUBMITTED BY:** Janet Morales

**ACTION:**

**Title- Councilmember-Anticipated Date**

1. Firework Ordinance - Morabito - Feb 2023
2. Clinton Keith Road on/off Ramp Maintenance - Moore - Mar 2023
3. Specifications for Little Free Library and other community donated items - Morabito - Feb 2023
4. Amend Fencing Requirements - Benoit - TBD
5. Amend Multi-Family Design Guidelines - Benoit - TBD

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 4.1**
**Meeting Date: January 18, 2023**

**SUBJECT:** Minutes-December 14, 2022-Regular Meeting

**SUBMITTED BY:** Jandi Aguilar

**PREPARED BY:** Jandi Aguilar,

**ACTION:**
Approve the minutes as presented.

**ATTACHMENTS:**
1. Minutes- Cemetery 12-14-22

**MINUTES**
**CITY OF WILDOMAR**
**CEMETERY DISTRICT CC - REGULAR MEETING**
**WEDNESDAY, DECEMBER 14, 2022**
**COUNCIL CHAMBERS**
**23873 CLINTON KEITH ROAD SUITE 106**
**WILDOMAR, CA 92595**

## CALL TO ORDER THE WILDOMAR CEMETERY DISTRICT

The regular meeting was called to order by Chair Morabito at 8:21 p.m.

## ROLL CALL

**Members in attendance:** Chair Morabito, Vice-Chair Moore, Board members: Ashlee DePhillippo, Carlos Marquez, and Dustin Nigg

**Staff in Attendance:** Cemetery Manager York, Attorney Jex, Board Clerk Morales, Administrative Analyst Aguilar, Planning Director Bassi, Administrative Services Director Howell, Project Consultant Riley, Public Works Director Farag, Development Manager Stadnik, Community Services Director Torres, Economic Development Director Davis and IT Specialist Sung.

## PUBLIC COMMENTS

None

## BOARD COMMUNICATIONS

None

## APPROVAL OF THE AGENDA AS PRESENTED

Moved by Carlos Marquez; seconded by Dustin Nigg to approve the agenda as presented

**Motion Approved:** 5 - 0

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

## 4. CEMETERY CONSENT CALENDAR

Moved by Dustin Nigg; seconded by Carlos Marquez to approve all items on the consent calendar

**Motion Approved:** 5- 0

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

**4.1 November 9, 2022-Cemetery Minutes**

Approved the minutes as presented.

**4.2 Warrant Register Cemetery November 2022**

Approved the following:

For Fiscal Year 2022/2023

1. Warrant Register dated 11-03-2022 in the amount of $176.31.
2. Warrant Register dated 11-10-2022 in the amount of $2,848.19.
3. Warrant Register(s) dated 11-17-2022 in the amount of $1,095.90.

**4.3 October 2022 Cemetery Treasurers Report**

Approved the Treasurer's Report for Oct. 2022.

**5. PUBLIC HEARINGS**

None

**6. GENERAL BUSINESS**

None

**GENERAL MANAGER REPORT**

None.

**FUTURE AGENDA ITEMS**

None

**ADJOURN THE WILDOMAR CEMETERY DISTRICT MEETING TO AN ADJOURNED REGULAR MEETING ON JANUARY 18, 2023**

There being no further business, Chair Morabito adjourned the regular meeting at 8:22 p.m.

Submitted by:

_____
Janet Morales, CMC
City Clerk

Approved by:

_____
Joseph Morabito
Chair

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 4.2**
**Meeting Date: January 18, 2023**

**SUBJECT:** Warrant Register Cemetery December 2022

**SUBMITTED BY:** Adam Jantz

**PREPARED BY:** Nicholas Neidiffer,

**ACTION:**
For Fiscal Year 2022/20231.
1. Warrant Register dated 12-01-2022 in the amount of $1,579.00.
2. Warrant Register dated 12-08-2022 in the amount of $364.03.
3. Warrant Register dated 12-22-2022 in the amount of $6,872.49.

**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 Year 2022/23 Budget.

**ATTACHMENTS:**
Warrant Reg CEM Dec 2022 Voucher Listings.pdf

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215920 | 12/1/2022 | 000367 CINTAS CORPORATION | 5133749981 | | CEMETERY FIRST AID & SAFETY | 181.95 |
| | | | | | **Total :** | **181.95** |
| 215921 | 12/1/2022 | 000367 CINTAS CORPORATION | 4136798249 | | STAFF UNIFORM & TOWEL MAINTENANCE | 77.72 |
| | | | 4137519238 | | STAFF UNIFORM & TOWEL MAINTENANCE | 77.72 |
| | | | 4138351493 | | STAFF UNIFORM & TOWEL MAINTENANCE | 77.72 |
| | | | 4138862794 | | STAFF UNIFORM & TOWEL MAINTENANCE | 77.72 |
| | | | | | **Total :** | **310.88** |
| 215922 | 12/1/2022 | 000011 CR&R INC. | 353099 | | NOV.2022 WASTE SERVICES - 3YD COMMERCIAL | 447.78 |
| | | | | | **Total :** | **447.78** |
| 215923 | 12/1/2022 | 001338 DEANZA TERMITE & PEST CONTROL, INC | 616384B | | PEST CONTROL CEMETERY (11/21/22) | 50.00 |
| | | | | | **Total :** | **50.00** |
| 215924 | 12/1/2022 | 000048 MURRIETA LOCK AND SAFE, INC. | 10781B | | KEY DUPLICATE FOR CEMETERY | 95.59 |
| | | | | | **Total :** | **95.59** |
| 215925 | 12/1/2022 | 000186 RIGHTWAY | 320181 | | CEMETERY RESTROOM MAINTENANCE/SERVICE 11 | 449.55 |
| | | | | | **Total :** | **449.55** |
| 215926 | 12/1/2022 | 000094 STAUFFERS LAWN EQUIPMENT | 303877 | | FACILITY MATERIAL | 43.25 |
| | | | | | **Total :** | **43.25** |

**7 Vouchers for bank code :** wf **Bank total : 1,579.00**

**7 Vouchers in this report** **Total vouchers : 1,579.00**

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 215965 | 12/8/2022 | 000088 ACE HARDWARE | 306945/3 | | CEMETERY DEPT SUPPLIES | 137.04 |
| | | | | | **Total :** | **137.04** |
| 215966 | 12/8/2022 | 000367 CINTAS CORPORATION | 4139576172 | | STAFF UNIFORM & TOWEL MAINTENANCE | 90.52 |
| | | | | | **Total :** | **90.52** |
| 215967 | 12/8/2022 | 000941 FRONTIER | 111922 | | 11/19/22-12/18/22 CEMETERY VOICE/INTERNE | 70.80 |
| | | | | | **Total :** | **70.80** |
| 215968 | 12/8/2022 | 000790 SPARKLETTS | 12322 | | THROUGH 12/03/22 DRINKING WATER - CEMETE | 4.99 |
| | | | | | **Total :** | **4.99** |
| 215969 | 12/8/2022 | 000378 TEMECULA VALLEY PIPE & SUPPLY | 624102 | | CEMETERY DEPT SUPPLIES | 60.68 |
| | | | | | **Total :** | **60.68** |

**5 Vouchers for bank code :** wf **Bank total :** **364.03**

**5 Vouchers in this report** **Total vouchers :** **364.03**

**Bank code :** wf

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---|---|---|---|---|---|---|
| 216036 | 12/22/2022 | 000367 CINTAS CORPORATION | 4140275284 | | STAFF UNIFORM & TOWEL MAINTENANCE | 90.52 |
| | | | 4140983006 | | STAFF UNIFORM & TOWEL MAINTENANCE | 90.52 |
| | | | | | **Total :** | **181.04** |
| 216037 | 12/22/2022 | 000011 CR&R INC. | 353901 | | DEC 2022 WASTE SVC - 3 YD COMM. BIN, 2 Y | 447.78 |
| | | | | | **Total :** | **447.78** |
| 216038 | 12/22/2022 | 000012 ELSINORE VALLEY MUNICIPAL, WATER D | 12043443 | | 10/18/22-11/18/22 CEMETERY WATER SERVICE | 858.37 |
| | | | | | **Total :** | **858.37** |
| 216039 | 12/22/2022 | 000412 POLYGUARD & CO | 58060 | | CEMETERY DEPARTMENTAL SUPPLIES | 5,385.30 |
| | | | | | **Total :** | **5,385.30** |

**4 Vouchers for bank code :** wf **Bank total :** **6,872.49**

**4 Vouchers in this report** **Total vouchers :** **6,872.49**

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 4.3**
**Meeting Date: January 18, 2023**

**SUBJECT:** November 2022 Cemetery Treasurers Report

**SUBMITTED BY:** Adam Jantz

**PREPARED BY:** Adam Jantz,

**ACTION:**
Approve the Treasurer's Report for November 2022.

**SUMMARY:**
November 2022 Cemetery Treasurer's Report

**BACKGROUND:**
Attached is the Treasurer's Report for Cash and Investments for the month of November 2022.

**FISCAL IMPACT:**
None.

**ATTACHMENTS:**
November 2022 Cemetery Treasurers Report

**WILDOMAR CEMETERY DISTRICT**
**TREASURER'S REPORT FOR**
**CASH AND INVESTMENT PORTFOLIO**
**November 2022**

**DISTRICT INVESTMENT**

| ISSUER | BOOK VALUE | FACE VALUE | MARKET VALUE | PERCENT OF PORTFOLIO | DAYS TO MAT. | STATED RATE |
|---|---|---|---|---|---|---|
| EDWARD JONES | $ 245,074.55 | $ 245,074.55 | $ 245,074.55 | 100.00% | 0 | Variable |
| TOTAL | $ 245,074.55 | $ 245,074.55 | $ 245,074.55 | 100.00% | | |

| ISSUER | BEGINNING BALANCE | + DEPOSITS/ PURCHASES | WITHDRAWALS/ SALES/ MATURITIES | ENDING BALANCE | STATED RATE |
|---|---|---|---|---|---|
| EDWARD JONES | $ 240,946.95 | $ 4,127.60 | $ - | $ 245,074.55 | Variable |
| TOTAL | $ 240,946.95 | $ 4,127.60 | $ - | $ 245,074.55 | |

| | |
|---|---|
| TOTAL INVESTMENT | $ 245,074.55 |

**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.**

Robert Howell
**Robert Howell**
**Administrative Services Director**

12/19/2022
**Date**

**CITY OF WILDOMAR**
**CC - REGULAR MEETING**
**CONSENT CALENDAR**
**Agenda Staff Report # 4.4**
**Meeting Date: January 18, 2023**

**SUBJECT:** 2023 Schedule for Removal of Flowers and Specialty Items

**SUBMITTED BY:** Annelle Rosales

**PREPARED BY:** Annelle Rosales,

**ACTION:**
Receive and file.

**SUMMARY:**
The proposed schedule sets the dates for removal of flowers and items, including decorations and lawn ornaments, that are not compliant with the Flower and Marker Policy.

**BACKGROUND:**
The Wildomar Cemetery Flower and Marker policy is a standard is set by the Board of Trustees. The policy states that only fresh cut flowers are allowed and the setting of artificial flowers and miscellaneous items detracts from the natural pristine of the Cemetery. The policy is presented to the family for signature.

**DISCUSSION:**
The presented schedule states that the items not on the policy will be removed every second and fourth Wednesday of the month, rather than removed weekly.

**FISCAL IMPACT:**
None.

**ATTACHMENTS:**
Item Removal Schedule - 2023 ENG.pdf
Item Removal Schedule - 2023 SPN.pdf

# WILDOMAR CEMETERY DISTRICT

21400 Palomar Street, P.O. Box 82
Wildomar, CA. 92595
(951) 678-2451

## FLOWER AND MARKER POLICIES

The setting of artificial flowers and miscellaneous items, such as pin-wheels, wind chimes, lawn ornaments, etc., detracts from the natural pristine setting that the Wildomar Cemetery strives to maintain. None of the above is allowed: Fresh flowers only.

## ATTENTION

Starting Wednesday, January 11, 2023 all items that are not compliant with the Flower and Marker Policy will be removed every 2nd and 4th Wednesday of the month.

## 2023 ITEM REMOVAL SCHEDULE

January 11th, 25th
February 8th, 22nd
March 8th, 22nd
April 12th, 26th
May 10th, 24th
June 14th, 28th
July 12th, 26th
August 9th, 23rd
September 13th, 27th
October 11th, 25th
November 8th, 22nd
December 13th, 27th

**If you have any questions, please feel free to contact the Cemetery Office at (951) 678-2451**

# WILDOMAR CEMETERY DISTRICT

21400 Palomar Street, P.O. Box 82
Wildomar, CA. 92595
(951) 678-2451

## POLÍTICAS DE FLORES Y LÁPIDA

El entorno de flores artificiales y artículos misceláneos, como molinetes, campanas de viento, adornos para el jardín, etc., le quita valor al entorno natural prístino que el cementerio de Wildomar se esfuerza por mantener. Ninguno de los anteriores está permitido: Solo flores frescas.

## ATENCIÓN

A partir del miércoles 11 de enero de 2023 todos los artículos que no sean que cumplan con la Política de flores y lápidas se eliminarán cada segundo y cuarto miércoles del mes.

## CALENDARIO DE ELIMINACIÓN DE ARTÍCULOS 2023

Enero 11, 25
Febrero 8, 22
Marzo 8, 22
Abril 12, 26
Mayo 10, 24
Junio 14, 28
Julio 12, 26
Agosto 9, 23
Septiembre 13, 27
Octubre 11, 25
Noviembre 8, 22
Diciembre 13, 27

**Si tiene alguna pregunta, no dude en ponerse en contacto con el Oficina del cementerio al (951) 678-2451**