

RESOLUTION NO. 2013 - 37

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILDOMAR, CALIFORNIA, REPEALING RESOLUTION 2013-05
AND ESTABLISHING THE ORGANIZATION, OBJECTIVES AND
RESPONSIBILITIES OF A WILDOMAR COMMUNITY PARKS
FUNDING MEASURE CITIZEN'S OVERSIGHT ADVISORY
COMMITTEE AND COMMITTEE MEMBER VOLUNTEERS
DESCRIPTION**

WHEREAS, on November 6, 2012 Wildomar residents voted on a \$28 annual parcel tax (Measure Z) to assist in the funding of park operations and related park activities as noted in the measure; and

WHEREAS, the election results were certified by the Riverside County Register of Voters on November 26, 2012 and Measure Z, needing a 66.7% of the vote count, was approved with a Yes vote count of 68.59%; and

WHEREAS, the passage of Measure Z, by statute (Ordinance 71 added Chapter 3.18 to the City Municipal Code), triggers a number of tasks that need to be addressed prior to the July 1, 2013 (Fiscal Year 2013-14) start of the tax; and

WHEREAS, City Municipal Code Section 3.18.060 – Oversight Committee; *“By no later than March 1, 2013, the City Council shall establish a Wildomar Community Parks Funding Measure Citizen’s Oversight Advisory Committee to advise the City Council regarding the collection and expenditure of tax revenues collected under the authority of this chapter. The Committee shall consist of at least five members, who shall be residents of the City. The terms of the Committee members and their specific duties shall be established by resolution of the City Council.”*; and

WHEREAS, at a public meeting held on December 14, 2013 the City Council directed the Parks Subcommittee and Staff to proceed with preparing the necessary documents for committee formation and committee member volunteer description; and

WHEREAS, at a public meeting held on February 13, 2013 the City Council adopted Resolution No. 2013-05 establishing the committee, known as Measure Z Oversight and Advisory Committee and appointed 5 residents as committee members; and

WHEREAS, the Measure Z Oversight and Advisory Committee conducted the initial public meeting on February 28, 2013, followed by regularly scheduled meetings held on April 25, 2013 and July 25, 2013 wherein the Committee recommend that Resolution No. 2013-05 be revised to excluded references to budget responsibilities of committee members; and

NOW THEREFORE, the City Council of the City of Wildomar, California, does hereby resolve, determine and order as follows:

Section 1. Repeal of Resolution No. 2013-05.

Resolution No. 2013-05 of the City Council of the City of Wildomar is hereby repealed in its entirety.

Section 2. Establishment of Committee.

Pursuant to Section 13.18.060 of the Wildomar Municipal Code, there is hereby created a Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee which shall be known as the Measure Z Oversight Advisory Committee.

Section 3. Duties of Committee.

The duties of the Committee are described in the Guidelines and Policies, Exhibit A.

Section 4. The City Committee Membership.

The Committee shall consist of five members to be appointed by majority vote of the City Council, per the Committee Member Volunteer Description, Exhibit B.

Section 5. Staff Assistance.

The City Manager shall ensure that adequate staff will be allocated to provide necessary technical and clerical assistance to the Committee.

Section 6. Time and Place of Meetings.

The Committee shall establish a regular date, time and place for Committee meetings, which shall be open to the public. Said meetings shall occur no less frequently than every 3 months.


PASSED, APPROVED AND ADOPTED this 11th day of September, 2013.



Timothy Walker
Mayor

APPROVED AS TO FORM:

ATTEST:



Thomas D. Jex
City Attorney

Debbie A. Lee, CMC
City Clerk

Exhibit A

City of Wildomar Measure Z Oversight Advisory Committee Guidelines and Policy

MISSION:

To ensure that all revenues received from the voter approved "Save Wildomar Community Parks Funding Measure" (Measure Z) are only spent on permissible uses as outlined in City of Wildomar Ordinance 71 and City Municipal Code Chapter 3.18.

GOVERNING AUTHORITY FOR COMMITTEE FORMATION

Section 3.18.060 of the City of Wildomar Municipal Code requires the establishment of a Citizen's Oversight Advisory Committee:

"3.18.060 – Oversight Committee. By no later than March 1, 2013, the City Council shall establish a Wildomar Community Parks Funding Measure Citizen's Oversight Advisory Committee to advise the City Council regarding the collection and expenditure of tax revenues collected under the authority of this chapter. The Committee shall consist of at least five members, who shall be residents of the City. The terms of the Committee members and their specific duties shall be established by resolution of the City Council."

ROLES, RESPONSIBILITIES AND DUTIES

A. The responsibilities and duties of the Committee shall be limited to:

1. Review expenditures of Measure Z revenues to ensure the monies have been expended in accordance with the authorized purposes of Measure Z.
2. Understand allowable expenses of Measure Z monies (as identified in Section 3.18 of the Municipal Code).
3. Understand municipal revenue collection and distribution from local, state and federal sources.
4. Prepare and submit to the Chief Fiscal Officer of the City an annual public report on the expenditures of Measure Z tax revenues for the previous fiscal year. (Committee Meeting anticipated in September/October.) The Chief Fiscal Officer will then submit the public report to the City Council per Government Code section 50075.3.

B. The Measure Z Oversight Advisory Committee shall not have any budgetary decision authority and shall not allocate financial resources.

C. The Committee shall have no authority to direct, nor shall it direct, City Staff or Officials.

COMMITTEE STRUCTURE:

A. Appointments

The City Council shall make appointments, by majority vote, to the Committee and shall be composed of five members.

B. Qualification Standards

Members of the Committee shall be at least 18 years of age and reside within the City limits. The Committee may not include any employee or official of the City, or any vendor, contractor or consultant doing business with the City.

C. Term

Committee members shall serve for a term of two years. Member's terms are to be staggered. At the Committee's first meeting, members will draw lots to select three members to serve a one-year term; the remaining members will serve a full two year term.

D. Chair and Vice-Chair

The Mayor shall appoint the initial Chair. The Chair shall appoint the initial Vice-Chair. Thereafter, the Committee shall annually (March) elect a Chair and a Vice-Chair, who shall act as Chair only when the Chair is absent.

E. Compensation

The Committee members shall serve without compensation.

F. Meetings

1. The Committee shall conduct at least four meetings a year.
2. Special meetings may be called by the Committee's chair. Special meetings may also be called by Committee members if three or more members petition the chair for a special meeting.
3. All meetings shall be noticed and shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Each member of the Committee will be given a current copy of the Ralph M. Brown Act.
4. A majority of the Committee members shall constitute a quorum for the transaction of any business.

G. Vacancies and Removal

1. The City Council shall fill any vacancies on the Committee.
2. The City Council may remove any Committee member for any reason, including but not limited to, failure to attend two consecutive committee meetings without prior notification. Upon a member's removal, his or her seat shall be automatically deemed vacant.

COMMITTEE STRUCTURE:

H. *City Support*

The City shall provide to the Committee necessary technical and administrative assistance as follows:

1. Preparation, provision and posting of public notices as required by the Brown Act and in the same manner as noticing City Council meetings.
2. Provision of a meeting room, including any available City audio/visual equipment.
3. Provision of meeting materials, such as agendas, minutes and supporting reports.
4. Retention of Committee records.
5. Properly staff all Committee meetings.
6. Educate committee members on municipal finance.

I. *Termination of Committee*

The Committee shall automatically disband six months after the enabling ordinance is repealed, ruled invalid or terminates under the provisions of the ordinance.

Exhibit B

City of Wildomar

Measure Z Oversight Advisory Committee Committee Member Volunteer Information

GENERAL INFORMATION

68.5% of the Wildomar residents who voted on November 6, 2012 authorized a special tax to provide funding for Wildomar community parks and community park related facilities, programs and services. Resulting from this action, Ordinance number 71 was approved to add chapter 3.18 to the Wildomar municipal code. Within this chapter, Section 3.18.060 stipulates that an oversight and advisory committee be created, specially:

“3.18.060 – Oversight Committee. By no later than March 1, 2013, the City Council shall establish a Wildomar Community Parks Funding Measure Citizen’s Oversight Advisory Committee to advise the City Council regarding the collection and expenditure of tax revenues collected under the authority of this chapter. The Committee shall consist of at least five members, who shall be residents of the City. The terms of the Committee members and their specific duties shall be established by resolution of the City Council”.

SELECTION PROCESS

1. All applicants for appointment to the Committee must complete a City *Application for Volunteers* available online or at City Hall.
2. Applications will be screened by the Parks Subcommittee.
3. Qualified candidates may then be asked to meet with the Parks Subcommittee to discuss their application, interest, and experience.
4. The Parks Subcommittee will forward its recommendations to the City Council Members for consideration and appointment.

COMMITTEE MEMBER VOLUNTEER DESCRIPTION

Committee Members are appointed to two year terms by the City of Wildomar City Council and report to the City Manager or his/her designee.

The Committee Member should have the following characteristics to fulfill this volunteer role.

- Resident of the City of Wildomar.
- Demonstrated skills in successfully working with civic groups and residents.
- Have knowledge of and/or experience of the City Parks.
- Have knowledge of and/or experience in Non-Profit or Local Government Finance.
- Have knowledge of and/or experience in general and park maintenance and services.
- Ability to attend quarterly scheduled committee meetings

COMMITTEE MEMBER VOLUNTEER DESCRIPTION

The Committee Member's responsibilities could include:

- Review expenditures of Measure Z revenues to ensure the monies have been expended in accordance with the authorized purposes of Measure Z.
- Understand allowable expenses of Measure Z monies (as identified in Section 3.18 of the Municipal Code).
- Understand municipal revenue collection and distribution from local, state and federal sources.
- Prepare and submit to the Chief Fiscal Officer of the City an annual public report on the expenditures of Measure Z tax revenues for the previous fiscal year. (Committee Meeting anticipated in September/October.) The Chief Fiscal Officer will then submit the public report to the City Council per Government Code section 50075.3.
- Attending quarterly committee meetings.
- Completion of Form 700 following appointment.
- Ability to participate in AB 1234 Ethics training.

This is not a paid city employee position and no salary, stipends, benefits or other City resources or access to City facilities are provided. Expenses such as vehicle mileage are reimbursable at IRS rates and all expenses must be approved by City management prior to expenditure.

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

I, Debbie A. Lee, CMC, City Clerk of the City of Wildomar, California, do hereby certify that the foregoing Resolution No. 2013 – 37 was duly adopted at a regular meeting held on September 11, 2013, by the City Council of the City of Wildomar, California, by the following vote:

AYES: Mayor Walker, Mayor Pro Tem Swanson, Council Members Benoit, Cashman, Moore

NOES: None

ABSTAIN: None

ABSENT: None



Debbie A. Lee, CMC
City Clerk
City of Wildomar