

CITY OF WILDOMAR
MEASURE AA OVERSIGHT ADVISORY COMMITTEE
AGENDA

MAY 27, 2021 – Regular Meeting

7:00 P.M. or immediately following the Measure Z
Oversight Advisory Committee Meeting

Pursuant to Governor Newsom's Executive Orders N-25-20 and N-29-20, the
Measure AA Oversight Advisory Committee will be conducted electronically via
video and teleconferencing.

Join Zoom Meeting:

<https://us02web.zoom.us/j/81995415586>

OR

Dial in: 1 (669) 900 6833 | Webinar ID: 819 9541 5586



Steve Regalado, Chair
Brian Jacobs, Vice Chair
Charles Herrera, Committee Member
Shelley Hitchcock, Committee Member
Sheila Urlaub, Committee Member

Gary Nordquist
City Manager

Janet Morales
City Clerk

The Measure AA Oversight Advisory Committee will be held electronically via video and teleconferencing pursuant to the provisions of the Governor's Executive Order N-29-20

The City of Wildomar encourages your participation in the meeting; however, in order to minimize the spread of the COVID-19 virus, this meeting is being conducted utilizing video and teleconferencing. The City Council Chambers will not be open to the public. The public may view and participate in the meeting via ZOOM video or teleconferencing.

Instructions for Electronic Participation

If you would like to make a public comment and/or a comment on a specific agenda item, please follow the following instructions:

1. Before joining the call, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.
2. Log in or call into ZOOM via desktop/laptop, smartphone or telephone. You must download the ZOOM app to access the link from an Apple smartphone.

Please Note: During the meeting all participants video will be turned off during the entire meeting and you will be placed on Mute by the host. You will not be able to mute or unmute your lines manually. The host will unmute your line when you are called to speak.

3. During Public Comment not on the Agenda and after each Agenda Item, the Chair will announce Public Comment. If you would like to speak, please raise your hand virtually to be placed in the queue. When your name or the last 3 digits of your phone number are called, the host will unmute you. Public Comments will be limited to 3 minutes or such other time as the Committee may provide.

Directions to virtually raise hand on a DESKTOP/LAPTOP:

- At the bottom of the list, please click on the grey “Raise Hand” button.

Directions to virtually raise hand on a SMARTPHONE:

- Look for the “Raise Hand” button on the screen and click the button.

Directions to virtually raise hand on a TELEPHONE line only:

- **Dial *9** on your keypad to signal that you would like to comment. When the Host unmutes you, **Dial *6** to unmute.

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.

The City of Wildomar thanks you in advance for taking all precautions to prevent spreading the COVID 19 virus.

ADDITIONS/DELETIONS: Items of business may be added to the agenda upon a motion adopted by a minimum 2/3 vote finding that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the agenda being posted. Items may be deleted from the agenda upon request of staff or upon action of the Committee.

CONSENT CALENDAR: Consent Calendar items will be acted on by one roll call vote unless Committee Members, Staff, or the public request the item be discussed and/or removed from the Consent Calendar for separate action.

SWEAR IN COMMITTEE MEMBER HERRERA

CALL TO ORDER – REGULAR SESSION - 7:00 P.M. or immediately following the Measure Z Oversight Advisory Committee Meeting

ROLL CALL

FLAG SALUTE

APPOINTMENT OF CHAIR AND VICE CHAIR

The Committee Members will appoint a Chair and Vice Chair to serve through August 2022.

PUBLIC COMMENTS

This is the time when the Committee receives general public comments regarding any items or matters within the jurisdiction of the Committee that do not appear on the agenda.

APPROVAL OF THE AGENDA AS PRESENTED

The Committee to approve the agenda as it is herein presented, or, if it the desire of the Committee, the agenda can be reordered at this time.

1.0 CONSENT CALENDAR

1.1 Minutes – February 25, 2021 Regular Meeting

RECOMMENDATION: Staff recommends that the Committee approve the Minutes as submitted.

2.0 GENERAL BUSINESS

2.1 FY 2020-21 3rd Quarter Financial Report for Measure AA

RECOMMENDATION: Staff recommends that the Committee receive

and file the FY 2020-21 3rd Quarter Financial Report.

FUTURE AGENDA ITEMS

ADJOURNMENT

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 Committee 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.

I, Janet Morales, Wildomar City Clerk, do certify that within 72 hours of 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
City Clerk

Dated: May 21, 2021

**CITY OF WILDOMAR
MEASURE AA OVERSIGHT ADVISORY COMMITTEE
REGULAR MEETING MINUTES
FEBRUARY 25, 2021**

CALL TO ORDER – REGULAR SESSION - 7:00 P.M. or immediately following the Measure Z Oversight Advisory Committee Meeting

The Regular session of the February 25, 2021 Measure AA Oversight Advisory Committee was conducted electronically pursuant to the provisions of Governor's Executive Orders N-25-20 and N-29-20 and was called to order by Chair Regalado at 7:00 p.m.

Committee Member Roll Call showed the following:

Members in attendance: Pselos, Urlaub, Chair Regalado

Members absent: Hitchcock, Vice Chair Jacobs

Staff in attendance: City Manager Nordquist, Assistant City Manager York, City Clerk Morales, City Treasurer Riley, Acting Administrative Services Director Howell, Intern II Luna and Community and Emergency Services Specialist Chapman.

The flag salute was led by Chair Regalado.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE AGENDA AS PRESENTED

A MOTION was made by Member Urlaub, seconded by Member Pselos, to approve the agenda as presented.

MOTION carried, 3-0:

AYES: Pselos, Urlaub, Chair Regalado

NOES: None

ABSTAIN: None

ABSENT: Hitchcock, Vice Chair Jacobs

1.0 CONSENT CALENDAR

- 1.1 Minutes – December 01, 2020 Regular Meeting**
Approved the Minutes as submitted.

2.0 GENERAL BUSINESS

2.1 FY 2020-21 2nd Quarter Financial Report for Measure AA

Chair Regalado read the title.

Acting Administrative Services Director Howell presented the staff report.

It was the consensus of the Committee to receive and file the FY 2020-21 2nd Quarter Financial Report.

2.2 FY 2019-20 Committee Annual Report – Draft

Chair Regalado read the title.

Acting Administrative Services Director Howell presented the staff report.

A MOTION was made by Member Urlaub, seconded by Member Pselos, to approve the Annual Report for submittal to the City Council.

MOTION carried, 3-0:

AYES: Pselos, Urlaub, Chair Regalado

NOES: None

ABSTAIN: None

ABSENT: Hitchcock, Vice Chair Jacobs

FUTURE AGENDA ITEMS

There were no future agenda items.

ADJOURNMENT

There being no further business, Chair Regalado declared the meeting adjourned at 7:24 p.m.

Submitted by:

Approved by:

Janet Morales
City Clerk

Steve Regalado
Chair

Measure AA Oversight Advisory Committee
Agenda Item #2.1
GENERAL BUSINESS
Meeting Date: May 27, 2021

TO: Chairperson and Committee Members
FROM: Robert (Bob) Howell, Acting Administrative Services Director
SUBJECT: FY 2020-21 3rd Quarter Financial Report for Measure AA

STAFF REPORT

RECOMMENDATION:

Staff recommends that the Committee receive and file the FY 2020-21 3rd Quarter Financial Report.

DISCUSSION:

In accordance with the reporting requirements of Measure AA, staff is pleased to present the FY 2020-21 3rd Quarter Financial Report (January 1, 2021 through March 31, 2021).

The annual revenues from the sales and use tax for FY 2020-21 is budgeted at \$3,000,000. The City has received \$2,537,586 in sales and use tax revenues through February 2021 (85%).

The actual expenditures for the nine months ended March 31, 2021 are \$1,683,404, or 53% of the FY 2020-21 budget that totals \$3,161,600. The breakdown of the expenditures per department are included in the attached financial report. A summary of the activities by department are as follows:

Homeless Services

SWAG (Social Work Action Group): Staff made 82 Contacts with homeless clients during the 3-month period of January 1, 2021 to March 31, 2021. 37 of those contacted accepted housing referral/assistance and 18 accepted Medical/Mental Health services.

Public Works-Road Maintenance

The public works crews completed a wide variety of maintenance and clean up within the public right of way. The following key items for the 3rd Quarter (January-March 2021) include: repaired 4,490 sq ft of potholes, illegal signs removed: 46, hours spent removing illegal dump: 46 hours, trimmed trees: 151, and signs installed: 46.

Police Services

Motor Traffic Officer (1.0 officer):

Budgeted at 160 hours/month: January 2021 actual hours: 160 hours; February 2021 actual hours: 160 hours; March 2021 actual hours: 160 hours.

(January 2021 to March 2021 Activity):

Citations Written: 381

DUI's: 30

Traffic Collisions: 34

Community Patrol Officers (1.5 officers):

Budgeted at 220 hours/month: January 2021 actual hours: 220 hours; February 2021 actual hours: 220 hours; March 2021 actual hours: 160 hours.

(January 2021 to March 2021 Activity):

Involved in Quality-of-Life Issues in the City

Works with SWAG in monitoring the Homeless Activity in the City.

3 Search warrants

4 Surveillance Operations

Arrests/ Citations: January 2021: 9; February 2021: 10; March 2021: 9

Extra Patrol by Community Service Officer (CSO)

Budgeted at not to exceed 10 overtime hours per week, (estimated at 43 hours per month): January 2021 Actual 24.5hrs/month; February 2021 Actual: 4.5hrs/month; March 2021 Actual: 17 hours.

Addresses parking violations throughout the City.

Fire Services

Medic Squad Responses (January 2021 to March 2021):

Responses:398

FISCAL IMPACT:

None.

Submitted by
Robert (Bob) Howell
Acting Administrative Services Director

Approved by:
Gary Nordquist
City Manager

ATTACHMENTS:

FY 2020-21 3rd Quarter Financial Reports: 01/01/2021 to 3/31/2021

Attachment

Measure AA

FY 2020-21

3rd Quarter

Financial Reports

01/1/2021-3/31/2021

**City of Wildomar
Balance Sheet
For the Period Ended March 31, 2021**

Fund 120 - Measure AA

	Audited June 30, 2020	Unaudited March 31, 2021
Assets		
Cash	\$ -	\$ 2,555,166
Due from Other Govt	755,638	294,666
Due from Other City Funds	1,575,206	-
Total Assets	\$ 2,330,844	\$ 2,849,832
Liabilities		
Accounts Payable	\$ 419,266	\$ 64,072
Total Liabilities	419,266	64,072
Operating		
Year-to-date Revenues	-	2,537,586
Year-to-date Expenditures	-	(1,683,404)
Excess (Deficiency) of Revenues over Expenditures	-	854,182
Fund Balance		
Audited/Estimated Restricted Fund Balance	1,911,578	2,765,760
Total Fund Balance	1,911,578	2,765,760
Total Liabilities, Operations, and Fund Balance	\$ 2,330,844	\$ 2,829,832

City of Wildomar
Statement of Revenues, Expenditures, and Changes in Fund Balance
Adopted Budget and Actual
For the Nine Months Ended March 31, 2021

Fund 120 - Measure AA					
For the Nine Months Ended March 31, 2021					
	<u>Budget</u>	<u>3rd Quarter Actuals</u>	<u>Fiscal Year to Date Actuals</u>	<u>Variance Favorable/ (Unfavorable)</u>	<u>Actuals as a % of Budget</u>
Revenues:					
Sales & Use Tax	\$ 3,000,000	\$ 1,053,173	\$ 2,537,586	\$ (462,414) *	85%
Total Revenues	<u>3,000,000</u>	<u>1,053,173</u>	<u>2,537,586</u>	<u>(462,414)</u>	<u>85%</u>
Expenditures:					
Homeless Services	252,700	35,726	152,089	100,611	60%
Public Works-Road Maintenance	749,500	127,187	247,187	502,313	33%
Police Services	745,100	148,899	372,747	372,353	50%
Fire Services	1,409,300	374,551	908,881	500,419	64%
Administration	<u>5,000</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>50%</u>
Total Expenditures	<u>3,161,600</u>	<u>688,863</u>	<u>1,683,404</u>	<u>1,478,196</u>	<u>53%</u>
Net Change in Fund Balances	<u>(161,600)</u>	<u>364,310</u>	854,182		
Fund Balance at July 1, 2020			<u>1,911,578</u>		
Fund Balance, March 31, 2021			<u><u>2,765,760</u></u>		
* Note: This is an unfavorable variance from budget as we have not achieved the total budgeted revenue.					

City of Wildomar
 Fiscal Year 2020-2021
 3rd Quarter Detailed Expenditure Report
 January 1, 2021 to March 31, 2021

Fund 120 - Measure AA

<u>Account Number</u>	<u>Budget</u>	<u>3rd Quarter Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Balance</u>	<u>Percentage Used</u>
Homeless Services					
120-410-4610-52115 Contractual Services	99,000	2,035	25,877	73,123	26%
<i>Vendor: 001222 FOBRO CONSULTING LLC</i>					
		2,035	12,458		
<i>Vendor: 000072 INTERWEST CONSULTING GROUP</i>					
		-	968		
<i>Vendor: 001479 DISCOUNT HAULING AND CLEANUP SERVICES</i>					
		-	12,451		
Total Detailed Expenditures					
		2,035	25,877		
120-410-4610-52116 Professional Services	102,000	21,337	74,831	27,169	73%
<i>Vendor: 001306 SOCIAL WORK ACTION GROUP</i>					
		21,337	74,831		
Total Detailed Expenditures					
		21,337	74,831		
120-410-4610-52117 Legal Services	51,400	12,121	51,148	252	100%
<i>Vendor: 000080 BURKE WILLIAMS SORENSON LLP</i>					
		12,121	51,148		
Total Detailed Expenditures					
		12,121	51,148		
120-410-4610-58110 Hardware/Software	300	233	233	67	78%
<i>Vendor: 001300 DELL MARKETING L.P.</i>					
		233	233		
Total Detailed Expenditures					
		233	233		
Total Homeless Services	252,700	35,726	152,089	100,611	60%
Public Works-Road Maintenance					
120-077-4500-52115 Contractual Services (Bundy Canyon/Sellers Traffic Signal)	57,600	-	-	57,600	0%
120-078-4500-52115 Contractual Services (Bundy/Monte Vista Traffic Signal)	172,000	-	-	172,000	0%
120-450-4500-52115 Contractual Services (Public Works Maintenance Crew)	381,000	63,542	183,542	197,458	48%
<i>Vendor: 000042 PV MAINTENANCE, INC</i>					
		63,542	183,542		
Total Detailed Expenditures					
		63,542	183,542		
120-903-4500-52115 Contractual Services (Slurry Seal)	30,000	-	-	30,000	0%
120-909-4500-52115 Contractual Services (Bundy Canyon Widening)	108,900	63,645	63,645	45,255	58%
<i>Vendor: 001640 JAMES MCMINN INC</i>					
		63,645	63,645		
Total Detailed Expenditures					
		63,645	63,645		
Total Public Works-Road Maintenance	749,500	127,187	247,187	502,313	33%

City of Wildomar
Fiscal Year 2020-2021
3rd Quarter Detailed Expenditure Report
January 1, 2021 to March 31, 2021

Fund 120 - Measure AA

Account Number	Budget	3rd Quarter Expenditures	Year-to-date Expenditures	Balance	Percentage Used
Police Services					
120-410-4800-58100 Furniture & Equipment	7,500	-	-	-	0%
120-460-4700-52012 Departmental Supplies	2,500	-	2,417	83	97%
<i>Vendor: 001464 PVP COMMUNICATIONS- MOTOR DEPUTY SUPPLIES/ EQUIP.</i>					
<i>Vendor: 001465 MOTOPOST-MOTOR DEPUTY SUPPLIES/ EQUIP.</i>					
Total Detailed Expenditures		-	2,417		
120-460-4700-52112 Fuel	500	-	349	151	70%
<i>Vendor: 001485 WEX BANK (FUEL)</i>					
Total Detailed Expenditures		-	349		
120-460-4700-52115 Contractual Services	691,100	147,349	366,540	324,560	53%
<i>Vendor: 000047 RIVERSIDE COUNTY, SHERIFF'S DEPARTMENT</i>					
Total Detailed Expenditures		147,349	366,540		
120-460-4700-56010 Equipment Maint/Repair	3,500	1,550	3,441	59	98%
<i>Vendor: 001330 BMW MOTORCYCLES OF RIVERSIDE</i>					
Total Detailed Expenditures		1,550	3,441		
120-460-4700-58130 Furniture & Equipment	40,000	-	-	40,000	0%
Total Police Services	745,100	148,899	372,747	364,853	50%
Fire Services					
120-460-4710-52115 Contractual Services	1,237,700	374,551	754,636	483,064	61%
<i>Vendor: 000072 INTERWEST CONSULTING GROUP</i>					
<i>Vendor: 000068 COUNTY OF RIVERSIDE, FIRE DEPARTMENT</i>					
Total Detailed Expenditures		374,551	754,636		
120-460-4710-56103 Maintenance/Repair	12,600	-	-	12,600	0%
120-460-4710-58100 Furniture & Equipment	9,200	-	4,506	4,694	49%
<i>Vendor: 001571 The Office Furniture Expert (FURNITURE MEDIC SQUAD)</i>					
Total Detailed Expenditures		-	4,506		
120-460-4710-58130 Vehicles	149,800	-	149,739	61	100%
<i>Vendor: 000068 COUNTY OF RIVERSIDE, FIRE DEPARTMENT (MEDIC SQUAD)</i>					
Total Detailed Expenditures		0	149,739		
Total Fire Services	1,409,300	374,551	908,881	500,419	64%
Administration					
120-410-4200-52115 Contractual Services	5,000	2,500	2,500	2,500	50%
<i>Vendor: 000987 TEAMAN, RAMIREZ & SMITH (AUDIT)</i>					
Total Detailed Expenditures		2,500	2,500		
Total Administration	5,000	2,500.00	2,500.00	2,500	50%
Total Measure AA Fund	\$3,161,600	\$688,863	\$1,683,404	\$1,470,696	53%