

CITY OF WILDOMAR
MEASURE AA OVERSIGHT ADVISORY
COMMITTEE AGENDA

MAY 26, 2022

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

Council Chambers
23873 Clinton Keith Road Ste 106
Wildomar, CA 92595



Shelley Hitchcock, Vice Chair
Charles Herrera, Committee Member
Kathleen Kovich, Committee Member
Sheila Urlaub, Committee Member
Vacant, Committee Member

Daniel York
City Manager

Janet Morales, CMC
City Clerk

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

ROLL CALL

FLAG SALUTE

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

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.

1.1 Minutes – February 24, 2022 Regular Meeting

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

2.0 GENERAL BUSINESS

2.1 FY 2021-22 3rd Quarter Financial Report for Measure AA

RECOMMENDATION: Staff recommends the Committee receive and file the FY 2021-22 3rd Quarter Financial Report.

FUTURE AGENDA ITEMS

ADJOURNMENT

PUBLIC COMMENT: During Public Comment not on the agenda and after each Agenda Item, the Chair will announce Public Comment. If you would like to speak on that item, please fill out a speaker slip located near the entrance of the Chambers 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 Committee may provide.

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 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, no later than 10:00 a.m. on the day preceding the scheduled meeting.

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: May 23, 2022

**CITY OF WILDOMAR
MEASURE AA OVERSIGHT ADVISORY COMMITTEE
REGULAR MEETING MINUTES
FEBRUARY 24, 2022**

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

The regular session of February 24, 2022, of the Measure AA Oversight Advisory Committee was conducted pursuant to Assembly Bill 361 with in-person attendance at the Wildomar Council Chambers, 23873 Clinton Keith Road, Suite 106, Wildomar, California and via videoconferencing and was called to order by Chair Regalado at 7:00 p.m.

Committee Member Roll Call showed the following:

Members in attendance: Herrera, Kovich, Urlaub, Vice Chair Hitchcock, Chair Regalado

Members absent: None

Staff in attendance: City Clerk Morales, Administrative Services Director Howell and Administrative Analyst II Jantz.

FLAG SALUTE

The flag salute was led by Member Urlaub.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE AGENDA AS PRESENTED

A MOTION was made by Vice Chair Hitchcock, seconded by Member Herrera to approve the agenda as presented.

MOTION carried, 5-0:

AYES: Herrera, Kovich, Urlaub, Vice Chair Hitchcock, Chair Regalado

NOES: None

ABSTAIN: None

ABSENT: None

1.0 CONSENT CALENDAR

A MOTION was made by Vice Chair Hitchcock, seconded by Member Kovich to approve the consent calendar as presented.

MOTION carried, 5-0:

AYES: Herrera, Kovich, Urlaub, Vice Chair Hitchcock, Chair Regalado

NOES: None

ABSTAIN: None

ABSENT: None

1.1 Minutes – December 02, 2021 Adjourned Regular Meeting

Approved the Minutes as submitted.

2.0 GENERAL BUSINESS

2.1 FY 2021-22 2nd Quarter Financial Report for Measure AA

Chair Regalado read the title.

Administrative Analyst II Jantz presented report.

It was the consensus of the Committee to receive and file the FY 2021-22 2nd Quarter Financial Report.

2.2 FY 2020-21 Committee Annual Report

Chair Regalado read the title.

Administrative Services Director Howell presented report.

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

MOTION carried, 5-0:

AYES: Herrera, Kovich, Urlaub, Vice Chair Hitchcock, Chair Regalado

NOES: None

ABSTAIN: None

ABSENT: None

FUTURE AGENDA ITEMS

There were no future agenda items

ADJOURNMENT

There being no further business, Chair Regalado declared the meeting adjourned at 7:15 p.m.

Submitted by:

Approved by:

Janet Morales, CMC
City Clerk

Shelly Hitchcock
Vice Chair

Measure AA Oversight Advisory Committee
Agenda Item #2.1
GENERAL BUSINESS
Meeting Date: May 26, 2022

TO: Chairperson and Committee Members
FROM: Robert A. Howell, Administrative Services Director
PREPARED BY: Adam J. Jantz, Administrative Analyst II
SUBJECT: FY 2021-22 3rd Quarter Financial Report for Measure AA

STAFF REPORT

RECOMMENDATION:

Staff recommends that the Committee receive and file the FY 2021-22 3rd Quarter Financial Report.

DISCUSSION:

In accordance with the reporting requirements of Measure AA, staff is pleased to present the FY 2021-22 3rd Quarter Financial Report (January 1st, 2022, through March 31st, 2022).

The annual revenues from sales and use tax for FY 2021-22 are currently budgeted at \$5,000,000. The City has received \$3,605,346.20, in sales and use tax revenues this fiscal year for the months July 2021 through February 2022 which is 72% of the total budgeted revenue for the year.

The actual year-to-date expenditures for the nine months ended March 31st, 2022, are \$1,891,646, or 43% of the FY 2021-22 budget totaling \$4,362,400. The breakdown of the expenditures per department is included in the attached financial report. A summary of the activities by department is presented below:

Homeless Services

SWAG (Social Work Action Group): Staff made approximately 164 Contacts with homeless clients during the 3-month period of January 1st, 2022, to March 31st, 2022. Housing referrals were given to 1 client. Mental health service referrals were given to 11 clients and medical service referrals to 7 clients.

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 2022) include: repaired 3,753 sq ft of potholes, posts installed: 14, hours spent removing illegal dump: 55.5 hours, trimmed trees: 81, and signs installed: 125.

Police Services

Motor Traffic Officer (1.0 officer):

Budgeted at 160 hours/month: January 2022 actual hours: 160 hours; February 2022 actual hours: 152 hours; March 2022 actual hours: 160 hours.

(January 2022 to March 2022 Activity):

Citations Written: 373

DUI's: 14

Traffic Stops: 381

Traffic Collisions: 48

Community Patrol Officers (2.0 officer):

Budgeted at 320 hours/month: January 2022 actual: 320 hours; February 2022 actual: 320 hours + 3 OT hours; March 2022 actual: 320 hours.

(January 2022 to March 2022 Activity):

Involved in Quality-of-Life Issues in the City

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

6 Search warrants

12 Homeless Operations Conducted

9 Targeted Operations

Extra Patrol by Community Service Officer (CSO)

Budgeted at not to exceed 10 overtime hours per week, (estimated at 43 hours per month): January 2022 Actual: 38 hours; February 2022 Actual: 24 hours; March 2022: 36 hours

Addresses parking violations throughout the City.

Fire Services

Medic Squad Responses (January 2022 to March 2022):

Responses: 447

Weed Abatement Inspections (January 2022 to March 2022):

No weeds abated over this period.

FISCAL IMPACT:

None.

Submitted by
Robert A. Howell
Administrative Services Director

Approved by:
Daniel A. York
City Manager

ATTACHMENTS:

FY 2021-22 3rd Quarter Financial Reports: 1/01/2022 to 3/31/2022

Attachment

Measure AA

FY 2021-22

3rd Quarter

Financial Reports

1/1/2022-3/31/2022

**City of Wildomar
Balance Sheet
For the Period Ended March 31, 2022**

Fund 120 - Measure AA

	Audited June 30, 2021	Unaudited March 31, 2022
	<u> </u>	<u> </u>
<u>Assets</u>		
Cash	\$ -	\$ 4,989,140
Due from Other Govt	977,603	-
Due from Other City Funds	<u>2,837,459</u>	<u>-</u>
Total Assets	<u>\$ 3,815,062</u>	<u>\$ 4,989,140</u>
<u>Liabilities</u>		
Accounts Payable	<u>\$ 539,622</u>	<u>\$ -</u>
Total Liabilities	<u>539,622</u>	<u>-</u>
<u>Operating</u>		
Year-to-date Revenues	-	3,605,346
Year-to-date Expenditures	<u> </u>	<u>(1,891,646)</u>
Excess (Deficiency) of Revenues over Expenditures	<u>-</u>	<u>1,713,700</u>
<u>Fund Balance</u>		
Audited/Estimated Restricted Fund Balance	<u>3,275,440</u>	<u>4,989,140</u>
Total Fund Balance	<u>3,275,440</u>	<u>4,989,140</u>
Total Liabilities, Operations, and Fund Balance	<u>\$ 3,815,062</u>	<u>\$ 4,989,140</u>

City of Wildomar
Statement of Revenues, Expenditures, and Changes in Fund Balance
Adopted Budget and Actual

Fund 120 - Measure AA

For the Nine Months Ended March 31, 2022

	<u>3rd Quarter Adjusted 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	\$ 5,000,000	\$ 1,330,854	\$ 3,605,346	\$ (1,394,654)	72%
Interest Income	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>(1,500)</u>	<u>0%</u>
Total Revenues	<u>5,001,500</u>	<u>1,330,854</u>	<u>3,605,346</u>	<u>(1,396,154)</u>	<u>72%</u>
Expenditures:					
Homeless Services	169,000	11,593	134,618	34,382	80%
Code Enforcement	126,300	500	4,171	122,129	3%
Public Works-Road Maintenance	1,659,900	74,355	469,688	1,190,212	28%
Police Services	886,300	280,844	527,681	358,619	60%
Fire Services	1,518,000	413,846	752,687	765,313	50%
Administration	<u>2,900</u>	<u>2,750</u>	<u>2,802</u>	<u>98</u>	<u>97%</u>
Total Expenditures	<u>4,362,400</u>	<u>783,889</u>	<u>1,891,646</u>	<u>2,470,754</u>	<u>43%</u>
Net Change in Fund Balances	<u><u>639,100</u></u>	<u><u>546,965</u></u>	1,713,700		
Fund Balance at July 1, 2021			<u>3,275,440</u>		
Fund Balance, March 31, 2022			<u><u>4,989,140</u></u>		

City of Wildomar
Fiscal Year 2021-2022
3rd Quarter Detailed Expenditure Report
July 1, 2021 to March 31, 2022

Fund 120 - Measure AA

Account Number	Budget	3rd Quarter Expenditures	Year-to-date Expenditures	Balance	Percentage Used
Homeless Services					
120-410-4610-52115 Contractual Services	157,000	9,370	122,237	34,763	78%
Vendor: 001222 FOBRO CONSULTING LLC					
Vendor: 001306 SOCIAL WORK ACTION GROUP					
Vendor: 001479 DISCOUNT HAULING AND CLEANUP SERVICES					
Total Detailed Expenditures		9,370	122,237		
120-410-4610-52116 Professional Services	-	-	-	-	-
120-410-4610-52117 Legal Services	12,000	2,223	12,381	(381)	103%
Vendor: 000080 BURKE WILLIAMS SORENSON LLP					
Total Detailed Expenditures		2,223	12,381		
Total Homeless Services		169,000	11,593	134,618	80%
Code Enforcement					
120-430-4350-51XXX Salaries & Benefits	79,900	-	750	79,900	1%
SALARIES					
Total Detailed Expenditures		-	750		
120-430-4350-53028 Communications	2,100	-	-	2,100	-
120-430-4350-58100 Furniture & Equipment	33,000	500	921	32,079	3%
Vendor: 001353 MOTOROLA SOLUTIONS					
Total Detailed Expenditures		500	921		
120-430-4350-58110 Hardware/Software	2,500	-	2,500	-	-
120-430-4350-58130 Vehicles	8,800	-	-	8,800	0%
Total Code Enforcement		126,300	500	4,171	3%
Public Works-Road Maintenance					
120-001-4500-52115 Contractual Services (Palomar/Clinton Keith Sidewalk & Bike Trail)	231,400	-	-	231,400	0%
120-066-4500-52115 Contractual Services (Right of Way Enhancement Program CIP066)	100,000	-	-	100,000	0%
120-077-4500-52115 Contractual Services (Bundy Canyon/Sellers Traffic Signal)	30,400	-	-	30,400	0%
120-078-4500-52115 Contractual Services (Bundy/Monte Vista Traffic Signal)	133,600	-	-	133,600	0%
120-079-4500-52115 Contractual Services (Monte Vista/Wall at Line C Basin CIP079)	25,000	25	3,040	21,960	12%
Vendor: 000918 TKE ENGINEERING, INC					
Vendor: 000072 INTERWEST CONSULTING GROUP					
Total Detailed Expenditures		25	3,040		
120-093-4500-52115 Contractual Services (New Fire Station/Site Planning CIP093)	50,000	-	-	50,000	0%
120-450-4500-52115 Contractual Services (Public Works Maintenance Crew)	500,000	73,947	264,831	235,169	53%
Vendor: 000042 PV MAINTENANCE, INC					
Vendor: 001241 SIEMENS MOBILITY, INC.					
Total Detailed Expenditures		73,947	264,831		
120-903-4500-52115 Contractual Services (Slurry Seal)	200,000	-	200,000	-	100%
Vendor: 001590 ALL AMERICAN ASPHALT					
Total Detailed Expenditures		-	200,000		
120-909-xxxx-52115 Contractual Services (Bundy Canyon Widening)	274,500	383	1,816	272,684	1%
Vendor: 000072 INTERWEST CONSULTING GROUP					
Vendor: 001640 JAMES MCMINN INC					
Total Detailed Expenditures		383	1,816		
120-912-4500-52115 Contractual Services (Palomar/Widening)	115,000	-	-	115,000	0%
Total Public Works-Road Maintenance		1,659,900	74,355	469,688	28%

City of Wildomar
Fiscal Year 2021-2022
3rd Quarter Detailed Expenditure Report
July 1, 2021 to March 31, 2022

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>
Police Services					
120-460-4700-52012 Departmental Supplies	5,000	-	-	5,000	0%
120-460-4700-52115 Contractual Services	819,500	240,200	483,807	335,693	59%
Vendor: 000047 RIVERSIDE COUNTY, SHERIFF'S DEPARTMENT		240,200	483,807		
Vendor: 000072 INTERWEST CONSULTING GROUP		-	650		
Total Detailed Expenditures		240,200	483,807		
120-460-4700-56010 Equipment Maint/Repair	2,600	2,144	4,724	(2,124)	182%
Vendor: 001330 BMW MOTORCYCLES OF RIVERSIDE		2,144	4,724		
Total Detailed Expenditures		2,144	4,724		
120-460-4700-56013 Bldg Maint/Repair	20,000	-	-	20,000	0%
120-460-4700-58130 Furniture & Equipment	39,200	38,500	39,150	50	100%
Vendor: 000072 INTERWEST ENGINEERING GROUP		-	650		
Vendor: 001670 FLOCK SAFETY		38,500	38,500		
Total Detailed Expenditures		38,500	39,150		
Total Police Services	886,300	280,844	527,681	358,619	60%
Fire Services					
120-460-4710-52115 Contractual Services	1,509,300	413,846	745,295	764,005	49%
Vendor: 000072 INTERWEST CONSULTING GROUP		-	695		
Vendor: 000068 COUNTY OF RIVERSIDE, FIRE DEPARTMENT		413,846	744,700		
Total Detailed Expenditures		413,846	745,295		
120-460-4710-52117 Legal Services	7,000	-	5,763	1,237	82%
Vendor: 000080 BURKE WILLIAMS SORENSON LLP		-	5,763		
Total Detailed Expenditures		-	5,763		
120-460-4710-58100 Furniture & Equipment	1,700	-	1,629	71	96%
Total Fire Services	1,518,000	413,846	752,687	765,313	50%
Administration					
120-410-4200-52115 Contractual Services	2,800	2,750	2,750	50	98%
Vendor: 000987 TEAMAN, RAMIREZ & SMITH (AUDIT)		2,750	2,750		
Total Detailed Expenditures		2,750	2,750		
120-410-4800-52010 Office Supplies	100	-	52	48	52%
Total Administration	2,900	2,750	2,802	98	97%
Total Measure AA Fund	4,362,400	783,889	1,891,646	2,471,504	43%