CITY OF WILDOMAR MEASURE Z OVERSIGHT ADVISORY COMMITTEE AGENDA

6:30 P.M. – REGULAR MEETING

AUGUST 23, 2018 Council Chambers 23873 Clinton Keith Road, Suite 106



Sheila Urlaub, Chair Douglas Ames, Vice Chair Shelley Hitchcock, Committee Member Scott Rux, Committee Member Steve Regalado, Committee Member

REGULAR MEETING AGENDA August 23, 2018

REPORTS: All agenda items and reports are available for review at: Wildomar 23873 Clinton Keith Road and on the City's website, City Hall. www.cityofwildomar.org. Any writings or documents provided to a majority of the Committee Members regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection at City Hall during regular business hours.

PUBLIC COMMENTS: Prior to the business portion of the agenda, the Committee will receive public comments regarding any items or matters within the jurisdiction of the governing body. The Chairman will separately call for testimony at the time of each public hearing. If you wish to speak, please complete a "Public Comment Card" available at the Chamber door. completed form is to be submitted to the City Clerk prior to an individual being heard. Lengthy testimony should be presented to the Committee in writing (15 copies) and only pertinent points presented orally. The time limit established for public comments is three minutes per speaker.

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.

PLEASE TURN ALL DEVICES TO VIBRATE/MUTE/OFF MEETING. THE DURATION OF THE YOUR COOPERATION IS APPRECIATED.

CALL TO ORDER – REGULAR SESSION - 6:30 P.M.

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. Each speaker is asked to fill out a "Public Comments Card" available at the Chamber door and submit the card to the City Clerk. Lengthy testimony should be presented to the Committee in writing (15 copies) and only pertinent points presented orally. The time limit established for public comments is three minutes per speaker. Prior to taking action on any open session agenda item, the public will be permitted to comment at the time it is considered by the Committee.

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.

CONSENT CALENDAR 1.0

There are no items.

2.0 GENERAL BUSINESS

2.1 FY 2017-18 Fourth Quarter Report

RECOMMENDATION: Staff recommends that the Committee receive and file the FY 2017-18 Fourth Quarter Report.

FUTURE AGENDA ITEMS

*Next Meeting – November 15, 2018

ADJOURNMENT

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 48 hours preceding the scheduled meeting.

I, Debbie A. Lee, Wildomar City Clerk, do certify that on August 20, 2018, by 6:00 p.m., a true and correct copy of this agenda was posted at the three designated posting locations: Wildomar City Hall, 23873 Clinton Keith Rd; U.S. Post Office, 21392 Palomar St; Mission Trail Library, 34303 Mission Trail Blvd.

Debbie A. Lee, CMC, City Clerk

Measure Z Oversight Advisory Committee Agenda Item #2.1 GENERAL BUSINESS Meeting Date: August 23, 2018

Meeting Date. August 25, 2016

TO: Chairman and Committee Members

FROM: Robert (Bob) Howell, Accounting Manager

SUBJECT: FY 2017-18 Fourth Quarter Report

STAFF REPORT

RECOMMENDATION:

Staff recommends that the Committee receive and file the FY 2017-18 Fourth Quarter Report.

DISCUSSION:

In accordance with the reporting requirements of Measure Z, Staff is pleased to present the fourth Quarter FY 2017-18 report (July 1, 2017 through June 30, 2018) of financial activities. This is a preliminary final report for the fiscal year as the city is in the process of closing out for the fiscal year and has not completed the annual audit process.

The annual revenues from the tax assessment are budgeted at \$350,200 which are received in January and May. The city received \$144,497 in tax assessments during the 4^{th} quarter, and \$330,959 in assessments overall during the fiscal year. In addition to the Measure Z assessments, the city received \$23,511 in other revenues in FY 2017-18, mostly from special event and facility rentals. Of the \$23,511 in other revenues, \$6,662 was received in the 4^{th} Quarter.

The expenditures for the fiscal year were \$348,728 as compared to \$279,547 in FY 2016-17. The expenditures for the 4th Quarter totaled \$95,195. This primarily reflects costs for the basketball court resurfacing and additional usage and cost of water in FY 2017-18. The fund balance budget is \$152,831 which include a 20 % operating expenditure reserve of \$84,500, \$20,000 utility cost stabilization reserve and \$48,300 to be applied towards future park facility depreciation and planned repairs and maintenance.

FISCAL IMPACT:

None.

Submitted by Robert Howell Accounting Manager Approved by: Gary Nordquist City Manager

ATTACHMENTS: Financial Reports 7/1/2017-6/30/2018

City of Wildomar Comparative Balance Sheet For the Years Ended June 30, 2017 and 2018

Fund 255 - Measure Z Parks

	Audited ne 30, 2017	naudited e 30, 2018
Assets		
Cash	\$ 219,382	\$ 212,370
Accounts Receivable Special Assessment Tax	- 12,819	-
Receivable (See Note)	12,019	
Total Assets	\$ 232,200	\$ 212,370
Liabilities		
Accounts Payable	\$ 42,480	\$ 17,798
Accrued Payroll & Benefits	 890	 0
Total Liabilities	 43,370	 17,798
Operating		
Year-to-date Revenues		354,470
Year-to-date Expenditures		 348,728
Excess (Deficiency) of Revenues over Expenditures		 5,742
Fund Balance		
Restricted Fund Balance	 188,831	 188,831
Total Fund Balance	188,831	188,831
Total Liabilities, Operations, and Fund Balance	\$ 232,200	\$ 212,370

Note: The Special Assessment Tax Receivable from Riverside County has not been received by the City of Wildomar. Once received the amount will be recorded.

City of Wildomar Statement of Revenues, Expenditures, and Changes in Fund Balance Preliminary Budget and Actual For the Year Ended June 30, 2018

	Budget		Actual mounts	vorable/ favorable)	Actuals as a % of Budget	
Revenues:						
Assessments Special Events & Facility Rentals Miscellaneous	\$	350,200 36,100 100	\$ 330,959 23,411 100	\$ (19,241) (12,689)	95% 65% 100%	
Total Revenues		386,400	354,470	(31,930)	92%	
Expenditures:						
General Government Community Development		86,600 335,800	63,602 285,127	22,998 50,673	73% 85%	
Total Expenditures		422,400	348,728	73,672	83%	
Net Change in Fund Balances		(36,000)	5,742	41,742		
Budgetary Fund Balance at July 1, 2017	\$	188,831	\$ 188,831			
Budgetary Fund Balance, June 30, 2018 (Prelimary Final)	\$	152,831	\$ 194,572	\$ 41,742		

Account Number	Budget	4th Quarter Revenues	Year-to-date Revenues	Favorable/ (Unfavorable)	Percentage Used
255-000-0000 Revenues					
3320 Special Event Revenue	\$ 25,000	\$ 2,257	\$ 7,841	\$ (17,159)	31%
3550 Special Assessment	350,200	144,497	330,959	(19,241)	95%
3553 Marna O'Brien Park - Facility Rent	11,000	4,405	15,530	4,530	141%
3555 Winsong Park - Facility Rent	100	-	40	(60)	40%
3852 Donations	100		100		100%
Total Measure Z Parks	\$ 386,400	\$ 151,159	\$ 354,470	\$ (31,930)	92%

Account Number		Budget	4th Quarter Expenditures		Year-to-date Expenditures		Favorable/ (Unfavorable)		Percentage Used
255-410-4610	Community Services	\$ 86,600	\$	11,952	\$	63,602	\$	22,998	73%
255-410-4611	Marna O'Brien Park	212,900		61,024		196,502		16,398	92%
255-410-4612	Heritage Park	70,700		9,758		35,261		35,439	50%
255-410-4613	Windsong Park	52,200		12,462		53,364		(1,164)	102%
Total Mea	sure Z Parks	\$ 422,400	\$	95,195	\$	348,728	\$	73,672	83%

Account Number	Bud	lget		4th Quarter Expenditures		Year-to-date Expenditures		vorable/ avorable)	Percentage Used
255-410-4610 Community Services									
255-410-4610-51001 Salaries	\$	37,600	\$	7,247	\$	34,855	\$	2,745	93%
255-410-4610-51010 Overtime		100		99		147		(47)	147%
255-410-4610-51100 Auto Allowance		1,200		178		1,058		142	88%
255-410-4610-51105 Cell Phone Allowance		300		60		353		(53)	118%
255-410-4610-51107 Internet Allowance		300		30		227		74	76%
255-410-4610-51150 PERS Retirement		7,200		1,247		5,718		1,482	79%
255-410-4610-51160 Medicare		600		110		549		51	92%
255-410-4610-51162 FUI		50		-		25		25	51%
255-410-4610-51164 SUI		150		-		132		18	88%
255-410-4610-51200 Medical Ins.		7,200		1,289		7,000		200	97%
255-410-4610-51201 Dental Ins.		900		161		842		58	94%
255-410-4610-51202 Vision Ins.		500		30		160		340	32%
255-410-4610-51208 Other Ins Premium		200		49		247		(47)	124%
255-410-4610-51210 Retirement RHS		3,700		649		3,498		202	95%
255-410-4610-52010 Office Supplies		150		-		135		15	90%
Vendor #: 000159 BEST BUY				-		135			
Total Detailed Expenditures				-		135			
255-410-4610-52012 Departmental Supplies		300		52		52		248	17%
Vendor #: 000637 EAGLE'S MARK, EAGLE GRAPHIC CREAT	TIONS I	!		52		52			
Total Detailed Expenditures				52		52			
255-410-4610-52016 Reproduction		350		-		-		350	0%
255-410-4610-52020 Legal Notices		400		-		-		400	0%
255-410-4610-52100 Memberships/Dues		200		-		-		200	0%
255-410-4610-52115 Contractual Services		21,200		-		5,645		14,805	27%
Vendor #: 000987 TEAMAN, RAMIREZ & SMITH INC, (TRS)						5,000			
Vendor #: 001101 SIGNS BY TOMORROW						645			
Total Detailed Expenditures			•	•		5,645			
255-410-4610-52116 Professional Services		2,000		750		1,805		195	90%
Vendor #: 000210 ALBERT A. WEBB ASSOCIATES Vendor #: 000707 CRITERION PICTURES USA				750		1500 305			
Total Detailed Expenditures				750		1805			
255-410-4610-52117 Legal Services		2,000		-		1,154		846	58%
Vendor #: 000080 BURKE, WILLIAMS AND SORENSON,, LLI	•					1,154			
Total Detailed Expenditures				-		1,154			
Total Community Services	\$	86,600	\$	11,952	\$	63,602	\$	22,998	73%

Fund 255 - Measure Z Parks

Account Number	Budg	Budget		Quarter nditures	r-to-date enditures	Favorable/ (Unfavorable)		Percentage Used
255-410-4611 Marna O'Brien Park								
255-410-4611-51010 Overtime	\$	1,000	\$	193	\$ 923	\$	(923)	0%
255-410-4611-52010 Office Supplies		500		-	-		-	0%
255-410-4611-52012 Departmental Supplies		21,500		2,428	14,568		6,932	68%
Vendor #: 001018 PEACHJAR.COM				225	325			
Vendor #: 000493 COAST RECREATION, IN				(374)	(374)			
JE crediting item from FY 16-17 that was not reconverged to the second ventor #: 000526 PRINT POSTAL	rded in the prior year			113	169			
Vendor #: 000086 ALBERTSONS				-	114			
Vendor #: 000952 CONSOLIDATED CLEAN	ING SYSTEMS			448	1,393			
Vendor #: 000178 MORALES, JANET				-	58			
Vendor #: 000135 AMAZON MARKETPLAC	E			183	183			
Vendor #: 000406 COSTCO Vendor #: 000965 AMERICAN MATERIALS	co			- 193	300 193			
Vendor #: 000896 WALGREENS	co.			-	121			
Vendor #: 001225 ROBEK'S				20	20			
Vendor #: 000496 UNITED PACIFIC SERVI	CES INC			-	6			
Vendor #: 000232 DOLLAR TREE, INC				161	161			
Vendor#: 000166 THE HOME DEPOT	DEDE ENTERONMENTAL	TT 4 T TT T		-	16			
Vendor #: 000046 COUNTY OF RIVERSIDE Vendor #: 000809 SO CALIFORNIA MULCH	, DEPT ENVIRONMENTAL I	IEALTH		99	300 6,769			
Vendor #: 001242 O'NEILL S & E	i, iive			993	993			
Vendor #: 000791 NVB PLAYGROUND DBA	, AAA STATE OF PLAY				95			
Vendor #: 000162 GALILEOSCOPE LLC				-	180			
Vendor #: 000092 WAL-MART				14	14			
Vendor #: 000142 PARTY CITY				-	208			
Vendor #: 001130 GOLDEN SPOON Vendor #: 000126 SMART & FINAL				- 131	120 131			
Vendor #: 000120 SMAKI & FINAL Vendor #: 001101 SIGNS BY TOMORROW				-	145			
Vendor #: 000094 STAUFFERS LAWN EQU	IPMENT			-	183			
Vendor #: 000075 DOGGIE WALK BAGS, IN				187	538			
Vendor #: 000360 SUNNYBUNNYEASTERE	GGS.COM			-	2,014			
Vendor #: 000431 MOORE, BRIDGETTE				-	50			
Vendor #: 000088 ACE HARDWARE				2,428	 142			
Total Detailed Expenditures				2,428	14,568			
255-410-4611-52016 Reproduction		300		-	-		300	0%
255-410-4611-52115 Contractual Services	1	00,000		33,924	99,725		275	100%
Vendor #: 001212 O'DONNELL ELECTRIC				12,752	12,752			
Vendor #: 000072 INTERWEST CONSULTIN				655	1,604			
Vendor #: 000026 PROTECTION RESCUE S	SECURITY, SERVICES			1,183	3,059			
Vendor #: 001005 PEOPLEREADY INC Vendor #: 000499 INLAND EMPIRE LANDS	CARE INC			814	1,206			
Vendor #: 000499 INLAND EMPTRE LANDS Vendor #: 000952 CONSOLIDATED CLEAN				9,856 6,584	32,449 26,018			
Vendor #: 000897 SOUTHWEST PEST				405	405			
Vendor #: 000042 PV MAINTENANCE, INC				1,411	2,633			
Vendor #: 000977 DIAMOND ENVIRONME	NTAL SERVICES			-	925			
Vendor #: 001102 BEE GUY TRAVIS				-	400			
Vendor #: 000186 RIGHTWAY				•	525 517			
Vendor #: 000609 MORROW PLUMBING Vendor #: 001164 TAYLOR TENNIS COURT	'S INC				517 9,000			
Vendor #: 001104 TATEOR TENANS COCKE	J.1			-	5,150			
Vendor #: 001173 CALIBER FABRICATION	1			-	479			
Vendor #: 001193 TODD PIPE & SUPPLY L	LC			-	894			
Vendor #: 001183 RENE'S COMMERCIAL N	MANAGEMENT			•	1,445			
Vendor #: 000588 MANPOWER				265	 265			
Total Detailed Expenditures				33,924	99,725			

		4th Quarter	Year-to-date	Favorable/	D
Account Number	Budget	Expenditures	Expenditures	(Unfavorable)	Percentage Used
255-410-4611-52116 Professional Services	25,600	13,788	25,123	477	98%
Vendor #: 000342 FENCE MASTERS		150	150		
Vendor #: 000634 HEYDAY RECORDS AND EVENTS JE crediting item from FY 16-17 that was not recorded in the prior year		(450)	(450)		
Vendor #: 000647 JOLLY JUMPS		13,335	19,820		
Vendor #: 000647 JOLLY JUMPS Credit Memo Received		(225)	(225)		
Vendor #: 000634 HEYDAY RECORDS AND EVENTS		600	5,450		
Vendor #: 000141 SWANK MOTION PICTURES INC		378	378		
Total Detailed Expenditures		13,788	25,123		
255-410-4611-53024 Solid Waste	1.200	_	41	1.159	3%
255-410-4611-53025 Electricity	27,500	7,121	25,719	1,781	94%
Vendor #: 000022 EDISON		7,121	25,719		
Total Detailed Expenditures		7,121	25,719		
255-410-4611-53026 Water	35,000	3,419	29,296	5,704	84%
Vendor #: 000012 ELSINORE VALLEY MUNICIPAL, WATER	DISTRICT	12,036	37,912		
Vendor #: 000012 ELSINORE VALLEY MUNICIPAL, WATEK JE crediting item from FY 16-17 that was not recorded in the prior year	RDISTRICT	(8,617)	(8,617)		
Total Detailed Expenditures		3,419	29,296		
255-410-4611-53028 Communications	1,000	152	532	468	53%
Vendor #: 000437 VERIZON WIRELESS		152	532		
Total Detailed Expenditures		152	532		
255-410-4611-56015 Prop/Equip Rental	500	-	276	224	55%
Vendor #: 001203 HEAVY EQUIPMENT RENTALS		<u> </u>	276		
Total Detailed Expenditures		-	276		
255-410-4611-58110 Hardware/Software	300	-	299	1	100%
Vendor #: 000742 WIX.COM			299		
Total Detailed Expenditures		-	299		
Total Marna O'Brien Park	\$ 212,900	\$ 61,024	\$ 196,502	\$ 16,398	92%

Account Number	Budg	get		Quarter nditures	 r-to-date enditures			Percentage Used	
255-410-4612 Heritage Park									
255-410-4612-51010 Overtime	\$	1,000	\$	193	\$ 923	\$	77	92%	
255-410-4612-52010 Office Supplies		500		-	-		-	0%	
255-410-4612-52012 Departmental Supplies		16,400		524	1,071		15,329	7%	
Vendor #: 000378 TEMECULA VALLEY PIPE & SUPPLY				278	278				
Vendor #: 000075 DOGGIE WALK BAGS, INC.				187	505				
Vendor #: 000952 CONSOLIDATED CLEANING SYSTEMS				59	 287				
Total Detailed Expenditures				524	1,071				
255-410-4612-52115 Contractual Services		31,400		8,208	31,348		52	100%	
Vendor #: 000499 INLAND EMPIRE LANDSCAPE INC				3,438	11,904				
Vendor #: 000072 INTERWEST CONSULTING GROUP				485	1,140				
Vendor #: 000342 FENCE MASTERS				-	2,555				
Vendor #: 000026 PROTECTION RESCUE SECURITY, SERVICE	CES			900	2,510				
Vendor #: 000042 PV MAINTENANCE, INC.				651	2,019				
Vendor #: 001101 SIGNS BY TOMORROW				-	280				
Vendor #: 000952 CONSOLIDATED CLEANING SYSTEMS				2,735	10,940				
Total Detailed Expenditures			<u>'</u>	8,208	31,348				
255-410-4612-52116 Professional Services		11,000		-	_		11,000	0%	
255-410-4612-53025 Electricity		500		106	343		157	69%	
Vendor #: 000022 EDISON				106	343				
Total Detailed Expenditures				106	343				
255-410-4612-53026 Water		4,900		726	1,576		3,324	32%	
Vendor #: 000012 ELSINORE VALLEY MUNICIPAL, WATER I Vendor #: 000012 ELSINORE VALLEY MUNICIPAL, WATER I				1,125	1,975				
JE crediting item from FY 16-17 that was not recorded in the prior year	JIJIMICI			(399)	(399)				
Total Detailed Expenditures				726	 1,576				
Total Heritage Park	\$	65,700	\$	9,758	\$ 35,261	\$	30,439	54%	

		Account Number Budget			4th Quarter Expenditures		r-to-date enditures	Favorable/ (Unfavorable)		Percentage Used	
255-410-46	513 V	Vindsong Park									
255-410-46			\$	500	\$	96	\$	462	\$	38	92%
		Office Supplies Departmental Supplies		300		- 65		- 6 204		- 2 274	0% 76%
233-410-40	013-32012	Departmental Supplies		8,200		03		6,204		2,374	70%
Vendor #:	000493	COAST RECREATION, INC. item from FY 16-17 that was not recorded in the prior year				(414)		(414)			
Vendor #:	000952	CONSOLIDATED CLEANING SYSTEMS				59		226			
Vendor #:	001130	GOLDEN SPOON				-		60			
Vendor #:	000809	SO CALIFORNIA MULCH, INC				-		4,971			
Vendor #:	000166	THE HOME DEPOT				•		5			
Vendor #: Vendor #:	000378 000499	TEMECULA VALLEY PIPE & SUPPLY INLAND EMPIRE LANDSCAPE INC				-		105 640			
Vendor #:	000433	DOGGIE WALK BAGS, INC.				187		377			
Vendor #:	001101	SIGNS BY TOMORROW				233		233			
	tailed Expe					65	_	6,204			
255-410-46	513-52115	Contractual Services		33,400		7,809		33,331		69	100%
Vendor #:	001212	O'DONNELL ELECTRIC				231		231			
Vendor #:	000072	INTERWEST CONSULTING GROUP				485		1,576			
Vendor #:	000026	PROTECTION RESCUE SECURITY, SERVICE	CES			900		2,710			
Vendor #:	001005	PEOPLEREADY INC				-		78			
Vendor #:	000186	RIGHTWAY				590		2,952			
Vendor #:	001184	DYLAN DIXON TREE SERVICES						4,500			
Vendor #:	000499	INLAND EMPIRE LANDSCAPE INC				2,520		9,320			
Vendor #: Vendor #:	001183 000952	RENE'S COMMERCIAL MANAGEMENT CONSOLIDATED CLEANING SYSTEMS				2 725		375 10.940			
Vendor #:	000932	PV MAINTENANCE, INC.				2,735		300			
Vendor #:	000897	SOUTHWEST PEST				260		260			
Vendor #:	000588	MANPOWER				88		88			
Total Det	tailed Expe	nditures			-	7,809	_	33,331			
255-410-46	513-52116	Professional Services		5,400		1,583		4,699		701	87%
Vendor #:	000342	FENCE MASTERS				565		3,086			
Vendor #:	000141	SWANK MOTION PICTURES INC				423		423			
Vendor #:	000647	JOLLY JUMPS				595		1,190			
Total Det	tailed Expe	nditures				1,583		4,699			
255-410-46	513-53025	Electricity		1,100		221		742		358	67%
Vendor #:	000022	EDISON				221		742			
Total Det	tailed Expe	nditures				221		742			
255-410-46	513-53026	Water		7,650		2,611		7,622		28	100%
Vendor #:	000012	ELSINORE VALLEY MUNICIPAL, WATER D	DISTRIC'	T		2,611		7,622			
Total Det	tailed Expe	nditures				2,611		7,622			
255-410-46	513-53028	Communications		650		76		304		346	47%
Vendor #:	000437	VERIZON WIRELESS				76	_	304			
Total Det	tailed Expe	nditures				76		304			
Tot	al Windson	g Park	\$	57,200	\$	12,462	\$	53,364	\$	3,836	93%
Tot	al General	Government	\$	422,400	\$	95,195	\$	348,728	\$	73,672	83%
Tot	al Measure	Z Park	\$	422,400	\$	95,195	\$	348,728	\$	73,672	83%