

CITY OF WILDOMAR  
MEASURE AA OVERSIGHT ADVISORY  
COMMITTEE AGENDA

SEPTEMBER 02, 2021

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

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

OR

Join Zoom Meeting:

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

OR

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

Pursuant to Governor Newsom's Executive Orders N-08-21, the Measure  
AA Oversight Advisory Committee will be conducted in person and  
electronically via video and teleconferencing.



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

Gary Nordquist  
City Manager

Janet Morales  
City Clerk

**The City of Wildomar encourages your participation in the meeting; however, to minimize the spread of the COVID-19 virus, this meeting is being conducted in person and via video and teleconferencing with the following options available for participating:**

1. You may participate via the ZOOM Webinar Telephone and Videoconferencing.
2. You may participate in person; however, masks are recommended for all individuals, and seating may be limited as the City is still participating in the 6-foot social distancing seating procedure.

### **Instructions for Electronic Participation**

**Please Note: During the meeting all participants videos 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.**

1. 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 or IPAD.
2. 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.
3. 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 Council 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.

### **Instructions for In Person Participation**

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 line up on the marked spaces in the center of the Chambers.

When it is your turn to speak, please state your name for the record. Public Comments are limited to 3 minutes or such other time as the Council 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.

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

**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.**

## **SWEAR IN COMMITTEE MEMBER KOVICH**

## **CALL TO ORDER – ADJOURNED 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 – May 27, 2021 Regular Meeting**

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

## **2.0 GENERAL BUSINESS**

### **2.1 FY 2020-21 4th Quarter Financial Report for Measure AA**

**RECOMMENDATION:** Staff recommends that the Committee receive and file the FY 2020-21 4<sup>th</sup> Quarter Financial Report.

- 2.2 Establishment of a Measure AA 20/21 Annual Report Subcommittee**  
**RECOMMENDATION:** Staff recommends that the Committee select and approve two Measure AA Oversight Advisory Committee members to serve on a temporary subcommittee for the purpose of providing guidance to staff in drafting a Measure AA Annual Report for fiscal year 2020/21.

## **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](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 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](http://www.cityofwildomar.org).



Janet Morales  
City Clerk

Dated: August 26, 2021

**CITY OF WILDOMAR  
MEASURE AA OVERSIGHT ADVISORY COMMITTEE  
REGULAR MEETING MINUTES  
MAY 27, 2021**

**SWEAR IN COMMITTEE MEMBER HERRERA**

City Clerk Morales swore in Committee Member Herrera.

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

The Regular session of the May 27, 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:** Herrera, Hitchcock, Urlaub, Chair Regalado

**Members absent:** None.

**Staff in attendance:** Assistant City Manager York, City Clerk Morales, Project Consultant Riley, Administrative Services Director Howell, Associate Engineer Luna and Community and Emergency Services Specialist Chapman.

The flag salute was led by Chair Regalado.

**APPOINTMENT OF CHAIR AND VICE CHAIR**

**A MOTION** was made by Member Hitchcock, seconded by Member Urlaub, to appoint Chair Regalado as the Chair to serve through August 2022.

**MOTION** carried, 4-0:

**AYES:** Herrera, Hitchcock, Urlaub, Chair Regalado

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**A MOTION** was made by Member Urlaub, seconded by Chair Regalado, to appoint Member Hitchcock as the Vice Chair to serve through August 2022.

**MOTION** carried, 4-0:

AYES: Herrera, Hitchcock, Urlaub, Chair Regalado  
NOES: None  
ABSTAIN: None  
ABSENT: None

### **PUBLIC COMMENTS**

There were no public comments.

### **APPROVAL OF THE AGENDA AS PRESENTED**

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

**MOTION** carried, 4-0:

AYES: Herrera, Urlaub, Vice Chair Hitchcock, Chair Regalado  
NOES: None  
ABSTAIN: None  
ABSENT: None

### **1.0 CONSENT CALENDAR**

**A MOTION** was made by Member Urlaub, seconded by Vice Chair Hitchcock, to approve the consent calendar.

**MOTION** carried, 4-0:

AYES: Herrera, Urlaub, Vice Chair Hitchcock, Chair Regalado  
NOES: None  
ABSTAIN: None  
ABSENT: None

#### **1.1 Minutes – February 25, 2021 Regular Meeting**

Approved the Minutes as submitted.

## **2.0 GENERAL BUSINESS**

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

Chair Regalado read the title.

Project Consultant Riley presented the staff report.

It was the consensus of the Committee to receive and file the FY 2020-21 3rd Quarter Financial Report.

### **FUTURE AGENDA ITEMS**

There were no future agenda items.

### **ADJOURNMENT**

There being no further business, Chair Regalado declared the meeting adjourned at 7:16 p.m.

Submitted by:

Approved by:

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Janet Morales  
City Clerk

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Steve Regalado  
Chair

**Measure AA Oversight Advisory Committee**  
**Agenda Item #2.1**  
**GENERAL BUSINESS**  
**Meeting Date: September 2, 2021**

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**TO:** Chairperson and Committee Members

**FROM:** Robert (Bob) Howell, Administrative Services Director

**SUBJECT:** FY 2020-21 4th Quarter Financial Report for Measure AA

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Committee receive and file the FY 2020-21 4th Quarter Financial Report.

**DISCUSSION:**

In accordance with the reporting requirements of Measure AA, staff is pleased to present the FY 2020-21 4th Quarter Financial Report (April 1, 2021 through June 30, 2021).

The annual revenues from the sales and use tax for FY 2020-21 was budgeted at \$3,600,000. The City received \$4,299,828 in sales and use tax revenues through June 2021 (119%).

The actual expenditures for the twelve months ended June 30, 2021 are \$2,587,738, or 79% of the FY 2020-21 budget that totals \$3,259,400. 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 171 Contacts with homeless clients during the 3-month period of April 1, 2021 to June 30, 2021. 21 clients accepted housing referral/assistance and 28 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 4th Quarter (April-June 2021) include: repaired 5,284 sq ft of potholes, posts installed: 10, hours spent removing illegal dump: 32 hours, trimmed trees: 143, and signs installed: 66.



## **Police Services**

### ***Motor Traffic Officer (1.0 officer):***

Budgeted at 160 hours/month: April 2021 actual hours: 160 hours; May 2021 actual hours: 160 hours +3 OT hours; June 2021 actual hours: 160 hours.

### **(April 2021 to June 2021 Activity):**

Citations Written: 566

DUI's: 25

Traffic Collisions: 43

### ***Community Patrol Officers (1.0 officer):***

Budgeted at 160 hours/month: April 2021 actual hours: 160 hours; May 2021 actual hours: 160 hours +11.5 OT hours; June 2021 actual hours: 160 hours.

### **(April 2021 to June 2021 Activity):**

Involved in Quality-of-Life Issues in the City

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

9 Search warrants

7 Surveillance Operations

### ***Extra Patrol by Community Service Officer (CSO)***

Budgeted at not to exceed 10 overtime hours per week, (estimated at 43 hours per month): April 2021 Actual 31.0hrs/month; May 2021 Actual: 20hrs/month; June 2021 Actual: 10 hours.

Addresses parking violations throughout the City.

## **Fire Services**

### **Medic Squad Responses (April 2021 to June 2021):**

Responses: 455

### **Weed Abatement Inspections (April 2021 to June 2021):**

1,000 inspections done in June 2021.

### **FISCAL IMPACT:**

None.

Submitted by  
Robert (Bob) Howell  
Administrative Services Director

Approved by:  
Gary Nordquist  
City Manager

### **ATTACHMENTS:**

FY 2020-21 4th Quarter Financial Reports: 04/01/2021 to 6/30/2021

**Attachment**

**Measure AA**

**FY 2020-21**

**4th Quarter**

**Financial Reports**

**04/1/2021-6/30/2021**

**City of Wildomar  
Balance Sheet  
For the Period Ended June 30, 2021**

**Fund 120 - Measure AA**

	<b>Audited</b>	<b>Unaudited</b>
	<b>June 30, 2020</b>	<b>June 30, 2021</b>
<b><u>Assets</u></b>		
Cash	\$ -	\$ 2,838,420
Due from Other Govt	755,638	977,603
Due from Other City Funds	<u>1,575,206</u>	<u>-</u>
<b>Total Assets</b>	<b><u>\$ 2,330,844</u></b>	<b><u>\$ 3,816,023</u></b>
<b><u>Liabilities</u></b>		
Accounts Payable	<u>\$ 419,266</u>	<u>\$ 192,355</u>
<b>Total Liabilities</b>	<u>419,266</u>	<u>192,355</u>
<b><u>Operating</u></b>		
Year-to-date Revenues	-	4,299,828
Year-to-date Expenditures	<u>-</u>	<u>(2,587,738)</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<u>-</u>	<u>1,712,090</u>
<b><u>Fund Balance</u></b>		
Audited/Estimated Restricted Fund Balance	<u>1,911,578</u>	<u>3,623,668</u>
<b>Total Fund Balance</b>	<b><u>1,911,578</u></b>	<b><u>3,623,668</u></b>
<b>Total Liabilities, Operations, and Fund Balance</b>	<b><u>\$ 2,330,844</u></b>	<b><u>\$ 3,816,023</u></b>

**City of Wildomar**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Adopted Budget and Actual**  
**For the Twelve Months Ended June 30, 2021**

**Fund 120 - Measure AA**

**For the Twelve Months Ended June 30, 2021**

	<u>Budget</u>	<u>4th 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	\$ 3,600,000	\$ 1,762,242	\$ 4,299,828	\$ 699,828 *	119%
Total Revenues	<u>3,600,000</u>	<u>1,762,242</u>	<u>4,299,828</u>	<u>699,828</u>	<u>119%</u>
Expenditures:					
Homeless Services	252,600	47,696	199,785	52,815	79%
Public Works-Road Maintenance	574,500	247,917	495,104	79,396	86%
Police Services	748,600	219,263	592,740	155,860	79%
Fire Services	1,678,600	388,102	1,297,557	381,043	77%
Administration	<u>5,100</u>	<u>52</u>	<u>2,552</u>	<u>2,548</u>	<u>50%</u>
Total Expenditures	<u>3,259,400</u>	<u>903,030</u>	<u>2,587,738</u>	<u>671,662</u>	<u>79%</u>
Net Change in Fund Balances	<u>340,600</u>	<u>859,212</u>	1,712,090		
Fund Balance at July 1, 2020			<u>1,911,578</u>		
Fund Balance, June 30, 2021			<u>3,623,668</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  
4th Quarter Detailed Expenditure Report  
April 1, 2021 to June 30, 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>
<b>Homeless Services</b>					
120-410-4610-52115 Contractual Services	88,900	2,689	28,566	60,334	32%
<i>Vendor: 001222 FOBRO CONSULTING LLC</i>		2,667	15,125		
<i>Vendor: 000072 INTERWEST CONSULTING GROUP</i>		22	990		
<i>Vendor: 001479 DISCOUNT HAULING AND CLEANUP SERVICES</i>		-	12,451		
<b>Total Detailed Expenditures</b>		<b>2,689</b>	<b>28,566</b>		
120-410-4610-52116 Professional Services	102,000	29,249	104,080	-2,080	102%
<i>Vendor: 001306 SOCIAL WORK ACTION GROUP</i>		29,249	104,080		
<b>Total Detailed Expenditures</b>		<b>29,249</b>	<b>104,080</b>		
120-410-4610-52117 Legal Services	61,400	15,758	66,906	-5,506	109%
<i>Vendor: 000080 BURKE WILLIAMS SORENSON LLP</i>		15,758	66,906		
<b>Total Detailed Expenditures</b>		<b>15,758</b>	<b>66,906</b>		
120-410-4610-58110 Hardware/Software	300	-	233	67	78%
<i>Vendor: 001300 DELL MARKETING L.P.</i>		-	233		
<b>Total Detailed Expenditures</b>		<b>-</b>	<b>233</b>		
<b>Total Homeless Services</b>	<b>252,600</b>	<b>47,696</b>	<b>199,785</b>	<b>52,815</b>	<b>79%</b>
<b>Public Works-Road Maintenance</b>					
120-450-4500-52115 Contractual Services (Public Works Maintenance Crew)	381,000	114,234	297,776	83,224	78%
<i>Vendor: 000042 PV MAINTENANCE, INC</i>		97,658	281,200		
<i>Vendor: 001241 SIEMENS MOBILITY, INC.</i>		16,576	16,576		
<b>Total Detailed Expenditures</b>		<b>114,234</b>	<b>297,776</b>		
120-903-4500-52115 Contractual Services (Slurry Seal)	30,000	-	-	30,000	0%
120-909-4500-52115 Contractual Services (Bundy Canyon Widening)	163,500	133,683	197,328	(33,828)	121%
<i>Vendor: 001640 JAMES MCMINN INC</i>		133,683	197,328		
<b>Total Detailed Expenditures</b>		<b>133,683</b>	<b>197,328</b>		
<b>Total Public Works-Road Maintenance</b>	<b>574,500</b>	<b>247,917</b>	<b>495,104</b>	<b>79,396</b>	<b>86%</b>

City of Wildomar  
Fiscal Year 2020-2021  
4th Quarter Detailed Expenditure Report  
April 1, 2021 to June 30, 2021

Fund 120 - Measure AA

Account Number	Budget	3rd Quarter Expenditures	Year-to-date Expenditures	Balance	Percentage Used
<b>Police Services</b>					
120-410-4800-58100 Furniture & Equipment (Security Cameras)	7,500	5,043	5,043	2,457	67%
Vendor: 001651 SHI INTERNATIONAL CORP		5,043	5,043		
<b>Total Detailed Expenditures</b>		<b>10,086</b>	<b>5,043</b>		
120-460-4700-52012 Departmental Supplies	2,900	381	2,798	102	96%
Vendor: 001464 PVP COMMUNICATIONS- MOTOR DEPUTY SUPPLIES/ EQUIP.		-	1,687		
Vendor: 001465 MOTOPOST-MOTOR DEPUTY SUPPLIES/ EQUIP.		-	730		
Vendor: 001330 BMW MOTORCYCLES OF RIVERSIDE		381	381		
<b>Total Detailed Expenditures</b>		<b>381</b>	<b>2,798</b>		
120-460-4700-52112 Fuel	800	405	1,484	(684)	186%
Vendor: 001485 WEX BANK (FUEL)		405	1,484		
<b>Total Detailed Expenditures</b>		<b>405.00</b>	<b>1,484</b>		
120-460-4700-52115 Contractual Services	691,100	209,800	576,340	114,760	83%
Vendor: 000047 RIVERSIDE COUNTY, SHERIFF'S DEPARTMENT		209,800	576,340		
<b>Total Detailed Expenditures</b>		<b>209,800</b>	<b>576,340</b>		
120-460-4700-52117 Legal Services	2,500	2,369	2,369	131	95%
Vendor: 000080 BURKE WILLIAMS SORENSON LLP		2,369	2,369		
<b>Total Detailed Expenditures</b>		<b>2,369</b>	<b>2,369</b>		
120-460-4700-56010 Equipment Maint/Repair	3,800	1,265	4,706	(906)	124%
Vendor: 001330 BMW MOTORCYCLES OF RIVERSIDE		1,265	4,706		
<b>Total Detailed Expenditures</b>		<b>1,265</b>	<b>4,706</b>		
120-460-4700-58130 Furniture & Equipment (Automatic Lic. Plate Cameras)	40,000	-	-	40,000	0%
<b>Total Police Services</b>	<b>748,600</b>	<b>219,263</b>	<b>592,740</b>	<b>155,860</b>	<b>79%</b>
<b>Fire Services</b>					
120-460-4710-52115 Contractual Services	1,500,000	378,359	1,132,995	367,005	76%
Vendor: 000072 INTERWEST CONSULTING GROUP		2,571	12,267		
Vendor: 000068 COUNTY OF RIVERSIDE, FIRE DEPARTMENT		375,788	1,120,728		
<b>Total Detailed Expenditures</b>		<b>378,359</b>	<b>1,132,995</b>		
120-460-4710-52117 Legal Services	1,500	1,223	1,223	277	82%
Vendor: 000080 BURKE WILLIAMS SORENSON LLP		1,223	1,223		
<b>Total Detailed Expenditures</b>		<b>1,223</b>	<b>1,223</b>		
120-460-4710-56103 Maintenance/Repair	12,600	-	574	12,026	5%
Vendor: 001641 WEATHERTECH DIRECT LLC		0	574		
<b>Total Detailed Expenditures</b>		<b>0</b>	<b>574</b>		
120-460-4710-58100 Furniture & Equipment	14,700	8,520	13,026	1,674	89%
Vendor: 001571 THE OFFICE FURNITURE EXPERT (FURNITURE MEDIC SQUAD)		-	4,506		
Vendor: 001646 MUNICIPAL EMERGENCY SERVICES (FIRE SEEK REVEAL EQUIPMENT)		3,478	3,478		
Vendor: 001651 SHI INTERNATIONAL CORP (SECURITY CAMERAS)		5,042	5,042		
<b>Total Detailed Expenditures</b>		<b>8,520</b>	<b>13,026</b>		
120-460-4710-58130 Vehicles	149,800	-	149,739	61	100%
Vendor: 000068 COUNTY OF RIVERSIDE, FIRE DEPARTMENT (MEDIC SQUAD)		-	149,739		
<b>Total Detailed Expenditures</b>		<b>-</b>	<b>149,739</b>		
<b>Total Fire Services</b>	<b>1,678,600</b>	<b>388,102</b>	<b>1,297,557</b>	<b>381,043</b>	<b>77%</b>

City of Wildomar  
 Fiscal Year 2020-2021  
 4th Quarter Detailed Expenditure Report  
 April 1, 2021 to June 30, 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>
<b>Administration</b>					
120-410-4200-52115 Contractual Services	5,000	-	2,500	2,500	50%
<i>Vendor: 000987 TEAMAN, RAMIREZ &amp; SMITH (AUDIT)</i>					
<b>Total Detailed Expenditures</b>		-	2,500		
<b>120-410-4610-52010 Office Supplies</b>					
	100	52	52	48	52%
<i>Vendor: 001627 AMERICAN EAGLE TROPHIES</i>					
<b>Total Detailed Expenditures</b>		52	52		
<b>Total Administration</b>	<u>5,100</u>	<u>52</u>	<u>2,552</u>	<u>2,548</u>	<u>50%</u>
<b>Total Measure AA Fund</b>	<u>\$3,259,400</u>	<u>\$903,030</u>	<u>\$2,587,738</u>	<u>\$671,662</u>	<u>79%</u>

**Measure Z Oversight Advisory Committee**  
**Agenda Item #2.2**  
**GENERAL BUSINESS**  
**Meeting Date: September 2, 2021**

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**TO:** Chairman and Committee Members

**FROM:** Robert (Bob) Howell, Administrative Services Director

**SUBJECT:** Establishment of a Measure AA 20/21 Annual Report Subcommittee

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Committee select and approve two Measure AA Oversight Advisory Committee members to serve on a temporary subcommittee for the purpose of providing guidance to staff in drafting a Measure AA Annual Report for fiscal year 2020/21.

**DISCUSSION:**

As required in Ordinance 161 an annual report is to be prepared and filed with the City Council. Nominating and appointing two Committee members will assist staff in the development of an Annual Report. The data will be compiled and provided to the subcommittee for editing.

It is estimated that the draft version of the Annual Report could be presented to the Committee for review at the regularly scheduled Committee meeting in December 2021. The draft version in December would not include the Measure AA audited financial report, as the auditors will not have it finalized in time for the Committee meeting. Final approval of the annual report would be requested at the February 2022 meeting and would include the audited financial report. Once approved by the Committee, the Annual Report would be submitted to the City Council for their regularly scheduled meeting in March 2022.

Submitted by  
Robert Howell  
Administrative Services Director

Approved by:  
Gary Nordquist  
City Manager