

CITY OF WILDOMAR
MEASURE AA OVERSIGHT ADVISORY COMMITTEE
AGENDA

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

DECEMBER 01, 2020 – Regular 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.



Steve Regalado, Chair
Brian Jacobs, Vice Chair
Shelley Hitchcock, Committee Member
Christopher Pselos, Committee Member
Sheila Urlaub, Committee Member

Gary Nordquist
City Manager

Janet Morales
Acting 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/88526575145>

OR

**Dial in:
+1 669 900 6833 US**

Meeting ID: [885 2657 5145](#)

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.

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

1.1 Minutes – August 27, 2020 Regular Meeting

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

2.0 GENERAL BUSINESS

2.1 FY 2020-21 1st Quarter Financial Report for Measure AA

RECOMMENDATION: Staff recommends that the Committee receive and file the FY 2020-21 1st Quarter Financial Report.

2.2 Establishment of a Measure AA 19/20 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 19/20.

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 Acting 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 and on the City's website at www.cityofwildomar.org.



Janet Morales
Acting City Clerk
Dated: November 24, 2020

**CITY OF WILDOMAR
MEASURE AA OVERSIGHT ADVISORY COMMITTEE
REGULAR MEETING MINUTES
AUGUST 27, 2020**

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

The Regular session of August 27, 2020 of the 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: Hitchcock, Jacobs, Pselos, Urlaub, Vice Chair Regalado

Members absent: None

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

The flag salute was led by Vice Chair Regalado.

APPOINTMENT OF CHAIR AND VICE CHAIR

A MOTION was made by Member Jacobs, seconded by Member Urlaub, to appoint Regalado to serve as Chair through February 2021.

MOTION carried, 4-0:

AYES: Hitchcock, Jacobs, Pselos, Urlaub

NOES: None

ABSTAIN: Vice Chair Regalado

ABSENT: None

A MOTION was made by Member Hitchcock, seconded by Member Urlaub, to appoint Jacobs to serve as Vice Chair through February 2021.

MOTION carried, 5-0:

AYES: Hitchcock, Jacobs, Pselos, Urlaub, Chair Regalado

NOES: None
ABSTAIN: None
ABSENT: None

PUBLIC COMMENTS

Monty Goddard, resident, provided public comment,

APPROVAL OF THE AGENDA AS PRESENTED

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

MOTION carried, 5-0:

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

1.0 CONSENT CALENDAR

A MOTION was made by Member Pselos, seconded by Vice Chair Jacobs, to approve the consent calendar.

MOTION carried, 5-0:

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

1.1 Minutes – June 11, 2020 Special Meeting

Approved the Minutes as submitted.

2.0 GENERAL BUSINESS

2.1 FY 2019-20 4th Quarter Financial and Activity Report for Measure AA

Chair Regalado read the title.

Administrative Services Director Riley presented the staff report.

It was the consensus of the Committee to receive and file the FY 2019-20 Fourth Quarter Financial Report.

2.2 FY 2018-19 Committee Annual Report - Draft

Chair Regalado read the title.

Administrative Services Director Riley presented the staff report.

Monty Goddard, resident, provided public comment.

A MOTION was made by Member Urlaub, seconded by Member Pselos to approve the FY 2018-19 Committee Annual Report and directed staff to add a statement to the Annual Report that addresses the public's concern regarding the General Fund Revenues, prior to submitting it the City Council.

MOTION carried, 5-0:

AYES: Hitchcock, Pselos, Urlaub, Vice Chair Jacobs, Chair Regalado

NOES: None

ABSTAIN: None

ABSENT: None

FUTURE AGENDA ITEMS

There were no future agenda items.

ADJOURNMENT

There being no further business, Vice Chair Regalado declared the meeting adjourned at 7:55 p.m.

Submitted by:

Approved by:

Janet Morales
Acting City Clerk

Steve Regalado
Chair

Measure AA Oversight Advisory Committee
Agenda Item #2.1
GENERAL BUSINESS
Meeting Date: December 01, 2020

TO: Chairperson and Committee Members
FROM: James R. Riley, Administrative Services Director
SUBJECT: FY 2020-21 1st Quarter Financial Report for Measure AA

STAFF REPORT

RECOMMENDATION:

Staff recommends that the Committee receive and file the FY 2020-21 1st Quarter Financial Report.

DISCUSSION:

In accordance with the reporting requirements of Measure AA, staff is pleased to present the FY 2020-21 1st Quarter Financial Report (July 1, 2020 through September 30, 2020).

The annual revenues from the sales and use tax for FY 2020-21 is budgeted at \$2,100,000. The City has received \$600,218 in sales and use tax revenues through August 31, 2020 (29%).

The actual expenditures for the 1st Quarter 2020-21 are \$156,382, or 6% of the FY 2020-21 budget that totals \$2,716,900. 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 145 Contacts with homeless clients during the 3-month period. 66 of those contacted accepted housing referral/assistance, 126 accepted Medical/Mental Health services and 3 accepted Adult Protective Services.

Discount Hauling & Cleanup Services-Removed 85 cubic yards of debris and cleaned up 6 separate locations of Encampments during the 3-month period.

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 1st Quarter (July-September 2020) include: repaired 3,649 sq ft of potholes, illegal signs removed: 152, hours spent removing illegal dump: 46 hours, trimmed trees: 135, and signs installed: 43.

Police Services

Motor Traffic Officer:

Budgeted at 160 hours/month: July 2020 actual hours: 170 hours; August 2020 actual hours: 160 hours.

(July 2020 to September 2020 Activity):

Citations Written: 551

DUI's: 17

Traffic Collisions: 68

Community Patrol Officer:

Budgeted at 160 hours per month: July 2020 actual hours: 170 hours; August 2020 actual hours: 160 hours.

(July 2020 to September 2020 Activity):

Involved in Quality of Life Issues in the City

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

8 Search warrants

18 Surveillance Operations

Arrests/ Citations: July 2020: 4; August 2020: 6; September 2020: 4

Extra Patrol by Community Service Officer (CSO)

Budgeted at not to exceed 10 overtime hours per week: July 2020 Actual 11.2/month; August 2020: 1.5/month. Decreased overtime hours due to employee replacement for retiree.

Addresses parking violations throughout the City

Fire Services

Weed Abatement: 40,370 linear feet of weeds abated from July 2020 to September 2020

Medic Squad Responses (July 2020 to September 2020):

Responses: 705, including a lifesaving event at the Farm of a teenager drowning, but kept alive by the new medic squad efforts.

Vehicle Status:

Medic Squad vehicle MS61 was delivered and put into service in October 2020.

Administration

The firm of Teaman, Ramirez and Smith, CPAs, are completing the independent audit of Measure AA for Fiscal Year ending June 30, 2020. The audit report for FY 2019-20 will be presented and discussed with the Measure AA Oversight Advisory Committee at the February 2021 meeting.

FISCAL IMPACT:

None.

Submitted by
James R. Riley
Administrative Services Director

Approved by:
Gary Nordquist
City Manager

ATTACHMENTS:

FY 2020-21 1st Quarter Financial Reports: 07/01/2020 to 9/30/2020

Attachment

Measure AA

FY 2020-21

1st Quarter

Financial Reports

07/1/2020-9/30/2020

**City of Wildomar
Balance Sheet
For the Period Ended September 30, 2020**

Fund 120 - Measure AA

	Unaudited June 30, 2020	Unaudited September 30, 2020
<u>Assets</u>		
Cash	\$ 1,575,206	\$ 2,388,335
Due from Other Govt	755,638	311,666
Total Assets	\$ 2,330,844	\$ 2,700,001
<u>Liabilities</u>		
Accounts Payable	\$ 419,266	\$ 344,587
Total Liabilities	419,266	344,587
<u>Operating</u>		
Year-to-date Revenues	-	600,218
Year-to-date Expenditures	-	(156,382)
Excess (Deficiency) of Revenues over Expenditures	-	443,836
<u>Fund Balance</u>		
Audited/Estimated Restricted Fund Balance	1,911,578	2,355,414
Total Fund Balance	1,911,578	2,355,414
Total Liabilities, Operations, and Fund Balance	\$ 2,330,844	\$ 2,700,001

City of Wildomar
Statement of Revenues, Expenditures, and Changes in Fund Balance
Adopted Budget and Actual
For the Three Months Ended September 30, 2020

Fund 120 - Measure AA					
For the Three Months Ended September 30, 2020					
	<u>Budget</u>	<u>1st Quarter Actuals</u>	<u>Fiscal Year to Date Actuals</u>	<u>Favorable/ (Unfavorable)</u>	<u>Actuals as a % of Budget</u>
Revenues:					
Sales & Use Tax	\$ 2,100,000	\$ 600,218	\$ 600,218	\$ 1,499,782	29%
Total Revenues	<u>2,100,000</u>	<u>600,218</u>	<u>600,218</u>	<u>1,499,782</u>	<u>29%</u>
Expenditures:					
Homeless Services	233,400	40,520	40,520	192,880	17%
Public Works-Road Maintenance	590,000	60,000	60,000	530,000	10%
Police Services	644,600	49,917	49,917	594,683	8%
Fire Services	1,243,900	5,945	5,945	1,237,955	0%
Administration	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>5,000</u>	<u>0%</u>
Total Expenditures	<u>2,716,900</u>	<u>156,382</u>	<u>156,382</u>	<u>2,560,518</u>	<u>6%</u>
Net Change in Fund Balances	\$ (616,900)	443,836	443,836		
Fund Balance at July 1, 2020			<u>\$ 1,911,578</u>		
Fund Balance, September 30, 2020			\$ 2,355,414		

City of Wildomar
Fiscal Year 2020-2021
1st Quarter Detailed Expenditure Report
July 1, 2020 to September 30, 2020

Fund 120 - Measure AA

<u>Account Number</u>	<u>Budget</u>	<u>1st Quarter Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Balance</u>	<u>Percentage Used</u>
Homeless Services					
120-410-4610-52115 Contractual Services	131,400	12,320	12,320	119,080	9%
<i>Vendor: 001222 FOBRO CONSULTING LLC</i>		5,280	5,280		
<i>Vendor: 000072 INTERWEST CONSULTING GROUP</i>		300	300		
<i>Vendor: 001479 DISCOUNT HAULING AND CLEANUP SERVICES</i>		6,740	6,740		
Total Detailed Expenditures		12,320	12,320		
120-410-4610-52116 Professional Services	102,000	28,200	28,200	73,800	28%
<i>Vendor: 001306 SOCIAL WORK ACTION GROUP</i>		28,200	28,200		
Total Detailed Expenditures		28,200	28,200		
Total Homeless Services	233,400	40,520	40,520	192,880	17%
Public Works-Road Maintenance					
120-078-4500-52115 Contractual Services (Bundy/Monte Vista Traffic Signal)	38,400	-	-	38,400	0%
120-450-4500-52115 Contractual Services (Public Works Maintenance Crew)	260,000	60,000	60,000	200,000	23%
<i>Vendor: 000042 PV MAINTENANCE, INC</i>		60,000	60,000		
Total Detailed Expenditures		60,000	60,000		
120-903-4500-52115 Contractual Services (Slurry Seal)	30,000	-	-	30,000	0%
120-909-4500-52115 Contractual Services (Bundy Canyon Widening)	261,600	-	-	261,600	0%
Total Public Works-Road Maintenance	590,000	60,000	60,000	530,000	10%

City of Wildomar
Fiscal Year 2020-2021
1st Quarter Detailed Expenditure Report
July 1, 2020 to September 30, 2020

Fund 120 - Measure AA

<u>Account Number</u>	<u>Budget</u>	<u>1st Quarter Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Balance</u>	<u>Percentage Used</u>
Police Services					
120-460-4700-52012 Departmental Supplies	2,500	-	-	2,500	0%
120-460-4700-52112 Fuel	-	349	349	(349)	0%
<i>Vendor: 001485 WEX BANK (FUEL)</i>		<u>349</u>	<u>349</u>		
Total Detailed Expenditures		349	349		
120-460-4700-52115 Contractual Services	642,100	48,360	48,360	593,740	8%
<i>Vendor: 000047 RIVERSIDE COUNTY, SHERIFF'S DEPARTMENT</i>		<u>48,360</u>	<u>48,360</u>		
Total Detailed Expenditures		48,360	48,360		
120-460-4700-56010 Equipment Maint/Repair	-	1,208	1,208	(1,208)	0%
<i>Vendor: 001330 BMW MOTORCYCLES OF RIVERSIDE</i>		<u>1,208</u>	<u>1,208</u>		
Total Detailed Expenditures		1,208	1,208		
Total Police Services	644,600	49,917	49,917	594,683	8%
Fire Services					
120-460-4710-52115 Contractual Services	1,239,300	1,439	1,439	1,237,861	0%
<i>Vendor: 000072 INTERWEST CONSULTING GROUP</i>		<u>1,439</u>	<u>1,439</u>		
Total Detailed Expenditures		1,439	1,439		
120-460-4710-58100 Furniture & Equipment	4,600	4,506	4,506	94	98%
<i>Vendor: 001571 The Office Furniture Expert (FURNITURE MEDIC SQUAD)</i>		<u>4,506</u>	<u>4,506</u>		
Total Detailed Expenditures		4,506	4,506		
Total Fire Services	1,243,900	5,945	5,945	1,237,955	0%
Administration					
120-410-4200-52115 Contractual Services	5,000	-	-	5,000	0%
Total Administration	5,000	-	-	5,000	0%
Total Measure AA Fund	\$2,716,900	\$156,382	\$156,382	\$555,654	6%

Measure AA Oversight Advisory Committee
Agenda Item #2.2
GENERAL BUSINESS
Meeting Date: December 01, 2020

TO: Chairman and Committee Members
FROM: Robert (Bob) Howell, Finance Manager
SUBJECT: Establishment of a Measure AA 19/20 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 19/20.

DISCUSSION:

As required by Ordinance 161 an annual report is to be prepared and filled 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 and approval at the regularly scheduled Committee meeting in February 2021 and submitted to the City Council at the regularly scheduled meeting in March 2021.

Submitted by
Robert Howell
Finance Manager

Approved by:
Gary Nordquist
City Manager