

CITY OF WILDOMAR  
MEASURE AA OVERSIGHT ADVISORY  
COMMITTEE AGENDA

DECEMBER 02, 2021

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

OR

Join Zoom Meeting:

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

OR

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



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, CMC  
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 the public to participate:

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 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.

#### **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 fill out a speaker slip 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.

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.**

**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 – September 02, 2021 Adjourned Regular Meeting**

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

**2.0 GENERAL BUSINESS**

**2.1 FY 2021-22 1st Quarter Financial Report for Measure AA**

**RECOMMENDATION:** Staff recommends the Committee receive and file the FY 2021-22 1st 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](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, CMC  
City Clerk  
Dated: November 24, 2021

**CITY OF WILDOMAR  
MEASURE AA OVERSIGHT ADVISORY COMMITTEE  
ADJOURNED REGULAR MEETING MINUTES  
SEPTEMBER 02, 2021**

**SWEAR IN COMMITTEE MEMBER KOVICH**

City Clerk Morales swore in Committee Member Kovich.

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

The Adjourned Regular session of the September 02, 2021 Measure AA Oversight Advisory Committee was conducted electronically pursuant to the provisions of Governor's Executive Orders N-08-21 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, Chair Regalado

**Members absent:** Urlaub, Vice Chair Hitchcock

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

The flag salute was led by Chair Regalado.

**PUBLIC COMMENTS**

Monty Goddard, resident, provided public comment.

**APPROVAL OF THE AGENDA AS PRESENTED**

**A MOTION** was made by Member Herrera, seconded by Member Kovich, to approve the agenda as presented.

**MOTION** carried, 3-0:

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

## **1.0 CONSENT CALENDAR**

**A MOTION** was made by Member Herrera, seconded by Member Kovich, to approve the consent calendar.

**MOTION** carried, 3-0:

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

### **1.1 Minutes – May 27, 2021 Regular Meeting**

Approved the Minutes as submitted.

## **2.0 GENERAL BUSINESS**

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

Chair Regalado read the title.

Project Consultant Riley presented the staff report.

Monty Goddard, resident, provided public comment.

It was the consensus of the Committee to 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**

Chair Regalado read the title.

Administrative Services Director Howell presented the staff report.

**A MOTION** was made by Member Herrera, seconded by Member Kovich, to approve Member Herrera and Member Kovich 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.

**MOTION** carried, 3-0:

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

**FUTURE AGENDA ITEMS**

There were no future agenda items.

**ADJOURNMENT**

There being no further business, Chair Regalado declared the meeting adjourned at 7:20 p.m.

Submitted by:

Approved by:

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Janet Morales, CMC  
City Clerk

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Steve Regalado  
Chair

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

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**TO:** Chair and Committee Members

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

**SUBJECT:** FY 2021-22 1st Quarter Financial Report for Measure AA

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Committee receive and file the FY 2021-22 1st Quarter Financial Report.

**DISCUSSION:**

In accordance with the reporting requirements of Measure AA, staff is pleased to present the FY 2021-22 1st Quarter Financial Report (July 1, 2021 through September 30, 2021).

The annual revenues from the sales and use tax for FY 2021-22 was budgeted at \$3,476,100. The City received \$744,538 in sales and use tax revenues through September 30, 2021 (21%).

The actual expenditures for the three months ended September 30, 2021 are \$269,070, or 6% of the FY 2021-22 budget that totals \$4,145,000. 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 approximately 279 Contacts with homeless clients during the 3-month period of July 1, 2021 to September 30, 2021. 21 clients accepted housing referral/assistance and 26 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 1st Quarter (July-September 2021) include: repaired 3,751 sq ft of potholes, posts installed: 12, hours spent removing illegal dump: 51 hours, trimmed trees: 57, and signs installed: 179.



## **Police Services**

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

Budgeted at 160 hours/month: July 2021 actual hours: 160 hours; August 2021 actual hours: 160 hours; September 2021 actual hours: 160 hours.

#### **(July 2021 to September 2021 Activity):**

Citations Written: 322

DUI's: 13

Traffic Collisions: 19

### ***Community Patrol Officers (2.0 officer):***

Budgeted at 320 hours/month: July 2021 actual hours: 320 hours + 21.67 OT hours; August 2021 actual hours: 320 hours +3 OT hours; September 2021 actual hours: 320 hours.

#### **(July 2021 to September 2021 Activity):**

Involved in Quality-of-Life Issues in the City

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

5 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): July 2021 Actual 28.50 hrs/month; August 2021 Actual: 24 hrs/month; September 2021 Estimated: 43 hours.

Addresses parking violations throughout the City.

## **Fire Services**

### **Medic Squad Responses (July 2021 to September 2021):**

Responses: 705

### **Weed Abatement Inspections (July 2021 to September 2021):**

30 inspections done in August 2021.

### **FISCAL IMPACT:**

None.

Submitted by  
Robert (Bob) Howell  
Administrative Services Director

Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

FY 2021-22 1st Quarter Financial Reports: 07/01/2021 to 9/30/2021

**Attachment**

**Measure AA**

**FY 2021-22**

**1st Quarter**

**Financial Reports**

**07/1/2021-9/30/2021**

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

**Fund 120 - Measure AA**

	<b>Unaudited</b> <b>June 30, 2021</b>	<b>Unaudited</b> <b>September 30, 2021</b>
<b>Assets</b>		
Cash	\$ -	\$ 256,808
Due from Other Govt	977,603	744,538
Due from Other City Funds	2,837,459	2,837,460
<b>Total Assets</b>	<b>\$ 3,815,062</b>	<b>\$ 3,838,806</b>
<b>Liabilities</b>		
Accounts Payable	\$ 539,622	\$ 87,898
<b>Total Liabilities</b>	<b>539,622</b>	<b>87,898</b>
<b>Operating</b>		
Year-to-date Revenues	-	744,538
Year-to-date Expenditures		(269,070)
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>-</b>	<b>475,468</b>
<b>Fund Balance</b>		
Audited/Estimated Restricted Fund Balance	3,275,440	3,750,908
<b>Total Fund Balance</b>	<b>3,275,440</b>	<b>3,750,908</b>
<b>Total Liabilities, Operations, and Fund Balance</b>	<b>\$ 3,815,062</b>	<b>\$ 3,838,806</b>

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

<b>Fund 120 - Measure AA</b>					
<b>For the Three Months Ended September 30, 2021</b>					
	<u>Budget</u>	<u>1st Quarter Actuals</u>	<u>Fiscal Year to Date Actuals</u>	<u>Variance Favorable/ (Unfavorable)</u>	<u>Actuals as a % of Budget</u>
<b>Revenues:</b>					
Sales & Use Tax	\$ 3,476,100	\$ 744,538	\$ 744,538	\$ (2,731,562)	21%
Interest Income	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>(1,500)</u>	<u>0%</u>
Total Revenues	<u>3,477,600</u>	<u>744,538</u>	<u>744,538</u>	<u>(2,733,062)</u>	<u>21%</u>
<b>Expenditures:</b>					
Homeless Services	157,000	24,736	24,736	132,264	16%
Code Enforcement	126,300	2,500	2,500	123,800	2%
Public Works-Road Maintenance	1,454,500	111,507	111,507	1,342,993	8%
Police Services	886,300	122,802	122,802	763,498	14%
Fire Services	1,518,000	7,473	7,473	1,510,527	0%
Administration	<u>2,900</u>	<u>52</u>	<u>52</u>	<u>2,848</u>	<u>2%</u>
Total Expenditures	<u>4,145,000</u>	<u>269,070</u>	<u>269,070</u>	<u>3,875,930</u>	<u>6%</u>
Net Change in Fund Balances	<u>(667,400)</u>	<u>475,468</u>	475,468		
Fund Balance at July 1, 2021			<u>3,275,440</u>		
Fund Balance, September 30, 2021			<u>3,750,908</u>		

City of Wildomar  
Fiscal Year 2021-2022  
4th Quarter Detailed Expenditure Report  
July 1, 2021 to September 30, 2021

**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>
<b>Homeless Services</b>					
120-410-4610-52115 Contractual Services	55,000	6,435	6,435	48,565	12%
<i>Vendor: 001222 FOBRO CONSULTING LLC</i>		<u>6,435</u>	<u>6,435</u>		
<b>Total Detailed Expenditures</b>		<b>6,435</b>	<b>6,435</b>		
120-410-4610-52116 Professional Services	102,000	15,435	15,435	86,565	15%
<i>Vendor: 001306 SOCIAL WORK ACTION GROUP</i>		<u>15,435</u>	<u>15,435</u>		
<b>Total Detailed Expenditures</b>		<b>15,435</b>	<b>15,435</b>		
120-410-4610-52117 Legal Services	-	2,866	2,866	(2,866)	0%
<i>Vendor: 000080 BURKE WILLIAMS SORENSON LLP</i>		<u>2,866</u>	<u>2,866</u>		
<b>Total Detailed Expenditures</b>		<b>2,866</b>	<b>2,866</b>		
<b>Total Homeless Services</b>	<u><b>157,000</b></u>	<u><b>24,736</b></u>	<u><b>24,736</b></u>	<u><b>132,264</b></u>	<u><b>16%</b></u>
<b>Code Enforcement</b>					
120-430-4350-51XXX Salaries & Benefits	79,900	-	-	79,900	0%
120-430-4350-53028 Communications	2,100	-	-	2,100	0%
120-430-4350-58100 Furniture & Equipment	33,000	-	-	33,000	0%
120-430-4350-58110 Hardware/Software	2,500	2,500	2,500	-	100%
<i>Vendor: 001669 COMCATE SOFTWARE INC</i>		<u>2,500</u>	<u>2,500</u>		
<b>Total Detailed Expenditures</b>		<b>2,500</b>	<b>2,500</b>		
120-430-4350-58130 Vehicles	8,800	-	-	8,800	0%
<b>Total Code Enforcement</b>	<u><b>126,300</b></u>	<u><b>2,500</b></u>	<u><b>2,500</b></u>	<u><b>123,800</b></u>	<u><b>2%</b></u>
<b>Public Works-Road Maintenance</b>					
120-001-4500-52115 Contractual Services (Palomar/Clinton Keith Sidewalk & Bike Trail)	26,000	-	-	26,000	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	-	-	25,000	0%
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	111,507	111,507	388,493	22%
<i>Vendor: 000042 PV MAINTENANCE, INC</i>		<u>60,000</u>	<u>60,000</u>		
<i>Vendor: 001241 SIEMENS MOBILITY, INC.</i>		<u>51,507</u>	<u>51,507</u>		
<b>Total Detailed Expenditures</b>		<b>111,507</b>	<b>111,507</b>		
120-903-4500-52115 Contractual Services (Slurry Seal)	200,000	-	-	200,000	0%
120-909-4500-52115 Contractual Services (Bundy Canyon Widening)	274,500	-	-	274,500	0%
120-912-4500-52115 Contractual Services (Palomar Widening)	115,000	-	-	115,000	0%
<b>Total Public Works-Road Maintenance</b>	<u><b>1,454,500</b></u>	<u><b>111,507</b></u>	<u><b>111,507</b></u>	<u><b>1,342,993</b></u>	<u><b>8%</b></u>

City of Wildomar  
Fiscal Year 2021-2022  
4th Quarter Detailed Expenditure Report  
July 1, 2021 to September 30, 2021

**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>
<b>Police Services</b>					
120-460-4700-52012 Departmental Supplies	5,000	-	-	5,000	0%
120-460-4700-52115 Contractual Services	821,800	121,867	121,867	699,933	15%
<i>Vendor: 000047 RIVERSIDE COUNTY, SHERIFF'S DEPARTMENT</i>		<u>121,867</u>	<u>121,867</u>		
<b>Total Detailed Expenditures</b>		<b>121,867</b>	<b>121,867</b>		
120-460-4700-56010 Equipment Maint/Repair	1,000	935	935	65	94%
<i>Vendor: 001330 BMW MOTORCYCLES OF RIVERSIDE</i>		<u>935</u>	<u>935</u>		
<b>Total Detailed Expenditures</b>		<b>935</b>	<b>935</b>		
120-460-4700-56013 Bldg Maint/Repair	20,000	-	-	20,000	0%
120-460-4700-58130 Furniture & Equipment	38,500	-	-	38,500	0%
<b>Total Police Services</b>	<u>886,300</u>	<u>122,802</u>	<u>122,802</u>	<u>763,498</u>	<u>14%</u>
<b>Fire Services</b>					
120-460-4710-52115 Contractual Services	1,516,300	595	595	1,515,705	0%
<i>Vendor: 000072 INTERWEST CONSULTING GROUP</i>		<u>595</u>	<u>595</u>		
<b>Total Detailed Expenditures</b>		<b>595</b>	<b>595</b>		
120-460-4710-52117 Legal Services	-	5,249	5,249	(5,249)	0%
<i>Vendor: 000080 BURKE WILLIAMS SORENSON LLP</i>		<u>5,249</u>	<u>5,249</u>		
<b>Total Detailed Expenditures</b>		<b>5,249</b>	<b>5,249</b>		
120-460-4710-58100 Furniture & Equipment	1,700	1,629	1,629	71	96%
<i>Vendor: 001636 GARVEY EQUIPMENT COMPANY</i>		<u>1,629</u>	<u>1,629</u>		
<b>Total Detailed Expenditures</b>		<b>1,629</b>	<b>1,629</b>		
<b>Total Fire Services</b>	<u>1,518,000</u>	<u>7,473</u>	<u>7,473</u>	<u>1,510,527</u>	<u>0%</u>

City of Wildomar  
 Fiscal Year 2021-2022  
 4th Quarter Detailed Expenditure Report  
 July 1, 2021 to September 30, 2021

**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>
<b>Administration</b>					
120-410-4200-52115 Contractual Services	2,800	-	-	2,800	0%
120-410-4800-52010 Office Supplies	100	52	52	48	52%
<i>Vendor: 001627 AMERICAN EAGLE TROPHIES</i>		<u>52</u>	<u>52</u>		
<b>Total Detailed Expenditures</b>		<u>52</u>	<u>52</u>		
<b>Total Administration</b>	<u>2,900</u>	<u>52</u>	<u>52</u>	<u>2,848</u>	<u>2%</u>
<b>Total Measure AA Fund</b>	<u>\$4,145,000</u>	<u>\$269,070</u>	<u>\$269,070</u>	<u>\$3,875,930</u>	<u>6%</u>