

CITY OF WILDOMAR
MEASURE Z OVERSIGHT ADVISORY COMMITTEE
AGENDA

6:30 P.M. – REGULAR MEETING

May 23, 2019
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

Gary Nordquist
City Manager

Janet Morales
Acting City Clerk

REGULAR MEETING AGENDA May 23, 2019

REPORTS: All agenda items and reports are available for review at: Wildomar City Hall, 23873 Clinton Keith Road and on the City's website, 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. The 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
FOR THE DURATION OF THE MEETING. 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.

1.0 CONSENT CALENDAR

There are no items.

2.0 GENERAL BUSINESS

2.1 FY 2018-19 3rd Quarter Report

RECOMMENDATION: Staff recommends that the Committee receive and file the FY 2018-19 3rd Quarter Report.

FUTURE AGENDA ITEMS

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, Janet Morales, Wildomar Acting City Clerk, do certify that on May 17, 2019, by 5:00 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.



Janet Morales, Acting City Clerk

Measure Z Oversight Advisory Committee
Agenda Item #2.1
GENERAL BUSINESS
Meeting Date: May 23, 2019

TO: Chairman and Committee Members
FROM: Robert (Bob) Howell, Accounting Manager
SUBJECT: FY 2018-19 3rd Quarter Report

STAFF REPORT

RECOMMENDATION:

Staff recommends that the Committee receive and file the FY 2018-19 3rd Quarter Report.

DISCUSSION:

In accordance with the reporting requirements of Measure Z, Staff is pleased to present the Third Quarter FY 2018-19 report (January 1, 2019 through March 31, 2019) of financial activities. This report also serves as the third quarter budget report. The amounts listed under June 30, 2018 are the audited amounts as the financial audit process was completed in December.

The annual revenues from the tax assessment are budgeted at \$369,400 which are received in January and May. The city received \$184,663 in tax assessments during the third quarter. In addition to the Measure Z assessments, the city received \$8,027 in other revenues in the third quarter of FY 2018-19, mostly from special event and facility rentals.

The expenditures for the third quarter were \$68,212, or 16% of the FY 2018-19 budget that totals \$427,800. This is a decrease of \$30,687 from FY 2017-18. The majority of the expenditures were for on-going maintenance and utilities of the now four parks as Malaga Park was completed in December.

FISCAL IMPACT:

None.

Submitted by
Robert Howell
Accounting Manager

Approved by:
Gary Nordquist
City Manager

ATTACHMENTS:

Financial Reports 10/1/2018-12/31/2018

Attachment

Measure Z – Parks

Financial Reports

01/1/2019-03/31/2019

City of Wildomar
Comparative Balance Sheet
For the Periods Ended June 30, 2018 and March 31, 2019

Fund 255 - Measure Z Parks

	Audited	Unaudited
	June 30, 2018	March 31, 2019
Assets		
Cash	\$ 211,976	\$ 190,004
Accounts Receivable	4,375	1,000
Special Assessment Tax Receivable (See Note)	17,837	-
Prepaid Expense	-	500
	<u> </u>	<u> </u>
Total Assets	\$ 234,188	\$ 191,504
	<u> </u>	<u> </u>
Liabilities		
Accounts Payable	\$ 19,760	\$ 123
Accrued Payroll & Benefits	1,311	611
	<u> </u>	<u> </u>
Total Liabilities	21,071	734
	<u> </u>	<u> </u>
Operating		
Year-to-date Revenues		200,037
Year-to-date Expenditures		208,374
Encumbrances		14,010
		<u> </u>
Excess (Deficiency) of Revenues over Expenditures		(22,347)
		<u> </u>
Fund Balance		
Estimated Restricted Fund Balance	<u>213,117</u>	<u>213,117</u>
Total Fund Balance	213,117	213,117
	<u> </u>	<u> </u>
Total Liabilities, Operations, and Fund Balance	\$ 234,188	\$ 191,504
	<u> </u>	<u> </u>

City of Wildomar
Statement of Revenues, Expenditures, and Changes in Fund Balance
Preliminary Budget and Actual
For the Nine Months Ended March 31, 2019

Fund 255 - Measure Z Parks

	<u>Budget</u>	<u>Actual Amounts</u>	<u>Favorable/ (Unfavorable)</u>	<u>Actuals as a % of Budget</u>
Revenues:				
Assessments	\$ 369,400	\$ 184,663	\$ (184,737)	50%
Special Events & Facility Rentals	<u>45,500</u>	<u>15,374</u>	<u>(30,126)</u>	<u>34%</u>
Total Revenues	<u>414,900</u>	<u>200,037</u>	<u>(214,863)</u>	<u>48%</u>
Expenditures:				
General Government	86,100	41,603	44,497	48%
Community Development	<u>341,700</u>	<u>166,771</u>	<u>174,929</u>	<u>49%</u>
Total Expenditures	<u>427,800</u>	<u>208,374</u>	<u>219,426</u>	<u>49%</u>
Net Change in Fund Balances	(12,900)	(8,337)	4,563	
Budgetary Fund Balance at July 1, 2018	<u>\$ 213,117</u>	<u>\$ 213,117</u>	<u>-</u>	
Budgetary Fund Balance, June 30, 2018 (Preliminary Final)	<u>\$ 200,217</u>	<u>\$ 204,780</u>	<u>\$ 4,563</u>	

City of Wildomar
Fiscal Year 2019
3rd Quarter Revenue Report
January 1, 2019 to March 31, 2019

Fund 255 - Measure Z Parks

<u>Account Number</u>	<u>Budget</u>	<u>2nd Quarter Revenues</u>	<u>Year-to-date Revenues</u>	<u>Favorable/ (Unfavorable)</u>	<u>Percentage Received</u>
255 - Revenues					
3320 Special Event Revenue	\$ 37,500	\$ 1,000	\$ 6,970	\$ (30,530)	19%
3550 Special Assessment	369,400	184,663	184,663	(369,400)	50%
3553 Marna O'Brien Park - Facility Rent	8,000	7,027	8,400	400	105%
3555 Winsong Park - Facility Rent	100	-	5	(95)	5%
Total Measure Z Parks	<u>\$ 415,000</u>	<u>\$ 192,690</u>	<u>\$ 200,037</u>	<u>\$ (399,626)</u>	<u>48%</u>

City of Wildomar
Fiscal Year 2019
3rd Quarter Detailed Expenditure Report
January 1, 2019 to March 31, 2019

Fund 255 - Measure Z Parks

<u>Account Number</u>	<u>Budget</u>	<u>3rd Quarter Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Favorable/ (Unfavorable)</u>	<u>Percentage Used</u>
255-410-4610 Community Services	\$ 86,100	\$ 17,954	\$ 41,603	\$ 44,497	48%
255-410-4611 Marna O'Brien Park	205,700	29,568	116,144	89,556	56%
255-410-4612 Heritage Park	50,200	8,195	21,195	29,005	42%
255-410-4613 Windsong Park	53,800	8,289	25,225	28,575	47%
255-410-4615 Malaga Park	32,000	4,207	4,207	27,793	13%
Total General Government	<u>\$ 427,800</u>	<u>\$ 68,212</u>	<u>\$ 208,374</u>	<u>\$ 219,426</u>	<u>49%</u>
Total Measure Z Park	<u><u>\$ 427,800</u></u>	<u><u>\$ 68,212</u></u>	<u><u>\$ 208,374</u></u>	<u><u>\$ 219,426</u></u>	<u><u>49%</u></u>

**City of Wildomar
Fiscal Year 2019
3rd Quarter Detailed Expenditure Report
January 1, 2019 to March 31, 2019**

Fund 255 - Measure Z Parks

<i>Account Number</i>	<i>Budget</i>	<i>3rd Quarter Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Balance</i>	<i>Percentage Used</i>
255-410-4610 Community Services					
255-410-4610-51001 Salaries	\$ 39,400	\$ 8,424	\$ 22,733	\$ 16,668	58%
255-410-4610-51010 Overtime	-	-	66	(66)	663%
255-410-4610-51100 Auto Allowance	1,200	256	694	507	58%
255-410-4610-51105 Cell Phone Allowance	300	84	228	72	76%
255-410-4610-51107 Internet Allowance	300	42	114	186	38%
255-410-4610-51150 PERS Retirement	7,700	1,331	3,619	4,081	47%
255-410-4610-51160 Medicare	600	125	325	275	54%
255-410-4610-51162 FUI	-	17	17	(17)	#DIV/0!
255-410-4610-51164 SUI	-	64	64	(64)	#DIV/0!
255-410-4610-51200 Medical Ins.	7,200	1,431	4,419	2,781	61%
255-410-4610-51201 Dental Ins.	900	319	815	85	91%
255-410-4610-51202 Vision Ins.	100	60	153	(53)	153%
255-410-4610-51208 Other Ins Premium	200	220	587	(387)	293%
255-410-4610-51210 Retirement RHS	-	582	1,788	(1,788)	17876%
255-410-4610-52012 Departmental Supplies	300	-	-	300	0%
255-410-4610-52016 Reproduction	500	-	-	500	0%
255-410-4610-52020 Legal Notices	500	-	-	500	0%
255-410-4610-52100 Memberships/Dues	200	-	-	200	0%
255-410-4610-52115 Contractual Services	23,700	5,000	5,000	18,700	21%
255-410-4610-52117 Legal Services	3,000	-	983	2,017	33%

Vendor #: 000080 BURKE, WILLIAMS AND SORENSON,, LLP	\$ 983	1,966
Total Detailed Expenditures	\$ 983	1,966

Total Community Services	\$ 86,100	\$ 17,954	\$ 41,603	\$ 44,497	48%
---------------------------------	------------------	------------------	------------------	------------------	------------

255-410-4611 Marna O'Brien Park					
255-410-4611-51010 Overtime	\$ -	\$ 144	\$ 1,338	\$ (1,338)	13377%
255-410-4611-51160 Medicare	-	2	19	(19)	194%
255-410-4611-52010 Office Supplies	500	-	-	500	0%
255-410-4611-52012 Departmental Supplies	15,800	499	4,792	11,008	30%

Vendor #: 000378 TEMECULA VALLEY PIPE & SUPPLY	\$ -	686
Vendor #: 000367 CINTAS CORPORATION	\$ 54	295
Vendor #: 000075 DOGGIE WALK BAGS, INC.	\$ 377	377
Vendor #: 000166 THE HOME DEPOT	\$ -	133
Vendor #: 000094 STAUFFERS LAWN EQUIPMENT	\$ -	20
Vendor #: 000965 AMERICAN MATERIALS CO.	\$ -	107
Vendor #: 000876 GATES SOUND	\$ -	2,506
Vendor #: 000135 AMAZON MARKETPLACE	\$ -	26
Vendor #: 000088 ACE HARDWARE	\$ 69	69
Vendor #: 000092 WAL-MART	\$ -	174
Vendor #: 001018 PEACHJAR.COM	\$ -	100
Vendor #: 000406 COSTCO	\$ -	234
Vendor #: 000898 TRACTOR SUPPLY CO	\$ -	65
Total Detailed Expenditures	\$ 499	4,792

255-410-4611-52016 Reproduction	300	\$ -	-	300	0%
---------------------------------	-----	------	---	-----	----

**City of Wildomar
Fiscal Year 2019
3rd Quarter Detailed Expenditure Report
January 1, 2019 to March 31, 2019**

Fund 255 - Measure Z Parks

<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>
255-410-4611-52115 Contractual Services	79,200	\$ 18,333	58,738	20,462	74%
Vendor #: 001102 BEE GUY TRAVIS					
		\$ -	300		
Vendor #: 001005 PEOPLEREADY INC					
		\$ -	858		
Vendor #: 000026 PROTECTION RESCUE SECURITY, SERVICES					
		\$ 450	1,350		
Vendor #: 000219 WESTERN FIRE CO., INC.					
		\$ -	121		
Vendor #: 000897 SOUTHWEST PEST					
		\$ -	105		
Vendor #: 001262 PEST OPTIONS INC					
		\$ -	295		
Vendor #: 001338 DEANZA TERMITE & PEST CONTROL, INC					
		\$ 345	345		
Vendor #: 001295 FORTERRA PIPE & PRECAST					
		\$ -	635		
Vendor #: 000042 PV MAINTENANCE, INC.					
		\$ -	1,398		
Vendor #: 000952 CONSOLIDATED CLEANING SYSTEMS					
		\$ 9,283	18,825		
Vendor #: 000677 OLDCASTLE PRECAST INC					
		\$ -	7,796		
Vendor #: 001258 SUNBELT RENTALS, INC.					
		\$ -	150		
Vendor #: 000072 INTERWEST CONSULTING GROUP					
		\$ 863	1,353		
Vendor #: 000499 INLAND EMPIRE LANDSCAPE INC					
		\$ 7,392	25,208		
Total Detailed Expenditures					
		\$ 18,333	58,738		
255-410-4611-52116 Professional Services	32,000	\$ 3,649	10,455	21,545	33%
Vendor #: 000141 SWANK MOTION PICTURES INC					
		\$ -	463		
Vendor #: 000647 JOLLY JUMPS					
		\$ -	3,925		
Vendor #: 001357 M & J PAUL ENTERPRISES					
		\$ 2,595	2,595		
Vendor #: 000634 HEYDAY RECORDS AND EVENTS					
		\$ -	995		
Vendor #: 001134 JP TREE SERVICE					
		\$ -	950		
Vendor #: 001212 O'DONNELL ELECTRIC					
		\$ 242	242		
Vendor #: 000609 MORROW PLUMBING					
		\$ 737	737		
Vendor #: 001101 SIGNS BY TOMORROW					
		\$ 75	548		
Total Detailed Expenditures					
		\$ 3,649	10,455		
255-410-4611-53024 Solid Waste	1,200	\$ 510	850	350	71%
Vendor #: 000011 CR&R INC.					
		\$ 510	850		
Total Detailed Expenditures					
		\$ 510	850		
255-410-4611-53025 Electricity	30,200	\$ 4,101	16,411	13,789	54%
Vendor #: 000022 EDISON					
		\$ 4,101	16,411		
Total Detailed Expenditures					
		\$ 4,101	16,411		
255-410-4611-53026 Water	38,500	\$ 2,178	23,161	15,339	60%
Vendor #: 000012 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT					
		\$ 2,178	23,161		
Total Detailed Expenditures					
		\$ 2,178	23,161		
255-410-4611-53028 Communications	1,000	\$ 152	380	620	38%
Vendor #: 000437 VERIZON WIRELESS					
		\$ 152	380		
Total Detailed Expenditures					
		\$ 152	380		
255-410-4611-58100 Furniture & Equipment	7,000	\$ -	-	7,000	0%
Total Marna O'Brien Park					
	\$ 205,700	\$ 29,568	\$ 116,144	\$ 89,556	56%
255-410-4612 Heritage Park					
255-410-4612-51010 Overtime	\$ -	\$ 144	\$ 1,338	\$ (1,338)	13376%
255-410-4612-51160 Medicare	-	\$ 2	19	(19)	194%
255-410-4612-52012 Departmental Supplies	16,400	\$ 431	619	15,781	4%
Vendor #: 000367 CINTAS CORPORATION					
		\$ 243	243		
Vendor #: 000075 DOGGIE WALK BAGS, INC.					
		\$ 188	376		
Total Detailed Expenditures					
		\$ 431	619		

**City of Wildomar
Fiscal Year 2019
3rd Quarter Detailed Expenditure Report
January 1, 2019 to March 31, 2019**

Fund 255 - Measure Z Parks

<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>
255-410-4612-52115 Contractual Services	25,900	\$ 6,941	17,100	8,800	66%
Vendor #: 000026 PROTECTION RESCUE SECURITY, SERVICES					
Vendor #: 000499 INLAND EMPIRE LANDSCAPE INC					
Vendor #: 000072 INTERWEST CONSULTING GROUP					
Vendor #: 000952 CONSOLIDATED CLEANING SYSTEMS					
Total Detailed Expenditures					
255-410-4612-52116 Professional Services	2,000	\$ 75	75	1,925	4%
Vendor #: 001101 SIGNS BY TOMORROW					
Total Detailed Expenditures					
255-410-4612-53025 Electricity	500	\$ 82	241	259	48%
Vendor #: 000022 EDISON					
Total Detailed Expenditures					
255-410-4612-53026 Water	5,400	\$ 520	1,803	3,597	33%
Vendor #: 000012 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT					
Total Detailed Expenditures					
Total Heritage Park	\$ 50,200	\$ 8,194.68	\$ 21,195	\$ 29,005	42%
255-410-4613 Windsong Park					
255-410-4613-51010 Overtime	\$ -	\$ 72	\$ 666	\$ (666)	6658%
255-410-4613-51160 Medicare	-	\$ 1	10	(10)	97%
255-410-4613-52010 Office Supplies	200	\$ -	-	200	0%
255-410-4613-52012 Departmental Supplies	3,800	\$ -	622	3,178	16%
Vendor #: 000075 DOGGIE WALK BAGS, INC.					
Vendor #: 000135 AMAZON MARKETPLACE					
Vendor #: 000378 TEMECULA VALLEY PIPE & SUPPLY					
Total Detailed Expenditures					
255-410-4613-52115 Contractual Services	38,300	\$ 7,338	17,675	20,625	46%
Vendor #: 000186 RIGHTWAY					
Vendor #: 000026 PROTECTION RESCUE SECURITY, SERVICES					
Vendor #: 001262 PEST OPTIONS INC					
Vendor #: 000499 INLAND EMPIRE LANDSCAPE INC					
Vendor #: 000072 INTERWEST CONSULTING GROUP					
Vendor #: 001296 HARRINGTON INDUSTRIAL PRACTICES					
Vendor #: 000952 CONSOLIDATED CLEANING SYSTEMS					
Total Detailed Expenditures					
255-410-4613-52116 Professional Services	2,000	\$ 295	295	1,705	15%
Vendor #: 001101 SIGNS BY TOMORROW					
Vendor #: 001212 O'DONNELL ELECTRIC					
Total Detailed Expenditures					
255-410-4613-53025 Electricity	1,200	\$ 174	519	681	43%
Vendor #: 000022 EDISON					
Total Detailed Expenditures					
255-410-4613-53026 Water	7,300	\$ 332	5,135	2,165	70%
Vendor #: 000012 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT					
Total Detailed Expenditures					

**City of Wildomar
Fiscal Year 2019
3rd Quarter Detailed Expenditure Report
January 1, 2019 to March 31, 2019**

Fund 255 - Measure Z Parks

<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>
255-410-4613-53028 Communications	1,000	\$ 76	304	696	30%
Vendor #: 000437 VERIZON WIRELESS		\$ 76	304		
Total Detailed Expenditures		\$ 76	304		
Total Windsong Park	\$ 53,800	\$ 8,289	\$ 25,225	\$ 28,575	47%
255-410-4615 Malaga Park					
255-410-4613-51010 Overtime	\$ -	\$ -	\$ -	\$ -	0%
255-410-4613-51160 Medicare	-	-	-	-	0%
255-410-4613-52012 Departmental Supplies	7,200	-	-	7,200	0%
255-410-4613-52115 Contractual Services	18,300	\$ 4,038	4,038	14,262	22%
Vendor #: 000499 INLAND EMPIRE LANDSCAPE INC		\$ 1,124	1,124		
Vendor #: 000952 CONSOLIDATED CLEANING SYSTEMS		\$ 2,914	2,914		
Total Detailed Expenditures		\$ 4,038	4,038		
255-410-4613-52116 Professional Services	100	\$ -	-	100	0%
255-410-4613-53025 Electricity	1,100	\$ 77	77	1,023	7%
Vendor #: 000022 EDISON		\$ 77	77		
Total Detailed Expenditures		\$ 77	77		
255-410-4613-53026 Water	5,300	\$ 92	92	5,208	2%
Vendor #: 000012 ELSINORE VALLEY MUNICIPAL, WATER DISTRICT		\$ 92	92		
Total Detailed Expenditures		\$ 92	92		
Total Malaga Park	\$ 32,000	\$ 4,207	\$ 4,207	\$ 27,793	13%
Total General Government	\$ 427,800	\$ 68,212	\$ 208,374	\$ 219,426	49%
Total Measure Z Park	\$ 427,800	\$ 68,212	\$ 208,374	\$ 219,426	49%