MEASURE AA OVERSIGHT ADVISORY COMMITTEE - MAA - REGULAR MEETING

THURSDAY, DECEMBER 7, 2023
REGULAR SESSION: 6:30 PM
COUNCIL CHAMBERS 23873 CLINTON KEITH ROAD SUITE 106 WILDOMAR, CA 92595

Kathleen Kovich - Chair
Shawn Peukert - Vice Chair
Jasmine Bearden- Committee Member
Eric Bunge- Committee Member
Carlos Hernandez - Committee Member

The City of Wildomar will be a Safe and Active Community with Responsible Growth and Quality Infrastructure while keeping a Hometown Feel

CALL TO ORDER – REGULAR SESSION - 6:30 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 is the desire of the Committee, the agenda can be reordered at this time.

1. 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.

2. GENERAL BUSINESS

2.1 FY2023-24 1st Quarter Measure AA Financial Report

RECOMMENDATION:

Receive and file the FY 2023-24 1st Quarter Financial Report.

2.2 Establish a Subcommittee for Drafting the FY 22/23 Measure AA Annual Report

RECOMMENDATION:

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 2023.

FUTURE AGENDA ITEMS

ADJOURNMENT

PARTICIPATION

The City of Wildomar encourages your participation in the meeting. The following options are available for the public to participate:

1. You may view the session at https://www.cityofwildomar.org. To view from the website, click on the agendas and minutes icon on the front page and select the meeting in progress.

2. In Person.

PUBLIC COMMENT: 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 located near the entrance of the Chambers 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.

REPORTS: Agenda items and reports are available for review at least 72 hours prior to the meeting at City Hall, 23873 Clinton Keith Road, and on the City's website at www.cityofwildomar.org.

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. In compliance with the Americans with Disabilities Act, 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 x210.

AFFIDAVIT OF POSTING

I, Heidi Jemane, Deputy 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.

Heidi Jemane
Deputy City Clerk
November 30, 2023

CITY OF WILDOMAR
MAA - REGULAR MEETING
GENERAL BUSINESS
Agenda Staff Report # 2.1
Meeting Date: December 7, 2023

SUBJECT: FY2023-24 1st Quarter Measure AA Financial Report

SUBMITTED BY: Adam Jantz

PREPARED BY: Adam Jantz, Finance Manager

ACTION:
Receive and file the FY 2023-24 1st Quarter Financial Report.

SUMMARY:
FY2023-24 1st Quarter Measure AA Financial Report

DISCUSSION:
In accordance with the reporting requirements of Measure AA, staff are pleased to present the FY 2023-24 1st Quarter Financial Report (July 1st, 2023, through September 30th, 2023).

The annual revenues from sales and use tax for FY 2023-24 are currently budgeted at $5,404,700. The City has received $1,486,088 to date in sales and use tax revenues this fiscal year which includes taxes through September 2023. This represents 27% of projected annual tax revenues.

The current year-to-date expenditures through September 30th, 2023, are $629,728, or 7.89% of the FY 2023-24 budget of $7,979,000. The breakdown of the expenditures for each department is included in the attached financial report. A summary of the activities of each department is also included in the presentation.

FISCAL IMPACT:
This is only a reporting of the financials at 1st quarter and does not appropriate or authorize any additional expenditures. Therefore, it does not present any fiscal impact.

ATTACHMENTS:
FY2023-24 Measure AA 1st Quarter Report Presentation.pdf
FY2023-24 1st Quarter Measure AA Financial Report 9-30-2023.pdf







FY 2023-24 Measure AA 1st Quarter Report

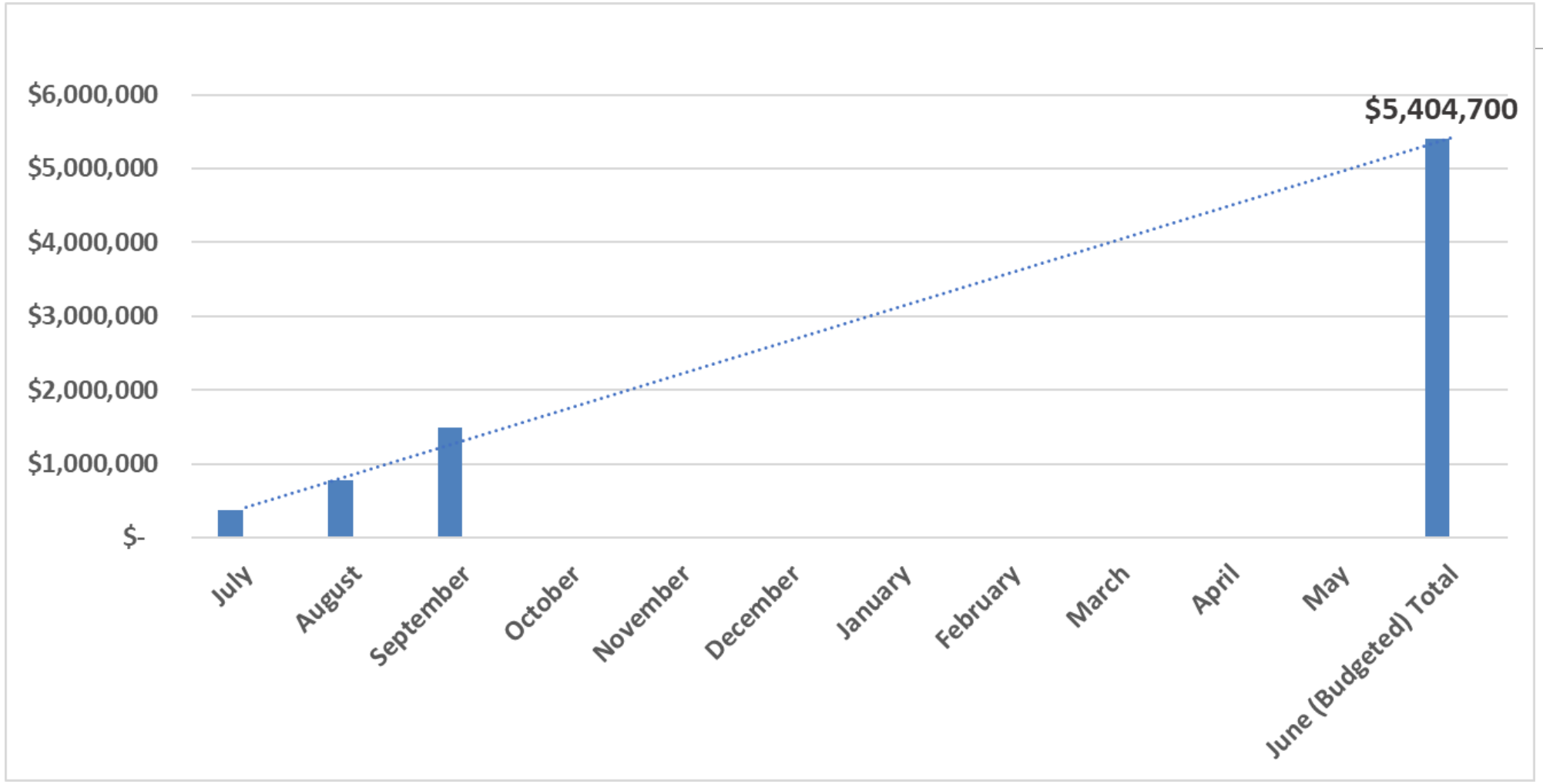
DECEMBER 7TH, 2023

ADAM JANTZ – FINANCE MANAGER

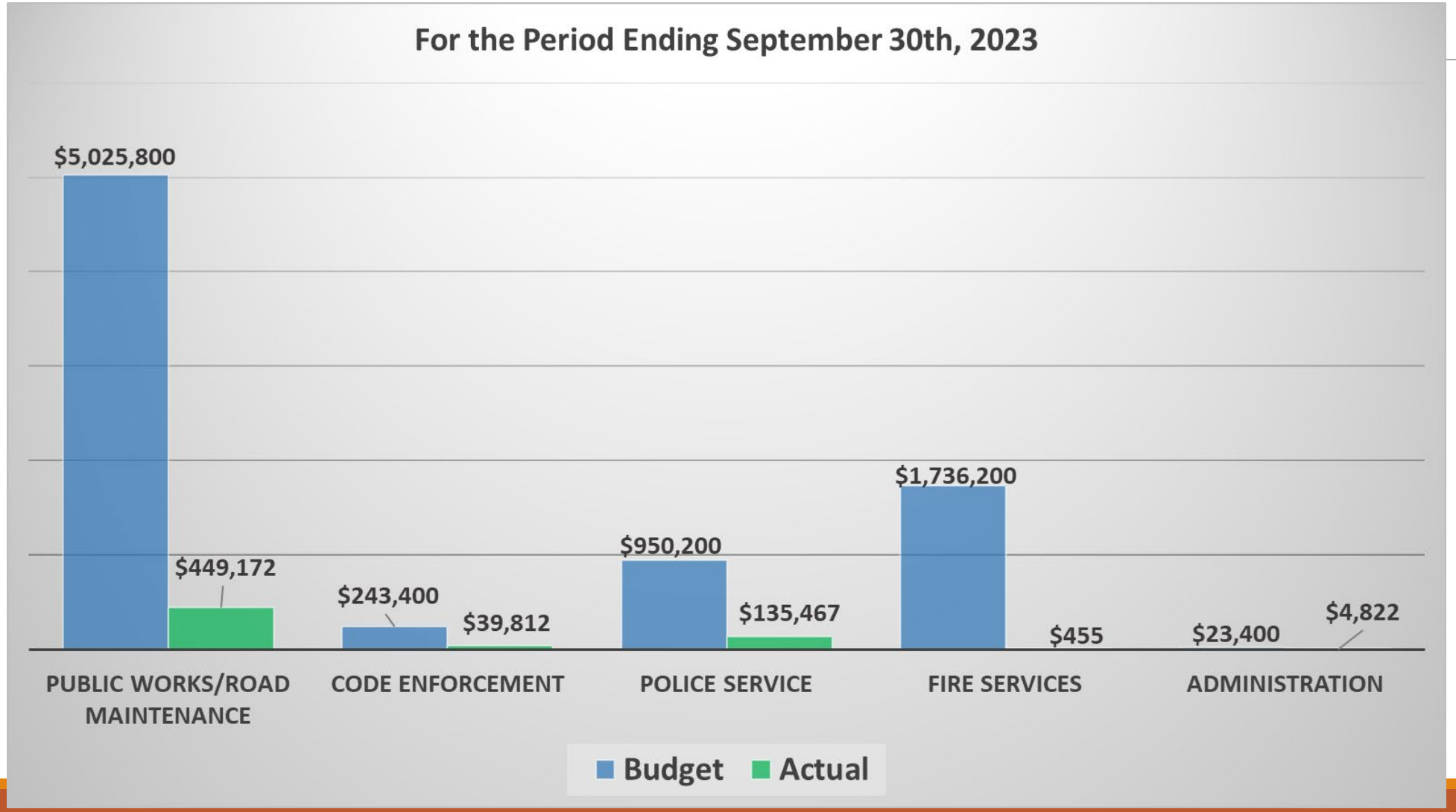
Wildomar Measure AA Fund
For the Period Ended September 30th, 2023

	Adopted Budget	1st Quarter Actuals	Fiscal Year to Date Actuals	Variance Favorable/ (Unfavorable)	Actuals as a % of Budget
Revenues:					
Sales & Use Tax	$ 5,404,700	$ 1,486,088	$ 1,486,088	$ (3,918,612)	27%
Gain of Loss on Investment	-	(6,836)	(6,836)	$ (6,836)	0%
Interest Income	150,000	34,135	34,135	(115,865)	23%
Total Revenues	5,554,700	1,513,388	1,513,388	(4,041,312)	27%
Expenditures:					
Code Enforcement	243,400	39,812	39,812	203,588	16%
Public Works-Road Maintenance	5,025,800	449,172	449,172	4,576,628	9%
Police Services	950,200	135,467	135,467	814,733	14%
Fire Services	1,736,200	455	455	1,735,745	0%
Administration	23,400	4,822	4,822	18,578	21%
Total Expenditures	7,979,000	629,728	629,728	7,349,272	7.89%
Net Change in Fund Balances	(2,424,300)	883,660	883,660		
Fund Balance at July 1st, 2023			7,601,861		
Fund Balance, September 30th, 2023			8,485,521		

FY 2023/24 Sales Tax Revenue



Measure AA FY 2023/24 Expenditures



Measure AA FY 2023/24 Major Budget Items

- $3,200,000 in Road Rehab and Maintenance
- $350,000 in Initial Funding to Establish an Interim Field Operations Center
- $1,736,200 In Fire Services for Medic Squad and Weed Abatement
- $862,800 in Police for Motor Officer, SET Team, and Additional Community Services Parking Patrol
- $730,800 Palomar widening Phase II
- $595,000 for Roadway Maintenance

Homelessness Services



July 2023 Outreach Activity:

- **13** Contacts Made – 7 Refused Services
  - 7 Male
  - 1 Female

August 2023 Outreach Activity:

- **12** Contacts Made – 4 Refused Services
  - 10 Male
  - 2 Female

September 2023 Outreach Activity:

- **3** Contacts Made – 3 Refused Services
  - 3 Male

Approximate Age Distribution

60 and Older	11%
31-59	79%
30 or Under	11%

Public Works and 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-Sept 2023) include:

- **4,056** sq. ft. of Potholes Repaired
- **14** Posts Installed
- **28** Hours Spent Removing Illegal Dumps
- **33** Trimmed Trees
- **37** Signs Installed





Fire Services

Weed Abatement (July-Sept 2023):

- **15** Weed Abatement Inspections

Medic Squad Calls (July-Sept 2023):

- **547** Call Responses

Police Services



Motor Traffic Officer (Budgeted At 160hr/month)
(July-Sept 2023 Activity):

- **33** Traffic Collisions
- **30** DUIs
- **280** Traffic Citations

Community Patrol Officers (Budgeted At 320hr/month):

- **17** Search Warrants
- **29** Surveillance Operations
- **27** Arrests
- **87** Traffic Stops

Extra Patrol by Community Service Officer (CSO) (Budgeted Not to Exceed 10 Overtime Hours per Week)

- **14.75** Additional Hours for July-Sept 2023



Administration

The FY2021/22 Annual Comprehensive Financial Report audit was completed and accepted by the City Council at the September 2023 meeting. The FY2022/23 Annual Comprehensive Financial Report was started immediately afterwards, and the interim audit was completed the first week of November. The City is now waiting to schedule the final audit.

Measure AA
FY 2023/24 1st Quarter Report

Any Questions



City of Wildomar
Balance Sheet
For the Period Ended September 30th, 2023

Fund 120 - Measure AA

	Unaudited June 30, 2023	Unaudited September 30, 2023
Assets		
Cash	$ 1,093,734	$ 2,406,929
Investments	$ 6,051,291.53	$ 6,078,591
Due from Other Govt	$ 1,009,188	$ -
Due from Other City Funds	$ -	$ -
Total Assets	**$ 8,154,213**	**$ 8,485,521**
Liabilities		
Accounts Payable	$ 552,353	$ -
Total Liabilities	$ 552,353	$ -
Operating		
Year-to-date Revenues	$ 5,442,759	$ 1,513,388
Year-to-date Expenditures	$ (3,736,708)	$ (629,728)
Excess (Deficiency) of Revenues over Expenditures	$ 1,706,051	$ 883,660
Fund Balance		
Estimated Beginning Fund Balance	$ 5,895,809	$ 7,601,861
Total Estimated Ending Fund Balance (Operating + Beginning Balance)	$ 7,601,861	$ 8,485,521
Total Liabilities, Operations, and Fund Balance	**$ 8,154,213**	**$ 8,485,521**

City of Wildomar
Statement of Revenues, Expenditures, and Changes in Fund Balance
Adopted Budget and Actual

Fund 120 - Measure AA

For the Three Months Ended September 30th, 2023

	Adopted Budget	1st Quarter Actuals	Fiscal Year to Date Actuals	Variance Favorable/ (Unfavorable)	Actuals as a % of Budget
Revenues:					
Sales & Use Tax	$ 5,404,700	$ 1,486,088	$ 1,486,088	$ (3,918,612)	27%
Gain of Loss on Investment	-	(6,836)	(6,836)	$ (6,836)	0%
Interest Income	150,000	34,135	34,135	(115,865)	23%
Total Revenues	5,554,700	1,513,388	1,513,388	(4,041,312)	27%
Expenditures:					
Code Enforcement	243,400	39,812	39,812	203,588	16%
Public Works-Road Maintenance	5,025,800	449,172	449,172	4,576,628	9%
Police Services	950,200	135,467	135,467	814,733	14%
Fire Services	1,736,200	455	455	1,735,745	0%
Administration	23,400	4,822	4,822	18,578	21%
Total Expenditures	7,979,000	629,728	629,728	7,349,272	7.89%
Net Change in Fund Balances	(2,424,300)	883,660	883,660		
Fund Balance at July 1st, 2023			7,601,861		
Fund Balance, September 30th, 2023			8,485,521		

FY2023/24 1st Quarter Expenditure Detail

Account Number		Budget	1st Quarter Expenditures	Year-to-date Expenditures	Balance	Percentage Used
Code Enforcement						
120-430-4350-51XXX	Salaries & Benefits	151,500	26,374	26,374	125,126	17%
SALARIES			***26,374***	***26,374***		
Total Detailed Expenditures			***26,374***	***26,374***		
120-430-4350-52012	Departmental Supplies	5,000	-	-	5,000	-
120-430-4350-52105	Meetings/Conferences	1,000	-	-	1,000	-
120-430-4350-53028	Communications	5,900	1,026	1,026	4,874	17%
Vendor: 001799 COUNTY OF RIVERSIDE PUBLIC SAFETY			***1,026***	***1,026***		
Total Detailed Expenditures			***1,026***	***1,026***		
120-430-4350-52110	Training	5,000	-	-	5,000	-
120-430-4350-52115	Contractual Services	45,000	11,250	11,250	33,750	25%
Vendor: 000928 COUNTY OF RIVERSIDE EMD			***11,250***	***11,250***		
Total Detailed Expenditures			***11,250***	***11,250***		
120-430-4350-52117	Legal Services	20,000	-	-	20,000	0%
120-430-4350-58110	Hardware/Software	5,000	-	-	5,000	-
120-430-4350-58130	Vehicles	5,000	1,161	1,161	5,000	23%
Vendor: 001833 ENTERPRISE FLEET MANAGEMENT			***1,161***	***1,161***		
Total Detailed Expenditures			***1,161***	***1,161***		
Total Code Enforcement		**243,400**	**39,812**	**39,812**	**173,749**	**16%**
Public Works-Road Maintenance						
120-051-4500-52115	Contractual Services (Local Road Safety Plan CIP051)	50,000	-	-	50,000	0%
120-057-4500-52115	Contractual Services (Pavement Rehab Program Program CIP057)	1,850,000	282,206	282,206	1,567,794	15%
Vendor: 001590 ALL AMERICAN ASPHALT			***268,096***	***268,096***		
Vendor: 002079 CITIZENS BANK			***14,110***	***14,110***		
Total Detailed Expenditures			***282,206***	***282,206***		
120-066-4500-52115	Contractual Services (Right of Way Enhancement Program CIP066)	100,000	-	-	100,000	0%
120-450-4500-52115	Contractual Services (Public Works Maintenance Crew)	595,000	165,795	165,795	429,205	28%
Vendor: 000042 PV MAINTENANCE, INC			***165,795***	***165,795***		
Total Detailed Expenditures			***165,795***	***165,795***		
120-903-4500-52115	Contractual Services (Slurry Seal)	1,350,000	-	-	1,350,000	0%
120-909-xxxx-52115	Contractual Services (Bundy Canyon Widening)	-	1,170	1,170	(1,170)	0%
Vendor: 000072 INTERWEST CONSULTING GROUP			***1,170***	***1,170***		
Total Detailed Expenditures			***1,170***	***1,170***		
120-912-0002-52115	Contractual Services (Palomar Widening)	730,800	-	-	730,800	0%
120-098-4500-52115	Contractual Services (Interim Field Operations Center CIP098)	350,000	-	-	350,000	0%
Total Public Works-Road Maintenance		**5,025,800**	**449,172**	**449,172**	**4,226,628**	**9%**

FY2023/24 1st Quarter Expenditure Detail

Account Number		Budget	1st Quarter Expenditures	Year-to-date Expenditures	Balance	Percentage Used
Police Services						
120-460-4700-52012	Departmental Supplies	-	397	397	(397)	0%
Vendor: 001464 PVP COMMUNICATIONS			*397*	*397*		
Total Detailed Expenditures			***397***	***397***		
120-460-4700-52110	Training	5,000	-	-	5,000	-
120-460-4700-52112	Fuel	10,000	-	-	10,000	-
120-460-4700-52115	Contractual Services	862,800	131,675	131,675	731,125	15%
Vendor: 000047 RIVERSIDE COUNTY, SHERIFF'S DEPARTMENT			*131,675*	*131,675*		
Total Detailed Expenditures			***131,675***	***131,675***		
120-460-4700-53028	Communications	1,900	274	274	1,626	14%
Vendor: 001799 COUNTY OF RIVERSIDE PUBLIC SAFETY			*274*	*274*		
Total Detailed Expenditures			***274***	***274***		
120-460-4700-56010	Equipment Maint/Repair	-	1,198	1,198	(1,198)	0%
Vendor: 001330 BMW MOTORCYCLES OF RIVERSIDE			*1,198*	*1,198*		
Total Detailed Expenditures			***1,198***	***1,198***		
120-460-4700-58100	Furniture & Equipment	39,000	1,923	1,923	37,077	5%
Vendor: 001464 PVP COMMUNICATIONS			*1,923*	*1,923*		
Vendor: 001670 FLOCK SAFETY			*-*	*-*		
Total Detailed Expenditures			***1,923***	***1,923***		
120-460-4700-58130	Vehicles	31,500	-	-	31,500	0%
Total Police Services		**950,200**	**135,467**	**135,467**	**808,106**	**14.26%**
Fire Services						
120-460-4710-52115	Contractual Services	1,736,200	-	-	1,736,200	0%
120-460-4710-52117	Legal Services	-	455	455	(455)	0%
Vendor: 000080 BURKE WILLIAMS SORENSON LLP			*455*	*455*		
Total Detailed Expenditures			***455***	***455***		
Total Fire Services		**1,736,200**	**455**	**455**	**1,735,745**	**0%**
Administration						
120-410-4130-51XXX	Salaries & Benefits	15,200	1,855	1,855	13,345	12%
SALARIES			*1,855*	*1,855*		
Total Detailed Expenditures			***1,855***	***1,855***		
120-410-4200-51XXX	Salaries & Benefits	8,200	1,817	1,817	6,383	22%
SALARIES			*1,817*	*1,817*		
Total Detailed Expenditures			***1,817***	***1,817***		
120-410-4200-52115	Contractual Services	-	**1,150**	1,150	(1,150)	0%
Vendor: 001807 ROGERS, MALODY & SCOTT LLP (AUDIT)			*1,150*	*1,150*		
Total Detailed Expenditures			***1,150***	***1,150***		
Total Administration		**23,400**	**4,822**	**4,822**	**(1,150)**	**21%**
Total Measure AA Fund		**7,979,000**	**629,728**	**629,728**	**6,943,080**	**7.89%**

CITY OF WILDOMAR
MAA - REGULAR MEETING
GENERAL BUSINESS
Agenda Staff Report # 2.2
Meeting Date: December 7, 2023

SUBJECT: Establish a Subcommittee for Drafting the FY 22/23 Measure AA Annual Report

SUBMITTED BY: Adam Jantz

PREPARED BY: Adam Jantz, Finance Manager

ACTION:
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 2023.

SUMMARY:
Establish a Subcommittee for Drafting the FY 22/23 Measure AA Annual Report

BACKGROUND:
As required by Ordinance 161 and Municipal Code Section 3.22.170, an annual report is to be prepared and filled with the City Council. The report shall contain:

A. An independent annual auditors report; and
B. Committee member assessments

DISCUSSION:
Nominating and appointing two Committee members will assist staff to refine the Measure AA Annual Report. The mentioned data will be compiled and provided to the subcommittee for editing. It is estimated that the draft version of the Annual Report will be presented to the Committee for review and approval no later than the regularly scheduled Committee meeting in May 2024 and submitted to the City Council at the regularly scheduled meeting in June 2024.

FISCAL IMPACT:
None.