

CITY OF WILDOMAR  
MEASURE Z OVERSIGHT ADVISORY COMMITTEE  
AGENDA

6:30 P.M. – REGULAR MEETING

July 07, 2016  
Council Chambers  
23873 Clinton Keith Road



Kathleen Bundy, Chair  
Scott Bradstreet, Vice Chair  
Douglas Ames, Committee Member  
Kelly Byrne, Committee Member  
Sheila Urlaub, Committee Member

Gary Nordquist  
City Manager

Debbie A. Lee  
City Clerk

## **REGULAR MEETING AGENDA July 07, 2016**

**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](http://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 2015-16 3<sup>rd</sup> Quarter Report**

**RECOMMENDATION:** Staff recommends that the Committee receive and file the FY 2015-16 3<sup>rd</sup> 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 Deputy City Clerk, do certify that on June 30, 2016, 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 Road,  
U.S. Post Office, 21392 Palomar Street,  
Mission Trail Library, 34303 Mission Trail Blvd.



Janet Morales, Deputy City Clerk

**Measure Z Oversight Advisory Committee**  
**Agenda Item #2.1**  
**GENERAL BUSINESS**  
**Meeting Date: July 7, 2016**

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**TO:** Chairman and Committee Members  
**FROM:** Gary Nordquist, City Manager  
**SUBJECT:** FY 2015-16 3<sup>rd</sup> Quarter Report

**STAFF REPORT**

**RECOMMENDATION:**

Staff recommends that the Committee receive and file the FY 2015-16 3<sup>rd</sup> Quarter Report.

**DISCUSSION:**

In accordance with the reporting requirements of Measure Z, Staff is pleased to present the Third Quarter FY 2015-16 report (July 1, 2015 through March 31, 2016) of financial activities. This report was scheduled to be presented at the regularly scheduled committee meeting of May 26, 2016. However due to a conflict with staff training schedules, the meeting was rescheduled to July 7, 2016.

The annual revenues from the tax assessment are budgeted at \$324,700. The first of two revenue installments were received in January totaling \$180,433 or 56% of the budgeted amount. The second installment will be reported as part of the year end document. Staff expects to achieve 100% of the budgeted revenues.

The expenditures for the past nine months of the fiscal year were \$216,749 (67% of budget). Staff expects to the actual year end actuals to be less than budgeted at the Fund level. The water costs will exceed the original planned budget amount however this will be offset by underruns in other accounts within the fund. The budgeted fund balance of \$64,271 or 20% of operating expenditures is expected to be achieved.

**FISCAL IMPACT:**

None.

Submitted and Approved by:  
Gary Nordquist  
City Manager

**ATTACHMENTS:**

Financial Reports 7/1/2015-3/31/2016

# Measure Z - Parks

## Financial Summary - 3rd Quarter FY 2015-16

July 1, 2015 thru March 31, 2016

	<i>Budget</i>	<i>Actuals</i>	<i>Actuals as a Percent of Budget</i>
<b>Beginning Fund Balance</b>	\$ 57,871	\$ 57,871	100%
<b>Revenues</b>	330,300	194,911	59%
<b>Expenditures</b>	(323,900)	(216,749)	67%
<b>Ending Fund Balance</b>	64,271	36,033	

**City of Wildomar - Measure Z - Parks  
Revenue Summary  
3rd Quarter Financial Report Fiscal Year 2015-16**

	Annual Budget	Actuals as of 03/31/2016	Remaining Balance	Percent of Budget
<b>REVENUES</b>				
255-3320 Special Event Revenue	\$ -	\$ 9,931	\$ 9,931	
255-3550 Special Assessment (\$28/parcel)	324,700	180,433	(144,267)	56%
255-3553 Marna O'Brien Park-Facility Rent	1,000	4,482	3,482	448%
255-3554 Heritage Regency Park-Facility Rent	0	5	5	0%
255-3555 Windsong Park-Facility Rent	100	20	(80)	20%
255-3556 Breakfast with Santa	4,000	0	(4,000)	0%
255-3850 Miscellaneous Income	0	0	0	0%
255-3852 Donations	500	0	(500)	0%
255-3855 GDS Rehab	0	40	40	0%
<b>TOTAL REVENUES</b>	<b>\$ 330,300</b>	<b>\$ 194,911</b>	<b>\$ (135,389)</b>	<b>59%</b>

CITY OF WILDOMAR  
**3rd Quarter FY 2015-16 Summary by Account Expenditure Reporting**  
7/1/2015-3/31/2016

**255 - Measure Z Park**

<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>EXPENDITURES</b>	<b>VARIANCE FAV&lt;UNFAV&gt;</b>	<b>% Spent</b>
<b>Community Services</b>				
255-410-4610-51001 Salaries	\$ 28,300	\$ 22,878	\$ 5,422	81%
255-410-4610-51010 Overtime	2,800	-	2,800	0%
255-410-4610-51100 Auto Allowance	600	376	224	63%
255-410-4610-51105 Cell Phone Allowance	300	240	60	80%
255-410-4610-51107 Internet Allowance	300	240	60	80%
255-410-4610-51150 PERS Retirement	7,100	6,822	278	96%
255-410-4610-51160 Medicare	600	358	242	60%
255-410-4610-51162 FUI	200	-	200	0%
255-410-4610-51164 SUI	300	90	210	30%
255-410-4610-51200 Medical Ins.	4,800	1,286	3,514	27%
255-410-4610-51201 Dental Ins.	600	586	14	98%
255-410-4610-51202 Vision Ins.	300	125	175	42%
255-410-4610-51208 Other Ins Premium	100	-	100	0%
255-410-4610-52010 Office Supplies	300	-	300	0%
255-410-4610-52011 Departmental Supplies	1,500	190	1,310	13%
255-410-4610-52012 Departmental Supplies	-	-	-	0%
255-410-4610-52016 Reproduction	500	-	500	0%
255-410-4610-52100 Legal Notices	-	-	-	0%
255-410-4610-52100 Membership/Dues	-	170	(170)	
255-410-4610-52105 Meeting/Conferences	2,000	-	2,000	0%
255-410-4610-52115 Contractual Services	29,100	3,097	26,003	11%
255-410-4610-52116 Professional Services	7,500	7,500	-	100%
255-410-4610-52117 Legal Services	6,000	351	5,649	6%
<b>Total Community Services</b>	<b>93,200</b>	<b>44,309</b>	<b>48,891</b>	<b>48%</b>
<b>Marna O'Brien Park</b>				
255-410-4611-51010 Overtime	-	957	(957)	0%
255-410-4611-52010 Office Supplies	500	93	407	19%
255-410-4611-52012 Departmental Supplies	8,000	4,451	3,549	56%
255-410-4611-52016 Reproduction	300	56	244	19%
255-410-4611-52115 Contractual Services	80,400	51,345	29,055	64%
255-410-4611-52116 Professional Services	22,800	2,835	19,965	0%
255-410-4611-53025 Electricity	24,400	20,287	4,113	83%
255-410-4611-53026 Water	42,000	39,763	2,237	95%
255-410-4611-53028 Communication	1,200	315	885	0%
<b>Total Marna O'Brien Park</b>	<b>179,600</b>	<b>120,102</b>	<b>59,498</b>	<b>67%</b>



255 - Measure Z Park

<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>EXPENDITURES</b>	<b>VARIANCE FAV&lt;UNFAV&gt;</b>	<b>% Spent</b>
<b>Regency Heritage Park</b>				
255-410-4612-51010 Overtime	-	956	(956)	0%
255-410-4612-52010 Office Supplies	-	93	(93)	0%
255-410-4612-52012 Departmental Supplies	3,000	92	2,908	3%
255-410-4612-52115 Contractual Services	13,000	20,402	(7,402)	157%
255-410-4612-52116 Professional Services	-	789	(789)	0%
255-410-4612-53025 Electricity	500	267	233	53%
255-410-4612-53026 Water	4,000	2,549	1,451	64%
<b>Total Regency Heritage Park</b>	<b>20,500</b>	<b>25,148</b>	<b>(4,648)</b>	<b>123%</b>
<b>Windsong Park</b>				
255-410-4613-51010 Overtime	-	478	(478)	
255-410-4613-52010 Office Supplies	100	-	100	0%
255-410-4613-52012 Departmental Supplies	5,200	1,379	3,821	27%
255-410-4613-52115 Contractual Services	15,200	20,130	(4,930)	132%
255-410-4613-52116 Professional Services	1,200	-	1,200	0%
255-410-4613-53025 Electricity	1,000	544	456	54%
255-410-4613-53026 Water	6,700	4,344	2,356	65%
255-410-4613-53028 Communication	1,200	315	885	0%
<b>Total Windsong Park</b>	<b>30,600</b>	<b>27,190</b>	<b>3,410</b>	<b>89%</b>
<b>Total Park Expenditures</b>	<b>\$ 323,900</b>	<b>\$ 216,749</b>	<b>\$ 107,151</b>	<b>67%</b>

**CITY OF WILDOMAR**  
**3rd Qtr FY 2015-16 Detailed Expenditure Reporting**  
**7/1/2015-3/31/2016**

**255 - Measure Z Park**

ACCOUNT NUMBER	BUDGET	EXPENDITURE DETAIL	EXPENDITURES	BALANCE	Prct Used
255-410-4610		<b>Community Services</b>			
255-410-4610-51001	28,300	Salaries	22,878	5,422	81%
255-410-4610-51010	2,800	Overtime	0	2,800	
255-410-4610-51100	600	Auto Allowance	376	224	63%
255-410-4610-51105	300	Cell Phone Allowance	240	60	80%
255-410-4610-51107	300	Internet Allowance	240	60	80%
255-410-4610-51150	7,100	PERS Retirement	6,822	278	96%
255-410-4610-51160	600	Medicare	358	242	60%
255-410-4610-51162	200	FUI	0	200	0%
255-410-4610-51164	300	SUI	91	209	30%
255-410-4610-51200	4,800	Medical Ins.	1,286	3,514	27%
255-410-4610-51201	600	Dental Ins.	586	14	98%
255-410-4610-51202	300	Vision Ins.	125	175	42%
255-410-4610-51208	100	Other Ins Premium	0	100	0%
255-410-4610-52010	300	Office Supplies	0	300	0%
255-410-4610-52011	1,500	Departmental Supplies	190	1,310	13%
		<i>Stater Bros.</i>	17		
		<i>Epson Store</i>	173		
		<b>Total</b>	<u>190</u>		
255-410-4610-52016	500	Reproduction	0	500	0%
		<b>Total</b>	<u>0</u>		
255-410-4610-52100	-	Membership/Dues	170	-170	
		<i>CPRS Renewal</i>	170		
		<b>Total</b>	<u>170</u>		
255-410-4610-52105	2,000	Meeting/Conferences	0	2,000	
		<b>Total</b>	<u>0</u>		
255-410-4610-52115	29,100	Contractual Services	3,097	26,003	11%
		<i>Albert Webb (Enginnering Assessment Report)</i>	3,000		
		<i>Apple One - Temp Assistant</i>	97		
		<b>Total</b>	<u>3,097</u>		
255-410-4610-52116	7,500	Professional Services	7,500	0	100%
		<i>LSL - CPA's Annual Report &amp; Measure Z Audit</i>	7,500		
		<b>Total</b>	<u>7,500</u>		
255-410-4610-52117	6,000	Legal Services			
		Burke, Williamson & Sorenson	351	5,649	0%
		<b>Total</b>	<u>351</u>		
<b>Total Community Services</b>	<b>\$ 93,200</b>		<b>\$ 44,309</b>	<b>\$ 48,891</b>	<b>48%</b>

**CITY OF WILDOMAR**  
**3rd Qtr FY 2015-16 Detailed Expenditure Reporting**  
**7/1/2015-3/31/2016**

**255 - Measure Z Park**

ACCOUNT NUMBER	BUDGET	EXPENDITURE DETAIL	EXPENDITURES	BALANCE	Prct Used
<b>Marna O'Brien Park</b>					
255-410-4611-51010	Overtime	-	957	-957	
		<i>Overtime</i>	<u>957</u>		
255-410-4611-52010	Office Supplies	500	93	407	19%
		<i>Doggie Walk Bags, Inc</i>	93		
			<u>93</u>		
255-410-4611-52012	Departmental Supplies	8,000	4,450	3,550	56%
		<i>Wildomar Chamber of Commerce</i>	120		
		<i>Office Depot</i>	32		
		<i>Ace Hardware</i>	18		
		<i>Home Depot</i>	27		
		<i>County of Riverside Department of Health Permit(Movies in the Park, etc, 5x \$95.00)</i>	475		
		<i>CROP Production Services, Inc.(Round-up-Landscaping)</i>	135		
		<i>Print Postal (materials)</i>	49		
		<i>Starbucks</i>	15		
		<i>Amazon Market Place</i>	97		
		<i>Wal-Mart</i>	97		
		<i>Coast Recreation, Inc.</i>	748		
		<i>Bridgette Moore-Reimbursement for Trunk or Treat</i>	50		
		<i>Stater Bros</i>	56	-53	
		<i>Murrieta Lock and Safe</i>	155		
		<i>Lowes</i>	165		
		<i>Dollar Tree</i>	4		
		<i>Landscape Structures Inc.</i>	42		
		<i>Sunny Bunny Easter Eggs</i>	1,834		
		<i>Temecula Valley Pipe and Supply</i>	55		
		<i>Party City</i>	6		
		<i>Wallgreens</i>	122		
		<i>Subway</i>	65		
		<i>Albertson</i>	84		
			<u>4,450</u>		
255-410-4611-52015	Postage/Mailing	-	0	0	
255-410-4611-52016	Reproduction	300	56	244	19%
		<i>Print Postal -Egg Hunt Flyers</i>	56		
<b>Marna O'Brien Park- (Continued)</b>					
255-410-4611-52115	Contractual Services	80,400	51,345	29,055	64%
		<i>Inland Empire Landscape Inc</i>	22,176		
		<i>Labor Ready(Event Staff)</i>	340		
		<i>Protection Rescue Security, Services</i>	2,025		
		<i>Accountemps</i>	2,069		
		<i>Semilla Landscape Corporation(Janitorial Services)</i>	14,655		
		<i>Glen Henry Entertainment MGMT(Concert in the Park)</i>	2,150		
		<i>MV Cheng &amp; Associates(Accounting Services)</i>	3,188		
		<i>Swank Motion Pictures Inc.(Movie Rental)</i>	1,404		
		<i>Jolly Jumps</i>	795		
		<i>Reba Parkinson (Back to the Future Car</i>	400		
		<i>Interwest Consulting</i>	1,409		
		<i>Marathon Reprographic-Trunk or Treat</i>	734		
		<i>Southwest Pest</i>	150		
			<u>51,345</u>		

**CITY OF WILDOMAR**  
**3rd Qtr FY 2015-16 Detailed Expenditure Reporting**  
**7/1/2015-3/31/2016**

**255 - Measure Z Park**

ACCOUNT NUMBER	BUDGET	EXPENDITURE DETAIL	EXPENDITURES	BALANCE	Prct Used
<b>Marna O'Brien Park- (Continued)</b>					
255-410-4611-52116	Professional Services	22,800			
		<i>Hey Dey Records &amp; Events (DJ services)</i>	2,600	2,835	19,965 12%
		<i>Fence Masters</i>	235		
			<u>2,835</u>		
255-410-4611-53020	Telephone	-		0	0
			<u>0</u>		
255-410-4611-53024	Solid Waste	-		0	0
			<u>0</u>		
255-410-4611-53025	Electricity	24,400			
		<i>So Cal Edison (Thru 3-16-2016)</i>	20,287	20,287	4,113 83%
			<u>20,287</u>		
255-410-4611-53026	Water	42,000			
		<i>Elsinore Valley Muni Water Dist.</i>	39,763	39,763	2,237 95%
		<i>(thru 2-8-2016)</i>	<u>39,763</u>		
255-410-4611-53028	Communications	1,200			
		<i>Verizon Wireless</i>	315	315	885
		<i>(thru 3-22-2016)</i>	<u>315</u>		
<b>Total O'Brien Park</b>		<b>\$ 179,600</b>	<b>\$ 120,102</b>	<b>\$ 120,102</b>	<b>\$ 59,498 67%</b>

**CITY OF WILDOMAR**  
**3rd Qtr FY 2015-16 Detailed Expenditure Reporting**  
**7/1/2015-3/31/2016**

**255 - Measure Z Park**

ACCOUNT NUMBER	BUDGET	EXPENDITURE DETAIL	EXPENDITURES	BALANCE	Prct Used
<b>Heritage Regency Park</b>					
255-410-4612-51010	-	Overtime	957		
		<u>Overtime</u>	<u>957</u>		
		<u>957</u>			
255-410-4612-52010	-	Doggie Walk Bags		-93	
		<u>Doggie Walk Bags</u>	<u>93</u>		
		<u>93</u>	93		
255-410-4612-52012	3,000	Print Postal	92	2,908	3.1%
		<u>Print Postal</u>	<u>43</u>		
		<u>Amazon Market Place</u>	<u>49</u>		
		<u>92</u>			
255-410-4612-52115	13,000	Inland Empire Landscape	20,403	-7,403	157%
		<u>Inland Empire Landscape</u>	<u>4,914</u>		
		<u>Protection Rescue Security Services</u>	<u>2,025</u>		
		<u>Semilla Landscape Corporation(Janitorial Services)</u>	<u>12,254</u>		
		<u>Interwest Consulting</u>	<u>1,210</u>		
		<u>20,403</u>			
255-410-4612-52116	-	Fence Masters	789	-789	
		<u>Fence Masters</u>	<u>789</u>		
		<u>789</u>			
255-410-4612-53025	500	So Cal Edison (Thru 3-16-16)	267	233	53%
		<u>So Cal Edison (Thru 3-16-16)</u>	<u>267</u>		
		<u>267</u>			
255-410-4612-53026	4,000	Elsinore Valley Muni Water Dist. (thru 2-8-16)	2,549	1,451	64%
		<u>Elsinore Valley Muni Water Dist. (thru 2-8-16)</u>	<u>2,549</u>		
		<u>2,549</u>			
<b>Total Heritage Park</b>		<b>\$ 20,500</b>	<b>\$ 25,150</b>	<b>\$ (3,693)</b>	<b>123%</b>

**CITY OF WILDOMAR**  
**3rd Qtr FY 2015-16 Detailed Expenditure Reporting**  
**7/1/2015-3/31/2016**

**255 - Measure Z Park**

ACCOUNT NUMBER	BUDGET	EXPENDITURE DETAIL	EXPENDITURES	BALANCE	Prct Used
<b>Windsong Park</b>					
255-410-4613		Windsong Park			
255-410-4613-51010	-	Overtime	478	-478	
		Overtime	<u>478</u>		
			<u>478</u>		
255-410-4613-52012	5,200	Departmental Supplies	1,379	3,821	27%
		Doggie Walk Bags	93		
		Ace Hardware - Supplies	53		
		Print Postal	43		
		Amazon Market Place	49		
		Temecula Valley Pipe	243		
		Coast Recreation, Inc	828		
		CED - San Jacinto	70		
			<u>1,379</u>		
			<u>1,379</u>		
			0		
255-410-4613-52115	15,200	Contractual Services	20,128	-4,928	132%
		Inland Empire Landscape	5,040		
		Semilla Landscape Corporation(Janitorial Services)	10,211		
		Protection Rescue Security Services	2,025		
		Rightway	2,407		
		Interwest Consulting	332		
		Common Ground Electrical Tech	113		
			<u>20,128</u>		
			<u>20,128</u>		
			0		
			0		
			<u>0</u>		
			<u>0</u>		
255-410-4613-53024	-	Solid Waste	0	0	
			<u>0</u>		
			<u>0</u>		
255-410-4613-53025	1,000	Electricity	544	456	54%
		So Cal Edison (Thru 3-16-16)	544		
			<u>544</u>		
			<u>544</u>		
255-410-4613-53026	6,700	Water	4,344	2,356	65%
		Elsinore Valley Muni Water Dist.	4,344		
		(thru 2-8-16)	<u>4,344</u>		
			<u>4,344</u>		
255-410-4613-53028	1,200	Communications	315	885	26%
		Verizon Wireless	315		
			<u>315</u>		
			<u>315</u>		
<b>Total Windsong Park</b>		<b>\$ 30,600</b>	<b>\$ 27,188</b>	<b>\$ 27,188</b>	<b>\$ 3,412 89%</b>
<b>Total Measure Z Park</b>		<b>\$ 323,900</b>	<b>\$ 216,749</b>	<b>\$ 216,749</b>	<b>\$ 107,151 67%</b>