

CITY OF WILDOMAR
MEASURE Z OVERSIGHT ADVISORY COMMITTEE
AGENDA

6:30 P.M. – REGULAR MEETING

NOVEMBER 19, 2015
Council Chambers
23873 Clinton Keith Road



Scott Bradstreet, Chair
Jamie Johnson, Vice Chair
Douglas Ames, Committee Member
Kathleen Bundy, Committee Member
Sheila Urlaub, Committee Member

Gary Nordquist
City Manager

Debbie A. Lee
City Clerk

REGULAR MEETING AGENDA NOVEMBER 19, 2015

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

1.1 Minutes – January 29, 2015 Adjourned Regular Meeting

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

2.0 GENERAL BUSINESS

2.1 Orientation to Public Service

RECOMMENDATION: Staff recommends that the Committee receive and file the report/presentation.

2.2 FY 2015-16 First Quarter Report

RECOMMENDATION: Staff recommends that the Committee receive and file the FY 2015-16 First 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, Debbie A. Lee, Wildomar City Clerk, do certify that on November 16, 2015, 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.



Debbie A. Lee, CMC, City Clerk

**CITY OF WILDOMAR
MEASURE Z OVERSIGHT ADVISORY COMMITTEE
ADJOURNED REGULAR MEETING MINUTES
JANUARY 29, 2015**

CALL TO ORDER – ADJOURNED REGULAR SESSION - 6:30 P.M.

The adjourned regular session of January 29, 2015, of the Measure Z Oversight Advisory Committee was called to order by Chair Bradstreet at 6:30 p.m. at the Wildomar Council Chambers, 23873 Clinton Keith Road, Suite 111, Wildomar, California.

Committee Member Roll Call showed the following Members in attendance: Members Bundy, Goddard, Johnson, Vice Chair DeVolder, Chair Bradstreet. Members absent: None.

Staff in attendance: City Manager Nordquist, City Clerk Lee, and Analyst Morales.

The flag salute was led by Committee Member Bundy.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE AGENDA AS PRESENTED

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

MOTION carried, 5-0:

AYES: Members Bundy, Goddard, Johnson, Vice Chair DeVolder, Chair Bradstreet

NOES: None

ABSTAIN: None

ABSENT: None

1.0 CONSENT CALENDAR

There were no items.

2.0 GENERAL BUSINESS

2.1 FY 2014-15 Mid-Year Report

City Clerk Lee read the title.

City Manager Nordquist presented the staff report.

Discussion ensued regarding the report and different line items, including the difference between professional services and contractual services; cost of lighting on the ballfields; journal entries that need to be revised; landscaping in the parks that needs to be replaced

A MOTION was made by Member Johnson, seconded by Member Bundy, to receive and file the FY 2014-15 Mid-Year Report, with the following amendments:

1. Clean up entries to reflect a professional or contractual status;
2. Study the lighting costs for the ballfields;
3. Replanting of landscaping; and
4. Review the Webb & Associates contract.

MOTION carried, 5-0:

AYES: Members Bundy, Goddard, Johnson, Vice Chair DeVolder, Chair Bradstreet

NOES: None

ABSTAIN: None

ABSENT: None

2.2 FY 2013-14 Annual Report

City Clerk Lee read the title.

City Manager Nordquist presented the staff report.

Ken Mayes, resident, spoke regarding the audit.

Member Goddard went through the report with his recommendations for changes, typos, and formatting.

Discussion ensued regarding the Edison bills Mr. Mayes spoke of.

A MOTION was made by Member Johnson, seconded by Member Bundy, to appoint Chair Bradstreet and Member Goddard to a subcommittee to review the report.

MOTION carried, 5-0:

AYES: Members Bundy, Goddard, Johnson, Vice Chair DeVolder, Chair Bradstreet

NOES: None

ABSTAIN: None

ABSENT: None

Member Goddard spoke further about the report and some of the numbers.

At 7:52 p.m. the Committee recessed.

At 8:05 p.m. the Committee reconvened, with all Members present.

Member Goddard spoke further about the report and some of the numbers.

Chair Bradstreet spoke regarding some numbers in the report.

It was the consensus of the Committee to hold a Special Meeting on February 2, 2015 at 6:30 p.m.

FUTURE AGENDA ITEMS

There were no items.

ADJOURNMENT

There being no further business, Chair Bradstreet declared the meeting adjourned at 8:35 p.m.

Submitted by:

Approved by:

Debbie A. Lee, CMC
City Clerk

Scott Bradstreet
Chair

Measure Z Oversight Advisory Committee
Agenda Item #2.1
GENERAL BUSINESS
Meeting Date: November 19, 2015

TO: Chairman and Committee Members

FROM: Tom Jex, City Attorney

SUBJECT: Orientation to Public Service

STAFF REPORT

RECOMMENDATION:

Staff recommends that the Committee receive and file the report/presentation.

DISCUSSION:

Several Committee Members expressed an interest in the nuances of public service and training in those areas. The City Attorney's Office has prepared and will present training and education materials regarding providing public service as a Committee Member.

FISCAL IMPACT:

None.

Submitted by:
Tom Jex
City Attorney

Approved by:
Gary Nordquist
City Manager

Measure Z Oversight Advisory Committee
Agenda Item #2.2
GENERAL BUSINESS
Meeting Date: November 19, 2015

TO: Chairman and Committee Members
FROM: Gary Nordquist, City Manager
SUBJECT: FY 2015-16 First Quarter Report

STAFF REPORT

RECOMMENDATION:

Staff recommends that the Committee receive and file the FY 2015-16 First Quarter Report.

DISCUSSION:

In accordance with the reporting requirements of Measure Z, Staff is pleased to present the first Quarter FY 2015-16 report (July 1, 2015 through September 30, 2015) of financial activities.

The annual revenues from the tax assessment and other accounts are budgeted at \$330,300. At the end of the first quarter, the actual revenues received during this period were \$1,330.00. The majority of the revenues from the tax assessments will be received in January and May.

During the first quarter a total of \$40,543 was expended, which is 13% of the annual \$323,900 budget. The majority of these expenditures were for on-going landscape maintenance and janitorial services (\$8,736), utilities \$9,160 (electricity \$2,978 and water \$6,182) and park patrol services (\$1,350). Expenditures for 5 program activities this summer were approximately \$5,842.

FISCAL IMPACT:

None.

Submitted and Approved by:
Gary Nordquist
City Manager

ATTACHMENTS:

Financial Reports – Summary and Detail 1st Quarter FY 2015-16 (7/1/2015-09/30/2015)

Attachment

1

Financial Reports

First Quarter

FY 2015-16

(7/1/2015 thru 09/30/2015)

**City of Wildomar - Measure Z - Parks
Revenue Summary
Measure Z Fund 255 - Parks FY 15/16 - 1st Qtr Quarter Report as of 9-30-2015**

	Annual Budget	Actuals	Remaining Balance	Percent Expended
REVENUES				
255-3320 Special Event Revenue	\$ -	\$ 500.00	\$ 500	
255-3550 Special Assessment (\$28/parcel)	324,700	0	(324,700)	0%
255-3553 Marna O'Brien Park-Facility Rent	1,000	790	(211)	79%
255-3554 Heritage Regency Park-Facility Rent	-	-	-	
255-3555 Windsong Park-Facility Rent	100	-	(100)	0%
255-3556 Breakfast with Santa	4,000	-	(4,000)	0%
255-3850 Miscellaneous Income	-	-	-	
255-3852 Donations	500	-	(500)	0%
255-3855 GDS Rehab	-	40.00		
TOTAL REVENUES	\$ 330,300	\$ 1,330	\$ (329,010)	0%

CITY OF WILDOMAR
1st Qtr. Summary by Account Expenditure Reporting
7/1/2015-9/30/2015

255 - Measure Z Park

EXPENDITURES	BUDGET	EXPENDITURES	VARIANCE FAV<UNFAV>	REQUESTED ADJUSTMENT	BALANCE AFTER ADJUSTMENT	Prct Used
Community Services						
255-410-4610-51001 Salaries	\$ 28,300	\$ 6,815	\$ 21,486	(2,000)	19,486	24%
255-410-4610-51010 Overtime	2,800		2,800			0%
255-410-4610-51100 Auto Allowance	600	108	493			18%
255-410-4610-51105 Cell Phone Allowance	300	60	240			20%
255-410-4610-51107 Internet Allowance	300	60	240			20%
255-410-4610-51150 PERS Retirement	7,100	1,752	5,348			25%
255-410-4610-51160 Medicare	600	103	497			17%
255-410-4610-51164 SUI	300	-	300			0%
255-410-4610-51162 FUJ	200	-	200			0%
255-410-4610-51200 Medical Ins.	4,800	429	4,371			9%
255-410-4610-51201 Dental Ins.	600	176	424			29%
255-410-4610-51202 Vision Ins.	300	37	263			12%
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	(190)	1,310	13%
255-410-4610-52012 Departmental Supplies	-	-	-	-	0	
255-410-4610-52016 Reproduction	500	-	500			0%
255-410-4610-52100 Membership/Dues	-	170	(170)	200	30	
255-410-4610-52105 Meeting/Conferences	2,000	-	2,000	(200)	1,800	0%
255-410-4610-52115 Contractual Services	29,100	-	29,100			0%
255-410-4610-52116 Professional Services	7,500	2,500	5,000			33%
255-410-4610-52117 Legal Services	6,000	-	6,000			0%
Total Community Services	93,200	12,399	80,801	(2,190)		13%
Marna O'Brien Park						
255-410-4611-51010 Overtime	-	283	(283)	1,000	717	
255-410-4611-52010 Office Supplies	500	-	500			0%
255-410-4611-52012 Departmental Supplies	8,000	504	7,496			6%
255-410-4611-52016 Reproduction	300	-	300			0%
255-410-4611-52115 Contractual Services	80,400	9,364	71,036			12%
255-410-4611-52116 Professional Services	22,800	2,400	20,400			0%
255-410-4611-53025 Electricity	24,400	2,834	21,566			12%
255-410-4611-53026 Water	42,000	4,553	37,447			11%
255-410-4611-53028 Communication	1,200	87	1,113			0%
Total Marna O'Brien Park	179,600	20,024	159,576			11%

255 - Measure Z Park

EXPENDITURES	BUDGET	EXPENDITURES	VARIANCE FAV<UNFAV>	REQUESTED ADJUSTMENT	BALANCE AFTER ADJUSTMENT	Prct Used
Regency Heritage Park						
255-410-4612-51010 Overtime	-	283	(283)	500	217	
255-410-4612-52012 Departmental Supplies	3,000	-	3,000			0%
255-410-4612-52115 Contractual Services	13,000	2,606	10,394			20%
255-410-4612-53025 Electricity	500	49	451			10%
255-410-4612-53026 Water	4,000	509	3,491			13%
Total Regency Heritage Park	20,500	3,446	17,054			17%
Windsong Park						
255-410-4613-51010 Overtime	-	141	(141)	500	359	
255-410-4613-52010 Office Supplies	100	-	100			0%
255-410-4613-52012 Departmental Supplies	5,200	24	5,176			0%
255-410-4613-52115 Contractual Services	15,200	3,206	11,994			21%
255-410-4613-52116 Professional Services	1,200	-	1,200			0%
255-410-4613-53025 Electricity	1,000	95	905			10%
255-410-4613-53026 Water	6,700	1,120	5,580			17%
255-410-4613-53028 Communication	1,200	87	1,113			0%
Total Windsong Park	30,600	4,673	25,927			15%
Total Park Expenditures	323,900	40,543	283,357			13%
Net Surplus or (Deficit)	6,400	283,357				

CITY OF WILDOMAR
1st Qtr. Detailed Expenditure Reporting
7/1/2015-9/30/2015

255 - Measure Z Park

ACCOUNT NUMBER		BUDGET	EXPENDITURE DETAIL	EXPENDITURES	BALANCE	Prct Used
255-410-4610	Community Services					
255-410-4610-51001	Salaries	28,300		6,815	21,486	24%
255-410-4610-51010	Overtime	2,800		0	2,800	
255-410-4610-51100	Auto Allowance	600		108	493	18%
255-410-4610-51105	Cell Phone Allowance	300		60	240	20%
255-410-4610-51107	Internet Allowance	300		60	60	20%
255-410-4610-51150	PERS Retirement	7,100		1,752	5,348	25%
255-410-4610-51160	Medicare	600		103	497	17%
255-410-4610-51162	FUI	200		0	200	0%
255-410-4610-51164	SUI	300		0	300	0%
255-410-4610-51200	Medical Ins.	4,800		429	4,371	9%
255-410-4610-51201	Dental Ins.	600		176	424	29%
255-410-4610-51202	Vision Ins.	300		37	263	12%
255-410-4610-51208	Other Ins Premium	100		0	100	0%
255-410-4610-52010	Office Supplies	300		0	300	0%
255-410-4610-52011	Departmental Supplies	1,500		190	1,310	13%
			<i>Stater Bros.</i>	17		
			<i>Epson Store</i>	173		
			Total	190		
255-410-4610-52016	Reproduction	500		-	500	0%
			Total			
255-410-4610-52100	Membership/Dues			170	-170	
			<i>CPRS Renewal</i>	170		
			Total	170		
255-410-4610-52105	Meeting/Conferences	2,000		-	2,000	
255-410-4610-52115	Contractual Services	29,100		-	29,100	0%
255-410-4610-52116	Professional Services	7,500		2,500	5,000	33%
			<i>LSL - CPA's Annual Report(Interim Audit Work)</i>	2,500		
			Total	2,500		
255-410-4610-52117	Legal Services	6,000			6,000	0%
	Total Community Services	93,200		12,399	12,399	13%

CITY OF WILDOMAR
 1st Qtr. Detailed Expenditure Reporting
 7/1/2015-9/30/2015

255 - Measure Z Park

ACCOUNT NUMBER	BUDGET	EXPENDITURE DETAIL	EXPENDITURES	BALANCE	Prct Used
Marna O'Brien Park					
255-410-4611-51010	Overtime		283	-283	
		<i>Overtime</i>	<u>283</u>		
255-410-4611-52010	Office Supplies		-	500	0%
255-410-4611-52012	Departmental Supplies		504	7,496	6%
		<i>Wildomar Chamber of Commerce</i>	120		
		<i>Teakwoods(Award Certificate)</i>	50		
		<i>Office Depot</i>	32		
		<i>Ace Hardware</i>	18		
		<i>County of Riverside Department of Health Permit(Movies in the Park)</i>	190		
		<i>CROP Production Services, Inc.(Round-up-Landscaping)</i>	94		
			<u>504</u>		
255-410-4611-52015	Postage/Mailing		-	-	
255-410-4611-52016	Reproduction		-	300	0%

CITY OF WILDOMAR
1st Qtr. Detailed Expenditure Reporting
7/1/2015-9/30/2015

255 - Measure Z Park

ACCOUNT NUMBER	BUDGET	EXPENDITURE DETAIL	EXPENDITURES	BALANCE	Prct Used
Marna O'Brien Park- (Continued)					
255-410-4611-52115	80,400	Contractual Services	9,364	71,036	12%
		<i>Inland Empire Landscape Inc</i>	2,464		
		<i>Labor Ready(Event Staff)</i>	207		
		<i>Protection Rescue Security, Services</i>	450		
		<i>Accountemps</i>	273		
		<i>Semilla Landscape Corporation(Janitorial Services)</i>	2,181		
		<i>Glen Henry Entertainment MGMT(Concert in the Park)</i>	2,150		
		<i>MV Cheng & Associates(Accounting Services)</i>	587		
		<i>Swank Motlon Pictures Inc.(Movie Rental)</i>	702		
		<i>Jolly Jumps</i>	150		
		<i>Reba Parkinson (Back to the Future Car)</i>	200		
			<u>9,364</u>		
255-410-4611-52116	22,800	Professional Services	2,400	20,400	11%
		<i>Hey Dey Records & Events (DJ services)</i>	2,400		
			<u>2,400</u>		
255-410-4611-53020	-	Telephone	-	-	
255-410-4611-53025	24,400	Electricity	2,834	21,566	12%
		<i>So Cal Edison 7-1-2015-9-30-2015</i>	2,834		
			<u>2,834</u>		
255-410-4611-53026	42,000	Water	4,553	37,447	11%
		<i>Elsinore Valley Muni Water Dist. 7-1-2015 Thru 9-30-2015</i>	4,553		
			<u>4,553</u>		
255-410-4611-53028	1,200	Communications	87	1,113	
		<i>Verizon Wireless</i>	87		
			<u>87</u>		
Total O'Brien Park			20,024	159,576	11%

CITY OF WILDOMAR
1st Qtr. Detailed Expenditure Reporting
7/1/2015-9/30/2015

255 - Measure Z Park

ACCOUNT NUMBER	BUDGET	EXPENDITURE DETAIL	EXPENDITURES	BALANCE	Prct Used
Heritage Regency Park					
255-410-4612-51010	-	Overtime	283		
			<u>283</u>		
255-410-4612-52012	3,000	Departmental Supplies	-	3,000	0.0%
255-410-4612-52115	13,000	Contractual Services	2,606	10,394	20%
		<i>Inland Empire Landscape</i>	702		
		<i>Protection Rescue Security Services</i>	450		
		<i>Semilla Landscape Corporation(Janitorial Services)</i>	1,454		
			<u>2,606</u>		
255-410-4612-53025	500	Electricity	49	451	10%
		<i>So Cal Edison 7-1-2015-9-30-2015</i>	49		
			<u>49</u>		
255-410-4612-53026	4,000	Water	509	3,491	13%
		<i>Elsinore Valley Muni Water Dist 7-1-2015thru 9-30-2015</i>	509		
			<u>509</u>		
Total Heritage Park			3,446	17,337	17%

CITY OF WILDOMAR
1st Qtr. Detailed Expenditure Reporting
7/1/2015-9/30/2015

255 - Measure Z Park

ACCOUNT NUMBER		BUDGET	EXPENDITURE DETAIL	EXPENDITURES	BALANCE	Prct Used
Windsong Park						
255-410-4613	Windsong Park					
255-410-4613-51010	Overtime	0		141	-141	
			Overtime	141		
				141		
255-410-4613-52012	Departmental Supplies	5,200		24	5,176	0%
			A & A Janitorial Services - Supplies			
			Ace Hardware - Supplies	24		
				24		
255-410-4613-52115	Contractual Services	15,200		3,206	11,994	21%
			Inland Empire Landscape	630		
			Semilla Landscape Corporation(Janitorial Services)	1,211		
			Protection Rescue Security Services	450		
			Rightway	915		
				3,206		
255-410-4613-52116	Professional Services	1,200		-	1,200	0%
255-410-4613-53025	Electricity	1,000		95	905	10%
			So Cal Edison 7-1-2015-9-30-2015	95		
				95		
255-410-4613-53026	Water	6,700		1,120	5,580	17%
			Elsinore Valley Muni Water Dist 7-1-2015thru 9-30-2015	1,120		
				1,120		
255-410-4613-53028	Communications	1,200		87	1,113	7%
			Verizon Wireless	87		
				87		
Total Windsong Park		30,600		4,673	25,927	15%
Total Measure Z Park		323,900		40,543	283,357	13%