



AGENDA

Measure N Public Safety Transaction & Use Tax

Citizen's Oversight Committee Meeting

Council Chambers, Chowchilla City Hall
130 S. Second Street, Chowchilla, CA 93610

Thursday, July 23, 2020 - 4:00 p.m.

SPECIAL NOTICE REGARDING PUBLIC PARTICIPATION DUE TO COVID-19

Given the current Shelter-in-Place Order covering the State of California and the Social Distance Guidelines issued by Federal, State, and Local Authorities, the City implemented the following changes to participate in Council meetings until notified otherwise.

The Council chambers will not be open to the public. You may and are strongly encouraged to access the meeting via WebEx by following the access and comment directions listed on Page 3 of this agenda packet.

The City of Chowchilla complies with the Americans with Disabilities Act (ADA of 1990). The Council Chambers is accessible to the physically disabled. If you need special assistance, please call (559) 665-8615, ext. 102 at least 4 days prior to the meeting.

CALL TO ORDER/ROLL CALL:

Chair: Brian Esteves

Vice Chair: Paige Hill

Committee Members: Kelly Hanna, Daniel Red, Cheryl Salter

City staff and contract employees present at the meeting will be noted in the minutes

PLEDGE OF ALLEGIANCE:

PUBLIC ADDRESS

This time is reserved for members of the audience to address the Citizen's Oversight Committee on items of interest that are **not** on the Agenda and that are within the subject matter jurisdiction of the Citizen's Oversight Committee.

It is recommended that speakers limit their comments to **no more than 3 minutes** each and it is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the Citizen's Oversight Committee on items on the Agenda should notify the Chair when that Agenda item is called.

The Citizen's Oversight Committee is prohibited by law from taking any action on matters discussed that are not on the Agenda. No adverse conclusions should be drawn if the Citizen's Oversight Committee does not respond to public comment at this time.

Speakers are asked to please **use the microphone and provide their name for the record**. Prior to addressing the Citizen's Oversight Committee, any handouts are to be provided to City Clerk who will distribute them to the Citizen's Oversight Committee and the appropriate staff.

Members of the public are able to participate in Public Meetings by joining the live webcast via Webex.

To join the meeting, click on or copy and paste the link below:

<https://cityofchowchilla.webex.com/cityofchowchilla/onstage/g.php?MTID=e3f9988eab385ecd13df4ce506b7f86ec>

Or call:

United States Toll
408-418-9388
Access Code: **146 500 3124**

SPECIAL NOTICE REGARDING PUBLIC PARTICIPATION DUE TO COVID-19

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Below are the ways to participate / view / and listen to the meeting:

- If you wish to speak to the Committee on an item, you should contact the City Clerk at (559) 665-8615 Ext. 102 no later than 5:00 p.m. the day of the meeting.
 - All attendees will be placed on mute, and at the appropriate time for your comment your microphone will be unmuted.
 - You will be able to speak to the Committee for up to three (3) minutes.
- Members of the public are encouraged to submit written comments on any agenda item by submitting an email to the City Clerk, JMcClendon@CityofChowchilla.org, up to one (1) hour before the meeting (3:00 p.m.)
 - Please submit a separate email for each item you are commenting on.
 - A copy of your written comment will be provided to the Committee noting the item number.

- **If you wish to have your written comment read into record:**
 - Please specify if you would like to have your written comment read into the record. Your comment will be read into the record during the public address portion when the item is heard. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions, but will be made part of the record of proceedings.
 - Please be aware that any written comments received that do not specify a particular agenda item will be marked for the general public comment portion of the agenda.
 - If a written comment is received after 5:00 p.m. on the day of the meeting, efforts will be made to provide the comment to the Committee during the meeting. However, staff cannot guarantee that written comments received after 5:00 p.m. will be provided to Committee during the meeting. All written comments received prior to the end of the meeting will be made part of the record of proceedings.



MINUTES
Measure N Public Safety Transaction & Use Tax
Citizen's Oversight Committee Meeting

Council Chambers, Chowchilla City Hall
130 S. Second Street, Chowchilla, CA 93610

Thursday, February 27, 2020 - 3:00 p.m.

CALL TO ORDER/ROLL CALL: 3:02 p.m.

Chair: Brian Esteves

Vice Chair: Paige Hill

Committee Members: Kelly Hanna (absent), Daniel Red, Cheryl Salter

City staff and contract employees present: City Administrator Rod Pruet, Attorney Mary Lerner, Commander Jeff Palmer, Police Chief Dave Riviere, Fire Chief Harry Turner, Battalion Fire Chief Fred Gaumnitz, City Clerk Joann McClendon

PLEDGE OF ALLEGIANCE: Police Chief Rivere

PUBLIC ADDRESS

No one spoke.

CONSENT CALENDAR Section 1

1.1 Approval of the May 21, 2019 Measure N Public Safety Transaction & Use Tax Citizen's Oversight Committee Meeting Minutes (McClendon)

Motion by Vice Chair Hill, Seconded by Committee Member Slater to Approve the May 21, 2019 Minutes as presented. Motion passed by voice vote with Committee Member Hanna absent.

NEW BUSINESS Section 2

2.1 Review Measure N 2020/2021 Fiscal Year Budget (Pruett)

ADJOURNMENT

Motion by Chair Esteves to Adjourn the February 27, 2020 Measure N Public Safety Transactions & Use Tax Citizen's Oversight Committee Meeting at 3:54 p.m. Motion passed by voice vote with Committee Member Hanna absent.

ATTEST:

APPROVED:

Joann McClendon, CMC, City Clerk

Chair Brian Esteves



Item 2.1

[CLICK HERE TO RETURN TO THE AGENDA](#)

REPORT TO THE MEASURE N PUBLIC SAFETY TRANSACTION & USE TAX CITIZEN'S OVERSIGHT COMMITTEE

Meeting of: July 30, 2020

AGENDA SECTION: New Business

SUBJECT: A Review of Measure N FY 20/21 Budget

PREPARED BY: Rod Pruett, City Administrator

ATTACHMENTS: Measure N FY 20/21 Budget Detail
Summary of Funds
Measure N Budget Power Point Slides

REVIEWED BY ADMINISTRATOR

REVIEWED BY ATTORNEY

REVIEWED BY FINANCE

RECOMMENDATION:

That the Oversight Committee except the Measure N FY 20/21 Budget.

BACKGROUND:

In November 2018 Measure N was approved by the voters. The Measure is a 1% district tax add-on to the regular sales tax amount and was approved for eight years. It took effect on April 1, 2019. As a result of this Measure passing, an Oversight Committee was created to review the expenditures annually.

Every year the Oversight Board is provided the opportunity to review the Budget and the Mid-Year Budget.

REASON FOR RECOMMENDATION:

This is just a presentation and no action is needed.

FISCAL IMPACT:

The fiscal impacts are detailed in the Measure N Budget and has been approved by City Council.

ALTERNATIVES:

N/A

ACTIONS FOLLOWING APPROVAL:

None

MEASURE N PUBLIC SAFETY

340

	2017-18 AUDITED	2018-19 AUDITED	2019-20 AMENDED	2020-21 ADOPTED
STAFFING				
Community Services Officers/Dispatchers	-	-	1.00	1.00
Police Officer I/II	-	-	1.00	1.00
Police Officer I/II	-	-	1.00	1.00
Police Officer I/II	-	-	1.00	1.00
Fire Battalion Chief	-	-	1.00	1.00
Fire Inspector	-	-	1.00	1.00
Total	-	-	6.00	6.00
EXPENDITURES BY CATEGORY				
Salaries and Benefits	-	-	575,470	576,835
Operations and Maintenance	-	480	189,520	164,992
Capital Outlay	-	-	480,000	651,300
Transfers Out	-	-	147,311	159,096
Total	-	480	1,392,301	1,552,223
SOURCE OF FUNDING				
Other Revenues	-	107	5,000	11,000
Other Taxes	-	393,079	1,843,379	1,614,000
Total	-	393,187	1,848,379	1,625,000

FUND	DEPT	OBJ	ACCOUNT TITLE	2017-18 AUDITED	2018-19 AUDITED	2019-20 AMENDED	2020-21 ADOPTED
APPROPRIATIONS							
340	2610	1010	Salaries/Wages	-	-	222,818	224,365
340	2705	1010	Salaries/Wages	-	-	141,732	140,650
340	2610	1060	Overtime	-	-	5,000	5,000
340	2705	1060	Overtime	-	-	1,000	1,000
340	2610	1070	Holiday-In-Lieu	-	-	10,425	10,425
340	2610	1090	Shift Diff/Special Assignment	-	-	1,000	1,000
340	2610	2010	Medicare Tax	-	-	3,558	3,581
340	2705	2010	Medicare Tax	-	-	2,155	2,139
340	2610	2040	Health Insurance	-	-	56,659	58,329
340	2705	2040	Health Insurance	-	-	32,270	25,698
340	2610	2050	Unemployment Ins	-	-	1,736	1,736
340	2705	2050	Unemployment Ins	-	-	868	868
340	2610	2060	Retirement-Employer Portion	-	-	4,273	5,664
340	2610	2060	Retire-Employer Portion Safety	-	-	20,797	25,126
340	2705	2060	Retire-Employer Portion Safety	-	-	28,580	28,982
340	2610	2070	Uniforms Allowance	-	-	3,925	3,925
340	2705	2070	Uniforms Allowance	-	-	1,925	1,925
340	2610	2080	Workers Comp Ins	-	-	13,550	14,099
340	2705	2080	Workers Comp Ins	-	-	19,020	19,334
340	2610	2090	Contracted Payroll Services	-	-	1,400	600
340	2705	2090	Contracted Payroll Services	-	-	700	300
340	2610	2091	Insurances - Not Workers Comp	-	-	1,386	1,393
340	2705	2091	Insurances - Not Workers Comp	-	-	693	696
Total Salaries and Benefits				-	-	575,470	576,835
340	2610	3014	Equip/Uniforms New & Replaced	-	-	14,262	10,000
340	2705	3016	Safety/Special Equipment	-	-	60,000	60,000
340	2610	3052	Travel & Training	-	-	2,500	2,500
340	2705	3052	Travel & Training	-	-	10,000	10,000
340	2610	3060	Employee Evaluation/Recruitmen	-	-	6,500	6,500
340	2705	3060	Employee Evaluation/Recruitmen	-	480	2,500	2,500
340	2610	3108	Cellular Phones	-	-	1,500	1,500
340	2705	3108	Cellular Phones	-	-	1,500	2,500
340	2610	3202	Vehicle O/M	-	-	18,000	18,000
340	2705	3202	Vehicle O/M	-	-	6,000	6,000
340	2705	3203	Vehicle Leasing	-	-	25,000	-
340	2610	3204	Fuel	-	-	18,000	18,000
340	2705	3204	Fuel	-	-	6,000	6,000
340	2610	3404	Liability Insurance	-	-	11,839	14,328
340	2705	3404	Liability Insurance	-	-	5,919	7,164
Total Operations and Maintenance				-	480	189,520	164,992

340	2705	6300	Building & Improvements	-	-	100,000	200,000
340	2610	6400	Vehicles, Machinery & Equip	-	-	330,000	270,000
340	2705	6400	Vehicles, Machinery & Equip	-	-	50,000	181,300
Total Capital Outlay				-	-	480,000	651,300
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340	2610	7000	Transfer Out	-	-	147,311	159,096
Total Transfers Out				-	-	147,311	159,096
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GRAND TOTAL DEPARTMENT APPROPRIATIONS				-	480	1,392,301	1,552,223
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REVENUES							
340	1600	8401	Investment Earnings	-	-	5,000	11,000
340	2705	8401	Investment Earnings	-	107	-	-
Total Other Revenues				-	107	5,000	11,000
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340	1600	8010	Sales Taxes -Measure N	-	393,079	1,843,379	1,614,000
Total Other Taxes				-	393,079	1,843,379	1,614,000
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GRAND TOTAL DEPARTMENT REVENUES				-	393,187	1,848,379	1,625,000
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	EXISTING POSITION	STEP	ANNUAL RATE	LONGEVITY & INCENTIVES	TOTAL RATE	%	2020-21 TOTAL	
POSITION CLASSIFICATION								
	Community Services Officers/Dispatchers	Y	28	43,929	-	43,929	100%	43,929
	Police Officer I/II	Y	40	59,114	-	59,114	100%	59,114
	Police Officer I/II	Y	40	59,114	1,547	60,661	100%	60,661
	Police Officer I/II	Y	40	59,114	1,547	60,661	100%	60,661
	Fire Battalion Chief	Y	53	81,536	-	81,536	100%	81,536
	Fire Inspector	Y	40	59,114	-	59,114	100%	59,114
	Subtotal Salaries & Wages							365,015
BENEFITS & OTHER PAY								
	Contracted Payroll Services							900
	Health & Related Benefits							84,027
	Holiday Payout							10,425
	Insurances (Not Workers Compensation)							2,089
	Leave Payout							-
	Medicare Tax							5,720
	Overtime							6,000
	PARS-Supplemental Retirement							-
	PERS - Employer Portion							5,664
	PERS - Employer Portion Safety							54,108
	Shift Differential							1,000
	Standby							-
	Unemployment Ins							2,604
	Uniform Allowance							5,850
	Worker Compensation							33,433
	Subtotal Benefits							211,820
	TOTAL WAGES & BENEFITS							576,835

RESOURCES AND APPROPRIATIONS

FUND	FUND NAME	BEGINNING FUND BALANCE 2020-21	2020-21 PRELIMINARY BUDGET		PROJECTED FUND BALANCE 2020-21
			REVENUES	EXPENSES	
GENERAL					
100	General				
	Total General Fund	5,164,149	8,519,900	9,028,609	4,655,439
ENTERPRISE FUNDS					
200	Airport	667,660	148,420	148,420	667,660
220	Storm Drain	2,038,061	243,300	270,846	2,010,515
240-242	Sewer	6,875,952	2,048,370	2,260,277	6,664,045
260	Solid Waste	(94,510)	1,678,490	1,732,576	(148,596)
280-283	Water	6,268,124	3,255,141	3,390,108	6,133,157
	Total Enterprise	15,755,287	7,373,721	7,802,227	15,326,781
SPECIAL REVENUE FUNDS					
300	Regional Surface Transport Prog (RSTP)	(394)	144,497	66,554	77,549
301	Gas Tax	285,845	390,644	518,132	158,357
302	RMRA	156,346	284,698	-	441,044
305	Streets& Roads- LTF	1,233,407	1,479,562	1,096,918	1,616,051
310	Maintenance Assessment District	1,065,757	321,767	322,973	1,064,551
325	Transit	(289,337)	621,400	621,400	(289,337)
340	Measure N	948,784	1,625,000	1,552,223	1,021,561
350-357	Measure T	1,291,938	988,838	828,588	1,452,188
380	Fire Impact Fees	342,201	6,481	-	348,682
382	Public Building Impact Fees	(534,493)	403	-	(534,090)
384	Park Development Fees	27,411	2,823	-	30,234
386	Police Impact Fees	284,542	6,947	-	291,489
388	Wastewater Impact Fees	745,953	16,834	11,970	750,817
390	Signalization Impact Fund	408,444	8,400	-	416,844
392	Storm Drain Impact Fees	728,214	18,500	9,576	737,138
394	Streets & Roads Impact Fees	1,245,361	35,000	-	1,280,361
396	Water Impact Fees	197,510	11,100	23,454	185,156
400	CDBG grant PI	790,741	51,300	99,420	742,621
450	HOME Grant PI	8,634	5,800	10,000	4,434
452	HOME Grant 2019	-	500,000	500,000	-
453	HOME-Shasta	73	7,030	3,700	3,403
498	NSP Olivero	105,783	5,600	3,700	107,683
499	Economic Develop Block Grants (EDBG)	131,715	23,250	13,000	141,965
	Total Special Revenue Funds	9,174,435	6,555,874	5,681,608	10,048,700

CAPITAL PROJECTS FUNDS

512	Berenda Boat Ramp Project	-	124,727	124,727	-
581	Ave 24 1/2 Shoulder Improvements	-	405,888	405,888	-
587	Sustainable Communities Planning Grant	-	80,000	80,000	-
Total Capital Projects Funds		-	610,615	610,615	-

INTERNAL SERVICE FUNDS

601	Fleet	21,740	261,693	261,693	21,740
602	Information Technology	90,449	584,140	584,140	90,449
Total Internal Service Funds		112,189	845,833	845,833	112,189

TRUST & AGENCY

800	Community Facilities District	1,610,963	590,000	572,827	1,628,136
840	Greenhills Assessment District	582,225	598,925	559,930	621,220
842	Pheasant Run Assessment District	690,406	427,446	400,935	716,917
Total Trust and Agency		2,883,594	1,616,371	1,533,692	2,966,273

DEBT SERVICE FUNDS

915	Public Facilities Authority Street Bond	-	148,595	148,595	-
916	2005 Civic Center Bond	447,041	357,680	357,680	447,041
918	PFA- CREB	343,217	177,854	177,854	343,217
919	Pension Obligation Bonds	8,665	755,640	755,640	8,665
Total Debt Service		798,923	1,439,769	1,439,769	798,923

SUCCESSOR AGENCY

956-957	Operating Fund	(5,393,154)	956,209	969,976	(5,406,921)
Total Successor Agency		(5,393,154)	956,209	969,976	(5,406,921)

TOTAL CITY WIDE

		28,495,423	27,918,292	27,912,329	28,501,386
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Special Revenue Funds Measure N-Summary

	Year 2 Original Budget	Year 2 Proposed Budget	Difference
REVENUES			
Sales Tax	1,374,383.59	1,614,000.00	239,616.41
Investment Earnings	-	11,000.00	11,000.00
Estimated Balance from 19/20	(8,094.02)	948,784.00	956,878.02
Total Available Funds	1,366,289.57	2,573,784.00	1,207,494.43
EXPENDITURES			
POLICE			
Personnel & T/O	586,887.98	514,339.00	(72,548.98)
Equipment & Other	289,200.00	70,828.00	(218,372.00)
Capital Needs	-	270,000.00	270,000.00
Total Police	876,087.98	855,167.00	(20,920.98)
FIRE			
Personnel	211,471.79	221,592.00	10,120.21
Equipment & Other	72,600.00	94,164.00	21,564.00
Capital Needs	-	381,300.00	381,300.00
	-	-	-
Total Fire	284,071.79	697,056.00	412,984.21
	-	-	-
TOTAL EXPENSES	1,160,159.78	1,552,223.00	392,063.22
	-	-	-
Estimated Balance for 21/22	206,129.79	1,021,561.00	815,431.21

Special Revenue Funds

Detail- Measure N

➤ Revenues

- Budgeted at the higher amount anticipated of \$1.8M instead of the ballot- \$1.3M
- Conservative- Muniservices estimated 16% decrease but still above anticipated original budget
- Started in April 2019- \$948K estimated roll over to FY 20/21

➤ Expenditures

- \$270k for PD Vehicles, Machinery & Equipment
 - Vehicles, drones & equipment
- \$200k for fire station expansion
- \$180k for Vehicle, Machinery & Equipment
 - \$125k to be set aside for new engine in 4 to 5 years
- Personnel cost remain the same as projected with changes due to the changes in Personnel.

➤ Public Safety Expenditure Requirement

- Ordinance Section 3.13.120 (C)- 44-48% of GF Budget
- Police 44%, Fire-4%, Total 48%