



**CITIZEN'S OVERSIGHT COMMITTEE (PUBLIC SAFETY)
SANGER COUNCIL CHAMBERS**

AGENDA

April 5, 2016

Regular Meeting – 6:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. CEREMONIAL ITEMS

E. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

F. CONSENT CALENDAR

(Matters listed under consent calendar are considered routine and will be approved by one motion and one vote. There will be no separate discussion of these items unless requested by a member of the audience or a Committee Member in which case the item will be removed from the consent Calendar and considered separately.)

1. SUBJECT: Minutes for February 2nd and March 1, 2016 meetings
RECOMMENDATION: Approve minutes.

G. DEPARTMENT REPORTS

1. SUBJECT: Measure S Budget, Revenue, and Expenditure Report – February 2016
RECOMMENDATION: Information item.
2. SUBJECT: Measure S Gang Prevention/Intervention Grant Applications
RECOMMENDATION: That the Citizens Oversight Committee approve the recommendation of the Internal Review Committee to grant \$125,000 from the Measure S Account to provide funding support to the Big Brothers/Big Sisters of Central CA (\$12,000), Boys & Girls Club Project Purple (\$30,247), Boys & Girls Club Project Street SMART (\$27,520), and SAM Academy, Inc. (\$54,720). Total: \$124,487.
3. SUBJECT: Fire Department Update
RECOMMENDATION: Information item.
4. SUBJECT: Police Department Update
RECOMMENDATION: Information item.

H. PUBLIC PARTICIPATION

(This portion of the meeting is reserved for persons desiring to address the Committee on any matter not on the agenda and within the area of responsibility of the Committee. It is the policy of the Committee not to answer any questions impromptu and complaints should be referred to the City Clerk's Office. Speakers should limit their comments to five minutes.)

I. STAFF COMMUNICATIONS

J. MATTERS INITIATED BY COMMITTEE MEMBERS

K. NEXT SCHEDULED MEETING

1. The next meeting is scheduled for Tuesday, May 3, 2016 at 6 p.m.
2. City Council meetings are held on the first and third Thursday of each month. The next regularly scheduled City Council meetings will be April 7 and 21, 2016. Please note: FM3 will be presenting the results of the community polling regarding the special purpose sales tax initiative at the April 7th Council Meeting.

L. ADJOURNMENT



**CITIZEN'S OVERSIGHT COMMITTEE (PUBLIC SAFETY)
MINUTES
SANGER COUNCIL CHAMBERS
February 2, 2016
6:00 P.M.**

A. CALL TO ORDER

The meeting was called to order at [6:02:37 PM](#)

B. PLEDGE OF ALLEGIANCE

Secretary Tony Gonzales led the flag salute

C. ROLL CALL

Members Present: Adams, Gonzales, Miser, Simpson, Steinhauer
Members Absent: None

D. CEREMONIAL ITEMS

None

E. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Secretary Gonzales moved to approve the agenda, Committee Member Miser seconded; all were in favor, motion carried.

F. CONSENT CALENDAR

1. SUBJECT: Minutes for January 5, 2016

Secretary Gonzales moved to approve the minutes as presented, Committee Member Simpson seconded; all in favor, motion carried.

G. DEPARTMENT REPORT

1. SUBJECT: Measure S Budget Report for December 2015

Interim Finance Director Hartman reviewed the revenue and expenditure report for December 2015.

[6:08:33 PM](#)

2. SUBJECT: Budget Amendment Request to FY 2015-16 Expenditure Plan

Fire Chief Tarascou presented a staff report recommending a budget amendment to purchase four computers for the fire apparatus. Chief explained that the computers are needed due to the recent upgrade of the CAD system. Chief also informed the Committee that both purchase and lease options were considered. Given the life expectancy of six years, the lease option was not viable as in the end it would be about triple the cost of the outright purchase.

[6:13:45 PM](#)

Adams asked what the Department is doing in the interim until new computers are purchased. The Chief stated that they are not up and running on the computers and unable to use the CAD system until the new computers are put into place, which if approved by Council will be an estimated 30-days upon order.

[6:15:36 PM](#)

Committee Member Miser, asked why we are not looking at windows 10 instead of windows 7. Chief Tarascou responded that the CAD system uses the windows 7 platform.

[6:16:26 PM](#)

Committee Member Miser inquired as to whether or not the memo he provided to staff was distributed to the Committee Members. City Manager Chapa informed the Committee that Mr. Miser is making reference to a memo he sent to staff asking that it be circulated to the Committee. Mr. Chapa informed the Committee that he did not think it pertained to or has relevance to the item at hand. However, Manager Chapa stated that the memo would be distributed if it was by consensus of the Committee to do so. The consensus from the Committee was that they did not want to see it [the memo].

Committee Member Miser stated that the City/Committee did not have the 2008 budget numbers to reference and that the attorney memorandum stated that it needs to be reviewed for consideration of supplement and supplant.

[6:20:00 PM](#)

City Manager Chapa stated that the City Attorney has already addressed this subject and the computers themselves are an updated technology which qualifies the expenditure to be funded through Measure S.

[6:24:00 PM](#)

Committee Member Miser stated that he feels that he has been affronted and that this is the first time an item that has been submitted to the committee has been squashed.

[6:26:18 PM](#)

Chairperson Adams asked for public comment on the item before the Committee. No public comments were received.

Committee Member Simpson moved to approve the purchase of 4 computers for the Fire Department, Secretary Gonzales seconded; the motion was approved by the following vote:

AYES: Adams, Gonzales, Simpson, Steinhauer
NAYES: Miser
ABSENT: None
ABSTAIN: None

3. SUBJECT: Purchase of New Tasers[6:27:34 PM](#)

Police Chief Rodriguez presented a staff report with the recommendation for the committee to review and affirm using Measure S funds for the purchase of new Tasers. Chief also confirmed that this a sole source provider.

Public comment was received from Johnny Perez who asked the Committee to support the request as he feels it is important to keep officers well equipped for public safety.

Committee Miser moved to approve request, Secretary Gonzales seconded; all were in favor, motion carried.

4. SUBJECT: Fire Department Update

Chief Tarascou provided a brief update on the Fire Department.

Chairperson Adams asked for an update on the newer ambulances. Chief Tarascou stated they are great and that the expected deferred maintenance savings are exceeding expectation.

5. SUBJECT: Police Department Update

Chief Rodriguez provided a brief update on the Police Department which included: preparation for the Blossom Trail events, community collaborative RAGE (raging against gangs everywhere) Event which will be held April 16th from 9am-1pm, updating crime stats, and working to fill six vacancies.

[6:40:17 PM](#)

Committee Member Simpson inquired about recent promotions of officers. Chief Rodriguez stated that promotional opportunities became open when other officers left Sanger.

[6:41:12 PM](#)

Secretary Gonzales asked for an update on the traffic control/speed control equipment purchased through Measure S. Chief Rodriguez stated that the equipment is placed in neighborhoods on complaint basis and that the information and graphs are very useful.

H. PUBLIC PARTICIPATION [6:43:12 PM](#)

None.

I. STAFF COMMUNICATIONS

City Manager Chapa introduced himself and asked Staff member Chamberlin to provide an update on the Strategic Plan. Chamberlin provided a brief update.

Manager Chapa affirmed the importance of the role the Citizen Oversight Committee and confirmed that their service is valued and appreciated. Manager Chapa stated staff will be providing training on the Brown Act, Roberts Rule of Order, etc. at upcoming meetings.

Staff also mentioned that the Measure S grant cycle is open through March 1st.

J. MATTERS INITIATED BY COMMITTEE MEMBERS

Committee Miser reference that the information that was “squashed” was information taken from public documents, and that the Citizens Oversight Committee has responsibility to be an Oversight Committee and quoted chapter and verse. He further stated that “squashing information to the public is not what the public wants, and that the Committee needs to be open. He also stated, “Lots of people in the community feel Measure S is being misspent.”

[6:48:51 PM](#)

Committee Member Simpson stated, “a lot of people think that this [supplement/supplement] is old business” she continued that the issue has been reviewed over and over, need to make sure police, fire and gang issues are taken care of. Simpson stated, she did not want to revisit the supplement/supplant.

Vice Chairperson Steinhauer echoed the sentiment and stated that the issue has been addressed and reminded everyone that the City Attorney had attended the December meeting. Steinhauer further stated that no one from the public has ever addressed the Citizens Oversight Committee on misuse of funds and that in his opinion, Measure S has always been on sound legal grounds. Steinhauer also stated that there is nothing being “squashed” as Committee Miser had stated the information is public and anyone can look at it.

Secretary Gonzales stated that he wants to be transparent and be in compliance.

Committee Miser stated that the only reason he brought the issue forward was to determine if the item is an appropriate expense.

L. NEXT SCHEDULED MEETING

The next meeting is scheduled for Tuesday, March 1st at 6 p.m.

M. ADJOURNMENT

Secretary Gonzales moved to adjourn, Vice Chairperson Steinhauer seconded; all were in favor. The meeting was adjourned at [6:53:23 PM](#).

Minutes prepared by:

Kristina Chamberlin, Executive Assistant to the City Manager

Attest:

Tony Gonzales, Secretary
Citizen's Oversight Committee/Measure S



CITIZEN'S OVERSIGHT COMMITTEE (PUBLIC SAFETY)
MINUTES
SANGER COUNCIL CHAMBERS
March 1, 2016
6:00 P.M.

A. CALL TO ORDER

The Meeting was called to order at [6:00:41 PM](#)

B. PLEDGE OF ALLEGIANCE

Committee Member Gonzales led the flag salute

C. ROLL CALL

Committee Members Present: Adams, Gonzales, Miser, Simpson, Steinhauer
Committee Members Absent: None

D. CEREMONIAL ITEMS

None

E. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Secretary Gonzales moved to approve the agenda, Committee Member Simpson seconded; all were in favor, motion carried.

F. CONSENT CALENDAR

1. SUBJECT: Minutes for February 2, 2016

Committee Member Simpson requested an amendment to the minutes on page 2 regarding the motion to approve the Budget Amendment request to include "the purchase of 4 computers for the fire department". Staff member Chamberlin stated other minor corrections had been requested and after discussion, Secretary Gonzales moved to have revised February minutes presented at the next regularly scheduled meeting for final review and approval, Vice Chair Steinhauer seconded; all were in favor, motion carried.

G. DEPARTMENT REPORT

1. SUBJECT: Measure S Budget Report for January 2016
City Manager Chapa presented the budget report for January 2016.

No public comment was received.

[6:10:05 PM](#)

2. SUBJECT: Budget Amendment for Purchase of Smeal Fire Engine

Chief Tarascou – presented the staff report requesting an affirmation, that a budget amendment in the amount of \$175,000, to increase the approved FY 2015-16 allocation for the purchase of a Smeal Fire Engine, is required and an appropriate use of Measure S funds. Chief stated that the overall total cost will be approximately \$545K.

Chairperson Adams asked if quote was done through the open bid process, Chief affirmed that it had been included on what is referred as a “piggy back” and informed the committee that once approved, the actual building of the engine could take up to 9 months.

No public comments were received.

Committee Member Simpson moved to affirm the appropriateness of the expenditure and to forward the recommendation to City Council to approve the budget amendment as requested for the purchase of the Smeal Fire engine, Vice Chair Steinhauer seconded; all were in favor, motion carried.

[6:14:18 PM](#)

3. SUBJECT: Grantee Reporting Requirements

Staff member Chamberlin presented the staff report relating to the Citizens Oversight Committees' recommendations for revising the Measure S Grantee reporting requirements.

Public Comment was received from the following:

[6:24:07 PM](#)

Dick Shephard encouraged the Committee to visit the Wilson Community Media Center which was funded through Measure S many years ago as a Rotary Project. He further stated visits should occur as often as possible. He indicated that the Media Center is busy every day and night.

Jerry Valadez, CEO of SAM Academy endorses any format for reporting and welcomes any informal visits. He further commented that he is very proud of SAM Academy results and that funding from Measure S has made a difference.

[6:27:48 PM](#)

Secretary Gonzales made the motion to forward to City Council the recommended revisions for the Measure S Grantee reporting requirements and to add that the Committee and City Staff could conduct a tour of the program up to two times each year, Committee Member Simpson seconded; all were in favor, motion carried.

4. SUBJECT: Review Robert's Rules of Order

Staff Member Chamberlin presented an informational overview of Robert's Rules of Order.

5. SUBJECT: Review Measure S Budgeting & Reporting Process

Staff Member Chamberlin presented an informational overview of Measure S Budgeting and Reporting processes.

Public Comment was received from:

Dr. Valadez commented that it would be helpful to know if there is specificity to the amount of grant funding, as currently there is no cap. He felt setting parameters would be helpful. He also commented that having unfunded allocated grants fall back into the fund balance doesn't make sense.

6. SUBJECT: Fire Department Update[7:07:59 PM](#)

Chief Tarascou provided a departmental update which included: 2 new members were recently brought on board, breathing apparatus planned for experienced

The Committee asked the Chief for an update on the Firefighter training that was funded through Measure S. Chief stated that the Firefighter/Paramedic is currently on the second portion of the program and is on target for the early part of April for preceptor on the job training at the station.

7. SUBJECT: Police Department Update

Chief Rodriguez provided a departmental update which included: currently preparing for the Blossom Trail event this weekend, the Department will be receiving a \$1,000 grant check from Golden Living which they may choose to use for the Police Explorer program, reminded the Committee that in the 2015-16 budget, additional security cameras are planned to be purchased, and that the Department is working closely with HR with recruiting.

H. PUBLIC PARTICIPATION

None

I. STAFF COMMUNICATIONS

[7:15:33 PM](#)

City Manager Chapa announced and encouraged the Committee to attend the April 7th Council meeting as FM3 will be providing a presentation on the Measure S survey results.

Staff Member Chamberlin reminded the Committee that their Form 700 is due by April 1st, reviewed upcoming expiring terms, mentioned that grant applications will be accepted through Friday, the Committee affirmed Jeanne Adams will continue to serve on Internal review committee, and that at the March 17th Council meeting, The HSM Team will provide a presentation on the Strategic Plan Outreach results.

J. MATTERS INITIATED BY COMMITTEE MEMBERS

None.

L. NEXT SCHEDULED MEETING

The next meeting is scheduled for Tuesday, April 5th at 6 p.m.

M. ADJOURNMENT

Secretary Gonzales moved to adjourn, Committee Member Simpson seconded; all were in favor, the meeting was adjourned at [7:21:42 PM](#).

Minutes prepared by:

Kristina Chamberlin, Executive Assistant to the City Manager

Attest:

Tony Gonzales, Secretary
Citizen's Oversight Committee/Measure S

AGENDA ITEM G-1



CITY OF SANGER

REPORT TO THE CITIZEN'S OVERSIGHT COMMITTEE

To: Citizen's Oversight Committee
From: Mike Hartman, Interim Administrative Services Director/Finance Director
Subject: Measure S Budget, Revenue, and Expenditure Report
Attachments: Measure S Budget, Revenue, and Expenditure Report for February 2016

CONFLICT OF INTEREST:

None.

RECOMMENDATION:

This is not an action item. It is for informational and review purposes only.

EXECUTIVE SUMMARY:

Attached is the Measure S Budget, Revenue, and Expenditure Report for the month of February 2016. This report includes the adopted budget amounts, expenditures that have been incurred during the month and year to date, and revenues that have been received during the month and year to date. The report also includes the percentage of revenues and expenditures received/spent year to date. The year to date expenditures through February 29, 2016 are at 39.77% of the budget and revenues are at 59.14% while 67% of the fiscal year has elapsed. Due to normal processing times, the posting of activity is frequently about one month behind.

Prepared by: _____

Approved by: _____

REVIEW: City Manager: _____

Finance: _____

City Attorney: _____

TYPE OF ITEM:

COUNCIL ACTION: APPROVED DENIED NO ACTION

- _____ Consent
- _____ Info Item
- _____ Action Item
- _____ Department Report
- _____ Redevelopment Agency

- _____ Public Hearing
- _____ Matter Initiated by a Council Member
- _____ Other
- _____ Continued to: _____

BACKGROUND:

The Finance Department provides this informational report to the Citizen's Oversight Committee each month.

REASON FOR RECOMMENDATION:

The report is for informational and review purposes only.

FISCAL IMPACT:

N/A.

ALTERNATIVES:

N/A

ACTIONS FOLLOWING APPROVAL:

N/A

**City of Sanger
Measure S
Adopted Budget For FY 2015/2016 and
Revenue & Expenditure Report For the Month Ended February 29, 2016**

<u>Account</u>	<u>Adopted Budget</u>	<u>February</u>	<u>Year-To- Date</u>	<u>Percent Year-To- Date</u>
Revenue				
Sales Tax	\$1,846,238	\$178,800	\$1,093,041	
Miscellaneous Income				
Interest Income	2,000			
Total Revenue	<u>1,848,238</u>	<u>178,800</u>	<u>1,093,041</u>	59.14%
Expenditures - Police				
Wages & Benefits	484,474	50,081	351,952	72.65%
Services & Supplies	102,500	1,306	27,846	27.17%
Other Charges	40,000			0.00%
Total Operating Expenditures	<u>626,974</u>	<u>51,387</u>	<u>379,798</u>	60.58%
Capital Outlay	412,500	11,362 *	60,252	14.61%
Expenditures - Fire				
Wages & Benefits	450,764	31,602	254,906	56.55%
Services & Supplies	55,000	9,559	49,497	89.99%
Other Charges	2,500			0.00%
Total Operating Expenditures	<u>508,264</u>	<u>41,161</u>	<u>304,403</u>	59.89%
Capital Outlay	487,000	16,081 *	16,081	3.30%
Expenditures-Gang Prevention/Intervention				
Services & Supplies	125,000		98,350	78.68%
Total Operating Expenditures, Capital Outlay & Gang Prevention/Intervention	<u>2,159,738</u>	<u>119,991</u>	<u>858,884</u>	39.77%
Net Operating Revenues (Expenditures)	(311,500)	58,809	234,157	
Fund Balance Forward from FY 2014/2015	<u>2,842,492</u>		<u>2,842,492</u>	
Remaining Available Fund Balance	<u><u>\$2,530,992</u></u>		<u><u>\$3,076,649</u></u>	

* At month end, there are \$277,376 of outstanding encumbrances for capital outlay.



CITY OF SANGER

REPORT TO THE CITIZEN'S OVERSIGHT COMMITTEE

To: Chairperson and Committee Members
From: Silver Rodriguez, Chief of Police
Subject: Measure "S" Gang Prevention/Intervention Grant Applications
Attachments: Copies of Grant Applications from Non-Profit Organizations

CONFLICT OF INTEREST:

None

RECOMMENDATION:

That the Measure "S" Citizens Oversight Committee approve the recommendation of the Internal Review Committee to grant \$125,000 from the Measure "S" Account to provide funding support to the Big Brothers/Big Sisters of Central CA (\$12,000) Boys & Girls Club- Project Purple (\$30,247) Boys & Girls Club- Street SMART (\$27,520), and SAM Academy, Inc. (\$54,720). **Total: \$124,487**

EXECUTIVE SUMMARY:

The following applications for grant funding from Measure S were received:

- | | |
|--|------------------|
| o Big Brothers-Big Sisters (Unity Estates) | \$ 15,000 |
| o Boys & Girls Club- Project Purple | \$ 37,809 |
| o Boys & Girls Club- Street SMART | \$ 34,400 |
| o Community Resident Services | \$ 39,920 |
| o SAM Academy, Inc. | \$ 68,400 |
| o Sherry's Ark, Inc. | \$ 24,396 |
| TOTAL | \$219,925 |

The internal review committee met to review and discuss the merits of the applications and make a determination of whether they meet program guidelines. Prior to this meeting, committee members

Prepared by: Silver Rodriguez Approved by: _____

REVIEW: City Manager: _____ Finance: _____ City Attorney: _____

TYPE OF ITEM:		COUNCIL ACTION: APPROVED DENIED NO ACTION		
_____	Consent	_____	Public Hearing	
_____	Info Item	_____	Matter Initiated by a Council Member	
_____	Action Item	_____	Other	
_____	Department Report	_____	Continued to: _____	
_____	Redevelopment Agency			

determined that gang prevention/intervention grants would be funded at the \$125,000 level in the 2016-2017 fiscal year.

BACKGROUND:

On March 18, 2016, the internal review committee consisting of Committee Member Jeanne Adams, Fire Chief Greg Tarascou and Police Chief Silver Rodriguez met to review each of the Measure “S” grant applications submitted for funding in the 2016-2017 fiscal year budget.

The focus of the meeting was to 1) determine if the programs for which they were requesting funding met the criteria of the gang intervention/prevention component of the Measure “S” Public Safety Sales Tax measure; 2) determine if the grant applications met the grant criteria as specified by the Citizens’ Oversight Committee; and 3) determine the level of funding, if any. During the review the committee agreed the applicants met the criteria of being a legitimate non-profit organization, eligible to receive a Measure “S” grant. The applicants are properly registered with the State of California as 501(c)(3) non-profit and charitable organizations.

REASON FOR RECOMMENDATION:

The Internal Review Committee determined it was appropriate to fund four of the six applicants with Measure “S” grant funds. The four applicants recommended for grant funding generally meet the guidelines and criteria of this program. The services they will offer to Sanger youth will steer them to make good choices and away from gangs and drugs, as was the intent of the public safety sales tax measure. As the amount of funds requested exceeded the amount established for the grant program in the upcoming fiscal year, the committee recommends they receive 80% funding of their requested amounts. Funding the four applicants at this level will closely reach the \$125,000 set aside for these programs.

The Internal Review Committee recommends no funding for two of the applicants, based on the following:

- Community Resident Services, Inc. (Unity Estates). The committee felt the application spelled out what would constitute a duplication of services from one of the other applications. It made reference to the Phoenix curriculum, which is included at the same site in the Project Purple grant application.
- Sherry’s Ark, Inc. (Doris House). The committee felt this grant application did not generally meet the criteria for such grants in that it lacked gang prevention/intervention facets. In a search of the state system to determine their non-profit status, the committee could not find it as a registered organization. Additionally, the budget reflects a high percentage of the grant funds dedicated as administrative costs. The grant guidelines specify that no more than 15% of the grant funds shall be allocated to administration of the grant program.

Pursuant to recent changes in the evaluation process of grantees, the following additional grant requirements are implemented and effective immediately upon receipt of Measure S funds:

- Organizations must submit quarterly written reports to the City of Sanger (COC Chair Person) with the following information:
 - Number of participants
 - Curriculum or training provided
 - How the Measure S money was spent
 - Completed evaluation forms by participants

FISCAL IMPACT:

\$124,487 which upon approval, will be appropriated in the Measure “S” 2016-2017 fiscal year budget.

ALTERNATIVES:

Do not approve the funding for the grant applicants or approve them for different amounts.

ACTIONS FOLLOWING APPROVAL:

A staff report will be presented to the Sanger City Council requesting their final approval in the granting of the funds to the grant applicants.