



**CITIZEN'S OVERSIGHT COMMITTEE (PUBLIC SAFETY)  
REGULAR MEETING AGENDA  
APRIL 3, 2018  
6:00 PM  
SANGER COUNCIL CHAMBER  
1700 7<sup>TH</sup> STREET, SANGER**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS**

**E. 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 (5) five minutes.)*

**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 the regular meeting held on March 6, 2018.  
RECOMMENDATION: Approve minutes.

**G. DEPARTMENT REPORTS**

1. SUBJECT: Ordinance Clarifying Expenditure Language of Sanger Police, Fire, Paramedic 9-1-1 Emergency Response and Gang/Drug Prevention Special Transactions and Use Tax Ordinance (known as Measure S Ordinance).  
RECOMMENDATION: That the Citizen's Oversight Committee consider the draft ordinance based on the Committee's recommendations at the January 30, 2018 special meeting.
2. SUBJECT: Measure S Budget, Revenue and Expenditure Reports – February 2018.  
RECOMMENDATION: This is not an action item. It is for information and review purposes only.

3. SUBJECT: Compliance Audit Update and Options.  
RECOMMENDATION: Due to Brown Armstrong CPAs recommending that another audit firm conduct the compliance audit, the Citizen's Oversight Committee should consider contracting with the auditing firm of Patel and Associates, LLP, from the Public Safety Audit Request for Proposals, or conduct a new request for proposal process.
4. SUBJECT: Police Department Update.  
RECOMMENDATION: Information item.
5. SUBJECT: Fire Department Update.  
RECOMMENDATION: Information item.

#### ***H. STAFF COMMUNICATIONS***

#### ***I. MATTERS INITIATED BY COMMITTEE MEMBERS***

#### ***J. NEXT SCHEDULED MEETING***

1. The next regular meeting is scheduled for Tuesday, May 1, 2018 at 6 p.m.
1. City Council meetings are held on the first and third Thursday of each month. The next regularly scheduled City Council meetings will be held April 5 and April 19, 2018.

#### ***K. ADJOURNMENT***



F-1

**CITIZEN'S OVERSIGHT COMMITTEE (PUBLIC SAFETY)  
REGULAR MEETING MINUTES  
MARCH 6, 2018  
6:00 PM  
SANGER COUNCIL CHAMBER  
1700 7<sup>TH</sup> STREET, SANGER**

**A. CALL TO ORDER**

The Committee called their meeting to order at 6:00:20 PM.

**B. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Committee Member Tony Gonzales.

**C. ROLL CALL**

Present: Chair Sue Simpson, Vice Chair Joann Mares, Secretary James Miser, Committee Member Tony Gonzales, Committee Member Melissa Griggs.  
Absent: None

**D. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS**

The Committee by motion of Member Gonzales approved the agenda as presented. The motion was seconded by Member Griggs and approved by the following vote:

AYES: Simpson, Mares, Miser, Gonzales, Griggs  
NOES: None  
ABSTAIN: None  
ABSENT: None

**E. PUBLIC PARTICIPATION**

No public comment.

**F. CONSENT CALENDAR**

1. SUBJECT: APPROVED - Minutes for the special meeting held on January 30, 2018 and the regular meeting held on February 6, 2018.

The Committee by motion of Member Gonzales approved the consent calendar as presented. The motion was seconded by Vice Chair Mares and approved by the following vote:

AYES: Simpson, Mares, Miser, Gonzales, Griggs  
NOES: None  
ABSTAIN: None  
ABSENT: None

**G. DEPARTMENT REPORTS**

1. SUBJECT: Measure S Budget, Revenue and Expenditure Reports – January 2018.

Administrative Services Director Gary Watahira, presented the Measure S Budget, Revenue and Expenditure Reports as of January 31, 2018.

Public Comment:

Donna Bailey stated she was wondering if the Committee receives a monthly bank statement to see what comes in and what checks go out.

2. SUBJECT: TABLED - Compliance Audit.

Administrative Services Director Gary Watahira presented on this item. The Ad-Hoc Committee comprised of himself, Member Griggs, and Member Miser, met on February 12<sup>th</sup>. They recommend the Citizen's Oversight Committee contract with Brown Armstrong CPAs.

Member Gonzales expressed concern with moving forward with Brown Armstrong CPAs. For transparency reasons Mr. Gonzales would prefer the Committee select their own CPA company instead.

Member Griggs stated, per Ordinance 1094 the Committee shall not play a formal roll in contracting. They offer advice and the Council goes off their recommendations. She feels at this stage in the audit it would be most beneficial to continue with Brown Armstrong CPAs and give them the proper parameters the Committee wants.

Brown Armstrong representative Mai Xiong was present and answered questions from the Committee.

Public Comment:

Kevin Carter stated the audit company needs to have a complete copy of Measure S and relevant ordinances.

Secretary Miser motioned to table this item for another meeting since the price may change. The motion was seconded by Member Gonzales and denied by the following vote:

AYES: Miser, Gonzales  
NOES: Simpson, Mares, Griggs  
ABSTAIN: None  
ABSENT: None

The Committee by motion of Vice Chair Mares approved contracting with Brown Armstrong CPAs to perform additional procedures to render an opinion for a compliance audit. The motion was seconded by Member Griggs and approved by the following vote:

AYES: Simpson, Mares, Griggs  
NOES: Miser, Gonzales  
ABSTAIN: None  
ABSENT: None

3. SUBJECT: Resolution No. 4361 – Establish Gang/Drug Prevention Services.

Administrative Services Director Gary Watahira presented on this item. He said most funds are to be allocated to community non-profit groups with the remainder going to City based programs.

Chairperson Simpson stated \$86,029 was allocated to the Police Department for their GREAT program, less than what was allocated to community organizations, which keeps them in compliance.

4. SUBJECT: Reallocation of Non-Profit Grant Funding.

Administrative Services Director Gary Watahira presented on this item. The funds that will no longer be used by Project Purple and Young Marines estimates to about \$19,000.

Chairperson Simpson stated non-profits have been asked to turn in additional scope. Everyone was cut; if they can have the additional funds before Spring Break than they can have full day programs rather than half day. The original proposal submitted has good information on how the non-profits can spend the additional funds or they can also go based pro-rata of what they received before.

Public Comment:

Steve stated the Committee would be wise to have legal counsel present during their meetings. In addition, he stated the committee should find out first where money is being allocated for Unity Estates before granting them more money.

The Committee by motion of Vice Chair Mares approved to reallocate remaining funds to Community Service Workshop, Boys and Girls Club, and Bigs and Blue using the original scope of their application and pro-rata; and for Community Residence (Unity Estates) to request their pro-rata of 25% at a later date once they have shown an updated budget spreadsheet to Administrative Services Director Gary Watahira. The motion was seconded by Member Gonzales and approved by the following vote:

AYES: Simpson, Mares, Miser, Gonzales, Griggs  
NOES: None  
ABSTAIN: None  
ABSENT: None

5. SUBJECT: Police Department Update.

Chief Rodriguez reported they have a new sergeant, Joshua Johnson. In addition, with the Florida shooting they have been conducting meetings and drills with the school system. The drills will involve police, fire and the school district. There has also been a 13.89% reduction in crime from 2016 which he attributes partly to being fully staffed.

6. SUBJECT: Fire Department Update.

Chief Tarascou reported that the department received the ambulance they purchased. It's currently being stocked with the necessary equipment and will be presented to the City Council during their March 15<sup>th</sup> meeting.

***H. STAFF COMMUNICATIONS***

Chief Tarascou announced they will be having their Coffee with the Chief event on March 27<sup>th</sup> at 7:30 am at Starbucks. He said first cup of coffee is free.

***I. MATTERS INITIATED BY COMMITTEE MEMBERS***

Member Gonzales wished to go on record that if they pay for the audit for Measure S they will not be in compliance with Measure S purpose.

Member Griggs stated during the Ad-Hoc meeting Mr. Watahira provided a chart that showed in 2013-2015 the City decided to use Measure S to pay a police contract. They later decided against it and would now like to know if the money was ever put back into the Measure S budget.

Secretary Miser stated some may have seen his letter to the editor and said he stands behind that. Also, other grants going into public safety have decreased over the years. He thinks it is time to figure out some way for them to figure out what they can spend Measure S money on. We have too much money coming in and can't spend it. He feels they need to redefine what is public safety. Measure S needs to be rewritten.

***J. NEXT SCHEDULED MEETING***

1. The next regular meeting is scheduled for Tuesday, April 3, 2018 at 6 p.m.
1. City Council meetings are held on the first and third Thursday of each month. The next regularly scheduled City Council meetings will be held March 15 and April 5, 2018.

***K. ADJOURNMENT***

Being no further business the Committee adjourned their meeting at [7:13:11 PM](#).

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# CITY OF SANGER

## REPORT TO THE CITIZEN'S OVERSIGHT COMMITTEE

**To:** Citizen's Oversight Committee  
**From:** Gary Watahira, Administrative Services Director  
**Subject:** Measure S Budget, Revenue and Expenditure Reports  
**Attachments:** Measure S Budget, Revenue, and Expenditure Reports for February 2018

**CONFLICT OF INTEREST:**

None.

**RECOMMENDATION:**

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

**EXECUTIVE SUMMARY:**

Attached are the Measure S Budget, Revenue, and Expenditure Report for the month of February 2018. This report includes the adopted budget amounts, expenditures that have been incurred during the month and year to date, and revenue that have been received during the month and year-to-date. The report also includes the percentages of revenues and expenditures received/spent year-to-date. The year-to-date expenditures through February 28, 2018, are 47.55% of the budget, and revenues are at 56.35 % of the budget. Due to normal processing times; the posting of activity is frequently about one month behind. At year end, additional postings to the fund may be made for up to 2 (two) months.

**Highlights:**

- Revenues continue to come in strong. Budget vs. Actuals year to date compared to last year is up 9.11%. Year to date FY 17 was 47.24%, FY 18 is 56.53%.
- Interest postings for the 3<sup>rd</sup> quarter are not included in the financial statements, will be presented by the April COC meeting.

Prepared by: Gary Watahira

Approved by: \_\_\_\_\_

REVIEW: City Manager: \_\_\_\_\_

Finance: \_\_\_\_\_

City Attorney: \_\_\_\_\_

**TYPE OF ITEM:**

**COUNCIL ACTION: APPROVED DENIED NO ACTION**

- |                                     |                      |       |                                      |
|-------------------------------------|----------------------|-------|--------------------------------------|
| <input checked="" type="checkbox"/> | Consent              | _____ | Public Hearing                       |
| <input checked="" type="checkbox"/> | Info Item            | _____ | Matter Initiated by a Council Member |
| <input type="checkbox"/>            | Action Item          | _____ | Other                                |
| <input checked="" type="checkbox"/> | Department Report    | _____ | Continued to: _____                  |
| <input type="checkbox"/>            | Redevelopment Agency |       |                                      |



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**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 2017-18 and**  
**Revenue & Expenditure Report For the Month Ended February 28, 2018**

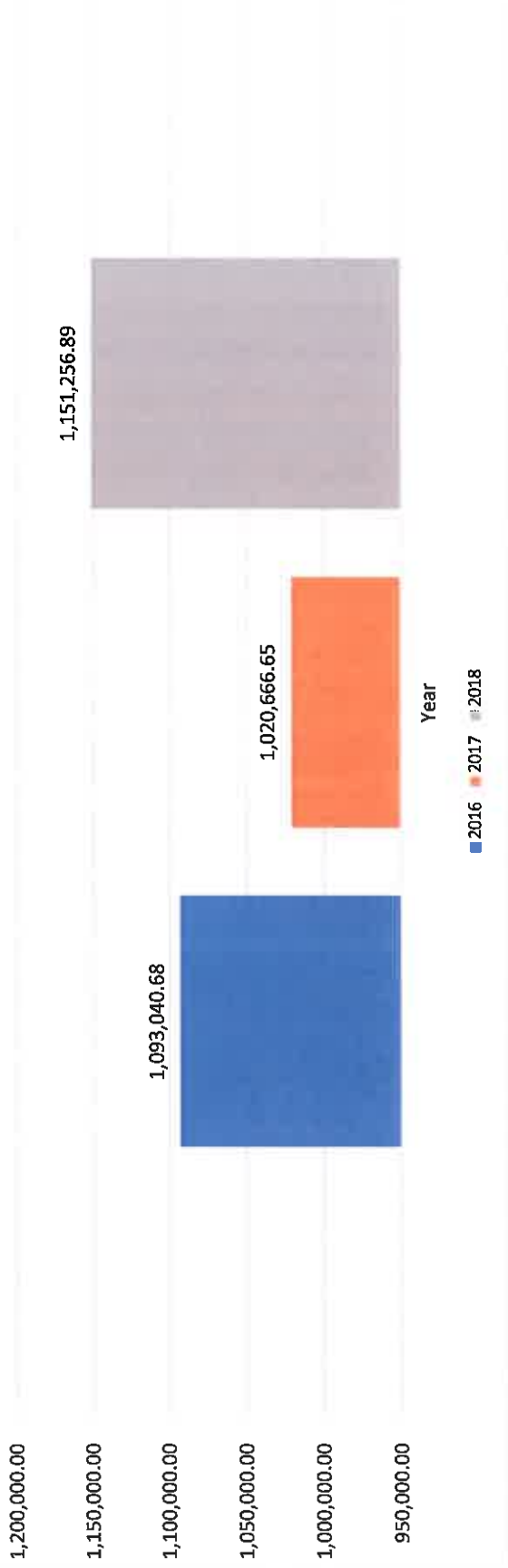
	<b>Adopted Budget</b>	<b>Month To Date</b>	<b>Year-To- Date -</b>	<b>Percent, Year-To- Date</b>
<b>Revenue</b>				
Sales Tax	2,042,946	189,600	1,151,756	56.38%
Miscellaneous Income	0	0	0	0.00%
Interest Income	0	0	3,158	0.00%
<b>Total Revenue</b>	<b>2,042,946</b>	<b>189,600</b>	<b>1,154,914</b>	<b>56.38%</b>
<b>Expenditures - Police</b>				
Wages Measure S	438,951	33,947	272,004	61.97%
Wages General Fund	83,898	6,992	55,933	66.67%
Overtime	75,000	2,681	34,334	45.78%
Other Benefits	293,260	15,388	137,021	46.72%
<b>Total Wages &amp; Benefits</b>	<b>891,109</b>	<b>59,008</b>	<b>499,292</b>	<b>56.03%</b>
Services & Supplies	154,345	9,769	112,538	72.91%
Other Charges	0	0	0	0.00%
<b>Total Operating Expenditures</b>	<b>1,045,454</b>	<b>68,776</b>	<b>611,830</b>	<b>58.52%</b>
Capital Outlay	124,275	79,071	86,828	69.87%
Gang Prevention/Intervention	101,151	5,362	66,942	66.18%
<b>Total Police Expenditures</b>	<b>1,270,880</b>	<b>153,209</b>	<b>765,600</b>	<b>60.24%</b>
<b>Expenditures - Fire</b>				
Wages-Measure S	248,634	19,759	167,695	67.45%
Wages General Fund	43,312	3,609	28,874	66.67%
Overtime	35,000	3,867	30,940	88.40%
Other Benefits	135,764	9,763	95,534	70.37%
<b>Total Wages &amp; Benefits</b>	<b>462,710</b>	<b>36,999</b>	<b>323,043</b>	<b>69.82%</b>
Services & Supplies	68,934	3,182	62,629	90.85%
Other Charges	0	0	0	0.00%
<b>Total Operating Expenditures</b>	<b>531,644</b>	<b>40,181</b>	<b>385,672</b>	<b>72.54%</b>
Capital Outlay	685,600	10,071	31,834	4.64%
<b>Total Fire Expenditures</b>	<b>1,217,244</b>	<b>50,252</b>	<b>417,506</b>	<b>34.30%</b>
<b>Total Operating Expenditures, Capital Outlay &amp; Gang Prevention/Intervention</b>	<b>2,488,124</b>	<b>203,462</b>	<b>1,183,106</b>	<b>47.55%</b>
Net Operating Revenues (Expenditures)	(445,178)	(13,862)	(28,192)	
Prior Period Encumbrance-Ambulance	(272,333)	0	(19,449)	
<b>Fund Balance Forward from FY 2016-17</b>	<b>3,461,925</b>		<b>3,461,925</b>	
<b>Remaining Available Fund Balance</b>	<b>\$2,744,413</b>		<b>\$3,414,284</b>	

At month end, there are \$272,109 of outstanding encumbrances for capital outlay.

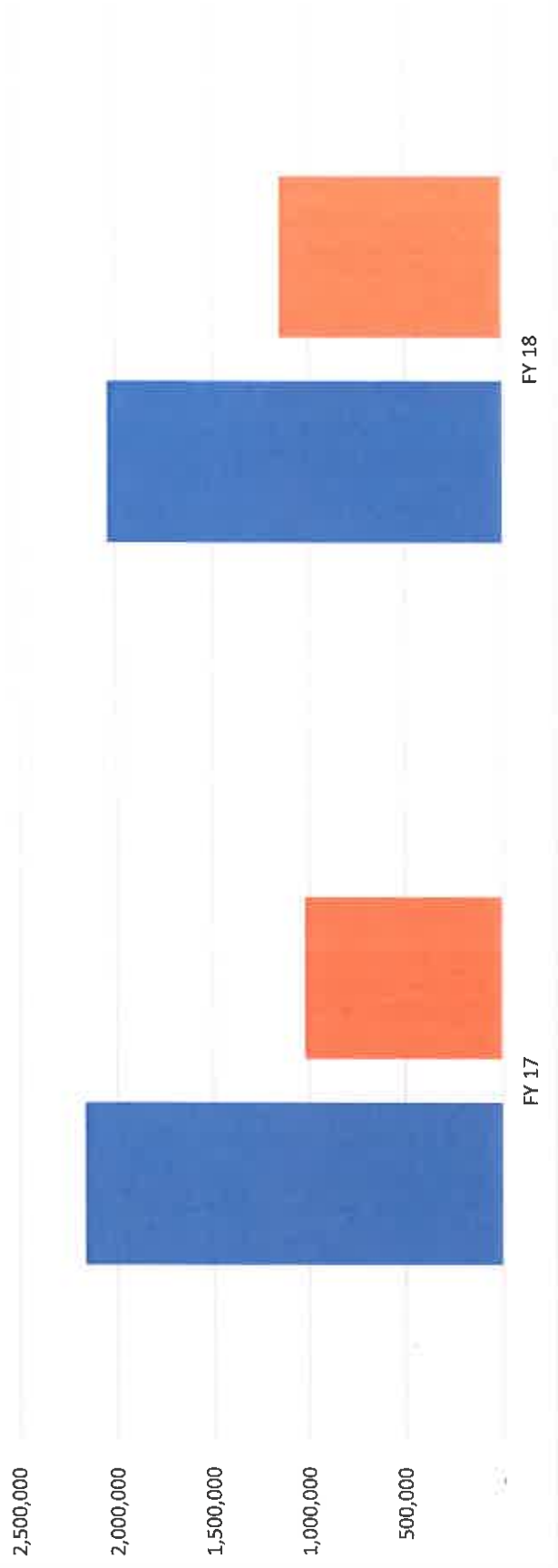
Revenues and expenditures shown reflect known activity through the report date on a cash basis. Typically, additional activity is accrued and recorded for four to eight weeks after the period ends.

To separate current year activity from prior years, the Fire Department's FY 17 Capital Outlay encumbrance of \$272,333 is reflected in the equity section of the financial report.

### Measure S Revenue By Fiscal Year to Date FY 2016-2018



### Measure S Revenue Budget vs. Actual



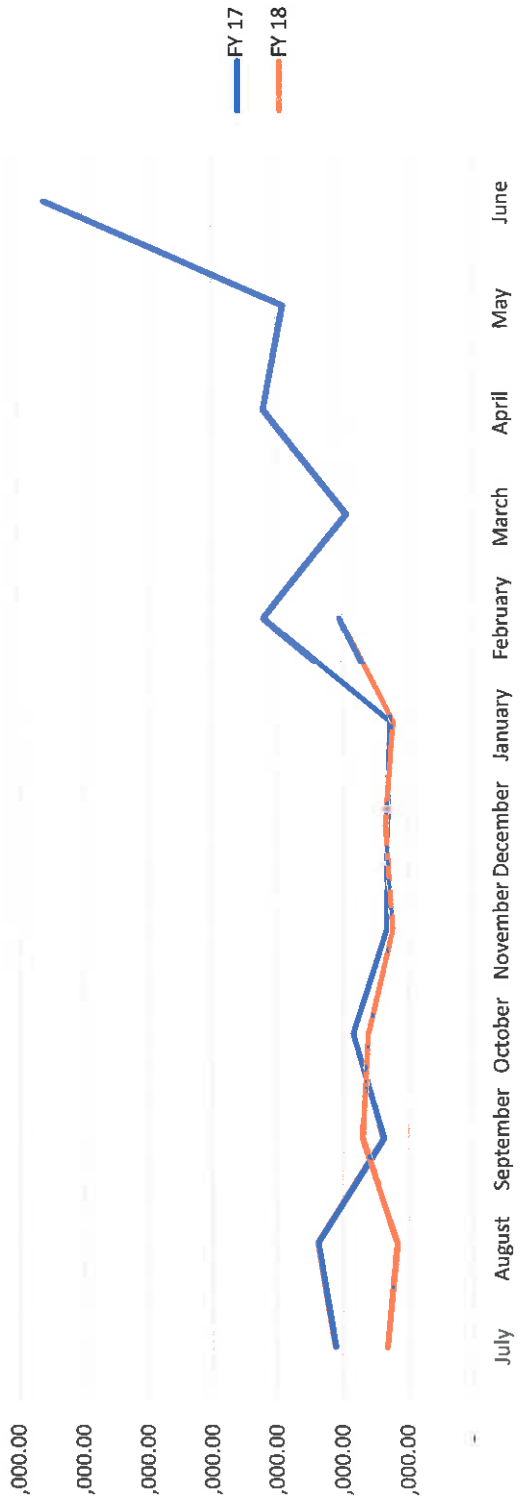
## Measure S Revenue By Month FY 2016-2018



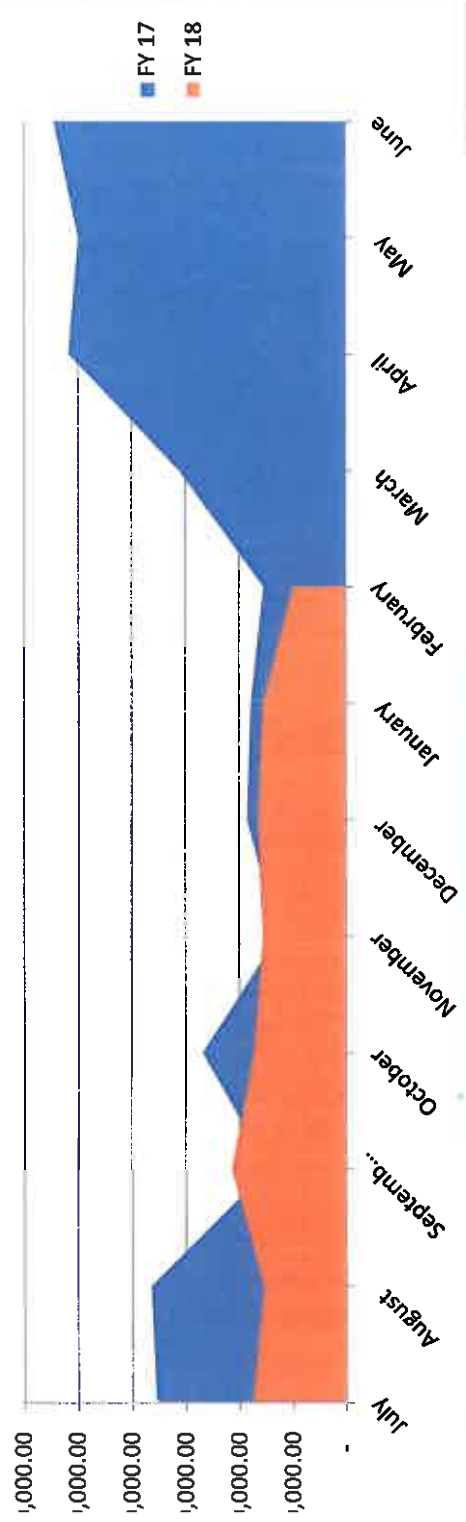
### Total Measure S Expenditures - Year to Date



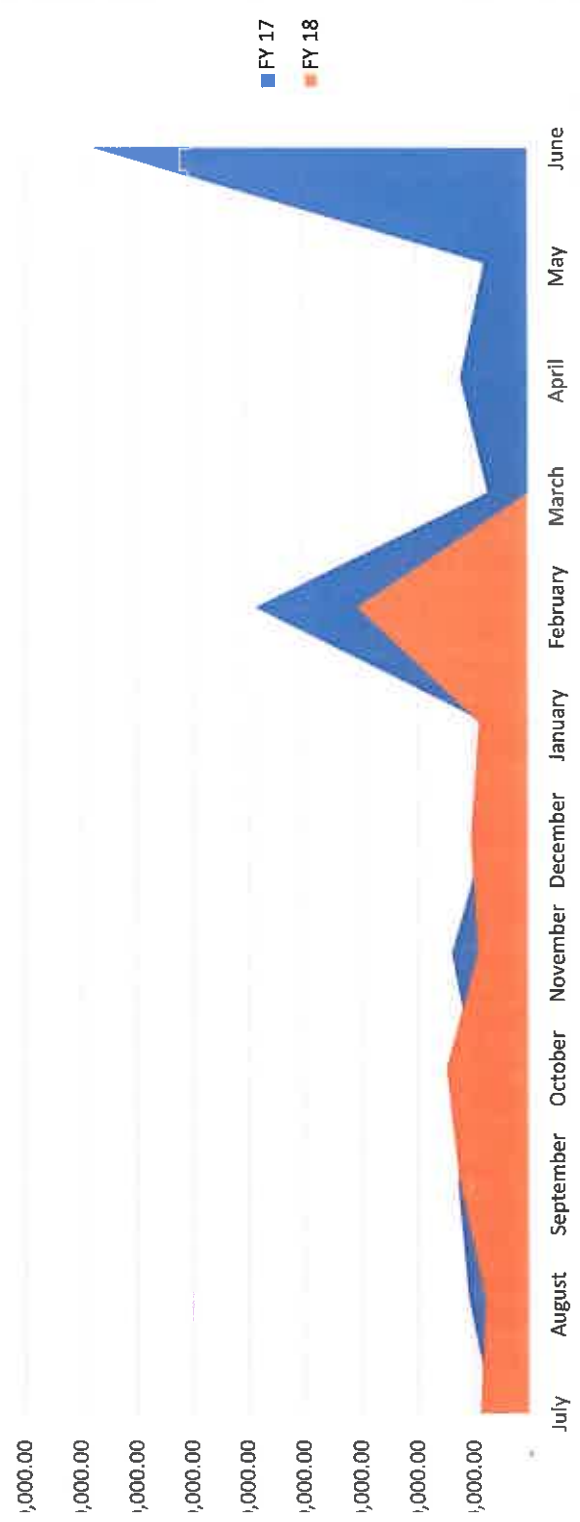
### Total Expenditures by Month

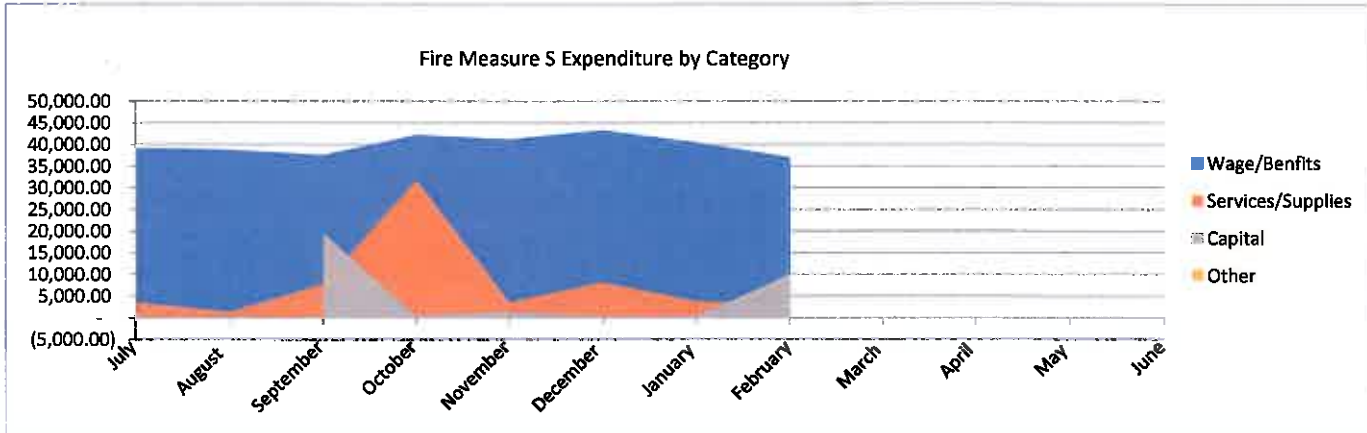
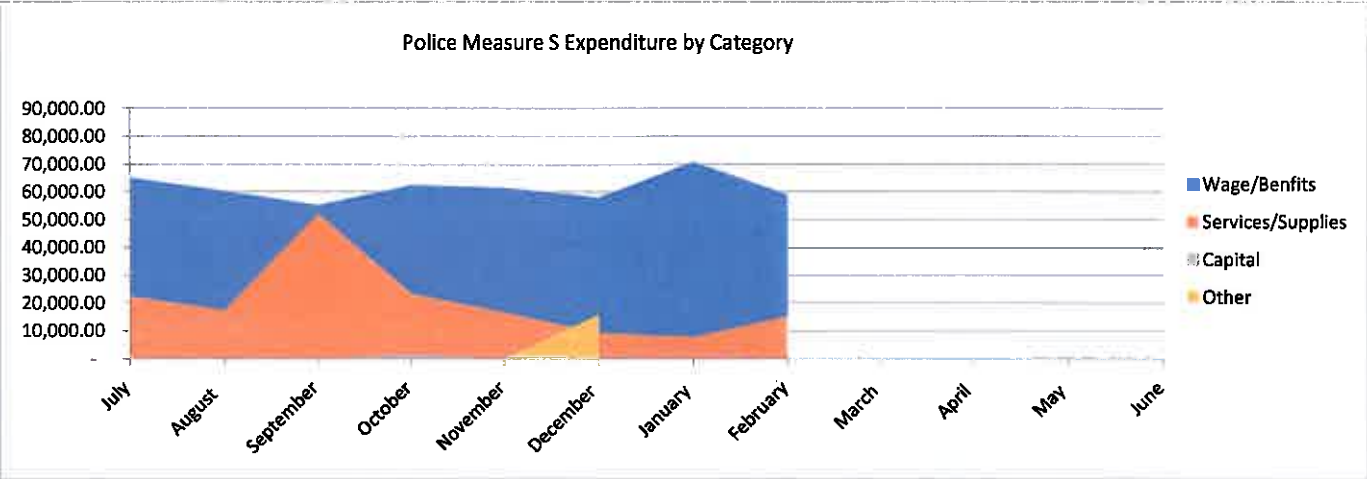
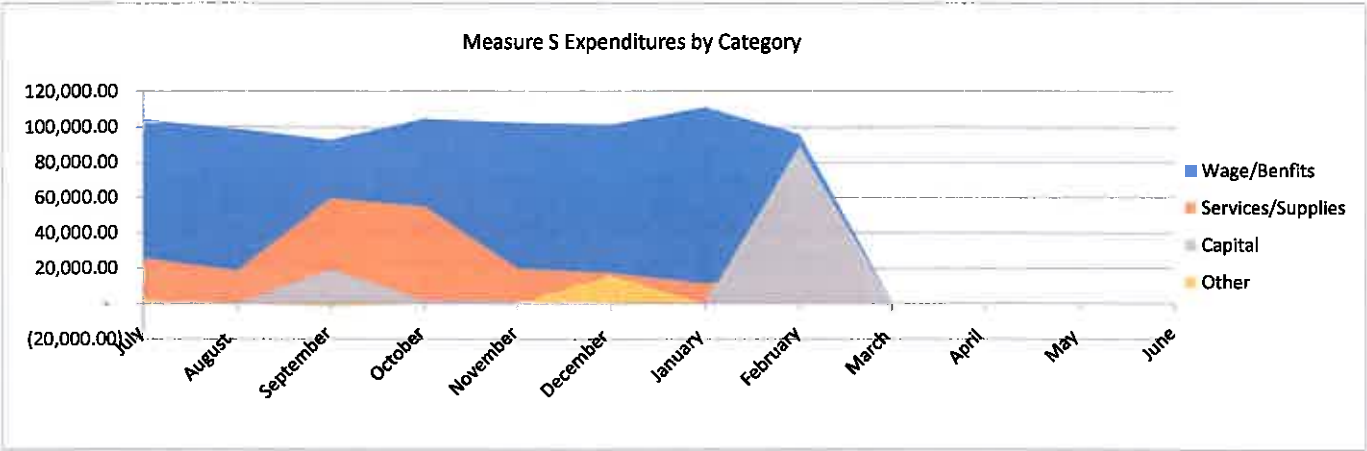


### Measure S Police Expenditures



### Measure S Fire Expenditures







# CITY OF SANGER

## REPORT TO THE CITIZEN'S OVERSIGHT COMMITTEE

**To:** Citizen's Oversight Committee  
**From:** Gary Watahira, Administrative Services Director  
**Subject:** Compliance Audit Update and Options

**CONFLICT OF INTEREST:**

None.

**RECOMMENDATION:**

Due to Brown Armstrong CPAs recommending that another audit firm conduct the compliance audit, the Citizen's Oversight Committee (COC) should consider contracting with the auditing firm of Patel and Associates, LLP, from the Public Safety Audit Request for Proposals (RFP) or conduct a new request for proposal process.

**EXECUTIVE SUMMARY:**

Per email received on March 8, 2018, Brown Armstrong CPAs is recommending that another auditing firm should be hired to complete the compliance audit.

**BACKGROUND:**

The COC recommended a compliance audit for Measure S. The RFP for the audit was issued on April 19, 2017, with a deadline for proposal submission of May 31, 2017. On June 15, 2017, the four companies submitting proposals were interviewed by the RFP committee. The proposers included Brown Armstrong CPAs; Patel and Associates; LLP, Hudson, Henderson & Company; Inc, and Eadie and Payne, LLP. The proposed cost for services ranged from \$15,450 to \$60,000. Brown Armstrong CPA's proposed price was \$23,400.

On July 5, 2017, the Brown Armstrong CPA's audit report was presented to COC. The audit completed was based on agreed upon procedures which did not meet the expectations of a compliance audit. Therefore,

Prepared by: Gary Watahira

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: \_\_\_\_\_



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the COC determined that a full compliance audit is needed and directed an ad-hoc committee to provide a recommendation. The ad-hoc committee recommended that Brown Armstrong CPAs apply additional procedures and issue an opinion as required of a compliance audit.

On March 6, 2018, the COC voted 3-2 for Brown Armstrong CPA's to complete additional procedures and issue an opinion based on a compliance audit. On March 8, 2018, Brown Armstrong CPAs notified the City that it is recommending that another auditing firm should be hired to complete the compliance audit.

**REASON FOR RECOMMENDATION:**

Brown Armstrong CPAs will not complete the audit. Therefore, determine if the compliance audit will be completed by the Patel and Associates, LLP, the firm placing 2<sup>nd</sup> in the RFP process or conduct a new request for proposal process.

**FISCAL IMPACT:**

Per Patel and Associates, LLP, the cost for the compliance audit will be between \$15,000 to \$23,000. The range was provided is dependent on the reduction of time needed due to the work performed by Brown Armstrong CPAs.

**ALTERNATIVES:**

Not recommending Patel and Associates, LLP or conducting a new RFP process.

**ACTIONS FOLLOWING APPROVAL:**

The COC's recommendation will be presented to the Sanger City Council.