



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

**AGENDA**

**October 4, 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 September 6, 2016 meetings  
RECOMMENDATION: Approve minutes.

**G. WORKSHOP**

1. Measure S Grants

**H. DEPARTMENT REPORTS**

1. SUBJECT: Presentation and Response to Written Concern Regarding Unbudgeted Overtime  
RECOMMENDATION: Information Item.
2. SUBJECT: Measure S Budget, Revenue, and Expenditure Report – August 2016  
RECOMMENDATION: Information item.
3. SUBJECT: Police Department Update  
RECOMMENDATION: Information item.
4. SUBJECT: Fire Department Update  
RECOMMENDATION: Information item.

***I. 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.)*

***J. STAFF COMMUNICATIONS***

***K. MATTERS INITIATED BY COMMITTEE MEMBERS***

***L. NEXT SCHEDULED MEETING***

1. The next meeting is scheduled for Tuesday, November 1, 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 meeting will be October 20, 2016. Please note that the October 6<sup>th</sup> Council Meeting has been cancelled due to the League of California Cities Annual Conference.

***M. ADJOURNMENT***



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

**Minutes**

**September 6, 2016**

**Regular Meeting – 6:00 P.M.**

**A. CALL TO ORDER**

The meeting was called to order at [6:01:25 PM](#)

**B. PLEDGE OF ALLEGIANCE**

Secretary Gonzales led the flag salute.

**C. ROLL CALL**

Members Present: Adams, Miser, Mares, Gonzales

Members Absent: Simpson

**D. CEREMONIAL ITEMS**

None

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

Committee Member Miser requested an item to be added to the agenda relating to the budget overage in Police Overtime. After discussion and by consensus of the Committee, this item will be placed on the October Agenda for discussion. Chairperson requested Committee Member Miser prepare something in writing for review.

[6:09:12 PM](#)

Secretary Gonzales moved to approve the agenda, Committee Member Mares seconded; the motion was approved by the following vote:

AYES: Adams, Gonzales, Mares

NOES: None

ABSTAIN: Miser

ABSENT: Simpson

**F. CONSENT CALENDAR**

1. SUBJECT: Minutes for July 5, 2016 meetings

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

## **G. DEPARTMENT REPORTS**

### 1. SUBJECT: Measure S Budget, Revenue, and Expenditure Report – June & July 2016

Administrative Services Director Hernandez provided a brief self-introduction prior to presenting the June and July 2016 financial reports.

Mr. Miser restated his concerns regarding the budget overages as shown in the reports. Director Hernandez concurred with the comments and stated that ensuring the City's Transparency and Accountability to the public is very important.

[6:26:50 PM](#)

Public Comment was received by Ralph Mesa who commented that transparency is required and that the Measure S committee should address the City Council with concerns of how the money is spent and monitored to ensure accountability and to ensure the continued support of public safety.

### 2. SUBJECT: Purchase of Bendix King Portable Radios [6:30:35 PM](#)

Chief Tarascou presented the staff report requesting affirmation to utilize Measure S funding to purchase the requested radios.

No public comment received.

Committee Member Miser moved to approve and affirm that a purchase in the amount of \$30,000 in the approved FY 2016-17 expenditure plan for the purchase of Bendix King portable radios from Vincent Communication is required and an appropriate use of Measure S funds, Secretary Gonzales seconded; all were in favor, motion carried.

### 3. SUBJECT: Police Department Update

Captain Matsuzaki gave a Department update which included: the Police Chief is absent due to his attendance at a Police Chief's Conference, provided an update on their recruitment process and noted, that one of their candidates dropped out of the process.

### 4. SUBJECT: Fire Department Update

Chief Tarascou gave a department update that included: the Department continues to provide assistance with California fires, CERT program is currently being advertised and volunteers solicited, Chief also mentioned that Pelco-Schneider Electric will be hosting a 911 commemorative ceremony at their location at 7am.

## **H. PUBLIC PARTICIPATION**

[6:43:51 PM](#)

Public Comment included Johnny Perez thanking the Fire Department for their services and inquired as to whether or not the city is considering purchasing a hook and ladder truck.

***I. STAFF COMMUNICATIONS***

Staff member Chamberlin made available the 2016-17 Adopted Budget to Committee Members.

***J. MATTERS INITIATED BY COMMITTEE MEMBERS***

Chairperson Adams requested the Committee's consideration to include on the October agenda discussion on improving the grant process and to identify a city staff member to serve as the grant administrator. She further stated that when Measure S is renewed the committee should discuss administrative revisions and include a requirement to conduct a compliance audit. It was the consensus of the Committee to discuss the grant items in October and the administrative items to be placed on the December agenda.

***K. NEXT SCHEDULED MEETING***

The next meeting is scheduled for Tuesday, October 4, 2016 at 6 p.m.

***L. ADJOURNMENT***

Secretary Gonzales moved to adjourn, Committee Member Mares seconded; all were in favor, the meeting was adjourned at [6:51:37 PM](#).

Citizens Oversight Committee Meeting  
October 4, 2016  
Agenda Item G-1  
Workshop – Measure S Grants

## **Documents Relating to Agenda Item G-1** For Information and Reference Only

Page 97 of City of Sanger Adopted Budget Fiscal Year 2016/17  
Gang/Drug Prevention/Intervention Services Grant Program  
Grant Application Guidelines  
Grant Review Process

**MEASURE S POLICE  
208-040-101**

<b>APPROPRIATIONS</b>						
	<b>AUDITED 2012-2013</b>	<b>AUDITED 2013-2014</b>	<b>AUDITED 2014-2015</b>	<b>AMENDED 2015-2016</b>	<b>PROJECTED 2015-2016</b>	<b>ADOPTED 2016-2017</b>
<b>5000 WAGES &amp; BENEFITS</b>						
5110 DIRECT LABOR-REGULAR	249,553	238,250	215,488	293,115	296,195	337,481
5120 DIRECT LABOR-TEMPORARY	888	525	258	1,500	6,305	750
5130 OVERTIME	6,981	11,710	14,983		58,393	
5210 PERS EXPENSE	82,940	77,201	42,785	55,897	57,127	61,848
5220 SOCIAL SECURITY	19,957	19,395	18,150	22,921	26,234	26,257
5310 HEALTH INSURANCE	54,850	47,400	43,684	77,000	70,000	103,289
5320 WORKERS COMPENSATION	20,359	22,807	19,484	27,181	26,000	47,518
5340 EMPLOYEE ASSISTANCE PROGRAM	184	157	156	204	197	204
5350 FITNESS PROGRAM	123	104	104	936	131	836
5411 CELL PHONE ALLOWANCE	980	680	80	720	554	720
5420 UNIFORM ALLOWANCE	4,000	4,088	6,700	5,000	5,838	5,000
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>440,586</b>	<b>422,297</b>	<b>361,842</b>	<b>484,474</b>	<b>546,974</b>	<b>584,003</b>
<b>6000 OPERATIONS &amp; MAINTENANCE</b>						
6123 SUPPLIES-SAFETY	385	11,715	32,006	37,000	20,000	38,000
6124 SUPPLIES-OTHER	17,898	17,350	15,301	17,000	10,000	18,000
6126 SUPPLIES - RESERVE PROGRAM		1,275	765	20,000	-	20,000
6127 SUPPLIES - VOLUNTEER		3,735	1,152	5,000	500	5,000
6146 MINOR EQUIPMENT-OTHER						
6147 PATROL CAR UNIT EQUIPMENT		925	314	1,500	1,000	1,500
6240 SERVICES-LEGAL COUNSEL	1,964	485	1,848	2,000	3,422	4,000
6245 GANG INTERVENTION/PREVENTION	68,093	98,600	127,431	125,000	98,350	125,000
6260 SERVICES-PROFESSIONAL SERVICES		134	877		900	
6291 CONTRACT DISPATCH SERVICES		394,454	249,073			
6410 LEGAL ADVERTISING	79					
6420 PRINTING & BINDING	236					
6431 GENERAL LIABILITY PREMIUMS						8,112
6432 PROPERTY INSURANCE						1,323
6437 HEALTH ADMIN						1,425
6438 UNEMPLOYMENT INSURANCE						547
6448 RISK MGT ADMINISTRATION						944
6449 ERMA PERSONNEL INSURANCE						1,866
6455 LOW/HIGH VEHICLE INSURANCE						823
6521 TELECOMMUNICATIONS			449		500	
6730 TRAINING-WORKSHOPS-MEETINGS	8,848	16,109	3,468	10,000	6,000	7,000
6950 P.O.S.T TRAINING		21,113	907	10,000	6,000	15,000
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>95,302</b>	<b>585,934</b>	<b>433,581</b>	<b>227,500</b>	<b>146,672</b>	<b>248,540</b>
<b>7000 CAPITAL OUTLAY</b>						
7230 MACHINERY & EQUIPMENT	35,758	267,276	14,092			
7241 SURVEILLANCE CAMERAS			53,095	51,000	150,000	
7243 TASERS				17,500		
7242 RADIOS				14,000	12,000	31,313
7238 PATROL VEHICLES				330,000	280,000	
7XXX FORD POLICE SPORT SUVs (5)						
7XXX CHEVROLET TAHOES (5)						
<b>TOTAL CAPITAL OUTLAY</b>	<b>35,758</b>	<b>267,276</b>	<b>67,187</b>	<b>412,500</b>	<b>442,000</b>	<b>31,313</b>
<b>8000 OTHER CHARGES</b>						
8321 COMPUTER SOFTWARE		1,814		5,000		
8322 COMPUTER HARDWARE MDC		40	5,032	35,000		
8350 VEHICLE MAINTENANCE CHARGE						
<b>TOTAL OTHER CHARGES</b>	<b>-</b>	<b>1,854</b>	<b>5,032</b>	<b>40,000</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL DEPARTMENT BUDGET</b>	<b>571,657</b>	<b>1,257,332</b>	<b>867,852</b>	<b>1,164,474</b>	<b>1,135,646</b>	<b>863,856</b>

**CITY OF SANGER**  
**GANG/DRUG PREVENTION/INTERVENTION SERVICES GRANT PROGRAM**

The City of Sanger has established a grant program which provides funding through Measure S to address anti-gang and anti-drug strategies including prevention, intervention, education, job training and skill development. Priority will be given to programs that implement identified best practices to address youth gang violence.

**PURPOSE:**

Reflecting the city's efforts to make Sanger a more livable community, this program is designed to provide funding for a coordinated community response to youth gangs in the City of Sanger. The strategies to be employed include collaboration among local agencies, groups, and businesses to develop a true sense of community in reducing the anti-social behavior activities of our youth who find themselves participating or being lured into gangs and/or drugs. We believe this is accomplished through a variety of programs including education, peer mentoring, alternative positive activities, and employment preparedness. The intent of the program is to further support community based youth-serving agencies that develop Sanger's young people, thus preventing youth gangs and fostering positive relationships with the schools, churches, local community agencies and neighborhood crime prevention efforts.

**OBJECTIVES:**

The key objectives of the grant program are to provide funding that will mobilize the local community to implement strategies to address gang activity and violence; provide education and build awareness regarding youth gangs; provide education and build awareness among parents and local community members regarding the impact youth gangs and drugs have on the community; create and maintain relationships with those youth most at risk of being victims or suspects of gang related violence; create and maintain effective communication with partner service providers and involved community members; and, identify at-risk youth and deter gang membership.

**GOALS:**

The goals of the program are to:

- decrease the potential for acts of gang related violence and retaliatory acts
- decrease anti-social behavior
- increase the number of service referrals offered to gang affected at-risk youth in areas of counseling, mentoring, education, employment training and job opportunities and other assistance related programming
- quantify the effectiveness and results of the program, project, activity, or event in relation to the objectives of the funding
- increase communication with and develop collaboration between law enforcement, parole, probation, and community partners for implementing intervention or prevention strategies



## **ELIGIBILITY:**

### **Who Can Apply**

- 1) City sponsored program and service providers.
- 2) Registered non-profit organizations and churches (note: cannot engage in ministering during the project, program, activity or event).
- 2) Organizations who serve the youth of Sanger.

### **Who Cannot Apply**

- 1) Groups other than registered non-profit groups [e.g., for profit groups].
- 2) Individuals.
- 3) Others, as determined by the Citizen's Oversight Committee and City Council.

### **Key Determinants of Eligibility**

To be considered eligible, all proposals must demonstrate that:

- 1) Primarily Sanger residents will be served.
- 2) An effort has been made to seek funding from sources other than the City and the applicant.
- 3) Funding and/or non-funding partnerships have been established.

### **Items Eligible for Funding**

Items eligible for funding are those required to directly deliver the project, program, activity, or event including regular operating expenses such as staffing, supplies, and materials.

Please Note: No more than 15% of grant monies requested may be used for Administrative costs of the project, program, activity, or event.

### **Items Not Eligible For Funding**

Grant funding may not be used for:

- 1) Debt retirement.
- 2) Land and land improvements.
- 3) Building construction and repairs.
- 4) Retroactive funding.
- 5) Operating deficits.
- 6) Political activities including: promoting or serving a political party or group, lobbying of a political party, or for a political cause.
- 7) Activities that are restricted to or primarily serve the membership of the organization, unless group membership is open to the community and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need.
- 8) Annual fund-raising campaigns, form letters requests or telephone campaigns.
- 9) Expenses related to attendance at seminars, workshops, symposiums, or conferences.
- 10) Others, as determined by the Citizen's Oversight Committee and City Council.

## **APPLICATION REVIEW CONSIDERATIONS:**

### **Benefits of Funding Proposal**

The following qualitative and quantitative factors are considered to determine the benefits of funding programs, projects, activities or events.

- 1) The purpose of the proposed program (e.g., prevention and intervention programs that have inherent value)
- 2) The quality of the program offered (e.g., sound practice followed, delivered by responsible people and professionals)
- 3) The number of youth served
- 4) Evaluations of the program once delivered (e.g., youth and participant letters, surveys; community acceptance; program evaluations)
- 5) Benefits to the community at large

### **Grant Allocation Considerations**

In reviewing grant applications, preparing recommendations and making grant decisions, primary consideration is given to:

- 1) Demonstrated organizational efficiency, effectiveness and stability
- 2) Demonstrated capability of organization to deliver proposed service
- 3) The number of Sanger youth served
- 4) The quality of service provided
- 5) Realistic, attainable goals with sound performance measures
- 6) The financial need of the group – dependency and % of grant funding required, other funding sources, etc.
- 5) Collaborative effort (community interaction, role and number of volunteers, partnerships with other organizations/agencies)
- 6) The use of existing community services and facilities
- 7) Unique nature – not a duplication of service
- 8) Other City programs, services and financial assistance already provided

Applications which are less favored are those which:

- 1) Rely solely on Measure S funding
- 2) Are funded by a single Group and the City
- 3) Lack collaborative effort(s) in providing services
- 4) Demonstrate limited or insufficient experience in providing services
- 5) Duplicate existing services

A quality, fully completed application has a better chance of receiving funding.

Not all groups meeting the Program requirements will necessarily receive a grant.

Based on the number of applications, scope of project, program, activity, or event, and available funding, groups may not receive the full grant that they request, but may receive partial funding.

Grants are not to be regarded as an entitlement.

Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

As the Citizen's Oversight Committee and City Council wishes to maximize benefits from the Grant Program, the assessment of City Grant applications is discretionary.

### **Council Decisions**

City Council will make the final grant decisions, at its sole discretion, based on the recommendations of the Citizen's Oversight Committee and the applicant's adherence to the grant program's purpose, objectives and goals.

City Council may require additional information, choose to allocate funds in phases, require additional reporting conditions, or deny portions of requested funding.

There is no appeal process regarding City Council's decision. However, applicants may submit grant application(s) in the next grant cycle.

### **GRANT REPORTING REQUIREMENTS:**

All grantees will be required to provide a comprehensive report to City Council. Dependent upon the scope of the project, program, activity or event, grantees may be required to provide quarterly or bi-annual reports which may include written or oral presentations.

The report must minimally include the following:

- Summary of the project, program, activity, or event
- Total number of participants served
- Clearly stated performance measures – describe specific content used: education, peer mentoring, alternative positive activities, employment preparedness and/or gang/drug prevention principles.
- Financial Report specific to the funding received – amount and percentage of grant funds spent to date
- Participant evaluations – include copies of completed evaluation forms

Upon notification of award of grant funding, grantee will receive detailed instructions on reporting requirements.

If the project, program, activity, or event is cancelled or becomes nonviable, grant funds must be automatically and immediately returned to the City of Sanger.

Should funds received not be used for the stated purpose, the applicant may be required to return all or a portion of the grant allocation to the City of Sanger.

## **TOUR OF PROGRAM**

Please note that City staff will schedule up to two on-site tours within the time period of the grantee's program. Participants may include the Citizens Oversight Committee Members, City Council Members, and City Staff.

CITY OF SANGER  
GANG/DRUG PREVENTION/INTERVENTION SERVICES GRANT PROGRAM

GRANT APPLICATION GUIDELINES

The following guidelines have been developed to assist you in preparing a comprehensive and complete grant application. Please ensure that each question/section is answered fully, you may place "N/A" if the requested information is not applicable. Failure to fully or accurately respond to all questions or comply with all submission requirements may result in the disqualification of the entire application.

APPLICATION PACKET REQUIREMENTS

A total of three (3) copies must include the following, in the order outlined below.

1. **Application Cover Sheet**  
The lead organization is required to complete the Application Cover Sheet (please use the form provided).
2. **Application Check List**  
Please include the Application Check List and place a checkmark next to each item included in the packet – please indicate "N/A" by any item that is deemed not applicable.
3. **Contact Information**  
The lead organization is required to complete the Contact Information Form (please use the form provided).
4. **List and Contact Information - Collaborative Partners**  
Provide a summary of any and all agencies, organizations, etc. that will partner with you in providing the project, program, activity, or event with a definition of their role in providing the service.  
Each program partner will be required to complete the Partner Contact Information Form (please use the form provided).
5. **Conflict of Interest**  
The lead organization and each partnering agency, organization, etc. is required to complete a Conflict of Interest Form (please use the form provided – you may photocopy form if additional are needed).
6. **Organizational Capacity – limit to 2 pages**  
The lead organization shall demonstrate their capacity of providing the services proposed by providing the following background information:
  1. Description/Profile of lead organization
  2. Experience:
    - a. Number of years providing proposed or similar program services.
    - b. Description and details of program history.
    - c. Number of employees and brief description of their experience with proposed program service.

7. **Program Summary – limit to 2 pages**  
Provide an overview of the program details including specific goals and objectives of the program services, the program time lines, who you are intending to reach, how the program addresses the grant program purpose, goals, and objectives, the benefits of the program, and how you plan to recruit participants.
8. **Program Details – limit to 2 pages**  
Provide details on specific activities and/or curriculum that will be utilized in providing the service(s), supplies, materials and other items needed to operate the program.
9. **Program Eligibility**  
Provide definition of who is eligible to participate in the program service and indicate any requirements or restrictions for participation.
10. **Program Participation Cost**  
Provide detailed information on fees or cost charged to participants.
11. **Performance Measures**  
Specify how you will evaluate the success of the program service, what tools or reporting factors will be utilized to ensure that proposed goals and objectives are met, describe methods for capturing attendance/participation statistics, and any other tracking/reporting that will be utilized.
12. **Program Budget**  
Prepare a program budget that clearly defines the service expenditure categories to operate the program, please also designate whether the expense is designated as a direct or indirect cost.  
The program budget must indicate the percentage and dollar amount of how the grant funds will be allocated (please refer to sample budget provided).
13. **Optional**  
Letter(s) of support.

The original copy must include all the items stated above and the following items (please place the items listed below in the front of the application documents):

1. Audited copy of organization's last financial report.
2. Copy of lead organization's current annual budget.
3. Lead Organization's organizational chart.
4. Job Descriptions of positions funded through Measure S.
5. Resumes for staff funded through Measure S.
6. If program will be operated on school grounds, include a letter/statement from the School Principal or School District indicating that the use is approved (or will be approved if funded).
7. Copy of lead organization's General Liability Insurance Certificate.
8. Non-Profits must provide proof of Non-Profit Status.
9. Articles of Incorporation.
10. Organization By-laws.

APPLICATION SUBMISSION INSTRUCTIONS

Applications and all corresponding materials must be submitted in hardcopy form and mail to or dropped off to:

City of Sanger  
Gang/Drug Prevention Intervention Grant Program  
1700 7<sup>th</sup> Street  
Sanger, CA 93657

Should you have any questions regarding the grant program, please contact the City Manager's office by calling (559) 876-6300 ext. 1500. Email inquiries only to [kchamberlin@ci.sanger.ca.us](mailto:kchamberlin@ci.sanger.ca.us)

Please note: APPLICATIONS WILL NOT BE ACCEPTED VIA EMAIL

GRANT FUNDING ESTABLISHMENT-INFORMATION

Grant Funding is made available through Measure S as defined and outlined in Ordinance No. 1094 and Resolution No. 4361. You may request a copy of either document by calling the City Manager's office (559) 876-6300 ext. 1500 or City Clerk's office at (559) 876-6300 ext. 1350.

You may also visit our website: [www.cityofsanger.net](http://www.cityofsanger.net) and view Article IV of Chapter 66 – Police, Fire, Paramedic, 9-1-1 Emergency Response and Gang/Drug Prevention Special Transactions and Use Tax for Public Safety.

CITY OF SANGER  
GANG/DRUG PREVENTION/INTERVENTION SERVICES GRANT PROGRAM

Grant Review Process

Following is the process guideline for the review of grant applications requesting funding from Measure S.

An annual grant cycle has been established in which applications will be accepted January through March 1st. A preliminary review by the City Manager and/or his/her designee will take place at the time of submission to ensure that the grant application is complete and that the proposal meets the general grant criteria.

An internal review committee will conduct a comprehensive review of applications to ensure that the proposal meets the criteria requirements and to determine the feasible and fiscal sustainability of the proposed program, activity, or event. The internal review committee will be comprised of the following: One (1) member of the Citizens' Oversight Committee, One (1) staff member of the Finance Department, and One (1) staff member of the Police Department. Additional city staff members may be appointed as determined by the City Manager.

The internal review committee will submit their findings to the Finance Director along with the recommendation of either funding or denying the application. The Finance Director will utilize these findings to prepare a formal staff report with funding recommendations to present to the Citizens' Oversight Committee at their April meeting.

Applicants who receive favorable recommendation will be required to attend the April COC meeting to provide a brief overview of their proposal to the Citizens Oversight Committee. After the oral presentations by the applicant(s), the Finance Director will present the staff report outlining formal recommendation(s) for funding consideration. (Staff will provide copies of applications to the Citizens Oversight Committee as reference).

The COC will take action to forward final recommendations to the City Council for approval. The Finance Director will prepare a staff report for presentation at the first City Council Meeting in May.

The City Council will review recommendations and take formal action to approve funding allocation(s). Upon approval and by direction, the Finance Director will establish the appropriate budget allocation into the next Fiscal Year. Funding will be made available to successful applicants no sooner than July 1<sup>st</sup>.





**AGENDA ITEM H-2**

**CITY OF SANGER**

**REPORT TO THE CITIZEN'S OVERSIGHT COMMITTEE**

**To:** Citizen's Oversight Committee  
**From:** Rudy Hernandez, Administrative Services Director  
**Subject:** Measure S Budget, Revenue, and Expenditure Reports  
**Attachments:** Measure S Budget, Revenue, and Expenditure Reports for August 2016.

**CONFLICT OF INTEREST:**

None.

**RECOMMENDATION:**

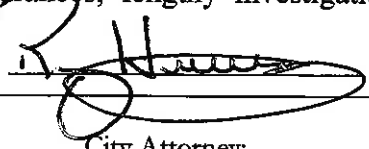
This is not an action item. It is for informational and review purposes only.

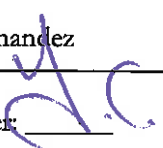
**EXECUTIVE SUMMARY:**

Attached is the Measure S Budget, Revenue, and Expenditure Report for the month of August 2016. 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 August 31, 2016 are at 18.71% of the budget, and revenues are at zero (0%) of the amount estimated. 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 two months.

While there is \$16,538 in police overtime, staff acknowledges there is currently no overtime budget and will bring back a budget adjustment at next month's oversight committee meeting to address this issue. The \$16,538 overtime expended by the Measure S officers during the months of July & August 2016 was utilized for their participation in gang suppression details, specialized department training, staffing coverage's, Sanger Unified School District events, court appearances, lengthy investigations, report

Prepared by: Rudy Hernandez

Approved by: 

REVIEW: City Manager: 

Finance: R.H.

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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writing, call outs, special assignments, mutual aid requests, and department events. It is anticipated that there will be more overtime costs incurred for the remainder of the fiscal year 2016-17.

**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 2016-17 and**  
**Revenue & Expenditure Report For the Month Ended August 31, 2016**

	<u>Adopted Budget</u>	<u>Month of August</u>	<u>Year-To- Date - 16.67%</u>	<u>Percent, Year-To- Date</u>
<b><u>Revenue</u></b>				
Sales Tax	\$2,160,371	\$0	\$0	0.00%
Miscellaneous Income	0	0	0	N/A
Interest Income	0	0	0	N/A
<b>Total Revenue</b>	<u>2,160,371</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b><u>Expenditures - Police</u></b>				
Wages	338,231	30,137	56,505	16.71%
Overtime	0	8,767	16,538	0.00%
Other Benefits	245,772	16,318	32,110	13.06%
<b>Total Wages &amp; Benefits</b>	<u>584,003</u>	<u>55,222</u>	<u>105,153</u>	<u>18.01%</u>
Services & Supplies	123,540	6,305	6,305	5.10%
Other Charges	0	0	0	N/A
<b>Total Operating Expenditures</b>	<u>707,543</u>	<u>61,527</u>	<u>111,458</u>	<u>15.75%</u>
Capital Outlay	239,553	111,175 <sup>1</sup>	111,175	46.41%
Gang Prevention/Intervention				
- Services & Supplies	125,000	0	118,438	94.75%
<b>Total Police Expenditures</b>	<u>1,072,096</u>	<u>172,702</u>	<u>341,071</u>	<u>31.81%</u>
<b><u>Expenditures - Fire</u></b>				
Wages	206,535	18,096	34,618	16.76%
Overtime	35,000	8,404	11,372	32.49%
Other Benefits	79,592	11,949	21,006	26.39%
<b>Total Wages &amp; Benefits</b>	<u>321,127</u>	<u>38,449</u>	<u>66,996</u>	<u>20.86%</u>
Services & Supplies	66,956	10,961	12,375	18.48%
Other Charges	0	0	0	N/A
<b>Total Operating Expenditures</b>	<u>388,083</u>	<u>49,410</u>	<u>79,371</u>	<u>20.45%</u>
Capital Outlay	787,500	0	0	0.00%
<b>Total Fire Expenditures</b>	<u>1,175,583</u>	<u>49,410</u>	<u>79,371</u>	<u>6.75%</u>
<b>Total Operating Expenditures, Capital Outlay &amp; Gang Prevention/Intervention</b>	<u>2,247,679</u>	<u>222,112</u>	<u>420,442</u>	<u>18.71%</u>
Net Operating Revenues (Expenditures)	(87,308)	(222,112)	(420,442)	
<b>Fund Balance Forward from FY 2015-16</b>	<u>3,923,750</u>		<u>3,923,750</u>	
<b>Remaining Available Fund Balance</b>	<u>\$3,836,442</u>		<u>\$3,503,308</u>	

At month end, there are no outstanding encumbrances.

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.