



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

**AGENDA  
July 5, 2017  
Special Meeting  
6:00 P.M.**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. PUBLIC PARTICIPATION**

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

**F. CONSENT CALENDAR**

1. SUBJECT: Minutes for the regular meeting held on June 6, 2017.  
RECOMMENDATION: Approve minutes.
2. SUBJECT: Cancellation of the August Regular Meeting.  
RECOMMENDATION: That the Citizen's Oversight Committee cancel the August 1, 2017 regular meeting due to a conflict with the National Night Out Event.

**G. DEPARTMENT REPORTS**

1. SUBJECT: Measure S Budget, Revenue and Expenditure Reports- May 2017.  
RECOMMENDATION: This is not an action item. It is for informational and review purposes only.
2. SUBJECT: Measure S Compliance Audit.  
RECOMMENDATION: That the Citizen's Oversight Committee make recommendation to award the Measure S Compliance Audit to Brown Armstrong CPAs.
3. SUBJECT: Police Department Update.  
RECOMMENDATION: Information item.
4. SUBJECT: Fire Department Update.  
RECOMMENDATION: Information item.

***H. STAFF COMMUNICATIONS***

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

***J. NEXT SCHEDULED MEETING***

1. The next meeting is scheduled for **Tuesday, September 5, 2017** 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 held July 6, 2017 and July 20, 2017.

***K. ADJOURNMENT***



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

*Minutes  
June 6, 2017  
Regular Meeting  
5:00 P.M.*

**A. CALL TO ORDER**

The meeting was called to order at [5:08:10 PM](#).

**B. PLEDGE OF ALLEGIANCE**

Secretary Gonzales led the flag salute.

**C. ROLL CALL**

Present: Chairperson Adams, Vice Chair Simpson, Secretary Gonzales, Member Mares  
Absent: Member Miser

**D. PUBLIC PARTICIPATION**

None.

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

The Committee by motion of Vice Chair Simpson approved the agenda with the change of moving Item G-1 to the end of Department Reports. The motion was seconded by Member Mares and approved by the following vote:

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

**F. CONSENT CALENDAR**

1. SUBJECT: Minutes for the regular meeting held on May 2, 2017.

The Committee by motion of Secretary Gonzales approved the minutes from May 2, 2017. The motion was seconded by Member Mares and approved by the following vote:

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

**G. DEPARTMENT REPORTS**

2. SUBJECT: Measure S Budget, Revenue and Expenditure Reports- April 2017.

Interim Administrative Services Director Gary Watahira provided a review of the Measure S Budget, Revenue and Expenditure Reports for April 2017.

3. SUBJECT: Police Department Update.

Police Chief Rodriguez provided an update on the Police Department: graduation and promotion season is here; providing security at events at Tom Flores Stadium; committed 8 officers to ensure security along with SUSD security teams; excitement starting to build concerning the GREAT program and working on an MOU with the City and SUSD, which is scheduled to be heard by SUSD board latter part of June. Officer Cynthia Trevino will be the training officer and is attending a training course at the end of the month.

Vice Chair Simpson requested that portable speed monitor be placed on Bethel Avenue.

Committee Member Miser arrived at [5:21:55 PM](#).

4. SUBJECT: Fire Department Update.

Fire Chief Tarascou provided an update on the Fire department: updates and adjustments are being made on the truck and then it will be shipped out before the end of summer. The company will extend the warranty for a year and add brackets for free.

1. SUBJECT: Measure S 2017-2018 and 2018-2019 Proposed Budgets.

Interim Administrative Services Director presented the proposed budgets for Measure S for the 2017-2018 and 2018-2019 fiscal years.

Police Chief Rodriguez provided an overview on the proposed Police budget and answered committee members questions.

Interim Administrative Services Director clarified that under the Fire budget, disability is too high and should be 25K.

Fire Chief Tarascou provided an overview on the proposed Fire budget and answered committee members questions.

Public Comment:

None.

The Committee by motion of Member Miser approved recommendation of the Fire and Police budgets with the removal of Measure S salary line items in both departments. The motion was seconded by Secretary Gonzales and approved by the following vote:

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

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

None

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

Vice Chair Simpson thanked both Chiefs and Gary for being here today. She also wanted to acknowledge Dr. Jerry Valadez who received the prestigious national recognition of Science Educator of the year Award presented by the National Science Teachers Association. NSTA is a premiere professional organization of scientists and science educators from around the county.

Regarding the City Council Meeting on June 1, 2017. The City Council goal-setting priorities: the Measure S fiscal responsibility and transparency was not adopted as a goal even though the public requested that be established as a goal. I request the City Council:

1. Carefully monitor how Measure S funds are being spent.
2. Get a compliance audit of Measure S funds completed in June before City Council Members vote on the General Budget.
3. Our committee requested this in December 2016. As needed information, the results, of a compliance audit of Measure S funds, properly informs the people wo are establishing the General Budget.

Interim Administrative Service Director Gary stated they received 4 proposals for the audit. They will be putting a committee together to work on that. Goal for completion of interviews is less than a month. An update will be provided at the July 5<sup>th</sup> meeting.

Chairperson Adams stated that as members of the Citizen's Oversight Committee, we serve as an advisory committee to the City Council. In turn, we rely on the City Council and City Staff to give us the tools we need to do our jobs to the best of our abilities. The tool I need is clarity. Our supplement verses supplant provision has become muddled. I would like to request, with a consensus of my fellow committee members, that the City Attorney come to our next COC meeting and give us a primer on supplement verses supplant provision and their interpretations, focusing, of course, on the Measure S supplement vs. supplant clause.

***J. NEXT SCHEDULED MEETING***

1. The next meeting is scheduled for Wednesday, July 5, 2017 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 held June 15, 2017  
and July 6, 2017.

***K. ADJOURNMENT***

The Committee by motion of Member Mares adjourned the meeting at 7:06:49 PM. The motion was seconded by Vice Chair Simpson and unanimously approved.



# CITY OF SANGER

## REPORT TO THE CITIZEN'S OVERSIGHT COMMITTEE

---

**To:** Chairperson and Committee Members  
**From:** Gary Watahira, Interim Administrative Services Director  
**Subject:** Cancellation of the August Regular Meeting  
**Attachments:** None

**CONFLICT OF INTEREST:**

None.

**RECOMMENDATION:**

That the Citizens Oversight Committee cancel the August 1, 2017 regular meeting due to a conflict with the National Night Out Event.

**EXECUTIVE SUMMARY:**

Each year the Police and Fire Departments sponsor and host the community-wide National Night Out Event. The event will take place on August 1, 2017 from 5:30 to 8:30 p.m. at the Sanger City Park. The event will fall on the same night as the regularly scheduled Citizen's Oversight Committee meeting.

**REASON FOR RECOMMENDATION:**

Both the Police and Fire Chiefs along with many members of each department actively participate in the event. At this time there are no time sensitive or pressing items anticipated that would need to be reviewed by the Committee and as such staff is recommending cancellation of the August meeting.

**FISCAL IMPACT:**

None.

Prepared by: Becky Hernandez, City Clerk

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

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

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

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

**TYPE OF ITEM:**

**COUNCIL ACTION: APPROVED DENIED NO ACTION**

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



# CITY OF SANGER

## REPORT TO THE CITIZEN'S OVERSIGHT COMMITTEE

**To:** Citizen's Oversight Committee  
**From:** Gary Watahira, Interim Administrative Services Director  
**Subject:** Measure S Budget, Revenue and Expenditure Reports  
**Attachments:** Measure S Budget, Revenue, and Expenditure Reports for May 2017.

**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 May 2017. 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 May 31, 2017 are at 68.40% of the budget, and revenues are at 69.99 % 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 2 (two) months.

**BACKGROUND:**

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

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



---

**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 May 31, 2017**

	<b>Adopted Budget</b>	<b>Month of May</b>	<b>Year-To- Date - 0.92%</b>	<b>Percent, Year-To- Date</b>
<b><u>Revenue</u></b>				
Sales Tax	2,160,371	172,500	1,511,998	69.99%
Miscellaneous Income	10,000	0	0	0.00%
Interest Income	0	0	0	0.00%
<b>Total Revenue</b>	<b>2,170,371</b>	<b>172,500</b>	<b>1,511,998</b>	<b>69.67%</b>
<b><u>Expenditures - Police</u></b>				
Wages	459,731	32,798	413,444	89.93%
Overtime	75,000	3,424	49,203	65.60%
Other Benefits	245,772	18,340	178,130	72.48%
<b>Total Wages &amp; Benefits</b>	<b>780,503</b>	<b>54,563</b>	<b>640,777</b>	<b>82.10%</b>
Services & Supplies	123,540	12,342	91,309	73.91%
Other Charges	0	0	0	N/A
<b>Total Operating Expenditures</b>	<b>904,043</b>	<b>66,905</b>	<b>732,086</b>	<b>80.98%</b>
Capital Outlay	925,994	181,524	690,645	74.58%
Gang Prevention/Intervention - Services & Supplies	125,000	0	118,438	94.75%
<b>Total Police Expenditures</b>	<b>1,955,037</b>	<b>248,429</b>	<b>1,541,169</b>	<b>78.83%</b>
<b><u>Expenditures - Fire</u></b>				
Wages	304,535	22,278	241,448	79.28%
Overtime	70,000	1,332	29,164	41.66%
Other Benefits	112,493	16,160	121,993	108.45%
<b>Total Wages &amp; Benefits</b>	<b>487,028</b>	<b>39,769</b>	<b>392,605</b>	<b>80.61%</b>
Services & Supplies	66,956	2,827	48,582	72.56%
Other Charges	0	0	0	N/A
<b>Total Operating Expenditures</b>	<b>553,984</b>	<b>42,597</b>	<b>441,187</b>	<b>79.64%</b>
Capital Outlay	813,000	22,870	289,970	35.67%
<b>Total Fire Expenditures</b>	<b>1,366,984</b>	<b>65,467</b>	<b>731,157</b>	<b>53.49%</b>
<b>Total Operating Expenditures, Capital Outlay &amp; Gang Prevention/Intervention</b>	<b>3,322,021</b>	<b>313,895</b>	<b>2,272,326</b>	<b>68.40%</b>
Net Operating Revenues (Expenditures)	(1,151,650)	(141,395)	(760,328)	
<b>Fund Balance Forward from FY 2015-16</b>	<b>3,923,750</b>		<b>3,923,750</b>	
<b>Remaining Available Fund Balance</b>	<b>\$2,772,100</b>		<b>\$3,163,422</b>	

At month end, there are \$423,710 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.

9-2



# CITY OF SANGER

## REPORT TO THE CITIZEN'S OVERSIGHT COMMITTEE

---

**To:** Citizen's Oversight Committee  
**From:** Gary Watahira, Interim Administrative Services Director  
**Subject:** Award Contract for Measure S Compliance Audit

**CONFLICT OF INTEREST:**

None.

**RECOMMENDATION:**

Recommend the Citizens Oversight Committee make the recommendation to award the Measure S Compliance audit to Brown Armstrong CPAs.

**EXECUTIVE SUMMARY:**

Per direction from the Citizens Oversight Committee to procure compliance audit services for Measure S, City of Sanger staff issued a request for proposal (RFP) on April 19, 2017. Four proposals were received on May 31, 2017. All candidates were interviewed by phone on June 15, 2017. The RFP Committee included Kim Jackson, City of Fresno Administrative Manager, Jose Cortez, City of Sanger Accountant and Gary Watahira, City of Sanger Interim Administrative Services Director. The committee unanimously agreed Brown Armstrong would be the best choice to perform the compliance audit.

**BACKGROUND:**

Measure S was first adopted on February 5, 2008, took effect on July 1, 2008 and was set to expire after ten years following the effective date. The extension of Measure S to June 30, 2028 was approved at the general municipal election held on November 8, 2016. The Citizens Oversight Committee 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,

Prepared by: Gary Watahira

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	___	___	___	

---

LLP, Hudson, Henderson & Company, Inc, and Eadie and Payne, LLP. The proposed cost for services ranged from \$15,450 to \$60,000. Brown Armstrong's proposed price is \$23,400.

**REASON FOR RECOMMENDATION:**

The recommendation is based on Brown Armstrong's municipal experience and strength of their interview.

**FISCAL IMPACT:**

The cost proposal to perform the compliance audit is \$23,400.

**ALTERNATIVES:**

N/A

**ACTIONS FOLLOWING APPROVAL:**

Recommendation will be provided the City Council