

**MEASURE H OVERSIGHT COMMITTEE
REGULAR MEETING AGENDA**

CITY OF CERES, CALIFORNIA
City Council Chambers, 2701 Fourth Street

Wednesday, February 21, 2018 at 6:00 p.m.

Mailing Address: Ceres City Hall, 2720 Second Street, Ceres, CA 95307-3292
Phone: (209) 538-5700 Fax: (209) 538-5780

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (209) 538-5731. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)

Members of the public are advised that all pagers, cellular telephones and any other communication devices are to be turned off upon entering the City Council Chambers.

CALL TO ORDER

Chairperson Redfern

ROLL CALL

Committee Members Brandt, Condit, Cool, Valencia and Chairperson Redfern

CITIZEN COMMUNICATIONS to Committee on matters not included on the Agenda.

While the Committee welcomes and encourages participation at Committee meetings by the public, matters under the jurisdiction of the Committee, and not on the posted Agenda may be addressed by the general public; however California law prohibits the Committee from taking action on any matter not on the posted Agenda unless it is determined to be an emergency by the Committee.

CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine in nature and will be enacted by a single motion unless otherwise requested by an individual member or public for special consideration. Otherwise the recommendation of staff will be accepted and acted upon by voice vote.

1. Clerks Report of Posting. The agenda of the February 21, 2018 Measure H Oversight Committee was posted on February 15, 2018.
2. Approval of Minutes of the meeting of November 15, 2017.

NEW BUSINESS

3. Update on status of annual audit of expenditures for the Measure H Expenditures for the year ending June 30, 2017. (Dean/Wells)
4. Acceptance of the Fiscal Year 2017-18 Mid-Year Budget Report. (Dean/Wells)

REPORTS

5. Verbal Report from Chief Smith.
6. Verbal Report from the Fire Department

ADJOURNMENT The next regularly scheduled Measure H Committee Meeting is scheduled to be held on Wednesday, May 23, 2018 at 6:00 p.m. in the City Council Chambers, located at 2701 Fourth Street.

Any writings or documents provided to a majority of the Measure H Oversight Committee regarding any item on this agenda will be made available for public inspection at the City Clerk's Counter at City Hall located at 2720 Second Street, Ceres, CA during normal business hours.

AFFIDAVIT OF POSTING

I, Diane N. Perez, City Clerk, for the City of Ceres, declare under penalty of perjury that the foregoing agenda for the February 21, 2018, Measure H Oversight Committee Meeting was posted on February 15, 2018 at 11:00 a.m. at the following location in Ceres:

- Front Office of City Hall, 2720 Second Street



Diane Nayares-Perez
City Clerk

**MEASURE H OVERSIGHT COMMITTEE
REGULAR MEETING AGENDA**

**CITY OF CERES, CALIFORNIA
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Wednesday, November 15, 2017 at 6:00 p.m.

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CALL TO ORDER

Vice Chair Valencia called the November 15, 2017 Measure H Oversight Committee meeting to order at 6:10 p.m.

ROLL CALL

Present: Committee Members Brandt, Condit, Cool, Vice Chair Valencia

Absent: Chairperson Redfern

INTRODUCTIONS

- Congratulations and Welcome to the newly appointed Committee Members Lee Brandt and Burl Condit for the remainder of term expiring on June 30, 2019.
- Overview of Measure H Oversight Committee. (T. Wells)

City Manager Wells welcomed newly appointed Committee Members Brandt and Condit. He provided an overview of the Measure H Oversight Committee and its purpose. He detailed the Measure H Ordinance and the original expenditure plan, as well as the overall financial history.

CITIZEN COMMUNICATIONS to Committee on matters not included on the Agenda.

None.

CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine in nature and will be enacted by a single motion unless otherwise requested by an individual member or public for special consideration. Otherwise the recommendation of staff will be accepted and acted upon by voice vote.

1. Clerks Report of Posting. The agenda of the November 15, 2017 Measure H Oversight Committee was posted on November 9, 2017.
2. Approval of Minutes of the meeting of August 16, 2017.

MOTION: Motion by **Member Cool**, seconded by **Member Brandt**, approving the consent items as presented. **Motion passes 4/0/1** by the following roll call vote:

AYES:	4	Council Members:	Brandt, Condit, Cool, Vice Chair Valencia
NOES:	0	Council Member:	None
ABSENT:	1	Council Member:	Redfern

NEW BUSINESS

3. Fiscal year 2016/17 Preliminary Year End Update and Review of 1st Quarter.
(Wells)

City Manager Wells presented the 2016/17 Preliminary Year End Update and provided a review of the first quarter.

4. Measure H Expenditure Plan Update. (Wells)

City Manager Wells reviewed the expenditure plan and highlighted the major capital expenditures.

MOTION: Motion by **Member Condit**, seconded by **Member Brandt**, approving Item 4, Measure H Expenditure Plan. **Motion passes 4/0/1** by the following roll call vote:

AYES:	4	Council Members:	Brandt, Condit, Cool, Vice Chair Valencia
NOES:	0	Council Member:	None
ABSENT:	1	Council Member:	Redfern

REPORTS

5. Verbal Report from Chief Smith.

Chief Smith reported on the Department's goal to invest in technology and described the new radio system and other technology enhancements, such as the body worn cameras and car modems.

6. Verbal Report from the Fire Department.

City Manager Wells gave an update regarding the Fire Department and its current staffing structure. He also discussed Council's direction regarding the researching of resource sharing.

ADJOURNMENT The next regularly scheduled Measure H Committee Meeting is scheduled to be held on Wednesday, February 21, 2018 at 6:00 p.m. in the City Council Chambers, located at 2701 Fourth Street.

There being no further business, presiding Vice Chair Valencia adjourned the meeting at 6:37 p.m.

Rafael Valencia, Vice Chairperson

ATTEST:

Diane Nayares-Perez, City Clerk



MEASURE H OVERSIGHT COMMITTEE REPORT

Measure H Oversight Committee

Paula Redfern, Chairperson
Don Cool Rafael Valencia
Lee Brandt Burl Condit

MEETING DATE: February 21, 2018

TO: Measure H Oversight Committee

FROM: Toby Wells, P.E., City Manager

CONTACT: Suzanne Dean, Finance Director, Suzanne.Dean@ci.ceres.ca.us,
(209) 538-5751

**SUBJECT: Update on status of annual audit of expenditures for the
Measure H Expenditures for the year ending June 30, 2017**

Every year the City conducts an annual audit of all expenditures, including the Measure H funds collected for public safety. Typically, the audit is completed in January and adopted by City Council in early February and then presented to the Measure H Oversight Committee for acceptance.

The audit for the year ending June 30, 2017 is in final draft form and is nearly complete; however it requires City Council approval before being presented to the Measure H Oversight Committee. The Council is scheduled to consider the audit in March and will be presented to Measure H at the next regularly scheduled meeting in May.

A handwritten signature in blue ink, appearing to be "Toby Wells", written over a faint horizontal line.

Approved by: _____

Toby Wells, P.E., City Manager



MEASURE H OVERSIGHT COMMITTEE REPORT

Measure H Oversight Committee

Paula Redfern, Chairperson
Don Cool Rafael Valencia
Lee Brandt Burl Condit

MEETING DATE: February 21, 2018

TO: Measure H Oversight Committee

FROM: Toby Wells, P.E., City Manager

CONTACT: Suzanne Dean, Finance Director, Suzanne.Dean@ci.ceres.ca.us,
(209) 538-5751

SUBJECT: Fiscal Year 2017-18 Mid-Year Budget Report

Please find attached the Measure H Fund Budget reports for July through December of Fiscal Year 2017-18.

Sales Tax Revenue received is \$1,014,527.79 or 35.11% of the Budget. Sales Tax revenue recorded is through October which is 33% of the way through the fiscal year. Based on receipts, revenue is expected to meet the budgeted amount of \$2,889,575 at the end of the year.

Expenditures through December are \$1,480,819.42 or 45.72% of the Budget. December is 50% of the way through the fiscal year. Expenditures are slightly below what is expected for this period of time. Staff will be monitoring the expenditures in this fund to prevent going over budget.

Staff will make a brief presentation on the current budget status and give an update on the preparation for the budget year 2018/19.

A handwritten signature in blue ink, appearing to be 'Toby Wells', written over a horizontal line.

Approved by: _____

Toby Wells, P.E., City Manager

Revenue Status Report

City of Ceres
 7/1/2017 through 12/31/2017

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
262	MEASURE H - 1/2 CENT SALES TAX				
262.1	TAXES				
262.1.70	BUILDING				
262.1.205.73	MEASURE H - 1/2 CENT SALES TAX	1,014,527.79	1,014,527.79	1,875,047.21	35.11
	Total TAXES	2,889,575.00	1,014,527.79	1,875,047.21	35.11
262.4	REVENUES FROM USE MONEY/PROPTY				
262.4.70	BUILDING				
	Total REVENUES FROM USE MONEY/PROPTY	0.00	0.00	0.00	0.00
262.5	REVENUE FROM OTHER AGENCIES				
262.5.10	POLICE				
262.5.60	*** Title Not Found ***				
	Total REVENUE FROM OTHER AGENCIES	0.00	0.00	0.00	0.00
262.7	OTHER REVENUE				
262.7.70	BUILDING				
	Total OTHER REVENUE	0.00	0.00	0.00	0.00
262.9	EQUITY TRANSFER				
262.9.70	BUILDING				

Revenue Status Report

City of Ceres
 7/1/2017 through 12/31/2017

262 MEASURE H - 1/2 CENT SALES TAX

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
Total EQUITY TRANSFER	0.00	0.00	0.00	0.00	0.00
Total MEASURE H - 1/2 CENT SALES TAX	2,889,575.00	1,014,527.79	1,014,527.79	1,875,047.21	35.11
Grand Total	2,889,575.00	1,014,527.79	1,014,527.79	1,875,047.21	35.11

Expenditure Status Report

City of Ceres
 7/1/2017 through 12/31/2017

262 MEASURE H - 1/2 CENT SALES TAX

09 POLICE-NON SWORN

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total POLICE-NON SWORN	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report
City of Ceres
7/1/2017 through 12/31/2017

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
262	MEASURE H - 1/2 CENT SALES TAX	569,487.00	260,063.51	0.00	309,423.49	45.67
10	PUBLIC SAFETY - POLICE	5,442.00	0.00	0.00	5,442.00	0.00
	262.10.0110.0 SALARIES AND WAGES	102,000.00	40,603.17	0.00	61,396.83	39.81
	262.10.0110.1 SALARIES AND WAGES-HOLIDAY PAYOUT	0.00	2,331.65	0.00	-2,331.65	0.00
	262.10.0111.0 OVERTIME	52,489.00	23,445.00	0.00	29,044.00	44.67
	262.10.0113.0 COURT TIME	171,982.00	51,811.78	0.00	120,170.22	30.13
	262.10.0121.0 SOCIAL SECURITY (FICA)	282,716.00	124,736.00	0.00	157,980.00	44.12
	262.10.0122.0 EMPLOYEE GROUP INSURANCE	68,626.00	0.00	0.00	68,626.00	0.00
	262.10.0123.0 RETIREMENT PLAN CHARGES	9,200.00	4,025.00	0.00	5,175.00	43.75
	262.10.0124.0 WORKER'S COMPENSATION	2,800.00	2,295.08	204.92	300.00	89.29
	262.10.0130.0 UNIFORM ALLOWANCE	400.00	0.00	0.00	400.00	0.00
	262.10.0201.0 ACCOUNTING AND AUDITING SVC'S	3,500.00	0.00	0.00	3,500.00	0.00
	262.10.0205.0 MEDICAL SERVICES	315.00	0.00	0.00	315.00	0.00
	262.10.0217.0 INVESTIGATIVE SERVICES	9,425.00	6,600.00	0.00	2,825.00	70.03
	262.10.0222.0 SUBSCRIPTIONS & MEMBERSHIPS	175.00	0.00	0.00	175.00	0.00
	262.10.0226.0 TRAINING	3,570.00	1,499.35	0.00	2,070.65	42.00
	262.10.0230.0 PRINTING AND BINDING	2,530.00	562.60	0.00	1,967.40	22.24
	262.10.0248.0 TELECOMMUNICATIONS	6,600.00	893.75	0.00	5,706.25	13.54
	262.10.0258.0 TRAVEL, LODGING & MEALS	6,600.00	0.00	0.00	6,600.00	0.00
	262.10.0258.3 POST-TRAVEL, LODGING & MEALS	92,301.00	0.00	0.00	92,301.00	0.00
	262.10.0268.0 ISF - FLEET ALLOCATION	36,897.00	0.00	0.00	36,897.00	0.00
	262.10.0271.0 ISF - IT ALLOCATION	68,800.00	29,991.83	0.00	38,808.17	43.59
	262.10.0299.0 CONTRACT SERVICES	800.00	0.00	0.00	800.00	0.00
	262.10.0305.0 MEDICAL SUPPLIES	54,800.00	52,829.82	1,922.95	47.23	99.91
	262.10.0309.0 PHOTOGRAPHIC SUPPLIES	21,800.00	12,759.96	0.00	9,040.04	58.53
	262.10.0316.0 AMMUNITION	4,063.17	3,713.17	0.00	350.00	91.39
	262.10.0318.0 WEARING AND SAFETY APPAREL	600.00	0.00	0.00	600.00	0.00
	262.10.0325.0 ELECTRICAL MATERIALS	9,900.00	9,245.77	0.00	654.23	93.39
	262.10.0396.0 K-9 SUPPLIES	1,400.00	1,125.35	0.00	274.65	80.38
	262.10.0399.0 MATERIALS AND SUPPLIES	17,250.00	4,288.11	0.00	12,961.89	24.86
	262.10.0502.0 COMPUTER EQUIPMENT	23,000.00	0.00	23,000.00	0.00	100.00
	262.10.0508.0 PHOTOGRAPHIC & RECORDING EQUIP	2,500.00	1,459.82	0.00	1,040.18	58.39
	262.10.0511.0 AUTOMOTIVE EQUIPMENT	69,125.00	24,776.69	0.00	44,348.31	35.84
	262.10.0518.0 PUBLIC SAFETY EQUIPMENT	1,694,493.17	659,057.41	25,127.87	1,010,307.89	40.38
	Total PUBLIC SAFETY - POLICE					

Expenditure Status Report

City of Ceres
7/1/2017 through 12/31/2017

262 MEASURE H - 1/2 CENT SALES TAX

15 PUBLIC SAFETY - FIRE

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
262.15.0110.0 SALARIES AND WAGES	454,451.00	218,449.22	218,449.22	0.00	236,001.78	48.07
262.15.0111.0 OVERTIME	356,000.00	273,141.60	273,141.60	0.00	82,858.40	76.73
262.15.0119.0 FLSA MANDATORY OVERTIME	37,319.00	66,108.57	66,108.57	0.00	-28,789.57	177.14
262.15.0121.0 SOCIAL SECURITY (FICA)	65,470.00	40,340.13	40,340.13	0.00	25,129.87	61.62
262.15.0122.0 EMPLOYEE GROUP INSURANCE	131,056.00	58,712.64	58,712.64	0.00	72,343.36	44.80
262.15.0123.0 RETIREMENT PLAN CHARGES	241,811.00	128,466.27	128,466.27	0.00	113,344.73	53.13
262.15.0124.0 WORKER'S COMPENSATION	63,382.00	0.00	0.00	0.00	63,382.00	0.00
262.15.0130.0 UNIFORM ALLOWANCE	8,050.00	2,669.30	2,669.30	0.00	5,380.70	33.16
262.15.0205.0 MEDICAL SERVICES	4,215.00	0.00	0.00	0.00	4,215.00	0.00
262.15.0217.0 INVESTIGATIVE SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
262.15.0222.0 SUBSCRIPTIONS & MEMBERSHIPS	700.00	87.00	87.00	0.00	613.00	12.43
262.15.0226.0 TRAINING	6,400.00	0.00	0.00	0.00	6,400.00	0.00
262.15.0230.0 PRINTING AND BINDING	50.00	0.00	0.00	0.00	50.00	0.00
262.15.0248.0 TELECOMMUNICATIONS	1,100.00	274.55	274.55	0.00	825.45	24.96
262.15.0258.0 TRAVEL, LODGING & MEALS	1,800.00	390.19	390.19	0.00	1,409.81	21.68
262.15.0268.0 ISF - FLEET ALLOCATION	79,539.00	0.00	0.00	0.00	79,539.00	0.00
262.15.0271.0 ISF - IT ALLOCATION	20,396.00	0.00	0.00	0.00	20,396.00	0.00
262.15.0286.0 R & M - NON-AUTOMOTIVE EQUIP	9,250.00	0.00	0.00	0.00	9,250.00	0.00
262.15.0287.0 R & M - COMMUNICATIONS EQUIP	400.00	0.00	0.00	0.00	400.00	0.00
262.15.0299.0 CONTRACT SERVICES	37,800.00	18,136.25	18,136.25	0.00	19,663.75	47.98
262.15.0305.0 MEDICAL SUPPLIES	500.00	429.17	429.17	0.00	70.83	85.83
262.15.0318.0 WEARING AND SAFETY APPAREL	24,806.81	14,265.59	14,265.59	0.00	10,541.22	57.51
262.15.0325.0 ELECTRICAL MATERIALS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
262.15.0337.0 SMALL TOOLS	2,000.00	255.26	255.26	0.00	1,744.74	12.76
262.15.0505.0 TRAINING EQUIPMENT	3,300.00	36.27	36.27	0.00	3,263.73	1.10
262.15.0515.0 COMMUNICATION EQUIPMENT	30,100.00	0.00	0.00	0.00	30,100.00	0.00
262.15.0521.0 FIRE FIGHTING ACCESSORIES	17,100.00	0.00	0.00	0.00	17,100.00	0.00
Total PUBLIC SAFETY - FIRE	1,598,995.81	821,762.01	821,762.01	0.00	777,233.80	51.39

Expenditure Status Report

City of Ceres
 7/1/2017 through 12/31/2017

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
262 MEASURE H - 1/2 CENT SALES TAX						
60 GENERAL CITY						
Total GENERAL CITY	0.00	0.00	0.00	0.00	0.00	0.00
Total MEASURE H - 1/2 CENT SALES TAX	3,293,488.98	1,480,819.42	1,480,819.42	25,127.87	1,787,541.69	45.72
Grand Total	3,293,488.98	1,480,819.42	1,480,819.42	25,127.87	1,787,541.69	45.72