



CITIZEN'S OVERSIGHT COMMITTEE (PUBLIC SAFETY)
AGENDA
SANGER COUNCIL CHAMBERS
March 1, 2016
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 2, 2016
RECOMMENDATION: Approve minutes.

G. DEPARTMENT REPORT

1. **SUBJECT:** Measure S Budget Report for January 2016
RECOMMENDATION: Informational item.
2. **SUBJECT:** Budget Amendment for Purchase of Smeal Fire Engine
RECOMMENDATION: That the Citizens Oversight Committee affirm 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.
3. **SUBJECT:** Grantee Reporting Requirements
RECOMMENDATION: That the Citizens Oversight Committee conduct a final review of revised reporting requirements for Measure S grantees to be forwarded to City Council for final review and approval.
4. **SUBJECT:** Review Robert's Rules of Order
RECOMMENDATION: Informational item.

5. SUBJECT: Review Measure S Budgeting & Reporting Process
RECOMMENDATION: Informational item
6. SUBJECT: Fire Department Update
RECOMMENDATION: Informational item.
7. SUBJECT: Police Department Update
RECOMMENDATION: Informational 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

L. NEXT SCHEDULED MEETING

1. The next meeting is scheduled for Tuesday, April 5th 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 March 17th and April 7th, 2016.

Please note:

The March 3rd Council meeting has been cancelled due to lack of quorum.

The HSM Team will be providing a summary report and presentation regarding the Sanger Strategic Plan process at the March 17th City Council meeting.

M. 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 referenced that a memo was received by Committee Member Miser requesting that it be circulated to the Committee and that it would be distributed by consensus of the Committee. 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 comments on the item before the Committee. No public comments were received.

Committee Member Simpson moved to approve, 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.”

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

For the Meeting of: March 1, 2016

AGENDA ITEM G-1



CITY OF SANGER

REPORT TO THE CITIZEN'S OVERSIGHT COMMITTEE

To: Citizens Oversight Committee
From: Patty Hartman, Interim Finance Director
Subject: Measure S Budget Report for January 2016
Attachments: Measure S Budget

CONFLICT OF INTEREST:

None.

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

Attached is the Budget report for Measure S for the month of January 2016. This report includes the Adopted Budgeted amount, expenditures that have occurred during the month, revenues received during the month, year-to-date expenditures/revenues, the percent received/expensed year-to-date, and Fund Balances. Overall, the year-to-date expenditures are at 41.95%. Total revenues are at 49.47% for this point in the fiscal year because the City received a remittance of Sales Taxes in January.

BACKGROUND:

Prepared by: P. Hartman

Approved by: P. Hartman

REVIEW: City Manager: _____

Finance: *PH*

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: _____

Last month, the committee received the December budget report. The report before them is the January 31, 2016 budget report.

REASON FOR RECOMMENDATION:

It is for informational purposes and review 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 January 31, 2016

<u>Account</u>	<u>Adopted Budget</u>	<u>January</u>	<u>Year-To-Date</u>	<u>Percent Year-To-Date</u>
Revenue				
Sales Tax	\$1,846,238	\$134,100	\$914,240	
Miscellaneous Income				
Interest Income	\$2,000	0	0	
Total Revenue	1,848,238	134,100	914,240	49.47%
Expenditures-Police				
Wages & Benefits	484,474	100,353	301,871	62.31%
Services & Supplies	102,500	10,946	26,541	25.89%
Other Charges	40,000	0	0	0.00%
Total Operating Expenditures	626,974	111,299	328,412	52.38%
Capital Outlay	412,500	206,736 *	206,737	50.12%
Expenditures-Fire				
Wages & Benefits	450,764	76,605	223,303	49.54%
Services & Supplies	55,000	8,898	39,937	72.61%
Other Charges	2,500	0	0	0.00%
Total Operating Expenditures	508,264	85,503	263,240	51.79%
Capital Outlay	465,000	0 0	0	0.00%
Expenditures-Gang Prevention/Intervention				
Services & Supplies	125,000	0	98,350	78.68%
Total Operating Expenditures, Capital Outlay & Gang Prevention/Intervention	2,137,738	403,538	896,739	41.95%
Net Operating Revenues (Expenditures)	(289,500)	(269,438)	17,501	
Fund Balance Forward from FY 2014/2015	2,842,492		2,842,492	
Remaining Available Fund Balance	\$2,552,992		\$2,859,993	

* \$157,846 has been encumbered.



AGENDA ITEM G-2

CITY OF SANGER

REPORT TO THE CITIZEN'S OVERSIGHT COMMITTEE

To: Chairperson and Committee Members
From: Greg Tarascou, Fire Chief
Subject: Budget Amendment for Purchase of Smeal Fire Engine
Attachments: None

CONFLICT OF INTEREST:

None known.

RECOMMENDATION:

That the Citizen's Oversight Committee affirm 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.

EXECUTIVE SUMMARY:

The purchase of the Smeal Fire Engine has been identified in the Ten-Year Expenditure Plan and an allocation in the amount of \$370,000 has been included as an approved expenditure for FY 2015-16.

BACKGROUND:

N/A

REASON FOR RECOMMENDATION:

Staff has obtained quotes via the open bid process through the Charlotte Fire Department. The actual cost exceeds the approved allocation by \$175,000 therefore a budget amendment request to increase the allocation is necessary.

Prepared by: Greg Tarascou

Approved by: 

REVIEW: City Manager: _____

Finance: _____

City Attorney: _____

TYPE OF ITEM:	COUNCIL ACTION:	APPROVED	DENIED	NO ACTION
<input type="checkbox"/> Consent				<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Info Item				<input type="checkbox"/> Matter Initiated by a Council Member
<input checked="" type="checkbox"/> Action Item				<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Department Report				<input type="checkbox"/> Continued to: _____
<input type="checkbox"/> Redevelopment Agency				

FISCAL IMPACT:

An increase in the amount of \$175,000 from the fund balance to cover the actual cost of the fire engine.

ALTERNATIVES:

Seek alternative funding sources.

ACTIONS FOLLOWING APPROVAL:

Staff will prepare a budget amendment for City Council review.

AGENDA ITEM G-3



CITY OF SANGER

REPORT TO THE CITIZEN'S OVERSIGHT COMMITTEE

To: Citizens Oversight Committee Members

From: Kristina Chamberlin, Executive Assistant to the City Manager

Subject: Recommended Revisions to Grantee Reporting Requirements

Attachments: Exhibit A - Reporting Requirements Section of Grant Program
Exhibit B - Participant Evaluation Form

CONFLICT OF INTEREST:

None Known.

RECOMMENDATION: That the Citizens Oversight Committee recommend to City Council, (1) amending the Grant Reporting Requirement section of the Gang/Drug Prevention & Intervention Grant Program provided through Measure S to better clarify and define reporting requirements and to include the need to provide participant evaluations as part of the reporting requirement, and (2) reconsider the request seeking authorization to conduct informal on-site visits.

EXECUTIVE SUMMARY: After a thorough review of the Measure S Grant Program and engaging in comprehensive discussions relating to reporting requirements, the Citizens Oversight Committee has requested adding clarifying language to the existing reporting requirements, adding a participant evaluation element to the reporting requirements, and adding the authority to conduct informal, on-site visits.

In reviewing the recommended revisions, staff concurs with adding clarifying language to the existing requirements and including participant evaluations as part of the reporting requirements and implementing the sample evaluation form reviewed and approved at the January 2016 meeting.

However, staff does not support the concept of conducting on-site visits, whether formal or informal. We believe that evaluation of grant programs need to be assessed in a well-defined, systematic and consistent manner. On-site visits become subjective by their very nature and may cause the perception of bias. In addition, unannounced and/or random drop-in visits can become disruptive to the program.

Prepared by: Kristina Chamberlin

Approved by: _____

REVIEW: City Manager: _____

Finance: _____

City Attorney: _____

TYPE OF ITEM:

COUNCIL ACTION: APPROVED DENIED NO ACTION

___ Consent

___ Info Item

X Action Item

X Department Report

___ Redevelopment Agency

___ Public Hearing

___ Matter Initiated by a Council Member

___ Other

___ Continued to: _____

Staff recognizes the intent of the Committee's recommendation of on-site visits and understands the value of seeing the programs in person and in action. With this in mind, staff is proposing that a prescheduled tour be set at the time of grantee awards. The tour(s) would be handled in the same manner as the annual tour of the police dispatch centers.

BACKGROUND: In Fiscal Year 2012-13, Resolution No. 4361 was adopted to provide guidance relating to funding Gang/Drug Prevention services and to authorize use of Measure S funds for this purpose. In that same year, City Council approved the establishment of a formal grant program which included guidelines and criteria for funding.

A comprehensive review of the Gang/Drug Prevention & Intervention Grant Program took place during the December 2015 Citizens Oversight Committee meeting. Committee Members provided input and recommendations relating to improving and clarifying Grantee reporting requirements. At the January 2016 Citizens Oversight Committee meeting, members reviewed draft language for reporting requirements, suggested adding participant evaluations, and considered participating in on-site visits as part of the review and evaluation process.

REASON FOR RECOMMENDATION: To strengthen the language within the reporting requirements to better clarify the purpose of the program and to ensure program performance measures are being met, and to establish a method to ensure feedback from actual participants for use in determining and affirming that the grant criteria and purpose of program are being met.

FISCAL IMPACT:

Minimal expenses related to staff administration of reporting requirements.

ALTERNATIVES:

Keep the existing reporting requirements in place.
Include the request for Council consideration of authorizing on-site visits.

ACTIONS FOLLOWING APPROVAL:

Prepare staff report to the City Council to reflect the recommendations from the Citizens Oversight Committee and amend the Grant Program packet as necessary to reflect the recommended amendments approved.

Exhibit “A”

Reporting Requirements Section of Grant Program (page 4 of 5)

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.

Citizens Oversight Committee Meeting
March 1, 2016
Agenda Item G-3
Recommended Revisions to Grantee Reporting Requirements

Exhibit “B”

Participant Evaluation Form

**Participants' Evaluations
(Option A: Kindergarten – 3rd grade)**

Originals are for students to keep; please submit a copy or a second original.

1. Draw a picture about one or more of your activities.
2. Then, explain to an adult / high school student about the picture.
3. Finally, the adult / high school student prints the explanations in words underneath the sketch.

**Participants' Evaluations
(Option B: 4th – 8th grade)**

Originals are for students to keep; please submit a copy of each written evaluation.

Write about three important ideas about what you are learning? Please write in complete sentences.

- 1.
- 2.
- 3.

What question, or questions, do you have that relate to what you are learning? Or, what more would you like to know about these topics? (This guides future instruction; adults know what to plan for future lessons that include relevant answers to students' questions.)

**Participants' Evaluations
(Option C: High School / or any grade)
Photo Journal**

Provide a photo journal of five or more events or activities. Write in words to explain what is happening in the pictures. This can be a group project; or the photo journal can be individual student projects. This lends itself to publishing in newspapers to inform the public about your project!

* Open-ended assessments and evaluations enhance student learning. These evaluations express student thinking and their ideas that illustrate to others what they are learning.

AGENDA ITEM G-4

Citizens Oversight Committee Meeting
March 1, 2016
Agenda Item G-4

REVIEW ROBERT'S RULES OF ORDER

Staff Opening Comments

The intent of this overview is to gain a better understanding of the basic elements of Robert's Rules of Order with respect to participating in and conducting the Citizen Oversight Committee Meetings.

At the heart of the overview is a reminder too, of the inherent and agreed upon norms that by consensus, have been adopted by committee members and staff. Primarily, this translates to our individual personal conduct and that of the committee as a whole. The fundamentals include *maintaining professional decorum, being courteous and respectful, appreciating differing opinions, and being receptive to respectful debate*. At its foundation is the encouragement and need to ensure that all members have a voice and are heard.

GENERAL OVERVIEW

Main Concepts

Everyone has the right to speak once if they wish, before anyone may speak a second time
Members discuss only one thing at a time
Nothing goes to discussion without a motion being on the floor
Focus should be placed on the issue at-hand and not personalities (avoid questioning motives)

Typical Process/Current Practices

Items requiring formal action by the Committee will be placed and described on the meeting agenda. Staff presents to the committee information for review and consideration (usually by means of a staff report).

After staff's presentation, the chairperson will ask for public comment. After the public has commented, the chairperson will ask for committee comments and open the floor for discussion*.

After Committee discussion/debate, any member may make the motion, *I move that...* (and states the motion), another member must second the motion otherwise, the motion "dies due to lack of second".*

* Please note, according to RRO, these actions should be reversed – the motion should first be brought before the committee and then the motion is considered through discussion/debate.

After a motion has been moved and seconded, debate is closed by either a majority of the committee or by the chair if no one seeks the floor for further debate.

The chair then puts the motion to vote asking for those in favor (through stating "aye") and for those opposed (through stating "nay").

SIMPLIFIED OVERVIEW OF ROBERT'S RULES OF ORDER

MAIN MOTION – you want to propose a new idea or action (*this may include simply restating or affirming staff's recommendation from the staff report*)

After recognition by the chair, member states, "Madame Chairman, I move that _____"

WITHDRAW A MOTION – you have made a motion and after discussion, are sorry you made it

After recognition by the Chair, member states, "Madam Chairman, I ask permission to withdraw by motion"

AMEND A MOTION – you want to change some of the wording being discussed (this includes adding and/or striking out words)

After recognition by the chair, member states, "Madame Chairman, I move that the motion be amended by [adding/striking out] the following words _____" or "...be amended by striking out the following words _____ and adding/replacing the following words _____"

AMEND/REWORD A MOTION – you want to substantially change the wording, thereby substituting your motion for the original motion.

Follow Main Motion

*(if it is seconded, debate will continue on **both** motions and eventually the committee will vote on which motion they prefer)*

REFER TO COMMITTEE – you want more study and/or investigation given to the topic/idea under debate.

Move to refer to a committee or move to direct staff to obtain more information.

(try to be specific as to the charge to the committee/staff person)

After recognition by the chair, member states, "Madame Chairman, I move that the question be referred to a committee made up of members X, Y, and Z/staff member X"

POSTPONE/TABLE TO DEFINITE TIME – you want more time personally to study the proposal under debate.

After recognition by the chair, member states, "Madame Chairman, "I Move to postpone/table to _____ (a definite time/date i.e., the next regularly scheduled meeting)

LIMIT DEBATE – you think discussion is getting long, but you want to give reasonable length of time for consideration of the question

After recognition by the chair, member states, "Madame Chairman, "I move to limit discussion to two minutes per speaker [or # of speakers]" (requires 2/3 vote)

CLOSE DEBATE/STOP DISCUSSION & CALL FOR VOTE (also known as Previous Question) – you think discussion has gone on too long and you want to stop discussion and vote

After recognition by the chair, member states, Madam Chair, "I move to close the debate" (requires a 2/3 vote)

SIMPLIFIED OVERVIEW OF ROBERT'S RULES OF ORDER - CONTINUED

RECESS – you want to take a break

After recognition, “Madam Chairman, I move to recess for ___ minutes (state time limit)

ADJOURNMENT – you want the meeting to end

After recognition by the Chair, Member states, “Madam Chairman, I move to adjourn”

Other – Without Recognition (you may interrupt speaker), simply state the Point:

POINT OF INFORMATION – to get information about business, you are wondering about some of the facts under discussion

POINT OF ORDER – it becomes obvious the meeting is not following proper rules

POINT OF PARLIAMENTARY INQUIRY – you are confused about some of the Parliamentary rules, procedures

QUESTION OF PRIVILEGE – you cannot hear, for safety reasons, comfort (too hot/cold), etc.

AGENDA ITEM G-5

Citizens Oversight Committee Meeting
March 1, 2016
Agenda Item G-5

REVIEW MEASURE S BUDGETING & REPORTING PROCESS

Citizens Oversight Committee's Primary Responsibility:

Review to affirm expenditures are appropriate to be funded from the Measure S Fund

10-Year Plan Review/Budget Adoption

As part of the City's overall budget process, the 10-Year Plan for Measure S is reviewed by the Citizens Oversight Committee for the purpose of affirming that the planned expenditures* are appropriate to fund from the Measure S fund – (occurs at the COC's May meeting)

*This includes all elements: Police/Fire Operations and Capital Outlay and Grant Funding

Staff prepares and presents to the Citizens Oversight Committee the details within each of the main categories listed on the 10-Year Plan specifically for the upcoming Fiscal Year. Expenditure placeholders will be shown for future Fiscal Year expenditures based upon forecasting needs, previously identified and/or approved expenditures, etc.

The entire 10-Year plan, as reviewed by the Citizens Oversight Committee and approved by City Council, is formally adopted during and through the City-wide Budget Adoption and Public Hearing Process.

Once formally adopted, the items included in the upcoming Fiscal Year of the 10-Year Plan become part of the operating budgets and are approved to be expended anytime during that same Fiscal Year, with no further action required from either the Citizens Oversight Committee nor the City Council*.

*EXCEPTION:

The only time an approved expenditure item is brought back to the Citizens Oversight Committee is if the planned expenditure varies from the adopted budget. Example: At the time the budget is adopted, an approved expenditure of \$10,000 is allocated for X purpose, as such it becomes an encumbered expense – meaning it has been identified as an expense, but may not be purchased until sometime later in the fiscal year. If at the actual time of purchase the cost deviates (is more) from the approved budgeted amount of \$10,000, then staff will bring before the Citizens Oversight Committee a staff report requesting affirmation that the additional cost is appropriate to be funded through Measure S – and as such, a budget amendment will be presented to City Council for

formal review and approval. Again, only the variance is brought back for consideration – the \$10,000 remains pre-approved.

The only other time an approved expenditure item is brought back to City Council is if the City's Purchasing Policy dictates such action. Example: Our current purchase policy states that ANY expenditure over \$15,000 requires Council approval (even if it was adopted within the budget process). Therefore, there may be items that go directly to City Council (usually under consent) that will not come before the Citizens Oversight Committee.

Expenditures – Occurring Outside the Budget Process

Unplanned and unforeseen expenditures may arise at any given time during the Fiscal Year. As is the case with all City Funds, it may be necessary to request consideration of amending the budget allocation(s) accordingly. In the case of the Measure S Fund, this would also mean amending the 10-Year Plan in addition to adjusting the adopted Budget.

In this case, staff will present to the Citizens Oversight Committee details relating to the unplanned expense with the request to review and affirm its appropriateness for being funded through the Measure S Fund. If so, then a budget amendment is presented to City Council, seeking a formal adjustment to the expenditure plan and budget.

Citizens Oversight Committee's Responsibilities Re: Measure S Grant Program

A Committee Member is designated to serve on the internal review committee
The internal review committee's main responsibility is to ensure that the Grantees' programs meet the grant criteria

The Committee as a whole reviews grant application requests to affirm that the proposed program expenses are appropriate to be funded from the Measure S Fund (recall this is part of the overall Budget Adoption/Hearing process)

The Committee and City Council host a joint-meeting in which Grantees provide formal presentation as part of the grant reporting requirements.

Reminder:

Grant Applications are accepted through March
Internal Review Committee reviews applications (March-April)
Citizens Oversight Committee reviews applications for affirmation of appropriateness of using Measure S funding (April-May)
Grant expenditures are presented to City Council and formally approved with the Budget Adoption/Public Hearing Process