



AGENDA

Measure N Public Safety Transaction & Use Tax Citizen's Oversight Committee SPECIAL Meeting

Council Chambers, Chowchilla City Hall
130 S. Second Street, Chowchilla, CA 93610

Thursday, April 1, 2021 - 3:00 p.m.

SPECIAL NOTICE REGARDING PUBLIC PARTICIPATION DUE TO COVID-19

The City Council Chamber will be **open** to the public for Measure N Oversight Committee meetings using the following COVID-19 prevention provisions: maximum 25% capacity rule, social distance seating, provide hand sanitizing stations and face masks.

Measure N Oversight Committee meetings will also be available to view and participate via Zoom. **Please read Page 3 of this agenda packet for Zoom login and participation information.**

The City of Chowchilla complies with the Americans with Disabilities Act (ADA of 1990). The Council Chambers is accessible to the physically disabled. If you need special assistance, please call (559) 665-8615, ext. 102 at least 3 days prior to the meeting.

CALL TO ORDER/ROLL CALL:

Chair: Brian Esteves

Vice Chair: Paige Hill

Committee Members: Kelly Hanna, Daniel Red, Cheryl Salter

City staff and contract employees present at the meeting will be noted in the minutes

PLEDGE OF ALLEGIANCE:

PUBLIC ADDRESS

This time is reserved for members of the audience to address the Citizen's Oversight Committee on items of interest that are **not** on the Agenda and that are within the subject matter jurisdiction of the Citizen's Oversight Committee.

It is recommended that speakers limit their comments to **no more than 3 minutes** each and it is requested that no comments be made during this period on items on the Agenda.

Members of the public who are joining the meeting via Zoom and would like to address the Council on items on the agenda should **follow the policy on page 3 of this agenda packet**.

The Citizen's Oversight Committee is prohibited by law from taking any action on matters discussed that are not on the Agenda. No adverse conclusions should be drawn if the Citizen's Oversight Committee does not respond to public comment at this time.

CONSENT CALENDAR Section 1

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Agenda at the request of any member of the Committee or any person in the audience.

- 1.1 Approval of the February 27, 2020 Measure N Public Safety Transaction & Use Tax Citizen's Oversight Committee Meeting Minutes (McClendon)**

NEW BUSINESS Section 2

- 2.1 Mid-Year Review of the Measure N 2020/2021 Fiscal Year Budget (Pruett)**
- 2.2 Measure N Public Safety Transaction and Use Tax Citizen's Oversight Committee Chair and Vice Chair Election (McClendon)**

ADJOURNMENT

I, Joann McClendon, CMC, City Clerk, do hereby declare under penalty of perjury that the foregoing agenda was posted at Chowchilla City Hall, 130 S Second Street, Chowchilla, CA and made available for public review on this 31st day of March, 2021 at or before 3:00pm.

Joann McClendon, CMC, City Clerk

SPECIAL NOTICE REGARDING PUBLIC PARTICIPATION DUE TO COVID-19

Given the current Order covering the State of California and the Social Distance Guidelines issued by Federal, State, and Local Authorities, the City has implemented the following changes to participate in Council meetings until notified otherwise.

The Council Chamber **IS OPEN** to the public; however, we are continuing to offer live viewing and participation for Council meetings via Zoom. Although public meetings are in-person once again, we still encourage residents, especially high-risk residents, to participate virtually following the directions below. Any member of the Measure N Oversight Board may participate from a remote location.

Zoom login instructions

Use the following url to start Zoom:

<https://zoom.us/j/99113781299?pwd=WVRteThrYTZBWkErTIZBbVMzaTRPQT09>

Passcode: 622 869

To participate by phone, dial: 1-877-853-5247

Webinar ID: 991 1378 1299

Passcode: 622 869

Staff highly recommends that participants log into Zoom 15 minutes before the meeting begins to perform an audio check and to make sure you have optimal internet connection.

You may also go to the City's website and click on the Zoom tile to access the meeting.

Options to participate / view / and listen to the meeting:

- **If you wish to speak to the Board on an item using the Zoom platform on your computer/laptop or smart phone**, please use the “raise hand” icon and you will be unmuted when it is your turn to speak. Please provide your name when unmuted. You will be able to speak to the Council for up to 3 minutes.
- **If you are calling in to the meeting only (no camera/video) and you wish to make a comment**, press *9 to “raise your hand” and *6 to unmute yourself.

Additional ways to comment on agenda items:

- **Members of the public may submit written comments on any agenda item by submitting an email to the City Clerk, JMcClendon@CityofChowchilla.org, up to one (1) hour before the meeting.**
 - Please submit a separate email for each item you are commenting on.
 - A copy of your written comment will be provided to the Board noting the item number.

- **If you wish to have your written comment read into record:**
 - Please specify if you would like to have your written comment read into the record. Your comment will be read into the record during the public address portion when the item is heard. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions, but will be made part of the record of proceedings.
 - Please be aware that any written comments received that do not specify a particular agenda item will be marked for the general public comment portion of the agenda.
 - If a written comment is received after 5:00 p.m. on the day of the meeting, efforts will be made to provide the comment to the Board during the meeting. However, staff cannot guarantee that written comments received after 3:00 p.m. will be provided to Board during the meeting. All written comments received prior to the end of the meeting will be made part of the record of proceedings.



MINUTES

Measure N Public Safety Transaction & Use Tax Citizen's Oversight Committee Meeting

Item 1.1

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agenda

Council Chambers, Chowchilla City Hall
130 S. Second Street, Chowchilla, CA 93610

Thursday, July 23, 2020 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Chair: Brian Esteves

Vice Chair: Paige Hill

Committee Members: Kelly Hanna, Daniel Red, Cheryl Salter

City staff and contract employees present: City Administrator Rod Pruet, Police Chief David A. Riviere, Jr., Fire Battalion Chief Fred Gaumnitz, City Clerk Joann McClendon

PLEDGE OF ALLEGIANCE

PUBLIC ADDRESS

No one present.

CONSENT CALENDAR Section 1

- 1.1 Approval of the February 27, 2020 Measure N Public Safety Transaction & Use Tax Citizen's Oversight Committee Meeting Minutes (McClendon)

Motion by Committee Member Hanna, Seconded by Vice Chair Hill to Approve the February 27, 2020 Measure N Safety Transaction & Use Tax Citizen's Oversight Committee Meeting Minutes as Presented. Motion passed by voice vote.

NEW BUSINESS Section 2

- 2.1 Review the Measure N 2020/2021 Fiscal Year Budget (Pruett)

ADJOURNMENT

The Thursday, July 30, 2020 Measure N Public Safety Transaction & Use Tax Citizen's Oversight Committee Meeting adjourned at 4:45 p.m.

ATTEST:

APPROVED:

Joann McClendon, CMC, City Clerk

Chair Brian Esteves



Item 2.1

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REPORT TO THE MEASURE N PUBLIC SAFETY TRANSACTION & USE TAX CITIZEN'S OVERSIGHT COMMITTEE

Meeting of: April 1, 2021

AGENDA SECTION: New Business

SUBJECT: A Mid-Year Review of Measure N FY 20/21 Budget

PREPARED BY: Rod Pruett, City Administrator

ATTACHMENTS: Original FY 20/21 Measure N Expenditure Plan
Mid-Year FY 20/21 Measure N Expenditure Plan

REVIEWED BY ADMINISTRATOR

REVIEWED BY ATTORNEY

REVIEWED BY FINANCE

RECOMMENDATION:

That the Oversight Committee accept the Measure N FY 20/21 Mid-Year Budget presentation.

BACKGROUND:

In November 2018, Measure N was approved by the voters. The Measure is a 1% district tax add-on to the regular sales tax amount and was approved for eight years. It took effect on April 1, 2019. As a result of this Measure passing, an Oversight Committee was created to review the expenditures annually.

Every year the Oversight Board is provided the opportunity to review the Budget and the Mid-Year Budget.

REASON FOR RECOMMENDATION:

This is just a presentation and no action is needed.

FISCAL IMPACT:

The City did not experience the projected sales tax loss due to COVID 19. Sales tax actually had a slight increase compared to the prior year instead of the 20%+ projected loss of revenue.

ALTERNATIVES:

N/A

ACTIONS FOLLOWING APPROVAL:

None

City of Chowchilla
Sales Tax Ballot Measure for Public Safety
Expenditure Plan- 1 Percent Sales Tax Initiative

Year 2			
Sales Tax			1,374,384
Balance Year 1			(8,094)
Total			1,366,290
Continuing Police Personnel Costs from Year 1			
Increase in cost %	8%		
		Year 1	
Patrol Officers	2	209,400	226,152
Detective	1	109,485	118,244
Community Service Officer	1	77,219	83,397
Existing Sworn		109,999	118,799
Existing non-sworn		37,312	40,297
Patrol Vehicles			
	3	Interceptor	50,000
		Prep/equip	10,000
		Fuel	6,000
		Mtce/rep	6,000
Continuing Police Vehicle Costs from Year 1			
Increase in cost %	5%		
Patrol Vehicles	2	Fuel/Mtc/Rep	24,000
Police Capital Project			
		Securing PD Bldg	
Police Equipment			
		Less lethal weapons	5,000
		Training equipment	10,000
		Evidence Proc Equip	5,000
		Radios/IT equip	10,000
		Body cameras	10,000
		guns/ammo	8,000
Continuing Fire Personnel Costs from Year 1			
Increase in cost %	8%		
		Year 1	
Batallion Chief	1	117,555	126,959
Inspector	1	78,253	84,513
Continuing Fire Vehicle Costs from Year 1			
SUV	1	Fuel/Mtc/Rep	12,000
Fire Equipment			
		Training Equip	20,000
		Equipment	20,000
		Safety equipment	20,000
		Total Cost	1,160,160
		Remaining bal Yr 2	206,130

City of Chowchilla
Sales Tax Ballot Measure for Public Safety
Expenditure Plan- 1 Percent Sales Tax Initiative
FY 20/21 Mid Year Review

Sales Tax Base					
	20/21	21/22	22/23	23/24	24/25
Conservative	2,006,600	2,025,200	2,093,800	2,160,500	##
Most Likely	2,037,204	2,058,158	2,130,029	2,200,072	##
Optimistic	2,067,800	2,091,100	2,166,200	2,239,700	##

(Source of estimated tax increment provided by MuniServices)

Personnel related costs are to be used for recruitment and retention purposes
Funding also includes related emergency communications equipment,
protective equipment and other safety equipment, overtime and Capital items.

	Year 2	FY 20/21	
Sales Tax			\$2,000,000 A
Balance Year 1			\$1,666,000.00 B
Total			\$3,666,000
Continuing Police Personnel Costs from Year 1			
Increase in cost %	8%		
		Year 1	
Patrol Officers	2	209,400.00	\$226,152
Detective	1	109,485	\$118,244
Community Service Officer	2	\$154,438	\$166,793
Existing Sworn		109,999	\$118,799
Existing non-sworn		\$37,312	\$40,297
Patrol Vehicles	3	Interceptor	50,000.0 150000
		Prep/equip	\$10,000 \$30,000
		Fuel	\$6,000 \$18,000
		Mtce/rep	\$6,000 \$18,000
Continuing Police Vehicle Costs from Year 1			
Increase in cost %	5%		
Patrol Vehicles	2	Fuel/Mtc/Rep	\$24,000 \$25,200
Police Capital Project		Securing PD Bldg	\$550,000
Police Equipment		Less lethal weapons	\$5,000
		Training equipment	\$10,000
		Evidence Proc Equip	\$5,000
		Radios/IT equip	\$10,000
		Body cameras	\$10,000
		guns/ammo	\$8,000
Continuing Fire Personnel Costs from Year 1			
Increase in cost %	8%		
		Year 1	
Batallion Chief	1	117,555	\$126,959
Inspector	1	78,253	\$84,513
Continuing Fire Vehicle Costs from Year 1			
SUV	1	Fuel/Mtc/Rep	12,000 \$12,600
Fire Equipment		Training Equip	\$20,000
		Equipment	\$20,000
		Safety equipment	\$20,000
		Total Cost	\$1,793,556
		Remaining bal Yr 2	\$1,872,444 C

A Rounded estimated from Muniservices projections
B Fund balance from the audited FY 19/20 financial statements
C Want to target a reserve of 1 year personnell cost estimated at \$900k



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REPORT TO THE MEASURE N PUBLIC SAFETY TRANSACTION & USE TAX CITIZEN’S OVERSIGHT COMMITTEE

Meeting of: April 1, 2021

AGENDA SECTION: New Business

SUBJECT: Measure N Citizen’s Oversight Committee Reorganization – Election of Chair and Vice Chair

PREPARED BY: Joann McClendon, City Clerk

REVIEWED BY ADMINISTRATOR

REVIEWED BY ATTORNEY

REVIEWED BY FINANCE

RECOMMENDATION:

Staff recommends that the election of the Chair and Vice Chair be held.

HISTORY / BACKGROUND:

On July 24, 2018 the Chowchilla City Council approved a resolution ordering submittal of a measure to adopt a special tax to the voters of the City on the November 6, 2018 election ballot.

On December 11, 2018, the City Council adopted Ordinance No. 493-18 adding Chapter 3.13 to the Chowchilla Municipal Code imposing a public safety transaction and use tax. Within the ordinance, under Section 3.13.120 D, states that a Citizen’s Oversight Committee “Each January at its first meeting ... shall elect from its membership a chair and vice chair. The officers shall hold office for the calendar year in which they are elected and until their successors are elected and sworn into office.”.

Although a meeting was not held in January, it is time for the election of the Chair and Vice Chair.

Reorganization Procedure:

The City Clerk holds the election for the Chair. This process includes the following:

- 1) The City Clerk declares that the nominations are open for the position of Chair.
- 2) The City Clerk accepts nomination(s) from the Committee Members. You may nominate more than one person for a position and you may nominate yourself for a position.
- 3) When there are no further nomination(s), the City Clerk will close the nominations and take a roll call vote.
- 4) If there is more than one nomination, a vote will be taken in last name alphabetical order of the nominations.

You may vote for more than one person for the position. The Chair is elected by majority vote, three (3) votes.

If a tie occurs there will be a runoff vote. If more than one person is nominated, and during the roll call vote the first nomination receives the majority vote the election is complete. Following the vote(s), the City Clerk declares that Chair elected.

Once the newly elected Chair is seated, the Chair holds the election of the Vice Chair in the same manner as outlined for Chair.