

CITY OF MERCED

"Gateway to Yosemite"



Mary Ward, Chairperson – Fred Buckingham, Vice-Chairperson

And Committee Members:

**Peggy Biddison, Keith Ensminger, Stephen Hamilton, Darrell Kirbie,
Carol Luhring, Dale Van Dan Boom**

And Ex-Officio Members:

Ron Daugherty, Jeff Horta, Keith Pelowski, Tracy Staiger, and Alan Ward

WELCOME TO YOUR CITIZENS' OVERSIGHT COMMITTEE-MEASURE C

AGENDA

Tuesday, November 8, 2011

Regular Session – 6:00 p.m., Civic Center City Council Chambers

(www.cityofmerced.org)

COPIES OF THE BACKUP MATERIAL RELATING TO EACH ITEM OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE OFFICE OF THE CITY CLERK. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE CITY CLERK'S OFFICE AT 209-388-7100 TO ASK ABOUT THE ITEM DESCRIBED ON THE AGENDA. **PRIOR TO EACH REGULAR COMMITTEE MEETING, A COMPLETE AGENDA PACKET IS AVAILABLE FOR REVIEW IN THE CITY CLERK'S OFFICE AT 678 WEST 18TH STREET, MERCED AND ON THE CITY'S WEBSITE AT WWW.CITYOFMERCED.ORG. ANY DOCUMENTS PROVIDED TO A MAJORITY OF THE COMMITTEE MEMBERS AFTER THIS AGENDA IS POSTED WILL BE AVAILABLE FOR PUBLIC INSPECTION IN THE CITY CLERK'S OFFICE DURING NORMAL BUSINESS HOURS.**

FOR CITIZEN PARTICIPATION INSTRUCTIONS, PLEASE REFER TO THE CITY'S WEBSITE AT WWW.CITYOFMERCED.ORG. A HANDOUT IS ALSO AVAILABLE AT THE MEETING ADJACENT TO THE AGENDA.

INFORMATION FOR INDIVIDUALS WITH DISABILITIES:

Accommodation for individuals with disabilities may be arranged by contacting the City Clerk's Office at 209-388-7100.

For Meetings Held in the Council Chambers,
Assisted Hearing Devices are Available

Teletypewriter (TTY) 209-385-6816

A. **CALL TO ORDER** (6:00 p.m.)

B. **ROLL CALL**

1. PLEDGE OF ALLEGIANCE TO THE FLAG

C. **ORAL COMMUNICATIONS**

AT THIS TIME, AUDIENCE MEMBERS WHO WISH TO SPEAK ON ANY MATTER NOT LISTED ON THE AGENDA. PLEASE IDENTIFY YOURSELF AND CITY OF RESIDENCE, AND IF YOU INTEND ON USING TECHNOLOGY FOR YOUR PRESENTATION PLEASE LEAVE A COPY FOR THE RECORD. THE COMMITTEE WILL NOT TAKE ACTION ON AN ITEM THAT IS BROUGHT TO THEIR ATTENTION AT THIS MEETING. IF IT REQUIRES ACTION, IT WILL BE REFERRED TO STAFF AND/OR LISTED ON THE NEXT AGENDA. **PLEASE BE BRIEF AND TO THE POINT. AVOID REPEATING WHAT PREVIOUS SPEAKERS HAVE SAID. IF TWO OR MORE INDIVIDUALS ARE PRESENT AS A GROUP AND WISH TO SPEAK ON ONE SIDE OF AN ISSUE, PLEASE SELECT A SINGLE SPOKESPERSON TO PRESENT YOUR VIEWS.**

D. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered routine by the Committee and will be adopted by one action unless a member of the audience submits a “Request to Speak” form or a Committee Member has a question or wishes to make a statement or discuss an item. In that event, the Secretary will remove that item from the Consent Calendar and place it for separate consideration.

1. COMMITTEE MINUTES OF AUGUST 9, 2011

E. **REPORTS**

1. PRELIMINARY REVENUE AND EXPENSE REPORTS – JUNE 30, 2011 AND SEPTEMBER 30, 2011 (Grant)

F. BUSINESS

1. DISCUSSION ON COMMITTEE MEMBERS' TERM EXPIRATIONS AS OF JANUARY 1, 2012 AND APPLICATION REVIEW SUBCOMMITTEE APPOINTEES (Ward)

- G. ADJOURNMENT** – to the next regularly scheduled Citizens' Oversight Committee-Measure C Meeting on Tuesday, February 14, 2012, at 6:00 p.m. in the Civic Center City Council Chambers, 2nd Floor, 678 West 18th Street, Merced, California.

**CITIZENS' OVERSIGHT COMMITTEE-MEASURE C
MINUTES**

CITY HALL
MERCED, CALIFORNIA

TUESDAY
August 9, 2011

The Citizens' Oversight Committee-Measure C of the City of Merced, California met in regular session on Tuesday, August 9, 2011. Chairperson MARY WARD called the meeting to order at 6:03 p.m. followed by the Pledge of Allegiance to the Flag led by Committee Member DALE VAN DEN BOOM.

(B) ROLL CALL

Present:	Chairperson:	Mary Ward
	Committee Members:	Peggy Biddison Keith Ensminger Stephen Hamilton Darrell Kirbie Carol Luhring Dale Van Den Boom
	Ex-Officio Members:	Jeff Horta, International Fire Fighters Association Tracy Staiger, AFSCME
	Finance Officer:	Brad Grant
Absent:	Vice-Chairperson:	Fred Buckingham
	Committee Members:	(One Vacancy – South District)
	Ex-Officio Members:	Ron Daugherty, MACE Keith Pelowski, Merced Police Sergeants Association Alan Ward, Merced Police Sergeants Association

Secretary's Note: No members of the public were present.

(C) ORAL COMMUNICATIONS

None.

(D) CONSENT CALENDAR

ON MOTION OF COMMITTEE MEMBER LUHRING, SECONDED BY COMMITTEE MEMBER KIRBIE, DULY CARRIED, RESOLVED, THE MEASURE C-CITIZENS' OVERSIGHT COMMITTEE CONSENT CALENDAR AS SET FORTH BELOW WAS HEREBY DULY ADOPTED:

(D-1) ACCEPT FOR INFORMATION ONLY THE FOLLOWING ITEMS:

(D-1-A) FINAL ADOPTED 2011/2012 CITY COUNCIL BUDGET

(D-2) APPROVE AND FILE MEASURE C-CITIZENS' OVERSIGHT COMMITTEE MINUTES OF MAY 10, 2011.

BY THE FOLLOWING VOTE:

AYES: COMMITTEE MEMBERS: VAN DEN BOOM, HAMILTON,
LUHRING, KIRBIE, BIDDISON, ENSMINGER, WARD
NOES: COMMITTEE MEMBERS: NONE
ABSTAIN: COMMITTEE MEMBERS: NONE
ABSENT: COMMITTEE MEMBERS: BUCKINGHAM

(E) REPORTS

(E-1) Preliminary Revenue and Expense Reports – June 30, 2011 (Grant)

Finance Officer BRAD GRANT reviewed the June 30, 2011 Preliminary Revenue and Expense Reports and corresponding Microsoft© PowerPoint slides.

In an effort to boost the economy, Committee Member ENSMINGER reiterated his request for funding to be allocated equally among Fire, Police and, Streets Departments/Divisions in future budget years.

ON MOTION OF COMMITTEE MEMBER ENSMINGER, SECONDED BY COMMITTEE MEMBER BIDDISON, DULY CARRIED, RESOLVED, TO ACCEPT THE PRELIMINARY REVENUE AND EXPENSE REPORT-JUNE 30, 2010 AS INFORMATION.

BY THE FOLLOWING VOTE:

AYES: COMMITTEE MEMBERS: VAN DEN BOOM, HAMILTON,
LUHRING, KIRBIE, BIDDISON, ENSMINGER, WARD
NOES: COMMITTEE MEMBERS: NONE
ABSTAIN: COMMITTEE MEMBERS: NONE
ABSENT: COMMITTEE MEMBERS: BUCKINGHAM

(F) BUSINESS FROM COMMITTEE

(F-1) City Council Appointment Recommendation – Linda Lopez’s South District Vacancy

Secretary JAMIE FANCONI announced there had been no applications submitted for the South District Vacancy.

(F-2) Discussion on Committee Members’ Term Expirations as of January 1, 2012 and Eligibility for Reappointment (Ward)

Chairperson WARD reviewed the term expirations of Committee Members ENSMINGER, HAMILTON, and KIRBIE stating she would like to perform public relations work in order to promote and fill the current and upcoming vacancies. WARD advised she would write a commentary letter to the editor and asked if staff could run the vacancy notice in the newspaper for an additional three weeks. In addition, WARD announced the subcommittee would meet this fall to review the applications submitted.

Committee Members whose terms would be expiring in January, 2012, agreed to stay on until their vacancies had been filled.

Committee Member ENSMINGER suggested reaching out to specific community groups. VAN DEN BOOM agreed.

Finance Officer BRAD GRANT offered sending out an announcement with the utility bills and using the City Scene newsletter.

Fire Chief MICHAEL McLAUGHLIN recommended using the community discussions forum and public service announcements on the radio.

(G) ADJOURNMENT

ON MOTION OF COMMITTEE MEMBER KIRBIE, SECONDED BY COMMITTEE MEMBER BIDDISON, DULY CARRIED, RESOLVED, TO ADJOURN THE MEETING AT 6:24 P.M. TO THE NEXT REGULARLY SCHEDULED CITIZENS' OVERSIGHT COMMITTEE-MEASURE C MEETING ON TUESDAY, NOVEMBER 8, 2011 AT 6:00 P.M. IN THE CIVIC CENTER CITY COUNCIL CHAMBERS, 2ND FLOOR, 678 WEST 18TH STREET, MERCED, CALIFORNIA.

BY THE FOLLOWING VOTE:

AYES: COMMITTEE MEMBERS:	VAN DEN BOOM, HAMILTON, LUHRING, LOPEZ, KIRBIE, BIDDISON, ENSMINGER, WARD
NOES: COMMITTEE MEMBERS:	NONE
ABSTAIN: COMMITTEE MEMBERS:	NONE
ABSENT: COMMITTEE MEMBERS:	BUCKINGHAM

BY:

JAMIE FANCONI
COMMITTEE SECRETARY

APPROVED:

MARY WARD, CHAIRPERSON

STATEMENT I

Agenda Item E-1

**Measure C
Revenue and Expense Report
6/30/11 - Final**

	2010-2011 Adjusted Budget	7/1/2010 - 6/30/2011 Actual	Variance
Beginning Balance 7/1/10	\$ 1,217,319	\$ 1,217,319	\$ -
Revenue			
General Sales and Use Tax	4,616,100	4,694,275	78,175
Investment Earnings	15,000	902	(14,098)
Pers-EE Share	119,154	127,516	8,362
Special Fire Dept Service	20,000	8,690	(11,310)
Total Revenue	4,770,254	4,831,383	61,129
Expenditure			
Salaries	4,545,628	4,335,153	(210,475)
Materials, Supplies, and Services	347,762	286,597	(61,165)
Administration Reimbursement	702,664	702,664	-
Capital Projects	83,672	83,672	-
Total Expenditures	5,679,726	5,408,086	(271,640)
Ending Balance	\$ 307,847	640,616	\$ 332,769
Reconcilement to Cash Balance			
Receivable		(867,535)	
Liabilities		279,337	
Cash In Bank (Credit)		52,418	
Less Outstanding Encumbrances		(26,190)	
Balance		\$ 26,228	

Measure C Funded Positions

Position	Positions Authorized	Positions Filled	Positions Unfilled
Police Lieutenant	2	2	-
Police Officer/Senior/Trainee	13.5	12.5	1
Police Clerk I/II	2	2	-
Police Sergeant	3	2	1
Total Police	20.5	18.5	2.0
Fire Division Chief	1	1	-
Fire Captain	3	3	-
Fire Fighter	12	12	-
Total Fire	16.0	16.0	-
Grand Total	36.5	34.5	2.0

STATEMENT II

Measure C Expenditure Detail Report 6/30/11 - Final

	2010-2011	7/1/2010 - 6/30/2011	
	Adjusted Budget	Actual	Variance
Expenditure			
Measure "C" - Fire			
Salaries	\$ 1,878,585	\$ 1,843,256	\$ (35,329)
Materials, Supplies, and Services	177,062	140,760	(36,302)
Administration Reimbursement	347,852	347,852	-
Total Measure "C" - Fire	<u>2,403,499</u>	<u>2,331,868</u>	<u>(71,631)</u>
Measure "C" - Police			
Salaries	2,667,043	2,491,897	(175,146)
Materials, Supplies, and Services	166,338	145,043	(21,295)
Administration Reimbursement	345,867	345,867	-
Total Measure "C" - Police	<u>3,179,248</u>	<u>2,982,807</u>	<u>(196,441)</u>
Measure "C" - Public Works			
Materials, Supplies, and Services	4,362	794	(3,568)
Administration Reimbursement	8,945	8,945	-
Capital Projects	83,672	83,672	-
Total Measure "C" - Public Works	<u>96,979</u>	<u>93,411</u>	<u>(3,568)</u>
Total Expenditures	<u>\$ 5,679,726</u>	<u>\$ 5,408,086</u>	<u>\$ (271,640)</u>

STATEMENT III

**Measure C
Revenue and Expense Report
6/30/11 - Final**

	2010-2011 Original Budget	2010-2011 Prior Year Encumbrances	2009-2010 7/1/2010 - 6/30/2011 Actual to Budget Est	2010-2011 CIP Carryover	2010-2001 Budget Adjustments	2010-2011 Adjusted Budget	7/1/2010 - 6/30/2011 Actual	Variance
Beginning Balance 7/1/10	\$ 1,219,093	\$ 25,897	\$ 139,539	\$ (167,210)	\$ -	\$ 1,217,319	\$ 1,217,319	\$ -
Revenue								
General Sales and Use Tax	4,616,100	-	-	-	-	4,616,100	4,694,275	78,175
Investment Earnings	15,000	-	-	-	-	15,000	902	(14,098)
Pers-EE Share	119,154	-	-	-	-	119,154	127,516	8,362
Special Fire Dept Service	20,000	-	-	-	-	20,000	8,690	(11,310)
Total Revenue	4,770,254	-	-	-	-	4,770,254	4,831,383	61,129
Expenditure								
Measure "C" - Fire								
Salaries	1,873,236	-	-	-	5,349	1,878,585	1,843,256	(35,329)
Materials, Supplies, and Services	163,700	13,314	-	-	48	177,062	140,760	(36,302)
Administration Reimbursement	346,724	-	-	-	1,128	347,852	347,852	-
Total Measure "C" - Fire	2,383,660	13,314	-	-	6,525	2,403,499	2,331,868	(71,631)
Measure "C" - Police								
Salaries	2,630,009	-	-	-	37,034	2,667,043	2,491,897	(175,146)
Materials, Supplies, and Services	158,117	8,221	-	-	-	166,338	145,043	(21,295)
Administration Reimbursement	344,362	-	-	-	1,505	345,867	345,867	-
Total Measure "C" - Police	3,132,488	8,221	-	-	38,539	3,179,248	2,982,807	(196,441)
Measure "C" - Public Works								
Materials, Supplies, and Services	-	4,362	-	-	-	4,362	794	(3,568)
Administration Reimbursement	8,870	-	-	-	75	8,945	8,945	-
Capital Projects	250,882	-	-	(167,210)	-	83,672	83,672	-
Total Measure "C" - Public Works	259,752	4,362	-	(167,210)	75	96,979	93,411	(3,568)
Total Expenditures	5,775,900	25,897	-	(167,210)	45,139	5,679,726	5,408,086	(271,640)
Ending Balance	\$ 213,447	\$ -	\$ 139,539	\$ -	\$ (45,139)	\$ 307,847	640,616	\$ 332,769
Reconciliation to Cash Balance								
Receivable							(867,535)	
Liabilities							279,337	
Cash In Bank (Credit)							52,418	
Less Outstanding Encumbrances							(26,190)	
Balance							\$ 26,228	

STATEMENT IV

**Measure C
Capital Projects Summary
6/30/11 - Final**

		2010-2011 Adjusted Budget	7/1/2010 - 6/30/2011 Actual	6/30/11 Encumbrances	6/30/11 Remaining Budget
<u>Fiscal Year 2010-2011 Project Information:</u>					
<u>Capital Projects</u>					
Central Merced Street Rec	110045	\$ 83,672	\$ 83,672	\$ -	\$ -
Total Capital Projects		\$ <u>83,672</u>	\$ <u>83,672</u>	\$ <u>-</u>	\$ <u>-</u>
<u>Life to Date Project Information:</u>		<u>Budget</u>	<u>Actual</u>	<u>Encumbrances</u>	<u>Remaining Budget</u>
<u>Capital Projects</u>					
Central Merced Street Rec	110045	\$ 83,672	\$ 83,672	\$ -	\$ -
Total Capital Projects		\$ <u>83,672</u>	\$ <u>83,672</u>	\$ <u>-</u>	\$ <u>-</u>

STATEMENT I

**Measure C
Revenue and Expense Report
9/30/11**

	2011-2012 Adjusted Budget	7/1/2011 - 9/30/2011 Actual	Variance
Beginning Balance 7/1/11	\$ 640,616	\$ 640,616	\$ -
Revenue			
General Sales and Use Tax	4,776,954	318,800	(4,458,154)
Investment Earnings	1,700	1	(1,699)
Pers-EE Share	124,197	24,099	(100,098)
Special Fire Dept Service	20,000	-	(20,000)
Transfer In-Emp Benefit Func	23,400	23,400	-
Total Revenue	<u>4,946,251</u>	<u>366,300</u>	<u>(4,579,951)</u>
Expenditure			
Salaries	3,981,988	830,596	(3,151,392)
Materials, Supplies, and Services	462,544	84,105	(378,439)
Administration Reimbursement	507,198	84,532	(422,666)
Capital Projects	191,606	-	(191,606)
Total Expenditures	<u>5,143,336</u>	<u>999,233</u>	<u>(4,144,103)</u>
Ending Balance	<u>\$ 443,531</u>	<u>7,683</u>	<u>\$ (435,848)</u>
Reconcilement to Cash Balance			
Receivable		(186)	
Cash In Bank (Credit)		7,497	
Less Outstanding Encumbrances		(18,803)	
Balance		<u>\$ (11,306)</u>	

Measure C Funded Positions

Position	Positions Authorized	Positions Filled	Positions Unfilled
Police Lieutenant	2.00	2.00	-
Police Officer/Senior/Trainee	10.53	10.53	-
Police Clerk I/II	2.00	2.00	-
Police Sergeant	3.00	2.00	1.00
Total Police	<u>17.53</u>	<u>16.53</u>	<u>1.00</u>
Fire Division Chief	-	-	-
Fire Captain	3.00	3.00	-
Fire Fighter	9.00	9.00	-
Total Fire	<u>12.00</u>	<u>12.00</u>	<u>-</u>
Grand Total	<u>29.53</u>	<u>28.53</u>	<u>1.00</u>

STATEMENT II

Measure C Expenditure Detail Report 9/30/11

	2011-2012 Adjusted Budget	7/1/2011 - 9/30/2011	
		Actual	Variance
Expenditure			
Measure "C" - Fire			
Salaries	\$ 1,488,239	\$ 330,542	\$ (1,157,697)
Materials, Supplies, and Services	195,901	22,193	(173,708)
Administration Reimbursement	267,393	44,565	(222,828)
Total Measure "C" - Fire	<u>1,951,533</u>	<u>397,300</u>	<u>(1,554,233)</u>
Measure "C" - Police			
Salaries	2,493,749	500,054	(1,993,695)
Materials, Supplies, and Services	263,017	61,897	(201,120)
Administration Reimbursement	235,591	39,265	(196,326)
Total Measure "C" - Police	<u>2,992,357</u>	<u>601,216</u>	<u>(2,391,141)</u>
Measure "C" - Public Works			
Materials, Supplies, and Services	3,626	15	(3,611)
Administration Reimbursement	4,214	702	(3,512)
Capital Projects	191,606	-	(191,606)
Total Measure "C" - Public Works	<u>199,446</u>	<u>717</u>	<u>(198,729)</u>
 Total Expenditures	 <u><u>\$ 5,143,336</u></u>	 <u><u>\$ 999,233</u></u>	 <u><u>\$ (4,144,103)</u></u>

STATEMENT III

Measure C Revenue and Expense Report 9/30/11

	2011-2012 Original Budget	2011-2012 Prior Year Encumbrances	2010-2011 7/1/2011 - 9/30/2011 Actual to Budget Est	2011-2012 Adjusted Budget	7/1/2011 - 9/30/2011 Actual Variance	
Beginning Balance 7/1/11	\$ 602,834	\$ 26,193	\$ 11,589	\$ 640,616	\$ 640,616	\$ -
Revenue						
General Sales and Use Tax	4,776,954	-	-	4,776,954	318,800	(4,458,154)
Investment Earnings	1,700	-	-	1,700	1	(1,699)
Pers-EE Share	124,197	-	-	124,197	24,099	(100,098)
Special Fire Dept Service	20,000	-	-	20,000	-	(20,000)
Transfer In-Emp Benefit Fund	23,400	-	-	23,400	23,400	-
Total Revenue	<u>4,946,251</u>	<u>-</u>	<u>-</u>	<u>4,946,251</u>	<u>366,300</u>	<u>(4,579,951)</u>
Expenditure						
Measure "C" - Fire						
Salaries	1,488,239	-	-	1,488,239	330,542	(1,157,697)
Materials, Supplies, and Services	187,867	8,034	-	195,901	22,193	(173,708)
Administration Reimbursement	267,393	-	-	267,393	44,565	(222,828)
Total Measure "C" - Fire	<u>1,943,499</u>	<u>8,034</u>	<u>-</u>	<u>1,951,533</u>	<u>397,300</u>	<u>(1,554,233)</u>
Measure "C" - Police						
Salaries	2,486,512	7,237	-	2,493,749	500,054	(1,993,695)
Materials, Supplies, and Services	255,662	7,355	-	263,017	61,897	(201,120)
Administration Reimbursement	235,591	-	-	235,591	39,265	(196,326)
Total Measure "C" - Police	<u>2,977,765</u>	<u>14,592</u>	<u>-</u>	<u>2,992,357</u>	<u>601,216</u>	<u>(2,391,141)</u>
Measure "C" - Public Works						
Materials, Supplies, and Services	59	3,567	-	3,626	15	(3,611)
Administration Reimbursement	4,214	-	-	4,214	702	(3,512)
Capital Projects	191,606	-	-	191,606	-	(191,606)
Total Measure "C" - Public Works	<u>195,879</u>	<u>3,567</u>	<u>-</u>	<u>199,446</u>	<u>717</u>	<u>(198,729)</u>
Total Expenditures	<u>5,117,143</u>	<u>26,193</u>	<u>-</u>	<u>5,143,336</u>	<u>999,233</u>	<u>(4,144,103)</u>
Ending Balance	<u>\$ 431,942</u>	<u>\$ -</u>	<u>\$ 11,589</u>	<u>\$ 443,531</u>	<u>7,683</u>	<u>\$ (435,848)</u>
Reconcilement to Cash Balance						
Receivable					(186)	
Cash In Bank (Credit)					7,497	
Less Outstanding Encumbrances					(18,803)	
Balance					<u>\$ (11,306)</u>	

STATEMENT IV

**Measure C
Capital Projects Summary
9/30/11**

<u>Fiscal Year 2011-2012 Project Information:</u>		<u>2011-2012 Adjusted Budget</u>	<u>7/1/2011 - 9/30/2011 Actual</u>	<u>9/30/11 Encumbrances</u>	<u>9/30/11 Remaining Budget</u>
<u>Capital Projects</u>					
Projects to be Determined	112003	191,606	-	-	191,606
Total Capital Projects		\$ <u>191,606</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>191,606</u>
<u>Life to Date Project Information:</u>		<u>Budget</u>	<u>Actual</u>	<u>Encumbrances</u>	<u>Remaining Budget</u>
<u>Capital Projects</u>					
Projects to be Determined	112003	191,606	-	-	191,606
Total Capital Projects		\$ <u>191,606</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>191,606</u>