

**MINUTES OF A REGULAR MEETING
OF THE MANTECA PUBLIC SAFETY SALES
TAX OVERSIGHT COMMITTEE
HELD APRIL 16, 2015**

A regular meeting of the Manteca Public Safety Sales Tax Oversight Committee, April 16, 2015, in the City Council Chambers, 1001 W. Center St., Manteca, California, was called to order at 10:04 a.m. by Vice-Chair Cecelia Drake.

Committee members present: Cecelia Drake, Neal Smith, Amanda Dhaliwal, John Harris, and Randy May.

Staff members present: City Manager Karen McLaughlin, Finance Director Suzanne Mallory, Fire Chief Kirk Waters, Police Chief Nick Obligation, and Administrative Assistant III Debbie Williams.

1. Flag Salute – Pledge of Allegiance.

Fire Chief Kirk Waters led the Flag Salute and Pledge of Allegiance.

2. Introduction of New Committee Members.

New Committee Members, Amanda Dhaliwal, John Harris, and Randy May were introduced at the meeting.

3. Receive and file Minutes of the November 6, 2014 Meeting.

Action: Accept minutes of the November 6, 2014 meeting, as proposed. (Drake/Smith)
The motion carried by unanimous vote.

4. Fire Department Update – Fire Chief Kirk Waters

Chief Waters began with an overview of the 13 fire positions currently being funded by the Public Safety Sales Tax revenue, which include Shift Commanders, Fire Captains, Fire Engineers, and Firefighters. Chief Waters stated that this funding has been a blessing to his department, and that he is requesting 2 additional firefighter positions next fiscal year to complete the staffing for Fire Station No. 4.

5. Police Department Update – Chief Nick Obligation

Chief Obligation addressed the Committee stating that the Public Safety Sales Tax funding currently supports 15 police personnel in his department, with positions assigned to the gang unit, school resource, traffic and patrol. Chief Obligation stated that this funding has also been a blessing to his department. Current statistics show that the number of both felonies and misdemeanors has been reduced in the City.

In response to Committee inquiries, Chief Obligation gave an overview of the recent passage of Proposition 47 and its anticipated effect on the community.

6. Review Financial Status Report – Public Safety Sales Tax Funds.

Finance Director Suzanne Mallory gave an overview of the Public Safety Sales Tax, stating that the funds could only be used for salary and benefits and other expenditures directly related to covered personnel. The Public Sales Tax Oversight Committee was established to review expenditures of the collected revenue to ensure these expenditures were in accordance with the measure and the Fire and Police Expenditure Plan. At the present time, there are 13 fire positions and 15 police positions being funded by the Public Safety Sales Tax Fund.

Suzanne presented an Income Statement through the third quarter ending of March 31, 2015. She stated that receipts are 5% ahead of the prior year's receipts, and that expenditures continue on budget. Even with the increase in revenue, it is anticipated that we will continue to have a shortfall this fiscal year, although lower than originally anticipated.

Committee Discussion/Questions:

- Will the firefighters being requested out of next year's budget be financed by the Public Safety Sales Tax Fund or the General Fund?

The revenue will be reviewed and a proposal will be made to Council as to whether these positions can be funded, and which funds will be utilized.

- Although revenue seems to be increasing, it still looks like there will be a shortfall this fiscal year. How will that be covered?

The shortfall had been anticipated and funds had been budgeted from the Public Safety Sales Tax Reserve Fund.

- How long do you expect the trend to continue of expenditures exceeding revenues?

We anticipate another 2-3 years before the account balances out. That estimate is based on current expenditures and anticipated revenues.

- How can the community be assured that there is no intermingling of funds between the Public Safety Sales Tax Funds and the General Fund?

The revenue from the Public Safety Sales Tax is kept in a separate fund. There is no co-mingling of funds. The Public Safety Sales Tax is a special tax, not a general tax. It can only be used for Police and Fire.

- We should get the message out to the community that the Public Safety Sales Tax Committee reviews the revenues and expenditures in keeping with the measure's original intent?

All meetings of the Public Safety Sales Tax Committee are noticed on the City Hall Bulletin Board and the City's website. The Meeting Agendas are also sent to the local newspapers.

- Could we move the meetings to a time more convenient for the public to attend, such as in the evening?

Yes, the Bylaws do not stipulate a meeting time. We will schedule the next meeting per the Committee's direction.

- Are we fully staffed in both Fire and Police and this time?

Fire is fully staffed, however, we are currently preparing for promotionals, due to retirements. Police has some openings in Dispatch.

- Can we add an item to the next Agenda for Committee Comments?

It will be added as an item on the Agenda for the next meeting.

At the end of the discussion, City Manager Karen McLaughlin explained that, each year, the Committee presents a report to the City Council noting that the Committee has reviewed revenues and expenditures of the Public Safety Sales Tax Fund. She then asked the Committee if they would like to send the annual report to City Council and if there was a motion for such action.

Action: Receive and File Financial Report as presented and approve staff report to City Council noting the Committee's review of revenues and expenditures at the May 19, 2015, City Council Meeting. (Dhaliwal/May). The motion carried by unanimous vote.

7. Election of New Chair and Vice-Chair.

Vice-Chair Cecelia Drake called for nominations for a Committee Chair for the upcoming year.

Committee Member Randy May nominated Cecelia Drake for the position of Committee Chair.

Action: Motion made that the nomination for Chair be closed (May/Harris). The motion carried by unanimous vote.

Vice-Chair Cecelia Drake then called for nominations for a Committee Vice-Chair for the upcoming year.

Committee Member Neal Smith nominated Committee Member John Harris for the position of Vice-Chair, however, he respectfully declined the nomination.

Vice-Chair Cecelia Drake again called for nominations for a Committee Vice-Chair for the upcoming year.

Vice-Chair Cecelia Drake nominated Committee Member Randy May for the position of Committee Vice-Chair.

Action: Motion made that the nominations for Vice-Chair be closed (Drake/Dhaliwal). The motion carried by unanimous vote.

8. Receive Public Comment on Items Nos. 2-6 above.

Vice-Chair Cecelia Drake called for public comment. No one appeared to speak on Items Nos. 2-7.

9. Set Next Meeting Date

The next meeting of the Public Safety Sales Tax Oversight Committee has been set for Thursday, November 19, 2015, at 7:00 p.m. in Council Chambers.

With nothing further to come before the Public Safety Sales Tax Oversight Committee, Vice-Chair Cecelia Drake adjourned the meeting at 10:40 a.m.

Respectfully submitted,

Debbie Williams
Administrative Assistant III