

**CITY OF LATHROP  
MEASURE C COMMUNITY OVERSIGHT COMMITTEE  
AGENDA**

---

**REGULAR MEETING  
WEDNESDAY, JUNE 27, 2018 at 6pm  
CITY COUNCIL CHAMBERS  
390 TOWNE CENTRE DRIVE  
LATHROP, CA 95330**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. INFORMATIONAL ITEMS**
- 5. PRESENTATIONS**
- 6. PUBLIC COMMENT**

Persons who wish to speak to the Committee regarding an item that is not on the agenda may do so at this time. All public comment must be made in compliance with the Lathrop City Council Handbook of Rules & Procedures: Section P, Components of a Regular Meeting; Number 2, Public Communication.

**7. CONSENT CALENDAR**

**7.1. Approval of Minutes**

Measure C Community Oversight Committee, January 31, 2018.

**8. SCHEDULED ITEMS**

**8.1. Review of Proposed Fiscal Year 2018/19 Measure C Budget.**

**8.2. Set Next Meeting Date**

**9. COMMENTS FROM STAFF**

**10. COMMENTS FROM THE MEASURE C OVERSIGHT COMMITTEE**

**11. ADJOURNMENT**

Any writings or documents provided to a majority of the Measure C Community Oversight Committee regarding any item on this agenda will be made available for public inspection at the Lathrop City Hall located at 390 Towne Centre Drive, Lathrop during normal business hours.

Copies of this Agenda are available in the lobby at the Lathrop City Hall Finance Counter, 390 Towne Centre Drive, Lathrop, CA. This agenda was posted at least 72 hours in advance of the regularly scheduled meeting. Supplemental documents relating to specific agenda items are available for review in the Finance Department or City Clerk's Office. This agenda was posted at the following locations: City Hall, Community Center, Senior Center and "J" Street Fire Department.

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility and/or accommodations to this meeting. [28 CFR 35.102-35.104 ADA Title II] Interested persons must request the accommodation at least 2 working days in advance of the meeting by contacting the City Clerk at (209) 941-7230. Information about the items scheduled on this Agenda may be referred to:

Address: Finance Director  
City of Lathrop  
390 Towne Centre Dr.  
Lathrop, CA 95330  
Telephone: (209) 941-7320

CITY OF LATHROP  
MEASURE C COMMUNITY OVERSIGHT COMMITTEE  
MINUTES

---

REGULAR MEETING  
WEDNESDAY, JANUARY 31, 2018 at 6pm  
CITY COUNCIL CHAMBERS  
390 TOWNE CENTRE DRIVE  
LATHROP, CA 95330

**1. CALL TO ORDER**

Committee Chair Davis called the meeting to order at 6:00 pm

**2. ROLL CALL**

Present Committee Members: Committee Chair Davis, Jim Hilson, Tamara Edwards,  
Vice Chair Debra Rock

Absent Committee Member: Frank Diaz

Present City Staff: Fire Chief Neely, Police Chief Hood, City Manager Stephen  
Salvatore, City Attorney Salvador Navarrete, Finance Director Cari James, Parks and  
Recreation Director Zachary Jones, Accounting Manager Vanessa Portillo, Senior  
Administrative Sonya Vieira

**3. PLEDGE OF ALLEGIANCE**

**4. INFORMATIONAL ITEMS**

None

**5. PRESENTATIONS**

None

**6. PUBLIC COMMENT**

None

**7. CONSENT CALENDAR**

**7.1. Approval of Minutes**

**7.1.1. Measure C Community Oversight Committee**

On a motion by Committee Hilson, seconded by Rock to approve minutes from  
regular meeting on June 30, 2017 by the following vote:

Ayes: Hilson, Rock, Davis

Noes:

Absent: Diaz

Abstain: Edwards

## **8. SCHEDULED ITEMS**

### **8.1. Review of Proposed Fiscal Year 2016/17 Financial Status Report-Finance**

Director Cari James provided an overview of actual Measure C revenue and expenditures and fund balance for FY 16/17. A question and answer period followed.

On a motion by Edwards, seconded by Hilson the Fiscal Year 2016/17 Financial Status Report was approved by the following vote:

Ayes: Edwards, Hilson, Rock, Davis

Noes:

Absent: Diaz

Abstain:

### **8.2. Review Fiscal Year-to-Date 2017/18 Financial Status Report-Finance**

Director Cari James provided an overview of year to date information including current budget, revenue and expenditures and fund balance for FY 17/18. A question and answer period followed.

On a motion by Rock, seconded by Hilson the Fiscal Year-to-Date 2017/18 Financial Status Report was approved by the following vote:

Ayes: Rock, Hilson, Edwards

Noes:

Absent: Diaz

Abstain:

### **8.3. Set Next Meeting Date**

The next Measure C Community Oversight Committee meeting is scheduled for June 27, 2018 at 6:00 pm in the Council Chambers.

## **9. COMMENTS FROM STAFF**

- City Manager Steve Salvatore suggested to drive by the O Street Apartments on the renovations of the complex, the improvements look nice.
- Parks and Recreation Zach Jones shared a few dates for upcoming events.

## **10. COMMENTS FROM THE MEASURE C OVERSIGHT COMMITTEE**

- Committee Chair Davis expressed that he would like to see Senior Housing in the City of Lathrop.
- Vice Chair Rock thanked City Manager Steve Salvatore for the light at Manthey Rd and Lathrop Rd.

## 11. ADJOURNMENT

The meeting was adjourned at 6:50

Any writings or documents provided to a majority of the Measure C Community Oversight Committee regarding any item on this agenda will be made available for public inspection at the Lathrop City Hall located at 390 Towne Centre Drive, Lathrop during normal business hours.



---

Cari James  
Director of Finance

**Item 8.1**

# MEASURE C



Budget Summary

Expenditures by Division

Fund	Division Description	FY 2015/16 Actual	FY 2016/17 Amended Budget*	2017/18 Proposed Budget*	2018/19 Proposed Budget*
Special Revenue					
2010	Lathrop Manteca Fire District	1,269,554	1,200,000	1,340,000	1,420,000
Measure C					
1060	Essential City Services	1,274,027	1,720,260	1,918,101	2,052,042
<b>Grand Total</b>		<b>\$ 2,543,581</b>	<b>\$ 2,920,260</b>	<b>\$ 3,258,101</b>	<b>\$ 3,472,042</b>

\* Projections do not include public safety costs budgeted in Mossdale and Public Safety budget units.

Annual Percent Change 12% 7%

Expenditures by Category

Fund	Account Description	FY 2015/16 Actual	FY 2016/17 Amended Budget	2017/18 Proposed Budget	2018/19 Proposed Budget
Special Revenue					
2010	Contractual Services	1,067	0	1,200	1,200
	Contractual Services (Intergovernmental)	1,268,487	1,200,000	1,338,800	1,418,800
Measure C					
1060	Personnel Services	203,070	257,458	283,510	305,592
	Contractual Services	67,358	158,736	131,680	131,680
	Contractual Services (Intergovernmental)	902,004	1,066,532	1,411,196	1,522,892
	Materials, Supplies and Small Equipment	42,828	99,209	80,800	80,800
	Dues, Meetings, Training and Travel	0	0	2,400	2,400
	Fixed Charges	535	16,265	8,515	8,678
	Fixed Assets	58,232	122,060	0	0
<b>Grand Total</b>		<b>\$ 2,543,581</b>	<b>\$ 2,920,260</b>	<b>\$ 3,258,101</b>	<b>\$ 3,472,042</b>

Staffing

Classification	2015/16 Actual	2016/17 Adopted	2017/18 Proposed	2018/19 Proposed
<b>City Staff</b>				
Administrative Assistant I/II	1.00	1.00	0.00	0.00
Facility Attendant	0.00	0.00	0.45	0.45
Facility Supervisor	1.20	1.20	0.00	0.00
Office Assistant I/II	0.00	0.00	1.00	1.00
Parks and Recreation Superintendent	1.00	1.00	1.00	1.00
Senior Recreation Leader	0.00	0.00	1.00	1.00
<b>Contracted Staff</b>				
Deputy Sheriff II for Community Impact Team	2.00	2.00	2.00	2.00
Deputy Sheriff II for Investigations	0.00	1.00	1.00	1.00
Deputy Sheriff II for School Resource Officer	1.00	1.00	1.00	1.00
Sergeant to serve as Supervisor	1.00	1.00	1.00	1.00
<b>Lathrop-Manteca Fire District</b>				
Battalion Chiefs	1.98	1.98	1.98	1.98
Firefighters/Engineers	6.00	6.00	6.00	6.00
<b>Grand Total</b>	<b>15.18</b>	<b>16.18</b>	<b>16.43</b>	<b>16.43</b>

## ESSENTIAL CITY SERVICES

## Description

In September 2011, the City Council directed staff to evaluate a local revenue measure for the purpose of maintaining and enhancing essential City services, such as police and fire protection, and youth and senior services within the City. In July 2012, Council approved placing a 1% sales tax measure on the November ballot for voter consideration. On November 6, 2012, over 77% of the City of Lathrop registered voters passed Measure C (Public Safety/Essential City Services).

On November 2012, the City Council approved an agreement with Lathrop Manteca Fire District allocating 40% of Measure C funds to the District. Measure C funds will be used to augment and enhance fire protection activities within the City. The remaining 60% of Measure C funds will be used by the City to maintain and enhance police and other essential City services. All Measure C expenditures will be reviewed by the Measure C Community Oversight Committee and recommended to the City Council for approval.

Measure C went into effect on April 1, 2013. The City began receiving revenue from Measure C in September 2013.

## Accomplishments

### Public Safety

- Lathrop Manteca Fire Districts
  - 40% of Revenue transferred to LMFD
    - 6 Firefighter Engineers
    - 1.98 Battalion Chiefs
- Lathrop Police Services
  - Funded five (5) sworn police positions

### Parks & Recreation

- Funded four (4) positions
- Funded the Maintenance and Operations (M&O) costs related to the Lathrop Generations Center.

### City Projects

- Funded community projects totaling \$685 thousand approved by Council:
  - Rubberized Surface at Crescent Park (in process)
  - Harlan/Stonebridge Traffic Signal (in process)
  - River Park South Turf Repair (pending Committee approval)
  - Shade Structure Mossdale Park (pending Committee approval)





## ESSENTIAL CITY SERVICES

## Goals

**Public Safety**

- Continue to fund sworn public safety positions to promote a safe environment in the community focused on prevention, intervention, and outreach.

**Essential City Services**

- Continue to fund support positions and M&O costs for the Lathrop Generations Center.

## Budget Initiatives

There are no budget matters or staffing requests for this division.



## Budget For Fiscal Year 2017-2019

Account Number	Account Description	2016 Actual	2017 Amended Budget	2018 City Manager Recommended	2019 City Manager Recommended
<b>1060</b>					
<b>Measure C</b>					
<b>Essential City Services</b>					
<b>Personnel Services</b>					
1060-19-10-410-11-00	Regular Salaries	124,610	174,973	180,702	195,263
1060-19-10-410-12-00	Part-time Salaries	8,317	4,816	12,675	13,696
1060-19-10-410-13-00	Overtime	68	0	500	500
1060-19-10-410-14-00	Vacation/Sick Leave	7,856	0	0	0
1060-19-10-410-20-00	Retirement - Employer	8,227	11,304	15,618	17,456
1060-19-10-410-21-00	Retirement - Employee	2,331	72	0	0
1060-19-10-410-40-00	Health Insurance	38,145	42,172	38,451	40,857
1060-19-10-410-41-00	Dental Insurance	1,770	1,967	2,119	2,331
1060-19-10-410-42-00	Life Insurance	224	377	391	473
1060-19-10-410-43-00	Vision Insurance	301	350	338	372
1060-19-10-410-44-00	Workers Compensation Insurance	5,958	9,279	10,600	12,200
1060-19-10-410-46-00	FICA	532	299	786	849
1060-19-10-410-46-01	Medicare	1,831	2,473	2,841	3,069
1060-19-10-410-47-00	SUI	2,440	1,601	1,736	1,736
1060-19-10-410-49-00	SDI	461	842	961	998
1060-19-10-410-50-00	OPEB Trust	0	6,933	15,792	15,792
<b>Personnel Services Total</b>		<b>203,070</b>	<b>257,458</b>	<b>283,510</b>	<b>305,592</b>
<b>Contractual Services</b>					
1060-19-10-420-01-00	Professional Services	2,481	300	0	0
1060-19-10-420-16-00	Contracts - Other	1,324	3,540	3,840	3,840
1060-19-10-420-18-00	Alarm Service	6,336	7,500	7,500	7,500
1060-19-10-420-20-00	Sales Tax Audit	1,601	0	1,600	1,600
1060-19-10-420-25-00	Building & Ground Maintenance	12,296	17,000	17,000	17,000
1060-19-10-420-27-00	Street Trees & Landscaping	0	22,000	22,000	22,000
1060-19-10-420-32-00	Park Maintenance	19,200	43,560	32,640	32,640
1060-19-10-420-55-00	Youth/Adult Activity	7,694	(6,739)	0	0
1060-19-10-420-58-00	Computer Tech Support	0	9,075	1,000	1,000
1060-19-10-420-67-00	Equipment Rental	0	2,000	2,000	2,000
1060-19-10-420-70-00	Auto/Heavy Equipment Maintenance/Repair	15,248	49,200	32,800	32,800
1060-19-10-420-75-00	Other Maintenance & Repair	1,180	11,300	11,300	11,300
<b>Contractual Services Total</b>		<b>67,358</b>	<b>158,736</b>	<b>131,680</b>	<b>131,680</b>
<b>Contractual Services (Intergovernmental)</b>					
1060-19-10-425-16-00	Measure C - Police or Fire Department	902,004	1,066,532	1,411,196	1,522,892
<b>Contractual Services (Intergovernmental) Total</b>		<b>902,004</b>	<b>1,066,532</b>	<b>1,411,196</b>	<b>1,522,892</b>
<b>Materials, Supplies and Small Equipment</b>					
1060-19-10-430-17-00	Custodial Supplies	1,216	3,000	3,000	3,000
1060-19-10-430-20-00	Materials and Supplies	279	1,800	1,800	1,800
1060-19-10-430-21-00	Building Maintenance - Materials & Supplies	202	1,000	1,000	1,000
1060-19-10-430-26-00	Other Maintenance & Repair	1,594	7,000	7,000	7,000
1060-19-10-430-30-00	Chemicals	0	1,600	1,600	1,600
1060-19-10-430-33-00	Gas/Diesel/Oil/Lubricants	0	0	200	200
1060-19-10-430-40-00	Uniforms and Protective Clothing	0	0	200	200
1060-19-10-430-45-00	Reference Books	0	0	5,000	5,000
1060-19-10-430-49-00	Utilities - Gas and Electric	24,421	33,000	33,000	33,000
1060-19-10-430-50-00	Water	15,117	28,000	28,000	28,000
1060-19-10-430-37-00	Miscellaneous Equipment	0	23,809	0	0
<b>Materials, Supplies and Small Equipment Total</b>		<b>42,828</b>	<b>99,209</b>	<b>80,800</b>	<b>80,800</b>
<b>Dues, Meetings, Training and Travel</b>					
1060-19-10-435-20-00	Training and Travel	0	0	2,400	2,400
<b>Dues, Meetings, Training and Travel Total</b>		<b>0</b>	<b>0</b>	<b>2,400</b>	<b>2,400</b>
<b>Fixed Charges</b>					

### Budget For Fiscal Year 2017-2019

Account Number	Account Description	2016 Actual	2017 Amended Budget	2018 City Manager Recommended	2019 City Manager Recommended
1060-19-10-440-40-00	Special Fees	535	14,500	6,500	6,500
1060-19-10-440-90-00	Compensated Absences	0	1,765	2,015	2,178
<b>Fixed Charges Total</b>		<b>535</b>	<b>16,265</b>	<b>8,515</b>	<b>8,678</b>
<b><u>Fixed Assets</u></b>					
1060-19-10-450-30-00	Vehicles	43,991	50,820	0	0
1060-19-10-450-38-00	Improvements - Nonstructure	14,241	71,240	0	0
<b>Fixed Assets Total</b>		<b>58,232</b>	<b>122,060</b>	<b>0</b>	<b>0</b>
<b>Transfer Out</b>					
<b><u>Transfers</u></b>					
1060-99-00-990-90-10	Transfers Out	1,925,036	1,818,450	1,390,000	1,470,000
<b>Transfers Total</b>		<b>1,925,036</b>	<b>1,818,450</b>	<b>1,390,000</b>	<b>1,470,000</b>
<b>Measure C Total</b>		<b>\$ 3,199,063</b>	<b>\$ 3,538,710</b>	<b>\$ 3,308,101</b>	<b>\$ 3,522,042</b>

## LATHROP-MANTECA FIRE DISTRICT

## Description

In September 2011, the City Council directed staff to evaluate a local revenue measure for the purpose of maintaining and enhancing essential City services, such as police and fire protection, and youth and senior services within the City. In July 2012, Council approved placing a 1% sales tax measure on the November ballot for voter consideration. On November 6, 2012, over 77% of the City of Lathrop registered voters passed Measure C (Public Safety/Essential City Services).

On November 2012, the City Council approved an agreement with Lathrop Manteca Fire District allocating 40% of Measure C funds to the District. Measure C funds will be used to augment and enhance fire protection activities within the City. The remaining 60% of Measure C funds will be used by the City to maintain and enhance police and other essential City services. All Measure C expenditures will be reviewed by the Measure C Community Oversight Committee and recommended to the City Council for approval.

Measure C went into effect on April 1, 2013. The City began receiving revenue from Measure C in September 2013.

## Accomplishments

- Funded six (6) Firefighter Engineer positions no longer funded through the Safer Grant as this funding source sunset at the end of June 2014. The six (6) firefighters were hired in an attempt to comply with the number of firefighters required by NFPA 1710. This staffing level is required in order to enhance the preservation of life, property, and the environment within the City of Lathrop.
- Funded 66% of three (3) Line Battalion Chiefs positions. The Line Battalion Chiefs help maintaining the span and control of supervisory responsibilities of the large incidents that bring chaos and unrest in our community. The Battalion Chiefs are an integral part of the administration assisting with community programs, events and the day-to-day operations.



## Goals

- Maintain funding for six (6) Firefighter Engineer positions.
- Maintain funding for 66% of three (3) Line Battalion Chiefs.

## Budget Initiatives

There are no budget matters or staffing requests for this division.



## Budget For Fiscal Year 2017-2019

Account Number	Account Description	2016 Actual	2017 Amended Budget	2018 City Manager Recommended	2019 City Manager Recommended
<b>2010</b>					
LMFD Measure C					
Lathrop Manteca Fire District					
<u>Contractual Services</u>					
2010-19-20-420-20-00	Sales Tax Audit	1,067	0	1,200	1,200
<b>Contractual Services Total</b>		<b>1,067</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>
<u>Contractual Services (Intergovernmental)</u>					
2010-19-20-425-16-00	Measure C - Police or Fire Department	1,268,487	1,200,000	1,338,800	1,418,800
<b>Contractual Services (Intergovernmental) Total</b>		<b>1,268,487</b>	<b>1,200,000</b>	<b>1,338,800</b>	<b>1,418,800</b>
<b>LMFD Measure C Total</b>		<b>\$ 1,269,554</b>	<b>\$ 1,200,000</b>	<b>\$ 1,340,000</b>	<b>\$ 1,420,000</b>