



City Hall Council Chambers
1515 Sixth Street, Coachella, California
(760) 398-3502 ♦ www.coachella.org

AGENDA
OF A SPECIAL MEETING
OF THE
UTILITY USERS TAX – CITIZENS OVERSIGHT COMMITTEE
OF THE CITY OF COACHELLA, CALIFORNIA

April 23, 2018
5:00 p.m.

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

4. APPROVAL OF AGENDA:

“At this time the Council/Board/Corporation/Authority may announce any items being pulled from the agenda or continued to another date or request the moving of an item on the agenda.”

5. APPROVAL OF THE MINUTES:

- a. Special Meeting of May 4, 2015, of the Utility Users Tax – Citizens Oversight Committee of the City of Coachella, California.
- b. Special Meeting of May 9, 2016, of the Utility Users Tax – Citizens Oversight Committee of the City of Coachella, California.
- c. Special Meeting of May 1, 2017, of the Utility Users Tax – Citizens Oversight Committee of the City of Coachella, California.

6. COMMITTEE ORGANIZATION:

- a. Nomination for the Position of Chair.
- b. Nomination for the Position of Vice Chair.

7. PUBLIC SAFETY UPDATES:

- a. Police Department Update by Chief of Police

- b. Fire and Emergency Services Update by Battalion Chief

8. **FINANCE DEPARTMENT:**

- a. UUT Committee Budget Recommendation to the City Council

9. **CALENDAR:**

- a. Establish Regular Meeting Times.

10. **PUBLIC COMMENTS:**

“The public may address the City Council/Board/Corporation/Authority on any item of interest to the public that is not on the agenda, but is within the subject matter jurisdiction thereof. Please limit your comments to three (3) minutes.”

11. **ADJOURNMENT:**

ⁱ Any writing or documents pertaining to an **open session** item provided to a majority of the Committee less than 72 hours prior to the meeting, shall be made available for public inspection at the front counter of City Hall located at 1515 Sixth Street, Coachella, CA during normal business hours.

THIS MEETING IS ACCESSIBLE TO PERSONS WITH DISABILITIES



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MINUTES
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OF THE CITY OF COACHELLA, CALIFORNIA

May 04, 2015
5:00 p.m.

1. CALL TO ORDER:

The Special Meeting of the Utility Users Tax – Citizens Oversight Committee of the City of Coachella was called to order at 5:10 p.m. by Vice Chair Leja.

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Vice Chair Leja.

3. ROLL CALL:

Voting Members Present:

Committee Member Juan J. Martinez, Jr., Committee Member Mario Zamora, and Vice Chair Patrick L. Leja.

Non-Voting Members Present:

Assistant Chief of Police Lt. Misty Reynolds, Fire Chief Bonifacio De La Cruz and Finance Director Bill Pattison.

Absent: Chair Diana Rosas (*voting member*) and Councilmember Hernandez (*non-voting member*).

It was noted for the record that Chair Rosa was absent due to medical treatment. Additionally, Committee Member Ana Alvarado's term expired and she declined to continue.

4. APPROVAL OF AGENDA:

The agenda was approved as submitted without modification.

5. **PUBLIC SAFETY UPDATES:**

- a. Police Department Update by Assistant Chief of Police Lt. Misty Reynolds

Action: Receive and File

- b. Fire and Emergency Service Update by Battalion Chief Bonifacio De La Cruz

Action: Receive and File

6. **FINANCE DEPARTMENT:**

- a. Utility Users Tax (UUT) – Citizens Oversight Committee Budget Recommendation to the City Council. To approve the UUT Budget recommendation presented by staff as its “findings and conclusions” to the City Council for Fiscal Year 2015-2016.

Motion: To recommend to the City Council to approve per staff recommendation

Made by: Committee Member Zamora

Seconded by: Committee Member Martinez

Approved: 3-0, by the following roll call vote:

AYES: Committee Member Juan Martinez, Jr., Committee Member Mario Zamora, and Vice Chairperson Patrick L. Leja

NOES: None.

ABSTAIN: None.

ABSENT: Chair Diana Rosas

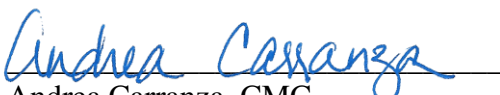
7. **PUBLIC COMMENTS:**

None.

8. **ADJOURNMENT:**

There being no further business to come before the Committee, the meeting was adjourned at 6:40 p.m. by Vice Chair Leja, followed by a motion by Committee Member Zamora and a second by Committee Member Martinez.

Respectfully Submitted,


Andrea Carranza, CMC
Deputy City Clerk



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MINUTES
OF A SPECIAL MEETING
OF THE
UTILITY USERS TAX – CITIZENS OVERSIGHT COMMITTEE
OF THE CITY OF COACHELLA, CALIFORNIA

May 09, 2016
5:00 p.m.

1. CALL TO ORDER:

The Regular Meeting of the Utility Users Tax – Citizens Oversight Committee of the City of Coachella was called to order at 5:00 p.m. by Chair Rosas.

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Vice Chair Leja.

3. ROLL CALL:

Voting Members Present:

Committee Member Mario Zamora, Vice Chairperson Patrick L. Leja and Chair Diana Rosas.

Non-Voting Members Present:

Assistant Chief of Police Lt. Misty Reynolds, Fire Chief Bonifacio De La Cruz and Finance Director Bill Pattison.

Absent: Committee Members Juan Martinez, Jr. (*voting member*) and Mayor Hernandez (*non-voting member*).

Deputy City Clerk Andrea Carranza noted for the record that Committee Member Martinez responded that he had a work-related conflict and would be absent; and there is one committee member position vacant.

4. APPROVAL OF AGENDA:

The agenda was approved as submitted without modifications.

5. **PUBLIC SAFETY UPDATES:**

- a. Police Department Update by Assistant Chief of Police Lt. Misty Reynolds

Action: Receive and File

- b. Fire and Emergency Service Update by Battalion Chief Bonifacio De La Cruz

Action: Receive and File

6. **FINANCE DEPARTMENT:**

- a. Utility Users Tax (UUT) – Citizens Oversight Committee Budget Recommendation to the City Council. To approve the UUT Budget recommendation presented by staff as its “findings and conclusions” to the City Council for Fiscal Year 2016-2017.

Motion: To recommend to the City Council to approve per staff recommendation

Made by: Committee Member Zamora

Seconded by: Vice Chairperson Leja

Approved: 3-0, by the following roll call vote:

AYES: Committee Member Mario Zamora, Vice Chairperson Patrick L. Leja and Chair Diana Rosas

NOES: None.

ABSTAIN: None.

ABSENT: Committee Member Juan Martinez, Jr.

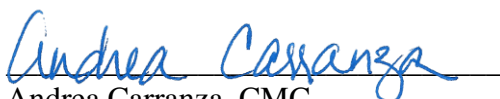
7. **PUBLIC COMMENTS:**

None.

8. **ADJOURNMENT:**

There being no further business to come before the Committee, the meeting was adjourned at 6:30 p.m. by Chair Rosas.

Respectfully Submitted,



Andrea Carranza, CMC
Deputy City Clerk



MINUTES
OF A SPECIAL MEETING
OF THE
UTILITY USERS TAX – CITIZENS OVERSIGHT COMMITTEE
OF THE CITY OF COACHELLA, CALIFORNIA

May 01, 2017
5:00 p.m.

1. CALL TO ORDER:

The Regular Meeting of the Utility Users Tax – Citizens Oversight Committee of the City of Coachella was called to order at 5:01 p.m. by Chair Rosas.

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Committee Member Zamora.

3. ROLL CALL:

Voting Members Present:

Committee Member Jean Martinez, Committee Member Mario Zamora, and Chair Diana Rosas.

Non-Voting Members Present:

Assistant Chief of Police Lt. Misty Reynolds, Fire Chief Bonifacio De La Cruz and City Manager Bill Pattison.

Absent: Committee Members Juan Martinez, Jr. (*voting member*) and Mayor Hernandez (*non-voting member*).

Deputy City Clerk Andrea Carranza noted for the record that Committee Member Martinez responded that he had a death in the family and would be absent; and there is one committee member position vacant.

4. APPROVAL OF AGENDA:

There were no modifications to the agenda and Chair Rosas accepted the agenda as approved.

5. APPROVAL OF THE MINUTES:

- a. Meeting of May 9, 2016, of the Utility Users Tax – Citizens Oversight Committee of the City of Coachella, California.

Action: Continued to the next meeting.

6. PUBLIC SAFETY UPDATES:

- a. Fire and Emergency Service Update by Battalion Chief Bonifacio De La Cruz.

Action: Receive and File

- b. Police Department Update by Chief of Police Captain Roy Grace and Assistant Chief of Police Lt. Mike Manning.

Action: Receive and File

7. FINANCE DEPARTMENT:

- a. Utility Users Tax (UUT) – Citizens Oversight Committee Budget Recommendation to the City Council. To approve the UUT Budget recommendation presented by staff as its “findings and conclusions” to the City Council for Fiscal Year 2017-2018.

Motion: To accept the findings and conclusions presented by staff; remove one firefighter *[from a four-member team to a three-member team]*; continue police services as same, and to present to the City Council for Fiscal Year 2017-18.

Made by: Committee Member Zamora

Seconded by: Committee Member Martinez

Approved: 3-0, by the following roll call vote:

AYES: Committee Member Jean Martinez, Committee Member Mario Zamora and Chair Diana Rosas

NOES: None.

ABSTAIN: None.

ABSENT: Committee Member Juan Martinez, Jr.

8. **PUBLIC COMMENTS:**

None.

9. **ADJOURNMENT:**

There being no further business to come before the Committee, the meeting was adjourned at 6:44 p.m. by Chair Rosas. The next meeting will be held at 5:00 p.m. on Monday, April 30, 2018.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Andrea Carranza". The signature is written in a cursive style and is positioned above a horizontal line.

Andrea Carranza, CMC
Deputy City Clerk



STAFF REPORT
4/23/2018

TO: Honorable Chair and Utility User Tax Committee Members
FROM: William Pattison, City Manager
SUBJECT: UUT Committee Budget Recommendation to the City Council

STAFF RECOMMENDATION:

To approve the Utility Users Tax budget recommendation presented by staff as its “findings and conclusions” to the City Council for fiscal year 2018- 2019.

EXECUTIVE SUMMARY:

On June 8th 2010 the citizens of the City of Coachella approved a Utility User Tax to forestall service reductions especially in the area of public safety. The measure called for two key components that ensure all funds received are used in a fiscally prudent, responsible manner. The first of these two provisions is the requirement for an annual independent audit. The measure stipulates that the City shall, on an annual basis, verify that the taxes collected have been properly expended according to applicable municipal law. The annual verification shall be performed by a qualified independent third party and will be completed in conjunction with the City’s annual audit process.

The second stipulation is the establishment of a citizen’s advisory committee (committee) which shall review revenues and expenditures from the utility user taxes collected. The Committee shall have 5 citizen-members appointed by the City Council. Committee members shall serve a term of four years. Terms shall be staggered. Appointees shall be residents of the City; however, no member of the Committee shall be an elected official for any public entity whose jurisdiction encompasses, in whole or in part, the City. The Police Chief, Fire Chief, and one member of the City Council shall attend Committee meetings, but shall not be voting members. At its own discretion, the Committee may disband by majority vote.

The Committee shall select one of its members as chairperson. The Committee shall follow the rules of procedure of the City unless and until, upon the report and recommendation from the Committee, the City Council adopts a specific set of procedural rules for the Committee.

The Committee shall be subject to the Brown Act and shall meet at least once each calendar year. A regular meeting schedule shall be determined in accordance with the Brown Act and thereafter meeting shall be noticed by the City Clerk. The City Manager or his/her designee shall serve as executive staff to the Committee.

The Committee shall review an annual report of the City relative to activities funded with the tax monies. Not later than the last day of the sixth month following the end of the each City fiscal year, the Committee will present its findings and conclusions to the City Council for its review.

DISCUSSION/ANALYSIS:

All of the proceeds from the utility user tax are available to the city's general fund to be used for police, fire, streets maintenance, parks maintenance, and other services that are not funded by special funds (e.g. water utility). Currently, police, and fire service comprise 54% of the general fund expenses. Adding other public safety services—code enforcement, graffiti abatement, animal control and building and safety—the percentage rises to more than 66%. Thus it is evident that most if not all revenues will be directed to keeping the community safe.

It is anticipated that the revenue collect from the utility user tax will be \$2.7m for the fiscal year 2018 - 2019. This represents an increase of \$100k over the prior year. The additional funds will be used to offset the budgeted increase in police services of \$600k, and a decrease in fire protection services of \$150k. In the past the remaining funds were used to offset increases in building and safety, animal control and the funding of the pension related debt service that remains from the time that the City had its own Police Department; however due to the increase expenses being \$450k greater than the revenue being generated, other revenue sources will have to be considered to cover the deficit.

FISCAL IMPACT:

The fiscal impact has been addressed in the body of this staff report.