

MODESTO-CERES FIRE PROTECTION AGENCY
JOINT POWERS AUTHORITY

MINUTES
December 12, 2016

CALL TO ORDER: 1:02 PM

ROLL CALL:

Present: President Nicholes, Slamon, Wells

Absent: Holgersson

Other Attendees: Tom Hallinan, Gloriette Genereux, DeAnna Christensen, Ryan Blackerby, Jena Duke

NEW BUSINESS:

- a) Consider making Jena Duke new secretary
It was motioned/seconded by Slamon/Nicholes

AYES: Nicholes, Slamon, Wells

NOES: None

ABSENT: Holgersson

- b) Approval of the June 22, 2016 Meeting Minutes
It was motioned/seconded by Slamon/Wells

AYES: Nicholes, Slamon, Wells

NOES: None

ABSENT: Holgersson

- c) Ryan Blackerby presented the following information regarding the Audited Financial Statements from Fiscal Year 2015/2016:

- MGO audited the financial statements and related notes for the period ending June 30, 2016
- The financial statements were found to fairly present the financial position of the Agency and to be in accordance with generally accepted accounting principles
- No material deficiencies in internal controls or instances of noncompliance were identified

- Total Current Assets - \$240,007, an increase of \$12,843 from prior year (the increase was primarily due to Taxes Receivable)
- Total revenues were \$562,663, which is an increase of \$33,718 over prior year (the increase was primarily due to an increase in tax revenue)
- Total expenditures were \$24,779 (not including distributions to member agencies)
- No change in fund balance

Resolution 2016-03 adopting Fiscal Year 2015/2016 Audited Financial Statements was motioned/seconded by Wells/Slamon.

AYES: Nicholes, Slamon, Wells

NOES: None

ABSENT: Holgersson

d) Ryan Blackerby presented the administrative cost estimate:

- An administrative cost calculated based on estimated hours is less than the calculation based on 3% of revenue as done in the past.
- The cost based on an estimate of hours is determined by gathering an annual estimate of hours from each employee that puts administrative work into the JPA, and multiplying the estimate for each by their actual labor cost per hour, including overhead.
- This savings to the JPA will effectively increase payouts to the agencies at the end of their year.

Jim Holgersson arrived at 1:07 PM.

e) Ryan Blackerby presented the proposed Budget for 2016/2017 Fiscal Year:

- The budget was calculated based on a 4 year average of actuals, adjusting for any anomalies (such as 1 time revenues, etc.) An annualized actual amount is calculated for current fiscal year (FY17) and used only as appropriate as part of averages.
- The City Administration Fee is calculated based on an estimate of administrative labor hours spent and an actual hourly cost for each staff member.
- County Assessment fees calculated at \$.20 per assessed parcel per tax code (2 tax codes) according to parcel counts received from the County. These fees are netted out of tax revenue before received from County.
- Any excess of revenues is distributed to each of the cities, allocated 44.45% to Ceres and 55.55% to Modesto.

Resolution 2016-04 adopting Fiscal Year 2017/2018 Operating Budget was motioned/seconded by Wells/Slamon.

AYES: Nicholes, Slamon, Wells, Holgersson

NOES: None

The board discussed having the next meeting in January 2018.

There being no further business of the board, it was motioned/seconded by Wells/Slamon to adjourn the meeting at 1:12 PM.

Submitted by,
Jena Duke
Secretary