



Measure C Citizen Oversight Committee Meeting Agenda

4:00 PM - March 22, 2016

Measure C Committee Members

Chris Buzzard
Dean Fender
Dan Hansen
Nick Jones
Molly Knappen

George Morris, Jr.
James Ratekin
Sharon Simonton
Kirk Trostle

Alternates

Linda Dye
Stacey Poliquin

The Citizen Oversight Committee holds its meetings in the Town Council Chambers at Town Hall, located at 5555 Skyway, Paradise, California, 95969. In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate, please contact the Town Clerk's Department at 872-6291 Extension 101 at least 48 hours in advance of the meeting. Hearing assistance devices for the hearing impaired are available from the Town Clerk.

Members of the public may address the Citizen Oversight Committee on any agenda item. If you wish to address the Committee on any matter on the Agenda, it is requested that you complete a request card and give it to the Committee Secretary prior to the beginning of the Oversight Board Meeting.

All writings or documents which are related to any item on an open session agenda and which are distributed to a majority of the Oversight Committee will be available for public inspection at the Town Hall in the Town Clerk Department at 5555 Skyway, Room 3, at the same time the subject writing or document is distributed to a majority of the subject body. Regular business hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m.

1. OPENING

- a. Call to Order
- b. Pledge of Allegiance to the Flag of the United States of America
- c. Roll Call

2. ITEMS

- a. Approve Minutes of the January 26, 2016 Regular Measure C Oversight Committee meeting
- b. Discuss budget process for FY 2016/2017.

3. ADJOURNMENT

STATE OF CALIFORNIA) COUNTY OF BUTTE)	SS.
I declare under penalty of perjury that I am employed by the Town of Paradise in the Town Clerk's Department and that I posted this Agenda on the bulletin Board both inside and outside of Town Hall on the following date:	

TOWN/ASSISTANT TOWN CLERK SIGNATURE	



Measure C Citizen Oversight Committee Meeting Minutes - 4:00 PM – January 26, 2016

1. OPENING

The January 26, 2016 citizen Oversight Committee meeting was called to order at 4:05 p.m. by Chair Kirk Trostle who led the Pledge of Allegiance to the Flag of the United States of America.

BOARD MEMBERS PRESENT: Chris Buzzard, Dean Fender, Dan Hansen, Nicki Jones, Molly Knappen, George Morris Jr., James Ratekin, Sharon Simonton and Kirk Trostle, Chair.

BOARD MEMBERS ABSENT: NONE

ALTERNATES PRESENT: Linda Dye

ALTERNATES ABSENT: Stacey Poliquin

2. ITEMS

2a. **MOTION** by Fender, seconded by Morris approved the Minutes of the October 27, 2015 Meeting. Committee vote was unanimous; all members present.

2b. Financial update on revenues and expenditures.

North Division Fire Chief David Hawks presented the committee with information regarding the Pierce Fire Engine that has been ordered for the Fire Department with Measure C funds. Chief Hawks stated that the Fire Engine is expected to be delivered in May or June and will be stationed at Station No. 2 at South Libby and Pearson Road.

Finance Director Gina Will provided a presentation of the Revenues and Expenditures for Measure C through December 2015. (attached) Measure C has provided the following enhancements for the Town:

Police Dept:

- Sergeant Detective
- 3 Police Cars
- Sponsoring 3 Police Cadets
- 35 Body Cameras
- 25 Car Kits
- 2 Download & Charging Stations
- LiveScan Machine

- Building Siding for the Police Dept. Building
- K-9 Program & Officer Training

Animal Control Services

- Animal Control Officer
- New Officer Training
- Pressure Washer/Sanitation Unit

Fire Department

- CAL Fire Contract Maintenance
- Exhaust Evacuation System
- 4 Self Contained Breathing Apparatus
- Type 1 Fire Engine

Public Works

- Pearson Road Improvements
- Pedestrian Safety Crossing

To date \$881,183 of the Measure C funds have been apportioned leaving \$117,246 for reserves.

Manager Gill presented the committee with a “Report to the Community from the Measure C Citizens Oversight Committee.” The report reflects the revenues and expenditures from Measure C and provides transparency for the community. The Chair and Vice Chair will sign the report and then it will be made available on the Website for the public to view. The Committee discussed including a cover letter with the report to reflect that the Measure C funds are being used in accordance with the voter approved measure.

The Committee discussed the additional Measure C funding used to repair the Police Department building.

Motion by Chair Trostle, seconded by Simonton that the Measure C Citizen Oversight Committee Members agree with funding the remaining expenditures for the Police Department Siding and Repairs. Committee vote was unanimous; all members present.

2c. Discuss budget process for FY 2016/2017.

Finance Director Will reviewed the 2016-2017 Budget Process and provided a calendar to the committee. (calendar attached) The Department heads will be at the next budget meeting to provide information to the committee on the needs for the next fiscal year.

3. ADJOURNMENT

The meeting was adjourned by Chair Trostle at 4:53 p.m.

Approved:

By: _____
Kirk Trostle, Chair

Dina Volenski, Asst. Town Clerk

**MEASURE C
CITIZENS OVERSIGHT COMMITTEE**

Quarterly Budget Meeting
January 26, 2016



Measure C
Temporary 0.50%
Sales & Use Tax
Implemented
4/1/15

Measure C Revenues

\$291,665.76	April – June 2015
\$281,981.14	July – September 2015
\$144,400.00 (To Date)	October – December 2015
TBD	January – March 2016
TBD	April – June 2016

Budgeted Revenues 2015/16 \$998,429

Police Department

Sergeant Detective

- Position filled mid Oct
- Budget \$97,814
- To Date \$31,185

3 Police Cars

- Delivered
- Budget \$100,000 (includes future payments)
- To Date \$6,799

Police Cadets (3)

- Academy started 1/4/16
- Budget \$45,000
- To Date \$0



Police Department

35 Body Cameras; 25 Car Kits; 2 download & charging stations

- Budget \$14,034
- To Date \$2,959

LiveScan Machine

- Budget \$12,000
- To Date \$0



Building Siding

- Emergency Declared
- Budget \$45,000
- To Date \$89,750

Police Department



K-9 Program

- Budget \$10,000
- To Date \$4,640

Officer Training

- Budget \$15,000
- To Date \$14,930

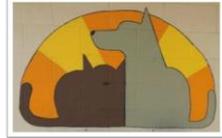
Animal Control Services

Animal Control Officer

- Position filled mid October
- Budget \$24,792
- To Date \$9,102

New Officer Training

- Budget \$3,000
- To Date \$0



Pressure Washer/Sanitation Unit

- Budget \$5,000
- To Date \$0

Fire Department

CAL FIRE Contract Maintenance

- \$150,000 budgeted to maintain contract
- To Date \$33,694

Exhaust Evacuation System

- Budget \$20,511
- To Date \$20,511

4 Self Contained Breathing Apparatus

- Budget \$25,000
- To Date \$0

Type 1 Fire Engine

- Cost \$487,550
- Budget \$89,032
- To Date \$43,316

Public Works

Pearson Road Improvements

- \$200,000 to be used to leverage grant funds for road and drainage improvements

Pedestrian Safety Crossing

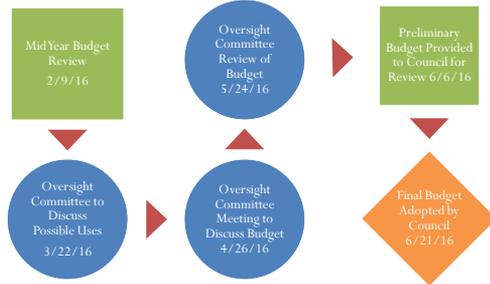
- Budget \$25,000
- To Date \$0



Measure C Updated

	2015/16 Amended Budget
Police Department	\$338,848
Animal Control	32,792
Fire Department	284,543
Public Works	225,000
Subtotal	\$881,183
Unspent	\$117,246
Totals	\$998,429

2016/17 Budget Process



Questions

Paradise residents voted in a half percent transaction and use tax (0.50%) effective April 1, 2015. The ballot measure requires a nine person citizen oversight committee to ensure the funds are spent in accordance with the voter approved measure. The language states in part the funds will be used to preserve public serves such as police protection, fire suppression, street maintenance and animal control and other services for residents of the Town of Paradise.

This is the second report from the Citizen’s Oversight Committee to the residents of Paradise. The Committee meets quarterly and all meetings are open to the public. The Committee will report every quarter on revenues and expenditures. All reports will be available at Town Hall or on the Town of Paradise website at www.townofparadise.com. The next quarterly meeting is scheduled for July 26, 2016.

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Totals</u>
Measure C 2015/16 Revenues:	\$281,981	\$144,400 (To Date)			\$426,381
Measure C Approved Expenditures:	(\$68,756)	(\$180,261)			(\$249,017)
<ul style="list-style-type: none"> • New investigation Sergeant at the Police Department • Sponsor 3 Police Cadets thru Police Academy (January – June 2016) • 3 Police Cars (Ford Interceptors) per year for a total of 15t new police vehicles to replace very old cars • Body Cameras (next Gen) for Police Officer safety and accountability • Police K9 program (assists with missing persons, fugitive tracking and narcotics investigation) • Enhanced Police Officer training • LiveScan machine for background reviews within the community • Police Department siding and repairs • Maintain CAL FIRE personnel contract • Fire Engine (Delivery Date April or May 2016) • Firefighter breathing apparatus (for firefighter safety) • Exhaust extraction system for Fire Stations to remove noxious fumes 					

(firefighter safety)					
<ul style="list-style-type: none"> • Increased hours and training for Animal Control Officer • Pressure Washer/Sanitation unit for Animal Shelter • Install additional pedestrian safety crossing • Leverage grant and other funds for road and drainage improvements on Pearson Road between Clark and Pentz (Spring 2016) 					
Net Total	\$213,225	(\$35,861)			\$177,364

Sincerely,

Kirk Trostle 1/26/16

Kirk Trostle,
 Chairperson
 Measure C Citizens Oversight Committee

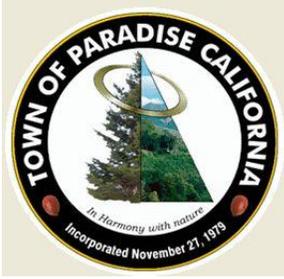
Molly Knappen

Molly Knappen,
 Vice-Chairperson
 Measure C Citizens Oversight Committee



MEASURE C CITIZEN OVERSIGHT PROPOSED COMMITTEE CALENDAR 2016/2017

January 26, 2016	Regular Quarterly meeting
March 22, 2016	Measure C 2016/17 Budget Discussions
April 26, 2016	Measure C 2016/17 Budget Discussions and Regular Quarterly Meeting
May 24, 2016	Review Measure C 2016/17 Proposed Budget
July 26, 2016	Regular Quarterly Meeting
October 25, 2016	Regular Quarterly meeting
January 24, 2017	Regular Quarterly meeting (TENTATIVE)
March 28, 2017	Measure C 2017/18 Budget Discussions (TENTATIVE)
April 25, 2017	Measure C 2017/18 Budget Discussions and Regular Quarterly Meeting (TENTATIVE)
May 23, 2017	Review Measure C 2017/18 Proposed Budget (TENTATIVE)



MEMORANDUM

DATE: February 9, 2016

TO: Town Council
Citizens Oversight Committee
Department Directors and Managers

FROM: Lauren Gill, Town Manager
Gina Will, Finance Director

Town of Paradise 2016/17 Budget Adoption Timeline

February 9, 2016	2015/16 Mid-Year Budget Review and Five Year Projection
February <u>TBD</u> , 2016	Town Council goal setting workshop to determine budget priorities
February 2016	Refinement of revenue and resources projections by Finance Director
February 29 – March 4, 2016	Budget Discussions with Finance Committee
March 14, 2016	Preliminary Budget Packages to Departments
March 22, 2016	Meet with Citizens Oversight Committee to discuss possible uses for Measure “C” funds
April 12, 2016	2015/16 Budget Update and Discussions with Town Council on 2016/17 Budget Progress
April 26, 2016	Discussions with Citizens Oversight Committee on budget for Measure “C” funds

April 2016	Departments Work on Proposed 2016-17 Budgets
April 25, 2016 - Deadline	Department Budgets Due to Town Manager & Finance Director for Review
May 2 – May 13, 2016	Budget Meetings with each Department
May 10, 2016	Discussions with Town Council on Budget Progress
May 24, 2016	Discussions with Citizens Oversight Committee on Budget Progress
May 16 – May 31, 2016	Final Adjustments and Meetings with Finance Committee and Departments as Needed
June 1 – June 6, 2016	Final Edits and Compilation of Budget
June 6, 2016	2016-17 Preliminary Budget Provided to Town Council for Review
June 21, 2016	Final Budget Review Session with Town Council & 2016-17 Budget Adopted by Town Council

