



Measure C Citizen Oversight Committee Meeting Minutes

4:00 PM – March 24, 2015

1. OPENING

The first meeting of the Citizen Oversight Committee was called to order by Town Clerk Gutierrez 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, Kirk Trostle and Kelly Wells.

ALTERNATES PRESENT: Linda Dye and Sharon Simonton.

ALTERNATES ABSENT: Stacey Poloquin

STAFF PRESENT: Finance Director Gina Will, Town Manager Lauren Gill, Town Clerk Joanna Gutierrez and Town Attorney Dwight Moore.

An Oath of Office was administered by the Town Clerk to the board members who each executed two copies of the oath and returned one copy to the Town Clerk. Each board member introduced themselves to the board, stating their name and sharing a brief background.

2. ITEMS

- a. Town Clerk Gutierrez and Town Attorney Moore reviewed the purpose of the Statement of Economic Interest, Form 700, the open meeting laws known as the Brown Act and referred the board members to the Committee Handbook approved by the Town Council by adoption of Resolution No 14-38. The handbook provides Council-appointed committee and commission members an overview of the Town government and its administration, including policies and guidelines relating to the responsibilities of committee members.
- b. Town Manager Gill reviewed the Calendar of Meetings for the remainder of the 2014/2015 Fiscal Year and for the 2015/2016 Fiscal Year relating to the timelines required for the Town Council to review and adopt a final budget by the 30th of June.
- c. Town Manager Gill and Finance Director Will provided a financial overview beginning with 2008 economic recession to the present; discussed the Town's cuts and adjustments for the past two fiscal years that were necessary to eliminate deficit spending and achieve a balanced budget.

Finance Director Will reviewed the mid-year budget information that projects a slightly improved financial future for the Town, the League of California Cities

financial health diagnostic tool and explained how the Town used this tool to diagnose its fiscal health.

Manager Gill informed the committee that the Town Council had a priority setting session on February 24th and discussed several priorities for Measure C funds, with the understanding that these funds will not address every need:

Fire Department: Self-Contained Breathing Apparatus (SCBA's), Fire Engine, Contract Maintenance, Fire Station 82 location

Police Department: Police Cars, Equipment, Body Cameras, Personnel

Public Works: Street Sweeper, Material Only Projects, Road Improvements

Community Development: Downtown Sewer, Accela Implementation

Town Health: Reserve, ARC, Facilities

Manager Gill informed the board members that they will receive written reports from the Town's department managers to explain their budget priorities and critical needs and will be present at the next meeting to answer questions.

d. Committee selection of Chair, Vice-Chair and Secretary.

Manager Gill informed the committee that Town Clerk Gutierrez is available to serve as the committee's secretary and the community concurred to appoint the Town Clerk to that position.

Town Clerk Gutierrez opened nominations for a board member to serve as committee Chair for a one-year term ending March 22, 2016.

Nicki Jones nominated Chris Buzzard.

Kirk Trostle nominated Kelly Wells.

Chris Buzzard nominated Jim Ratekin.

Following a **MOTION by Trostle, seconded by Hansen**, nominations were closed by unanimous voice vote.

Roll call vote on the nomination of Chris Buzzard: Ayes of Jones, Morris, Ratekin and Wells; noes of Buzzard, Fender, Hansen, Knappen and Trostle.

Roll call vote on the nomination of Kelly Wells: Ayes of Buzzard, Fender, Hansen, Knappen, Morris, Ratekin and Trostle; noes of Jones and Wells.

Kelly Wells received a majority vote and was appointed to serve as Chair for the Citizen Oversight Committee for a one-year term ending March 22, 2016.

Town Clerk Gutierrez opened nominations for a board member to serve as committee Vice-Chair for a one-year term ending March 22, 2016.

Chris Buzzard nominated Jim Ratekin.

Kirk Trostle nominated Nicki Jones.

Jim Ratekin nominated Kirk Trostle.

Nicki Jones nominated Dean Fender.

Following a **MOTION by Trostle, seconded by Hansen**, nominations were closed by unanimous voice vote.

Roll call vote on the nomination of Jim Ratekin: Ayes of Buzzard and Trostle; noes of Fender, Hansen, Jones, Knappen, Morris, Ratekin and Wells.

Roll call vote on the nomination of Nicki Jones: Ayes of Buzzard, Hansen, Knappen and Trostle; noes of Fender, Jones, Morris, Ratekin and Wells.

Roll call vote on the nomination of Kirk Trostle: Ayes of Buzzard, Fender, Hansen, Jones, Knappen, Morris, Ratekin and Wells; no of Trostle.

Kirk Trostle received a majority vote and was appointed to serve as Vice Chair for the Citizen Oversight Committee for a one-year term ending March 22, 2016.

e. Steps for the next COC meeting/Expectations from the Committee

Manager Gill informed the committee that staff will be presenting critical needs and costs at the next meeting.

3. ADJOURNMENT

MOTION by Trostle, seconded by Hansen, adjourned the Citizen Oversight Committee at 5:55 p.m. Committee vote was unanimous.

Date approved: April 28, 2015

By: _____/s/_____
Kelly Wells, Chair

_____/s/_____
Joanna Gutierrez, CMC, Town Clerk