



Measure C Citizen Oversight Committee Meeting Minutes

4:00 PM – April 28, 2015

1. OPENING

The April 28, 2015 Citizen Oversight Committee was called to order by Chairperson Kelly Wells who led the Pledge of Allegiance to the Flag of the United States.

BOARD MEMBERS PRESENT: Chris Buzzard, Dan Hansen, Nicki Jones, Molly Knappen, James Ratekin, Kirk Trostle and Kelly Wells.

BOARD MEMBERS ABSENT: Dean Fender and George Morris, Jr.

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.

2. ITEMS

- a. **MOTION by Trostle, seconded by Ratekin**, approved Minutes of the March 24, 2015 Measure Citizen Oversight Committee meeting. Board vote was unanimous.
- b. Discussion regarding department budget critical needs and priorities for 2015/2016.

Manager Gill displayed a power point that set forth information regarding the following:

1. The Town's five year General Fund Projection for revenue & expenses
2. Fiscal Health Analysis Overview
3. Six steps to Financial Freedom
4. Town Council Budget Priorities from the 2/24/15 Priority Setting Special Meeting for Fire Department, Police Department, Public Works, Community Development and Town Health (reserve funds, ARC or Annual Retirement Contribution obligation and Facilities maintenance)
5. Pie chart that illustrates a possible investment plan for measure C funds by allocating percentages and the dollar costs
 - 29% to Fire 250,000
 - 31% to Police 260,000

- 4% to Animal Control 35,000
- 24% to Public Works 200,000
- 3% to Town Facilities 25,000
- 3% to Infrastructure 25,000 (includes sewer planning)
- 6% to Assigned Reserves for Measure C 50,000 – Fiscal Health

Police Chief Gabriela Tazzari-Dineen, North Division Chief David Hawks and Public Works Director/Town Engineer Marc Mattox discussed their annual reports of critical needs for their departments, providing the details relating to expenditures they recommend for the allocations listed above for personnel and equipment costs.

The committee asked detailed questions of the department directors regarding the reasoning behind the department directors' requests for funding and the process of making a final recommendation to present to the Town Council. No action was taken.

- c. Reviewed timelines and discuss process for Measure C Committee recommendation to Council.

Manager Gill discussed the next steps for the budget process which includes meetings with department managers, discussion with Council at the May 12, 2015 meeting, the May 26, 2015 meeting of the Citizen Oversight Committee for formulation of their recommendation to the Council, and the subsequent budget discussion and adoption by the Town Council at a special meeting in June.

Chairperson Kelly Wells will meet with Town Manager Lauren Gill and Finance Director Gina Will to review a process for the committee to form its recommendation at the May 26, 2015 meeting.

3. ADJOURNMENT

Chairperson Kelly Wells adjourned the meeting at 6:20 p.m.

Date approved: May 26, 2015

By: _____/s/_____
 Kelly Wells, Chair

_____/s/_____
 Joanna Gutierrez, Town Clerk