



## 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: \_\_\_\_\_/s/\_\_\_\_\_  
Kirk Trostle, Chair

\_\_\_\_\_/s/\_\_\_\_\_  
Dina Volenski, Asst. Town Clerk

**MEASURE C  
CITIZENS OVERSIGHT COMMITTEE**

Quarterly Budget Meeting  
January 26, 2016



Measure C  
Temporary 1/8%  
Sales & Use Tax  
Implementation  
4/1/15

**Measure C Revenues**

|                        |                         |
|------------------------|-------------------------|
| \$291,665.76           | April – June 2015       |
| \$261,961.14           | 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 \$7,930

**LiveScan Machine**

- Budget \$17,000
- To Date \$0



**Building siding**

- Emergency Declared
- Budget \$45,000
- To Date \$89,730

**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 \$24,750
- To Date \$9,100

**New Officer Training**

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




**Pressure Washer/Sanitation Unit**

- Budget \$7,000
- To Date \$0

### Fire Department

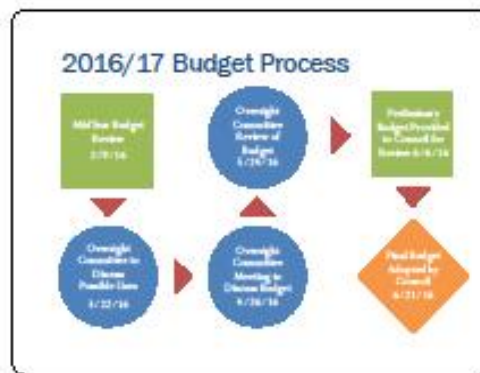
|  |  |
|--|--|
| <b>CAL FIRE Contract Maintenance</b> <ul style="list-style-type: none"> <li>\$150,000 budgeted to maintain contract</li> <li>To Date \$33,094</li> </ul> | <b>Exhaust Evacuation System</b> <ul style="list-style-type: none"> <li>Budget 120,511</li> <li>To Date 120,511</li> </ul>                   |
| <b>4 Self Contained Breathing Apparatus</b> <ul style="list-style-type: none"> <li>Budget \$12,000</li> <li>To Date \$0</li> </ul>                       | <b>Type 1 Fire Engine</b> <ul style="list-style-type: none"> <li>Cost \$447,550</li> <li>Budget 189,032</li> <li>To Date \$41,516</li> </ul> |

### Public Works

|  |   |
|--|---|
| <b>Pearson Road Improvements</b> <ul style="list-style-type: none"> <li>\$300,000 to be used to leverage grant funds for road and drainage improvements</li> </ul> |  |
| <b>Pedestrian Safety Crossing</b> <ul style="list-style-type: none"> <li>Budget 125,000</li> <li>To Date \$0</li> </ul>  |   |

### Measure C Updated

|                   | 2015/16 Amended Budget |
|-------------------|------------------------|
| Police Department | 1318,248               |
| Animal Control    | 32,792                 |
| Fire Department   | 284,141                |
| Public Works      | 225,000                |
| Subtotal          | 1861,181               |
| Unspent           | 1117,256               |
| <b>Total</b>      | <b>1994,429</b>        |



### Questions

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Report to Town of Paradise residents  
 From the Measure C Citizens Oversight Committee

January 26, 2016

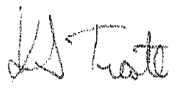
Paradise residents voted in a half percent transaction and use tax (0.30%) effective April 1, 2015. The ballot measure requires a blue-ribbon citizen oversight committee to ensure the funds are spent in accordance with the voter approved measure. The language states in part the funds will be used to preserve public services 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](http://www.townofparadise.com). The next quarterly meeting is scheduled for July 26, 2016.

|  | 1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> Quarter | Totals      |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------|
| <b>Measure C 2015/16 Revenues:</b>   | \$281,981               | \$164,400 (To Date)     |                         |                         | \$446,381   |
| <b>Measure C Approved Expenditures:</b>  | (\$68,755)              | (\$180,261)             |                         |                         | (\$249,017) |
| <ul style="list-style-type: none"> <li>• New investigation Sergeant at the Police Department</li> <li>• Sponsor 3 Police Cadets thru Police Academy (January – June 2015)</li> <li>• 3 Police Cars (Ford Interceptors) per year for a total of 15+ new police vehicles to replace very old cars</li> <li>• Body Cameras (next Gen) for Police Officer safety and accountability</li> <li>• Police K9 program (assists with missing persons, fugitive tracking and narcotics investigation)</li> <li>• Enhance Police Officer training</li> <li>• LiveScan machine for background reviews within the community</li> <li>• Police Department slings and repairs</li> <li>• Maintain CAL FIRE personnel contract</li> <li>• Fire Engine (Delivery Date April or May 2016)</li> <li>• Firefighter breathing apparatus (for firefighter safety)</li> <li>• Exhaust extraction system for Fire Stations to remove noxious fumes</li> </ul> |                         |                         |                         |                         |             |

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

Sincerely,

 1/20/16

Kirk Trostle,  
Chairperson  
Measure C Citizens Oversight Committee



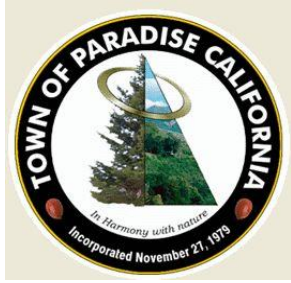
Molly Knappen,  
Vice-Chairperson  
Measure C Citizens Oversight Committee



**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  |
| <b>April 25, 2016 - Deadline</b> | 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   |
| <b>June 6, 2016</b>              | 2016-17 Preliminary Budget Provided to Town Council for Review                                    |
| <b>June 21, 2016</b>             | <b>Final Budget Review Session with Town Council &amp; 2016-17 Budget Adopted by Town Council</b> |