



## Measure C Oversight Committee Meeting Agenda

**4:00 PM - August 20, 2019**

### Measure C Committee Members

Chris Buzzard  
Dean Fender  
Dan Hansen  
Nicki 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 102 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 May 28, 2019 Measure C Citizen Oversight Committee meeting.
- b. Financial update and approve the quarterly report from the Measure C Citizens Oversight Committee to the residents of Paradise for the 4th quarter of the 2018/2019 fiscal year - Administrative Services Director/Town Treasurer-Gina Will.

### **3. PUBLIC COMMENT**

### **4. 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:	
<hr/>	
TOWN/ASSISTANT TOWN CLERK SIGNATURE	



## Measure C Oversight Committee Meeting Minutes

4:00 PM – May 28, 2019

### 1. OPENING

The May 28, 2019 meeting of the Measure C Citizen Oversight committee was called to order by Chair Molly Knappen at 4:05 p.m. who led the pledge of allegiance to the flag of the United States of America.

**COMMITTEE MEMBERS PRESENT:** Chris Buzzard, Sharon Simonton, Kirk Trostle, Molly Knappen, Chair.

**COMMITTEE MEMBERS ABSENT:** Dean Fender, Dan Hansen, Nicki Jones, George Morris, Jr., James Ratekin.

**ALTERNATIVE MEMBERS PRESENT:** Linda Dye

**ALTERNATIVE MEMBERS ABSENT:** Stacey Poliquin

### 2. ITEMS

- a. **MOTION by Simonton, seconded by Dye**, approved minutes of the February 26, 2019 Measure C Citizen Oversight Committee meeting with proposed changes. Ayes of Buzzard, Dye, Simonton and Chair Knappen; Abstention of Trostle; Absent and not voting: Fender, Hansen, Jones, Morris, Ratekin.
- b. Administrative Services Director/Town Treasurer Gina Will gave a Financial update. The future budget will be fluid. Budget adjustments are expected to be frequent. Revenue sources for the general fund are still unknown. Second investigative position has been rolled back to patrol. Cal Fire contract has been temporarily reduced. There may be potential Hazard mitigation grant money.

Robert Leland of Management partners, developed a long range economic projection tool for Stockton that the Town was able to use; when including the 3 year back fill and the \$5 Million compensation from insurance, the program shows that the Town is roughly \$156 million dollars in the negative over the next 18 years.

**MOTION by Buzzard, seconded by Trostle**, approved the quarterly report from the Measure C Citizens Oversight Committee to the residents of Paradise for the 3rd Quarter of the 2018/2019 fiscal year. Ayes of Buzzard, Dye, Simonton, Trostle and Chair Knappen; Absent and not voting: Fender, Hansen, Jones, Morris, Ratekin.

- c. Administrative Services Director/Town Treasurer Gina Will led the discussion of the 2019/2020 budget and presented the proposed Measure C expenditures for the 2019/2020 Fiscal Year Budget.

Member Simonton asked if there has been any thought of reducing animal control by one and about code enforcement for the fire brush issue the Town is experiencing on private property.

North Division Chief John Messina stated that the department is focused on standing homes and the surrounding properties that affect those standing homes.

Member Trostle asked about employee retention and whether the Town has come across any funding to offset the cost of living costs.

Ms. Will stated the Town is currently working with the insurance company and that there is a provision in the insurance policy for extra expenses. Ms. Will also shared that a consultant was hired to do a salary survey to insure the Town employees are getting comparable salary to neighboring municipalities.

**MOTION by Knappen, seconded by Simonton**, approved the proposed Measure C expenditures for the 2019/2020 Fiscal Year Budget. Ayes of Buzzard, Dye, Simonton, Trostle and Chair Knappen; Absent and not voting: Fender, Hansen, Jones, Morris, Ratekin.

### 3. PUBLIC COMMENT –None

### 4. ADJOURNMENT

Chair Knappen adjourned the meeting at 4:49 p.m.

Date Approved:

By: \_\_\_\_\_  
Molly Knappen, Chair

Attest:

\_\_\_\_\_  
Dina Volenski, CMC, Town Clerk



Measure C Citizens Oversight Committee  
Town of Paradise  
5555 Skyway Paradise, CA 95969  
Telephone (530) 872-6291 [www.townofparadise.com](http://www.townofparadise.com)

August 20, 2019

Paradise Residents  
Elected Officials  
Citizen Stakeholders

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 services such as police protection, fire suppression, street maintenance, animal control, and other services for residents of the Town of Paradise.

Attached is the quarterly report from the Citizen's Oversight Committee to the residents of Paradise for the 4th quarter of the 2018/19 fiscal year. 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 October 22, 2019.

Sincerely,

Molly Knappen,  
Chairperson  
Measure C Citizens Oversight Committee

Kirk Trostle  
Vice-Chairperson  
Measure C Citizens Oversight Committee

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter (to date)	Totals	2018/19 Budget
<b>Measure C 2018/19 Revenues:</b>	\$ 445,755	\$ 476,192	\$ 251,632	\$ 216,224	\$ 1,389,803	\$ 551,675
* 2nd Investigation Position at the Police Department	38,217	40,158	34,067	26,595	139,037	85,778
* Part time investigation officer	3,949	7,536	-	-	11,484	11,555
* Sponsor Police Cadet thru Police Academy	1,266	2,657	13	-	3,936	16,200
* 3 Police Cars (Ford Interceptors) per year for a total of 12 new police vehicles to replace very old cars	18,878	24,595	112,020	54,505	209,999	218,215
* Body Cameras (next Gen) for Police Officer safety and accountability	1,479	1,479	1,479	1,479	5,917	5,917
* Police K9 program (assists with missing persons, fugitive tracking and narcotics investigation)	2,233	1,742	3,149	2,912	10,036	10,005
* Enhanced Police Officer & Dispatch training	1,083	5,266	4,834	1,742	12,925	15,000
* Fire electrical service panel and transfer switch	8,250				8,250	8,250
* Maintain CAL FIRE personnel contract	57,783	57,520	47,874	58,994	222,171	120,000
* Fire Engine 81 & 82	41,796	41,796	41,796	41,796	167,183	167,183
* Support to maintain staffing and operations for animal control	42,202	42,202	37,098	37,098	158,599	158,599
* Rendering Setup and Maintenance	1,014	8,835	1,700		11,549	13,227
* Animal Shelter Facility Improvements: Concrete Repairs		6,200			6,200	6,200
* Construct Fleet Bay & Lift	15,988	5,334			21,321	21,357
* Ponderosa Safe Routes to School					-	-
<b>Measure C Approved Expenditures:</b>	\$ 234,137	\$ 245,320	\$ 284,030	\$ 225,121	\$ 988,608	\$ 857,486
<b>Net Total</b>	\$ 211,618	\$ 230,872	\$ (32,398)	\$ (8,897)	\$ 401,195	\$ (305,811)



# Budget Performance Report

Fiscal Year to Date 06/30/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>REVENUE</b>										
Department 25 - Finance										
Program 4420 - Measure C TUT										
3130.326	General Sales and Use Tax Transactions and Use Tax (TUT)	1,382,307.00	(830,632.00)	551,675.00	231,582.07	.00	1,389,803.44	(838,128.44)	252	1,368,621.00
Program 4420 - Measure C TUT Totals		\$1,382,307.00	(\$830,632.00)	\$551,675.00	\$231,582.07	\$0.00	\$1,389,803.44	(\$838,128.44)	252%	\$1,368,621.00
Department 25 - Finance Totals		\$1,382,307.00	(\$830,632.00)	\$551,675.00	\$231,582.07	\$0.00	\$1,389,803.44	(\$838,128.44)	252%	\$1,368,621.00
<b>REVENUE TOTALS</b>		\$1,382,307.00	(\$830,632.00)	\$551,675.00	\$231,582.07	\$0.00	\$1,389,803.44	(\$838,128.44)	252%	\$1,368,621.00
<b>EXPENSE</b>										
Department 25 - Finance										
Program 4420 - Measure C TUT										
Cost Center Activity 300 - Police Administration										
5303	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	46,669.72
Cost Center Activity 300 - Police Administration Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$46,669.72
Cost Center Activity 301 - Police Operations										
5101	Salaries - Permanent	77,334.00	(38,667.00)	38,667.00	.00	.00	65,388.80	(26,721.80)	169	44,061.40
5102	Salaries - Temporary	14,823.00	1,759.00	16,582.00	.00	.00	9,928.22	6,653.78	60	38,892.66
5103.102	Differential Pay Out of Class	.00	.00	.00	.00	.00	17.71	(17.71)	+++	8.59
5103.105	Differential Pay Swing/Graveyard Shift	.00	.00	.00	.00	.00	.00	.00	+++	71.90
5104	Wages - PS Holiday Pay	4,024.00	(2,012.00)	2,012.00	.00	.00	3,951.56	(1,939.56)	196	2,324.02
5105	Salaries - Overtime/FLSA	35,000.00	(28,200.00)	6,800.00	.00	.00	13,612.61	(6,812.61)	200	17,720.83
5106.101	Incentives & Admin Leave School Incentive	3,136.00	(1,568.00)	1,568.00	.00	.00	2,845.41	(1,277.41)	181	1,694.12
5106.103	Incentives & Admin Leave Team Pay	.00	.00	.00	.00	.00	3,272.14	(3,272.14)	+++	2,128.10
5106.200	Incentives & Admin Leave Gym Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	180.00
5109.100	Allowances Uniform Allowance	930.00	(465.00)	465.00	.00	.00	852.50	(387.50)	183	503.75
5111	Medicare	1,961.00	(930.00)	1,031.00	.00	.00	1,325.27	(294.27)	129	1,590.52
5112.101	Retirement Contribution PERS	16,098.00	(7,171.00)	8,927.00	.00	.00	13,455.60	(4,528.60)	151	9,934.81
5112.102	Retirement Contribution Social Security	.00	.00	.00	.00	.00	.00	.00	+++	947.59
5113	Worker's Compensation	19,490.00	274.00	19,764.00	.00	.00	18,480.19	1,283.81	94	21,519.80
5114.101	Health Insurance Medical	17,994.00	(8,997.00)	8,997.00	.00	.00	14,418.80	(5,421.80)	160	11,545.16
5114.102	Health Insurance Dental	.00	.00	.00	.00	.00	1,851.74	(1,851.74)	+++	1,094.21
5114.103	Health Insurance Vision	.00	.00	.00	.00	.00	165.22	(165.22)	+++	97.63
5115	Unemployment Compensation	.00	.00	.00	(694.33)	.00	.00	.00	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	968.00	(484.00)	484.00	.00	.00	235.40	248.60	49	139.10
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	.00	.00	720.13	(720.13)	+++	397.00
5202.100	Operating Supplies General	3,380.00	.00	3,380.00	80.73	.00	2,235.80	1,144.20	66	3,018.46
5213.100	Professional/Contract Services General	3,638.00	.00	3,638.00	233.00	.00	4,797.03	(1,159.03)	132	589.42
5220.100	Employee Development General	26,223.00	.00	26,223.00	600.00	1,664.66	19,863.75	4,694.59	82	24,727.79
5305	Vehicles	.00	154,000.00	154,000.00	.00	.00	132,996.99	21,003.01	86	.00
5501	Debt Service Payment - Principal	105,917.00	(35,785.00)	70,132.00	12,805.09	.00	82,919.38	(12,787.38)	118	9.36



# Budget Performance Report

Fiscal Year to Date 06/30/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 25 - Finance										
Program 4420 - Measure C TUT										
Cost Center Activity 301 - Police Operations Totals		\$330,916.00	\$31,754.00	\$362,670.00	\$13,024.49	\$1,664.66	\$393,334.25	(\$32,328.91)	109%	\$264,616.22
Cost Center Activity 303 - Animal Control										
5101	Salaries - Permanent	.00	.00	.00	.00	.00	.00	.00	+++	13,854.88
5104	Wages - PS Holiday Pay	.00	.00	.00	.00	.00	.00	.00	+++	1,012.17
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	680.65
5109.100	Allowances Uniform Allowance	.00	.00	.00	.00	.00	.00	.00	+++	327.79
5111	Medicare	.00	.00	.00	.00	.00	.00	.00	+++	217.89
5112.101	Retirement Contribution PERS	.00	.00	.00	.00	.00	.00	.00	+++	971.16
5113	Worker's Compensation	.00	.00	.00	.00	.00	.00	.00	+++	6,125.62
5114.101	Health Insurance Medical	.00	.00	.00	.00	.00	.00	.00	+++	2,602.40
5114.102	Health Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	255.92
5114.103	Health Insurance Vision	.00	.00	.00	.00	.00	.00	.00	+++	26.04
5116.101	Life and Disability Insurance Life & Disab.	.00	.00	.00	.00	.00	.00	.00	+++	103.29
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	.00	.00	.00	.00	+++	113.78
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	.00	.00	+++	895.52
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	63,075.00
5213.100	Professional/Contract Services General	.00	1,014.00	1,014.00	.00	.00	1,014.20	(.20)	100	2,250.00
5214.100	Repair and Maint Service General	.00	12,213.00	12,213.00	.00	.00	10,535.00	1,678.00	86	4,090.52
5303	Improvements	.00	6,200.00	6,200.00	.00	.00	6,200.00	.00	100	5,990.46
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	888.93
5910.070	Transfers Out To Animal Control Fund	168,806.00	(10,207.00)	158,599.00	37,098.00	.00	158,599.00	.00	100	.00
Cost Center Activity 303 - Animal Control Totals		\$168,806.00	\$9,220.00	\$178,026.00	\$37,098.00	\$0.00	\$176,348.20	\$1,677.80	99%	\$103,482.02
Cost Center Activity 325 - Fire Administration										
5303	Improvements	.00	8,250.00	8,250.00	.00	.00	8,250.00	.00	100	102.18
Cost Center Activity 325 - Fire Administration Totals		\$0.00	\$8,250.00	\$8,250.00	\$0.00	\$0.00	\$8,250.00	\$0.00	100%	\$102.18
Cost Center Activity 326 - Fire Suppression										
5213.100	Professional/Contract Services General	250,000.00	(130,000.00)	120,000.00	58,994.15	.00	222,171.03	(102,171.03)	185	243,389.12
5501	Debt Service Payment - Principal	167,183.00	.00	167,183.00	21,657.93	.00	167,182.76	.24	100	167,182.76
Cost Center Activity 326 - Fire Suppression Totals		\$417,183.00	(\$130,000.00)	\$287,183.00	\$80,652.08	\$0.00	\$389,353.79	(\$102,170.79)	136%	\$410,571.88
Cost Center Activity 345 - Public Works Fleet										
5303	Improvements	.00	21,357.00	21,357.00	.00	.00	21,321.48	35.52	100	104,800.51
Cost Center Activity 345 - Public Works Fleet Totals		\$0.00	\$21,357.00	\$21,357.00	\$0.00	\$0.00	\$21,321.48	\$35.52	100%	\$104,800.51
Cost Center Activity 350 - Public Works Streets										
5910.100	Transfers Out To Capital Projects	36,000.00	(36,000.00)	.00	.00	.00	.00	.00	+++	210,416.46
Cost Center Activity 350 - Public Works Streets Totals		\$36,000.00	(\$36,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$210,416.46
Program 4420 - Measure C TUT Totals		\$952,905.00	(\$95,419.00)	\$857,486.00	\$130,774.57	\$1,664.66	\$988,607.72	(\$132,786.38)	115%	\$688,998.99





# Budget Performance Report

Fiscal Year to Date 06/30/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
	EXPENSE									
	Department 25 - Finance Totals	\$952,905.00	(\$95,419.00)	\$857,486.00	\$130,774.57	\$1,664.66	\$988,607.72	(\$132,786.38)	115%	\$1,140,658.99
	EXPENSE TOTALS	\$952,905.00	(\$95,419.00)	\$857,486.00	\$130,774.57	\$1,664.66	\$988,607.72	(\$132,786.38)	115%	\$1,140,658.99
Fund 1010 - General Fund Totals										
	REVENUE TOTALS	1,382,307.00	(830,632.00)	551,675.00	231,582.07	.00	1,389,803.44	(838,128.44)	252%	1,368,621.00
	EXPENSE TOTALS	952,905.00	(95,419.00)	857,486.00	130,774.57	1,664.66	988,607.72	(132,786.38)	115%	1,140,658.99
Fund 1010 - General Fund Totals		\$429,402.00	(\$735,213.00)	(\$305,811.00)	\$100,807.50	(\$1,664.66)	\$401,195.72	(\$705,342.06)		\$227,962.01
	Grand Totals									
	REVENUE TOTALS	1,382,307.00	(830,632.00)	551,675.00	231,582.07	.00	1,389,803.44	(838,128.44)	252%	1,368,621.00
	EXPENSE TOTALS	952,905.00	(95,419.00)	857,486.00	130,774.57	1,664.66	988,607.72	(132,786.38)	115%	1,140,658.99
	Grand Totals	\$429,402.00	(\$735,213.00)	(\$305,811.00)	\$100,807.50	(\$1,664.66)	\$401,195.72	(\$705,342.06)		\$227,962.01