



Measure V Oversight Committee Meeting Agenda

4:00 PM - May 25, 2021

Measure V Committee Members

Lee Brown
Chris Buzzard
Linda Dye
Dan Hansen
Nicki Jones

George Morris, Jr.
Chris Rehmann
Dee Riley
Sharon Simonton

Alternates

Ronald Baker

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, 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.

The meeting will be open to the public on a limited basis. This means there will be reduced seating capacity, social distancing will be practiced and face masks are required. (please note, our limited capacity is 20 people and when that is reached, the doors will be closed) Attendees may need to rotate seating positions to allow participation from those in attendance. Public speakers will be asked to complete speaker cards and may need to wait outside until they are called to speak. Comments may be submitted via e-mail to dvolenski@townofparadise.com prior to 3:00 p.m. the day of the meeting. Observers choosing not to attend in person may view the meeting via the town's website at <https://www.youtube.com/channel/UCahySuEER2uUrqJ6G5ET-Xg/>

1. OPENING

- 1a. Call to Order
- 1b. Pledge of Allegiance to the Flag of the United States of America
- 1c. Roll Call

2. CONSIDERATION ITEMS

- 2a. Approve minutes of the April 27, 2021 Measure V Citizen Oversight Committee regular meeting. (ROLL CALL VOTE)
- 2b. Presentation and discussion of the Fiscal Year 2021/22 Measure V Budget; and, 2. Approve the proposed Measure V expenditures for the 2021/22 fiscal year. (ROLL CALL VOTE)

3. PUBLIC COMMENT

4. ADJOURNMENT

STATE OF CALIFORNIA)	SS.
COUNTY OF BUTTE)	
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:	
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TOWN/ASSISTANT TOWN CLERK SIGNATURE	



Measure V Oversight Committee Meeting Minutes

4:00 PM – April 27, 2021

1. OPENING

The first meeting of the Measure V Citizen Oversight Committee was called to order by Town Manager Kevin Phillips at 4:00 p.m. who led the Pledge of Allegiance to the Flag of the United States of America.

BOARD MEMBERS PRESENT: Lee Brown, Chris Buzzard, Linda Dye, Dan Hansen, Nicki Jones, George Morris, Jr., Chris Rehmann, Dee Riley, and Sharon Simonton.

BOARD MEMBERS ABSENT: None

ALTERNATE PRESENT: Ronald Baker

STAFF PRESENT: Administrative Services Director/Town Treasurer Ross Gilb, Town Manager Kevin Phillips, Town Clerk Dina Volenski and Deputy Town Clerk Melanie Norris.

Each board member introduced themselves, stating their name and shared a brief background. An Oath of Office was administered by Town Clerk Volenski to the board members.

2. CONSIDERATION ITEMS

- a. Town Manager Phillips reviewed Town of Paradise Resolution No. 21-12 (Adopted March 9, 2021 by the Paradise Town Council), the By-Laws for the Governance of the Measure V Citizen Oversight Committee.
- b. Town Manager Phillips opened nominations for a board member to serve as committee Chair for a one-year term ending April 27, 2022.

Sharon Simonton nominated Chris Buzzard.

Nicki Jones seconded the nomination.

As there were no other nominations Town Manager Phillips closed the nomination.

Roll call vote to appoint Chris Buzzard as Chair was unanimous. Chris Buzzard was appointed to serve as Chair for the Measure V Citizen Oversight Committee for a one-year term ending April 27, 2022.

Chair Buzzard opened nominations for a board member to serve as committee Vice-Chair for a one-year term ending April 27, 2022.

Nicki Jones nominated Sharon Simonton.

Dan Hansen seconded the nomination.

As there were no other nominations Chair Buzzard closed the nomination.

Roll call vote to appoint Sharon Simonton as Vice-Chair was unanimous. Sharon Simonton was appointed to serve as Vice-Chair for the Citizen Oversight Committee for a one-year term ending April 27, 2022.

The committee concurred to appoint the Town Clerk to serve as the committee's secretary.

- c. Town Manager Phillips introduced Fire Chief Sjolund. Town Manager Phillips provided information regarding the Town's financial background, budget process and informed the committee that the remaining funds from the Measure C Oversight Committee will roll over to the Measure V Oversight Committee.
- d. Approval of the final quarterly report from the Measure C Citizens Oversight Committee to the residents of Paradise for the complete 3rd quarter of the 2020/2021 fiscal year was deferred to the next meeting when the final revenue figures have been received and processed.

Board Members shared their goals and what they would like to see from the Measure V revenues. Administrative Services Director Ross Gilb provided the Committee with an overview of the next steps and how the goals will be taken into consideration and integrated in the Annual Budget. The Committee requested Department Directors be at the next Measure V meeting in May to present the budget requests for each department.

- e. Chair Buzzard reviewed the calendar of the meetings for the remainder of the 2020/2021 fiscal year and the 2021/2022 fiscal year.

3. PUBLIC COMMENT - None

4. ADJOURNMENT

Chair Buzzard adjourned the meeting at 4:45 p.m.

Date approved:

By: _____
Chris Buzzard, Chair

Dina Volenski, CMC, Town Clerk



Town of Paradise
Measure V Citizens Oversight Committee
Agenda Summary

Agenda Item: 2(b)

Date: May 25, 2021

ORIGINATED BY: Ross Gilb, Administrative Services Director /
Town Treasurer
REVIEWED BY: Kevin Phillips, Town Manager
SUBJECT: Fiscal Year 2021/22 Measure V Budget

COUNCIL ACTION REQUESTED:

1. Discussion of the Fiscal Year 2021/22 Measure V Budget
2. Approve the proposed Measure V expenditures for the 2021/22 fiscal year

Background:

Measure C, the 0.50% six-year temporary transaction and use tax, expired on March 31, 2021. Measure V represents a ten-year continuation of this 0.50% temporary transaction and use tax, which will automatically expire on March 31, 2031. Fiscal Year 2021/22 is the first full year of budgeted revenues and expenditures relating to Measure V.

Analysis:

Measure C has been extremely beneficial to the Town of Paradise and has met the intended goal of ensuring continued critical services, repairing and replacing long-deferred capital improvements, and purchasing much needed public safety vehicles and equipment. The Measure C Oversight Committee members' participation in the budgeting process and commitment to ensuring that the funds be used appropriately was critical to achieving this goal. Continuation of this process through Measure V will help the Town fund necessary operations and ensure ongoing capital purchase needs are met.

Through the end of FY 2020/21, the Measure C fund is projected to retain approximately \$918,000 in reserves. This reserve was established to provide continued cash flow in the event that the Town's PG&E settlement was delayed. As of July 2020, the PG&E settlement funds were received by the Town. The removal of the uncertainty regarding the PG&E settlement has reduced the need to retain these reserve funds, which provides additional availability of funds through Measure V for capital improvement and recovery projects, continued support for necessary operations, and continuing the replacement of public safety vehicles and equipment.

The proposed budget meets the needs described above while ensuring projected expenditures do not exceed projected revenues for the coming fiscal year. This ensures that the reserves established through Measure C are maintained for future use as needed.

Attachments:

2021/22 Measure V Amended Budget
Draft Measure V Budget Revenue and Expenditure Detail
Draft Measure V Budget Transaction Detail



Measure V Citizen Oversight Committee 2021/22 Transaction and Use Tax Budget

In compliance with Ordinance No. 569, the Committee hereby agrees with the following recommendations regarding how the proceeds from Measure V shall be used to provide for local public services as proposed by the Town Departments and in alignment with Town Council priorities:

Animal Control

Support for Animal Control and shelter services operations (non-salary expenses)	\$58,248	Totals \$58,248
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Fire Department

Maintain current staffing levels for CAL FIRE contract	\$250,000	
Purchase of 10 radios	35,000	
Fire Station 81 window replacement	10,000	295,000

Police Department

Purchase of portable and mobile police radios (net of insurance proceeds)	\$388,440	
Mandatory and Essential POST Training	49,849	
Sponsor one police cadet through the academy	48,301	
K-9 program training, food and veterinary costs	15,800	
Payments on 12 police cars purchased	15,194	
Operational supplies support	5,500	523,084

Public Works

Purchase of New Bucket Truck	\$140,000	140,000
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Grand Total

\$1,016,332

Approved By: _____

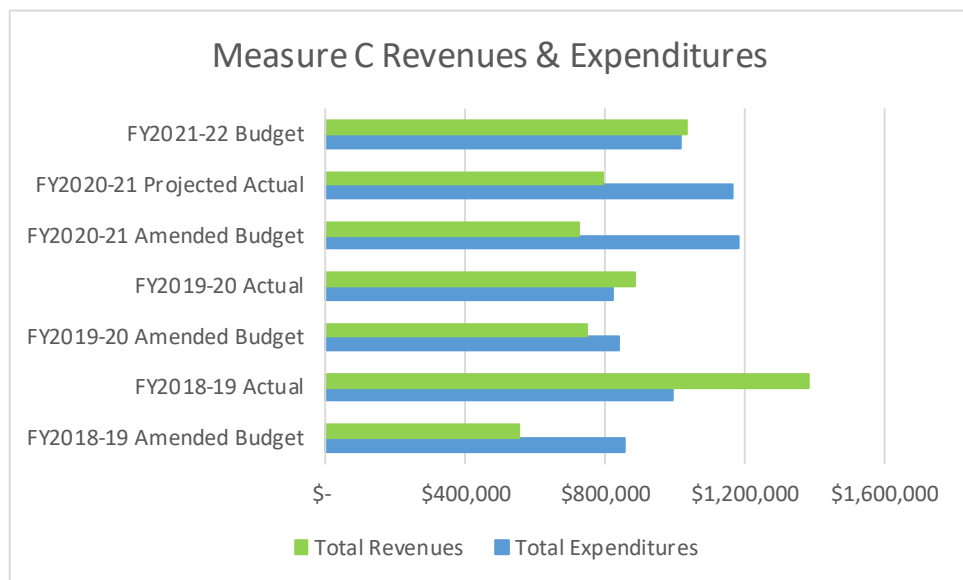
Chris Buzzard, Chairperson

May 25, 2021



Measure V Citizen Oversight Committee 2021/22 Fund Summary

Measure V Fund Summary	
FY 2021/22 Projection	
Projected Beginning Balance : June 30, 2021	\$ 918,811
Total Projected Revenues	<u>1,031,737</u>
Projected Funds Available for FY 2021/22	1,950,548
Total Projected Expenditures	(958,084)
Total Projected Transfers Out	<u>(58,248)</u>
Total Projected Expenditures and Transfers Out	<u>(1,016,332)</u>
Projected Ending Fund Balance: June 30, 2022	<u>\$ 934,215</u>



TOWN OF PARADISE
Fiscal Year 2021/22 Budget

Account Number	Description	2020 Actual Amount	2021 Amended Budget	2021 Estimated Amount	2022 Department Requested	2022 Manager Recommend
Fund: 1010 - General Fund						
Department: 25 - Finance						
Program: 4420 - Measure C TUT						
Expenditures						
5100	Personnel Services	69,680	62,495	62,710	37,865	37,865
5200	Supplies and Services	250,865	289,836	272,534	331,585	331,585
5300	Capital Outlay	23,347	406,937	406,937	573,440	573,440
5500	Debt Service	248,612	164,759	164,759	15,194	15,194
Total Expenditures		592,505	924,027	906,940	958,084	958,084
Revenues						
	Service Fees					
	Fines and Forfeitures					
	Other	883,510	725,000	792,085	1,031,737	1,031,737
Total Revenues		883,510	725,000	792,085	1,031,737	1,031,737
Net Income		291,005	(199,027)	(114,855)	73,653	73,653
Transfers In						
Transfers (Out)		(232,130)	(258,077)	(258,077)	(58,248)	(58,248)
Ending Fund Balance		1,291,743	834,639	918,811	934,215	934,215

TOWN OF PARADISE
Fiscal Year 2021/22 Budget

					2022	
Account Number	Description	2020 Actual Amount	2021 Amended Budget	2021 Estimated Amount	Department Requested	2022 Manager Recommend
Fund: 1010 - General Fund						
REVENUES						
Department: 25 - Finance						
Program: 4420 - Measure C TUT						
3130.326	General Sales and Use Tax Transactions and Use Tax (TUT)	883,510	543,750	610,835	-	-
Department: 25 - Finance						
Program: 4430 - Measure V TUT						
3130.326	General Sales and Use Tax Transactions and Use Tax (TUT)	-	181,250	181,250	1,031,737	1,031,737
REVENUES Total		883,510	725,000	792,085	1,031,737	1,031,737

EXPENSES

Department: 25 - Finance

Program: 4420 - Measure C TUT

Cost Center Activity: 301 - Police Operations

5101	Salaries - Permanent	-	-	-	-	-
5102	Salaries - Temporary	49,371	46,800	46,800	27,581	27,581
5103.102	Differential Pay Out of Class	-	-	-	-	-
5104	Wages - PS Holiday Pay	-	-	-	-	-
5105	Salaries - Overtime/FLSA	11,174	8,000	8,000	8,000	8,000
5106.101	Incentives & Admin Leave School Incentive	-	-	-	-	-
5106.103	Incentives & Admin Leave Team Pay	-	-	-	-	-
5109.100	Allowances Uniform Allowance	-	-	-	-	-
5111	Medicare	878	795	795	398	398
5112.101	Retirement Contribution PERS	-	2,902	-	-	-
5112.102	Retirement Contribution Social Security	3,754	-	2,902	-	-
5113	Worker's Compensation	4,503	3,998	3,998	1,710	1,710
5114.101	Health Insurance Medical	-	-	-	-	-
5114.102	Health Insurance Dental	-	-	-	-	-
5114.103	Health Insurance Vision	-	-	-	-	-

TOWN OF PARADISE
Fiscal Year 2021/22 Budget

Account Number	Description	2020 Actual Amount	2021 Amended Budget	2021 Estimated Amount	2022	2022 Manager Recommend
					Department Requested	
5115	Unemployment Compensation	-	-	215	176	176
5116.101	Life and Disability Insurance Life & Disab.	-	-	-	-	-
5116.102	Life and Disability Insurance Long Term/Short Term Disability	-	-	-	-	-
5202.100	Operating Supplies General	5,918	22,200	22,200	10,000	10,000
5213.100	Professional/Contract Services General	4,868	6,500	1,000	7,000	7,000
5220.100	Employee Development General	16,792	11,136	9,700	64,585	64,585
5304	Furniture & Equipment	-	-	-	388,440	388,440
5305	Vehicles	22,851	240,000	240,000	-	-
5501	Debt Service Payment - Principal	81,429	37,851	37,851	15,194	15,194
Cost Center Activity Total: 301 - Police Operations		201,538	380,182	373,461	523,084	523,084
Cost Center Activity: 303 - Animal Control						
5213.100	Professional/Contract Services General	-	-	-	-	-
5214.100	Repair and Maint Service General	-	-	-	-	-
5303	Improvements	497	912	912	-	-
5910.070	Transfers Out To Animal Control Fund	232,130	258,077	258,077	58,248	58,248
Cost Center Activity Total: 303 - Animal Control		232,627	258,989	258,989	58,248	58,248
Cost Center Activity: 325 - Fire Administration						
5303	Improvements	-	-	-	-	-
Cost Center Activity Total: 325 - Fire Administration		-	-	-	-	-
Cost Center Activity: 326 - Fire Suppression						
5213.100	Professional/Contract Services General	223,287	250,000	239,634	250,000	250,000
5304	Furniture & Equipment	-	-	-	45,000	45,000
5501	Debt Service Payment - Principal	167,183	126,908	126,908	-	-
Cost Center Activity Total: 326 - Fire Suppression		390,470	376,908	366,542	295,000	295,000
Cost Center Activity: 345 - Public Works Fleet						
5303	Improvements	-	-	-	-	-
Cost Center Activity Total: 345 - Public Works Fleet		-	-	-	-	-
Cost Center Activity: 350 - Public Works Streets						
5305	Vehicles	-	166,025	166,025	140,000	140,000

TOWN OF PARADISE
Fiscal Year 2021/22 Budget

Account Number	Description	2022				
		2020 Actual Amount	2021 Amended Budget	2021 Estimated Amount	Department Requested	2022 Manager Recommend
Cost Center Activity Total: 350 - Public Works Streets		-	166,025	166,025	140,000	140,000
EXPENSES Total		824,635	1,182,104	1,165,017	1,016,332	1,016,332
Measure C Net Change		58,875	(457,104)	(372,932)	15,405	15,405
ENDING FUND BALANCE		1,291,743	834,639	918,811	934,215	934,215



Town of Paradise

Budget Transactions Report
Budget Year of 2021/22

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1010 - General Fund			
Department	25 - Finance			
Program	4420 - Measure C TUT			
Cost Center Activity	301 - Police Operations			
Account	5202.100 - Operating Supplies General			
1010.25.4420.301.5202.100	K-9 Food and Supplies	1.0000	2,000.00	2,000.00
1010.25.4420.301.5202.100	Trainee Supplies (Uniform & Ammunition)	1.0000	2,500.00	2,500.00
1010.25.4420.301.5202.100	Patrol Ammunitions (New Hires)	1.0000	4,100.00	4,100.00
1010.25.4420.301.5202.100	Gloves	1.0000	1,400.00	1,400.00
Account 5202.100 - Operating Supplies General Totals		Transactions	4	\$10,000.00
Account	5213.100 - Professional/Contract Services General			
1010.25.4420.301.5213.100	K9 Program Veterinary Care	1.0000	3,000.00	3,000.00
1010.25.4420.301.5213.100	Trainee Background and Medical	1.0000	4,000.00	4,000.00
Account 5213.100 - Professional/Contract Services General Totals		Transactions	2	\$7,000.00
Account	5220.100 - Employee Development General			
1010.25.4420.301.5220.100	K9 Program Training	1.0000	10,800.00	10,800.00
1010.25.4420.301.5220.100	Trainee Academy Enrollment	1.0000	3,936.00	3,936.00
1010.25.4420.301.5220.100	Mandatory and Essential POST Training	1.0000	49,849.00	49,849.00
Account 5220.100 - Employee Development General Totals		Transactions	3	\$64,585.00
Account	5304 - Furniture and Equipment			
1010.25.4420.301.5304	Police Field Radios - Total Portables	1.0000	365,280.60	365,280.60
1010.25.4420.301.5304	Police Field Radios - Total Mobiles	1.0000	335,159.80	335,159.80
1010.25.4420.301.5304	Insurance Proceeds to be applied toward Police Radio purchase	1.0000	(312,000.00)	(312,000.00)
Account 5304 - Furniture and Equipment Totals		Transactions	3	\$388,440.40
Account	5501 - Debt Service Payment - Principal			
1010.25.4420.301.5501	(C) USBan (3) 2017 Ford Interceptors & Equip - FP 08/21	1.0000	7,552.25	7,552.25
1010.25.4420.301.5501	(E) SB (3) 2017 Ford Interceptors & Equip - FP 06/22	4.0000	1,910.50	7,642.00
Account 5501 - Debt Service Payment - Principal Totals		Transactions	2	\$15,194.25
Cost Center Activity 301 - Police Operations Totals		Transactions	8	\$485,219.65



Town of Paradise

Budget Transactions Report
Budget Year of 2021/22

Cost Center Activity **303 - Animal Control**

Account **5910.070 - Transfers Out To Animal Control Fund**

1010.25.4420.303.5910.070 Fund Animal Control and Shelter Operations

Account **5910.070 - Transfers Out To Animal Control Fund Totals**

Cost Center Activity **303 - Animal Control Totals**

1.0000	58,248.00	58,248.00
Transactions	1	\$58,248.00
Transactions	1	\$58,248.00

Cost Center Activity **326 - Fire Suppression**

Account **5213.100 - Professional/Contract Services General**

1010.25.4420.326.5213.100 CAL FIRE Personnel Services

Account **5213.100 - Professional/Contract Services General Totals**

Account **5304 - Furniture & Equipment**

1010.25.4420.326.5304 Fire Station 81 Window Replacement

1010.25.4420.326.5304 Radios (10)

Account **5213.100 - Professional/Contract Services General Totals**

1.0000	250,000.00	250,000.00
Transactions	1	\$250,000.00
1.0000	10,000.00	10,000.00
10.0000	3,500.00	35,000.00
Transactions	2	\$45,000.00

Cost Center Activity **350 - Public Works Streets**

Account **5305 - Vehicles**

1010.25.4420.350.5305 Bucket Truck

Account **5910.100 - Transfers Out To Capital Projects Totals**

Cost Center Activity **350 - Public Works Streets Totals**

1.0000	140,000.00	140,000.00
Transactions	1	\$125,000.00
Transactions	1	\$125,000.00