



## Measure C Citizen Over Committee Meeting Agenda 4:00 PM - April 24, 2018

### 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, 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 the minutes of the March 27, 2018 Regular Measure C Citizen Oversight Committee meeting.
- b. Financial update and 1. Approve the quarterly report from the Measure C Citizens Oversight Committee to the residents of Paradise for the 3rd quarter of the 2017/2018 fiscal year; and, 2. Approve the recommended budget adjustments for the 2017/2018 Fiscal Year - Administrative Services Director, Gina Will.
- c. Continued discussion of FY 2018/2019 budget including details on the budget process.

### 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:	
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TOWN/ASSISTANT TOWN CLERK SIGNATURE	



## Measure C Oversight Committee Meeting Minutes

4:00 PM – March 27, 2018

### 1. OPENING

The March 27, 2018 meeting of the Measure C Citizen Oversight committee was called to order by Vice Chair Kirk Trostle at 4:02 p.m. who led the pledge of allegiance to the Flag of the United States of America.

**COMMITTEE MEMBERS PRESENT:** Dean Fender, Nicki Jones, George Morris, Jr., Jim Ratekin, Sharon Simonton, Kirk Trostle and Molly Knappen, Chair. (Vice Chair Trostle turned the meeting over to Chair Knappen who arrived at 4:03 p.m.)

**COMMITTEE MEMBERS ABSENT:** Chris Buzzard and Dan Hansen

**ALTERNATE PRESENT:** Linda Dye

**ALTERNATE ABSENT:** Stacey Poliquin

### 2. ITEMS

2a. **MOTION by Simonton, seconded by Trostle**, approved the minutes of the January 23, 2018 Regular Measure C Oversight committee meeting. Ayes of Jones, Morris, Ratekin, Simonton, Trostle and Knappen, Chair: Abstention of Fender; Absent: Buzzard and Hansen.

2b. Update on Fleet Maintenance Bay Addition and confirm the increased budget amount for the Fleet Maintenance Bay Addition.

Public Works Director/Town Engineer Marc Mattox provided an overview of the Fleet Maintenance Bay project and updated the committee on the current status of the project. At the February 13, 2018 Town Council meeting the Council approved awarding the contract to Bob Becker of Paradise with a total project cost of \$126,158.00. Mr. Mattox explained that the cost of the project escalated due to rising steel and concrete prices and building costs. Mr. Mattox stated that the project should be completed by the end of the fiscal year.

**MOTION BY Trostle, seconded by Fender**, confirmed the increased budget amount for the Fleet Maintenance Bay Addition. Roll call vote was unanimous with Buzzard and Hansen absent and not voting.

2c. Discuss Town Council Priorities and the budget process for FY 2018/2019

Administrative Services Director Gina Will provided an overview of the 2017/2018 budget, the budget process for the 2018/2019 Fiscal year and shared with the

committee the Council priorities that were established at the February 27, 2018 Council meeting. (PowerPoint Presentation attached)

2d. Discuss and consider approving a recommendation to the Paradise Town Council to extend Measure C, the one-half percent sales tax (Transactions and Use Tax) approved by the voters November 4, 2014.

The Measure C Oversight Committee discussed recommending to the Town Council the extension of Measure C, what the ballot measure would look like and for how long it should be extended, either six or ten years. Manager Gill stated that the item will be brought to the Town Council at the April meeting for discussion. Measure C committee agreed that the money generated from the Measure C, one-half percent sales tax has been used the way it was designated and approved by the voters. The committee also discussed that the public should be informed on how the money has been spent and what projects have been funded to improve the Town such as the road projects, purchasing of items for the Police and Fire departments and enhancing the services at Animal Control.

The Committee discussed the best way to approach the issue with the public and the general consensus was to promote all the valuable enhancements that have been provided by the passage of Measure C and that Measure C has been used the way that it was stated in the ordinance.

**Motion by Fender, seconded by Trostle**, to approve a recommendation to the Paradise Town Council to extend Measure C, the one-half percent sales tax (Transactions and Use Tax) approved by the voters November 4, 2014. Roll call vote was unanimous with Buzzard and Hansen absent and not voting.

**Motion by Trostle, seconded by Knappen**, the Measure C Citizen Oversight Committee recommends to the Town Council that Measure C be extended by the Town Council for up to 10 years. Roll call vote was unanimous with Buzzard and Hansen absent and not voting.

### **3. PUBLIC COMMENT - None**

### **4. ADJOURNMENT**

Chair Knappen adjourned the meeting at 5:48 p.m.

Date Approved:

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

Attest:

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



## TOWN OF PARADISE 2018/19 Priority Setting

February 27, 2018

### Objectives

1. General guidance to prepare the 2018/19 preliminary budget
2. Direction for 2018/19 Measure C funding priorities
3. Discussion about where to focus 2018/19 limited staff time and resources
4. Discussion about mid and long term priorities and direction

### Review of Accomplishments

#### 2016/17 Town Council Goals

Goal	Status	Notes
CAL FIRE Contract Renewal	Complete	Adopted 04/11/17 - Contract expires 06/30/21
NRWS Franchise Agreement	Complete	Adopted 04/11/17 - Contract expires 04/30/27
Master Fee Schedule Update	Complete	Adopted 06/27/17 - Implemented 08/26/17
Paradise Sewer Project	Ongoing	Accepted Alternatives Analysis and Feasibility Report 07/11/17
Town-wide Personnel Structure	Ongoing	Progress made on finding most efficient and best size for organization
Business License	In Progress	Program approved and ordinance introduced 02/13/18
Tourism/Economic Development	Ongoing	Council and Staff participate in various activities including TBID
Increased Traffic Enforcement	Ongoing	Officers directed to increase focus and improvements from "Safe Routes to School"
Improvements/Expansion of Animal Control	Ongoing	Measure C funds used 2016/17 & 2017/18 - Committee formed to address funding
Facilities Best Use/Deferred Maintenance	In Progress	Facilities report to be presented 03/13/18 - Measure C addressed some deferred maint.

#### 2017/18 Town Council Goals

Priority Work Effort Description	Mayor Lotter	Vice Mayor Jones	Councilmember Bello	Councilmember Schuster	Councilmember Zucchiello	Total Score
Paradise Sewer Project	1	1	1	1	1	5
Cal Fire Contract	1	1	1	1	1	5
Town wide Personnel Structure	1	1	1	1	1	5
NRWS Franchise Agreement	1	1	1	1	1	5
Facilities Best Use / Deferred Maintenance	2	5	4	0	0	11
Master Fee Schedule	5	2	3	0	0	10
Tourism/Economic Development	6	4	5	0	0	15
Business Identification / License	3	3	2	0	0	8
\$175,000 for Animal Shelter Addition	8	8	8	8	2	34
Review of Code Enforcement/AC Processes	7	7	7	0	0	21
Increased Traffic Enforcement	4	6	9			19

#### 2017/18 Goal – Paradise Sewer Project

Alternatives Analysis and Feasibility Report accepted 07/11/17

Environmental Review estimated between \$4 and \$6 million

Council and Staff are meeting with various Federal and State Legislators to bring recognition to the situation and to seek funding

### 2017/18 Goal – Police Department Staffing

#### Operations

Measure C funded 2 cadets through police academy – sworn in 12/1/17

Measure C is funding 1 cadet through police academy – graduation 6/8/18

Full staffing June 2018

#### Police Chief

Chief Tazari-Dineen retires February 28, 2018

Interview completed 02/16/18 – next steps in progress

#### Communications

Currently 2 vacancies

POST dispatch held for 9 applicants 2/21/18

Possible hire 2-3 months

### 2017/18 Goal – Continue CAL FIRE contract at current staffing level



Renewed Contract in place until 6/30/21

Measure C funding \$250,000/year or 7% of contract



Maintains 2 fire engines with 3 persons each 24/7

### 2017/18 Goal – Town Properties Inventory & Planning

#### Facility Condition Assessment Report Drafted

- Complete report to be presented to Council 3/13/18

#### Need to establish plan for deferred maintenance priorities

#### Need to establish plan for disposal or further development of some properties

- 5533 and 5537 Skyway
- 5619 Black Olive Drive
- 5733 Pentz Road
- 5456 Black Olive Drive
- 5657 Sierra Park Drive

### 2017/18 Goal – Police Department Roof Replacement

Complete



### 2017/18 Goal – Animal Control Stability

Measure C to fund \$125,714 of \$326,101 for 2017/18

- More funding needed for vehicles and equipment

Salary Pay Plan increased for Supervisor and Officer to attract and retain

- CJO offered to Officer – one other candidate on list

Committee of 2 Council, staff and PASH met 2/21/18

- To discuss long term funding, facility improvements & other options
- Full report to come back to Council in the next few months

### 2017/18 Continued Economic Development

#### Tourism TBID

- Joined other cities in the County to provide funding for tourism attraction/development through a county-wide TBID

#### Code Enforcement

- Code Enforcement and Receivership efforts are improving property values and making our community safer

## Financial Health Improvements

Financial Health Diagnostic Tool Grade improves to C+

\$1.38 million General Fund cash flow reserve estimated for 2017/18

Building Safety and Wastewater Services Fund is healthy

SB-1 funding to provide \$178,000 for street maintenance in 2017/18

Other Post Employment Benefits obligation reduced 74.9%

## Capital Improvement Projects



- 2016/17 progress of \$2.3 million including
  - Measure C funded 2016 roads rehabilitation
  - Sewer feasibility
  - Pearson Road School Connectivity and Widening
  - Maxwell Drive Safe Routes
- 2017/18 \$5.3 million budgeted

## 2017-18 CIP

TOWN OF PARADISE Fiscal Year 2017/18 Budget CAPITAL IMPROVEMENT PLAN SUMMARY									
Project List and Total Funding By Year:									
Proj No.	Project	Prior Years	2016-2017 Estimated Actual	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Total Funding
0367	Clark Road Safety Enhancements	\$	460,048	\$	8,000				\$ 468,048
0368	Cypress Corner Roundabout	\$	202,416	\$	78,400				\$ 280,816
0370	Wasson C/Pearson Rd Improvements	\$	811,748	\$	412,253				\$ 1,224,001
0371	Pearson Rd SR25 Connectivity Project	\$	214,014	\$	761,600				\$ 975,614
0372	Maxwell Dr SR25 Project	\$	102,058	\$	291,162				\$ 393,220
0376	Paradise Street Project	\$	98,151	\$	278,891				\$ 377,042
0377	Almond St Multi-Modal Improvements	\$	114,007	\$	165,803	\$	15,000	\$	3,192,386
0379	Maxwell Parkway Class II Enhancements	\$	15,000	\$	427,073	\$	703,000		\$ 1,145,073
0379	Downtown Paradise Equal Mobility Project	\$	\$1,136	\$	291,000	\$	241,000		\$ 533,136
0380	Ponderosa Elementary SR25 Project	\$	540	\$	112,156	\$	265,000	\$	1,363,751
0381	Measure C Road Rehabilitation Project 2016	\$	\$	\$209,994					\$ 209,994
0382	Bypass at Black Olive Signalization Project	\$	\$0	\$65,000	\$	585,000			\$ 650,000
0383	Pearson Rd Bypass Improvements	\$	\$	\$	700,000				\$ 700,000
0384	Paradise Systemic Safety Analysis Report	\$	\$	\$	260,000				\$ 260,000
0385	Paradise Gas Closure Complex	\$	\$	\$	200,000	\$	40,000		\$ 240,000
0386	Measure C Bypass Rd Overlay	\$	\$	\$	132,750				\$ 132,750
0387	Paradise Pavement Management Program	\$	\$	\$	60,000				\$ 60,000
0388	Greenwood Drive FEMA Storm Resilience	\$	\$	\$	50,000				\$ 50,000
Total		\$	1,918,248	\$	2,758,159	\$	2,370,875	\$	5,162,283
									\$ 15,606,235

## 2018/19 Budget and Priorities

## Measure C Preliminary Committed Support for 2018/19 FY Budget

Estimated fixed and contingency reserves at \$1.44 million

Police		Fire	
2nd Investigator	\$157,714	Maintain Contract	\$250,000
Police Cadet	\$28,292	Engine 81 & 82	\$167,183
3 Police Cars	\$100,000	Animal Control	
Body Cameras Payment	\$5,917	Online dog licensing maint.	\$4,000
K9 Program	\$11,000	Maintain service & staffing	\$130,600
Enhanced Training	\$15,000	Public Works	
		Almond Street Multi-Modal	\$388,000
		Ponderosa SR25	\$193,000

## FINANCIAL STABILITY

Between 2020/21, when Measure C expires, and 2030/31, when the POB is repaid, the Town will struggle to maintain services at current levels

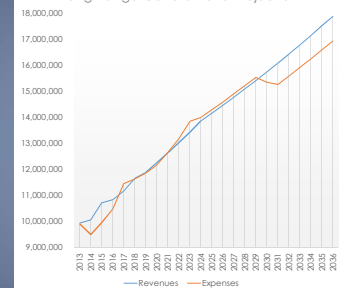
Equipment replacement & facility maintenance will be deferred

Cash flow reserves will not grow & may erode

Unfunded liability contributions will be postponed

Less matching funds for CIPs

Long Range General Fund Projection



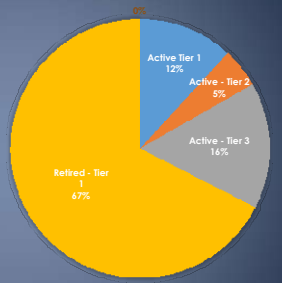
## 2018/19 CALPERS PENSION CONTRIBUTIONS

	2017/18	2018/19	Increase
Normal Contribution	440,147	504,734	64,587
UL Contribution	939,310	1,168,177	228,867
Total	1,379,457	1,672,911	293,454

21.3% increase in 2018/19 – General Fund paid is responsible for 86% (almost \$256,000)

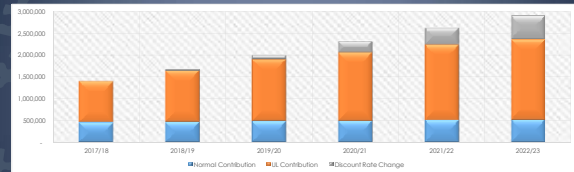
CalPERS is reducing the UL amortization from 30 years to 20 years starting 2019/20. This will increase the payments in the short term, but pay the obligation off 10 years sooner – Good news!

Great News! – POB paid off by 2030/31 and CalPERS UL paid off by 2039/40



## Projected pension contributions

(Contributions are based on assumptions of 6.5% discount rate)



1. Notice, it is the Unfunded Liability that will create financial strain not the Normal Contribution for active employees.
2. If the Town left CalPERS, the unfunded liability would still have to be repaid.
3. These increases will use the majority of the General Fund growth, making it difficult to fund equipment replacement and deferred maintenance after Measure C expires.

## Measure C

### Past

- Ground Zero – revenue shortfalls due to spiraling economy despite draconian cuts in all budgets
- Measure C, approved by Council and adopted by the voters ensures maintaining and enhancing public safety (including animal control) and roads.

### Present

- Remember that Measure C is a short-term solution
- Continue to make prudent budget decisions
- Stay the course
- Think "long-term" and plan to wean off of Measure C
- Have a good savings plan

### Future

- Self-sustaining budget with equipment and facility replacement funds
- Appropriate staffing levels
- Adequate reserves

Where we were vs. where we're heading

### Past

### Current to 5 years

### 10-15 Years

LONG TERM BUDGET PLANNING

Reality Check...

## 6 Year Extension – 2021/22 – 2026-27

Projected Revenue	• \$8.76 million
Maintain Existing Support	• \$4.23 million • 2nd Investigator, sponsor police cadet, K9 program, enhanced training, CAL FIRE contract, Animal Control operations
Maintain Existing Support thru 2030/31	• \$3.13 million • Maintain ongoing support until POB is repaid in 2030/31
Purchase 15 more police cars	• \$833,000 3 cars a year for 5 years
Remaining Balance	• \$570,000 for CIP's, Roads, Facilities Etc.

## 10 Year Extension – 2021/22 – 2030-31

Projected Revenue	• \$14.90 million
Maintain Existing Support thru 2030/31	• \$7.36 million • 2nd Investigator, sponsor police cadet, K9 program, enhanced training, CAL FIRE contract, Animal Control operations
Purchase 30 police cars	• \$1.75 million • 3 per year for 10 years
Remaining Balance of \$5.79 million Options	• \$500,000 School Resource Officer (1/2 paid by District) • \$500,000 facility repairs • \$250,000 AC Shelter improvements • \$1.00 million CIP grant matching/Sewer • \$1.00 million roads/S. Libby traffic circle • \$400,000 station 35 road to Skyway • \$640,000 replace fire engine • \$1.50 million Pentz/Pearson fire station development



## Proposed 2018/19 Priorities for Discussion & Ranking

1. Budget – Measure C
2. Animal Control Stabilization
3. Facilities and Property Plan
4. Paradise Sewer Project
5. Tourism/Economic Development

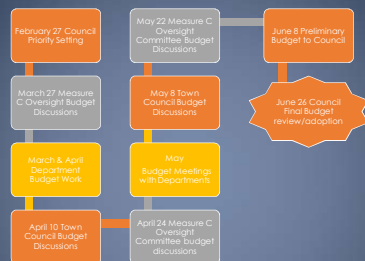
## Town Council Feedback

- › How do you rank these priorities – do you have any others?
- › Any general guidelines for building the preliminary 2018/19 budget?
- › Any changes to the preliminary 2018/19 Measure C funding priorities?
- › Any other guidance for mid and long term planning?

## 2018/19 Town Council Priorities

Priority Work Effort Description	Mayor Jones	Vice Mayor Bolin	Councilmember Lotter	Councilmember Schuster	Councilmember Zuccolillo	Total Score
Budget - Measure C	1	1	1	1	1	5
Paradise Sewer Project - Funding for Environmental	2	4	4	3	4	17
Animal Control Sustainability and Improvements	3	3	6	2	3	17
Facilities and Property Plan	4	2	11	5	2	24
Tourism/Economic Development	5	7	7	4	9	32
Walking Improvements and Connectivity	8	6	3	6	10	33
Funding for East Side Ponderosa Project	10	8	2	11	7	38
Transient Ordinances	11	5	9	8	5	38
TOT Ordinance Update	6	9	8	9	8	40
Food Truck Discussion	7	11	10	7	6	41
Code Enforcement Updates	9	10	5	10	11	45

## Next Steps/Budget Process & Schedule



Town Council/Measure C Oversight Committee  
Critical Path to Budget Preparation





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

April 24, 2018

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 3rd quarter of the 2017/18 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 July 24, 2018.

Sincerely,

Molly Knappen,  
Chairperson  
Measure C Citizens Oversight Committee

Kirk Trostle  
Vice-Chairperson  
Measure C Citizens Oversight Committee

	1st Quarter	2nd Quarter	3rd Quarter (to date)	4th Quarter	Totals	2017/18 Budget
<b>Measure C 2017/18 Revenues:</b>	\$ 337,518	\$ 346,419	\$ 87,300		\$ 771,237	\$ 1,368,621
* 2nd Investigation Position at the Police Department	29,187	241	38,549		67,977	97,578
* Sponsor 2 Police Cadets thru Police Academy	26,332	21,689	-		48,021	56,583
* 3 Police Cars (Ford Interceptors) per year for a total of 15 new police vehicles to replace very old cars	18,878	18,878	18,878		56,634	75,512
* Body Cameras (next Gen) for Police Officer safety and accountability	1,479	1,479	1,479		4,438	5,917
* Police K9 program (assists with missing persons, fugitive tracking and narcotics investigation)	2,292	2,250	2,222		6,763	11,000
* Enhanced Police Officer & Dispatch training	3,009	3,425	6,745		13,179	15,000
* Police Department roof and windows replacement	8,837	37,833			46,670	47,000
* Maintain CAL FIRE personnel contract	60,578	59,685			120,264	250,000
* Fire Engine 81 & 82	41,796	41,796	41,796		125,387	167,183
* Support for 2 Animal Control Officers and New Hire Rabies Vaccination	8,980	9,323	7,473		25,776	60,158
* Additional Animal Control Support to Maintain Services			18,620		18,620	37,239
* Animal Control Officer and Supervisor Training						1,600
* Rendering Setup and Maintenance					-	13,700
* Online Dog Licensing Program Maintenance		3,840			3,840	4,000
* Animal Shelter Facility Improvements: Concrete Repairs					-	8,000
* Computer for Supervisor					-	1,017
* Construct Fleet Bay & Lift			604		604	60,000
* Maxwell Drive Safe Routes to School	100,014				100,014	100,014
* Bille Overlay (Fern to Oliver)	110,402				110,402	110,402
<b>Measure C Approved Expenditures:</b>	\$ 411,784	\$ 200,439	\$ 136,365	\$ -	\$ 748,588	\$ 1,121,903
<b>Net Total</b>	\$ (74,266)	\$ 145,980	\$ (49,065)	\$ -	\$ 22,649	\$ 246,718