



## Measure C Citizen Oversight Committee Meeting Agenda 4:00 PM - March 27, 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

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

### 2. ITEMS

2a. Approve Minutes of the January 23, 2018 Regular Measure C Oversight committee meeting.

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

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

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.

### 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 – January 23, 2018

### 1. OPENING

The January 23, 2018 regular meeting of the Measure C Citizen Oversight committee was called to order by Chair Molly Knappen at 4:00 p.m. who led the pledge of allegiance to the Flag of the United States of America.

**COMMITTEE MEMBERS PRESENT:** Chris Buzzard, Dan Hansen, Nicki Jones, George Morris, Jr., Jim Ratekin, Sharon Simonton, Kirk Trostle and Molly Knappen, Chair.

**COMMITTEE MEMBER ABSENT:** Dean Fender

**ALTERNATES PRESENT:** Linda Dye

**ALTERNATES ABSENT:** Stacey Poliquin

### 2. ITEMS

- a. **MOTION by Trostle, seconded by Ratekin**, approved minutes of the November 29, 2017 Special Measure C Oversight Committee meeting. Roll call vote was unanimous with Fender absent and not voting.
- b. Financial update and approve the quarterly report from the Measure C Citizens Oversight Committee to the residents of Paradise for the 2nd quarter of the 2017/2018 fiscal year – Administrative Services Director/Town Treasurer - Gina Will.

Administrative Services Director Gina Will provided the committee with an update on the Fiscal Year 2017-2018 budget, mid-year financial review and investments made by Measure C which included: Police Department roof replacement, Police Department window replacement, Two Measure C sponsored Police Academy graduates, Bille Road Overlay from Fern Road to Oliver Road and Maxwell Drive Safe Routes to Schools. Ms. Will also reviewed the recommended budget adjustments for the 2017/2018 Fiscal Year including Measure C changes for the Police Department, Animal Control, Fire Department and Public Works. (The PowerPoint presentation is attached to the minutes)

Division Chief Hawks provided an update on Fire Engine 82 and new Fire Engine 81 and also informed the committee that there is a tentative ribbon cutting ceremony scheduled for Wednesday, January 31 at 11:30 a.m. at the Paradise Community Park for the new fire engine.

Town Engineer Marc Mattox provided an update on the Fleet Maintenance Bay. The budget has been increased to approximately \$82,500 by the Town Council

and bids are scheduled to be opened on February 1, 2018. The increased budget amount will be brought back to the Measure C Committee.

**MOTION by Knappen, seconded by Buzzard**, approved the quarterly report from the Measure C Citizens Oversight Committee to the residents of Paradise for the 2<sup>nd</sup> quarter of the 2017/2018 fiscal year. Roll call vote was unanimous with Fender absent and not voting.

The Oversight committee was provided a copy of the proposed 2017-2018 Meeting Calendar.

**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 CITIZEN OVERSIGHT COMMITTEE

2017/18 2<sup>nd</sup> Quarter Report  
January 23, 2018

## FISCAL YEAR 2017/18 BUDGET UPDATE AND MID-YEAR FINANCIAL REVIEW "SLOW AND STEADY WINS THE RACE"



### BACKGROUND



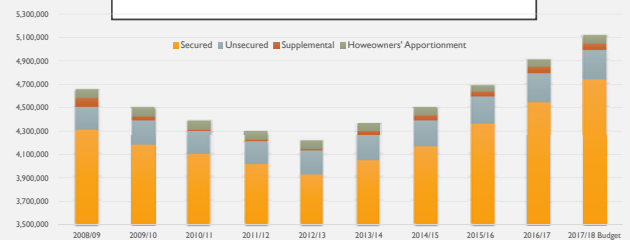
## 2017/18 OPERATING AND CAPITAL BUDGET UPDATE



### GENERAL FUND REVENUES

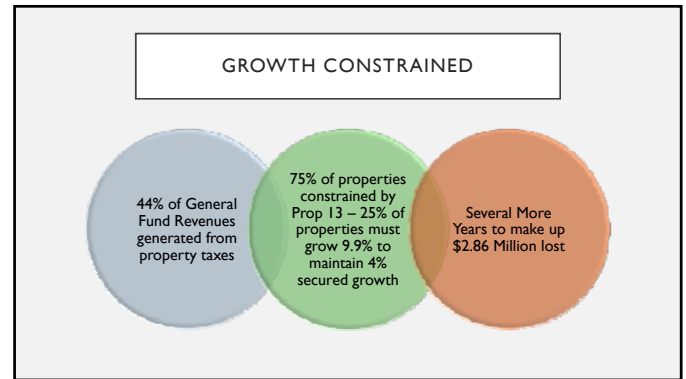
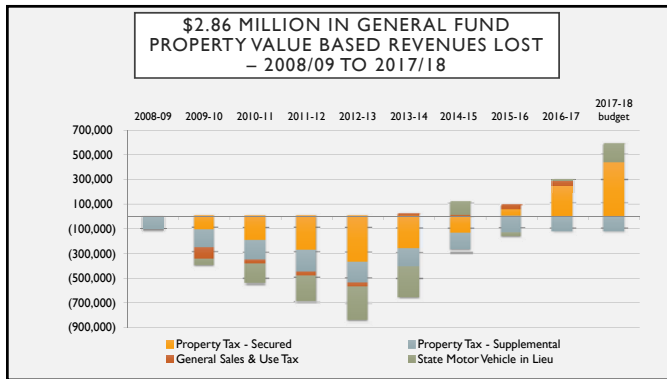
	2016/17 Estimated Actual	2017/18 Amended Budget	2017/18 Proposed Budget	2017/18 Budget Adjustments
Measure C	\$1,355,070	\$1,368,621	\$1,368,621	\$0
Non Department	10,843,935	11,114,386	11,188,453	74,067
Finance	20,039	20,100	20,100	0
Police	92,290	76,631	70,312	(6,319)
Fire	82,339	133,025	188,700	55,675
Planning	61,099	55,729	78,366	22,327
Waste Management	30,426	45,954	42,696	(3,258)
Engineering	28,433	69,882	61,813	(8,069)
Community Park	2,920	2,500	2,500	0
<b>Totals</b>	<b>\$12,516,551</b>	<b>\$12,886,828</b>	<b>\$13,021,561</b>	<b>\$134,423</b>

### PROPERTY TAXES



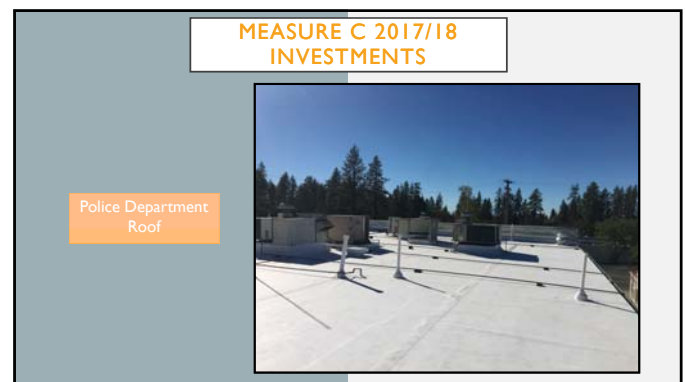
**Recommended 2017/18 Budget Adjustments:**

- Increase secured property taxes \$52,357
- Decrease unsecured property taxes \$1,793
- Decrease Supplemental \$3,553
- Decrease Homeowners Apport \$1,213



**MEASURE C FUNDS**

*“a temporary sales tax increase of 0.50% that automatically expires in six years, and that establishes a citizen oversight committee to ensure that funds are used to **preserve public services** such as police protection, fire suppression, street maintenance, animal control and other services for the Town of Paradise”*



### MEASURE C 2017/18 INVESTMENTS

Bille Road  
(Fern to Oliver)



### MEASURE C 2017/18 INVESTMENTS

Maxwell Drive Safe  
Routes to School



### PROPOSED 2017/18 MEASURE C MID-YEAR BUDGET

Police Department	2017/18 Amended Budget	2017/18 Proposed Budget	2017/18 Budget Adjustments
Roof Replacement	\$47,000	\$47,000	\$0
2nd Investigator	187,929	97,578	(90,351)
Police Cadets (2)	46,602	56,583	9,981
Police Cars	100,000	75,512	(24,488)
Body Cameras	5,917	5,917	0
Department Training	15,000	15,000	0
K-9 Program	11,000	11,000	0
<b>Totals</b>	<b>\$413,448</b>	<b>\$308,590</b>	<b>(\$104,858)</b>

### PROPOSED 2017/18 MEASURE C MID-YEAR BUDGET

Animal Control	2017/18 Amended Budget	2017/18 Proposed Budget	2017/18 Budget Adjustments
Support for 2 AC Officers w/Rabies Vaccine	\$75,083	\$60,158	(\$14,925)
Officer and Supervisor Training	1,600	1,600	0
Concrete Repairs	8,000	8,000	0
Rendering Setup & Maintenance	13,700	13,700	0
Computer Replacement	1,017	1,017	0
Online Dog Licensing Renewal	4,000	4,000	0
Additional Support to Maintain Services	0	37,239	37,239
<b>Totals</b>	<b>\$103,400</b>	<b>\$125,714</b>	<b>\$22,314</b>

### PROPOSED 2017/18 MEASURE C MID-YEAR BUDGET

Fire Department	2017/18 Amended Budget	2017/18 Proposed Budget	2017/18 Budget Adjustments
CAL FIRE Contract	\$250,000	\$250,000	\$0
Fire Engines 81 & 82	167,183	167,183	0
<b>Totals</b>	<b>\$417,183</b>	<b>\$417,183</b>	<b>\$0</b>

### PROPOSED 2017/18 MEASURE C MID-YEAR BUDGET

Public Works	2017/18 Amended Budget	2017/18 Proposed Budget	2017/18 Budget Adjustments
Maxwell Drive SR25	\$76,045	\$100,014	\$23,969
Bille Overlay (Fern to Oliver)	132,700	110,402	(22,298)
Fleet Bay and Lift	60,000	60,000	0
<b>Totals</b>	<b>\$268,745</b>	<b>\$270,416</b>	<b>\$1,671</b>
<b>Measure C Grand Total</b>	<b>\$1,202,776</b>	<b>\$1,121,903</b>	<b>(\$80,873)</b>



### MEASURE C SUMMARY FINANCIAL PLAN (2015/16 – 2020/21)

Projected Revenues		\$8,148,431
Ongoing Commitments for:		
Police	\$2,212,351	
Fire	2,240,849	
Animal Control	614,356	
Public Works	1,577,610	
10% Reserve	814,843	
Contingency Reserve	688,420	(8,148,431)
Net Remaining		\$0

### ONGOING ANNUAL COSTS SUPPORTED BY MEASURE C

		Totals
2nd Investigation Position	\$157,714	
Sponsor Police Cadet	28,292	
K9 Program	11,000	
Enhanced Police Dept. Training	15,000	
Maintain CAL FIRE Service Levels	250,000	
Animal Control Service Staffing and Operations	134,600	\$596,606
\$1.5 million reserve/\$597 thousand = 2.52 years		

### MEASURE C DISCUSSION QUESTIONS

Q) Why isn't the general fund funding Animal Control Services?

A) It could, but then more police or fire expenses would need to be funded by Measure C. Also, the General Fund stopped contributing to all non-public safety operations including Building Safety, Street Maintenance and Animal Control.

Q) Why is the Town using Measure C to fund personnel expenses?

A) The Town is a service agency. Over 73% of the General Fund budget is personnel related expenses. In order to "preserve public services" as directed by Measure C, some personnel expenses are paid by Measure C.

Q) How will services be impacted when Measure C expires?

A) With prudent planning and reserves, service levels can be maintained another 2.5 years after Measure C expires. A 6 year community investment then is stretched to 8.5 years. Beyond that, services will be impacted.

### GENERAL FUND EXPENSES

	2016/17 Estimated Actual	2017/18 Amended Budget	2017/18 Proposed Budget	2017/18 Budget Adjustments
Measure C	\$1,328,364	\$1,202,776	\$1,121,903	(\$80,873)
Non Department	1,632,745	1,089,820	1,192,516	102,696
Administration	1,594,341	1,592,569	1,614,151	21,582
Police	3,990,008	4,287,017	4,259,252	(27,765)
Fire	3,692,132	4,004,633	4,026,616	21,983
Community Develop.	195,049	206,091	208,297	2,206
Public Works	333,769	314,735	327,510	12,775
<b>Totals</b>	<b>\$12,766,408</b>	<b>\$12,697,641</b>	<b>\$12,750,245</b>	<b>\$52,604</b>

### GENERAL FUND SUMMARY

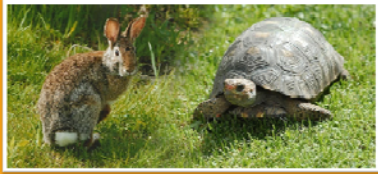
	2016/17 Estimated Actual	2017/18 Amended Budget	2017/18 Proposed Budget	2017/18 Budget Adjustments
Measure C Revenues	\$1,355,070	\$1,368,621	\$1,368,621	\$0
Measure C Expenses	(1,328,364)	(1,202,776)	(1,121,903)	(80,873)
Measure C Net Income	\$26,707	\$165,845	\$246,718	\$80,873
GF Revenues	\$11,161,480	\$11,518,207	\$11,652,940	\$134,733
GF Expenses	(11,438,044)	(11,494,865)	(11,628,342)	133,477
GF Net Income	(\$276,564)	\$23,342	\$24,599	\$1,256
Measure C Ending Fund Balance	\$672,797	\$838,642	\$919,515	
GF Ending Fund Balance	2,718,224	2,741,494	2,742,823	
<b>Total Ending Fund Balance</b>	<b>\$3,391,021</b>	<b>\$3,580,136</b>	<b>\$3,662,338</b>	

### GENERAL FUND RESERVES

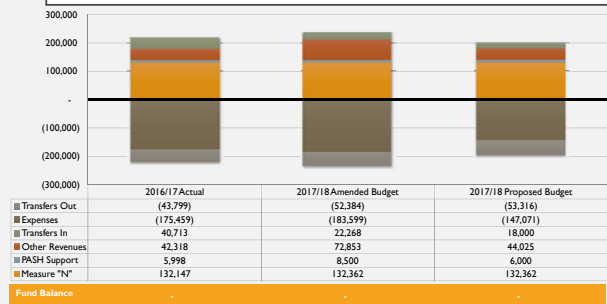
	2016/17 Estimated Actual	2017/18 Amended Budget	2017/18 Proposed Budget
<i>Designated Reserves – Measure C</i>			
Assigned – Final Year	283,274	283,274	0
Assigned – Police Vehicles	150,149	150,149	177,454
Assigned – Fixed Reserve		203,710	203,711
<b>Unassigned – Contingencies</b>	<b>239,374</b>	<b>201,509</b>	<b>538,350</b>
<i>Designated Reserves – General Fund</i>			
Non-spendable (RDA & Other)	1,346,690	1,333,310	1,346,690
Assigned – Abatements	20,000	20,000	20,000
<b>Unassigned – Cash Flow</b>	<b>1,351,534</b>	<b>1,388,184</b>	<b>1,376,133</b>



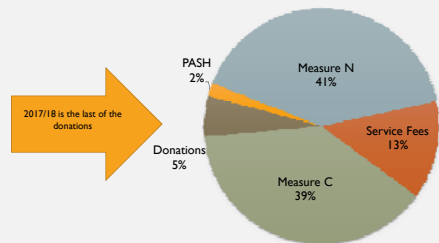
## ANIMAL CONTROL SERVICES FUND



## 2070 – ANIMAL CONTROL SERVICES



## ANIMAL CONTROL 2017/18 FUNDING SOURCES



## ANIMAL CONTROL SERVICES HIGHLIGHTS

### Revenues

- 2017/18 budget built with expectation of full staffing and service revenues
- PASH has pulled back some financial support
- Donation funds will run out sooner than expected
- Recommend decrease \$35,596

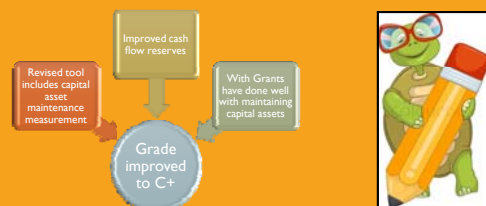
### Expenses

- Salary savings is not enough to offset revenues lost
- Measure C is the only viable funding option

### Fiscal Impact

- Measure N at \$12 per parcel per year funds \$132,000 of funding for a \$325,000 operation

## LEAGUE OF CALIFORNIA CITIES MUNICIPAL FINANCIAL HEALTH DIAGNOSTIC TOOL



## FINANCIAL HEALTH WEAKNESSES

	2016/17	2017/18	Rating Change
1. Recurring Operating Deficits	Temporarily Cured	Temporarily Cured	Same
2. Fixed & Personnel Costs Exceed 80%	85.99%	87.08%	Same
3. Asset Maintenance Deferred	Temporarily Cured	Temporarily Cured	Same
4. Pension or OPEB Contributions deferred	\$25,000 Contribution	\$50,000 Contribution	Same

## GENERAL FUND FIVE YEAR AND LONG TERM PROJECTION



## GENERAL FUND 5 YEAR PROJECTION ASSUMPTIONS



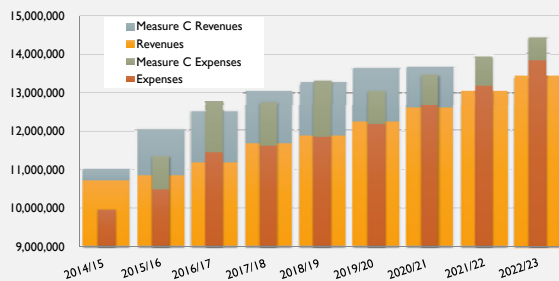
With conservative assumptions including CalPERS increases, Bond increases, contracted COLA's and lease payoffs – Projection starts with \$18,000 positive change in fund balance and ends with \$400,000 negative change



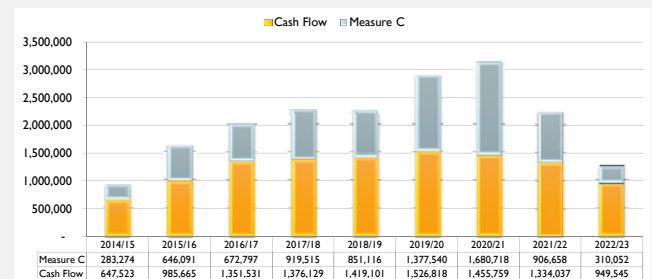
Any deficits will be cured however ...

- Measure C expires in 3 years – Measure C reserves will fund ongoing expenses for another 2.5 years
- Employee contracts are up for renewal in 1 year
- CAL FIRE services vulnerable to State action
- Underfunding OPEB obligation

## FIVE YEAR GENERAL FUND PROJECTION REVENUE & EXPENSES



## FIVE YEAR GENERAL FUND PROJECTION CASH FLOW/MEASURE C RESERVES



## GENERAL FUND LONG RANGE PROJECTION ASSUMPTIONS

### Long Range Projection thru 2035-36

- Revenues grow 2.15% and expenses 2.11%
- Pension Obligation Bond largest payment is 2028/29 and repaid by 2030/31

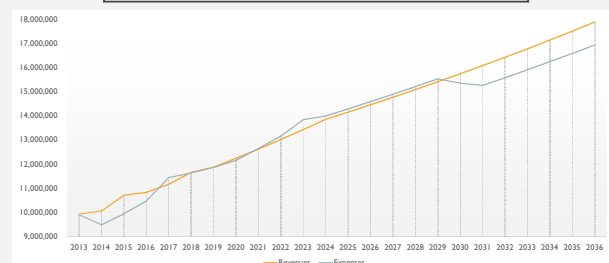
### Between 2020/21 and 2030/31- General Fund sacrifices necessary

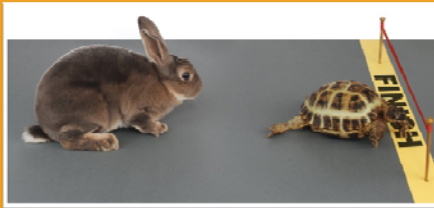
- Equipment and facility maintenance will be deferred
- Measure C expires and ongoing expense support lost
- Cash flow reserves may erode
- Unfunded liability contributions postponed
- No matching funds for CIP grants
- Difficult to attract and retain employees

### After 2030/31 POB is paid

- However \$925,000 savings today is 7.9% of the budget, but in 2030/31 is only 5.8%

## LONG RANGE PROJECTION





## MEASURE C 2<sup>ND</sup> QUARTER 2017/18

## MEASURE C RESOURCES

	2017/18 2 <sup>nd</sup> Quarter (to date)	2017/18 Total (to date)	2017/18 Budget
Revenues	92,000	429,518	1,335,000



## ANIMAL CONTROL SERVICES



	2017/18 2 <sup>nd</sup> Quarter (to date)	2017/18 Total (to date)	2017/18 Budget
Support for 2 AC Officers & New Hire Rabies Vaccinations	9,323	18,303	60,158
Additional Support to Maintain Services			37,239
Officer and Supervisor Training			1,600
Rendering Setup and Maintenance			13,700
Online Dog Licensing Program			4,000
Concrete Repairs			8,000
Computer for Supervisor			1,017
<b>Totals</b>	<b>9,323</b>	<b>18,303</b>	<b>125,714</b>

## FIRE DEPARTMENT

	2017/18 2 <sup>nd</sup> Quarter (to date)	2017/18 Total (to date)	2017/18 Budget
Maintain CAL FIRE Personnel Contract		60,578	250,000
Fire Engine 81 & 82	41,796	83,591	167,183
<b>Totals</b>	<b>41,796</b>	<b>144,169</b>	<b>417,183</b>



## POLICE DEPARTMENT



	2017/18 2 <sup>nd</sup> Quarter (to date)	2017/18 Total Quarter (to date)	2017/18 Budget
2 <sup>nd</sup> Investigations Position	241	29,428	97,578
Sponsor Two Police Cadets	21,689	48,021	56,583
3 Police Cars (Ford Interceptors)	18,878	37,756	75,512
Body Cameras (lease payment)	1,479	2,959	5,917
K9 Program	2,006	4,298	11,000
Enhanced Officer & Dispatch Training	2,122	5,131	15,000
Roof and Windows Replacement	37,833	46,670	47,000
<b>Totals</b>	<b>84,248</b>	<b>174,263</b>	<b>308,590</b>

## PUBLIC WORKS

	2017/18 2 <sup>nd</sup> Quarter (to date)	2017/18 Total (to date)	2017/18 Budget
Fleet Bay Construction & Lift			60,000
Maxwell Drive Safe Routes to School		100,014	100,014
Billie Overlay (Fern to Oliver)		110,402	110,402
<b>Totals</b>	<b>0</b>	<b>210,416</b>	<b>270,416</b>



## MEASURE C SUMMARY

	2017/18 2 <sup>nd</sup> Quarter (to date)	2017/18 Total (to date)	2017/18 Budget
Revenues	92,000	429,518	1,335,000
Expenses	(135,367)	(547,151)	(1,121,903)
Net Totals	(43,367)	(117,633)	213,097



## QUESTIONS





**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: January 9, 2018**

**Agenda No. 6(a)**

**ORIGINATED BY:** Marc Mattox, Public Works Director / Town Engineer

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** Fleet Maintenance Bay Addition

**COUNCIL ACTION REQUESTED:**

1. Adopt Resolution No. 18-\_\_\_, a Resolution of the Town Council of the Town of Paradise approving the plans and specifications for the Fleet Maintenance Bay Addition and authorizing advertisement for bids on the project.

**Background:**

The current 2-bay fleet maintenance shop, located at 767 Birch Street, was built in the 1960's for Paradise Fire Department to store and maintain the engines of the time. Since then, the building has been converted into a maintenance facility for the post-incorporation needs of the Town of Paradise for the entire emergency and non-emergency fleets. The fleet itself has changed and grown tremendously since the time the facility was built, totaling over 100 vehicles and other pieces of equipment. A 2-bay workspace is no longer sufficient for the safe and efficient maintenance of the fleet.

Action needs to be taken to improve the safety of our employees and overall efficiency of the fleet maintenance operations. Specifically, the following items outline some of the basic issues associated with current conditions:

- (1) Work on fire engines cannot be performed inside the building. This is due to the size limitations of the existing engine's cabs which, when raised, exceed the dimensions of the facility bay and door. Even a simple oil change must be performed outdoors. Any repairs requiring an engine to be lifted must be subcontracted to a third party shop – and in most cases, increasing costs.
- (2) Work in the shop driveway exposes employees to extreme weather elements. Without a conditioned space for oversized vehicles or when multiple reactive repairs are required simultaneously, staff is forced to utilize the existing driveway. At times during the extreme heat, this means working on top of fire engines, where the surface temperature of the work area exceeds 130 degrees. Conversely, ground repairs on asphalt concrete radiating extreme heat reduce overall repair efficiency and can also expose staff to hazardous conditions.
- (3) The current facility is equipped with 2-bays with only one 7,000lb hoist. The 7000lb hoist is sufficient to lift police cars and small SUV's. All other trucks and larger vehicles must be maintained in the empty bay of the shop using floor jacks and jack stands. Often times, a vehicle is "stuck" on the lone hoist due to lead times on parts, multi day jobs, or when staff is addressing an item of higher priority. When this occurs all work must be done in the empty bay with floor jacks and jack stands. Working on floor jacks and jack stands is not only inefficient and increases injury risk to staff. One 7000lb rack is insufficient to keep up with the safety and maintenance needs of our fleet.

On November 14, 2017, Paradise Town Council conceptually approved a plan to construct a fleet bay addition and purchase a 15,000lb heavy duty vehicle hoist using Measure C funds. On

November 29, 2017, the Measure C Oversight Committee concurred with Council's approval to use Measure C funds for the project.

This third bay will provide the adequate space and a new 15,000lb hoist to properly maintain the Town's existing and growing fleet. This solution will have many benefits:

- Fire engine maintenance, repair, and storage will be indoors. Pick-up trucks and large SUV's will be able to be lifted and maintained on a vehicle hoist. Having a vehicle "stuck" on a rack will no longer cause the workflow to drastically slow or even stop.
- Working quarters in the current shop will no longer be as crowded as the third bay will provide additional storage for inventory, supplies, and equipment.
- Up to 3 jobs at one time can be in progress. For instance, one car can be on a hoist waiting for parts, while work is being performed on another hoist, and a fire engine that is taken apart can wait until the mechanic is available to finish repairs.
- By installing an additional hoist and third bay the workflow in the shop will become more efficient, workload and pace will become safer and more sustainable, and the town will have the proper facility to maintain our growing fleet and maintenance demand into the future.
- Less work requiring heavy vehicles to be lifted will be subcontracted out.

### **Analysis:**

Staff is recommending Council approve the plans and specifications to construct a third bay structure, adjacent to the existing facility. Staff has been working with local contractors to specify a build-to-needs structure which is now ready to advertise. With Council's direction, the bay has been designed to meet the needs of the existing fleet and future of the fleet. A copy of the conceptual plans are attached to this staff report.

With approval of the plans and specifications, staff proposes to advertise the project immediately and possibly recommend award of a contract at the February 13, 2018, Council meeting. If awarded, construction could be completed before the end of the fiscal year.

### **Financial Impact:**

Staff has prepared an estimate for the proposed work including all components of the third bay, including materials, construction, hoist and operational necessities. At the conceptual approval, the original estimate for the fleet bay addition was \$60,000. Following completion of the final design, including tying into the existing facility with a walkway, higher roll-up doors and required decorative wainscoting in combination with steel price increases, the total cost has also increased, broken down below:

- \$18,000 steel building materials
- \$37,000 building erection
- \$10,000 building concrete pad
- \$10,000 electrical, heating and cooling
- \$7,500 heavy vehicle hoist (to be procured separately)
- \$82,500 total

The use of \$60,000 in Measure C funds was approved for this effort. Measure C is a sales tax measure to benefit Police, Fire, Roads and Animal Control. Use of Measure C funds for a permanent investment into the fleet shop directly correlates with proposed conditions of the funds. A major investment in the Town's fleet maintenance operations has not been made since incorporation and would not be possible to consider without Measure C. Staff is requesting Council increase the use of Measure C funds to fully finance the project. A detailed project accounting will be brought forward when bid prices are known.



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: February 13, 2018**

**Agenda No. 6(d)**

**ORIGINATED BY:** Marc Mattox, Public Works Director / Town Engineer

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** Fleet Maintenance Bay Update: Request for Council  
Consideration of Additional Funding

**COUNCIL ACTION REQUESTED:**

- 1 Consider awarding the Fleet Maintenance Bay Addition Contract 17-13 to Bob Becker of Paradise, CA in the amount of their bid, \$98,780.00.

**Alternatives:**

- (1) Reject all bids and abandon the project until further notice; or
- (2) Reject all bids and direct staff to reduce the square footage of the building, and re-advertise the project; or
- (3) Award the contract, and direct staff to defer procurement of the heavy duty vehicle hoist until a later budget cycle; or
- (4) Modify the recommended or alternative actions provided.

**Background:**

The current 2-bay fleet maintenance shop, located at 767 Birch Street, was built in the 1960's for Paradise Fire Department to store and maintain the engines of the time. Since then, the building has been converted into a maintenance facility for the post-incorporation needs of the Town of Paradise for the entire emergency and non-emergency fleets. The fleet itself has changed and grown tremendously since the time the facility was built, totaling over 100 vehicles and other pieces of equipment. A 2-bay workspace is no longer sufficient for the safe and efficient maintenance of the fleet.

Action needs to be taken to improve the safety of our employees and overall efficiency of the fleet maintenance operations. Specifically, the following items outline some of the basic issues associated with current conditions:

- (1) Work on fire engines cannot be performed inside the building. This is due to the size limitations of the existing engine's cabs which, when raised, exceed the dimensions of the facility bay and door. Even a simple oil change must be performed outdoors. Any repairs requiring an engine to be lifted must be subcontracted to a third party shop – and in most cases, increasing costs.
- (2) Work in the shop driveway exposes employees to extreme weather elements. Without a conditioned space for oversized vehicles or when multiple reactive repairs are required simultaneously, staff is forced to utilize the existing driveway. At times during the

extreme heat, this means working on top of fire engines, where the surface temperature of the work area exceeds 130 degrees. Conversely, ground repairs on asphalt concrete radiating extreme heat reduce overall repair efficiency and can also expose staff to hazardous conditions.

- (3) The current facility is equipped with 2-bays with only one 7,000lb hoist. The 7000lb hoist is sufficient to lift police cars and small SUV's. All other trucks and larger vehicles must be maintained in the empty bay of the shop using floor jacks and jack stands. Often times, a vehicle is "stuck" on the lone hoist due to lead times on parts, multi day jobs, or when staff is addressing an item of higher priority. When this occurs all work must be done in the empty bay with floor jacks and jack stands. Working on floor jacks and jack stands is not only inefficient and increases injury risk to staff. One 7000lb rack is insufficient to keep up with the safety and maintenance needs of our fleet.

On November 14, 2017, Paradise Town Council conceptually approved a plan to construct a fleet bay addition and purchase a 15,000 lb heavy duty vehicle hoist using Measure C funds. On November 29, 2017, the Measure C Oversight Committee concurred with Council's approval to use \$60,000 in Measure C funds for the project.

This third bay would have provide the adequate space and 15,000lb hoist to properly maintain the Town's existing and growing fleet. This solution will have many benefits:

- Fire engine maintenance, repair, and storage will be indoors. Pick-up trucks and large SUV's will be able to be lifted and maintained on a vehicle hoist. Having a vehicle "stuck" on a rack will no longer cause the workflow to drastically slow or even stop.
- Working quarters in the current shop will no longer be as crowded as the third bay will provide additional storage for inventory, supplies, and equipment.
- Up to 3 jobs at one time can be in progress. For instance, one car can be on a hoist waiting for parts, while work is being performed on another hoist, and a fire engine that is taken apart can wait until the mechanic is available to finish repairs.
- By installing an additional hoist and third bay the workflow in the shop will become more efficient, workload and pace will become safer and more sustainable, and the town will have the proper facility to maintain our growing fleet and maintenance demand into the future.
- Less work requiring heavy vehicles to be lifted will be subcontracted out.

On January 9, 2018, Paradise Town Council approved the plans and specifications to construct a third bay structure, adjacent to the existing facility and authorized staff to seek bids on the project and acknowledged a project increase to \$82,500.

### **Analysis:**

The Fleet Maintenance Bay Addition was formally advertised for bids on January 10, 2018. The project advertisement was published in the Paradise Post on January 13, 2018, in compliance with public contract codes. Plans and Specifications were provided to 12 local, regional, and national construction exchanges.

On February 1, four bids were received by the Town Clerk and publicly opened. A list of bids and their respective electrical subcontractors are shown below:



<b>Bid</b>	<b>Prime Contractor</b>	<b>Bid Amount</b>
1	Bob Becker of Paradise, CA	\$98,780.00
2	HA Construction of Sacramento, CA	\$108,000.00
3	Plummerbuilt of Herald, CA	\$109,250.00
4	Rock Creek Construction of Chico, CA	\$155,532.00

Bid prices exceed the Engineer's Estimate and communicated budget expectations to the Town Council and Measure C Oversight Committee.

Although bid prices are higher than original estimates, staff recommends proceeding with a contract award to Bob Becker. Becker, locally owned and operated has provided a valid bid and partnered with Dan Hayes, another local Paradise business owner, to provide the steel materials.

Staff is confident that awarding this contract will ensure the lowest cost to meet the needs of the growing Fleet Division. If awarded, construction could be complete early this summer. This bid does not include required electrical and heating and cooling of the building as this work will either be procured separately or completed by in-house staff.

#### **Financial Impact:**

Measure C is a sales tax measure to benefit Police, Fire, Roads and Animal Control. Use of Measure C funds for a permanent investment into the fleet shop directly correlates with proposed conditions of the Funds.

At the conceptual approval, the original estimate for the fleet bay addition was \$60,000. Following completion of the final design, including tying into the existing facility with a walkway, higher roll-up doors and required decorative wainscoting in combination with steel price increases, the total estimated cost had increased. Paradise Town Council, at the time of approval of the plans, authorized \$82,500 in Measure C funds for the project.

A major investment in the Town's fleet maintenance operations has not been made since incorporation and would not be possible to consider without Measure C.

With bid prices known, Council must consider expanding the use of Measure C funds to meet this critical one-time need of the Town of Paradise. A proposed project accounting is provided below:

Base Contract Award	\$98,780.00
10% Contingency	<u>\$9,878.00</u>
<b>Total Contract Amount</b>	<b>\$108,658.00</b>
Project Electrical Components	\$10,000.00
Heavy Vehicle Hoist	<u>\$7,500.00</u>
<b>Total Project Cost</b>	<b>\$126,158.00</b>

#### **Recommendation:**

Although project costs are significantly higher than anticipated, staff recommends moving forward with construction to meet the critical needs of the fleet maintenance division. In the last three years, the Town of Paradise has added 9 PD Interceptors (6 more planned) and 2 Fire

Engines without being able to decommission any old equipment to date. This increase of vehicles has translated to a significant increase (although different) workload to our Fleet Shop Foreman. The 1950's 2-bay shop simply does not support the employee safety or infrastructure needs of the Town of Paradise. Again, without Measure C, this project could not be considered. With Measure C, this project perfectly aligns with promised goals in serving Police, Fire, Animal Control and Roads by supporting the staff and equipment used to fulfill their roles in the Town.

**Alternatives:**

- 1 Reject all bids and abandon the project until further notice; or
- 2 Reject all bids and direct staff to reduce the square footage of the building, and re-advertise the project; or
- 3 Award the contract, and direct staff to defer procurement of the heavy duty vehicle hoist until a later budget cycle; or
- 4 Modify the recommended or alternative actions provided.

## Excerpt of February 27, 2018 Town Council Minutes

- 3c. Following presentation(s) by staff, consider setting budget priorities for the 2018-2019 Fiscal Year, including funding consideration for the 2018-2019 Measure C Funds.

Town Manager Gill reviewed the objectives of the goal setting meeting and then reviewed the accomplishments from the previous 2016-2017 and 2017-2018 Town Council goals.

Manager Gill proposed 2018-19 priorities to the Town Council for discussion, ranking and consideration. After discussion the Town Council determined the following items, in order of importance, to be the goals for the 2018-2019 Fiscal year:

1. Budget – Measure C
2. Paradise Sewer Project – Funding for Environmental
3. Animal Control Sustainability and Improvements
4. Facilities and Property Plan
5. Tourism/Economic Development
6. Walking Improvements and Connectivity
7. Funding for East Side Ponderosa Project
8. Transient Ordinances
9. TOT Ordinance Update
10. Food Truck Discussion
11. Code Enforcement Updates

Mayor Jones requested that when the Measure C discussion is brought back to the April Council meeting that there be suggestions of how many years to ask the citizens to extend the measure.