



Measure C Citizen Oversight Committee Meeting Agenda

4:00 PM – February 26, 2019

Town Council Chamber, 5555 Skyway, Paradise, CA

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 Minutes of the October 23, 2018 Measure C 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 2nd quarter of the 2018/2019 fiscal year – Administrative Services Director/Town Treasurer - Gina Will.

3. 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 C Oversight Committee Meeting Minutes

4:00 PM – October 23, 2018

1. OPENING

The October 23, 2018 meeting of the Measure C Citizen Oversight committee was called to order by Chair Molly Knappen at 4:04 p.m. in the Town of Paradise fleet maintenance bay located at 767 Birch Street, Paradise, California, 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 MEMBERS ABSENT: Dean Fender

ALTERNATE MEMBERS PRESENT: Linda Dye

ALTERNATE MEMBER ABSENT: Stacey Poliquin

2. ITEMS

- 2a. **MOTION by Morris, seconded by Ratekin**, approved minutes of the July 24, 2018 Measure C Citizen Oversight Committee meeting. Ayes of Hansen, Jones, Morris, Ratekin, Simonton and Chair Knappen: Abstention of Buzzard and Trostle; Absent and not voting: Fender.

- 2b. Administrative Services Director/Town Treasure Gina Will provided a review of the 2017/2018 revenues and expenses for Animal Control Services, Fire Department, Police Department and Public Works Department. Ms. Will also provided the Measure C 1st Quarterly Report/financial update for the 2018/2019 fiscal year. Ms. Will stated that the 2018/2019 operating and capital budgets were adopted June 26, 2018 and that currently only about three (3) months of transactions have been recorded.

MOTION by Knappen, seconded by Jones, approved the quarterly report from the Measure C Citizens Oversight Committee to the residents of Paradise for the 1st quarter of the 2018/19 fiscal year. Roll call vote was unanimous with Fender absent and not voting.

- 2c. Update on Measure C Projects

Town Engineer/Public Works Director Marc Mattox updated the Committee on the Fleet Building, Ponderosa Elementary Safe Routes 2 School Project, which will begin the Monday after school gets out in June, 2019 and the Almond Street Multi-Modal/Gap Closure Project which

includes Almond Street, Fir Street, Birch Street, Foster Road and Black Olive Drive. Mr. Mattox informed the Committee that Measure C will contribute about \$1.5 Million to accomplish \$22.5 Million in Capital Improvement projects from 2015/16 – 2020/21. Mr. Mattox announced that after the meeting, Fleet Maintenance Shop Foreman Chris Nicoletti would provide a tour of the facility.

Police Chief Eric Reinbold updated the Committee on the Animal Shelter electrical panel upgrade and the progress on the refrigerated storage facility for the removal of animal waste. Chief Reinbold also informed the Committee that the part-time Shelter Assistant resigned, but that the position has been posted to fill the vacancy and that the second Animal Control officer is half way through training.

3. PUBLIC COMMENT - None

4. ADJOURNMENT

Chair Knappen adjourned the meeting at 4:46 p.m.

Date Approved:

By: _____
Molly Knappen, Chair

Attest:

Dina Volenski, CMC, Town Clerk



MEASURE C CITIZEN OVERSIGHT COMMITTEE

Financial Update and 1st Quarter
2018/19 Report
October 23, 2018

2017/18 MEASURE C BUDGET REVIEW

"slow and steady wins the race"



REVENUE

	4 th Quarter	2017/18 Totals	2017/18 Budget
	\$358,206	\$1,368,621	\$1,368,621

ANIMAL CONTROL SERVICES

	4 th Quarter	2017/18 Totals	2017/18 Budget
Support for 2 Officers & their rabies vaccinations	\$3,661	\$29,437	\$29,288
Rendering Setup & Maintenance	251	251	13,700
Online Dog Licensing Program	0	3,840	3,840
Facility Concrete Repairs	5,927	5,990	12,127
Computer for Supervisor	889	889	1,017
Additional Support to Maintain Operations	44,455	63,075	63,075
Totals	\$55,183	\$103,482	\$123,047

FIRE DEPARTMENT

	4 th Quarter	2017/18 Totals	2017/18 Budget
Electrical Service Panel and Breaker Box	\$102	\$102	\$20,000
Maintain CAL FIRE Personnel Contract	59,685	243,389	243,687
Fire Engine 81 & 82	41,796	167,183	167,183
Totals	\$101,583	\$410,674	\$430,870

POLICE DEPARTMENT

	4 th Quarter	2017/18 Totals	2017/18 Budget
2 nd Investigations Position	\$44,667	112,644	113,311
Sponsor 2 Cadets thru Academy	(214)	47,806	50,444
3 Police Cars	18,878	75,512	75,512
Body Cameras	1,479	5,917	5,917
K9 Program Support	2,465	9,284	9,714
Enhanced Training	240	13,454	15,000
Roof & Windows Replacement	0	46,670	46,670
Totals	\$67,515	\$311,287	\$316,568

PUBLIC WORKS
DEPARTMENT

	4 th Quarter	2017/18 Totals	2017/18 Budget
Fleet Bay & Lift	\$104,151	\$104,801	\$126,158
Maxwell Drive Safe Routes to School	0	100,014	100,014
Bill Overlay (Fern to Oliver)	0	110,402	110,402
Totals	\$104,151	\$315,217	\$336,574
Grand Totals	\$328,432	\$1,140,659	\$1,207,059

2018/19
MEASURE C
1ST QUARTER REPORT

2018/19 MEASURE C BUDGET

Animal Control	1 st Quarter (to date)	2018/19 Adopted Budget
47% of funding to maintain operations for Animal Control Services (Personnel and Supplies)	\$42,202	\$168,806
Rendering Setup and Maintenance	1,014	13,227
Concrete/Epoxy repairs	0	6,200
Totals	\$43,216	\$188,233

2018/19 MEASURE C BUDGET

Fire Department	1 st Quarter (to date)	2018/19 Adopted Budget
Maintain CAL FIRE Contract	\$0	\$250,000
Fire Engines 81 & 82	41,796	167,183
Electrical Service Panel and Transfer Switch	8,250	8,250
Totals	\$50,046	\$425,433

2018/19 MEASURE C BUDGET

Police Department	1 st Quarter (to date)	2018/19 Adopted Budget
2 nd Investigator	\$38,217	\$172,070
Police Cars (3 per year for a total of 15)	18,878	100,000
Body Cameras	1,479	5,917
Department Training	1,083	15,000
K-9 Program	2,233	10,005
Part Time Temporary Investigator	3,949	19,688
Sponsor 1 Trainee Through Academy	1,266	8,236
Totals	\$67,105	\$330,916

2018/19 MEASURE C BUDGET

Public Works	1 st Quarter (to date)	2018/19 Adopted Budget
Ponderosa Safe Routes to School	\$0	\$36,000
Construct Fleet Bay and Lift	4,844	21,357
Totals	\$4,844	\$57,357
10% Fixed Reserve		\$203,711
Measure C Grand Total	\$165,211	\$1,205,650

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

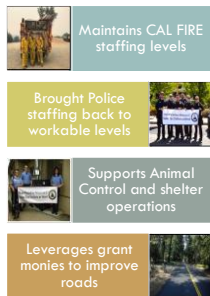
Projected Revenues		\$8,148,431
Commitments for:		
Police	\$2,250,755	
Fire	2,243,013	
Animal Control	696,559	
Public Works	1,643,768	
Reserves for Ongoing Expenses	1,314,336	(8,148,431)
Net Remaining		\$0

FINANCIAL UPDATE



MEASURE C

- Six year 0.50% transaction and use tax that went into effect April 2015
- Instrumental in sustaining services for the Town



Maintains CAL FIRE staffing levels

Brought Police staffing back to workable levels

Supports Animal Control and shelter operations

Leverages grant monies to improve roads

FIVE YEAR FINANCIAL PROJECTION

- ✓ Half way through the temporary six-year tax measure, projections indicate that without an extension, expenses will exceed revenues and cuts will be necessary to balance budgets once all of Measure C funds have been used.
- ✓ The Council decided to ask the voters to weigh in on service levels for the community.
- ✓ Measure V will be on the November 2018 ballot which, if approved, would extend the 0.50% transaction and use tax for ten years after Measure C expires.



TOWN ON HOLD

- The Town is waiting for the results of the election to see what funding will be available next year
- In the meantime, there are projects and decisions in limbo

\$35,000 to install and replace public safety radio system backup batteries

No funding starting in 2019/20 for AB109 officer

- helps with prisoner early release issues

Police Department HVAC system failed

- \$8,000 to replace

CAL FIRE contract expires in 2021

- Will enter into negotiations prior to Measure C expiration

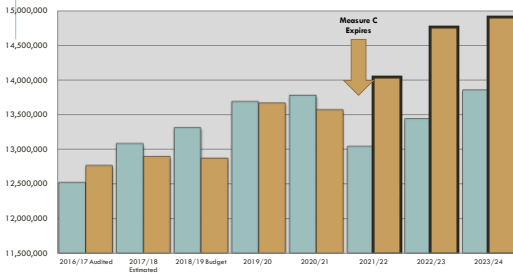
TOWN WITHOUT EXTENSION

Even with Measure C reserves, cuts will be needed starting next fiscal year to maintain a balanced budget

- Projected Measure C reserves \$1.3 million by 2020/21
- Measure C reserves of \$667,847 for 2021/22 and 2022/23 will not cover all of deficit for those years
- By 2023/24 the Town will have a deficit of almost \$1 million

Note: These numbers are just to maintain existing services. This leaves no funding for equipment replacement, facility repairs or road maintenance/grant matching

FIVE YEAR GENERAL FUND PROJECTION REVENUE & EXPENSES

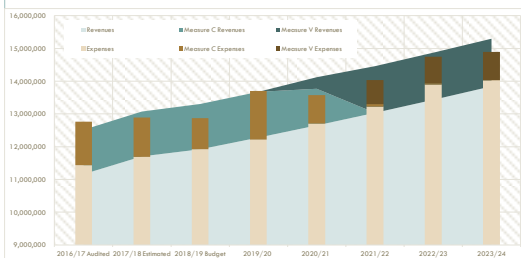


PROJECTED CUTS TO MAINTAIN BALANCED BUDGET (WITHOUT EXTENSION)

- Other cuts may be selected, but services would be impacted
- Cuts cannot come from administration as those functions are typically one-person (HR, IT, Fleet, Legal, Payroll etc.)

	2019/20 Projected	2020/21 Projected	2021/22 Projected	2022/23 Projected	2023/24 Projected
Maintain CAL FIRE Contract		\$55,973	\$83,948	\$161,913	\$344,404
2nd Investigation Position				171,905	171,905
Police Officer					108,074
AB 109 Officer	93,258	93,258	93,258	93,258	93,258
Sponsor Police Cadet			27,924	27,924	27,924
K9 Program			10,005	10,005	10,005
Enhanced Police Training			15,000	15,000	15,000
Animal Control Staffing & Operations			50,000	75,000	160,000
Total Projected Cuts	\$93,258	\$149,231	\$280,135	\$555,005	\$930,570

GENERAL FUND 5 YEAR PROJECTION WITH MEASURE V



ECONOMIC DEVELOPMENT

- To provide a healthy customer base for economic development, the Town must:
- Provide public safety services to maintain safe neighborhoods
- Basic infrastructure to maintain safe passage
- Appropriate regulations to maintain safe buildings and reduce blight
- Measure C to maintain public safety services
- \$22.5 million in capital improvement projects 2015/16 – 2020/21
- Lowest development fees in Butte County
- Code enforcement program
- Business friendly regulations

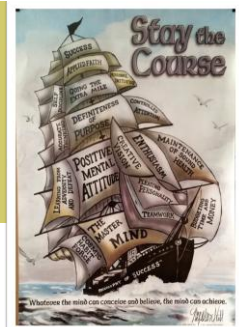


CONCLUSION

The Town is at a financial crossroad. It is in a holding pattern until November 2018 to see whether the 0.50% sales tax is extended to maintain services.



QUESTIONS?



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

February 26, 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 2nd 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. The next quarterly meeting is scheduled for April 23, 2019.

Sincerely,

Molly Knappen,
Chairperson
Measure C Citizens Oversight Committee

Kirk Trostle
Vice-Chairperson
Measure C Citizens Oversight Committee

	1st Quarter	2nd Quarter (to date)	3rd Quarter	4th Quarter	Totals	2018/19 Budget
Measure C 2018/19 Revenues:	\$ 411,928	\$ 135,248			\$ 547,175	\$ 1,382,307
* 2nd Investigation Position at the Police Department	38,217	57,265			95,482	172,070
* Part time investigation officer	3,949	7,536			11,484	19,688
* Sponsor Police Cadet thru Police Academy	1,266	2,657			3,923	8,236
* 3 Police Cars (Ford Interceptors) per year for a total of 15 new police vehicles to replace very old cars	18,878	24,595			43,473	100,000
* Body Cameras (next Gen) for Police Officer safety and accountability	1,479	1,479			2,959	5,917
* Police K9 program (assists with missing persons, fugitive tracking and narcotics investigation)	2,233	1,742			3,975	10,005
* Enhanced Police Officer & Dispatch training	1,083	5,266			6,349	15,000
* Fire electrical service panel and transfer switch	8,250				8,250	8,250
* Maintain CAL FIRE personnel contract	57,783	(1,474)			56,309	250,000
* Fire Engine 81 & 82	41,796	41,796			83,591	167,183
* Support to maintain staffing and operations for animal control	42,202	42,202			84,403	168,806
* Rendering Setup and Maintenance	1,014	8,835			9,849	13,227
* Animal Shelter Facility Improvements: Concrete Repairs		6,200			6,200	6,200
* Construct Fleet Bay & Lift	15,988	5,369			21,357	21,357
* Ponderosa Safe Routes to School					-	36,000
Measure C Approved Expenditures:	\$ 234,137	\$ 203,467	\$ -	\$ -	\$ 437,604	\$ 1,001,939
Net Total	\$ 177,791	\$ (68,220)	\$ -	\$ -	\$ 109,571	\$ 380,368