



# Measure C Oversight Committee Meeting Agenda

## 4:00 PM – January 28, 2020

### 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 22, 2019 Measure C Citizen Oversight Committee meeting.
- b. Financial update and approve the quarterly report from the Measure C Citizens Oversight Committee to the residents of Paradise for the 2<sup>nd</sup> quarter of the 2019/2020 fiscal year – Administrative Director - Gina Will.
- c. Draft Committee Calendar for 2020

### 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:	
_____	
TOWN/ASSISTANT TOWN CLERK SIGNATURE	



## Measure C Oversight Committee Meeting Minutes

4:00 PM – October 22, 2019

### 1. OPENING

The October 22, 2019 meeting of the Measure C Citizen Oversight committee was called to order by Secretary Dina Volenski at 4:02 p.m. who led the pledge of allegiance to the Flag of the United States of America.

**COMMITTEE MEMBERS PRESENT:** Chris Buzzard, Linda Dye, Dean Fender, Dan Hansen, George Morris, Jr.

**COMMITTEE MEMBERS ABSENT:** Nicki Jones, Kirk Trostle, Jim Ratekin, Sharon Simonton and Molly Knappen, Chair.

**ALTERNATE MEMBERS PRESENT:** Linda Dye

**ALTERNATE MEMBER ABSENT:** Stacey Poliquin

### 2. ITEMS

- 2a. **MOTION by Buzzard, seconded by Knappen**, approved minutes of the August 20, 2019 Measure C Citizen Oversight Committee meeting. Ayes of Buzzard, Dye, Fender, Hansen, Morris; Absent and not voting: Jones Ratekin, Simonton, Trostle and Chair Knappen
- 2b. Administrative Services Director/Town Treasurer, Gina Will gave a financial update for the 1<sup>st</sup> quarter of the 2019/20 fiscal year and shared that the State had been advancing revenues, but took some of the revenues back for the 4<sup>th</sup> quarter of the previous year. Ms. Will stated that the fiscal year is being budgeted conservatively but the revenues are in line with what was expected. At the moment the Town continues to be conservative with spending of Measure C funds.

**MOTION by Fender, seconded by Morris**, approved the quarterly report from the Measure C Citizens Oversight Committee to the residents of Paradise for the 1<sup>st</sup> quarter of the 2019/20 fiscal year. Roll call vote was unanimous with Jones, Ratekin, Simonton, Trostle and Chair Knappen absent and not voting.

### 3. PUBLIC COMMENT - None

### 4. ADJOURNMENT

Secretary Volenski adjourned the meeting at 4:31 p.m.

Date Approved:

Attest:

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

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



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

January 28, 2020

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 2019/20 fiscal year. Also attached, is a revised 4th quarter 2018/19 report. 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 March 24, 2020.

Sincerely,

Molly Knappen,  
Chairperson  
Measure C Citizens Oversight Committee

Kirk Trostle  
Vice-Chairperson  
Measure C Citizens Oversight Committee

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals	2018/19 Budget
<b>Measure C 2018/19 Revenues:</b>	\$ 442,969	\$ 481,731	\$ 261,119	\$ 203,984	\$ 1,389,803	\$ 551,675
* 2nd Investigation Position at the Police Department	38,217	40,158	34,067	26,595	139,037	85,778
* Part time investigation officer	3,949	7,536	-	-	11,484	11,555
* Sponsor Police Cadet thru Police Academy	1,266	2,657	13	-	3,936	16,200
* 3 Police Cars (Ford Interceptors) per year for a total of 12 new police vehicles to replace very old cars	18,878	24,595	112,020	54,505	209,999	218,215
* Body Cameras (next Gen) for Police Officer safety and accountability	1,479	1,479	1,479	1,479	5,917	5,917
* Police K9 program (assists with missing persons, fugitive tracking and narcotics investigation)	2,233	1,742	3,149	2,912	10,036	10,005
* Enhanced Police Officer & Dispatch training	1,083	5,266	4,834	1,742	12,925	15,000
* Fire electrical service panel and transfer switch	8,250				8,250	8,250
* Maintain CAL FIRE personnel contract	57,783	57,520	47,874	58,994	222,171	120,000
* Fire Engine 81 & 82	41,796	41,796	41,796	41,796	167,183	167,183
* Support to maintain staffing and operations for animal control	42,202	42,202	37,098	40,140	161,640.83	158,599
* Rendering Setup and Maintenance	1,014	8,835	1,700		11,549	13,227
* Animal Shelter Facility Improvements: Concrete Repairs		6,200			6,200	6,200
* Construct Fleet Bay & Lift	15,988	5,334			21,321	21,357
* Ponderosa Safe Routes to School					-	-
<b>Measure C Approved Expenditures:</b>	\$ 234,137	\$ 245,320	\$ 284,030	\$ 228,163	\$ 991,650	\$ 857,486
<b>Net Total</b>	\$ 208,832	\$ 236,411	\$ (22,911)	\$ (24,179)	\$ 398,153	\$ (305,811)

	1st Quarter	2nd Quarter (to date)	3rd Quarter	4th Quarter	Totals	2019/20 Budget
<b>Measure C 2019/20 Revenues:</b>	\$ 253,633	\$ 127,328			\$ 380,961	\$ 750,000
* Sponsor Police Cadets thru Police Academy	18,162	26,393			44,555	67,710
* 3 Police Cars (Ford Interceptors) per year for a total of 12 new police vehicles to replace very old cars	41,729	18,878			60,607	87,067
* 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)	3,484	5,925			9,409	10,005
* Maintain CAL FIRE personnel contract	55,005				55,005	250,000
* Fire Engine 81 & 82	41,796	41,796			83,591	167,183
* Setup rendering cooler at animal control		497			497	-
* Support to maintain staffing and operations for animal control	49,410	61,786			111,196	247,142
<b>Measure C Approved Expenditures:</b>	\$ 211,064	\$ 156,753	\$ -	\$ -	\$ 367,817	\$ 835,024
<b>Net Total</b>	\$ 42,569	\$ (29,425)	\$ -	\$ -	\$ 13,143	\$ (85,024)



# Budget Performance Report

Fiscal Year to Date 12/31/19  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>REVENUE</b>										
Department <b>25 - Finance</b>										
Program <b>4420 - Measure C TUT</b>										
3130.326	General Sales and Use Tax Transactions and Use Tax (TUT)	700,000.00	50,000.00	750,000.00	136,264.71	.00	373,790.03	376,209.97	50	1,382,632.44
Program <b>4420 - Measure C TUT Totals</b>		<b>\$700,000.00</b>	<b>\$50,000.00</b>	<b>\$750,000.00</b>	<b>\$136,264.71</b>	<b>\$0.00</b>	<b>\$373,790.03</b>	<b>\$376,209.97</b>	<b>50%</b>	<b>\$1,382,632.44</b>
Department <b>25 - Finance Totals</b>		<b>\$700,000.00</b>	<b>\$50,000.00</b>	<b>\$750,000.00</b>	<b>\$136,264.71</b>	<b>\$0.00</b>	<b>\$373,790.03</b>	<b>\$376,209.97</b>	<b>50%</b>	<b>\$1,382,632.44</b>
<b>REVENUE TOTALS</b>		<b>\$700,000.00</b>	<b>\$50,000.00</b>	<b>\$750,000.00</b>	<b>\$136,264.71</b>	<b>\$0.00</b>	<b>\$373,790.03</b>	<b>\$376,209.97</b>	<b>50%</b>	<b>\$1,382,632.44</b>
<b>EXPENSE</b>										
Department <b>25 - Finance</b>										
Program <b>4420 - Measure C TUT</b>										
Cost Center Activity <b>301 - Police Operations</b>										
5101	Salaries - Permanent	.00	.00	.00	.00	.00	.00	.00	+++	65,388.80
5102	Salaries - Temporary	36,792.00	2,997.00	39,789.00	2,925.30	.00	27,239.70	12,549.30	68	9,928.22
5103.102	Differential Pay Out of Class	.00	.00	.00	.00	.00	.00	.00	+++	17.71
5104	Wages - PS Holiday Pay	.00	.00	.00	.00	.00	.00	.00	+++	3,951.56
5105	Salaries - Overtime/FLSA	.00	4,000.00	4,000.00	.00	.00	7,183.16	(3,183.16)	180	13,612.61
5106.101	Incentives & Admin Leave School Incentive	.00	.00	.00	.00	.00	.00	.00	+++	2,845.41
5106.103	Incentives & Admin Leave Team Pay	.00	.00	.00	.00	.00	.00	.00	+++	3,272.14
5109.100	Allowances Uniform Allowance	.00	.00	.00	.00	.00	.00	.00	+++	852.50
5111	Medicare	533.00	102.00	635.00	42.41	.00	499.12	135.88	79	1,325.27
5112.101	Retirement Contribution PERS	2,281.00	186.00	2,467.00	.00	.00	.00	2,467.00	0	13,455.60
5112.102	Retirement Contribution Social Security	.00	.00	.00	181.36	.00	2,134.22	(2,134.22)	+++	.00
5113	Worker's Compensation	4,581.00	42.00	4,623.00	.00	.00	2,251.48	2,371.52	49	18,480.19
5114.101	Health Insurance Medical	.00	.00	.00	.00	.00	.00	.00	+++	14,418.80
5114.102	Health Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	1,851.74
5114.103	Health Insurance Vision	.00	.00	.00	.00	.00	.00	.00	+++	165.22
5115	Unemployment Compensation	.00	.00	.00	18.73	.00	220.31	(220.31)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	.00	.00	.00	.00	.00	.00	.00	+++	235.40
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	.00	.00	.00	.00	+++	720.13
5202.100	Operating Supplies General	5,160.00	.00	5,160.00	449.41	36.99	2,646.63	2,476.38	52	2,235.80
5213.100	Professional/Contract Services General	6,000.00	.00	6,000.00	.00	328.00	6,821.21	(1,149.21)	119	4,797.03
5220.100	Employee Development General	15,041.00	.00	15,041.00	.00	.00	4,968.00	10,073.00	33	19,863.75
5305	Vehicles	.00	22,851.00	22,851.00	.00	.00	22,850.58	.42	100	132,996.99
5501	Debt Service Payment - Principal	70,133.00	.00	70,133.00	12,805.09	.00	40,714.68	29,418.32	58	82,919.38
Cost Center Activity <b>301 - Police Operations Totals</b>		<b>\$140,521.00</b>	<b>\$30,178.00</b>	<b>\$170,699.00</b>	<b>\$16,422.30</b>	<b>\$364.99</b>	<b>\$117,529.09</b>	<b>\$52,804.92</b>	<b>69%</b>	<b>\$393,334.25</b>
Cost Center Activity <b>303 - Animal Control</b>										
5213.100	Professional/Contract Services General	.00	.00	.00	.00	.00	.00	.00	+++	1,014.20
5214.100	Repair and Maint Service General	.00	.00	.00	.00	.00	.00	.00	+++	10,535.00
5303	Improvements	.00	.00	.00	.00	.00	496.83	(496.83)	+++	0.00



# Budget Performance Report

Fiscal Year to Date 12/31/19  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>1010 - General Fund</b>										
EXPENSE										
Department <b>25 - Finance</b>										
Program <b>4420 - Measure C TUT</b>										
Cost Center Activity <b>303 - Animal Control</b>										
5910.070	Transfers Out To Animal Control Fund	197,640.00	49,502.00	247,142.00	61,785.50	.00	111,195.50	135,946.50	45	161,640.83
Cost Center Activity <b>303 - Animal Control</b> Totals		\$197,640.00	\$49,502.00	\$247,142.00	\$61,785.50	\$0.00	\$111,692.33	\$135,449.67	45%	\$179,390.03
Cost Center Activity <b>325 - Fire Administration</b>										
5303	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	8,250.00
Cost Center Activity <b>325 - Fire Administration</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$8,250.00
Cost Center Activity <b>326 - Fire Suppression</b>										
5213.100	Professional/Contract Services General	250,000.00	.00	250,000.00	.00	.00	55,004.64	194,995.36	22	222,171.03
5501	Debt Service Payment - Principal	167,183.00	.00	167,183.00	21,657.93	.00	83,591.38	83,591.62	50	167,182.76
Cost Center Activity <b>326 - Fire Suppression</b> Totals		\$417,183.00	\$0.00	\$417,183.00	\$21,657.93	\$0.00	\$138,596.02	\$278,586.98	33%	\$389,353.79
Cost Center Activity <b>345 - Public Works Fleet</b>										
5303	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	21,321.48
Cost Center Activity <b>345 - Public Works Fleet</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$21,321.48
Program <b>4420 - Measure C TUT</b> Totals		\$755,344.00	\$79,680.00	\$835,024.00	\$99,865.73	\$364.99	\$367,817.44	\$466,841.57	44%	\$991,649.55
Department <b>25 - Finance</b> Totals		\$755,344.00	\$79,680.00	\$835,024.00	\$99,865.73	\$364.99	\$367,817.44	\$466,841.57	44%	\$991,649.55
<b>EXPENSE TOTALS</b>		\$755,344.00	\$79,680.00	\$835,024.00	\$99,865.73	\$364.99	\$367,817.44	\$466,841.57	44%	\$991,649.55
Fund <b>1010 - General Fund</b> Totals										
<b>REVENUE TOTALS</b>		700,000.00	50,000.00	750,000.00	136,264.71	.00	373,790.03	376,209.97	50%	1,382,632.44
<b>EXPENSE TOTALS</b>		755,344.00	79,680.00	835,024.00	99,865.73	364.99	367,817.44	466,841.57	44%	991,649.55
Fund <b>1010 - General Fund</b> Totals		(\$55,344.00)	(\$29,680.00)	(\$85,024.00)	\$36,398.98	(\$364.99)	\$5,972.59	(\$90,631.60)		\$390,982.89
Grand Totals										
<b>REVENUE TOTALS</b>		700,000.00	50,000.00	750,000.00	136,264.71	.00	373,790.03	376,209.97	50%	1,382,632.44
<b>EXPENSE TOTALS</b>		755,344.00	79,680.00	835,024.00	99,865.73	364.99	367,817.44	466,841.57	44%	991,649.55
Grand Totals		(\$55,344.00)	(\$29,680.00)	(\$85,024.00)	\$36,398.98	(\$364.99)	\$5,972.59	(\$90,631.60)		\$390,982.89



**Town of Paradise**  
**Measure C (0.50% Transaction and Use Tax) - Post Camp Fire**  
**Financial Plan as of January 28, 2020 - (Proposed)**

Description	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Totals
<b>Revenues</b>	<b>1,236,212</b>	<b>1,355,070</b>	<b>1,368,621</b>	<b>1,389,803</b>	<b>750,000</b>	<b>854,166</b>	<b>6,953,872</b>
2nd Investigation Position (with Part-time)	110,238	164,899	112,644	150,521			
Police Cadets (3) (2) (2) (0) (2) (2)	55,241	46,410	47,806	3,936	67,710	60,383	
Lieutenant Transition & Training		22,050					
12 Police Cars	13,597	36,404	75,512	209,999	87,067	37,851	
Body Cameras	14,786	5,917	5,917	5,917	5,917		
K9 Program	9,514	10,516	9,284	10,036	10,005	10,005	
Enhanced PD Training	16,101	14,101	13,454	12,925			
Roof Replacement		1,712	46,670				
LiveScan Machine	11,670						
PD Siding & Repairs	97,251	54,863					
Patrol Cameras & Cases		3,240					
Men's Locker Room Floor		4,102					
Emergency Electrical/Generator		85,718					
<b>Police Totals</b>	<b>328,398</b>	<b>449,932</b>	<b>311,287</b>	<b>393,334</b>	<b>170,699</b>	<b>108,239</b>	<b>1,761,889</b>
Maintain CAL FIRE Contract	144,401	141,120	243,687	222,171	250,000	250,000	
Fire Engine 81 & 82	98,226	125,793	167,183	167,183	167,183	127,033	
Future Apparatus Funding		50,000					
Electrical Panel & Transfer Switch			102	8,250			
Apparatus Equipment		1,788					
SCBA's	24,931	3,048					
Exhaust Extraction	21,674						
Station 81 Storage Wall		1,411					
<b>Fire Totals</b>	<b>289,232</b>	<b>323,160</b>	<b>410,972</b>	<b>397,604</b>	<b>417,183</b>	<b>377,033</b>	<b>2,215,184</b>

**Town of Paradise**  
**Measure C (0.50% Transaction and Use Tax) - Post Camp Fire**  
**Financial Plan as of January 28, 2020 - (Proposed)**

Description	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Totals
Support for 2 AC Officers & Rabies Vaccine	25,079	32,230	29,437				
Rendering Setup and Maintenance			251	11,549			
Officer and Supervisor Training		991	-				
Sanitation Unit/Isolation Units	5,405	6,442					
Raised beds, metal bowls, air conditioner, computer		2,497	889				
Online dog licensing program & setup		10,000	3,840				
Washing Machine Cover & Concrete Repairs		2,200	5,990	6,200			
Support to Maintain Operations			63,075	161,641	247,142	200,000	
<b>Animal Control Totals</b>	<b>30,484</b>	<b>54,360</b>	<b>103,482</b>	<b>179,390</b>	<b>247,142</b>	<b>200,000</b>	<b>814,858</b>
Maxwell Drive SR2S			100,014				
Bille Overlay (Fern to Oliver)			110,402				
Fleet Repair Facility Construction & Lift			104,801	21,321			
Pedestrian Safety Crossing	24,779						
Pearson Road Improvements	200,502						
Almond Street Multi-Modal						124,422	
Ponderosa SR2S							
2016 Overlay & Markings		500,913					
<b>Public Works Totals</b>	<b>225,281</b>	<b>500,913</b>	<b>315,217</b>	<b>21,321</b>	<b>-</b>	<b>124,422</b>	<b>1,187,154</b>
<b>Total Expenses</b>	<b>873,395</b>	<b>1,328,365</b>	<b>1,140,958</b>	<b>991,649</b>	<b>835,024</b>	<b>809,694</b>	<b>5,979,085</b>
<b>Net Total</b>	<b>362,817</b>	<b>26,705</b>	<b>227,662</b>	<b>398,154</b>	<b>(85,024)</b>	<b>44,472</b>	<b>974,787</b>
<b>Designated Reserves</b>							
10% Fixed Reserve							-
Police Car Payments							20,637
Contingency Reserve							
<b>Unassigned</b>							<b>954,150</b>



## MEASURE C CITIZEN OVERSIGHT PROPOSED COMMITTEE CALENDAR 2020

January 28, 2020	Regular Quarterly meeting
March 24, 2020	Measure C 2020/21 Budget Discussions
April 28, 2020	Measure C 2020/21 Budget Discussions
May 26, 2020	Review Measure C 2020/21 Proposed Budget
July 28, 2020	Regular Quarterly meeting
October 27, 2020	Regular Quarterly meeting