



Measure C Oversight Committee Meeting Agenda

4:00 PM - October 22, 2019

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 August 20, 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 1st quarter of the 2019/2020 fiscal year – Administrative Director - Gina Will.

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:	
<hr/>	
TOWN/ASSISTANT TOWN CLERK SIGNATURE	



Measure C Oversight Committee Meeting Minutes

4:00 PM – August 20, 2019

1. OPENING

The August 20, 2019 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, Dean Fender, Dan Hansen, George Morris, Jr. Jim Ratekin, Sharon Simonton and Molly Knappen, Chair.

COMMITTEE MEMBERS ABSENT: Nicki Jones and Kirk Trostle

ALTERNATE MEMBERS PRESENT: Linda Dye

ALTERNATE MEMBER ABSENT: Stacey Poliquin

2. ITEMS

2a. **MOTION by Buzzard, seconded by Knappen**, approved minutes of the May 28, 2019 Measure C Citizen Oversight Committee meeting. Ayes of Buzzard, Hansen, Ratekin, Simonton and Chair Knappen: Abstention of Fender and Morris; Absent and not voting: Jones and Trostle.

2b. Administrative Services Director/Town Treasurer, Gina Will gave a financial update for the 4th quarter of the 2018/19 fiscal year. Stated revenues for the fiscal year are in line with what was expected. At the moment the Town is being conservative with spending of Measure C funds. It is anticipated that \$885,000 will be left over from the budget, Ms. Will recommends using it as a contingency fund.

MOTION by Hansen, seconded by Fender, approved the quarterly report from the Measure C Citizens Oversight Committee to the residents of Paradise for the 4th quarter of the 2018/19 fiscal year. Roll call vote was unanimous with Jones and Trostle absent and not voting.

3. PUBLIC COMMENT - None

4. ADJOURNMENT

Chair Knappen adjourned the meeting at 4:30 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

October 22, 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 1st quarter of the 2019/20 fiscal year. and the final report for 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 January 21, 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
Measure C 2018/19 Revenues:	\$ 448,541	\$ 470,653	\$ 242,145	\$ (27)	\$ 1,161,312	\$ 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	37,098	158,599	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					-	-
Measure C Approved Expenditures:	\$ 234,137	\$ 245,320	\$ 284,030	\$ 225,121	\$ 988,608	\$ 857,486
Net Total	\$ 214,404	\$ 225,333	\$ (41,885)	\$ (225,148)	\$ 172,704	\$ (305,811)

	1st Quarter (to date)	2nd Quarter	3rd Quarter	4th Quarter	Totals	2019/20 Budget
Measure C 2019/20 Revenues:	\$ 80,916				\$ 80,916	\$ 700,000
* Sponsor Police Cadets thru Police Academy	18,154				18,154	60,383
* 3 Police Cars (Ford Interceptors) per year for a total of 12 new police vehicles to replace very old cars	41,729				41,729	64,215
* Body Cameras (next Gen) for Police Officer safety and accountability	1,479				1,479	5,917
* Police K9 program (assists with missing persons, fugitive tracking and narcotics investigation)	1,712				1,712	10,005
* Maintain CAL FIRE personnel contract					-	250,000
* Fire Engine 81 & 82	41,796				41,796	167,183
* Support to maintain staffing and operations for animal control	49,410				49,410	197,640
Measure C Approved Expenditures:	\$ 154,279	\$ -	\$ -	\$ -	\$ 154,279	\$ 755,343
Net Total	\$ (73,363)	\$ -	\$ -	\$ -	\$ (73,363)	\$ (55,343)



Budget Performance Report

Fiscal Year to Date 09/30/19

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 1010 - General Fund										
REVENUE										
Department 25 - Finance										
Program 4420 - Measure C TUT										
3130.326	General Sales and Use Tax Transactions and Use Tax (TUT)	700,000.00	50,000.00	750,000.00	80,916.16	.00	80,916.16	669,083.84	11	1,161,312.37
Program 4420 - Measure C TUT Totals		\$700,000.00	\$50,000.00	\$750,000.00	\$80,916.16	\$0.00	\$80,916.16	\$669,083.84	11%	\$1,161,312.37
Department 25 - Finance Totals		\$700,000.00	\$50,000.00	\$750,000.00	\$80,916.16	\$0.00	\$80,916.16	\$669,083.84	11%	\$1,161,312.37
REVENUE TOTALS		\$700,000.00	\$50,000.00	\$750,000.00	\$80,916.16	\$0.00	\$80,916.16	\$669,083.84	11%	\$1,161,312.37
EXPENSE										
Department 25 - Finance										
Program 4420 - Measure C TUT										
Cost Center Activity 301 - Police Operations										
5101	Salaries - Permanent	.00	.00	.00	.00	.00	.00	.00	+++	65,388.80
5102	Salaries - Temporary	36,792.00	.00	36,792.00	3,510.40	.00	9,653.60	27,138.40	26	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	.00	.00	839.21	.00	3,077.09	(3,077.09)	+++	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	.00	533.00	63.08	.00	184.60	348.40	35	1,325.27
5112.101	Retirement Contribution PERS	2,281.00	.00	2,281.00	.00	.00	.00	2,281.00	0	13,455.60
5112.102	Retirement Contribution Social Security	.00	.00	.00	269.69	.00	789.31	(789.31)	+++	.00
5113	Worker's Compensation	4,581.00	.00	4,581.00	.00	.00	1,125.74	3,455.26	25	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	27.84	.00	81.48	(81.48)	+++	.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	.00	36.99	77.73	5,045.28	2	2,235.80
5213.100	Professional/Contract Services General	6,000.00	.00	6,000.00	.00	328.00	1,708.19	3,963.81	34	4,797.03
5220.100	Employee Development General	15,041.00	.00	15,041.00	600.00	.00	3,168.00	11,873.00	21	19,863.75
5305	Vehicles	.00	.00	.00	4,733.25	.00	22,850.58	(22,850.58)	+++	132,996.99
5501	Debt Service Payment - Principal	70,133.00	.00	70,133.00	12,805.09	.00	20,357.34	49,775.66	29	82,919.38
Cost Center Activity 301 - Police Operations Totals		\$140,521.00	\$0.00	\$140,521.00	\$22,848.56	\$364.99	\$63,073.66	\$77,082.35	45%	\$393,334.25
Cost Center Activity 303 - Animal Control										
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	.00	.00	+++	0.00



Budget Performance Report

Fiscal Year to Date 09/30/19

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 1010 - General Fund										
EXPENSE										
Department 25 - Finance										
Program 4420 - Measure C TUT										
Cost Center Activity 303 - Animal Control										
5910.070	Transfers Out To Animal Control Fund	197,640.00	.00	197,640.00	49,410.00	.00	49,410.00	148,230.00	25	158,599.00
Cost Center Activity 303 - Animal Control Totals		\$197,640.00	\$0.00	\$197,640.00	\$49,410.00	\$0.00	\$49,410.00	\$148,230.00	25%	\$176,348.20
Cost Center Activity 325 - Fire Administration										
5303	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	8,250.00
Cost Center Activity 325 - Fire Administration Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$8,250.00
Cost Center Activity 326 - Fire Suppression										
5213.100	Professional/Contract Services General	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	222,171.03
5501	Debt Service Payment - Principal	167,183.00	.00	167,183.00	21,657.93	.00	41,795.69	125,387.31	25	167,182.76
Cost Center Activity 326 - Fire Suppression Totals		\$417,183.00	\$0.00	\$417,183.00	\$21,657.93	\$0.00	\$41,795.69	\$375,387.31	10%	\$389,353.79
Cost Center Activity 345 - Public Works Fleet										
5303	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	21,321.48
Cost Center Activity 345 - Public Works Fleet Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$21,321.48
Program 4420 - Measure C TUT Totals		\$755,344.00	\$0.00	\$755,344.00	\$93,916.49	\$364.99	\$154,279.35	\$600,699.66	20%	\$988,607.72
Department 25 - Finance Totals		\$755,344.00	\$0.00	\$755,344.00	\$93,916.49	\$364.99	\$154,279.35	\$600,699.66	20%	\$988,607.72
EXPENSE TOTALS		\$755,344.00	\$0.00	\$755,344.00	\$93,916.49	\$364.99	\$154,279.35	\$600,699.66	20%	\$988,607.72
Fund 1010 - General Fund Totals										
REVENUE TOTALS		700,000.00	50,000.00	750,000.00	80,916.16	.00	80,916.16	669,083.84	11%	1,161,312.37
EXPENSE TOTALS		755,344.00	.00	755,344.00	93,916.49	364.99	154,279.35	600,699.66	20%	988,607.72
Fund 1010 - General Fund Totals		(\$55,344.00)	\$50,000.00	(\$5,344.00)	(\$13,000.33)	(\$364.99)	(\$73,363.19)	\$68,384.18		\$172,704.65
Grand Totals										
REVENUE TOTALS		700,000.00	50,000.00	750,000.00	80,916.16	.00	80,916.16	669,083.84	11%	1,161,312.37
EXPENSE TOTALS		755,344.00	.00	755,344.00	93,916.49	364.99	154,279.35	600,699.66	20%	988,607.72
Grand Totals		(\$55,344.00)	\$50,000.00	(\$5,344.00)	(\$13,000.33)	(\$364.99)	(\$73,363.19)	\$68,384.18		\$172,704.65