



Measure C Citizen Oversight Committee Meeting Agenda

4:00 PM – May 28, 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 February 26, 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 3rd quarter of the 2018/2019 fiscal year – Administrative Services Director/Town Treasurer - Gina Will.
- c. Discussion of the 2019/2020 budget: and, 2 Approve the proposed Measure C expenditures for the 2019/2020 Fiscal Year Budget. (The proposed budget will be provided at the meeting.)

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 Citizen Oversight Committee Meeting Minutes

4:00 PM – February 26, 2019

1. OPENING

The February 26, 2019 meeting of the Measure C Citizen Oversight committee was called to order by Chair Molly Knappen at 4:03 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 and Molly Knappen, Chair.

COMMITTEE MEMBERS ABSENT: Dean Fender and Kirk Trostle.

ALTERNATE MEMBERS PRESENT: Linda Dye

ALTERNATE MEMBERS ABSENT: Stacey Poliquin

2. ITEMS

- a. **MOTION by Buzzard, seconded by Morris** approved Minutes of the October 23, 2018 Measure C Citizen Oversight Committee meeting. Roll call vote was unanimous with Fender and Trostle absent and not voting.
- b. Town Manager Lauren Gill gave a brief overview of the Towns transition from pre-fire to post-fire.

A financial update was given by Administrative Services Director/Town Treasurer Gina Will. Within the update Ms. Will stated the CAL Fire contract has been reduced by 1/3, funds will be postponed for capital improvement projects and the police staff has decreased due to attrition.

Ms. Will projected the Town will receive a \$5.1 million backfill from the state for taxes and that the Town is also asking for sales tax backfill. Part of the Towns insurance covers lost revenue and staff is still working with insurance to find out the specifics.

Ms. Will finished the update by emphasizing that the Town still needs to fulfill the financial obligations that were made pre-fire. Ms. Will recommended the Town purchase 3 more police cars due to the outdated vehicles in the fleet and an empty Fleet Mechanic position; also proposed the canine program should be maintained.

MOTION by Knappen, seconded by Hansen, approved 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. Roll Call vote was unanimous with Fender and Trostle absent and not voting.

3. PUBLIC COMMENT

4. ADJOURNMENT

Chair Knappen adjourned the meeting at 4:48 p.m.

Date Approved:

By: _____
Molly Knappen, Chair

Attest:

Dina Volenski, CMC, Town Clerk



Budget Performance Report

Fiscal Year to Date 03/31/19

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 1010 - General Fund										
REVENUE										
Department 25 - Finance										
Program 4420 - Measure C TUT										
3130.326	General Sales and Use Tax Transactions and Use Tax (TUT)	1,382,307.00	(830,632.00)	551,675.00	122,450.72	.00	892,156.13	(340,481.13)	162	1,368,621.00
	Program 4420 - Measure C TUT Totals	\$1,382,307.00	(\$830,632.00)	\$551,675.00	\$122,450.72	\$0.00	\$892,156.13	(\$340,481.13)	162%	\$1,368,621.00
	Department 25 - Finance Totals	\$1,382,307.00	(\$830,632.00)	\$551,675.00	\$122,450.72	\$0.00	\$892,156.13	(\$340,481.13)	162%	\$1,368,621.00
	REVENUE TOTALS	\$1,382,307.00	(\$830,632.00)	\$551,675.00	\$122,450.72	\$0.00	\$892,156.13	(\$340,481.13)	162%	\$1,368,621.00
EXPENSE										
Department 25 - Finance										
Program 4420 - Measure C TUT										
Cost Center Activity 300 - Police Administration										
5303	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	46,669.72
	Cost Center Activity 300 - Police Administration Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$46,669.72
Cost Center Activity 301 - Police Operations										
5101	Salaries - Permanent	77,334.00	(38,667.00)	38,667.00	5,665.60	.00	52,364.80	(13,697.80)	135	44,061.40
5102	Salaries - Temporary	14,823.00	1,759.00	16,582.00	.00	.00	9,928.22	6,653.78	60	38,892.66
5103.102	Differential Pay Out of Class	.00	.00	.00	.00	.00	17.71	(17.71)	+++	8.59
5103.105	Differential Pay Swing/Graveyard Shift	.00	.00	.00	.00	.00	.00	.00	+++	71.90
5104	Wages - PS Holiday Pay	4,024.00	(2,012.00)	2,012.00	309.20	.00	3,242.12	(1,230.12)	161	2,324.02
5105	Salaries - Overtime/FLSA	35,000.00	(28,200.00)	6,800.00	159.43	.00	12,415.43	(5,615.43)	183	17,720.83
5106.101	Incentives & Admin Leave School Incentive	3,136.00	(1,568.00)	1,568.00	253.70	.00	2,282.10	(714.10)	146	1,694.12
5106.103	Incentives & Admin Leave Team Pay	.00	.00	.00	283.28	.00	2,620.94	(2,620.94)	+++	2,128.10
5106.200	Incentives & Admin Leave Gym Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	180.00
5109.100	Allowances Uniform Allowance	930.00	(465.00)	465.00	77.50	.00	697.50	(232.50)	150	503.75
5111	Medicare	1,961.00	(930.00)	1,031.00	85.91	.00	1,112.79	(81.79)	108	1,590.52
5112.101	Retirement Contribution PERS	16,098.00	(7,171.00)	8,927.00	1,160.64	.00	10,795.38	(1,868.38)	121	9,934.81
5112.102	Retirement Contribution Social Security	.00	.00	.00	.00	.00	.00	.00	+++	947.59
5113	Worker's Compensation	19,490.00	274.00	19,764.00	.00	.00	13,636.99	6,127.01	69	21,519.80
5114.101	Health Insurance Medical	17,994.00	(8,997.00)	8,997.00	1,310.80	.00	11,797.20	(2,800.20)	131	11,545.16
5114.102	Health Insurance Dental	.00	.00	.00	168.34	.00	1,515.06	(1,515.06)	+++	1,094.21
5114.103	Health Insurance Vision	.00	.00	.00	15.02	.00	135.18	(135.18)	+++	97.63
5115	Unemployment Compensation	.00	.00	.00	37.92	.00	600.55	(600.55)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	968.00	(484.00)	484.00	21.40	.00	192.60	291.40	40	139.10
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	64.36	.00	572.13	(572.13)	+++	397.00
5202.100	Operating Supplies General	3,380.00	.00	3,380.00	.00	.00	2,006.11	1,373.89	59	3,018.46
5213.100	Professional/Contract Services General	3,638.00	.00	3,638.00	682.90	109.52	4,314.88	(786.40)	122	589.42
5220.100	Employee Development General	26,223.00	.00	26,223.00	600.00	1,664.66	15,921.67	8,636.67	67	24,727.79
5305	Vehicles	.00	154,000.00	154,000.00	97,369.77		97,369.77	56,630.23	63	.00
5501	Debt Service Payment - Principal	105,917.00	(35,785.00)	70,132.00	4,878.58		62,562.04	7,569.96	89	81,429.36



Budget Performance Report

Fiscal Year to Date 03/31/19

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 1010 - General Fund										
EXPENSE										
Department 25 - Finance										
Program 4420 - Measure C TUT										
Cost Center Activity 301 - Police Operations Totals		\$330,916.00	\$31,754.00	\$362,670.00	\$113,144.35	\$1,774.18	\$306,101.17	\$54,794.65	85%	\$264,616.22
Cost Center Activity 303 - Animal Control										
5101	Salaries - Permanent	.00	.00	.00	.00	.00	.00	.00	+++	13,854.88
5104	Wages - PS Holiday Pay	.00	.00	.00	.00	.00	.00	.00	+++	1,012.17
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	680.65
5109.100	Allowances Uniform Allowance	.00	.00	.00	.00	.00	.00	.00	+++	327.79
5111	Medicare	.00	.00	.00	.00	.00	.00	.00	+++	217.89
5112.101	Retirement Contribution PERS	.00	.00	.00	.00	.00	.00	.00	+++	971.16
5113	Worker's Compensation	.00	.00	.00	.00	.00	.00	.00	+++	6,125.62
5114.101	Health Insurance Medical	.00	.00	.00	.00	.00	.00	.00	+++	2,602.40
5114.102	Health Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	255.92
5114.103	Health Insurance Vision	.00	.00	.00	.00	.00	.00	.00	+++	26.04
5116.101	Life and Disability Insurance Life & Disab.	.00	.00	.00	.00	.00	.00	.00	+++	103.29
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	.00	.00	.00	.00	+++	113.78
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	.00	.00	+++	895.52
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	63,075.00
5213.100	Professional/Contract Services General	.00	1,014.00	1,014.00	.00	.00	1,014.20	(.20)	100	2,250.00
5214.100	Repair and Maint Service General	.00	12,213.00	12,213.00	.00	.00	10,535.00	1,678.00	86	4,090.52
5303	Improvements	.00	6,200.00	6,200.00	.00	.00	6,200.00	.00	100	5,990.46
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	888.93
5910.070	Transfers Out To Animal Control Fund	168,806.00	(10,207.00)	158,599.00	37,098.00	.00	121,501.00	37,098.00	77	.00
Cost Center Activity 303 - Animal Control Totals		\$168,806.00	\$9,220.00	\$178,026.00	\$37,098.00	\$0.00	\$139,250.20	\$38,775.80	78%	\$103,482.02
Cost Center Activity 325 - Fire Administration										
5303	Improvements	.00	8,250.00	8,250.00	.00	.00	8,250.00	.00	100	102.18
Cost Center Activity 325 - Fire Administration Totals		\$0.00	\$8,250.00	\$8,250.00	\$0.00	\$0.00	\$8,250.00	\$0.00	100%	\$102.18
Cost Center Activity 326 - Fire Suppression										
5213.100	Professional/Contract Services General	250,000.00	(130,000.00)	120,000.00	.00	.00	56,309.14	63,690.86	47	243,389.12
5501	Debt Service Payment - Principal	167,183.00	.00	167,183.00	21,657.93	.00	125,387.07	41,795.93	75	167,182.76
Cost Center Activity 326 - Fire Suppression Totals		\$417,183.00	(\$130,000.00)	\$287,183.00	\$21,657.93	\$0.00	\$181,696.21	\$105,486.79	63%	\$410,571.88
Cost Center Activity 345 - Public Works Fleet										
5303	Improvements	.00	21,357.00	21,357.00	.00	.00	21,321.48	35.52	100	104,800.51
Cost Center Activity 345 - Public Works Fleet Totals		\$0.00	\$21,357.00	\$21,357.00	\$0.00	\$0.00	\$21,321.48	\$35.52	100%	\$104,800.51
Cost Center Activity 350 - Public Works Streets										
5910.100	Transfers Out To Capital Projects	36,000.00	(36,000.00)	.00	.00	.00	.00	.00	+++	210,416.46
Cost Center Activity 350 - Public Works Streets Totals		\$36,000.00	(\$36,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$210,416.46
Program 4420 - Measure C TUT Totals		\$952,905.00	(\$95,419.00)	\$857,486.00	\$171,900.28	\$1,774.18	\$656,619.06	\$199,092.76	77%	\$1,140,658.99



Budget Performance Report

Fiscal Year to Date 03/31/19

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 1010 - General Fund	EXPENSE									
	Department 25 - Finance Totals	\$952,905.00	(\$95,419.00)	\$857,486.00	\$171,900.28	\$1,774.18	\$656,619.06	\$199,092.76	77%	\$1,140,658.99
	EXPENSE TOTALS	\$952,905.00	(\$95,419.00)	\$857,486.00	\$171,900.28	\$1,774.18	\$656,619.06	\$199,092.76	77%	\$1,140,658.99
Fund 1010 - General Fund Totals	REVENUE TOTALS	1,382,307.00	(830,632.00)	551,675.00	122,450.72	.00	892,156.13	(340,481.13)	162%	1,368,621.00
	EXPENSE TOTALS	952,905.00	(95,419.00)	857,486.00	171,900.28	1,774.18	656,619.06	199,092.76	77%	1,140,658.99
Fund 1010 - General Fund Totals		\$429,402.00	(\$735,213.00)	(\$305,811.00)	(\$49,449.56)	(\$1,774.18)	\$235,537.07	(\$539,573.89)		\$227,962.01
	Grand Totals									
	REVENUE TOTALS	1,382,307.00	(830,632.00)	551,675.00	122,450.72	.00	892,156.13	(340,481.13)	162%	1,368,621.00
	EXPENSE TOTALS	952,905.00	(95,419.00)	857,486.00	171,900.28	1,774.18	656,619.06	199,092.76	77%	1,140,658.99
	Grand Totals	\$429,402.00	(\$735,213.00)	(\$305,811.00)	(\$49,449.56)	(\$1,774.18)	\$235,537.07	(\$539,573.89)		\$227,962.01

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

May 28, 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 3rd 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 July 23, 2019.

Sincerely,

Molly Knappen,
Chairperson
Measure C Citizens Oversight Committee

Kirk Trostle
Vice-Chairperson
Measure C Citizens Oversight Committee

3rd Quarter 2018/19 Report to Town of Paradise residents
From the Measure C Citizens Oversight Committee

May 28, 2019

	1st Quarter	2nd Quarter	3rd Quarter (To Date)	4th Quarter	Totals	2018/19 Budget
Measure C 2018/19 Revenues:	\$ 453,231	\$ 333,998	\$ 104,928		\$ 892,156	\$ 551,675
* 2nd Investigation Position at the Police Department	38,217	40,158	34,067		112,443	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		155,494	218,215
* 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)	2,233	1,742	3,149		7,124	10,005
* Enhanced Police Officer & Dispatch training	1,083	5,266	4,834		11,183	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	120,000
* Fire Engine 81 & 82	41,796	41,796	41,796		125,387	167,183
* Support to maintain staffing and operations for animal control	42,202	42,202	37,098		121,501	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	\$ 186,325	\$ 236,157	\$ -	\$ 656,619	\$ 857,486
Net Total	\$ 219,093	\$ 147,673	\$ (131,229)	\$ -	\$ 235,537	\$ (305,811)