



Measure V Oversight Committee Meeting Agenda 4:00 PM - March 22, 2022

Measure V Committee Members

Ronald Baker
Lee Brown
Chris Buzzard
Linda Dye
Patricia Elkerton

George Morris, Jr.
Chris Rehmann
Dee Riley
Sharon Simonton

Alternates

Gail Larsen
Ronald Lassonde

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 from the March 23, 2021 Measure C Oversight Committee and January 25, 2022 Measure V Oversight Committee. (ROLL CALL VOTE)
- 2b. Approve the final report from the Measure V Citizens Oversight Committee to the residents of Paradise for the 2nd quarter of the 2021/2022 fiscal year (October, November & December, 2021)- Town Finance Director Ross Gilb. (ROLL CALL VOTE)
- 2c. Consider the draft Fiscal Year 2022-23 Measure V Budget and provide staff with any recommendations for adjustments.

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 – March 23, 2021

1. OPENING

The March 23, 2021 meeting of the Measure C Citizen Oversight Committee was called to order by Chair 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, Linda Dye, Dean Fender, Dan Hansen, Nicki Jones, Sharon Simonton, Molly Knappen, Chair

COMMITTEE MEMBERS ABSENT: George Morris, Jr. and James Ratekin

ALTERNATE MEMBER ABSENT: Stacey Poliquin,

2. ITEMS

2a. **MOTION by Hansen, seconded by Jones,** Approved minutes of the January 26, 2021 Measure C Citizen Oversight Committee meeting. AYES: Buzzard, Dye, Hansen, Jones, Simonton; NOES: None; ABSTAIN: Fender, Chair Knappen; ABSENT: Morris, Ratekin

b. Town Manager Phillips provided a financial update and an overview of third and final quarterly report of the Measure C Citizens Oversight Committee.

MOTION by Dye, seconded by Buzzard, Approved the final quarterly report from the Measure C Citizens Oversight Committee to the residents of Paradise for the 3rd quarter of the 2020/2021 fiscal year. Roll call vote was unanimous with Morris and Ratekin absent and not voting.

3. PUBLIC COMMENT- None

4. ADJOURNMENT

Chair Knappen adjourned the Measure C Oversight Committee meeting at 4:30 p.m.

Date Approved:

By: _____
Chris Buzzard, Chair

Attest: _____
Dina Volenski, CMC, Town Clerk



Measure V Oversight Committee Meeting Minutes

4:00 PM – January 25, 2022

1. OPENING

The January 25, 2022 meeting of the Measure V Citizen Oversight Committee was called to order by Chair Buzzard at 4:00 p.m. who led the Pledge of Allegiance to the Flag of the United States of America.

BOARD MEMBERS PRESENT: Ronald Baker Lee Brown, Linda Dye, Patricia Elkerton, George Morris, Jr., Chris Rehmann, Dee Riley, Sharon Simonton and Chris Buzzard, Chair

BOARD MEMBERS ABSENT: None

ALTERNATE PRESENT: Gail Larsen and Ron Lassonde

STAFF PRESENT: Finance Director/Town Treasurer Ross Gilb, Town Manager Kevin Phillips, and Town Clerk Dina Volenski.

2. ITEMS

Motion by Morris, seconded by Simonton, approved minutes of the October 26, 2021 Measure V Citizen Oversight Committee regular meeting. Ayes of Baker, Brown Morris, Rehmann, Riley and Simonton; Abstentions of Dye and Buzzard. (Committee member Elkerton was not on the committee at the time of the October meeting and did not vote)

2b. Town Clerk Volenski swore in new Measure V Citizen Oversight Committee members:
Regular Member – Patricia Elkerton
Alternate Members – Gail Larsen and Ronald Lassonde

The new committee members introduced themselves and provided some background information.

Committee Member Brown requested different labeling be on the reports to reflect the months being reported on, not the quarters, to make it clear on the time frame that is being reviewed.

2c. **Motion by Morris, seconded by Dye**, approved the proposed Amended Measure V expenditures for the 2021/22 fiscal year. Ayes of Baker, Dye, Elkerton, Morris, Rehmann, Riley, Simonton, and Buzzard, Chair; Abstain of Brown.

2d. **Motion by Buzzard, seconded by Riley**, approved the final 1st quarter report from the Measure V Citizens Oversight Committee to the residents of the Town of Paradise for the fiscal year ending 2021/2022. Ayes of Baker, Dye, Elkerton, Morris Jr. Rehmann, Riley and Buzzard, Chair; Noes of Brown and Simonton; Abstention – None.

2e. **Motion by Dye, seconded by Morris**, approved the preliminary report from the Measure V Citizens Oversight Committee to the residents of Paradise for the 2nd quarter of the 2021/2022 fiscal year. Ayes of Baker Dye, Elkerton, Morris Jr. Rehmann, Riley, Simonton and Buzzard, Chair; Noes of Brown: Abstention – None.

The proposed 2022 Measure V Citizen Oversight Committee meeting calendar was provided as information for the committee.

3. PUBLIC COMMENT - None.

4. ADJOURNMENT

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

Date approved:

By: _____
Chris Buzzard, Chair

Dina Volenski, CMC, Town Clerk

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

March 22, 2022

Paradise Residents
Elected Officials
Citizen Stakeholders

Paradise residents voted in Measure C, a half percent (0.50%) transaction and use tax, effective April 1, 2015, which automatically expired March 31, 2021. During the November 6, 2018 election, Paradise residents voted in Measure V, a ten year continuation of Measure C, effective April 1, 2021. 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 final quarterly report from the Citizen's Oversight Committee to the residents of Paradise for the 2nd quarter of the 2021/22 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.

Sincerely,

Chairperson
Measure V Citizens Oversight Committee

Vice-Chairperson
Measure V Citizens Oversight Committee

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals	2021/22 Budget
Measure V 2021/22 Beginning Fund Reserve Balance:					\$ 1,672,024	\$ 1,672,024
Measure V 2021/22 Revenues:	\$ 334,318	\$ 308,926	\$ -	\$ -	\$ 643,244	\$ 1,031,737
Measure V 2021/22 Expenditures:						
* Sponsor One Police Cadet through Police Academy	664	1,747	-	-	2,411	48,301
* 3 Police Cars (Ford Interceptors) per year for a total of 12 new police vehicles to replace very old cars	9,463	1,911	-	-	11,373	15,194
* Police K9 program (assists with missing persons, fugitive tracking and narcotics investigation)	5,135	2,261	-	-	7,397	15,800
* Police Mandatory & Essential POST Training	-	2,748	-	-	2,748	49,849
* Police Operational Supplies Support	-	-	-	-	-	5,500
* Purchase of portable and mobile police radios (net of insurance proceeds)	-	-	-	-	-	388,440
* Support to maintain operations for animal control	14,562	14,562	-	-	29,124	58,248
* Support to maintain staffing for animal control	58,850	58,850	-	-	117,700	235,399
* Public Works Bucket Truck	-	-	-	-	-	140,000
* Maintain CAL FIRE personnel contract	-	57,461	-	-	57,461	250,000
* Fire Dept. Purchase of 10 radios	14,993	-	-	-	14,993	35,000
* Fire Station 81 window replacement	-	-	-	-	-	10,000
Total Measure V 2021/22 Approved Expenditures:	\$ 103,666	\$ 139,539	\$ -	\$ -	\$ 243,205	\$ 1,251,731
Net Change in Fund Reserve Balance	\$ 230,652	\$ 169,387	\$ -	\$ -	\$ 400,039	\$ (219,994)
Measure V 2020/21 Unexpended Encumbrances: (these line items represent budgeted costs that were approved in the previous fiscal year, however the expenses were not actually incurred before the previous fiscal year-end due to delays in procurement. These items are included here to improve transparency and tracking of cash flow and actual reserve fund balance.)						
* Public Works Equipment	-	-	-	-	-	110,273
* Police Evidence Room Refrigeration and Building Upgrades	-	20	-	-	20	14,420
* Animal Control and Police Vehicles	-	-	-	-	-	240,000
Total Measure V 2020/21 Approved Expenditures:	\$ -	\$ 20	\$ -	\$ -	\$ 20	\$ 364,694
Net Change in Fund Reserve Balance	\$ 230,652	\$ 169,367	\$ -	\$ -	\$ 400,019	\$ (584,688)
Measure V 2021/22 Ending Fund Reserve Balance:					\$ 2,072,043	\$ 1,087,336



Town of Paradise

Measure V Citizens Oversight Committee Agenda Summary

Agenda Item: 2(c)

Date: March 22, 2022

ORIGINATED BY: Ross Gilb, Finance Director / Town Treasurer
REVIEWED BY: Kevin Phillips, Town Manager
SUBJECT: Fiscal Year 2022-23 Measure V Budget Discussion

COMMITTEE ACTION REQUESTED:

1. Consider the draft Fiscal Year 2022-23 Measure V Budget; and,
2. Provide staff with any recommendations for adjustments

Background:

Measure C, the 0.50% six-year temporary transaction and use tax, expired on March 31, 2021. Measure V represents a ten-year continuation of this 0.50% temporary transaction and use tax, which will automatically expire on March 31, 2031. Fiscal Year (FY) 2022-23 is the second full year of budgeted revenues and expenditures relating to Measure V.

Analysis:

Measure C has been extremely beneficial to the Town of Paradise and has met the intended goal of ensuring continued critical services, repairing and replacing long-deferred capital improvements, and purchasing much needed public safety vehicles and equipment. The Measure C and V Oversight Committee members' participation in the budgeting process and commitment to ensuring that the funds be used appropriately has been, and continues to be, critical to achieving this goal. The proposed Measure V Budget for FY 2022-23 has been drafted to continue to meet the goals of Measure V based on current needs identified by Town staff and previous Committee input.

Revenues

Revenue projections for the coming fiscal year continue to increase compared to original estimates from FY 2021-22. This continued increase in revenues is largely sustained through returning commerce and continued recovery efforts in the Paradise area. Revenues have been conservatively budgeted at \$1,200,000 for FY 2022-23, which is based on projected actual revenues to be received during FY 2021-22 and current trends in Town commerce.

Expenses

Total proposed expenses for the coming fiscal year have been budgeted in the amount of \$1,323,500. The proposed expenditures exceed the projected revenues for the coming fiscal year by \$123,500. These additional expenditures would be funded through current Measure V reserves. The expenditure budget for FY 2022-23 ensures public safety services are preserved, and related capital improvements and equipment purchases are repaired and replaced as needed. The proposed budget is intended to continue to meet the goals of Measure V, while still retaining substantial reserves for future use.

Proposed expenditures for the coming fiscal year include:

- Continued support to maintain Animal Control services
- Continued support for the CAL FIRE personnel contract
- Expected cost of necessary repairs at Fire Station 81
- Additional expected cost for the purchase of one Fire Utility Vehicle
- Initial equipment and one-time costs for updating critical body-worn and in-vehicle police camera program
- Purchase of three police vehicles to ensure fleet replacement program is maintained
- Purchase of one new bucket truck to support ongoing public works projects

The cost of the expenditures included in the attached draft Measure V Budget for FY 2022-23 have been projected based on current best-estimates. These cost estimates will be further refined over the next two months leading up to the Measure V Citizen Oversight Committee meeting scheduled for May 24, 2022. Final cost estimates will be included in the Draft FY 2022-23 Measure V Budget to be presented during this upcoming meeting.

Reserves

Through the end of FY 2021-22, the Measure V fund is projected to retain approximately \$1,082,000 in unassigned reserves. Based on the proposed budget for FY 2022-23, the beginning reserve balance is projected to be drawn down by approximately \$123,500, which would retain an ending reserve balance of approximately \$958,500.

This reserve was originally established during the fiscal years immediately following the 2018 Camp Fire to provide continued cash flow in the event that the Town's PG&E settlement was delayed. As of July 2020, the PG&E settlement funds were received by the Town. The removal of the uncertainty regarding the PG&E settlement has eliminated the need to retain these reserve funds for cash flow purposes, which provides additional availability of funds through Measure V for capital improvement and recovery projects, continued support for necessary operations, and continuing the replacement of public safety vehicles and equipment.

The proposed budget meets the needs described above while ensuring projected expenditures closely approximate projected revenues for the coming fiscal year. This ensures that the reserves established through Measure C and V in prior fiscal years are largely maintained for future use as needed.

Attachments:

Draft FY 2022-23 Measure V Budget



Measure V Citizen Oversight Committee FY 2022-23 Transaction and Use Tax Budget - DRAFT

Animal Control

		Totals
Support to maintain shelter operations (staffing related expenses)	\$235,000	
Support to maintain shelter operations (non-salary expenses)	<u>55,000</u>	\$290,000

Fire Department

Maintain current staffing levels for CAL FIRE contract	\$250,000	
Fire Station 81 plumbing repairs	45,000	
Fire Utility Vehicle (<i>net of FY 21-22 General Fund budget</i>)	<u>15,000</u>	310,000

Police Department

Body-worn & in-vehicle camera program	\$250,000	
Purchase of three 2022 Chevrolet Tahoe 4x4 and related equipment	230,000	
Mandatory and essential POST training	40,000	
Police cadet sponsorship or new hire incentive	40,000	
K-9 program training, food and veterinary costs	18,000	
Operational supplies support	<u>5,500</u>	583,500

Public Works

Purchase of New Bucket Truck	<u>\$140,000</u>	140,000
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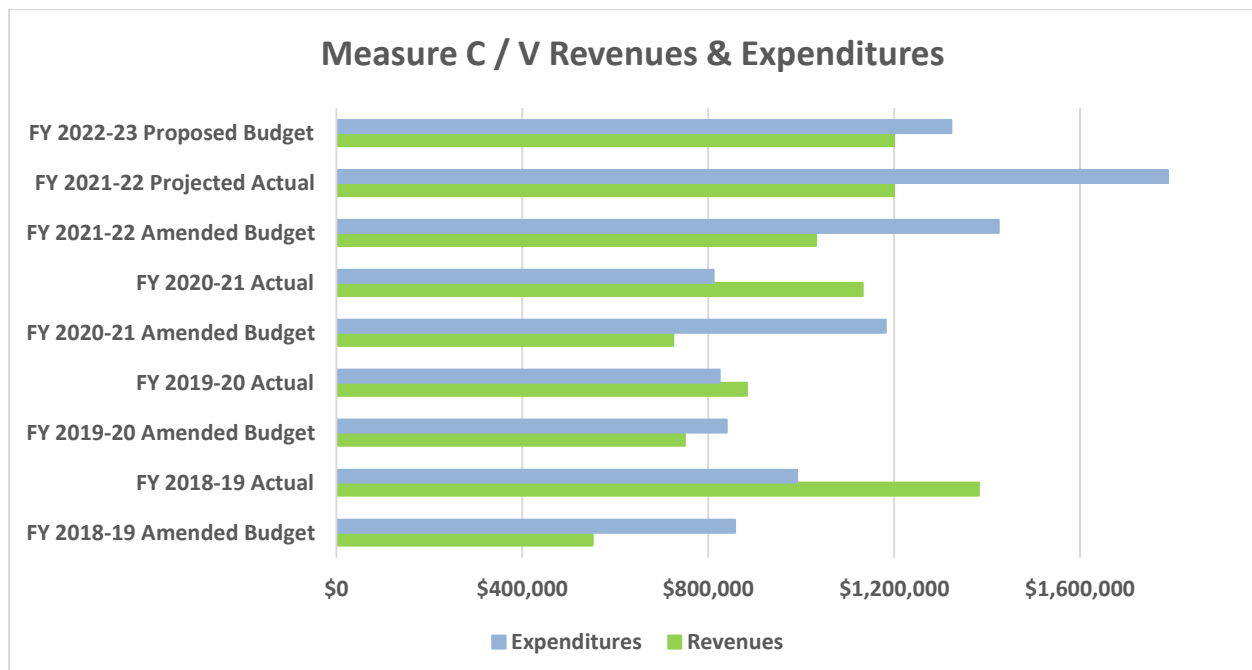
Grand Total

\$1,323,500



Measure V Citizen Oversight Committee FY 2022-23 Fund Summary - DRAFT

Measure V Fund Summary	
FY 2022-23 Projection	
Actual Fund Balance: December 31, 2021	\$ 2,072,043
Remaining Revenues Projected Through FY 2021-22	556,756
Remaining Expenditures Budgeted Through FY 2021-22	<u>(1,546,762)</u>
Projected Beginning Unassigned Fund Balance : June 30, 2022	1,082,037
Total Projected Revenues: FY 2022-23	<u>1,200,000</u>
Projected Funds Available for FY 2022-23	2,282,037
Total Projected Expenditures	\$ (290,000)
Total Projected Transfers Out	<u>(1,033,500)</u>
Total Projected Expenditures and Transfers Out	<u>(1,323,500)</u>
Projected Ending Fund Balance: June 30, 2023	<u>\$ 958,537</u>





Measure V Citizen Oversight Committee FY 2022-23 Fund Summary - DRAFT

