

**Public Safety Sales Tax Oversight Committee Meeting
January 9, 2019**

Committee members in attendance:

E. Carroll, P. Cuchiaro, L. Gonzalez, B. Grady, B. Herpin, G. Lovin, D. Moore, D. Mullin, L. Rife, R. Tanner, A. Woehle

Committee members absent:

N/A

Others present:

Chief T. Collas (CSFD), Chief P. Carey (CSPD), Deputy Chief S. Dubay (CSFD), Deputy Chief R. Royal (CSFD), Deputy Chief M. Smith (CSPD), Deputy Chief V. Niski (CSPD), B. Conklin (CSFD), K. Rankin (CSFD), D. Dillinger (CSFD), N. McCauley (CSPD)

Call to Order: Chairperson B. Grady called the meeting to order at 4:30 pm.

Citizen Comment:

No citizen comment was made.

Introductions and Overview

Chief Carey's Retirement: Chairperson Grady, on behalf of the Committee, thanked Chief Carey for his 35 years of service to our community. Chief Carey also expressed his appreciation of the Committee and its continuous support of the City's public safety departments. Chief Carey invited Committee members to his retirement ceremony on February 1, 2019.

Lindsey Rife: Chairperson Grady introduced Lindsey Rife to the Committee. L. Rife is the Committee's newest member and represents District 6. L. Rife brings significant financial experience to the Committee. All Committee members introduced themselves to L. Rife.

Approval of Minutes:

MOTION: B. Herpin made a motion to approve the October 10, 2019 meeting minutes as written. D. Mullin seconded the motion. Motion passed unanimously.

Business and Updates:

Financial Updates:

The following documents were distributed to Committee members:

- Sales and Use Tax Revenue Report – December 2018. D. Mullin asked for an explanation as to why the sales tax refunds in 2016 were much larger amounts than in 2017 and 2018. N. McCauley will provide an explanation at the next meeting.
- Department Listing of Obligations vs Budget – reflects 2019 budget for each department.
- Project-Grant Listing of Obligations vs Budget – reflects projects that received funding in 2019. N. McCauley explained that 2018 open project funding will roll to 2019; however, this roll-over will not happen until February 2019.

Police:

Sand Creek Substation: V. Niski advised CSPD is on schedule to take possession of the new building on April 2, 2019. The City has issued a Request for Proposals for furniture and an Invitation for Bids for mechanics bay equipment. CSPD expects to move in to the new location around May 31.

CSPD Firing Range: M. Smith advised CSPD hired HB&A Architects to update the architectural drawings for the firing range. CSPD expects the permit process could take up to six months and the construction process to take approximately two months. If the project stays on schedule, the range could be completed in the 3rd quarter of 2019. Until the range is completed, CSPD will use the Air Force Academy firing range for in-service qualifications; and, Pikes Peak Community College for the November 2018 academy class recruits.

Fire:

B. Conklin introduced Diane Dillinger to the Committee. Diane works for CSFD as Chief Collas' assistant. Diane will assist with PSSTOC meetings while Katha Snow participates in a Leadership Pikes Peak program.

B. Conklin spoke about the \$1.6 million in CSFD's high priority project. She stated \$500,000 will be used for 2018 overtime; \$600,000 will be used for Fire Headquarters renovation; and, \$500,000 will be used to construct a new fire station on FDC property. CSFD is exploring the idea of using certificates of participation to finance the construction of the new fire station and using PSST funds to make the annual payment. Completion of this project will fulfill the intention of the FDC Phase IIB ballot language.

2019 Meeting Schedule and Meeting Location

The Committee agreed to permanently change the meeting date from the 1st Wednesday of the month to the 2nd Wednesday of the month. Because the Police Operations Center is not available the 2nd Wednesday of the month, it was decided the next meeting will be held at the FDC.

Revised Boards and Commissions Ordinance

City Council recently passed an ordinance defining the number of terms each member can serve on any specific board. As of this meeting, it was unclear how the new ordinance would affect current PSSTOC members; however, City Staff agreed to meet with the City Attorney's Office to gain clarification and will report back to the Committee at the next meeting. B. Conklin distributed a list of all PSSTOC members, appointment dates, and term expiration dates.

Inclement Weather Policy:

B. Grady reminded the Committee that PSSTOC meetings will be cancelled if District 11 has a late start or is closed due to inclement weather.

Committee Discussion:

N. McCauley addressed a question asked by E. Carroll at a previous meeting. E. Carroll asked why, on the 10-year plan published in the 2019 preliminary budget, the PSST fund balance is reflected as 16.22% when it should be 16.77% - 17%. According to the City's Budget Office, a minor formula error had occurred causing the fund balance to be understated. It will be corrected in the 2020 budget document.

R. Tanner explained the City is more closely paying attention to construction project Use Taxes. This should increase revenue to the City.

Adjournment:

MOTION: E. Carroll made a motion to adjourn the meeting. P. Cuchiaro seconded the motion. The motion unanimously passed. The meeting was adjourned at 5:30 p.m.

Notes: The minutes of the meeting were taken by N. McCauley. Any omissions or corrections should be brought to the Chairperson's attention at the next PSSTOC meeting.