

**Public Safety Sales Tax Oversight Committee Meeting  
May 4, 2020**

**Committee members in attendance:**

N. Carroll, S. Day, L. Gonzalez, S. Holloway, G. Lovin, D. Moore, D. Mullin, R. Tanner, M. Volcheff, A. Woehle

**Committee members absent:**

N/A

**Others present:**

Councilmember D. Knight (City Council), Chief Financial Officer C. McDaniel, Chief T. Collas (CSFD), Chief V. Niski (CSPD), Deputy Chief R. Royal (CSFD), Deputy Chief S. Dubay (CSFD), Deputy Chief M. Smith (CSPD), Deputy Chief A. Vasquez (CSPD), Deputy Chief P. Rigdon (CSPD), B. Conklin (CSFD), K. Snow (CSFD), K. Rankin (CSFD), N. McCauley (CSPD)

**Call to Order:** Chairperson Carroll called the meeting to order at 4:35 pm.

**Citizen Comment:** No public comment.

**Administrative:**

*Approval of Minutes:*

MOTION: D. Moore made a motion to approve the January 8, 2020 meeting minutes as written. R. Tanner seconded the motion. Motion passed unanimously.

**Business & Discussion Items:**

1. Amendments to the budget – Chief Financial Officer McDaniel explained the City’s response to the potential revenue losses due to COVID-19. She stressed how it is important for the City to take quick, decisive action to prepare the City for unknown financial conditions. Because the Public Safety Sales Tax (PSST) would also be affected by the COVID-19 event, reductions totaling \$4.2 million were made within the Fire and Police PSST budgets.

She explained how the City has begun to receive Coronavirus Aid, Relief & Economic Security Act (CARES) funding which will significantly offset some of the expenses incurred by the City as a result of the virus. The City is also hopeful there will be a fourth stimulus package because it includes funding for municipalities to offset lost economic revenue.

C. McDaniel explained the City will collect information on a daily basis and will frequently estimate the associated financial impacts. To be proactive, the City has implemented a civilian hiring freeze, reduced operating budgets, and frozen capital project budgets. Should revenue come in lower than what the City is currently estimating, it may be necessary to implement a second phase of reductions; however, staff will wait to evaluate upcoming sales tax information before taking further action.

2. Updates:

- a. Budget/Sales Tax: The following documents were distributed to Committee members:
- Sales and Use Tax Revenue Report – March 2020
  - Department Listing of Obligations vs Budget activity through March 2020.
  - Project-Grant Listing of Obligations vs Budget activity through March 2020

b. Police:

- DC Smith explained that CSPD is still able to host the March 2020 Training Academy. Due to social distancing requirements, CSPD is providing virtual classroom instruction for the first few weeks. CSPD is waiting to hear if some of the restrictions will soon be lifted to allow for in-person skills classes.
- DC Rigdon updated the Committee on the status of the firing range. CSPD's architect recently resolved some drainage issues, and is working with Fort Carson to ensure the ammunition used at the CSPD firing range will not cause a hazard for people on Fort Carson's property. CSPD is still on track to have a usable firing range by the end of 2020.

c. Fire:

- K. Rankin explained CSFD has had multiple meetings with the architects for Station 23. Groundbreaking for the project will be scheduled for a date in December 2020.
- Chief Collas advised CSFD also has an Academy class in session. CSFD used distance learning for five weeks. The recruits are now back at the Fire Department Complex training grounds using as many social distancing techniques as possible. These changes may add one or two weeks to the training schedule but CSFD expects these recruits to graduate sometime in June.

3. Status of:

a. Proposed changes to Rules of Procedure of the Public Safety Sales Tax Oversight Committee – this item will be postponed until a future meeting.

b. Committee member terms – K. Snow distributed a document outlining PSSTOC member terms and status of expiring/vacant positions.

**Recognition:**

1. Term Limit Committee Member Dan Mullin – Chief Niski and Chief Collas each expressed their appreciation for all of the support and assistance Dan provided during his many years serving on the Committee. The Chiefs asked Dan to come to the next in-person meeting so City staff and Committee members can properly thank him.
2. Term Limit Committee Member Dennis Moore – D. Moore has graciously agreed to remain on the Committee for the allowed 90 days beyond his expired term.

**Additional Business:**

Councilor Knight briefly addressed the Committee. He advised:

- A new Committee member, Michael Montgomery, has been identified; and,
- The City Council Budget Committee is still interested in meeting with PSSTOC members. City Staff will schedule this meeting; preferably when conditions allow an in-person meeting.

**Adjournment:**

MOTION: D. Moore made a motion to adjourn the meeting. D. Mullin seconded the motion. The motion unanimously passed. The meeting was adjourned at 5:23 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.