



OROVILLE CITY COUNCIL

Council Chambers
1735 Montgomery Street
Oroville, CA. 95965

February 21, 2023 REGULAR MEETING OPEN SESSION 4:30 PM AGENDA

PUBLIC ACCESS AND PARTICIPATION

Please review the options below for ways to participate or observe the Council Meetings.

To Observe the Meeting:

1. Live Feed: <https://www.youtube.com/channel/UCAoRW34swYl85UBfYqT7IbQ/>
2. Zoom Link: <https://zoom.us/j/96870319529?pwd=dW9kMGRZSFo5MFFNQk5wVDUzRkRrZz09>
3. Zoom Application: Meeting ID: 968 7031 9529 Passcode: 67684553
4. By Phone: Telephone: 1-669-900-6833 Meeting ID: 968 7031 9529 Passcode: 67684553

To Provide Comment to the Council:

1. Attend the meeting in person
2. Send an Email by 2:00 PM the day of the meeting to publiccomment@cityoforoville.org. All comments emailed will be provided to the Council Members for their consideration.

If you would like to address the Council at this meeting, you are requested to complete the blue speaker request form (located on the wall by the agendas) and hand it to the City Clerk, who is seated on the right of the Council Chamber. The form assists the Clerk with minute taking and assists the Mayor or presiding chair in conducting an orderly meeting. Providing personal information on the form is voluntary. For scheduled agenda items, **please submit the form prior to the conclusion of the staff presentation for that item.** Council has established time limitations of three (3) minutes per speaker on all items and an overall time limit of thirty minutes for non-agenda items. If more than 10 speaker cards are submitted for an item, the time limitation would be reduced to one and a half (1.5) minutes per speaker for that item. If more than 15 speaker cards are submitted for non-agenda items, the first 15 speakers will be randomly selected to speak at the beginning of the meeting, with the remaining speakers given an opportunity at the end. **(California Government Code §54954.3(b)).** Pursuant to Government Code Section 54954.2, the Council is prohibited from taking action except for a brief response from the Council or staff to statements or questions relating to a non-agenda item.

CALL TO ORDER / ROLL CALL

Council Members: Tracy Johnstone, Krysi Riggs, Scott Thomson, Janet Goodson, Shawn Webber, Vice Mayor Eric Smith, Mayor David Pittman

OPEN SESSION

1. Pledge of Allegiance
2. Adoption of Agenda

PUBLIC COMMUNICATION – HEARING OF NON-AGENDA ITEMS

This is the time to address the Council about any item not listed on the agenda. If you wish to address the Council on an item listed on the agenda, please follow the directions listed above.

CONSENT CALENDAR

Consent calendar **items 1 - 7** are adopted in one action by the Council. Items that are removed will be discussed and voted on immediately after adoption of consent calendar items.

1. **APPROVAL OF THE MINUTES**

The City Council May approve the minutes of February 7, 2023 and February 15, 2023.

RECOMMENDATION

Approve the minutes of February 7, 2023 and February 15, 2023.

2. **BUDGET TIMELINE**

The Council may receive a timeline for budgeting for the fiscal year 2023-24.

RECOMMENDATION

Provide review and direction for the current Budget cycle for the fiscal year 2023-24.

3. **APPROVAL OF THE OPEN MARKET SALE OF SURPLUS ASSESSORS PARCEL NUMBERS 012-021-011, 021 & 022**

The Council may consider approving the sale of three City owned parcels, Assessor's Parcel Numbers 012-021-011, 021 & 022, on the open market as they are substandard in size and undevelopable as individual parcels.

RECOMMENDATION

Authorize staff to proceed with the sale of the Assessor's Parcel Numbers 012-021-011, 021 & 022, on the open market as they are substandard in size and undevelopable as individual parcels.

4. **AGREEMENT WITH FEATHER RIVER RECREATION & PARKS DISTRICT FOR LIGHTING TO THE NORTH OF THE BEDROCK TENNIS COURTS**

The City Council may consider an Agreement for the installation and maintenance of newly installed lighting at the Bedrock Tennis courts to provide safety lighting north to the levee.

RECOMMENDATION

Authorize the City Administrator to sign the attached agreement for the purchase, installation, and maintenance of new lighting to the north of the Bedrock Tennis Courts.

5. PURCHASE OF SELF-CONTAINED BREATHING APPARATUS EQUIPMENT

The Council will consider authorizing the purchase of self-contained breathing apparatus (SCBA) in an amount not to exceed \$96,190.95

RECOMMENDATION

Authorize the purchase of sixteen (16) SCBA's and associated equipment in an amount not to exceed \$96,190.95

6. PURCHASE OF EMERGENCY VEHICLE EQUIPMENT FOR THE NEW FIRE COMMAND VEHICLE

The Council will consider purchasing emergency response equipment for the new Fire Command Vehicle.

RECOMMENDATION

Authorize the purchase of emergency equipment from Lehr for the recently purchased Oroville Fire Department Command Vehicle in an amount not to exceed \$13,882.29.

7. CONTRACT FOR INVESTIGATIVE SERVICES WITH THE BUTTE COUNTY DISTRICT ATTORNEY'S OFFICE IN AN AMOUNT NOT TO EXCEED \$400,000 ANNUALLY

The Council will consider a contract with the Butte County District Attorney's Office for investigative services for specific child abuse cases. (Agreement will be provided under separate cover, scope attached to the agenda packet.)

RECOMMENDATION

Adopt Resolution 9125 - Authorizing and Directing the Mayor to sign agreement with the Butte County District Attorney's Office for investigative services in an amount not to exceed \$400,000.00

REGULAR BUSINESS

8. LETTER OF SUPPORT TO THE FEDERAL ENERGY REGULATORY COMMISSION REGARDING THE ORO DAM RELICENSING

The Council will consider a letter to the Federal Energy Regulatory Commission asking to require the renegotiation or addendums be added to the original agreement prior to the relicensing of the Oroville Dam.

RECOMMENDATION

Provided Staff Direction

9. PRESENTATION FROM THE SUTTER BUTTE FLOOD CONTROL AGENCY REGARDING THE LEVEES IN AND AROUND THE OROVILLE AREA

The Council will receive a presentation from the Sutter Butte Flood Control Agency regarding the levees in Oroville.

RECOMMENDATION

Receive presentation and provide staff direction

10. PURCHASE OF CERTIFICATES OF DEPOSIT

The Council may consider the purchase of Certificates of Deposits in accordance with the City's Investment policy.

RECOMMENDATION

Approval of the purchase of \$10,000,000.00 in Certificates of Deposits.

PUBLIC HEARINGS

The Public Hearing Procedure is as follows:

- Mayor or Chairperson opens the public hearing and staff will present the item and answer Council questions.
- The hearing is opened for public comment limited to three (3) minutes per speaker. In the event of more than ten (10) speakers, time will be limited to one and a half (1.5) minutes. Under Government Code 54954.3, the time for each presentation may be limited.
- Speakers are requested to provide a speaker card to the City Clerk
- Public comment session is closed and then the Council will debate and take action
- Those wishing to speak at the public hearings below, but unable to attend before 5pm, may request that the council consider holding the public hearing after 5pm by emailing cityclerk@cityoforoville.org or calling 530-538-2535. Please submit request 24 hours before the meeting.
- Individuals may email comments for council consideration to publiccomment@cityoforoville.org

11. MODIFICATIONS TO THE CDBG/HOME COMBINED HOMEBUYER PROGRAM GUIDELINES AND CALHOME MORTGAGE ASSISTANCE PROGRAM GUIDELINES

The Council will conduct a public hearing to solicit comments regarding requested modifications to the Combined CDBG/HOME Homebuyer Program Guidelines and CalHome Mortgage Assistance Guidelines.

RECOMMENDATION

Adopt Resolution No. 9126 - A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING MODIFICATIONS TO THE COMBINED COMMUNITY DEVELOPMENT BLOCK, HOME INVESTMENT PARTNERSHIP PROGRAM HOMEBUYER PROGRAM GUIDELINE

12. UPDATE OF USER AND REGULATORY FEES

Staff recommends the City Council adopt the attached resolution updating and establishing user and regulatory fees.

RECOMMENDATION

Adopt resolution No. 9127 adjusting and establishing user and regulatory fees.

PUBLIC COMMUNICATION – HEARING OF NON-AGENDA ITEMS

This is the time for those who missed the public communication section at the beginning of the meeting and wish to address the Council about any **item not listed** on the agenda.

REPORTS / DISCUSSIONS / CORRESPONDENCE

1. Council Announcements and Reports
2. Future Agenda Items
3. Administration Reports
 - [i.](#) Departmental Reports for Council Update - January 2023
 - [ii.](#) Police Department Monthly Report
4. Correspondence
 - [i.](#) Sam Norris Award for Excellence Nomination Information
 - [ii.](#) Clean California Days of Action
 - [iii.](#) Water Affordability Program

ADJOURN THE MEETING

The meeting will be adjourned. A regular meeting of the Oroville City Council will be held on March 7, 2023 at 4:00 p.m. at the Oroville Public Safety Building located at 2055 Lincoln St.

Accommodating Those Individuals with Special Needs – In compliance with the Americans with Disabilities Act, the City of Oroville encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the City Clerk at (530) 538-2535, well in advance of the regular meeting you wish to attend, so that we may make every reasonable effort to accommodate you. Documents distributed for public session items, less than 72 hours prior to meeting, are available for public inspection at City Hall, 1735 Montgomery Street, Oroville, California.

Recordings - All meetings are recorded and broadcast live on cityoforoville.org and YouTube.



Council Chambers
1735 Montgomery Street
Oroville, CA. 95965

February 07, 2023
REGULAR MEETING
CLOSED SESSION 3:00 PM
OPEN SESSION 4:30 PM
AGENDA

This agenda was posted on February 2, 2023. This meeting was recorded and may be viewed at Cityoforoville.org or on YouTube.

CALL TO ORDER / ROLL CALL

This meeting was called to order at 3:07pm

PRESENT: Council Members: Tracy Johnstone (Arrived during closed session), Krysi Riggs, Scott Thomson (Arrived at 4:30pm via Zoom), Janet Goodson (Arrived during closed session), Shawn Webber, Vice Mayor Eric Smith, Mayor David Pittman

STAFF: City Administrator Bill LaGrone, Administrative Intern Nancy Lao, Assistant City Clerk Jackie Glover, Fire Chief Chris Tenna, Building Official Alison Schmidt, Principal Planner Wes Ervin, Director of Code Enforcement Ron Belser, City Attorney Scott Huber, Assistant City Administrator Ruth Duncan, Assistant Community Development Director Dawn Nevers

CLOSED SESSION

The Council held a Closed Session on the following:

1. Pursuant to Government Code Section 54957(b), the Council met with the Personnel Officer and City Attorney related to the following positions: Assistant Police Chief
2. Pursuant to Government Code section 54957.6, the Council met with Labor Negotiators and City Attorney to discuss labor negotiations for the following represented groups: Oroville Management Association; Oroville City Employees Association

OPEN SESSION

1. Announcement from Closed Session – Mayor Pittman announced that direction was given; no action was taken; the council returned to closed session after the regular meeting.
2. Pledge of Allegiance – Led by Ophir Elementary School Student Council

Scott Thomson is on Official Business for another local agency and is attending/participating via zoom.

3. Adoption of Agenda – Motion by Council Member Goodson and seconded by Vice Mayor Smith to adopt the agenda.

AYES:	Johnstone, Riggs, Thomson, Goodson, Webber, Smith, Pittman
NOES:	None
ABSTAIN:	None
ABSENT:	None

PRESENTATIONS AND PROCLAMATIONS

1. Presentation to Oroville High School Cheer Squad – This item was tabled to March 7th, and will take place at the Public Safety Building, 2055 Lincoln St.
2. Ron Belser gave a presentation on Code Enforcement and introduced the department staff to the Council.

PUBLIC COMMUNICATION – HEARING OF NON-AGENDA ITEMS

The following individuals spoke on non-agenda items:

- Janice Titensor
- Bill Speer

The following individuals spoke on agenda items:

- Brian Wong – Item 6
- Garrett Sjolund – Item 9
- Bill Speer – Item 10

CONSENT CALENDAR

Motion by Council Member Goodson and seconded by Vice Mayor Smith to adopt the consent calendar items 1-5, 7.

AYES:	Johnstone, Riggs, Thomson, Goodson, Webber, Smith, Pittman
NOES:	None
ABSTAIN:	None
ABSENT:	None

1. APPROVAL OF THE MINUTES

The Council approved the minutes of January 17, 2023

2. SECOND READING OF ORDINANCE 1871 ADOPTING THE 2022 CALIFORNIA BUILDING STANDARDS CODE AND ORDINANCE 1872 AMENDING CHAPTER 15 OF THE CITY OF OROVILLE MUNICIPAL CODE

Introduced by title only, waived the second reading, and adopted Ordinance 1871 and 1872 amending Title 15, Division I of the Oroville Municipal Code.

3. PUBLIC UTILITY EASEMENT - OLIVE RANCH APARTMENTS

The Council accepted a public utility easement and directed the City Administrator to sign it.

4. TASK ORDER AMENDMENT - DOWNER STREET LOT

The Council approved amending an existing Task Order (TO). The amendment authorizes the preparation of bid documents for a capital project for the removal of underground storage tanks (UST) and the restoration of the lot.

5. AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR PLACEWORKS, INC. FOR GENERAL PLAN CIRCULATION ELEMENT UPDATE

The City Council authorized the City Administrator, or other designee to sign an amendment to the agreement to extend the existing contract with Placeworks, Inc. to December 31, 2023.

7. FORECLOSURE OF 2991 LOWER WYANDOTTE RD.

The Council adopted Resolution No. 9124 -A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OROVILLE, CALIFORNIA, AUTHORIZING AND DIRECTING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE ALL DOCUMENTS AND ANY AMENDMENTS THERETO NECESSARY TO INITIATE AND COMPLETE FORECLOSURE PROCEEDINGS ON REAL PROPERTY LOCATED AT 2991 LOWER WYANDOTTE RD., OROVILLE (APN 013-310-018)

6. COUNCIL SUPPORT LETTER FOR BIOMASS DEVELOPMENT OPPORTUNITY ZONE GRANT APPLICATION BY THE BUTTE COUNTY FIRE SAFE COUNCIL

The City Council approved the attached letter supporting a grant application by the Butte County Fire Safe Council for development of a Biomass Development Opportunity Zone designation (BDO Zone).

Motion by Council Member Goodson and second by Council Member Smith to authorize the mayor to sign and submit the grant support letter.

AYES: Johnstone, Riggs, Thomson, Goodson, Webber, Smith, Pittman
 NOES: None
 ABSTAIN: None
 ABSENT: None

REGULAR BUSINESS

Council Member Webber excused himself from the meeting due to a financial conflict of interest related to the business entity for item 8.

8. APPROVE LEASE AND SUB-LEASE WITH THE OROVILLE RESCUE MISSION FOR MISSION ESPERANZA

The City Council considered approving a lease agreement and a sublease agreement with Oroville Rescue Mission for the Mission Esperanza project located at 4248 Lincoln Blvd., Oroville (APN 035-200-034), for a period of three (3) years.

Motion by Council Member Riggs and seconded by Council Member Goodson to approve the Lease Agreement with Oroville Rescue Mission for property 4248 Lincoln St. for the Mission Esperanza project, dated February 7, 2023 for a period of three (3) years; and approve the Sub-Lease Agreement with Oroville Rescue Mission for property 4248 Lincoln St. for the Mission Esperanza project, dated February 7, 2023 for a period of three (3) years. Motion passed.

AYES: Johnstone, Riggs, Thomson, Goodson, Smith, Pittman
 NOES: None
 ABSTAIN: None
 ABSENT: Webber (Recused)

Council Member Webber returned to the meeting.

9. EMPLOYMENT AGREEMENT BETWEEN THE CITY OF OROVILLE AND BRIAN RING

Item 1.

The Council considered a 3-year employment agreement between the City of Oroville and Brian Ring as City Administrator, with an annual salary of \$204,365.00.

Motion by Council Member Riggs and seconded by Council Member Goodson to adopt Resolution No. 9123 - A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF OROVILLE AND BRIAN RING TO SERVE AS THE CITY ADMINISTRATOR – (Agreement No. 3444).

AYES: Johnstone, Riggs, Thomson, Goodson, Webber, Smith, Pittman
NOES: None
ABSTAIN: None
ABSENT: None

10. COUNCIL APPOINTMENT TO COMMITTEES, COMMISSIONS AND BOARDS

The Mayor made appointments of Council Members to various Committees, Commissions and Boards or leave assignments the status quo. Once the Mayor has made these assignments, the Council discussed the appointments.

First Motion - Motion by Council Member Goodson and seconded by Council Member Riggs to accept the Mayors appointments of Council Members to various assignments. Motion died.

Second Motion, Motion by Council Member Thomson and seconded by Council Member Webber to postpone this item to a special meeting to next week but approve the appointments for BCAG and Butte County Air Quality Control Board. Motion passed.

AYES: Johnstone, Riggs, Thomson, Goodson, Webber, Smith
NOES: Pittman
ABSTAIN: None
ABSENT: None

Third Motion, Motion by Council Member Riggs and seconded by Mayor Pittman to approve BCAG and Butte County Air Quality Control now and table the rest to next regularly scheduled meeting. Motion failed.

AYES: Riggs, Pittman
NOES: Johnstone, Thomson, Webber, Smith,
ABSTAIN: Goodson
ABSENT: None

PUBLIC COMMUNICATION – HEARING OF NON-AGENDA ITEMS

None

REPORTS / DISCUSSIONS / CORRESPONDENCE

1. Council Announcements and Reports
 - a. Smith – provided an update on the ORAC meeting he attended.
 - b. Webber – Gave an update on the Community Action Safety Coalition Meeting he held last night.

2. Future Agenda Items - None

3. Administration Reports

- LaGrone – Asked if there was council interest in attending the Rotary Roundup; consensus was yes.
- Nevers – Gave an update on State Route 162 Sidewalk Project; two new fire marshals helping on Tuesday/Thursday, Working with Explore Butte County on Point of Interest Signs, spoke about Park Grants and activities.
- Duncan – Welcomed Brian Ring, asked for direction on Budget Workshops

4. Correspondence

- i. Cal Water Conservation News
- ii. PG&E letter of notice to owners of property within in 1 mile of land owned by PG&E.

The council returned to closed session.

The Council returned from closed session where the Mayor announced that direction was given; no action was taken.

ADJOURN THE MEETING

Mayor Pittman adjourned the meeting at 7:57pm.

APPROVED:

ATTESTED:

Mayor David Pittman

Assistant City Clerk Jackie Glover



**February 15, 2023
SPECIAL MEETING
MINUTES**

This agenda was posted on February 10, 2023 and was amended and reposted on February 14th at 4pm. This meeting was recorded and may be viewed at cityoforoville.org or on YouTube.

CALL TO ORDER / ROLL CALL

PRESENT: Council Members: Tracy Johnstone, Krysi Riggs, Scott Thomson, Janet Goodson, Shawn Webber, Vice Mayor Eric Smith, and Mayor David Pittman

STAFF: Acting City Administrator Bill LaGrone, City Attorney Scott Huber, Assistant City Clerk Jackie Glover, Director of Code Enforcement Ron Belser.

OPEN SESSION

1. Pledge of Allegiance – Led by Council Member Johnstone
2. Adoption of the Agenda – Motion by Vice Mayor Smith and seconded by Council Member Goodson to adopt the agenda. Motion passed.

AYES: Johnstone, Riggs, Thomson, Webber, Goodson, Smith, Pittman
NOES: None
ABSTAIN: None
ABSENT: None

CLOSED SESSION

The Council moved to closed session.

1. Pursuant to Government Code section 54956.9(d)(2), the Council met with the City Administrator and City Attorney regarding potential exposure to litigation – One Cases.
2. Pursuant to Government Code Section 54957(b), the Council met with the the Personnel Officer and City Attorney related to the following positions: Assistant Police Chief
3. Pursuant to Government Code section 54956.9(a), the Council met with the Interim City Administrator, and the City Attorney relating to existing litigation: City of Oroville v. Department of Water Resources: Oroville Dam Cases, Sacramento County Superior Court, Case No. JCCP 4974.
4. Announcement from Closed Session – Mayor Pittman announced that direction was given; no action was taken.

REGULAR BUSINESS – Action Calendar

3. COUNCIL APPOINTMENT TO COMMITTEES, COMMISSIONS AND BOARDS

The Mayor Pittman made appoints of Council Members to various Committees, Commissions and Boards and the council approved them.

Community Members – Bill Speer and TJ Jensen spoke on this item.

Motion by Council Member Thomson and seconded by Vice Mayor Smith to approve the list of appointments except for SCOR and the Executive Committee, which the council would vote on separately. Motion passed.

AYES: Johnstone, Riggs, Thomson, Webber, Goodson, Smith, Pittman
 NOES: None
 ABSTAIN: None
 ABSENT: None

Motion by Mayor Pittman and seconded by Council Member Riggs to approve the executive committee appointment with Vice Mayor Smith, Mayor Pittman and Council Member Goodson as the members of the Committee. Motion passed.

AYES: Johnstone, Riggs, Thomson, Webber, Goodson, Smith, Pittman
 NOES: None
 ABSTAIN: None
 ABSENT: None

Motion by Council Member Goodson and seconded by Council Member Riggs to approve the Mayor appointment of Mayor Pittman and Council Member Goodson to SCOR. Motion failed.

AYES: Goodson, Riggs, Pittman
 NOES: Johnstone, Webber, Thomson, Smith
 ABSTAIN: None
 ABSENT: None

Mayor Pittman tabled the appointment to SCOR.

ADJOURNMENT

Mayor Pittman adjourned the meeting at 7:30pm.

APPROVED

ATTESTED

 Mayor David Pittman

 Assistant City Clerk Jackie Glover



CITY OF OROVILLE STAFF REPORT

TO: MAYOR PITTMAN AND COUNCIL MEMBERS

**FROM: RUTH DUNCAN, ASSISTANT CITY ADMINISTRATOR -
ADMINISTRATIVE SERVICES**

RE: BUDGET TIMELINE

DATE: FEBRUARY 21, 2023

SUMMARY

The Council may receive a timeline for budgeting for the fiscal year 2023-24.

DISCUSSION

Staff has prepared a timeline for the current budget cycle to establish guidelines for preparing a budget for the next fiscal year. Guidelines are a critical part of creating and evaluating the needs for the next fiscal year.

FISCAL IMPACT

None at this time

RECOMMENDATION

Provide review and direction for the current Budget cycle for the fiscal year 2023-24.

ATTACHMENTS

Proposed budget timeline for fiscal year 2023-24.

Jan 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Feb 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Mar 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Apr 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jun 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Important dates

- Budget cycle starts 01/01/23
- Timeline established 02/21/23
- Council priorities and goals workshop TBD
- Finance sends out Budget request documents to departments 03/15/23
- Capital Asset replacement requests due to Finance 04/14/23
- Capital Project requests due to Finance 04/14/23
- Requests for new positions due to Finance 04/14/23
- Public hearing notice for Budget 05/25/23
- Present Preliminary Budget to Council 06/06/23
- Final Budget to Council for approval 06/20/23
- Post action budget review 06/30/23
- Budget production and post to finance system 06/30/23



CITY OF OROVILLE STAFF REPORT

TO: MAYOR PITTMAN AND COUNCIL MEMBERS

FROM: DAWN NEVERS, ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

**RE: APPROVAL OF THE OPEN MARKET SALE OF SURPLUS ASSESSORS
PARCEL NUMBERS 012-021-011, 021 & 022**

DATE: FEBRUARY 21, 2023

SUMMARY

The Council may consider approving the sale of three City owned parcels, Assessor's Parcel Numbers 012-021-011, 021 & 022, on the open market as they are substandard in size and undevelopable as individual parcels.

DISCUSSION

The three parcels (see attached map) were deeded to the City of Oroville in the early 1900s. Each is less than 1/10 acre and not contiguous which renders them undevelopable as individual parcels. At the request and expense of a developer interested in the parcels, title reports were ordered for the parcels. The title company conducted an extensive search and discovered there is currently no legal descriptions or base information for the title of the parcels.

Recently, the City was approached by the developer with a request to purchase the parcels to develop the location. By selling the property, the City no longer responsible for the care or have any liability that may arise from the property. Due to the anticipated time and monetary investment needed to produce parcel descriptions and establish a title record, staff recommends negotiating this cost into the sale of the parcels.

FISCAL IMPACT

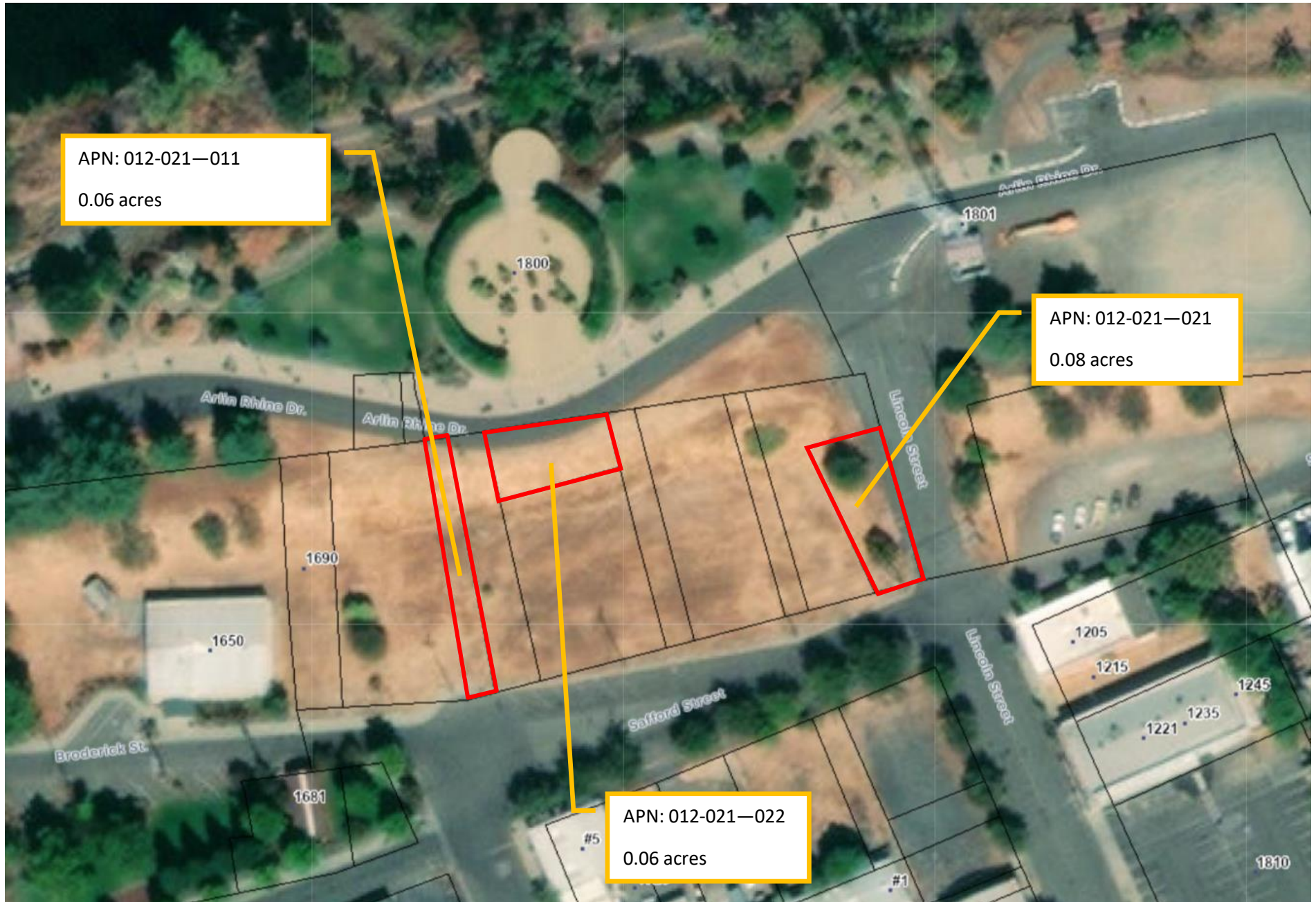
Revenue to the General Fund for the sale of the parcels is unknown at this time.

RECOMMENDATION

Authorize staff to proceed with the sale of the Assessor's Parcel Numbers 012-021-011, 021 & 022, on the open market as they are substandard in size and undevelopable as individual parcels.

ATTACHMENTS

A - Map of Subject Parcels





CITY OF OROVILLE STAFF REPORT

TO: MAYOR PITTMAN AND COUNCILMEMBERS

FROM: DAWN NEVERS, AST. COMMUNITY DEVELOPMENT DIRECTOR

**RE: AGREEMENT WITH FEATHER RIVER RECREATION & PARKS
DISTRICT FOR LIGHTING TO THE NORTH OF THE BEDROCK TENNIS
COURTS**

DATE: FEBRUARY 21, 2023

SUMMARY

The City Council may consider an Agreement for the installation and maintenance of newly installed lighting at the Bedrock Tennis courts to provide safety lighting north to the levee.

DISCUSSION

The Feather River Recreation & Parks District (FRRPD) has held a long-standing Memorandum of Understanding (MOU) with the City of Oroville for the maintenance of the Feather River Trail and parkways. With a steady increase in vandalism and encampment activity along the Feather River levee and parkway, both FRRPD and the City are collaborating on ways to deter such activities.

Between the north side of the Bedrock Tennis Courts (operated by FRRPD) and the south side of the levee at Bedrock Park (maintained by the City), there is a pocket of land that is inviting to damaging activity. The City met with FRRPD to find resolution to the issue and the installation of lighting was agreed upon.

FRRPD and the City agree that City shall be responsible for the acquisition and the City's Electrician shall install the lights, including the maintenance cost thereof. FRRPD shall absorb and pay the cost of providing electric service to power the lights. The new lights will be affixed to the existing northern perimeter poles of the Bedrock Tennis Courts and connected to FRRPD electrical service meter.

The FRRPD Board of Directors has approved the requested agreement.

FISCAL IMPACT

The purchase of lighting and materials for the installation is estimated at \$1,500.00. The Feather River Recreation and Parks District will pay for the electrical connection and the monthly utility charge in perpetuity as the parcel owner.

RECOMMENDATION

Authorize the City Administrator to sign the attached agreement for the purchase, installation, and maintenance of new lighting to the north of the Bedrock Tennis Courts.

ATTACHMENTS:

Agreement No. 3446

**Feather River Recreation and Park District
And
City of Oroville**

Feather River Recreation and Park District ("FRRPD") and the City of Oroville ("City") (together "Parties") own and maintain certain adjacent recreation facilities known as Bedrock Park, Bedrock Skatepark and Bedrock Tennis Courts, including nearby levee, paved and grassy areas, etc. (together jointly referred to as "Bedrock Facilities"). The parties desire to cooperate in the acquisition, installation, operation and maintenance of certain safety and security features, including lights, in and near the area surrounding Bedrock Facilities.

Lights. The Parties desire to cooperate in the acquisition, installation, operating and maintenance of certain security lights, in and near Bedrock Facilities, specifically at Bedrock Tennis Courts. The Parties agree that City shall be responsible for the acquisition and installation of said lights, including the maintenance cost thereof. FRRPD shall absorb and pay the cost of providing electric service to power said lights.

Term. This agreement shall commence upon the execution hereof and shall expire January 1, 2027. The agreement may be renewed or amended at any time by mutual written consent of both Parties.

Executed at Oroville, California on the dates set forth below opposite the parties' signatures.

Date: 1/9/23

Feather River Recreation and Park District



FRRPD Interim General Manager

Victoria Anton Teague

Date: _____

City of Oroville

City Administrator



OROVILLE CITY COUNCIL AGENDA STAFF REPORT

Item 5.

TO: MAYOR PITTMAN AND COUNCIL MEMBERS

**FROM: CHRIS TENNS, CALFIRE ASSISTANT CHIEF OROVILLE CITY
DIVISION**

**RE: PURCHASE OF SELF-CONTAINED BREATHING APPARATUS
EQUIPMENT**

DATE: FEBRUARY 21, 2023

SUMMARY

The Council will consider authorizing the purchase of self-contained breathing apparatus (SCBA) in an amount not to exceed \$96,190.95

DISCUSSION

In June of 2019, Council approved the purchase of eight (8) new Self-Contained Breathing Apparatus (SCBA's) and associated equipment. This was after identifying that the inventory of SCBA's were all due to expire at the same time. At that time, staff expressed interest in beginning a three-phase replacement process for these vital pieces of equipment. The second request was approved by Council March 02, 2021, for \$78,772.40. The total cost for the third purchase will be \$96,190.95.

Staff is requesting authorization to spend up to \$96,190.95 on this purchase, to account for any increases in delivery, shipping and/or tax costs between the time of approval to actual purchasing.

Firefighting, Hazardous Materials, Confined Space operations all requires use of Self-Contained Breathing Apparatus (SCBA). Under the Code of Federal Regulations 29 CFR 1910, which includes standards for hazardous materials, respiratory protection, permit required confined space entries, industrial firefighting, and hazardous communications. Each of the mentioned standards have specific guidelines that require emergency responders to be trained, properly fit tested and use a SCBA whenever they face the potential of entering or encountering atmospheres that are an immediate danger to life and health (IDLH).

SCBA is perhaps the most valuable tool firefighter must perform their duties of protecting life, the environment and property in Oroville. Each of the approved items are necessary and critical components of the SCBA program.

FISCAL IMPACT

Expenditures of \$96,190.95 from Capital asset replacement fund 7301-8030

RECOMMENDATION

Authorize the purchase of sixteen (16) SCBA's and associated equipment in an amount not to exceed \$96,190.95

ATTACHMENTS

Quote



4343 Viewridge Ave.
Suite A
San Diego, CA 92123

Quote

Item 5.

Quote # QT1667692
Date 02/10/2023
Expires 02/25/2023
Sales Rep Kaylor, John W
PO # SCBA-RIT
Shipping Method FedEx Ground
Customer Oroville Fire Dept.
Customer # C225381

Bill To

Battalion Chief Isaac Ruiz
Oroville Fire Dept.
2055 LINCOLN ST
OROVILLE CA 95966-5325
United States

Ship To

Battalion Chief Isaac Ruiz
Oroville Fire Dept.
2055 LINCOLN ST
OROVILLE CA 95966-5325
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
X8814025305304			Air-Pak X3 Pro SCBA (2018 Edition) with CGA, Parachute Buckles, 4.5, Standard, No Accessory Pouch, E-Z Flo+ Regulator with Quick Disconnect Hose (Rectus-type fittings), Universal EBSS, None, No, Pak-Tracker, No Case, 2 SCBA Per Box	8	\$7,350.00	\$58,800.00
201215-22			AV3000 HT with Kevlar lining and 4-strap harness-Red, Medium	8	\$325.00	\$2,600.00
804722-01			CYL&VLV ASSY,CARB,45MIN,4500	16	\$1,285.00	\$20,560.00
200954-12			RIT-PAK III,4.5,LG,AV,RECTUS	2	\$3,450.00	\$6,900.00

Subtotal \$88,860.00

Shipping Cost \$0.00

Tax Total \$7,330.95

Total \$96,190.95

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1667692



CITY OF OROVILLE STAFF REPORT

TO: MAYOR PITTMAN AND COUNCIL MEMBERS

FROM: BILL LAGRONE, CHIEF OF POLICE

**RE: PURCHASE OF EMERGENCY VEHICLE EQUIPMENT FOR NEW FIRE
COMMAND VEHICLE**

DATE: FEBRUARY 21, 2023

SUMMARY

The Council will consider purchasing emergency response equipment for new Fire Command Vehicle.

DISCUSSION

The purchase of a new Fire Department Command Vehicle will require outfitting with emergency vehicle equipment. The equipment will include light bars, sirens, center console and command module, radio installation and all necessary wiring and labor to complete installation. The build was priced through two different builders, Lehr and Mtech. Lehr's bid was lowest bid for this build. Lehr is the regular and preferred installer of the Oroville Public Safety Departments. Lehr's price for this installation is \$13,882.29.

FISCAL IMPACT

Not to exceed \$13,882.29

RECOMMENDATION

Authorize the purchase of emergency equipment from Lehr for recently purchased Oroville Fire Department Command Vehicle in an amount not to exceed \$13,882.29.

ATTACHMENTS

- A. Quote from LEHR for F-250



631 North Market Blvd, Suite N Sacramento, CA 95834
Phone: 916-407-1888 Fax: 916-646-6656

Quote Number: 39685
Document Date: 2/14/2023
Terms: Net 30
Payment Method:

Sell City of Oroville
To: 1735 Montgomery St
Oroville, CA 95965
USA
Phone: 530-538-2491

Ship City of Oroville
To: 1735 Montgomery St
Oroville, CA 95965
USA
Phone:

Ship Via Installation at Lehr
Tax Ident. Type Legal Entity

Customer ID 55155
SalesPerson Mike Williams
Campaign No.

Vehicle Information:
2022 FORD F250

PRICES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE SPECIFIED

Item No.	Description	Manufacturer Name	Quantity	Unit Price	Total Price
	2023 Ford F250				
	Front End Equipment				
I2D	DUO LINEAR ION RED/WHT- BLK HSG	Whelen	2	124.99	249.98
	Grill Mount				
	Flash- Red/White				
SA315P	SIREN SPEAKER 100W	Whelen	1	199.99	199.99
SAK61D	SPEAKER BRACKET	Whelen	1	29.40	29.40
UN0002	04-0108 UNIVERSAL 19" HARNESS	Patrol Power	1	680.25	680.25
	Fabricate Mounting Bracket				
I	INSTALLATION CHARGES	Labor Items	7	115.00	805.00
	Side Equipment				
LINV2R	LINZ V-SERIES LED RED SURFACE MOUNT	Whelen	4	168.60	674.40
	Mount (1) Above Each Wheel Well				
	Flash- Red				
	2nd Function- Puddle Light				
I	INSTALLATION CHARGES	Labor Items	6	115.00	690.00
	Roof Equipment				
IB2DDDD-LEHR	54" LIBERTY II DUO, RW C&F, RA REAR, TD12, AL	Whelen	1	2,199.00	2,199.00
STPKT94	LIGHTBAR STRAP KIT #94	Whelen	1		
NMO-K-DS	COAX CABLE	Misc Radio Parts	2	29.64	59.28
I	INSTALLATION CHARGES	Labor Items	3	115.00	345.00
	Drivers Compartment				



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Ship Via Installation at Lehr
Tax Ident. Type Legal Entity

Customer ID 55155
SalesPerson Mike Williams
Campaign No.

Vehicle Information:

2022 FORD F250

PRICES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE SPECIFIED

Item No.	Description	Manufacturer Name	Quantity	Unit Price	Total Price
C-VSW-3000-F150-1	CONSOLE 12.5" WIDE, FLAT 30" FOR DIFF FORD MODELS 2017-2021	Havis	1	778.64	778.64
C-APW-1390	13" ACCESSORY POCKET, 9" DEEP FOR 3.3" W SECTION OF WIDE CONSOLES	Havis	1	55.85	55.85
C-FPW-7	7" FILLER PLATE FOR WIDE VSW CONSOLES	Havis	1		
C-FPW-25	2-1/2" FILLER PLATE FOR WIDE VSW CONSOLES	Havis	1		
C-FPW-2	2" FILLER PLATE FOR WIDE VSW CONSOLES	Havis	1		
CUP2-1001	SELF-ADJUSTING DOUBLE CUP HOLDER 4"	Havis	1	46.90	46.90
C-ARM-108	SIDE MOUNT ARMREST LG FLIP UP ROTATING PAD	Havis	1	174.30	174.30
C-AP-0645	ACCY POCKET 6"	Havis	1	50.48	50.48
C-LP2-PS1-USB	DUAL USB, 2 DC OUTLETS, 1.5"	Havis	1	92.50	92.50
C-EB40-CCS-1P	FACE PLATE 1 PC 4"	Havis	1		
C-EB30-XTL-1P-A	FACE PLATE 1 PC 3"	Havis	1		
C-EB25-KNG-1P	FACE PLATE 1 PC 2.5" KING/RELM	Havis	1		
C-FP-5	FACE PLATE 5"	Havis	1		
C-FP-2	FACE PLATE 2"	Havis	2		
C-MCB	MICLIP BRACKET	Havis	2	15.20	30.40
MMSU-1	MAGNETIC MIC KIT	Magnetic Mic	3	39.95	119.85
	Install (1) CS Motorola APX8500 Dual Remote-Head Radios				
	Install (1) CS BK M150 Dual Remote Head Radio				
	Pre-Wire to Back of Truck for 2nd Remote Heads on Radios				
C399	CENCOM CORE WCX CONTROL CENTER	Whelen	1	1,049.00	1,049.00
CCTL6	WeCanX ROTARY KNOB/SLIDE CONTROL HEAD	Whelen	1		
CC5K5	OBDII KIT 2020 EXPEDITION, SUPER DUTY, TRANSIT	Whelen	1		
I	INSTALLATION CHARGES	Labor Items	18	115.00	2,070.00
	Back End Equipment				
TLI2K	ION T-SERIES DUO RED/AMBER	Whelen	6	104.99	629.94



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Tax Ident. Type Legal Entity

Customer ID 55155
SalesPerson Mike Williams
Campaign No.

Vehicle Information:
2022 FORD F250

PRICES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE SPECIFIED

Item No.	Description	Manufacturer Name	Quantity	Unit Price	Total Price
	R/A/A/A/R Mount Rear Facing on Top/Back of Camper Function as Traffic Advisor				
M4V2R	M4 V-SER LIGHT RED Mount on Back of Camper Flash- Red	Whelen	2	291.60	583.20
	2nd Function- Perimeter Light				
I	INSTALLATION CHARGES	Labor Items	6.5	115.00	747.50
INSTALL	INSTALL MATERIALS	Service Items	1	280.00	280.00
	Parts to be Installed by Customer				
1016-BSS	DUAL USB SOCKET	Blue Sea Systems	2	25.36	50.73
C-EB30-XTL-1P-A	FACE PLATE 1 PC 3"	Havis	1	26.40	26.40
C-EB25-KNG-1P	FACE PLATE 1 PC 2.5" KING/RELM	Havis	1	26.40	26.40
MMSU-1	MAGNETIC MIC KIT	Magnetic Mic	2	39.95	79.90
	Customer Supplied Materials				
	(1) Motorola APX8500 Remote Head Radios & Needed Cables				
	(1) BK M150 Dual Remote Head Radio & Needed Cables				
	(2) Radio Antennas				
	(2) Radio Speakers				

Agency Approval

Name: _____

Auth. Signature: _____

Amount Subject to Sales Tax
12824.29

Amount Exempt from Sales Tax
0.00

Subtotal: 12,824.29
Total Sales Tax: 1058.00

Total: 13,882.29

PLEASE READ: No returns without approval and an RMA# will be accepted. All shortages, damage, or return claims must be made within 10 days of invoice date. NO EXCEPTIONS. A copy of the invoice and RMA paperwork must be shipped with returns. All return orders or cancellations are subject to a 25% restocking fee plus freight. Any change orders made 60 days prior to the installation date may be subject to a production delay and pricing changes. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Quotation

Quote BUTTE COUNTY CAL FIRE

To:

Quote Number:	10623	Contact:	PATRICK PURVIS
Quote Date:	02/03/2023	Expires:	03/05/2023
Customer:	BUTTECAFIRE	Inquiry:	
Salesman:	DAVID HINES	Terms:	Payment due on receipt
Ship Via:	WILL CALL	Phone:	(530) 990-0439
FOB:	CHICO, CA	FAX:	

1. Price does not include crating or freight charges (if applicable).
2. Price does not include mounting of camper shell or third brake/back up camera wiring installation.

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	4504.007-01 Command Vehicle Lighting and Interior Package, Includes: - (1) LIBERTY II DUO WC 54" D/D/D/D; 54" DUO+ Color, Red, Amber and/or White. Lightbar to be fully loaded to include TAKE DOWNS, ally lights and traffic advisor. - (1) Whelen Cencom CORE controller - (1) Control Head for CenCom Core - (1) SA315P SPEAKER, BLACK PLASTIC; Speaker, Nylon Composite - (1) SIREN MT KIT UNIV SWIVEL; Heavy-Duty Universal/Swivel Bale Type Mounting Bracket - (6) DUO LINEAR ION RED/WHITE, BLK bezel - (2) M4 V-SERIES LIGHT RED;V-Series Combination 180° Warning and Perimeter Light, Scan-Lock Flash Patterns with Color Outer Lens Over Warning, Red, Blue or Amber Warning - (2) M4 SERIES FLANGE CHROME; Flange, Chrome - (1) TRAFFIC ADVISOR; Eight Lamp LINZ6 Super-LED® Traffic Advisor, 30.36" Long - (1) MTECH PolyTough(tm) center console, includes armrest, locking storage, mounting faceplates, dual USB power connections and dual 12V power connections - (1) Power Tamer Voltage Meter, wired to stock truck battery (no auxiliary battery included in price) - (2) Fabricated brackets, rear of camper shell, to hold dual radio head units, dual USB power connections		1	\$10,375.0000 /EA

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
2	INSTALL All lighting and radios installed on customer chassis. Radio programming to be completed by the customer.		1	\$5,220.0000 /EA
Total:				\$15,595.00

Contact: David Hines
Contact Phone Number: (888)797-5100 ext. 157

By BLACK, JASON J
MTECH Inc.



CITY OF OROVILLE STAFF REPORT

TO: MAYOR PITTMAN AND OROVILLE CITY COUNCIL MEMBERS

FROM: BILL LAGRONE, CHIEF OF POLICE

**RE: CONTRACT FOR INVESTIGATIVE SERVICES WITH THE BUTTE
COUNTY DISTRICT ATTORNEY'S OFFICE IN AN AMOUNT NOT
TO EXCEED \$400,000 ANNUALLY**

DATE: FEBRUARY 21, 2023

SUMMARY

The Council will consider a contract with the Butte County District Attorney's Office for investigative services for specific child abuse cases.

DISCUSSION

Currently the Oroville Police Department staffing allows for one full time Detective. The current Detective is always working at and above capacity. Due to the staffing shortages, it is necessary to seek alternative ways to complete investigations. One such option is to contract for support services for specific types of investigations. One of our partners the Butte County District Attorney's Office has the capacity at this time to support specific investigations related to child abuse.

This opportunity not only provides additional investigators to augment our depleted staff, but also provides limited training for our staff regarding these types of crimes. The proposed contract is adjustable to meet the demands of the investigations. The minimum amount for this contract is \$220,000.00 annually for one full time investigator, to include all overhead and supervision necessary. If the Department experiences a large influx of these types of crimes the contract will be adjustable up to two full time investigators to include all overhead and supervision necessary in an amount not to exceed \$400,000.00 annually. This contract can be cancelled by either party with proper notice and must be renewed each year.

The Police Department is experiencing a tremendous salary savings annually due to funded unfilled positions. Funding for this project will come from those salary savings. The Department is actively recruiting and training new Officers to fill these vacancies and will return to Council with a recommendation, regarding this contract, once all vacant positions are filled.

FISCAL IMPACT

Funding for this contract will come from the salary budget of the Oroville Police Department for fiscal year 2022/2023 budget in an amount not to exceed \$400,000.00

RECOMMENDATION

Adopt Resolution 9125 - Authorizing and Directing the Mayor to sign agreement with the Butte County District Attorney's Office for investigative services in an amount not to exceed \$400,000.00

**CITY OF OROVILLE
RESOLUTION NO. 9125**

A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT FOR INVESTIGATIVE SERVICES FROM THE BUTTE COUNTY DISTRICT ATTORNEY'S OFFICE FOR SPECIFIC TYPES OF CHILD ABUSE CASES

(Agreement No. 3445)

BE IT HEREBY RESOLVED by the Oroville City Council as follows:

1. The Mayor is hereby authorized and directed to execute a Professional Services Agreement between the City of Oroville and the Butte County District Attorney's Office. A copy is attached hereto as Exhibit "A".
2. The City Clerk shall attest to the adoption of this Resolution.

PASSED AND ADOPTED by the Oroville City Council at a regular meeting held on February 21, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dave Pittman, Mayor

APPROVED AS TO FORM:

ATTEST:

Scott E. Huber, City Attorney

Assistant City Clerk, Jackie Glover

This agreement between the Oroville Police Department (The Agency) and the Butte County District Attorney Investigative Bureau, (The Bureau), is to address Oroville Police Department staffing shortages. This agreement is for specific investigations relating to child abuse cases involving known suspects, requiring on-going investigative needs. Cases that require immediate collection of evidence, arrest(s), or other immediate attention, shall remain with The Agency until such time the case can be appropriately turned over to The Bureau.

Cases where the suspect is not known, or is known but the suspect presents an immediate danger to the victim, their family, or the public, shall remain the responsibility of The Agency. The safety of the victim and/or community will supersede any procedures outlined in this agreement and shall be addressed by The Agency.

This agreement does not provide for call-out services, however there may be occasions where call-outs are needed. Those determinations will be made between an Investigations Bureau lieutenant and The Agency detective or their supervisor. It is the intent of this agreement The Bureau will provide services to augment, not replace, the current agency detective(s). The agency detective(s) will be a key participant and liaison between The Agency and The Bureau. The goal of this agreement is to establish procedures and protocols that will enable The Agency, once staffing levels have improved, to conduct all investigations. The procedures outlined in this agreement are best practices that should be utilized after this agreement is complete.

SCOPE OF AGREEMENT

THE AGENCY

This agreement shall be for a term of one year, with potential extensions, upon agreement by both parties. The cost of services to be provided will be determined by the quantity and complexity of cases. The Agency shall provide an accurate account of referrals from CSD, calls for service through their communication center, or any other method of receiving reports of sexual crimes against children. Both parties recognize the difficulty in determining, or foreseeing, the quantity or complexity of referrals therefore The Agency agrees to provide funding for:

- 1) No less than 1 Full Time Equivalent (FTE) investigator, and not to exceed, 2 FTE Investigator II positions, to include salary & benefits, currently establish at \$360,000
- 2) .2 FTE Investigative Lieutenant. Position, S&B, currently established at \$40,000,

The total cost for services outlined in this agreement shall not exceed \$400,000.

Given the unknown quantity or complexity of cases at the outset of this agreement, The Agency agrees to fund a minimum of 1 FTE investigator and .2 investigative lieutenant, for a minimum agreed cost of \$220,000. Service costs exceeding this minimum will be billed quarterly up to the maximum agreed upon amount. If investigative services are anticipated to exceed the current limit, The Agency and the District Attorney shall determine whether additional funding is necessary, or whether to cancel the agreement. Regardless of the decision to increase the contract amount or cease further arrangement, any cases being worked by The Bureau will remain with The Bureau and will not revert to The Agency.

THE BUREAU

The Bureau agrees to provide up to 2 FTE investigators and a .2 FTE Investigative Lieutenant position to conduct all follow-up investigations of child sexual abuse cases where the suspect is known. It is the intent of this agreement that The Bureau will investigate on behalf of the Agency, but will remain physically located at the District Attorney's Office. The Bureau will provide investigative services as needed to address crimes related to child sexual abuse where the suspect is known. The Bureau will provide all resources required to maintain investigative services, i.e., vehicles, safety equipment, training, etc. The District Attorney will provide financial reports and/ or reports of investigator hours billed to this agreement on a quarterly basis, or intermittent intervals upon written request.

PROCEDURE

THE AGENCY

Children Services Division (CSD) Referral of Cases

The Children Services Division (CSD) is responsible for alerting agencies within Butte County of suspected child abuse. It is important for The Agency to create, and maintain, an effective method for processing each referral and establish a proper response by their officers. The Agency will retain responsibility for initial evaluation of Children Services Division referrals, initial response to reports of child abuse, and the proper documentation of child abuse cases.

Referrals to The Agency

The Agency will be responsible for the review of, and response to, CSD referrals of child abuse. The Agency agrees to establish a procedure in which CSD referrals are reviewed within 24 hrs. of receiving the referral. The Agency will then conduct any additional investigation as deemed appropriate. The majority of follow-up investigations can be performed as a function of patrol. If a referral is initially evaluated to be complex or above the abilities of patrol, the responding officer should contact The Agency detective(s) for initial assistance. The detective(s) shall determine whether to call the District Attorney's office for assistance. For further information on requirements/ guidelines of the initial investigation, refer to attachments A and B.

When a call for service of a child sexual abuse comes to The Agency Communication Center, a patrol sergeant shall be notified. The sergeant shall ensure the assigned officer obtains the information outlined within Attachment A of this agreement and completed their report and that report is submitted to The Bureau with 48 hrs.

Arrests

Under normal scenarios the initial investigating officer should not attempt to make an initial arrest. Placing a suspect under arrest has the potential to jeopardize any further investigation and should be done only as a last resort to protect the victim from further harm. While the purpose of the initial investigation is to merely determine whether the child victim discloses any abuse, there may be scenarios where an arrest is appropriate. When an officer determines an arrest may be necessary they should, whenever possible, contact The Agency detective(s) to assist in reviewing the scenario with a Deputy District Attorney or The Bureau.

Reports

The Agency will create a method of "flagging", for immediate review, all reports intended to be submitted to The Bureau. "Flagged" reports shall be reviewed as soon as possible and submitted to The Bureau¹. In an effort to ensure The Agency detective(s) are familiar with all cases handled by The Agency, The Agency detective(s) should be notified of all cases referred to The Bureau. Due to the critical and time sensitive nature of these cases, all referrals must be submitted to The Bureau within 72 hrs. of receiving the CSD referral. Unless prior arrangement was made with The Bureau, any referral submitted beyond 72 hours of receipt will remain the responsibility of The Agency.

THE BUREAU

The Bureau will review referrals and, 1) schedule the CART or, 2) contact the agency detective to obtain critical missing details. Such critical missing details would include failure to submit the complete case packet or failing to provide the details outlined in the Scope of Agreement- Agency responsibility.

Upon receiving scene investigation reports/media, The Bureau will review the material and conduct all subsequent investigations, to include, but not limited to;

¹ Either through thumb drive, secured email submission or any other reasonable method.

- 1) Follow up interviews.
- 2) Search and arrest warrants.
- 3) Scheduling and attendance of CARTs.
- 4) Witness transportation.
- 5) Pre-trial and trial assistance.

In addition to investigative services, The District Attorney and/or The Bureau will provide initial and ongoing training as needed to equip patrol officers with the knowledge to conduct proper initial investigations. The Bureau will also provide a basic written guide to assist patrol officers.

CANCELLATION OF AGREEMENT

Due to the time sensitive nature of child sexual abuse cases, if The Agency regularly fails to conduct proper initial documentation, or is continually late in referring cases to The Bureau, the District Attorney may decide to terminate this agreement.

If The Agency determines they have the ability to resume investigations covered in this agreement, The Agency Chief and the District Attorney can establish a method of transitioning cases back to The Agency.

Insert other terms here.

Upon securing the victim and the scene, barring exigent circumstances, disclosure **MUST** be had before the case is sent to The Bureau if the child is of interviewing age. Cases may be sent to The Bureau without a disclosure from the child if the child is not capable of providing a statement. These cases should be reviewed with a Deputy District Attorney.

On scene requirements

All first responders shall, at a minimum, ensure the following details are determined:

- 1) Confirm the victim is safe.
- 2) Determine suspect relationship to the victim and any reporting party (RP).
- 3) Determine whether suspect is capable of further harm to victim/community.
 - i. If suspect is known and does not present a safety concern, case can be submitted to The Bureau as outlined in this agreement.
 - ii. If suspect is unknown or the whereabouts are not known, patrol and the agency detective should conduct further investigation to determine risk to victim/community.
 - iii. Is suspect aware of allegations?
 - iv. Did suspect make any potential threats of harm to himself or others?
 - v. Is there an increased risk to the victim or community?
- 4) Is the abuse acute or historical?
 - a. Is suspect in the home?
 - b. How long has it been going on?
 - c. Any observable injuries?
- 5) Is evidence protected/collected?
 - a. If collection assistance is needed, contact the agency detective.
 - i. Detective will assist with requirements for a SART exam.
- 6) Comply with all legal requirements for notifications:
 - a. Contact CSD.
 - b. Provide appropriate brochures.
 - c. Make victim advocate notifications where appropriate.
- 7) Full written documentation of statement from RP gathering the following information:
 - a. Type of abuse (physical/ sexual).
 - b. How RP learned of disclosure.
 - c. Details of disclosure.
 - d. Duration of abuse (if known).
 - e. Relationship between suspect and victim.
 - f. Any prior suspicions/concerns.
 - g. Location of suspect.
 - h. Suspect relationship/connection with other family members.
 - i. Influence suspect may have had over victim (regular contact).
- 8) Obtain disclosure from child:

a. This is a basic disclosure about what happened just to confirm RP's statement. Victim must be able to state what happened if victim is of age to interview.

Item 7.

b. Do not get into detail, just the basics to establish the type of crime from the victim. (see attachment B)

9) Obtain victim's availability for CART interview; depending on age, confirm with non-offending parent and/or guardian. This information will be passed on in the referral to The Bureau.

10) The Agency will not do a press release on any case being submitted to The Bureau.

ATTACHMENT “B”

Interview Guidelines

1. LOCATION:

- A. **Get on child’s level. Build rapport.**
 - Be cognizant of what body cam is capturing.
- B. Interview child separately from witnesses & parents.

2. QUESTIONS:

A. Open-ended Examples:

- “I heard something may have happened to you, can you tell me about it?”
- “What happened?”
- “Tell me about that.”
- “Tell me more about that.”
- “Where did it happen?”
- “Did anything else happen?”
- “Did it happen once or more than once?”

- B. **What** happened? Let the child describe in their own words. Do not insert your own vocabulary. Repeat back to the child using the words they used.

- C. **Where**? - generally speaking. “Grandma’s house” is sufficient.

- D. **When**? - generally speaking. If they can provide an age or grade, great. If not, that’s ok. Ask whether it was once or more than once.

3. DOCUMENT:

- A. Take photographs of injuries *after* the interview.
- B. Note in your report child’s demeanor and emotions.

Remember: We are attempting to get minimum facts necessary from the child that we cannot get from anyone else.

Probable cause can be based on minimal facts and supplemented by corroborating statements from others.



CITY OF OROVILLE STAFF REPORT

TO: MAYOR PITTMAN AND OROVILLE CITY COUNCIL MEMBERS

FROM: BILL LAGRONE, INTERIM CITY ADMINISTRATOR

RE: LETTER OF SUPPORT TO THE FEDERAL ENERGY REGULATORY COMMISSION REGARDING THE ORO DAM RELICENSING

DATE: FEBRUARY 21, 2023

SUMMARY

The Council will consider a letter to the Federal Energy Regulatory Commission asking to require the renegotiation or addendums be added to the original agreement prior to the relicensing of the Oroville Dam.

DISCUSSION

In 2006 an agreement was reached between several stakeholders and the Department of Water Resources (DWR) regarding the reissuance of an operating license for electrical generation at the Oroville Dam Facility. The agreement at the time was believed to be an equitable agreement. Since the agreement was reached 17 years ago, the value of the original monies discussed has diminished and cost have increased. The original agreement does not allow for in value or cost escalators. It was never imagined it would take 17 plus years to issue an operating license. The Department of Water resources has operated for the past 17 years with a temporary permit each year.

During the past 17 years the Oroville community has seen little investment into the recreational opportunities for community members and tourist. The DWR has extend numerous boat launches at the Oroville Dam Facility due to low water levels. This does allow for boat access to the reservoir, but hardly provides recreational opportunities for the greater part of this Community. The low level of the reservoir is not an attraction to those seeking a place to operate their boats.

The attached letter was approved by the Feather River Recreation and Parks District. The letter outlines the issues that surround the Oroville Dam Facility and ask FERC to delay the relicensing of the Oroville Dam Facility until the original settlement agreement can be modernized to meet the needs of the community. For additional details see attached proposed letter.

FISCAL IMPACT: NONE

RECOMMENDATION

Provided Staff Direction

REQUEST TO REQUIRE RENEGOTIATION OF THE SETTLEMENT AGREEMENT PRIOR TO THE ISSUE OF ANY NEW LICENSE ALLOWING THE DWR TO OPERATE THE OROVILLE DAM

The relicensing of the Dam started in 2005 is not working. Since the original license period expired 14 years ago, the DWR has been authorized to operate the Dam by repeated unconditional one-year licenses which allow operation without the limits, responsibilities and obligations imposed by a well-conceived long-term license.

Safety was not addressed in the relicensing process. There continue to be significant outstanding issues with safety and the understanding of the risks associated with the Dam and the way it is operated. This remains a concern for the community and is a focus of the Oroville Citizens' Advisory Commission. The attention that FERC continues to give to the unresolved safety issues is appreciated.

The Settlement Agreement, an important part of the proposed new license, which has never been accepted by Butte County – key community stakeholder-, has been outdated by changes in the past 14 years. The Settlement Agreement was not negotiated fairly and the terms do not reflect equitable compensation to the community hosting the Dam. The governance proposed for the development of recreation is less satisfactory than the governance which has failed to promote tourism and satisfy the recreational wishes of local residents in the past. If the proposed Settlement Agreement as written takes effect, the prospect for growth in recreation in Oroville in future will be worse than it has been in the past.

For these reasons, we ask FERC to require good faith renegotiation of Settlement Agreement before any further license is issued. Negotiations should result in:

1. An updated recreation plan based on today's conditions;
2. Functional arrangements for future joint control of recreation reflecting the interests of the DWR and the local community; and
3. A reconsideration of the costs incurred and likely to be incurred during the term of the license by local organizations and citizenry based on an independent study of these costs and of the balance between the adverse and positive effects of the Dam on recreation.

When Oroville Dam was constructed, recreation on the Feather River with its ready access for residents was seriously restricted. The lake, forebay and afterbay do not provide the recreation amenities that were outlined when the community was originally asked to support the Dam.

This situation is not improved by the terms of the Settlement Agreement. Moreover, much has changed since the Settlement Agreement was finalized in 2006. Climate change is resulting in more severe floods, droughts, and wildfires. This, together with changes in preferences for recreation and other circumstances mean that the plans for recreation made over 15 years ago should be updated. This should not be delayed until after the license is issued when the community's hands will be tied, as is suggested by the DWR. The DWR's has shown time and again that its approach to negotiations is, understandably, governed by its priorities, namely, to minimize costs while complying with regulations.

The lake is primarily a reservoir with almost no beaches suitable for swimming. Boating is likely to be increasingly limited by low lake levels caused by droughts. Tens of millions of dollars have been spent improving launch ramps with disproportionately little increase in use. More focus on facilities around the river should be given serious consideration in future. Trails linking the dam to Oroville and Oroville along the river to Gridley or beyond are an example of relatively inexpensive projects which have the potential of attracting visitors and help build the region for tourism.

A fundamental problem with the support and development of recreation facilities in and around Oroville is the lack of a functional way of integrating the interests of the DWR, primarily regulatory and minimizing cost, and those of the Community, primarily improvement of facilities for use by residents and the encouragement of more visitors. The

Oroville Recreation Advisory Commission (ORAC), like the licensing process, has failed and ORAC has withdrawn from the Settlement Agreement. The Settlement Agreement removes in future any power that the non DWR members of ORAC were meant to have over recreation in the area under FERC's jurisdiction and thus leaves the DWR in complete control. This may remove the present conflicts but will simply mean that the DWR will seek the least expensive way of meeting their regulatory obligations without any real challenge.

One answer would be to establish a committee of local elected officials along the lines of the Supplementary Benefit Fund Steering Committee, with the County included, to deal with the DWR in a bipartisan reformed ORAC. During renegotiation some way must be found to balance the interests of the community with those of the DWR and to integrate recreational developments within and outside the area of FERC jurisdiction, otherwise, the money spent for recreation will be no more effective in future than it has been in the past.

Renegotiation of the Settlement Agreement should also take into account the financial implications of events since 2006 and be based on agreed estimates of costs.

The spillway incident in 2017 resulted in the evacuation of some 200,000 people. The costs of this evacuation to the public and local businesses and government agencies have been estimated at \$5 - \$10 million. This has not been reimbursed and, unlike physical damage, there is no legal recourse. The evacuation in 1997/8 had lower costs to the community. These were also not reimbursed. Due to climate change and the age of the Dam there are higher risks of similar incidents in future. A future license should provide for some sort of guarantee of reimbursement of such costs if the incident is caused by the failure of the DWR to properly maintain the Dam facilities or to comply with regulations, as has been argued for the incidents in 1997/8 and 2017. This cost could be covered by insurance paid for by a small charge against the value of water delivered from the Dam.

Payments or compensation to the community for hosting the Dam should take inflation into account. The present value, and the actual value at the future time, of the last payment of the one million dollars to be paid in 2056 under the proposed Settlement Agreement is approximately \$250,000 if inflation averages 2.5%. Communities hosting other dams receive compensation in allocations of water or electricity, the value of which tends to increase over time rather than diminish.

Also, the net revenue lost by the community while the DWR has failed to meet the requirements for a license should be taken into account. The DWR funded the Supplementary Benefit Fund, partly it is claimed by the DWR as a goodwill gesture and partly as public relations after the spillway incident. It is not clear whether, based on the proposed Settlement Agreement, this is adequate to compensate the community for revenue lost due to the license being delayed. The equity depends also on the terms of the renegotiated Settlement Agreement in any final long-term license.

An independent study of the annual costs and benefits of the Dam to local agencies should be completed as part of the renegotiation. This should include such things as costs of services and maintenance provided and taxes lost. These should be offset by benefits resulting from the Dam. This will ensure that renegotiation is, as nearly as possible, based on estimates of actual costs and benefits to the Community rather than the balance of power between the parties in which the DWR can always prevail.

The city of Oroville, the Feather River Recreation and Parks District, the Oroville Chamber of Commerce, and Butte County are preparing to work together in seeking an equitable agreement with the DWR for the relicensing of the Dam and potentially the resolution of all the outstanding issues. We are seeking the assistance of FERC to set the framework for this to happen.

(9/15/2022)



CITY OF OROVILLE STAFF REPORT

TO: MAYOR PITTMAN AND OROVILLE CITY COUNCIL MEMBERS

FROM: BILL LAGRONE, INTERIM CITY ADMINISTRATOR

**RE: PRESENTATION FROM THE SUTTER BUTTE FLOOD CONTROL
AGENCY REGARDING THE LEVEES IN AND AROUND THE
OROVILLE AREA**

DATE: FEBRUARY 21, 2023

SUMMARY

The Council will receive a presentation from the Sutter Butte Flood Control Agency regarding the levees in Oroville.

DISCUSSION

Representatives from the Sutter Butte Flood Control agency will present information regarding the levees in the Oroville area. This agency has had great success with Feather River Levee improvements starting from the Afterbay Outlet downstream to Yuba City. In that effort they have developed considerable experience, expertise and project improvements. This presentation may suggest improvements and maintenance needs for the levees.

FISCAL IMPACT

None currently

RECOMMENDATION

Receive presentation and provide staff direction



CITY OF OROVILLE STAFF REPORT

TO: MAYOR PITTMAN AND COUNCIL MEMBERS

**FROM: RUTH DUNCAN, ASSISTANT CITY ADMINISTRATOR -
ADMINISTRATIVE SERVICES**

RE: PURCHASE OF CERTIFICATES OF DEPOSIT

DATE: FEBRUARY 21, 2023

SUMMARY

The Council may consider the purchase of Certificate of Deposit in accordance with the City's Investment policy.

DISCUSSION

The City currently has over 65 million of cash deposited in the State's Local Agency Investment Fund (LAIF). This fund is currently yielding 2.245 percent interest return. Our money is safe here but lately the interest return on Certificates of Deposits (CD's) have been consistently rising. CD's are currently yielding from 3.6% to 4.8%. This rate of return is almost double what we are earning now.

Staff is recommending we work with a licensed local financial advisor, Ryan Midkiff to purchase CD's in the amount of 10 million.

A strategy of purchasing most of the CD's as long term investments at 5 year CD's and the rest spread out over other terms.

5 year CD's	5 million	(2.5 million callable, 2.5 million non-callable)	(3.6% to 4.8%)
3 year CD's	2 million	(1 million callable, 1 million non-callable)	(4.05% to 4.8%)
12 month CD's	1 million		(4.5% to 4.8%)
6 month CD's	1 million		(4.5% to 4.8%)
month CD'	1 million		(4.1% to 4.55%)

We believe this strategy is the best plan of action for the City.

A callable CD can be called at the issuers discretion, usually after a year and then quarterly/semiannually after that. The reason for not doing all callable CDs is you run the risk of missing out on the higher rate of return if the interest rates go down and you're offerings are less.

FISCAL IMPACT

\$10,000,000.00 from LAIF to CDs.

RECOMMENDATION

Approval of the purchase of \$10,000,000.00 in Certificates of Deposits.

ATTACHMENTS



CITY OF OROVILLE STAFF REPORT

TO: MAYOR PITTMAN AND CITY COUNCIL MEMBERS

FROM: AMY BERGSTRAND, DIRECTOR BUSINESS ASSISTANCE/HOUSING DEVELOPMENT

RE: MODIFICATIONS TO THE CDBG/HOME COMBINED HOMEBUYER PROGRAM GUIDELINES AND CALHOME MORTGAGE ASSISTANCE PROGRAM GUIDELINES

DATE: FEBRUARY 21, 2023

SUMMARY

The Council will conduct a public hearing to solicit comments regarding requested modifications to the Combined CDBG/HOME Homebuyer Program Guidelines and CalHome Mortgage Assistance Guidelines.

DISCUSSION

Staff is proposing a modification to both the Combined CDBG/HOME Homebuyer Program Guidelines and the CalHome Mortgage Assistance Program Guidelines to add the following language:

“All applicants must have a minimum credit score of at least 620 and demonstrate the ability to receive a prime interest rate no more than 1% of the Fannie Mae 90 day published rate. Additionally, applicant can't have had a Foreclosure or Bankruptcy in the past two (2) years.”

FISCAL IMPACT

No Financial Impact

RECOMMENDATION

Adopt Resolution No. 9126 _ A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING MODIFICATIONS TO THE COMBINED COMMUNITY DEVELOPMENT BLOCK, HOME INVESTMENT PARTNERSHIP PROGRAM HOMEBUYER PROGRAM GUIDELINE

ATTACHMENTS

A-Resolution No. 9126
B-CDBG/HOME Homebuyer Program Guidelines.
C-CalHome Mortgage Assistance Program Guidelines

**CITY OF OROVILLE
RESOLUTION NO. 9126**

**A RESOLUTION OF THE OROVILLE CITY COUNCIL AUTHORIZING MODIFICATIONS
TO THE COMBINED COMMUNITY DEVELOPMENT BLOCK, HOME INVESTMENT
PARTNERSHIP PROGRAM HOMEBUYER PROGRAM GUIDELINES**

BE IT HEREBY RESOLVED by the Oroville City Council as follows:

1. The Oroville City Council hereby authorizes the modification to the Combined Community Development Block Grant, HOME Investment Partnership Program Homebuyer Program Guidelines. A copy of the changes to the Combined CDBG, HOME Program Guidelines have been attached hereto as Exhibit "A".
2. The City Clerk shall attest to the adoption of this Resolution.

PASSED AND ADOPTED by the Oroville City Council at a regular meeting on February 21, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Pittman, Mayor

APPROVED AS TO FORM:

ATTEST:

Scott E. Huber, City Attorney

Jackie Glover, Assistant City Clerk

City of Oroville

Homebuyer Program Guidelines



For:

HOME Investment Partnerships Program
Community Development Block Grant
(CDBG) Program

Serving the City of Oroville
March 1, 2022

CDBG Approved (date)
HOME Approved (2/1/2023)

HOMEBUYER PROGRAM GUIDELINES

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CITY OF OROVILLE

HOMEBUYER PROGRAM GUIDELINES**1.0. GENERAL**

The above-named entity, hereinafter referred to as the “City,” has entered into a contractual relationship with the California Department of Housing and Community Development (“HCD”) to administer one or more HCD-funded homebuyer programs. The homebuyer program described herein (the “Program”) is designed to provide assistance to eligible homebuyers in purchasing homes, also referred to herein as “housing units”, located within the Program’s eligible area, as described in Section 3.1.A. The Program provides this assistance in the form of deferred payment “silent” second priority loans as “Gap” financing toward the purchase price and closing costs of affordable housing units that will be occupied by the homebuyers as their primary residence.

1.1. PROGRAM OUTREACH AND MARKETING

All outreach efforts will be done in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation be excluded, denied benefits or subjected to discrimination under the Program. The City will ensure that all persons, including those qualified individuals with handicaps, have access to the Program.

- A. The Fair Housing Lender and Accessibility logos will be placed on all outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program’s eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies. The City will provide homebuyer classes to help educate homebuyers about the home buying process and future responsibilities. Persons who have participated in local homebuyer seminars will be notified about the Program.
- B. The City will work with local real estate agents and primary lenders to explain the Program requirements for eligible housing units and homebuyers, and to review Program processes. Local real estate agents and primary lenders will also be encouraged to have their customers participate in the Program.
- C. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation under any program receiving Federal funds. The City will take appropriate steps to ensure effective communication with disabled housing applicants, residents and members of the public.

1.2. APPLICATION PROCESS AND SELECTION

- A. The City maintains a waiting list of applicants. Each applicant is asked to complete an application form, which asks for sufficient information concerning income, employment, and credit history to establish preliminary eligibility for Program participation. Completed applications are processed on a first-come-first-served basis. Applications are deemed complete only if all information is completed, the application is signed and dated, and a primary lender's pre-qualification letter is attached to the application. Incomplete applications are returned to the applicant and will not be date/time stamped until complete.
- B. Once the applicant's name comes to the top of the waiting list, their Program eligibility is confirmed, and City will contact the applicant to ensure they are still interested.

If the City encounters material discrepancies and/or misrepresentations, and/or there is income, asset, household composition, or other important questions that can't be resolved, the City reserves the right to deny assistance to the household. In this case, the applicant may re-apply after six months have elapsed from the time of written assistance denial.

- C. Each applicant must participate in individual Homebuyer Counseling As required by 24 CFR 92.254 (a)(3) and 24 CFR 5.111, to be provided by a HUD-certified homebuyer counselor employed by an entity approved by HUD to provide housing counseling.

Housing counseling is independent, expert advice customized to the need of the consumer to address the consumer's housing barriers and to help achieve their housing goals and must include the following processes: intake; financial and housing affordability analysis; an action plan, except for reverse mortgage counseling; and a reasonable effort to have follow-up communication with the client when possible. The content and process of housing counseling must meet the standards outlined in 24 CFR part 214, which include:

- Addressing unique financial circumstances or housing issues,
- Focusing on ways of overcoming specific obstacles to achieving a housing goal such as repairing credit,
- Addressing a rental dispute, purchasing a home, locating cash for a down payment, and being informed of fair housing and fair lending requirements of the Fair Housing Act,
- Finding units accessible to persons with disabilities,
- Avoiding Foreclosure,
- Resolving a Financial crisis,
- Except for reverse mortgage counseling, all counseling shall involve the creation of an action plan

Acceptable forms of housing counseling include in-person, phone, and/or internet, as long as the client and counselor can have an individual dialogue, with guidance and advice tailored to client's needs. This includes creating a

client budget, financial analysis, and action plan, and referrals to relevant resources such as down payment assistance programs or legal services.

A copy of each borrower's certificate of completion must be placed into each homebuyer file maintained by the City.

- D. The potential homebuyer is given 90 days in order to find a qualified home and begin securing a primary loan for the housing unit. If during the 90-day time frame, the potential homebuyer is unable to purchase a home, an extension may be given. However, if it appears the potential homebuyer cannot participate in the Program, the reservation of funds expires and the next person on the waiting list is given an opportunity to participate in the Program.

1.3. THE HOME PURCHASE PROCESS

- A. The following is a simplified example of how a primary lender would analyze a homebuyer's finances to determine how much the homebuyer could afford to borrow from the primary lender towards homeownership

DEBT SERVICE			
FOR A FAMILY OF FOUR EARNING \$3,388 PER MONTH			
HOUSING PAYMENTS		TOTAL OVERALL PAYMENTS	
Principal & Interest Payment	\$ 865	\$1,180	Housing
Insurance	82	+200	<u>Other Debt Service</u>
Taxes	<u>233</u>	\$1,380	Total Debt Service
Total Housing Expense	\$1,180	(Overall debt service per month is 41% of \$3,388) (PITI is 35% of \$3,388)	
OTHER HOUSEHOLD DEBT SERVICE			
	Car Payment	\$ 150	
	Credit Card Payment	<u>50</u>	
	Total Other Debt	\$ 200	
A \$865 per month loan payment equates to borrowing \$143,000 at 5.88% for a 30-year term.			

SUBSIDY CALCULATION FOR A FAMILY OF FOUR EARNING \$3,388 PER MONTH	
Purchase Price of Property	\$ 239,000
Less Primary loan amount	138,000
Less down required down payment	<u>1,000</u>
Equals "GAP"	\$ 100,000

- B. The housing unit selection process will be conducted by the homebuyers. Prior to making an offer to purchase an eligible housing unit (see Section 3.0), homebuyer shall provide seller with a disclosure containing the following provisions:
- 1) Homebuyer has no power of eminent domain and, therefore, will not acquire the property if negotiations fail to result in an amicable agreement; and

- 2) Homebuyer's offer is an estimate of the fair market value of the housing unit, to be finally determined by a state licensed appraiser.
 - 3) The housing unit will be subject to inspection. The housing unit must comply with local codes at the time of construction and local health and safety standards.
 - 4) All housing units built prior to January 1, 1978 will require a lead paint disclosure to be signed by both the homebuyer and Seller (Attachment E);
 - 5) Since the purchase would be voluntary, the seller would not be eligible for relocation payments or other relocation assistance.
 - 6) The seller understands that the housing unit must be either: currently owner-occupied, newly constructed, or vacant for three months prior to submission of the purchase offer.
 - 7) If the seller is not provided with a statement of the above six provisions prior to the purchase offer, the seller may withdraw from the agreement after this information is provided.
- C. Applicant submits executed standard form purchase and sale agreement and primary lender prequalification letter to City. The purchase and sale agreement will be contingent on the household and housing unit meeting Program eligibility requirements and receiving Program loan approval. City verifies applicant eligibility, housing unit and loan eligibility and amount of assistance to be provided consistent with these guidelines.
- D. At this point, an escrow account should be opened and a tentative date for closing shall be established. The applicant is required to place a minimum of \$1,000 deposit in the escrow account and provide a receipt to City. The \$1,000 must be applied towards the purchase price of the property and shall not be refunded to the buyer at the close of escrow. The purchase agreement shall be written in such a way that if the sale of the home does not come to completion, the deposited will be returned in full to the applicant. The Title Company is to provide a copy of the Preliminary Title Report. A forty-five to sixty-day escrow is required for all Homeownership loans. It's the responsibility of the applicant to notify the City that escrow has been opened.
- E. When all items are received, City submits a recommendation to the City Loan Advisory Committee (LAC) for approval or denial, including reasons for the recommendation. Any changes to the loan amount, term, rate, etc. on the primary loan shall be approved by the LAC. An exception to this rule would be if the interest rate should change before escrow closes due to unforeseen reason. If this should occur, the Manager of Business Assistance and Housing Development shall have the authority to accept minor changed to the primary loan as long as the applicant still meets minimum housing expense ratio between 25% and 35% and the total debt to income (DTI) falls between 28% and 42%, and does not exceed the HOME requirements stated in the current Notice of Funding Availability (NOFA).
- F. All properties must be inspected and cleared by the City prior to the close of escrow. It is the responsibility of the applicant/agent to schedule an appointment with the City. If the property is in need of repairs, a list of corrections or deficiencies will be submitted to the seller/agent. It will be the responsibility of the parties involved to make the necessary corrections prior to close of escrow. The

property will also be inspected for lead based paint hazards.

- G. When requirements are met, program funds are deposited into escrow, with required closing instructions and loan documents.
- H. At the time of escrow closing, the City shall be named as an additional loss payee on fire, flood (if required), and extended coverage insurance for the length of the loan and in an amount sufficient to cover all encumbrances or full replacement cost of the housing unit. A policy of Title Insurance naming the City as insured is also required.

1.4. HOMEBUYER COSTS

- A. Eligible households must document that they have the funds necessary for down payment and closing costs as required by the Primary Lender and the City. The Program's down payment requirement (below) is in place even if the Primary Lender has a lower down payment requirement. If the Primary Lender has a higher down payment requirement, there is no additional down payment requirement required by the Program.
- B. Homebuyer must contribute a minimum down payment of \$1,000 but may contribute more if desired.
- C. City will not provide a subsidy that is greater than the amount of the primary mortgage. Additionally, City will not provide a loan greater than \$100,000. The subsidy will write down the cost of the primary lender's loan so that the payments of PITI are within approximately 25% to 35% of the gross household income. The City will determine the level of subsidy and affordability during underwriting of the Program's loan to make sure that it conforms to the requirements of the HCD funding Program.

1.5. HOMEBUYER EDUCATION

Buying a home can be one of the most confusing and complicated transactions anyone can make. Providing the future homebuyer with informative homebuyer education training, can bring success to the City, the Program and most importantly, the homebuyer. It has been documented that first-time homebuyers that have had homebuyer education have the ability to handle problems that occur with homeownership.

All Program participants are required to receive housing counseling prior to Program approval, delivered by a HUD-certified housing counselor who works for an organization certified by HUD to perform housing counseling. A list of such counseling entities is at <https://apps.hud.gov/offices/hsg/sfh/hcc/hcs.cfm?searchstate=CA&filterLng=&filterSvc=&filterMultiState=&searchName=&searchCity=&searchZip=&searchService=PPC&searchLang=&searchAffiliation=&webListAction=Search>. See section 1.2.C above for housing counseling requirements.

1.6. CONFLICT OF INTEREST REQUIREMENTS

When the City's program contains Federal funds, the applicable Conflict of Interest requirements of 24 CFR Section 570.611 shall be followed for CDBG assistance. Section 92.356 of the HOME Final Rule shall be followed for HOME assistance, as follows:

(a) Conflicts prohibited. No persons described in paragraph (b) of this section who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including stepparent), child (including stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild and in-laws of a covered person.

(b) Persons covered. The conflict-of-interest provisions of paragraph (a) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which are receiving HOME funds.

(c) Exceptions: Threshold requirements. Upon the written request of the participating jurisdiction to HCD, HUD may grant an exception to the provisions of paragraph (a) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the participating jurisdiction's program or project. See 24 CFR 92.356(d)(1-6) for details on the documentation needed in order to submit an exception request to HUD.

A contractor with a vested interest in the property cannot bid on a rehabilitation job. Such a contractor may act as owner/builder, subject to standard construction procedures. Owner/builders are reimbursed for materials purchased which are verified by invoice/receipt and used on the job. Reimbursement occurs after the installation is verified by the Program Operator to be part of the scope of work. Owner/builders are not reimbursed for labor.

1.7. NON-DISCRIMINATION REQUIREMENTS

The Program will be implemented in ways consistent with the City's commitment to non-discrimination. No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity funded in whole or in part with State funds on the basis of his or her religion or religious affiliation, age, race, color, creed, gender, sexual orientation, marital status, familial status (children), physical or mental disability, national origin, or ancestry, or other arbitrary cause.

2.0 APPLICANT QUALIFICATIONS

2.1. CURRENT INCOME LIMITS FOR THE AREA, BY HOUSEHOLD SIZE

All applicants must certify that they meet the household income eligibility requirements for the applicable HCD program(s) and have their household income documented. The

income limits in place at the time of loan approval will apply when determining applicant income eligibility. All applicants must have incomes at or below 80% of the County's area median income (AMI), adjusted for household size, as published by HCD. (Attachment C).

Household: Means one or more persons who will occupy a housing unit. Unborn children count in family size determination.

Annual Income: Generally, the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period.

2.2. MINIMUM CREDIT SCORE

All applicants must have a minimum credit score of at least 620 and demonstrate the ability to receive a prime interest rate no more than 1% of the Fannie Mae 90 day published rate. Additionally, applicant can't have had a Foreclosure or Bankruptcy in the past two (2) years.

2.3. INCOME QUALIFICATION CRITERIA

Projected annual gross income of the applicant household will be used to determine whether they are above or below the published HCD income limits. Income qualification criteria, as shown in the most recent HCD program-specific guidance at <http://www.hcd.ca.gov/fa/cdbg/GuideFedPrograms.html>, will be followed to independently determine and certify the household's annual gross income. The City should compare this annual gross income to the income the Primary Lender used when qualifying the household. The Primary Lender is usually underwriting to FHA or conventional guidelines and may not calculate the household income or assets in the same way as required by the Program. Income will be verified by reviewing and documenting tax returns, copies of wage receipts, subsidy checks, bank statements and third-party verification of employment forms sent to employers. All documentation shall be dated within six months prior to loan closing and kept in the applicant file and held in strict confidence.

A. HOUSEHOLD INCOME DEFINITION:

Household income is the annual gross income of all adult household members that is projected to be received during the coming 12-month period and will be used to determine program eligibility. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. For those types of income counted, gross amounts (before any deductions have been taken) are used. Two types of income that are not considered would be income of minors and live-in aides. Certain other household members living apart from the household also require special consideration. The household's projected ability to pay must be used, rather than past earnings, when calculating income.

The link to Annual Income Inclusions and Exclusions is:

http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixB_AnnualIncomeInclusionsExclusions.doc

See Attachment A: 24 CFR Part 5 Annual Income Inclusions and Exclusions

B. ASSETS:

There is no asset limitation for participation in the Program. Income from assets, however, is recognized as part of annual income under the Part 5 definition. An asset is a cash or non-cash item that can be converted to cash. The value of necessary items such as furniture and automobiles are not included. *(Note: it is the income earned – e.g. interest on a savings account – not the asset value, which is counted in annual income.)*

An asset's cash value is the market value less reasonable expenses required to convert the asset to cash, including, for example, penalties or fees for converting financial holdings, and costs for selling real property. The cash value (rather than the market value) of an item is counted as an asset.

The Link to Asset Inclusions and Exclusions is:

http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixC_AnnualIncomeAssetsInclusionsExclusions.doc

See Attachment B: Part 5 Annual Income Net Family Asset Inclusions and Exclusions

2.4. DEFINITION OF AN ELIGIBLE HOMEBUYER

For CDBG, an eligible homebuyer means an individual or individuals or an individual and his or her spouse who meets the income eligibility requirements and is/are not currently on title to real property. Persons may be on title of a manufactured home unit, who are planning to sell the unit as part of buying a home located on real property. Documentation of homebuyer status will be required for all homebuyers. CDBG-funded programs may assist eligible homebuyers who are not “first-time” homebuyers.

HOME -funded Programs are required to use the following definition of an eligible homebuyer, which is a “first-time homebuyer” from 8201(l) Title 25 California Code of Regulations:

“First-time homebuyer” means an individual or individuals or an individual and his or her spouse who have not owned a home during the three-year period before the purchase of a home with subsidy assistance, except that the following individual or individuals may not be excluded from consideration as a first-time homebuyer under this definition:

1. a displaced homemaker who, while a homemaker, owned a home with his or her spouse or resided in a home owned by the spouse. A displaced homemaker is an adult who has not, within the preceding two years, worked on a full-time basis as a member of the labor force for a consecutive twelve-month period and who has been unemployed or underemployed, experienced difficulty in obtaining or upgrading employment and worked primarily without remuneration to care for his

- or her home and family;
- 2. a single parent who, while married, owned a home with his or her spouse or resided in a home owned by the spouse. A single parent is an individual who is unmarried or legally separated from a spouse and has one or more minor children for whom the individual has custody or joint custody or is pregnant; or
- 3. an individual or individuals who owns or owned, as a principal residence during the three-year period before the purchase of a home with assistance, a dwelling unit whose structure is:
 - a. not permanently affixed to a permanent foundation in accordance with local or state regulations; or
 - b. not in compliance with state, local, or model building codes and cannot be brought into compliance with such codes for less than the cost of constructing a permanent structure.

3.0. HOUSING UNIT ELIGIBILITY

3.1. LOCATION AND CHARACTERISTICS

- A. Housing units to be purchased must be located within the eligible area. The eligible area is described as follows: "Within the City-limits of Oroville".
- B. Housing unit types eligible for the homebuyer Program are new or previously owned single-family residences; condominiums; or manufactured homes in mobile home parks, in common-interest developments or on a single-family lot and placed on a permanent foundation system. HOME does not allow manufactured homes unless on a permanent foundation system.
- C. All housing units must be in compliance with State and local codes and ordinances.
- D. Housing units located within a 100-year flood zone will be required to provide proof of flood insurance with an endorsement naming the City limits of Oroville as loss payee in order to close escrow.
- E. Housing that is for acquisition by a family must meet the affordability requirements of this paragraph (a).
 - (1) The housing must be single-family housing.(2) The housing must be "modest" housing as follows:
 - (i) In the case of acquisition of newly constructed housing or standard housing, the housing has a purchase price for the type of single family housing that does not exceed 95 percent of the median purchase price for the area, as described in paragraph (a)(2)(iii) of this section.
 - (ii) If a participating jurisdiction intends to use HOME funds for homebuyer assistance, the participating jurisdiction must use the

HOME affordable homeownership limits provided by HUD for newly constructed housing and for existing housing. HUD will provide limits for affordable newly constructed housing based on 95 percent of the median purchase price for the area using Federal Housing Administration(FHA) single family mortgage program data for newly constructed housing, with a minimum limit based on 95 percent of the U.S. median purchase price for new construction for nonmetropolitan areas. HUD will provide limits for affordable existing housing based on 95 percent of the median purchase price for the area using Federal FHA single family mortgage program data for existing housing data and other appropriate data that are available nation-wide for sales of existing housing, with a minimum limit based on 95 percent of the state-wide nonmetropolitan area median purchase price using this data. In lieu of the limits provided by HUD, the participating jurisdiction may determine 95 percent of the median area purchase price for single family housing in the jurisdiction annually, as follows. The participating jurisdiction must set forth the price for different types of single family housing for the jurisdiction. The participating jurisdiction may determine separate limits for existing housing and newly constructed housing. For housing located outside of metropolitan areas, a State may aggregate sales data from more than one county, if the counties are contiguous and similarly situated. The following information must be included in the annual action plan of the Consolidated Plan submitted to HUD for review and updated in each action plan.

3.2. CONDITIONS

A. Construction Inspection and Determining Need for Repairs.

Once the participating homebuyer has executed a purchase agreement for a housing unit, and prior to a commitment of Program funds, the following steps must be taken for the housing unit to be eligible for purchase under the Program:

- 1) When the City's Program utilizes Federal funds and if the housing unit was constructed prior to 1978 then the lead-based paint requirements of Section 3.2.C will apply.
- 2) The City or a certified housing inspector representative will walk through the housing unit, determine if it is structurally sound, and identify any code related and health and safety deficiencies that need to be corrected. A list of code related repair items will be given to the homebuyers and their Realtor to be negotiated with the seller. Only new construction and homes built within the previous 12 months and not previously occupied are not subject to a home inspection.
- 3) Upon completion of all work required by the City, appraiser, pest inspector and/or certified housing inspector, a final inspection will be conducted prior

to close of escrow. The inspector will sign off on all required construction work assuring that each housing unit receiving Program assistance is in compliance with local codes and health and safety requirements at the time of purchase and prior to occupancy.

- B. Per Section 8208 of the State HOME regulations, no additional HOME assistance, including rehabilitation funds, may be provided during the period starting one year following the filing of the Project Completion Report through the end of the Affordability Period.

The HOME Affordability Period is as follows (amount does not include Activity Delivery Costs paid to the State Recipient by HCD):

Amount of HOME Assistance	Period of Affordability in Years
Under \$15,000	5 years
\$15,000 to \$40,000	10 years
Over \$40,000	15 years

- C. Lead-Based Paint Hazards: All housing units built prior to 1978 for which HOME or CDBG funding is anticipated are subject to the requirements of this section 3.2.C. Such homes must undergo a visual assessment by a person who has taken HUD's online Visual Assessment course. Deteriorated paint must be stabilized using work safe methods. Clearance must be obtained after paint stabilization by a DHS certified LBP Risk Assessor/Inspector. HOME and CDBG general administrative and activity delivery funds may be used to pay for lead-based paint visual assessments, and if lead mitigation and clearance costs are incurred, these programs may incorporate the costs into the calculation of Program assistance.

The following requirements must be met:

- 1) **Notification:** a) Prior to homebuyer's obligation to purchase a pre-1978 home, the Buyer will be given the most recent copy of and asked to read the EPA pamphlet "*Protect Your Family from Lead in Your Home*" (EPA 747-K-94-001). A signed receipt of the pamphlet will be kept in the Sponsor's homebuyer file; b) A notice to residents is required following a risk assessment/inspection using form DHS 8552, which is provided by the DHS-certified Risk Assessor/Inspector; c) a notice to residents is required following lead-based paint mitigation work using Visual Assessment and Lead-based Paint Notice of Presumption and Hazard Reduction form, LBP – 1 (Attachment H).
- 2) **Disclosure:** Prior to the homebuyer's obligation to purchase a pre-1978 housing unit, the HUD disclosure (Attachment E), "Seller's Lead-based Paint Disclosure" notice must be provided by the seller to the homebuyer.
- 3) **Inspections:** The Inspector shall conduct a "Visual Assessment" of all the dwelling unit's painted surfaces in order to identify deteriorated paint. All deteriorated paint will be stabilized in accordance with CFR 35.1330 (a) and (b); and a Clearance shall be made in accordance with CFR 35.1340.

- 4) **Mitigation:** If stabilization is required, the contractor performing the mitigation work must use appropriately trained workers. Prior to the contractor starting mitigation work the Program Operator shall obtain copies of the contractor's and workers' appropriate proof of LBP training, as applicable to the job in order to assure that only qualified contractors and workers are allowed to perform the mitigation.

D. The City will: 1) confirm that the housing unit is within the eligible area, 2) will review each proposed housing unit to ensure that it meets all eligibility criteria before funding, and 3) ensure a completed Lead Compliance Document Checklist is placed in each purchaser's file (see Attachment I).

3.3 ANTI-DISPLACEMENT POLICY AND RELOCATION ASSISTANCE

Eligible homes will be those that are currently owner-occupied or have been vacant for three months prior to the acceptance of a contract to purchase. A unit is ineligible if its purchase would result in the displacement of a tenant. It is not anticipated that the implementation of the Program will result in the displacement of any persons, households, or families. However, if tenant-occupied homes are included in the Program and relocation becomes necessary, the activity will be carried out in compliance with City's relocation plan, which describes how those permanently displaced will be relocated and paid benefits in accordance with the following Federal laws.

A. **Uniform Relocation Assistance (URA) and Real Property Acquisition Policies Act of 1970**

The federal URA and Real Property Acquisition Policies, as amended by the URA Amendments of 1987, contains requirements for carrying out real property acquisition or the displacement of a person, regardless of income status, for a project or program for which HUD financial assistance (including CDBG and HOME) is provided. Requirements governing real property acquisition are described in Chapter VIII. The implementing regulations, 49 CFR Part 24, require developers and owners to take certain steps in regard to tenants of housing to be acquired, rehabbed or demolished, including tenants who will not be relocated even temporarily.

B. **Section 104(d) of the Housing and Community Development Act of 1974**

Section 104(d) requires each contractor (CHDO or State Recipient), as a condition of receiving assistance under HOME or CDBG, to certify that it is following a residential anti-displacement plan and relocation assistance plan. Section 104(d) also requires relocation benefits to be provided to low-income persons who are physically displaced or economically displaced as the result of a HOME or CDBG assisted project, and requires the replacement of low-income housing, which is

demolished or converted. The implementing regulations for Section 104(d) can be found in 24 CFR Part 570(a).

3.4. PROPER NOTIFICATION AND DISCLOSURES

- A. Upon selection of a housing unit, a qualified seller and homebuyer will be given the necessary disclosures for the Program. The homebuyer must have read and signed all Program disclosure forms. Any and all property disclosures must be reviewed and signed by the homebuyer and seller.
- B. All owners who wish to sell their housing units must receive an acquisition notice (Attachment F) prior to submission of the homebuyer's original offer. This notice will be included in the contract and must be signed by all owners on title. The disclosure must contain the items listed in 1.3.B. (required for federally-funded programs).

4.0. PURCHASE PRICE LIMITS

The purchase price limits for this Program shall not exceed the Maximum HOME Program Purchase Price/After-Rehab Value Limit for Sponsor's County as updated by HCD.

Note: For HOME and CDBG-funded Programs the value cannot exceed the Maximum Purchase Price/After-Rehabilitation Value Limits as established by HCD and HUD.

Attachment C: MAXIMUM PURCHASE PRICE/AFTER-REHAB VALUE LIMITS *City will update these limits annually as HCD provides new information.

5.0. THE PRIMARY LOAN

Prior to obtaining a loan from the City, a homebuyer must provide evidence of financing for the maximum amount the Primary Lender is willing to loan (the "primary loan").

A. QUALIFYING RATIOS

The front-end (housing) debt-to-income ratio shall be between 25% and 35% and is the percentage of a borrower's gross monthly income (before deductions) that would cover the cost of the loan principal and interest payment, property taxes, property insurance, mortgage insurance, and HOA dues, if any.

The back-end (total) debt-to-income ratio shall be between 28% and 42% and is the percentage of a borrower's gross monthly income that would cover the cost of housing as described in the paragraph above, plus any other monthly debt payments like car or personal loans and credit card debt, as well as child support and alimony payments.

B. INTEREST RATE

The primary loan must have a fixed interest rate that does not exceed, by greater than one percent, the FNMA 90-day rate, found at: <https://singlefamily.fanniemae.com/pricing-execution/historical-daily-required-net-yields>.

The applicable FNMA rate should be from the date the primary mortgage rate was locked, or else the date of loan approval. No temporary interest rate buy-downs are permitted.

C. LOAN TYPE AND TERM

The primary loan shall be fully amortized and have a term “all due and payable” in no fewer than 30 years. There shall not be a balloon payment due before the maturity date of the Program loan. Additionally, stated income, adjustable rate mortgage, interest only and balloon payments due before maturity date are not allowed.

D. IMPOUND ACCOUNT

All households will be required to have impound accounts for the payment of taxes and insurance to ensure they remain current.

6.0. THE PROGRAM LOAN

The amount of Program assistance to a homebuyer toward purchase of a home shall not exceed the maximum HOME subsidy limit for City’s County per bedroom per the HCD website at <http://www.hcd.ca.gov/financial-assistance/home-investment-partnerships-program/homelimits.html> and **shall never exceed the amount of the primary mortgage**. See Attachment C of these Program Guidelines for current limits. Any approved “grant” amount for lead-based paint evaluation and reduction activities or for relocation assistance shall be included in this amount, as shall Activity Delivery Costs.

B. NON-RECURRING CLOSING COSTS

Non-recurring costs such as credit report, escrow, closing and recording fees, and title report and title insurance, title updates and/or related costs may be included in the Program loan.

C. AFFORDABILITY PARAMETERS FOR HOMEBUYERS

The actual amount of a buyer’s Program subsidy shall be computed according to the housing ratio parameters specified in Section 5.0.A. Each borrower shall receive only the subsidy needed to allow them to become homeowners (“the Gap”) while keeping their housing costs affordable. The City will use the “front-end ratio” of housing-expense-to-income to determine if the amount of the proposed primary loan is acceptable and, ultimately, the Program subsidy amount required, bridging the gap between the acquisition cost (purchase price plus closing costs) less down payment, and the amount of the primary loan.

D. RATE AND TERMS FOR PROGRAM LOAN

All Program assistance to individual households shall be made in the form of deferred payment (interest and principal) loan (DPL).

The Program loan's term shall be for at least as long as the primary loan. The interest rate shall be 3% simple interest per annum for the first fifteen (15) years of the term. On the fifteenth (15th) year following the date of the loan execution, simple interest will stop accruing and 50% of the interest accrued thus far will be forgiven. On the twentieth (20th) year following the date of loan execution, all interest shall be forgiven and only the principal loan amount is due.

All Program loan payments shall be deferred because the borrowers will have their repayment ability fully utilized under the primary loan. Loan principal shall not be forgiven, and the loan period cannot be extended, except for loans that are resubordinated when a rate and term refinance is approved, per Attachment D.

E. COMBINED LOAN-TO-VALUE RATIO

The loan-to-value ratio for a Program loan, when combined with all other indebtedness to be secured by the property, shall not exceed 100 percent of the sales price plus a maximum of up to 5 percent of the sales price to cover actual closing costs.

6.1 LOAN ADVISORY COMMITTEE PURPOSE AND COMPOSITION

1. Loan Advisory Committee Purpose- the function of the LAC will be to review and act on applications for financing recommended by the Housing staff. The LAC shall specifically review funding proposals and base their recommendation on eligibility, compliance with all program requirements, consistency of staff recommendations regarding the type of assistance. The LAC will also review/approve program guidelines changes and make recommendation to council to approve or deny the changes.
2. Composition- The LAC will consist of three (3) members of the City Council to be appointed by majority vote of the City Council for a maximum two-year term; two (2) individuals that reside in the Oroville City limits and/or own a business or work within the City Limits of Oroville., to be appointed by majority vote of the City Council for a maximum two-year term; two (2) individual alternates to be appointed by the City Council. The Manager of Housing exofficio member without a vote. Terms may be extended by a majority vote of the City Council

7.0. PROGRAM LOAN REPAYMENT

7.1. PAYMENTS ARE VOLUNTARY

Borrowers may begin making voluntary payments at any time with no penalty to the borrower.

7.2. RECEIVING LOAN PAYMENTS

- A. Program loan payments will be made to:

City of Oroville
Business Assistance and Housing Development
1735 Montgomery St.

Oroville CA 95965

- B. The City will be the receiver of loan payments or recaptured funds and will maintain a financial record-keeping system to record payments and file statements on payment status. Payments shall be deposited and accounted for in the City's Program Income Account, as required by HCD programs. The Program lender will accept loan payments from borrowers prepaying deferred loans, and from borrowers making payments in full upon sale or transfer of the property. All loan payments are payable to the City. The City may at its discretion, enter into an agreement with a third party to collect and distribute payments and/or complete all loan servicing aspects of the Program.

7.3. DUE UPON SALE OR TRANSFER

In the event that an owner sells, transfers title, or discontinues residence in the purchased property for any reason, the principal balance of the DPL is due and payable, except:

- A. The owner shall be assured a fair return on investment including the owner's investment and any capital improvement. If the Net proceeds are insufficient for the City to recapture the balance of Program Loan owed, the City shall share the Net proceeds with the owner in proportion to each party's investment in the property. The Net proceeds are the sales price less repayment of the primary loan, and closing costs.
- B. If the owner of the property dies, and the heir to the property meets income requirements, the First-Time Homebuyer definition, and intends to occupy the home as a principal residence, the heir may be permitted, upon approval of the City, to assume the loan at the rate and terms the heir qualifies for under the current participation guidelines. If the property owner dies and the heir does not meet eligibility requirements, the loan is due and payable.
- C. If an owner wants to convert the property to a rental unit, or any commercial or non-residential use, the loan is due and payable.
- D. The loan will be in default if the borrower fails to maintain required fire or flood insurance or fails to pay property taxes. See Attachment D on loan defaults for further information on property restrictions.

7.4. LOAN SERVICING POLICIES AND PROCEDURES

See Attachment D for local loan servicing policies and procedures. While the attached policy outlines a system that can accommodate a crisis that restricts borrower repayment ability, it should in no way be misunderstood: The loan must be repaid. All legal means to ensure the repayment of a delinquent loan as outlined in the Loan Servicing Policies and Procedures will be pursued.

7.5. LOAN MONITORING PROCEDURES

City will monitor Borrowers and their housing units annually to ensure adherence to Program requirements including, but not limited to, the following:

- A. Owner-occupancy
- B. Property tax payment
- C. Hazard insurance coverage
- D. Good standing on Primary loans
- E. General upkeep of housing units

8.0. PROGRAM LOAN PROCESSING AND APPROVAL

A. Loan Processing

All homebuyers or their representatives will be sent out an eligibility packet with all the necessary forms, disclosures, information, and application. They should submit a complete application packet with all the City's Program loan documents executed as well as all the information from the Primary Lender. The Primary Lender should submit: 1) accepted property sales contract with proper seller notification; 2) mortgage application with good faith estimates and first mortgage disclosures; 3) full mortgage credit report and rent verification; 4) current third party income verifications and verifications of assets; 5) homeownership education certificate, if applicable; and 6) signed underwriting transmittal summary and final signed loan application, both from primary lender. Staff will work with local lenders to ensure qualified participants receive only the benefit from the City's Program needed to purchase the housing unit and that leveraged funds will be used when possible.

B. Creditworthiness

Qualifying ratios are only a rough guideline in determining a potential borrower's creditworthiness. Many factors such as excellent or poor credit history, amount of down payment, and size of loan will influence the decision to approve or disapprove a particular loan. The borrower's credit history will be reviewed by the City and documentation of such maintained in the loan file. The City may elect to obtain a credit report or rely on a current copy obtained by the primary lender.

C. Documents from Primary Lender

After initial review of the qualified homebuyer's application packet, the City will request any additional documents needed. Documents may be faxed, but originals shall be received through the mail before Program funds are committed to escrow. Based on receipt and review of the final documents, the City will do an income certification (using most recent HCD program's guidance on income calculation and determination), and homebuyer certification (review of credit report and income taxes). Documentation of affordability will then be verified and subsidy requirement determined.

D. Disclosure of Program and Loan Information to Homebuyers

The Program's application and disclosure forms will contain a summary of the loan qualifications of the borrower with and without Program assistance. Housing ratios with and without Program assistance are also outlined in these guidelines.

Information on the Program's application will be documented with third party verifications in the file. For example, the sales contract will provide the final purchase price and outline how much of the closing costs are to be paid by the seller, etc. The appraisal, termite and title report will provide information to substantiate the information in the sales contract and guide the construction inspection. The Program loan application will provide current debt and housing information and will be documented by the credit report and income/asset verifications. The Primary Lender's approval letter and estimated closing cost statement should reflect all the information in the loan package and show any contingencies of loan funding. Reviewing the Primary Lender's loan underwriting documentation will provide basic information about the qualification of the applicant and substantiate the affordability provided by the Program loan. By reviewing and crosschecking all the Primary Lender information, the final Program loan amount approved will fall within the affordability parameters of the Program.

8.1. COMPLETION OF UNDERWRITING AND APPROVAL OF PROGRAM LOAN

Once the loan approval package has been completed City will review the request and may approve it with or without conditions. Upon approval, a final closing date for escrow is set and Program funds are accessed for the homebuyer.

8.2. PRIMARY AND PROGRAM LOAN DOCUMENT SIGNING

The homebuyer(s) sign promissory notes, loan agreements, deeds of trust, and statutory lending notices (Truth In Lending (TIL), etc.); the Deeds of Trust are recorded with the County Clerk/Recorder at the same time, and the request(s) for copy of Notice of Default are also recorded with the County Clerk/Recorder.

8.3. ESCROW PROCEDURES

The escrow/title company shall review the escrow instruction provided by the Program lender and shall issue a California Land Title Association (CLTA) and the American Land Title Association (ALTA) after closing. The CLTA policy is issued to the homebuyer and protects them against failure of title based on public records and against such unrecorded risks as forgery of a deed. The ALTA is issued to each lender providing additional coverage for the physical aspects of the property as well as the homebuyer's title failure. These aspects include anything which can be determined by only physical inspection, such as correct survey lines; encroachments; mechanics liens; mining claims and water rights. The Program lender instructs the escrow/title company in the escrow instructions as to what may show on the policy; the amount of insurance on the policy (all liens should be covered) and the loss payee (each lender should be listed as a loss payee and receive an original ALTA).

9.0. SUBORDINATE FINANCING

With today's high costs, in order for a low-income household to obtain a home, several funding sources might be required. Subordinate loans may be used to cover mortgage subsidy costs that exceed the Program maximum loan amount. All subordinate liens must have the payments deferred and the term must be for at least as long as the term of the Program loan.

10.0. EXCEPTIONS AND SPECIAL CIRCUMSTANCES

The City may make amendments to these Participation Guidelines. Any changes shall be made in accordance with regulations and approved by the City Council. Changes shall then be sent to HCD for approval.

10.1. DEFINITION OF EXCEPTION

Any case to which a standard policy or procedure, as stated in the guidelines, does not apply or an applicant treated differently from others of the same class would be an exception.

10.2. PROCEDURES FOR EXCEPTIONAL CIRCUMSTANCES

- A. The City or its agent may initiate consideration of an exception and prepare a report. This report shall contain a narrative, including the City's recommended course of action and any written or verbal information supplied by the applicant.
- B. The City shall make a determination of the exception. The request can be presented to the City's loan committee and/or governing body for a decision.

11.0. DISPUTE RESOLUTION AND APPEALS PROCEDURE

Any applicant denied assistance from the Program has the right to appeal. Complaints concerning the Program should be made to the City first. If unresolved in this manner, the complaint or appeal must be made in writing and filed with the City. The City will then schedule a meeting with the Loan Review Committee. Their written response will be made within thirty (30) working days. If the applicant is not satisfied with the Committee's decision, a request for an appeal may be filed with the City's governing body. Final appeal must be filed in writing with HCD within one year after denial.

The Appeals Board is made up of three (3) members, consisting of the Mayor and two (2) City Council members to be appointed by the Mayor. The two council members appointed by the Mayor cannot be the same as the LAC members.

ATTACHMENT A

24 CFR Part 5 ANNUAL INCOME INCLUSIONS AND EXCLUSIONS

Part 5 Inclusions

This table presents the Part 5 income inclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except for certain exclusions, listed in Income Exclusions, number 14).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for certain exclusions, listed in Income Exclusions, number 3).
6. Welfare Assistance	Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income: • Qualify as assistance under the TANF program definition at 45 CFR 260.31; and

	• Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c). If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of: • the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus: • the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage.
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special day, and allowances of a member of the Armed Forces (except as provided in number 8 of Income Exclusions).

Part 5 exclusions

This table presents the Part 5 income exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except for certain exclusions, listed in Income Inclusions, number 5).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
6. Income from a Disabled Member	Certain increase in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671 (a)).
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.

8. "Hostile Fire" Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparation Payments	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
13. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.

16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of income sources that qualify for that exclusion: ▶ The value of the allotment provided to an eligible household under the Food Stamp Act of 1977; ▶ Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through AmeriCorps, VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions); ▶ Payments received under the Alaskan Native Claims Settlement Act; ▶ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians; ▶ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes; ▶ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program. ▶ Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721); ▶ The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands; ▶ Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs; ▶ Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program); ▶ Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the <u>In Re Agent Orange</u> product liability litigation, M.D.L. No. 381 (E.D.N.Y.);

- ▶ Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments;
- ▶ The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990;
- ▶ Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, state job training programs and career intern programs, AmeriCorps).
- ▶ Payments by the Indians Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;
- ▶ Allowances, earnings, and payments to AmeriCorps participants under the National and Community Services Act of 1990;
- ▶ Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran;
- ▶ Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and
- ▶ Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

ATTACHMENT B**PART 5 ANNUAL INCOME NET FAMILY ASSET INCLUSIONS AND EXCLUSIONS**

This table presents the Part 5 asset inclusions and exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

Statements from 24 CFR Part 5 – Last Modified: January 2005

Inclusions

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement, 401(K), and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

Exclusions

1. Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Interest in Indian trust lands.
3. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
4. Equity in cooperatives in which the family lives.
5. Assets not accessible to and that provide no income for the applicant.
6. Term life insurance policies (i.e., where there is no cash value).
7. Assets that are part of an active business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

ATTACHMENT C

MAXIMUM PURCHASE PRICE/AFTER-REHAB VALUE LIMIT FOR CITY OF OROVILLE (HOME Value Limits as of 6/1/2021)

EXISTING CONSTRUCTION	NEW CONSTRUCTION (less than 12 months old)
\$314,000	\$314,000

HOME SUBSIDY LIMITS PER UNIT FOR CITY OF OROVILLE (Limits are effective 6/2/2020)

O-BDR	1-BDR	2-BDR	3-BDR	4 & 5-BDR
\$153,314	\$175,752	\$213,718	\$276,482	\$303,490

INCOME LIMITS FOR CITY OF OROVILLE* (Limits became effective 6/1/2021 (CDBG) and 7/1/2020(HOME))

Number of Persons in Household								
	1	2	3	4	5	6	7	8
80% of AMI	\$39,050	\$44,600	\$50,200	\$55,750	\$60,250	\$64,700	\$69,150	\$73,600

*Sponsor will insert the limits for the county in which the Program is located and will update the income limits annually as HCD provides new information. The link to the official, HCD-maintained, income limits is: <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml> (choose CDBG and HOME limits, not State limits.)

SPONSOR STANDARDS FOR BEDROOMS AND BATHROOMS TO PREVENT OVERCROWDING

Maximum No. of Persons in the Household	Number of Bedrooms	Number of Bathrooms
1	SRO	1
1	0-BR	1
2	1-BR	1
4	2-BR	2
6	3-BR	2
8	4-BR	3
10	5-BR	3
12	6-BR	4

- Children may share a bedroom, up to 2 children per bedroom.
- **Children shall be permitted a separate bedroom from their parents.**
(See additional guidance on next page)

- **4 or more people** – a second bathroom is allowable.
- **8 or more people** – a third bathroom is allowable.
- **Same rules apply to mobile home units.**
- **Adults not in a partner relationship may have their own bedroom**

The chart above is used as a guide to overcrowding.

ATTACHMENT D

LOAN SERVICING POLICIES AND PROCEDURES FOR CITY OF OROVILLE

The City of Oroville, hereafter called “Lender,” has adopted these policies and procedures in order to preserve its financial interest in properties whose “Borrowers” have been assisted with public funds. The Lender will to the greatest extent possible follow these policies and procedures, but each loan will be evaluated and handled on a case-by-case basis. The Lender has formulated this document to comply with state and federal regulations regarding the use of these public funds and any property restrictions, which are associated with them.

The policies and procedures are broken down into the following areas: 1) making required monthly payments or voluntary payments on a loan’s principal and interest; 2) required payment of property taxes and insurance; 3) required Request for Notice of Default on all second mortgages; 4) loans with annual occupancy restrictions and certifications 5) required noticing and limitations on any changes in title or use of property; 6) required noticing and process for requesting a subordination during a refinance; 7) processing of foreclosure in case of default on the loan.

1. Loan Repayments:

The Lender will collect monthly payments from those borrowers who are obligated to do so under Notes which are amortized promissory notes. Late fees will be charged for payments received after the assigned monthly due date.

For Notes which are deferred payment loans, the Lender must accept voluntary payments on the loan. Loan payments will be credited to principal. The Borrower may repay the loan balance at any time with no penalty.

2. Payment of Property Taxes and Insurance:

As part of keeping the loan from going into default, borrower must maintain property insurance coverage naming the Lender as loss payee. Except for HOME-funded loans, if borrower fails to maintain the necessary insurance, the Lender may take out force placed insurance to cover the property while the Borrower puts a new insurance policy in place. All costs for installing the necessary insurance will be added to the loan balance at time of installation of Borrower’s new insurance.

When a property is located in a 100-year flood plain, the Borrower will be required to carry the necessary flood insurance. A certificate of insurance for flood and for standard property insurance with an endorsement naming the City of Oroville as lender loss payee will be required at close of escrow. The lender will verify the insurance on an annual basis.

Property taxes must be kept current during the term of the loan. If the Borrower fails to maintain payment of property taxes then the lender may pay the taxes current and add the balance of the tax payment plus any penalties to the balance of the loan (not permissible when funded with HOME). Wherever possible, the Lender encourages Borrower to have impound accounts set up with their first mortgagee wherein they pay their taxes and insurance as part of their monthly mortgage payment.

3. Required Request for Notice of Default:

When the Borrower's loan is in second position behind an existing first mortgage, it is the Lender's policy to prepare and record a "Request for Notice of Default" for each senior lien in front of Lender's loan. This document requires any senior lienholder listed in the notice to notify the lender of initiation of a foreclosure action. The Lender will then have time to contact the Borrower and assist them in bringing the first loan current, if possible. The Lender can also monitor the foreclosure process and go through the necessary analysis to determine if the loan can be made whole or preserved. When the Lender is in a third position and receives notification of foreclosure from only one senior lienholder, it is in their best interest to contact any other senior lienholders regarding the status of their loans.

4. Annual Occupancy Restrictions and Certifications:

On owner-occupant loans, the Lender will require that Borrowers submit utility bills and/or other documentation annually to prove occupancy during the term of the loan. For CDBG, some loans may have income and housing cost evaluations, which require a household to document that they are not able to make amortized loan payments, typically every five years. These loan terms are incorporated in the original Note and Deed of Trust. On HOME-funded loans, annual occupancy verification will occur between January 1 and June 30 of each year.

5. Required Noticing and Restrictions on Any Changes of Title or Occupancy:

In all cases where there is a change in title or occupancy or use, the Borrower must notify the Lender in writing of any change. Lender and Borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions such that it remains available as an affordable home for low-income families. These types of changes are typical when Borrowers do estate planning (adding a relative to title) or if a Borrower dies and property is transferred to heirs or when the property is sold or transferred as part of a business transaction. In some cases, the Borrower may move and turn the property into a rental unit without notifying the Lender. Changes in title or occupancy must be in keeping with the objective of benefit to low-income households (below 80 percent of AMI).

Change from owner-occupant to owner-occupant occurs at a sale. When a new owner-occupant is not low-income, the loan is not assumable and the loan balance is immediately due and payable. If the new owner-occupant qualifies as low-income, the purchaser may either pay the loan in full or assume all loan repayment obligations of the original owner-occupant, subject to the approval of the Lender's Loan Committee (depends on the HCD program).

If a transfer of the property occurs through inheritance, the heir (as owner-occupant) may be provided the opportunity to assume the loan at an interest rate based on household size and household income, provided the heir is income eligible. If the heir intends to occupy the property and is not low-income, the balance of the loan is due and payable. For CDBG only, if the heir intends to act as an owner-investor (not permitted under HOME), the balance of the loan may be converted to an owner/investor interest rate and loan term and a rent limitation agreement is signed and recorded on title. All such changes are subject to the review and approval of the Lender's Loan Committee.

Change from owner-occupant to owner-investor occurs when an owner-occupant decides to move out and rent the assisted property, or if the property is sold to an investor. If the owner converts any assisted unit from owner-occupied to rental, the loan is due in full.

Conversion to use other than residential use is not allowable where the full use of the property is changed from residential to commercial or other. In some cases, Borrowers may request that the Lender allow for a partial conversion where some of the residence is used for a business but the household still resides in the property. Partial conversions can be allowed if it is reviewed and approved by any and all agencies required by local statute. If the use of the property is converted to a fully non-residential use, the loan balance is due and payable.

6. Requests for Subordinations:

When a Borrower wishes to refinance their existing first mortgage, they must submit a subordination request to the Sponsor. The Sponsor will subordinate their loan only when there is no "cash out" as part of the refinance. No cash out means there are no additional charges on the transaction above loan and escrow closing fees. There can be no third-party debt payoffs or additional encumbrances on the property above traditional refinance transaction costs. The refinance should lower the existing housing cost of the household. The total indebtedness on the property should not exceed the current market value except when the borrower is obtaining a HARP II or other similar federally approved refinance loan. If the HARP II or other similar financing is approved and meets all other requirements, combined Loan-To-Value will not be considered when reviewing the subordination request.

Also, the loan must:

1. be fully amortized and have a fixed interest rate that does not exceed the current market rate, as established by an index identified in the most recent NOFA;
2. not have a temporary interest rate buy-down;
3. have a term "all due and payable" that matures prior to or concurrently with the maturity date of the Promissory Note. Therefore, the maturity date of the existing Promissory Note should be modified to coincide with the maturity date of the new first mortgage; and,
4. not have a balloon payment due before the maturity date of the Program loan.

Upon receiving the proper documentation from the refinance lender, the request will be considered by the Manager of Business Assistance and Housing Development for review and approval. Upon approval, the escrow company will provide the proper subordination document for execution and recordation by the Sponsor.

7. Process for Loan Foreclosure:

Upon any condition of loan default: 1) non-payment; 2) lack of insurance or property tax payment; 3) change in title or use without approval; 4) default on senior loans, the Lender will send out a letter to the Borrower notifying them of the default situation. If the default situation continues then the Lender may start a formal process of foreclosure.

When a senior lienholder starts a foreclosure process and the Lender is notified via a Request for Notice of Default, the Lender, who is the junior lienholder, may cancel the foreclosure proceedings by "reinstating" the senior lienholder. The reinstatement amount or payoff amount must be obtained by contacting the senior lienholder. This amount will include all delinquent payments, late charges and fees to date. Lender must confer with Borrower to determine if, upon paying the senior lienholder current, the Borrower can provide future payments. If this is the case, then the Lender may cure the foreclosure and add the costs to the balance of the loan with a Notice of Additional Advance on the existing note.

If the Lender determines, based on information on the reinstatement amount and status of Borrower, that bringing the loan current will not preserve the loan, then staff must determine if it is cost effective to protect their position by paying off the senior lienholder in total and restructure the debt such that the unit is made affordable to the Borrower. If the Lender does not have sufficient funds to pay the senior lienholder in full, then they may choose to cure the senior lienholder and foreclose on the property themselves. As long as there is sufficient value in the property, the Lender can afford to pay for the foreclosure process and pay off the senior lienholder and retain some or all of their investment.

If the Lender decides to reinstate, the senior lienholder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the Lender fails to reinstate the senior lienholder before five (5) days prior to the foreclosure sale date, the senior lienholder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the Lender determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lienholder to complete foreclosure, the Lender's lien may be eliminated due to insufficient sales proceeds.

Lender as Senior Lienholder

When the Lender is first position as a senior lienholder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the Lender may consider foreclosure. Lender's staff will consider the following factors before initiating foreclosure:

- 1) Can the loan be cured and can the rates and terms be adjusted to allow for affordable payments such that foreclosure is not necessary?
- 2) Can the Borrower refinance with a private lender and pay off the Lender?
- 3) Can the Borrower sell the property and pay off the Lender?
- 4) Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)
- 5) Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the Lender may opt to initiate foreclosure. The Borrower must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the Lender to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the Lender should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lienholders. The service will advise the Lender of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to

cancel foreclosure proceedings. The service will keep the Lender informed of the progress of the foreclosure proceedings.

When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the Lender could sell the home themselves under a homebuyer program or use it for an affordable rental property managed by a local housing authority or use it for transitional housing facility or other eligible use. The Lender could contract with a local real estate broker to list and sell the home and use those funds for program income eligible uses.

ATTACHMENT E**SELLERS LEAD-BASED PAINT DISCLOSURE****Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards
Lead Warning Statement**

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) ____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain). _____

(ii) ____ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) ____ Seller has provided the purchaser with all available records and reports pertaining to Lead-based paint and/or lead-based paint hazards in the housing (list documents below). _____

(ii) ____ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

(c) ____ Purchaser has received copies of all information listed above.

(d) ____ Purchaser has received the pamphlet Protect Your Family from Lead in Your Home.

(e) ____ Purchaser has (check (i) or (ii) below):

(i) ____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) ____ waived the opportunity to conduct a risk assessment or inspection for the presence of Lead-based paint and/or lead-based paint hazards (NOT PERMISSIBLE FOR HOME AND CDBG).

Agent's Acknowledgment (initial)

(f) ____ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Seller	_____ Date	_____ Seller	_____ Date
_____ Purchaser	_____ Date	_____ Purchaser	_____ Date

Agent

Date

Agent

Date

ATTACHMENT F**Disclosure to Seller with Voluntary, Arm's Length Purchase Offer
DECLARATION**

This is to inform you that _____ would like to purchase the property, located at _____, if a satisfactory agreement can be reached. We are prepared to pay \$_____ for a clear title to the property under conditions described in the attached proposed contract of sale.

Because Federal funds may be used in the purchase, however, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell, the buyer, _____, thru the agency, _____ will not acquire your property. The buyer does not have the power of eminent domain to acquire your property by condemnation (i.e. eminent domain) and the agency/Sponsor _____ will not use the power of eminent domain to acquire the property.
2. The estimated fair market value of the property is \$_____ and was estimated by _____, to be finally determined by a professional appraiser prior to close of escrow.

Since the purchase would be a voluntary, arms-length, transaction you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us at: _____ . If you have any questions about this matter, please contact _____ at _____.

Sincerely,

Title

Buyer

Date

Buyer

Date

Form continues on next page with Seller's Acknowledgment
Disclosure to Seller with Voluntary, Arm's Length Purchase Offer (Page 2)

Acknowledgement

As the Seller I/we understand that the _____ will inspect the property for health and safety deficiencies. I/we also understand that public funds may be involved in this transaction and, as such, if the property was built before 1978, a lead-based paint disclosure must be signed by both the buyer and seller, and that a Visual Assessment will be conducted to determine the presence of deteriorated paint.

As the Seller, I/we understand that under the City of Oroville program, the property must be currently owner-occupied, vacant for three months at the time of submission of purchase offer, new (never occupied), or renter purchasing the unit. I/we hereby certify that the property is:

☐ Vacant at least 3 months; ☐ Owner-occupied; ☐ New; or ☐ Being Purchased by Occupant

I/we hereby certify that I have read and understand this "Declaration" and ☐ a copy of said Notice was given to me prior to the offer to purchase. If received after presentation of the purchase offer, I/We choose ☐ to withdraw or ☐ not to withdraw, from the Purchase Agreement.

Seller

Date

Seller

Date

ATTACHMENT H

Contact Person:	Date of Inspection:	Assessor's Parcel Number: - -
Property Address:	Year Built: Square Feet: # of Bedrooms: # of Bathrooms:	Telephone: ()
E-Mail:	Inspector: Jim Gollihar	Realtor:

**First Time Home Buyer's Inspection**

City of Oroville

Business Assistance

and Housing Development Department

EXTERIOR

Grading:	☐ Pass	☐ Correction	_____
Driveway:	☐ Pass	☐ Correction	_____
Deck/Patio:	☐ Pass	☐ Correction	_____
Foundation:	☐ Pass	☐ Correction	_____
Roof:	☐ Pass	☐ Correction	_____
Chimney:	☐ Pass	☐ Correction	_____
Stucco:	☐ Pass	☐ Correction	_____
Siding:	☐ Pass	☐ Correction	_____
Exterior Trim:	☐ Pass	☐ Correction	_____
Windows:	☐ Pass	☐ Correction	_____
Door(s):	☐ Pass	☐ Correction	_____

INTERIOR

Walls:	☐ Pass	☐ Correction	_____
Doors:	☐ Pass	☐ Correction	_____
Lead Based Paint:	☐ Pass	☐ Correction	_____

MECHANICAL

Water Heater Seismic Strapping:	☐ Pass	☐ Correction	_____
Ventilation Installed Property:	☐ Pass	☐ Correction	_____
Adequate Combustion Air:	☐ Pass	☐ Correction	_____
Pressure Temperature Relief Valve (PTR) Value Terminated to Approval Location	☐ Pass	☐ Corrections	_____

Heating Ventilation and Air Conditioning System: ☐ Pass ☐ Corrections _____

Miscellaneous Items _____

ELECTRICAL

Service/Subpanel Circuit Breakers
Labeled :

☐ Pass ☐ Correction _____

Lighting:

☐ Pass ☐ Correction _____

Hazardous Wiring:

☐ Pass ☐ Correction _____

Grounding Protection:

☐ Pass ☐ Correction _____

Other Electrical Items:

☐ Pass ☐ Correction _____

PLUMBING

Non-Removable back flow
prevention device on all hose
bibs:

☐ Pass ☐ Correction _____

Water Piping :

☐ Pass ☐ Correction _____

Drains, Vents, Cleanouts:

☐ Pass ☐ Correction _____

Miscellaneous Plumbing Items: _____

ATTIC

Insulation Type:

Approximate R-
Value _____

Adequate Cross

Ventilation:

☐ Pass ☐ Correction _____

Evidence of Water

Intrusion:

☐ Pass ☐ Correction _____

Roof Structure:

☐ Pass ☐ Correction _____

BASEMENT

Basement:

☐ Pass ☐ Correction N/A

Evidence of Water

Intrusion:

☐ Pass ☐ Correction _____

MISCELLANEOUS ITEMS:

Exposed Dry Rot:

☐ Pass ☐ Correction _____

Smoke Detectors Installed in Bedrooms, Rooms Leading to Bedrooms,
and on Every Level:

☐ Pass ☐ Correction _____

Carbon Monoxide Detectors installed outside the bedroom, and on each
level:

☐ Pass ☐ Correction _____

SWIMMING POOL IN GROUND/ ABOVE GROUND

Pool Condition:

☐ Pass ☐ Correction N/A

Pool Equipment/ Pool

Deck:

☐ Pass ☐ Correction

Pool Alarms:

☐ Pass ☐ Correction

Pool Fence/Gate:

☐ Pass ☐ Correction

1.

2.

Miscellaneous:

*** Please keep in mind this is not an all inclusive list of items that may need repair on the property and is not a pest inspection. It is highly recommended that you hire a third party inspection company to thoroughly investigate the property prior to purchasing.

Date: _____ Signature: _____

ATTACHMENT I

Homebuyer Program Lead Compliance Document Checklist

The following documents should be in each Homebuyer unit file to document compliance with the lead requirements:

Document Name	Purpose	✓
Lead Safe Housing Rule Screening Sheet	Documents exemptions	
Physical inspection form (HQS or equivalent)	Documents visual assessment results	
Seller Certification	Seller certifies that paint was stabilized by qualified workers and that safe work practices were followed during paint stabilization	
Clearance Report and Clearance Review Worksheet	Documents that unit passed clearance	
Disclosure Form	Documents that buyer received disclosure and pamphlet.	

Lead Hazard Reduction Notice	Documents that buyer received required lead hazard reduction notification.	
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This was taken from the HUD Website at:

<http://www.hud.gov/offices/cpd/affordablehousing/training/leadsafe/usefulforms/index.cfm#crosscutting>

CITY OF OROVILLE

CalHome

Serving the City Limits of Oroville

First-Time Homebuyer
Program Guidelines

FIRST-TIME HOMEBUYER PROGRAM GUIDELINES

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ATTACHMENTS

EXHIBIT "A": HCD CALHOME PROGRAM INCOME LIMITS & 20011 CALHOME PROGRAM
MAXIMUM PURCHASE PRICE

APPENDIX "A & B": INCOME INCLUSIONS AND EXCLUSIONS

EXHIBIT "C": First-Time Home Buyer Workshop

**CITY OF OROVILLE
CALHOME**

FIRST-TIME HOMEBUYER PROGRAM GUIDELINES

INTRODUCTION

The City of Oroville, hereinafter referred to as the "Sponsor" has entered into a contractual relationship with the California Department of Housing and Community Development ("HCD") to administer the CALHOME funded First-Time Homebuyer Program. Funds provided under the CALHOME Program will be a useful tool to expand the availability of affordable housing for low- and very low-income families.

The First Time Home Buyers Program (FTHB) is designed to seek new and creative ways to make home ownership a reality for low- and very low-income Oroville residents.

Ultimate FTHB Program goals are to provide local residents with an affordable housing opportunity that would not otherwise be available and to establish a pool of revolving loan funds to assist future low-income Oroville residents seeking assistance to purchase their first home. Funds available for this project may come from various funding sources. All loan repayments will be used to assist other first-time home buyers. FTHB will seek out additional sources of funds that may become available to further promote affordable housing activities.

I. PURPOSE

The City's First Time Home Buyer Program (FTHB) is designed to assist low- and very low-income families achieve home ownership. The FTHB Program is designed to help first-time home buyers purchase a home and qualify for long-term financing from a conventional lender of their choice. The mortgage subsidy provides assistance that enables families to achieve home ownership and directly assists in reducing monthly payments through down payment assistance and monthly debt service reductions on a mortgage originated by private lenders. The Program provides assistance to eligible first-time homebuyers in the form of deferred payment "silent" junior loans as "Gap" financing toward the purchase price of affordable housing that will be owner occupied.

II. CONFLICT OF INTEREST

No member of the City Council or other official, employee or agent of the City Government who exercises policy, decision-making functions, or responsibilities in connection with the planning and implementation of the City of Oroville's CalHome Housing Rehabilitation Program will directly or indirectly be eligible for

financial assistance under this program. This prohibition will continue for one (1) year following the termination of the individual's relationship with the City.

III. POLICY

A. ELIGIBILITY

1. Location

- a. Loans will be made only for property located in residentially zoned areas within the City limits of Oroville.

2. Types of Housing

- a. The First Time Home Buyer Program was designed to provide mortgage subsidies for borrowers purchasing existing single-family homes located within the Oroville City limits. Therefore, mortgage subsidies are available for existing homes only. Existing homes include newly constructed homes never lived in and homes that the foundation has been poured and the permit for the foundation has been finalized prior to the submittal of a first-time home buyer application to the City and prior to a sales agreement and an escrow being opened. The home construction must be completed and the house ready to occupy prior to the close of escrow and prior to any FTHB assistance being released.
- b. A single-family manufactured home (including a mobile home) that was manufactured no more than ten (10) years prior to the date of the application for the issuance of a permit to install the manufactured home (in accordance with Government Code §65852.3(a)), provided it is placed on a permanent foundation and siding is extended to the foundation in a manner that is consistent with conventional homes.
- c. Existing multi-family units which provide individual ownership of the units, (i.e., condominiums or townhouses)

3. Property Standards for Existing Units

- a. Housing units must meet all applicable State and local codes and ordinances, and zoning ordinances.
 1. Before transfer, the City Housing Development Supervisor and /or City Building Inspector will inspect the property for any defects that pose a danger to health and will notify the prospective purchaser of work needed to cure defects. The building code compliance inspection is performed on behalf of the

CITY for its security interest in the property as the Lender. The time in which defects must be cured and applicable property standards to meet are as follows:

- a. Housing must be free from all noted health and safety defects before the close of escrow,
- b. Housing must meet all applicable local codes prior to transfer of the ownership interest. City Building Inspector will verify that there are working smoke detectors in place.
- c. Property must be used as principal residence of applicant.
- d. Housing unit size shall be sufficient to meet the needs of the household, without overcrowding. Generally, this means not more than two persons per bedroom or living room.

4. Maximum Loan to Value

An amount that, when added to the primary loan amount relating to the property, creates a total indebtedness that does not exceed 100% of the appraised value or market value estimate with the exception of upfront financed mortgage insurance.

5. Property Value

Must be modest housing as follows:

- a. In the case of acquisition of newly constructed housing or standard housing, the purchase price for single-family home can not exceed the annual maximum purchase price/value limit amount established by HCD (see Exhibit "A").

6. Floodplain Restrictions

Housing located in a 100-year floodplain will not be eligible for HOME assistance.

7. Lead-Based Paint Requirements

As a requirement of the City, subsidy assisted properties constructed prior to 1978 will meet lead-based paint requirements prior to purchase as follows:

- a. Lead-based paint notifications "Protect your Family from Lead in your Home" are given to purchasers;

- b. The property will be inspected for defective paint surfaces; and
- c. If defective paint surfaces are found, they will be properly abated in accordance with State regulations.
- d. Should the appraisal note any chipped and peeling paint, the City will require further review that will include testing by a certified specialist, abatement and subsequent clearance before any FTHB funding can be provided.

8. Pest Inspection Requirements

A current pest inspection report will be required for each housing unit. The pest inspection report must show that the housing unit has been cleared.

9. Acquisition Notice

Acquisition notice containing the items listed below will be provided to the seller prior to making the purchase offer:

- a. The purchaser has no power of eminent domain and, therefore, will not acquire the property if negotiations fail to result in an amicable agreement;
- b. An estimate of the fair market value of the property;
- b. If an acquisition notice is not provided prior to the purchase offer, a provision that the seller may withdraw from the agreement after this information is provided.

10. Relocation Requirements

As a requirement of the City, tenant-occupied properties will not be eligible for CALHOME assistance. CALHOME and the CITY will not pay relocation costs.

11. Applicant Characteristics

"First Time Home Buyer" means an individual or individuals or an individual and his or her spouse who have not owned a home during the three year period before the purchase of a home with CALHOME assistance, except that the following individual or individuals may not be excluded from consideration as a first-time home buyer under this definition:

- a. A displaced homemaker who, while a homemaker, owned a home with his or her spouse or resided in a home owned by the spouse. A displaced homemaker is an adult who has not, within the preceding two years, worked on a full-time basis as a member of the labor force for a consecutive twelve-month period and who has been unemployed or underemployed, experienced difficulty in obtaining or upgrading employment and worked primarily without remuneration to care for his or

her home and family.

- b. A single parent who, while married, owned a home with his or her spouse or resided in a home owned by the spouse. A single parent is an individual who is unmarried or legally separated from a spouse and has one or more minor children for whom the individual has custody or joint custody or is pregnant; and
- c.. As a requirement of the City, any individual(s) who has participated in any of the City's Home Buyer Programs in the past (including the RDA Program) are not eligible to participate in the City of Oroville's CalHOME First Time Home Buyer Program even if it has been more than three years since the individual has owned a home. The City and RDAHome Buyer assistance programs are a once in a lifetime opportunity. An exception to this exclusionary clause might be granted if the applicant is eligible in all other categories and meets the definition of a "displaced homemaker" and/or the definition of a "single parent" as described above.
- e. The applicant's gross annual income shall not exceed 80% of Butte County Area Median Family Income (by family size) as established by HCD on an annual basis. The Director of Business Assistance and Housing Development Department will incorporate the revised income limits as they become available. (See Exhibit "A" – HCD CalHOME Program Income Limits.)
- f. In the event a loan is not approved within six months of the date of eligibility determination, the applicant's current monthly gross income shall be updated every six months from the date of eligibility determination until the applicant receives a FTHB loan.
- g. Applicant must have a positive credit profile to qualify for a mortgage loan with a private lender and they must show a history of being able to save money. All applicants must have a minimum credit score of at least 620 and demonstrate the ability to receive a prime interest rate no more than 1% of the Fannie Mae 90 day published rate. Additionally, applicant can't have had a Foreclosure or Bankruptcy in the past two (2) years.
- h. Definition of dependent for household size determination:
 - 1. A dependent shall be a member of the household who is less than 18 years of age.
 - 2. A household member who is disabled and is related, adopted, or under legal guardianship shall be considered a dependent regardless of the individual's age if claimed as a dependent on the Head of Household's

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Federal tax return. The income of a handicapped dependent shall be included in the household's gross income.

3. All persons in the residence are considered household members for the purpose of income eligibility unless stipulated otherwise by the California Code of Regulations Title 25 Section 6914.
- i. All Applicants are required to attend a First Time Homebuyer Workshop and obtain a certification covering the following topics: 1) preparing for home ownership 2) available financing and credit counseling 3) loan closing and homebuyer's responsibilities 4) home maintenance and budgeting and 5) The impact of refinancing.
- j. The amount of the loan will be based upon the gross income of the family, family size, purchase price, and the income/debt ratio.
 1. Annual income will be calculated as defined in the California Code of Regulations Title 25 Section 6914. See Appendix "A" Annual Income Inclusions and Appendix "B" Annual Income Exclusions.
 2. Special consideration to regular sources of income that are non-taxable such as child support, disability payments, retirement payments, worker's compensation benefits, social security and VA benefits can be "grossed up" by 15% for loan underwriting purposes of determining the total Debt to income ratio; however, these incomes, like any other income, may not be grossed up when calculating income for determining household income-eligibility.

B. MAXIMUM HOME MORTGAGE SUBSIDY LOAN AMOUNT

The amount of mortgage subsidy assistance will be based upon the applicant's household income level and the purchase price of the unit. The maximum financial assistance allowed families making varying incomes that are less than 80% of area median income (by family size), is as follows:

Income Level of the Applicant	Maximum CALHOME Loan Amount
Households Earning 80% or less of Butte County Area Median Income.	\$60,000.00 \$100,000 or 45% of purchase price, whichever is less for CalHOME Program Income Funded Homes

C. HOUSING EXPENSE & OVERALL FIXED DEBT RATIOS

The housing expense ratio is the sum of monthly principal and interest payments on the first Deed of Trust, property taxes, hazard insurance, and where applicable homeowner's association dues and mortgage insurance, as a percent of the household's monthly gross income. The housing expense ratio shall be limited as follows:

Minimum Housing Expense Ratio

The minimum housing expense ratio shall not be less than **25%** of the household gross monthly income.

Maximum Overall Debt to Income Ratio

The maximum overall debt to income ratio shall be 44%. However, the Loan Advisory Committee has the authority to approve slightly higher than the maximum overall debt to income ratios on a case by case basis in situations they have deemed to have extraordinary circumstances.

D. MORTGAGE SUBSIDY ASSISTANCE LIMITS

Within the Maximum Loan Amount, as set forth in Section III.B. above, the level of Mortgage Subsidy assistance shall be determined by the applicant's household income level and the purchase price of the unit in accordance with the following schedule:

<u>Income Level of Applicant</u>	<u>Maximum City Subsidy as a % of the purchase Price</u>
80% or less of Median	45%

E. PRIORITIES

1. Mortgage Subsidy Loan funds shall be allocated on a first-come, first-serve basis for first-time home buyers purchasing existing homes through a private seller. Within this category, priority shall be placed on the date of the City's receipt of written notification of a complete loan package from the primary lender.

F. PRIMARY LENDER LOAN CRITERIA AND PARAMETERS

1. The Home Purchase Process
 - a. The following is a simplified example of how a primary lender would analyze a homebuyer's finances to determine how much the homebuyer could afford to borrow from the primary lender towards

homeownership.

- b. The housing unit selection process will be conducted by the homebuyer. Prior to making an offer to purchase an eligible housing unit, homebuyer shall provide the seller with a disclosure containing the following provisions (Depending on the HCD Program):
1. Homebuyer has no power of eminent domain and, therefore, will not acquire the property if negotiations fail to result in an amicable agreement; and
 2. Homebuyer's offer is an estimate of the fair market value of the housing unit, to be finally determined by a state licensed appraiser;
 3. Since the purchase will be voluntary, the seller will not be eligible for relocation payments or other relocation assistance;

assistance;

DEBT SERVICE			
FOR A FAMILY OF FOUR EARNING \$2,730 PER MONTH			
HOUSING PAYMENTS		TOTAL OVERALL PAYMENTS	
Principal & Interest Payment	\$ 746	\$ 979	Housing
Insurance	50	+220	<u>Other Debt Service</u>
Taxes	<u>120</u>	\$1,199	Total Debt Service
Total Housing Expense	\$ 979	(Overall debt service per month is 44% of \$2,730)	
OTHER HOUSEHOLD DEBT SERVICE			
	Other Debt (Utilities)	\$150	
	Credit Card	<u>70</u>	
	Total Other Debt	\$220	
A \$746 per month loan payment equates to borrowing \$124,500 at 6% for a 30 year term			

4. The seller understands that the housing unit must be: currently owner-occupied, newly constructed, or a renter purchasing the unit, or vacant for a period of three months prior to an executed purchase agreement and open escrow (The three months vacancy rule is a City rule to prevent displacement of individuals).
5. If the seller is not provided with the tenant declaration and notice to seller forms prior to the purchase offer, the seller

may withdraw from the agreement after this information is provided.

- c. Applicant submits an executed standard form Purchase and Sale Agreement and a primary lender pre-qualification letter. The Purchase and Sale Agreement will be contingent on the household and housing unit meeting Program eligibility requirements and receiving Program loan approval.
- d. Recommendations will be submitted to the LAC including reasons for the recommendation. A letter shall be sent to the applicant's real estate agent, escrow company and lender to notify them of the LAC's recommendation.
- e. Once the Principal Lender requirements are met, Program funds are deposited into the escrow account and the required escrow instructions and loan documents are provided to the title company.
- f. At the time of escrow, the City of Oroville shall be named as an Additional Loss Payee on fire and flood, if required and extended coverage insures for the length of the loan and in an amount sufficient to cover all encumbrances or full replacement cost of the housing unit.

2. The Primary Loan

Prior to obtaining a loan from the City, a homebuyer must provide evidence of financing for the maximum amount the Principal Lender is willing to loan (the "Principal loan")

3. Qualifying Ratios

Principal loans underwritten by FHA, USDA Rural Development, Fannie Mae, Freddie Mac, or CalHFA, CalVet will be acceptable to establish creditworthiness, repayment ability, and dependability of income.

4. Loan Term

The principal loan shall be a fixed rate, fully amortized, primary loan and have a term "all due and payable" of no less than 30 years.

- a. The following are some examples of various types loans NOT ALLOWED in conjunction with the loan subsidy program: Stated Income, Balloon Payments, GPM, ARMS, Interest Only, etc. – NOT ALLOWED

- b. A permanent loan buydown is permitted as long as it does not cost more than 1% of the loan amount.
- c. No financing, junior or senior to the CalHome loan may have a balloon payment due before the maturity date of the CalHome loan.

5. Impound Account

All households will be required to have impound accounts for the payment of taxes and insurance ensuring they remain current.

G. TERMS OF MORTGAGE SUBSIDY ASSISTANCE

1. Loan Term

The term of the Mortgage Assistance Loan is deferred for the term of the primary loan, or until sale, transfer, or rental of the property.

2. Interest

The interest rate on the loan is three percent (3%) simple interest per annum for the first 15 years of the term. On the fifteenth year following the date of loan execution, three percent simple interest will stop accruing and 50% of the interest accrued thus far shall be forgiven. On the twentieth (20th) year following the date of loan execution, all interest shall be forgiven and only the principal loan amount shall be due.

Upon sale, title transfer, rental of the property, or the residence is no longer the borrower's principal residence; the borrower will be required to pay back the principal loan amount plus interest determined by the year of repayment.

3. Security

The City's loan is secured by a Deed of Trust and shall be subordinated only to a first deed of trust to the principal lender or another loan subsidy through the City of Oroville funded with CalHOME, CDBG, HOME, RDA, or Program Income.

4. Payments

Payments of principal and interest are deferred until the sale or transfer of the property; or when the homeowner ceases to occupy the property as his/her principal residence.

5. Required Noticing and Restrictions on Any Changes of Title or Occupancy

In all cases where there is a change in title or occupancy or use, the borrower must notify the City in writing of the change. The City and

borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions.

H. SUBORDINATION AGREEMENT REQUESTS

1. In the event a loan recipient subsequently requests the City to subordinate its loan to a new Deed of Trust, the Director of Business Assistance and Housing Development will approve, prepare, and have executed any documents required for an approved subordination request. Subordination requests shall be authorized for:
 - a. A refinance request to reduce the interest rate only. A request for additional funding from the primary lender that includes cash out loan consolidation and the like, shall not be granted.
2. The LAC may approve or deny a request for subordination or may recommend consideration by the City Council if so requested by the Director of Business Assistance and Housing Development.

IV. PROCEDURES

A. PROGRAM OUTREACH AND MARKETING

1. All outreach efforts will be done in accordance with State fair lending regulations to assure non-discriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation be excluded, denied benefits or subjected to discrimination under the Program. The City of Oroville will ensure that all persons, including those qualified individuals with handicaps have access to the Program.

The initial marketing activity will be directed toward the following organizations:

- a. Oroville Association of Realtors,
- b. Local lending institutions,
- c. Residential building contractors working in the City of Oroville, and

- d. Local non-profit organizations that provide housing assistance to City residents.
 - e. Local non-profit organizations that provide housing assistance to the disabled residents.
2. Direct marketing through the following methods:
- a. Publicize notice and hold public meetings in familiar, well-known locations.
 - b. Distribute program fliers to social service organizations, employers, and other referral agencies coming in contact with low income families including: churches, health clinics, distribution centers, senior citizen centers, libraries, utility companies, local businesses, Private Industry Council, Legal Service of Northern California, California Human Development Corporation, Butte Community Partnership Coalition, the NAACP, Southeast Asian Task Force, Community Action Agency, Butte County Behavioral Health, ARC of Butte County, Butte County Public Guardian, Far Northern Regional Center, Independent Living Services of Northern California, Work Training Center, Butte County Housing Authority, etc.
 - c. Distribute program fliers to tenants of public and manufactured housing.
 - d. Make presentations to appropriate community groups that serve potential participants.
 - e. Prepare press releases for local media, such as newspaper, radio, cable television.
 - f. Both the Fair Housing Lender logo and the Handicap wheel chair symbol will be placed on all outreach materials. Fair Housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program's eligible area compared to the ethnicity of the population served by the program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race and disability) are not being excluded from the Program. Flyers or other outreach materials, in English and any other language that is the primary

language of the significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies. The Program may sponsor home-buyer classes to help educate home buyers about the home-buying process and future responsibilities. Persons who have participated in local home-buyer seminars will be notified about the Program.

- g. The Program Operator will retain a mailing list for each event or advertisement piece documenting outreach. Additionally, copies of Public Hearings will be mailed to special interest groups.
- h. The Program Operator will work closely with local real estate agents and primary lenders to explain the Program requirements for eligible housing units and homebuyers, and to review the Program processes. Local real estate agents and primary lenders will also be encouraged to have their customers participate in the Program.

B. APPLICANT PROCESSING

The City will provide lists of brokerage firms and lenders and the City will verify incomes of borrowers referred and screened through a conventional lender.

1. Applicant Pre-Screening

- a. Copies of the last two years' tax returns and six (6) most current pay stubs and/or current copy of Social Security award letter or copy of an award letter from financial aide, disability benefits or other evidence of income for the previous 12 months for all applicants.
- b. Address(es), landlord name(s) and phone number(s) for the immediate past year (copies of lease agreements, rental agreements or other evidence of local tenancy).
- c. Applicant(s) must attend a mandatory Home Buyer Education workshop offered through the City of Oroville. Upon Completion of the workshop, applicant(s) shall receive a certificate of completion. For topics covered at the Home Buyer Education Workshop, please see Exhibit "C".

2. Purchase and Primary Financing

- a. If applicants are income-qualified and meet pre-screening criteria, the City will provide applicants a list of real estate brokerages and

lenders that have agreed to participate with the City in making affordable housing loans. It is suggested that the applicant first find the lender and become pre-qualified for the loan, then seek the home to be purchased.

- b. Applicants are not required to use the banks or brokerages listed and are encouraged to seek out their best deal. The City will assist with any questions or concerns that applicants may have.
- c. Upon securing a lender and providing an address for the purchase, an escrow account shall be opened and a tentative date for closing shall be established. The applicant is required to place a minimum \$1,000.00 deposit in the escrow account at the time they open escrow and provide a receipt to the CITY as documentation of their deposit and opened escrow. The \$1,000.00 must be applied towards the purchase price of the property. The \$1,000.00 deposit shall not be refunded to the buyer at the close of escrow; however, the purchase agreement should be written in such a way that if the sale of the home does not come to completion, the deposit will be returned to the applicant in full. The title company is to provide a copy of a Preliminary Title Report. A copy of escrow instructions, a copy of an appraisal, and a copy of lenders commitment which shall include the terms of the loan shall be included in the loan package and are required before the Loan Advisory Committee can be called. A full sixty-day escrow is required for all FTHB loans. It is the responsibility of the borrower/lender to notify the City staff that escrow has opened.
- d. When all items have been received, the Business Assistance and Housing Development Department staff will prepare the loan request and present a summary of information to the LAC. Full lender packets (excluding appraisal information) will be required by the agenda cutoff dates in order to be scheduled for a meeting. Lender packets not received by agenda cut-off dates will be held until the next scheduled meeting date. Lender packets will be returned if incomplete.
- e. A Deed of Trust, Note, Truth in Lending, Request for Notice and any other document the City may request will be signed in escrow by the buyers. This transaction shall be consecutive with the signing of the first mortgage lender's loan documents.
- f. Upon close of escrow, a policy of Title Insurance will be issued and a certified copy of closing statements shall be required for the file.

- g. All properties must be inspected and cleared by the City two weeks prior to the scheduled LAC review dates. It is the responsibility of the borrower/lender/real estate agent to schedule an appointment with the City.

3. Referral by Private Lender

- a. Lender will determine the eligibility of an applicant based on family size and income. City will verify eligibility base on FTHB policies.
- b. Lender performs all credit reviews of the applicant. Mortgage Insurance is allowed to be an included cost in the primary loan. Upfront financed mortgage insurance is the only cost that may be included in the primary loan amount and is the only exception for the outstanding total indebtedness (the primary loan and City or RDA loan subsidy) on the property to exceed appraised value. Otherwise, the total outstanding indebtedness may not exceed 100% appraised value or market value estimate.

All out-of-pocket costs such as appraisal, credit report, private lender fees and points, title costs, recordation fees, building permits, legal fees, etcetera shall be the responsibility of the borrower.

- c. Lender performs all underwriting criteria on the loan.
- d. Lender transmits to City a current (within 90 days) Title Report and appraisal. In the event the lender does not require either document, the applicant will provide them.
- e. Lender advises the City of preliminary loan approval and the applicant's need for a mortgage subsidy in relation to its credit analysis. The applicant's housing expense ratio shall not be less than 28% of the applicant's household income as determined by the City. The City will verify amount of a subsidy consistent with the FTHB policies.
- f. All loans must be FHA approved, or equivalent (Cal Vet, Fannie Mae, Freddie Mac, USDA Rural Development).

4. Property Inspections

- a. Property must be inspected by the City Housing Development Supervisor and/or Building Inspector prior to approval. If the property is in need of repairs, A list of corrections or deficiencies that will need to be made will be submitted to the seller, real estate agents, and/or lender. It will be the responsibility of the parties involved to make the necessary corrections prior to the close of escrow. The property will also be inspected for lead-based paint hazards.
- b. Property must be free from health and safety defects prior to close of escrow.
- c. The value of the property cannot exceed the annual maximum purchase price/value limit amount established by the City of Oroville (see Exhibit "A").

5. Loan Approval

- a. Loans will be approved by the LAC established by the City Council of the City of Oroville. Loan requests requiring exceptions to these policies shall be considered by the LAC. The LAC may approve a loan application or may recommend City Council consideration. Loans that have been approved by LAC, including the information from the primary lender, must remain as it was approved by LAC upon close of escrow. Any changes to the loan amount, term, rate, etc. on the primary loan shall have to be approved by LAC. An exception to this rule would be if the interest rate should change before escrow closes due to an unforeseen reason. If this should occur, the Director of the Business Assistance and Housing Development Department shall have the authority to accept minor fluctuations on the primary loan, including a minor change in the interest rate on the primary loan, as long as the applicants still meets the minimum housing expense of 25% and falls under the total debt to income ratio 44% and everything else complies with Program Guidelines.
- b. By statute, the CalHome Program loans are not assumable.

6. Loan Closing

- a. City deposits a mortgage subsidy with loan documents and appropriate instructions in escrow. The City Administrator is authorized to execute loan agreements on behalf of the City for loans approved as set forth in Section III.A.2.

- b. Loan documents are signed by the applicant and recorded concurrently with loan documents from a primary lender.
- c. There can only be one CalHome loan per household, whether it is for a mortgage assistance or an owner occupied rehabilitation. No additional CALHome assistance may ever be provided in any future projects once a household limit has been met for CALHome assistance.

7. Loan Servicing

- a. Loan repayments will be processed by the City of Oroville Finance Department.
- b. Annual monitoring to confirm program compliance will be performed by the Director of Business Assistance and Housing Development Department. A "Property Certification" form shall be sent out annually to borrowers at their First-Time Home Buyer address annually to verify they still occupy the home as their primary residence and to ensure the property is not being used as a rental. Further, proof of paid property taxes and homeowner's insurance will be monitored annually.
- c. All recaptured and program income funds shall be deposited in the CALHOME First Time Home Buyer Revolving Loan Fund (RLF) account.

8. Loan Pay-Off

The purpose of the mortgage subsidy is to assist the first-time home buyer with their initial home purchase. When a loan is refinanced or the property sold, the money will revolve into the First Time Home Buyer Revolving Loan Fund. These funds will then be made available to a new low-income First Time Home Buyer applicant. It is the intent of the program to use and reuse the same funds many times over. This will continue to make home ownership opportunities available to low-income families in Oroville.

9. Defaults and Foreclosure

When a first mortgage loan goes into default the Business Assistance and Housing Development Department staff will contact the borrower to seek a resolution to the problem. Also, the CITY will refer the borrower to credit counseling and to seek a legal opinion.

10. Loan Advisory Committee Purpose and Composition

- a. Loan Advisory Committee Purpose--The function of the LAC will be to review and act on applications recommended by First Time Home Buyers Program staff for financing. The LAC will review funding proposals and make recommendations to City staff. The LAC shall specifically review funding proposals and base their recommendation on eligibility, compliance with all program requirements, consistency of staff recommendations regarding terms and type(s) of assistance provided.
- b. Composition--The Committee will consist of three (3) members of the City Council to be appointed by majority vote of the City Council for a maximum two-year term; two (2) individuals that reside in the Oroville City limits and/or own a business or work within the Oroville City limits shall be appointed by majority vote of the City Council for a maximum two-year term; two (2) alternates, to be appointed by the City Council; and, the Director of the Business Assistance and Housing Development and Finance Director as exofficio members without a vote. Council member terms and terms for representatives of the City of Oroville may be extended by a majority vote of the City Council.

Exhibit “A”
CALHOME FTHB PROGRAM
Income Limit Guidelines

The California Department of Housing Community Development has advised our office of the income guidelines for 2018. Please use the following income Guidelines to determine FTHB eligibility:

FAMILY SIZE	80% OF AREA MEDIUM
1	\$35,100
2	\$40,100
3	\$45,100
4	\$50,100
5	\$54,150
6	\$58,150
7	\$62,150
8	\$66,150

CalHOME 201

SUBSIDY LIMITS PER UNIT				
0-BDR	1-BDR	2-BDR	3-BDR	4-BDR
\$141,074	\$168,600	\$205,017	\$265,228	\$291,136

NOTE: [The above value limits can and do change annually. If there is a discrepancy between any limit in this table and a limit obtained from the HCD please use HCD's income, subsidy and purchase limits.](#)

MAXIMUM PURCHASE PRICE LIMIT-UPDATED 5/3/16

SFR- Purchase Price Limit: Existing	\$261,000
SFR purchase Price Limit: New	\$269,000

- **MAXIMUM ELIGIBLE SQUARE FOOTAGE ALLOWED** FOR HOMES BEING PURCHASED THROUGH THE CITY OF OROVILLE'S FTHB PROGRAM IS

2,400 SQUARE FEET - Any housing units greater than 2,400 sq. ft. is not deemed modest housing and shall not be eligible under this first-time home buyer's program. This rule is in addition to any other language regarding modest housing located within the program guidelines.

Appendix A - Income Inclusions

"Gross income" shall mean the anticipated income of a person or family for the twelve-month period following the date of determination of income.

"Income" shall consist of the following:

- (a) Except as provided in subdivision (b), "Exclusions", all payments from all sources received by the family head (even if temporarily absent) and each additional member of the family household who is not a minor shall be included in the annual income of a family. Income shall include, but not be limited to:
 - (1) The gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses;
 - (2) The net income from operation of a business or profession or from rental or real or personal property (for this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from a business);
 - (3) Interest and dividends;
 - (4) The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts;
 - (5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay
 - (6) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay
 - (A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter and utilities, plus
 - (B) The maximum amount which the public assistance agency could in fact allow for the family for shelter and utilities,
 - (7) Periodic and determinable allowances such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;

All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family or spouse.

Appendix B - Income Exclusions

- (b) The following items shall not be considered as income:
- (2) Casual, sporadic or irregular gifts;
 - (3) Amounts which are specifically for or in reimbursement of the cost of medical expenses;
 - (4) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;
 - (5) The special pay to a serviceman head of a family away from home and exposed to hostile fire;
 - (6) Relocation payments made pursuant to federal, state or local relocation law;
 - (7) Foster child care payments;
 - (8) The value of coupon allotments for the purchase of food pursuant to the Food Stamp Act of 1964 which is in excess of the amount actually charged the eligible household;
 - (9) Payments received pursuant to participation in the following volunteer programs under the ACTION Agency:
 - (A) National Volunteer Antipoverty Programs which include VISTA, Service Learning Programs and Special Volunteer Programs.
 - (B) National Older American Volunteer Programs for persons aged 60 and over which include Retired Senior Volunteer Programs, Foster Grandparent Program, Older American Community Services Program, and National Volunteer Program to Assist Small Business Experience, Service Corps of Retired Executive (SCORE) and Active Corps of Executives (ACE).

Exhibit "C"

Home Buyer Education Plan/Curriculum

All Homebuyers shall be required to take the following Homebuyer Workshop and must provide proof of workshop completion via a certificate of completion provided by the City of Oroville. Local professionals who speak at the workshop include a City of Oroville representative, a loan officer/mortgage broker, real estate agent, insurance agent, escrow officer, and a finance/credit counselor and cover the following topics:

- 1) Preparing for Home ownership
 - Staff member/certified personal finance counselor presentation on
 - Budgeting
 - All about Credit
 - Understanding key players involved in a real estate transaction
 - Buyer, Seller, Real Estate Agent, Lender, Home Owner's Insurance, Pest Inspector, Home Warranty, Escrow & Title, etc.
 - Real Estate Agent Presentation
 - Making a wise purchase
 - Obtaining inspections
 - Home Owner's Insurance Agent Presentation
 - Reason for Home Owner's Insurance
- 2) Available financing and credit analysis
 - Local Lender presentation on available primary Financing
 - Application process (pre-qualified vs. pre-approved)
 - Rates, terms, gift funds, credit, etc.
 - 3rd loans available for closing costs
 - City Staff member presentation on loan Subsidies available
 - Application & approval process
 - Why do lender's look at credit ?
- 3) Loan Closing
 - Escrow Officer presentation on title & escrow
 - Escrow as a neutral party
 - Clear Title
 - Closing Process & Time frame
 - Loan signing, loan funds, documents on record
- 4) Homebuyer's Responsibilities
 - Buying vs. renting
- 5) Home maintenance and budgeting
 - Most important tool – budgeting
 - Importance of routine property repairs Who will make the repairs
 - Yourself or contractor/handy man
 - Build-up a savings
 - Benefit of a home warranty
 - Credit as a useful tool for maintenance
- 6) Loan Servicing
 - Making timely payment
 - Know who services your loan

- Know who to contact with loan servicing questions
- Impact of refinancing
- Resources if borrowers are in financial trouble and contemplating short-sale or foreclosure



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of Oroville will conduct a public hearing by the Oroville City Council on Tuesday, February 21, 2023 at 4:30 P.M. in the City Council Chambers, at 1735 Montgomery Street, to discuss and solicit inputs and comments on the modifications to the HOME Investment Partnership Program (HOME)/Community Development Block Grant (CDBG) Homebuyer Acquisitions Program Guidelines and the CalHome Mortgage Assistance Program Guidelines:

The purpose of this public hearing is to give citizens an opportunity to make their comments known regarding the HOME/CDBG Homebuyer Acquisitions Program Guidelines and the CalHome Mortgage Assistance Program Guidelines.

If you require special accommodations to participate in the public hearing, please contact the City Clerk's office at 530-538-2535.

To View or Listen to the Meeting:

1. Watch our live feed
<https://www.youtube.com/channel/UCAoRW34swYl85UBfYqT7lbQ/>
2. Watch via Zoom
<https://zoom.us/j/98998431102?pwd=cUtlEcFN3QVh0V0toYkZkOGRMM3FRdz09>
Meeting ID: 968 7031 9529 Passcode: 67684553
3. Telephone (audio only): 1-669-900-6833 Meeting ID: 968 7031 9529 Passcode: 67684553

To Provide Comment to the Council:

1. Attend in person.
2. Email comments by 2:00 PM the day of to publiccomment@cityoforoville.org

If you are unable to attend the public hearing, you may direct written comments to the City of Oroville Department of Business Assistance and Housing Development, 1735 Montgomery St., Oroville CA 95965 or you may telephone 530-538-2495. In addition, a public information file is available to review at the above address between the hours of 8:00 AM and 5:00 PM Monday through Thursday.

The City of Oroville promotes fair housing and makes all programs available to low- and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status, or handicap.

Bill LaGrone, City Administrator

Published on Saturday, February 11, 2023 in the Oroville Mercury Register.



CITY OF OROVILLE STAFF REPORT

TO: MAYOR PITTMAN AND COUNCIL MEMBERS

**FROM: RUTH DUNCAN, ASSISTANT CITY ADMINISTRATOR -
ADMINISTRATIVE SERVICES**

RE: UPDATE OF USER AND REGULATORY FEES

DATE: FEBRUARY 21, 2023

SUMMARY

Staff recommends the City Council adopt the attached resolution updating and establishing user and regulatory fees.

DISCUSSION

The item provides findings and recommendations from the recently completed user and regulatory fee study. The study, commenced in FY 2021/22, with support from ClearSource Financial Consulting (ClearSource), provides an up-to-date analysis of the City's current costs of providing fee-related services. This information can be used by the City Council as it considers potential updates to fees.

User and regulatory fees are set at the direction of the City Council at the conclusion of a public hearing to consider adoption of any new fees or fee increases.

The services for which a city imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by a city's involvement in the individual action, a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service. When a fee targets "100% or full cost recovery," the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

The proposed fees are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees and charges are not a tax as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor's burdens on, or benefits received from the activities and services provided by the City.

Industry best practice and California statute are in harmony: User and regulatory fees should be set according to the estimated reasonable cost of service and should bear a fair and reasonable relationship to the payer's burdens on, or benefits received from the activities and/or services provided by the City. Additionally, ongoing review and adjustment of fees provides multiple benefits, including:

- Increasing the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety services.
- Keeping pace with general cost inflation.
- Avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for a multi-year period.
- Providing fee payers, city staff, and city policymakers with a pattern of consistency that provides information for forecasting and decision-making purposes.
- Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.
- Encouraging generational equity among fee payers by avoiding long-term stagnation of fees followed by significant fee increases.

Fee Categories that Were Examined in this Study

This study specifically examined fee categories including, but not limited to:

- Building Fees: such as permitting of new construction or modifications to existing structures
- Planning Fees: such as entitlement review and review for compliance with the zoning code
- Land Development Engineering Fees: such as review and inspection of requests for subdivision and grading
- Encroachment Permit Fees: for work or activities conducted in the City right-of-way
- Police Department Fees: such as vehicle impound and report fees
- Parks and Trees Department Fees: such as rates for admission and reserved use of City facilities.

Items Not Examined in this Study

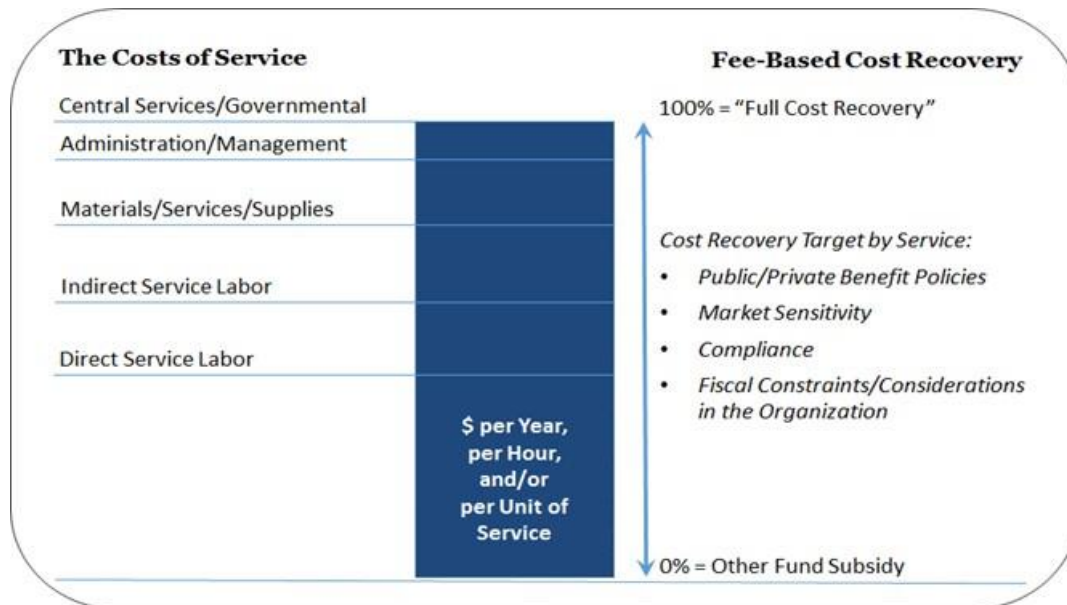
This study specifically excluded examination of the following:

- Development Impact Fees
- Taxes
- Assessments
- Fines or Penalties
- Franchise Fees
- Utility Rates and Services Charges

These items are subject to different approval thresholds or are not subject to the same cost of service limitations as the fees examined as part of this study. Consequently, they were specifically excluded from the scope of this study.

Overview of Cost of Service Analysis

Nearly every service for which a fee is imposed can be illustrated as follows, contrasting the components of the full cost of service, which is the maximum fee amount justified, against the local agency's goals for cost recovery:



Generally, fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public interest in lower fees. The City may also be influenced by market conditions, comparing to municipalities of similar size and service profile.

Attachment A of this report includes the resolution and fee schedule proposed for adoption.

Attachment B of this report includes a comparison of current and proposed fees, including recommended fee changes.

Attachment C of this report includes the complete fee study report and cost of service analysis.

Primary Outcomes

During the course of study, information and analysis was generated and is discussed substantively throughout the attached User and Regulatory Fee Study Report. However, summarized in the following findings statements by broad fee category, are outcomes and proposals of particular interest to City policymakers.

Building Fees

Building fees are collected to recover the costs associated with plan review, permitting, and construction inspection for new and remodeled buildings and other structures.

- The City's current building fees are calculated using a cost of \$85 per hour. This is significantly less than current industry standards for in-house personnel or contract service providers. The City's calculated cost of building review services is \$166 per hour. This is consistent with rates calculated by the consultant for other municipalities

throughout the State.

- Fees are proposed to be recalibrated to recover the calculated cost of service. Recovering the costs of building plan review and permitting from building permit applicants is consistent with practices of other municipalities in the region and throughout the State.
- Subsequent to recent fires, the City has experienced an atypical increase in new construction. Construction activity is anticipated to stabilize to more normal levels.

Planning Fees

Fee-related current planning activities focus on the review of development projects, condition compliance, and counter permits including, but not limited to: subdivisions; use permits; administrative permits; permit modifications and adjustments; sign permits; lot line adjustments/mergers; variances; etc.

- The City uses a combination of fixed fees and time and materials deposits to recover the costs of fee-related planning services.
 - Fixed fees are collected for projects that are relatively homogenous.
 - Time and materials billings are used for projects that are highly variable.
- Planning fees have been recalibrated to recover the City's cost of service with the following exceptions:
 - Appeals to the City Council of Planning Commission of Ministerial Decisions
 - Review of Applications for Home Occupation Permit
 - Historical Landmark Alteration Permit
 - Occupancy Review
 - Sign Review
 - Special Event Permit Application Review
 - Temporary Use Permit
 - Zoning / General Plan Compliance Letter.

Land Development Engineering and Encroachment Permit Fees

Fees collected for reviewing public and private improvements for utility and land development projects for conformance with state and local requirements. Examples include:

- Provide conditions of approval for land development projects
- Review and approve all Parcel and Tract maps for land divisions
- Perform grading and improvement plan check
- Issue grading and encroachment permits
- Ensure that proposed land development projects and construction sites conform to National Pollutant Discharge Elimination System (NPDES) requirements
- Perform inspection services of land development and encroachment permit projects; etc.
- Engineering and encroachment permit fees have been recalibrated to recover the City's cost of service with the following exceptions:
 - Encroachment Permit for Construction Dumpster
 - Encroachment Permit for Construction Job Trailer

Police Fees

- Police fees are recommended for only minor inflationary adjustments, typically \$10 or less.
- Vehicle release/impound fees have been combined into one category, due to similar service level required to administer impound and release for vehicles.

Cultural Facilities Admission Fees

- Fees are proposed for minor refinement to provide consistency in admission fees for the City's various cultural centers.
- Minor adjustment to entrance fees proposed. One dollar adjustment.
- Establish Saturday and Holiday rates for Sank Park/Lott Home (high demand days).
- Establish non-resident premium of 25% for Sank Park/Lott Home rental.
- Targeted inflationary adjustments to reserved park rental rates.

Fee Comparison Information

Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions.

Environmental Impact

Adoption of updated costs and charges is not considered a project as defined by the California Environmental Quality Act (CEQA) based on Section 15273 of the CEQA Guidelines. No other CEQA action is required.

Effective Date

In order to comply with California Government Code Section 66017, which outlines procedures for adopting fees, any new or increased development fees adopted by the City Council shall go into effect not sooner than 60 days after adoption. Consequently, staff recommends an effective date of July 1, 2023, for all fee adjustments.

FISCAL IMPACT

Any enhanced cost recovery is intended to "offset" the costs of existing services being provided by the City. Recovering these costs from service recipients will free up critical General Fund resources to be used for services and activities available to all Oroville residents and businesses, such as public safety, public works, and parks maintenance services.

RECOMMENDATION

Adopt resolution No. 9127 adjusting and establishing user and regulatory fees.

ATTACHMENTS

- Resolution
- Illustration of Current and Proposed Fees
- Fee Study Report

**CITY OF OROVILLE
RESOLUTION NO. 9127**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OROVILLE, CALIFORNIA,
ADOPTING AN UPDATED SCHEDULE OF USER AND REGULATORY FEES.**

WHEREAS, user and regulatory fees are established by the City Council; and

WHEREAS, the City recently completed a study to identify the cost of providing various user and regulatory fee-related services; and

WHEREAS, the study examined fee-related services provided by the City, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City Council finds that providing these services is of special benefit to applicants both separate and apart from the general benefit to the public; and therefore, in the interests of fairness to the general public, the City desires to better recover the costs of providing these services from applicants who have sought or require the City's services by revising its schedule of fees; and

WHEREAS, the City Council hereby finds that the study provides adequate evidence to conclude that the revised fees do not exceed the reasonable costs to provide the services for which the fees are charged; and

WHEREAS, the City Council desires that annually the City Manager may increase various fees based on the annual percentage change in the all-urban Consumer Price Index for the San Francisco-Oakland-Hayward Area (CPI), not to exceed five percent (5%) per year. If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, prior to adopting adjustments to fees, the City Council shall have the opportunity to review and consider said adjustments.

NOW, THEREFORE, BE IT RESOLVED by the Oroville City Council as follows:

- Section 1. Each WHEREAS paragraph, set forth above, is hereby adopted as a specific finding of this City Council.
- Section 2. The City Council hereby adopts the schedule of fees as set forth in attached Exhibit "A" and incorporated by this reference.
- Section 3. Annually on July 1, commencing July 1, 2024, various fees in the fee schedule may be updated based on the prior year annual change in the CPI, not to exceed 5%. If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year.
- Section 4. Any new or adjusted fees adopted by this Resolution shall go into effect

July 1, 2023.

Section 5. The City Clerk shall attest to the adoption of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Oroville at a regular meeting on February 21, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Pittman, Mayor

APPROVED AS TO FORM:

ATTEST:

Scott E. Huber, City Attorney

Jackie Glover, Assistant City Clerk

Exhibit A



Master Schedule of User and Regulatory Fees

Effective July 1, 2023

City of Oroville

Master Fee Schedule

Fee Type	Page
BUILDING FEES	1
CODE COMPLIANCE FEES	8
CODE COMPLIANCE / ADMINISTRATIVE CITATIONS	9
FIRE DEPARTMENT FEES	10
PLANNING FEES	16
SHORT TERM VACATION RENTAL PERMIT FEES	18
LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES	19
POLICE FEES	22
CULTURAL FACILITIES ADMISSION FEES	23
PARK USE RENTAL FEES	25

City of Oroville

BUILDING FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
1 Minimum Permit Fee (When One Inspection is Required)	\$166			Y
2 Minimum Permit Fee (When Two Inspections are Required)	\$332			Y
3 Standard Hourly Rate	\$166			Y
4 Technology Cost Recovery Fee (to be charged at each permit application and issuance)	6% of plan review and permit fee			N
5 Strong Motion Instrumentation Program (SMIP) Fee				
a) Residential	Valuation x .00013			N
b) Commercial	Valuation x .00028			N
6 Green Building Fee	\$1 per \$25,000 of Permit Valuation			N
Fire Project Review and Inspection Fees				
7 Administrative Fee	\$166		[a]	Y
8 Burn Permit Fee	\$25			Y
9 Fire Works Permit Administrative Fee	\$332		[b]	Y
Miscellaneous Department Fees				
10 Business License Occupancy Inspection Fee (minimum 1 hour)	\$166	per hour		Y
11 Business License Occupancy Submittal/Processing Fee (minimum ½ hour)	\$83	per 1/2 hour		Y
12 First Time Homebuyer's Inspection Fee (minimum 1 hour)	\$166	per hour		Y
13 Re-inspection fee for Business License Occupancy or First Time Homebuyer's Inspection (minimum 1 hour)	\$166	per hour		Y
14 Encroachment Permit Administrative Processing Fee	\$30			Y
15 Addressing (new or re-addressing), per hour (minimum ½ hour)	\$83	per 1/2 hour		Y
16 Temporary Certificate of Occupancy	\$332			Y
17 Certificate of Occupancy Document	\$20			Y
18 Plan review fee (minimum ½ hour)	\$83	per 1/2 hour		Y
19 Geotechnical Review Fee (minimum 1 hour)	\$166	per hour		Y
20 Site Inspection (minimum 1 hour)	\$166	per hour		Y
21 Requested Special Inspection per hour or fraction thereof (minimum 1 hour)	\$166	per hour		Y
22 Alternative Methods and Materials Review per hour (minimum 1 hour)	\$166	per hour		Y
23 Photocopy of Documents Fees				
a) 8.5" x 11"	\$0.25	per sheet		N
b) 11" x 17"	\$1.10	per sheet		N
c) 18" x 26"	\$1.15	per sheet		N
d) 24" x 36"	\$1.25	per sheet		N
e) 24" x 42" and larger	\$1.30	per sheet		N

City of Oroville

BUILDING FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
24 Specialized reviews and requests	Actual Cost			N
25 Certified Access Specialist Program (CAsp)				
a) Inspection per hour (minimum 1 hour)	\$166	per hour		Y
b) Inspection report per hour (minimum ½ hour)	\$83	per 1/2 hour		Y
c) Certificate	\$100			Y
26 Demolition				
a) Per building	\$166			Y
b) Per building if a structure pre-measure is requested	\$332			Y
27 Residential swimming pool, spa, or hot tub				
a) Plan review (minimum 1 hour)	\$166	per hour		Y
b) Permit	\$830			Y
28 Residential swimming pool addition or remodel permit	\$498			Y
29 Residential spa or hot tub permit (self-contained above ground)	\$332			Y
30 Commercial swimming pool or spa permit	Based on Valuation			Y
31 Re-Roof Permit				
a) Residential	\$332			Y
b) Residential multifamily (per building)	\$332			Y
c) Commercial	\$498			Y
32 Window installation or replacement permit (rough frame, and final inspection required)				
a) Retrofit windows	\$166			Y
b) New construction windows (flashing, minor siding replacement,	\$332			Y
c) Residential or commercial building move (site, foundation, electrical, plumbing, mechanical, and final inspection); additional fees may apply	Based on Valuation			Y
Patio Covers, Decks, and Trellises				
33 Plan Review (minimum 1 hour)	\$166	per hour		Y
34 Up to 500 sq.ft. (wood or metal construction)	\$498			Y
35 Enclosed up to 500 sq.ft. (wood or metal construction)	\$664			Y
36 In excess of 500 sq.ft. (covered or enclosed) additional fee per 100 sq.ft. or fraction thereof	\$166			Y
37 Deck or Trellis (per structure)	\$332			Y
Signs				
38 Plan Review, (wall and/or roof mounted) (minimum 1 hour)	\$166	per hour		Y
39 Plan Review (freestanding) (minimum 1 hour)	Based on Valuation			Y
40 Additional electrical permit fee for illuminated signs (minimum 1 hour)	\$166	per hour		Y
41 Signs - 0-100 square feet	\$332			Y
42 Signs - Over 100 square feet	\$498			Y

City of Oroville

BUILDING FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
Cellular Tower				
43 Plan Review, (minimum 1 hour)	Based on Valuation			Y
44 Free standing monopole	\$830			Y
45 Co-location	\$664			Y
46 Equipment Container	\$332			Y
Manufactured Buildings				
47 Application Fee	\$30			Y
48 Plan Review (minimum 1 hour)	\$166	per hour		Y
49 Installation with Standard Plan Approval (SPA)	\$664			Y
50 Non-Standard Plan Approval (SPA), engineered foundation system	Based on Valuation			Y
51 Electrical	\$166			Y
52 Plumbing	\$166			Y
53 Mechanical	\$166			Y
54 Commercial Coach set-up and installation	Based on Valuation			Y
55 California State 433A & 433B processing fee (per building section)	\$21			Y
56 Master Plan Fee	\$332			Y
Electrical Service and/or Sub-Panel Installation				
57 Up to 325 amperes	\$166			Y
58 325 to 1,000 amperes	\$332			Y
59 Over 1,000 amperes	\$332			Y
60 Plan Review fee (when required) (minimum 1 hour)	\$166	per hour		Y
61 Temporary power pole/service	\$332			Y
62 Residential backup generator	\$332			Y
63 Commercial backup generator	\$498			Y
Photovoltaic (PV-Solar) & Alternative Energy Systems				
64 Photovoltaic & Alternative Energy Systems Plan Review				
a) Residential	\$166			Y
b) Commercial (minimum 1 hour)	Based on Valuation			Y
65 Residential roof mount; PV panels and equipment only	\$332			Y
66 Residential ground mount; PV panels and equipment only (minimum 2 hours)	Based on Valuation			Y
67 Commercial roof mount; PV panels and equipment only (per each separate array)	\$498			Y
68 Commercial ground mount; PV panels and equipment only (minimum 3 hours)	Based on Valuation			Y
69 Alternative Energy Producing System (wind turbine, methane gas conversion, bio-fuels, etc) (per valuation table)	Based on Valuation			Y
70 Residential or Commercial Ground Mount Foundation Plan Review	Based on Valuation			Y
71 Residential or not of Commercial Ground Mount Foundation	Based on Valuation			Y

City of Oroville

BUILDING FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
Miscellaneous Plumbing				
72 Water heater installation/replacement	\$166			Y
73 Water softener or reverse osmosis installation/replacement	\$166			Y
74 Temporary gas release (prior to final inspection) (minimum 1 inspection)	\$166			Y
75 Above ground propane tank installation/replacement	\$332			Y
76 In-ground propane tank installation/replacement	\$498			Y
Miscellaneous Mechanical				
77 Residential HVAC furnace, A/C condenser, and/or ductwork	\$166			Y
78 Commercial HVAC furnace, A/C condenser, and/or ductwork	\$332			Y
79 Prefabricated or metal fireplace (Listed by a recognized agency; EPA phase II approved)	\$332			Y
80 Masonry with gas fireplace insert (EPA phase II approved)	\$332			Y
Guidelines for determining the valuation of common projects per type of structure shall be based on the actual work valuation but no less than the latest International Code Council based square footage tables.				
Miscellaneous Administration Fees				
81 Deferred Submittal Request (subject to approval by the Building Official)	\$166			Y
82 Permit Extension Request (subject to approval by the Building Official)	\$166			Y
83 Plan Review Extension Request (subject to approval by the Building Official)	\$166			Y
84 Re-instate expired permit – ½ of the cost of original permit if permit is older than 24 months; excludes school, fire, and FSA, etc fees) – (subject to approval by the Building Official)	1/2 the cost of original permit fees			N

[a] Fee for all fire review submittals (sprinklers, commercial kitchen hood extinguishing systems, fire alarm systems, etc.) (minimum 1/2 hour).

[b] Applies if processed/issued by the Development Services Department (minimum 2 hours).

City of Oroville

BUILDING FEES

Building Permit Fees

Total Valuation		Permit Fee				Yearly Adjust
\$1 to \$500	\$24.00					N
\$501 to \$2,000	\$24.00 for the first \$500	plus	\$3.00	for each add'l \$100 or fraction thereof, to and including \$2,000		N
\$2,001 to \$40,000	\$69.00 for the first \$2,000	plus	\$11.00	for each add'l \$1,000 or fraction thereof, to and including \$40,000		N
\$40,001 to \$100,000	\$487.00 for the first \$40,000	plus	\$9.00	for each add'l \$1,000 or fraction thereof, to and including \$100,000		N
\$100,001 to \$500,000	\$1,027.00 for the first \$100,000	plus	\$7.00	for each add'l \$1,000 or fraction thereof, to and including \$500,000		N
\$500,001 to \$1,000,000	\$3,827.00 for the first \$500,000	plus	\$5.00	for each add'l \$1,000 or fraction thereof, to and including \$1,000,000		N
\$1,000,001 to \$5,000,000	\$6,327.00 for the first \$1,000,000	plus	\$3.00	for each add'l \$1,000 or fraction thereof, to and including \$5,000,000		N
\$5,000,001 and Up	\$18,327.00 for the first \$5,000,000	plus	\$1.00	for each add'l \$1,000 or fraction thereof		N

City of Oroville

BUILDING FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
Other Inspections and Fees				
1 Inspections outside normal business hours (minimum 2 hours)	\$199	per hour		Y
2 Re-inspection fees assessed under the provisions of Section 6-1.7; 110.7 of the Oroville City Ordinance 1767.	\$166	per hour		Y
3 Inspection for which no fee is specifically indicated (minimum 1 hour)	\$166	per hour		Y
4 Additional plan review required due to changes, additions, or revisions to plans (minimum ½ hour)	\$83	per half hour		Y
5 For use of outside consultants for plan review and inspections, or both	Actual Cost		[a]	N
6 Plan Review: When a plan or other data is required to be submitted for review, the plan review fee for each building, structure, utility, etc.	65% of Building Permit Fee		[b]	N
7 Plan Review - Master Plan			[b][c]	
a) Plan Review for Initial Review of Master Plan	65% of Building Permit Fee		[b][c]	N
b) Plan Review for Each Building Permit that Utilizes an Approved Master Plan	\$166		[b][c]	Y
8 Disabled Access Review: For the review of California Code of Regulation Title 24 requirements for accessibility for the physically disabled	\$166	per hour		Y
9 Energy Conservation Review: For review of California Code of Regulations Title 24 requirements for energy conservation	10% of Building Permit Fee			N
10 Green Building Standards Review: For review of California Code of Regulations Title 24 requirements for green building standards	15% of Building Permit Fee			N

[a] Actual costs include the actual invoice amounts from the third party, as well as city administrative costs (e.g., staff and administrative billable rates).

[b] Fee covers up to three reviews. Each additional review will be billed at hourly rate.

[c] For all project master plans, full plan review will be charged for the initial review of all master plans. For each building permit that utilizes an approved master plan, a one hour plan review fee will be charged on each permit.

City of Oroville

BUILDING FEES

Additional Notes on Application of Fee Schedule

Building Permit Fee

For new construction, remodel, additions, or tenant improvement for any building or structure where a Building Permit is issued, use the column which is "Building Permit" of the Building Valuation Fee Table (minimum \$166.00 fee)

Building Permit Fee for any other construction work that is not listed, the contract amount will be the valuation and the fee will be the "Valuation Fee" (minimum \$166.00 fee for one inspection and \$332.00 for two inspections)

Electrical Permit Fee

For new construction, remodel, additions, or tenant improvement for any building or structure where a Building Permit is issued, use the column which is "12.5%" of the Building Permit Valuation Fee table (minimum \$166.00 fee)

Electrical Permit Fee for any other construction work that is not listed, the contract amount will be the valuation and the fee will be the "Valuation Fee" (minimum \$166.00 fee for one inspection and \$332.00 for two inspections)

Plumbing Permit Fee

For new construction, remodel, additions, or tenant improvement for any building or structure where a Building Permit is issued, use the column which is "10%" of the Building Permit Valuation Fee table (minimum \$166.00 fee)

Plumbing Permit Fee for any other construction work that is not listed, the contract amount will be the valuation and the fee will be the "Valuation Fee" (minimum \$166.00 fee for one inspection and \$332.00 for two inspections)

Mechanical Permit Fee

For new construction, remodel, additions, or tenant improvement for any building or structure where a Building Permit is issued, use the column which is "7.5%" of the Building Permit Valuation Fee table (minimum \$166.00 fee)

Mechanical Permit Fee for any other construction work that is not listed, the contract amount will be the valuation and the fee will be the "Valuation Fee" (minimum \$166.00 fee for one inspection and \$332.00 for two inspections)

City of Oroville

CODE COMPLIANCE FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
1 Re-inspection Fee	\$154			Y
2 Extension Request / Administrative Fee	\$77			Y
3 Multi-Family Inspection Program Fee (per dwelling unit)	\$39			Y
4 Preliminary Title Search Fee (Litigation Guarantee)				
a) Administrative Fee	\$116			Y
b) Title Search Company Cost	Actual Cost			N
5 Property Lien Processing Fee (per property) (1 hour)	\$154			Y
6 Property Posting Fee	\$154			Y
7 Vacant Building Monitoring Ordinance Fee (Annual)	\$462			Y
8 Vehicle Abatement	\$193			Y
9 Specialized Services Including, but not limited to, Attorney and Abatement Services	Actual Cost			Y
10 Miscellaneous Administrative Code Enforcement Fee (when not listed specifically above) (based on hourly rate; minimum ½ hour)	\$77	per half hour		Y

City of Oroville

CODE COMPLIANCE / ADMINISTRATIVE CITATIONS

Description	Citation Amount	30-Day Penalty	Note	Yearly Adjust
1 First Citation	\$100	\$100		N
2 Second Citation	\$200	\$200		N
3 Third Citation	\$500	\$500		N
4 Fourth Citation	\$1,000	\$1,000		N
5 Each Additional Citation	\$1,000	\$1,000		N

City of Oroville

FIRE FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
Construction				
1 Civil Plans				
a) Design Review	\$718			Y
2 Fire & life safety for building compliance				
a) Plan Review	20% of building plan check fee			N
b) Inspection	\$549			Y
Fire Protection Systems				
3 Kitchen hood system plan review and inspection				
a) Plan Review	\$380			Y
b) Inspection	\$296			Y
4 Underground Fire lines plan review and inspection				
a) Plan Review	\$380			Y
b) Inspection	\$465			Y
New construction sprinkler system plan review inspection				
5 1 - 200 sprinklers				
a) Plan Review	\$380			Y
b) Inspection	\$465			Y
6 201+ sprinklers				
a) Plan Review	\$634			Y
b) Inspection	\$634			Y
i) Add 1/2 hour per each floor over ground floor	\$85			Y
ii) Add 1/2 hour per each fire sprinkler riser	\$85			Y
Tenant improvement sprinkler system plan review and inspection				
7 1 - 50 sprinklers				
a) Plan Review	\$380			Y
b) Inspection	\$296			Y
8 51+ sprinklers				
a) Plan Review	\$549			Y
b) Inspection	\$465			Y

City of Oroville

FIRE FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
Residential SFD and Duplex fire sprinkler system, fire alarm system plan review and inspection				
9 Residential SFD and Duplex fire sprinkler system plan review and inspection				
a) Plan Review	\$380			Y
b) Inspection	\$296			Y
10 Fire alarm system plan review				
a) Plan Review	\$549			Y
b) Inspection	\$380			Y
11 Compressed gas systems				
a) Plan Review	\$380			Y
b) Inspection	\$296			Y
12 High-pile storage				
a) Plan Review	\$380			Y
b) Inspection	\$296			Y
13 Paint and spray booth				
a) Plan Review	\$380			Y
b) Inspection	\$296			Y
14 Temporary Structures, Tents, Canopies				
a) Plan Review	\$380			Y
b) Inspection	\$296			Y
15 Above ground tank installation				
a) Plan Review	\$380			Y
b) Inspection	\$296			Y
16 Below ground tank installation/removal				
a) Plan Review	\$380			Y
b) Inspection	\$296			Y
17 Technical reports/alternate material request	\$507			Y
18 Special plan review (expedite) (per hour)	\$254			Y
19 Re-inspection fees	\$169			Y
20 Aerosol products exceeding 500 lbs. Manufacturing or packaging only	\$254			Y
21 Amusement buildings Haunted Houses and similar activity per bldg	\$338			Y
22 Aviation servicing or repair buildings (Per Airport)	\$338			Y

City of Oroville

FIRE FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
23 Cellulose nitrate film Per facility, manufacturing, cabinet shop, mill	\$254			Y
24 Combustible fibers (Manufacturing, cotton, straw, etc.)	\$338			Y
25 Compressed gases CFC Article 30, in excess of 50lbs or 1 mobile unit	\$254			Y
26 Covered mall buildings (CBC Defined, per mall)	\$507			Y
27 Cryogenic fluids (Per site, liquid nitrogen or similar)	\$254			Y
28 Cutting and welding Per site, single activity/mobile operations see "Hot Work"	\$338			Y
29 Carnivals, circus, fairs** (Per event**)	\$338			Y
30 Dry cleaning plants (Not to include retail stores)	\$338			Y
31 Exhibits and trade shows (Per event)	\$338			Y
32 Explosives or blasting agents (Per facility, event or site)	\$338			Y
33 Fireworks retail stand				
a) Non-profit per City Code Ch 10-8	\$0			N
b) Clean up fee (Per site)	\$254			Y
34 Fireworks public display Per event, airborne or explosive	\$338			Y
35 Fireworks special pyrotechnic effects (Per event)	\$507			Y
36 Flammable or combustible liquids Per site, above ground storage	\$254			Y
37 Floor refinishing with Class I or II liquids (old classification: Bowling Alley Refinishing) Per site, above ground storage	\$254			Y
38 Fruit and crop ripening with ethylene gas (Per site)	\$254			Y
39 Fumigation permit (Per building)	\$254			Y
40 Hazardous materials storage, dispense, use of handling Per site 4280-2000 \$202.0	\$338			Y
41 Hazardous waste generator Per site, in conjunction with haz material storage	\$254			Y
42 HPM facilities (Per site)	\$338			Y
43 High-pile storage (Per site, CFC class I-IV materials)	\$338			Y
44 Hot works operations (Per day per site - temporary uses)	\$254			Y

City of Oroville

FIRE FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
45 Industrial ovens (Per site, cement, powder coating, etc)	\$254			Y
46 Lumber yards processing > 100,000 board feet Per site and parcel	\$338			Y
47 LPG (Per site, excludes R-3 & R-1 dwellings)	\$254			Y
48 Magnesium (Per site)	\$254			Y
49 Misc combustible storage in excess of 2500 cubic feet (Per site)	\$338			Y
50 Open flame, torches, candles, (Per event, not in conjunction with #10 or #27	\$254			Y
51 Organic coating (Per site)	\$254			Y
52 Pyroxylin plastics (Per site, manufacturing and/or application)	\$254			Y
53 Refrigeration equipment regulated by chapter 6 (Per site, excludes R-1 and R-3 occupancies)	\$338			Y
54 Roof top heliports Per platform	\$254			Y
55 Spraying and dipping (Per site, auto body, plating, acid washing, etc)	\$338			Y
56 Storage of scrap tires and tire rebuilding plants (Per site, includes auto salvage yards)	\$338			Y
R Occupancies				
57 Multi-Unit Residential				
a) 3 to 5 Units	\$169			Y
b) 6 - 10 Units	\$254			Y
c) 11 to 20 Units	\$380			Y
d) 21 - 40 Units	\$549			Y
e) 41 or more Units	\$718			Y
58 Pre-inspection - Residential care facilities, per site	\$85			Y
59 Large family day care R-3, per site	\$338			Y
60 A Occupancies, (Assembly)	\$169			Y

City of Oroville

FIRE FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
61 B Occupancies, (Business)				
a) 1 - 500 sq ft	\$42			Y
b) 501 - 1,000 sq ft	\$85			Y
c) 1,001 to 1,500 sq ft	\$127			Y
d) 1,501 to 2,000 sq ft	\$169			Y
e) 2,001 - 2,500 sq ft	\$211			Y
f) 2,501 - 3,000 sq ft	\$254			Y
g) 3,001 - 3,500 sq ft	\$296			Y
h) 3,501 - 4,000 sq ft	\$380			Y
i) 4,001 - 4,500 sq ft	\$423			Y
j) 4,500 sq ft - 5,000 sq ft	\$465			Y
62 C Occupancies, Camps, organized (Per site)	\$169			Y
63 E Occupancies (example Laboratories) (Per building)	\$169			Y
64 F Occupancies (example Factory)	\$380			Y
65 H Occupancies Per building, fuel storage, chemical process	\$338			Y
66 I Occupancies (example Hospital) (Per building)	\$507			Y
67 L Occupancies (example Laboratories) (Per Building)	\$169			Y
68 M Occupancies (Mercantile)				
a) 1 - 500 sq ft	\$42			Y
b) 501 - 1,000 sq ft	\$85			Y
c) 1,001 to 1,500 sq ft	\$127			Y
d) 1,501 to 2,000 sq ft	\$169			Y
e) 2,001 - 2,500 sq ft	\$211			Y
f) 2,501 - 3,000 sq ft	\$254			Y
g) 3,001 - 3,500 sq ft	\$296			Y
h) 3,501 - 4,000 sq ft	\$380			Y
i) 4,001 - 4,500 sq ft	\$423			Y
j) 4,500 sq ft - 5,000 sq ft	\$465			Y
69 S Occupancies (Storage)	\$169			Y
70 U Occupancies (Utility and Miscellaneous)	\$169			Y
71 Annual Fire Company Inspection Per hour or fraction thereof	\$254			Y
72 Additional Inspections Per hour or fraction thereof	\$85 after 2nd inspection			Y

City of Oroville

FIRE FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
73 Burn Permits	\$11			Y
74 Code compliance inspection	\$211			Y
75 Emergency DUI response	See Butte County			N
76 Fire report	\$20			Y
77 Garbage abatement	Actual Cost			N
78 Fire watch service	\$211			Y
79 False alarm cost recovery after 3rd false alarm	Actual Cost			N
80 Weed abatement	Actual Cost			N
81 EMS response per quarter hour	See Butte County			N
82 EMS medical response/extrication	See Butte County			N
83 Hospital ride along	See Butte County			N
84 Public Service call	See Butte County			N
85 Fire Investigation	See Butte County			N
86 Hazardous Material response	See Butte County			N
87 Contamination remediation	See Butte County			N
Hourly Rates				
88 Fire Chief	See Butte County			N
89 Fire Captain	See Butte County			N
90 Battalion Chief	See Butte County			N
91 Fire Fighter	See Butte County			N
92 Engine Time (Criminal or Negligent)	See Butte County			N

City of Oroville

PLANNING FEES

Description	Fixed Fee	Initial Deposit	Charge Basis	Note	Yearly Adjust
1 Administrative Permit	\$435		Flat Fee		Y
2 Adult-Oriented Business Fee	\$1,750		Flat Fee		Y
3 Amendment/Modification Fee (Use Permits, Variances, TSM, etc.)	\$2,100		Flat Fee		Y
4 Annexation		\$10,000	Deposit		Y
5 Appeal to City Council or Planning Commission					
a) Discretionary Items	\$3,500		Flat Fee		Y
b) Ministerial Items	\$350		Flat Fee		Y
6 "Burn-Down" Letter	\$175		Flat Fee		Y
7 Business License Application Review	\$88		Flat Fee		Y
8 Condition Compliance		\$1,400	Deposit		Y
9 Density Bonus	No Charge				N
10 Development Review	\$1,000		Flat Fee		Y
11 Development Agreement		\$7,000	Deposit		Y
12 Environmental Review					
a) Environmental Assessment/Initial Study		\$5,000	Deposit		Y
b) Notice of Exemption				[a]	
c) Negative Declaration		\$10,000	Deposit		Y
d) EIR Deposit		\$10,000	Deposit		Y
13 General Plan Amendment		\$10,000	Deposit		Y
14 Home Occupation					
a) Low Impact	\$125		Flat Fee		Y
b) Moderate Impact	\$250		Flat Fee		Y
15 Landmark Designation or Demolition	\$1,500		Flat Fee		Y
16 Landmark Alteration Permit	\$500		Flat Fee		Y
17 Occupancy Review	\$150		Flat Fee		Y
18 Pre-Application (Initial Project Review)	\$525		Flat Fee		Y
19 Sign Review	\$300		Flat Fee		Y

City of Oroville

PLANNING FEES

Description	Fixed Fee	Initial Deposit	Charge Basis	Note	Yearly Adjust
20 Special Event Permit					
a) Application Fee					
i) Application Submitted More than 15 Days Before Event	\$100		Flat Fee		Y
ii) Application Submitted Within 15 Days of Event	\$300		Flat Fee		Y
b) Police / Streets / Other City Support Provided for Event Monitoring, Street Closures, Setup, etc.	Actual Costs; Bill Per Hour		Per Hour		Y
21 Specific Plan Amendment		\$10,000	Deposit		Y
22 Specific Plan or Planned Development Overlay		\$10,000	Deposit		Y
23 Temporary Use Permit	\$275		Flat Fee		Y
24 Tentative Parcel Map	\$4,000		Flat Fee		Y
25 Tentative Subdivision Map		\$5,000	Deposit		Y
26 Per Resulting Lot Tentative Maps		\$40	Deposit		Y
27 Use Permit					
a) Minor	\$3,500		Flat Fee		Y
b) Major		\$5,000	Deposit		Y
28 Zone Change		\$3,500	Deposit		Y
29 Variance					
a) ZA determination	\$525		Flat Fee		Y
b) Minor Variance	\$1,750		Flat Fee		Y
c) Variance		\$3,500	Deposit		Y
30 Zoning/General Plan Compliance Letters	\$150		Flat Fee		Y
Assorted Copies					
31 General Plan, Housing Element, Zoning Code	Online			[b]	N
32 Copies	\$0.25		Per Page		N
Hourly Billing Rate					
33 Planning	\$175		Per Hour		Y
34 Contract Services	Actual Cost + 15% Admin Fee		T & M		N

* Applicants shall be responsible for all amounts due to other agencies (e.g., LAFCO, Department of Fish & Wildlife, County Recorder, etc.)

** For deposit based fees the City intends to collect 100% of total cost of service using time and materials billings.

[a] Amount collected as part of other fees.

[b] Documents are available online. For hardcopy materials use actual printing costs or per page copy fee.

City of Oroville

SHORT TERM RENTAL PERMIT FEES

Description		Fee	Charge Basis	Note	Yearly Adjust
1	Short-Term Vacation Rental Permit Fee				
	a) Administrative Permit	\$435			Y
	b) Use Permit (Airbnb, B&B, SRO, Boarding House)	\$3,500			Y
2	Technology Fee (% of permit fee)	6%			N

City of Oroville

LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
LAND DEVELOPMENT				
1 Abandon Street	\$1,275			Y
2 Assessment District Setup				
a) Deposit	\$10,000			Y
b) Per Lot	\$30			Y
3 Certificate of Compliance	\$600			Y
4 Deferred Improvement Agreement	\$375			Y
5 Final Parcel Map Review	\$2,400			Y
6 Final Subdivision Map Review	\$2,400			Y
7 Flood Plain Letter	\$150			Y
8 Grading Permit	\$150			Y
9 Grant of License	\$150			Y
10 Lot Line Adjustment	\$1,200			Y
11 Parcel Merger	\$1,200			Y
12 Reversion to Acreage	\$5,400			Y
13 Sewer Main Tapping Fee	\$600			Y
14 Sewer Service Agreement - Outside	\$750			Y
15 Sewer Service Charges				
a) City	\$23.56	per EDU		N
b) SC-OR	\$23.85	per EDU		N
16 Subdivider Agreement	\$1,800			Y
17 Site Improvements Plan Check				
a) Plan Check	3.0%	% of construction cost		Y
b) Construction Inspection	3.0%	% of construction cost		Y
18 Transportation Permit	\$16 - \$90			N

City of Oroville

LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
ENCROACHMENT				
19 Construction Dumpster	\$100			Y
20 Construction Job Trailer	\$100			Y
21 Disabled Curb Ramp	\$300	each location		Y
22 Drainage Inlet	\$300	each location		Y
23 Paving - less than 1,000 sq ft	\$150			Y
24 Sidewalk, Curb and Gutter				
a) Repair, less than 100 lf	\$150			Y
b) New, less than 100 lf	\$300			Y
c) Obstruction	\$150	each location		Y
25 Street Repair, less than 500 sq ft	\$225			Y
26 Underground Utility, less than 300 lf	\$300			Y
27 House Relocating/Moving	\$375			Y

City of Oroville

LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
IMPACT FEES				
28 Traffic Impact Fee				
a) Single Family	\$961	per unit		N
b) Multi Family	\$745	per unit		N
c) Commercial	\$2,091	per 1,000 sq ft		N
d) Office	\$1,105	per 1,000 sq ft		N
e) Industrial	\$575	per 1,000 sq ft		N
29 Facilities Impact Fees				
a) General Government				
i) Single Family	\$1,135	per unit		N
ii) Multi Family	\$676	per unit		N
iii) Commercial	\$590	per 1,000 sq ft		N
iv) Office	\$770	per 1,000 sq ft		N
v) Industrial	\$286	per 1,000 sq ft		N
b) Fire				
i) Single Family	\$804	per unit		N
ii) Multi Family	\$648	per unit		N
iii) Commercial	\$507	per 1,000 sq ft		N
iv) Office	\$662	per 1,000 sq ft		N
v) Industrial	\$246	per 1,000 sq ft		N
c) Law Enforcement				
i) Single Family	\$1,393	per unit		N
ii) Multi Family	\$1,122	per unit		N
iii) Commercial	\$393	per 1,000 sq ft		N
iv) Office	\$514	per 1,000 sq ft		N
v) Industrial	\$192	per 1,000 sq ft		N
d) Parks				
i) Single Family	\$3,843	per unit		N
ii) Multi Family	\$3,095	per dwelling unit		N
30 Drainage Impact Fee				
a) Single Family	\$2,572			N
b) Multi Family Per Unit	\$1,029			N
c) Commercial	\$1,466			N
d) Office	\$1,440			N
e) Industrial	\$1,388			N
f) Thermalito	see fee schedule			N
31 Sewer Connection				
a) Impact Fee	\$1,794	per EDU		N
b) SCOR	\$6,638	per EDU		N

City of Oroville

POLICE DEPARTMENT FEES

Description	Fee	Charge Basis	Note	Yearly Adjust
1 Alarm Permit	\$30			Y
2 Citation Signoff	\$20			N
3 Local Record Review	\$38			Y
4 Police Report	\$20	per report		N
5 CAD Report	\$10			N
6 Digital Photographs	\$25			N
7 Hourly Rate				
a) Officer	\$113	per hour	[a]	Y
b) Detective	\$119	per hour	[a]	Y
8 VIN Verification	\$25			N
9 Vehicle Repossession Release	\$15		[b]	N
10 Impounded/Stored Vehicle Release	\$165			Y

[a] Rate for special service requests. Overtime rate.

[b] Amount set by State.

City of Oroville

CULTURAL FACILITIES ADMISSION FEES

Description	Charge	Charge Basis	Note	Yearly Adjust
Admissions to C.F. Lott Home Museum				
1 General Admission (12 years and older)	\$4.00			Y
2 AAA Discount Admission	\$3.50			Y
3 Adult Group Admission (15 people or more)	\$3.50			Y
4 Children Under 12 Years (when accompanied by a paying adult)	Free			Y
5 Adult Group Tour Fees (Max. 35)	\$22.00			Y
6 School Tour Fees				
a) One Class of 3rd to 6th Grade Students (Max. 35)	\$22.00			Y
b) Adult Chaperones (maximum 1 per 5 students)	Included (free)			Y
c) Additional Chaperones	\$3.50	each		Y
d) Below 3rd Grade	No Admittance			Y
e) School Classes Above 6th Grade	\$3.50	each person		Y
Admissions to Chinese Temple Complex & Museum				
7 General Admission (12 years and older)	\$4.00			Y
8 AAA Discount Admission	\$3.50			Y
9 Adult Group Admission (15 people or more)	\$3.50			Y
10 Children Under 12 Years (when accompanied by a paying adult)	Free			Y
11 Adult Group Tour Fees (Max. 35)	\$22.00			Y
12 School Tour Fees				
a) One Class of 3rd to 6th Grade Students (Max. 35)	\$22.00			Y
b) Adult Chaperones (maximum 1 per 5 students)	Included (free)			Y
c) Additional Chaperones	\$3.50	each		Y
d) Below 3rd Grade	No Admittance			Y
e) School Classes Above 6th Grade	\$3.50	each person		Y
Admissions to Bolt's Antique Tool Museum				
13 General Admission (12 years and older)	\$4.00			Y
14 AAA Discount Admission	\$3.50			Y
15 Adult Group Admission (15 people or more)	\$3.50			Y
16 Children Under 12 Years (when accompanied by a paying adult)	Free			Y
17 Adult Group Tour Fees (Max. 35)	\$22.00			Y
18 School Tour Fees				
a) One Class of 3rd to 6th Grade Students (Max. 35)	\$22.00			Y
b) Adult Chaperones (maximum 1 per 5 students)	Included (Free)			Y
c) Additional Chaperones	\$3.50	each		Y
d) Below 3rd Grade	No Admittance			Y
e) School Classes Above 6th Grade	\$3.50	each person		Y

City of Oroville

CULTURAL FACILITIES ADMISSION FEES

Description	Charge	Charge Basis	Note	Yearly Adjust
Admissions to Butte County Pioneer Memorial Museum				
19 General Admission (12 years and older)	\$4.00			Y
20 AAA Discount Admission	\$3.50			Y
21 Adult Group Admission (15 people or more)	\$3.50			Y
22 Children Under 12 Years (when accompanied by a paying adult)	Free			Y
23 Adult Group Tour Fees (Max. 35)	\$22.00			Y
24 School Tour Fees				
a) One Class of 3rd to 6th Grade Students (Max. 35)	\$22.00			Y
b) Adult Chaperones (maximum 1 per 5 students)	Included (Free)			Y
c) Additional Chaperones	\$3.50	each		Y
d) Below 3rd Grade	No Admittance			Y
e) School Classes Above 6th Grade	\$3.50	each person		Y
Admissions to Feather River Nature Center				
25 General Admission - Adults and Children	Free			Y
26 Adult Group Tour Fees (Max. 35)	\$22.00			Y
27 School Tour Fees				
a) One Class of 3rd to 6th Grade Students (Max. 35)	\$22.00			Y
b) Adult Chaperones (maximum 1 per 5 students)	Included (Free)			Y
c) Additional Chaperones	\$3.50	each		Y
d) Below 3rd Grade	No Admittance			Y
e) School Classes Above 6th Grade	\$3.50	each person		Y

City of Oroville

PARK USE RENTAL FEES

Description	Saturday and Holidays	All Other	Charge Basis	Note	Yearly Adjust
Sank Park/Lott Home					
Rental Fees for this park are for 8 hours maximum, park must be vacated by 9:00pm					
1 Wedding Only - Gazebo & Nancy Price Room					
a) City Residents	\$410	\$275			Y
b) Non-Residents	\$520	\$345			Y
c) Key Deposit	\$85	\$85			Y
d) Cleaning Deposit	\$165	\$165			Y
e) Amplification Permit - PA Systems	\$50	\$50			Y
f) Alcohol Permit	\$80	\$80	per hr, min 3 hrs		Y
2 Reception Only - Patio & Kitchen					
a) City Residents	\$410	\$275			Y
b) Non-Residents	\$520	\$345			Y
c) Key Deposit	\$85	\$85			Y
d) Cleaning Deposit	\$165	\$165			Y
e) Amplification Permit - PA Systems	\$50	\$50			Y
f) Alcohol Permit	\$80	\$80	per hr, min 3 hrs		Y
3 Wedding & Reception Only - Patio, Kitchen, Gazebo & Nancy Price Room					
a) City Residents	\$830	\$550			Y
b) Non-Residents	\$1,040	\$690			Y
c) Key Deposit	\$85	\$85			Y
d) Cleaning Deposit	\$165	\$165			Y
e) Amplification Permit - PA Systems	\$50	\$50			Y
f) Alcohol Permit	\$80	\$80	per hr, min 3 hrs		Y
4 General Group Use					
a) Fundraiser/Event with Admission Charge	\$580	\$385			Y
b) Kitchen Rental	\$130	\$85			Y
c) Coach Room (Per Person)	\$5	\$5			Y
d) Key Deposit	\$85	\$85			Y
e) Cleaning Deposit	\$165	\$165			Y
f) Amplification Permit - PA Systems	\$50	\$50			Y
g) Alcohol Permit	\$80	\$80	per hr, min 3 hrs		Y

City of Oroville

PARK USE RENTAL FEES

Description	Charge	Charge Basis	Note	Yearly Adjust
Centennial Plaza				
Electricity is the Only Amenity Offered - No Restrooms!				
1 Wedding and/or Reception	\$160			Y
2 Key Deposit (for electrical box)	\$35			Y
Hammon Park				
3 General Park Fee (up to 4 hours)	\$50			Y
4 Each Additional Hour	\$15			Y
5 Fundraiser	\$285			Y
6 Elementary School Events	Free			Y
7 Alcohol Permit	\$80	per hr, min 3 hrs		Y
8 Amplification Permit - PA Systems	\$55			Y
9 Key Deposit (for electrical box)	\$35			Y
10 Water Spigot Deposit	\$95			Y
Rotary Park				
11 General Park Fee (up to 4 hours)	\$50			Y
12 Each Additional Hour	\$15			Y
13 Fundraiser	\$285			Y
14 Elementary School Events	Free			Y
15 Rotary Club events at Rotary Park	Free			Y
16 Alcohol Permit	\$80	per hr, min 3 hrs		Y
17 Amplification Permit - PA Systems	\$55			Y
18 Key Deposit (for electrical box)	\$35			Y
19 Water Spigot Deposit	\$95			Y
Hewitt Park [a]				
20 Bocce Ball Equipment Deposit (Ball set available at City Hall)	\$50			Y
21 General Park Fee (up to 4 hours)	\$40			Y
22 Each Additional Hour	\$10			Y
23 Fundraiser	\$225			Y
24 Elementary School Events	Free			Y
25 Alcohol Permit	\$80	per hr, min 3 hrs		Y
26 Amplification Permit - PA Systems	\$55			Y
27 Key Deposit (for electrical box)	\$35			Y
28 Water Spigot Deposit	\$95			Y

City of Oroville

PARK USE RENTAL FEES

Description	Charge	Charge Basis	Note	Yearly Adjust
Oroville Municipal Auditorium				
29 Rental for the First 12 Hours, Including 1 Staff Person for 8 Hours	\$625			Y
30 Staff Person Per Hour After 8 Hours	\$35			Y
31 Additional Staff Person Per Hour (Min 1 Hr)	\$35			Y
32 Refundable Cleaning Deposit/Security Deposit	\$500			Y
33 Alcohol Permit	\$80	per hr, min 3 hrs		Y

[a] No reservations taken until Hewitt Park remodel is completed. Fees listed for Hewitt Park will become effective at that time.



User and Regulatory Fees

Fee-Related Cost of Service Analysis

City of Oroville

Cost of Service Analysis

Fee Type	Page
BUILDING FEES	3
CODE COMPLIANCE FEES	11
FIRE FEES	14
PLANNING FEES	22
LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES	28
POLICE FEES	32
CULTURAL FACILITIES ADMISSION FEES AND PARK USE RENTAL FEES	37
INDIRECT COST RATE CALCULATION FOR USER AND REGULATORY FEES	44



User and Regulatory Fees

Building Fees

Calculation of Fully-Burdened Hourly Rate

Description	Inspection Hourly Rate	Plan Review Hourly Rate	Allocation	Notes
Contract Share	\$100	\$125	65%	[a]
City Share	\$54	\$67	35%	
Fully-Burdened Hourly Rate	\$154	\$192	100%	
Weighting	1.00	0.50		

Consolidated Fully-Burdened Hourly Rate	\$167
Rate Used for Fee Calculations	\$166

[a] amount intended to serve as a reasonable estimate of ongoing contract service cost.

Fee Description	Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note	Yearly Adjust
1 Minimum Permit Fee (When One Inspection is Required)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
2 Minimum Permit Fee (When Two Inspections are Required)	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
3 Standard Hourly Rate	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
4 Technology Cost Recovery Fee (to be charged at each permit application and issuance)					varies	6% of plan review and permit fee		6% of plan review and permit fee					N
5 Strong Motion Instrumentation Program (SMIP) Fee													
a) Residential						Valuation x .00013		Valuation x .00013					N
b) Commercial						Valuation x .00028		Valuation x .00028					N
6 Green Building Fee						\$1 per \$25,000 of Permit Valuation		\$1 per \$25,000 of Permit Valuation					N
Fire Project Review and Inspection Fees													
7 Administrative Fee	1.00	x	\$166	=	\$166	\$43	26%	\$166	100%	\$123		[a]	Y
8 Burn Permit Fee	0.15	x	\$166	=	\$25	\$11	45%	\$25	100%	\$14			Y
9 Fire Works Permit Administrative Fee	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162		[b]	Y
Miscellaneous Department Fees													
10 Business License Occupancy Inspection Fee (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
11 Business License Occupancy Submittal/Processing Fee (minimum ½ hour)	0.50	x	\$166	=	\$83	\$43	52%	\$83	100%	\$40	per 1/2 hour		Y
12 First Time Homebuyer's Inspection Fee (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
13 Re-inspection fee for Business License Occupancy or First Time Homebuyer's Inspection (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
14 Encroachment Permit Administrative Processing Fee	0.18	x	\$166	=	\$30	\$15	51%	\$30	100%	\$15			Y
15 Addressing (new or re-addressing), per hour (minimum ½ hour)	0.50	x	\$166	=	\$83	\$43	52%	\$83	100%	\$40	per 1/2 hour		Y
16 Temporary Certificate of Occupancy	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
17 Certificate of Occupancy Document	0.12	x	\$166	=	\$20	\$10	51%	\$20	100%	\$10			Y
18 Plan review fee (minimum ½ hour)	0.50	x	\$166	=	\$83	\$43	52%	\$83	100%	\$40	per 1/2 hour		Y
19 Geotechnical Review Fee (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
20 Site Inspection (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
21 Requested Special Inspection per hour or fraction thereof (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
22 Alternative Methods and Materials Review per hour (minimum 1 hour)	1.00	x	\$166	=	\$166	\$43	26%	\$166	100%	\$123	per hour		Y

Fee Description	Labor Hours		Hourly Rate		Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note	Yearly Adjust
23 Photocopy of Documents Fees													
a) 8.5" x 11"						\$0.25		\$0.25			per sheet		N
b) 11" x 17"						\$1.10		\$1.10			per sheet		N
c) 18" x 26"						\$1.15		\$1.15			per sheet		N
d) 24" x 36"						\$1.25		\$1.25			per sheet		N
e) 24" x 42" and larger						\$1.30		\$1.30			per sheet		N
24 Specialized reviews and requests					Varies	Actual Cost	100%	Actual Cost	100%				N
25 Certified Access Specialist Program (CASp)													
a) Inspection per hour (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
b) Inspection report per hour (minimum ½ hour)	0.50	x	\$166	=	\$83	\$43	52%	\$83	100%	\$40	per 1/2 hour		Y
c) Certificate	0.60	x	\$166	=	\$100	\$51	51%	\$100	100%	\$49			Y
26 Demolition													
a) Per building	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
b) Per building if a structure pre-measure is requested	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
27 Residential swimming pool, spa, or hot tub													
a) Plan review (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
b) Permit	5.00	x	\$166	=	\$830	\$415	50%	\$830	100%	\$415			Y
28 Residential swimming pool addition or remodel permit	3.00	x	\$166	=	\$498	\$255	51%	\$498	100%	\$243			Y
29 Residential spa or hot tub permit (self-contained above ground)	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
30 Commercial swimming pool or spa permit					Varies	Based on Valuation	100%	Based on Valuation	100%				Y
31 Re-Roof Permit													
a) Residential	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
b) Residential multifamily (per building)	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
c) Commercial	3.00	x	\$166	=	\$498	\$255	51%	\$498	100%	\$243			Y
32 Window installation or replacement permit (rough frame, and final inspection required)													
a) Retrofit windows	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
b) New construction windows (flashing, minor siding replacement, etc)	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
c) Residential or commercial building move (site, foundation, electrical, plumbing, mechanical, and final inspection); additional fees may apply					Varies	Based on Valuation	100%	Based on Valuation	100%				Y

Fee Description	Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note	Yearly Adjust
Patio Covers, Decks, and Trellises													
33 Plan Review (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
34 Up to 500 sq.ft. (wood or metal construction)	3.00	x	\$166	=	\$498	\$255	51%	\$498	100%	\$243			Y
35 Enclosed up to 500 sq.ft. (wood or metal construction)	4.00	x	\$166	=	\$664	\$340	51%	\$664	100%	\$324			Y
36 In excess of 500 sq.ft. (covered or enclosed) additional fee per 100 sq.ft. or fraction thereof	1.00	x	\$166	=	\$166	\$43	26%	\$166	100%	\$123			Y
37 Deck or Trellis (per structure)	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
Signs													
38 Plan Review, (wall and/or roof mounted) (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
39 Plan Review (freestanding) (minimum 1 hour)					Varies	Based on Valuation	100%	Based on Valuation	100%				Y
40 Additional electrical permit fee for illuminated signs (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
41 Signs - 0-100 square feet	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
42 Signs - Over 100 square feet	3.00	x	\$166	=	\$498	\$255	51%	\$498	100%	\$243			Y
Cellular Tower													
43 Plan Review, (minimum 1 hour)					Varies	Based on Valuation	100%	Based on Valuation	100%				Y
44 Free standing monopole	5.00	x	\$166	=	\$830	\$420	51%	\$830	100%	\$410			Y
45 Co-location	4.00	x	\$166	=	\$664	\$340	51%	\$664	100%	\$324			Y
46 Equipment Container	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
Manufactured Buildings													
47 Application Fee	0.18	x	\$166	=	\$30	\$15	51%	\$30	100%	\$15			Y
48 Plan Review (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
49 Installation with Standard Plan Approval (SPA)	4.00	x	\$166	=	\$664	\$340	51%	\$664	100%	\$324			Y
50 Non-Standard Plan Approval (SPA), engineered foundation system					Varies	Based on Valuation	100%	Based on Valuation	100%				Y
51 Electrical	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
52 Plumbing	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
53 Mechanical	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
54 Commercial Coach set-up and installation					Varies	Based on Valuation	100%	Based on Valuation	100%				Y
55 California State 433A & 433B processing fee (per building section)	0.13	x	\$166	=	\$21	\$11	51%	\$21	100%	\$10			Y
56 Master Plan Fee	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y

Fee Description	Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note	Yearly Adjust
Electrical Service and/or Sub-Panel Installation													
57 Up to 325 amperes	1.00	x	\$166	=	\$166	\$170	102%	\$166	100%	(\$4)			Y
58 325 to 1,000 amperes	2.00	x	\$166	=	\$332	\$255	77%	\$332	100%	\$77			Y
59 Over 1,000 amperes	2.00	x	\$166	=	\$332	\$340	102%	\$332	100%	(\$8)			Y
60 Plan Review fee (when required) (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
61 Temporary power pole/service	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
62 Residential backup generator	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
63 Commercial backup generator	3.00	x	\$166	=	\$498	\$255	51%	\$498	100%	\$243			Y
Photovoltaic (PV-Solar) & Alternative Energy Systems													
64 Photovoltaic & Alternative Energy Systems Plan Review													
a) Residential	1.00	x	\$166	=	\$166	\$85	100%	\$166	100%	\$81			Y
b) Commercial (minimum 1 hour)					Varies	Based on Valuation	100%	Based on Valuation	100%				Y
65 Residential roof mount; PV panels and equipment only	2.00	x	\$166	=	\$332	\$170	100%	\$332	100%	\$162			Y
66 Residential ground mount; PV panels and equipment only (minimum 2 hours)					Varies	Based on Valuation	100%	Based on Valuation	100%				Y
67 Commercial roof mount; PV panels and equipment only (per each separate array)	3.00	x	\$166	=	\$498	\$255	51%	\$498	100%	\$243			Y
68 Commercial ground mount; PV panels and equipment only (minimum 3 hours)					Varies	Based on Valuation	100%	Based on Valuation	100%				Y
69 Alternative Energy Producing System (wind turbine, methane gas conversion, bio-fuels, etc) (per valuation table)					Varies	Based on Valuation	100%	Based on Valuation	100%				Y
70 Residential or Commercial Ground Mount Foundation Plan Review					Varies	Based on Valuation	100%	Based on Valuation	100%				Y
71 Residential or not of Commercial Ground Mount Foundation					Varies	Based on Valuation	100%	Based on Valuation	100%				Y
Miscellaneous Plumbing													
72 Water heater installation/replacement	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
73 Water softener or reverse osmosis installation/replacement	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
74 Temporary gas release (prior to final inspection) (minimum 1 inspection)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
75 Above ground propane tank installation/replacement	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
76 In-ground propane tank installation/replacement	3.00	x	\$166	=	\$498	\$255	51%	\$498	100%	\$243			Y

Fee Description	Labor Hours		Hourly Rate		Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note	Yearly Adjust
Miscellaneous Mechanical													
77 Residential HVAC furnace, A/C condenser, and/or ductwork	1.00	x	\$166	=	\$166	\$170	102%	\$166	100%	(\$4)			Y
78 Commercial HVAC furnace, A/C condenser, and/or ductwork	2.00	x	\$166	=	\$332	\$255	77%	\$332	100%	\$77			Y
79 Prefabricated or metal fireplace (Listed by a recognized agency; EPA phase II approved)	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
80 Masonry with gas fireplace insert (EPA phase II approved)	2.00	x	\$166	=	\$332	\$170	51%	\$332	100%	\$162			Y
Guidelines for determining the valuation of common projects per type of structure shall be based on the actual work valuation but no less than the latest International Code Council based square footage tables.													
Miscellaneous Administration Fees													
81 Deferred Submittal Request (subject to approval by the Building Official)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
82 Permit Extension Request (subject to approval by the Building Official)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
83 Plan Review Extension Request (subject to approval by the Building Official)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81			Y
84 Re-instate expired permit – ½ of the cost of original permit if permit is older than 24 months; excludes school, fire, and FSA, etc fees) – (subject to approval by the Building Official)						1/2 the cost of original permit fees		1/2 the cost of original permit fees					N

[a] Fee for all fire review submittals (sprinklers, commercial kitchen hood extinguishing systems, fire alarm systems, etc.) (minimum 1/2 hour).

[b] Applies if processed/issued by the Development Services Department (minimum 2 hours).

Fee Description	Labor Hours		Hourly Rate		Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note	Yearly Adjust
BUILDING PERMIT FEES													
Total Valuation													
\$1 - \$500	0.25	x	\$166	=	\$42	\$24	58%	\$24	58%	\$0			N
\$500 - \$2,000	0.25	x	\$166	=	\$42	\$24	58%	\$24	58%	\$0			N
\$2,000 - \$40,000	1.00	x	\$166	=	\$166	\$69	42%	\$69	42%	\$0			N
\$40,000 - \$100,000	3.00	x	\$166	=	\$498	\$487	98%	\$487	98%	\$0			N
\$100,000 - \$500,000	6.50	x	\$166	=	\$1,079	\$1,027	95%	\$1,027	95%	\$0			N
\$500,000 - \$1,000,000	24.00	x	\$166	=	\$3,984	\$3,827	96%	\$3,827	96%	\$0			N
\$1,000,000 - \$5,000,000	40.00	x	\$166	=	\$6,640	\$6,327	95%	\$6,327	95%	\$0			N
\$5,000,001 and up	112.00	x	\$166	=	\$18,592	\$18,327	99%	\$18,327	99%	\$0			N
Other Inspections and Fees													
1 Inspections outside normal business hours (minimum 2 hours)	1.20	x	\$166	=	\$199	\$85	43%	\$199	100%	\$114	per hour		Y
2 Re-inspection fees assessed under the provisions of Section 6-1.7; 110.7 of the Oroville City Ordinance 1767.	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
3 Inspection for which no fee is specifically indicated (minimum 1 hour)	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
4 Additional plan review required due to changes, additions, or revisions to plans (minimum ½ hour)	0.50	x	\$166	=	\$83	\$43	51%	\$83	100%	\$41	per half hour		Y
5 For use of outside consultants for plan review and inspections, or both					Varies	Actual Cost	100%	Actual Cost	100%			[a]	N
6 Plan Review: When a plan or other data is required to be submitted for review, the plan review fee for each building, structure, utility, etc.	65%				Varies	65% of Building Permit Fee	100%	65% of Building Permit Fee	100%			[b]	N
7 Plan Review - Master Plan													
a) Plan Review for Initial Review of Master Plan	65%				Varies	65% of Building Permit Fee	100%	65% of Building Permit Fee	100%			[b][c]	N
b) Plan Review for Each Building Permit that Utilizes an Approved Master Plan	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81		[b][c]	Y
8 Disabled Access Review: For the review of California Code of Regulation Title 24 requirements for accessibility for the physically disabled	1.00	x	\$166	=	\$166	\$85	51%	\$166	100%	\$81	per hour		Y
9 Energy Conservation Review: For review of California Code of Regulations Title 24 requirements for energy conservation	10%				Varies	10% of Building Permit Fee	100%	10% of Building Permit Fee	100%				N
10 Green Building Standards Review: For review of California Code of Regulations Title 24 requirements for green building standards	15%				Varies	15% of Building Permit Fee	100%	15% of Building Permit Fee	100%				N

[a] Actual costs include the actual invoice amounts from the third party, as well as city administrative costs (e.g., staff and administrative billable rates).

[b] Fee covers up to three reviews. Each additional review will be billed at hourly rate.

[c] For all project master plans, full plan review will be charged for the initial review of all master plans. For each building permit that utilizes an approved master plan, a one hour plan review fee will be charged on each permit.



User and Regulatory Fees

Code Compliance Fees

Calculation of Fully-Burdened Hourly Rate

Description	Code Enf Hourly Rate	Allocation	Notes
Contract Share	\$100	65%	[a]
City Share	\$54	35%	
Fully-Burdened Hourly Rate	\$154	100%	

[a] amount intended to serve as a reasonable estimate of ongoing contract service cost.

Fee Description	Estimated Labor Hours		Hourly Rate	=	Estimated Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Notes	Yearly Adjust
1 Re-inspection Fee	1.00	x	\$154	=	\$154	\$85	55%	\$154	100%	\$69			Y
2 Extension Request / Administrative Fee	0.50	x	\$154	=	\$77	\$43	56%	\$77	100%	\$34			Y
3 Multi-Family Inspection Program Fee (per dwelling unit)	0.25	x	\$154	=	\$39	\$38	98%	\$39	100%	\$1			Y
4 Preliminary Title Search Fee (Litigation Guarantee)													
a) Administrative Fee	0.75	x	\$154	=	\$116	\$80	69%	\$116	100%	\$35			Y
b) Title Search Company Cost						Actual Cost		Actual Cost					N
5 Property Lien Processing Fee (per property) (1 hour)	1.00	x	\$154	=	\$154	\$85	55%	\$154	100%	\$69			Y
6 Property Posting Fee	1.00	x	\$154	=	\$154	\$85	55%	\$154	100%	\$69			Y
7 Vacant Building Monitoring Ordinance Fee (Annual)	3.00	x	\$154	=	\$462	\$339	73%	\$462	100%	\$123			Y
8 Vehicle Abatement	1.25	x	\$154	=	\$193	\$125	65%	\$193	100%	\$68			Y
9 Specialized Services Including, but not limited to, Attorney and Abatement Services						Actual Cost	100%	Actual Cost	100%				Y
10 Miscellaneous Administrative Code Enforcement Fee (when not listed specifically above) (based on hourly rate; minimum ½ hour)	0.50	x	\$154	=	\$77	\$43	56%	\$77	100%	\$34	per half hour		Y



User and Regulatory Fees

Fire Department Fees

Calculation of Fully-Burdened Hourly Rate

Description	Fully-Burdened Hourly Rate	Allocation	Notes
Contract Share	\$110	65%	[a]
City Share	\$59	35%	
Fully-Burdened Hourly Rate	\$169	100%	

[a] amount intended to serve as a reasonable estimate of ongoing contract service cost.

Fee Description	Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Charge Basis	Note	Yearly Adjust
Construction													
1 Civil Plans													
a) Design Review	4.25	x	\$169	=	\$718	\$434	60%	\$718	100%	\$284			Y
2 Fire & life safety for building compliance													
a) Plan Review						20% of building plan check fee		20% of building plan check fee					N
b) Inspection	3.25	x	\$169	=	\$549	\$325	59%	\$549	100%	\$224			Y
Fire Protection Systems													
3 Kitchen hood system plan review and inspection													
a) Plan Review	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
b) Inspection	1.75	x	\$169	=	\$296	\$184	62%	\$296	100%	\$112			Y
4 Underground Fire lines plan review and inspection													
a) Plan Review	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
b) Inspection	2.75	x	\$169	=	\$465	\$265	57%	\$465	100%	\$200			Y
New construction sprinkler system plan review													
5 1 - 200 sprinklers													
a) Plan Review	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
b) Inspection	2.75	x	\$169	=	\$465	\$265	57%	\$465	100%	\$200			Y
6 201+ sprinklers													
a) Plan Review	3.75	x	\$169	=	\$634	\$371	59%	\$634	100%	\$263			Y
b) Inspection	3.75	x	\$169	=	\$634	\$368	58%	\$634	100%	\$266			Y
i) Add 1/2 hour per each floor over ground floor	0.50	x	\$169	=	\$85	\$49	58%	\$85	100%	\$36			Y
ii) Add 1/2 hour per each fire sprinkler riser	0.50	x	\$169	=	\$85	\$49	58%	\$85	100%	\$36			Y
Tenant improvement sprinkler system plan review and													
7 1 - 50 sprinklers													
a) Plan Review	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
b) Inspection	1.75	x	\$169	=	\$296	\$184	62%	\$296	100%	\$112			Y
8 51+ sprinklers													
a) Plan Review	3.25	x	\$169	=	\$549	\$323	59%	\$549	100%	\$226			Y
b) Inspection	2.75	x	\$169	=	\$465	\$265	57%	\$465	100%	\$200			Y
Residential SFD and Duplex fire sprinkler system, fire alarm system plan review and inspection													
9 Residential SFD and Duplex fire sprinkler system plan													
a) Plan Review	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
b) Inspection	1.75	x	\$169	=	\$296	\$184	62%	\$296	100%	\$112			Y

Fee Description	Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Charge Basis	Note	Yearly Adjust
10 Fire alarm system plan review													
a) Plan Review	3.25	x	\$169	=	\$549	\$323	59%	\$549	100%	\$226			Y
b) Inspection	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
11 Compressed gas systems													
a) Plan Review	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
b) Inspection	1.75	x	\$169	=	\$296	\$164	55%	\$296	100%	\$132			Y
12 High-pile storage													
a) Plan Review	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
b) Inspection	1.75	x	\$169	=	\$296	\$164	55%	\$296	100%	\$132			Y
13 Paint and spray booth													
a) Plan Review	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
b) Inspection	1.75	x	\$169	=	\$296	\$164	55%	\$296	100%	\$132			Y
14 Temporary Structures, Tents, Canopies													
a) Plan Review	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
b) Inspection	1.75	x	\$169	=	\$296	\$164	55%	\$296	100%	\$132			Y
15 Above ground tank installation													
a) Plan Review	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
b) Inspection	1.75	x	\$169	=	\$296	\$164	55%	\$296	100%	\$132			Y
16 Below ground tank installation/removal													
a) Plan Review	2.25	x	\$169	=	\$380	\$226	59%	\$380	100%	\$154			Y
b) Inspection	1.75	x	\$169	=	\$296	\$164	55%	\$296	100%	\$132			Y
17 Technical reports/alternate material request	3.00	x	\$169	=	\$507	\$291	57%	\$507	100%	\$216			Y
18 Special plan review (expedite) (per hour)	1.50	x	\$169	=	\$254	\$146	58%	\$254	100%	\$108			Y
19 Re-inspection fees	1.00	x	\$169	=	\$169	\$96	57%	\$169	100%	\$73			Y
20 Aerosol products exceeding 500 lbs. Manufacturing or packaging only	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
21 Amusement buildings Haunted Houses and similar activity per bldg	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
22 Aviation servicing or repair buildings (Per Airport)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
23 Cellulose nitrate film Per facility, manufacturing, cabinet shop, mill	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
24 Combustible fibers (Manufacturing, cotton, straw, etc.)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
25 Compressed gases CFC Article 30, in excess of 50lbs or 1 mobile unit	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
26 Covered mall buildings (CBC Defined, per mall)	3.00	x	\$169	=	\$507	\$310	61%	\$507	100%	\$197			Y

Fee Description	Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Charge Basis	Note	Yearly Adjust
27 Cryogenic fluids (Per site, liquid nitrogen or similar)	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
28 Cutting and welding Per site, single activity/mobile operations see "Hot Work"	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
29 Carnivals, circus, fairs** (Per event**)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
30 Dry cleaning plants (Not to include retail stores)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
31 Exhibits and trade shows (Per event)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
32 Explosives or blasting agents (Per facility, event or site)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
33 Fireworks retail stand													
a) Non-profit per City Code Ch 10-8					\$0	\$0		\$0		\$0			N
b) Clean up fee (Per site)	1.50	x	\$169	=	\$254	\$140	55%	\$254	100%	\$114			Y
34 Fireworks public display Per event, airborne or explosive	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
35 Fireworks special pyrotechnic effects (Per event)	3.00	x	\$169	=	\$507	\$310	61%	\$507	100%	\$197			Y
36 Flammable or combustible liquids Per site, above ground storage	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
37 Floor refinishing with Class I or II liquids (old classification: Bowling Alley Refinishing) Per site, above ground storage	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
38 Fruit and crop ripening with ethylene gas (Per site)	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
39 Fumigation permit (Per building)	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
40 Hazardous materials storage, dispense, use of handling Per site 4280-2000 \$202.0	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
41 Hazardous waste generator Per site, in conjunction with haz material storage	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
42 HPM facilities (Per site)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
43 High-pile storage (Per site, CFC class I-IV materials)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
44 Hot works operations (Per day per site - temporary uses)	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
45 Industrial ovens (Per site, cement, powder coating, etc)	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
46 Lumber yards processing > 100,000 board feet Per site and parcel	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
47 LPG (Per site, excludes R-3 & R-1 dwellings)	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
48 Magnesium (Per site)	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
49 Misc combustible storage in excess of 2500 cubic feet (Per site)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
50 Open flame, torches, candles, (Per event, not in conjunction with #10 or #27)	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y

Fee Description	Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Charge Basis	Note	Yearly Adjust
51 Organic coating (Per site)	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
52 Pyroxylin plastics (Per site, manufacturing and/or application)	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
53 Refrigeration equipment regulated by chapter 6 (Per site, excludes R-1 and R-3 occupancies)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
54 Roof top heliports Per platform	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
55 Spraying and dipping (Per site, auto body, plating, acid washing, etc)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
56 Storage of scrap tires and tire rebuilding plants (Per site, includes auto salvage yards)	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
R Occupancies													
57 Multi-Unit Residential													
a) 3 to 5 Units	1.00	x	\$169	=	\$169	\$107	63%	\$169	100%	\$62			Y
b) 6 - 10 Units	1.50	x	\$169	=	\$254	\$161	63%	\$254	100%	\$93			Y
c) 11 to 20 Units	2.25	x	\$169	=	\$380	\$214	56%	\$380	100%	\$166			Y
d) 21 - 40 Units	3.25	x	\$169	=	\$549	\$321	58%	\$549	100%	\$228			Y
e) 41 or more Units	4.25	x	\$169	=	\$718	\$428	60%	\$718	100%	\$290			Y
58 Pre-inspection - Residential care facilities, per site	0.50	x	\$169	=	\$85	\$50	59%	\$85	100%	\$35			Y
59 Large family day care R-3, per site	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
60 A Occupancies, (Assembly)	1.00	x	\$169	=	\$169	\$107	63%	\$169	100%	\$62			Y
61 B Occupancies, (Business)													
a) 1 - 500 sq ft	0.25	x	\$169	=	\$42	\$27	63%	\$42	100%	\$16			Y
b) 501 - 1,000 sq ft	0.50	x	\$169	=	\$85	\$54	63%	\$85	100%	\$31			Y
c) 1,001 to 1,500 sq ft	0.75	x	\$169	=	\$127	\$80	63%	\$127	100%	\$47			Y
d) 1,501 to 2,000 sq ft	1.00	x	\$169	=	\$169	\$107	63%	\$169	100%	\$62			Y
e) 2,001 - 2,500 sq ft	1.25	x	\$169	=	\$211	\$134	63%	\$211	100%	\$78			Y
f) 2,501 - 3,000 sq ft	1.50	x	\$169	=	\$254	\$161	63%	\$254	100%	\$93			Y
g) 3,001 - 3,500 sq ft	1.75	x	\$169	=	\$296	\$187	63%	\$296	100%	\$109			Y
h) 3,501 - 4,000 sq ft	2.25	x	\$169	=	\$380	\$214	56%	\$380	100%	\$166			Y
i) 4,001 - 4,500 sq ft	2.50	x	\$169	=	\$423	\$241	57%	\$423	100%	\$182			Y
j) 4,500 sq ft - 5,000 sq ft	2.75	x	\$169	=	\$465	\$268	58%	\$465	100%	\$197			Y
62 C Occupancies, Camps, organized (Per site)	1.00	x	\$169	=	\$169	\$107	63%	\$169	100%	\$62			Y
63 E Occupancies (example Laboratories) (Per building)	1.00	x	\$169	=	\$169	\$107	63%	\$169	100%	\$62			Y
64 F Occupancies (example Factory)	2.25	x	\$169	=	\$380	\$214	56%	\$380	100%	\$166			Y
65 H Occupancies Per building, fuel storage, chemical process	2.00	x	\$169	=	\$338	\$202	60%	\$338	100%	\$136			Y
66 I Occupancies (example Hospital) (Per building)	3.00	x	\$169	=	\$507	\$310	61%	\$507	100%	\$197			Y
67 L Occupancies (example Laboratories) (Per Building)	1.00	x	\$169	=	\$169	\$107	63%	\$169	100%	\$62			Y

Fee Description	Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Charge Basis	Note	Yearly Adjust
68 M Occupancies (Mercantile)													
a) 1 - 500 sq ft	0.25	x	\$169	=	\$42	\$27	63%	\$42	100%	\$16			Y
b) 501 - 1,000 sq ft	0.50	x	\$169	=	\$85	\$54	63%	\$85	100%	\$31			Y
c) 1,001 to 1,500 sq ft	0.75	x	\$169	=	\$127	\$80	63%	\$127	100%	\$47			Y
d) 1,501 to 2,000 sq ft	1.00	x	\$169	=	\$169	\$107	63%	\$169	100%	\$62			Y
e) 2,001 - 2,500 sq ft	1.25	x	\$169	=	\$211	\$134	63%	\$211	100%	\$78			Y
f) 2,501 - 3,000 sq ft	1.50	x	\$169	=	\$254	\$161	63%	\$254	100%	\$93			Y
g) 3,001 - 3,500 sq ft	1.75	x	\$169	=	\$296	\$187	63%	\$296	100%	\$109			Y
h) 3,501 - 4,000 sq ft	2.25	x	\$169	=	\$380	\$214	56%	\$380	100%	\$166			Y
i) 4,001 - 4,500 sq ft	2.50	x	\$169	=	\$423	\$241	57%	\$423	100%	\$182			Y
j) 4,500 sq ft - 5,000 sq ft	2.75	x	\$169	=	\$465	\$268	58%	\$465	100%	\$197			Y
69 S Occupancies (Storage)	1.00	x	\$169	=	\$169	\$107	63%	\$169	100%	\$62			Y
70 U Occupancies (Utility and Miscellaneous)	1.00	x	\$169	=	\$169	\$107	63%	\$169	100%	\$62			Y
71 Annual Fire Company Inspection Per hour or fraction thereof	1.50	x	\$169	=	\$254	\$155	61%	\$254	100%	\$99			Y
72 Additional Inspections Per hour or fraction thereof	0.50	x	\$169	=	\$85	\$60 after 2nd inspection	71%	\$85 after 2nd inspection	101%	\$15			Y
73 Burn Permits	0.17	x	\$169	=	\$28	\$11	39%	\$11	39%	(\$0)			Y
74 Code compliance inspection	1.25	x	\$169	=	\$211	\$135	64%	\$211	100%	\$76			Y
75 Emergency DUI response						Actual Cost		See Butte County					N
76 Fire report	0.25	x	\$169	=	\$42	\$20	47%	\$20	47%	\$0			Y
77 Garbage abatement						Actual Cost		Actual Cost					N
78 Fire watch service	1.25	x	\$169	=	\$211	\$135	64%	\$211	100%	\$76			Y
79 False alarm cost recovery after 3rd false alarm						Actual Cost		Actual Cost					N
80 Weed abatement						Actual Cost		Actual Cost					N
81 EMS response per quarter hour								See Butte County	100%				N
82 EMS medical response/extrication								See Butte County	100%				N
83 Hospital ride along								See Butte County	100%				N
84 Public Service call								See Butte County	100%				N
85 Fire Investigation								See Butte County	100%				N
86 Hazardous Material response								See Butte County	100%				N
87 Contamination remediation								See Butte County	100%				N

Fee Description		Labor Hours	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Charge Basis	Note	Yearly Adjust
	Hourly Rates											
88	Fire Chief						See Butte County	100%				N
89	Fire Captain						See Butte County	100%				N
90	Battalion Chief						See Butte County	100%				N
91	Fire Fighter						See Butte County	100%				N
92	Engine Time (Criminal or Negligent)						See Butte County	100%				N



User and Regulatory Fees

Planning Fees

City of Moorpark
User and Regulatory Fee Study
Allocation of Annual Labor Effort - Planning

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Hours Per FTE	Productive Hours	Top Step Hourly	Annual
Director of Community Development	0.20	2,080	216	1,864	373	\$84.18	\$ 35,019
Assistant Community Development Director	0.22	2,080	216	1,864	410	\$58.79	\$ 26,902
Assistant Planner	1.00	2,080	216	1,864	1,864	\$39.16	\$ 81,447
Community Dev Tech III	0.50	2,080	216	1,864	932	\$31.68	\$ 32,947
Staff Assistant	0.33	2,080	216	1,864	615	\$22.39	\$ 15,368
Total - In-House	2.25				4,194		\$ 191,683
Contract Services					4,136		\$ 455,000
Total					8,330		

Allocation of Productive Hours	Indirect	Total Hours
Indirect	25%	2,083
Direct	75%	6,248

Direct Service Units

Description	Salaries & Benefits	Services and Supplies	FY 22/23 Budget	Notes
Planning	\$ 339,478	\$ 526,000	\$ 865,478	
Total	\$ 339,478	\$ 526,000	\$ 865,478	

Citywide Overhead Rate

Description	% of Direct Exp	Note
Citywide Overhead Rate	26%	[a]

Direct Service Units - Including Allocation of Citywide Overhead

Description	Salaries & Benefits	Services and Supplies	FY 22/23 Budget	Allocation of C'wide OH	Total Cost Allocation	Notes
Planning	\$ 339,478	\$ 526,000	\$ 865,478	\$ 225,024	\$ 1,090,502	
Total	\$ 339,478	\$ 526,000	\$ 865,478	\$ 225,024	\$ 1,090,502	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Notes
Expenses	\$ 1,090,502	
Direct Hours	6,248	
Total	\$175	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
Planning	2.25	2,080	4,680	\$ 191,683	\$41	\$ 175	4.26

Calculation of Fully-Burdened Hourly Rate by Position

Position	Top Step	FTE	Cost Multiplier for Fully-Burdened Hourly Rate	Fully Burdened Hourly Rate	Notes
Director of Community Development	\$84.18	0.20	4.26	\$359	
Assistant Community Development	\$58.79	0.22	4.26	\$251	
Assistant Planner	\$39.16	1.00	4.26	\$167	
Community Dev Tech III	\$31.68	0.50	4.26	\$135	
Staff Assistant	\$22.39	0.33	4.26	\$95	

[a] See separate worksheet for calculation.

Fee Description	Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Initial Deposit	Current Cost Recovery	Proposed Fee	Proposed Initial Deposit	Proposed Cost Recovery	Fee Change	Deposit Change	Unit	Note	Yearly Adjust
1 Administrative Permit	2.50	x	\$175	=	\$438	\$586		134%	\$435		99%	(\$151)		Flat Fee		Y
2 Adult-Oriented Business Fee	10.00	x	\$175	=	\$1,750	\$528		30%	\$1,750		100%	\$1,222		Flat Fee		Y
3 Amendment/Modification Fee (Use Permits, Variances, TSM, etc.)	12.00	x	\$175	=	\$2,100	\$1,024		49%	\$2,100		100%	\$1,076		Flat Fee		Y
4 Annexation	100.00	x	\$175	=	\$17,500		\$3,541			\$10,000	100%		\$6,459	Deposit		Y
5 Appeal to City Council or Planning Commission																
a) Discretionary Items	20.00	x	\$175	=	\$3,500	\$1,121		32%	\$3,500		100%	\$2,379		Flat Fee		Y
b) Ministerial Items	10.00	x	\$175	=	\$1,750	\$225		13%	\$350		20%	\$125		Flat Fee		Y
6 "Burn-Down" Letter	1.00	x	\$175	=	\$175	\$68		39%	\$175		100%	\$107		Flat Fee		Y
7 Business License Application Review	0.50	x	\$175	=	\$88	\$85		97%	\$88		100%	\$3		Flat Fee		Y
8 Condition Compliance	8.00	x	\$175	=	\$1,400		\$512			\$1,400	100%		\$888	Deposit		Y
9 Density Bonus	20.00	x	\$175	=	\$3,500				No Charge		0%					N
10 Development Review	6.00	x	\$175	=	\$1,050	\$230		22%	\$1,000		95%	\$770		Flat Fee		Y
11 Development Agreement	40.00	x	\$175	=	\$7,000		varies			\$7,000	100%		varies	Deposit		Y
12 Environmental Review																
a) Environmental Assessment/Initial Study	16.00	x	\$175	=	\$2,800		\$5,120			\$5,000	100%		(\$120)	Deposit		Y
b) Notice of Exemption	1.00	x	\$175	=	\$175										[a]	Y
c) Negative Declaration	75.00	x	\$175	=	\$13,125		\$5,120			\$10,000	100%		\$4,880	Deposit		Y
d) EIR Deposit	95.00	x	\$175	=	\$16,625		\$5,120			\$10,000	100%		\$4,880	Deposit		Y
13 General Plan Amendment	53.00	x	\$175	=	\$9,275		\$3,947			\$10,000	100%		\$6,053	Deposit		Y
14 Home Occupation																
a) Low Impact	1.50	x	\$175	=	\$263	\$121		46%	\$125		48%	\$4		Flat Fee		Y
b) Moderate Impact	2.00	x	\$175	=	\$350	\$242		69%	\$250		71%	\$8		Flat Fee		Y
15 Landmark Designation or Demolition	9.00	x	\$175	=	\$1,575	\$1,161		74%	\$1,500		95%	\$339		Flat Fee		Y
16 Landmark Alteration Permit	4.00	x	\$175	=	\$700	\$239		34%	\$500		71%	\$261		Flat Fee		Y
17 Occupancy Review	1.50	x	\$175	=	\$263	\$147		56%	\$150		57%	\$3		Flat Fee		Y
18 Pre-Application (Initial Project Review)	3.00	x	\$175	=	\$525	\$230		44%	\$525		100%	\$295		Flat Fee		Y
19 Sign Review	2.50	x	\$175	=	\$438	\$172		39%	\$300		69%	\$128		Flat Fee		Y

Fee Description	Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Initial Deposit	Current Cost Recovery	Proposed Fee	Proposed Initial Deposit	Proposed Cost Recovery	Fee Change	Deposit Change	Unit	Note	Yearly Adjust
20 Special Event Permit																
a) Application Fee																
i) Application Submitted More than 15 Days Before Event	2.00	x	\$175	=	\$350	\$102		29%	\$100		29%	(\$2)		Flat Fee		Y
ii) Application Submitted Within 15 Days of Event	2.00	x	\$175	=	\$350	\$102		29%	\$300		86%	\$198		Flat Fee		Y
b) Police / Streets / Other City Support Provided for Event Monitoring, Street Closures, Setup, etc.					varies				Actual Costs; Bill Per Hour		100%			Per Hour		Y
21 Specific Plan Amendment	148.00	x	\$175	=	\$25,900	\$2,364		9%		\$10,000	100%		varies	Deposit		Y
22 Specific Plan or Planned Development Overlay	220.00	x	\$175	=	\$38,500		\$3,337			\$10,000	100%		\$6,663	Deposit		Y
23 Temporary Use Permit	8.00	x	\$175	=	\$1,400				\$275		20%	\$275		Flat Fee		Y
24 Tentative Parcel Map	24.00	x	\$175	=	\$4,200	\$3,500		83%	\$4,000		95%	\$500		Flat Fee		Y
25 Tentative Subdivision Map	32.00	x	\$175	=	\$5,600	\$4,041		72%		\$5,000	100%		varies	Deposit		Y
26 Per Resulting Lot Tentative Maps	0.25	x	\$175	=	\$44	\$20		47%		\$40	100%		varies	Deposit		Y
27 Use Permit																
a) Minor	20.00	x	\$175	=	\$3,500	\$2,889		83%	\$3,500		100%		varies	Flat Fee		Y
b) Major	36.00	x	\$175	=	\$6,300		\$2,889			\$5,000	100%		\$2,111	Deposit		Y
28 Zone Change	20.00	x	\$175	=	\$3,500		\$3,104			\$3,500	100%		\$396	Deposit		Y
29 Variance																
a) ZA determination	4.00	x	\$175	=	\$700	\$159		23%	\$525		75%	\$366		Flat Fee		Y
b) Minor Variance	10.00	x	\$175	=	\$1,750	\$2,457		140%	\$1,750		100%	(\$707)		Flat Fee		Y
c) Variance	20.00	x	\$175	=	\$3,500		\$2,318			\$3,500	100%		\$1,182	Deposit		Y
30 Zoning/General Plan Compliance Letters	2.00	x	\$175	=	\$350				\$150		43%	\$150		Flat Fee		Y
Assorted Copies																
31 General Plan, Housing Element, Zoning Code									Online						[b]	N
32 Copies	0.50	x	\$175	=	\$88	\$0.26		0%	\$0.25			(\$0.01)		Per Page		N
Hourly Billing Rate																
33 Planning	1.00	x	\$175	=	\$175				\$175		100%			Per Hour		Y
34 Contract Services									Actual Cost + 15% Admin Fee		100.00%			T & M		N

* Applicants shall be responsible for all amounts due to other agencies (e.g., LAFCO, Department of Fish & Wildlife, County Recorder, etc.)

** For deposit based fees the City intends to collect 100% of total cost of service using time and materials billings.

[a] Amount collected as part of other fees.

[b] Documents are available online. For hardcopy materials use actual printing costs or per page copy fee.

Fee Description		Hours		Hourly Rate		Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note	Yearly Adjust
1	Short-Term Vacation Rental Permit Fee													
	a) Administrative Permit	2.50	x	\$175	=	\$438	\$586	134%	\$435	99%	(\$151)			Y
	b) Use Permit (Airbnb, B&B, SRO, Boarding House)	20.00	x	\$175	=	\$3,500	\$2,889	83%	\$3,500	100%	\$611			Y
2	Technology Fee (% of permit fee)						6%		6%		0%			N



User and Regulatory Fees

Land Development Engineering and Encroachment Permit Fees

Fee Description		Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Charge Basis	Note	Yearly Adjust
LAND DEVELOPMENT														
1	Abandon Street	8.50	x	\$150	=	\$1,275	\$728	57%	\$1,275	100%	\$547			Y
2	Assessment District Setup													
	a) Deposit	80.00	x	\$150	=	\$12,000	\$7,500	100%	\$10,000	100%	\$2,500			Y
	b) Per Lot	0.25	x	\$150	=	\$38	\$20	100%	\$30	100%	\$10			Y
3	Certificate of Compliance	4.00	x	\$150	=	\$600	\$342	57%	\$600	100%	\$258			Y
4	Deferred Improvement Agreement	2.50	x	\$150	=	\$375	\$114	30%	\$375	100%	\$261			Y
5	Final Parcel Map Review	16.00	x	\$150	=	\$2,400	\$1,304	54%	\$2,400	100%	\$1,096			Y
6	Final Subdivision Map Review	16.00	x	\$150	=	\$2,400	\$1,304	54%	\$2,400	100%	\$1,096			Y
7	Flood Plain Letter	1.00	x	\$150	=	\$150	\$223	148%	\$150	100%	(\$73)	per hour		Y
8	Grading Permit	1.00	x	\$150	=	\$150	\$179 - \$541	≈ 50%	\$150	100%		per hour		Y
9	Grant of License	1.00	x	\$150	=	\$150	\$158	105%	\$150	100%	(\$8)	per hour, 2hr min		Y
10	Lot Line Adjustment	8.00	x	\$150	=	\$1,200	\$690	57%	\$1,200	100%	\$510			Y
11	Parcel Merger	8.00	x	\$150	=	\$1,200	\$766	64%	\$1,200	100%	\$434			Y
12	Reversion to Acreage	36.00	x	\$150	=	\$5,400	\$3,259	60%	\$5,400	100%	\$2,141			Y
13	Sewer Main Tapping Fee	4.00	x	\$150	=	\$600	\$331	55%	\$600	100%	\$269			Y
14	Sewer Service Agreement - Outside	5.00	x	\$150	=	\$750	\$435	58%	\$750	100%	\$315			Y
15	Sewer Service Charges													
	a) City						\$23.56		\$23.56		n/a	per EDU		N
	b) SC-OR						\$19.85		\$23.85		n/a	per EDU		N
16	Subdivider Agreement	12.00	x	\$150	=	\$1,800	\$972	54%	\$1,800	100%	\$828			Y
17	Site Improvements Plan Check													
	a) Plan Check	varies	x	\$150	=	varies	1.5%		3%		varies	% of construction cost		Y
	b) Construction Inspection	varies	x	\$150	=	varies	3%		3%		varies	% of construction cost		Y
18	Transportation Permit						\$17 - \$94		\$16 - \$90					N

Fee Description	Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Charge Basis	Note	Yearly Adjust
ENCROACHMENT													
19 Construction Dumpster	1.00	x	\$150	=	\$150	\$76	51%	\$100	67%	\$24			Y
20 Construction Job Trailer	1.00	x	\$150	=	\$150	\$76	51%	\$100	67%	\$24			Y
21 Disabled Curb Ramp	2.00	x	\$150	=	\$300	\$109	36%	\$300	100%	\$191	each location		Y
22 Drainage Inlet	2.00	x	\$150	=	\$300	\$109	36%	\$300	100%	\$191	each location		Y
23 Paving - less than 1,000 sq ft	1.00	x	\$150	=	\$150	\$98	65%	\$150	100%	\$52			Y
24 Sidewalk, Curb and Gutter													
a) Repair, less than 100 lf	1.00	x	\$150	=	\$150	\$98	65%	\$150	100%	\$52			Y
b) New, less than 100 lf	2.00	x	\$150	=	\$300	\$114	38%	\$300	100%	\$186			Y
c) Obstruction	1.00	x	\$150	=	\$150	\$98	65%	\$150	100%	\$52	each location		Y
25 Street Repair, less than 500 sq ft	1.50	x	\$150	=	\$225	\$98	43%	\$225	100%	\$127			Y
26 Underground Utility, less than 300 lf	2.00	x	\$150	=	\$300	\$109	36%	\$300	100%	\$191			Y
27 House Relocating/Moving	2.50	x	\$150	=	\$375	\$168	45%	\$375	100%	\$207			Y

Fee Description	Labor Hours	Hourly Rate	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Charge Basis	Note	Yearly Adjust
28 IMPACT FEES											
Traffic Impact Fee											
a) Single Family				\$961		\$961		n/a	per unit		N
b) Multi Family				\$745		\$745		n/a	per unit		N
c) Commercial				\$2,091		\$2,091		n/a	per 1,000 sq ft		N
d) Office				\$1,105		\$1,105		n/a	per 1,000 sq ft		N
e) Industrial				\$575		\$575		n/a	per 1,000 sq ft		N
29 Facilities Impact Fees											
a) General Government											
i) Single Family				\$1,135		\$1,135		n/a	per unit		N
ii) Multi Family				\$676		\$676		n/a	per unit		N
iii) Commercial				\$590		\$590		n/a	per 1,000 sq ft		N
iv) Office				\$770		\$770		n/a	per 1,000 sq ft		N
v) Industrial				\$286		\$286		n/a	per 1,000 sq ft		N
b) Fire											
i) Single Family				\$804		\$804		n/a	per unit		N
ii) Multi Family				\$648		\$648		n/a	per unit		N
iii) Commercial				\$507		\$507		n/a	per 1,000 sq ft		N
iv) Office				\$662		\$662		n/a	per 1,000 sq ft		N
v) Industrial				\$246		\$246		n/a	per 1,000 sq ft		N
c) Law Enforcement											
i) Single Family				\$1,393		\$1,393		n/a	per unit		N
ii) Multi Family				\$1,122		\$1,122		n/a	per unit		N
iii) Commercial				\$393		\$393		n/a	per 1,000 sq ft		N
iv) Office				\$514		\$514		n/a	per 1,000 sq ft		N
v) Industrial				\$192		\$192		n/a	per 1,000 sq ft		N
d) Parks											
i) Single Family				\$3,843		\$3,843		n/a	per unit		N
ii) Multi Family				\$3,095		\$3,095		n/a	per dwelling unit		N
30 Drainage Impact Fee											
a) Single Family				\$2,572		\$2,572		n/a			N
b) Multi Family Per Unit				\$1,029		\$1,029		n/a			N
c) Commercial				\$1,466		\$1,466		n/a	per 1,000 sq ft		N
d) Office				\$1,440		\$1,440		n/a	per 1,000 sq ft		N
e) Industrial				\$1,388		\$1,388		n/a	per 1,000 sq ft		N
f) Thermalito				see fee schedule		see fee schedule		n/a			N
31 Sewer Connection											
a) Impact Fee				\$1,794		\$1,794		n/a	per EDU		N
b) SCOR				\$6,638		\$6,638		n/a	per EDU		N



User and Regulatory Fees

Police Fees

City of Moorpark
User and Regulatory Fee Study
Allocation of Annual Labor Effort - Police

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Hours Per FTE	Productive Hours	Top Step Hourly	Annual
Chief of Police	1.00	2,080	216	1,864	1,864	\$84.18	\$ 175,094
Police Lieutenant	1.00	2,080	216	1,864	1,864	\$63.55	\$ 132,184
Police Sergeant	4.00	2,080	216	1,864	7,456	\$49.74	\$ 413,837
Police Officer	16.00	2,080	216	1,864	29,824	\$39.76	\$ 1,323,213
Administrative Assistant Dispatch Supr	1.00	2,080	216	1,864	1,864	\$29.68	\$ 61,734
Records Technician Supervisor	1.00	2,080	216	1,864	1,864	\$29.68	\$ 61,734
Dispatchers	7.00	2,080	216	1,864	13,048	\$27.48	\$ 400,109
Administrative Assistant	1.00	2,080	216	1,864	1,864	\$27.44	\$ 57,075
Municipal Law Enforcement Officer	9.00	2,080	216	1,864	16,776	\$24.43	\$ 457,330
Records Technician	1.00	2,080	216	1,864	1,864	\$22.99	\$ 47,819
Total	42.00				78,288		\$ 3,130,130

Allocation of Productive Hours	Indirect	Total Hours
Indirect	20%	15,658
Direct	80%	62,630

Direct Service Units

Description	Salaries & Benefits	Services and Supplies	FY 22/23 Budget	Notes
Police	\$ 4,652,742	\$ 620,250	\$ 5,272,992	
Total	\$ 4,652,742	\$ 620,250	\$ 5,272,992	

Citywide Overhead Rate

Description	% of Direct Exp	Note
Citywide Overhead Rate	26%	[a]

Direct Service Units - Including Allocation of Citywide Overhead

Description	Salaries & Benefits	Services and Supplies	FY 22/23 Budget	Allocation of C'wide OH	Total Cost Allocation	Notes
Police	\$ 4,652,742	\$ 620,250	\$ 5,272,992	\$ 1,370,978	\$ 6,643,970	
Total	\$ 4,652,742	\$ 620,250	\$ 5,272,992	\$ 1,370,978	\$ 6,643,970	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Notes
Expenses	\$ 6,643,970	
Direct Hours	62,630	
Total	\$106	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
Police	42.00	2,080	87,360	\$ 3,130,130	\$36	\$ 106	2.96

Calculation of Fully-Burdened Hourly Rate by Position

Position	Top Step	FTE	Cost Multiplier for Fully-Burdened Hourly Rate	Fully Burdened Hourly Rate	Notes
Chief of Police	\$84.18	1.00	2.96	\$249	
Police Lieutenant	\$63.55	1.00	2.96	\$188	
Police Sergeant	\$49.74	4.00	2.96	\$147	
Police Officer	\$39.76	16.00	2.96	\$118	
Administrative Assistant Dispatch	\$29.68	1.00	2.96	\$88	
Records Technician Supervisor	\$29.68	1.00	2.96	\$88	
Dispatchers	\$27.48	7.00	2.96	\$81	
Administrative Assistant	\$27.44	1.00	2.96	\$81	
Municipal Law Enforcement Officer	\$24.43	9.00	2.96	\$72	
Records Technician	\$22.99	1.00	2.96	\$68	

[a] See separate worksheet for calculation.

City of Oroville
 User and Regulatory Fee Study
 Cost Recovery Analysis - Police Department - Special Service Requests Only (e.g., Special Event Support, DUI Collision Cost Recovery)

Direct Service Units

Description	Salaries & Benefits	Services and Supplies	FY 22/23 Budget	Notes
Police	\$ 4,652,742	\$ 620,250	\$ 5,272,992	
Total	\$ 4,652,742	\$ 620,250	\$ 5,272,992	

Citywide Overhead Rate

Description	% of Direct Exp	Note
Citywide Overhead Rate	0%	[a]

Direct Service Units - Including Allocation of Citywide Overhead

Description	Salaries & Benefits	Services and Supplies	FY 22/23 Budget	Allocation of C'wide OH	Total Cost Allocation	Notes
Police	\$ 4,652,742	\$ 620,250	\$ 5,272,992	\$ -	\$ 5,272,992	
Total	\$ 4,652,742	\$ 620,250	\$ 5,272,992	\$ -	\$ 5,272,992	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Notes
Expenses	\$ 5,272,992	
Direct Hours	62,630	
Total	\$84	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
Police	42.00	2,080	87,360	\$ 3,130,130	\$36	\$ 84	2.35

Calculation of Fully-Burdened Hourly Rate by Position

Position	Top Step	Cost Multiplier for Fully-Burdened Hourly Rate	Fully Burdened Hourly Rate	Fully Burdened Hourly Rate OT	Notes
Police Officer	\$39.76	2.35	\$93	\$113	
Detective	\$41.75	2.35	\$98	\$119	

[a] Exclude Citywide OH. Direct Police Department costs only.

Fee Description		Non-Sworn	Sworn	\$77	\$118	Total Cost of Service	Cost Recovery Information							Yearly Adjust
				Non-Sworn	Sworn		Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change \$	Unit	Notes	
1	Alarm Permit	0.42		\$32	\$0	\$32	\$28	87%	\$30	93%	\$2			Y
2	Citation Signoff		0.25	\$0	\$30	\$30	\$18	61%	\$20	67%	\$2			N
3	Local Record Review	0.50		\$39	\$0	\$39	\$36	93%	\$38	98%	\$2			Y
4	Police Report	0.33		\$26	\$0	\$26	\$18	70%	\$20	77%	\$2	per report		N
5	CAD Report	0.17		\$13	\$0	\$13	\$6	47%	\$10	78%	\$4			N
6	Digital Photographs	0.33		\$26	\$0	\$26	\$21	82%	\$25	97%	\$4			N
7	Hourly Rate													
	a) Officer		1.00	\$0	\$113	\$113	\$71	63%	\$113	100%	\$42	per hour	[a]	Y
	b) Detective		1.00	\$0	\$119	\$119	\$80	67%	\$119	100%	\$39	per hour	[a]	Y
8	VIN Verification		0.25	\$0	\$30	\$30	\$21	71%	\$25	85%	\$4			N
9	Vehicle Repossession Release						\$22		\$15		(\$7)		[b]	N
10	Impounded/Stored Vehicle Release	0.25	1.25	\$19	\$148	\$167	\$123 - \$159	74% - 95%	\$165	99%	\$6 - \$42			Y

[a] Rate for special service requests. Overtime rate.

[b] Amount set by State.



User and Regulatory Fees

Cultural Facilities Admission Fees and Park Use Rental Fees

City of Oroville
User and Regulatory Fee Study
Cost Recovery Analysis - Parks and Trees Department

Direct Service Units

Description	Salaries & Benefits	Services and Supplies	Ops Using District Tax	FY 22/23 Budget	Notes
Parks and Trees Operations	\$ 475,709	\$ 251,350	\$ 948,547	\$ 1,675,606	
Municipal Buildings	\$ 14,153	\$ 40,930	\$ -	\$ 55,083	
Museums	\$ 17,114	\$ 64,000	\$ -	\$ 81,114	
Parks, Trees, and Green Areas	\$ 106,658	\$ 82,850	\$ -	\$ 189,508	
Total	\$ 613,634	\$ 439,130	\$ 948,547	\$ 2,001,311	

Citywide Overhead Rate

Description	% of Direct Exp	Note
Citywide Overhead Rate	26%	[a]

Direct Service Units - Including Allocation of Citywide Overhead

Description	Salaries & Benefits	Services and Supplies	Ops Using District Tax	FY 22/23 Budget	Allocation of C'wide OH	Total Cost Allocation	Notes
Parks and Trees Operations	\$ 475,709	\$ 251,350	\$ 948,547	\$ 1,675,606	\$ 435,658	\$ 2,111,264	
Municipal Buildings	\$ 14,153	\$ 40,930	\$ -	\$ 55,083	\$ 14,322	\$ 69,405	
Museums	\$ 17,114	\$ 64,000	\$ -	\$ 81,114	\$ 21,090	\$ 102,204	
Parks, Trees, and Green Areas	\$ 106,658	\$ 82,850	\$ -	\$ 189,508	\$ 49,272	\$ 238,780	
Total	\$ 613,634	\$ 439,130	\$ 948,547	\$ 2,001,311	\$ 520,341	\$ 2,521,652	

Cost Recovery Summary - Excluding Citywide Overhead (this is a commonly used method for Recreation and Community Services divisions)

Description	Total Budgeted Expenses	Program or Tax Revenue	Cost Recovery	Amount Required from Other Funding Source	Notes
Parks and Trees Operations	\$ 1,675,606	\$ 948,547	57%	\$ 727,059	[b]
Municipal Buildings	\$ 55,083	\$ 24,859	45%	\$ 30,224	
Museums	\$ 81,114	\$ 7,625	9%	\$ 73,489	
Parks, Trees, and Green Areas	\$ 189,508	\$ 4,110	2%	\$ 185,398	
Total	\$ 2,001,311	\$ 985,141	49%	\$ 1,016,170	

Cost Recovery Summary - Including Citywide Overhead (i.e. full cost analysis)

Description	Total Cost Allocation - Includes C'wide OH	Program or Tax Revenue	Cost Recovery	Amount Required from Other Funding Source	Notes
Parks and Trees Operations	\$ 2,111,264	\$ 948,547	45%	\$ 1,162,717	[b]
Municipal Buildings	\$ 69,405	\$ 24,859	36%	\$ 44,546	
Museums	\$ 102,204	\$ 7,625	7%	\$ 94,579	
Parks, Trees, and Green Areas	\$ 238,780	\$ 4,110	2%	\$ 234,670	
Total	\$ 2,521,652	\$ 985,141	39%	\$ 1,536,511	

[a] See separate worksheet for calculation.

[b] Assumes recurring tax revenues are sufficient to cover expenditures funded from 1% district tax.

Fee Description		Current Fee	Proposed Fee	Proposed Change	Charge Basis	Notes	Yearly Adjustment
Admissions to C.F. Lott Home Museum							
1	General Admission (12 years and older)	\$3.00	\$4.00	\$1.00			Y
2	AAA Discount Admission	\$2.50	\$3.50	\$1.00			Y
3	Adult Group Admission (15 people or more)	\$2.50	\$3.50	\$1.00			Y
4	Children Under 12 Years (when accompanied by a paying adult)	Free	Free	\$0.00			Y
5	Adult Group Tour Fees (Max. 35)	\$20.00	\$22.00	\$2.00			Y
6	School Tour Fees						
	a) One Class of 3rd to 6th Grade Students (Max. 35)	\$20.00	\$22.00	\$2.00			Y
	b) Adult Chaperones (maximum 1 per 5 students)	Included (free)	Included (free)	\$0.00			Y
	c) Additional Chaperones	\$2.50	\$3.50	\$1.00	each		Y
	d) Below 3rd Grade	No Admittance	No Admittance	n/a			Y
	e) School Classes Above 6th Grade	\$2.50	\$3.50	\$1.00	each person		Y
Admissions to Chinese Temple Complex & Museum							
7	General Admission (12 years and older)	\$3.00	\$4.00	\$1.00			Y
8	AAA Discount Admission	\$2.50	\$3.50	\$1.00			Y
9	Adult Group Admission (15 people or more)	\$2.50	\$3.50	\$1.00			Y
10	Children Under 12 Years (when accompanied by a paying adult)	Free	Free	\$0.00			Y
11	Adult Group Tour Fees (Max. 35)	\$20.00	\$22.00	\$2.00			Y
12	School Tour Fees						
	a) One Class of 3rd to 6th Grade Students (Max. 35)	\$20.00	\$22.00	\$2.00			Y
	b) Adult Chaperones (maximum 1 per 5 students)	Included (free)	Included (free)	\$0.00			Y
	c) Additional Chaperones	\$2.50	\$3.50	\$1.00	each		Y
	d) Below 3rd Grade	No Admittance	No Admittance	n/a			Y
	e) School Classes Above 6th Grade	\$2.50	\$3.50	\$1.00	each person		Y
Admissions to Bolt's Antique Tool Museum							
13	General Admission (12 years and older)	\$3.00	\$4.00	\$1.00			Y
14	AAA Discount Admission	\$2.50	\$3.50	\$1.00			Y
15	Adult Group Admission (15 people or more)	\$2.50	\$3.50	\$1.00			Y
16	Children Under 12 Years (when accompanied by a paying adult)	Free	Free	\$0.00			Y
17	Adult Group Tour Fees (Max. 35)	\$20.00	\$22.00	\$2.00			Y
18	School Tour Fees						
	a) One Class of 3rd to 6th Grade Students (Max. 35)	\$20.00	\$22.00	\$2.00			Y
	b) Adult Chaperones (maximum 1 per 5 students)	Included (Free)	Included (Free)	\$0.00			Y
	c) Additional Chaperones	\$2.50	\$3.50	\$1.00	each		Y
	d) Below 3rd Grade	No Admittance	No Admittance	n/a			Y
	e) School Classes Above 6th Grade	\$2.50	\$3.50	\$1.00	each person		Y

Fee Description		Current Fee	Proposed Fee	Proposed Change	Charge Basis	Notes	Yearly Adjustment
Admissions to Butte County Pioneer Memorial Museum							
19	General Admission (12 years and older)	\$3.00	\$4.00	\$1.00			Y
20	AAA Discount Admission	\$2.50	\$3.50	\$1.00			Y
21	Adult Group Admission (15 people or more)	\$2.50	\$3.50	\$1.00			Y
22	Children Under 12 Years (when accompanied by a paying adult)	Free	Free	\$0.00			Y
23	Adult Group Tour Fees (Max. 35)	\$20.00	\$22.00	\$2.00			Y
24	School Tour Fees						
	a) One Class of 3rd to 6th Grade Students (Max. 35)	\$20.00	\$22.00	\$2.00			Y
	b) Adult Chaperones (maximum 1 per 5 students)	Included (Free)	Included (Free)	\$0.00			Y
	c) Additional Chaperones	\$2.50	\$3.50	\$1.00	each		Y
	d) Below 3rd Grade	No Admittance	No Admittance	n/a			Y
	e) School Classes Above 6th Grade	\$2.50	\$3.50	\$1.00	each person		Y
Admissions to Feather River Nature Center							
25	General Admission - Adults and Children	Free	Free	\$0.00			Y
26	Adult Group Tour Fees (Max. 35)	\$20.00	\$22.00	\$2.00			Y
27	School Tour Fees						
	a) One Class of 3rd to 6th Grade Students (Max. 35)	\$20.00	\$22.00	\$2.00			Y
	b) Adult Chaperones (maximum 1 per 5 students)	Included (Free)	Included (Free)	\$0.00			Y
	c) Additional Chaperones	\$2.50	\$3.50	\$1.00	each		Y
	d) Below 3rd Grade	No Admittance	No Admittance	n/a			Y
	e) School Classes Above 6th Grade	\$2.50	\$3.50	\$1.00	each person		Y

Fee Description		Current Fee	Proposed Fee		Proposed Change		Charge Basis	Notes	Yearly Adjustment
			Saturday and Holidays	All Other	Saturday and Holidays	All Other			
	Sank Park/Lott Home Rental Fees for this park are for 8 hours maximum, park must be vacated by 9:00pm								
1	Wedding Only - Gazebo & Nancy Price Room								
	a) City Residents	\$250.00	\$410.00	\$275.00	\$160.00	\$25.00			Y
	b) Non-Residents	\$280.00	\$520.00	\$345.00	\$240.00	\$65.00			Y
	c) Key Deposit	\$75.00	\$85.00	\$85.00	\$10.00	\$10.00			Y
	d) Cleaning Deposit	\$150.00	\$165.00	\$165.00	\$15.00	\$15.00			Y
	e) Amplification Permit - PA Systems	\$42.00	\$50.00	\$50.00	\$8.00	\$8.00			Y
	f) Alcohol Permit	\$71.00	\$80.00	\$80.00	\$9.00	\$9.00	per hr, min 3 hrs		Y
2	Reception Only - Patio & Kitchen								
	a) City Residents	\$250.00	\$410.00	\$275.00	\$160.00	\$25.00			Y
	b) Non-Residents	\$280.00	\$520.00	\$345.00	\$240.00	\$65.00			Y
	c) Key Deposit	\$75.00	\$85.00	\$85.00	\$10.00	\$10.00			Y
	d) Cleaning Deposit	\$150.00	\$165.00	\$165.00	\$15.00	\$15.00			Y
	e) Amplification Permit - PA Systems	\$42.00	\$50.00	\$50.00	\$8.00	\$8.00			Y
	f) Alcohol Permit	\$71.00	\$80.00	\$80.00	\$9.00	\$9.00	per hr, min 3 hrs		Y
3	Wedding & Reception Only - Patio, Kitchen, Gazebo & Nancy Price Room								
	a) City Residents	\$500.00	\$830.00	\$550.00	\$330.00	\$50.00			Y
	b) Non-Residents	\$575.00	\$1,040.00	\$690.00	\$465.00	\$115.00			Y
	c) Key Deposit	\$75.00	\$85.00	\$85.00	\$10.00	\$10.00			Y
	d) Cleaning Deposit	\$150.00	\$165.00	\$165.00	\$15.00	\$15.00			Y
	e) Amplification Permit - PA Systems	\$42.00	\$50.00	\$50.00	\$8.00	\$8.00			Y
	f) Alcohol Permit	\$71.00	\$80.00	\$80.00	\$9.00	\$9.00	per hr, min 3 hrs		Y
4	General Group Use								
	a) Fundraiser/Event with Admission Charge	\$350.00	\$580.00	\$385.00	\$230.00	\$35.00			Y
	b) Kitchen Rental	\$75.00	\$130.00	\$85.00	\$55.00	\$10.00			Y
	c) Coach Room (Per Person)	\$2.00	\$5.00	\$5.00	\$3.00	\$3.00			Y
	d) Key Deposit	\$75.00	\$85.00	\$85.00	\$10.00	\$10.00			Y
	e) Cleaning Deposit	\$150.00	\$165.00	\$165.00	\$15.00	\$15.00			Y
	f) Amplification Permit - PA Systems	\$42.00	\$50.00	\$50.00	\$8.00	\$8.00			Y
	g) Alcohol Permit	\$71.00	\$80.00	\$80.00	\$9.00	\$9.00	per hr, min 3 hrs		Y

Fee Description		Current Fee	Proposed Fee	Proposed Change	Charge Basis	Notes	Yearly Adjustment
Centennial Plaza							
Electricity is the Only Amenity Offered - No Restrooms!							
1	Wedding and/or Reception	\$125.00	\$160.00	\$35.00			Y
2	Key Deposit (for electrical box)	\$25.00	\$35.00	\$10.00			Y
Hammon Park							
3	General Park Fee (up to 4 hours)	\$40.00	\$50.00	\$10.00			Y
4	Each Additional Hour	\$10.00	\$15.00	\$5.00			Y
5	Fundraiser	\$225.00	\$285.00	\$60.00			Y
6	Elementary School Events	Free	Free	\$0.00			Y
7	Alcohol Permit	\$71.00	\$80.00	\$9.00	per hr, min 3 hrs		Y
8	Amplification Permit - PA Systems	\$42.00	\$55.00	\$13.00			Y
9	Key Deposit (for electrical box)	\$25.00	\$35.00	\$10.00			Y
10	Water Spigot Deposit	\$75.00	\$95.00	\$20.00			Y
Rotary Park							
11	General Park Fee (up to 4 hours)	\$40.00	\$50.00	\$10.00			Y
12	Each Additional Hour	\$10.00	\$15.00	\$5.00			Y
13	Fundraiser	\$225.00	\$285.00	\$60.00			Y
14	Elementary School Events	Free	Free	\$0.00			Y
15	Rotary Club events at Rotary Park	Free	Free	\$0.00			Y
16	Alcohol Permit	\$71.00	\$80.00	\$9.00	per hr, min 3 hrs		Y
17	Amplification Permit - PA Systems	\$42.00	\$55.00	\$13.00			Y
18	Key Deposit (for electrical box)	\$25.00	\$35.00	\$10.00			Y
19	Water Spigot Deposit	\$75.00	\$95.00	\$20.00			Y
Hewitt Park						[a]	
20	Bocce Ball Equipment Deposit (Ball set available at City Hall)	\$50.00	\$50.00	\$0.00			Y
21	General Park Fee (up to 4 hours)	\$40.00	\$40.00	\$0.00			Y
22	Each Additional Hour	\$10.00	\$10.00	\$0.00			Y
23	Fundraiser	\$225.00	\$225.00	\$0.00			Y
24	Elementary School Events	Free	Free	\$0.00			Y
25	Alcohol Permit	\$71.00	\$80.00	\$9.00	per hr, min 3 hrs		Y
26	Amplification Permit - PA Systems	\$42.00	\$55.00	\$13.00			Y
27	Key Deposit (for electrical box)	\$25.00	\$35.00	\$10.00			Y
28	Water Spigot Deposit	\$75.00	\$95.00	\$20.00			Y

City of Oroville
Cost of Service Study for Analyzing User and Regulatory Fees
Parks and Trees Department - Park Use Rental
Calculation of the Estimated Costs of Providing Fee Related Services

Fee Description		Current Fee	Proposed Fee	Proposed Change	Charge Basis	Notes	Yearly Adjustment
	Oroville Municipal Auditorium						
29	Rental for the First 12 Hours, Including 1 Staff Person for 8 Hours	\$625.00	\$625.00	\$0.00			Y
30	Staff Person Per Hour After 8 Hours	\$35.00	\$35.00	\$0.00			Y
31	Additional Staff Person Per Hour (Min 1 Hr)	\$35.00	\$35.00	\$0.00			Y
32	Refundable Cleaning Deposit/Security Deposit	\$500.00	\$500.00	\$0.00			Y
33	Alcohol Permit	\$71.00	\$80.00	\$9.00	per hr, min 3 hrs		Y

[a] No reservations taken until Hewitt Park remodel is completed. Fees listed for Hewitt Park will become effective at that time.



User and Regulatory Fees

Indirect Cost Rate for Calculation for User and Regulatory Fees

Central Service Center [a]

Department	Expenses GF	Expenses 1% Tax	Total	Notes
City Administrator	\$441,560	\$85,720	\$527,280	
City Attorney	\$265,450		\$265,450	
City Clerk	\$168,032		\$168,032	
City Hall	\$101,397	\$68,810	\$170,207	
Finance	\$1,233,785		\$1,233,785	
Human Resources	\$467,748		\$467,748	
Information Technology	\$598,010		\$598,010	
Risk Management	\$620,904		\$620,904	
Mayor	\$43,496		\$43,496	
City Council	\$171,618		\$171,618	
Treasurer	\$45,501		\$45,501	
Total	\$4,157,501	\$154,530	\$4,312,031	

Direct Service Department [a]

Department	Operating Exp	Expenses 1% Tax	Operating Exp	Notes
Planning & Development Services	\$1,570,271	\$1,004,007	\$2,574,278	
Public Safety (Excluding Fire)	\$5,685,792	\$1,760,748	\$7,446,540	
Public Works	\$2,915,144	\$1,866,282	\$4,781,426	
Parks & Trees	\$1,052,764	\$948,547	\$2,001,311	
Total	\$11,223,971	\$5,579,584	\$16,803,555	

Estimated Citywide Indirect Cost Rate - General Fund

Dept/Division	Total	Notes
Indirect Costs	\$4,312,031	
Direct Expenses	\$16,803,555	[b]
Total	26%	<<< Indirect cost rate *

* This represents a conservative indirect cost rate calculation. This estimate was developed for purposes of user and regulatory fee cost of service analysis. As part of day-to-day operations, staff may categorize, assign, or quantify indirect costs using different criteria and methods.

[a] Source: FY 22/23 adopted budget.

[b] Indirect cost base is operating expenses of direct service units.



Illustration of Proposed Fee Changes

City of Oroville

Illustration of Proposed Fee Changes

Fee Type	Page
BUILDING FEES	3
CODE COMPLIANCE FEES	9
FIRE FEES	10
PLANNING FEES	16
SHORT TERM VACATION RENTAL PERMIT FEES	18
LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES	19
POLICE FEES	22
CULTURAL FACILITIES ADMISSION FEES	23
PARK USE RENTAL FEES	26

City of Oroville

BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
1 Minimum Permit Fee (When One Inspection is Required)	\$166	\$85	\$166	\$81			Y
2 Minimum Permit Fee (When Two Inspections are Required)	\$332	\$170	\$332	\$162			Y
3 Standard Hourly Rate	\$166	\$85	\$166	\$81			Y
4 Technology Cost Recovery Fee (to be charged at each permit application and issuance)	varies	6% of plan review and permit fee	6% of plan review and permit fee				N
5 Strong Motion Instrumentation Program (SMIP) Fee							
a) Residential		Valuation x .00013	Valuation x .00013				N
b) Commercial		Valuation x .00028	Valuation x .00028				N
6 Green Building Fee		\$1 per \$25,000 of Permit Valuation	\$1 per \$25,000 of Permit Valuation				N
Fire Project Review and Inspection Fees							
7 Administrative Fee	\$166	\$43	\$166	\$123		[a]	Y
8 Burn Permit Fee	\$25	\$11	\$25	\$14			Y
9 Fire Works Permit Administrative Fee	\$332	\$170	\$332	\$162		[b]	Y
Miscellaneous Department Fees							
10 Business License Occupancy Inspection Fee (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
11 Business License Occupancy Submittal/Processing Fee (minimum ½ hour)	\$83	\$43	\$83	\$40	per 1/2 hour		Y
12 First Time Homebuyer's Inspection Fee (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
13 Re-inspection fee for Business License Occupancy or First Time Homebuyer's Inspection (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
14 Encroachment Permit Administrative Processing Fee	\$30	\$15	\$30	\$15			Y
15 Addressing (new or re-addressing), per hour (minimum ½ hour)	\$83	\$43	\$83	\$40	per 1/2 hour		Y
16 Temporary Certificate of Occupancy	\$332	\$170	\$332	\$162			Y
17 Certificate of Occupancy Document	\$20	\$10	\$20	\$10			Y
18 Plan review fee (minimum ½ hour)	\$83	\$43	\$83	\$40	per 1/2 hour		Y
19 Geotechnical Review Fee (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
20 Site Inspection (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
21 Requested Special Inspection per hour or fraction thereof (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
22 Alternative Methods and Materials Review per hour (minimum 1 hour)	\$166	\$43	\$166	\$123	per hour		Y
23 Photocopy of Documents Fees							
a) 8.5" x 11"		\$0.25	\$0.25		per sheet		N
b) 11" x 17"		\$1.10	\$1.10		per sheet		N
c) 18" x 26"		\$1.15	\$1.15		per sheet		N
d) 24" x 36"		\$1.25	\$1.25		per sheet		N
e) 24" x 42" and larger		\$1.30	\$1.30		per sheet		N
24 Specialized reviews and requests	Varies	Actual Cost	Actual Cost				N
25 Certified Access Specialist Program (CAsp)							
a) Inspection per hour (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
b) Inspection report per hour (minimum ½ hour)	\$83	\$43	\$83	\$40	per 1/2 hour		Y
c) Certificate	\$100	\$51	\$100	\$49			Y
26 Demolition							
a) Per building	\$166	\$85	\$166	\$81			Y
b) Per building if a structure pre-measure is requested	\$332	\$170	\$332	\$162			Y
27 Residential swimming pool, spa, or hot tub							
a) Plan review (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
b) Permit	\$830	\$415	\$830	\$415			Y
28 Residential swimming pool addition or remodel permit	\$498	\$255	\$498	\$243			Y
29 Residential spa or hot tub permit (self-contained above ground)	\$332	\$170	\$332	\$162			Y
30 Commercial swimming pool or spa permit	Varies	Based on Valuation	Based on Valuation				Y
31 Re-Roof Permit							
a) Residential	\$332	\$170	\$332	\$162			Y
b) Residential multifamily (per building)	\$332	\$170	\$332	\$162			Y
c) Commercial	\$498	\$255	\$498	\$243			Y
32 Window installation or replacement permit (rough frame, and final							
a) Retrofit windows	\$166	\$85	\$166	\$81			Y
b) New construction windows (flashing, minor siding replacement, etc)	\$332	\$170	\$332	\$162			Y
c) Residential or commercial building move (site, foundation, electrical, plumbing, mechanical, and final inspection); additional fees may apply	Varies	Based on Valuation	Based on Valuation				Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
Patio Covers, Decks, and Trellises							
33 Plan Review (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
34 Up to 500 sq.ft. (wood or metal construction)	\$498	\$255	\$498	\$243			Y
35 Enclosed up to 500 sq.ft. (wood or metal construction)	\$664	\$340	\$664	\$324			Y
36 In excess of 500 sq.ft. (covered or enclosed) additional fee per 100 sq.ft. or fraction thereof	\$166	\$43	\$166	\$123			Y
37 Deck or Trellis (per structure)	\$332	\$170	\$332	\$162			Y
Signs							
38 Plan Review, (wall and/or roof mounted) (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
39 Plan Review (freestanding) (minimum 1 hour)	Varies	Based on Valuation	Based on Valuation				Y
40 Additional electrical permit fee for illuminated signs (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
41 Signs - 0-100 square feet	\$332	\$170	\$332	\$162			Y
42 Signs - Over 100 square feet	\$498	\$255	\$498	\$243			Y
Cellular Tower							
43 Plan Review, (minimum 1 hour)	Varies	Based on Valuation	Based on Valuation				Y
44 Free standing monopole	\$830	\$420	\$830	\$410			Y
45 Co-location	\$664	\$340	\$664	\$324			Y
46 Equipment Container	\$332	\$170	\$332	\$162			Y
Manufactured Buildings							
47 Application Fee	\$30	\$15	\$30	\$15			Y
48 Plan Review (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
49 Installation with Standard Plan Approval (SPA)	\$664	\$340	\$664	\$324			Y
50 Non-Standard Plan Approval (SPA), engineered foundation system	Varies	Based on Valuation	Based on Valuation				Y
51 Electrical	\$166	\$85	\$166	\$81			Y
52 Plumbing	\$166	\$85	\$166	\$81			Y
53 Mechanical	\$166	\$85	\$166	\$81			Y
54 Commercial Coach set-up and installation	Varies	Based on Valuation	Based on Valuation				Y
55 California State 433A & 433B processing fee (per building section)	\$21	\$11	\$21	\$10			Y
56 Master Plan Fee	\$332	\$170	\$332	\$162			Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
Electrical Service and/or Sub-Panel Installation							
57 Up to 325 amperes	\$166	\$170	\$166	(\$4)			Y
58 325 to 1,000 amperes	\$332	\$255	\$332	\$77			Y
59 Over 1,000 amperes	\$332	\$340	\$332	(\$8)			Y
60 Plan Review fee (when required) (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
61 Temporary power pole/service	\$332	\$170	\$332	\$162			Y
62 Residential backup generator	\$332	\$170	\$332	\$162			Y
63 Commercial backup generator	\$498	\$255	\$498	\$243			Y
Photovoltaic (PV-Solar) & Alternative Energy Systems							
64 Photovoltaic & Alternative Energy Systems Plan Review							
a) Residential	\$166	\$85	\$166	\$81			Y
b) Commercial (minimum 1 hour)	Varies	Based on Valuation	Based on Valuation				Y
65 Residential roof mount; PV panels and equipment only	\$332	\$170	\$332	\$162			Y
66 Residential ground mount; PV panels and equipment only (minimum 2 hours)	Varies	Based on Valuation	Based on Valuation				Y
67 Commercial roof mount; PV panels and equipment only (per each separate array)	\$498	\$255	\$498	\$243			Y
68 Commercial ground mount; PV panels and equipment only (minimum 3 hours)	Varies	Based on Valuation	Based on Valuation				Y
69 Alternative Energy Producing System (wind turbine, methane gas conversion, bio-fuels, etc) (per valuation table)	Varies	Based on Valuation	Based on Valuation				Y
70 Residential or Commercial Ground Mount Foundation Plan Review	Varies	Based on Valuation	Based on Valuation				Y
71 Residential or not of Commercial Ground Mount Foundation	Varies	Based on Valuation	Based on Valuation				Y
Miscellaneous Plumbing							
72 Water heater installation/replacement	\$166	\$85	\$166	\$81			Y
73 Water softener or reverse osmosis installation/replacement	\$166	\$85	\$166	\$81			Y
74 Temporary gas release (prior to final inspection) (minimum 1 inspection)	\$166	\$85	\$166	\$81			Y
75 Above ground propane tank installation/replacement	\$332	\$170	\$332	\$162			Y
76 In-ground propane tank installation/replacement	\$498	\$255	\$498	\$243			Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
Miscellaneous Mechanical							
77 Residential HVAC furnace, A/C condenser, and/or ductwork	\$166	\$170	\$166	(\$4)			Y
78 Commercial HVAC furnace, A/C condenser, and/or ductwork	\$332	\$255	\$332	\$77			Y
79 Prefabricated or metal fireplace (Listed by a recognized agency; EPA phase II approved)	\$332	\$170	\$332	\$162			Y
80 Masonry with gas fireplace insert (EPA phase II approved)	\$332	\$170	\$332	\$162			Y
Guidelines for determining the valuation of common projects per type of structure shall be based on the actual work valuation but no less than the latest International Code Council based square footage tables.							
Miscellaneous Administration Fees							
81 Deferred Submittal Request (subject to approval by the Building Official)	\$166	\$85	\$166	\$81			Y
82 Permit Extension Request (subject to approval by the Building Official)	\$166	\$85	\$166	\$81			Y
83 Plan Review Extension Request (subject to approval by the Building Official)	\$166	\$85	\$166	\$81			Y
84 Re-instate expired permit – ½ of the cost of original permit if permit is older than 24 months; excludes school, fire, and FSA, etc fees) – (subject to approval by the Building Official)		1/2 the cost of original permit fees	1/2 the cost of original permit fees				N

[a] Fee for all fire review submittals (sprinklers, commercial kitchen hood extinguishing systems, fire alarm systems, etc.) (minimum 1/2 hour).

[b] Applies if processed/issued by the Development Services Department (minimum 2 hours).

City of Oroville

BEFORE AND AFTER ILLUSTRATION - BUILDING FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
BUILDING PERMIT FEES							
Total Valuation							
\$1 - \$500	\$42	\$24	\$24	\$0			N
\$500 - \$2,000	\$42	\$24	\$24	\$0			N
\$2,000 - \$40,000	\$166	\$69	\$69	\$0			N
\$40,000 - \$100,000	\$498	\$487	\$487	\$0			N
\$100,000 - \$500,000	\$1,079	\$1,027	\$1,027	\$0			N
\$500,000 - \$1,000,000	\$3,984	\$3,827	\$3,827	\$0			N
\$1,000,000 - \$5,000,000	\$6,640	\$6,327	\$6,327	\$0			N
\$5,000,001 and up	\$18,592	\$18,327	\$18,327	\$0			N
Other Inspections and Fees							
1 Inspections outside normal business hours (minimum 2 hours)	\$199	\$85	\$199	\$114	per hour		Y
2 Re-inspection fees assessed under the provisions of Section 6-1.7; 110.7 of the Oroville City Ordinance 1767.	\$166	\$85	\$166	\$81	per hour		Y
3 Inspection for which no fee is specifically indicated (minimum 1 hour)	\$166	\$85	\$166	\$81	per hour		Y
4 Additional plan review required due to changes, additions, or revisions to plans (minimum ½ hour)	\$83	\$43	\$83	\$41	per half hour		Y
5 For use of outside consultants for plan review and inspections, or both	Varies	Actual Cost	Actual Cost			[a]	N
6 Plan Review: When a plan or other data is required to be submitted for review, the plan review fee for each building, structure, utility, etc.	Varies	65% of Building Permit Fee	65% of Building Permit Fee			[b]	N
7 Plan Review - Master Plan						[b][c]	
a) Plan Review for Initial Review of Master Plan	Varies	65% of Building Permit Fee	65% of Building Permit Fee			[b][c]	N
b) Plan Review for Each Building Permit that Utilizes an Approved Master Plan	\$166	\$85	\$166	\$81		[b][c]	Y
8 Disabled Access Review: For the review of California Code of Regulation Title 24 requirements for accessibility for the physically disabled	\$166	\$85	\$166	\$81	per hour		Y
9 Energy Conservation Review: For review of California Code of Regulations Title 24 requirements for energy conservation	Varies	10% of Building Permit Fee	10% of Building Permit Fee				N
10 Green Building Standards Review: For review of California Code of Regulations Title 24 requirements for green building standards	Varies	15% of Building Permit Fee	15% of Building Permit Fee				N

[a] Actual costs include the actual invoice amounts from the third party, as well as city administrative costs (e.g., staff and administrative billable rates).

[b] Fee covers up to three reviews. Each additional review will be billed at hourly rate.

[c] For all project master plans, full plan review will be charged for the initial review of all master plans. For each building permit that utilizes an approved master plan, a one hour plan review fee will be charged

City of Oroville

BEFORE AND AFTER ILLUSTRATION - CODE COMPLIANCE FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
1 Re-inspection Fee	\$154	\$85	\$154	\$69			Y
2 Extension Request / Administrative Fee	\$77	\$43	\$77	\$34			Y
3 Multi-Family Inspection Program Fee (per dwelling unit)	\$39	\$38	\$39	\$1			Y
4 Preliminary Title Search Fee (Litigation Guarantee)							
a) Administrative Fee	\$116	\$80	\$116	\$35			Y
b) Title Search Company Cost		Actual Cost	Actual Cost				N
5 Property Lien Processing Fee (per property) (1 hour)	\$154	\$85	\$154	\$69			Y
6 Property Posting Fee	\$154	\$85	\$154	\$69			Y
7 Vacant Building Monitoring Ordinance Fee (Annual)	\$462	\$339	\$462	\$123			Y
8 Vehicle Abatement	\$193	\$125	\$193	\$68			Y
9 Specialized Services Including, but not limited to, Attorney and Abatement Services		Actual Cost	Actual Cost				Y
10 Miscellaneous Administrative Code Enforcement Fee (when not listed specifically above) (based on hourly rate; minimum ½ hour)	\$77	\$43	\$77	\$34	per half hour		Y

BEFORE AND AFTER ILLUSTRATION - FIRE DEPARTMENT FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
Construction							
1 Civil Plans							
a) Design Review	\$718	\$434	\$718	\$284			Y
2 Fire & life safety for building compliance							
a) Plan Review		20% of building plan check fee	20% of building plan check fee				N
b) Inspection	\$549	\$325	\$549	\$224			Y
Fire Protection Systems							
3 Kitchen hood system plan review and inspection							
a) Plan Review	\$380	\$226	\$380	\$154			Y
b) Inspection	\$296	\$184	\$296	\$112			Y
4 Underground Fire lines plan review and inspection							
a) Plan Review	\$380	\$226	\$380	\$154			Y
b) Inspection	\$465	\$265	\$465	\$200			Y
New construction sprinkler system plan review inspection							
5 1 - 200 sprinklers							
a) Plan Review	\$380	\$226	\$380	\$154			Y
b) Inspection	\$465	\$265	\$465	\$200			Y
6 201+ sprinklers							
a) Plan Review	\$634	\$371	\$634	\$263			Y
b) Inspection	\$634	\$368	\$634	\$266			Y
i) Add 1/2 hour per each floor over ground floor	\$85	\$49	\$85	\$36			Y
ii) Add 1/2 hour per each fire sprinkler riser	\$85	\$49	\$85	\$36			Y
Tenant improvement sprinkler system plan review and inspection							
7 1 - 50 sprinklers							
a) Plan Review	\$380	\$226	\$380	\$154			Y
b) Inspection	\$296	\$184	\$296	\$112			Y
8 51+ sprinklers							
a) Plan Review	\$549	\$323	\$549	\$226			Y
b) Inspection	\$465	\$265	\$465	\$200			Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - FIRE DEPARTMENT FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
Residential SFD and Duplex fire sprinkler system, fire alarm system plan review and inspection							
9 Residential SFD and Duplex fire sprinkler system plan review and inspection							
a) Plan Review	\$380	\$226	\$380	\$154			Y
b) Inspection	\$296	\$184	\$296	\$112			Y
10 Fire alarm system plan review							
a) Plan Review	\$549	\$323	\$549	\$226			Y
b) Inspection	\$380	\$226	\$380	\$154			Y
11 Compressed gas systems							
a) Plan Review	\$380	\$226	\$380	\$154			Y
b) Inspection	\$296	\$164	\$296	\$132			Y
12 High-pile storage							
a) Plan Review	\$380	\$226	\$380	\$154			Y
b) Inspection	\$296	\$164	\$296	\$132			Y
13 Paint and spray booth							
a) Plan Review	\$380	\$226	\$380	\$154			Y
b) Inspection	\$296	\$164	\$296	\$132			Y
14 Temporary Structures, Tents, Canopies							
a) Plan Review	\$380	\$226	\$380	\$154			Y
b) Inspection	\$296	\$164	\$296	\$132			Y
15 Above ground tank installation							
a) Plan Review	\$380	\$226	\$380	\$154			Y
b) Inspection	\$296	\$164	\$296	\$132			Y
16 Below ground tank installation/removal							
a) Plan Review	\$380	\$226	\$380	\$154			Y
b) Inspection	\$296	\$164	\$296	\$132			Y
17 Technical reports/alternate material request	\$507	\$291	\$507	\$216			Y
18 Special plan review (expedite) (per hour)	\$254	\$146	\$254	\$108			Y
19 Re-inspection fees	\$169	\$96	\$169	\$73			Y

City of Oroville

Item 12.

BEFORE AND AFTER ILLUSTRATION - FIRE DEPARTMENT FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
20 Aerosol products exceeding 500 lbs. Manufacturing or packaging only	\$254	\$155	\$254	\$99			Y
21 Amusement buildings Haunted Houses and similar activity per bldg	\$338	\$202	\$338	\$136			Y
22 Aviation servicing or repair buildings (Per Airport)	\$338	\$202	\$338	\$136			Y
23 Cellulose nitrate film Per facility, manufacturing, cabinet shop, mill	\$254	\$155	\$254	\$99			Y
24 Combustible fibers (Manufacturing, cotton, straw, etc.)	\$338	\$202	\$338	\$136			Y
25 Compressed gases CFC Article 30, in excess of 50lbs or 1 mobile unit	\$254	\$155	\$254	\$99			Y
26 Covered mall buildings (CBC Defined, per mall)	\$507	\$310	\$507	\$197			Y
27 Cryogenic fluids (Per site, liquid nitrogen or similar)	\$254	\$155	\$254	\$99			Y
28 Cutting and welding Per site, single activity/mobile operations see "Hot Work"	\$338	\$202	\$338	\$136			Y
29 Carnivals, circus, fairs** (Per event**)	\$338	\$202	\$338	\$136			Y
30 Dry cleaning plants (Not to include retail stores)	\$338	\$202	\$338	\$136			Y
31 Exhibits and trade shows (Per event)	\$338	\$202	\$338	\$136			Y
32 Explosives or blasting agents (Per facility, event or site)	\$338	\$202	\$338	\$136			Y
33 Fireworks retail stand							
a) Non-profit per City Code Ch 10-8		\$0	\$0	\$0			N
b) Clean up fee (Per site)	\$254	\$140	\$254	\$114			Y
34 Fireworks public display Per event, airborne or explosive	\$338	\$202	\$338	\$136			Y
35 Fireworks special pyrotechnic effects (Per event)	\$507	\$310	\$507	\$197			Y
36 Flammable or combustible liquids Per site, above ground storage	\$254	\$155	\$254	\$99			Y
37 Floor refinishing with Class I or II liquids (old classification: Bowling Alley Refinishing) Per site, above ground storage	\$254	\$155	\$254	\$99			Y
38 Fruit and crop ripening with ethylene gas (Per site)	\$254	\$155	\$254	\$99			Y
39 Fumigation permit (Per building)	\$254	\$155	\$254	\$99			Y

City of Oroville

Item 12.

BEFORE AND AFTER ILLUSTRATION - FIRE DEPARTMENT FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
40 Hazardous materials storage, dispense, use of handling Per site 4280-2000 \$202.0	\$338	\$202	\$338	\$136			Y
41 Hazardous waste generator Per site, in conjunction with haz material storage	\$254	\$155	\$254	\$99			Y
42 HPM facilities (Per site)	\$338	\$202	\$338	\$136			Y
43 High-pile storage (Per site, CFC class I-IV materials)	\$338	\$202	\$338	\$136			Y
44 Hot works operations (Per day per site - temporary uses)	\$254	\$155	\$254	\$99			Y
45 Industrial ovens (Per site, cement, powder coating, etc)	\$254	\$155	\$254	\$99			Y
46 Lumber yards processing > 100,000 board feet Per site and parcel	\$338	\$202	\$338	\$136			Y
47 LPG (Per site, excludes R-3 & R-1 dwellings)	\$254	\$155	\$254	\$99			Y
48 Magnesium (Per site)	\$254	\$155	\$254	\$99			Y
49 Misc combustible storage in excess of 2500 cubic feet (Per site)	\$338	\$202	\$338	\$136			Y
50 Open flame, torches, candles, (Per event, not in conjunction with #10 or #27	\$254	\$155	\$254	\$99			Y
51 Organic coating (Per site)	\$254	\$155	\$254	\$99			Y
52 Pyroxylin plastics (Per site, manufacturing and/or application)	\$254	\$155	\$254	\$99			Y
53 Refrigeration equipment regulated by chapter 6 (Per site, excludes R-1 and R-3 occupancies)	\$338	\$202	\$338	\$136			Y
54 Roof top heliports Per platform	\$254	\$155	\$254	\$99			Y
55 Spraying and dipping (Per site, auto body, plating, acid washing, etc)	\$338	\$202	\$338	\$136			Y
56 Storage of scrap tires and tire rebuilding plants (Per site, includes auto salvage yards)	\$338	\$202	\$338	\$136			Y
R Occupancies							
57 Multi-Unit Residential							
a) 3 to 5 Units	\$169	\$107	\$169	\$62			Y
b) 6 - 10 Units	\$254	\$161	\$254	\$93			Y
c) 11 to 20 Units	\$380	\$214	\$380	\$166			Y
d) 21 - 40 Units	\$549	\$321	\$549	\$228			Y
e) 41 or more Units	\$718	\$428	\$718	\$290			Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - FIRE DEPARTMENT FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
58 Pre-inspection - Residential care facilities, per site	\$85	\$50	\$85	\$35			Y
59 Large family day care R-3, per site	\$338	\$202	\$338	\$136			Y
60 A Occupancies, (Assembly)	\$169	\$107	\$169	\$62			Y
61 B Occupancies, (Business)							
a) 1 - 500 sq ft	\$42	\$27	\$42	\$16			Y
b) 501 - 1,000 sq ft	\$85	\$54	\$85	\$31			Y
c) 1,001 to 1,500 sq ft	\$127	\$80	\$127	\$47			Y
d) 1,501 to 2,000 sq ft	\$169	\$107	\$169	\$62			Y
e) 2,001 - 2,500 sq ft	\$211	\$134	\$211	\$78			Y
f) 2,501 - 3,000 sq ft	\$254	\$161	\$254	\$93			Y
g) 3,001 - 3,500 sq ft	\$296	\$187	\$296	\$109			Y
h) 3,501 - 4,000 sq ft	\$380	\$214	\$380	\$166			Y
i) 4,001 - 4,500 sq ft	\$423	\$241	\$423	\$182			Y
j) 4,500 sq ft - 5,000 sq ft	\$465	\$268	\$465	\$197			Y
62 C Occupancies, Camps, organized (Per site)	\$169	\$107	\$169	\$62			Y
63 E Occupancies (example Laboratories) (Per building)	\$169	\$107	\$169	\$62			Y
64 F Occupancies (example Factory)	\$380	\$214	\$380	\$166			Y
65 H Occupancies Per building, fuel storage, chemical process	\$338	\$202	\$338	\$136			Y
66 I Occupancies (example Hospital) (Per building)	\$507	\$310	\$507	\$197			Y
67 L Occupancies (example Laboratories) (Per Building)	\$169	\$107	\$169	\$62			Y
68 M Occupancies (Mercantile)							
a) 1 - 500 sq ft	\$42	\$27	\$42	\$16			Y
b) 501 - 1,000 sq ft	\$85	\$54	\$85	\$31			Y
c) 1,001 to 1,500 sq ft	\$127	\$80	\$127	\$47			Y
d) 1,501 to 2,000 sq ft	\$169	\$107	\$169	\$62			Y
e) 2,001 - 2,500 sq ft	\$211	\$134	\$211	\$78			Y
f) 2,501 - 3,000 sq ft	\$254	\$161	\$254	\$93			Y
g) 3,001 - 3,500 sq ft	\$296	\$187	\$296	\$109			Y
h) 3,501 - 4,000 sq ft	\$380	\$214	\$380	\$166			Y
i) 4,001 - 4,500 sq ft	\$423	\$241	\$423	\$182			Y
j) 4,500 sq ft - 5,000 sq ft	\$465	\$268	\$465	\$197			Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - FIRE DEPARTMENT FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
69 S Occupancies (Storage)	\$169	\$107	\$169	\$62			Y
70 U Occupancies (Utility and Miscellaneous)	\$169	\$107	\$169	\$62			Y
71 Annual Fire Company Inspection Per hour or fraction thereof	\$254	\$155	\$254	\$99			Y
72 Additional Inspections Per hour or fraction thereof	\$85	\$60 after 2nd inspection	\$85 after 2nd inspection	\$15			Y
73 Burn Permits	\$28	\$11	\$11	(\$0)			Y
74 Code compliance inspection	\$211	\$135	\$211	\$76			Y
75 Emergency DUI response		Actual Cost	See Butte County				N
76 Fire report	\$42	\$20	\$20	\$0			Y
77 Garbage abatement		Actual Cost	Actual Cost				N
78 Fire watch service	\$211	\$135	\$211	\$76			Y
79 False alarm cost recovery after 3rd false alarm		Actual Cost	Actual Cost				N
80 Weed abatement		Actual Cost	Actual Cost				N
81 EMS response per quarter hour			See Butte County				N
82 EMS medical response/extrication			See Butte County				N
83 Hospital ride along			See Butte County				N
84 Public Service call			See Butte County				N
85 Fire Investigation			See Butte County				N
86 Hazardous Material response			See Butte County				N
87 Contamination remediation			See Butte County				N
Hourly Rates							
88 Fire Chief			See Butte County				N
89 Fire Captain			See Butte County				N
90 Battalion Chief			See Butte County				N
91 Fire Fighter			See Butte County				N
92 Engine Time (Criminal or Negligent)			See Butte County				N

City of Oroville

BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Description	Cost of Service	Current Fixed Fee	Current Initial Deposit	Proposed Fixed Fee	Proposed Initial Deposit	Fee Change	Deposit Change	Charge Basis	Note	Yearly Adjust
1 Administrative Permit	\$438	\$586		\$435		(\$151)		Flat Fee		Y
2 Adult-Oriented Business Fee	\$1,750	\$528		\$1,750		\$1,222		Flat Fee		Y
3 Amendment/Modification Fee (Use Permits, Variances, TSM, etc.)	\$2,100	\$1,024		\$2,100		\$1,076		Flat Fee		Y
4 Annexation	\$17,500		\$3,541		\$10,000		\$6,459	Deposit		Y
5 Appeal to City Council or Planning Commission										
a) Discretionary Items	\$3,500	\$1,121		\$3,500		\$2,379		Flat Fee		Y
b) Ministerial Items	\$1,750	\$225		\$350		\$125		Flat Fee		Y
6 "Burn-Down" Letter	\$175	\$68		\$175		\$107		Flat Fee		Y
7 Business License Application Review	\$88	\$85		\$88		\$3		Flat Fee		Y
8 Condition Compliance	\$1,400		\$512		\$1,400		\$888	Deposit		Y
9 Density Bonus	\$3,500			No Charge						N
10 Development Review	\$1,050	\$230		\$1,000		\$770		Flat Fee		Y
11 Development Agreement	\$7,000		varies		\$7,000		varies	Deposit		Y
12 Environmental Review										
a) Environmental Assessment/Initial Study	\$2,800		\$5,120		\$5,000		(\$120)	Deposit	[a]	Y
b) Notice of Exemption	\$175									
c) Negative Declaration	\$13,125		\$5,120		\$10,000		\$4,880	Deposit		Y
d) EIR Deposit	\$16,625		\$5,120		\$10,000		\$4,880	Deposit		Y
13 General Plan Amendment	\$9,275		\$3,947		\$10,000		\$6,053	Deposit		Y
14 Home Occupation										
a) Low Impact	\$263	\$121		\$125		\$4		Flat Fee		Y
b) Moderate Impact	\$350	\$242		\$250		\$8		Flat Fee		Y
15 Landmark Designation or Demolition	\$1,575	\$1,161		\$1,500		\$339		Flat Fee		Y
16 Landmark Alteration Permit	\$700	\$239		\$500		\$261		Flat Fee		Y
17 Occupancy Review	\$263	\$147		\$150		\$3		Flat Fee		Y
18 Pre-Application (Initial Project Review)	\$525	\$230		\$525		\$295		Flat Fee		Y
19 Sign Review	\$438	\$172		\$300		\$128		Flat Fee		Y
20 Special Event Permit										
a) Application Fee										
i) Application Submitted More than 15 Days Before Event	\$350	\$102		\$100		(\$2)		Flat Fee		Y
ii) Application Submitted Within 15 Days of Event	\$350	\$102		\$300		\$198		Flat Fee		Y
b) Police / Streets / Other City Support Provided for Event Monitoring, Street Closures, Setup, etc.	varies			Actual Costs; Bill Per Hour				Per Hour		Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Description	Cost of Service	Current Fixed Fee	Current Initial Deposit	Proposed Fixed Fee	Proposed Initial Deposit	Fee Change	Deposit Change	Charge Basis	Note	Yearly Adjust
21 Specific Plan Amendment	\$25,900	\$2,364			\$10,000		varies	Deposit		Y
22 Specific Plan or Planned Development Overlay	\$38,500		\$3,337		\$10,000		\$6,663	Deposit		Y
23 Temporary Use Permit	\$1,400			\$275		\$275		Flat Fee		Y
24 Tentative Parcel Map	\$4,200	\$3,500		\$4,000		\$500		Flat Fee		Y
25 Tentative Subdivision Map	\$5,600	\$4,041			\$5,000		varies	Deposit		Y
26 Per Resulting Lot Tentative Maps	\$43.75	\$20			\$40		varies	Deposit		Y
27 Use Permit										
a) Minor	\$3,500	\$2,889		\$3,500			varies	Flat Fee		Y
b) Major	\$6,300		\$2,889		\$5,000		\$2,111	Deposit		Y
28 Zone Change	\$3,500		\$3,104		\$3,500		\$396	Deposit		Y
29 Variance										
a) ZA determination	\$700	\$159		\$525		\$366		Flat Fee		Y
b) Minor Variance	\$1,750	\$2,457		\$1,750		(\$707)		Flat Fee		Y
c) Variance	\$3,500		\$2,318		\$3,500		\$1,182	Deposit		Y
30 Zoning/General Plan Compliance Letters	\$350.00			\$150		\$150		Flat Fee		Y
Assorted Copies										
31 General Plan, Housing Element, Zoning Code				Online					[b]	N
32 Copies	\$88	\$0.26		\$0.25		(\$0.01)		Per Page		N
Hourly Billing Rate										
33 Planning	\$175			\$175				Per Hour		Y
34 Contract Services				Actual Cost + 15% Admin Fee				T & M		N

* Applicants shall be responsible for all amounts due to other agencies (e.g., LAFCO, Department of Fish & Wildlife, County Recorder, etc.)

** For deposit based fees the City intends to collect 100% of total cost of service using time and materials billings.

[a] Amount collected as part of other fees.

[b] Documents are available online. For hardcopy materials use actual printing costs or per page copy fee.

BEFORE AND AFTER ILLUSTRATION - SHORT TERM RENTAL PERMIT FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
1 Short-Term Vacation Rental Permit Fee							
a) Administrative Permit	\$438	\$586	\$435	(\$151)			Y
b) Use Permit (Airbnb, B&B, SRO, Boarding House)	\$3,500	\$2,889	\$3,500	\$611			Y
2 Technology Fee (% of permit fee)		6%	6%	0%			N

City of Oroville

BEFORE AND AFTER ILLUSTRATION - LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
LAND DEVELOPMENT							
1 Abandon Street	\$1,275	\$728	\$1,275	\$547			Y
2 Assessment District Setup							
a) Deposit	\$12,000	\$7,500	\$10,000	\$2,500			Y
b) Per Lot	\$38	\$20	\$30	\$10			Y
3 Certificate of Compliance	\$600	\$342	\$600	\$258			Y
4 Deferred Improvement Agreement	\$375	\$114	\$375	\$261			Y
5 Final Parcel Map Review	\$2,400	\$1,304	\$2,400	\$1,096			Y
6 Final Subdivision Map Review	\$2,400	\$1,304	\$2,400	\$1,096			Y
7 Flood Plain Letter	\$150	\$223	\$150	(\$73)			Y
8 Grading Permit	\$150	\$179 - \$541	\$150				Y
9 Grant of License	\$150	\$158	\$150	(\$8)			Y
10 Lot Line Adjustment	\$1,200	\$690	\$1,200	\$510			Y
11 Parcel Merger	\$1,200	\$766	\$1,200	\$434			Y
12 Reversion to Acreage	\$5,400	\$3,259	\$5,400	\$2,141			Y
13 Sewer Main Tapping Fee	\$600	\$331	\$600	\$269			Y
14 Sewer Service Agreement - Outside	\$750	\$435	\$750	\$315			Y
15 Sewer Service Charges							
a) City		\$23.56	\$23.56	n/a	per EDU		N
b) SC-OR		\$19.85	\$23.85	n/a	per EDU		N
16 Subdivider Agreement	\$1,800	\$972	\$1,800	\$828			Y
17 Site Improvements Plan Check							
a) Plan Check	varies	1.5%	3.0%	varies	% of construction cost		Y
b) Construction Inspection	varies	3.0%	3.0%	varies	% of construction cost		Y
18 Transportation Permit		\$17 - \$94	\$16 - \$90				N

BEFORE AND AFTER ILLUSTRATION - LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
ENCROACHMENT							
19 Construction Dumpster	\$150	\$76	\$100	\$24			Y
20 Construction Job Trailer	\$150	\$76	\$100	\$24			Y
21 Disabled Curb Ramp	\$300	\$109	\$300	\$191	each location		Y
22 Drainage Inlet	\$300	\$109	\$300	\$191	each location		Y
23 Paving - less than 1,000 sq ft	\$150	\$98	\$150	\$52			Y
24 Sidewalk, Curb and Gutter							
a) Repair, less than 100 lf	\$150	\$98	\$150	\$52			Y
b) New, less than 100 lf	\$300	\$114	\$300	\$186			Y
c) Obstruction	\$150	\$98	\$150	\$52	each location		Y
25 Street Repair, less than 500 sq ft	\$225	\$98	\$225	\$127			Y
26 Underground Utility, less than 300 lf	\$300	\$109	\$300	\$191			Y
27 House Relocating/Moving	\$375	\$168	\$375	\$207			Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
IMPACT FEES							
28 Traffic Impact Fee							
a) Single Family		\$961	\$961	n/a	per unit		N
b) Multi Family		\$745	\$745	n/a	per unit		N
c) Commercial		\$2,091	\$2,091	n/a	per 1,000 sq ft		N
d) Office		\$1,105	\$1,105	n/a	per 1,000 sq ft		N
e) Industrial		\$575	\$575	n/a	per 1,000 sq ft		N
29 Facilities Impact Fees							
a) General Government							
i) Single Family		\$1,135	\$1,135	n/a	per unit		N
ii) Multi Family		\$676	\$676	n/a	per unit		N
iii) Commercial		\$590	\$590	n/a	per 1,000 sq ft		N
iv) Office		\$770	\$770	n/a	per 1,000 sq ft		N
v) Industrial		\$286	\$286	n/a	per 1,000 sq ft		N
b) Fire							
i) Single Family		\$804	\$804	n/a	per unit		N
ii) Multi Family		\$648	\$648	n/a	per unit		N
iii) Commercial		\$507	\$507	n/a	per 1,000 sq ft		N
iv) Office		\$662	\$662	n/a	per 1,000 sq ft		N
v) Industrial		\$246	\$246	n/a	per 1,000 sq ft		N
c) Law Enforcement							
i) Single Family		\$1,393	\$1,393	n/a	per unit		N
ii) Multi Family		\$1,122	\$1,122	n/a	per unit		N
iii) Commercial		\$393	\$393	n/a	per 1,000 sq ft		N
iv) Office		\$514	\$514	n/a	per 1,000 sq ft		N
v) Industrial		\$192	\$192	n/a	per 1,000 sq ft		N
d) Parks							
i) Single Family		\$3,843	\$3,843	n/a	per unit		N
ii) Multi Family		\$3,095	\$3,095	n/a	per dwelling unit		N
30 Drainage Impact Fee							
a) Single Family		\$2,572	\$2,572	n/a			N
b) Multi Family Per Unit		\$1,029	\$1,029	n/a			N
c) Commercial		\$1,466	\$1,466	n/a			N
d) Office		\$1,440	\$1,440	n/a			N
e) Industrial		\$1,388	\$1,388	n/a			N
f) Thermalito		see fee schedule	see fee schedule	n/a			N
31 Sewer Connection							
a) Impact Fee		\$1,794	\$1,794	n/a	per EDU		N
b) SCOR		\$6,638	\$6,638	n/a	per EDU		N

City of Oroville

BEFORE AND AFTER ILLUSTRATION - POLICE FEES

Description	Cost of Service	Current Fee	Proposed Fee	Fee Change	Charge Basis	Note	Yearly Adjust
1 Alarm Permit	\$32	\$28	\$30	\$2			Y
2 Citation Signoff	\$30	\$18	\$20	\$2			N
3 Local Record Review	\$39	\$36	\$38	\$2			Y
4 Police Report	\$26	\$18	\$20	\$2	per report		N
5 CAD Report	\$13	\$6	\$10	\$4			N
6 Digital Photographs	\$26	\$21	\$25	\$4			N
7 Hourly Rate							
a) Officer	\$113	\$71	\$113	\$42	per hour	[a]	Y
b) Detective	\$119	\$80	\$119	\$39	per hour	[a]	Y
8 VIN Verification	\$30	\$21	\$25	\$4			N
9 Vehicle Repossession Release		\$22	\$15	(\$7)		[b]	N
10 Impounded/Stored Vehicle Release	\$167	\$123 - \$159	\$165	\$6 - \$42			Y

[a] Rate for special service requests. Overtime rate.

[b] Amount set by State.

City of Oroville

BEFORE AND AFTER ILLUSTRATION - CULTURAL FACILITIES ADMISSION FEE SCHEDULE

Description	Current Fee	Proposed Fee	Proposed Change	Charge Basis	Note	Yearly Adjust
Admissions to C.F. Lott Home Museum						
1 General Admission (12 years and older)	\$3.00	\$4.00	\$1.00			Y
2 AAA Discount Admission	\$2.50	\$3.50	\$1.00			Y
3 Adult Group Admission (15 people or more)	\$2.50	\$3.50	\$1.00			Y
4 Children Under 12 Years (when accompanied by a paying adult)	Free	Free	\$0.00			Y
5 Adult Group Tour Fees (Max. 35)	\$20.00	\$22.00	\$2.00			Y
6 School Tour Fees						
a) One Class of 3rd to 6th Grade Students (Max. 35)	\$20.00	\$22.00	\$2.00			Y
b) Adult Chaperones (maximum 1 per 5 students)	Included (free)	Included (free)	\$0.00			Y
c) Additional Chaperones	\$2.50	\$3.50	\$1.00	each		Y
d) Below 3rd Grade	No Admittance	No Admittance	n/a			Y
e) School Classes Above 6th Grade	\$2.50	\$3.50	\$1.00	each person		Y
Admissions to Chinese Temple Complex & Museum						
7 General Admission (12 years and older)	\$3.00	\$4.00	\$1.00			Y
8 AAA Discount Admission	\$2.50	\$3.50	\$1.00			Y
9 Adult Group Admission (15 people or more)	\$2.50	\$3.50	\$1.00			Y
10 Children Under 12 Years (when accompanied by a paying adult)	Free	Free	\$0.00			Y
11 Adult Group Tour Fees (Max. 35)	\$20.00	\$22.00	\$2.00			Y
12 School Tour Fees						
a) One Class of 3rd to 6th Grade Students (Max. 35)	\$20.00	\$22.00	\$2.00			Y
b) Adult Chaperones (maximum 1 per 5 students)	Included (free)	Included (free)	\$0.00			Y
c) Additional Chaperones	\$2.50	\$3.50	\$1.00	each		Y
d) Below 3rd Grade	No Admittance	No Admittance	n/a			Y
e) School Classes Above 6th Grade	\$2.50	\$3.50	\$1.00	each person		Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - CULTURAL FACILITIES ADMISSION FEE SCHEDULE

Description	Current Fee	Proposed Fee	Proposed Change	Charge Basis	Note	Yearly Adjust
Admissions to Bolt's Antique Tool Museum						
13 General Admission (12 years and older)	\$3.00	\$4.00	\$1.00			Y
14 AAA Discount Admission	\$2.50	\$3.50	\$1.00			Y
15 Adult Group Admission (15 people or more)	\$2.50	\$3.50	\$1.00			Y
16 Children Under 12 Years (when accompanied by a paying adult)	Free	Free	\$0.00			Y
17 Adult Group Tour Fees (Max. 35)	\$20.00	\$22.00	\$2.00			Y
18 School Tour Fees						
a) One Class of 3rd to 6th Grade Students (Max. 35)	\$20.00	\$22.00	\$2.00			Y
b) Adult Chaperones (maximum 1 per 5 students)	Included (Free)	Included (Free)	\$0.00			Y
c) Additional Chaperones	\$2.50	\$3.50	\$1.00	each		Y
d) Below 3rd Grade	No Admittance	No Admittance	n/a			Y
e) School Classes Above 6th Grade	\$2.50	\$3.50	\$1.00	each person		Y
Admissions to Butte County Pioneer Memorial Museum						
19 General Admission (12 years and older)	\$3.00	\$4.00	\$1.00			Y
20 AAA Discount Admission	\$2.50	\$3.50	\$1.00			Y
21 Adult Group Admission (15 people or more)	\$2.50	\$3.50	\$1.00			Y
22 Children Under 12 Years (when accompanied by a paying adult)	Free	Free	\$0.00			Y
23 Adult Group Tour Fees (Max. 35)	\$20.00	\$22.00	\$2.00			Y
24 School Tour Fees						
a) One Class of 3rd to 6th Grade Students (Max. 35)	\$20.00	\$22.00	\$2.00			Y
b) Adult Chaperones (maximum 1 per 5 students)	Included (Free)	Included (Free)	\$0.00			Y
c) Additional Chaperones	\$2.50	\$3.50	\$1.00	each		Y
d) Below 3rd Grade	No Admittance	No Admittance	n/a			Y
e) School Classes Above 6th Grade	\$2.50	\$3.50	\$1.00	each person		Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - CULTURAL FACILITIES ADMISSION FEE SCHEDULE

Description	Current Fee	Proposed Fee	Proposed Change	Charge Basis	Note	Yearly Adjust
Admissions to Feather River Nature Center						
25 General Admission - Adults and Children	Free	Free	\$0.00			Y
26 Adult Group Tour Fees (Max. 35)	\$20.00	\$22.00	\$2.00			Y
27 School Tour Fees						
a) One Class of 3rd to 6th Grade Students (Max. 35)	\$20.00	\$22.00	\$2.00			Y
b) Adult Chaperones (maximum 1 per 5 students)	Included (Free)	Included (Free)	\$0.00			Y
c) Additional Chaperones	\$2.50	\$3.50	\$1.00	each		Y
d) Below 3rd Grade	No Admittance	No Admittance	n/a			Y
e) School Classes Above 6th Grade	\$2.50	\$3.50	\$1.00	each person		Y

BEFORE AND AFTER ILLUSTRATION - PARK USE RENTAL FEES

Description	Current Fee	Proposed Fee Saturdays and Holidays	Proposed Fee All Others	Proposed Change Saturdays and Holidays	Proposed Change All Others	Charge Basis	Note	Yearly Adjust
Sank Park/Lott Home								
Rental Fees for this park are for 8 hours maximum, park must be vacated by 9:00pm								
1 Wedding Only - Gazebo & Nancy Price Room								
a) City Residents	\$250.00	\$410.00	\$275.00	\$160.00	\$25.00			Y
b) Non-Residents	\$280.00	\$520.00	\$345.00	\$240.00	\$65.00			Y
c) Key Deposit	\$75.00	\$85.00	\$85.00	\$10.00	\$10.00			Y
d) Cleaning Deposit	\$150.00	\$165.00	\$165.00	\$15.00	\$15.00			Y
e) Amplification Permit - PA Systems	\$42.00	\$50.00	\$50.00	\$8.00	\$8.00			Y
f) Alcohol Permit	\$71.00	\$80.00	\$80.00	\$9.00	\$9.00			Y
2 Reception Only - Patio & Kitchen								
a) City Residents	\$250.00	\$410.00	\$275.00	\$160.00	\$25.00			Y
b) Non-Residents	\$280.00	\$520.00	\$345.00	\$240.00	\$65.00			Y
c) Key Deposit	\$75.00	\$85.00	\$85.00	\$10.00	\$10.00			Y
d) Cleaning Deposit	\$150.00	\$165.00	\$165.00	\$15.00	\$15.00			Y
e) Amplification Permit - PA Systems	\$42.00	\$50.00	\$50.00	\$8.00	\$8.00			Y
f) Alcohol Permit	\$71.00	\$80.00	\$80.00	\$9.00	\$9.00			Y
3 Wedding & Reception Only - Patio, Kitchen, Gazebo & Nancy Price Room								
a) City Residents	\$500.00	\$830.00	\$550.00	\$330.00	\$50.00			Y
b) Non-Residents	\$575.00	\$1,040.00	\$690.00	\$465.00	\$115.00			Y
c) Key Deposit	\$75.00	\$85.00	\$85.00	\$10.00	\$10.00			Y
d) Cleaning Deposit	\$150.00	\$165.00	\$165.00	\$15.00	\$15.00			Y
e) Amplification Permit - PA Systems	\$42.00	\$50.00	\$50.00	\$8.00	\$8.00			Y
f) Alcohol Permit	\$71.00	\$80.00	\$80.00	\$9.00	\$9.00			Y
4 General Group Use								
a) Fundraiser/Event with Admission Charge	\$350.00	\$580.00	\$385.00	\$230.00	\$35.00			Y
b) Kitchen Rental	\$75.00	\$130.00	\$85.00	\$55.00	\$10.00			Y
c) Coach Room (Per Person)	\$2.00	\$5.00	\$5.00	\$3.00	\$3.00			Y
d) Key Deposit	\$75.00	\$85.00	\$85.00	\$10.00	\$10.00			Y
e) Cleaning Deposit	\$150.00	\$165.00	\$165.00	\$15.00	\$15.00			Y
f) Amplification Permit - PA Systems	\$42.00	\$50.00	\$50.00	\$8.00	\$8.00			Y
g) Alcohol Permit	\$71.00	\$80.00	\$80.00	\$9.00	\$9.00			Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - PARK USE RENTAL FEES

Description	Current Fee	Proposed Fee	Proposed Change	Charge Basis	Note	Yearly Adjust
Centennial Plaza						
Electricity is the Only Amenity Offered - No Restrooms!						
1 Wedding and/or Reception	\$125	\$160	\$35			Y
2 Key Deposit (for electrical box)	\$25	\$35	\$10			Y
Hammon Park						
3 General Park Fee (up to 4 hours)	\$40	\$50	\$10			Y
4 Each Additional Hour	\$10	\$15	\$5			Y
5 Fundraiser	\$225	\$285	\$60			Y
6 Elementary School Events	Free	Free	\$0			Y
7 Alcohol Permit	\$71	\$80	\$9	per hr, min 3 hrs		Y
8 Amplification Permit - PA Systems	\$42	\$55	\$13			Y
9 Key Deposit (for electrical box)	\$25	\$35	\$10			Y
10 Water Spigot Deposit	\$75	\$95	\$20			Y
Rotary Park						
11 General Park Fee (up to 4 hours)	\$40	\$50	\$10			Y
12 Each Additional Hour	\$10	\$15	\$5			Y
13 Fundraiser	\$225	\$285	\$60			Y
14 Elementary School Events	Free	Free	\$0			Y
15 Rotary Club events at Rotary Park	Free	Free	\$0			Y
16 Alcohol Permit	\$71	\$80	\$9	per hr, min 3 hrs		Y
17 Amplification Permit - PA Systems	\$42	\$55	\$13			Y
18 Key Deposit (for electrical box)	\$25	\$35	\$10			Y
19 Water Spigot Deposit	\$75	\$95	\$20			Y

City of Oroville

BEFORE AND AFTER ILLUSTRATION - PARK USE RENTAL FEES

Description	Current Fee	Proposed Fee	Proposed Change	Charge Basis	Note	Yearly Adjust
Hewitt Park					[a]	
20 Bocce Ball Equipment Deposit (Ball set available at City Hall)	\$50	\$50	\$0			Y
21 General Park Fee (up to 4 hours)	\$40	\$40	\$0			Y
22 Each Additional Hour	\$10	\$10	\$0			Y
23 Fundraiser	\$225	\$225	\$0			Y
24 Elementary School Events	Free	Free	\$0			Y
25 Alcohol Permit	\$71	\$80	\$9	per hr, min 3 hrs		Y
26 Amplification Permit - PA Systems	\$42	\$55	\$13			Y
27 Key Deposit (for electrical box)	\$25	\$35	\$10			Y
28 Water Spigot Deposit	\$75	\$95	\$20			Y
Oroville Municipal Auditorium						
29 Rental for the First 12 Hours, Including 1 Staff Person for 8 Hours	\$625	\$625	\$0			Y
30 Staff Person Per Hour After 8 Hours	\$35	\$35	\$0			Y
31 Additional Staff Person Per Hour (Min 1 Hr)	\$35	\$35	\$0			Y
32 Refundable Cleaning Deposit/Security Deposit	\$500	\$500	\$0			Y
33 Alcohol Permit	\$71	\$80	\$9	per hr, min 3 hrs		Y

[a] No reservations taken until Hewitt Park remodel is completed. Fees listed for Hewitt Park will become effective at that time.



City of Oroville

OFFICE OF THE CITY ADMINISTRATOR

1735 Montgomery Street
 Oroville, CA 95965-4897
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www.cityoforoville.org

Monthly Department Report January 2023

BUILDING

- Permits Issued – 59
- Applications Received - 78
- Total Permits Finalized – 62
- Business Licenses/Occupancies Issued – 1 (1 new business / 0 owner change / 0 location change)
- Continued increase in commercial, retail & drive-thru development interest
- Permit Violations generated by Code Enforcement \$ 157.00

PLANNING

- Supported the January 26 Planning Commission meeting. The Commission reviewed and approved two Use Permits, one for a new building and Drive-Through in the Currier Square shopping center and the other for the Lincoln Family Apartments Tentative Parcel Map.
- Supported the January 12 Development Review Committee (DRC) meeting. Projects reviewed included the Currier Square Drive-Through Use Permit, Lincoln Apartments Tentative Parcel Map, The Grove Luxury Apartments, an accessory dwelling unit at 5 Midway, and a rezone to convert the Western Motor Lodge Hotel at 2255 Bird Street to apartment buildings within the Downtown Historic District.
- Currently have about 20 active planning and building permit applications including building permit reviews, signs, zoning compliance letters, solar installations, re-zonings and use permits. Reviewing or completed reviewing 20 separate event, home occupation and other administrative permits.
- Reviewed recent applications and prepared staff reports for larger housing projects including: Grand Acres Subdivision, Lincoln Family and Senior Apartments, and The Grove Luxury Apartments.
- Completed remaining questionnaires and began workflows for the new permitting software system Tyler Technologies/Energov.
- Addressed dozens of phone, walk-in and email inquiries for potential annexations, commercial, industrial, ADU, fence, and setbacks. Helping potential applicants move their projects forward incrementally.

- The Draft 2022-2030 Housing Element adopted by the City Council on July 19 continues at HCD for their certification review. Housing Tools is currently reviewing. Final draft is under staff review and will go to Council in March.
- A draft ordinance on outdoor dining is undergoing internal staff review.
- The Marketing and rebranding team has started to discuss possible logos and straplines.
- The Gateway project is moving forward. Mark Mendez has confirmed how to get sewer, water and power service on 1600 to the site. He is in discussions with a couple of potential grocery and entertainment tenants. Next steps – schedule an introductory meeting with new City Administrator. According to the Development Agreement, before any development Mark must provide for review a tentative subdivision map, financial proformas, and conceptual elevations with a design theme.
- Local Agency Technical Assistance (LATA) grant funded project is underway, first quarterly report has been received. Work product one is still underway.

CODE ENFORCEMENT DIVISION

January 1, 2023 – January 31, 2023

<u>CODE ENFORCEMENT ACTIVITIES</u>	
Total Active Code Enforcement Cases	207
Cases Closed	51
New Cases Opened	74
Stop work notices Issued	6

<u>NEW CODE ENFORCEMENT CASES/ CASE DESIGNATIONS</u>	
Abandoned Vehicle Abatement	22
Building Code Violation(s)	10
Graffiti	0
Multi-Family Inspection Program	4
Public Nuisance(s)	40
Sub-Standard Housing	1
New Vacant Building Monitoring	1

- Code Enforcement continues to locate contractors and DYI subjects putting efforts in to construction projects that require permits.

- Code Enforcement stepped up this month with the assistance of City Works clearing multiple storm drains that were plugged up with leaves and other debris.
- Code Enforcement completed various trainings this month in the following areas: Pepper Spray Exposure, Policy Review on Use of Force and Pepper Spray, 832 PC Laws of Arrest, Module one (1) of the California Association of Code Enforcement Officers Academy and were all certified after a class and examination making them Certified Situational Awareness Specialist.
- Code Enforcement worked with the Housing Navigator, MLE's and Public Works abating over 31 occupied and unoccupied camps in the industrial areas, southside, and down town areas of Oroville. All subjects contacted were offered mental, housing, and other resources.
- Another highlight this month was the removal of twenty tow abandoned hazardous vehicles from private and public property.

PARKS & TREES DEPARTMENT

- Cleaning parks and green areas on a routine basis
- Conducted and attended numerous trainings and safety meetings
- Worked in all LLAD areas cleaning, pruning, and weeding
- Trimming small and medium sized trees for site clearances
- Install numerous street, regulatory, and warning signs
- Ran street sweeper on a regular basis
- Spent 5 crew hours cleaning and repairing graffitied and vandalized areas throughout the parks and other facilities
- Filled over 490 potholes
- Picked up illegally dumped items on a routine basis throughout town; assisted Code Enforcement and the City Works Crew with private property clean-ups
- Landscaped at Bridge St
- Cleaned drop inlets, retention basin outflows, and ditches during storms
- Take down all Christmas decorations including tree at Oroville Convention Center
- Replace raised sidewalk on Yard St
- Install raised reflective delineators for visibility on South 5th Ave; same on South 7th but also painted striped yellow line from Cal Oak to Georgia Pacific
- Plant trees in various areas
- Grade levee behind Pioneer Museum

This is a partial list and does not include some of the smaller or remedial tasks that we conduct on a day-to-day basis.

ENGINEERING

- No report provided

BUSINESS ASSISTANCE & HOUSING DEVELOPMENT DEPARTMENT

- Loan Portfolio Monitoring (358) Loans, including monthly credit reporting, late payment notices (7), late insurance notices (0), annual inspections and certification, and foreclosure processing (3). (ongoing)

Current portfolio balance is \$38,065,634.

Payoffs received (10) for FY 22/23 are \$515,843.00.

Foreclosures in process - 1

1) 2991 Lower Wyandotte-pending

- FTHB Program-closed 2 loan, 1 loans approved, received 2 applications, currently reviewing/qualifying 4 applications.
- Owner-Occupied Rehabilitation Program-closed 0 loans, 0 new applications received, 1 application being reviewed/qualified.
- Currently in the process of reviewing expenditures for January Reimbursements of nine (9) grants.
- CDBG DR-MHP -received a Conditional Notice To Proceed (NTP) for Lincoln St. Phase I and has now received a Conditional Notice to Proceed for Lincoln St Phase II.
- Still in the process of the NEPA for Lincoln St. Apartments. Waiting for Arborist Report to submit.
- City was awarded \$2,733,374 in Encampment Resolution Funding-Mission Esperanza Project. Executed a Lease and Sublease with Oroville Rescue Mission and are currently working through all of the items needed to proceed.
- Submitted two applications for competitive PLHA grant funding in each in the amount of \$2,500,000 for Lincoln Street Apartments Phase I and Phase II-pending notification.
- Submitted CDBG application for \$500,000 Neighborhood Cleanup Program-awaiting notification. Awaiting award notification. Followed up with the State and our rep said the application was still under manager's review and should know by end of February.
- Submitted 2022 PI Only Application for Oroville Convention Center Improvements, State is requesting additional information that I am currently working on obtaining.
- Continuing with the 2022-2030 Housing Element Update
- Completing Housing Element Annual Progress Report and Successor Agency Annual Report
- Long Term Monitoring of four (4) HOME assisted properties:
 - 03-HOME-0684 Oroville Manor Apartments
 - 06-HOME-2407 Hillview Apartments
 - 07-HOME-3903 Hillview II Apartments
 - 15-HOME-10991 Sierra Heights Apartments

CITY CLERK

- No report provided

FINANCE DEPARTMENT

- No report provided

HUMAN RESOURCES

- No report provided

RECYCLING PROGRAM

- SB 1383 Compliance Route Audits (64 “lid flips”, 32300 educational “Wrong Cart” tags left)
- Entered route audit data collected for compliance tracking and CalRecycle review.
- Regular meeting with Butte County NRRWF, and other local jurisdictions (Local Task Force) regarding ongoing waste management issues, SB 1383 requirements, changes to waste collection and recycling.
- Provided an interview with N&R for informational article regarding SB 1383 and state requirements. Article is sponsored by Butte County and local agencies as part of public SB 1383 educational outreach.
- Continued extensive, ongoing training.
- Worked on information collection and record keeping digital infrastructure.
- Community Communications/outreach (Citizen calls, on route resident interactions, business comms)
- Expanded industry network to maximize experienced input regarding ongoing challenges, changes, and solutions.
- Continued work on a Recycling Newsletter for public information.
- Began Commercial outreach to schedule site visits to businesses and multi-family facilities. Site visits will be to review current waste management infrastructure, status and needs, provide information, answer questions, and offer training.
- Attended Grant writing training workshop. Valuable insights were gained about writing for grants, as well as information regarding possible grants. Proved to be a good source for networking with other agencies and non-profits.
- Attended CalRecycle’s Zone Works Workshop which provided valuable information regarding utilizing the City’s Recycling Market Development Zone.
- Continued assistance from Jennifer Arbuckle.

AIRPORT DIVISION

- Hangar reassignments following vacancies (ongoing)
- Facilitate move-in of new FBO operator at airport main hangar
- Submit signed ACIP documents to FAA
- FAA Zoom meeting regarding proposed housing project in airport fly zone
- Fuel testing / tank sumping
- Airport lighting inspections / replacements as needed
- Draft documents for proposed ground lease transfer Reppert / Book

INFORMATION TECHNOLOGY

- Managing day to day helpdesk requests.
- Working on strengthening the cybersecurity infrastructure.
- Updating IT policies.
- Working to get all the new police car radios installed.

PUBLIC WORKS DEPARTMENT

Sewer Division

- Sewer pump station functional tests Mondays, Wednesdays and Fridays
- Monthly electrical generator and alarm system functional tests
- Monthly and quarterly “hot spot” sewer line cleaning
- USANorth utility locates daily
- Ongoing condition assessment via sewer line cleaning and CCTV inspections
- Address another planned power outage at South 7th pump station
- SPCC plan to engineering Butte County for review and approval
- Remove grease and debris from Orangewood and Olive Glen wet wells

Electrical

- Traffic signal maintenance and functional checks
- Street light inspections and repairs once per week during night hours
- Assist airport manager with differential pressure tests of fuel system weekly
- Installed time-delay relay at Orangewood Sewer Pump Station
- Airport runway lighting repairs
- Repaired automatic lighting switches at Police Department
- Removed Christmas decorations from downtown area
- Re-ballast light fixtures in 2 airport hangars

Fleet Maintenance Division

- January 2023 Repair Summary by department (see table below).

	auto / light truck	heavy equip.	trucks 1-ton plus	small equip.	misc. repair	TOTAL
POLICE	11					11
FIRE	1		1			2
PW		1	4	1		6

PARK			5			5
SEWER	1		4	1		6
BLDG.						0
HOUSING						0
ADM						0
ENGINEERING						0
PLANNING						0
CODE ENFORCEMENT	1					1
AIRPORT						0
INFORMATION TECHNOLOGY						0
TOTAL	14	1	14	2	0	31
						31

PUBLIC SAFETY

Police Activity:

- Calls for Service 3,232
- Officer Initiated Incidents 495
 - **Total Incidents 3,727**
 - **Total Reports 337**
 - **Total Arrests 115**
 - **Total Citations 73**

Year End Statistics

- Calls for service 3,232
- Officer Initiated incidents 795
- Total incidents 3,727
- Total Reports 337
- Total Arrests 115
- Total Citations 73

OROVILLE CITY COUNCIL MONTHLY REPORT

**TO: MAYOR AND CITY COUNCIL MEMBERS
BRIAN RING, CITY ADMINISTRATOR**

FROM: BILL LAGRONE, CHIEF OF POLICE

RE: POLICE DEPARTMENT MONTHLY REPORT FOR DECEMBER 2023

DATE: FEBRUARY 21, 2023

SUMMARY

The Council will receive a monthly report regarding the activities, and general information for the Police Department.

Staffing:

Positions	Total staffed	Total Authorized	Total Vacant
Police Officer	23 (3 in academy)	29	6 (3 in academy)
Dispatcher	6	7	1
Municipal Law Enforcement	8	16	8
Administrative Personnel	4	4	0

Department Activity:

Events Year to Date 2023	Average Response Time for Crimes against persons *Priority 1 crimes	Average Response Time for all types of calls for Service	National Average Response Time
3,727	4:05 minutes	6:08 minutes	8 - 11 minutes

Patrol Checks and Park Patrols:

	Patrol Checks
JANUARY 2023	174
Year to Date	174

Parking Enforcement Citations Issued:

Item ii.

JANUARY 2023	Year to Date 2023	JANUARY 2022	Year to date 2022
5	5	0	0

Police Activity:

Arrest	JANUARY 2022	JANUARY 2023	Year to date 2022	Year to date 2023
Misdemeanor	71	79	71	79
Felony	40	36	40	36

Citations	JANUARY 2022	JANUARY 2023	Year to date 2022	Year to date 2023
	42	68	42	68

Uniform Crime Reporting:

Crimes of Violence	JANUARY 2023	Year to Date JANUARY – DECEMBER
Homicide	0	0
Rape	1	1
Robbery	6	6
Aggravated Assault	1	1

SPCA Statics:**Service Calls by Priority:**

Priority Level	Number of Calls	Total Minutes per call type	Average response times
Urgent	20	104	5.18
Priority	58	301	5.19
At Officer Convenience	20	98	4.90
After Hours	24	152	6.31

Animal Intake and Outcome Stats:

Total Animals taken in from City	Total Animals outgoing	Cats	Dogs	Other	Bird	Livestock
62	71	11	47	4	0	0

*The remaining difference from intakes to outcome total represents animals that have not yet had an outcome and are still in the facility.

Animal Outcomes:

Outcome Type	Totals	Dogs	Cats	Livestock	Birds	Other
Adoption	6	4	2	0	0	0
Died	1	1	0	0	0	0
Disposal	3	1	2	0	0	0
Euthanasia	42	30	8	0	0	4
RTO	19	19	0	0	0	0
Escaped	0	0	0	0	0	0
Found Exp	0	0	0	0	0	0

*Others are wild animals such as bats, skunks, snakes, possums, etc

SPCA After-hours call outs:

JANUARY 2023
24

Shoes for Kids:

Shoes Provided	Socks Provided
0	0 Pkg

This program provides shoes and socks for children of our community. This program is funded by Department member donations and community donations.

FISCAL IMPACT

No impact to the General Fund.

RECOMMENDATIONS

None



CITY OF OROVILLE
1735 MONTGOMERY STREET • OROVILLE, CA 95965-4897

Item i.

530-538-2535
Fax 530-538-2468

PRESS RELEASE

REQUEST FOR NOMINEES FOR THE 2023 OROVILLE LIFETIME ACHIEVEMENT AWARD

OROVILLE, CA – February 15, 2023 – The Oroville City Council is asking the community to provide nominations for the “**Samuel J. Norris Award for Excellence.**” In 2002, the City Council approved this annual award for significant lifetime achievements toward improving the quality of life in the City of Oroville.

Samuel (Sam) Norris was a civil engineer who arrived in Oroville in 1903 with his wife and three children. He served in private and official capacities, including preparing a report that led to the construction of the Western Pacific Railroad with a one percent grade through the Feather River Canyon, doing most of the rail connection studies while working incognito. He served as City Engineer from 1911 until his retirement in 1952. His first assignments were paving specifications for the business district and the plans for the City’s storm water system.

Nominees can either be an individual or group of individuals that have improved the quality of life in the City of Oroville. Consideration will also be given to significant community service, providing positive leadership to the community and significant achievement(s) in the nominee’s life that inspired others to improve the community.

Past recipients include, Bernie Richter, Dan Cook, Kenneth Richter, Donald Richter, Eugene Ludwig, Jack McKillop, Elisabeth Isch, Clay Castleberry, Jim Moll, Darrell Stevens, Jim Lehoff, Ray Sousa, Lee Jernigan, Wendell P. Hammon, the Charlie Gee Family, Dean Hill, Sr., Stu Shaner, Bud Tracy, Lori Souza, Brian Wong, Louisa Wong, and Sandy Wong. Awardees are displayed on a plaque in the foyer of the City Council Chambers.

Nomination applications are available by contacting the City Clerk’s Office at (530) 538-2535, or by stopping by the Oroville City Hall located at 1735 Montgomery Street, Oroville, CA. 95965. The application is also available on the City’s website: www.cityoforoville.org. Completed nomination applications will be accepted until **12:00 P.M. Friday, March 10, 2023**. The applications will be reviewed and considered by the City Council with the recipient honored at the State of the City in April.

-XXX-

FOR IMMEDIATE RELEASE

Jackie Glover, Assistant City Clerk
530-538-2535
jglover@cityoforoville.org



SAMUEL J. NORRIS AWARD FOR EXCELLENCE 2023 NOMINATION ANNOUNCEMENT

Purpose:

The Samuel J. Norris Award for Excellence is to recognize the outstanding efforts and commitment of an individual or individuals in improving (or has improved) the quality of life in the City of Oroville. Areas of importance are:

- IMPROVING THE QUALITY OF LIFE IN THE CITY OF OROVILLE
- CONTRIBUTING SIGNIFICANT COMMUNITY SERVICE IN THE CITY OF OROVILLE
- PROVIDING POSITIVE LEADERSHIP TO THE COMMUNITY
- SIGNIFICANT ACHIEVEMENT(S) IN THEIR LIFE THAT INSPIRED OTHERS TO IMPROVE THE COMMUNITY

Criteria:

The criteria for the selection will be based on the nominee's lifetime achievements in improving the quality of life in the City of Oroville. The City Council's decision will be final.

Eligibility:

Any member of the community in the City of Oroville or Greater Oroville area may be nominated.

Selection Process:

Nominations will be available and accepted now through March 10, 2023 at 12:00 pm. Applications will be reviewed and considered by the City Council. The award will be presented at the State of the City address. If applicable, letters of recommendation from individuals/organizations should be included with the nomination applications.

Award:

An ongoing award will be displayed at City Hall and individual awards will be presented to the recipient. One or more awards may be approved by the City Council.

Applications are available from the City Clerk's Office at City Hall, 1735 Montgomery Street, Oroville, California, 95965. Telephone (530) 538-2535.

**ALL NOMINATION APPLICATIONS MUST BE RECEIVED BY THE CITY CLERK'S
OFFICE NO LATER THAN 12:00 P.M. ON FRIDAY, MARCH 10, 2023.**



2023
Samuel J. Norris
Award for Excellence - Application

Name of Nominee for Award: _____

Address: _____

Telephone Number: _____ (Home) _____ (Cell)

Email: _____

Name if Individual(s) or Organizations Nominating Individual:

Contact Person: _____

Address: _____

Telephone Number: _____ (Home) _____ (Cell)

Email: _____

Nomination:

Please attach page(s) that include a header with the nominee name detailing why the individual is being nominated. Be sure to include specific examples and/or events that the individual accomplished that meet the criteria for this award.

*** (If your nomination is selected by the Council, please be prepared to provide pictures and other items of interest pertaining to the Nominee for the presentation of this award) ***

Please return the application to the City Clerk's Office, 1735 Montgomery Street, Oroville. For Questions call 530-538-2535

Deadline to submit applications – 12:00 p.m. Friday, March 10, 2023.



Community Days

SPRING INTO ACTION
MARCH 17-27, 2023

CALLING ALL COMMUNITY VOLUNTEERS!

Here's an excellent opportunity to engage with your family, friends, neighbors, community organizations, and local businesses! Help us spread the word and partner with others to beautify and improve your part of California!

WHO?

ALL Californians able to participate in a STATEWIDE effort to help reclaim, transform, and beautify public spaces.

WHAT?

Community volunteers throughout the state will participate in litter collection, graffiti removal, tree plantings, and other activities to include ongoing efforts by Caltrans along California's roadways and waterways.

WHERE?

ALL OVER CALIFORNIA! Activities are encouraged to take place wherever there is an opportunity or need: roadways, parks, trails, schools, neighborhoods, along rivers and other waterways, etc. Individuals and organizations can upload the details of their planned activities to the [Clean California Community Days](#) website, where they will be listed on a statewide map.

WHEN?

Events can be scheduled ANYTIME between March 17 and 27 but the BIG Clean California Day of Action will be celebrated on Saturday, March 25. In addition to activities in our district's 11 counties, we will be hosting FREE Dump Days in Chico, Marysville, West Sacramento, and Rancho Cordova. A community education event will take place in South Sacramento with free e-waste collection and shredding services. More information will be available soon!

WHY?

The environmental impacts of litter along roadways and in our communities is obvious. But there are also social and economic impacts. We want to educate and touch every Californian and move everyone to act to protect our beautiful state and its natural resources. Learn more by visiting the [Clean California website](#).



FOR MORE INFORMATION, PLEASE CONTACT:

Kevin Murphy | Public Information Officer | Caltrans District 3
Kevin.Murphy@dot.ca.gov | (530) 812-7282



From: [Bill LaGrone](#)
To: [Jackie Glover](#)
Subject: FW: New Water Affordability Program
Date: Tuesday, February 14, 2023 8:26:24 AM

Jackie

Please include this as correspondence on the Feb 21 meeting agenda

Thanks

Bill

From: Justin Skarb <jskarb@calwater.com>
Sent: Friday, February 10, 2023 10:32 AM
To: CityHall_CityAdministrator <cityadmin@cityoforoville.org>
Subject: New Water Affordability Program

ATTENTION: This message originated from outside the **City of Oroville**. Please exercise judgment before opening attachments, clicking on links, or replying.

Image



For a number of years, Cal Water has offered customers penalty- and interest-free payment plans to help them make ends meet. Now, we're rolling out a program that **gives customers even more flexibility and convenience to help them pay their past due bills.**

We are now offering [PromisePay](#), a new service which enables residential customers to select from various payment plan options, set up automatic payments, and set up text reminders. The best part is that they can do all this from their phone or computer without having to call anyone.

PromisePay is in addition to Cal Water's other payment plans, all of which enable customers with past-due accounts to avoid interruptions in water service.

Cal Water residential customers with a past-due balance of \$50 or more can now access the PromisePay online system at calwater.promise-pay.com.

Our goal is to make water bills easier to manage. We believe this new partnership will make a meaningful difference for those who are struggling and enable those reluctant to ask for help to get control of their bills privately.

You can read our press release [here](#).

We'd love it if you could help us spread the word about this great new program to your constituents by sharing our posts on [Twitter](#) and [Facebook](#).

If you have any questions, please don't hesitate to reach out to us.

Thank you!

Sincerely,

Justin Skarb
Vice President of Government & Community Affairs

Background on California Water Service (Cal Water)

Cal Water is a proud industry leader in water quality, conservation, reliability, and sustainability. We serve more than 2 million Californians from Chico in the north to the Palos Verdes Peninsula in the south. Cal Water is the second largest retail water provider in the state, and the largest regulated by the California Public Utilities Commission. Our vast experience providing water to more than 110 diverse communities up and down California makes us unique and differentiates Cal Water as the premier water service provider in the state, benefiting every community we serve, and even those we don't.

Image



[California Water Service](#)

1720 North 1st Street - San Jose, CA 95112

[Unsubscribe](#)

Handouts Received at the Meeting

02.21.2023

Subject: **Re:**
Date: 2/21/2023 9:26:45 AM Pacific Standard Time
From: radpres@aol.com
To: radpres@aol.com

In a message dated 2/21/2023 9:18:49 AM Pacific Standard Time, radpres@aol.com writes:

In a message dated 2/20/2023 3:30:56 PM Pacific Standard Time, radpres@aol.com writes:

Ladies and gentlemen of the council

I am here today to speak to you about actions of Mr Pittman that I believe violate State, Federal and American Disabilities act. On 10/17/22 Mr Pittman sent an email to Officer Ron Belser stating that my SLE house on Bird street was overcrowded and had health and safety violations. Mr Belser called me to tell me of the complaint and that he needed my permission to check the residence, which I granted right away. I filed a FOIA request upon the city (to find out who filed this phony complaint) and to get the relevant documents. Mr Belser promptly went to the residence and checked it, you can see from Mr Belser's report he considered the complaint false, there were no violations and the premises was neat and tidy, with only 7 women living there. We interviewed the residents of the program no one saw Mr Pittman nor do they even know his name. I will provide each of you with a copy of this paperwork.

Early last year Councilwomen Riggs asked staff to make a presentation on SLE's houses to the council, Mr Wes Irvin did so stating the wrong laws that SLE's operate under, I stood before you and corrected this . Mr Pittman was in attendance as a council person at this time. If you review the video tape of this meeting and my comments you will see I clearly stated under State law there is no such thing as overcrowding but since we operate under a Butte County Behavioral Health contract they require no more than 5 people per bathroom, which we follow. Mr Pittman heard all this and then files a complaint of overcrowding months later. Furthermore Mr Pittman at the candidate's forum on Sept 22nd , 2022 responded to the question asked to the candidate's for council about SLE's, I quote him" There is nothing you can do they are regulated by State Laws!

So what kind of due diligence did Mr Pittman do before filing this complaint , my opinion is none. This was just part of a pattern of weaponizing the complaint process against people who did not support him for election of Mayor. Right after the election Mr Pittman and Janet Goodsen went to Candice Grubbs office and tried to file a complaint the SLE clients voted illegally in the election. They were sent out of the election office with staff refusing to take this complaint so what did they do, they went over to the DA's office and made the same complaint, something about SLE's got together to vote as a block against Mr Pittman and his candidate slate. They also said we were forcing our clients to vote for the people we wanted then to vote for or they would be discharged. Nothing could be further from the truth as SLE owners do not like each other and do not get along. But when you have people quoting the wrong laws, attacking clients, stating things are illegal and they are not , and then stating nasty things about the people trying to get their lives back together, how do you think they may vote. They support people who support them, plain and simple.

Now to further provide you more evidence of the attempt to weaponize the complain process Mr Pittman recently filed a Contractor License violation complaint against Chuck Reynolds contractors license. Are there more complaints I don't know about I bet there are.

Daniel Moore, Supervisor with Butte County Behavioral Health told us , He was aghast at the attacks on clients and SLE's houses by certain people during the run up to the election. Furthermore, he stated that all this was interfering with the clients recovery. Remember the people in recovery are considered disabled under State and Federal laws. Did Mr Pittman care when he filed the phony code complaint, did he bother to do his fiduciary duty, no he didn't, as this was just part of the campaign against people who did not support him.

Take Careful Notice : There are sober living environments that have sued cities and and won large sums of money

I believe Mr Pittman's actions have put himself in legal jeopardy along with the city. This is by far not the end of this, I stated early last year I would defend my clients, my staff and my program against wrongful actions. I believe Mr Pittman has violated his oath of Office and therefore resign or face a recall.

We have pulled the paperwork to file a Federal Civil Rights Action an a ADA complaint against Mr Pittman and other's who willfully quoted the wrong law's, despite be told in advance what they are, we will proceed with the filing and let justice run its course.

thank you for your time.

Case Details

Case Number CE2210-025

As of 1/23/2023

Type/ Subtype
SINGLE FAMILY / SUB-STANDARD HOUSI

Case Name
Received Emain complaint of H&S Violations

Officer
RON BELSER

Status
CASE CLOSED

Opened 10/17/2022 RB
Closed 11/22/2022 RB
Follow Up 10/17/2022 RB

Site Address
1285 BIRD ST

City, State Zip
OROVILLE, CA 95965

Site APN
012079004

Description

ADDITIONAL SITES

APN	Address
No Additional Sites	

CHRONOLOGY ACTIONS

TYPE OF ACTION ACTION BY	ACTION DATE	COMPLETION DATE
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NOTE TO FILE RON BELSER	10/17/2022	
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(10/17/2022 1:46 PM RB)

On 10/17/2023 I received an email from Councilman Dave Pittman. He had received numerous reports of unhealthy living conditions and Health and Safety conditions within the structure.

I contacted the property owner, Larry Tracy. He confirmed he was still the owner and consented to an inspection of this property. Tracy told me this was a sober living environment for women. He also shared there were 7 women living in the home.

I met with a representative from Dax-it Recovery Services on site. I walked the exterior of the property and noted the home was in good condition, the property was landscaped and there were no noted code violations.

I walked the interior which included the first two levels and the finished basement. I noted no issues. The interior was clean, the kitchen was organized, and the bedrooms were neat.

I also confirmed the roster with the representative from Dax-it.

I formed the opinion this complaint was unfounded.

I emailed Councilman Pittman with my findings.

See attached email and photos.

CONTACTS

CONTACT TYPE NAME	ADDRESS	CITY, STATE, ZIP	PHONE	FAX	EMAIL
OWNER TRACY LAWRENCE R & DANPO BOX 2612		OROVILLE CA 95965			
PREVIOUS OWNER TRACY LAWRENCE R & DANPO BOX 2612		OROVILLE CA 95965			

FEES

DESCRIPTION OF FEE QUANTITY	DATE PAID AMOUNT	PAID BY	PAY METHOD	ACCOUNT
--------------------------------	---------------------	---------	------------	---------

INSPECTIONS

TYPE OF INSPECTION	SCHEDULED DATE	COMPLETED DATE
INSPECTOR	RESULT	REMARKS
NO ACTIVITY		

LINKED CASES

CASE NUMBER	DATE OPENED	DATE CLOSED
OFFICER ASSIGNED	STATUS	
CE2210-025	10/17/2022	11/22/2022
RON BELSER	CASE CLOSED	

VIOLATIONS

TYPE OF VIOLATION	DATE OBSERVED	DATE CORRECTED
REMARKS	STATUS	LOCATION
OMC 9.08.050 (A)	1/23/2023	

VOIDED (RB 1/23/2023)

BROKEN OR DISCARDED FURNITURE, APPLIANCES, HOUSEHOLD EQUIPMENT AND FURNISHINGS OR SHOPPING CARTS STORED ON THE PREMISES SO AS TO BE VISIBLE FROM ANY PUBLIC OR ADJACENT PARCEL OF PROPERTY;

Ron Belser

From: Ron Belser
Sent: Monday, October 17, 2022 12:20 PM
To: David Pittman
Subject: RE: Report of living conditions 1265 Bird Street

Thank you, Dave, received a complaint in July of 2021 with no result showing in the investigation. I will have my team investigate the location.

From: David Pittman <dpittman@cityoforoville.org>
Sent: Monday, October 17, 2022 10:52 AM
To: Ron Belser <rbelser@oropd.org>
Subject: Report of living conditions 1265 Bird Street

Ron,

In my conversations with residents I have received numerous report of unhealthy living conditions in 1265 Bird Street. My understanding it some type of group home living situation, maybe SLE?

It is clear to me from multiple conversations there is need to visit for Health and safety conditions within the structure.

You may have been there and much more knowledge about this particular situation. I just feel the need to pass along the report for possible consideration of code violations related to health and safety.

Thanks
Pittman

Ron Belser

From: Ron Belser
Sent: Monday, October 17, 2022 1:46 PM
To: David Pittman
Subject: RE: Report of living conditions 1265 Bird Street
Attachments: IMG_4738.jpg; IMG_4739.jpg; IMG_4740.jpg; IMG_4741.jpg; IMG_4742.jpg; IMG_4743.jpg; IMG_4744.jpg; IMG_4745.jpg; IMG_4746.jpg; IMG_4747.jpg; IMG_4748.jpg

Hello Dave, I inspected the property and there are no issues. This is a women's SLE. There are 7 people on the roster living at this location. The location is two stories with a finished basement. The inside and outside of this location was clean and no noted Health and Safety issues. There is power and water. I am sharing the photos in confidence. Code Case CE2210-025

From: David Pittman <dpittman@cityoforoville.org>
Sent: Monday, October 17, 2022 10:52 AM
To: Ron Belser <rbelser@oropd.org>
Subject: Report of living conditions 1265 Bird Street

Ron,

In my conversations with residents I have received numerous report of unhealthy living conditions in 1265 Bird Street. My understanding it some type of group home living situation, maybe SLE?

It is clear to me from multiple conversations there is need to visit for Health and safety conditions within the structure.

You may have been there and much more knowledge about this particular situation. I just feel the need to pass along the report for possible consideration of code violations related to health and safety.

Thanks
Pittman

Sober Living Businesses in Residential Zones

BY CHRISTI HOGIN



SHUTTERSTOCK.COM

Christi Hogin is city attorney for Lomita, Malibu and Palos Verdes Estates. She serves as second vice president for the League's City Attorneys' Department and chaired the editorial committee for the League's *Municipal Law Handbook*, 2014 edition. Hogin can be reached at CHogin@LocalGovLaw.com.

About Legal Notes

This column is provided as general information and not as legal advice. The law is constantly evolving, and attorneys can and do disagree about what the law requires. Local agencies interested in determining how the law applies in a particular situation should consult their local agency attorneys.

Current law limits local regulation of sober living homes and residential alcohol and drug rehabilitation (rehab) facilities. These uses have become lucrative businesses in many instances, and their operation in single-family neighborhoods is sometimes controversial. This article presents the current legal constraints and considerations for cities related to these homes and facilities.

1. Licensed residential rehab programs are subject to the same (and no more) local laws as single-family homes. Cities may regulate land uses to protect the character of residential neighborhoods.¹ This authority is not unfettered. State and federal law can pre-empt local regulation.² State licensing statutes expressly exempt certain residential rehab facilities from local zoning regulations. Alcohol and drug programs³ (ADPs) that provide 24-hour residential nonmedical⁴ services

to adults⁵ who are recovering from alcohol and/or drug abuse must obtain a state license. If a licensed ADP facility serves six or fewer patients, state law prohibits cities from regulating it any differently than a single-family home.⁶

2. State law imposes fewer restrictions on licensed residential rehab programs than other licensed group homes. State-licensed group homes are subject to different restrictions. The Community Care Facilities Act, from which alcohol and drug rehabs are exempt, imposes various restrictions that protect the character of residential neighborhoods. For example, under the act, licensed foster homes cannot be for-profit businesses.⁷ ADPs, however, may operate as for-profit enterprises in residential zones without business licenses because licenses generally are not required of other single-family uses.

Cities receive written notice of a proposed Community Care Facilities Act facility, and "any city or county may request denial of the license ... on the basis of overconcentration of residential care facilities."⁸ The state does not provide any notice to cities before a new ADP license is issued.

Under the Community Care Facilities Act, "overconcentration" exists when two care facilities are located within 300 feet of one another.⁹ The statute provides for a balanced policy "to prevent overconcentration of residential care facilities that impair the integrity of residential neighborhoods."¹⁰ The state "shall deny" a new group home license under the Community Care Facilities Act if approval would result in overconcentration.¹¹ By contrast, the state's policy for alcohol and drug rehab programs is that "each county and city shall permit and encourage the development of sufficient numbers and types of alcoholism or drug abuse recovery or treatment facilities as are commensurate with local need."¹²

The attorney general has opined that the state "may not deny an application for licensure or suspend or revoke the license of a treatment facility because the particular community already has more than a sufficient number of treatment facilities to meet the local need."¹³ With that conclusion, the attorney general determined the Legislature's reference to consideration of "local need" in approving ADP treatment facility licenses did not establish a basis to limit their numbers in any neighborhood.

*Social Model Facilities in Single-Family Residential Zones:
A Quick Reference Guide*

	Legal authority	Limited to six or fewer residents?	Require a state license?	Pre-empted by statute from local regulations different than single-family residence?	Protected class under fair housing anti-discrimination laws?	Allowed in Single-Family zone?
Sober Living Home	Constitutional right to privacy: A "family" as defined by courts (where applicable); Federal law defines recovering alcoholics/addicts as "disabled" and protects them from discrimination on that basis; and ADA requires "reasonable accommodation."	NO	NO	NO	YES	YES (may be subject to local regulation if consistent with the Fair Housing Act)
Alcoholism or Drug Abuse Recovery/Treatment Program (ADP)	Health & Safety Code §11834.01 Nonmedical, residential	YES	YES	YES	YES	YES
Community Care Act Residential Facility	Health & Safety Code §1500, Nonmedical, residential	YES	YES	YES	YES	YES

3. Sober living homes do not require a license and are not limited to six or fewer residents. A sober living home provides a substance-free, mutually supportive living environment for adult recovering alcoholics and drug addicts. No services are provided but residents may engage in self-help programs individually or with others. The state licenses

residential facilities that provide nonmedical treatment and detoxification services. Where no treatment is provided to residents, no license is required. The limitation to six patients is part of the state statute. Because the license statute does not apply, sober living homes are not limited to six residents per single-family home. Also because the statute does not apply, cities are not pre-empted by state law from regulating these uses. However, as noted below, other legal considerations apply.

4. Anti-discrimination laws and “reasonable accommodation” requirements limit categorical regulation of sober living homes. Federal¹⁴ and state¹⁵ fair housing laws protect people with disabilities from housing discrimination. Recovering alcoholics and drug addicts are disabled for purposes of anti-discrimination laws.¹⁶ When people in recovery live together in a “sober living” home, cities cannot discriminate on the basis of the disability, which means an ordinance cannot treat sober living homes differently than other similar uses in single-family¹⁷ residential zones.

Recovering alcoholics and drug addicts are also protected under the federal Americans with Disabilities Act (ADA). The ADA requires cities to reasonably accommodate deviations from zoning laws to afford persons with disabilities equal opportunity to enjoy housing. For example, a city may define “boarding houses” as more than three leases in a single home and prohibit boarding houses in single-family zones. Sober living home residents, however, may seek a waiver from enforcement as applied to them as reasonable accommodation to their disability that may benefit from a substance-free group living environment, allowing the ADA protection to exempt the sober living home from the “boarding house” prohibition.

The Fair Housing Act Amendments of 1988 prohibit local governments, among other things, from discriminating against the disabled by establishing a bedroom/per occupant rule,¹⁹ imposing distance requirements between facilities or prohibiting commercial operators from running sober living facilities in residential neighborhoods. Likewise, requiring a sober living home to obtain a conditional use permit, business license or home occupation permit would impose requirements on the residences of “handicapped” persons that are not imposed on other residences.

5. Even an ordinance that applies equally to group homes for disabled and non-disabled persons may be discriminatory and illegal. A claim of discrimination against a city over a zoning ordinance may challenge its legality on its face or as applied in a particular circumstance. Either way, the claims will fall into one of three categories of illegal discrimination:

a. *Discriminatory treatment* occurs when a protected class of persons (recovering alcoholics or drug addicts) is subjected to different treatment under a law. Discriminatory treatment is illegal unless the different treatment benefits the protected class or responds to legitimate safety concerns. A facially neutral regulation (that does not treat a protected class of persons differently) may still be illegal if evidence establishes that the intent of the statute is discriminatory. Regulations must be justified by legitimate, nondiscriminatory nonpretextual reasons.

b. *Disparate impact* occurs when a regulation has a significantly different and adverse impact on a protected class.

c. *Failure to make reasonable accommodation* of rules, practices, policies and services for persons of a protected class constitutes discrimination. An accommodation is reasonable unless it requires a fundamental alteration in zoning regulations or imposes an undue financial or administrative burden.

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California Legislative Counsel²¹ has opined that "sober living homes" may not be subject to distance requirements, *unless the regulation benefits the protected class* or responds to legitimate safety concerns raised by individuals affected rather than being based on stereotypes.²² The italicized provision marks the intersection between local and state interests. Cities exercise zoning power to protect the character of residential neighborhoods. The policy underlying state law pre-emption is to provide care in a residential setting. The antidiscrimination laws are intended to protect equal opportunity to enjoy housing opportunities. Maintaining the integrity of residential neighborhoods is necessary to provide the beneficial setting and the housing opportunity. Many would argue that distancing requirements *both* respond to the biggest concerns of local government *and* advance state policy.²³ As more communities gain experience with the effect of unregulated uses, implementing antidiscrimination statutes may soon demand what they now appear to prohibit.

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Subject: **Re:**
Date: 2/21/2023 9:26:45 AM Pacific Standard Time
From: radpres@aol.com
To: radpres@aol.com

In a message dated 2/21/2023 9:18:49 AM Pacific Standard Time, radpres@aol.com writes:

In a message dated 2/20/2023 3:30:56 PM Pacific Standard Time, radpres@aol.com writes:

Ladies and gentlemen of the council

I am here today to speak to you about actions of Mr Pittman that I believe violate State, Federal and American Disabilities act. On 10/17/22 Mr Pittman sent an email to Officer Ron Belser stating that my SLE house on Bird street was overcrowded and had health and safety violations. Mr Belser called me to tell me of the complaint and that he needed my permission to check the residence, which I granted right away. I filed a FOIA request upon the city (to find out who filed this phony complaint) and to get the relevant documents. Mr Belser promptly went to the residence and checked it, you can see from Mr Belser's report he considered the complaint false, there were no violations and the premises was neat and tidy, with only 7 women living there. We interviewed the residents of the program no one saw Mr Pittman nor do they even know his name. I will provide each of you with a copy of this paperwork.

Early last year Councilwomen Riggs asked staff to make a presentation on SLE's houses to the council, Mr Wes Irvin did so stating the wrong laws that SLE's operate under, I stood before you and corrected this . Mr Pittman was in attendance as a council person at this time. If you review the video tape of this meeting and my comments you will see I clearly stated under State law there is no such thing as overcrowding but since we operate under a Butte County Behavioral Health contract they require no more than 5 people per bathroom, which we follow. Mr Pittman heard all this and then files a complaint of overcrowding months later. Furthermore Mr Pittman at the candidate's forum on Sept 22nd , 2022 responded to the question asked to the candidate's for council about SLE's, I quote him" There is nothing you can do they are regulated by State Laws!

So what kind of due diligence did Mr Pittman do before filing this complaint , my opinion is none. This was just part of a pattern of weaponizing the complaint process against people who did not support him for election of Mayor. Right after the election Mr Pittman and Janet Goodsen went to Candice Grubbs office and tried to file a complaint the SLE clients voted illegally in the election. They were sent out of the election office with staff refusing to take this complaint so what did they do, they went over to the DA's office and made the same complaint, something about SLE's got together to vote as a block against Mr Pittman and his candidate slate. They also said we were forcing our clients to vote for the people we wanted then to vote for or they would be discharged. Nothing could be further from the truth as SLE owners do not like each other and do not get along. But when you have people quoting the wrong laws, attacking clients, stating things are illegal and they are not , and then stating nasty things about the people trying to get their lives back together, how do you think they may vote. They support people who support them, plain and simple.

Now to further provide you more evidence of the attempt to weaponize the complain process Mr Pittman recently filed a Contractor License violation complaint against Chuck Reynolds contractors license. Are there more complaints I don't know about I bet there are.

Daniel Moore, Supervisor with Butte County Behavioral Health told us , He was aghast at the attacks on clients and SLE's houses by certain people during the run up to the election. Furthermore, he stated that all this was interfering with the clients recovery. Remember the people in recovery are considered disabled under State and Federal laws. Did Mr Pittman care when he filed the phony code complaint, did he bother to do his fiduciary duty, no he didn't, as this was just part of the campaign against people who did not support him.

Take Careful Notice : There are sober living environments that have sued cities and and won large sums of money

I believe Mr Pittman's actions have put himself in legal jeopardy along with the city. This is by far not the end of this, I stated early last year I would defend my clients, my staff and my program against wrongful actions. I believe Mr Pittman has violated his oath of Office and therefore resign or face a recall.

We have pulled the paperwork to file a Federal Civil Rights Action an a ADA complaint against Mr Pittman and other's who willfully quoted the wrong law's, despite be told in advance what they are, we will proceed with the filing and let justice run its course.

thank you for your time.

Case Details

Case Number CE2210-025

As of 1/23/2023

Type/ Subtype
SINGLE FAMILY / SUB-STANDARD HOUSI

Case Name
Received Emain complaint of H&S Violations

Officer
RON BELSER

Status
CASE CLOSED

Opened 10/17/2022 RB
Closed 11/22/2022 RB
Last Action
Follow Up 10/17/2022 RB

Site Address
1285 BIRD ST

City, State Zip
OROVILLE, CA 95965

Site APN
012079004

Description

ADDITIONAL SITES

APN	Address
No Additional Sites	

CHRONOLOGY ACTIONS

TYPE OF ACTION ACTION BY	ACTION DATE	COMPLETION DATE
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NOTE TO FILE RON BELSER	10/17/2022	
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(10/17/2022 1:46 PM RB)

On 10/17/2023 I received an email from Councilman Dave Pittman. He had received numerous reports of unhealthy living conditions and Health and Safety conditions within the structure.

I contacted the property owner, Larry Tracy. He confirmed he was still the owner and consented to an inspection of this property. Tracy told me this was a sober living environment for women. He also shared there were 7 women living in the home.

I met with a representative from Dax-it Recovery Services on site. I walked the exterior of the property and noted the home was in good condition, the property was landscaped and there were no noted code violations.

I walked the interior which included the first two levels and the finished basement. I noted no issues. The interior was clean, the kitchen was organized, and the bedrooms were neat.

I also confirmed the roster with the representative from Dax-it.

I formed the opinion this complaint was unfounded.

I emailed Councilman Pittman with my findings.

See attached email and photos.

CONTACTS

CONTACT TYPE NAME	ADDRESS	CITY, STATE, ZIP	PHONE	FAX	EMAIL
OWNER TRACY LAWRENCE R & DANPO BOX 2612		OROVILLE CA 95965			
PREVIOUS OWNER TRACY LAWRENCE R & DANPO BOX 2612		OROVILLE CA 95965			

FEES

DESCRIPTION OF FEE QUANTITY	DATE PAID AMOUNT	PAID BY	PAY METHOD	ACCOUNT
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INSPECTIONS

TYPE OF INSPECTION	SCHEDULED DATE	COMPLETED DATE
INSPECTOR	RESULT	REMARKS
NO ACTIVITY		

LINKED CASES

CASE NUMBER	DATE OPENED	DATE CLOSED
OFFICER ASSIGNED	STATUS	
CE2210-025	10/17/2022	11/22/2022
RON BELSER	CASE CLOSED	

VIOLATIONS

TYPE OF VIOLATION	DATE OBSERVED	DATE CORRECTED
REMARKS	STATUS	LOCATION
OMC 9.08.050 (A)	1/23/2023	

VOIDED (RB 1/23/2023)

BROKEN OR DISCARDED FURNITURE, APPLIANCES, HOUSEHOLD EQUIPMENT AND FURNISHINGS OR SHOPPING CARTS STORED ON THE PREMISES SO AS TO BE VISIBLE FROM ANY PUBLIC OR ADJACENT PARCEL OF PROPERTY;

Ron Belser

From: Ron Belser
Sent: Monday, October 17, 2022 12:20 PM
To: David Pittman
Subject: RE: Report of living conditions 1265 Bird Street

Thank you, Dave, received a complaint in July of 2021 with no result showing in the investigation. I will have my team investigate the location.

From: David Pittman <dpittman@cityoforoville.org>
Sent: Monday, October 17, 2022 10:52 AM
To: Ron Belser <rbelser@oropd.org>
Subject: Report of living conditions 1265 Bird Street

Ron,

In my conversations with residents I have received numerous report of unhealthy living conditions in 1265 Bird Street. My understanding it some type of group home living situation, maybe SLE?

It is clear to me from multiple conversations there is need to visit for Health and safety conditions within the structure.

You may have been there and much more knowledge about this particular situation. I just feel the need to pass along the report for possible consideration of code violations related to health and safety.

Thanks
Pittman

Ron Belser

From: Ron Belser
Sent: Monday, October 17, 2022 1:46 PM
To: David Pittman
Subject: RE: Report of living conditions 1265 Bird Street
Attachments: IMG_4738.jpg; IMG_4739.jpg; IMG_4740.jpg; IMG_4741.jpg; IMG_4742.jpg; IMG_4743.jpg; IMG_4744.jpg; IMG_4745.jpg; IMG_4746.jpg; IMG_4747.jpg; IMG_4748.jpg

Hello Dave, I inspected the property and there are no issues. This is a women's SLE. There are 7 people on the roster living at this location. The location is two stories with a finished basement. The inside and outside of this location was clean and no noted Health and Safety issues. There is power and water. I am sharing the photos in confidence. Code Case CE2210-025

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Pittman

Sober Living Businesses in Residential Zones

BY CHRISTI HOGIN



SHUTTERSTOCK.COM

Christi Hogin is city attorney for Lomita, Malibu and Palos Verdes Estates. She serves as second vice president for the League's City Attorneys' Department and chaired the editorial committee for the League's *Municipal Law Handbook*, 2014 edition. Hogin can be reached at CHogin@LocalGovLaw.com.

About Legal Notes

This column is provided as general information and not as legal advice. The law is constantly evolving, and attorneys can and do disagree about what the law requires. Local agencies interested in determining how the law applies in a particular situation should consult their local agency attorneys.

Current law limits local regulation of sober living homes and residential alcohol and drug rehabilitation (rehab) facilities. These uses have become lucrative businesses in many instances, and their operation in single-family neighborhoods is sometimes controversial. This article presents the current legal constraints and considerations for cities related to these homes and facilities.

1. Licensed residential rehab programs are subject to the same (and no more) local laws as single-family homes. Cities may regulate land uses to protect the character of residential neighborhoods.¹ This authority is not unfettered. State and federal law can pre-empt local regulation.² State licensing statutes expressly exempt certain residential rehab facilities from local zoning regulations. Alcohol and drug programs³ (ADPs) that provide 24-hour residential nonmedical⁴ services

to adults⁵ who are recovering from alcohol and/or drug abuse must obtain a state license. If a licensed ADP facility serves six or fewer patients, state law prohibits cities from regulating it any differently than a single-family home.⁶

2. State law imposes fewer restrictions on licensed residential rehab programs than other licensed group homes. State-licensed group homes are subject to different restrictions. The Community Care Facilities Act, from which alcohol and drug rehabs are exempt, imposes various restrictions that protect the character of residential neighborhoods. For example, under the act, licensed foster homes cannot be for-profit businesses.⁷ ADPs, however, may operate as for-profit enterprises in residential zones without business licenses because licenses generally are not required of other single-family uses.

Cities receive written notice of a proposed Community Care Facilities Act facility, and "any city or county may request denial of the license ... on the basis of overconcentration of residential care facilities."⁸ The state does not provide any notice to cities before a new ADP license is issued.

Under the Community Care Facilities Act, "overconcentration" exists when two care facilities are located within 300 feet of one another.⁹ The statute provides for a balanced policy "to prevent overconcentration of residential care facilities that impair the integrity of residential neighborhoods."¹⁰ The state "shall deny" a new group home license under the Community Care Facilities Act if approval would result in overconcentration.¹¹ By contrast, the state's policy for alcohol and drug rehab programs is that "each county and city shall permit and encourage the development of sufficient numbers and types of alcoholism or drug abuse recovery or treatment facilities as are commensurate with local need."¹²

The attorney general has opined that the state "may not deny an application for licensure or suspend or revoke the license of a treatment facility because the particular community already has more than a sufficient number of treatment facilities to meet the local need."¹³ With that conclusion, the attorney general determined the Legislature's reference to consideration of "local need" in approving ADP treatment facility licenses did not establish a basis to limit their numbers in any neighborhood.

*Social Model Facilities in Single-Family Residential Zones:
A Quick Reference Guide*

	Legal authority	Limited to six or fewer residents?	Require a state license?	Pre-empted by statute from local regulations different than single-family residence?	Protected class under fair housing anti-discrimination laws?	Allowed in Single-Family zone?
Sober Living Home	Constitutional right to privacy: A "family" as defined by courts (where applicable); Federal law defines recovering alcoholics/addicts as "disabled" and protects them from discrimination on that basis; and ADA requires "reasonable accommodation."	NO	NO	NO	YES	YES (may be subject to local regulation if consistent with the Fair Housing Act)
Alcoholism or Drug Abuse Recovery/Treatment Program (ADP)	Health & Safety Code §11834.01 Nonmedical, residential	YES	YES	YES	YES	YES
Community Care Act Residential Facility	Health & Safety Code §1500, Nonmedical, residential	YES	YES	YES	YES	YES

3. Sober living homes do not require a license and are not limited to six or fewer residents. A sober living home provides a substance-free, mutually supportive living environment for adult recovering alcoholics and drug addicts. No services are provided but residents may engage in self-help programs individually or with others. The state licenses

residential facilities that provide nonmedical treatment and detoxification services. Where no treatment is provided to residents, no license is required. The limitation to six patients is part of the state statute. Because the license statute does not apply, sober living homes are not limited to six residents per single-family home. Also because the statute does not apply, cities are not pre-empted by state law from regulating these uses. However, as noted below, other legal considerations apply.

4. Anti-discrimination laws and “reasonable accommodation” requirements limit categorical regulation of sober living homes. Federal¹⁴ and state¹⁵ fair housing laws protect people with disabilities from housing discrimination. Recovering alcoholics and drug addicts are disabled for purposes of anti-discrimination laws.¹⁶ When people in recovery live together in a “sober living” home, cities cannot discriminate on the basis of the disability, which means an ordinance cannot treat sober living homes differently than other similar uses in single-family¹⁷ residential zones.

Recovering alcoholics and drug addicts are also protected under the federal Americans with Disabilities Act (ADA). The ADA requires cities to reasonably accommodate deviations from zoning laws to afford persons with disabilities equal opportunity to enjoy housing. For example, a city may define “boarding houses” as more than three leases in a single home and prohibit boarding houses in single-family zones. Sober living home residents, however, may seek a waiver from enforcement as applied to them as reasonable accommodation to their disability that may benefit from a substance-free group living environment, allowing the ADA protection to exempt the sober living home from the “boarding house” prohibition.

The Fair Housing Act Amendments of 1988 prohibit local governments, among other things, from discriminating against the disabled by establishing a bedroom/per occupant rule,¹⁹ imposing distance requirements between facilities or prohibiting commercial operators from running sober living facilities in residential neighborhoods. Likewise, requiring a sober living home to obtain a conditional use permit, business license or home occupation permit would impose requirements on the residences of “handicapped” persons that are not imposed on other residences.

5. Even an ordinance that applies equally to group homes for disabled and non-disabled persons may be discriminatory and illegal. A claim of discrimination against a city over a zoning ordinance may challenge its legality on its face or as applied in a particular circumstance. Either way, the claims will fall into one of three categories of illegal discrimination:

a. *Discriminatory treatment* occurs when a protected class of persons (recovering alcoholics or drug addicts) is subjected to different treatment under a law. Discriminatory treatment is illegal unless the different treatment benefits the protected class or responds to legitimate safety concerns. A facially neutral regulation (that does not treat a protected class of persons differently) may still be illegal if evidence establishes that the intent of the statute is discriminatory. Regulations must be justified by legitimate, nondiscriminatory nonpretextual reasons.

b. *Disparate impact* occurs when a regulation has a significantly different and adverse impact on a protected class.

c. *Failure to make reasonable accommodation* of rules, practices, policies and services for persons of a protected class constitutes discrimination. An accommodation is reasonable unless it requires a fundamental alteration in zoning regulations or imposes an undue financial or administrative burden.

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