

MINUTES
PARADISE TOWN COUNCIL/SUCCESSOR AGENCY
REGULAR MEETING – 3:00 PM – June 27, 2017

1. OPENING

The Adjourned Regular Meeting of the Town Council and the Successor Agency was called to order at 3:03 p.m. in the Council Chamber located at 5555 Skyway, Paradise, California. Following the Pledge of Allegiance to the Flag of the United States of America, Council Member Jones offered an invocation.

COUNCIL MEMEBERS PRESENT: Greg Bolin, Jody Jones, Melissa Schuster, Michael Zuccolillo and Scott Lotter, Mayor.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Town Manager Lauren Gill, Town Attorney Dwight Moore, Town Clerk Dina Volenski, Administrative Services Director/Town Treasurer Gina Will, Community Development Director Craig Baker, Public Works Director/Town Engineer Marc Mattox, Battalion Chief Curtis Lawrie, Human Resources Manager Crystal Peters, Police Chief Gabriel Tazzari-Dineen, Administrative Analyst Colette Curtis, Lieutenant Eric Reinbold, Lieutenant Anthony Borgman, Information Technology Manager Josh Marquis and Assistant Planner Susan Hartman.

2. CONSENT CALENDAR

MOTION by Jones, seconded by Bolin, approved consent calendar items 2a and 2b. Roll Call Vote was unanimous.

- 2a. Adopted Resolution No. 17-20, A Resolution of the Town Council of the Town of Paradise Authorizing the Town Manager to execute a Memorandum of Understanding between the City of Chico, City of Oroville, City of Gridley and the Town of Paradise relating to AB-109 funds. (480-20-08)
- 2b. Authorized the award relating to the Police Patrol Vehicle Bid (three 2017 Ford Interceptor Utility vehicles) to Towne Ford Sales, 1601 El Camino Real, Redwood City, CA 94063. (The purchase of three vehicles will costs a total of \$89,404.89, which would be purchased on a five (5) year lease. The lease payment will be funded by Measure C funds. (480-35-02)

3. ITEMS REMOVED FROM CONSENT CALENDAR - None

4. PUBLIC COMMUNICATION - None

5. PUBLIC HEARINGS – Moved to follow Council Consideration

Town Manager Gill requested that items under Council Consideration be heard prior to the public hearing. The Town Council will hear the Budget presentation first and adopt the proposed resolutions regarding the 2017/2018 Budget prior to the public hearing. The Town Council concurred.

6. COUNCIL CONSIDERATION

6a. Administrative Services Director/Town Treasurer presented the proposed budget for Fiscal Year 2017/2018.

1. Robin Huffman – inquired if there was a road maintenance schedule or assessment of road conditions and wanted to know how much money was available to repair the streets.

A pavement management system is part of the Capital Improvement Projects budget that will be implemented to provide Town staff with a comprehensive list of the road conditions, schedule in which the roads should be repaired and costs associated with each project. This program will be a living document that can be constantly upgraded and available for the public to view.

Marc Mattox, Public Works Director/Town Engineer reported that the Public Works Department budgets funds for fixing the road, potholes, tree removal, drainage, traffic signal maintenance, striping and road rehabilitation along with several other items. Mr. Mattox also explained that due to several roads being damaged from the storms this year, the Town will receive Federal and CAL OES funding to repair the roads that were severely damaged. (Specific amounts are included in the Public Works budget)

6b. **MOTION by Schuster, seconded by Zuccolillo**, adopted Resolution No. 17-21, Approving Job Descriptions and Revising the Personnel Structure for Certain Town of Paradise Positions for the Fiscal Year 2017/2018. Roll Call Vote was Unanimous. (610-10-15, 610-10-17)

6c. **MOTION by Schuster, seconded by Zuccolillo**, adopted Resolution No. 17-22, Approving a Resolution of the Town Council of the Town of Paradise Adopting the Final Budget for the Town of Paradise Including all Attachments, Appendices and Other Related Documents for the 2017-2018 Fiscal Year Ending June 30, 2018. Roll Call Vote was Unanimous. (340-40-015)

6d. **MOTION by Schuster, seconded by Zuccolillo**, adopted Resolution No. 17-23, A Resolution of the Town Council of the Town of Paradise Approving and Adopting the Annual Appropriation Limit (Exhibit A) for Fiscal Year 2017-2018. Roll Call Vote was Unanimous. (340-40-015)

- 6e. **MOTION by Schuster, seconded by Zuccolillo**, adopted Resolution No. 17-24, A Resolution of the Town Council of the Town of Paradise Amending the General Fund Reserves for Fiscal Year 2017/2018. Roll Call Vote was Unanimous. (340-40-015)
- 6f. **MOTION by Schuster, seconded by Zuccolillo**, adopted Resolution No. 17-25, A Resolution of the Town Council of the Town of Paradise Approving and Adopting the Town of Paradise Capital Improvement Plan for the 2017-2018 Fiscal Year. Roll Call Vote was Unanimous. (340-40-015)
- 6g. **MOTION by Schuster, seconded by Zuccolillo**, adopted Resolution No. 17-26, A Resolution of the Town Council of the Town of Paradise adopting the Amended Salary Pay Plan for Town of Paradise Employees for the Fiscal Year 2017-2018. Roll Call Vote was Unanimous. (340-40-015, 610-10-18)

ITEM 5(a) was moved to follow Council Consideration items.

For items that require a published legal notice and/or a mailed notice.

Public Hearing Procedure:

- A. Staff Report
 - B. Mayor opens the hearing for public comment in the following order:
 - i. Project proponents (in favor of proposal)
 - ii. Project opponents (against proposal)
 - iii. Rebuttals – if requested
 - C. Mayor closes the hearing
 - D. Council discussion and vote
- 5a. Mayor Lotter announced that the Town Council would conduct the duly noticed and scheduled public hearing establishing an Updated and Revised Master Schedule of Fees. Upon conclusion of the public hearing the Council will consider approving Resolution No. 17-27, A Resolution of the Town Council of the Town of Paradise Establishing an Updated and Revised Master Schedule of Fees for the Town of Paradise, including for permit, building, zoning and all fees relating to specific Town Services during the 2017/2018 Fiscal Year.

Administrative Services Director Gina Will presented an overview of the Proposed Master Fee Schedule explaining that the fee schedule had not been updated since May 2013 and that costs to provide services have increased. Ms. Will explained the methodology to determine the actual cost for each service and highlighted the changes in each area. After the presentation Ms. Will asked for Council to make two corrections to the schedule. The first one on page 20 includes fees for debit card charges which is not correct only for credit card transactions – the fee for debit card transactions will be removed. Second correction is on Section 10, page 59 of packet, a fee for Public Works was not included. Ms. Will requested that under “Stormwater-Post Construction Standards Plan Review – Small Project” that a new fee be included called,

“Stormwater-Post Construction Standards Plan Review - Regulated Projects – Type A- for \$870.98.

Council discussed the Business Valuation Table that is included in the Master Schedule of Fees and is issued and updated annually. Council requested that at least the Business Valuation Table portion of the Master Schedule of Fees be reviewed and adopted annually with the budget to keep up with the actual costs.

Council also discussed reviewing the Master Schedule of Fees every other year to keep up with the costs. Staff discussed that in order to update the Master Schedule of Fees every line item is evaluated to make sure the fee is still valid and correct.

Mayor Lotter opened the public hearing at 4:12 p.m.

1. Robin Huffman inquired about the cost for an Administrative Citation Hearing- Actual Staff Hourly Rate (page 25); and why there are blanks on Residential Re-Roofs on pages 28 & 29 and the increase of Solar fees.

Attorney Moore explained that the reason it is the actual hourly rate is dependent on the individual that is administering the hearing, which could be the Town Attorney or an outside consultant.

Administrative Services Director Will explained that there are blanks on certain items due to the fact that they are new fees in the schedule. The intent is to provide a more comprehensive list of fees that relate to specific items and are easier to determine what the cost will be.

Assistant Planner Hartman explained that residential solar plans were not self supporting, there is a high percentage of revisions and refund requests and that staff reviewed and determined what the actual cost was for that fee.

Mayor Lotter closed the public hearing at 4:18 p.m.

Assistant Planner Hartman explained about the increase for demolition permits. Since the last fee schedule, new Building Codes and California Green Codes have gone into effect which require additional demolition and construction packets that are reviewed by staff and then sent to the State for review. The State then comes once a year to review the demolition projects, making demolition much more time consuming.

MOTION by Jones, seconded by Bolin, approved Resolution No. 17-27, A Resolution of the Town Council of the Town of Paradise Establishing an Updated and Revised Master Schedule of Fees for the Town of Paradise, including for permit, building, zoning and all fees relating to specific Town Services during the 2017/2018 Fiscal Year; including an annual updated Business Valuation schedule with the annual budget, reviewing the Master Schedule of Fees every other year and the changes suggested by Administrative Services Director Will. Roll call vote was unanimous.

- 6h. At 4:21 p.m. Mayor Lotter adjourned the Town Council meeting and convened the Successor Agency Meeting.

Administrative Services Director Will updated the Directors on the Successor Agency budget which is in the process of paying off the debts of the former Redevelopment Agency and includes debt service obligation including the 2006 Bond that was refinanced last year.

- 6i. **MOTION by Zuccolillo, seconded by Bolin**, adopted Resolution No, 17-01, A Resolution of the Successor Agency to the Paradise Redevelopment Agency Adopting the Fiscal Year 2017/2018 Successor Agency to the Paradise Redevelopment Agency Budgets. Roll call vote was unanimous. (1310-20-04)
- 6j. At 4:22 p.m. Chair Lotter adjourned as Successor Agency and reconvened the Town Council meeting.

7. COUNCIL INITIATED ITEMS AND REPORTS

- a. Council initiated agenda items - None
- b. Council reports on committee representation

Vice Mayor Jones attended Stan McEtchin's memorial service and presented the family with a proclamation from the Town Council.

Council Member Bolin attended Mike Trinca's retirement party and presented him with a proclamation from the Town Council.

Mayor Lotter attended the Disaster Council meeting and learned that elected officials are the only people authorized to swear in Disaster Worker Volunteers during an emergency.

- c. Future Agenda Items – None

8. STAFF COMMUNICATION

Town Manager Report - None
Community Development Director – None

9. CLOSED SESSION - None

10. ADJOURNMENT

- 10a. at 4:26 p.m. Mayor Lotter adjourned the meeting to July 11, 2017 at 6:00 p.m. at Paradise Performing Arts Center, 777 Nunneley, Paradise, California 95969 for the purpose of holding a Regular Adjourned meeting pursuant to Government Code Section 54955.

Date Approved:

By:

Attest:

_____/s/_____

Scott Lotter, Mayor

_____/s/_____

Dina Volenski, CMC, Town Clerk