



# TOWN OF PARADISE

5555 SKYWAY • PARADISE, CALIFORNIA 95969-4931

TELEPHONE (530) 872-6291 FAX (530) 877-5059

[www.townofparadise.com](http://www.townofparadise.com)

## **Management Staff:**

Lauren Gill, Town Manager

Dwight L. Moore, Town Attorney

Joanna Gutierrez, Town Clerk

Craig Baker, Community Development Director

Gabriela Tazzari-Dineen, Police Chief

George Morris, Jr., Unit Chief

CAL FIRE/Butte County Fire

Paradise

Gina Will, Finance Director/Town Treasurer

## **Town Council:**

Tim Titus, Mayor

Scott Lotter, Vice Mayor

Greg Bolin, Council Member

Steve "Woody" Culleton, Council Member

John J. Rawlings, Council Member

# **TOWN COUNCIL AMENDED AGENDA**

## **REGULAR MEETING – 6:00 PM – November 12, 2013**

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate, please contact the Town Clerk's Department, at 872-6291 x101 or x102 at least 48 hours in advance of the meeting. Hearing assistance devices for the hearing impaired are available from the Town Clerk.

Town Council Meetings are held at the Paradise Town Hall located at 5555 Skyway, Paradise, California. Members of the public may address the Town Council on any agenda item, including closed session. If you wish to address the Town Council on any matter on the Agenda, it is requested that you complete a "Request to Address Council" card and give it to the Town Clerk prior to the beginning of the Council Meeting. The Mayor or Presiding Chair will introduce each agenda item, and following a report from staff, ask the Clerk to announce each speaker. Agendas and request cards are located outside the entrance door to the Council Chamber. All writings or documents which are related to any item on an open session agenda and which are distributed to a majority of the Town Council within 72 hours of a Regular Meeting will be available for public inspection at the Town Hall in the Town Clerk Department located at 5555 Skyway, Room 3, at the time the subject writing or document is distributed to a majority of the subject body. Regular business hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m. Agendas and supporting information is posted on the Town's website at [www.townofparadise.com](http://www.townofparadise.com) in compliance with California's open meeting laws. Click on the Agenda and Minutes button.

## **1. OPENING**

- a. Call to Order
- b. Pledge of Allegiance to the Flag of the United States of America
- c. Invocation
- d. Roll Call

## **2. ITEMS DEFERRED FROM PREVIOUS MEETINGS - None.**

### **3. CONSENT CALENDAR**

One roll call vote will be taken for all items placed on the consent calendar.

- 3a. Approve Minutes of the October 8, 2013 Regular meeting
- 3b. Approve Cash Disbursements report in the amount of \$2,484,008.64.
- 3c. (1) Increase the final contract cost of awarded Contract No. 5425022, Construction Quality Assurance Engineering Services for the Pearson-Recreation Signalization Project with Holdrege & Kull of Chico, CA to \$39,706.08; and, (2) Acknowledge completion of Town Contract No. 510-20-35 between the Town of Paradise and Holdrege & Kull. The \$19,706.08 increase in cost was necessitated by discovery of unsuitable soils which required additional testing and is 100% reimbursable through Congestion Mitigation and Air Quality (CMAQ) grant funding.
- 3d. Adopt Resolution No. 13-51, A Resolution of the Town Council of the Town of Paradise Authorizing Destruction of Certain Town Records Maintained in the Town Clerk Department Pursuant to Government Code Section 34090.
- 3e. Approve writing off \$3,975.06 of uncollectible miscellaneous invoices.
- 3f. Approve request by representative Katie Guild and Pastor Lloyd Tremain of the Paradise Community Church of the Nazarene for the adoption of the Memorial Trailway, from Neal Road to Foster Road.
- 3g. Adopt Resolution 13-52, A Resolution of the Town Council of the Town of Paradise Accepting the Office of Traffic Safety (OTS) AVOID the 8 Grant Funds for FY2013/2014 at an estimated amount of up to \$89,000.
- 3h. (1) Waive the second reading of Town Ordinance No. 533 and approve reading by title only; and, (2) Adopt Town Ordinance No. 533, "An Ordinance Amending Text Regulations and adopting the 2013 California Building Standards Code within Paradise Municipal Code Title 15 relating to Buildings and Construction".
- 3i. Adopt Resolution No. 13-53, A Resolution of the Town Council of the Town of Paradise Authorizing the Town Manger to execute a Memorandum of Understanding between the City of Chico, City of Oroville, City of Gridley and the Town of Paradise for AB-109 funds. Funds are to offset costs of front line law enforcement necessitated by AB-109 State legislation that shifted certain prison responsibilities from the State to the counties.
- 3j. (1) Acknowledge receipt of the 1st Quarter Investment Report for the Fiscal Year Ended June 30, 2014; and, (2) Approve the attached Investment Policy - Administrative Policy No. 140.

- 3k. Approve hiring a non-senior code enforcement officer at increased hours (36/week) as opposed to our current approved position, which is a senior code enforcement officer at 32 hours/week and authorize a \$4,288.24 budget adjustment for increased hours of the code enforcement officer position.
- 3l. Consider application and appointment to disabled member position to the vacancy on the Access Appeals Board. Position has been vacant since May 8, 2012.
- 3m. Approve the amended job descriptions and the position control and budget appropriations for the Town Engineer and the Human Resources and Risk Manager positions.

#### **4. PUBLIC HEARING PROCEDURE**

The Town Council has adopted the following procedure for public hearings:

- a. Staff report to Council (15 minutes total maximum)
- b. Mayor or Presiding Chair opens the hearing for public comment in the following order:
  - 1. Project proponents or in favor of (15-minute time limit)
  - 2. Project opponents or against (15-minute time limit)
  - 3. Rebuttals - when requested (15-minute time limit or 3 minutes per speaker)
- c. Close hearing to the public
- d. Council discussion
- e. Motion
- f. Vote

#### **5. PUBLIC HEARINGS**

- 5a. Conduct the duly noticed and scheduled public hearing regarding the Planning Commission recommendation to amend text regulations within the Paradise Municipal Code relating to definitions of major and minor utility services. Upon conclusion of the public hearing adopt either the recommended action or an alternative action.

RECOMMENDATION: (1) Concur with the project "CEQA determination" finding adopted by the Planning Commission on September 17, 2013, and embodied within Planning Commission Resolution No. 13-05; (2) Waive the first reading of Town Ordinance No. 534 and approve reading by title only; AND, (3) Introduce Town Ordinance No. 534, "An Ordinance Amending Text Regulations Within Paradise Municipal Code Chapter 17.04 Relating to the Definitions of Major and Minor Utility Services. **(ROLL CALL VOTE)** OR (4) Adopt an alternative directive to town staff. The intent of the proposed amendments is to create the ability for the Town to authorize establishment of privately owned and operated clustered wastewater treatment plants and other utilities as primary land uses on independent parcels in order to assist in establishment of new commercial and residential land uses within the Town of Paradise.

## **6. PUBLIC COMMUNICATION**

This is the time for members of the audience who have completed a "Request to Address Council" card and given it to the Clerk to present items not on the Agenda. Comments should be limited to a maximum of three minutes duration. The Town Council is prohibited by State Law from taking action on any item presented if it is not listed on the Agenda.

## **7. COUNCIL CONSIDERATION**

- 7a.** Consider (1) Approving increase to the final construction cost of awarded Contract No. 5425022, Pearson-Recreation Signalization Project with Franklin Construction to \$1,485,188.87; and, (2) Adopt Resolution No. 13-54, A Resolution of the Town Council of the Town of Paradise Accepting the Work Performed by Franklin Construction Under Contract No 5425022, the Pearson-Recreation Signalization Project. **(ROLL CALL VOTE)**
- 7b.** Consider adopting Resolution No. 13-55, A Resolution of the Town Council of the Town of Paradise accepting Contract No. 13-03, Paradise Micro-surfacing Project 2013, performed by Intermountain Slurry Seal. **(ROLL CALL VOTE)** Final Construction Cost: \$295,406.88.
- 7c.** Approve budget adjustment that will decrease the General Fund net income and decrease the General Fund reserves by \$113. **(ROLL CALL VOTE)**

## **8. COUNCIL COMMUNICATION (Council Initiatives)**

- 8a. Council oral reports of their representation on Committees/Commissions.
- 8b. Discussion of future agenda items

## **9. STAFF/COMMISSION/COMMITTEE COMMUNICATION**

- 9a. Town Manager oral reports

## **10. CLOSED SESSION**

- 10a. Pursuant to Government code section 54956.9(a), the Town Council will hold a closed session to meet with Town Attorney Dwight Moore relating to existing litigation, Harold Funk vs. Town of Paradise, Case No. 2:09-CV-01000-MCE-KJM, U. S. District Court, Eastern District of California.

## **11. ADJOURNMENT**

STATE OF CALIFORNIA ) COUNTY OF BUTTE )	SS.
I declare under penalty of perjury that I am employed by the Town of Paradise in the Town Clerk's Department and that I posted this Agenda on the bulletin Board both inside and outside of Town Hall on the following date:	
<hr/>	
TOWN/ASSISTANT TOWN CLERK SIGNATURE	



**MINUTES  
PARADISE TOWN COUNCIL  
REGULAR MEETING – 6:00 PM – October 08, 2013**

**1. OPENING**

The Regular Meeting of the Paradise Town Council was called to order by Vice Mayor Scott Lotter in the Town Council Chamber located at 5555 Skyway, Paradise California. Following the Pledge of Allegiance to the Flag of the United States of America, Council Member Greg Bolin offered an invocation.

**COUNCIL MEMBERS PRESENT:** Greg Bolin, Steve “Woody” Culleton, John J. Rawlings, and Scott Lotter, Vice Mayor.

**COUNCIL MEMBERS ABSENT:** Timothy Titus, Mayor.

**STAFF PRESENT:** Town Clerk Joanna Gutierrez, Town Manager Lauren Gill, Town Attorney Dwight L. Moore, Finance Director Gina Will, Community Development Director Craig Baker, Police Lieutenant Steve Rowe, Fire Chief George Morris, Jr., CAL FIRE/Butte Unit, Paradise Fire; Battalion Chief Curtis Lawrie, Assistant Town Clerk Dina Volenski, and Associate Civil Engineer Marc Mattox.

Proclamations/Presentations:

- (1) The Centennial of 4H Youth Development Proclamation was accepted by Hannah Foster, 4H All Star, on behalf of the Pine Ridge 4H Club.
- (2) The Domestic Violence Awareness Month Proclamation was accepted by Mike Maloney.
- (3) Chuck Rough discussed the formation and mission of the Paradise Citizens' Alliance and informed Council of their "Speak Up For Paradise" community-based quality of life survey and the plan to develop proposals to present to various public agencies to address citizens concerns, raise the level of discourse and encourage other people to come forward on issues of concern in order to facilitate public improvements within the community.
- (4) George Morris, Jr., Unit Chief CAL FIRE/Butte County Fire/Paradise, introduced Fire Captain Joe Tapia who displayed a power point presentation and discussed the goals and objectives identified by the Fire Department and local collaborators that are set forth in the CAL FIRE Community Wildfire Protection Plan and the action plan for implementation.

**2. ITEMS DEFERRED FROM PREVIOUS MEETINGS - None.**

### **3. CONSENT CALENDAR**

Following a MOTION by Culleton, seconded by Bolin, the following consent calendar items were adopted by a unanimous roll call vote of those present. Mayor Titus was absent and not voting.

- 3a. Approved Minutes of the September 10, 2013 Regular meeting and September 26, 2013 Special meeting.
- 3b. Approved cash disbursements report in the amount of \$654,084.21. (310-10-29)
- 3c. Waived second reading of Town Ordinance No. 532 and adopted Town Ordinance No.532, An Ordinance of the Town of Paradise relating to Alarm Systems. The ordinance repeals current regulations and enacts a new chapter 9.60 of the Paradise Municipal Code that will allow for more effective tracking, monitoring, and enforcement of alarm related incidents. (540-16-101 & 510-20-66)
- 3d. Accepted the donation of a 2001 Ford F-350 pickup truck with four wheel drive from PG&E for use in the Public Works Maintenance fleet. Resolution No. 96-17 requires that donations be accepted by the Town Council. (380-10-03)
- 3e. Adopted Resolution No. 13-50, A Resolution of the Town Council of the Town of Paradise, California, Approving Information Technology Policies & Procedures. (110-10-36)

### **4. PUBLIC HEARING PROCEDURE**

The Town Council has adopted the following procedure for public hearings:

- a. Staff report to Council (15 minutes total maximum)
- b. Mayor or Presiding Chair opens the hearing for public comment in the following order:
  - 1. Project proponents or in favor of (15-minute time limit)
  - 2. Project opponents or against (15-minute time limit)
  - 3. Rebuttals - when requested (15-minute time limit or 3 minutes per speaker)
- c. Close hearing to the public
- d. Council discussion
- e. Motion
- f. Vote

### **5. PUBLIC HEARINGS - None.**

### **6. PUBLIC COMMUNICATION**

- 1. Loren Harvey stated that it has been three years since his son went missing and presumed murdered and that he has a 5 x 12 sign in Town to remind the public that he is still seeking information on his son's disappearance.

2. Dan Wentland stated that Dean Road was in the top ten of roads in Town to be improved, that nothing has been done, and that the road is heavily used by people who use the flume for recreational purposes and that hundreds of cars go up and down Dean Road and that he thinks it will need to be completely redone.

## **7. COUNCIL CONSIDERATION**

Following a report from Building Official/Fire Marshal Tony Lindsey regarding the ordinance proposed to amend text regulations and adopt the 2013 California Building Standards Code within Paradise Municipal Code Title 15 relating to building and construction, Vice Mayor Lotter opened the matter for public comment.

1. Tom Kelly asked if the 2013 National Electrical Code was included in this legislation.

Building Official/Fire Marshal Lindsey stated that the 2011 National Election Code will be adopted if the ordinance is approved.

Council Member Culleton noted that the word “permit” was inadvertently left out of the text on page 11, line 25, of the proposed ordinance.

- 7a. **MOTION by Bolin, seconded by Rawlings,** (1) Waived the first reading of Town Ordinance No. 533 and approved reading by title only; and, (2) Introduced Town Ordinance No. 533 An Ordinance Of The Town Of Paradise Repealing Paradise Municipal Code Chapters 15.01, 15.02, 15.03, 15.04, 15.05, 15.06, 15.07, 15.08, 15.09, 15.10, 15.11, 15.12, 15.13 And Adopting New Chapters 15.01, 15.02, 15.03, 15.04, 15.05, 15.06, 15.07, 15.08, 15.09, 15.09, 15.10, 15.11, 15.12 And 15.13 and Making Findings Of Facts Relating To Local Climatic, Geological, and Topographic Conditions, All Relating To The Amendments And Adoption Of The 2013 California Building Standards Code; and, directed the Town Attorney to prepare an ordinance summary for publication. Roll call vote was unanimous; Mayor Titus absent and not voting. (540-16-102)

The California Building Standards Commission adopted the 2012 International Building Code; the 2012 International Residential Code; the 2013 California Green Building code the 2012 Uniform Plumbing Code; the 2012 Uniform Mechanical Code; the 2012 international Fire Code; and the 2011 National Electrical Code. Together, these codes constitute the 2013 California Building Standards Code.

- 7b. **MOTION by Rawlings, seconded by Culleton,** approved recommended budget adjustments which increase the General Fund net income and increase the General Fund reserves by \$9,773. Roll call vote was unanimous; Mayor Titus absent and not voting. (340-14-13)

Town Manager Lauren Gill and Associate Civil Engineer Marc Mattox reported to Council regarding the pedestrian safety enhancements that have been made upon the Town roadways in the past month, many which came about as the result of timing the striping of the roads and painting the crosswalks to occur during the 2013 Microsurfacing Project, and at such a time so as to incorporate the recommendations that resulted from the Pedestrian Safety Workshop that occurred on September 5, 2013. Town Manager Gill informed the Council that the Highway Safety Improvement Project planned for next year has been re-branded as the "Downtown Paradise Safety Project", as that better describes the project than the former reference "HSIP grant".

Vice Mayor Lotter opened the matter for public comment.

1. Tom Kelly discussed the dangerous condition on Bille Road at its intersection with the Memorial Trailway, stated he has been rear-ended at that site while stopped for a pedestrian to cross, that the problem is that people are driving too fast, and asked if the Council could lower the speed limit in the downtown or place stop signs to slow traffic, and to consider providing sidewalks in areas of high pedestrian traffic such as along Oliver Road between Valley View Drive and Skyway.
2. Carol Kirk thanked the Council for improving the crosswalk on Skyway located near the bus stop by Annie's Restaurant, and stated that she has driven on Elliot Road to the high school for the past 30 years, that the hill creates a dangerous condition and asked if something could be placed at the top of the hill to warn drivers of the crosswalk and stop sign at the intersection of Elliott and Maxwell and suggested more safety education, such as why pedestrians should walk facing traffic.
3. Robert Salcido asked how the public will know the meaning of the triangles placed in front of the crosswalks.

Town Manager Gill stated that the Town will release a public service announcement to inform the community about the new pedestrian safety enhancements recently implemented.

4. Dan Wentland stated that years ago there was discussion that the Trailway crossings would not be considered as crosswalks, suggested placement of signs that inform pedestrians to yield to traffic, and discussed the dangerous hills just above the Trailway crosswalks on Elliott and Bille that preclude drivers from seeing when a car is stopped for a pedestrian to cross roadways at their intersection with the Trailway.

Police Lieutenant Steve Rowe informed the Council that whenever there are lines painted on the road, the motorists are obligated to stop to allow pedestrians to

cross. Engineer Mattox stated California Standards may require intersections between a multi-use trail and road to be marked as crosswalks.

Loren Harvey suggested painting a line on the Trailway for the pedestrian to stop at, until it is safe to cross the roadway.

Town Manager Gill thanked the public for their input and stated that the suggestions will all be taken into consideration as the Town continues with its pedestrian safety enhancement projects. Council discussed the importance of pedestrian awareness and the plans to implement education messages

- 7c. Council concurred to acknowledge receipt of the "Recommendations to Improve Pedestrian Safety in the Town of Paradise" report prepared by California WALKS in partnership with UC Berkeley Safe Transportation Research and Education Center. (490-60-04)

## **8. COUNCIL COMMUNICATION (Council Initiatives)**

- 8a. Council oral reports of their representation on Committees/Commissions.

Council Member Bolin stated that he had no meetings to report on, but would like to let the Council know that a Paradise High School student's senior project, "Quilts for Cancer" will presented on October 14<sup>th</sup> between 4pm and 7pm at Morning Star Quilts.

Council Member Rawlings reported that he attended Butte County Association of Governments and Butte County Air Quality Management District meetings and that BCAG is in the process of holding public hearings for input on unmet transit needs.

Council Member Culleton reported on his attendance at the League of California Cities Annual Conference in Sacramento; that the Boys and Girls Club is hosting a tri-tip dinner on October 9<sup>th</sup> between 4pm and 7pm; that 800 pies were sold during Johnny Appleseed Days; that a Cowboy Poetry and Music Gathering will occur on November 2<sup>nd</sup> at the Paradise Performing Arts Center with proceeds going to the Gold Nugget Museum; that "Paradise on Ice", an ice-skating rink at the Paradise Recreation and Park District, will be open on November 14, 2013, at the Terry Ashe Park on Skyway; and, that there will be a king and a queen crowned at the annual Chocolate 'Fest.

Vice Mayor Lotter reported that tonight is the Town's first video "Livestreaming" of a Council meeting and thanked the Paradise Rotary for funding the project; noted that Rotary has also contributed to the "Paradise on Ice" project; and, that he attended the LCC Annual Conference in Sacramento and was in Washington D.C. just when the government shutdown was occurring. Vice Mayor Lotter stated that he had an opportunity to meet with Congressman Doug LaMalfa, and other legislators, to discuss funding for wastewater treatment and that the word is, "The squeaky wheel gets the grease," and that it pays to loudly advocate for a cause when seeking funding.

8b. Discussion of future agenda items – None.

**9. STAFF/COMMISSION/COMMITTEE COMMUNICATION**

9a. Town Manager oral reports – None.

**10. CLOSED SESSION - None.**

**11. ADJOURNMENT**

Vice Mayor Lotter adjourned the Council Meeting at 7:45 pm.

Date Approved:

By: \_\_\_\_\_  
Scott Lotter, Vice Mayor

\_\_\_\_\_  
Joanna Gutierrez, CMC, Town Clerk





# **TOWN OF PARADISE**

## **CASH DISBURSEMENTS REPORT**

FOR THE PERIOD OF  
OCTOBER 1, 2013 - OCTOBER 31, 2013

October 1, 2013 - October 31, 2013

Check Date	Pay Period End	DESCRIPTION	AMOUNT
10/11/13	10/06/13	Net Payroll - Direct Deposits & Checks	\$108,303.42
10/25/13	10/20/13	Net Payroll - Direct Deposits & Checks	\$109,602.97
TOTAL NET WAGES PAYROLL			\$217,906.39

**Accounts Payable**

PAYROLL VENDORS: TAXES, PERS, DUES, INSURANCE, ETC.	\$237,360.32
OPERATIONS VENDORS: SUPPLIES, CONTRACTS, UTILITIES, ETC.	\$2,028,741.93
TOTAL CASH DISBURSEMENTS - ACCOUNTS PAYABLE (Detail attached)	<u>\$2,266,102.25</u>
GRAND TOTAL CASH DISBURSEMENTS	<u><u>\$2,484,008.64</u></u>

APPROVED BY: \_\_\_\_\_  
LAUREN GILL, TOWN MANAGER

APPROVED BY: \_\_\_\_\_  
GINA S. WILL, FINANCE DIRECTOR/TOWN TREASURER

TOWN OF PARADISE  
**CASH DISBURSEMENTS REPORT**

From Payment Date: 10/1/2013 - To Payment Date: 10/31/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - US Bank TOP AP Checking									
Check									
59132	10/01/2013	Open			Accounts Payable	BUZZARD, CHRIS	\$687.61		
59133	10/01/2013	Open			Accounts Payable	HAUNSCHILD, MARK	\$220.55		
59134	10/01/2013	Open			Accounts Payable	HOUSEWORTH, JERILYN	\$76.85		
59135	10/01/2013	Open			Accounts Payable	MOBILITIE INVESTMENTS II, LLC	\$112.49		
59136	10/01/2013	Open			Accounts Payable	MOORE, DWIGHT, L.	\$13,110.00		
59137	10/01/2013	Open			Accounts Payable	ROUGH JR., CHARLES L.	\$81.77		
59138	10/01/2013	Open			Accounts Payable	US BANCORP OFFICE EQUIP FINANCE SERVICES	\$572.03		
59139	10/01/2013	Open			Accounts Payable	WESTAMERICA BANK	\$770.70		
59140	10/01/2013	Open			Accounts Payable	WHALEN, SUZANNE	\$204.46		
59141	10/01/2013	Open			Accounts Payable	BLOOD SOURCE	\$44.00		
59142	10/01/2013	Open			Accounts Payable	Met Life	\$6,820.47		
59143	10/01/2013	Open			Accounts Payable	OPERATING ENGINEERS	\$484.00		
59144	10/01/2013	Open			Accounts Payable	PARADISE POLICE OFFICERS ASSOCIATION	\$2,115.29		
59145	10/01/2013	Open			Accounts Payable	SUN LIFE INSURANCE	\$3,442.55		
59146	10/01/2013	Open			Accounts Payable	SUPERIOR VISION SVC NGLIC	\$669.36		
59147	10/01/2013	Open			Accounts Payable	TOP CONFIDENTIAL MID MGMT ASSOCIATION	\$140.00		
59148	10/03/2013	Open			Accounts Payable	AgendaPal Corporation	\$399.00		
59149	10/03/2013	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$53.48		
59150	10/03/2013	Open			Accounts Payable	BATTERIES PLUS	\$113.88		
59151	10/03/2013	Open			Accounts Payable	BIDWELL TITLE & ESCROW	\$40,000.00		
59152	10/03/2013	Open			Accounts Payable	BUTTE CO AIR QUALITY MANAGEMENT DISTRICT	\$159.75		
59153	10/03/2013	Open			Accounts Payable	BUTTE CO SHERIFF'S OFFICE	\$517.95		
59154	10/03/2013	Open			Accounts Payable	BUTTE CO TREASURER	\$691.80		
59155	10/03/2013	Open			Accounts Payable	BUTTE COUNTY CREDIT BUREAU	\$14.00		
59156	10/03/2013	Open			Accounts Payable	CALIFORNIA DEPARTMENT OF PARKS AND RECREATION	\$2,334.85		
59157	10/03/2013	Open			Accounts Payable	CALIFORNIA STATE UNIVERSITY CHICO	\$526.44		
59158	10/03/2013	Open			Accounts Payable	CENTRAL SIERRA POLICE CHIEF'S ASSOCIATION	\$20.00		
59159	10/03/2013	Open			Accounts Payable	CERTIFIED SECURITY SYSTEM INCORPORATED	\$240.00		
59160	10/03/2013	Open			Accounts Payable	CITY OF CHICO	\$2,059.76		
59161	10/03/2013	Open			Accounts Payable	DEPARTMENT OF FORESTRY & FIRE PROTECTION	\$504,534.49		
59162	10/03/2013	Open			Accounts Payable	DLT SOLUTIONS, INC.	\$980.74		
59163	10/03/2013	Open			Accounts Payable	DON'S SAW & MOWER	\$90.30		
59164	10/03/2013	Open			Accounts Payable	Door-Mart Garage Doors	\$22.00		
59165	10/03/2013	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$583.00		
59166	10/03/2013	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY, INC.	\$173.69		
59167	10/03/2013	Open			Accounts Payable	FISHER, JOSH	\$34.61		
59168	10/03/2013	Open			Accounts Payable	FRANKLIN CONSTRUCTION COMPANY	\$572,177.19		
59169	10/03/2013	Open			Accounts Payable	GENESIS SOCIETY	\$500.00		

TOWN OF PARADISE  
**CASH DISBURSEMENTS REPORT**

From Payment Date: 10/1/2013 - To Payment Date: 10/31/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
59170	10/03/2013	Open			Accounts Payable	GOFF, RONALD	\$280.00		
59171	10/03/2013	Open			Accounts Payable	GOLD COUNTRY HYDRAULIC	\$6.72		
59172	10/03/2013	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$118.25		
59173	10/03/2013	Open			Accounts Payable	HELENA SPECIALTY PRODUCTS	\$731.79		
59174	10/03/2013	Open			Accounts Payable	HI-TECH EMERGENCY VEHICLE SERV. INC.	\$9,606.50		
59175	10/03/2013	Open			Accounts Payable	HOLDREGE & KULL, CONSULTING ENGINEERS	\$19,009.95		
59176	10/03/2013	Open			Accounts Payable	HUNTERS PEST CONTROL	\$55.00		
59177	10/03/2013	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$1,401.43		
59178	10/03/2013	Open			Accounts Payable	Idlewild Mobile Home Estates	\$376.06		
59179	10/03/2013	Open			Accounts Payable	INDUSTRIAL EQUIPMENT	\$37.57		
59180	10/03/2013	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$119.36		
59181	10/03/2013	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$225.00		
59182	10/03/2013	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$402.29		
59183	10/03/2013	Open			Accounts Payable	LOCATE PLUS CORPORATION	\$25.00		
59184	10/03/2013	Open			Accounts Payable	MATTOX, MARK	\$114.56		
59185	10/03/2013	Open			Accounts Payable	MID VALLEY TITLE & ESCROW	\$40,000.00		
59186	10/03/2013	Open			Accounts Payable	Nationwide Trust Co. Contract #907- 80102	\$1,750.00		
59187	10/03/2013	Open			Accounts Payable	NEUTRON INDUSTRIES INC	\$110.36		
59188	10/03/2013	Open			Accounts Payable	NEW WORLD SYSTEMS CORP.	\$35,104.00		
59189	10/03/2013	Open			Accounts Payable	NFPA - NATIONAL FIRE CODES	\$1,165.50		
59190	10/03/2013	Open			Accounts Payable	NORTH VALLEY BARRICADE, INC.	\$549.86		
59191	10/03/2013	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$6,556.33		
59192	10/03/2013	Open			Accounts Payable	O'REILLY AUTO PARTS	\$276.90		
59193	10/03/2013	Open			Accounts Payable	OROVILLE, CITY OF	\$4,746.88		
59194	10/03/2013	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$9,948.63		
59195	10/03/2013	Open			Accounts Payable	PACIFICOM	\$750.00		
59196	10/03/2013	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$1,405.61		
59197	10/03/2013	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$99.50		
59198	10/03/2013	Open			Accounts Payable	PARADISE SANITATION COMPANY	\$345.00		
59199	10/03/2013	Open			Accounts Payable	PBM SUPPLY & MFG INC	\$136.12		
59200	10/03/2013	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$562.90		
59201	10/03/2013	Open			Accounts Payable	PETERS RUSH HABIB & MCKENNA	\$1,545.00		
59202	10/03/2013	Open			Accounts Payable	PMAM CORPORATION	\$217.50		
59203	10/03/2013	Open			Accounts Payable	Rawlings, John	\$475.00		
59204	10/03/2013	Open			Accounts Payable	REINBOLD, ERIC	\$213.50		
59205	10/03/2013	Open			Accounts Payable	RIEBES AUTO PARTS	\$555.30		
59206	10/03/2013	Open			Accounts Payable	ROLLO/CSO, CHARLIE	\$70.00		
59207	10/03/2013	Open			Accounts Payable	SHERWIN-WILLIAMS - CHICO	\$2,338.13		
59208	10/03/2013	Open			Accounts Payable	SKYWAY AUTO TUNE	\$100.74		
59209	10/03/2013	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$260.64		
59210	10/03/2013	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$241.51		
59211	10/03/2013	Open			Accounts Payable	THOMAS ACE HARDWARE - POLICE DEPT.	\$19.32		

TOWN OF PARADISE  
**CASH DISBURSEMENTS REPORT**

From Payment Date: 10/1/2013 - To Payment Date: 10/31/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
59212	10/03/2013	Open			Accounts Payable	THOMAS HYDRAULIC & HARDWARE SUPPLY, INC.	\$3.28		
59213	10/03/2013	Open			Accounts Payable	Traffic Works, LLC	\$660.00		
59214	10/03/2013	Open			Accounts Payable	TUCKER PEST CONTROL INC	\$126.00		
59215	10/03/2013	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$125.45		
59216	10/03/2013	Open			Accounts Payable	VERIZON WIRELESS	\$63.43		
59217	10/03/2013	Open			Accounts Payable	VistaNet Inc.	\$8,665.76		
59218	10/03/2013	Open			Accounts Payable	WITTMEIER AUTO CENTER	\$59.06		
59219	10/11/2013	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$550.00		
59220	10/11/2013	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$621.22		
59221	10/17/2013	Open			Accounts Payable	A-BETTER PEST CONTROL CO.	\$95.00		
59222	10/17/2013	Open			Accounts Payable	ACCESS INFORMATION MANAGEMENT	\$67.95		
59223	10/17/2013	Open			Accounts Payable	ANDERSON, KATE	\$156.41		
59224	10/17/2013	Open			Accounts Payable	ANTIQUE & UNIQUE UPHOLSTERY	\$91.88		
59225	10/17/2013	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$53.48		
59226	10/17/2013	Open			Accounts Payable	AT&T	\$104.70		
59227	10/17/2013	Open			Accounts Payable	AT&T	\$997.97		
59228	10/17/2013	Open			Accounts Payable	AT&T CALNET 2-REPEATER LINES	\$200.43		
59229	10/17/2013	Open			Accounts Payable	AT&T-COMMUNITY PARK	\$15.83		
59230	10/17/2013	Open			Accounts Payable	AT&T/CAL NET 2	\$3,917.62		
59231	10/17/2013	Open			Accounts Payable	BATTERIES PLUS	\$37.58		
59232	10/17/2013	Open			Accounts Payable	Big O Tires	\$35.00		
59233	10/17/2013	Open			Accounts Payable	Brookfield, Lisa	\$50.00		
59234	10/17/2013	Open			Accounts Payable	BURTON'S FIRE, INC.	\$840.79		
59235	10/17/2013	Open			Accounts Payable	BUTTE CO RECORDER	\$22.00		
59236	10/17/2013	Open			Accounts Payable	BUTTE COLLEGE, PUBLIC SERVICE CENTER	\$1,680.00		
59237	10/17/2013	Open			Accounts Payable	BUTTE REGIONAL TRANSIT	\$229,503.15		
59238	10/17/2013	Open			Accounts Payable	CALIFORNIA BUILDING STANDARDS COMMISSION	\$85.00		
59239	10/17/2013	Open			Accounts Payable	CALIFORNIA DEPARTMENT OF PARKS AND RECREATION	\$294.63		
59240	10/17/2013	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF CONSERVATION	\$137.18		
59241	10/17/2013	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$32.00		
59242	10/17/2013	Open			Accounts Payable	CALIFORNIA VOCATIONS INC.	\$4,831.00		
59243	10/17/2013	Open			Accounts Payable	CATALYST WOMEN'S ADV. INC.	\$1,201.00		
59244	10/17/2013	Open			Accounts Payable	CERTIFION CORPORATION D.B.A. ENTERSECT	\$84.95		
59245	10/17/2013	Open			Accounts Payable	CLEMENT COMMUNICATION INC.	\$230.55		
59246	10/17/2013	Open			Accounts Payable	COMCAST CABLE	\$85.60		
59247	10/17/2013	Open			Accounts Payable	COMCAST CABLE	\$85.60		
59248	10/17/2013	Open			Accounts Payable	COMCAST CABLE	\$100.60		
59249	10/17/2013	Open			Accounts Payable	COMPANIONS ANIMAL HOSPITAL	\$150.00		
59250	10/17/2013	Open			Accounts Payable	CSU, CHICO RESEARCH FOUNDATION	\$225.45		
59251	10/17/2013	Open			Accounts Payable	DAY WIRELESS SYSTEMS - MILWAUKIE, OR	\$901.88		



TOWN OF PARADISE  
**CASH DISBURSEMENTS REPORT**

From Payment Date: 10/1/2013 - To Payment Date: 10/31/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
59252	10/17/2013	Open			Accounts Payable	DIVISION OF THE STATE ARCHITECT	\$0.60		
59253	10/17/2013	Open			Accounts Payable	DODGE, JEFFREY, L.	\$179.00		
59254	10/17/2013	Open			Accounts Payable	DON'S SAW & MOWER	\$328.89		
59255	10/17/2013	Open			Accounts Payable	DRAKE, JEFFREY	\$40.00		
59256	10/17/2013	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$1,000.00		
59257	10/17/2013	Open			Accounts Payable	FEATHER RIVER HOSPITAL	\$1,584.00		
59258	10/17/2013	Open			Accounts Payable	FLORES, LUIS, A.	\$77.00		
59259	10/17/2013	Open			Accounts Payable	FLORES, MICHAEL	\$50.00		
59260	10/17/2013	Open			Accounts Payable	GRIGG, JAMES	\$230.00		
59261	10/17/2013	Open			Accounts Payable	Hughes, Ryan	\$100.00		
59262	10/17/2013	Open			Accounts Payable	HUNTERS PEST CONTROL	\$620.00		
59263	10/17/2013	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$2,221.98		
59264	10/17/2013	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$570.72		
59265	10/17/2013	Open			Accounts Payable	Intermountain Slurry Seal, Inc	\$279,019.82		
59266	10/17/2013	Open			Accounts Payable	INTERSTATE OIL COMPANY	\$842.41		
59267	10/17/2013	Open			Accounts Payable	LES SCHWAB TIRE CENTER - CDD/PW	\$30.00		
59268	10/17/2013	Open			Accounts Payable	LINDHOLM CONSTRUCTION, INC	\$728.80		
59269	10/17/2013	Open			Accounts Payable	M.S. TEDESCO CONSTRUCTION	\$5,917.50		
59270	10/17/2013	Open			Accounts Payable	M.S. TEDESCO CONSTRUCTION	\$10,422.00		
59271	10/17/2013	Open			Accounts Payable	MARQUIS, JOSH	\$146.58		
59272	10/17/2013	Open			Accounts Payable	MENDON'S NURSERY	\$47.30		
59273	10/17/2013	Open			Accounts Payable	Merritt, Stan	\$153.12		
59274	10/17/2013	Open			Accounts Payable	NEWMAN TRAFFIC SIGNS	\$1,791.75		
59275	10/17/2013	Open			Accounts Payable	NORTH STATE RENDERING INC	\$10.00		
59276	10/17/2013	Open			Accounts Payable	NORTHERN CALIFORNIA FENCE	\$726.36		
59277	10/17/2013	Open			Accounts Payable	NORTHERN RECYCLING & WASTE SERVICES, INC.	\$9,542.00		
59278	10/17/2013	Open			Accounts Payable	O'REILLY AUTO PARTS	\$430.68		
59279	10/17/2013	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$556.14		
59280	10/17/2013	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$66.77		
59281	10/17/2013	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$253.67		
59282	10/17/2013	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$887.65		
59283	10/17/2013	Open			Accounts Payable	PETERSON TRACTOR CO	\$85.09		
59284	10/17/2013	Open			Accounts Payable	PMAM CORPORATION	\$271.50		
59285	10/17/2013	Open			Accounts Payable	RAMOS, DANIEL J.	\$81.00		
59286	10/17/2013	Open			Accounts Payable	RHOMAR INDUSTRIES	\$220.37		
59287	10/17/2013	Open			Accounts Payable	SHERWIN-WILLIAMS - CHICO	\$582.87		
59288	10/17/2013	Open			Accounts Payable	Siebert, Dustin	\$363.00		
59289	10/17/2013	Open			Accounts Payable	SIEMENS INDUSTRY, INC	\$4,985.33		
59290	10/17/2013	Open			Accounts Payable	SINCLAIR'S AUTOMOTIVE & TOWING	\$180.00		
59291	10/17/2013	Open			Accounts Payable	STARR, RUSSELL	\$198.00		
59292	10/17/2013	Open			Accounts Payable	SUN RIDGE SYSTEMS, INC.	\$7,680.00		
59293	10/17/2013	Open			Accounts Payable	TURNBOW, DEBBIE	\$64.00		
59294	10/17/2013	Open			Accounts Payable	VALLEY TOXICOLOGY SERVICE	\$1,495.00		
59295	10/17/2013	Open			Accounts Payable	VERIZON WIRELESS	\$508.25		

TOWN OF PARADISE  
**CASH DISBURSEMENTS REPORT**

From Payment Date: 10/1/2013 - To Payment Date: 10/31/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
59296	10/17/2013	Open			Accounts Payable	VERIZON WIRELESS	\$570.15		
59297	10/17/2013	Open			Accounts Payable	VERIZON WIRELESS	\$386.32		
59298	10/17/2013	Open			Accounts Payable	VERIZON WIRELESS	\$63.40		
59299	10/17/2013	Open			Accounts Payable	Vigilant Canine Services	\$175.00		
59300	10/17/2013	Open			Accounts Payable	WITTMEIER AUTO CENTER	\$862.48		
59301	10/17/2013	Open			Accounts Payable	YOUTH FOR CHANGE	\$2,637.31		
59302	10/17/2013	Open			Accounts Payable	NCCSIF TREASURER	\$75,476.25		
59303	10/25/2013	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$550.00		
59304	10/25/2013	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$621.22		
59305	10/25/2013	Open			Accounts Payable	Vodden, Justin	\$100.00		
59306	10/31/2013	Open			Accounts Payable	AgendaPal Corporation	\$399.00		
59307	10/31/2013	Open			Accounts Payable	AIRGAS SAFETY, INC.	\$268.91		
59308	10/31/2013	Open			Accounts Payable	All Air Conditioning	\$106.56		
59309	10/31/2013	Open			Accounts Payable	ANDORA MEDIA	\$53.54		
59310	10/31/2013	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$53.48		
59311	10/31/2013	Open			Accounts Payable	BASIC LABORATORY	\$1,651.20		
59312	10/31/2013	Open			Accounts Payable	Big O Tires	\$82.00		
59313	10/31/2013	Open			Accounts Payable	BOYS AND GIRLS CLUB	\$12,735.00		
59314	10/31/2013	Open			Accounts Payable	BUTTE CO TREASURER	\$517.58		
59315	10/31/2013	Open			Accounts Payable	BUTTE COUNTY CREDIT BUREAU	\$28.00		
59316	10/31/2013	Open			Accounts Payable	COMCAST CABLE	\$120.60		
59317	10/31/2013	Open			Accounts Payable	COMPLETE ASPHALT SERVICE CO. INC. (CASCO)	\$30.36		
59318	10/31/2013	Open			Accounts Payable	DATCO SERVICES CORPORATION	\$220.50		
59319	10/31/2013	Open			Accounts Payable	DAY WIRELESS SYSTEMS - MILWAUKIE, OR	\$697.27		
59320	10/31/2013	Open			Accounts Payable	DON'S SAW & MOWER	\$72.78		
59321	10/31/2013	Open			Accounts Payable	DOUG DANZ	\$11.53		
59322	10/31/2013	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$1,793.00		
59323	10/31/2013	Open			Accounts Payable	FOOTHILL MILL & LUMBER	\$10.71		
59324	10/31/2013	Open			Accounts Payable	FP/FRANCOTYP-POSTALIA MAILING SOLUTIONS	\$103.86		
59325	10/31/2013	Open			Accounts Payable	GENESIS SOCIETY	\$500.00		
59326	10/31/2013	Open			Accounts Payable	GILBERT, MATT	\$165.00		
59327	10/31/2013	Open			Accounts Payable	Goodyear Tire & Rubber Company	\$1,794.87		
59328	10/31/2013	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$118.25		
59329	10/31/2013	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$4,783.55		
59330	10/31/2013	Open			Accounts Payable	Idlewild Mobile Home Estates	\$373.14		
59331	10/31/2013	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$339.80		
59332	10/31/2013	Open			Accounts Payable	JOHN REGH INLAND LEASING	\$427.85		
59333	10/31/2013	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$654.81		
59334	10/31/2013	Open			Accounts Payable	KOEFRAN INDUSTRIES	\$250.00		
59335	10/31/2013	Open			Accounts Payable	LEHR AUTO ELECTRIC STOMMEL, INC.	\$23.32		
59336	10/31/2013	Open			Accounts Payable	LES SCHWAB TIRE CENTER - MOTORPOOL	\$42.26		
59337	10/31/2013	Open			Accounts Payable	MARQUIS, JOSH	\$147.59		
59338	10/31/2013	Open			Accounts Payable	MATT WOLFE	\$624.00		
59339	10/31/2013	Open			Accounts Payable	MATTOX, MARK	\$229.13		

From Payment Date: 10/1/2013 - To Payment Date: 10/31/2013

AP - US Bank TOP AP Checking Totals

user: Gina Will

TOWN OF PARADISE  
**CASH DISBURSEMENTS REPORT**

From Payment Date: 10/1/2013 - To Payment Date: 10/31/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Stopped	0	\$0.00	\$0.00	
					Total	232	\$2,044,800.04	\$0.00	
		EFTs			Status	Count	Transaction Amount	Reconciled Amount	
					Open	9	\$221,302.21	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	9	\$221,302.21	\$0.00	
		All			Status	Count	Transaction Amount	Reconciled Amount	
					Open	241	\$2,266,102.25	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	241	\$2,266,102.25	\$0.00	
Grand Totals:									
		Checks			Status	Count	Transaction Amount	Reconciled Amount	
					Open	232	\$2,044,800.04	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	232	\$2,044,800.04	\$0.00	
		EFTs			Status	Count	Transaction Amount	Reconciled Amount	
					Open	9	\$221,302.21	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Total	9	\$221,302.21	\$0.00	
		All			Status	Count	Transaction Amount	Reconciled Amount	
					Open	241	\$2,266,102.25	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	241	\$2,266,102.25	\$0.00	



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: November 12, 2013**

**Agenda No. 3(c)**

**ORIGINATED BY:** Marc Mattox, Associate Civil Engineer

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** Acknowledgement of Completion, Holdrege & Kull

**COUNCIL ACTION REQUESTED:**

1. Increase awarded Contract No. 5425022, Construction Quality Assurance Engineering Services for the Pearson-Recreation Signalization Project with Holdrege & Kull of Chico, CA to the final contract cost of \$39,706.08.
2. Acknowledge completion of Town Contract No. 510-20-35 between the Town of Paradise and Holdrege & Kull.

**Background:**

On April 9, 2013, Council authorized the Town to enter into an agreement with Holdrege & Kull to perform professional Construction Quality Assurance Engineering Services for the Pearson-Recreation Signalization Project.

**Analysis:**

Holdrege & Kull has successfully completed the approved scope of work for quality assurance services for the Pearson-Recreation Signalization Project. A list of completed tasks from the Scope of Work is shown below:

1. Provide general geotechnical consulting and test interpretation during construction.
2. Review and accept Job Mix Formula.
3. Perform tests noted in bid schedule and maintain compliance with QAP manual.
4. Prepare clear and accurate test reports of materials tested. Reports may be submitted in electronic format or hand delivered. A hard copy summary shall be submitted at the end of each calendar month, or earlier if requested. Materials tests reports shall be labeled with Town designated project number, the project name, and consultant name, at a minimum. Provide field investigation services, including but not limited to:
  - A. Evaluate excavation trench bottom prior to placing pipe bedding material, make recommendations as needed,
  - B. Evaluate pumping subgrade condition and make recommendations for pavement subgrade stabilization,
  - C. Evaluate any unforeseen subsurface conditions that may impact the project,
  - D. Provide base rock placement testing, asphalt concrete placement testing and other geotechnical services
5. Coordinate with Resident Engineer, Contractor, Town Inspector, applicable utilities or agencies to arrange scheduled samples and tests.

The original scope of work agreed by the Town of Paradise and Holdrege & Kull was to perform services for the planned construction work. Unfortunately, the project encountered substantial amounts of unsuitable soils which required removal and remediation. Holdrege & Kull successfully guided the Town to handle these issues. These unsuitable soils tripled the planned

testing work under the original contract. As a result, the contract amount for these services also increased.

**Fiscal Impact:**

All work under this contract is 100% reimbursable through a Congestion Mitigation of Air Quality (CMAQ) grant awarded to the Town for the Pearson-Recreation Signalization Project. The approved contract amount was \$20,083.00, allocated to the Construction Engineering phase. Due to the unsuitable soil conditions discovered during construction, additional services were required of Holdrege & Kull. The total amount expended under this contract is \$39,706.08.





**Town of Paradise  
Council Agenda Summary  
Date: November 12, 2013**

**Agenda Item: 3d**

**Originated by:** Joanna Gutierrez, Town Clerk

**Reviewed by:** Lauren Gill, Town Manager  
Dwight L. Moore, Town Attorney

**Subject:** Authorize destruction of certain records maintained in the Town Clerk's Department in keeping with the principles of an effective and cost efficient Records Management Program

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**Council Action Requested:** Adopt Resolution No. 13-\_\_\_, A Resolution of the Town Council of the Town of Paradise Authorizing Destruction of Certain Town Records Maintained in the Town Clerk Department Pursuant to Government Code Section 34090. The records listed in Exhibit B have been retained for the required number of years and are eligible for destruction.

**Alternatives:** Consider making a determination that certain records listed for destruction have value to the agency, and direct that the Town Clerk continue to maintain all, or some, of the records listed in Exhibit B.

**Background:** The Town Clerk Department has had an established records management program since the early 1980's. Based upon recommendations from the California Secretary of State, all records have been appraised, inventoried and scheduled with a retention/destruction code pursuant to Town of Paradise Resolution No. 04-27 (originally adopted in 1993 by Resolution No. 93-30). This resolution provides the Town with legal authority to dispose of certain records that are no longer of value to the agency.

**Discussion:** Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in order to maintain an efficient, effective and economical management of information. Resolution No. 04-27 provides the legal authority, with the Town Attorney's consent, to dispose of records that no longer serve the administrative, legal and/or fiscal purposes for which they were created.

**Conclusion:** Since the records are eligible for destruction and no longer have value to the Town, it is appropriate that the Council adopted the proposed resolution.

**Fiscal Impact Analysis:** None. Records of a confidential nature will be shredded and others will be recycled.

**TOWN OF PARADISE**

**RESOLUTION NO. 13-51**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
AUTHORIZING DISPOSAL OF CERTAIN TOWN RECORDS MAINTAINED IN  
STORAGE FOR THE TOWN CLERK DEPARTMENT PURSUANT TO GOVERNMENT  
CODE SECTION 34090**

**WHEREAS**, Government Code Section 34090 authorizes the head of a town department, with the written consent of the Town Attorney, to destroy certain records over two years of age upon approval of the legislative body; and,

**WHEREAS**, the Town Attorney consent is incorporated into this resolution as Exhibit A approving the destruction of those certain records set forth in Exhibit "B; and,

**WHEREAS** the specific records are set forth on Exhibit "B"; and,

**WHEREAS**, the Town Clerk is requesting to dispose certain records maintained in Finance Department storage as set forth on the attached Exhibit "B".

**NOW, THEREFORE**, the Town Council of the Town of Paradise does resolve as follows:

**SECTION 1:** The Town Clerk of the Town of Paradise is hereby authorized to dispose of the records set forth in Exhibit "B "of this resolution.

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise this 12th day of November, 2013, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**NOT VOTING:**

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Timothy Titus, Mayor

**ATTEST:**

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Joanna Gutierrez, CMC, Town Clerk

**APPROVED AS TO FORM:**

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Dwight L. Moore, Town Attorney

EXHIBIT "A"

**Consent to Destruction of Certain Records, Documents  
and Papers of the Town of Paradise**

Pursuant to the Government Code Section 34090, I hereby consent to the destruction of those certain records, documents and papers of the Town of Paradise listed on Exhibit "B" and made a part of Resolution No. 13-51.

DATED:

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DWIGHT L. MOORE, Town Attorney

**RESOLUTION NO. 13-51  
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS  
PURSUANT TO GOVERNMENT CODE SECTION 34090**

**EXHIBIT "B"**  
**LIST OF FILES TO BE DESTROYED**

[illegible]



**Town of Paradise  
Council Agenda Summary  
Date: November 12, 2013**

**Agenda Item: 3(e)**

**Originated by:** Gina S. Will, Finance Director/Town Treasurer  
**Reviewed by:** Lauren Gill, Town Manager  
**Subject:** Accounts Receivable Write Off

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**Council Action Requested:**

1. Approve writing off \$3,975.06 of uncollectible miscellaneous invoices, or

**Alternatives:**

Refer the matter back to staff for further development and consideration.

**Background:**

Periodically the Town will bill citizens or businesses for special services; for administrative citations; to recover costs associated with repairing public property caused by negligence; or to collect bank returned checks. If the invoice is not paid within 30 days, Town staff begins a vigorous collection process that generally takes about six months. During this time staff is sending frequent correspondence, utilizing web-based location services, and offering payment plan options.

After exhausting all collection options, the Town turns the miscellaneous accounts receivable over to a collection agency for continued collection efforts. Depending on whether an administrative citation is related to a property or not, unpaid citations are placed on the tax roll or turned over to collections. Occasionally the collection agency is able to secure a payment and then shares the collection with the Town. More often than not, the collection agency is also not successful as the payee is deemed to be insolvent, incarcerated, or simply impervious to collections.

Insufficient funds and returned checks that aren't collected are turned over to the Butte County District Attorney's office for collection and possible prosecution.

On an annual basis the accounts receivable sub-ledger is reviewed for bad debt. Staff identifies which accounts have gone through both Town collection and collection agency collection processes and are unlikely to be paid. It is important to complete this progress on annual basis so as not to overstate receivables with uncollectible amounts and to create too large of a "bad debt" expense on any one fiscal year.

**Discussion:**

The following are the invoices that are unlikely to be paid and are recommended by staff to be written off in the 2013/14 fiscal year. During this same period the Town billed

Accounts Receivable Write Off  
November 12, 2013

\$245,262, so this recommended write off represents 1.62% of billed invoices. This is a relatively acceptable level of "bad debt".

Invoice Number.	Due Date	Invoice Amount	Finance Charges	Payments	Balance
<b>1010 – Fire Department Response</b>					
2012-00000001	10/06/11	\$197.12	\$24.94		\$222.06
<b>2070 – Animal Control Citations</b>					
2011-00000013	05/29/11	\$400.00		(\$47.00)	\$353.00
2012-00000021	10/13/11	\$400.00			\$400.00
2012-00000020	10/17/11	\$200.00			\$200.00
2012-00000025	11/13/11	\$1,000.00			\$1,000.00
2012-00000026	11/13/11	\$800.00			\$800.00
2012-00000029	12/03/11	\$400.00			\$400.00
2012-00000030	12/26/11	\$200.00			\$200.00
2012-00000034	01/15/12	\$400.00			\$400.00
Totals		\$3,997.12	\$24.94	(\$47.00)	\$3,975.06

**Fiscal Analysis:**

If this write off is approved, the impact to the General Fund is minimal at \$222.06 for "bad debt". Due to the lack of collection leverage, animal control citations are recorded as deferred income, so the write off of those invoices will have no negative impact to the budget or the balance sheet.





**TOWN OF PARADISE  
Council Agenda Summary  
Date: November 12, 2013**

**AGENDA NO. 3(f)**

**ORIGINATED BY:** Paul T. Derr, Public Works Manager

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** Paradise Memorial Trailway Adoption from Neal Road to Foster Road.

**COUNCIL ACTION REQUESTED:**

- 1) Approve this request by representative Katie Guild and Pastor Lloyd Tremain of the Paradise Community Church of the Nazarene for the adoption of the Memorial Trailway, from Neal Road to Foster Road **OR**
- 2) Deny this request, and provide staff with alternative direction;

**Note:** Action Item No 1 is the staff's recommended actions.

**BACKGROUND:** Over the years various individuals and civic groups have requested that they be allowed to "adopt" a section of roadway or Trailway to help provide the necessary labor to keep a particular section clean and free of trash. Past examples include the Paradise Host Lions (adopted lower Skyway, from 2002 until the present time), Chris Paul (adopted the trailway, from Fir Street to Bille Road, August 2006 until August, 2009 and re-adopted that section January 2011), Chris Hoffman's Alpine Electric (Bille Road to Rocky Lane, 2011), C.O.V.E. (Rocky Lane to Pentz Road, 2011), and the Paradise Ridge Adventure Club (Maxwell Drive to Bille Road, 2012).

By adopting a particular section of roadway or Trailway, the sponsor agrees to provide for litter pickup and general light maintenance of the area. This provides a great public service and it allows for the sponsor to maintain their section of roadway or trailway at a much higher level of service.

**DISCUSSION:** This section of the trailway proposed for adoption has never been formally adopted. As such, new signs will need to be installed to properly identify the sponsor. The sponsor name requested "Church of the Nazarene" meets with our naming criteria and all the necessary forms have been completed by the sponsor (see attached).

**FINANCIAL IMPACT:** The only cost for the Town of this trailway adoption will be the cost of the purchase and installation of two "Trailway Sponsor" signs. These signs, anticipated to cost less than \$200.00, will be paid for out of the Street Maintenance Budget, line item 5203.100, Sign Materials/Supplies.



**TOWN OF PARADISE**  
Public Works Department  
5555 Skyway  
Paradise, CA 95969  
(530) 872-6291

## ENCROACHMENT PERMIT APPLICATION

SEE PAGE 2 FOR GENERAL CONDITIONS

Date: 11/14/2013

Permit No. N/A

Owner Information	
Name:	Paradise Community Church of the Nazarene
Street Address:	311 Circlewood Drive
City, State, Zip:	Paradise, CA 95969
Phone	413-9329
Fax No.:	Mobile No.:

Submittal Requirements	
Application	
Traffic Control Plan	
Insurance Certificates	
Bond	

Contractor Information	
Name:	N/A
Street Address:	
City, State, Zip:	Telephone No.:
Fax No.:	Mobile No.:

Fees	
Filing	
Inspection	
Tech/Gen.	
<b>Total</b>	

### CONTRACTORS LICENSE LAW

#### I DECLARE UNDER PENALTY OF PERJURY (CHECK ONE):

I AM LICENSED UNDER PROVISIONS OF CHAP. 9, DIV. 3 OF THE BUSINESS AND PROFESSIONS CODE AND MY LICENSE IS IN FULL FORCE AND EFFECT.

LICENSE # \_\_\_\_\_  
CLASS: \_\_\_\_\_

I, AS THE OWNER, OR MY EMPLOYEES WITH WAGES AS THEIR SOLE COMPENSATION, WILL DO THE WORK, AND THE STRUCTURE IS NOT INTENDED OR OFFERED FOR SALE. (SEC. 7044)

I AM EXEMPT UNDER SEC. \_\_\_\_\_, BUSINESS AND PROFESSIONAL CODE FOR THIS REASON \_\_\_\_\_

### WORKERS COMPENSATION INSURANCE

#### I DECLARE UNDER PENALTY OF PERJURY (CHECK ONE):

THE PERMIT IS FOR \$500.00 (VALUATION) OR LESS.

I HAVE PLACED ON FILE WITH THE TOWN OF PARADISE INSPECTION DEPARTMENT A CERTIFICATE OF WORKERS COMPENSATION INSURANCE OR A CERTIFICATE OF CONSENT TO SELF-INSURE.

I SHALL NOT EMPLOY ANY PERSON IN ANY MANNER SO AS TO BECOME SUBJECT TO THE W.C. LAWS OF CALIFORNIA.

**NOTICE TO APPLICANT:** IF, AFTER MAKING THIS STATEMENT, SHOULD YOU BECOME SUBJECT TO W.C. PROVISIONS OF THE LABOR CODE, YOU MUST FORTHWITH COMPLY WITH SUCH PROVISIONS OR THIS PERMIT SHALL BE DEEMED REVOKED.

### Project Information

Contractor Job No.:	APN (if applicable):
Location of Work:	
Work Description: <u>Trailway Adoption, includes litter removal and cleanup. Princeton Way to Foster Road</u>	

#### Type of Work (Check all which apply):

Driveway

Culvert

Yes

No

*Size & Location to be approved by Town Engineer*

Public Right-of-Way Improvements

Utility

Other Litter Removal

**NOTE:** WHEN ANY EXCAVATION IS TO TAKE PLACE WITHIN 300 FEET OF A SIGNALIZED INTERSECTION, PERMITEE SHALL SECURE LOCATION SERVICE OF SIGNAL LOOP AND WIRING FROM REPUBLIC ELECTRIC (1-800-544-4876) AND SHALL BE REQUIRED TO PAY FOR THAT SERVICE.

**NOTE:** A MINIMUM OF 24-HOURS NOTICE IS REQUIRED TO SCHEDULE AN INSPECTION BY THE TOWN IN CONNECTION WITH THIS ENCROACHMENT PERMIT.

**NOTE:** THIS PERMIT EXPIRES ONE (1) YEAR FROM THE APPROVAL DATE UNLESS OTHERWISE NOTED. IF YOU REQUIRE AN EXTENSION OF TIME, PLEASE CONTACT THE TOWN ENGINEERS OFFICE.

I CERTIFY THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE INFORMATION IS CORRECT. I AGREE TO COMPLY WITH THE GENERAL CONDITIONS (SEE PAGE 2) AND TO ALL TOWN ORDINANCES, TOWN STANDARDS, STATE AND FEDERAL LAWS RELATING TO CONSTRUCTION, AND HEREBY AUTHORIZE REPRESENTATIVES OF THE TOWN OF PARADISE TO ENTER UPON THE ABOVE MENTIONED PROPERTY FOR INSPECTIONS PURPOSES. I ALSO AGREE TO WAIVE, INDEMNIFY AND KEEP HARMLESS THE TOWN AND ITS AGENTS AGAINST ALL LIABILITIES, JUDGMENTS, COSTS, AND EXPENSES WHICH MAY IN ANY WAY ACCRUE AGAINST SAID AGENCY IN CONSEQUENCE OF THE GRANTING OF THIS PERMIT

Owner / Contractor / Agent

Applicant Signature

Date

(circle one)

#### Approval Special Conditions:


Approved by: \_\_\_\_\_

Date: 30

Inspection Contact No.: \_\_\_\_\_



### **ENCROACHMENT PERMIT GENERAL CONDITIONS**

1. IT IS UNDERSTOOD AND AGREED THAT THE TOWN HAS PRIOR RIGHT TO THE USE OF ITS RIGHT-OF-WAY. IT IS FURTHER UNDERSTOOD AND AGREED BY THE PERMITTEE THAT THE DOING OF ANY WORK UNDER THIS PERMIT SHALL CONSTITUTE AN ACCEPTANCE OF ALL THE PROVISIONS CONTAINED HEREIN AND FAILURE ON THE PERMITTEE'S PART TO COMPLY WITH ALL PROVISIONS WILL BE CAUSE FOR REVOCATION OF THIS PERMIT. EXCEPT AS OTHERWISE PROVIDED FOR PUBLIC AGENCIES AND FRANCHISE HOLDERS, THE PERMIT IS REVOCABLE AT ANY TIME. THIS PERMIT IS TO BE ON THE JOB AT ALL TIMES WHILE THE WORK IS BEING DONE.
2. ALL WORK SHALL BE DONE SUBJECT TO THE SUPERVISION OF AND TO THE SATISFACTION OF THE PUBLIC WORKS DEPARTMENT OF THE TOWN. THE PERMITTEE SHALL, AT ALL TIMES DURING THE PROGRESS OF THE WORK, KEEP THE TOWN ROADWAY IN AS NEAT AND CLEAN A CONDITION AS IS POSSIBLE AND UPON COMPLETION OF THE WORK GRANTED HEREIN, SHALL LEAVE THE TOWN ROADWAY IN A THOROUGHLY NEAT, CLEAN AND USABLE CONDITION.
3. THE PERMITTEE AGREES BY THE ACCEPTANCE OF THIS PERMIT TO PROPERLY MAINTAIN ANY ENCROACHMENT PLACED BY THE PERMITTEE ON ANY PART OF THE TOWN ROADWAY AND TO IMMEDIATELY REPAIR ANY INJURY TO ANY PORTION OF THE ROADWAY WHICH OCCURS AS A RESULT OF THE ENCROACHMENT, UNTIL SUCH TIME AS THE PERMITTEE MAY BE RELIEVED OF THE RESPONSIBILITY OF SUCH ENCROACHMENT BY THE TOWN DEPARTMENT OF PUBLIC WORKS.
4. IT IS FURTHER AGREED BY THE PERMITTEE THAT WHENEVER CONSTRUCTION, RECONSTRUCTION, OR MAINTENANCE WORK UPON THE HIGHWAY MAY REQUIRE, THE INSTALLATION PROVIDED FOR HEREIN SHALL, UPON REQUEST OF THE TOWN DEPARTMENT OF PUBLIC WORKS, BE IMMEDIATELY REMOVED BY AND AT THE SOLE EXPENSE OF THE PERMITTEE.
5. NO MATERIAL USED FOR FILL OR BACKFILL IN THE CONSTRUCTION OF THE ENCROACHMENT SHALL BE BORROWED OR TAKEN FROM WITHIN THE TOWN RIGHT-OF-WAY.
6. WHERE APPLICABLE, PERMITTEE SHALL SUBMIT PROPOSED TRAFFIC CONTROL PLAN. ALL TRAFFIC CONTROL METHODS SHALL BE CALIFORNIA MUTCD PART 6 COMPLIANT. AT LEAST ONE ELEVEN FOOT (11') LANE OF ANY PUBLIC ROAD, UNDER THE JURISDICTION OF THE TOWN OF PARADISE, AND OTHER PUBLIC ROADS JUNCTIONING OR INTERSECTING THEREWITH, SHALL BE KEPT OPEN FOR TRAVEL BY THE GENERAL PUBLIC AT ALL TIMES. NO PUBLIC ROAD UNDER THE JURISDICTION OF THE TOWN SHALL BE CLOSED TO TRAVEL BY THE GENERAL PUBLIC WITHOUT SPECIAL PERMISSION, IN WRITING, OF THE TOWN ENGINEER.
7. THE PERMITTEE, BY THE ACCEPTANCE OF THIS PERMIT, SHALL ASSUME FULL RESPONSIBILITY FOR ALL LIABILITY FOR PERSONAL INJURY OR DAMAGE TO PROPERTY WHICH MAY ARISE OUT OF THE WORK HEREIN PERMITTED OR WHICH MAY ARISE OUT OF THE FAILURE ON THE PART OF THE PERMITTEE TO DO THE WORK PROVIDED FOR UNDER THIS PERMIT. IN THE EVENT ANY CLAIM OF SUCH LIABILITY IS MADE AGAINST THE TOWN OR ANY DEPARTMENT, OFFICIAL, OR EMPLOYEE THEREOF, THE PERMITTEE SHALL DEFEND, INDEMNIFY, AND HOLD THEM AND EACH OF THEM HARMLESS FOR SUCH A CLAIM.
8. TRENCH BACKFILL AND PAVEMENT RESTORATION SHALL COMPLY WITH STANDARD DETAIL TB1 AND DETAIL TB2, WHERE APPLICABLE. ALL EXCAVATIONS SHALL BE BACKFILLED AND COMPACTED IMMEDIATELY AFTER WORK THEREIN HAS BEEN COMPLETED. TRENCHES SHALL NOT BE LEFT OPEN FARTHER THAN 300 FEET IN ADVANCE OF THE PIPE LAYING OPERATIONS UNLESS OTHERWISE PERMITTED BY THE ENGINEER. UNLESS OTHERWISE PERMITTED UNDER THE SPECIAL CONDITIONS, BACKFILL SHALL BE PLACED AND MECHANICALLY COMPACTED IN SUCH A MANNER THAT THE RELATIVE COMPACTION THROUGHOUT THE ENTIRE FILL WITHIN THE TOWN ROAD RIGHT-OF-WAY SHALL CONFORM TO THE PERCENTAGE OF COMPACTION AS STATED ON TOWN STANDARD DETAILS. PERMITTEE SHALL NOTIFY THE TOWN INSPECTOR 24 HOURS BEFORE BACKFILLING AND / OR PAVING.
  - a. ALL INSTALLATIONS, PARALLEL WITH ROADWAY, SHALL BE PLACED AS CLOSE TO THE RIGHT-OF-WAY AS POSSIBLE.
  - b. ALL PAVEMENTS, CURBS, GUTTERS, SIDEWALKS, BORROW DITCHES, PIPES, HEADWALLS, ROAD SIGNS, TREES, SHRUBBERY AND / OR OTHER PERMANENT ROAD FACILITIES IMPAIRED BY OR AS A RESULT OF, CONSTRUCTION OPERATIONS AT THE CONSTRUCTION SITE(S), OR AT OTHER LOCATION(S) OCCUPIED BY MATERIALS AND / OR EQUIPMENT SHALL BE RESTORED IMMEDIATELY UPON BACKFILLING OF THE EXCAVATION TO THE ORIGINAL GRADES AND CROSS SECTIONS, AND TO A CONDITION AS GOOD AS, OR BETTER THAN, EXISTING PRIOR TO CONSTRUCTION.
  - c. ALL SURFACING MATERIALS OF ROADWAYS AND DRIVEWAY APPROACHES CUT OR DAMAGED BY OR AS A RESULT OF CONSTRUCTION OPERATIONS SHALL BE REPLACED WITHIN ONE WEEK FOLLOWING THE BACKFILLING OF EXCAVATION, WEATHER PERMITTING, WITH COMPACTED LAYERS OF SURFACING MATERIALS AT LEAST AS THICK AS THE EXISTING, AND NO LESS THAN TWO INCHES (2") OF HOT MIX ASPHALT OVER EIGHT INCHES (8") OF AGGREGATE BASE, ACCORDING TO CURRENT CALIFORNIA STATE SPECIFICATIONS.
9. WHENEVER NECESSARY TO SECURE PERMISSION FROM ABUTTING PROPERTY OWNERS, SUCH AUTHORITY MUST BE SECURED BY THE PERMITTEE PRIOR TO STARTING WORK.
10. THE FUTURE SAFETY AND CONVENIENCE OF THE TRAVELING PUBLIC SHALL BE GIVEN EVERY CONSIDERATION IN THE LOCATION AND TYPE OF CONSTRUCTION. PERMITTEE SHALL CAUSE TO BE PLACED, ERECTED AND MAINTAINED ALL WARNING SIGNALS, LIGHTS, BARRICADES, SIGNS, AND OTHER DEVICES OR MEASURES ESSENTIAL TO SAFEGUARD TRAVEL BY THE GENERAL PUBLIC OVER AND AT THE SITE OF WORK AUTHORIZED HEREIN.
11. IF THE CONSTRUCTION WORK COVERED BY THIS PERMIT IS TO BE DONE BY A PRIVATE CONTRACTOR HIRED BY THE APPLICANT, APPLICANT SHALL NOTIFY CONTRACTOR AS TO THE SPECIAL CONDITIONS AND REQUIREMENTS CONTAINED HEREIN.
12. PERMITTEE AGREES THAT IF THE ROADWAY AND / OR ADJACENT AREA IS NOT LEFT IN AN ACCEPTABLE MANNER TO THE TOWN ENGINEER, AND IF SUCH NOTICED DEFICIENCIES ARE NOT CORRECTED WITHIN THIRTY (30) DAYS OF WRITTEN NOTICE THEREOF, PERMITTEE AGREES TO PAY THE TOWN OF PARADISE FOR ANY AND ALL COSTS NECESSARY TO CORRECT SAID DEFICIENCIES.



**TOWN OF PARADISE  
COUNCIL AGENDA SUMMARY  
DATE: November 12, 2013**

**AGENDA ITEM: 3(g)**

**ORIGINATED BY:** Gabriela Tazzari-Dineen, Chief of Police

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** Adopt Resolution 13-52, A Resolution Authorizing Acceptance of Grant Funding from the California Office of Traffic Safety (OTS) - AVOID the 8 Grant Funds for FY2013/2014 at an estimated amount of up to \$89,000

**COUNCIL ACTION REQUESTED: Adopt a MOTION TO:**

- (1) Adopt Resolution 13-52, A Resolution Authorizing Acceptance of Grant Funding From the California Office of Traffic Safety (OTS) - AVOID the 8 Grant Funds for FY2013/2014 at an estimated amount of up to \$89,000.

**BACKGROUND:** Since 2005, the Paradise Police Department has applied for and received grant funds for local law enforcement agencies to use in enforcement operations, education, and equipment to deter drunk/impaired driving in Butte County.

**DISCUSSION:** The Paradise Police Department has once again applied for and received grant funds from OTS for drunk/impaired driving enforcement and operations. Based on the attached OTS letter, the Town has been awarded up to \$89,000 for October 1, 2013 through September 30, 2014. The funds are for Paradise Police Officers and allied agencies officers to work overtime. The grant also includes other associated costs. A grant award letter and grant agreement page 1 and 2 attached as exhibits further describe the breakdown of how the grant funds will be used.

**FINANCIAL IMPACT:** This award aligns with the amounts included in the 2013/14 budget. Up to \$29,122 may be used for Paradise Police Officer overtime; up to \$5,000 may be used for travel expenses; up to \$48,878 may be used for allied agencies overtime; and up to \$6,000 may be used for other direct costs.

TOWN OF PARADISE  
RESOLUTION NO. 13-52

A RESOLUTION AUTHORIZING ACCEPTANCE OF GRANT FUNDING  
FROM THE CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS)

WHEREAS, Since 2005, the Paradise Police Department has applied and received grant funds for local law enforcement agencies to use in enforcement operations, education, and equipment to deter drunk/impaired driving in Butte County; and

WHEREAS, the Paradise Police Department has been the administrator of the grant for operations involving all of Butte County's law enforcement agencies; and

WHEREAS, the grant will continue to promote allied agencies to work together in Butte County to reduce alcohol related traffic offenses; and

WHEREAS, The Paradise Police Department has once again applied for another year of grant funds and has received approval from OTS for funds for FY 13-14.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Paradise as follows:

Section 1. The Town Council does hereby authorize acceptance of Grant Agreement with the California Office of Traffic Safety in the amount of up to \$89,000 for FY 13/14 as set forth in the attached Exhibit A.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 12th of November, 2013, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAINING:

\_\_\_\_\_  
Timothy Titus, Mayor

ATTEST:    DATE: \_\_\_\_\_

APPROVED AS TO FORM:

By \_\_\_\_\_  
Joanna Gutierrez, CMC, Town Clerk

\_\_\_\_\_  
Dwight L. Moore, Town Attorney

**OFFICE OF TRAFFIC SAFETY**

2208 KAUSEN DRIVE, SUITE 300  
ELK GROVE, CA 95758  
www.ots.ca.gov  
(916) 509-3030  
(800) 735-2929 (TT/TDD-Referral)  
(916) 509-3055 (FAX)



September 25, 2013

Grant No. AL1413

Stephen Rowe  
Operations Officer  
Paradise Police Department  
5595 Black Olive Drive  
Paradise, CA 95969

Dear Officer Rowe:

The Office of Traffic Safety (OTS) has approved your traffic safety grant as part of the California Traffic Safety Program.

Costs incurred must be in accordance with your grant agreement, and recorded in your accounting system. No other costs can be allowed without OTS approval. Costs incurred prior to the starting date or subsequent to the closing date of this grant are not reimbursable.

Within the first quarter of your grant period, your Coordinator will provide you with information about operational and fiscal requirements, as well as tools to manage your new grant.

Please refer to the above grant number in all your communications with this office. If you have any questions, please contact Donna Black, Regional Coordinator, at (916) 509-3015 or e-mail at donna.black@ots.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "For, Russa Chavis".

RUSSIA CHAVIS  
Acting Director

DB:lkd

Enclosures

cc: Gabriela Tazzari-Dineen  
Shelley Hernandez  
Fiscal



1. GRANT TITLE  
**DUI AVOID CAMPAIGN**

2. NAME OF APPLICANT AGENCY  
**CITY OF PARADISE**

3. AGENCY UNIT TO HANDLE GRANT  
**POLICE DEPARTMENT**

4. GRANT PERIOD

From: 10/01/13  
To: 09/30/14

5. GRANT DESCRIPTION

To reduce alcohol-involved fatalities and injuries and raise general public awareness regarding the problems associated with drinking and driving increased DUI enforcement and intensive media campaigns will be conducted on a county-wide basis. Participating law enforcement agencies throughout the county, including the Alcohol Beverage Control and the California Highway Patrol will conduct DUI enforcement activities during the NHTSA summer and winter holiday mobilizations, Memorial Day and July 4th Weekends, as well as special events with identified DUI problems. Activities include DUI checkpoints, DUI saturation patrols, multi-agency DUI task force operations, warrant/probation sweeps and court sting operations for repeat DUI offenders.

6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED: **\$ 89,000.00**

7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement:

- Schedule A (OTS-38b) – Problem Statement, Goals and Objectives and Method of Procedure
- Schedule B (OTS-38d) – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)
- Schedule B-1 (OTS-38f) – Budget Narrative and Sub-Budget Narrative (if applicable)
- Schedule C (OTS-38g) – Quarterly Evaluation Data Form (if applicable)
- Exhibit A – Certifications and Assurances
- Exhibit B\* - OTS Grant Program Manual

\*Items shown with an asterisk (\*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.

These documents can be viewed at the OTS home web page under Grants: [www.ots.ca.gov](http://www.ots.ca.gov).

We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

8. APPROVAL SIGNATURES

A. GRANT DIRECTOR

NAME: **STEPHEN ROWE** PHONE: **530-872-6241**  
TITLE: **OPERATIONS OFFICER** FAX: **530-872-4950**

ADDRESS: **5595 BLACK OLIVE DR.**  
**PARADISE, CA 95969**

E-MAIL: **SROWE@TOWNOFPARADISE.COM**

(Signature)

(Date)

C. FISCAL OR ACCOUNTING OFFICIAL

NAME: **SHELLEY HERNANDEZ** PHONE: **530-872-6291**  
TITLE: **FINANCE SUPERVISOR** FAX: **530-876-8962**

ADDRESS: **5555 SKYWAY**  
**PARADISE, CA 95969**

E-MAIL: **SHERNANDEZ@TOWNOFPARADISE.COM**

(Signature)

(Date)

B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

NAME: **GABRIELA TAZZARI-DINEEN** PHONE: **530-872-6241**  
TITLE: **CHIEF OF POLICE** FAX: **530-872-4950**

ADDRESS: **5595 BLACK OLIVE DR.**  
**PARADISE, CA 95969**

E-MAIL: **GTAZZARI@TOWNOFPARADISE.COM**

(Signature)

(Date)

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

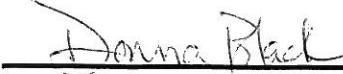

NAME: **FINANCE DEPARTMENT**

ADDRESS: **5555 SKYWAY**  
**PARADISE, CA 95969**

9. DUNS NUMBER

DUNS #: **868465949**

REGISTERED ADDRESS & ZIP: **5595 BLACK OLIVE DR.**  
**PARADISE, CA 95969**

<b>EFFECTIVE DATE OF AGREEMENT:</b> 10/1/2013		<b>GRANTEE</b> CITY OF PARADISE		<b>GRANT NO.</b> AL1413																					
8. Fin Action No 1 Date: 8/19/2013		10. TYPE OF AGREEMENT Initial <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Cont. <input type="checkbox"/>																							
Revision No. Date:		PAID MEDIA PROGRAM INCOME		TASK NO. F.F.Y.																					
				9 2014																					
9. Action Taken  Initial approval of 2014 HSP funds obligated.			11. FUNDING DISPOSITION & STATUS																						
			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Fiscal Year</th> <th style="width: 40%;">Amount</th> </tr> </thead> <tbody> <tr> <td>2013-14</td> <td style="text-align: right;">89,000.00</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">89,000.00</td> </tr> <tr> <td>Obligated This Action</td> <td style="text-align: right;">89,000.00</td> </tr> <tr> <td>Previously Obligated</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total Amount Obligated</td> <td style="text-align: right;">89,000.00</td> </tr> <tr> <td>Amount Suspended</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>TOTAL FUNDS PROGRAMMED</b></td> <td style="text-align: right;"><b>89,000.00</b></td> </tr> </tbody> </table>			Fiscal Year	Amount	2013-14	89,000.00					Total	89,000.00	Obligated This Action	89,000.00	Previously Obligated	0.00	Total Amount Obligated	89,000.00	Amount Suspended	0.00	<b>TOTAL FUNDS PROGRAMMED</b>	<b>89,000.00</b>
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164AL	20.608	2700-0890-101(21/12)	2012-13	\$ 89,000.00																					
12. BUDGET SUMMARY (From Schedule B Detail) - FISCAL YEAR GRANT PERIOD ENDING: 9/30/2014																									
COST CATEGORY	2013-14 GRANT PERIOD	PRIOR GRANT	2013-14 TOTAL GRANT	TOTAL GRANT BUDGET ESTIMATE																					
A. Personnel Costs	29,122.00	0.00	29,122.00	29,122.00																					
B. Travel Expenses	5,000.00	0.00	5,000.00	5,000.00																					
C. Contractual Services	48,878.00	0.00	48,878.00	48,878.00																					
D. Equipment	0.00	0.00	0.00	0.00																					
E. Other Direct Costs	6,000.00	0.00	6,000.00	6,000.00																					
F. Indirect Costs	0.00	0.00	0.00	0.00																					
TOTAL FEDERAL FUNDS	89,000.00	0.00	89,000.00	89,000.00																					
13. GRANT APPROVAL & AUTHORIZATION TO EXPEND OBLIGATED FUNDS																									
A. APPROVAL RECOMMENDED BY			B. AGREEMENT & FUNDING AUTHORIZED BY																						
<b>NAME:</b> DONNA BLACK <b>TITLE:</b> Regional Coordinator <b>PHONE:</b> (916) 509-3015 <b>E-MAIL:</b> donna.black@ots.ca.gov Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  Signature 			<b>NAME:</b> LESLIE WITTEN-ROOD <b>TITLE:</b> Assistant Director, Operations  Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  Signature 																						





**Town of Paradise  
Council Agenda Summary  
Date: November 12, 2013**

**Agenda Item: 3(h)**

**ORIGINATED BY:** Tony Lindsey, Building Official/Fire Marshal

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** Adopt Ordinance No. 533, amending Paradise Municipal Code Title 15 and adopting 2013 California Building Standards Code Title 24, Parts 1-6 and 8-12 with Town of Paradise Amendments

**COUNCIL ACTION REQUESTED:** Adopt a **MOTION TO:**

1. Waive the second reading of Town Ordinance No. 533 and read by title only (roll call vote);  
**AND**
2. Adopt Town Ordinance No. 533, " An Ordinance Amending Text Regulations and adopting the 2013 California Building Standards Code within Paradise Municipal Code Title 15 relating to Buildings and Construction".

**BACKGROUND:** On October 8, 2013, The Town Council approved the first reading of the proposed amended 2013 California Building Standards Code.

The California Building Standards Code (CBSC) is revised by the State every three years with the goal of increased public safety in the built environment. Experience has demonstrated that when the latest building codes are adopted, and properly enforced, losses from catastrophic fire or other natural disasters are dramatically reduced. This increased margin of safety is reflected in local insurance rates by the Insurance Service Organization (ISO), which gives enhanced ratings to jurisdictions that adopt the most up-to-date construction codes, among other criteria.

Enforcement of the CBSC by local jurisdictions is mandated by the California Health and Safety Code. This year, the California Building Standards Commission adopted the 2012 International Building Code; the 2012 International Residential Code; the 2013 California Green Building Code; the 2012 Uniform Plumbing Code; the 2012 Uniform Mechanical Code; the 2012 International Fire Code; and the 2011 National Electrical Code. Together, these codes constitute the 2013 CBSC.

Because local climatic, geologic, and topographic factors can vary greatly and do directly affect building safety, local amendments to the California Building Standards Code are permitted in accordance with Health and Safety Code Sections 17958.5, 17958.7 and 18941.5, when justified by findings of fact based upon local climatic, geologic, or topographical conditions. The Town may not be less restrictive than the State adopted standards but may be more restrictive in the scope of their findings.

**DISCUSSION:**

Staff recommends that the Town Council adopt the 2013 California Building Standards Code and the attached Ordinance, which includes Findings of Fact relating to the Town's amendments and repeals Paradise Municipal Code Chapters 15.01 to 15.13 and ADOPTS NEW CHAPTERS 15.01 to 15.13 which incorporate the Town of Paradise Amendments, and offer the Ordinance for second reading by title only.

In this code cycle staff reviewed the existing amendments in conjunction with the new codes and has made amendments that are consistent with the findings presented in the Ordinance. The code in previous years has only related fire protection mainly to the size of the building without or limited consideration to its character and use. In the 2013 codes this has become much more a priority and is now considering these factors in fire protection on size (typically 12,000 square feet) and its use and character, mainly for large assembly occupancies, hazardous occupancies, and furniture stores greater than 5,000 square feet. Based upon these changes and considerations of the codes renewed proactive approach to fire protection, staff felt that this new code approach is consistent with balancing both commercial development and public safety needs within the Town of Paradise.

It is staff's intent to provide training in coordination with other governmental entities within the region and the North Valley Contractors Association as we begin to learn more about all of the new codes and standards. Staff is well aware of the need for the training which includes our Town staff.

Staff is cognizant of the impact the new codes may have on our current processes and systems, as well as overall development in our community during this time of recovery. An example of this is the increased review and approval from our engineering and building departments relating to the adopted codes. This circumstance will allow us an opportunity to review and improve our systems, operations and processes with improved customer service as the goal.

Town Staff recommends that the Town Council adopt the motion waiving the second reading of this entire ordinance, read it by title only and formally adopt Town Ordinance No. 533. Once adopted, the provisions of this ordinance will be effective January 1, 2014.

**FINANCIAL IMPACT:**

Implementation of the 2013 California Building Standards Code will have fiscal impacts to the building industry statewide, as well as locally. The extent of these impacts and whether these impacts will ultimately prove positive or negative from a community's standpoint cannot be accurately judged at this time. There is no General Fund impact with the adoption of the Ordinance; however, indirect impacts will include the costs of training and enforcement of the new State codes and related versions with staff.

Additionally, publication costs in the approximate amount of \$260 (a one-page ordinance summary must be published twice) and an approximate cost of \$17 per page for codification of the ordinance.

**Town of Paradise**

**Ordinance No.533**

**AN ORDINANCE OF THE TOWN OF PARADISE REPEALING PARADISE MUNICIPAL CODE CHAPTERS 15.01, 15.02, 15.03, 15.04, 15.05, 15.06, 15.07, 15.08, 15.09, 15.10, 15.11, 15.12, 15.13 AND ADOPTING NEW CHAPTERS 15.01, 15.02, 15.03, 15.04, 15.05, 15.06, 15.07, 15.08, 15.09, 15.10, 15.11, 15.12 AND 15.13 AND MAKING FINDINGS OF FACTS RELATING TO LOCAL CLIMATIC, GEOLOGICAL, AND TOPOGRAPHIC CONDITIONS, ALL RELATING TO THE AMENDMENTS AND ADOPTION OF THE 2013 CALIFORNIA BUILDING STANDARDS CODE**

**WHEREAS,** the Town Council of the Town of Paradise hereby finds that the public health, safety and welfare will be best protected and served by the adoption of the 2013 California Building Standards Code as established and maintained by the State Building Standards Commission with certain amendments; and

**WHEREAS,** the Town of Paradise finds that its jurisdiction has certain climatic, topographic and geologic considerations, as set forth and incorporated herein, that can have a deleterious effect on emergency services such as fire protection and emergency medical services and on structures and buildings ; and

**WHEREAS,** except for the amendments authorized by Health and Safety Code sections 17958.5, 17958.7 and 18941.5, the Town of Paradise adopts ordinances and regulations imposing the building regulations contained in the regulations adopted by the State pursuant to the Health and Safety Code Section 17922; and

**WHEREAS,** sections 17958.5, 17958.7 and 18941.5 of the Health and Safety Code authorize the Town of Paradise to make changes or modifications to the California Building Standards Code as are reasonably necessary because of local climatic, topographic and geologic conditions; and

**WHEREAS,** the California Building Standards Code applies to all occupancies throughout the State; and

1       **WHEREAS, pursuant to Health and Safety Code section 17958.7** the Town of  
2 Paradise has filed the amendments, additions, or deletions expressly marked and  
3 identified as to the applicable findings with the California Building Standards  
4 Commission at 2525 Natomas Park Drive, Sacramento, Suite 130, Sacramento,  
5 California 95833-2936.

6       **NOW, THEREFORE,** The Town Council of the Town of Paradise does hereby ordain  
7 as follows:

8       **SECTION 1.** Chapters **15.01, 15.02, 15.03, 15.04, 15.05, 15.06, 15.07, 15.08, 15.09,**  
9 **15.10, 15.11, 15.12 and 15.13** of the Paradise Municipal Code are repealed.

10  
11       **SECTION 2.** Chapters **15.01, 15.02, 15.03, 15.04, 15.05, 15.06, 15.07, 15.08, 15.09,**  
12 **15.10, 15.11, 15.12 and 15.13** are hereby added to the Paradise Municipal Code to  
13 read as follows:

14  
15                               **CHAPTER 15.01 FACTS AND FINDINGS**

16       **A. Changes or Modifications.** Pursuant to Section 17958.5, 17958.7 and 18941.5  
17 of the State of California Health and Safety Code, the Town of Paradise adopts and  
18 amends the 2013 California Building Standards Code (Title 24, Part 2)based on the  
19 2012 International Building Code (ICC); the 2013 California Residential Code (Title  
20 24, Part 2.5)based on the 2012 International Residential Code (ICC); the 2013  
21 California Electrical Code (Title 24, Part 3)based on the 2011 National Electrical  
22 Code (NFPA); the 2013 California Mechanical Code (Title 24, Part 4) based on the  
23 2012 Uniform Mechanical Code (IAPMO); the 2013 California Plumbing Code (Title 24,  
24 Part 5) based on the 2012 Uniform Plumbing Code (IAPMO); the 2013 California Fire  
25 Code (Title 24, Part 9) based on the 2012 International Fire Code (IFC); the 2013  
26 California Administrative Code (Title 24, Part 1); the 2013 California Energy Code  
27 (Title 24, Part 6); the 2013 California Historical Building Code (Title 24, Part  
28 8); the 2013 California Existing Building Code (Chapter 10; Title 24, Part 10); the

2013 California Green Building Standards Code (Cal Green, Title 24, Part 11) and the 2013 California Referenced Standards Code (Title 24, Part 12).

**NOTE:** The State of California officially adopted the 2013 California Administrative, Building, Residential, Electrical, Mechanical, Plumbing, Energy, Historical, Fire, Existing Building, Green Building Standards, and Referenced Standards Codes in July of this year, and they become mandatory at the local level effective January 1, 2014.

B. **Findings:** Pursuant to Sections 17958.5, 17958.7 and 18941.5 of the State of California Health and Safety Code, the Town of Paradise has determined and finds the attached amendments, additions and/or modifications are needed and are reasonably necessary because of its local climatic, geologic and topographical conditions.

C. **Local Conditions:** Local conditions have an adverse effect on the potential for life and property loss, making necessary changes and modifications to the 2010 California Building Standards Code in order to establish and maintain an environment which will provide the community a desirable level of protection.

1. Climatic Conditions:

1A. On average the Town of Paradise has an annual rainfall of fifty-two to fifty-four inches of rain. However, in the summer months there is little, if any measurable precipitation. Winter months can be characterized by heavy rains and periodic heavy snow falls with accumulations above the 1800 foot level. During the year the temperatures range from the mid 20's to low 100's degrees in the summer months with light to gusty westerly winds. These drying winds mixed with the

density of vegetation, which is dominant throughout the Town, creates a hazardous fuel condition that can have severe consequences.

2. Geographical and Topographical Conditions:

2A. The Town of Paradise is located within Butte County in Northern California. It is approximately 100 miles north of Sacramento and within 15 miles east from the urban community of Chico. The Town of Paradise population is approximately 26,000+ and is the second largest community in Butte County. The Town encompasses 18.6 square miles and was incorporated in 1979. Prior to incorporation the Town was a County mountain community with older construction of light commercial and industrial with a predominant residential character.

2B. The Town of Paradise is located one thousand four hundred (1,400) to two thousand two hundred feet (2,200) above sea level and is bordered by rugged canyons, creating somewhat of a triangular shaped area in which the Town is situated.

2C. This environment has natural vegetative growth that is dense, both in the canyon areas and throughout the Town, which presents a challenge and difficulty in fighting and controlling the spread of wildfires. The Town of Paradise has been identified as a very high fire hazard severity zone pursuant to Government Code Section 51178.5 and 51179 which is based upon the climatic, topographic and geologic conditions combined with the dense vegetation throughout the Town.

2D. The topography of the Town presents problems in delivery of emergency services, including fire protection. Hilly terrain with narrow, winding roads with little circulation, limited escape routes, and limited ingress and egress to access the Town prevents rapid access and orderly evacuations. There are many miles of both public streets and private roads many of which were built years ago and many of the private roads are substandard in design and access capability due to topography.

2E. Combined with these features all weather surfaces based upon the soil and topographic conditions may not be able to support the imposed loads of fire apparatus and reduced accessibility to emergency response personnel. These conditions increase the likelihood of difficulty with approach angles, steep slopes and grades and the ability for emergency response personnel to be effective.

D. **Conclusion:** Local climatic, geologic, and topographic conditions impact the built environment and necessitate amendments to the California Building Standards Code. Therefore, it is found to be reasonably necessary that the State Building Standards Codes be changed or modified to mitigate the effects of the above conditions by the adoption of this ordinance. Furthermore, California Health and Safety Code Section 17958.7 requires that the modifications or change be expressly marked and identified as to each finding to which it refers. Therefore, the Town of Paradise finds that Exhibit "A" attached hereto provides the code sections that have been modified pursuant to the ordinance that are building standards as defined in the Health and Safety Code Section 18909 and the associated referenced conditions or modifications are due to local climatic, geologic and topographical considerations.

## **Chapter 15.02**

### **2013 California Building Standards Code (Title 24, Part 2) Based upon the International Building Code (ICC)**

#### **Sections:**

**15.02.010 Adoption**

**15.02.020 Chapter 1, Division II, Section 101.4 Referenced Codes, Amended**

**15.02.030 Chapter 1, Division II, Section 101.4.1, Gas, Amended**

**15.02.040 Chapter 1, Division II, Section 101.4.2, Mechanical, Amended**

1 15.02.050 Chapter 1, Division II, Section 101.4.3, Plumbing, Amended  
2 15.02.060 Chapter 1, Division II, Section 101.4.5, Fire Prevention, Amended  
3 15.02.070 Chapter 1, Division II, Section 103, Dept. of Building & Safety,  
4 Deleted  
5 15.02.080 Chapter 1, Division II, Section 105.2 Work Exempt from Permits, Added  
6 15.02.090 Chapter 1, Division II, Section 105.3.2 Time Limitation of Application,  
7 Amended  
8 15.02.100 Chapter 1, Division II, Section 105.5 Expiration, Amended  
9 15.02.110 Chapter 1, Division II, Section 105.8, Transferability, Added  
10 15.02.120 Chapter 1, Division II, Section 107.5 Retention of Construction  
11 Documents, Amended  
12 15.02.130 Chapter 1, Division II, Section 107.6 Expiration of Plan Review, Added  
13 15.02.140 Chapter 1, Division II, Section 109.2 Schedule of Permit Fees, Amended  
14 15.02.150 Chapter 1, Division II, Section 109.4 Work Commencing Before Permit  
15 Issuance, Amended  
16 15.02.160 Chapter 1, Division II, Section 109.6 Refunds, Amended  
17 15.02.170 Chapter 1, Division II, Section 110.3.9.1 Special Inspectors, Added  
18 15.02.180 Chapter 1, Division II, Section 110.4 Inspection Agencies, Amended  
19 15.02.190 Chapter 1, Division II, Section 111.1 Use and Occupancy, Amended  
20 15.02.200 Chapter 1, Division II, Section 112.3 Authority to Disconnect Service  
21 Utilities, Amended  
22 15.02.210 Chapter 1, Division II, Section 114.4 Violation Penalties, Amended  
23 15.02.220 Chapter 2, Section 202, Definitions, Added  
24 15.02.230 Chapter 15, Section 1505.1.3 Roof Coverings, Amended  
25 15.02.240 Chapter 16, Section 1603.1.3 Roof Snow Loads, Amended  
26 15.02.250 Appendix "J", Section J101.1, Scope, Amended  
27 15.02.260 Appendix "J", Section J101.3 Purpose, Added  
28 15.02.270 Appendix "J", Section J101.4 Hazards Added



- 1 15.02.280 Appendix "J", Section J102 Definitions, Amended
- 2 15.02.290 Appendix "J", Section J103 Permits required, Amended
- 3 15.02.300 Appendix "J", Section J104.2 Site Plan Requirements, Amended
- 4 15.02.310 Appendix "J", Section J104.5 Bonds, Added
- 5 15.02.320 Appendix "J", Section J105.3 Inspections, Added
- 6 15.02.330 Appendix "J", Section J106.3 Rounding of cut slopes, Added
- 7 15.02.340 Appendix "J", Section J106.4 Private road construction, Added
- 8 15.02.350 Appendix "J", Section J106.4.1 Private road construction. Requirements,
- 9 Added
- 10 15.02.360 Appendix "J", Section J107.7 Rounding of fill slopes, Added
- 11 15.02.370 Appendix "J", Section J109.5 Overflow protection, Added
- 12 15.02.380 Appendix "J", Section J110.3 Disturbed surfaces, Added
- 13 15.02.390 Appendix "J", Section J110.4 Storm damage precautions, Added

14

15 **Section 15.02.010 Adoption**

16 The 2013 California Building Standards Code, Part 2, Volumes 1 and 2,

17 including Appendix "B", "F", "G", "H", "I", "J", known as the California Building

18 Code, as published and adopted by the California Building Standards Commission,

19 including the Town's amendments set forth in this Chapter, is hereby adopted by

20 reference and incorporated herein.

21 **Section 15.02.020 Chapter 1, Division II, Section 101.4, Referenced Codes, is**

22 **amended to read as follows:**

23 The other codes listed in Sections 101.4.1 through 101.4.5 and referenced elsewhere

24 in this code shall be considered part of the requirements of this code to the

25 prescribed extent of each such reference unless otherwise amended herein.

26 **Section 15.02.030 Chapter 1, Division II, Section 101.4.1, Gas, is amended to read**

27 **as follows:**

28

1 The provisions of the California Plumbing Code shall apply to the installation of  
2 gas piping from the point of delivery, gas appliances and related accessories as  
3 covered in this code. These requirements apply to gas piping systems extending  
4 from the point of delivery to the inlet connections of appliances and the  
5 installation and operation of residential and commercial gas appliances and related  
6 accessories.

7 **Section 15.02.040 Chapter 1, Division II, Section 101.4.2, Mechanical, is amended**  
8 **to read as follows:**

9 The provisions of the California Mechanical Code shall apply to the installation,  
10 alterations, repairs and replacement of mechanical systems, including equipment,  
11 appliances, fixtures, fittings and/or appurtenances, including ventilation,  
12 heating, cooling, air-conditioning and refrigeration systems, incinerators and  
13 other energy-related systems.

14 **Section 15.02.050 Chapter 1, Division II, Section 101.4.3, Plumbing, is amended to**  
15 **read as follows:**

16 The provisions of the California Plumbing Code shall apply to the installation,  
17 alteration, repair and replacement of plumbing systems, including equipment,  
18 appliances, fixtures, medical gas systems, fittings and appurtenances and, where  
19 connected to a water or sewage system.

20 **Section 15.02.060 Chapter 1, Division II, Section 101.4.5, Fire Prevention, is**  
21 **amended to read as follows:**

22 The provisions of the California Fire Code shall apply to matters affecting or  
23 relating to structures, processes and premises from the hazard of fire and  
24 explosion arising from the storage, handling and use of structures, materials and  
25 devices; from conditions hazardous to life, property and or public welfare in the  
26 occupancy of structures or premises; and from the construction, extension, repair,  
27 alteration or removal of fire suppression and alarm systems or fire hazards in the  
28 structure or on the premises from occupancy or operation.

**Section 15.02.070 Chapter 1, Division II, Section 103, Department of Building and Safety is hereby deleted in its entirety.**

The Department of Building and Safety identifying the creation of an enforcement agency, appointments and Deputies is hereby deleted in its entirety.

**Section 15.02.080, Chapter 1, Division II, Section 105.2, Work Exempt from Permits, is added to read as follows,**

14. Approved prefabricated carports which are entirely open on two or more sides, do not exceed 480 square feet in footprint, are installed in accordance with the manufacturer's instructions, and are located in compliance with applicable building or structure setbacks but not upon property located within the Town adopted Paradise Redevelopment Project area or a Paradise General Plan Scenic Highway Corridor.

15. Floor sheathing, decking and exterior siding repair - limited to 100 square feet of floor sheathing or siding and less than 100 linear board feet of decking.

16. Replacement, repair or overlay of less than 10% not to exceed 100 square feet of an existing roof within any 12-month period, all repairs shall be Class A only.

**Section 15.02.090 Chapter 1, Division II, Section 105.3.2, Time Limitation of Application, is amended to read as follows:**

An application for a permit for any proposed work shall expire one (1) year after the date of filing, unless the permit has been issued.

**Section 15.02.100 Chapter 1, Division II, Section 105.5, Expiration, is amended to read as follows:**

Every permit issued by the Building Official under the provisions of this code shall expire by limitation and become null and void after one (1) year from the date of issuance of such permit. Provided, however, that if the building or work authorized by such permit was commenced prior to such expiration and no changes have been made or will be made in the original plans and specifications for such building or work, a renewal permit shall be applied for at least thirty (30) days

1 prior to the original permit expiration date for projects for which a plans  
2 examination was required. If application for a renewal permit has not been made  
3 prior to the thirty (30) days, or if work was not commenced pursuant to the  
4 original permit, a new permit application and fees shall be required. A renewed  
5 permit shall expire and becomes null and void one (1) year beyond the expiration  
6 date of the original or previously renewed permit.

7 **Section 15.02.110 Chapter 1, Division II, Section 105.8, Transferability, is added**  
8 **to read as follows:**

9 A permit may be transferred from the original permittee to another person due to a  
10 change of ownership, contractor, or death as long as there is no change in the  
11 original plans or specifications, authorization of the design professional, and a  
12 written notice is provided for and approved by the Town of Paradise Building  
13 Official.

14 **Section 15.02.120 Chapter 1, Division II, Section 107.5, Retention of Construction**  
15 **Documents, is amended to read as follows:**

16 One set of approved plans, specifications and computations shall be retained by the  
17 Building Official until completion of the work covered therein and then per the  
18 records retention requirements adopted by the Town; and one set of approved plans,  
19 specifications and computations shall be returned to the applicant and shall be  
20 kept on the site of the building or work at all times during which the work  
21 authorized thereby is in progress.

22 **Section 15.02.130 Chapter 1, Division II, Section 107.6, Expiration of Plan Review,**  
23 **is added to read as follows:**

24 Applications for which no permit has been issued shall expire one-year following  
25 the date of application, or on the effective date of a new Town adopted edition of  
26 any part of the California Building Standards Code, whichever comes later. Plans  
27 and other data submitted for review may thereafter be returned to the applicant or  
28

1 destroyed by the Building Official. In order to renew action on an application  
2 after expiration, the applicant shall resubmit plans and pay a new plan review fee.

3 Exception: Such applications shall not expire under the following  
4 circumstances:

5 1. If the Building Official determines the new code changes are minor,  
6 additional reviews of the plans to determine compliance with the new codes may be  
7 done in lieu of expiration. The normal hourly rate as determined by the Master Fee  
8 Schedule adopted by the Town of Paradise Town Council shall apply to any additional  
9 review.

10 2. Applications for which plans have been submitted as a result of a  
11 compliance investigation shall expire 180 days following the date of application.  
12 No extensions will be granted except in emergency situations approved prior to the  
13 expiration by the Building Official.

14 **Section 15.02.140 Chapter 1, Division II, Section 109.2, Schedule of Permit Fees,**  
15 **is amended to read as follows:**

16 On buildings, structures, electrical, gas, mechanical, fire protection systems, and  
17 plumbing systems or alterations requiring a permit, a fee for each permit shall be  
18 paid as required, in accordance with the Master Fee Schedule as adopted by the Town  
19 of Paradise Town Council.

20 **Section 15.02.150 Chapter 1, Division II, Section 109.4, Work Commencing Before**  
21 **Permit Issuance, is amended to read as follows:**

22 Any person who commences any work on a building, structure, electrical, gas,  
23 mechanical, or plumbing system before first obtaining the necessary permits shall  
24 be subject to a penalty equal to the permit fee to be paid in addition to the  
25 permit fee when obtaining the building permit. All fees must be paid prior to  
26 release of the permit.

1 **Section 15.02.160 Chapter 1, Division II, Section 109.6 Refunds, is amended to read**  
2 **as follows:**

3 The Building Official may authorize refunding of a fee paid hereunder which was  
4 erroneously paid or collected. The Building Official may authorize refunding of  
5 not more than 80 percent of the permit or plan review fee paid when no work or plan  
6 examination has been done under an application or permit issued in accordance with  
7 this code, provided a written refund application is filed by the original permittee  
8 prior to the expiration of the permit.

9 **Section 15.02.170 Chapter 1, Division II, Section 110.3.9.1 Special Inspectors, is**  
10 **added to read as follows:**

11 The Special Inspector shall be a qualified person approved by the Building Official  
12 after all certifications have been supplied, reviewed and approved by the Building  
13 Official regarding their qualifications. The Special Inspector shall furnish  
14 continuous inspection reports on the construction and work requiring his/her  
15 employment as prescribed in the applicable codes. The Special Inspector shall  
16 report to the Building Official in writing, noticing all code violations and other  
17 information as required on forms, prescribed and/or approved by the Building  
18 Official.

19 **Section 15.02.180 Chapter 1, Division II, Section 110.4 Inspection Agencies, is**  
20 **amended to read as follows:**

21 The Building Official is authorized to accept reports of approved inspection  
22 agencies, provided such agencies satisfy the requirements as to qualifications and  
23 reliability. The inspection agencies shall have written approval from the Building  
24 Official prior to any inspections. If written approval is not obtained prior to  
25 actual inspections, the Building Official may reject all inspections reports and  
26 the applicant shall cause to have all work re-inspected by an approved inspector.

1 **Section 15.02.190 Chapter 1, Division II, Section 111.1 Use and Occupancy, is**  
2 **amended to read as follows:**

3 No building or structure shall be used or occupied, and no change in the existing  
4 occupancy classification of a building or structure or portion thereof shall be  
5 made until the Building Official has issued a certificate of occupancy therefore as  
6 provided herein. Issuance of a certificate of occupancy shall not be construed as  
7 an approval to violate any provisions of this code or other ordinance. Provided,  
8 however, that no certificate of occupancy is required to be issued for Group R,  
9 Division 3, and Group U Occupancies.

10 **Section 15.02.200 Chapter 1, Division II, Section 112.3 Authority to Disconnect**  
11 **Service Utilities, is amended to read as follows:**

12 The Building Official and/or the Fire Chief shall have the authority to authorize  
13 disconnection of utility services to buildings, structures or systems regulated by  
14 this code and the codes referenced in case of an emergency, where necessary to  
15 eliminate an immediate hazard to life, property or an immediate public health risk.  
16 The Building Official shall have the authority to authorize disconnection of  
17 utility service to buildings, structures or systems regulated by this code and the  
18 codes referenced when any building service equipment is maintained in violation of  
19 Section 105 of Chapter I, Division II, of the 2013 California Building Code, or of  
20 the codes adopted herein, or in violation of a notice issued pursuant to the  
21 provisions of Section 114 of Chapter I, Division II, of the 2013 California  
22 Building Code. The Building Official and/or Fire Chief shall notify the serving  
23 utility, and whenever possible the owner and occupant of the building, structure or  
24 service system of the decision to disconnect prior to taking such action. If not  
25 notified prior to disconnecting, the owner or occupant of the building, structure  
26 or service system shall be notified in writing, as soon as practical thereafter.

**Section 15.02.210 Chapter 1, Division II, Section 114.4 Violation Penalties, is amended to read as follows:**

(a) It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equipment use. occupy or maintain any real property, building, structure, or building service equipment or cause or permit the same to be done in violation of Title 15 of the Paradise Municipal Code (PMC), this code or the technical codes as amended and adopted by the town. Any person who violates any of the provisions of Title 15 of the PMC, this code or the technical codes adopted by this jurisdiction or fails to comply with any order made there under, or who builds in violation of any detailed statement of specifications or plans submitted or approved there under, or any certificate or permit issued there under, and from which no appeal has been taken, or who fails to comply with such an order as affirmed or modified by the Board of Appeals or by a court of competent jurisdiction within the time fixed herein, is severally for each violation or noncompliance respectively guilty of an infraction punishable by a fine not to exceed one thousand dollars (\$1,000.00). Each separate day or any portion thereof during which any violation occurs or continues is a separate offense, and upon conviction thereof shall be punishable as provided in this section. Any person, firm or corporation found guilty of any such violation shall be fully responsible for all of the town's costs relating to the enforcement, investigation and prosecution of the offender.

The imposition of a penalty for any violation or noncompliance shall not excuse the violation of noncompliance or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each day that prohibited conditions are maintained shall constitute a separate offense.

(b) The application of the above penalty shall not be held to prevent the enforced removal of the prohibited conditions,



(c) The issuance or granting of a permit or approval of plans and specifications shall not be deemed or construed to be a permit for, or an approval of, any violation of any of the provisions of these codes and shall not prevent the administrative authority from thereafter requiring the correction of errors in said plans or specifications or from preventing construction operations being carried on there under when in violation of these codes or any other ordinance or from revoking any certificate of occupancy or approval when issued in error. No permit presuming to give authority to violate or cancel the provisions of this chapter shall be valid, except insofar as the work or use which it authorized is lawful.

(d) Any violation of the provisions of Title 15 or of the technical codes as adopted by the town shall be and is hereby declared to be unlawful and a public nuisance and may be abated in the manner provided by law.

(e) The Town Attorney shall, upon the order of the Town Manager or his/her designee, immediately commence action or proceedings for the abatement and removal and enjoinder of any violation of Title 15 or of any technical codes as adopted by the town as provided by law, and shall take such action and shall apply to such courts of competent jurisdiction to grant such relief as will abate and remove such building or structure or use, and restrain and enjoin any person from setting up, building, maintaining, or using such real property, building, structure, use or occupancy contrary to this code or the technical codes.

**Section 15.02.220 Chapter 2, Section 202, Definitions, the following have been added:**

Administrative Authority: Shall be the Building Official or his/her designee.

Chief of the Bureau of Fire Prevention: Shall be the Fire Chief for the Town of Paradise

City: Shall be the Town of Paradise

Fire Code: Shall be the 2013 California Fire Code as adopted by the Town of Paradise

**Section 15.02.230 Chapter 15, Section 1505.1.3, Roof Coverings, is amended to read as follows:**

All roofing materials shall be installed in accordance with the manufacturer's installation instructions. The entire roof covering of every new structure shall be a minimum Class "A" roof covering. Any roof covering material applied in the alteration, repair or replacement of the roof of the existing structure shall be a minimum of a Class "A" roof covering. The entire roof covering of every existing structure where more than 50 percent of the total roof area is replaced within a one year period shall be a minimum of a Class "A" roof covering. The owner of any structure regulated by this code shall comply with the provisions of this section relating to roofing materials.

**Section 15.02.240 Chapter 16, Section 1603.1.3 Roof Snow Loads, is amended to read as follows:**

Snow loads full or unbalanced shall be considered in place of loads set forth in Table No. 1607.1, where such loading will result in larger members and connections. The minimum design snow load and roof live load for the Town of Paradise shall be twenty (20) pounds per square foot below elevation 1,800 feet and thirty (30) pounds per square foot at 1,800 feet and elevations above.

Potential accumulations of snow at roof valleys, parapets, roof structures and offsets in roofs of uneven configuration shall be considered. Where snow loads occur, the snow loads shall be determined by the Building Official.

**15.02.250 Section J101.1 is amended to read as follows:**

Section J101.1. This chapter sets forth rules and regulations to control excavation, grading and earthwork construction, including fills and embankments, and erosion and sediment control; establishes the administrative procedure for issuance of permits; and provides for approval of plans and inspection of grading, erosion and sediment control operations.

1 **15.02.260 Section J101.3 is amended to read as follows:**

2 Section J101.3. The purpose of this chapter is to safeguard life, limb, property  
3 and the public welfare, and to preserve and enhance the natural environment by  
4 preventing and eliminating conditions of accelerated erosion and by regulating  
5 grading on private and public property in the incorporated areas of the Town of  
6 Paradise.

7 **15.02.270 Section J101.4 is added to read as follows:**

8 (a) Hazardous Conditions. Whenever the Building Official and/or the Town Engineer  
9 determines that any existing excavation, embankment or fill has become a hazard to  
10 life and limb, or endangers structures, or adversely affects the safety, use, or  
11 stability of a public way or drainage channel, the owner of the property upon which  
12 the excavation, embankment, or fill is located, or other person or agent in control  
13 of said property, upon receipt of notice in writing from the Building Official or  
14 Town Engineer shall within the period specified therein repair, reconstruct or  
15 remove such excavation, embankment, or fill so as to eliminate the hazard.

16 (b) Maintenance of Protective Devices and Rodent Control. The owner of any  
17 property on which grading has been performed and a permit issued under the  
18 provisions of this code, or any other person or agent in control of such property,  
19 shall maintain in good condition and repair all drainage structures and other  
20 protective devices and burrowing rodent control when shown on the grading plans  
21 filed with the application for grading permit and approved as a condition precedent  
22 to the issuance of such permit.

23 **15.02.280 Section J102 Definitions.** The following definitions are amended or added  
24 to Section J102 with all other definitions in the section remaining unchanged:

25 Certifications Shall mean the specific inspections or tests required by the  
26 Building Official or Town Engineer have been performed and that the results of such  
27 tests are satisfactory and that all work complies with the conditions of the  
28 permits and the requirements of this Chapter.

Design Engineer Shall be the Civil Engineer responsible for the preparation of the plans for the grading work.

Drainage Course Shall be a well defined natural or man-made channel which conveys storm runoff either year round or intermittently.

Hazardous Condition Shall be any natural ground, natural slope, excavation, fill, drainage device or erosion control device on public or private property is a menace to life and limb, or a danger to public safety, or endangers or adversely affects the safety, usability or stability of adjacent property, structures, or public or private facilities.

Hill Area Shall be any part of the Town with street grades of ten percent (10%) or greater.

Landscape Architect Shall be a person who holds a certificate to practice landscape architecture in the State of California.

Natural Grade Shall be the vertical location of the ground surface prior to excavation or fill.

Soil Testing Agency Shall be an agency regularly engaged in the testing of soils under the direction of a Civil Engineer experienced in soil mechanics.

Surface Drainage Shall be water flows over the ground surface

**15.02.290 Section J103 Permits required, is amended to read as follows:**

Section J103. No person shall do any grading, clearing or grubbing without first having obtained a grading permit from the Town Engineer except for the following:

1. An excavation which does not exceed two feet in vertical depth at its deepest point measured from the original ground surface and which does not create a cut slope greater than four feet in height and steeper than one and one-half horizontal to one vertical and does not exceed fifty cubic yards of material.

2. A fill that does not exceed one foot in vertical depth and is placed on natural terrain with a slope flatter than five horizontal to one vertical at its deepest point measured from the natural ground surface, or less than three feet in

1 depth, not intended to support structures, which do not exceed fifty cubic yards on  
2 any one lot and does not change the existing drainage pattern.

3 3. Temporary excavations in a public street or right-of-way for which a  
4 permit has been issued by the Department of Public Works.

5 4. An excavation below finish grade for a basement, footing, retaining  
6 wall, swimming pool, or other structure authorized by a valid permit, which  
7 excavation will be completely occupied by and retained by the structure authorized  
8 by valid building permit.

9 5. A fill above existing grade, which fill will be retained by the  
10 exterior wall of a building, a retaining wall, swimming pool or other structure  
11 authorized by a valid building permit.

12 6. Gardening and routine agricultural crop management practices.

13 7. Excavations for utilities installed pursuant to permits issued by the  
14 Building Department and/or the Department of Public Works.

15 8. Refuse disposal sites controlled by other regulations.

16 9. Mining, quarrying, excavating, processing, stockpiling of rock, sand,  
17 gravel, aggregate or clay where established and provided for by law, provided such  
18 operations do not affect the lateral support or increase the stresses in or  
19 pressure upon any adjacent or contiguous buildings or property.

20 10. Exploratory excavations under the direction of soils engineers or  
21 engineering geologist.

22 11. Routine maintenance of private roads.

23 12. Clearing of vegetation for fire protection purposes within one hundred  
24 (100) feet of a dwelling unit. Any additional clearing for fire prevention, control  
25 or suppression purposes is exempt when authorized or required in writing by a fire  
26 prevention or suppression agency.

1 In addition, all excavations or fills that disturb one (1) acre or greater  
2 must comply with the State Construction Stormwater Permit and supply a copy of the  
3 required Storm Water Pollution Prevention Plan (SWPPP) to the Town Engineer.

4 **15.02.300 Section J104.2 is amended to read as follows:**

5 Section J104.2 Information on Plans and in Specifications. Plans shall be drawn to  
6 scale upon substantial paper and shall be of sufficient clarity to indicate the  
7 nature and extent of work proposed and shown in detail that they will conform to  
8 provisions of ordinances, rules and regulations. The first sheet shall give the  
9 location of the work and the name and address of the owner and the person by whom  
10 they were prepared.

11 The plans shall include the following information:

12 1. Vicinity Map showing the project site in relationship to surrounding  
13 areas, water courses, water bodies and other significant geographic features, roads  
14 and structures.

15 2. Site Map and Grading plan showing: topographic and boundary survey with  
16 existing and proposed contours, with enough off-site contours included to show how  
17 surface water will flow onto and off the site; proposed limits of cuts and fills  
18 and other earthwork; proposed retaining structures; existing off-site structures  
19 within fifteen (15) feet of the site boundary and other off-site improvements,  
20 including but not limited to underground utilities, septic systems, water wells and  
21 french drains which may be affected by the grading work; public and private  
22 easements of record; typical sections of areas to be graded and profiles of all  
23 proposed traveled ways for vehicles and pedestrians; all proposed uses for the  
24 site; all proposed divisions; rock disposal areas, buttress fills or other specials  
25 features.

26 3. Drainage plan showing: all drainage devices, walls, cribbing or other  
27 protective devices and estimated runoff; building site including elevations of  
28

1 floors with respect to finish site grade and locations of proposed stoops, slabs  
2 and fences that may affect drainage.

3 4. A statement of the quantities of material to be excavated and/or filled  
4 and the amount of such material to be imported to or exported from the site.

5 5. A statement of the estimated starting and completion dates for work  
6 covered by the permit.

7 6. Erosion and Sediment control plans when required by the Town Engineer  
8 shall be prepared by a Registered Civil Engineer or Certified Engineering Geologist  
9 and shall include all the following:

10 (a) Interim measures designed to prevent excessive storm runoff of  
11 water or solid materials onto adjacent property, streets or watercourses including,  
12 but not limited to short term erosion control planting, waterproof slope covering,  
13 check dams, interceptor ditches, benches, storm drains, dissipation structures,  
14 diversion dikes, retarding berms and barriers, devices to trap, store and filter  
15 out sediment and storm water retention basins.

16 (b) A narrative description of measure to be taken, planting materials  
17 and specifications, maintenance provisions and fertilizers. A statement: the plans  
18 are subject to change as conditions change.

19 (c) Calculations of anticipated storm water run off and sediment  
20 volumes shall be included, if required by the Building Official or the Town  
21 Engineer.

22 (d) The name, address and contact telephone number of the person  
23 responsible for emergency call out in the event of apparent danger to life or  
24 property as determined by the Town Engineer or Building Official.

25 **15.02.310 Section J104.5 is added to read as follows:**

26 Section J104.5 Bonds.

27 (a) Bond Requirements. Whenever an application for grading permit is filed  
28 for the excavation or fill and the nature of the work is such that if left

1 incomplete it will create a hazard to human life or endanger adjoining property, or  
2 property at a higher or lower level, or to any street or street improvement or any  
3 other public property, the Town Engineer shall, before issuing the grading permit,  
4 require the applicant to guarantee faithful performance and payment of labor and  
5 material in an amount determined by the Town Engineer, which shall be not less than  
6 one hundred percent (100%) of the total estimated cost of the work, including  
7 corrective work necessary to remove or eliminate geological hazards. An additional  
8 cash deposit may be required by the Town Engineer in the form of a cash bond  
9 sufficient to cover the cost of site cleanup and debris removal. Where grading is  
10 required on property adjacent to the grading site to complete a project  
11 satisfactorily, the owner of the adjacent property need not provide additional  
12 security if the original guarantee is of sufficient amount to include such  
13 additional grading. Each bond and agreement shall remain in effect until the work  
14 authorized by the grading permit is completed and approved by the Town Engineer.

15 (b) Type of Bond. A guarantee of faithful performance and payment of  
16 labor and material, when required under the provisions of this section, shall be  
17 provided by one of the following methods:

18 1. Bonds executed by the applicant, as principal, and a corporate surety  
19 authorized to do business in the state, as surety, and in a form furnished by the  
20 Town Engineer and approved by the Town Attorney.

21 2. A cash deposit with the Town.

22 3. An instrument or instruments of credit from one or more financial  
23 institutions subject to regulation by the state or federal government pledging that  
24 the funds necessary to meet the performance are on deposit and guaranteed for  
25 payment, and an agreement that the funds designated by the instrument shall become  
26 trust funds for the purpose of securing faithful performance and payment of labor  
27 and material. The instrument of credit and agreement shall first be approved by  
28 the Town Attorney.



1 (c) Procedure on Default.

2 1. Whenever the Town Engineer finds that a default has occurred in the  
3 performance of any term or condition of any grading permit, written notice of the  
4 fact of default shall be given to the principal and to the corporate surety,  
5 financial institution or the depositor, stating the work to be done and the period  
6 of time deemed by the Town Engineer to be reasonably necessary for the completion  
7 of such work. Thirty days after the receipt of such notice the principal or the  
8 surety shall perform or cause the required work to be performed by commencing and  
9 diligently prosecuting the work to its completion. If either or both of them fail  
10 to commence such work within thirty (30) days, or having so commenced the work,  
11 fail, neglect or refuse to proceed diligently to complete the same within the time  
12 so specified in the notice, then the Town may enter the premises and do the work,  
13 and the cost and expense of doing the work so specified shall be the obligation of  
14 the principal and the surety, and shall be a part of the terms of the performance  
15 bond in consideration of the issuance of the grading permit.

16 2. If a cash bond has been posted, notice of default as provided by  
17 subdivision 1 of this subsection is given to the depositor, and if the depositor  
18 fails to cause the required work to be resumed as set forth in the notice within  
19 thirty (30) days after receipt thereof, the Town Engineer shall proceed without  
20 delay and without further notice or proceedings whatsoever to use the cash  
21 deposited, or any portion thereof, and cause the required work to be completed by  
22 such mode as he deems convenient. The balance of such cash deposit, if any, shall,  
23 upon the completion of the work, be returned to the depositor or his successor or  
24 assigns after deducting ten percent (10%) thereof.

25 3. If an instrument of credit is used to guarantee performance, notice of  
26 default shall be given, as provided in subdivision 1 of this subsection to the  
27 principal and to the financial institution issuing the instrument of credit, and if  
28 the principal fails to cause the required work to be resumed as set forth in the

notice within thirty (30) days after receipt thereof, the Town Engineer shall make a demand upon the financial institution for the payment of the estimated costs from the trust fund held by the financial institution pursuant to the agreement. Upon receipt of said sum, the Town Engineer shall proceed without delay and without further notice or proceedings whatsoever to use the sum, or any portion thereof, and cause the required work to be completed by such mode as he deems convenient. The balance of such sum, if any, shall, upon the completion of the work, be returned to the financial institution, its successors or assigns, after deducting ten percent (10%) thereof; but if the financial institution fails or refuses to pay over said sum, then the Town Engineer shall proceed as in subdivision 1 of this subsection and shall look to said institution for the costs and expenses of the work, and the contractual liability of such institution therefore shall be a term or condition of its agreement.

**15.02.320 Section J105.3 is added to read as follows:**

Section J105.3 Inspections. The owner or his agent shall notify the Town Engineer twenty-four (24) hours in advance of the time when the grading operation is ready for each of the following inspections:

1. Initial inspection. When the permittee is ready to begin work, but before any grading or brushing is started;

2. Toe Inspection. After the natural ground is exposed and prepared to receive fill, but prior to the placement of any fill;

3. Excavation Inspection. After the excavation is started, but before the vertical depth of the excavation exceeds ten (10) feet;

4. Fill Inspection. After the fill emplacement is started, but before the vertical height of the lifts exceeds ten (10) feet;

5. Drainage Device Inspection. After forms, pipe and wire mesh are in place, but before any concrete is placed;

1        6.    Final Inspection.    When all work, including installation of all  
2 drainage structures, other protective devices, irrigation systems, planting and  
3 slope stabilization has been completed as per the approved grading plan and  
4 required reports have been submitted;

5        7.    Other Inspection.    In addition to the called inspections above, the  
6 Town Engineer may make periodic inspections of the grading operations to ascertain  
7 compliance with the provisions of this chapter.

8    **15.02.330    Section J106.3 is added to read as follows:**

9    Section J106.3 Rounding of cut slopes.    All cut slopes shall be rounded into the  
10 existing terrain to produce a contoured transition from cut face to natural ground  
11 where conditions permit.

12    **15.02.340    Section J106.4 is added to read as follows:**

13    Section J106.4 Private Road Construction.    All private road construction shall  
14 conform to the requirements of Section J106.4.1.

15    **15.02.350    Section J106.4.1 is added to read as follows:**

16    Section J106.4.1 Private Road Construction.    (1) All private road construction  
17 involving grading shall be done under permit pursuant to the provisions of this  
18 section and shall be subject to the requirements stated in the Town of Paradise  
19 Resolution titled, "Public and Private Road Standards of the Town of Paradise."

20    **15.02.360    Section J107.7 is added to read as follows:**

21    Section J107.7 Rounding of Fill Slopes.    All fill slopes shall be rounded into the  
22 existing terrain to produce a contoured transition from fill face to natural ground  
23 where conditions permit.

24    **15.02.370    Section J109.5 is added to read as follows:**

25    Section J109.5 Overflow Protection.    Berms, swales or other devices shall be  
26 provided at the top of cut or fill slopes to prevent surface waters from  
27 overflowing onto and damaging the face of the slope.    Gutters or other special  
28

1 drainage controls shall be provided where the proximity of runoff from buildings or  
2 other structures is such as to pose a potential hazard to slope integrity.

3 **15.02.380 Section J110.3 is added to read as follows:**

4 Section J110.3 Disturbed Surfaces. All disturbed surfaces resulting from grading  
5 operations shall be prepared and maintained to control erosion. This control may  
6 consists of effective planting such as rye grass, barley or some other fast  
7 germinating seed. The Town Engineer may require watering of planted areas to  
8 assure growth. Dust from grading operations must be controlled. The owner or  
9 contractor may be required to keep adequate equipment on the grading site to  
10 prevent dust problems.

11 **15.02.390 Section J110.4 is added to read as follows:**

12 Section J110.4 Storm Damage Precautions.

13 1. The period between the first day of October and the following fifteenth  
14 day of April is found and determined to be the period in which heavy rainfall  
15 normally occurs in the Town. During this period, no grading work in excess of two  
16 hundred fifty (250) cubic yards may be commenced on any single grading site if the  
17 Town Engineer determines by inspection that such work will endanger the public  
18 health or safety.

19 2. If grading operations are to be conducted during such period, plans for  
20 erosion control devices shall be submitted to the Town Engineer and design approval  
21 obtained prior to starting work.

22 3. All persons performing any grading operations during such period shall  
23 put into effect all safety precautions which are necessary to protect public and  
24 private property and access ways. All loose dirt shall be removed from the grading  
25 site and adequate anti-erosion or drainage devices, debris basins, or other safety  
26 devices shall be installed to protect persons and property from damage of any kind.  
27 All temporary erosion control devices, including desilting basins, shall be  
28 installed and be operative no later than the first day of November of each year.

Chapter 15.03

2013 California Residential Code (Title 24, Part 2.5) Based upon the 2012  
International Residential Code (ICC)

Sections

- 15.03.010 Adoption
- 15.03.020 Chapter 1, Division II, Section R101.2, Scope, Amended
- 15.03.030 Chapter 1, Division II, Section R102.1, General, Amended
- 15.02.035 Chapter 1, Division II, Section R105.2 Work Exempt from Permits, Added
- 15.03.040 Chapter 1, Division II, Section R105.3.2, Time Limitation of  
Application, Amended
- 15.03.050 Chapter 1, Division II, Section R108.5, Refunds, Amended
- 15.03.060 Chapter 1, Division II, Section R108.6, Work Commencing before Issuance  
of Permit, Amended
- 15.03.070 Chapter 3, Section R313.2, Automatic Fire Sprinkler Systems, Amended
- 15.03.080 Chapter 9, Section R902.1, Roof Coverings, Amended
- 15.03.090 Appendix K, Section AK101.1, General Wall and Floor Assemblies, Amended

Section 15.03.010 2013 California Residential Code Title 24, Part 2.5, is adopted  
as follows:

The 2010 California Residential Code, Title 24, Part 2.5 including Appendix "G",  
"H" and "K" known as the California Residential Code, as published and adopted by  
the California Building Standards Commission, including the Town's amendments, is  
hereby adopted by reference and incorporated herein as if fully set forth.

Section 15.03.020, Chapter 1, Division II, Section R101.2, Scope, is amended to  
read as follows:

The provisions of the California Residential Code shall apply to the construction,  
alteration, movement, enlargement, replacement, repair, equipment, use and

1 occupancy, location, removal, and demolition of detached one and two family  
2 dwellings and town houses not more than three stories above grade plane in height  
3 with a separate means of egress and their accessory structures.

4 **Section 15.03.030, Chapter 1, Division II, Section R102.1, General, is amended to**  
5 **read as follows:**

6 Where there is a conflict between a general requirement and a specific requirement,  
7 the specific requirement shall be applicable. Where in any specific case,  
8 different sections of the code specify different materials, methods of construction  
9 or other requirements the most restrictive shall govern. Where in any specific  
10 case, the California Residential Code does not have a provision that is included in  
11 the California Residential Code that would be applicable due to the type or method  
12 of construction the California Building Code provisions will apply.

13 **Section 15.02.035, Chapter 1, Division II, Section R105.2, Work Exempt from**  
14 **Permits, is added to read as follows:**

15 14. Approved prefabricated carports which are entirely open on two or more sides,  
16 do not exceed 480 square feet in footprint, are installed in accordance with the  
17 manufacturer's instructions, and are located in compliance with applicable building  
18 or structure setbacks but not upon property located within the Town adopted  
19 Paradise Redevelopment Project area or a Paradise General Plan Scenic Highway  
20 Corridor.

21 15. Floor sheathing, decking and exterior siding repair - limited to 100 square  
22 feet of floor sheathing or siding and less than 100 linear board feet of decking.

23 16. Replacement, repair or overlay of less than 10% not to exceed 100 square feet  
24 of an existing roof within any 12-month period, all repairs shall be Class A only.

25 **Section 15.03.040, Chapter 1, Division II, Section R105.3.2, Time Limitation of**  
26 **Application, is amended to read as follows:**

27 An application for a permit for any proposed work shall expire one (1) year after  
28 the date of filing, unless the permit has been issued.

1 **Section 15.03.050 Chapter 1, Division II, Section R108.5, Refunds, is amended to**  
2 **read as follows:**

3 The Building Official may authorize refunding of a fee paid hereunder which was  
4 erroneously paid or collected. The Building Official may authorize refunding of  
5 not more than 80 percent of the permit or plan review fee paid when no work or plan  
6 examination has been done under an application or permit issued in accordance with  
7 this code, provided a written refund application is filed by the original permittee  
8 prior to the expiration of the permit.

9 **Section 15.03.060 Chapter 1, Division II, Section R108.6, Work Commencing Before**  
10 **Permit Issuance, is amended to read as follows:**

11 Any person who commences any work on a building, structure, electrical, gas,  
12 mechanical, or plumbing system before first obtaining the necessary permits shall  
13 be subject to a penalty equal to the permit fee to be paid in addition to the  
14 permit fee when obtaining the building. All fees must be paid prior to release of  
15 the permit.

16 **Section 15.03.070 Chapter 3, Section R313.2, One and Two Family Dwellings Automatic**  
17 **Fire Sprinkler Systems, is amended to read as follows:**

18 An automatic residential fire sprinkler system meeting the requirements of NFPA 13D  
19 or 13R and Title 24, Part Two, California Building Code, Chapter 9 shall be  
20 installed in all new Residential occupancies.

21 Exception: An automatic residential fire sprinkler system shall not be  
22 required for additions or alterations to existing building that are not already  
23 equipped with an automatic residential fire sprinkler system. Any detached  
24 Residential occupancy building accessory to a single or two family building  
25 intended for intermittent use and less than 640 square feet will not require a  
26 residential fire sprinkler system.

27 **Section 15.03.080 Chapter 9, Section 902.1, Roofing Covering Material, is amended**  
28 **to read as follows:**

1 All roofing materials shall be installed in accordance with the manufacturer's  
2 installation instructions. The entire roof covering of every new structure shall  
3 be a minimum Class "A" roof covering. Any roof covering material applied in the  
4 alteration, repair or replacement of the roof of the existing structure shall be a  
5 minimum of a Class "A" roof covering. The entire roof covering of every existing  
6 structure where more than 50 percent of the total roof area is replaced within a  
7 one year period shall be a minimum of a Class "A" roof covering. The owner of any  
8 structure regulated by this code shall comply with the provisions of this section  
9 relating to roofing materials. Roof coverings on all structures within the Town of  
10 Paradise shall be a Class "A" roof covering no later than January 1, 2015.

11 **Section 15.03.090 Appendix K, Section AK 101.1, General, Amended as follows:**

12 Wall and floor-ceiling assemblies separating dwelling units including those  
13 separating town-house units shall comply with the California Building Code Title 24  
14 Part 2 Section 1207.

15  
16 **Chapter 15.04**

17 **2013 California Electrical Code (Title 24, Part 3) Based upon the 2011 National**  
18 **Electrical Code (NFPA)**

19  
20 **Sections**

21 **15.04.010 Adoption**

22 **Section 15.04.010 2013 California Electrical Code, Title 24, Part 3, is adopted as**  
23 **follows:**

24 The 2013 California Building Standards Code, Title 24, Part 3, California  
25 Electrical Code, as published and adopted by the California Building Standards  
26 Commission, is adopted by reference and incorporated herein as if fully set forth  
27 in this chapter.



Chapter 15.05

2013 California Mechanical Code (Title 24, Part 4) Based on the 2012 Uniform  
Mechanical Code (IAPMO)

Sections

15.05.010 Adoption

Section 15.05.010 2013 California Mechanical Code (Title 24, Part 4), is adopted as follows:

The 2013 California Building Standards Code, Title 24, Part 4, California Mechanical Code, as published and adopted by the California Building Standards Commission is adopted by reference and incorporated herein as if fully set forth in this chapter.

Chapter 15.06

2013 California Plumbing Code (Title 24, Part 5) Based upon the 2012 Uniform  
Plumbing Code (IAPMO)

Sections

15.06.010 Adoption

Section 15.06.010 2013 California Plumbing Code (Title 24, Part 5), is adopted as follows:

The 2010 California Building Standards Code, Title 24, Part 5, California Plumbing Code, as published and adopted by the California Building Standards Commission is adopted by reference and incorporated herein as if fully set forth in this chapter.

Chapter 15.07

2013 California Energy Code (Title 24, Part 6)

**Sections**

**15.07.010 Adoption**

**Section 15.07.010 2010 California Energy Code (Title 24, Part 6), is adopted as follows:**

The 2013 California Building Standards Code, Title 24, Part 6, California Energy Code, as published and adopted by the California Building Standards Commission is adopted by reference and incorporated herein as if fully set forth in this chapter.

**Chapter 15.08**

**2013 California Historical Building Code (Title 24, Part 8)**

**Sections**

**15.08.010 Adoption**

**Section 15.08.010 2013 California Historical Building Code (Title 24, Part 8), is adopted as follows:**

The 2013 California Building Standards Code, Title 24, Part 8, California Historical Building Code, as published and adopted by the California Building Standards Commission is adopted by reference and incorporated herein as if fully set forth in this chapter.

**Chapter 15.09**

**2013 California Fire Code (Title 24, Part 9)**

**Sections**

**15.09.010 Adoption**

**15.09.020 Chapter 1, Division II, Section 103, Dept. of Fire Prevention, Amended**

**15.09.030 Chapter 1, Division II, Section 105.2.3, Time Limitation of Application, Amended**

1 15.09.040 Chapter 1, Division II, Section 105.6.29 Miscellaneous Combustible  
2 Storage, Amended  
3 15.09.050 Chapter 1, Division II, Section 109.4 Violation Penalties, Amended  
4 15.09.060 Chapter 1, Division II, Section 111.4 Failure to Comply, Amended  
5 15.09.070 Chapter 1, Division II, Section 113.3 Work commencing before permit  
6 issuance.  
7 15.09.080 Chapter 1, Division II, Section 113.5 Refunds, Amended  
8 15.09.090 Chapter 2, Definitions, Sky Lantern, Added  
9 15.09.100 Chapter 3, Section 307.1, General Open Burning, Added  
10 15.09.110 Chapter 3, Section 308.6.3 Sky Lantern or similar devices, Added  
11 15.09.120 Chapter 5, Section 502.1, Definitions, Amended  
12 15.09.130 Chapter 5, Section 503.2.3, Surface, Amended  
13 15.09.140 Chapter 5, Section 503.4.1 Roadway Design Features, Added  
14 15.09.150 Chapter 5, Section 503.6 Gates, Amended  
15 15.09.160 Chapter 5, Section 505.3, Map/Directory, Added  
16 15.09.170 Chapter 5, Section 507.1.2, Required Water Supply, Added  
17 15.09.180 Chapter 5, Section 510.6.1 Testing and proof of compliance, Amended  
18 15.09.190 Chapter 9, Section 901.4.2, Non-required Fire Protection Systems,  
19 Amended  
20 15.09.200 Chapter 23, Section 2306.2.3, Aboveground Storage Tanks, Amended  
21 15.09.210 Chapter 56, Fireworks, Deleted and Referred  
22 15.09.220 Appendix B, Section B105.2 Exception 1.Reduced Fire Flow, Amended  
23 15.09.230 Appendix C, Table C105.1, Distribution of Fire Hydrants, Amended  
24 15.09.240 Appendix D, Table D103.4, Dead End Access, Amended  
25

26 Section 15.09.010 2010 California Fire Code (Title 24, Part 9), is adopted as  
27 follows:  
28

1 The 2013 California Building Standards Code, Title 24, Part 9, including Appendix  
2 "B", "C", "D", "H", "I", "K" known as the California Fire Code, as published and  
3 adopted by the California Building Standards Commission, including the Town's  
4 amendments, is hereby adopted by reference and incorporated herein as if fully set  
5 forth.

6 **Section 15.09.020 Chapter 1, Division II, Section 103, Dept. of Fire Prevention, is**  
7 **amended to read as follows:**

8 The California Fire Code shall be enforced by the Fire Prevention Bureau within the  
9 Town of Paradise which is hereby established and which shall be operated under the  
10 direction of the Fire Chief of the Fire Department. The Fire Chief of the Fire  
11 Department may detail to the fire prevention bureau such members of the Fire  
12 Department as may from time to time be necessary. The Fire Chief of the Fire  
13 Department shall review, authorize, or require technical experts as may be  
14 necessary in order to ensure that life and property protection requirements have  
15 met the requirements of this and all other Title 24 codes and standards.

16 Sections 103.1; 103.2; and 103.3 are hereby deleted in their entirety.

17 **Section 15.09.030 Chapter 1, Division II, Section 105.2.3, Time Limitation of**  
18 **Application, is amended to read as follows:**

19 An application for a permit for any proposed work shall expire one (1) year after  
20 the date of filing, unless the permit has been issued.

21 **Section 15.09.040 Chapter 1, Division II, Section 106.6.29, Miscellaneous**  
22 **Combustible Storage, is amended to read as follows:**

23 An operational permit is required to store in any building or upon any premises in  
24 excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes,  
25 barrels or similar containers, rubber tires, rubber, cork, firewood (retail or  
26 storage) or similar combustible material.

27 **Section 15.09.050 Chapter 1, Division II, Section 109.3, Violation Penalties, is**  
28 **amended to read as follows:**

1 Persons who shall violate a provision of this code or shall fail to comply with any  
2 of the requirements thereof or shall erect, install, alter, repair or do work in  
3 violation of the approved construction documents or directive of the fire code  
4 official, or of a permit or certificate issued under the provisions of this code,  
5 shall be subject to penalties as set forth in section 15.02.210. Each day that a  
6 violation continues after due notice has been served shall be deemed a separate  
7 offense.

8 **Section 15.09.060 Chapter 1, Division II, Section 111.4, Failure to Comply, is**  
9 **amended to read as follows:**

10 Any person who shall continue any work after having been served with a stop work  
11 order, except such work as that person is directed to perform to remove a violation  
12 or unsafe condition, shall be liable to a fine of not less than \$100 or more than  
13 \$500.

14 **Section 15.09.070 Chapter 1, Division II, Section 113.3, Work commencing before**  
15 **permit issuance, is amended to read as follows:**

16 Any *person* who commences any work, activity or operation regulated by this code  
17 before obtaining the necessary permits shall be subject to an additional fee that  
18 is equal to 50% of the original permit fee, which shall be in addition to the  
19 required permit fees.

20 **Section 15.09.080 Chapter 1, Division II, Section 113.5, Refunds, is amended to**  
21 **read as follows:**

22 The Fire Marshal may authorize refunding of a fee paid hereunder which was  
23 erroneously paid or collected. The Fire Marshal may authorize refunding of not  
24 more than 80 percent of the permit or plan review fee paid when no work or plan  
25 examination has been done under an application or permit issued in accordance with  
26 this code, provided a written refund application is filed by the original permittee  
27 prior to the expiration of the permit.

1 **Section 15.09.090 Chapter 2, Section 202, Definitions, Sky Lantern, is added as**  
2 **follows:**

3 SKY LANTERN: An unmanned device with a fuel source that incorporates an open flame  
4 in order to make the device airborne.

5 **Section 15.09.100 Chapter 3, Section 307.1, General Open Burning, is amended to**  
6 **read as follows:**

7 Burn permits are required for all outdoor burning within the Town of Paradise  
8 limits with the exception of barbeque equipment used for the preparation of food  
9 and outdoor fireplaces or warming devices used in accordance with the manufacturers  
10 specifications, approved screening not to exceed 3/8 inch opening and in a safe  
11 manner.

12 Residential Burn Permits: Permits shall be issued annually, March 1<sup>st</sup> through May  
13 31, and for one month in the fall and or as determined by the Fire Chief and a fee  
14 in accordance with the Master Fee schedule of the Town of Paradise shall be  
15 charged. Permits shall only be valid for the address, and name of the individual  
16 cited on the permit. Permits shall not be transferable to other addresses or  
17 individuals. Permits may be issued to persons to perform maintenance on  
18 residential property, providing the owner of the residential property has given  
19 their written consent and that is produced and verified as to the owner of record.  
20 The owner shall be responsible for the cost of a Fire Department response caused by  
21 the maintenance person as a result of an escape burn in violation of the rules of  
22 the burn permit on behalf of the maintenance person. Residential burn permits  
23 shall be issued for parcels containing one and two family residence, for which an  
24 address has been issued by the Town of Paradise, and only for the purpose of  
25 maintenance of vegetation growth on the parcel. Garbage, rubbish, demolition,  
26 construction debris, lumber, painted or treated lumber, plywood, particle board,  
27 petroleum waste, tires, plastics, cloth or other similar smoke producing materials  
28 are strictly prohibited from being burned. All requirements provided for on the

1 burn permit must be followed at all times. Residents shall burn only on those days  
2 specified in the permit for either the East or West Side of the Town. Burn bans  
3 shall be strictly adhered to. Failure to follow the burn ban restrictions may  
4 result in the requirements of Section 109.3 as amended to apply and any emergency  
5 response cost recovery.

6 Land Clearing Permits: Land clearing permits are issued on an annual basis to  
7 coincide with the time when open, outdoor burning is permitted, March 1<sup>st</sup> through  
8 May 31, and for one month in the fall and or as determined by the Fire Chief. Land  
9 clearing permits expire when seasonal burn bans go into effect in the late spring  
10 of each year and shall be null and void. Persons burning on the property for which  
11 a permit is issued shall be responsible for following all of the requirements of  
12 that permit until the permit has expired or is revoked. The Fire Department may  
13 revoke the permit at any time due to unsafe conditions, practices, or violations of  
14 the permit. Burning of wood waste from trees, vines, or bushes on property being  
15 developed for commercial or residential purposes, may be disposed of by open  
16 outdoor fires on the property where it was grown, pursuant to the provisions of  
17 section 41802-41805 of the California Health and Safety Code and in compliance with  
18 the conditions of Butte County Air Quality Management District Rule 300, and  
19 authorized by the Town of Paradise Fire Department. Permits are required by both  
20 agencies prior to burning. All burning times must be strictly adhered to otherwise  
21 it may require another method of disposal. The land clearing burn site must be  
22 determined and inspected prior to releasing the permit by the Paradise Fire  
23 Department. This site must be the only site authorized to burn once the permit is  
24 issued. Any changes in site location will require additional inspections and fees.  
25 The owner shall be responsible for the cost of a Fire Department response caused by  
26 the maintenance person as a result of an escape burn in violation of the rules of  
27 the burn permit on behalf of the maintenance person. Garbage, rubbish, demolition,  
28 construction debris, lumber, painted or treated lumber, plywood, particle board,

1 petroleum waste, tires, plastics, cloth or other similar smoke producing materials  
2 are strictly prohibited from being burned.

3 Fuel Reduction Permits: Fuel reduction permits are issued for parcels 2/3 acre or  
4 larger on an annual basis to coincide with the non-fire season when open, outdoor  
5 burning is permitted, March 1<sup>st</sup> through May 31, and for one month in the fall and or  
6 as determined by the Fire Chief. Fuel reduction permits expire when the seasonal  
7 burn ban goes into effect in the late spring of each year. Persons burning on the  
8 property for which the permit is issued shall be responsible for following all of  
9 the requirements of that permit as indicated until the permit expires or is  
10 revoked. The Fire Department may revoke the permit at any time due to unsafe  
11 burning conditions, practices, or violations of the permit. Burning of wood waste  
12 from trees, vines, or bushes on existing improved property, may be disposed of by  
13 open outdoor fires on the property where it was grown, pursuant to the provisions  
14 of section 41802-41805 of the California Health and Safety Code and in compliance  
15 with the conditions of Butte County Air Quality Management District Rule 300, and  
16 authorized by the Town of Paradise Fire Department. All burning times must be  
17 strictly adhered to otherwise it may require another method of disposal. The fuel  
18 reduction burn site must be determined and inspected prior to releasing the permit  
19 by the Paradise Fire Department. This site must be the only site authorized to  
20 burn once the permit is issued. Any changes in site location will require  
21 additional inspections and fees. The owner shall be responsible for the cost of a  
22 Fire Department response caused by the maintenance person as a result of an escape  
23 burn in violation of the rules of the burn permit on behalf of the maintenance  
24 person. Garbage, rubbish, demolition, construction debris, lumber, painted or  
25 treated lumber, plywood, particle board, petroleum waste, tires, plastics, cloth or  
26 other similar smoke producing materials are strictly prohibited from being burned.



1 Campfires/Bon Fires/Recreational Fires and Special Event Fires: Permits are  
2 required for these activities and a permit fee will be charged in accordance with  
3 the Master Fee schedule adopted by the Town Council. A minimum of 48 hours notice  
4 is required for the inspection. Such activities shall be in strict conformance  
5 with the requirements provided for on the permit and the requirements within  
6 Section 307 of the California Fire Code. Permits are only issued March 1<sup>st</sup> through  
7 May 31<sup>st</sup> of each year. Permits will not be issued after May 31<sup>st</sup>, unless they are  
8 approved by the Fire Chief.

9 **Section 15.09.110 Chapter 3, Section 308.6.3, is added to read as follows:** Sky  
10 Lanterns or similar devices. The ignition and/or launching of a Sky Lantern or  
11 similar device is prohibited. **Exceptions:** Upon approval of the fire code official,  
12 sky lanterns may be used as necessary for religious or cultural ceremonies  
13 providing that adequate safeguards have been taken as approved by the fire code  
14 official. Sky Lanterns must be tethered in a safe manner to prevent them from  
15 leaving the area and must be constantly attended until extinguished.

16 **Section 15.09.120 Chapter 5, Section 502.1 Definitions, is amended to read as**  
17 **follows:**

18 Fire Apparatus Access Roads: Shall be a road that provides fire apparatus access  
19 from the fire station to a facility, building or portion thereof. This is a  
20 general term inclusive of all other terms such as fire lane, public street, private  
21 street, parking lot, driveway, and lane or access roadway.

22 **Section 15.09.130 Chapter 5, Section 503.2.3, Surface, is amended to read as**  
23 **follows:**

24 Fire apparatus access roads shall be designed and maintained to support the imposed  
25 load of fire apparatus at 75,000 pounds and shall be surfaced so as to provide all-  
26 weather driving capabilities.

1 **Section 15.09.140 Chapter 5, Section 503.4.1, Roadway Design Features, is added to**  
2 **read as follows:**

3 Roadway design features (speed bumps, speed humps, speed control dips, etc.) which  
4 may interfere with emergency apparatus responses shall not be installed on fire  
5 apparatus access roadways.

6 **Section 15.09.150 Chapter 5, Section 503.6, Gates, is amended to read as follows:**

7 The installation of security gates across a fire apparatus access road shall be  
8 approved by the Fire Marshal. Where security gates are installed, they shall have  
9 an approved means of emergency operation. The emergency gates and emergency  
10 operation shall be maintained operational at all times. Electric gate operators  
11 are required when serving five or more residential lots, Assembly occupancies,  
12 Hazardous occupancies, Institutional occupancies, and Storage occupancies and shall  
13 be listed in accordance with UL 325. Gates intended for automatic operation shall  
14 be designed, constructed and installed to comply with the requirements of ASTM F-  
15 2200. Access keypads shall be provided that are coded with the fire department  
16 emergency access code as specified. Plans and specifications shall be submitted  
17 for review and approval by the Fire Prevention Bureau prior to installation.

18 **Section 15.09.160 Chapter 5, Section 505.3, Map/Directory, is added to read as**  
19 **follows:**

20 A lighted directory map, meeting current Fire Department standards, shall be  
21 installed at each driveway entrance to a multiple unit residential project and  
22 mobile home parks, where the number of units in such projects exceeds 15.

23 **Section 15.09.170 Chapter 5, Section 507.1.2, Required Water Supply, is added to**  
24 **read as follows:**

25 Residential one and two family dwellings shall comply with the fire flow  
26 requirements of Appendix "B". Fire Flow may be reduced to 750 GPM at 20 PSI for  
27 two hours when the unit is fully protected in accordance with NFPA 13D and there  
28 are no exposures of other buildings within twenty (20) feet of each other;

otherwise the minimum required water supply capability will be in accordance with Appendix "B". In no case shall the water supply capability be less than 1000 GPM at 20 PSI for two hours within the requirements found in Appendix "B".

The required water supply for a detached "U" occupancy accessory to a Residential one and two family dwelling is not required to meet the water supply requirements of Appendix "B" if the "U" occupancy is less than 1500 square feet and separated from the dwelling unit by a minimum of 20 feet. If both requirements cannot be met then the requirements of Appendix "B" will apply.

**Section 15.09.180 Chapter 5, Section 510.6.1 Testing and proof of compliance, is added to read as follows:**

5. At the conclusion of the testing, a report, which shall verify compliance with Section 510.5.4, shall be submitted to the fire code official. In addition, one complete copy of the report shall be posted in the building, on the wall immediately adjacent to the Fire Alarm Control Panel.

**Section 15.09.190 Chapter 9, Section 901.4.2, Non-required Fire Protection Systems, is amended to read as follows:**

Any fire protection system not required by this code or the California Building Code shall be allowed to be furnished for complete protection only provided such installed system meets the requirements of this code and the California Building Code.

**Section 15.09.200 Chapter 22, Section 2306.2.3, Aboveground Storage Tanks, is amended to read as follows:**

The storage of class I, II, and III liquids in aboveground tanks outside of buildings is prohibited in all areas of the Town except in areas zoned as Industrial Services (I.S.).

Exception: The installation of approved listed above ground storage tanks shall be allowed in areas zoned for commercial purposes. Such tanks shall meet with State and County Environmental codes, and the California Fire and Building

Code requirements. Aggregate quantities and type(s) of liquid(s) to be stored shall not exceed 2,000 gallons. Tanks shall be located outside of buildings and in accordance with the requirements of the California Fire and Building Codes. On those rare occasions when there may be need for additional tank capacity beyond the 2,000 gallons, the applicant can submit a written request to the Fire Marshal. The Fire Marshal, after evaluating the circumstances, shall have the authority to modify the conditions to the installation of such tanks. Above ground storage tanks used only for heating fuels to heating appliances in areas zoned residential shall meet the requirements of the California Fire Code and the Town of Paradise Administrative policy but in no case shall tanks exceed 250 gallons.

**Section 15.09.210 Chapter 56, Fireworks, is deleted, is amended and referred as follows:**

Refer to Paradise Municipal Code Title 8 Chapter 8.44 for prohibition on fireworks. The storage of explosives and blasting agents is prohibited within the limits of the Town of Paradise, except for temporary storage between the hours of 6:00 a.m. and 6:00 p.m. for use in connection with blasting operations approved by the Fire Marshal. This prohibition shall not apply to stock of small arms ammunition and supplies for retail or approved manufacturing facilities as outlined under the California Fire Code.

**Section 15.09.220 Appendix B, Section B105.2 Exception 1, Reduced Fire Flow, is amended to read as follows:**

A reduction in required fire flow of 50 percent is allowed when the building is provided with an approved automatic sprinkler system installed in accordance with section 903.1.1 or 903.3.1.2. The resulting fire flow shall not be less than 1,500 GPM at 20 PSI for prescribed hours provided for in Table B105.1.

1 **Section 15.09.230 Appendix C, Table C105.1 Footnote "f", Distribution of Fire**  
2 **Hydrants, is added to read as follows:**

3 Buildings or structures fully protected by an automatic fire sprinkler system and  
4 classified as a single-two-family dwelling or a "U" occupancy in accordance with  
5 the California Building Code shall provide a fire hydrant within 750 feet of the  
6 building or structure by an approved path of travel. All other occupancies must  
7 meet the requirements provided for in this table.

8 **Section 15.09.240 Appendix D, Table D103.4, Requirements for Dead-End Access, is**  
9 **amended to read as follows:**

10 Table D103.4, Requirements for Dead End Access and Turn Around requirements shall  
11 be used as a guide only. The Town of Paradise Fire Department Administrative  
12 Policy for turn-around requirements shall be complied with as though set forth in  
13 this amendment.

## 14 15 **Chapter 15.10**

### 16 **2013 California Existing Building Code (Title 24, Part 10)**

#### 17 18 **Sections**

##### 19 **15.10.010 Adoption**

20 **Section 15.10.010 2013 California Existing Building Code (Title 24, Part 10), is**  
21 **adopted as follows:**

22 The 2013 California Building Standards Code, Title 24, Part 10, California Existing  
23 Building Code, as published and adopted by the California Building Standards  
24 Commission is adopted by reference and incorporated herein as if fully set forth in  
25 this chapter.

Chapter 15.11

2013 California Green Building Standards Code (Title 24, Part 11)

Sections

15.11.010 Adoption

Section 15.11.010 2013 California Green Building Standards Code (Title 24, Part 11), is adopted as follows:

The 2013 California Building Standards Code, Title 24, Part 11, California Green Building Standards Code, as published and adopted by the California Building Standards Commission is adopted by reference and incorporated herein as if fully set forth in this chapter.

Chapter 15.12

2013 California Administrative Code (Title 24, Part 1)

Sections

15.12.010 Adoption

Section 15.12.010 2013 California Administrative Code (Title 24, Part 1), is adopted as follows:

The 2013 California Building Standards Code, Title 24, Part 1, California Administrative Code, as published and adopted by the California Building Standards Commission is adopted by reference and incorporated herein as if fully set forth in this chapter.

Chapter 15.13

2013 California Referenced Standards Code (Title 24, Part 12)

Sections

15.13.010 Adoption

Section 15.13.010 2013 California Referenced Standards Code (Title 24, Part 12), is adopted as follows:

The 2013 California Building Standards Code, Title 24, Part 12, California Referenced Standards Code, as published and adopted by the California Building Standards Commission is adopted by reference and incorporated herein as if fully set forth in this chapter.

**SECTION 3.** This Ordinance shall take effect on January 1, 2014. Before the expiration of fifteen (15) days after its passage, this Ordinance or a summary of it shall be published in a newspaper of general circulation within the Town of Paradise along with the names of the members of the Town Council of Paradise voting for and against the same.

1 **Passed and adopted** by the Town Council of the Town of Paradise, County of Butte,  
2 State of California, on this 12th Day of November 2013 by the following vote:

3 AYES:

4 NOES:

5 ABSENT:

6 NOT VOTING:

7  
8  
9 \_\_\_\_\_  
10 Timothy Titus, MAYOR

11 ATTEST:

12  
13 \_\_\_\_\_ DATE: \_\_\_\_\_

14 JOANNA GUTIERREZ, CMC, TOWN CLERK

15  
16 APPROVED AS TO FORM:

17  
18 \_\_\_\_\_  
19 DWIGHT L. MOORE, TOWN ATTORNEY



**EXHIBIT "A" FACTS & FINDING CORRELATION**

<b>PARADISE MUNICIPAL CODE SECTION</b>	<b>CALIFORNIA CODE</b>	<b>CODE SECTION AMENDED</b>	<b>SHORT TITLE</b>	<b>REFERENCED FACT/FINDING (Page 3-5)</b>
15.02.010	CBC		Adoption	Health & Safety Code 17958.5
15.02.020	CBC	101.4	Referenced Codes	Health & Safety Code 17958.5
15.02.030	CBC	101.4.1	Gas - Plumbing Code	Administrative
15.02.040	CBC	101.4.2	Mechanical Code Reference to California	Administrative
15.02.050	CBC	101.4.3	Plumbing Code Reference to California	Administrative
15.02.060	CBC	101.4.5	Fire Prevention	Administrative
15.02.070	CBC	103	Department of Building & Safety	Deleted
15.02.080	CBC	105.2	Work Exempt from Permits	Administrative
15.02.090	CBC	105.3.2	Time Limitation of Application	Administrative
15.02.100	CBC	105.5	Expiration	Administrative
15.02.110	CBC	105.8	Transferability	Administrative
15.02.120	CBC	107.5	Retention of Construction Documents	Administrative
15.02.130	CBC	107.6	Expiration of Plan Review	Administrative

1	15.02.140	CBC	109.2	Schedule of Permit Fees	Administrative
2	15.02.150	CBC	109.4	Commencing Work/Permit	Administrative
3	15.02.160	CBC	109.6	Refunds	Administrative
4	15.02.170	CBC	110.3.9.1	Special Inspectors	Administrative
5	15.02.180	CBC	110.4	Inspection Agencies	Administrative
6	15.02.190	CBC	111.1	Use and Occupancy	Administrative
7	15.02.200	CBC	112.3	Disconnect Service	Administrative
8				Utilities	
9	15.02.210	CBC	114.4	Violation Penalties	Administrative
10	15.02.220	CBC	202	Definitions	Administrative
11	15.02.230	CBC	1505.1.3	Roof Coverings	1A, 2A, 2B, 2C
12	15.02.240	CBC	1603.1.3	Roof Snow Loads	1A, 2A
13	15.02.250	CBC	J101.1	Scope	Administrative
14	15.02.260	CBC	J101.3	Purpose	Administrative
15	15.02.270	CBC	J101.4	Hazards	Administrative
16	15.02.280	CBC	J102	Definitions	Administrative
17	15.02.290	CBC	J103	Permits Required	Administrative
18	15.02.300	CBC	J104.2	Site Plan Requirements	Administrative
19	15.02.310	CBC	J104.5	Bonds	Administrative
20	15.02.320	CBC	J105.3	Inspections	Administrative
21	15.02.330	CBC	J106.3	Rounding of cut slopes	1A, 2A, 2B, 2D,
22					2E
23	15.02.340	CBC	J106.4	Private road	1A, 2A, 2B, 2D,
24				construction	2E
25	15.02.350	CBC	J106.4.1	Private road	1A, 2A, 2B, 2D,
26				construction	2E
27	15.02.360	CBC	J107.7	Rounding of fill slopes	1A, 2A, 2B, 2D,
28					

1	15.02.370	CBC	J109.5	Overflow protection	1A, 2A, 2B, 2D,
2					2E
3	15.02.380	CBC	J110.3	Disturbed surfaces	1A, 2A, 2B, 2D,
4					2E
5	15.02.390	CBC	J110.4	Storm damage precautions	1A, 2A, 2B, 2D,
6					2E
7					
8	15.03.010	CRC		Adoption	Health & Safety
9					Code 17958.5
10	15.03.020	CRC	R101.2	Scope	Administrative
11	15.03.030	CRC	R102.1	General	Administrative
12	15.03.040	CRC	R105.3.2	Time Limitation for	Administrative
13				Application	
14	15.03.050	CRC	R108.5	Refunds	Administrative
15	15.03.060	CRC	R108.6	Commencing Work Before	Administrative
16				Permit	
17	15.03.070	CRC	R313.2	Automatic Fire	1A, 2A, 2B, 2D
18				Sprinklers	
19	15.03.080	CRC	R902.1	Roof Coverings	1A, 2A, 2B, 2C
20	15.03.090	CRC	AK101.1	General Wall/Floor Ass.	2C
21					
22	15.04.010	CEC		Adoption	Health & Safety
23					Code 17958.5
24					
25	15.05.010	CMC		Adoption	Health & Safety
26					Code 17958.5
27					
28					

1	15.06.010	CPC		Adoption	Health & Safety
2					Code 17958.5
3					
4	15.07.010	Ca. Energy		Adoption	Health & Safety
5		Code			Code 17958.5
6					
7	15.08.010	Ca. Historical		Adoption	Health & Safety
8		Code			Code 17958.5
9					
10	15.09.010	CFC		Adoption	Health & Safety
11					Code 17958.5
12	15.09.020	CFC	103	Dept. of Fire Prevention	Administrative
13	15.09.030	CFC	105.2.3	Time Limitation of	Administrative
14				Application	
15	15.09.040	CFC	105.6.29	Miscellaneous	2A, 2B, 2D,
16				Combustibles	
17	15.09.050	CFC	109.3	Violation Penalties	Administrative
18	15.09.060	CFC	111.4	Failure to Comply	Administrative
19	15.09.070	CFC	113.3	Work Commencing	Administrative
20	15.09.080	CFC	113.5	Refunds	Administrative
21	15.09.090	CFC	202	Sky Lantern	Administrative
22	15.09.100	CFC	307.1	General Open Burning	1A, 2A, 2B, 2C,
23					2D
24	15.09.110	CFC	308.6.3	Sky Lantern	1A, 2A, 2B, 2C,
25					2D
26	15.09.120	CFC	502.1	Definitions	Administrative
27	15.09.130	CFC	503.2.3	Surface-Access Roadways	1A, 2A, 2B, 2D,
28					

				2E
15.09.140	CFC	503.4.1	Roadway Design Features	1A, 2A, 2B, 2D, 2E
15.09.150	CFC	503.6	Gates	2D, 2E
15.09.160	CFC	505.3	Map/Directory	2D
15.09.170	CFC	507.1.2	Required Water Supply	1A, 2A, 2B, 2D
15.09.180	CFC	510.6.1	Testing and Proof	Administrative
15.09.190	CFC	901.4.2	Non-Required Fire Prot. System	2D
15.09.200	CFC	2206.2.3	Aboveground Storage Tanks	1A, 2A, 2B
15.09.210	CFC	Chapter 33	Fireworks	1A, 2A, 2B, 2C, 2D
15.09.220	CFC	B105.2 Exception 1	Reduced Fire Flow	1A, 2A, 2B, 2D
15.09.230	CFC	C105.1	Distribution of Fire Hydrants	1A, 2A, 2B, 2D
15.09.240	CFC	D103.4	Dead End Access	1A, 2A, 2B, 2D, 2E
15.10.010	Ca. Existing Building Code		Adoption	Health & Safety Code 17958.5
15.11.010	Ca. Green Building Standards Code		Adoption	Health & Safety Code 17958.5

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15.12.010	Ca. Administrative Code		Adoption	Health & Safety Code 17958.5
15.13.010	Ca. Ref. Stds.		Adoption	Health & Safety Code 17958.5



**TOWN OF PARADISE  
COUNCIL AGENDA SUMMARY  
DATE: November 12, 2013**

**ORIGINATED BY:** Gabriela Tazzari-Dineen, Chief of Police    **AGENDA ITEM: 3i**

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** Adopt Resolution 13-\_\_\_\_ Authorizing the Town Manager to enter into a Memorandum of Understanding between the City of Chico, City of Oroville, City of Gridley and the Town of Paradise for AB-109 funds.

**COUNCIL ACTION REQUESTED: Adopt a MOTION TO:**

- (1) Adopt Resolution 13- \_\_\_\_ Authorizing the Town Manager to enter into a Memorandum of Understanding between the City of Chico, City of Oroville, City of Gridley and Town of Paradise for AB-109 funds

**BACKGROUND:** In 2011, Governor Brown signed Assembly Bill (AB) 109 to reduce overcrowding and reduce costs in California's State prisons. In November 2012, California voters approved Proposition 30 which protected ongoing funding to counties for Realignment. Each county was directed to create a Community Corrections Partnership (CCP) to develop and recommend implementation of the realignment. Initial distribution of funds were disbursed to the County Sheriff's Department and Butte County Probation Department.

On January 17, 2012 the Board of State and Community Corrections (BSCC) provided funding to front line law enforcement intended to assist local police agencies in offsetting the impact of AB109. The initial funding for police departments was \$24 million dollars. The funds were allocated to the county police chief level with one of the cities tasked to serve as the fiscal agent. The local police chiefs were designated as the governing body of this grant and therefore distribution of the funds and all decisions regarding the intent for the use of the funds are approved by this committee. This funding is guaranteed for three fiscal years.

The FY 2012/2013 AB-109 Grant Funds for Butte County was \$210,127, of which Paradise Police Department received \$52,930 for equipment, overtime and for a police officer's salary.

The FY 2013/2014 AB-109 Grant Funds for Butte County was \$240,771, of which Paradise Police Department is expected to receive \$59,000 for overtime and for a police officer's salary.

The County will receive one more disbursement for FY 2014/15. The amount has yet to be determined.

**DISCUSSION:** Since the beginning of the year, the chiefs from all four Butte County police departments have been meeting regarding the AB-109 grant funds for the County. The Committee researched and reviewed the guidelines and restrictions associated with the funds, which states the funds should be used:

- Regionally
- In collaboration with other police department to address crime impacts in their communities
- In partnership or collaboration with county probation
- Employing best and promising practices
- Focusing on serious, violent crimes and habitually non-compliant offenders
- Supported by crime and data analysis for greatest impact and to provide evaluative information to support demonstration of outcomes

Additionally, the Committee was tasked to select one city as the fiscal agent for the funds. The City of Chico was designated as the fiscal agent.

The committee met, discussed, and voted on how best to distribute the AB-109 funds. "Exhibit A", an MOU regarding the FY 13/14 AB 109 Grant describes the breakdown of the disbursements per agency.

The Paradise Police Department will receive funds for the following purpose:

**\$54,000 for a police officer position:**

During the last few years the police department has had to endure large budget cuts that resulted in a reduction of 6 police officer positions (5 frozen positions and 1 lay-off position). Although the workforce has decreased, crime and calls for service has remained steady; causing the department to become re-active rather than pro-active in its law enforcement approach. The budget restrictions are still in place and the current FY13/14 budget does not include hiring any new police officers.

The first disbursement of AB-109 funds were approved at the August 13, 2013 Council Meeting; of which \$40,250 was set aside for a future hire of a new police officer. A police officer position costs the Town approximately \$79,000, which includes salary and benefits. The first disbursement alone was not sufficient to hire a police officer; however the State's commitment of providing these funds for three years allowed the department to place the first disbursement funds in a dedicated AB-109 budget line item with the specific intent of hiring a police officer later this year once the second disbursement is received.

On September 23, 2013, the Chief's Committee met and agreed through an MOU to dedicate \$54,000 of the second disbursement to each agency for a police officer's salary.

If accepted by Council, this second disbursement of funds dedicated to hire a new police officer will total \$94,250. This combined amount exceeds the salary of an officer for one year, to include the hiring costs of background and equipment (\$79,000 salary and approximately 4,000 background and equipment for a total of 83,000 for the first year).



A third disbursement is guaranteed by the State and although the amount has not yet been determined, it is expected to be no less than the first disbursement and the Chief's Committee has conceptually agreed to allocate a large percentage of those funds toward sustaining the salary of a police officer. The third disbursement and the balance carried over from the first and second disbursement should be sufficient to fund that officer's position for an additional 6-8 months.

If a police officer was hired using the AB-109 funds on or about January 1, 2014, the funds would pay that officer's salary and benefits for at least 1½ years or through at least June 30, 2015.

It is unknown at this time if the State will extend the AB-109 funding after the three years of guaranteed disbursements. If the State continues to provide this funding, the AB-109 funds will pay for approximately 50% for the officer's salary after June 2015. If the State chooses to discontinue the funding, and if the Town's financial situation allows, the position can then be paid for through the general fund. If neither AB-109 funds nor the general fund can sustain the position, the officer may be able to fill a vacancy created by a retirement (by June 2015 four sworn officers will be eligible to retire). If none of these options are available, the position can return to its current status of a lay-off.

This expenditure of AB-109 funds is directly in line with the grant's guidelines of addressing crime impacts by increasing the number of police officers on the street; thus having the ability for more pro-active police work.

**\$5,000 in overtime costs for participation in the Butte County Anti-Gang Task Force:**

Currently the Paradise Police Department participates in Butte County Anti-Gang Task Force operations on a limited basis as a result restrictions in our overtime budget and our reduced work force. The Chief's Committee met and discussed the immense value of having all of Butte County agencies participate in more BCAGE enforcement operations and therefore it was decided that each agency receive \$5,000 for BCAGE related overtime costs in exchange for more participation.

This expenditure of AB-109 funds is in line with the set guidelines of working in partnership or collaboration with other police departments to address crime and focus on serious and violent offenders.

**FINANCIAL IMPACT:** This represents a supplemental budget appropriation and expenditure of \$59,000 for Fiscal Year 13/14.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF CHICO, CALIFORNIA, THE CITY OF OROVILLE, CITY OF  
GRIDLEY, AND TOWN OF PARADISE CALIFORNIA**

**FISCAL YEAR 2013/14 AB 109 GRANT**

**WHEREAS**, the State of California has allocated grant funds intended to assist local police agencies in offsetting the impacts of AB 109 and has allocated those funds by County and dispersed them to certain police departments who are intended to be the fiscal agent for such funds; and

**WHEREAS**, the City of Chico has received the amount of \$240,771 from the State of California, as the fiscal agent for the funds to be used by the City of Chico, City of Oroville, City of Gridley and Town of Paradise; and

**WHEREAS**, the Police Chiefs for those cities have met and agreed on an appropriate distribution and use of those funds between and by those jurisdictions:

**NOW THEREFORE**, the City of Chico, City of Oroville, City of Gridley and Town of Paradise agree as follows:

The City of Chico shall disburse the funds as follows to be used for the purposes set forth below:

City of Chico

Operations (police officer salary):	\$54,000
Butte County Anti-Gang Task Force (Overtime):	5,000
Administrative Costs (for serving as fiscal agent):	4,771
Total	\$63,771

City of Oroville

Operations (police officer salary):	\$54,000
Butte County Anti-Gang Task Force (Overtime):	5,000
Total	\$59,000

City of Gridley

Operations (police officer salary):	\$54,000
Butte County Anti-Gang Task Force (Overtime):	5,000
Total	\$59,000


Town of Paradise

Operations (police officer salary):	\$54,000
Butte County Anti-Gang Task Force (Overtime):	5,000
Total	\$59,000

Each of the Parties hereto assumes all responsibility for using the funds distributed to it in compliance with all regulations and conditions which may apply to the use of the grant funds. The funds shall be used for enforcement activities that are related to the impacts of AB 109 or which focus on serious, violent crimes and habitually non-compliant offenders. The funds may be used in collaboration with other police departments or in collaboration with county probation. Each of the Parties hereto shall keep accurate records of how the funds are spent and shall retain those records for a minimum of five years.

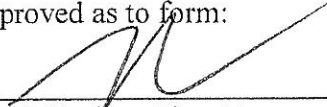
This Agreement may be executed in counterparts, and all so executed shall be binding upon all Parties hereto, notwithstanding that the signatures of the Parties designated representatives do not appear on the same page.

CITY OF CHICO

  
By: Brian S. Nakamura  
City Manager

Date Oct 29, 2013

Approved as to form:

  
Lori J. Barker, City Attorney

Authorized pursuant to Budget Policy G-6.  
CMC 2.04.300

CITY OF OROVILLE

By: Randy Murphy  
City Administrator

Date \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Scott E. Huber, City Attorney

CITY OF GRIDLEY

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By: Rob Hickey  
City Administrator

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Date

Approved as to form:

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City Attorney

TOWN OF PARADISE

---

By: Lauren Gill  
City Administrator

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Date

Approved as to form:

---

Dwight Moore, City Attorney

TOWN OF PARADISE  
RESOLUTION NO. 13-\_\_

A RESOLUTION 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  
FOR AB-109 FUNDS

WHEREAS, the State of California has allocated grant funds intended to assist local police agencies in offsetting the impacts of Assembly Bill (AB)109 (Public Safety Realignment) and has allocated those funds for each county and dispersed them to the City of Chico as the selected fiscal agent for the funds; and

WHEREAS, the grant designates Police Chiefs as the committee with sole authority to allocate funds; and

WHEREAS, the Police Chiefs within Butte County have met and agreed on an appropriate distribution and use of those funds between and by their jurisdictions; and

WHEREAS, the Town of Paradise will receive up to \$59,000 for specific police department operations and equipment.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Paradise as follows:

Section 1. The Town hereby authorizes the Town Manager to execute the Memorandum of Understanding between the City of Chico, the City of Oroville, the City of Gridley and the Town of Paradise relating to AB 109 Funds as set forth in the attached Exhibit A.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 13th of August, 2013, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAINING:

\_\_\_\_\_  
Tim Titus, Mayor

ATTEST:    DATE:\_\_\_\_\_

APPROVED AS TO FORM:

By \_\_\_\_\_  
Joanna Gutierrez, CMC, Town Clerk

\_\_\_\_\_  
Dwight Moore, Town Attorney



**Town of Paradise  
Council Agenda Summary  
Date: November 12, 2013**

**Agenda Item: 3(j)**

**Originated by:** Gina S. Will, Finance Director/Town Treasurer

**Reviewed by:** Lauren Gill, Town Manager

**Subject:** Quarterly Investment Report

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**Council Action Requested:**

1. Review and file the 1st Quarter Investment Report for the Fiscal Year Ended June 30, 2014; and,
2. Review and approve the attached Investment Policy

**Background:**

Attached is a report on the Town's cash and investments for the quarter ended September 30, 2013.

A US Bank checking account is currently being used for payroll, accounts payable and other operating purposes. Most accounts payable disbursements are drawn through checks, and most payroll disbursements are processed through direct deposit. Deposits are fully collateralized and after reserve requirements, provide an earnings credit rate of 0.50% up to the amount of monthly fees. As the earnings credit rate is currently higher than the yield provided by LAIF, staff is currently maximizing the earnings potential in this account.

The Town uses the State of California managed Local Agency Investment Fund (LAIF) for investment of cash in excess of immediately needed operating capital. With same day liquidity and comparable yields, LAIF is currently the best investment option for the Town. Funds are able to be transferred electronically through phone authorization between LAIF and the Town checking account. The Town will continue to research other investment options that match LAIF's liquidity and security in order to improve investment yield.

In June of 2011, the Town established an irrevocable trust to begin funding the future obligations associated with retiree health as required by GASB 45. The funds are being managed by Self-Insured Schools of California (SISC) and can only be used for the payment of retiree health benefits.

The Town establishes escrow funds at the start of each new lease. The escrow fund is drawn down to zero through the process of purchasing equipment against the lease. Interest is accrued on any unspent escrow balance. The "other" investment type represents these available escrow funds as well as petty cash balances. As of September 30, 2013, there were no unspent escrow funds.

**Discussion**

The decreased investment balance as of September 30, 2013 as compared to September 30, 2012 merely reflects a change in timing of the annual TRAN proceeds. Last fiscal year the \$2.25

Quarterly Investment Report  
November 12, 2013

million TRAN was funded September 28, 2012. This fiscal year the \$3.0 million TRAN was funded October 8, 2013. The 2013/14 TRAN will be sufficient to fund operations and payroll for the 2013/14 fiscal year.

The GASB 45 trust investment managed by SISC experienced a 5.95% return on investment during the 1st quarter of 2013/14. Staff remains cautiously optimistic and expects that in the short term the yield will remain relatively low. Markets remain volatile domestically. The economy is picking up but interest rates remain historically low. Globally investors continue to worry about weak world markets. Long term, SISC has been successful with its allocation model of approximately 60% equity and 40% fixed income.

In October 2013, the Town Treasurer directed the Trustee, Wells Fargo Bank, to invest the reserve funds of the Pension Obligation Bond, the Paradise Redevelopment 2006 Note, and the Paradise Redevelopment 2009 Bond in accordance with the Town's investment policy. The reserve funds had been yielding less than 0.01% in mutual funds. The reserve funds are now invested in CD's which will yield between 0.25% and 0.40% over six to seven months. While these investments and balances are not part of the Town's idle or operating cash, the yield will ultimately lessen the amount the Town will be required to contribute in future debt service payments.

Finally, staff is submitting an amended Investment Policy for Town Council's review and approval. The Policy is substantively the same, but includes some minor modifications in recognition of current staffing and to adhere to State law. All Town investments currently meet the guidelines of this policy.

**Fiscal Impact Analysis:**

Isolating the gain from the GASB 45 trust, the Town earned \$1,020.96 for the quarter ended September 30, 2013. That is compared to \$1,642.31 for the quarter ended September 30, 2012. Again, isolating the GASB 45 return, the Town realized virtually the same yield compared to a year ago, but had less average balances invested.

**TOWN OF PARADISE**  
**QUARTERLY SUMMARY OF INVESTMENTS**  
**For Quarter Ended September 30, 2013**

Investment	Type	For Quarter Ended Sept. 30, 2013			For Quarter Ended Sept. 30, 2012			Net Change
		Yield	Book Value	Market Value*	Yield	Book Value	Market Value*	
US Bank	Checking	0.50%	975,986.04	975,986.04		-	-	975,986.04
Wells Fargo Bank	Checking		-	-	0.30%	103,246.33	103,246.33	(103,246.33)
Local Agency Investment Fund (LAIF)	Various	0.27%	352,375.32	352,575.23	0.36%	14,184.23	14,202.87	338,191.09
Rabobank	Money Market		-	-	0.46%	2,529,739.44	2,529,739.44	(2,529,739.44)
SISC GASB 45 Trust B	Various	5.95%	59,421.79	59,421.79	5.05%	51,959.23	51,959.23	7,462.56
Fiscal Agents & Petty Cash	Other	0.00%	1,950.00	1,950.00	0.11%	1,975.00	1,975.00	(25.00)
	Totals		1,389,733.15	1,389,933.06		2,701,104.23	2,701,122.87	(1,311,371.08)
Total Quarterly Earnings on accrual basis			4,360.46		4,140.67			
Total Annual Earnings (July 1st - September 30th)			4,360.46		4,140.67			

\* Market Value determined by LAIF

**Reserve Funds Invested**

Pension Obligation Bond	\$	865,000.00
Paradise RDA Note 2006	\$	16,000.00
Paradise RDA Bond 2009	\$	340,000.00
	\$	1,221,000.00

Issuer	FDIC Number	Yield	Settlement Date	Maturity Date	Type	Investment	Earnings
Bank of Baroda	33681	0.400%	10/28/13	04/28/14	CD	249,000.00	498.00
Bank of Hapoalim	33686	0.300%	10/23/13	04/23/14	CD	249,000.00	373.50
Bank of India	33648	0.400%	10/24/13	04/23/14	CD	249,000.00	498.00
Beal Bank	57833	0.300%	10/30/13	04/30/14	CD	249,000.00	373.50
Citibank National Assoc	7213	0.250%	10/25/13	05/27/14	CD	225,000.00	328.13
						1,221,000.00	2,071.13

In compliance with the California Code Section 53646; the Treasurer of the Town of Paradise hereby certifies that sufficient investment liquidity and anticipated revenues are available to meet the Town's budgeted expenditure requirements for the next six months.

Investments in the report meet the requirements of the Town of Paradise's adopted investment policy.

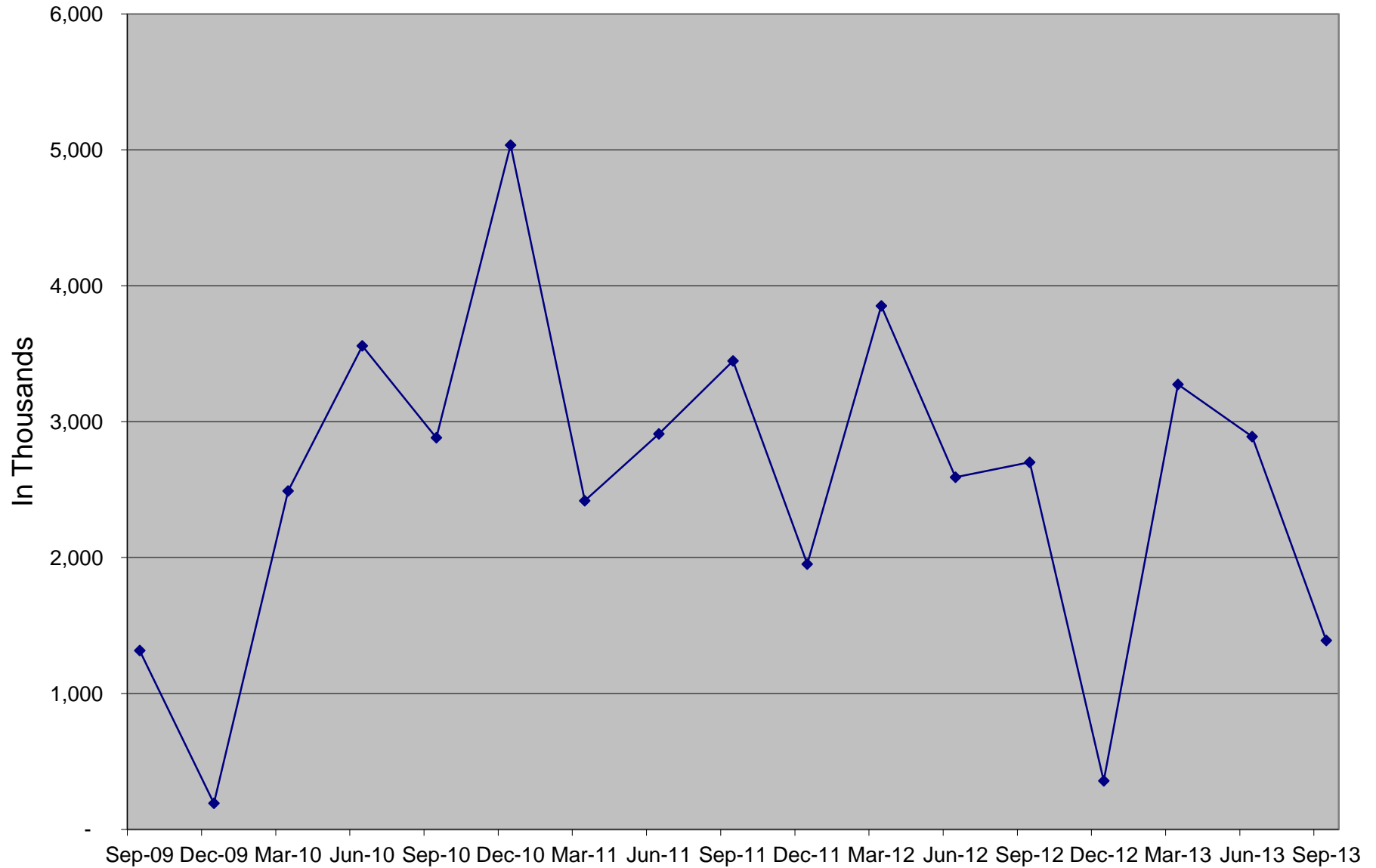
Respectfully submitted,

/s/

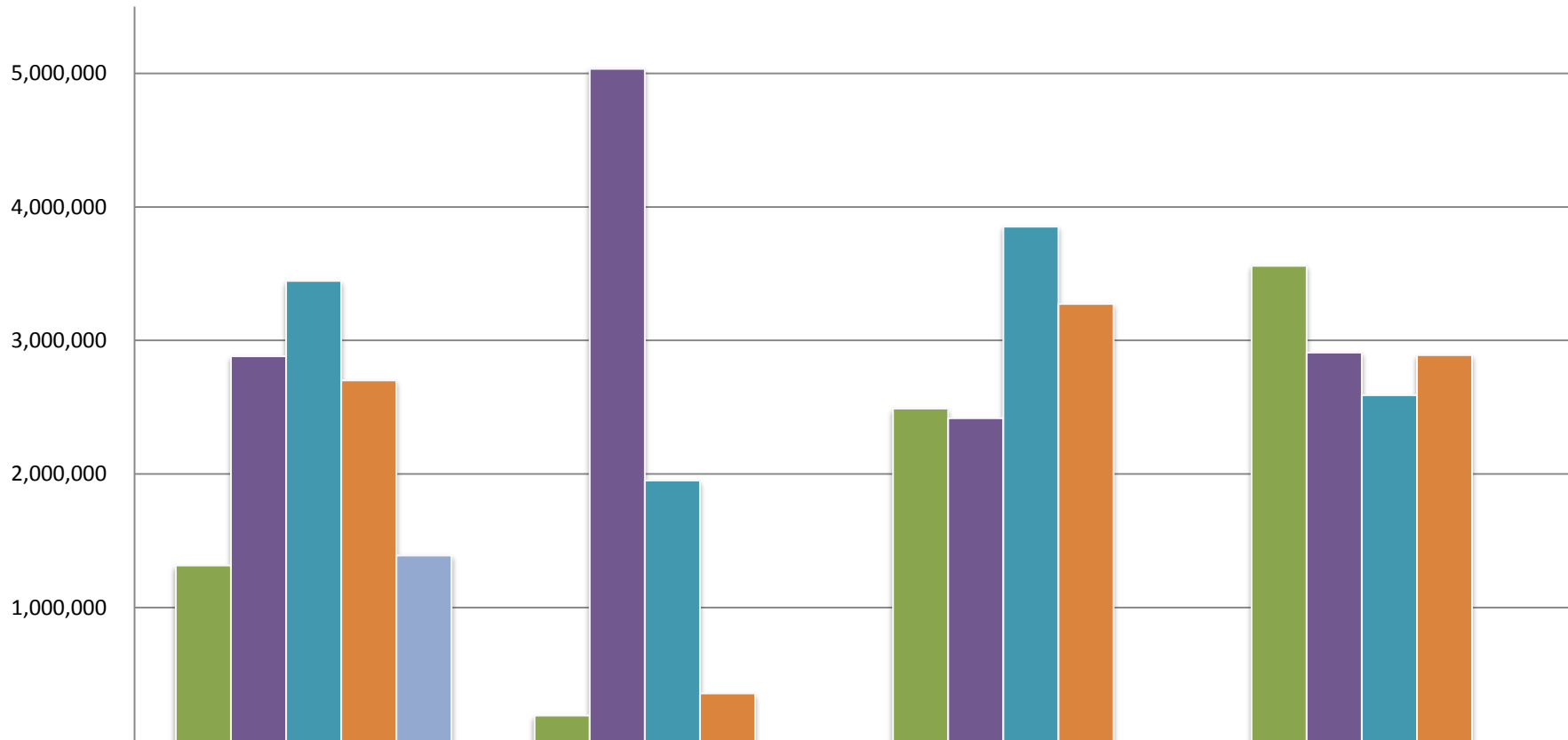
Gina S. Will  
Finance Director/Town Treasurer



**Town of Paradise  
Investment Balances  
September 2009 - September 2013**

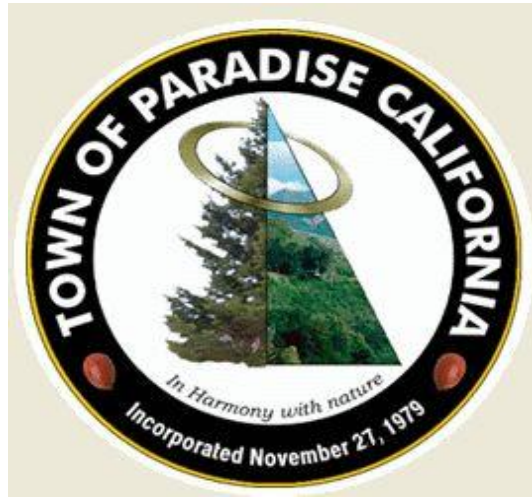


# Town of Paradise Investment Balances 2009/10 - 2013/14



	Sept. 30th	Dec. 31st	March 31st	June 30th
■ 2009/10	1,315,739	191,774	2,489,668	3,558,461
■ 2010/11	2,881,720	5,034,579	2,417,553	2,910,472
■ 2011/12	3,446,611	1,952,141	3,852,176	2,591,170
■ 2012/13	2,701,104	357,101	3,274,156	2,890,429
■ 2013/14	1,389,733			

# Town of Paradise



## 140 Investment Policy

**Approved by Town Council  
November 12, 2013**

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## **II. PURPOSE**

This investment policy is intended to provide guidelines for the prudent investment of the temporary idle cash of the Town of Paradise and to outline the policies for maximizing the efficiency of the Town's cash management system. The ultimate goal is to enhance the financial status of the Town of Paradise, while protecting its pooled cash.

## **III. SCOPE**

The Town of Paradise cash management system is designed to accurately monitor and forecast revenues and expenditures, thus enabling the Town of Paradise to invest funds to the fullest extent possible. The Town of Paradise will attempt to obtain the highest yield obtainable, as long as investments meet the criteria established for safety and liquidity.

The Town of Paradise operates its pooled cash investments under the "Prudent Investor" standard pursuant to California Government Code Section 53600.3, and within the specific terms governing investments for municipal governments as set forth in California Government Code Sections 53600 through 53659.

The Town of Paradise shall strive to maintain the level of investment of all idle funds as near 100% as possible, through projected cash flow determinations. Idle cash management and investment transactions are the responsibility of the Town Treasurer, and the Town of Paradise Investment Committee.

## **IV. OBJECTIVES**

Criteria for selecting investments and the order of priority are:

### **A. Safety**

The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. All "allowable investments" are of a very high quality and would be considered extremely safe and conservative.

### **B. Liquidity**

An adequate percentage of the portfolio will be maintained in liquid short term securities that can be converted to cash as necessary to meet disbursement requirements. The liquidity percentage will be determined from time to time from projected cash flow reports. Investments will be made in securities with active secondary and resale markets.

### **C. Yield**

Within the constraints of safety and liquidity, the highest and best return will be sought. The investment portfolio will be designed to attain a market average rate of return, taking into account the Town's risk constraints, the cash flow characteristics of the portfolio, and state law.

**D. Maturity**

The maturity of each investment shall not exceed a period of five years. Maturities shall be selected to anticipate cash needs, thus avoiding forced liquidations.

**E. Diversification**

The portfolio will be diversified to avoid incurring unreasonable and unavoidable risks regarding specific security types or individual financial institutions.

**F. Prudence**

Person(s) authorized to make investment decisions on behalf of local agencies are trustees and therefore, fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, a trustee is authorized to acquire investments as authorized by law.

**G. Public Trust**

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. In a diversified portfolio it must be recognized that occasional measured losses are inevitable and must be considered within the context of the overall investment return.

**H. Non-Discriminatory**

The Town of Paradise shall not knowingly make or allow investments in any institution, company, corporation, subsidiary or affiliate that practices or supports, directly or indirectly through its actions, discrimination on the basis of race, religion, creed, national or ethnic origin, age, sex, sexual preference or physical disability.

**V. AUTHORITY TO INVEST**

California Government Code Section 53600 et seq. provides legal authorization for investment of funds of local agencies. All investments of the Town of Paradise shall conform to the provisions of those laws.

**VI. REPORTING REQUIREMENTS**

**A. Annually**

In accordance with the California Government Code Section 53646, the Town Treasurer will annually submit to the Town Council and the Investment Committee

(consisting of the Town Manager, Finance Director/Town Treasurer, and one member of Town Council,) a statement of investment policy which the Town Council shall consider at a public meeting. The policy shall be reviewed on an annual basis by the Treasurer and the Investment Committee. Any investment held at the time this Investment Policy is adopted that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, however, such monies shall be reinvested only as provided by this policy.

**B. Quarterly**

Pursuant to California Government Code Sections 53607 and 53646, the Town Treasurer shall submit a quarterly report (the "Report") detailing the performance of the investment portfolio to the Town Council and the Investment Committee. The Report will be submitted to the Town Council within 30 days following the end of the quarter. The Report will contain the following:

1. Type of investment
2. Issuer
3. Date of maturity
4. The par value
5. The cost of all funds invested subject to this policy
6. The current market value of securities with the source of the market valuation for all securities held by the Town, and under management of any outside party that is not also a local agency, or the State of California Local Agency Investment Fund (LAIF)
7. Rate of interest
8. A statement of compliance with the investment policy
9. Accrued interest
10. Interest earned to date
11. Average weighted book yield
12. Average term to maturity
13. Transactions
14. Percentage distribution of investment types
15. Modified duration
16. Total rate of return

**VII. INTERNAL CONTROLS**

The Town Treasurer, in cooperation with the Investment Committee, shall develop a system of internal investment control procedures and a segregation of responsibilities of investment functions in order to assure an adequate system of internal control over the investment function. Internal control procedures shall address wire controls, separation of duties, delivery of securities to a third party for custodial safekeeping, and written procedures for placing investment transactions.

## **VIII. EXTERNAL CONTROLS**

The Town's external auditor will review and verify the Town's investment activity, holdings and compliance with this Investment Policy on an annual basis, and submit a report to the Town Council relating thereto. The external auditor shall maintain errors and omissions insurance coverage.

## **IX. QUALIFIED DEALERS AND INSTITUTIONS**

The Town shall transact business only with banks, savings and loans, and registered investment securities dealers. The purchase of any investment, other than those purchased directly from the issuer, shall be purchased either from an institution licensed by the State as a broker-dealer, as defined in Corporation Code Section 25004, or from a member of a federally regulated securities exchange, from a national or state chartered bank, from a savings association or federal association (as defined by Financial Code Section 5102), or a brokerage firm designated as a Primary Government Dealer by the Federal Reserve Bank.

The Town Treasurer and the Investment Committee shall investigate all institutions that wish to do business with the Town, in order to determine if they are adequately capitalized, make markets in securities appropriate to the Town's needs, and agree to abide by the conditions set forth in this Investment Policy. All financial institutions and broker-dealers who desire to become qualified bidders for investment transactions must provide a current audited financial statement, sign a statement that they have received a copy of this Investment Policy and will abide by its conditions, and document that they are properly regulated as indicated above.

## **X. COLLATERAL REQUIREMENTS**

California Government Code, Sections 53652 through 53667 requires depositories to post certain types and levels of collateral for public funds above the Federal Deposit Insurance Corporation ("FDIC") insurance amounts. The collateral requirements apply to bank deposits, both active (checking and savings accounts) and inactive (non-negotiable time certificates of deposit).

Collateral is also required for repurchase agreements. The collateral level shall be valued daily and must be maintained at a level of 102% for the life of the repurchase agreement.

## **XI. AUTHORIZED INVESTMENTS AND DIVERSIFICATION**

Securities purchased will be maintained within the statutory requirements imposed by California Government Code Section 53601. The Government Code currently allows for the following:



	Maximum % of Portfolio	Minimum Quality	Maximum Maturity
A. <b>Asset Backed Securities</b>	20%	Rated "AA" or better by NRSRO	5 Years
B. <b>Bankers Acceptances</b>	40% (30% of any one bank)	N/A	180 Days
C. <b>Commercial Paper</b>	25% (10% of single issuer)	Highest ranking of NRSRO	270 Days
D. <b>Local Agency Investment Fund</b>	Unlimited	Assets exceed \$500 million	5 Years
E. <b>Medium Term Notes</b>	30%	Rated "A" or better by NRSRO	5 Years
F. <b>Mutual Funds</b>	20% (10% of any one fund)	Highest rating by two NRSRO	5 Years
G. <b>Certificates of Deposit</b>	30%	N/A	5 Years
H. <b>Repurchase Agreements</b>	20%	Primary dealers	1 Year
I. <b>Treasury Bills and Notes</b>	Unlimited	N/A	5 Years
J. <b>US Government, State(s) and Agency Securities</b>	Unlimited	N/A	5 Years

If the California Government Code adopts more restrictive investment restrictions, then those restrictions will have precedence over those listed above.

Funds deposited with a trustee for the purpose of debt reserve or future payment of indebtedness may be invested in accordance with the covenant of the trust agreement.

Investments shall be purchased according to the minimum credit standards listed above. In the event of a downgrade in credit after the date of purchase, the Town Treasurer shall advise the Investment Committee and will make a recommendation as to the disposition of the security.

## **XII. PROHIBITED INVESTMENTS**

The following investments are prohibited under this Investment Policy:

- A. Investments not specifically stated under "authorized investments".

- B. The Town will not invest in inverse floaters, range notes, or mortgage derived, interest-only strips.
- C. The Town will not invest in any security that could result in zero interest accrual if held to maturity.

### **XIII. SAFEKEEPING AND CUSTODY**

Securities purchased from broker/dealer will be held in a third-party custodian/safekeeping account except the collateral for time deposits in banks and savings and loans. Collateral for time deposits shall be held in accordance with California law.

### **XIV. DELEGATION OF AUTHORITY**

The Town Treasurer is authorized to invest the Town's idle funds in accordance with California Government Code Sections 53600 et seq., 16429.1 and 53684. In the absence of the Town Treasurer the investment of the funds will be delegated to the Town Manager. Investments made by the Town Manager will be restricted to the State managed California Local Agency Investment Fund ("LAIF") or to securities maturing within six months. Prior to investing in securities, the Town Manager will consider the cash flow requirements of the Town and may invest in securities maturing over six months if directed by the Treasurer in writing or verbally, if confirmed in writing within 30 days.

### **XV. ETHICS AND CONFLICTS OF INTEREST**

The Town Treasurer and other officers, officials, and/or employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions. The Treasurer, other officers, officials and/or employees involved in the investment process shall disclose to the Town Council any material interest in financial institutions with which they conduct business. They shall further disclose to the Town Council any personal financial/investment positions that could be related to the performance of the investment portfolio and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity. The Treasurer, other officers, officials, and/or investment employees are required to file annual disclosure statements as required by the Fair Political Practices Commission ("FPPC"). During the course of the year, if there is an event subject to disclosure that could impair impartial decisions, the Town Council will be notified in writing within ten (10) days of the event.



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: November 12, 2013**

**Agenda Item: 3(k)**

**ORIGINATED BY:** Craig Baker, Community Development Director

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** **Approve hiring a non-senior code enforcement officer at increased hours (36/week) as opposed to our current approved position, which is a senior code enforcement officer at 32 hours/week**

**TOWN COUNCIL ACTION REQUESTED:** Adopt a motion to either:

1. Authorize a \$4,288.24 budget adjustment for increased hours of code enforcement officer position. **OR**
2. Provide an alternate direction to Town staff.

**BACKGROUND:**

The Town Council established and has supported the current Code Enforcement Program to ensure that all Paradise residents have an opportunity to enjoy a safe, healthy and attractive community. Since 1997, the Town of Paradise has had a comprehensive code enforcement program staffed with either one or two Code Enforcement Officers specifically dedicated to activities associated with enforcement of the Paradise Municipal Code. There is an annual average of over 600 active code violation cases processed by code enforcement staff, and hundreds of additional citizen inquiries.

The Town's Senior Code Enforcement Officer resigned effective September 23, 2013. A successful recruitment effort was subsequently completed by Town Management staff and a new Code Enforcement Officer is scheduled to begin work on December 2, 2013.

After a thorough review of the workload, as well as looking at projected revenues in this fund, it is recommended that the Town can get more bang for its buck by hiring a non-senior code enforcement officer at 36 hours per week. The result will be a gain of 208 additional code enforcement work hours per year, at an incremental cost.

**DISCUSSION**

The Town's Finance Department generated information for the preparation of this agenda summary in order to provide an outline of the financial considerations involved in modifying the Code Enforcement Officer position. In reviewing the data, several observations can be made:

- The former Senior Code Enforcement Officer's annual salary/benefits package was \$51,299.78.
- The cost of the proposed salary/benefits package is approximately \$55,588.02.
- Savings resulting from the current Code Enforcement position vacancy will be slightly more than \$9,500.00
- Revenue from administrative citations for this fiscal year is projected to be approximately \$59,000.00, but may be somewhat lower due to the vacancy period.
- Revenue from the AVA program is projected to be approximately \$24,000 (conservative projection), but may also be somewhat lower due to the vacancy.

### **CONCLUSION AND RECOMMENDATION**

In consideration of the preceding background, discussion and fiscal considerations, it is staff's recommendation that the Town Council adopt a motion to approve a budget adjustment to increase funding the Code Enforcement Officer position by \$4,288.24.



**Town of Paradise  
Council Agenda Summary  
Date: November 12, 2013**

**Agenda Item: 3(I)**

**Originated by:** Joanna Gutierrez, Town Clerk  
**Reviewed by:** Lauren Gill, Town Manager  
**Subject:** Application for Vacancy on the Access Board of Appeals

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**Council Action Requested:** Consider application from Christopher Clifford to fill the vacancy on the Access Appeals Board and appoint Mr. Clifford to serve on the Access Appeals Board in the position as a disabled member.

**Alternatives:** Provide an alternative direction to staff relating to the vacancy on the Access Board of Appeals.

**Background:** On January 14, 2003, the Town Council adopted Resolution No. 03-05 creating an access board of appeals that is to consist of five members appointed by the Town Council as follows: two disabled members; two members with construction knowledge and experience; and, one public member. The purpose of the board is to conduct hearings on any appeals of decisions of the Town Building Official relating to disability access requirements. The meetings are held on a needs only basis and there are no term limits assigned to the board members positions. A copy of the resolution is included with this agenda report. Board members must reside and be registered to vote in the Town of Paradise per Resolution No. 81-40.

**Discussion:** The position for a disabled member has been vacant since May 8, 2012 when the person holding that position resigned. On November 4, 2013, Christopher Clifford submitted a Town of Paradise Committee/Commission Application, a copy of which is included with this staff report. Mr. Clifford lives in the Town of Paradise, is a registered voter and submitted evidence of disability by providing a copy of a Department of Motor Vehicles Disabled Person Placard Identification Card/Receipt.

Mr. Clifford informed the Town Clerk that, although he would not be able to attend the November 12, 2013 meeting, he would like the Council to consider his application in his absence. Mr. Clifford stated that he has applied for position on other committees and has had conversations with Council Members when he has applied for appointment to other Council appointed committees.

**Conclusion:** The Council may appoint Christopher Clifford to fill the vacancy on the Access Appeals Board or provide alternate direction to staff.

**Fiscal Impact Analysis:** No fiscal impact.



**TOWN OF PARADISE  
COMMITTEE/COMMISSION APPLICATION**

Please be advised that all application information will become a public record and will be posted on the Town's website as part of the agenda packet.

Appointments will be made by the Paradise Town Council at a Regular Town Council Meeting (6:00 p.m.) Please confirm the date of time scheduled for the appointment, as it is suggested that you be present at the meeting when the appointments are to be made to answer any questions of the Town Council. Applicants shall be full-time residents and registered voters in the Town of Paradise per Resolution No. 81-40. The successful applicant may be required to file a Form 700 Statement of Economic Interest financial disclosure and complete an ethics training every two years. Applications must bear an original signature.

**Application Deadline:** File original with Town Clerk Department

**Position applying for:**

- ☒ **Access Appeals Board** – Disabled Member
- ☐ **Development Impact Fee Adjustments Board** – Member of General Public
- ☐ **Tree Advisory Committee** – Individuals Licensed in Construction or Onsite Trade

Date: November 1, 2013 Home Phone: \_\_\_\_\_  
Name: Christopher Clifford Work Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: (530) 519-0474  
City, State Zip: Paradise, CA 95969 Email Address: ChristopherClifford@yahoo.com

**Education:**

Associate of Science - Real Estate	Associate of Arts - Social Science
Associate of Science - Business Management	Associate of Science - Entrepreneurship
Associate of Science - Marketing	Associate of Science - Retail Management
Certificate of Achievement in Marketing Communications	

**Biographical Sketch:** (What you would like the Council and public to know about you and your ability to serve in this position?)

My focus is for the most part on Higher Education policy and legislation now that I am retired. I am an advocate for the disabled in their quest for access to the system of Higher Education in California.

**Qualifications or past experience:**

I was a contractor working at a facilities department for a large computer company in Santa Clara County between 1983 and 2003, and the ADA was a large factor in my trade.

I am a member of the California Association for Post-Secondary Education and Disabilities.

I am a member of the Learning Disabilities Association of California.

**Comments:**

I am a disabled person who has to navigate through life in a world best suited to non-disabled persons. Many disabled people have more adversity than myself, but we all note that life could be made just a little bit easier getting around town.

**SIGNATURE:** \_\_\_\_\_

Please return application to:

Joanna Gutierrez, Town Clerk, CMC  
Town of Paradise  
5555 Skyway, Paradise, CA 95969 M-Th: 8-5 pm  
Telephone: 872-6291 Extension 101 or 102

**RECEIVED**

NOV 04 2013

**TOWN CLERK'S OFFICE**

**TOWN OF PARADISE  
RESOLUTION NO. 03-05**

**A RESOLUTION CREATING AN ACCESS BOARD OF APPEALS**

**Section 1.** Pursuant to Health and Safety Code section 19957.5, there is created an Access Board of Appeals with all the powers set forth in section 19957.5.

**Section 2.** The Access Board of Appeals shall have five members who shall be appointed by the Town Council. It shall be composed of the following members:

- ♦ Two disabled members
- ♦ Two members with construction knowledge and experience
- ♦ One public member

**Section 3.** Any building permit applicant or permittee may file a written appeal to the Access Board of Appeals concerning a decision of the Town Building Official relating to the disability access requirements under Health and Safety Code sections 19955 to 19959. All appeals shall be filed within ten calendar days of the Town Building Official's decision and shall set forth the facts and law pertaining to the appeal.

**Section 4.** The Access Board of Appeals shall conduct a hearing on the appeal within 14 days after receipt. After considering all the relevant evidence and law relating to the appeal, the board shall provide a written decision of its findings and conclusions pertaining to the appeal. The decision of the Access Board of Appeals shall be final and conclusive.

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise, County of Butte, State of California, on the 14<sup>th</sup> day of January, 2003, by the following vote:

**AYES:** Ray Dalton, Melvin "Sam" Dresser, Scott Lotter, Alan White and Daniel Wentland, Mayor

**NOES:** None

**ABSENT:** None

**NOT VOTING:** None

  
\_\_\_\_\_  
DANIEL WENTLAND, Mayor

**ATTEST:**

BY:   
\_\_\_\_\_  
FRANKIE RUTLEDGE, CMC, Town Clerk

**APPROVED AS TO FORM:**

BY:   
\_\_\_\_\_  
DWIGHT L. MOORE, Town Attorney



**Town of Paradise  
Council Agenda Summary  
Date: November 12, 2013**

**Agenda Item: 3(m)**

**Originated by:** Lauren Gill, Town Manager

**Subject:** Job Description Updates and Position Control Amendment

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**Council Action Requested:**

1. Review and approve amended job description for the Town Engineer; and,
2. Review and approve amended job description for the Human Resources & Risk Manager; and,
3. Amend position control and budget appropriation for Town Engineer position; and,
4. Amend position control and budget appropriation for Human Resources & Risk Manager; or,

**Alternatives:**

Refer the matter back to staff for further development and consideration.

**Background:**

The current Associate Civil Engineer, Marc Mattox, joined the Town of Paradise team in October of 2012, and has achieved significant deliverables for the Town, including the following: (1) Trench Backfill and Restoration Standards – Revised standards to reflect general accepted practices while working with PID and PG&E, (2) Pearson-Recreation Signalization Project – Successfully redesigned portion of project to meet Town safety objectives, managed construction and maximized grant funding to project, (3) Bille Road Overlay – Facilitated unique agreement between the Town of Paradise and Paradise Irrigation District to repave Bille Road at lowest cost to Town. (4) Paradise Micro-surfacing Project – Facilitated reallocation of Proposition 1B funds to road maintenance project to address most critical roads and redesigned road layout for safety, (5) Paradise Community Pedestrian Safety Workshop – Assisted with presentations to address pedestrian safety alongside statewide experts, (6) Downtown Paradise Safety Project – Facilitating federally funded project for construction expected in summer 2014, (7) Engineering & Traffic Surveys – Organized data collection and analysis to ensure adoption by Town prior to 2003 survey expiration, (8) Coordinated with local media including radio, newspaper and television regarding pertinent events and/or projects critical to the community, (9) Assisted with creation of Master Fee Schedule methodology, (10) Worked with numerous private developers to facilitate and expedite project review and implementation while meeting Town-wide objectives for public safety and infrastructure, (11) Highway Safety Improvement Program – Submitted five grant applications which will provide a federally funded project workload for the next five years. Four grants, for the amount totaling \$2.4M have tentatively passed Caltrans Headquarters review and are expected to be awarded in November.

The engineering function of the Town has been evolving, finding the right size for the organization going from a two full-time position department to a contracted out function, and now down to one position. The demands remain constant, if not increasing with the recent



Highway Safety Improvement Program grant receipt. It has become very clear that the Town is best served with a designated Town Engineer level position and Marc has proven himself in this capacity. A reclassification to the position of Town Engineer is proposed. The job description for this position has been amended to reflect all the duties assigned and in a format consistent with the other job descriptions of the Town.

The current Human Resources & Risk Management Analyst was hired in March, 2010 to the position of part-time Human Resources Administrative Assistant II. Shortly thereafter the Human Resources & Risk Manager left the organization. Recognizing Crystal's extensive background of 10+ years in Human Resource Management, the Town has essentially utilized Crystal in the HR Manager position, without additional compensation, and only a title change was made. Crystal has been instrumental in supporting the Town of Paradise in its undertaking of long-term sustainability. Working closely with the Management Team, acting as a critical member of the Negotiations Team, the Cal Fire Transition Study & Implementation Team, managing, streamlining & reducing costs in the recruitment process, as well as successfully implementing all Council approved actions relating to the Human Resources function in a manner that reduces the organization's risk. Crystal has been integral in helping the Town successfully navigate the ever changing realities of public employment, and it is overdue that the substantial discrepancy in actual job responsibilities to the position be rectified.

#### **Discussion:**

Propose reclassifying the Associate Civil Town Engineer position to the Town Engineer position.

Propose reclassifying the Human Resources & Risk Management Analyst to the Human Resources & Risk Manager position.

#### **Fiscal Impact Analysis:**

The recommended proposal adds no additional expense to the General Fund for the position of Town Engineer. All of the salary and benefits of the Engineer position are paid through the Gas Tax Fund and much of those costs are reimbursed by capital improvement grants already scheduled through 2018. It is likely additional grants will be sought and approved to extend this as well. The proposal adds approximately \$4,060 in expenses for the current 2013/14 fiscal year and \$6,536 for the 2014/15 fiscal year.

The recommended Human Resources & Risk Manager proposal adds \$8,153 additional expense to the General Fund and \$2,435 to other funds for the current 2013/14 fiscal year. The proposal adds approximately \$14,774 to the General Fund and \$4,413 to other funds for the 2014/15 fiscal year. In FY2013/14, \$16,000 in General Fund expenses will be off-set by grants facilitated by HR, and forgoing legal consortium dues, which have already been attained this fiscal year, and at least similar savings are likely to be maintained for the 2014/15 year.



JOB TITLE:	Human Resources & Risk Manager
DEPARTMENT:	Human Resources
REVISION DATE:	November 12, 2013
STANDARD HOURS:	36 hours per week
CLASSIFICATION:	Exempt
UNIT:	CMMA
REPORTS TO:	Town Manager
WORKS WITH:	Management, Employees, Public
SUPERVISES:	N/A

## **Human Resources & Risk Manager**

### **DEFINITION**

Under general direction of the Town Manager, to plan, direct, supervise and coordinate the activities related to human resources and risk management for the Town, to organize and administer various human resources functions and activities such as recruitment, testing, training, classification, wage and salary administration, benefits administration, workers compensation, safety and training programs and assure compliance with application ordinances and codes; to provide professional staff assistance to the Town Manager; and other related work as assigned.

### **TYPICAL DUTIES**

Plan, direct and coordinate the human resources functions including, recruitment testing and selection, employee training and certification, administration of employee benefits program; administer the classification plan; develop, recommend and implement human resources management policies, procedures and programs; new employee orientation, classification and compensation, employee/labor relations, employee benefits, risk management administration and counseling, safety, workers compensation; employee transactions and training; serving as the alternate director and participate on various NCCSIF committees; serving as part of the labor negotiation team; administering personnel rules, policies and regulations, and ensure that they comply with federal and state laws; administer laws and ordinances pertaining to personnel and risk management; assist with department budget analysis, preparation and administration; assist in the selection, training and evaluation of Town staff as required; perform other duties as assigned.

### **REQUIRED QUALIFICATIONS**

**Knowledge of:** Principles and practices of municipal organization, human resources administration, and risk management; applicable federal and state laws and regulations pertaining to municipal human resources administration, workers compensation, employee relations, insurance and claims processing; general nature and content of collective bargaining agreements; methods and techniques of statistical analysis and report preparation; supervision, training and employee performance evaluation.

**Ability to:** Plan, organize and direct the personnel and risk management functions; negotiate effectively in the labor relations setting; development and impl

and maintain effective and cooperative working relationships with employees, other public officials and the public; perform highly complex administrative work independently; communicate clearly and concisely, both orally and in writing; understand, interpret and apply memoranda of understanding, pay and benefits resolutions, Federal and State laws and regulations, professional and contractual service agreements, and Town policies and procedures as they relate to personnel and/or human resources administration; make recommendations regarding human resources policies and procedures; operate personal computers utilizing a variety of software including word processing, database, and spreadsheet applications; collect, compile, analyze and interpret statistical data; and protect and maintain extreme confidentiality and employee privacy.

Experience: At least five years of full-time human resources experience with at least two years of management experience in a comparable organization. Public Sector experience is preferred.

Education/Certificates: A Bachelor of Arts degree from a college or university accredited college or university with a major in human resources/personnel management, public administration, business administration or a closely related field.

Licenses: Valid Class C California Driver's License in conformance with established Town employee driving standards.

Physical Standards: Requires frequent use of personal computer, including word processing, database, and spreadsheet programs; 10-key calculator; telephone; copy and fax machine. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to manipulate objects, tools, or other controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, peripheral vision, depth perception, color perception, and the ability to adjust focus.

The noise level in the work environment is usually quiet to moderate.



JOB TITLE:	Town Engineer
DEPARTMENT:	Community Development Dept.
REVISION DATE:	November 12, 2013
STANDARD HOURS:	40 hours per week
CLASSIFICATION:	Exempt
UNIT:	CMMA
REPORTS TO:	Town Manager
WORKS WITH:	Management, Contractors, Public
SUPERVISES:	Construction Inspector

## **Town Engineer**

### **DEFINITION**

Under general direction of the Town Manager, or his or her designee, plan, direct, review and supervise the activities of the engineering division, provide professional and technical staff assistance; perform responsible and difficult engineering work in the design, investigation, and construction of public works and facilities; perform the statutory duties of Town Engineer; as well as perform related work as required.

### **TYPICAL DUTIES**

Plan, organize, direct the preparation of plans, engineering reports and studies; budget estimates and proposed ordinances; review and sign plans for public works improvements; act as technical advisor to the Town Manager and Town Council; submit and administer grant applications; participate in the preparation and administration of the department budget; coordinate with other Town departments, outside agencies and private developers, architects and engineers.

Schedule, supervise and perform professional engineering work in the design and construction of street, storm drain, and transportation facilities; research project design requirements; perform complex calculations and prepare estimates of time and material costs; research publications and industry information sources; develop revised design and construction standards for public works structures as required; prepare and revise plans and specifications for traffic related projects; prepare special studies and reports and coordinate traffic and transportation major projects; investigate field problems affecting property owners, contractors, and maintenance operations; prepare estimates and feasibility reports; coordinate and participate in the review and processing of plans for private, developments affecting streets, drains and related public works facilities and ensure that they meet all Town imposed requirements; coordinate activities with other Town departments and divisions, and other agencies; supervise, train and evaluate technical subordinates.

This position also is a key member of the Emergency Operations Center staff and will typically be assigned to the Operations Division during Town emergencies.

## **REQUIRED QUALIFICATIONS**

**Knowledge of:** Principles and practices of engineering, public works and administration as applied to the design and construction of public works facilities and technical inspection services; methods, materials and techniques employed in public works construction; possess wastewater engineering experience; principles and practices of modern office management; State and Federal project programming, financing, environmental review, right of way acquisition, and construction, computer skills in operations of large data bases, computer aided design and spreadsheets; recent developments, current literature and sources of information regarding engineering, policies and procedures similar to those utilized by municipal public works administration.

**Ability to:** Organize, direct and coordinate the activities of a small municipal engineering department in a manner conducive to full performance and high morale; delegate authority and responsibility and to schedule and program work on a long-term basis; communicate clearly and concisely, orally and in writing. Make complex engineering computations and to check, design and supervise the preparation of engineering plans and studies; communicate clearly and concisely, orally and in writing; use and care for engineering and drafting instruments and equipment; perform work with a minimum of supervision; supervise, train, and evaluate the performance of subordinate personnel.

**Experience:** Three or more years professional level engineering experience, preferably including two years of management level experience in a comparable organization.

**Education/Certificates:** A bachelor's degree from an accredited college or university with major course work in civil engineering. Possession of a certificate of registration as a Professional Civil Engineer in the State of California.

**Licenses:** Valid Class C California Driver's License in conformance with established Town employee driving standards.

**Physical Standards:** Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operating drafting instruments, computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

TOWN OF PARADISE									
SALARY PAY PLAN FY 2013/14									
Budget Head Count	Budget Approved FTE's	Position Title	Hours/ Week	A Step	B Step	C Step	D Step	E Step	F Step
<b>1.00</b>	<b>0.90</b>	<b>HUMAN RESOURCES &amp; RISK MANAGER</b>							
		Effective November 13, 2013 - June 29, 2014 (with 5% salary concession in place)							
		HOURLY	36	25.38	26.65	27.98	29.38	30.85	32.39
		BIWEEKLY		1,827.50	1,918.80	2,014.56	2,115.36	2,221.20	2,332.08
		MONTHLY		3,959.59	4,157.40	4,364.88	4,583.28	4,812.60	5,052.84
		ANNUAL		47,515.10	49,888.80	52,378.56	54,999.36	57,751.20	60,634.08
		Effective June 30, 2014 (5% salary concession expires)							
		HOURLY	36	26.72	28.05	29.45	30.92	32.47	34.09
		BIWEEKLY		1,923.69	2,019.60	2,120.40	2,226.24	2,337.84	2,454.48
		MONTHLY		4,167.99	4,375.80	4,594.20	4,823.52	5,065.32	5,318.04
		ANNUAL		50,015.91	52,509.60	55,130.40	57,882.24	60,783.84	63,816.48
<b>1.00</b>	<b>1.00</b>	<b>TOWN ENGINEER</b>							
		Effective November 13, 2013 - June 29, 2014 (with 5% salary concession in place)							
		HOURLY	40	31.83	33.42	35.09	36.84	38.68	40.61
		BIWEEKLY		2,546.13	2,673.60	2,807.20	2,947.20	3,094.40	3,248.80
		MONTHLY		5,516.61	5,792.80	6,082.27	6,385.60	6,704.53	7,039.07
		ANNUAL		66,199.33	69,513.60	72,987.20	76,627.20	80,454.40	84,468.80
		Effective June 30, 2014 (5% salary concession expires)							
		HOURLY	40	33.50	35.18	36.94	38.79	40.73	42.77
		BIWEEKLY		2,680.14	2,814.40	2,955.20	3,103.20	3,258.40	3,421.60
		MONTHLY		5,806.96	6,097.87	6,402.93	6,723.60	7,059.87	7,413.47
		ANNUAL		69,683.54	73,174.40	76,835.20	80,683.20	84,718.40	88,961.60

HC= Head Count / actual number of employees

FTE's = Full-time equivalent employees



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: November 12, 2013**

**Agenda Item 5(a)**

**ORIGINATED BY:** Craig Baker, Community Development Director

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** Public Hearing: Consideration of a Planning Commission Resolution Recommending Town Council Amendment of the Text Regulations of Chapter 17.04 of the Paradise Municipal Code Related to Zoning Code Definitions

**COUNCIL ACTION REQUESTED:** Conduct the duly noticed and scheduled public hearing concerning this agenda item. Upon conclusion of the public hearing adopt either the recommended action or an alternative action.

**RECOMMENDATION:** Adopt a **MOTION TO:**

1. Concur with the project "CEQA determination" finding adopted by the Planning Commission on September 17, 2013, and embodied within Planning Commission Resolution No. 13-05; **AND**
2. Waive the first reading of Town Ordinance No. \_\_\_\_ and read by title only (roll call vote); **AND**
3. Introduce Town Ordinance No. \_\_\_\_, "An Ordinance Amending Text Regulations Within Paradise Municipal Code Chapter 17.04 Relating to the Definitions of Major and Minor Utility Services"; **OR**
4. Adopt an alternative directive to town staff.

**BACKGROUND:**

In order to help attract and promote commercial and residential development, Town staff has initiated proposed Paradise Municipal Code (PMC) zoning ordinance minor text amendments for Planning Commission consideration and possible Town Council adoption. The proposed text amendments are proposed by staff for the Town's Zoning Ordinance section pertaining to definitions (PMC section 17.04.500). The intent of the proposed amendments is to create the ability for the Town to authorize the establishment of privately owned and operated clustered wastewater treatment plants and other utilities as primary land uses on independent parcels in

order to assist in the establishment of new commercial and residential land uses within the Town of Paradise.

Staff-initiated zoning code amendments have often been aimed at promoting economic development and easing regulatory constraints. For example, in 1999 and 2012, Town staff developed and carried forward amendments to the Town's parking regulations that were adopted and were designed to assist in economic revitalization for commercial areas of the community.

Upon reviewing the Town's zoning code definitions, it recently came to staff's attention that the definition of "major utility service" (which, by definition, includes wastewater treatment plants) and "minor utility service" only provides for the establishment of *publicly-owned and operated* utility service facilities, including wastewater treatment plants. This circumstance would preclude the development of a privately-owned and operated wastewater treatment facility (or any other utility service, as currently defined) as a primary or sole land use on a property that is separate from the property on which the land use served by the facility is located. If adopted, this text amendment would amend the current definition of major and minor utility service to include privately-owned and operated utility facilities.

During its meeting on October 15, 2013, the Planning Commission conducted a public hearing regarding these proposed text amendments and adopted Planning Commission Resolution No. 13-05 and its exhibit "A" as prepared by staff. The resolution document identifies and recommends Town Council adoption of several amendments to the text contained within PMC Chapter 17.04, as described within this agenda summary. A copy of the resolution document is attached for your review.

#### **DISCUSSION:**

Major utility services (as currently defined and publicly owned) are potentially permitted in all Town zoning districts, subject to Town approval and issuance of either a site plan review permit or a use permit. Currently lacking a proper definition, privately owned utility services are not permitted as a primary land use in any zone. Since the Town of Paradise may not choose or be in a position to own and operate a wastewater treatment facility that serves private interests, Town staff believes that it would be prudent to provide an avenue through local zoning regulations that permits and promotes the establishment of such facilities that are privately owned and operated.

One example of the potential benefits of the proposed text amendments would be increased flexibility in developing wastewater solutions that may involve the conveyance of wastewater from one property to another, when the second property is only proposed to be improved with



a privately-owned and operated wastewater facility. If adopted as proposed, the amendments may also slightly increase the inventory of properties that may be suitable for certain commercial projects (large and small). The proposed amendments would also promote further implementation of the 1994 Paradise General Plan, particularly several General Plan policies relating to economic development.

Town staff has determined and the Planning Commission has concurred, that the proposed text amendments are minor in nature and that there is no possibility that adoption and implementation of the amendments would result in a direct and significantly adverse effect upon the environment. Therefore, the proposed amendments can be found to be exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines section 15061 (General rule exemption).

Attached with this council agenda summary for your consideration and recommended introduction in an ordinance document prepared by town staff that reflects the contents of the recommended PMC text amendments contained within Planning Commission Resolution No. 13-05. Recommended text amendments in the ordinance are shown in “shaded” and “~~strike-out~~” print.

Lastly, for your convenience and use, town staff has copied and attached other documents related to this agenda item.

**FINANCIAL IMPACT:** There is no financial impact associated with the first reading and introduction of the ordinance.

Attachments

**ATTACHMENTS  
FOR  
COUNCIL AGENDA ITEM 5(a)**

1. Notice of Public Hearing to be held on November 12, 2013 before the Paradise Town Council, published in the Paradise Post
2. Notice of Exemption adopted by the Planning Commission and signed by the Town Planning Director
3. Excerpt of draft minutes from the October 15, 2013 Planning Commission meeting
4. Planning Commission Resolution No. 13-05, "A Resolution of the Paradise Planning Commission Recommending Town Council Adoption of Text Amendments to Chapter 17.04 of the Paradise Municipal Code Relative to Major and Minor Utility Services"
5. Ordinance No. \_\_\_\_, "An Ordinance Amending Text Regulations Within Paradise Municipal Code Chapter 17.04 Relating to the Definitions of Major and Minor Utility Services"

**TOWN OF PARADISE  
NOTICE OF PUBLIC HEARING - PARADISE TOWN COUNCIL**

**NOTICE IS HEREBY GIVEN** by the Town Council that a public hearing will be held on **Tuesday, November 12, 2013** at 6:00 p.m., or as soon thereafter as possible, in the Town Hall Council Chambers, 5555 Skyway, Paradise, California, regarding the following matter:

a. Item determined to be exempt from environmental review

**PARADISE MUNICIPAL CODE:** Consideration of a Planning Commission recommendation for Town Council adoption of text amendments to the Town's land use regulations contained in Paradise Municipal Code Title 17 (Zoning). If adopted, the amendments would affect a municipal code section related to the definitions of "major and minor utility services" by rewording the definitions to include privately-owned and operated utility services. As currently worded, the definitions only include publicly-owned and operated major utility services.

The project file is available for public inspection at the Community Development Department, Town Hall. If you challenge this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Town Clerk at, or prior to, the public hearing. For further information please contact the Development Services Department (planning division), 5555 Skyway, Paradise, CA (530) 872-6291, extension 111.

Joanna Gutierrez, Town Clerk

## NOTICE OF EXEMPTION

**To:** File

**From:** Town of Paradise, Development Services Department,  
Planning Division, 5555 Skyway, Paradise, CA 95969

**Project Title:** Zoning Code Text Amendment

**Project Applicant:** Town of Paradise

**Project Location:** N/A

**Project Description:** Amendment of the zoning code definitions of major and minor utility services to include privately owned facilities.

**Approving Public Agency:** Town of Paradise

**Person or Agency  
Carrying Out Project:** Town of Paradise

**Exempt Status:**

<input type="checkbox"/>	Ministerial (Section 15268)
<input type="checkbox"/>	Emergency Project (Section 15269)
<input type="checkbox"/>	Categorical Exemption
<input checked="" type="checkbox"/>	General Rule Exemption (Section 15061)

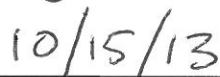
**Reason for Exemption:** The amendments do not constitute a project under CEQA and no physical activity is planned.

**Contact Person:** Craig Baker, Planning Director  
(530) 872-6291 x111

**Signature:**

  
\_\_\_\_\_  
Town Planning Director

**Date:**

  
\_\_\_\_\_

## EXCERPT OF DRAFT PLANNING COMMISSION MINUTES

October 15, 2013

- 5b. PARADISE MUNICIPAL CODE: Planning Commission consideration of a recommendation for Town Council adoption of a proposed text amendment to the Town's zoning regulations contained in Paradise Municipal Code Title 17 (Zoning Ordinance). If adopted, the amendment would affect a municipal code section related to the definition of "major utility service" by rewording the definition to include privately-owned and operated major utility services. As currently worded, the definition only includes publicly-owned and operated major utility services.**

Community Development Director Baker reported to the Planning Commission that the intent of the proposed amendments is to create the ability for the Town to authorize the establishment of privately owned and operated clustered wastewater treatment plans and other utilities as primary land uses on independent parcels in or to assist in the establishment of new commercial and residential land uses within the Town of Paradise. Mr. Baker stated it is his belief that that public necessity, convenience and general welfare are sufficiently served as to warrant Planning Commission and Town Council consideration of such amendments. In addition, the amendments would contribute to the economic revitalization of the community. If approved by the Planning Commission, the proposed text amendment will be forwarded to the Town Council for consideration.

Chair Jones opened the public hearing at 6:53 pm. There were no speakers for or against the matter and Chair Jones closed the public hearing.

Following a MOTION by Neumann, seconded by Clarkson, the Planning Commission, by unanimous roll call vote, adopted Planning Commission Resolution No. 13-05, A Resolution of the Paradise Planning Commission Recommending Town Council Adoption of Text Amendments to Chapter 17.04 of the Paradise Municipal Code Relative to Major and Minor Utility Services.

ROLL CALL VOTE: AYES: Clarkson, Neumann, Wentland, Zuccolillo and Chair Jones. NOES: None. ABSTAIN: None. ABSENT: None.

**TOWN OF PARADISE  
PLANNING COMMISSION  
RESOLUTION 13-05**

**A RESOLUTION OF THE PARADISE PLANNING COMMISSION RECOMMENDING  
TOWN COUNCIL ADOPTION OF TEXT AMENDMENTS TO CHAPTER 17.04 OF THE  
PARADISE MUNICIPAL CODE RELATIVE TO MAJOR AND MINOR UTILITY SERVICES**

**WHEREAS**, the Town of Paradise is legally required to direct and regulate land development and land uses via zoning regulations and other means that are consistent with its current Paradise General Plan as well as current state planning and zoning law; and

**WHEREAS**, the Town planning staff recommends that text regulations within Chapter 17.04 of the Paradise Municipal Code (PMC) warrant amendment in order to 1) provide for the potential for the establishment of privately owned and operated major and minor utility facilities, including wastewater treatment plants as primary land uses in all zoning districts, 2) provide existing and proposed commercial and residential land uses that must provide for wastewater disposal on a separate vacant property an opportunity to do so, 3) allow proposed and existing commercial and residential development that requires an off-site wastewater solution and 4) further implement policies regarding economic development contained within the 1994 Paradise General Plan; and

**WHEREAS**, the Planning Commission conducted a duly noticed public hearing on October 15, 2013 to study and consider recommending Town Council adoption of text amendments to PMC Chapter 17.04 as proposed by Town staff; and

**WHEREAS**, the public review also included review and determination of whether or not the proposed PMC text amendments is an activity that is subject to the provisions of the California Environmental Quality Act (CEQA); and

**WHEREAS**, the Planning Commission has considered the recommendation of the Town staff, etc., as well as input received during the public hearing; and on the basis of the foregoing, has determined that the text amendments to PMC Chapter 17.04 are warranted at this time in order to 1) attract and promote the establishment of new and the retention of existing commercial and residential land uses and provide such development with an increased range of options for off-site wastewater disposal and 4) further implement policies contained within the 1994 Paradise General Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF PARADISE** as follows:

The Planning Commission hereby recommends to the Town Council of the Town of Paradise, adoption of the proposed text amendments to PMC Chapter 17.04 as set forth in

**PLANNING COMMISSION  
RESOLUTION NO. 13-05**

"Exhibit A" attached hereto and made a part of by reference; and recommends to the Town Council that the proposed Paradise Municipal Code text amendments are not subject to the requirements of the California Environmental Quality Act (CEQA) in accordance with the general rule categorical exemption provisions of CEQA Guidelines section 15061.

**PASSED AND ADOPTED** by the Planning Commission of the Town of Paradise this 15<sup>th</sup> day of October, 2013 by the Following Vote:

**AYES:** James Clarkson, Stephanie Neumann, Daniel Wentland,  
Michael Zuccolillo and Jody Jones, Chair

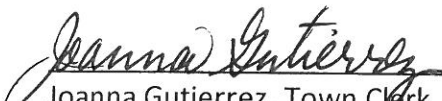
**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

  
\_\_\_\_\_  
Jody Jones, Chair

**ATTEST:** *October 15, 2013*

  
\_\_\_\_\_  
Joanna Gutierrez, Town Clerk

## EXHIBIT "A"

**SECTION 1.** Section 17.04.500 of the Paradise Municipal Code shall be amended as follows:

Utility Service, Major. "Major utility service" means generating plants, electrical switching facilities and primary substations, refuse collection or disposal facilities, water and wastewater treatment plants and similar facilities of public agencies or public or private utility firms/entities ~~having potentially significant impact on surrounding uses.~~

Utility Service, Minor. "Minor utility service" means a facility or service installation of a public utility, municipality or, special public district or private utility entity that is necessary to provide utility service to uses in the general vicinity and requiring only minor structures such as lines, poles, transformers, control boxes and similar features.



**TOWN OF PARADISE  
ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE AMENDING TEXT REGULATIONS WITHIN PARADISE MUNICIPAL CODE  
CHAPTER 17.04 RELATING TO THE DEFINITIONS OF MAJOR AND MINOR UTILITY SERVICES**

The Town Council of the Town of Paradise, State of California does hereby **ORDAIN AS FOLLOWS:**

**SECTION 1.** Section 17.04.500 of the Paradise Municipal Code shall be amended as follows:

Utility Service, Major. "Major utility service" means generating plants, electrical switching facilities and primary substations, refuse collection or disposal facilities, water and wastewater treatment plants and similar facilities of public agencies or public or private utility firms/entities having potentially significant impact on surrounding uses.

Utility Service, Minor. "Minor utility service" means a facility or service installation of a public utility, municipality or, special public district or private utility entity that is necessary to provide utility service to uses in the general vicinity and requiring only minor structures such as lines, poles, transformers, control boxes and similar features.

**SECTION 2.** This ordinance shall take effect thirty (30) days after the date of its passage. Before the expiration of fifteen (15) days after its passage, this ordinance or a summary thereof shall be published in a newspaper of general circulation published and circulated within the Town of Paradise along with the names of the members of the Town Council of Paradise voting for and against same.

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise, County of Butte, State of California, on this \_\_\_\_\_ day of \_\_\_\_\_, 2013 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Tim Titus, Mayor

ORDINANCE NO. \_\_\_\_

2

**ATTEST:**

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JOANNA GUTIERREZ, Town Clerk

**APPROVED AS TO FORM:**

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DWIGHT L. MOORE, Town Attorney



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: November 12, 2013**

**Agenda No. 7(a)**

**ORIGINATED BY:** Marc Mattox, Associate Civil Engineer  
**REVIEWED BY:** Lauren Gill, Town Manager  
**SUBJECT:** Pearson-Recreation Signalization Project Acceptance  
**COUNCIL ACTION REQUESTED:**

1. Increase awarded Contract No. 5425022, Pearson-Recreation Signalization Project with Franklin Construction of Chico, CA to the final construction cost of \$1,485,188.87.
2. Adopt a resolution accepting the subject project.

**Background:**

On March 12, 2013, Council awarded Contract No. 5425022, Pearson-Recreation Signalization Project, to Franklin Construction, Inc. of Chico, CA in the amount of their bid \$1,157,875.00. With the award Council identified \$196,755.00 of contingency funds for a total contract amount of \$1,354,140.00.

This project consisted of construction of a traffic signal at the intersection of Pearson Road and Recreation Drive. In addition, Pearson Road between Academy Drive and 1,800' east of Recreation Drive was reconstructed to provide a new structural section and ADA compliant sidewalks, driveways and ramps were installed and/or upgraded.

**Analysis:**

During the course of construction, additional expenditures authorized can be separated into three categories: east project extension from American Muffler to Subway, unsuitable soils removal and remediation, and unanticipated changes discovered in the field or added to the contract.

*East Project Extension*

In January 2013, staff learned of a California Department of Transportation (Caltrans) maintenance project which would overlay Clark Road and 200' from the intersection along Pearson Road. When Council awarded the Pearson-Recreation contract to Franklin Construction in March 2013, the initial project limits terminated at American Muffler, approximately 1,500' east of Recreation Drive. The two project limits left unchanged would have left a section of road between Subway and American Muffler in poor condition, approximately 300' in length. Town staff began working immediately with Caltrans to allocate additional funds towards the Town's project and close the gap between the projects. This additional funding was approved and was formally executed by the Town of Paradise and Franklin Construction via Contract Change Order in the amount of \$101,593.60 on May 23. This extension cost was paid via original contract unit prices for associated items of work.

*Unsuitable Materials*

After construction began on June 3, it became immediately clear the project would be dealing with unsuitable soil conditions in areas within the project limits. The Town's

Quality Assurance Consultant, Holdrege & Kull performed soils analysis and testing required in accordance with standards set forth for Federal-Aid projects. Upon the consultant's review, many areas in the project limits had soils moisture contents in excess of acceptable percentages which consequently prevents required compaction for road construction. The Town's contract documents state all work removing unsuitable material and replacing it with suitable material is change order work and additional payment is due to the contractor.

Initially, Franklin Construction was required to maintain two lanes of traffic in each direction during construction activities. This requirement prevented Franklin from addressing soil removal and replacement in large areas, thus reducing efficiency and increasing costs. On July 8, the Town approved a revised traffic control plan which allowed Franklin Construction to maintain one lane of traffic with reversible flow. The intent of this approval would allow the contractor to increase efficiency when performing extra work. A sample comparison of unsuitable materials removal for each traffic control method is shown below:

Date:	June 13, 2013
Scope:	Soils removal and backfill near sidewalk at Hudson's Appliance
Volume:	107 cubic yards
Cost:	\$9,614.86
Unit Cost:	\$89.85/CY
Date:	July 30 – August 3, 2013
Scope:	Soils removal and backfill on west half of project
Volume:	2,015 cubic yards
Cost:	\$84,593.92
Unit Cost:	\$41.98/CY (includes savings by backfilling with asphalt grindings)

All extra work for soils removal was performed with the recommendation of Holdrege & Kull. This additional work during construction will only extend the useful life of Pearson Road. The total amount due to the contractor via Contract Change Orders for unsuitable soils removal and backfill is \$122,832.11.

#### Other Contract Change Orders

Typically contingency funds are set aside for items which are not anticipated during design or changes made during construction. The Pearson-Recreation Signalization had several changes for extra work which would typically arise on any contract. These changes included the discovery of Town irrigation lines for adjacent tree wells in the road section, modifications to the traffic signal, relocation of water service lines on Churchill Drive, a damaged storm drain pipe after construction, and other minor changes. Each of these items required extra work by the contractor and totaled \$56,119.55. These costs include the addition of rectangular rapid flashing beacons proposed at the Mallan/Pearson crosswalk. The beacons are expected to be shipped in mid-November, and installation will be complete in December, weather permitting.

Apart from the extra work dealing with unsuitable soils, construction progressed very well. The original contract specified 95 calendar days for completion. The Town held back on starting construction until June 3, 2013 when school session ended for summer. The Town required signalization to be complete by August 9, 2013 and full project completion by September 6, 2013. Despite the 22 days of extra work approved by Contract Change Orders, Franklin was able to meet the signalization milestone and have the major road work essentially complete by August 14, 2013, a day before school resumed session for Paradise Unified School District.

The project was substantially complete in accordance with project Plans and Specifications on August 30, 2013.

A list of project achievements is provided below:

1. Pedestrians have a continuous separated sidewalk along Pearson Road between Academy Drive and Clark Road.
2. Peak hour traffic congestion has been substantially reduced through the installation of the traffic signal at Pearson Road and Recreation Drive.
3. Continuous bicycle lanes were installed.
4. Left turn pocket for eastbound Pearson to Academy Drive was installed.
5. Two-way parking lot at Mallan shopping center was maintained.
6. Reduction in typical collision conflicts was achieved.
7. On-street parking to accommodate peak-hour school unloading and loading times was added.
8. On-street parking to accommodate various community events at the Gold Nugget Museum and local schools was added.

With Council acceptance of the project, Franklin Construction will be required to warranty the project for one year. A Notice of Completion was filed by the Town Manager on September 3, 2013, in accordance with California Civil Code Section 9204.

#### **Financial Impact:**

Funding for the Pearson-Recreation Signalization Project is from an approved Congestion Mitigation and Air Quality Grant. The total Federal-Aid grant amount is \$1,932,998. The final construction cost payable to Franklin Construction is \$1,485,188.87, pending final payments. The construction phase of the grant is 100% reimbursable.

A breakdown of project phase costs pending Caltrans approval is shown below:

<b>Phase</b>	<b>Actual Costs</b>	<b>Federal CMAQ</b>	<b>Local (Proposition 1B)</b>
<b>Preliminary Engineering</b>	\$238,160	\$209,034	\$29,126
<b>Right-of-Way / Utilities</b>	\$98,595	\$87,541	\$11,053
<b>Construction</b>	\$1,485,189	\$1,485,189	\$0
<b>Construction Engineering</b>	\$151,234*	\$151,234*	\$0
<b>TOTAL</b>	<b>\$1,973,178</b>	<b>\$1,932,998</b>	<b>\$40,179</b>

\*Note: Construction Engineering is ongoing, total cost as of 9/30 is \$126,109.41

#### **Alternatives:**

Do not accept the improvements.

**TOWN OF PARADISE  
RESOLUTION NO. 13-54**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
PARADISE ACCEPTING THE WORK PERFORMED UNDER THE  
PEARSON-RECREATION SIGNALIZATION PROJECT  
(CONTRACT NO. 5425022).**

WHEREAS, the Town of Paradise has heretofore contracted with Franklin Construction, Inc. for certain work performed under that certain project known as the Pearson-Recreation Signalization Project, being Contract No. 5425022; and

WHEREAS, said work of improvements, as called for by the contract between the Town of Paradise and Franklin Construction, Inc., referable to said project was completed on August 30, 2013 to the satisfaction of the Town; and

WHEREAS, there has been posted a bond insuring the work of improvements from a maintenance standpoint for a period of one year from and after completion.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Town Council of the Town of Paradise that it hereby accepts the work performed on those certain improvements, the subject of a contract between the Town of Paradise and Franklin Construction, Inc., known and referred to as the Pearson-Recreation Signalization Project.

The foregoing resolution was duly and regularly introduced, passed, and adopted by the Town Council of the Town of Paradise at a regular meeting thereof held on the 12<sup>th</sup> day of November 2013.

AYES:  
NOES:  
ABSENT:  
NOT VOTING:

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Timothy Titus, Mayor

ATTEST:

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Joanna Gutierrez, Town Clerk

APPROVED AS TO LEGAL FORM:

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Dwight L. Moore, Town Attorney



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: November 12, 2013**

**Agenda No. 7(b)**

**ORIGINATED BY:** Marc Mattox, Associate Civil Engineer

**REVIEWED BY:** Lauren Gill, Town Manager

**SUBJECT:** Paradise Micro-surfacing Project Acceptance

**COUNCIL ACTION REQUESTED:**

1. Adopt a resolution accepting Contract No. 13-03, Paradise Micro-surfacing Project 2013, performed by Intermountain Slurry Seal of Reno, NV.

**Background:**

On May 14, 2013, Council awarded Contract 13-03, Paradise Micro-surfacing Project 2013, to Intermountain Slurry Seal of Reno, NV in the amount of their bid \$291,949.02. With the award, Council identified \$29,194.90 in construction contingency funds.

The subject project aimed to extend the life of the Town's most critical roadways through the application of a micro-surfacing seal which involves placing a thin layer composed of fine aggregate, asphalt emulsion, additives, water and cement. The project street list is shown below:

- |                 |                              |
|-----------------|------------------------------|
| 1. Clark Road   | Pearson Road to Elliott Road |
| 2. Pearson Road | Skyway to Academy Drive      |
| 3. Pearson Road | Hilbe Curve                  |
| 4. Skyway       | Elliott Road to Bille Road   |
| 5. Skyway       | Neal Road to Pearson Road    |

**Analysis:**

Construction began in early September with striping removal performed by Linear Options, a project subcontractor. Intermountain Slurry Seal successfully completed their micro-surfacing operations in four nights. After completion, Intermountain's Project Manager/Quality Control Officer met with Town staff to review the project. After review, several small road areas were micro-surfaced again to ensure proper application and coverage.

In advance of final striping, staff coordinated with Linear Options to implement striping changes approved by Council on September 12. These changes included the addition of continuous two-way left-turn lanes along Skyway and Clark Road. When all micro-surfacing operations were completed, Linear Options returned to layout and perform final project striping.

During construction, staff approved a contract change order for the addition of "Yield Here to Pedestrians" markings in advance of three midblock crosswalks along Skyway. The markings were installed by Linear Options and signs were provided by Public Works.

The project was substantially complete in accordance with project Plans and Specifications on October 8, 2013. With Council acceptance of the project, Intermountain Slurry Seal will be required to warranty the project for one year.

A Notice of Completion was filed by the Town Manager on October 11, 2013, in accordance with California Civil Code Section 9204.

**Financial Impact:**

The final construction cost is \$295,406.88, pending final payment. The \$3,457.86 increase from contract award primarily resulted from modification of road striping to include two-way left-turn lanes. Funding for the Paradise Micro-surfacing Project comes from a combination of Proposition 1B funds and Gas Tax funds programmed in the Town's 2013/2014 Fiscal Year Budget. A breakdown of actual costs is shown below:

<b>Construction</b>	<b>Proposition 1B 2110</b>	<b>Gas Tax 2120.45.4750.5910.100</b>	<b>Total</b>
Intermountain Slurry Seal Construction Contract	\$246,093.00	\$49,313.88	\$295,406.88

**Alternatives:**

Do not accept the improvements.



**TOWN OF PARADISE  
RESOLUTION NO. 13-\_\_**

**RESOLUTION OF THE TOWN COUNCIL OF TOWN OF PARADISE  
ACCEPTING THE WORK PERFORMED UNDER THE PARADISE  
MIRCO-SURFACING PROJECT 2013 (CONTRACT NO. 13-03).**

WHEREAS, the Town of Paradise has heretofore contracted with Intermountain Slurry Seal for certain work performed under that certain project known as the Paradise Micro-surfacing Project 2013, being Contract No. 13-03; and

WHEREAS, said work of improvements, as called for by the contract between the Town of Paradise and Intermountain Slurry Seal., referable to said project was completed on October 8, 2013 to the satisfaction of the Town; and

WHEREAS, there has been posted a bond insuring the work of improvements from a maintenance standpoint for a period of one year from and after completion.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Town Council of the Town of Paradise that it hereby accepts the work performed on those certain improvements, the subject of a contract between the Town of Paradise and Intermountain Slurry Seal, known and referred to as the Paradise Micro-surfacing Project 2013.

The foregoing resolution was duly and regularly introduced, passed, and adopted by the Town Council of the Town of Paradise at a regular meeting thereof held on the 12<sup>th</sup> day of November 2013.

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
TIMOTHY TITUS, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNA GUTIERREZ, CMC, TOWN CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
DWIGHT L. MOORE, TOWN ATTORNEY



**Town of Paradise  
Council Agenda Summary  
Date: November 12, 2013**

**Agenda Item: 7(c)**

**Originated by:** Lauren Gill, Town Manager  
Gina S. Will, Finance Director/Town Treasurer

**Subject:** Town 2013/14 Operating and Capital Budget Status Update

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**Council Action Requested:**

Approve the following budget adjustments; or,

**Alternatives:**

Refer the matter back to staff for further development and consideration.

**Background:**

The 2013/14 Operating and Capital Budget was adopted June 25, 2013. Each month staff will complete analysis of the financial transactions recorded to date and additional information received to identify the potential impact to the 2013/14 budget. Monthly a report will be brought forward to Town Council updating them on the status of the budget and recommending appropriate budget adjustments.

**Discussion:**

**Fund 1010 – General Fund**

Staff ran and analyzed a General Fund Budget Performance Report to date for the 2012/13 fiscal year and 2013/14 budget in order to review trends or significant swings in revenues and expenses. A copy of this report is attached for review. The following information was derived from this analysis:

**Revenues**

- With two months receipts of sales tax recorded for 2013/14, receipts are currently trending at budgeted levels. No additional budget adjustment is recommended at this time.
- Real property transfer tax receipts are currently trending above budgeted levels. Staff recommends increasing the budget by \$2,700 which brings the budget numbers between 2006/07 and 2007/08 actual receipt levels. Not knowing how long this current trend will continue, this adjustment maintains a conservative 6% growth rate for the remainder of the fiscal year.

- Not all fees have been recorded related to Franchise Fees or Transient Occupancy Taxes for the first quarter 2013/14; therefore, there is insufficient data to justify a budget adjustment at this time.
- Police POST reimbursement for training costs was cut back substantially for 2013/14 to recognize the reduced expenditure budget. However, most of the training that the police department is attending is POST reimbursable and some of the receipts are from prior year expenditures. Staff recommends increasing the reimbursement revenue account by \$5,600.

Expenses:

Administration

- Estimated costs for liability, mobile equipment, physical damage and crime insurance policies were low. A budget adjustment of \$8,413 will cover the added costs of those insurance premiums.

Police Department

- With four months of the fiscal year completed, operations overtime is currently running about \$20,000 above budgeted levels. However, as of October 31, 2013 an officer terminated through a disability retirement. There will be some salary savings until that position is filled, so staff recommends waiting to make a personnel related budget adjustment until the position is filled and final analysis can be completed.
- Two of the three public safety communications division vacancies are being filled in November. The first on the 4<sup>th</sup> and the other on the 12<sup>th</sup>. The remaining position has just entered background and that process can take 6-8 weeks. Estimates show that overtime is running about \$50,000 over budget, but that there is more than \$60,000 salary savings to offset that increased cost. Staff will bring forward budget recommendations once the positions are filled and related savings and expenses can be fully analyzed.

**Fund 2030 – Building Safety & Waste Water Services**

Review of the budget performance report for this fund indicates that most accounts are performing according to budget projections. Plan check fees and building permits are currently trending just above budgeted levels. There is currently one vacancy pending in this division. As soon as that position is filled, staff will bring forward any necessary budget adjustments.

**Fund 2070 – Animal Control**

This continues to be a fund that the Town must find a long term solution for funding and providing services. The fund is not self sustaining and currently is depending on animal

control donations to balance. Currently revenue and most expenditure accounts are trending at budgeted levels.

- The division currently has two animal control officer vacancies. The positions are in background and will be filled in the next couple weeks. These vacancies have created some salary savings, so the related budget adjustments will be brought forward to Council once the positions are filled and a full analysis can be completed.
- In the meantime, staff requests the approval of four additional weekly scheduled hours for the Office Assistant III position effective October 23, 2013 for three months. Preliminary analysis indicates that there is sufficient salary savings from the animal control officer vacancies to cover this. A final analysis and appropriate budget adjustments will be brought forward once the vacancies are filled.
- The Town recently received notification that one of the Animal Control retirees has cancelled retiree medical coverage effective September 30, 2013. The retiree may choose to re-enroll in the future, but for now staff recommends making the budget adjustment of \$7,807 to reflect this decreased cost.

### **Fund 2120 – State Gas Tax (Street Maintenance)**

The last three years this fund has been self-sustaining without transfers in from the general fund. Between staff layoffs and vacancies, the fund acquired a large ending fund balance. This fiscal year a portion of that ending fund balance is being used on vital road and street maintenance projects within the community.

### **Conclusion:**

Following are the recommended 2013/14 budget adjustments:

<b>1010 – General Fund</b>			
<b>Beginning Fund Balance</b>			1,362,173
<b>Revenues</b>			9,337,199
Recommended Adjustments			
1.	00.0000.3167.330	2,700	Real property transfer tax
2.	30.0000.3345.004	5,600	POST Reimbursement
<b>Adjusted Revenues</b>			9,345,499
<b>Transfers In</b>			486,760
<b>Total Resources</b>			9,832,259
<b>Expenditures</b>			9,777,880
Recommended Adjustments			
3.	20.4201.5212.100	8,413	Liability and damage insurance
<b>Adjusted Expenditures</b>			9,786,293
<b>Net Income</b>			45,966
<b>Projected Ending Fund Balance</b>			1,408,139

2070 – Animal Control			
<b>Beginning Fund Balance</b>			2,838
<b>Revenues</b>			172,903
<b>Transfers In</b>			21,542
<b>Total Resources</b>			194,445
<b>Expenditures</b>			157,817
Recommended Adjustments			
<b>3.</b>	30.4540.5119.100	(7,807)	Retiree Medical
<b>Adjusted Expenditures</b>			150,010
<b>Transfers Out</b>			31,260
<b>Total Expenditures</b>			181,270
<b>Net Income</b>			13,175
<b>Projected Ending Fund Balance</b>			16,013

**Fiscal Impact Analysis:**

These current adjustments decrease the General Fund net income and decrease the General Fund reserves by \$113.



# Budget Performance Report

Fiscal Year to Date 10/31/13

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>REVENUE</b>										
Department <b>00 - Non Department Activity</b>										
Program <b>0000 - Non Program Activity</b>										
3110.311	Property Tax Current Secured	3,997,568.00	.00	3,997,568.00	.00	.00	.00	3,997,568.00	0	3,927,472.67
3110.312	Property Tax Current Unsecured	215,248.00	.00	215,248.00	203,458.86	.00	203,458.86	11,789.14	95	206,226.82
3110.315	Property Tax Prior Secured/Unsecured	7,344.00	.00	7,344.00	3,517.83	.00	3,517.83	3,826.17	48	7,031.60
3110.320	Property Tax General Supplemental	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0	19,245.17
3130.325	General Sales and Use Tax Sales and Use Tax	1,703,356.00	15,000.00	1,718,356.00	89,000.00	.00	196,327.73	1,522,028.27	11	1,688,196.98
3167.330	Real Property Transfer Tax Real Property Transfer Tax	48,116.00	16,200.00	64,316.00	3,379.71	.00	29,263.11	35,052.89	45	48,899.71
3182.335	Franchise Taxes Franchise Taxes	811,865.00	.00	811,865.00	61,809.96	.00	61,809.96	750,055.04	8	811,052.23
3185.340	Transient Occupancy Tax Transient Occupancy Tax	178,967.00	.00	178,967.00	34,272.14	.00	34,272.14	144,694.86	19	190,085.20
3210.110	Business Licenses and Permits Business Regulation	2,900.00	.00	2,900.00	198.40	.00	498.80	2,401.20	17	3,209.25
3210.120	Business Licenses and Permits Bingo Regulation	132.00	.00	132.00	.00	.00	.00	132.00	0	148.50
3345.200	State Revenues - Other Miscellaneous	24,000.00	.00	24,000.00	.00	.00	.00	24,000.00	0	28,109.20
3351.001	Property Tax Homeowners Apportionment	70,437.00	.00	70,437.00	.00	.00	.00	70,437.00	0	69,436.18
3356.001	State Motor Vehicle In Lieu Motor Vehicle In Lieu Tax	1,929,000.00	.00	1,929,000.00	.00	.00	.00	1,929,000.00	0	1,901,700.75
3356.003	State Motor Vehicle In Lieu Section 11001.5 Prior Year	.00	.00	.00	.00	.00	.00	.00	+++	11,338.11
3410.101	Administrative Services General Administrative Fees	.00	.00	.00	2.25	.00	6.75	(6.75)	+++	18.60
3410.104	Administrative Services Returned Check Processing	300.00	.00	300.00	.00	.00	25.57	274.43	9	152.57
3410.112	Administrative Services Printed Material Production/Sale	400.00	.00	400.00	18.00	.00	18.01	381.99	5	950.15
3410.113	Administrative Services Document Copying	300.00	.00	300.00	5.25	.00	52.25	247.75	17	252.75
3410.114	Administrative Services Document Certification	100.00	.00	100.00	80.00	.00	220.00	(120.00)	220	30.00
3410.115	Administrative Services Research on Request/Dept Records	400.00	.00	400.00	.00	.00	.00	400.00	0	247.00
3410.150	Administrative Services Late Fees	.00	.00	.00	.00	.00	.00	.00	+++	(1.50)
3610.100	Interest Revenue Investments	7,000.00	.00	7,000.00	1,386.56	.00	1,394.61	5,605.39	20	4,472.10
3610.200	Interest Revenue Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	27.20
3630.200	Rents and Royalties Billboard Rents and Leases	440.00	.00	440.00	.00	.00	.00	440.00	0	440.00
3901.100	Refunds & Reimbursements Miscellaneous	1,000.00	22,689.00	23,689.00	(195.78)	.00	22,136.05	1,552.95	93	364.74
3902.100	Miscellaneous Revenue General	1,000.00	.00	1,000.00	213.00	.00	561.77	438.23	56	1,381.97
3902.110	Miscellaneous Revenue Cash Over and Short	.00	.00	.00	.00	.00	98.26	(98.26)	+++	(85.24)
3910.030	Transfers In From Development Services Fund	134,422.00	.00	134,422.00	.00	.00	30,355.00	104,067.00	23	110,950.00
3910.070	Transfers In From Animal Control	31,260.00	.00	31,260.00	.00	.00	9,814.00	21,446.00	31	24,605.00
3910.112	Transfers In From Federal CMAQ Fund	.00	.00	.00	.00	.00	.00	.00	+++	13,549.08
3910.120	Transfers In From State Gas Tax Fund	166,495.00	.00	166,495.00	.00	.00	36,941.00	129,554.00	22	128,366.00
3910.140	Transfers In From Traffic Safety Fund	30,000.00	.00	30,000.00	.00	.00	7,500.00	22,500.00	25	30,000.00
3910.160	Transfers In From BHS Development Svcs Fund	29,621.00	.00	29,621.00	.00	.00	9,250.00	20,371.00	31	24,027.00
3910.204	Transfers In From State SLESF Grant Fund	.00	.00	.00	.00	.00	.00	.00	+++	50,000.00
3910.215	Transfers In From Aband Vehicle Abate Fund	7,696.00	.00	7,696.00	.00	.00	1,562.70	6,133.30	20	3,001.31
3910.510	Transfers In From Impact Fees Road Imp Fund	.00	.00	.00	.00	.00	.00	.00	+++	1,588.06



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<b>Fund 1010 - General Fund</b>										
<b>REVENUE</b>										
Department <b>00 - Non Department Activity</b>										
Program <b>0000 - Non Program Activity</b>										
3910.610	Transfers In From TOP Trust Fund	.00	.00	.00	.00	.00	.00	.00	+++	1,534.84
3910.628	Transfers In From Gen Plan Fee	39,447.00	.00	39,447.00	.00	.00	.00	39,447.00	0	.00
3910.650	Transfers In From Successor Agency to RDA NH	2,009.00	.00	2,009.00	.00	.00	.00	2,009.00	0	.00
3910.900	Transfers In From Transit Fund	4,691.00	.00	4,691.00	.00	.00	922.00	3,769.00	20	3,976.00
3910.970	Transfers In From Self Insurance Trust Fund	41,119.00	.00	41,119.00	.00	.00	41,119.00	.00	100	215,505.00
Program <b>0000 - Non Program Activity Totals</b>		\$9,499,633.00	\$53,889.00	\$9,553,522.00	\$397,146.18	\$0.00	\$691,125.40	\$8,862,396.60	7%	\$9,527,505.00
Department <b>00 - Non Department Activity Totals</b>		\$9,499,633.00	\$53,889.00	\$9,553,522.00	\$397,146.18	\$0.00	\$691,125.40	\$8,862,396.60	7%	\$9,527,505.00
Department <b>25 - Finance</b>										
Program <b>5005 - Rental Properties</b>										
3901.100	Refunds & Reimbursements Miscellaneous	2,100.00	.00	2,100.00	.00	.00	643.14	1,456.86	31	2,103.28
Program <b>5005 - Rental Properties Totals</b>		\$2,100.00	\$0.00	\$2,100.00	\$0.00	\$0.00	\$643.14	\$1,456.86	31%	\$2,103.28
Department <b>25 - Finance Totals</b>		\$2,100.00	\$0.00	\$2,100.00	\$0.00	\$0.00	\$643.14	\$1,456.86	31%	\$2,103.28
Department <b>30 - Police</b>										
Program <b>0000 - Non Program Activity</b>										
3320.100	Federal Revenue - Other Refunds and Reimbursements	500.00	.00	500.00	.00	.00	429.98	70.02	86	900.85
3345.004	State Revenues - Other POST Reimbursements	5,000.00	.00	5,000.00	5,481.16	.00	10,677.36	(5,677.36)	214	26,766.86
3345.100	State Revenues - Other Refunds & Reimbursements	12,000.00	.00	12,000.00	.00	.00	11,439.00	561.00	95	11,950.91
3380.100	Local Government Revenue Fines and Forfeitures	30,000.00	.00	30,000.00	2,182.86	.00	3,953.02	26,046.98	13	24,800.29
3380.106	Local Government Revenue Administrative Citations	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	3,200.00
Police										
3410.150	Administrative Services Late Fees	.00	.00	.00	7.59	.00	21.88	(21.88)	+++	.00
3421.100	Police Vehicle Repossession	200.00	.00	200.00	21.00	.00	63.00	137.00	32	126.00
3421.103	Police Weapons Storage Fee	200.00	.00	200.00	85.00	.00	165.18	34.82	83	.00
3421.105	Police Cite Sign Off / VIN Verification	1,800.00	.00	1,800.00	81.40	.00	508.75	1,291.25	28	1,159.29
3421.110	Police DUI Accident & Arrest Processing	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
3421.111	Police Vehicle Impound Fee	1,500.00	.00	1,500.00	112.00	.00	336.00	1,164.00	22	1,344.00
3421.115	Police Police Report (Copy)	6,000.00	.00	6,000.00	466.14	.00	2,077.75	3,922.25	35	5,718.40
3421.120	Police Fingerprint Processing	8,000.00	.00	8,000.00	418.00	.00	1,881.00	6,119.00	24	6,713.72
3421.122	Police Visa/Clearance Letter	78.00	.00	78.00	.00	.00	48.21	29.79	62	97.14
3421.128	Police Statutory Registration	500.00	.00	500.00	150.00	.00	270.00	230.00	54	330.00
3421.130	Police Reproduce/Sale of Tapes & Photos	150.00	.00	150.00	.00	.00	64.28	85.72	43	156.00
3421.140	Police Alarm System Registration	150.00	.00	150.00	.00	.00	66.50	83.50	44	282.00
3421.141	Police False Alarm Response	2,200.00	.00	2,200.00	.00	.00	403.84	1,796.16	18	2,136.94
3421.180	Police Special Services	2,000.00	.00	2,000.00	1,302.24	.00	2,670.24	(670.24)	134	1,485.00
3421.187	Police Subpoena Duces Tecum	.00	.00	.00	.00	.00	15.00	(15.00)	+++	30.00
3421.235	Police Deer Validation	.00	.00	.00	12.00	.00	36.00	(36.00)	+++	.00
3901.100	Refunds & Reimbursements Miscellaneous	1,000.00	.00	1,000.00	.00	.00	1,005.05	(5.05)	101	2,367.64



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<b>Fund 1010 - General Fund</b>										
<b>REVENUE</b>										
Department <b>30 - Police</b>										
Program <b>0000 - Non Program Activity</b>										
3901.140	Refunds & Reimbursements Negligence Cost Recovery Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	185.00
3902.100	Miscellaneous Revenue General	.00	.00	.00	.00	.00	10.00	(10.00)	+++	30.00
Program <b>0000 - Non Program Activity Totals</b>		<b>\$84,978.00</b>	<b>\$0.00</b>	<b>\$84,978.00</b>	<b>\$10,319.39</b>	<b>\$0.00</b>	<b>\$36,142.04</b>	<b>\$48,835.96</b>	<b>43%</b>	<b>\$89,780.04</b>
Department <b>30 - Police Totals</b>		<b>\$84,978.00</b>	<b>\$0.00</b>	<b>\$84,978.00</b>	<b>\$10,319.39</b>	<b>\$0.00</b>	<b>\$36,142.04</b>	<b>\$48,835.96</b>	<b>43%</b>	<b>\$89,780.04</b>
Department <b>35 - Fire</b>										
Program <b>0000 - Non Program Activity</b>										
3320.100	Federal Revenue - Other Refunds and Reimbursements	.00	.00	.00	.00	.00	.00	.00	+++	30,975.14
3345.100	State Revenues - Other Refunds & Reimbursements	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	94,084.60
3380.103	Local Government Revenue Fines and Citations Fire	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,786.99
3410.150	Administrative Services Late Fees	200.00	.00	200.00	2.72	.00	8.04	191.96	4	653.38
3422.303	Fire Out Of Hours Burning Response	500.00	.00	500.00	.00	.00	176.00	324.00	35	55.59
3422.304	Fire Fuel Reduction Burn Permit	500.00	.00	500.00	.00	.00	.00	500.00	0	1,032.00
3422.310	Fire Report Copying	200.00	.00	200.00	.00	.00	13.00	187.00	6	204.00
3422.315	Fire Residential Burning Regulation	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	9,790.00
3422.330	Fire Campfire/Special Activity Permit	50.00	.00	50.00	.00	.00	22.00	28.00	44	.00
3422.335	Fire Land Clearing Fire Regulation	75.00	.00	75.00	.00	.00	.00	75.00	0	75.00
3422.344	Fire Negligent/Reckless Cost Recovery	.00	.00	.00	.00	.00	.00	.00	+++	4,993.34
3422.375	Fire Stand By	.00	.00	.00	.00	.00	.00	.00	+++	585.46
3901.100	Refunds & Reimbursements Miscellaneous	100.00	.00	100.00	129.02	.00	129.02	(29.02)	129	1,059.49
3901.140	Refunds & Reimbursements Negligence Cost Recovery Fees	.00	.00	.00	303.00	.00	303.00	(303.00)	+++	.00
Program <b>0000 - Non Program Activity Totals</b>		<b>\$34,625.00</b>	<b>\$0.00</b>	<b>\$34,625.00</b>	<b>\$434.74</b>	<b>\$0.00</b>	<b>\$651.06</b>	<b>\$33,973.94</b>	<b>2%</b>	<b>\$146,294.99</b>
Department <b>35 - Fire Totals</b>		<b>\$34,625.00</b>	<b>\$0.00</b>	<b>\$34,625.00</b>	<b>\$434.74</b>	<b>\$0.00</b>	<b>\$651.06</b>	<b>\$33,973.94</b>	<b>2%</b>	<b>\$146,294.99</b>
Department <b>40 - Community Development</b>										
Program <b>4720 - CDD Planning</b>										
3380.100	Local Government Revenue Fines and Forfeitures	.00	.00	.00	.00	.00	800.00	(800.00)	+++	300.00
3380.101	Local Government Revenue Fines and Citations Comm Develop	28,000.00	.00	28,000.00	620.00	.00	2,220.00	25,780.00	8	22,230.03
3400.104	CDD Planning Tentative Parcel Map	1,650.00	.00	1,650.00	.00	.00	.00	1,650.00	0	.00
3400.106	CDD Planning Minor Map Modificaiton Review	.00	.00	.00	.00	.00	.00	.00	+++	305.00
3400.108	CDD Planning Road Name Review	178.00	.00	178.00	.00	.00	.00	178.00	0	178.00
3400.109	CDD Planning Street Address Change Review	.00	.00	.00	.00	.00	.00	.00	+++	76.00
3400.111	CDD Planning Landscape Plan	648.00	.00	648.00	.00	.00	216.00	432.00	33	648.00
3400.123	CDD Planning Tree Pres/Protect Plan Review	.00	.00	.00	.00	.00	80.19	(80.19)	+++	95.00
3400.130	CDD Planning General Plan Amend and Rezoning	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
3400.139	CDD Planning Research on Request	.00	.00	.00	.00	.00	77.49	(77.49)	+++	.00
3400.140	CDD Planning Comm Zoning Interpretation	.00	.00	.00	.00	.00	.00	.00	+++	266.00





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<b>Fund 1010 - General Fund</b>										
<b>REVENUE</b>										
Department <b>40 - Community Development</b>										
Program <b>4720 - CDD Planning</b>										
3400.147	CDD Planning Remote (Offsite) Parking Review	.00	.00	.00	.00	.00	.00	.00	+++	95.00
3400.149	CDD Planning DIF Adjust/Waiver Application	.00	.00	.00	.00	.00	.00	.00	+++	127.00
3400.171	CDD Planning Use Permit Class B	952.00	.00	952.00	.00	.00	.00	952.00	0	952.00
3400.173	CDD Planning Temporary Use Permit	168.00	.00	168.00	.00	.00	.00	168.00	0	290.00
3400.174	CDD Planning Administrative Permit	2,360.00	.00	2,360.00	799.15	.00	1,493.56	866.44	63	2,308.00
3400.176	CDD Planning Home Occupation Permit	215.00	.00	215.00	.00	.00	647.77	(432.77)	301	215.00
3400.177	CDD Planning Site Plan/Use Permit Mod Class A	.00	.00	.00	.00	.00	290.00	(290.00)	+++	.00
3400.178	CDD Planning Site Plan/Use Permit Mod Class B	238.00	.00	238.00	.00	.00	.00	238.00	0	.00
3400.184	CDD Planning Site Plan Review Class A	510.00	.00	510.00	.00	.00	.00	510.00	0	1,020.00
3400.186	CDD Planning Site Plan Review Class C	.00	.00	.00	.00	.00	860.71	(860.71)	+++	.00
3400.195	CDD Planning Public Convenience/Necessity	.00	.00	.00	.00	.00	.00	.00	+++	88.00
3400.200	CDD Planning Tree Felling Permit	19,000.00	.00	19,000.00	2,608.89	.00	7,627.04	11,372.96	40	19,686.00
3400.307	CDD Planning Design Review Application	1,500.00	.00	1,500.00	76.53	.00	535.72	964.28	36	2,432.00
3901.100	Refunds & Reimbursements Miscellaneous	.00	.00	.00	.00	.00	463.77	(463.77)	+++	.00
3902.100	Miscellaneous Revenue General	.00	.00	.00	.00	.00	.00	.00	+++	108.92
Program <b>4720 - CDD Planning Totals</b>		\$57,419.00	\$0.00	\$57,419.00	\$4,104.57	\$0.00	\$15,312.25	\$42,106.75	27%	\$51,419.95
Program <b>4780 - CDD - Waste Management</b>										
3182.335	Franchise Taxes Franchise Taxes	35,895.00	.00	35,895.00	9,235.97	.00	9,235.97	26,659.03	26	36,133.82
3340.400	State Funding - Grants Waste Mgmt	.00	.00	.00	.00	.00	7,298.00	(7,298.00)	+++	.00
3345.200	State Revenues - Other Miscellaneous	.00	.00	.00	2,000.00	.00	(7,542.00)	7,542.00	+++	175.00
3380.104	Local Government Revenue Fines and Citations Waste Mgmt	13,000.00	.00	13,000.00	649.00	.00	703.00	12,297.00	5	14,618.88
Program <b>4780 - CDD - Waste Management Totals</b>		\$48,895.00	\$0.00	\$48,895.00	\$11,884.97	\$0.00	\$9,694.97	\$39,200.03	20%	\$50,927.70
Department <b>40 - Community Development Totals</b>		\$106,314.00	\$0.00	\$106,314.00	\$15,989.54	\$0.00	\$25,007.22	\$81,306.78	24%	\$102,347.65
Department <b>45 - Public Works</b>										
Program <b>4740 - Public Works - Engineering</b>										
3402.201	PW Engineering Final Parcel Map	1,360.00	.00	1,360.00	.00	.00	.00	1,360.00	0	680.00
3402.202	PW Engineering Final Subdivision Map Review	.00	.00	.00	.00	.00	220.00	(220.00)	+++	.00
3402.220	PW Engineering Land Divisn/Pvt Develop Projects	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	7,035.20
3402.222	PW Engineering Improvement Agreement Review	260.00	.00	260.00	.00	.00	.00	260.00	0	260.00
3402.223	PW Engineering Engineering Site Plan	400.00	.00	400.00	.00	.00	.00	400.00	0	864.00
3402.224	PW Engineering Grading Check/Inspection	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,452.50
3402.225	PW Engineering Cert of Correct w/out Hearing	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
3402.227	PW Engineering Lot Merger Review	400.00	.00	400.00	.00	.00	928.42	(528.42)	232	684.00
3402.228	PW Engineering Lot Line Adjustment	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,010.00
3402.230	PW Engineering Engineer Drain Plan/Calc Review	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	22,484.06
3402.232	PW Engineering Erosion Control Plan Review	400.00	.00	400.00	.00	.00	351.72	48.28	88	721.00



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<b>Fund 1010 - General Fund</b>										
<b>REVENUE</b>										
Department <b>45 - Public Works</b>										
Program <b>4740 - Public Works - Engineering</b>										
3402.239	PW Engineering Hourly Fee	.00	.00	.00	.00	.00	210.00	(210.00)	+++	.00
3402.250	PW Engineering Oversized Vehicle Regulation	500.00	.00	500.00	144.00	.00	494.50	5.50	99	568.00
3402.270	PW Engineering Encroachment Permit Fees	11,000.00	.00	11,000.00	1,297.10	.00	3,074.80	7,925.20	28	13,568.16
Program <b>4740 - Public Works - Engineering Totals</b>		\$39,420.00	\$0.00	\$39,420.00	\$1,441.10	\$0.00	\$5,279.44	\$34,140.56	13%	\$49,326.92
Program <b>4745 - Paradise Community Park</b>										
3470.251	Parks & Recreation Space Rental	3,000.00	.00	3,000.00	.00	.00	660.00	2,340.00	22	4,801.60
3470.259	Parks & Recreation Donations	.00	.00	.00	.00	.00	.00	.00	+++	1,300.00
Program <b>4745 - Paradise Community Park Totals</b>		\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$660.00	\$2,340.00	22%	\$6,101.60
Department <b>45 - Public Works Totals</b>		\$42,420.00	\$0.00	\$42,420.00	\$1,441.10	\$0.00	\$5,939.44	\$36,480.56	14%	\$55,428.52
<b>REVENUE TOTALS</b>		\$9,770,070.00	\$53,889.00	\$9,823,959.00	\$425,330.95	\$0.00	\$759,508.30	\$9,064,450.70	8%	\$9,923,459.48
<b>EXPENSE</b>										
Department <b>00 - Non Department Activity</b>										
Program <b>0000 - Non Program Activity</b>										
5225	Bank Fees and Charges	12,000.00	.00	12,000.00	.00	.00	4,533.95	7,466.05	38	11,623.18
5280.100	Bad Debt Write Off Expense	200.00	.00	200.00	.00	.00	.00	200.00	0	146.00
5501	Debt Service Payment - Principal	597,612.00	.00	597,612.00	.00	.00	.00	597,612.00	0	609,441.45
5502	Debt Service Payment - Interest	267,389.00	.00	267,389.00	.00	.00	.00	267,389.00	0	225,558.55
5502.150	Debt Service Payment - Interest Interfund Loans	3,152.00	.00	3,152.00	.00	.00	.00	3,152.00	0	5,606.31
5502.201	Debt Service Payment - Interest Tax Anticipation Notes	37,500.00	.00	37,500.00	.00	.00	.00	37,500.00	0	19,743.75
5510.201	Bond Payments - Issuance Costs Tax Anticipation Notes	7,400.00	.00	7,400.00	8,000.00	.00	8,000.00	(600.00)	108	7,400.00
Program <b>0000 - Non Program Activity Totals</b>		\$925,253.00	\$0.00	\$925,253.00	\$8,000.00	\$0.00	\$12,533.95	\$912,719.05	1%	\$879,519.24
Department <b>00 - Non Department Activity Totals</b>		\$925,253.00	\$0.00	\$925,253.00	\$8,000.00	\$0.00	\$12,533.95	\$912,719.05	1%	\$879,519.24
Department <b>10 - Legislative</b>										
Program <b>4000 - Town Council</b>										
5101	Salaries - Permanent	18,000.00	.00	18,000.00	1,470.00	.00	5,880.00	12,120.00	33	17,340.00
5107	Car Allowance/Mileage	5,400.00	.00	5,400.00	450.00	.00	1,800.00	3,600.00	33	5,400.00
5111	Medicare	339.00	.00	339.00	28.25	.00	113.10	225.90	33	339.17
5112.102	Retirement Contribution Social Security	1,451.00	.00	1,451.00	120.90	.00	483.60	967.40	33	1,450.80
5113	Worker's Compensation	198.00	.00	198.00	49.50	.00	99.01	98.99	50	179.00
5202.100	Operating Supplies General	.00	.00	.00	100.00	.00	100.00	(100.00)	+++	376.29
5220.100	Employee Development General	9,575.00	2,525.00	12,100.00	.00	.00	1,555.00	10,545.00	13	10,628.50
Program <b>4000 - Town Council Totals</b>		\$34,963.00	\$2,525.00	\$37,488.00	\$2,218.65	\$0.00	\$10,030.71	\$27,457.29	27%	\$35,713.76
Department <b>10 - Legislative Totals</b>		\$34,963.00	\$2,525.00	\$37,488.00	\$2,218.65	\$0.00	\$10,030.71	\$27,457.29	27%	\$35,713.76
Department <b>15 - Town Clerk</b>										
Program <b>4100 - Town Clerk</b>										
5101	Salaries - Permanent	160,229.00	.00	160,229.00	12,170.40	.00	48,681.60	111,547.40	30	157,264.33



# Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>15 - Town Clerk</b>										
Program <b>4100 - Town Clerk</b>										
5103.102	Differential Pay Out of Class	.00	.00	.00	.00	.00	107.99	(107.99)	+++	283.26
5106.100	Incentives & Admin Leave Administrative Leave	8,257.00	.00	8,257.00	.00	.00	.00	8,257.00	0	8,178.72
5106.200	Incentives & Admin Leave Gym Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	90.00
5107	Car Allowance/Mileage	2,400.00	.00	2,400.00	200.00	.00	800.00	1,600.00	33	2,400.00
5111	Medicare	2,478.00	.00	2,478.00	168.67	.00	681.61	1,796.39	28	2,319.79
5112.101	Retirement Contribution PERS	18,498.00	.00	18,498.00	1,405.08	.00	5,632.79	12,865.21	30	19,412.24
5113	Worker's Compensation	1,766.00	.00	1,766.00	441.59	.00	883.18	882.82	50	1,665.00
5114.101	Health Insurance Medical	18,022.00	.00	18,022.00	1,301.20	.00	5,206.63	12,815.37	29	15,612.77
5114.102	Health Insurance Dental	.00	.00	.00	156.64	.00	626.56	(626.56)	+++	2,269.24
5114.103	Health Insurance Vision	.00	.00	.00	23.94	.00	95.76	(95.76)	+++	293.18
5115	Unemployment Compensation	.00	.00	.00	74.45	.00	337.93	(337.93)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	1,429.00	.00	1,429.00	47.50	.00	190.00	1,239.00	13	570.00
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	85.42	.00	305.62	(305.62)	+++	883.62
5119.100	Retiree Costs Medical Insurance	22,066.00	.00	22,066.00	.00	.00	5,494.62	16,571.38	25	22,399.41
5201.100	Office Supplies General	200.00	.00	200.00	.00	.00	12.90	187.10	6	176.42
5202.100	Operating Supplies General	150.00	.00	150.00	.00	.00	13.44	136.56	9	141.71
5204	Subscriptions and Code Books	1,705.00	.00	1,705.00	.00	.00	59.14	1,645.86	3	2,087.10
5210.100	Postage General	200.00	.00	200.00	.00	.00	28.36	171.64	14	175.93
5213.100	Professional/Contract Services General	10,223.00	.00	10,223.00	399.00	.00	3,285.15	6,937.85	32	7,665.47
5214.100	Repair and Maint Service General	.00	.00	.00	.00	.00	.00	.00	+++	315.15
5218.100	Advertising General	2,000.00	.00	2,000.00	.00	.00	432.78	1,567.22	22	1,760.68
5220.100	Employee Development General	.00	.00	.00	.00	.00	.00	.00	+++	1,310.00
5221	Election-County Services	.00	.00	.00	.00	.00	.00	.00	+++	17,117.76
5501	Debt Service Payment - Principal	194.00	.00	194.00	.00	.00	97.00	97.00	50	193.95
Program <b>4100 - Town Clerk Totals</b>		\$249,817.00	\$0.00	\$249,817.00	\$16,473.89	\$0.00	\$72,973.06	\$176,843.94	29%	\$264,585.73
Department <b>15 - Town Clerk Totals</b>		\$249,817.00	\$0.00	\$249,817.00	\$16,473.89	\$0.00	\$72,973.06	\$176,843.94	29%	\$264,585.73
Department <b>20 - Administrative Services</b>										
Program <b>4200 - Town Manager</b>										
5101	Salaries - Permanent	88,514.00	.00	88,514.00	6,713.58	.00	25,804.45	62,709.55	29	32,138.63
5102	Salaries - Temporary	.00	.00	.00	.00	.00	44.96	(44.96)	+++	46,687.20
5106.100	Incentives & Admin Leave Administrative Leave	4,336.00	.00	4,336.00	.00	.00	.00	4,336.00	0	4,447.00
5107	Car Allowance/Mileage	1,560.00	.00	1,560.00	130.00	.00	462.00	1,098.00	30	168.00
5111	Medicare	194.00	.00	194.00	12.78	.00	43.51	150.49	22	1,579.93
5112.101	Retirement Contribution PERS	10,219.00	.00	10,219.00	725.72	.00	2,848.55	7,370.45	28	3,743.75
5113	Worker's Compensation	976.00	.00	976.00	244.05	.00	488.10	487.90	50	244.00
5114.101	Health Insurance Medical	5,549.00	.00	5,549.00	676.64	.00	2,339.30	3,209.70	42	5,311.62



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>20 - Administrative Services</b>										
Program <b>4200 - Town Manager</b>										
5114.102	Health Insurance Dental	.00	.00	.00	72.68	.00	231.80	(231.80)	+++	561.98
5114.103	Health Insurance Vision	.00	.00	.00	3.06	.00	10.89	(10.89)	+++	47.22
5115	Unemployment Compensation	.00	.00	.00	41.98	.00	154.08	(154.08)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	659.00	.00	659.00	25.18	.00	82.47	576.53	13	126.49
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	47.12	.00	158.90	(158.90)	+++	199.18
5119.100	Retiree Costs Medical Insurance	43,305.00	.00	43,305.00	81.77	.00	9,730.01	33,574.99	22	35,504.49
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	277.73	(277.73)	+++	34,370.37
5201.100	Office Supplies General	100.00	.00	100.00	.00	.00	80.25	19.75	80	39.86
5202.100	Operating Supplies General	100.00	.00	100.00	.00	.00	46.72	53.28	47	.00
5210.100	Postage General	.00	.00	.00	.00	.00	12.76	(12.76)	+++	4.68
5213.100	Professional/Contract Services General	.00	.00	.00	.00	.00	77.00	(77.00)	+++	18.64
5214.100	Repair and Maint Service General	.00	.00	.00	.00	.00	.00	.00	+++	500.00
5260	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	234.30
5501	Debt Service Payment - Principal	194.00	.00	194.00	.00	.00	97.00	97.00	50	193.95
Program <b>4200 - Town Manager Totals</b>		\$155,706.00	\$0.00	\$155,706.00	\$8,774.56	\$0.00	\$42,990.48	\$112,715.52	28%	\$166,121.29
Program <b>4201 - Central Services</b>										
5101	Salaries - Permanent	115,371.00	.00	115,371.00	9,259.28	.00	36,480.60	78,890.40	32	121,151.15
5106.100	Incentives & Admin Leave Administrative Leave	3,574.00	.00	3,574.00	.00	.00	.00	3,574.00	0	3,763.76
5111	Medicare	1,782.00	.00	1,782.00	139.61	.00	551.24	1,230.76	31	1,786.16
5112.101	Retirement Contribution PERS	12,575.00	.00	12,575.00	1,069.78	.00	4,212.49	8,362.51	33	13,361.33
5113	Worker's Compensation	1,272.00	.00	1,272.00	318.06	.00	636.11	635.89	50	1,281.00
5114.101	Health Insurance Medical	14,363.00	.00	14,363.00	961.45	.00	3,566.38	10,796.62	25	11,921.57
5114.102	Health Insurance Dental	.00	.00	.00	129.33	.00	242.60	(242.60)	+++	1,339.31
5114.103	Health Insurance Vision	.00	.00	.00	5.88	.00	20.64	(20.64)	+++	104.30
5115	Unemployment Compensation	.00	.00	.00	61.62	.00	273.72	(273.72)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	1,136.00	.00	1,136.00	40.65	.00	154.65	981.35	14	455.34
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	64.99	.00	232.69	(232.69)	+++	659.21
5122	Accrual Bank Payoff	3,962.00	.00	3,962.00	.00	.00	.00	3,962.00	0	.00
5199.199	Other Fund Support IT-Serv from Tech Fee	(53,000.00)	.00	(53,000.00)	.00	.00	(13,247.00)	(39,753.00)	25	(51,000.00)
5201.100	Office Supplies General	1,486.00	.00	1,486.00	.00	.00	650.18	835.82	44	409.52
5202.100	Operating Supplies General	19,358.00	.00	19,358.00	388.29	.00	13,311.29	6,046.71	69	21,576.27
5203.100	Repairs and Maint Supplies General	700.00	.00	700.00	173.69	.00	2,810.00	(2,110.00)	401	477.80
5209.101	Auto Fuel Expense Town Vehicles	400.00	.00	400.00	.00	.00	65.01	334.99	16	101.88
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	100.00	.00	100.00	.00	.00	.00	100.00	0	200.42
5210.100	Postage General	75.00	.00	75.00	.00	.00	.00	75.00	0	18.27
5211.135	Utilities Water and Sewer	730.00	.00	730.00	.00	.00	111.48	618.52	15	716.55



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>20 - Administrative Services</b>										
Program <b>4201 - Central Services</b>										
5211.137	Utilities Electric and Gas	22,950.00	.00	22,950.00	2,005.25	.00	6,335.21	16,614.79	28	21,631.46
5212.100	Insurance General	211,455.00	.00	211,455.00	.00	.00	219,867.84	(8,412.84)	104	174,852.88
5213.100	Professional/Contract Services General	40,705.00	3,227.00	43,932.00	.00	.00	12,493.13	31,438.87	28	50,398.25
5214.100	Repair and Maint Service General	70,007.00	347.00	70,354.00	72,347.90	(4,000.00)	45,665.50	28,688.50	59	71,604.53
5215.100	Rents and Leases Miscellaneous	1,419.00	.00	1,419.00	118.25	.00	816.30	602.70	58	1,320.04
5215.106	Rents and Leases Copiers	5,134.00	.00	5,134.00	427.85	.00	1,711.40	3,422.60	33	5,128.26
5216.100	Communications General Services	29,628.00	.00	29,628.00	2,137.03	.00	9,578.18	20,049.82	32	28,656.30
5218.100	Advertising General	.00	.00	.00	.00	.00	71.06	(71.06)	+++	.00
5219.100	Printing General	500.00	.00	500.00	.00	.00	342.93	157.07	69	316.05
5225	Bank Fees and Charges	100.00	.00	100.00	.00	.00	.00	100.00	0	100.00
5260	Miscellaneous	25,331.00	.00	25,331.00	.00	.00	24,925.30	405.70	98	22,978.84
5304	Furniture & Equipment	14,480.00	(4,603.00)	9,877.00	.00	.00	.00	9,877.00	0	7,698.19
5500	Bond Payments - Fiscal Agent	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,500.00
5501	Debt Service Payment - Principal	10,235.00	.00	10,235.00	.00	.00	5,116.36	5,118.64	50	12,424.12
5510	Bond Payments - Issuance Costs	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
Program <b>4201 - Central Services Totals</b>		\$560,328.00	(\$1,029.00)	\$559,299.00	\$89,648.91	(\$4,000.00)	\$376,995.29	\$186,303.71	67%	\$527,932.76
Program <b>4203 - HR and Risk Management</b>										
5101	Salaries - Permanent	36,119.00	.00	36,119.00	2,742.19	.00	10,894.28	25,224.72	30	37,326.46
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	44.44
5111	Medicare	524.00	.00	524.00	36.84	.00	147.74	376.26	28	552.64
5112.101	Retirement Contribution PERS	4,170.00	.00	4,170.00	316.58	.00	1,257.75	2,912.25	30	4,116.14
5113	Worker's Compensation	398.00	.00	398.00	99.52	.00	199.04	198.96	50	359.00
5114.101	Health Insurance Medical	15,391.00	.00	15,391.00	1,127.70	.00	4,510.80	10,880.20	29	9,796.16
5114.102	Health Insurance Dental	.00	.00	.00	136.66	.00	546.64	(546.64)	+++	1,017.27
5114.103	Health Insurance Vision	.00	.00	.00	13.88	.00	55.52	(55.52)	+++	93.68
5115	Unemployment Compensation	.00	.00	.00	16.26	.00	73.67	(73.67)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	458.00	.00	458.00	19.00	.00	76.00	382.00	17	211.85
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	18.94	.00	75.80	(75.80)	+++	235.15
5119.120	Retiree Costs PERS 1959 Survivor Benefits	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,256.00
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	.00	.00	+++	924.87
5201.100	Office Supplies General	25.00	.00	25.00	.00	.00	.00	25.00	0	53.74
5202.100	Operating Supplies General	450.00	.00	450.00	.00	.00	.00	450.00	0	463.39
5210.100	Postage General	100.00	.00	100.00	.00	.00	4.14	95.86	4	64.60
5213.100	Professional/Contract Services General	1,650.00	.00	1,650.00	463.32	.00	947.70	702.30	57	1,607.58
5220.100	Employee Development General	800.00	.00	800.00	.00	.00	.00	800.00	0	785.27
5223.105	Meals and Refreshments Emergencies and Meetings	50.00	.00	50.00	.00	.00	.00	50.00	0	48.51



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
<b>Department 20 - Administrative Services</b>										
<b>Program 4203 - HR and Risk Management Totals</b>		\$62,135.00	\$0.00	\$62,135.00	\$4,990.89	\$0.00	\$18,789.08	\$43,345.92	30%	\$59,956.75
<b>Program 4300 - Legal Services</b>										
5210.100	Postage General	10.00	.00	10.00	.00	.00	.46	9.54	5	1.35
5213.100	Professional/Contract Services General	172,320.00	20,126.00	192,446.00	13,734.00	.00	75,202.00	117,244.00	39	174,078.71
<b>Program 4300 - Legal Services Totals</b>		\$172,330.00	\$20,126.00	\$192,456.00	\$13,734.00	\$0.00	\$75,202.46	\$117,253.54	39%	\$174,080.06
<b>Department 20 - Administrative Services Totals</b>		\$950,499.00	\$19,097.00	\$969,596.00	\$117,148.36	(\$4,000.00)	\$513,977.31	\$459,618.69	53%	\$928,090.86
<b>Department 25 - Finance</b>										
<b>Program 4400 - Finance</b>										
5101	Salaries - Permanent	141,776.00	.00	141,776.00	10,880.72	.00	43,522.86	98,253.14	31	141,678.53
5106.100	Incentives & Admin Leave Administrative Leave	7,297.00	.00	7,297.00	.00	.00	.00	7,297.00	0	7,328.33
5107	Car Allowance/Mileage	2,160.00	.00	2,160.00	180.00	.00	720.00	1,440.00	33	2,160.00
5111	Medicare	2,193.00	.00	2,193.00	154.06	.00	619.41	1,573.59	28	2,106.49
5112.101	Retirement Contribution PERS	16,368.00	.00	16,368.00	1,256.12	.00	5,024.44	11,343.56	31	19,030.42
5113	Worker's Compensation	1,563.00	.00	1,563.00	390.83	.00	781.66	781.34	50	1,543.00
5114.101	Health Insurance Medical	18,546.00	.00	18,546.00	1,374.90	.00	5,501.93	13,044.07	30	16,374.50
5114.102	Health Insurance Dental	.00	.00	.00	149.32	.00	597.28	(597.28)	+++	2,059.00
5114.103	Health Insurance Vision	.00	.00	.00	16.42	.00	65.68	(65.68)	+++	191.71
5115	Unemployment Compensation	.00	.00	.00	68.00	.00	307.28	(307.28)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	1,261.00	.00	1,261.00	41.42	.00	165.68	1,095.32	13	497.20
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	76.38	.00	269.44	(269.44)	+++	771.60
5119.100	Retiree Costs Medical Insurance	11,814.00	.00	11,814.00	.00	.00	2,288.07	9,525.93	19	9,322.57
5201.100	Office Supplies General	.00	.00	.00	4.56	.00	4.56	(4.56)	+++	37.09
5202.100	Operating Supplies General	200.00	.00	200.00	11.95	.00	11.95	188.05	6	449.09
5210.100	Postage General	1,500.00	.00	1,500.00	.00	.00	333.54	1,166.46	22	1,531.15
5213.100	Professional/Contract Services General	1,220.00	.00	1,220.00	14.00	.00	365.77	854.23	30	555.63
5218.100	Advertising General	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
5219.100	Printing General	600.00	.00	600.00	.00	.00	.00	600.00	0	859.91
5220.100	Employee Development General	364.00	.00	364.00	.00	.00	.00	364.00	0	124.00
5260	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	60.00
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	1,451.45
<b>Program 4400 - Finance Totals</b>		\$207,062.00	\$0.00	\$207,062.00	\$14,618.68	\$0.00	\$60,579.55	\$146,482.45	29%	\$208,131.67
<b>Program 5005 - Rental Properties</b>										
5211.175	Utilities Rental Properties	2,100.00	.00	2,100.00	181.76	.00	634.49	1,465.51	30	2,120.46
<b>Program 5005 - Rental Properties Totals</b>		\$2,100.00	\$0.00	\$2,100.00	\$181.76	\$0.00	\$634.49	\$1,465.51	30%	\$2,120.46
<b>Department 25 - Finance Totals</b>		\$209,162.00	\$0.00	\$209,162.00	\$14,800.44	\$0.00	\$61,214.04	\$147,947.96	29%	\$210,252.13



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 30 - Police										
Program 4510 - Police Administration										
5101	Salaries - Permanent	319,715.00	.00	319,715.00	23,860.33	.00	95,430.97	224,284.03	30	307,907.60
5103.102	Differential Pay Out of Class	.00	.00	.00	75.30	.00	94.13	(94.13)	+++	184.33
5104	Wages - PS Holiday Pay	14,513.00	.00	14,513.00	1,064.96	.00	4,259.84	10,253.16	29	13,817.40
5106.100	Incentives & Admin Leave Administrative Leave	13,015.00	.00	13,015.00	.00	.00	.00	13,015.00	0	1,899.20
5106.101	Incentives & Admin Leave School Incentive	8,400.00	.00	8,400.00	675.00	.00	2,700.00	5,700.00	32	8,100.00
5109.100	Allowances Uniform Allowance	2,360.00	.00	2,360.00	196.66	.00	786.64	1,573.36	33	2,359.92
5111	Medicare	5,191.00	.00	5,191.00	373.46	.00	1,494.71	3,696.29	29	4,832.68
5112.101	Retirement Contribution PERS	89,112.00	.00	89,112.00	6,676.06	.00	26,695.32	62,416.68	30	88,337.04
5113	Worker's Compensation	49,876.00	.00	49,876.00	12,471.48	.00	24,942.96	24,933.04	50	41,688.00
5114.101	Health Insurance Medical	38,545.00	.00	38,545.00	2,862.64	.00	11,453.44	27,091.56	30	33,915.61
5114.102	Health Insurance Dental	.00	.00	.00	234.96	.00	939.84	(939.84)	+++	3,374.16
5114.103	Health Insurance Vision	.00	.00	.00	34.00	.00	136.00	(136.00)	+++	402.66
5115	Unemployment Compensation	.00	.00	.00	164.83	.00	739.61	(739.61)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	2,588.00	.00	2,588.00	78.86	.00	315.44	2,272.56	12	946.32
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	167.46	.00	576.06	(576.06)	+++	1,639.33
5119.100	Retiree Costs Medical Insurance	61,206.00	.00	61,206.00	687.61	.00	13,934.19	47,271.81	23	57,829.94
5119.120	Retiree Costs PERS 1959 Survivor Benefits	1,249.00	.00	1,249.00	.00	.00	.00	1,249.00	0	1,248.00
5201.100	Office Supplies General	2,862.00	.00	2,862.00	.00	27.93	409.65	2,424.42	15	1,682.86
5202.100	Operating Supplies General	6,676.00	(135.00)	6,541.00	142.92	435.80	922.23	5,182.97	21	7,638.18
5203.100	Repairs and Maint Supplies General	2,070.00	.00	2,070.00	158.30	.00	716.53	1,353.47	35	2,097.80
5204	Subscriptions and Code Books	75.00	.00	75.00	.00	.00	.00	75.00	0	62.14
5210.100	Postage General	2,200.00	.00	2,200.00	.00	.00	684.16	1,515.84	31	1,862.97
5211.135	Utilities Water and Sewer	875.00	.00	875.00	.00	.00	201.67	673.33	23	817.79
5211.137	Utilities Electric and Gas	30,000.00	.00	30,000.00	2,453.58	.00	7,687.04	22,312.96	26	26,944.52
5211.139	Utilities Propane	1,700.00	.00	1,700.00	.00	.00	194.96	1,505.04	11	1,508.95
5213.100	Professional/Contract Services General	43,208.00	.00	43,208.00	.00	.00	11,268.57	31,939.43	26	43,403.97
5214.100	Repair and Maint Service General	37,804.00	.00	37,804.00	1,976.96	.00	9,345.57	28,458.43	25	34,368.42
5215.100	Rents and Leases Miscellaneous	614.00	.00	614.00	103.86	.00	404.45	209.55	66	611.71
5215.106	Rents and Leases Copiers	1,010.00	.00	1,010.00	.00	.00	1,085.25	(75.25)	107	4,335.96
5216.100	Communications General Services	7,205.00	.00	7,205.00	.00	.00	1,425.09	5,779.91	20	5,677.55
5218.100	Advertising General	.00	.00	.00	.00	.00	.00	.00	+++	56.11
5219.100	Printing General	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,846.41
5220.100	Employee Development General	650.00	.00	650.00	.00	.00	650.00	.00	100	8,340.51
5223.105	Meals and Refreshments Emergencies and Meetings	100.00	135.00	235.00	.00	60.01	55.00	119.99	49	248.06
5225	Bank Fees and Charges	1,733.00	.00	1,733.00	.00	.00	308.67	1,424.33	18	1,761.54
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	855.43





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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 30 - Police										
Program 4510 - Police Administration										
5501	Debt Service Payment - Principal	4,791.00	.00	4,791.00	302.56	.00	1,790.24	3,000.76	37	4,790.62
Program 4510 - Police Administration Totals		\$750,843.00	\$0.00	\$750,843.00	\$54,761.79	\$523.74	\$221,648.23	\$528,671.03	30%	\$717,393.69
Program 4520 - Police Operations										
5101	Salaries - Permanent	1,072,617.00	.00	1,072,617.00	77,543.73	.00	305,694.58	766,922.42	28	1,012,415.62
5102	Salaries - Temporary	.00	.00	.00	.00	.00	.00	.00	+++	817.76
5103.102	Differential Pay Out of Class	.00	.00	.00	192.06	.00	626.42	(626.42)	+++	3,459.23
5103.105	Differential Pay Swing/Graveyard Shift	.00	.00	.00	2,426.47	.00	9,684.08	(9,684.08)	+++	32,716.84
5103.108	Differential Pay Canine Maintenance	.00	.00	.00	223.92	.00	895.68	(895.68)	+++	3,654.60
5104	Wages - PS Holiday Pay	.00	.00	.00	.00	.00	.00	.00	+++	20,062.20
5105	Salaries - Overtime/FLSA	200,000.00	.00	200,000.00	20,217.80	.00	70,865.98	129,134.02	35	197,453.25
5106.101	Incentives & Admin Leave School Incentive	40,345.00	.00	40,345.00	4,485.06	.00	15,347.40	24,997.60	38	40,800.11
5106.103	Incentives & Admin Leave Team Pay	.00	.00	.00	419.20	.00	1,676.80	(1,676.80)	+++	5,300.54
5106.200	Incentives & Admin Leave Gym Reimbursement	840.00	.00	840.00	180.00	.00	360.00	480.00	43	540.00
5109.100	Allowances Uniform Allowance	682.00	.00	682.00	56.84	.00	227.36	454.64	33	7,615.75
5111	Medicare	19,060.00	.00	19,060.00	1,460.06	.00	5,728.82	13,331.18	30	18,213.45
5112.101	Retirement Contribution PERS	283,356.00	.00	283,356.00	21,765.98	.00	85,043.28	198,312.72	30	273,972.72
5113	Worker's Compensation	127,871.00	.00	127,871.00	31,974.10	.00	63,948.19	63,922.81	50	100,517.00
5114.101	Health Insurance Medical	261,652.00	.00	261,652.00	19,995.26	.00	78,996.90	182,655.10	30	228,373.79
5114.102	Health Insurance Dental	.00	.00	.00	1,931.42	.00	7,800.22	(7,800.22)	+++	24,864.00
5114.103	Health Insurance Vision	.00	.00	.00	192.92	.00	780.50	(780.50)	+++	2,350.88
5115	Unemployment Compensation	6,529.00	.00	6,529.00	665.55	.00	2,859.27	3,669.73	44	11,700.00
5116.101	Life and Disability Insurance Life & Disab.	10,580.00	.00	10,580.00	342.00	.00	1,368.00	9,212.00	13	4,237.00
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	547.26	.00	2,178.25	(2,178.25)	+++	6,583.19
5119.100	Retiree Costs Medical Insurance	99,379.00	.00	99,379.00	.00	.00	24,144.99	75,234.01	24	95,003.34
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	.00	.00	+++	3,139.78
5199.130	Other Payroll Expenses Interfund Payroll Transfers	(144,800.00)	.00	(144,800.00)	.00	.00	(34,552.69)	(110,247.31)	24	(151,873.79)
5202.100	Operating Supplies General	11,100.00	.00	11,100.00	(500.00)	752.16	(150.18)	10,498.02	5	18,371.45
5209.101	Auto Fuel Expense Town Vehicles	68,000.00	.00	68,000.00	4,357.48	.00	22,629.77	45,370.23	33	66,582.51
5213.100	Professional/Contract Services General	8,000.00	.00	8,000.00	.00	.00	1,080.00	6,920.00	14	7,422.73
5214.100	Repair and Maint Service General	.00	.00	.00	.00	.00	.00	.00	+++	1,042.56
5216.100	Communications General Services	6,600.00	.00	6,600.00	.00	.00	1,710.45	4,889.55	26	6,626.01
5217	Extradition/Transportation Expen	500.00	.00	500.00	.00	.00	.00	500.00	0	54.43
5218.100	Advertising General	600.00	.00	600.00	.00	.00	15.00	585.00	2	.00
5220.100	Employee Development General	13,750.00	.00	13,750.00	606.50	.00	4,297.18	9,452.82	31	31,275.43
5220.110	Employee Development Education Reimb MOU	2,200.00	.00	2,200.00	.00	.00	550.00	1,650.00	25	1,100.00
Program										
5223.105	Meals and Refreshments Emergencies and Meetings	200.00	.00	200.00	.00	.00	.00	200.00	0	65.76





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<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>30 - Police</b>										
Program <b>4520 - Police Operations</b>										
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	855.43
5501	Debt Service Payment - Principal	193.00	.00	193.00	.00	.00	96.65	96.35	50	193.30
Program <b>4520 - Police Operations Totals</b>		\$2,089,254.00	\$0.00	\$2,089,254.00	\$189,083.61	\$752.16	\$673,902.90	\$1,414,598.94	32%	\$2,075,506.87
Program <b>4530 - Public Safety Communications</b>										
5101	Salaries - Permanent	315,168.00	.00	315,168.00	19,030.65	.00	70,417.49	244,750.51	22	329,180.97
5102	Salaries - Temporary	93,620.00	.00	93,620.00	3,905.41	.00	26,534.32	67,085.68	28	75,613.34
5103.102	Differential Pay Out of Class	.00	.00	.00	147.20	.00	251.80	(251.80)	+++	1,344.89
5103.105	Differential Pay Swing/Graveyard Shift	.00	.00	.00	916.82	.00	3,691.57	(3,691.57)	+++	10,966.64
5104	Wages - PS Holiday Pay	.00	.00	.00	.00	.00	.00	.00	+++	6,499.96
5105	Salaries - Overtime/FLSA	32,200.00	.00	32,200.00	9,312.70	.00	26,593.90	5,606.10	83	42,694.29
5106.101	Incentives & Admin Leave School Incentive	7,114.00	.00	7,114.00	1,949.77	.00	3,102.51	4,011.49	44	7,986.50
5109.100	Allowances Uniform Allowance	682.00	.00	682.00	56.84	.00	352.81	329.19	52	3,367.92
5111	Medicare	6,507.00	.00	6,507.00	505.77	.00	1,910.45	4,596.55	29	6,727.71
5112.101	Retirement Contribution PERS	32,181.00	.00	32,181.00	2,408.66	.00	8,669.83	23,511.17	27	37,832.81
5112.102	Retirement Contribution Social Security	.00	.00	.00	.00	.00	.00	.00	+++	227.30
5113	Worker's Compensation	22,570.00	.00	22,570.00	5,643.62	.00	11,287.24	11,282.76	50	16,100.00
5114.101	Health Insurance Medical	102,887.00	.00	102,887.00	6,312.32	.00	22,147.47	80,739.53	22	86,140.81
5114.102	Health Insurance Dental	.00	.00	.00	626.94	.00	2,312.89	(2,312.89)	+++	9,445.85
5114.103	Health Insurance Vision	.00	.00	.00	62.66	.00	225.80	(225.80)	+++	887.66
5115	Unemployment Compensation	5,300.00	.00	5,300.00	223.27	.00	941.16	4,358.84	18	6,025.00
5116.101	Life and Disability Insurance Life & Disab.	3,651.00	.00	3,651.00	103.56	.00	357.24	3,293.76	10	1,660.72
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	133.14	.00	512.37	(512.37)	+++	2,125.70
5119.100	Retiree Costs Medical Insurance	59,179.00	.00	59,179.00	76.85	.00	13,361.15	45,817.85	23	47,026.55
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	1,997.96	(1,997.96)	+++	14,333.88
5199.130	Other Payroll Expenses Interfund Payroll Transfers	(50,000.00)	(5,000.00)	(55,000.00)	.00	.00	(12,506.00)	(42,494.00)	23	.00
5202.100	Operating Supplies General	2,150.00	.00	2,150.00	.00	132.50	53.66	1,963.84	9	3,193.60
5204	Subscriptions and Code Books	152.00	.00	152.00	.00	.00	144.00	8.00	95	144.00
5213.100	Professional/Contract Services General	6,000.00	.00	6,000.00	14.00	.00	2,482.29	3,517.71	41	3,560.90
5214.100	Repair and Maint Service General	33,564.00	.00	33,564.00	.00	.00	.00	33,564.00	0	31,065.00
5216.100	Communications General Services	28,450.00	.00	28,450.00	2,115.15	.00	8,443.43	20,006.57	30	24,861.97
5218.100	Advertising General	.00	.00	.00	.00	.00	74.36	(74.36)	+++	5.69
5220.100	Employee Development General	1,340.00	.00	1,340.00	.00	.00	(91.25)	1,431.25	-7	3,240.40
5223.105	Meals and Refreshments Emergencies and Meetings	.00	.00	.00	.00	.00	.00	.00	+++	62.66
5501	Debt Service Payment - Principal	64,785.00	.00	64,785.00	468.14	.00	31,455.86	33,329.14	49	68,071.68
Program <b>4530 - Public Safety Communications Totals</b>		\$767,500.00	(\$5,000.00)	\$762,500.00	\$54,013.47	\$132.50	\$224,724.31	\$537,643.19	29%	\$840,394.40



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>30 - Police</b>										
Program <b>4550 - Fleet Management</b>										
5101	Salaries - Permanent	64,168.00	.00	64,168.00	4,936.00	.00	19,744.00	44,424.00	31	62,712.00
5106.100	Incentives & Admin Leave Administrative Leave	2,715.00	.00	2,715.00	.00	.00	.00	2,715.00	0	2,720.96
5109.100	Allowances Uniform Allowance	500.00	.00	500.00	41.66	.00	166.64	333.36	33	499.92
5109.102	Allowances Tool Allowance	1,000.00	.00	1,000.00	.00	.00	1,000.00	.00	100	1,000.00
5111	Medicare	992.00	.00	992.00	58.57	.00	255.61	736.39	26	821.56
5112.101	Retirement Contribution PERS	7,408.00	.00	7,408.00	574.68	.00	2,298.71	5,109.29	31	6,971.01
5113	Worker's Compensation	2,814.00	.00	2,814.00	703.64	.00	1,407.28	1,406.72	50	2,640.00
5114.101	Health Insurance Medical	15,391.00	.00	15,391.00	1,127.70	.00	4,513.20	10,877.80	29	13,530.26
5114.102	Health Insurance Dental	.00	.00	.00	136.66	.00	546.64	(546.64)	+++	1,552.93
5114.103	Health Insurance Vision	.00	.00	.00	13.88	.00	55.52	(55.52)	+++	166.56
5115	Unemployment Compensation	.00	.00	.00	25.85	.00	125.65	(125.65)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	648.00	.00	648.00	19.00	.00	76.00	572.00	12	228.00
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	34.64	.00	138.06	(138.06)	+++	405.77
5119.100	Retiree Costs Medical Insurance	10,441.00	.00	10,441.00	.00	.00	1,573.08	8,867.92	15	10,562.15
5201.100	Office Supplies General	25.00	.00	25.00	.00	.00	.00	25.00	0	.00
5202.100	Operating Supplies General	100.00	.00	100.00	.00	.00	58.85	41.15	59	729.18
5203.100	Repairs and Maint Supplies General	31,050.00	.00	31,050.00	4,897.08	.00	17,238.59	13,811.41	56	32,967.82
5209.101	Auto Fuel Expense Town Vehicles	1,500.00	.00	1,500.00	57.97	.00	227.03	1,272.97	15	1,681.44
5210.100	Postage General	50.00	.00	50.00	.00	.00	.00	50.00	0	50.42
5213.100	Professional/Contract Services General	2,800.00	.00	2,800.00	311.50	.00	618.00	2,182.00	22	2,804.75
5214.100	Repair and Maint Service General	24,600.00	.00	24,600.00	998.88	.00	12,760.87	11,839.13	52	26,781.74
5216.100	Communications General Services	900.00	.00	900.00	.00	.00	253.64	646.36	28	961.65
5220.100	Employee Development General	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5303	Improvements	1,000.00	.00	1,000.00	.00	.00	918.00	82.00	92	.00
5501	Debt Service Payment - Principal	4,365.00	.00	4,365.00	.00	.00	2,183.01	2,181.99	50	4,365.67
Program <b>4550 - Fleet Management Totals</b>		\$173,967.00	\$0.00	\$173,967.00	\$13,937.71	\$0.00	\$66,158.38	\$107,808.62	38%	\$174,153.79
Department <b>30 - Police Totals</b>		\$3,781,564.00	(\$5,000.00)	\$3,776,564.00	\$311,796.58	\$1,408.40	\$1,186,433.82	\$2,588,721.78	31%	\$3,807,448.75
Department <b>35 - Fire</b>										
Program <b>0000 - Non Program Activity</b>										
5280.100	Bad Debt Write Off Expense	.00	.00	.00	.00	.00	.00	.00	+++	2,662.28
Program <b>0000 - Non Program Activity Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,662.28
Program <b>4610 - Fire - Administrative</b>										
5101	Salaries - Permanent	34,017.00	.00	34,017.00	1,728.96	.00	6,915.84	27,101.16	20	22,732.80
5102	Salaries - Temporary	.00	.00	.00	887.76	.00	3,551.04	(3,551.04)	+++	11,540.88
5106.200	Incentives & Admin Leave Gym Reimbursement	.00	.00	.00	.00	.00	90.00	(90.00)	+++	.00
5111	Medicare	493.00	.00	493.00	41.71	.00	168.17	324.83	34	542.24



# Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>35 - Fire</b>										
Program <b>4610 - Fire - Administrative</b>										
5112.101	Retirement Contribution PERS	3,310.00	.00	3,310.00	199.60	.00	798.40	2,511.60	24	2,507.08
5112.102	Retirement Contribution Social Security	.00	.00	.00	55.04	.00	220.16	(220.16)	+++	715.53
5113	Worker's Compensation	754.00	.00	754.00	188.54	.00	377.08	376.92	50	727.00
5114.101	Health Insurance Medical	3,123.00	.00	3,123.00	260.24	.00	1,040.96	2,082.04	33	3,122.88
5115	Unemployment Compensation	.00	.00	.00	18.41	.00	82.89	(82.89)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	284.00	.00	284.00	11.40	.00	45.60	238.40	16	136.80
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	12.14	.00	48.56	(48.56)	+++	146.65
5119.100	Retiree Costs Medical Insurance	58,649.00	.00	58,649.00	220.55	.00	14,571.64	44,077.36	25	57,157.10
5201.100	Office Supplies General	1,000.00	.00	1,000.00	55.43	.00	125.02	874.98	13	814.19
5202.100	Operating Supplies General	1,510.00	.00	1,510.00	.00	.00	283.77	1,226.23	19	2,926.71
5203.100	Repairs and Maint Supplies General	5,000.00	.00	5,000.00	398.47	.00	1,596.70	3,403.30	32	5,143.33
5204	Subscriptions and Code Books	960.00	.00	960.00	1,165.50	.00	1,165.50	(205.50)	121	945.99
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	.00	.00	.00	.00	.00	.00	.00	+++	15.54
5210.100	Postage General	330.00	.00	330.00	46.00	.00	55.66	274.34	17	361.56
5211.135	Utilities Water and Sewer	2,340.00	.00	2,340.00	.00	.00	689.69	1,650.31	29	2,349.28
5211.137	Utilities Electric and Gas	19,000.00	.00	19,000.00	1,629.44	.00	5,562.51	13,437.49	29	17,963.91
5211.139	Utilities Propane	550.00	.00	550.00	44.68	.00	156.31	393.69	28	310.44
5213.100	Professional/Contract Services General	5,130.00	.00	5,130.00	.00	.00	512.65	4,617.35	10	4,619.37
5214.100	Repair and Maint Service General	15,004.00	.00	15,004.00	225.00	.00	603.00	14,401.00	4	10,520.15
5215.106	Rents and Leases Copiers	6,600.00	.00	6,600.00	572.03	.00	2,280.87	4,319.13	35	6,630.25
5216.100	Communications General Services	12,060.00	.00	12,060.00	987.07	.00	3,922.94	8,137.06	33	13,979.22
5219.100	Printing General	500.00	.00	500.00	.00	.00	.00	500.00	0	53.54
5220.100	Employee Development General	.00	.00	.00	.00	.00	.00	.00	+++	459.00
5303	Improvements	4,000.00	.00	4,000.00	.00	.00	232.28	3,767.72	6	7,281.30
5304	Furniture & Equipment	901.00	.00	901.00	.00	.00	.00	901.00	0	855.42
5501	Debt Service Payment - Principal	387.00	.00	387.00	.00	.00	193.00	194.00	50	10,830.14
Program <b>4610 - Fire - Administrative Totals</b>		\$175,902.00	\$0.00	\$175,902.00	\$8,747.97	\$0.00	\$45,290.24	\$130,611.76	26%	\$185,388.30
Program <b>4615 - Fire - EOC</b>										
5202.100	Operating Supplies General	50.00	.00	50.00	.00	.00	.00	50.00	0	71.26
5203.100	Repairs and Maint Supplies General	.00	.00	.00	.00	.00	.00	.00	+++	52.64
5213.100	Professional/Contract Services General	120.00	.00	120.00	.00	.00	.00	120.00	0	152.00
5214.100	Repair and Maint Service General	5,910.00	.00	5,910.00	.00	.00	.00	5,910.00	0	12,000.00
5216.100	Communications General Services	4,001.00	.00	4,001.00	328.65	.00	1,169.10	2,831.90	29	4,001.05
Program <b>4615 - Fire - EOC Totals</b>		\$10,081.00	\$0.00	\$10,081.00	\$328.65	\$0.00	\$1,169.10	\$8,911.90	12%	\$16,276.95
Program <b>4630 - Fire - Suppression</b>										
5101	Salaries - Permanent	.00	.00	.00	.00	.00	90.86	(90.86)	+++	693,301.79



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>35 - Fire</b>										
Program <b>4630 - Fire - Suppression</b>										
5103.102	Differential Pay Out of Class	.00	.00	.00	.00	.00	.00	.00	+++	1,710.68
5104	Wages - PS Holiday Pay	.00	1,565.00	1,565.00	.00	.00	1,855.82	(290.82)	119	33,021.49
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	212,301.24
5105.200	Salaries - Overtime/FLSA State Assistance Overtime	.00	.00	.00	.00	.00	.00	.00	+++	46,794.00
5106.102	Incentives & Admin Leave Emergency Medical Tech	.00	.00	.00	.00	.00	45.00	(45.00)	+++	4,118.55
5106.103	Incentives & Admin Leave Team Pay	.00	.00	.00	.00	.00	18.40	(18.40)	+++	28,271.10
5106.200	Incentives & Admin Leave Gym Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	2,298.47
5109.100	Allowances Uniform Allowance	.00	.00	.00	.00	.00	127.34	(127.34)	+++	11,377.75
5111	Medicare	.00	.00	.00	.00	.00	30.77	(30.77)	+++	15,152.91
5112.101	Retirement Contribution PERS	.00	.00	.00	.00	.00	157.89	(157.89)	+++	195,175.94
5113	Worker's Compensation	.00	.00	.00	.00	.00	.00	.00	+++	120,898.00
5114.101	Health Insurance Medical	.00	.00	.00	.00	.00	1,009.15	(1,009.15)	+++	142,194.76
5114.102	Health Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	12,846.20
5114.103	Health Insurance Vision	.00	.00	.00	.00	.00	.00	.00	+++	1,176.96
5115	Unemployment Compensation	.00	.00	.00	.00	.00	16.19	(16.19)	+++	11,700.00
5116.101	Life and Disability Insurance Life & Disab.	.00	.00	.00	.00	.00	.00	.00	+++	2,204.00
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	.00	.00	(2.00)	2.00	+++	1,411.00
5119.100	Retiree Costs Medical Insurance	209,182.00	.00	209,182.00	.00	.00	51,765.86	157,416.14	25	217,605.70
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	15.22	(15.22)	+++	94,954.79
5202.100	Operating Supplies General	19,404.00	.00	19,404.00	1,345.52	.00	3,106.33	16,297.67	16	21,399.90
5203.100	Repairs and Maint Supplies General	9,000.00	.00	9,000.00	22.75	.00	637.90	8,362.10	7	2,430.00
5209.101	Auto Fuel Expense Town Vehicles	32,000.00	.00	32,000.00	1,591.62	.00	8,520.12	23,479.88	27	31,191.70
5213.100	Professional/Contract Services General	2,667,690.00	.00	2,667,690.00	.00	.00	854.50	2,666,835.50	0	1,245,241.24
5214.100	Repair and Maint Service General	17,000.00	.00	17,000.00	575.00	.00	575.00	16,425.00	3	12,286.25
5216.100	Communications General Services	.00	.00	.00	.00	.00	.00	.00	+++	1,213.74
5220.100	Employee Development General	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,137.86
5223.105	Meals and Refreshments Emergencies and Meetings	.00	.00	.00	.00	.00	.00	.00	+++	16.95
5269.135	Emergency Incident Costs Fire Related	2,000.00	.00	2,000.00	.00	.00	497.27	1,502.73	25	1,914.01
5304	Furniture & Equipment	29,000.00	.00	29,000.00	.00	.00	.00	29,000.00	0	10,942.63
5501	Debt Service Payment - Principal	141,405.00	(7,589.00)	133,816.00	4,887.66	.00	124,039.85	9,776.15	93	73,107.22
Program <b>4630 - Fire - Suppression Totals</b>		\$3,129,181.00	(\$6,024.00)	\$3,123,157.00	\$8,422.55	\$0.00	\$193,361.47	\$2,929,795.53	6%	\$3,250,396.83
Program <b>4640 - Fire - Volunteer Program</b>										
5118	Volunteer Benefits	18,601.00	.00	18,601.00	2,429.87	.00	4,859.74	13,741.26	26	14,966.40
5202.100	Operating Supplies General	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	800.35
5213.100	Professional/Contract Services General	16,970.00	.00	16,970.00	.00	.00	799.00	16,171.00	5	6,403.25
5220.100	Employee Development General	1,010.00	.00	1,010.00	.00	.00	.00	1,010.00	0	368.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>35 - Fire</b>										
Program <b>4640 - Fire - Volunteer Program Totals</b>		\$38,581.00	\$0.00	\$38,581.00	\$2,429.87	\$0.00	\$5,658.74	\$32,922.26	15%	\$22,538.00
Department <b>35 - Fire Totals</b>		\$3,353,745.00	(\$6,024.00)	\$3,347,721.00	\$19,929.04	\$0.00	\$245,479.55	\$3,102,241.45	7%	\$3,477,262.36
Department <b>40 - Community Development</b>										
Program <b>4720 - CDD Planning</b>										
5101	Salaries - Permanent	93,813.00	.00	93,813.00	4,620.78	.00	26,176.32	67,636.68	28	92,837.56
5106.100	Incentives & Admin Leave Administrative Leave	2,510.00	.00	2,510.00	.00	.00	.00	2,510.00	0	2,351.88
5106.200	Incentives & Admin Leave Gym Reimbursement	468.00	.00	468.00	.00	.00	27.00	441.00	6	81.00
5107	Car Allowance/Mileage	1,128.00	.00	1,128.00	94.00	.00	376.00	752.00	33	1,128.00
5111	Medicare	1,413.00	.00	1,413.00	68.95	.00	360.93	1,052.07	26	1,462.48
5112.101	Retirement Contribution PERS	6,679.00	.00	6,679.00	513.72	.00	2,054.91	4,624.09	31	7,867.66
5113	Worker's Compensation	2,215.00	.00	2,215.00	553.86	.00	1,107.72	1,107.28	50	2,547.00
5114.101	Health Insurance Medical	22,996.00	.00	22,996.00	1,484.22	.00	5,940.71	17,055.29	26	14,147.83
5114.102	Health Insurance Dental	.00	.00	.00	84.92	.00	527.66	(527.66)	+++	1,260.28
5114.103	Health Insurance Vision	.00	.00	.00	9.54	.00	62.34	(62.34)	+++	198.04
5115	Unemployment Compensation	.00	.00	.00	30.44	.00	180.07	(180.07)	+++	558.53
5116.101	Life and Disability Insurance Life & Disab.	935.00	.00	935.00	19.10	.00	122.00	813.00	13	336.17
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	31.26	.00	112.51	(112.51)	+++	500.03
5119.100	Retiree Costs Medical Insurance	16,089.00	.00	16,089.00	204.46	.00	4,087.16	12,001.84	25	16,094.75
5122	Accrual Bank Payoff	.00	.00	.00	692.29	.00	692.29	(692.29)	+++	9,690.78
5201.100	Office Supplies General	50.00	.00	50.00	.00	.00	2.22	47.78	4	104.22
5202.100	Operating Supplies General	400.00	.00	400.00	.00	.00	78.11	321.89	20	452.19
5209.101	Auto Fuel Expense Town Vehicles	1,900.00	.00	1,900.00	.00	.00	187.52	1,712.48	10	1,427.64
5210.100	Postage General	400.00	.00	400.00	.00	.00	105.00	295.00	26	367.62
5213.100	Professional/Contract Services General	30,000.00	.00	30,000.00	.00	.00	216.00	29,784.00	1	298.00
5214.100	Repair and Maint Service General	8,276.00	.00	8,276.00	.00	.00	8,027.59	248.41	97	7,147.34
5218.100	Advertising General	500.00	.00	500.00	.00	.00	114.50	385.50	23	378.76
5219.100	Printing General	.00	.00	.00	53.54	.00	53.54	(53.54)	+++	50.31
5220.100	Employee Development General	500.00	.00	500.00	.00	.00	.00	500.00	0	300.00
5223.105	Meals and Refreshments Emergencies and Meetings	.00	.00	.00	.00	.00	.00	.00	+++	28.85
5501	Debt Service Payment - Principal	580.00	.00	580.00	.00	.00	290.00	290.00	50	2,662.81
Program <b>4720 - CDD Planning Totals</b>		\$190,852.00	\$0.00	\$190,852.00	\$8,461.08	\$0.00	\$50,902.10	\$139,949.90	27%	\$164,279.73
Program <b>4780 - CDD - Waste Management</b>										
5101	Salaries - Permanent	21,624.00	.00	21,624.00	1,663.40	.00	6,653.59	14,970.41	31	21,205.23
5106.100	Incentives & Admin Leave Administrative Leave	641.00	.00	641.00	.00	.00	.00	641.00	0	600.48
5106.200	Incentives & Admin Leave Gym Reimbursement	79.00	.00	79.00	.00	.00	19.80	59.20	25	59.40
5107	Car Allowance/Mileage	288.00	.00	288.00	24.00	.00	96.00	192.00	33	288.00
5111	Medicare	327.00	.00	327.00	22.48	.00	91.21	235.79	28	299.34



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>40 - Community Development</b>										
Program <b>4780 - CDD - Waste Management</b>										
5112.101	Retirement Contribution PERS	2,497.00	.00	2,497.00	192.04	.00	768.14	1,728.86	31	2,775.69
5113	Worker's Compensation	238.00	.00	238.00	59.51	.00	119.02	118.98	50	224.00
5114.101	Health Insurance Medical	4,393.00	.00	4,393.00	326.16	.00	1,304.55	3,088.45	30	3,626.48
5114.102	Health Insurance Dental	.00	.00	.00	32.92	.00	131.68	(131.68)	+++	430.71
5114.103	Health Insurance Vision	.00	.00	.00	3.88	.00	15.52	(15.52)	+++	46.56
5115	Unemployment Compensation	.00	.00	.00	9.92	.00	45.09	(45.09)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	210.00	.00	210.00	7.60	.00	30.40	179.60	14	91.20
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	11.68	.00	46.68	(46.68)	+++	136.59
5211.135	Utilities Water and Sewer	2,500.00	.00	2,500.00	.00	.00	501.21	1,998.79	20	2,449.50
Program <b>4780 - CDD - Waste Management Totals</b>		<b>\$32,797.00</b>	<b>\$0.00</b>	<b>\$32,797.00</b>	<b>\$2,353.59</b>	<b>\$0.00</b>	<b>\$9,822.89</b>	<b>\$22,974.11</b>	<b>30%</b>	<b>\$32,233.18</b>
Department <b>40 - Community Development Totals</b>		<b>\$223,649.00</b>	<b>\$0.00</b>	<b>\$223,649.00</b>	<b>\$10,814.67</b>	<b>\$0.00</b>	<b>\$60,724.99</b>	<b>\$162,924.01</b>	<b>27%</b>	<b>\$196,512.91</b>
Department <b>45 - Public Works</b>										
Program <b>4740 - Public Works - Engineering</b>										
5101	Salaries - Permanent	.00	.00	.00	.00	.00	.00	.00	+++	11,412.07
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	38.27
5106.100	Incentives & Admin Leave Administrative Leave	.00	.00	.00	.00	.00	.00	.00	+++	103.65
5106.200	Incentives & Admin Leave Gym Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	2.70
5109.101	Allowances Boot Allowance	.00	.00	.00	.00	.00	.00	.00	+++	45.00
5111	Medicare	.00	.00	.00	.00	.00	.00	.00	+++	178.01
5112.101	Retirement Contribution PERS	.00	.00	.00	.00	.00	.00	.00	+++	1,105.22
5113	Worker's Compensation	.00	.00	.00	.00	.00	.00	.00	+++	967.00
5114.101	Health Insurance Medical	.00	.00	.00	.00	.00	.00	.00	+++	1,723.71
5114.102	Health Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	311.54
5114.103	Health Insurance Vision	.00	.00	.00	.00	.00	.00	.00	+++	24.07
5116.101	Life and Disability Insurance Life & Disab.	.00	.00	.00	.00	.00	.00	.00	+++	51.85
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	.00	.00	(2.83)	2.83	+++	116.98
5119.100	Retiree Costs Medical Insurance	10,385.00	.00	10,385.00	.00	.00	2,553.54	7,831.46	25	11,263.85
5201.100	Office Supplies General	.00	.00	.00	.00	.00	.00	.00	+++	39.71
5202.100	Operating Supplies General	300.00	.00	300.00	.00	.00	.00	300.00	0	218.95
5204	Subscriptions and Code Books	.00	.00	.00	.00	.00	.00	.00	+++	129.30
5209.101	Auto Fuel Expense Town Vehicles	.00	.00	.00	(720.87)	.00	.00	.00	+++	791.34
5210.100	Postage General	150.00	.00	150.00	.00	.00	1.58	148.42	1	68.16
5213.100	Professional/Contract Services General	4,000.00	.00	4,000.00	.00	.00	838.00	3,162.00	21	11,621.49
5214.100	Repair and Maint Service General	6,278.00	.00	6,278.00	.00	.00	5,518.07	759.93	88	5,224.59
5216.100	Communications General Services	.00	.00	.00	.00	.00	.00	.00	+++	896.33
5219.100	Printing General	.00	.00	.00	.00	.00	.00	.00	+++	1.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>45 - Public Works</b>										
Program <b>4740 - Public Works - Engineering</b>										
5220.100	Employee Development General	300.00	.00	300.00	.00	.00	.00	300.00	0	131.96
5501	Debt Service Payment - Principal	387.00	.00	387.00	.00	.00	96.35	290.65	25	2,275.86
Program <b>4740 - Public Works - Engineering Totals</b>		\$21,800.00	\$0.00	\$21,800.00	(\$720.87)	\$0.00	\$9,004.71	\$12,795.29	41%	\$48,742.61
Program <b>4745 - Paradise Community Park</b>										
5101	Salaries - Permanent	.00	.00	.00	.00	.00	.00	.00	+++	7,103.75
5103.101	Differential Pay On Call	.00	.00	.00	.00	.00	.00	.00	+++	895.50
5105	Salaries - Overtime/FLSA	.00	.00	.00	.00	.00	.00	.00	+++	227.19
5109.101	Allowances Boot Allowance	.00	.00	.00	.00	.00	.00	.00	+++	60.00
5111	Medicare	.00	.00	.00	.00	.00	.00	.00	+++	136.22
5112.101	Retirement Contribution PERS	.00	.00	.00	.00	.00	.00	.00	+++	806.57
5113	Worker's Compensation	.00	.00	.00	.00	.00	.00	.00	+++	930.00
5114.101	Health Insurance Medical	.00	.00	.00	.00	.00	.00	.00	+++	1,105.94
5116.101	Life and Disability Insurance Life & Disab.	.00	.00	.00	.00	.00	.00	.00	+++	48.45
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	.00	.00	.00	.00	+++	49.86
5202.100	Operating Supplies General	2,650.00	.00	2,650.00	.00	.00	49.43	2,600.57	2	3,210.98
5203.100	Repairs and Maint Supplies General	1,650.00	.00	1,650.00	.00	.00	19.35	1,630.65	1	2,425.46
5211.135	Utilities Water and Sewer	2,600.00	.00	2,600.00	.00	.00	912.39	1,687.61	35	2,818.67
5211.137	Utilities Electric and Gas	3,000.00	.00	3,000.00	313.00	.00	959.14	2,040.86	32	3,015.70
5213.100	Professional/Contract Services General	.00	.00	.00	.00	.00	.00	.00	+++	50.00
5214.100	Repair and Maint Service General	1,000.00	.00	1,000.00	.00	.00	268.15	731.85	27	861.55
5215.100	Rents and Leases Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	100.00
5216.100	Communications General Services	190.00	.00	190.00	15.84	.00	63.36	126.64	33	187.58
5223.101	Meals and Refreshments Employee Meals-MOU Overtime	.00	.00	.00	.00	.00	.00	.00	+++	3.00
5260	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	81.00
5304	Furniture & Equipment	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
Program <b>4745 - Paradise Community Park Totals</b>		\$11,390.00	\$0.00	\$11,390.00	\$328.84	\$0.00	\$2,271.82	\$9,118.18	20%	\$24,117.42
Program <b>4747 - Public Facilities</b>										
5203.100	Repairs and Maint Supplies General	400.00	.00	400.00	.00	.00	93.22	306.78	23	123.82
5211.135	Utilities Water and Sewer	4,300.00	.00	4,300.00	.00	.00	1,530.61	2,769.39	36	4,425.62
5214.100	Repair and Maint Service General	740.00	.00	740.00	.00	.00	200.00	540.00	27	.00
Program <b>4747 - Public Facilities Totals</b>		\$5,440.00	\$0.00	\$5,440.00	\$0.00	\$0.00	\$1,823.83	\$3,616.17	34%	\$4,549.44
Department <b>45 - Public Works Totals</b>		\$38,630.00	\$0.00	\$38,630.00	(\$392.03)	\$0.00	\$13,100.36	\$25,529.64	34%	\$77,409.47
<b>EXPENSE TOTALS</b>		\$9,767,282.00	\$10,598.00	\$9,777,880.00	\$500,789.60	(\$2,591.60)	\$2,176,467.79	\$7,604,003.81	22%	\$9,876,795.21
<b>Fund 1010 - General Fund Totals</b>										
<b>REVENUE TOTALS</b>		9,770,070.00	53,889.00	9,823,959.00	425,330.95	.00	759,508.30	9,064,450.70	8	9,923,459.48





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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>EXPENSE TOTALS</b>		9,767,282.00	10,598.00	9,777,880.00	500,789.60	(2,591.60)	2,176,467.79	7,604,003.81	22	9,876,795.21
Fund	<b>1010 - General Fund Totals</b>	\$2,788.00	\$43,291.00	\$46,079.00	(\$75,458.65)	\$2,591.60	(\$1,416,959.49)	\$1,460,446.89		\$46,664.27
Fund	<b>2030 - Building Safety &amp; Waste Wtr Svcs</b>									
<b>REVENUE</b>										
Department	<b>40 - Community Development</b>									
Program	<b>4730 - Building and Onsite Inspections</b>									
3380.102	Local Government Revenue Fines and Citations Onsite	8,000.00	.00	8,000.00	2,225.00	.00	3,450.00	4,550.00	43	9,585.01
3401.301	CDD Building Plan Check Fees	40,154.00	.00	40,154.00	8,261.65	.00	23,568.92	16,585.08	59	40,684.52
3401.302	CDD Building Construction Review-Bldg Permit	153,935.00	.00	153,935.00	20,119.85	.00	61,663.25	92,271.75	40	126,214.77
3401.306	CDD Building Development Permit/DIF Est Req	76.00	.00	76.00	.00	.00	76.00	.00	100	.00
3401.307	CDD Building Design Review Application	64.00	.00	64.00	.00	.00	.00	64.00	0	192.00
3401.308	CDD Building Solar System Plan Checks/Permits	.00	.00	.00	.00	.00	.00	.00	+++	72.00
3401.320	CDD Building Permit Valuation Surcharge	163.00	.00	163.00	35.00	.00	46.00	117.00	28	41.00
3404.116	Onsite Land Use Review	3,800.00	.00	3,800.00	690.18	.00	3,099.34	700.66	82	3,237.00
3404.117	Onsite Repairs to Maintain Existing Use	58,000.00	.00	58,000.00	5,794.54	.00	25,897.85	32,102.15	45	52,881.96
3404.118	Onsite New Installation Standard System	1,500.00	.00	1,500.00	941.56	.00	3,297.90	(1,797.90)	220	2,155.40
3404.119	Onsite Permit: Alteration/Expanded Use	1,000.00	.00	1,000.00	259.74	.00	519.48	480.52	52	905.00
3404.120	Onsite Review for Land Division	575.00	.00	575.00	.00	.00	68.70	506.30	12	.00
3404.123	Onsite Hourly Service Fee	113.00	.00	113.00	.00	.00	.00	113.00	0	228.00
3404.125	Onsite Escrow Clearance	30,000.00	.00	30,000.00	3,717.56	.00	13,851.02	16,148.98	46	28,864.00
3404.126	Onsite Building Permit Clearance	3,000.00	.00	3,000.00	376.62	.00	1,635.73	1,364.27	55	3,072.00
3404.127	Onsite Operating Permit/Annual	380,900.00	200.00	381,100.00	1,971.39	.00	6,465.81	374,634.19	2	365,925.62
3404.128	Onsite Construct Install Permit Renewal	240.00	.00	240.00	.00	.00	.00	240.00	0	480.00
3404.137	Onsite Alternative Systems Review	1,200.00	.00	1,200.00	349.93	.00	2,804.71	(1,604.71)	234	1,392.00
3404.138	Onsite Abandonment of Septic System	.00	.00	.00	129.87	.00	259.74	(259.74)	+++	117.00
3404.150	Onsite Annual Evaluator License Fee	800.00	.00	800.00	.00	.00	.00	800.00	0	1,056.00
3404.151	Onsite Extension Req for Eval or Repair	.00	.00	.00	28.86	.00	288.60	(288.60)	+++	.00
3410.150	Administrative Services Late Fees	50.00	.00	50.00	.00	.00	(1.35)	51.35	-3	57.90
3422.337	Fire Code Enforcement Inspection	17,840.00	.00	17,840.00	515.00	.00	2,273.00	15,567.00	13	19,088.60
3422.339	Fire State Licensed Fire Inspection	100.00	.00	100.00	.00	.00	.00	100.00	0	100.30
3422.346	Fire Administrative Fees	.00	.00	.00	.00	.00	.00	.00	+++	78.00
3422.368	Fire Permit Fees	4,865.00	.00	4,865.00	351.00	.00	1,641.00	3,224.00	34	3,960.00
3610.150	Interest Revenue Interfund Loans	3,152.00	.00	3,152.00	.00	.00	.00	3,152.00	0	5,606.31
3901.100	Refunds & Reimbursements Miscellaneous	.00	.00	.00	.00	.00	1,462.68	(1,462.68)	+++	.00
3902.100	Miscellaneous Revenue General	.00	1,463.00	1,463.00	.01	.00	.01	1,462.99	0	10.02
3902.110	Miscellaneous Revenue Cash Over and Short	.00	.00	.00	.00	.00	.01	(.01)	+++	.00
Program	<b>4730 - Building and Onsite Inspections Totals</b>	\$709,527.00	\$1,663.00	\$711,190.00	\$45,767.76	\$0.00	\$152,368.40	\$558,821.60	21%	\$666,004.41
Department	<b>40 - Community Development Totals</b>	\$709,527.00	\$1,663.00	\$711,190.00	\$45,767.76	\$0.00	\$152,368.40	\$558,821.60	21%	\$666,004.41
<b>REVENUE TOTALS</b>		\$709,527.00	\$1,663.00	\$711,190.00	\$45,767.76	\$0.00	\$152,368.40	\$558,821.60	21%	\$666,004.41





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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 2030 - Building Safety &amp; Waste Wtr Svcs</b>										
<b>EXPENSE</b>										
Department <b>40 - Community Development</b>										
Program <b>4730 - Building and Onsite Inspections</b>										
5101	Salaries - Permanent	313,279.00	.00	313,279.00	22,075.87	.00	93,152.72	220,126.28	30	312,289.24
5102	Salaries - Temporary	.00	.00	.00	.00	.00	.00	.00	+++	952.80
5106.100	Incentives & Admin Leave Administrative Leave	10,433.00	.00	10,433.00	.00	.00	.00	10,433.00	0	10,576.79
5106.200	Incentives & Admin Leave Gym Reimbursement	140.00	.00	140.00	.00	.00	215.10	(75.10)	154	105.30
5107	Car Allowance/Mileage	984.00	.00	984.00	82.00	.00	328.00	656.00	33	984.00
5109.101	Allowances Boot Allowance	300.00	.00	300.00	.00	.00	300.00	.00	100	300.00
5111	Medicare	4,712.00	.00	4,712.00	316.24	.00	1,356.65	3,355.35	29	4,674.27
5112.101	Retirement Contribution PERS	35,678.00	.00	35,678.00	2,548.96	.00	10,586.30	25,091.70	30	35,157.31
5113	Worker's Compensation	23,871.00	.00	23,871.00	5,968.94	.00	11,937.88	11,933.12	50	23,065.00
5114.101	Health Insurance Medical	66,981.00	.00	66,981.00	3,932.61	.00	18,338.28	48,642.72	27	55,613.97
5114.102	Health Insurance Dental	.00	.00	.00	573.16	.00	2,369.08	(2,369.08)	+++	7,716.06
5114.103	Health Insurance Vision	.00	.00	.00	37.44	.00	149.76	(149.76)	+++	446.58
5115	Unemployment Compensation	5,000.00	.00	5,000.00	139.59	.00	674.55	4,325.45	13	9,289.55
5116.101	Life and Disability Insurance Life & Disab.	3,342.00	.00	3,342.00	95.46	.00	419.81	2,922.19	13	1,367.89
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	154.93	.00	644.91	(644.91)	+++	1,977.65
5119.100	Retiree Costs Medical Insurance	70,432.00	.00	70,432.00	.00	.00	11,561.01	58,870.99	16	47,722.24
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	571.73	(571.73)	+++	.00
5201.100	Office Supplies General	200.00	.00	200.00	11.53	.00	18.52	181.48	9	340.53
5202.100	Operating Supplies General	500.00	.00	500.00	.00	.00	240.89	259.11	48	439.84
5203.100	Repairs and Maint Supplies General	.00	.00	.00	.00	.00	.00	.00	+++	2.82
5204	Subscriptions and Code Books	2,500.00	.00	2,500.00	.00	.00	2,422.67	77.33	97	475.92
5209.101	Auto Fuel Expense Town Vehicles	4,000.00	.00	4,000.00	144.92	.00	915.47	3,084.53	23	4,192.39
5210.100	Postage General	800.00	.00	800.00	.00	.00	284.98	515.02	36	987.83
5213.100	Professional/Contract Services General	7,000.00	.00	7,000.00	1,651.20	.00	1,726.20	5,273.80	25	6,792.00
5214.100	Repair and Maint Service General	23,029.00	.00	23,029.00	.00	.00	22,337.63	691.37	97	19,888.23
5216.100	Communications General Services	2,100.00	.00	2,100.00	.00	.00	513.99	1,586.01	24	1,771.33
5219.100	Printing General	.00	.00	.00	.00	.00	.00	.00	+++	114.84
5220.100	Employee Development General	.00	.00	.00	800.00	.00	800.00	(800.00)	+++	1,105.00
5220.110	Employee Development Education Reimb MOU Program	.00	.00	.00	.00	.00	.00	.00	+++	207.50
5280.100	Bad Debt Write Off Expense	.00	.00	.00	.00	.00	.00	.00	+++	533.96
5501	Debt Service Payment - Principal	387.00	.00	387.00	.00	.00	193.00	194.00	50	10,219.59
5910.010	Transfers Out To General Fund	134,422.00	.00	134,422.00	.00	.00	30,355.00	104,067.00	23	110,950.00
Program <b>4730 - Building and Onsite Inspections Totals</b>		<b>\$710,090.00</b>	<b>\$0.00</b>	<b>\$710,090.00</b>	<b>\$38,532.85</b>	<b>\$0.00</b>	<b>\$212,414.13</b>	<b>\$497,675.87</b>	<b>30%</b>	<b>\$670,260.43</b>
Department <b>40 - Community Development Totals</b>		<b>\$710,090.00</b>	<b>\$0.00</b>	<b>\$710,090.00</b>	<b>\$38,532.85</b>	<b>\$0.00</b>	<b>\$212,414.13</b>	<b>\$497,675.87</b>	<b>30%</b>	<b>\$670,260.43</b>
<b>EXPENSE TOTALS</b>		<b>\$710,090.00</b>	<b>\$0.00</b>	<b>\$710,090.00</b>	<b>\$38,532.85</b>	<b>\$0.00</b>	<b>\$212,414.13</b>	<b>\$497,675.87</b>	<b>30%</b>	<b>\$670,260.43</b>



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund	<b>2030 - Building Safety &amp; Waste Wtr Svcs Totals</b>									
	REVENUE TOTALS	709,527.00	1,663.00	711,190.00	45,767.76	.00	152,368.40	558,821.60	21	666,004.41
	EXPENSE TOTALS	710,090.00	.00	710,090.00	38,532.85	.00	212,414.13	497,675.87	30	670,260.43
Fund	<b>2030 - Building Safety &amp; Waste Wtr Svcs Totals</b>	(\$563.00)	\$1,663.00	\$1,100.00	\$7,234.91	\$0.00	(\$60,045.73)	\$61,145.73		(\$4,256.02)
Fund	<b>2070 - Animal Control</b>									
	REVENUE									
Department	<b>30 - Police</b>									
Program	<b>4540 - Police - Animal Control</b>									
3120.330	Other Taxes Voter Appointed Parcel Tax	131,075.00	2,800.00	133,875.00	.00	.00	.00	133,875.00	0	131,121.90
3380.105	Local Government Revenue Fines and Citations Animal Cntrl	4,000.00	.00	4,000.00	1,800.00	.00	1,800.00	2,200.00	45	6,334.70
3410.113	Administrative Services Document Copying	.00	.00	.00	10.75	.00	27.00	(27.00)	+++	.00
3410.150	Administrative Services Late Fees	1,500.00	.00	1,500.00	10.57	.00	384.58	1,115.42	26	2,756.41
3455.200	Animal Control Adoption Fees	4,000.00	.00	4,000.00	126.00	.00	1,047.00	2,953.00	26	3,840.00
3455.205	Animal Control Surrender/Euth/Disp Fees	2,500.00	.00	2,500.00	66.34	.00	770.71	1,729.29	31	2,944.90
3455.210	Animal Control Dog Licenses	20,000.00	.00	20,000.00	1,126.22	.00	6,018.68	13,981.32	30	18,831.08
3455.225	Animal Control Impound/Quarantine Fees	7,000.00	.00	7,000.00	231.40	.00	927.72	6,072.28	13	7,533.98
3455.235	Animal Control Deer Validation	28.00	.00	28.00	.00	.00	.00	28.00	0	28.00
3610.100	Interest Revenue Investments	.00	.00	.00	.00	.00	.00	.00	+++	.28
3901.100	Refunds & Reimbursements Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	149.50
3902.100	Miscellaneous Revenue General	.00	.00	.00	.00	.00	(2.00)	2.00	+++	1,005.93
3910.811	Transfers In From Animal Control Donations	21,542.00	.00	21,542.00	.00	.00	5,387.00	16,155.00	25	14,264.00
Program	<b>4540 - Police - Animal Control Totals</b>	\$191,645.00	\$2,800.00	\$194,445.00	\$3,371.28	\$0.00	\$16,360.69	\$178,084.31	8%	\$188,810.68
Department	<b>30 - Police Totals</b>	\$191,645.00	\$2,800.00	\$194,445.00	\$3,371.28	\$0.00	\$16,360.69	\$178,084.31	8%	\$188,810.68
	REVENUE TOTALS	\$191,645.00	\$2,800.00	\$194,445.00	\$3,371.28	\$0.00	\$16,360.69	\$178,084.31	8%	\$188,810.68
	EXPENSE									
Department	<b>30 - Police</b>									
Program	<b>4540 - Police - Animal Control</b>									
5101	Salaries - Permanent	59,429.00	(9,783.00)	49,646.00	370.82	.00	2,193.85	47,452.15	4	31,440.56
5102	Salaries - Temporary	18,321.00	2,119.00	20,440.00	4,372.10	.00	16,182.57	4,257.43	79	39,156.04
5104	Wages - PS Holiday Pay	1,843.00	(620.00)	1,223.00	.00	.00	86.01	1,136.99	7	1,890.98
5105	Salaries - Overtime/FLSA	1,800.00	(150.00)	1,650.00	62.91	.00	137.55	1,512.45	8	673.27
5109.100	Allowances Uniform Allowance	682.00	(108.00)	574.00	.00	.00	62.44	511.56	11	682.08
5111	Medicare	1,177.00	(87.00)	1,090.00	69.69	.00	306.52	783.48	28	955.90
5112.101	Retirement Contribution PERS	7,367.00	(1,854.00)	5,513.00	154.44	.00	828.11	4,684.89	15	5,317.68
5112.102	Retirement Contribution Social Security	.00	.00	.00	215.03	.00	712.35	(712.35)	+++	1,547.59
5113	Worker's Compensation	6,542.00	.00	6,542.00	1,635.83	.00	3,271.66	3,270.34	50	6,472.00
5114.101	Health Insurance Medical	11,614.00	(1,170.00)	10,444.00	.00	.00	2,428.88	8,015.12	23	10,407.89
5114.102	Health Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	1,144.52
5114.103	Health Insurance Vision	.00	.00	.00	.00	.00	.00	.00	+++	120.72
5115	Unemployment Compensation	.00	.00	.00	30.76	.00	154.85	(154.85)	+++	.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 2070 - Animal Control</b>										
<b>EXPENSE</b>										
Department <b>30 - Police</b>										
Program <b>4540 - Police - Animal Control</b>										
5116.101	Life and Disability Insurance Life & Disab.	423.00	(129.00)	294.00	.00	.00	.00	294.00	0	228.00
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	.00	.00	.00	.00	+++	197.05
5119.100	Retiree Costs Medical Insurance	19,649.00	8,675.00	28,324.00	.00	.00	7,600.30	20,723.70	27	18,843.42
5122	Accrual Bank Payoff	.00	2,811.00	2,811.00	.00	.00	2,811.23	(.23)	100	.00
5201.100	Office Supplies General	200.00	.00	200.00	.00	.00	.00	200.00	0	270.35
5202.100	Operating Supplies General	2,820.00	.00	2,820.00	.00	10.79	685.99	2,123.22	25	2,864.17
5203.100	Repairs and Maint Supplies General	500.00	.00	500.00	.00	.00	13.76	486.24	3	646.51
5204	Subscriptions and Code Books	135.00	.00	135.00	.00	.00	.00	135.00	0	90.00
5209.101	Auto Fuel Expense Town Vehicles	5,000.00	.00	5,000.00	246.18	.00	1,067.26	3,932.74	21	4,670.72
5210.100	Postage General	100.00	.00	100.00	.00	.00	.00	100.00	0	73.60
5211.135	Utilities Water and Sewer	1,100.00	.00	1,100.00	.00	.00	221.20	878.80	20	1,016.58
5211.137	Utilities Electric and Gas	3,700.00	.00	3,700.00	283.02	.00	884.32	2,815.68	24	3,393.16
5211.139	Utilities Propane	3,174.00	.00	3,174.00	.00	.00	.00	3,174.00	0	2,380.89
5213.100	Professional/Contract Services General	8,028.00	(20.00)	8,008.00	.00	.00	1,300.00	6,708.00	16	8,694.32
5214.100	Repair and Maint Service General	1,020.00	.00	1,020.00	89.00	.00	144.00	876.00	14	612.53
5215.100	Rents and Leases Miscellaneous	100.00	.00	100.00	.00	.00	.00	100.00	0	92.45
5216.100	Communications General Services	2,363.00	.00	2,363.00	147.15	.00	654.69	1,708.31	28	2,334.80
5218.100	Advertising General	.00	.00	.00	.00	.00	.00	.00	+++	46.89
5219.100	Printing General	212.00	.00	212.00	.00	.00	199.95	12.05	94	260.18
5220.100	Employee Development General	120.00	.00	120.00	.00	.00	.00	120.00	0	3.79
5223.105	Meals and Refreshments Emergencies and Meetings	.00	20.00	20.00	.00	.00	19.69	.31	98	25.42
5225	Bank Fees and Charges	500.00	.00	500.00	.00	.00	120.60	379.40	24	718.67
5280.100	Bad Debt Write Off Expense	.00	.00	.00	.00	.00	.00	.00	+++	42.32
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	1,855.43
5501	Debt Service Payment - Principal	194.00	.00	194.00	.00	.00	97.00	97.00	50	193.65
5910.010	Transfers Out To General Fund	31,260.00	.00	31,260.00	.00	.00	9,814.00	21,446.00	31	24,605.00
Program <b>4540 - Police - Animal Control Totals</b>		\$189,373.00	(\$296.00)	\$189,077.00	\$7,676.93	\$10.79	\$51,998.78	\$137,067.43	28%	\$173,969.13
Department <b>30 - Police Totals</b>		\$189,373.00	(\$296.00)	\$189,077.00	\$7,676.93	\$10.79	\$51,998.78	\$137,067.43	28%	\$173,969.13
<b>EXPENSE TOTALS</b>		\$189,373.00	(\$296.00)	\$189,077.00	\$7,676.93	\$10.79	\$51,998.78	\$137,067.43	28%	\$173,969.13
Fund <b>2070 - Animal Control Totals</b>										
<b>REVENUE TOTALS</b>		191,645.00	2,800.00	194,445.00	3,371.28	.00	16,360.69	178,084.31	8	188,810.68
<b>EXPENSE TOTALS</b>		189,373.00	(296.00)	189,077.00	7,676.93	10.79	51,998.78	137,067.43	28	173,969.13
Fund <b>2070 - Animal Control Totals</b>		\$2,272.00	\$3,096.00	\$5,368.00	(\$4,305.65)	(\$10.79)	(\$35,638.09)	\$41,016.88		\$14,841.55



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 2120 - State Gas Tax</b>										
<b>REVENUE</b>										
Department <b>45 - Public Works</b>										
Program <b>4750 - Public Works - Streets Maint.</b>										
3355.001	State Gas Tax Section 2106	86,023.00	.00	86,023.00	17,976.51	.00	27,998.17	58,024.83	33	106,638.32
3355.002	State Gas Tax Section 2107	211,771.00	.00	211,771.00	32,505.39	.00	52,005.57	159,765.43	25	189,478.81
3355.003	State Gas Tax Section 2107.5	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	6,000.00
3355.005	State Gas Tax Section 2105	113,813.00	.00	113,813.00	19,615.91	.00	30,629.01	83,183.99	27	115,631.96
3355.006	State Gas Tax RSTP Regional Surface Trans Prog	270,000.00	.00	270,000.00	.00	.00	.00	270,000.00	0	335,653.32
3355.007	State Gas Tax Section 2103	233,375.00	.00	233,375.00	61,445.01	.00	100,862.10	132,512.90	43	209,958.67
3410.150	Administrative Services Late Fees	100.00	.00	100.00	10.24	.00	61.19	38.81	61	120.23
3610.100	Interest Revenue Investments	.00	.00	.00	.00	.00	.00	.00	+++	57.73
3901.140	Refunds & Reimbursements Negligence Cost Recovery Fees	5,000.00	.00	5,000.00	1,233.69	.00	1,233.69	3,766.31	25	7,274.87
3902.100	Miscellaneous Revenue General	32,500.00	.00	32,500.00	.00	.00	32,000.00	500.00	98	1,157.51
3910.110	Transfers In From Local Transportation Fund	.00	.00	.00	.00	.00	.00	.00	+++	3,852.18
3910.112	Transfers In From Federal CMAQ Fund	41,683.00	.00	41,683.00	.00	.00	37,294.53	4,388.47	89	48,995.86
3910.132	Transfers In From HSIP Grant	15,165.00	.00	15,165.00	.00	.00	2,861.04	12,303.96	19	5,117.91
3910.510	Transfers In From Impact Fees Road Imp Fund	.00	.00	.00	.00	.00	.00	.00	+++	1,242.49
3910.900	Transfers In From Transit Fund	2,657.00	.00	2,657.00	.00	.00	501.33	2,155.67	19	.00
Program <b>4750 - Public Works - Streets Maint. Totals</b>		\$1,018,087.00	\$0.00	\$1,018,087.00	\$132,786.75	\$0.00	\$285,446.63	\$732,640.37	28%	\$1,031,179.86
Program <b>4755 - Public Works - Maint. Projects</b>										
Cost Center Activity <b>472 - Digout</b>										
3910.110	Transfers In From Local Transportation Fund	.00	.00	.00	.00	.00	.00	.00	+++	74,203.72
Cost Center Activity <b>472 - Digout Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$74,203.72
Cost Center Activity <b>473 - Road Markings/Legends</b>										
3910.110	Transfers In From Local Transportation Fund	.00	.00	.00	.00	.00	.00	.00	+++	30,653.65
Cost Center Activity <b>473 - Road Markings/Legends Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$30,653.65
Program <b>4755 - Public Works - Maint. Projects Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$104,857.37
Department <b>45 - Public Works Totals</b>		\$1,018,087.00	\$0.00	\$1,018,087.00	\$132,786.75	\$0.00	\$285,446.63	\$732,640.37	28%	\$1,136,037.23
<b>REVENUE TOTALS</b>		\$1,018,087.00	\$0.00	\$1,018,087.00	\$132,786.75	\$0.00	\$285,446.63	\$732,640.37	28%	\$1,136,037.23
<b>EXPENSE</b>										
Department <b>45 - Public Works</b>										
Program <b>4750 - Public Works - Streets Maint.</b>										
5101	Salaries - Permanent	438,118.00	.00	438,118.00	31,743.60	.00	126,760.03	311,357.97	29	382,107.76
5103.101	Differential Pay On Call	.00	.00	.00	1,536.00	.00	6,198.00	(6,198.00)	+++	19,530.00
5103.102	Differential Pay Out of Class	.00	.00	.00	.00	.00	24.30	(24.30)	+++	54.90
5105	Salaries - Overtime/FLSA	8,000.00	.00	8,000.00	260.81	.00	1,621.96	6,378.04	20	4,746.25
5106.100	Incentives & Admin Leave Administrative Leave	7,742.00	.00	7,742.00	.00	.00	.00	7,742.00	0	5,776.99
5106.200	Incentives & Admin Leave Gym Reimbursement	731.00	.00	731.00	.00	.00	2.70	728.30	0	5.40
5107	Car Allowance/Mileage	432.00	.00	432.00	36.00	.00	147.00	285.00	34	504.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 2120 - State Gas Tax										
EXPENSE										
Department 45 - Public Works										
Program 4750 - Public Works - Streets Maint.										
5109.101	Allowances Boot Allowance	2,100.00	.00	2,100.00	.00	.00	2,100.00	.00	100	1,995.00
5111	Medicare	5,744.00	.00	5,744.00	394.17	.00	1,630.12	4,113.88	28	5,921.45
5112.101	Retirement Contribution PERS	45,667.00	.00	45,667.00	3,461.65	.00	13,824.61	31,842.39	30	40,244.57
5113	Worker's Compensation	48,314.00	.00	48,314.00	12,080.90	.00	24,161.80	24,152.20	50	54,792.00
5114.101	Health Insurance Medical	76,213.00	.00	76,213.00	5,633.20	.00	22,546.16	53,666.84	30	60,390.89
5114.102	Health Insurance Dental	.00	.00	.00	708.10	.00	2,832.97	(2,832.97)	+++	8,662.72
5114.103	Health Insurance Vision	.00	.00	.00	72.24	.00	289.03	(289.03)	+++	761.96
5115	Unemployment Compensation	.00	.00	.00	210.10	.00	969.53	(969.53)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	4,537.00	.00	4,537.00	159.60	.00	638.85	3,898.15	14	1,748.06
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	222.84	.00	885.60	(885.60)	+++	2,437.00
5119.100	Retiree Costs Medical Insurance	18,867.00	.00	18,867.00	.00	.00	4,708.08	14,158.92	25	18,947.39
5201.100	Office Supplies General	100.00	.00	100.00	.00	.00	6.38	93.62	6	136.68
5202.100	Operating Supplies General	3,330.00	.00	3,330.00	219.35	.00	1,025.69	2,304.31	31	2,100.05
5203.100	Repairs and Maint Supplies General	52,800.00	.00	52,800.00	3,299.35	1,693.13	11,629.90	39,476.97	25	50,668.04
5204	Subscriptions and Code Books	500.00	.00	500.00	.00	.00	.00	500.00	0	230.55
5209.101	Auto Fuel Expense Town Vehicles	29,500.00	.00	29,500.00	2,335.53	.00	7,803.46	21,696.54	26	25,188.54
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
5210.100	Postage General	20.00	.00	20.00	.00	.00	.00	20.00	0	2.70
5211.137	Utilities Electric and Gas	30,000.00	.00	30,000.00	2,528.63	.00	7,682.05	22,317.95	26	28,522.04
5211.139	Utilities Propane	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	1,381.33
5213.100	Professional/Contract Services General	4,900.00	.00	4,900.00	189.00	.00	612.00	4,288.00	12	28,709.41
5214.100	Repair and Maint Service General	114,831.00	.00	114,831.00	72.78	.00	11,012.94	103,818.06	10	72,066.58
5215.100	Rents and Leases Miscellaneous	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0	.00
5215.131	Rents and Leases Street Maintenance Equipment	.00	.00	.00	.00	.00	.00	.00	+++	3,168.75
5216.100	Communications General Services	5,660.00	.00	5,660.00	408.07	.00	1,654.28	4,005.72	29	3,062.84
5218.100	Advertising General	100.00	.00	100.00	.00	.00	.00	100.00	0	1,617.12
5219.100	Printing General	150.00	.00	150.00	.00	.00	.00	150.00	0	57.92
5220.100	Employee Development General	5,750.00	.00	5,750.00	230.55	.00	230.55	5,519.45	4	1,327.22
5223.101	Meals and Refreshments Employee Meals-MOU Overtime	400.00	.00	400.00	.00	.00	.00	400.00	0	12.00
5223.105	Meals and Refreshments Emergencies and Meetings	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	61.15
5280.100	Bad Debt Write Off Expense	.00	.00	.00	.00	.00	.00	.00	+++	729.12
5304	Furniture & Equipment	12,400.00	4,500.00	16,900.00	.00	.00	4,091.30	12,808.70	24	2,434.11
5501	Debt Service Payment - Principal	29,854.00	.00	29,854.00	.00	.00	97.00	29,757.00	0	37,963.22
5910.010	Transfers Out To General Fund	166,495.00	.00	166,495.00	.00	.00	36,941.00	129,554.00	22	128,366.00
5910.100	Transfers Out To Capital Projects	45,051.00	.00	45,051.00	.00	.00	.00	45,051.00	0	.00
Program 4750 - Public Works - Streets Maint. Totals		\$1,175,406.00	\$4,500.00	169.06.00	\$65,802.47	\$1,693.13	\$292,127.29	\$886,085.58	25%	\$996,431.71



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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 2120 - State Gas Tax										
EXPENSE										
Department 45 - Public Works										
Program 4755 - Public Works - Maint. Projects										
Cost Center Activity 471 - Overlay										
5213.100 Professional/Contract Services General		79,000.00	(633.00)	78,367.00	.00	.00	74,448.88	3,918.12	95	.00
Cost Center Activity 471 - Overlay Totals		\$79,000.00	(\$633.00)	\$78,367.00	\$0.00	\$0.00	\$74,448.88	\$3,918.12	95%	\$0.00
Cost Center Activity 472 - Digout										
5213.100 Professional/Contract Services General		.00	.00	.00	.00	.00	.00	.00	+++	74,203.72
Cost Center Activity 472 - Digout Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$74,203.72
Cost Center Activity 473 - Road Markings/Legends										
5213.100 Professional/Contract Services General		.00	.00	.00	.00	.00	.00	.00	+++	30,653.65
Cost Center Activity 473 - Road Markings/Legends Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$30,653.65
Program 4755 - Public Works - Maint. Projects Totals		\$79,000.00	(\$633.00)	\$78,367.00	\$0.00	\$0.00	\$74,448.88	\$3,918.12	95%	\$104,857.37
Department 45 - Public Works Totals		\$1,254,406.00	\$3,867.00	\$1,258,273.00	\$65,802.47	\$1,693.13	\$366,576.17	\$890,003.70	29%	\$1,101,289.08
EXPENSE TOTALS		\$1,254,406.00	\$3,867.00	\$1,258,273.00	\$65,802.47	\$1,693.13	\$366,576.17	\$890,003.70	29%	\$1,101,289.08
Fund 2120 - State Gas Tax Totals										
REVENUE TOTALS		1,018,087.00	.00	1,018,087.00	132,786.75	.00	285,446.63	732,640.37	28	1,136,037.23
EXPENSE TOTALS		1,254,406.00	3,867.00	1,258,273.00	65,802.47	1,693.13	366,576.17	890,003.70	29	1,101,289.08
Fund 2120 - State Gas Tax Totals		(\$236,319.00)	(\$3,867.00)	(\$240,186.00)	\$66,984.28	(\$1,693.13)	(\$81,129.54)	(\$157,363.33)		\$34,748.15
Grand Totals										
REVENUE TOTALS		11,689,329.00	58,352.00	11,747,681.00	607,256.74	.00	1,213,684.02	10,533,996.98	10	11,914,311.80
EXPENSE TOTALS		11,921,151.00	14,169.00	11,935,320.00	612,801.85	(887.68)	2,807,456.87	9,128,750.81	24	11,822,313.85
Grand Totals		(\$231,822.00)	\$44,183.00	(\$187,639.00)	(\$5,545.11)	\$887.68	(\$1,593,772.85)	\$1,405,246.17		\$91,997.95