



Town of Paradise

Town Council Meeting Agenda

December 08, 2015

Date/Time: 2nd Tuesday of each month at 6:00 p.m.
Location: Town Hall Council Chamber, 5555 Skyway, Paradise, CA

Mayor, Greg Bolin
Vice Mayor, Jody Jones
Council Member, Steve "Woody" Culleton
Council Member, Scott Lotter
Council Member, John J. Rawlings

Town Manager, Lauren Gill
Town Attorney, Dwight L. Moore
Town Clerk, Joanna Gutierrez
Community Development Director, Craig Baker
Finance Director/Town Treasurer, Gina Will
Public Works Director/Town Engineer, Marc Mattox
Division Chief, CAL FIRE/Paradise Fire, David Hawks
Chief of Police, Gabriela Tazzari-Dineen

Meeting Procedures

- I. The Mayor is the Presiding Chair and is responsible for maintaining an orderly meeting. The Mayor calls the meeting to order and introduces each item on the agenda.
- II. The Town staff then provides a report to Council and answers questions from the Council.
- III. Citizens are encouraged to participate in the meeting process and are provided several opportunities to address Council. Any speaker addressing the Council is limited to three minutes per speaker - fifteen minutes per agenda item
 - A. If you wish to address the Council regarding a specific agenda item, please complete a "Request to Address Council" card and give it to the Town Clerk prior to the beginning of the meeting. This process is voluntary and allows for citizens to be called to the speaker podium in alphabetical order. Comments and questions from the public must be directed to the Presiding Chair and Town Council Members (please do not address staff.) Town staff is available to address citizen concerns Monday through Thursday at Town Hall between the hours of 8am and 5pm.
 - B. If you wish to address Council regarding an item not on the agenda, you may do so under Item 6, "Public Communication." Again, please fill out a card and give it to the Town Clerk before the meeting. State Law prohibits Council action on items not listed on a public agenda.

In compliance with the Americans with Disabilities Act (ADA) Compliance, persons who need special accommodations to participate in the Town Council meeting may contact the Town Clerk at least three business days prior to the date of the meeting to provide time for any such accommodation.

1A. OPENING

- Call to order
- Pledge of Allegiance to the Flag of the United States of America
- Invocation
- Roll Call

1 B. PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS

- 1a. p5 Town Council election of Mayor and Vice-Mayor for a one-year term beginning December 8, 2015 through December 13, 2016.
- 1b. Presentation to Council on Online Burn Permit Process by Josh Marquis, IT Manager/CalFire Division Chief, David Hawks.
- 1c. Presentations by Chief David Hawks:
 - Painting Project at Fire Station
 - Newly installed Fire Engine Exhaust Removal Systems provided by Measure C funds.
- 1d. Presentation by Public Works Director, Marc Mattox. PG&E has donated an emergency evacuation/public safety trailer to the Town of Paradise and Butte County. The trailer, which will be stored at the public works yard, will mainly be used to help evacuate the Ridge during wildfire and other emergency/community events.

2. CONSENT CALENDAR

One roll call vote is taken for all items. Consent items are considered to be routine business that does not call for discussion.

- 2a. p6 Approve the minutes of the November 10, 2015 Regular Town Council meeting.
- 2b. p11 Approve the November 2015 cash disbursements in the amount of \$679,769.41.
- 2c. p18 Adopt Resolution No. 15-52, A Resolution Authorizing Destruction of Certain Records Maintained in the Town of Paradise Human Resources Department pursuant to Government Code section 34090.
- 2d. p22 Acknowledge receipt of 1st Quarter Investment Report for the Fiscal Year Ending June 30, 2016.
- 2e. p27 Acknowledge receipt of the Valuation of Retiree Health Benefits as of January 1, 2015 - the Governmental Accounting Standards Board (GASB 45) Actuarial Report.
- 2f. p44 Accept donation of fasteners (nuts, bolts and screws) valued at \$1,500 to the Town of Paradise Public Works Department.
- 2g. p45 Authorize the Town Manager and Town Treasurer to execute any documents necessary to extend the US Bank Service Agreement for one year. US Bank provides the Town with operational banking services that includes accounts payable and payroll.

2h. p51 Consider extending Public Safety Recruitment Incentives approved on August 12, 2014 for the Police Department through December 31, 2016. Staff recommends that the Town continue to offer some short term, affordable recruitment incentives in an attempt to be more competitive in the recruitment and hiring process.

2i. p54 Approve employment agreement between the Town of Paradise and Christopher M. Buzzard for temporary special investigator services.

3. ITEMS REMOVED FROM CONSENT CALENDAR

4. PUBLIC COMMUNICATION

For matters that are not on the Council business agenda, speakers are allowed three (3) minutes to address the Council. The Town Council is prohibited from taking action on matters that are not listed on the public agenda. The Council may briefly respond for clarification and may refer the matter to the Town staff.

5. PUBLIC HEARINGS - NONE

6. COUNCIL CONSIDERATION

Action items are presented by staff and the vote of each Council Member must be announced. A roll call vote is taken for each item on the action calendar. Citizens are allowed three (3) minutes to comment on agenda items.

6a. p61 The Town Council will appoint Council Representatives to various local committees and commissions.

6b. p68 Consider approving Resolution No. 15-___, A Resolution Authorizing an Application to the Clean Water State Revolving Fund for a \$500,000 Grant. (ROLL CALL VOTE)

6c. p86 Consider (1) Approving the purchase of three (3) TAPCO Rapid Rectangular Flashing Beacon Crosswalk systems from Statewide Safety and Signs of Redding, CA directly without competitive bidding for this specific solicitation, pursuant to Paradise Municipal Code Section 2.45.070B (sole source vendor); and (2) Authorize the Town Manager to execute all necessary documents to purchase the crosswalk systems. Two options are presented in the amounts of \$17,632 and \$23,700 for three systems. (ROLL CALL VOTE)

6d. p93 Report by Public Works Director on the Police Department Facility Emergency Siding Project. No action requested, report for information update only.

7. COUNCIL INITIATED ITEMS AND REPORTS

- a. Council initiated agenda items - None
- b. Council reports on committee representation
- c. Future Agenda Items

8. STAFF COMMUNICATION

- a. Town Manager Report
- b. Community Development Director

9. CLOSED SESSION

- 9a. Pursuant to Government Code section 54956.9(a), the Town Council will meet in closed session with Town Attorney Dwight Moore and Town Manager Lauren Gill relating to existing ligation as follows: Town of Paradise vs. Brandy L. Braun, Butte County Superior Court Case No. 164611.

10. ADJOURNMENT

STATE OF CALIFORNIA)	SS.
COUNTY OF BUTTE)	
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:	
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TOWN/ASSISTANT TOWN CLERK SIGNATURE	



**Town of Paradise
Council Agenda Summary
Date: December 8, 2015**

Agenda Item 1(a)

Originated by: Joanna Gutierrez, Town Clerk

Reviewed by: Lauren Gill, Town Manager

Subject: Town Council Selection of Mayor and Vice-Mayor for a one-year term beginning December 8, 2015 through December 13, 2016

Background: Every year in December the Town Council elects one Council Member to serve as Mayor and one Council Member to serve as Vice-Mayor for a one year term. Any Council Member may be nominated for the office of Mayor, including the Council Member who served as Mayor during the previous year. Election requires the affirmative votes of at least three (3) members of the Council. (Resolution No. 88-55)

Discussion: The election process for the Mayor and Vice Mayor is as follows:

1. The Mayor turns the meeting over to the Town Clerk to act as presiding officer for selection of Mayor for a one-year term.
2. The Town Clerk opens the nominations for Mayor. Any Council Member may nominate any other Council Member – no motion necessary.
3. The Town Clerk asks for a Motion, a second and a Council vote to close the nominations for Mayor.
4. Then Town Clerk takes a roll call vote on each Council Member nominated in the order of nomination.
5. When one Council Member receives a majority (three) affirmative votes, he/she will be deemed selected as the Mayor for a one-year term and there will be no further vote on any subsequent nominees.
6. The Town Clerk turns the meeting over to the new Mayor as the presiding officer.
7. Procedures for selection of Vice Mayor will be the same and items 2 – 5 which will be repeated by the new Mayor as presiding officer.

Conclusion: The Mayor serves as the presiding officer at Council meetings and is responsible for maintaining order at the meetings; executes certain documents approved by the Town Council, such as contracts, resolutions and ordinances and warrants drawn on the town treasury; and, represents the Town at various ceremonial events. The Mayor and Vice Mayor also review and approve requests for proclamations.

**MINUTES
PARADISE TOWN COUNCIL
REGULAR MEETING – 6:00 PM – November 10, 2015**

1. OPENING

The Paradise Town Council Meeting was called to order by Mayor Greg Bolin at 6:00 p.m. in the Town Hall Council Chamber located at 5555 Skyway, Paradise, California. Following the pledge of allegiance, an invocation was offered by Council Member Steve “Woody” Culleton.

COUNCIL MEMEBERS PRESENT: Steve “Woody” Culleton, Jody Jones, Scott Lotter, John J. Rawlings and Greg Bolin, Mayor.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Town Clerk Joanna Gutierrez, Assistant Town Clerk Dina Volenski, Town Manager Lauren Gill, Town Attorney Dwight Moore, Finance Director Gina Will, Community Development Director Craig Baker, Building Official/Fire Marshal Anthony Lindsey, Police Lieutenant Steve Rowe, IT Manager Josh Marquis and Housing Supervisor Kate Anderson.

- (1) Community Choice Aggregation Presentation by Jennifer Macarthy, Deputy Administrative Officer, Economic and Community Development. A presentation and discussion initiated to get feedback on whether or not the Town is interested in the County exploring community ownership of energy sources for a possible cost savings for consumers in Butte County.

2. CONSENT CALENDAR

MOTION by Lotter, seconded by Rawlings, approved all consent calendar items as presented by unanimous roll call vote; all members present.

- 2a. Approved the minutes of the October 13, 2015 Regular Town Council meeting.
- 2b. Approved October 2015 cash disbursements in the amount of \$1,501,023.90. (310-10-30)
- 2c. Update on the progress of the Police Department Emergency Siding Repairs project that is under contract with Ginno Construction. Information only---no action requested. (510-20-115)
- 2d. Adopted Resolution No. 15-46, A Resolution Authorizing Disposal of Certain Town Records Maintained in the Finance, Human Resources and Clerk Departments pursuant to Government Code section 34090. (160-20-17 & 160-20-16)

- 2e. Adopted Resolution No. 15-47, A Resolution of the Town Council of the Town of Paradise accepting the work Performed under the Pearson Road Pavement Rehabilitation Project (Contract No. 15-13). (510-20-112)
- 2f. Adopted Resolution No. 15-48, A Resolution of the Town Council of the Town of Paradise Accepting the Work Performed Under the Stearns-DeMille Pavement Restoration Project (Contract No. 15-03).(510-20-104 & 510-20-90 & 950-40-27)
- 2g. Adopted Resolution No. 15-49, "A Resolution of the Town Council of the Town of Paradise Amending the HOME Owner-Occupied Housing Rehabilitation Program Guidelines Previously Adopted by Resolution No. 08-09." (710-10-86)
- 2h. Adopted Resolution No. 15-50, A Resolution of the Town Council of the Town of Paradise, California, Declaring Certain Information Technology Hardware Surplus and Authorizing the Sale, Donation, or Destruction of Said Surplus. Surplus includes outdated and obsolete desk tops, servers, hard drives, backup tapes and miscellaneous storage media. (160-20-17)
- 2i. Approved writing off \$6,567.25 of uncollectible miscellaneous Accounts Receivable invoices. (340-40-14)

3. ITEMS REMOVED FROM CONSENT CALENDAR – None.

4. PUBLIC COMMUNICATION

- 1. Ward Habriel stated he believes that there is a vehicle repair shop operating in a garage located at 1579 Wagstaff Road; and, that the Garden Club hosted a presenter who informed of the new normal for landscaping for the current and future droughts.

5. PUBLIC HEARINGS - None.

6. COUNCIL CONSIDERATION

- 6a. **MOTION by Lotter, seconded by Culleton**, approved the recommended Measure C budget adjustments totaling \$66,321. The adjustments include sponsoring three police academy cadets; funding for one pedestrian crosswalk to be located on Skyway; and, the adjustment relating to the increased cost of the fire engine. Roll call vote was unanimous; all council members present. (395-70-17 & 340-40-14)
- 6b. **MOTION by Jones, seconded by Lotter**, adopted Resolution No. 15-51, A Resolution Authorizing Submittal of Applications for All CalRecycle Grants for Which the Town of Paradise is Eligible. Roll call vote was unanimous; all council members present. Approval would enable the Town to apply for funding from the CalRecycle Rubberized Pavement

Program to further leverage the Measure C Pearson Road Improvements Project prior the December 10, 2015 deadline. (950-35-01)

- 6c. **MOTION by Lotter, seconded by Rawlings**, pursuant to Paradise Municipal Code Section 2.45.070E, authorized the Town Manager to enter into an agreement to purchase from Biometrics4All, of Irvine, California, a replacement for the LiveScan fingerprinting machine in order to continue to provide an inkless, electronic means of capturing fingerprints in a digitized format. Roll call vote was unanimous; all council members present. This machine will replace a model that is outdated and no longer supported by the Town's previous vendor. (510-20-01 & 395-70-17)

Council concurred to direct staff to investigate setting aside funds for equipment replacement for the LiveScan equipment, such as ten percent of the revenue generated, and to bring back a recommendation to a future Council Meeting.

- 6d. **MOTION by Culleton, seconded by Lotter**, pursuant to Paradise Municipal Code Section 2.45.070B, authorized the Town Manager to enter into an agreement to purchase from VIVUE (35) LE4 Body Worn Video Cameras, (25) LE4 Car Kits, and (2) LE4 Multi-Docks. VIEVU, located in Seattle, Washington, is a sole source vendor of this LE3 wearable video camera designed specifically for law enforcement officers. Roll call vote was unanimous; all council members present. (510-20-01 & 395-70-17)

7. COUNCIL INITIATED ITEMS AND REPORTS

a. Council initiated agenda items

Vice Mayor Jody Jones reported on the results of the November 3, 2015, Chico City Council Meeting. At that meeting, Vice Mayor Jones presented a request from the Paradise Town Council to the Chico City Council to approve the concept of a sewer pipe from Paradise to the Chico waste water treatment plant in order that the Town may include the proposal as an option when requesting grant funding. The request was approved by a 5-2 vote, Ritter and Schwab dissenting. The two dissenters stated that their concerns relate to potential growth inducement and the lack of information and unanswered questions. The next steps are to seek funding, and the Town has a grant in progress and that some funding will have to come in the form of a loan.

b. Council report on committee representation

Council Member Lotter reminded of the truck parade scheduled for December 5, 2015 and that the new downtown banners are on display.

Council Member Rawlings reported that he attended the Chico City Council meeting; a meeting regarding the projected closure of the seepage ponds at the Neal Road landfill and recommends that citizens attend future meetings on this

subject; stated that the downtown banners are on display; and, thanked all veterans for their service to our country.

Mayor Bolin stated that he is thankful for the rain and that the ice rink will be opening this weekend at the Terry Ashe park.

8. STAFF COMMUNICATION

a. Town Manager Gill stated that she is seeking direction from Council regarding requests she has received from one or two individuals for reduction of code enforcement fines that were assessed by the Town and which have become tax liens in sizable amounts on property(ies). There are cases when the punishment may not fit the crime, and daily fines do not necessary accomplish compliance. Manager Gill asked if the Town Council would like to consider a policy that would allow certain situations to be addressed on a case-by-case basis in order to resolve the code violation(s).

Council concurred to direct staff to bring back an agenda item relating to a policy regarding the suggestions of the Town Manager relating to the Town's administrative citation and fine process for Council to consider.

Community Development Director Baker reported to Council on the following:

1. The Hanosh dental facility construction is making good progress at its location on Skyway between the Ponderosa professional plaza and the Well Fargo bank.
2. The nuisance abatement on the property at the corner of Sawmill and Nunneley has had good results, as the property is vacant.
3. Parcel map application to divide property at 7015 Skyway behind the Salvation Army thrift store building.
4. Time extension requested on 14-lot subdivision located at the north end of Schmale Lane that will expire on February 7, 2016, begun in 2008 prior to the economic recession
5. Use Permit for a 5,500' industrial building on 5400 Clark
6. The conversion process of the Carousel Hotel to an apartment process has begun
7. No construction plans submitted for the Optimo
8. Safeway under contract
9. Nothing has been received regarding the locating of a Wendy's restaurant

9. CLOSED SESSION

- 9a. Mayor Bolin announced that pursuant to Government Code section 54956.9(a), the Town Council will hold a closed session to meet with Town Attorney Dwight Moore and Town Manager Lauren Gill relating to existing litigation as follows: Town of Paradise vs. Brandy L. Braun, Butte County Superior Court Case No. 164611.

Mayor Bolin reconvened the meeting at 8:05 p.m.

Town Attorney Moore reported that no action was taken in closed session, that the Town Council received a status report on the matter of the Town vs. Brandy L. Braun.

10. ADJOURNMENT

Mayor Bolin adjourned the Council Meeting at 8:07 p.m.

Date approved:

By: _____
Greg Bolin, Mayor

Joanna Gutierrez, CMC, Town Clerk

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

FOR THE PERIOD OF
NOVEMBER 1, 2015 - NOVEMBER 30, 2015

November 1, 2015 - November 30, 2015

Check Date	Pay Period End	DESCRIPTION	AMOUNT
11/06/15	11/01/15	Net Payroll - Direct Deposits & Checks	\$114,538.79
11/20/15	11/15/15	Net Payroll - Direct Deposits & Checks	\$107,996.09
TOTAL NET WAGES PAYROLL			\$222,534.88

Accounts Payable

PAYROLL VENDORS: TAXES, PERS, DUES, INSURANCE, ETC.	\$242,561.53
OPERATIONS VENDORS: SUPPLIES, CONTRACTS, UTILITIES, ETC.	\$214,673.00
TOTAL CASH DISBURSEMENTS - ACCOUNTS PAYABLE (Detail attached)	<u>\$457,234.53</u>
GRAND TOTAL CASH DISBURSEMENTS	<u><u>\$679,769.41</u></u>

APPROVED BY: _____
LAUREN GILL, TOWN MANAGER

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

CASH DISBURSEMENTS REPORT

From Payment Date: 11/1/2015 - To Payment Date: 11/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - US Bank TOP AP Checking									
<u>Check</u>									
63505	11/01/2015	Open			Accounts Payable	BRUNO, SHERRY	\$118.37		
63506	11/01/2015	Open			Accounts Payable	BUZZARD, CHRIS	\$370.61		
63507	11/01/2015	Open			Accounts Payable	DERR, PAUL	\$425.25		
63508	11/01/2015	Open			Accounts Payable	HAUNSCHILD, MARK	\$424.55		
63509	11/01/2015	Open			Accounts Payable	HONEYWELL, JANICE, J.	\$955.41		
63510	11/01/2015	Open			Accounts Payable	HOUSEWORTH, JERILYN	\$170.85		
63511	11/01/2015	Open			Accounts Payable	JEFFORDS, ROBERT, D.	\$478.07		
63512	11/01/2015	Open			Accounts Payable	MOORE, DWIGHT, L.	\$13,800.00		
63513	11/01/2015	Open			Accounts Payable	PILGRIM, CHRIS	\$331.21		
63514	11/01/2015	Open			Accounts Payable	SBA Monarch Towers III LLC	\$121.67		
63515	11/01/2015	Open			Accounts Payable	WESTAMERICA BANK	\$15,267.39		
63516	11/02/2015	Open			Accounts Payable	BLOOD SOURCE	\$54.00		
63517	11/02/2015	Open			Accounts Payable	Met Life	\$7,937.32		
63518	11/02/2015	Open			Accounts Payable	OPERATING ENGINEERS	\$682.00		
63519	11/02/2015	Open			Accounts Payable	PARADISE POLICE OFFICERS ASSOCIATION	\$2,172.04		
63520	11/02/2015	Open			Accounts Payable	SUN LIFE INSURANCE	\$3,822.97		
63521	11/02/2015	Open			Accounts Payable	SUPERIOR VISION SVC NGLIC	\$653.82		
63522	11/02/2015	Open			Accounts Payable	TOP CONFIDENTIAL MID MGMT ASSOCIATION	\$110.00		
63523	11/06/2015	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$50.00		
63524	11/06/2015	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$402.52		
63525	11/12/2015	Voided/Spoiled	Printer Error	11/12/2015	Converted/Imported		\$0.00	\$0.00	\$0.00
63526	11/12/2015	Voided/Spoiled	Printer Error	11/12/2015	Converted/Imported		\$0.00	\$0.00	\$0.00
63527	11/12/2015	Open			Accounts Payable	A-BETTER PEST CONTROL CO.	\$95.00		
63528	11/12/2015	Open			Accounts Payable	ACCULARM SECURITY SYSTEMS	\$850.00		
63529	11/12/2015	Open			Accounts Payable	ACE RENTALS	\$18.22		
63530	11/12/2015	Open			Accounts Payable	AIRGAS SAFETY, INC.	\$480.79		
63531	11/12/2015	Open			Accounts Payable	ALHAMBRA	\$29.30		
63532	11/12/2015	Open			Accounts Payable	ANDERSON, KATE	\$69.47		
63533	11/12/2015	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$59.01		
63534	11/12/2015	Open			Accounts Payable	AT&T	\$109.75		
63535	11/12/2015	Voided/Spoiled	Printer Error	11/12/2015	Converted/Imported		\$0.00	\$0.00	\$0.00
63536	11/12/2015	Voided/Spoiled	Printer Error	11/12/2015	Converted/Imported		\$0.00	\$0.00	\$0.00
63537	11/12/2015	Voided/Spoiled	Printer Error	11/12/2015	Converted/Imported		\$0.00	\$0.00	\$0.00
63538	11/12/2015	Open			Accounts Payable	AT&T CALNET 2-REPEATER LINES	\$210.10		
63539	11/12/2015	Open			Accounts Payable	AT&T-COMMUNITY PARK	\$17.95		
63540	11/12/2015	Voided/Spoiled	Printer Error	11/12/2015	Converted/Imported		\$0.00	\$0.00	\$0.00
63541	11/12/2015	Open			Accounts Payable	AT&T/CAL NET 2	\$2,351.12		
63542	11/12/2015	Open			Accounts Payable	BARRACUDA NETWORKS	\$960.00		
63543	11/12/2015	Open			Accounts Payable	Bauer Compressors	\$770.00		
63544	11/12/2015	Open			Accounts Payable	Bear Electric Solutions	\$1,425.00		
63545	11/12/2015	Open			Accounts Payable	BIDWELL TITLE & ESCROW	\$40,000.00		
63546	11/12/2015	Open			Accounts Payable	Big O Tires	\$165.95		
63547	11/12/2015	Open			Accounts Payable	BUTTE CO RECORDER	\$68.00		
63548	11/12/2015	Open			Accounts Payable	BUTTE REGIONAL TRANSIT	\$3,387.50		
63549	11/12/2015	Open			Accounts Payable	CA LAW ENF. ASSOC. OF RECORDS SUPERVISORS, INC.	\$50.00		

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 11/1/2015 - To Payment Date: 11/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
63550	11/12/2015	Open			Accounts Payable	CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION	\$150.00		
63551	11/12/2015	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$192.00		
63552	11/12/2015	Open			Accounts Payable	Chico Auto Care/Ace Radiator	\$67.00		
63553	11/12/2015	Open			Accounts Payable	CITY OF CHICO	\$1,135.43		
63554	11/12/2015	Open			Accounts Payable	DON'S SAW & MOWER	\$64.40		
63555	11/12/2015	Open			Accounts Payable	DURHAM PENTZ TRUCK CENTER	\$359.01		
63556	11/12/2015	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY, INC.	\$263.18		
63557	11/12/2015	Open			Accounts Payable	GRAFIX SHOPPE	\$910.61		
63558	11/12/2015	Open			Accounts Payable	HELENA SPECIALTY PRODUCTS	\$1,016.77		
63559	11/12/2015	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$2,074.08		
63560	11/12/2015	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$294.92		
63561	11/12/2015	Open			Accounts Payable	INTERSTATE OIL COMPANY	\$442.56		
63562	11/12/2015	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$200.00		
63563	11/12/2015	Open			Accounts Payable	LES SCHWAB TIRE CENTER - MOTORPOOL	\$304.00		
63564	11/12/2015	Open			Accounts Payable	M.S. TEDESCO CONSTRUCTION	\$936.50		
63565	11/12/2015	Open			Accounts Payable	MANN, URRUTIA, NELSON, CAS & ASSOC, LLP	\$16,800.00		
63566	11/12/2015	Open			Accounts Payable	MARQUIS, JOSH	\$200.10		
63567	11/12/2015	Open			Accounts Payable	MCGEE, MEGHAN A.	\$15.25		
63568	11/12/2015	Open			Accounts Payable	MENDON'S NURSERY	\$177.93		
63569	11/12/2015	Open			Accounts Payable	MID VALLEY TERMITE	\$435.00		
63570	11/12/2015	Open			Accounts Payable	MJB WELDING SUPPLY, INC.	\$69.79		
63571	11/12/2015	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$4,588.32		
63572	11/12/2015	Open			Accounts Payable	O'REILLY AUTO PARTS	\$276.67		
63573	11/12/2015	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$484.99		
63574	11/12/2015	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$283.86		
63575	11/12/2015	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$259.19		
63576	11/12/2015	Open			Accounts Payable	PARADISE AUTO BODY	\$800.00		
63577	11/12/2015	Open			Accounts Payable	PARADISE SCREEN PRINT	\$376.92		
63578	11/12/2015	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$880.00		
63579	11/12/2015	Open			Accounts Payable	PETERSON TRACTOR CO	\$294.55		
63580	11/12/2015	Open			Accounts Payable	PLATT	\$904.27		
63581	11/12/2015	Open			Accounts Payable	Riebes Auto Parts	\$263.01		
63582	11/12/2015	Open			Accounts Payable	STATEWIDE TRAFFIC SAFETY & SIGNS	\$103.20		
63583	11/12/2015	Open			Accounts Payable	The Door Company	\$493.00		
63584	11/12/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$312.70		
63585	11/12/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$12.44		
63586	11/12/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - MOTORPOOL	\$194.34		
63587	11/12/2015	Open			Accounts Payable	Tri Flame Propane	\$50.11		
63588	11/12/2015	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$616.50		
63589	11/12/2015	Open			Accounts Payable	Webroot Inc	\$1,890.00		

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 11/1/2015 - To Payment Date: 11/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
63590	11/20/2015	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$50.00		
63591	11/20/2015	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$402.52		
63592	11/20/2015	Open			Accounts Payable	STATE OF CALIFORNIA FRANCHISE TAX BOARD	\$290.61		
63593	11/24/2015	Open			Accounts Payable	A Stitch Above Embroidery & Shirt Printing	\$56.68		
63594	11/24/2015	Open			Accounts Payable	ACCESS INFORMATION PROTECTED	\$32.00		
63595	11/24/2015	Open			Accounts Payable	ADVANCED DOCUMENT CONCEPTS	\$408.78		
63596	11/24/2015	Open			Accounts Payable	AgendaPal Corporation	\$399.00		
63597	11/24/2015	Open			Accounts Payable	AIRGAS SAFETY, INC.	\$181.99		
63598	11/24/2015	Open			Accounts Payable	Airvac - Air Vacuum Corporation	\$20,511.00		
63599	11/24/2015	Open			Accounts Payable	ALHAMBRA	\$23.17		
63600	11/24/2015	Open			Accounts Payable	ANDORA MEDIA	\$92.24		
63601	11/24/2015	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$59.01		
63602	11/24/2015	Open			Accounts Payable	AT&T	\$1,065.26		
63603	11/24/2015	Open			Accounts Payable	AWARDS COMPANY	\$266.39		
63604	11/24/2015	Open			Accounts Payable	BASIC LABORATORY	\$1,095.00		
63605	11/24/2015	Open			Accounts Payable	BUTTE CO RECORDER	\$17.00		
63606	11/24/2015	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$1,206.00		
63607	11/24/2015	Open			Accounts Payable	CHOICE PROPERTY SERVICES	\$690.00		
63608	11/24/2015	Open			Accounts Payable	COMCAST CABLE	\$83.89		
63609	11/24/2015	Open			Accounts Payable	COMCAST CABLE	\$303.89		
63610	11/24/2015	Open			Accounts Payable	COMCAST CABLE	\$288.89		
63611	11/24/2015	Open			Accounts Payable	DAVID ROWE TREE SERVICE	\$900.00		
63612	11/24/2015	Open			Accounts Payable	DON'S SAW & MOWER	\$26.48		
63613	11/24/2015	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$1,167.00		
63614	11/24/2015	Open			Accounts Payable	ENTENMANN-ROVIN COMPANY	\$101.76		
63615	11/24/2015	Open			Accounts Payable	Entersect	\$84.95		
63616	11/24/2015	Open			Accounts Payable	FEATHER RIVER HOSPITAL	\$1,320.00		
63617	11/24/2015	Open			Accounts Payable	FP/Francotyp-Postalia Mailing Solutions	\$141.00		
63618	11/24/2015	Open			Accounts Payable	GILBERT, MATT	\$208.38		
63619	11/24/2015	Open			Accounts Payable	Goodyear Tire & Rubber Company	\$5,291.22		
63620	11/24/2015	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$199.12		
63621	11/24/2015	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$1,992.31		
63622	11/24/2015	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$583.09		
63623	11/24/2015	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$1,225.00		
63624	11/24/2015	Open			Accounts Payable	JOHN REGH INLAND LEASING	\$427.85		
63625	11/24/2015	Open			Accounts Payable	JORDAN, CSO, SHAWN	\$15.25		
63626	11/24/2015	Open			Accounts Payable	Kenyon, Lori	\$11.50		
63627	11/24/2015	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$552.48		
63628	11/24/2015	Open			Accounts Payable	KOEFRAN INDUSTRIES	\$800.00		
63629	11/24/2015	Open			Accounts Payable	LES SCHWAB TIRE CENTER - MOTORPOOL	\$16.07		
63630	11/24/2015	Open			Accounts Payable	LOCATE PLUS CORPORATION	\$29.94		
63631	11/24/2015	Open			Accounts Payable	Loyal Order of Moose #2227	\$1,920.00		

TOWN OF PARADISE
CASH DISBURSEMENTS REPORT

From Payment Date: 11/1/2015 - To Payment Date: 11/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
63632	11/24/2015	Open			Accounts Payable	MID VALLEY TERMITE	\$145.00		
63633	11/24/2015	Open			Accounts Payable	MUNICIPAL CODE CORP	\$414.72		
63634	11/24/2015	Open			Accounts Payable	NCCSIF TREASURER	\$2,000.00		
63635	11/24/2015	Open			Accounts Payable	Nesci Appraisal Service	\$350.00		
63636	11/24/2015	Open			Accounts Payable	North Bay Pensions	\$2,500.00		
63637	11/24/2015	Open			Accounts Payable	NORTHSTAR ENGINEERING INC	\$15,242.03		
63638	11/24/2015	Open			Accounts Payable	NORTHSTATE AGGREGATE, INC.	\$2,368.59		
63639	11/24/2015	Open			Accounts Payable	O'REILLY AUTO PARTS	\$970.00		
63640	11/24/2015	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$713.37		
63641	11/24/2015	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$8,543.23		
63642	11/24/2015	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$998.74		
63643	11/24/2015	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$400.70		
63644	11/24/2015	Open			Accounts Payable	Paradise Printing	\$1,782.00		
63645	11/24/2015	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$560.00		
63646	11/24/2015	Open			Accounts Payable	PERKINS MOBILE AUTO GLASS	\$420.00		
63647	11/24/2015	Open			Accounts Payable	PETERS RUSH HABIB & MCKENNA	\$1,422.00		
63648	11/24/2015	Open			Accounts Payable	REINBOLD, ERIC	\$15.25		
63649	11/24/2015	Open			Accounts Payable	Sacramento Sheriff Department Training Trust Fund	\$100.00		
63650	11/24/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$211.82		
63651	11/24/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$101.50		
63652	11/24/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - MOTORPOOL	\$2.94		
63653	11/24/2015	Open			Accounts Payable	THOMAS ACE HARDWARE - POLICE DEPT.	\$5.16		
63654	11/24/2015	Open			Accounts Payable	Traffic Works, LLC	\$2,500.00		
63655	11/24/2015	Open			Accounts Payable	Tri Flame Propane	\$25.00		
63656	11/24/2015	Open			Accounts Payable	TUCKER PEST CONTROL INC	\$126.00		
63657	11/24/2015	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$1,178.04		
63658	11/24/2015	Open			Accounts Payable	VALLEY TOXICOLOGY SERVICE	\$1,350.00		
63659	11/24/2015	Open			Accounts Payable	VERIZON WIRELESS	\$294.60		
63660	11/24/2015	Open			Accounts Payable	VERIZON WIRELESS	\$707.36		
63661	11/24/2015	Open			Accounts Payable	VERIZON WIRELESS	\$251.52		
63662	11/24/2015	Open			Accounts Payable	VERIZON WIRELESS	\$104.70		
63663	11/24/2015	Open			Accounts Payable	Vigilant Canine Services	\$175.00		
63664	11/24/2015	Open			Accounts Payable	VistaNet Inc.	\$1,377.00		
Type Check Totals:							\$230,550.80	\$0.00	\$0.00
EFT									
372	11/02/2015	Open			Accounts Payable	CALPERS	\$113,302.86		
373	11/06/2015	Open			Accounts Payable	CALPERS - RETIREMENT	\$26,617.09		
374	11/06/2015	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$5,044.12		
375	11/06/2015	Open			Accounts Payable	ING LIFE INS & ANNUITY COMPANY	\$4,778.25		
376	11/06/2015	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$21,070.71		
377	11/02/2015	Open			Accounts Payable	FP/FRANCOTYP-POSTALIA MAILING SOLUTIONS	\$750.00		
379	11/20/2015	Open			Accounts Payable	CALPERS - RETIREMENT	\$26,460.54		

CASH DISBURSEMENTS REPORT

From Payment Date: 11/1/2015 - To Payment Date: 11/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
380	11/20/2015	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$4,490.61		
381	11/20/2015	Open			Accounts Payable	ING LIFE INS & ANNUITY COMPANY	\$4,758.99		
382	11/20/2015	Open			Accounts Payable	INTERNAL REVENUE SERVICE	\$19,410.56		
Type EFT Totals:							\$226,683.73		
AP - US Bank TOP AP Checking Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	154	\$230,550.80	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	6	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	160	\$230,550.80	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$226,683.73	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	10	\$226,683.73	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	164	\$457,234.53	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	6	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	170	\$457,234.53	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	154	\$230,550.80	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	6	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	160	\$230,550.80	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$226,683.73	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	10	\$226,683.73	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	164	\$457,234.53	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	6	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	170	\$457,234.53	\$0.00



**Town of Paradise
Council Agenda Summary
Date: December 8, 2015**

Agenda Item: 2(c)

Originated by: Joanna Gutierrez, Town Clerk

Reviewed by: Lauren Gill, Town Manager

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

Council Action Requested: Adopt Resolution No. 15-___, A Resolution of the Town Council of the Town of Paradise Authorizing Destruction of Certain Town Records Maintained in the Human Resources Department Pursuant to Government Code Section 34090. The records listed in Exhibit B have been retained for three or more 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 all or some records listed on Exhibit B continue to maintained.

Background: The Town has had an established records management program since the early 1980's. Based upon recommendations from the California Secretary of State, all Town records have been appraised, inventoried and scheduled with a retention/destruction code pursuant to Town of Paradise Resolution No. 04-27 (originally schedule was 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 Town.

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 adopt the proposed resolution.

Fiscal Impact Analysis: \$35 per bin from Access Shredding. Certain records contain information of a confidential nature, and it is prudent to retain a shredding service to destroy the records and provide the Town with a certificate of destruction.

**TOWN OF PARADISE
RESOLUTION NO. 15-__**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
AUTHORIZING DISPOSAL OF CERTAIN TOWN RECORDS MAINTAINED IN
STORAGE FOR THE HUMAN RESOURCES 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 Human Resources Director is requesting to dispose certain records maintained in the Human Resources and Town Clerk Departments as set forth on the attached Exhibits "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 8th day of December, 2015, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Mayor

ATTEST:

Joanna Gutierrez, CMC, Town Clerk

APPROVED AS TO FORM:

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 to Resolution No. 15-__.

DATED: December 8, 2015

DWIGHT L. MOORE, Town Attorney

RESOLUTION NO. _____
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 ELIGIBLE FOR DESTRUCTION

	PERSONNEL – Closed + 3 years	
8 Boxes	Personnel Recruitment Files – For positions posted and closed prior to January 1, 2012	

Reviewed by:

Crystal Peters, Human Resources/Risk Management



**Town of Paradise
Council Agenda Summary
Date: December 8, 2015**

Agenda Item: 2(d)

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

Reviewed by: Lauren Gill, Town Manager

Subject: Quarterly Investment Report

Council Action Requested:

Review and file the 1st Quarter Investment Report for the Fiscal Year Ending June 30, 2016; or,

Alternatives:

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

Background:

Attached is a report on the Town's cash and investments for the quarter ended September 30, 2015.

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 most new leases. 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, 2015, all previous year escrow funds had been spent. The lease purchase completed for 2015/16 will not have escrow funds.

Discussion

The increased investment balance as of September 30, 2015 as compared to September 30, 2014 indicates improvement to the Town's overall cash liquidity and reserves. The attached graph illustrates the trend of increasing cash balances over the recent fiscal year ends. Last fiscal year the Town needed a \$2.7 million TRAN which was funded October 10, 2014. This year the Town funded a TRAN of \$2.5 million toward the end of September 2015. The TRAN will be repaid in May of 2016 and will be sufficient to fund operations and payroll for the remainder of the 2015/16 fiscal year.

The GASB 45 trust investment managed by SISC experienced an 8.00% loss on investment during the 1st quarter of 2015/16. The return for the entire fiscal 2014/15 fiscal year was 0.70%. The economy is picking up but interest rates remain historically low. Globally investors continue to worry about weak world markets. At the time of the initial investment, SISC had comparable yields and low fees compared to other investment options; however, after four years it is time for staff to reevaluate if this is still the best choice. Staff will make a recommendation for continued investment soon.

In December 2014, the Town Treasurer directed the Trustee, Wells Fargo Bank, to invest the reserve funds of 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 0.45% and 0.55% over a one year period. The reserve funds for the Pension Obligation Bond will be invested in soon for the 2015/16 fiscal year. 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.

Fiscal Impact Analysis:

Isolating the loss from the GASB 45 trust, the Town earned \$3,462.91 for the quarter ended September 30, 2015. That is compared to \$1,951.65 for the quarter ended September 30, 2015. Again, isolating the GASB 45 return, the Town realized four basis points more in yield compared to a year ago, and had just over \$1.5 million more in average balances invested.

TOWN OF PARADISE
QUARTERLY SUMMARY OF INVESTMENTS
For Quarter Ended September 30, 2015

<u>Investment</u>	<u>Type</u>	<u>For Quarter Ended Sept. 30, 2015</u>			<u>For Quarter Ended Sept. 30, 2014</u>			<u>Net Change</u>
		<u>Yield</u>	<u>Book Value</u>	<u>Market Value*</u>	<u>Yield</u>	<u>Book Value</u>	<u>Market Value*</u>	
US Bank	Checking	0.50%	1,022,989.31	1,022,989.31	0.50%	1,371,419.54	1,371,419.54	(348,430.23)
Local Agency Investment Fund (LAIF)	Various	0.33%	2,319,271.87	2,320,651.02	0.25%	507,502.80	507,594.80	1,811,769.07
SISC GASB 45 Trust B	Various	-8.00%	62,222.19	62,222.19	-1.95%	64,676.45	64,676.45	(2,454.26)
Fiscal Agents & Petty Cash	Other	0.06%	1,950.00	1,950.00	0.00%	86,286.54	86,286.54	(84,336.54)
	Totals		3,406,433.37	3,407,812.52		2,029,885.33	2,029,977.33	1,376,548.04
Total Quarterly Earnings on accrual basis			(1,951.15)		668.40			
Total Annual Earnings (July 1st - September 30th)			(1,951.15)		668.40			

* Market Value determined by LAIF

Reserve Funds Invested

Paradise RDA Note 2006	\$	31,000.00
Paradise RDA Bond 2009	\$	340,000.00
	\$	371,000.00

<u>Issuer</u>	<u>FDIC Number</u>	<u>Yield</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Type</u>	<u>Investment</u>	<u>Earnings</u>
Bank Baroda	33681	0.450%	12/09/14	12/09/15	CD	123,000.00	553.50
Everbank	34775	0.550%	12/16/14	12/16/15	CD	248,000.00	1,364.00
						371,000.00	1,917.50

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.

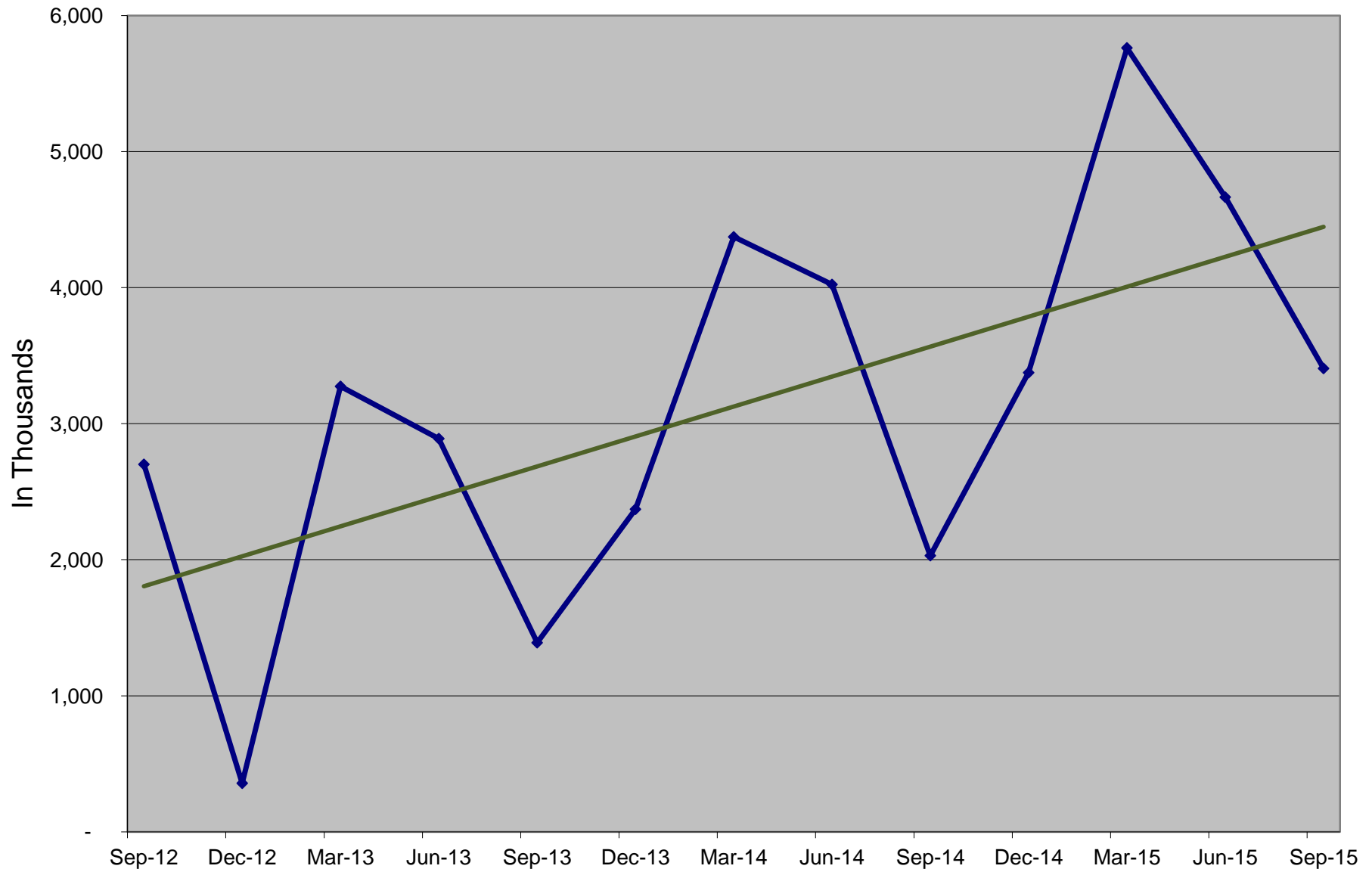
Investments in the report meet the requirements of the Town of Paradise's adopted investment policy.

Respectfully submitted,

/s/

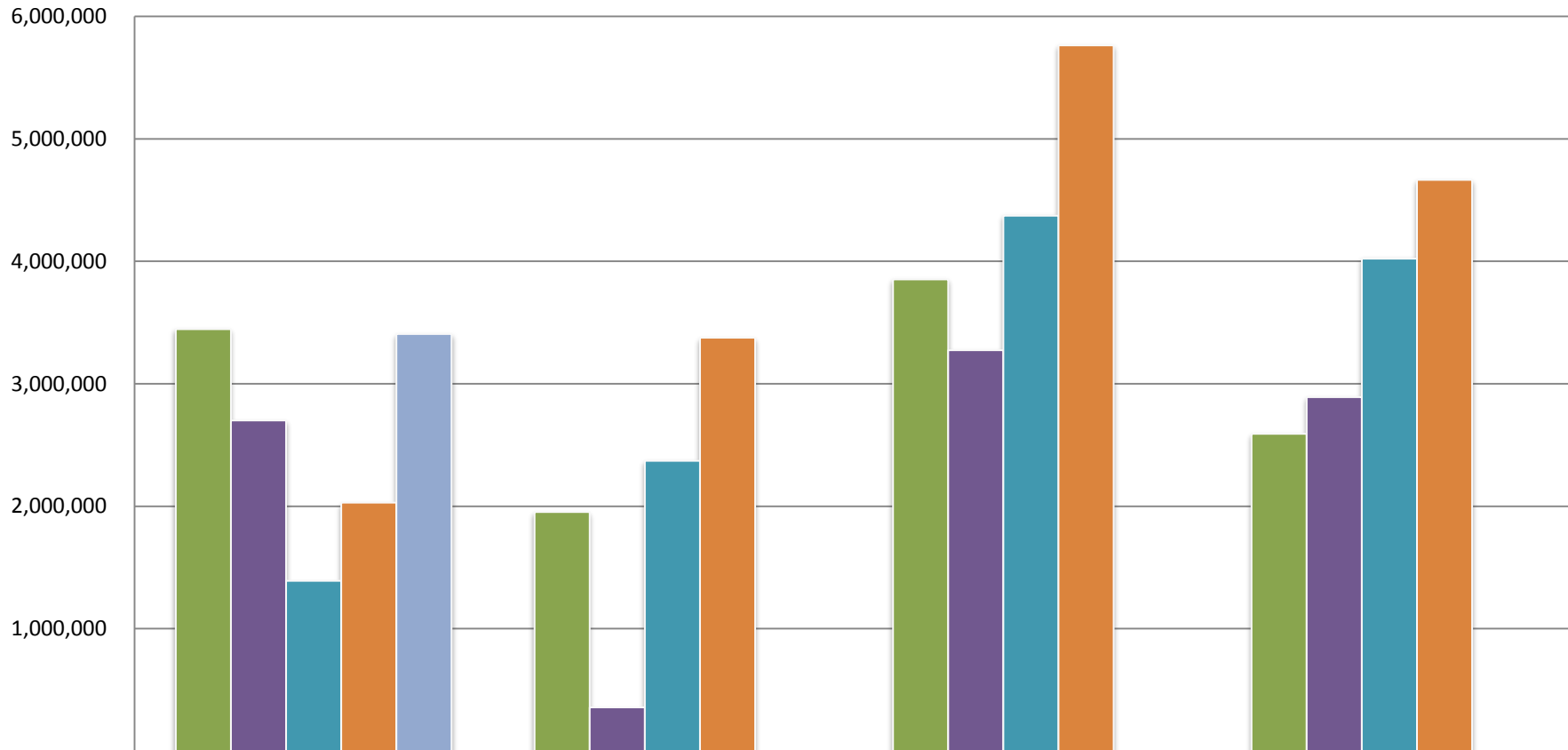
Gina S. Will
Finance Director/Town Treasurer

**Town of Paradise
Investment Balances with Trendline
September 2012 - September 2015**



	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15
Series1	2,701	357	3,274	2,890	1,390	2,371	4,373	4,023	2,030	3,375	5,762	4,665	3,406

Town of Paradise Investment Balances 2011/12 - 2015/16



	Sept. 30th	Dec. 31st	March 31st	June 30th
■ 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	2,370,880	4,372,599	4,022,638
■ 2014/15	2,029,885	3,375,031	5,764,007	4,665,263
■ 2015/16	3,406,433			



**Town of Paradise
Council Agenda Summary
Date: December 8, 2015**

Agenda Item: 2(e)

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

Reviewed by: Lauren Gill, Town Manager

Subject: Valuation of Retiree Health Benefits (GASB 45 Actuary Report)

Council Action Requested:

Following Town Council's review of the Valuation of Retiree Health Benefits as of January 1, 2015, staff recommends that the Council receive and file the report as submitted; or

Alternatives:

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

Background:

The Governmental Accounting Standards Board (GASB) introduced GASB 45 which required that the Town of Paradise measure and report the liabilities associated with other (than pension) post-employment benefits (OPEB) in their financial statements beginning with the 2009/10 fiscal year. GASB 45 was created to address the growing concern over the potential magnitude of government employer obligations for post-employment benefits.

On March 4, 2011, the Town of Paradise received its first actuary study indicating that the total present value of all future benefits as of July 1, 2010 was \$45,810,590. Further, the actuary study indicated that the Annual Required Contribution (ARC) was \$3,571,180 for the 2009/10 fiscal year. As required by GASB 45, \$3,124,322 (the ARC less the actual amount contributed for retiree benefits) was disclosed and recorded in the Town's 2009/10 financial statements resulting in a serious decrease of the Town's governmental fund's net assets.

The Town took immediate action to beginning reducing this obligation, recognizing this obligation has immediate adverse financial consequences for the Town by impacting the Town's overall credit worthiness and ability to borrow money at favorable rates. Following are actions that the Town has taken to reduce the obligation to one that is manageable:

- Implemented retiree health vesting schedule for new hires which requires five years of service with the Town and ten years of service with a CalPERS agency to be eligible for 50% of retiree health benefits. The vesting schedule requires a full 20 years of CalPERS service credit to be eligible for 100% of retiree health benefits.
- The recession and resulting decrease in revenues coupled with increasing expenses, made it necessary for the Town to reduce its workforce during the 2010/11, 2011/12, 2012/13 and 2013/14 fiscal years. This includes the outsourcing of fire personnel to CAL FIRE.
- The Town has successfully negotiated health benefit caps with all of its employee groups.
- An irrevocable trust was implemented and \$50,000 contributed in May 2011 and \$25,000 is

Valuation of Retiree Health Benefits
December 8, 2015

budgeted to be contributed in 2015/16. While GASB 45 does not require an agency to pre-fund the long term liability nor to adopt or create an IRS 115 Trust, there are significant policy reasons why it is prudent to do so. It will begin dedicating resources to pay for future promised benefits and will allow the actuary to assume that the Trust will earn interest and that the amount the Town will need to set aside is thereby less.

Discussion:

As required every other year, the Town contracted to have another actuary study completed to measure the obligation as of July 1, 2015. The current actuary shows that the obligation is currently \$17,475,149; a 61.9% reduction in the obligation from the original measurement, but a 28.0% increase from the last measurement. A summary comparison is provided below:

July 1, 2010	Safety Employees	Non-Safety Employees	Total Present Value of Projected Benefits	Persons
Current Employees	\$15,942,135	\$14,309,133	\$30,251,268	113
Retired Employees	<u>11,410,044</u>	<u>4,149,278</u>	<u>15,559,322</u>	69
Totals	\$27,352,179	\$18,458,411	\$45,810,590	182
July 1, 2011	Safety Employees	Non-Safety Employees	Total Present Value of Projected Benefits	Persons
Current Employees	\$12,667,483	\$4,459,210	\$17,126,693	99
Retired Employees	<u>10,092,098</u>	<u>2,603,446</u>	<u>12,695,544</u>	72
Totals	\$22,759,581	\$7,062,656	\$29,822,237	171
July 1, 2012	Safety Employees	Non-Safety Employees	Total Present Value of Projected Benefits	Persons
Current Employees	\$1,733,343	\$2,581,014	\$4,314,357	92
Retired Employees	<u>6,032,089</u>	<u>3,476,839</u>	<u>9,508,928</u>	77
Totals	\$7,765,432	\$6,057,853	\$13,823,285	169
July 1, 2013	Safety Employees	Non-Safety Employees	Total Present Value of Projected Benefits	Persons
Current Employees	\$1,326,418	\$2,836,401	\$4,162,819	66
Retired Employees	<u>5,993,363</u>	<u>3,500,599</u>	<u>9,493,962</u>	78
Totals	\$7,319,781	\$6,337,000	\$13,656,781	144
July 1, 2015	Safety Employees	Non-Safety Employees	Total Present Value of Projected Benefits	Persons
Current Employees	\$2,964,622	\$3,963,810	\$6,928,432	66
Retired Employees	<u>6,534,835</u>	<u>4,011,882</u>	<u>10,546,717</u>	80
Totals	\$9,499,457	\$7,975,692	\$17,475,149	146

The obligation has increased for two reasons:

Valuation of Retiree Health Benefits

December 8, 2015

1. Two of the individuals who retired, retired earlier than actuarially expected moving the obligation from current to retired sooner. You'll notice that the number of retirees increased from 78 to 80. While the Town experienced some "attrition" in retirees there were some younger retirees added.
2. The vesting schedule for newer hires actually has the potential of costing the Town more in the long run. All current active employees have capped benefit contributions; however, the current PERS vesting schedule doesn't allow for capped benefits into retirement. All new hires, are under this new PERS vesting schedule thereby increasing the obligation. Staff is currently researching any potential policy changes that may be adopted to contain this potential cost.

Fiscal Impact Analysis:

The net OPEB obligation added to the Town's balance sheet is \$520,505 for 2014/15 and it is \$492,620 for 2015/16. It will be prudent for the Town to contribute to the irrevocable trust whenever possible to fund this future obligation. The unfunded ARC will continue to erode the net assets of the Town. With negative assets it will be more difficult to secure TRANS financing at favorable rates.

TOWN OF PARADISE

VALUATION OF RETIREE HEALTH BENEFITS

REPORT OF GASB 45 ACTUARIAL VALUATION AS OF January 1, 2015

**Prepared by: North Bay Pensions
November 19, 2015**

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Actuarial Certification

This report presents the determination of benefit obligations under **Statement No. 45 of the Governmental Accounting Standards Board (GASB 45)** as of January 1, 2015 for the retiree health and welfare benefits provided by the Town of Paradise. I was retained by the Town to perform these calculations.

GASB Statement 45, "Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions", was issued to provide standards for governmental employers to record expense for **Other Postemployment Benefits (OPEB)**. OPEB includes postretirement health and welfare benefits, hence GASB 45 is the appropriate Standard to follow when recording the Town's OPEB obligations.

The information contained in this report was based on participant census information provided to me by the Town. The actuarial assumptions and methods used in this valuation were selected by the Town after consultation with me. I believe the assumptions and methods are reasonable and appropriate for purposes of actuarial computations under GASB 45.

Actuarial computations under GASB 45 are for purposes of fulfilling employer accounting requirements. The calculations reported herein have been made on a basis consistent with my understanding of GASB 45. Determinations for purposes other than meeting employer financial accounting requirements may be significantly different from the results reported herein. Due to the limited scope of my assignment, I did not perform an analysis of the potential range of future measurements.

To the best of my knowledge, this report is complete and accurate. This valuation has been conducted in accordance with generally accepted actuarial principles and practices. The undersigned is a Fellow of the Society of Actuaries, a Fellow of the Conference of Consulting Actuaries, and a Member of the American Academy of Actuaries, and meets their continuing education requirements and qualification standards for public statements of actuarial opinion relating to retirement plans, including Actuarial Standards of Practice. In my opinion, I am qualified to perform this valuation.



11-19-15

Nick Franceschine, F.S.A.

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Summary of Results

Background

The Town maintains a program which pays part of monthly medical insurance premiums on behalf of retired former employees, provided that the employee has satisfied certain requirements. As of June 30, 2014, the Town has accumulated \$65,993 in a secure trust (SISC) toward the cost of future benefits. The benefits due to retirees are currently being paid by the Town on a pay-as-you-go basis. The Town has informed me that it intends to continue funding on a pay-as-you-go basis for the near future, and also intends to contribute approximately \$50,000 each year to SISC in the future. In the shorter term, the Town intends to contribute \$25,000 to SISC during the 2015-16 year.

In June 2004, the Governmental Accounting Standards Board (GASB) released Statement No. 45, "Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions". This statement, often referred to as GASB 45, requires governmental entities to (1) record annual expense for their OPEB and (2) disclose certain information in their year-end financial statements.

The Town has requested this actuarial valuation to determine what its OPEB obligations under the program are, and what the fiscal impact of GASB 45 will be for the 2014-2015 and 2015-2016 fiscal years. **This year, the valuation date has been changed from July 1 to January 1 to take advantage of the "community rating" exemption one last time (see below under "Future Changes").**

Present Value of Future Benefits

The Actuarial Present Value of Total Projected Benefits (APVTPB) for all current and former employees, as of January 1, 2015, is **\$17,475,149**. This is the amount the Town would theoretically need to set aside at this time to fully fund all those future benefits.

The total value of \$17,475,149 is the sum of these amounts:

Future benefits of current employees	\$ 6,928,432
Future benefits of current retirees	<u>10,546,717</u>
Total present value of all future benefits	\$ 17,475,149

This value may be compared to the 2013 figure of \$13,656,781, which was reported in the July 1 2013 actuarial report. We would have expected the APVTPB to decrease to about \$13,484,000 by 2015, as payments are being made to retired employees. The difference between the 2013 figure of \$13,656,781 and this year's amount of \$17,475,149 is due to:

• Expected change from 2013	\$ (173,051)
• Changes in assumptions (see below)	454,099
• Increase in benefits (see below)	3,099,560
• Miscellaneous experience gains/losses	<u>437,760</u>
Total of all changes	\$ 3,818,368

The experience loss of \$437,760 is almost entirely the result of 3 employees retiring sooner than expected. The changes in assumptions are described in more detail below, under “Actuarial Assumptions”. The increase in benefits is described below, under “Changes in Benefits”.

These figures are computed by (1) estimating the OPEB benefits that will be paid to each current and former employee and their beneficiaries (if applicable), upon the employee’s retirement from the Town, (2) estimating the likelihood that each payment will be made, taking into consideration the likelihood of remaining employed until retirement age and the likelihood of survival after retirement, and (3) discounting each expected future payment back to the present date at an assumed rate of investment return.

Annual Operating Expense under GASB 45

GASB 45 requires that the cost of the benefits be recognized in a systematic manner over the working careers of employees. The Entry Age Normal actuarial funding method is used to compute the **Annual Required Contribution (ARC)**. The ARC is generally equal to the sum of (1) the value of benefits earned by employees in the current year, plus (2) an amortization of the value of benefits earned by employees in prior years. **Annual OPEB Cost**, the annual operating expense, is equal to the sum of (a) the ARC, and (b) interest on any unfunded OPEB operating expense from prior years, less (c) an adjustment to reflect the amortization of unfunded OPEB which is already included in the ARC.

For the fiscal year ending June 30, 2015, the Town’s Annual OPEB Cost is **\$1,225,636**. For the 2015-2016 fiscal year, Annual OPEB Cost will be **\$1,264,506**. Detailed derivations of these amounts are shown in Exhibit 2.

Over the next 3 years, the total benefits that the Town is expected to pay to retired employees and their beneficiaries, and the GASB 45 operating expense, are **estimated** to be as follows:

	<u>Expected Benefits</u>	<u>Operating Expense</u>
2015-2016 Fiscal Year	\$ 746,886	\$ 1,264,506
2016-2017 Fiscal Year	766,203	1,302,784
2017-2018 Fiscal Year	794,145	1,342,505

Exhibit 3 shows a 5-year projection of expected benefit payments, GASB 45 operating expense, and balance sheet liabilities.

Actuarial Assumptions

The calculations of the program's obligations involve various estimates of future events. These estimates are called "actuarial assumptions". The assumptions are described in detail in Exhibit 6 of this report. The calculated results are highly dependent on the assumptions selected. These assumptions have been changed effective January 1, 2015:

Demographic assumptions. In 2013, to forecast the likelihood that employees and retirees would receive benefits in future years, we used probabilities of retirement, termination, and death from the 2010 CalPERS OPEB Assumptions Model, which were the most recent tables that CalPERS had released at that time. During 2014, CalPERS released an updated version of that Model, with slightly different tables of probabilities, based on more recent data. We have switched to the new tables, in the expectation that these would provide a more up-to-date forecast of future experience. The impact of making these changes was to increase the APVTPB by \$455,215.

Trend. In 2013, we assumed that CalPERS medical premiums would increase after 2016 as follows: 6.1% in 2017, 5.8% in 2018, and 5.5% in later years. This year, following observed patterns in the health care industry, we have modified the percentages like this: 6.1% in 2017, 5.8% in 2018, 5.5% in 2019, 5.2% in 2020, and 5% in later years. This change made only a \$1,116 difference in the APVTPB.

Changes in Benefits

For employees hired after 2/1/2011, the maximum amount of medical premiums reimbursed by the Town is a percentage of the average of the three PERS medical plans with the highest utilization. The percentage is 50% after 10 years of service, plus 10% for each additional year of service, up to 100% after 20 years of service. Only 90% of premiums for dependent spouses/partners are reimbursed. In the 2013 valuation, the percentages above were applied to the Town's maximum benefits amounts, which was not accurate. Correcting this resulted in an increase of \$3,099,560 in the APVTPB.

Future Changes

GASB has issued a new standard to replace GASB 45: GASB 75. It appears that the level of annual accruals under GASB 75 will be approximately the same as under GASB 45. The one big change is that the Town will need to show a liability on its balance sheet equal to the unfunded Actuarial Accrued Liability, instead of the Net OPEB Obligation. If these rules were effective on June 30, 2015, the Town would need to show a liability of \$13,794,072, instead of the Net OPEB Obligation of \$5,139,610 – a difference of \$8,654,462.

The other big change coming is the inclusion of the value of subsidized premiums. This requires a lengthier explanation.

The Actuarial Standards Board promulgates professional standards for actuaries, called “Actuarial Standards of Practice”. One such standard, Actuarial Standard of Practice No. 6 (or ASOP 6), was recently modified. It requires that actuarial valuations dated after March 2015 must incorporate age-specific claims costs, which recognize that the true cost of health care coverage increases with age. This is a significant change from prior practice, in which we only valued health care premiums.

The theory behind the change is the well-known fact that the actual cost of health care increases as people get older. Insurance companies know this, of course. When an insurance company (like Kaiser) calculates a single monthly premium which applies to all employees, that single amount is a blended figure which combines the lower cost of health care for younger workers and the higher cost of health care for older workers. In a certain sense, younger employees are **subsidizing** the cost of health care for older ones.

GASB 45 requires us to use these age-specific rates when we evaluate the cost of an employer’s post-retirement health care plan. However, there is an exemption from this rule in the case of a health plan where the premium amounts are determined based on the pooled experience of a large group of persons, and the actual demographics of a specific employer have little or no effect on the actual premium amount. In that type of plan, called a “community rated plan”, GASB 45 allows us to use only the forecasted premium amounts. This usually results in lower annual operating expense. In the past, we made use of this exemption for the Town, because the CalPERS medical plans meet the “community rated” definition.

The change to ASOP 6 effectively eliminates the exemption described above, starting in April 2015. This is why we have changed the valuation date from July 1 to January 1, for this year only, to take advantage of the community rating exemption one last time. Starting with the 2017 valuation, we will need to calculate the liabilities of your post-retirement benefit plan using age-specific claims costs. Another way of saying the same thing is that we will need to include the value of “subsidized premiums” in our GASB 45 computations. **I estimate that this will increase your annual accruals by roughly 20% to 30%, starting in the 2016-17 fiscal year.**

Exhibit 1 - Actuarial Values as of January 1, 2015

The Actuarial Present Value of Total Projected Benefits as of January 1, 2015 of all future benefits from the program, for all current and former employees, is as follows:

	<u>Safety Employees</u>	<u>Non-Safety Employees</u>	<u>Total APVTPB</u>	<u>Number of Persons</u>
Current employees	\$ 2,964,622	\$ 3,963,810	\$ 6,928,432	66
Retired former employees	<u>6,534,835</u>	<u>4,011,882</u>	<u>10,546,717</u>	<u>80</u>
Totals	\$ 9,499,457	\$ 7,975,692	\$ 17,475,149	146

This \$17,475,149 is theoretically the amount that the Town would need to set aside as of January 1, 2015 to fully fund the OPEB promises for all current and former employees. As of July 1, 2014, the Town has accumulated \$65,993 toward this liability. The present values have been mathematically adjusted to July 1, 2014 and July 1, 2015 for purposes of calculating accruals under GASB 45.

Statistical Averages as of January 1, 2015

Active Employees

Number	66 employees
Average Age	45.7 years
Average Service	8.2 years

Retired Former Employees and Surviving Spouses

Number	80 persons
Average Age	65.7 years

Source of Information

A census of all eligible Town employees and retirees as of June 30, 2015 was provided to me by the Town. I assumed that this was equivalent to a census as of January 1, 2015.

Exhibit 2 - Annual OPEB Cost

For each employee, a “normal cost” is computed, the amount which, if accumulated during each year of employment, will at retirement be sufficient to fund the expected benefits for that individual. The sum of all the individual normal costs for all employees is called the **Normal Cost** of the entire program. The accumulated value of all normal costs attributed to prior years, including the full value of benefits for all currently retired employees, is called the **Actuarial Accrued Liability**. The **Unfunded Actuarial Accrued Liability**, the portion of the Actuarial Accrued Liability which exceeds the accumulated assets, is amortized over a period of future years. The **ARC** is the sum of the Normal Cost and the amortization of the Unfunded Actuarial Accrued Liability.

The **Annual OPEB Cost** for the 2014-2015 and 2015-2016 years is computed in this way:

	<u>2014-2015</u>	<u>2015-2016</u>
1. Normal Cost for the year	\$ 440,680	\$ 458,307
2. Actuarial Accrued Liability	13,561,013	13,864,685
3. Value of Plan Assets	65,993	70,613
4. Unfunded Act. Accrued Liability: 2. minus 3.	13,495,020	13,794,072
5. Amortization of 4. over remaining period	891,467	932,725
6. Annual Required Contribution (ARC): 1. + 5.	\$ 1,332,147	\$ 1,391,032
7. Net OPEB Obligation at beginning of year	4,619,105	5,139,610
8. One year's interest on 7.	198,622	221,003
9. ARC Adjustment: amortization of 7.	(305,133)	(347,529)
10. Annual OPEB Cost: 6. plus 8. plus 9.	\$ 1,225,636	\$ 1,264,506
11. Expected payments to retired employees	705,131	746,886
12. Additional funding sent to SISC	0	25,000
13. Increase in Net OPEB Obligation: 10. - 11. - 12.	520,505	492,620
14. Net OPEB Obligation at end of year: 7. plus 13.	5,139,610	5,632,230

Exhibit 3 - Five-Year Projection of Costs

Shown below are estimates of the way in which Annual OPEB Cost might be expected to increase over the next five years. In this illustration, it is assumed that the Normal Cost will increase 4% per year, that all actuarial assumptions will remain unchanged, that the Town will continue funding on a pay-as-you-go basis, and that the Town will contribute \$25,000 per year to SISC.

Fiscal Year:	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
ARC					
Normal cost	\$ 458,307	\$ 476,639	\$ 495,705	\$ 515,533	\$ 536,154
Amortization	<u>932,725</u>	<u>974,408</u>	<u>1,020,054</u>	<u>1,069,587</u>	<u>1,124,631</u>
Total ARC	1,391,032	1,451,047	1,515,759	1,585,120	1,660,785
Plus interest	221,003	242,186	264,184	286,688	310,279
Less ARC adjustment	<u>(347,529)</u>	<u>(390,449)</u>	<u>(437,438)</u>	<u>(488,473)</u>	<u>(545,163)</u>
Annual OPEB Cost	\$ 1,264,506	\$ 1,302,784	\$ 1,342,505	\$ 1,383,335	\$ 1,425,901
Benefits paid to retirees	\$ 746,886	\$ 766,203	\$ 794,145	\$ 809,725	\$ 822,645
Additional funding	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total Funding	\$ 771,886	\$ 791,203	\$ 819,145	\$ 834,725	\$ 847,645
Increase in net OPEB Obligation	492,620	511,581	523,360	548,610	578,256
Net OPEB Obligation at beginning of year	\$ 5,139,610	\$ 5,632,230	\$ 6,143,811	\$ 6,667,171	\$ 7,215,781
Net OPEB Obligation at end of year	\$ 5,632,230	\$ 6,143,811	\$ 6,667,171	\$ 7,215,781	\$ 7,794,037

How to read this chart:

- Annual OPEB Cost: Each year's operating expense.
- Total Funding: Amount the Town will contribute each year, equal to the amount paid to retired employees plus \$25,000 paid to SISC.

Exhibit 4 - Net OPEB Obligation

In the vocabulary of GASB 45, the “Net OPEB Obligation” is the balance sheet liability that the Town should report at the end of each fiscal year. The Net OPEB Obligation/Asset is the cumulative sum of all operating costs that have been accrued under GASB 45, minus the sum of all contributions made (and benefits paid) by the Town since the adoption of GASB 45.

The Net OPEB Obligation as of June 30, 2014 is developed in this way:

1.	Net OPEB Obligation as of July 1, 2012	\$ 4,274,192
2.	Annual OPEB Cost for the 2012-13 year	862,647
3.	Benefits paid during the 2012-13 year	665,283
4.	Contributions to SISC during the 2012-13 year	<u>0</u>
5.	Net OPEB Obligation at June 30, 2013: 1. plus 2. minus 3. minus 4.	\$ 4,471,556
6.	Annual OPEB Cost for the 2013-14 year	875,420
7.	Benefits paid during the 2013-14 year	677,871
8.	Contributions to SISC during the 2013-14 year	<u>50,000</u>
9.	Net OPEB Obligation at June 30, 2014: 5. plus 6 minus 7. minus 8.	\$ 4,619,105

Exhibit 5 - Summary of Benefit Provisions

The Town provides these reimbursements to employees who retire from the Town under CalPERS. Payments are made for as long as the retiree (or spouse or dependent domestic partner) is living, unless the retiree/spouse/partner fails to make required premium payments or the marriage/partnership is dissolved.

For current retirees and employees hired prior to 2/2/2011, the Town pays up to these amounts each month:

	<u>Safety</u>	<u>Non-Safety</u>
Employee only	\$ 504.15	\$ 433.73
Employee plus spouse	\$ 1,008.29	\$ 867.45
Employee plus two persons	\$ 1,310.79	\$ 1,127.69

These maximum amounts are not expected to increase after 2014.

For employees hired after 2/1/2011, the maximum amount of medical premiums reimbursed by the Town is a percentage of the average of the three PERS medical plans with the highest utilization. The percentage is 50% after 10 years of service, plus 10% for each additional year of service, up to 100% after 20 years of service. Only 90% of premiums for dependent spouses/partners are reimbursed.

Retiring employees with accumulated unpaid sick leave may choose to have that unpaid sick leave converted to paid-up health care premiums, converted at 50% of the usual daily rate. The Town has indicated that this option is very rarely exercised.

CalPERS administrative fees of 0.25% are paid by the Town.

Exhibit 6 - Summary of Actuarial Assumptions

Actuarial Assumptions: The following assumptions as of January 1, 2015 were selected by the Town in accordance with the requirements of GASB 45. These assumptions, in my opinion, are reasonable and appropriate for purposes of determining OPEB costs under GASB 45.

Discount rate: 4.3% per year. This represents a weighted blend of what the Town expects to earn on its investments over the lifetime of the benefits program (4%) and the expected rate of return on the SISC fund (7%).

Coverage Elections: 100% of eligible employees are assumed to elect coverage upon retirement, and to remain covered under Town plans for life. All retirees and current employees are assumed to remain covered under their current medical plan for life. Employees with no current medical coverage are assumed to elect PERS Choice 50% of the time, and Blue Shield HMO 50% of the time.

Medical Cost Increases (Trend): CalPERS medical premiums are assumed to increase after 2016 as follows:

2017	6.1 %
2018	5.8 %
2019	5.5 %
2020	5.2 %
2021 and later years	5.0 %

In 2013, it was assumed that the premiums would increase 5.5% per year in 2019 and thereafter. The change was made in anticipation of lower increases in the future.

Mortality: Mortality rates are taken from the 2014 CalPERS OPEB Assumptions Model. In 2013, mortality rates were from the 2010 CalPERS OPEB Assumptions Model, projected to future years on a generational basis using Scale BB.

Subsidized Benefits: Medical benefits are provided under plans sponsored by CalPERS, which are considered to be “community rated” within the meaning of GASB 45. Therefore, there is no need at this time to value any implicit subsidy in the premium rates charged to retirees. If at some future time this program ceases to be considered “community rated”, it may be necessary to include the cost of subsidized premiums in the GASB 45 operating expense, which could significantly increase the Town’s future GASB 45 costs.

Retirement: Retirement rates for non-safety employees are taken from the 2014 CalPERS OPEB Assumptions Model for “Public Agency Miscellaneous 2.0% at 55”. Sample rates are:

	<u>10 Years Service</u>	<u>20 Years Service</u>	<u>30 Years Service</u>
Age 55	6.1 %	8.8 %	11.7 %
Age 58	6.2 %	8.9 %	11.8 %
Age 61	10.3 %	14.8 %	19.9 %
Age 64	13.8 %	19.9 %	26.8 %
Age 67	15.5 %	22.5 %	30.4 %
Age 70	16.5 %	24.0 %	32.3 %

For police employees, retirement rates are taken from the CalPERS “Police with 3.0% at 50” table. Sample rates are:

	<u>10 Years Service</u>	<u>20 Years Service</u>	<u>30 Years Service</u>
Age 50	5.0 %	9.9 %	31.4 %
Age 53	3.9 %	8.0 %	27.7 %
Age 56	4.2 %	8.7 %	28.9 %
Age 59	5.4 %	10.8 %	33.0 %
Age 62	6.1 %	9.8 %	35.7 %
Age 65	100 %	100 %	100 %

In the 2013 valuation, these rates were taken from the 2010 CalPERS OPEB Assumptions Model.

Family Status: Current retirees are assumed to remain with the current spouse or domestic partner for life. 54% of future retirees are assumed to be married and to cover their spouse at the time they retire. Male spouses are assumed to be 3 years older than females.

Cost Methodology: The Entry Age Normal method with normal cost computed as a level dollar amount has been used to develop the Actuarial Accrued Liability and Normal Cost. The Unfunded Actuarial Accrued Liability is being amortized as a level dollar amount, over the closed 30-year period beginning July 1, 2009.

CalPERS Administrative Fees: CalPERS administrative fees are assumed to remain 0.25% of premiums in all future years.

Inflation: Assumed to be 3.0% per year.

Benefit Cap Increases: The benefit caps for all employees are assumed to remain unchanged in all future years.

Turnover (withdrawal): Likelihood of termination within the next year is taken from the 2014 CalPERS OPEB Assumptions Model. Sample rates for non-safety employees are:

	<u>5 Years Service</u>	<u>10 Years Service</u>	<u>15 Years Service</u>
Age 20	9.46 %		
Age 30	7.90 %	6.68 %	5.81 %
Age 40	6.32 %	5.07 %	4.24 %
Age 50	1.16 %	0.71 %	0.32 %

For police employees, sample rates are:

	<u>5 Years Service</u>	<u>10 Years Service</u>	<u>15 Years Service</u>
Age 20	2.49 %		
Age 30	2.49 %	1.79 %	1.09 %
Age 40	2.49 %	1.79 %	1.09 %
Age 50	0.86 %	0.53 %	0.27 %

There are no differences in turnover rates between the 2010 and 2014 CalPERS tables.

Disability: The incidence of disability is assumed to be small so that it has not been reflected in these calculations.



**TOWN OF PARADISE
Council Agenda Summary
Date: December 8, 2015**

Agenda No. 2(f)

ORIGINATED BY: Joanna Gutierrez, CMC, Town Clerk

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Donation to Town for the Public Works Department

COUNCIL ACTION REQUESTED: Accept the donation of various fasteners with an estimated value of \$1,500 from Chris Ayer to the Town of Paradise for the Public Works Department.

Background: On or about November 24, 2015, the Public Works Manager received a donation from Chris Ayer of various fasteners, bolts, nuts, screws, etc., that will be useful to the public works department.

Discussion: Town Council Resolution No. 96-17 provides for the formal presentation and acceptance of donations made to the Town of Paradise at a public meeting. The process provides a tax record for the citizen or organization as well as clear direction to the finance director to deposit such donations to specific accounts as requested by donor(s), if applicable.

As such, the Council is requested to accept the donation of fasteners valued at \$1,500 for use by the Paradise Public Works Department and the Town staff will provide Mr. Ayer with documentation of such donation.

Fiscal Impact: The donation will decrease the necessity of expenditure for this equipment from the public works budget.



**Town of Paradise
Council Agenda Summary
Date: December 8, 2015**

Agenda Item: 2(g)

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

Reviewed by: Lauren Gill, Town Manager

Subject: US Bank Services Extension

Council Action Requested:

Authorize the Town Manager and Town Treasurer to execute any documents necessary to extend the US Bank Service Agreement for one year; or,

Alternatives:

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

Background:

After a competitive RFP process, the Town entered into a three year agreement for banking services with US Bank on November 1, 2012. The contract provided for fixed pricing for a three year term with an option to review prices and renew annually thereafter.

US Bank meets the Town's basic operational banking needs with checking accounts for both the Town and the Successor Agency to the Paradise Redevelopment Agency. The Town account is used for payroll and accounts payable. Most accounts payable disbursements are drawn through checks, and most payroll disbursements are processed through direct deposit. Most deposits are completed electronically through the scanning of checks, and most state deposits enter the account through EFT. Deposits are fully collateralized and after reserve requirements, were providing an earnings credit rate of 0.50% up to the monthly fees.

In addition, for the past several years, US Bank has been the only institution willing to fund the Town's annual TRAN.

Discussion

Government banking is currently in transition. Bank of America has recently given many of its government banking customers notice that they must find new banks. With continued historically low interest rates and government banking requirements of 110% collateralization on government accounts, banks are finding it more difficult to remain profitable with government accounts.

US Bank has offered to extend the current pricing for services another year, but will reduce the earnings credit rate from 0.50% to 0.22%.

Staff recommends that the Town accept US Banks proposal and extend the contract by one year. LAIF interest rates are finally climbing back up (although very slowing) and are currently around 0.357%. Staff will shift more available cash into LAIF to help make up for the reduction.

Further, switching banks is an endeavor and an investment of funds for the reprinting of checks and other bank supplies and staff time for all the setup and notification required to make a switch. Finally, staff is committed to issuing an RFP in a year to review banking options.

Fiscal Impact Analysis:

The Town will lose about \$1,560 in interest earnings for the year as a result of this extension. However, considering the cost of reprinting accounts payable, payroll and RDA checks is about \$900, the loss is acceptable.



Account Analysis & Billing

Proforma Account Analysis

Page 1 of 4

<u>AFP</u>	<u>Service</u>	<u>Volume</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Collected Balance Required</u>

November 19, 2015

Town of Paradise

Consolidated Analysis Summary

Earnings Credit Rate	0.22%
Current Month Multiplier	5,454.55
Settlement Frequency	Monthly

Balance Summary

Average Collected Balance	=	1,471,680.59
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Settlement Analysis

Collected Balance Available for Earnings Credit Services	=	1,471,680.59
Earnings Credit @ 0.22%		269.81
Earnings Credit Based Service Charges	-	694.52
Current Month Surplus/(Deficit) Position	=	(424.71)
Net Service Charges	\$	424.71

<u>AFP</u>	<u>Service</u>	<u>Volume</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Collected Balance Required</u>
Depository Services					
010000	Monthly Maintenance	1	\$ 8.00	\$ 8.00	\$ 43,636
010101	Paper Credits	8	\$ 0.80	\$ 6.40	\$ 34,909
010101	Electronic Credits	53	\$ 0.15	\$ 7.95	\$ 43,364
010100	Paper Debits	201	\$ 0.12	\$ 24.12	\$ 131,564
010100	Electronic Debits	7	\$ 0.11	\$ 0.77	\$ 4,200
100224	Deposited Item-Transit	5	\$ 0.15	\$ 0.75	\$ 4,091
100405	Returned Item Maintenance		\$ 0.00		
100405	For First 1	1	\$ 5.00	\$ 5.00	\$ 27,273
100405	For Over 1		\$ 5.00	\$ -	
000230	Deposit Coverage	1472	\$ 0.12075	\$ 177.74	\$ 969,513
	Subtotal Depository Services		\$	230.73	\$ 1,258,549



Proforma Account Analysis

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Account Analysis & Billing

<u>AFP</u>	<u>Service</u>	<u>Volume</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Collected Balance Required</u>
Account Reconciliation Services					
150724	SPE PPay Exceptions	1	\$ 0.75	\$ 0.75	\$ 4,091
20020C	SPE Issue/Cancel Input	29	\$ 0.05	\$ 1.45	\$ 7,909
20020B	SPE File Upload		\$ 0.00		
20020B	For First 1	1	\$ 2.50	\$ 2.50	\$ 13,636
20020B	For Next 3	1	\$ 0.00	\$ -	
20020B	For Over 4		\$ 3.00	\$ -	
150030	SPE PPay w/ Issue Mo Maint	1	\$ 5.00	\$ 5.00	\$ 27,273
150120	SPE PPay Only-per Item	201	\$ 0.025	\$ 5.03	\$ 27,409
	Subtotal Account Reconciliation Services		\$	14.73	\$ 80,318
SinglePoint					
400272	SP E CDay Det & Sum Mo Maint		\$ 0.00		
400272	For First 10	1	\$ 5.00	\$ 5.00	\$ 27,273
400272	For Over 10		\$ 75.00	\$ -	
400272	SP E Pday Det & Sum Mo Maint		\$ 0.00		
400272	For First 1	1	\$ 7.50	\$ 7.50	\$ 40,909
400272	For Next 2	1	\$ 0.00	\$ -	
400272	For Next 7		\$ 15.00	\$ -	
400272	For Over 10		\$ 75.00	\$ -	
250720	SP E ACH Return Report	1	\$ 0.00	\$ -	
401020	SP E Token Mo Maintenance	4	\$ 1.50	\$ 6.00	\$ 32,727
409999	SP E Book Transfer Mo Maint	2	\$ 0.00	\$ -	
409999	SP E DDA Statement PDF	2	\$ 0.00	\$ -	
150410	SP E Stop Payment Mo Maint	2	\$ 0.00	\$ -	
250000	SP E ACH Mo Maintenance				
250000	For First 1	1	\$ 10.00	\$ 10.00	\$ 54,545
250000	For Over 1		\$ 0.00	\$ -	
151350	SP Image Access/Archive Mo	1	\$ 30.00	\$ 30.00	\$ 163,636
409999	SP E Ext Messaging Mo Maint		\$ 0.00		
409999	For First 1	1	\$ 10.00	\$ 10.00	\$ 54,545
409999	For Over 1	1	\$ 0.00	\$ -	
	Subtotal SinglePoint		\$	68.50	\$ 373,636
Wire Transfers					
350123	Internal Wire Credit	1	\$ 7.00	\$ 7.00	\$ 38,182
	Subtotal Wire Transfers		\$	7.00	\$ 38,182
Image Services					
151351	SP Cks Pd per item Stored	201	\$ 0.035	\$ 7.04	\$ 38,373
151351	Dep Itms Img per Item Stored	350	\$ 0.035	\$ 12.25	\$ 66,818
	Subtotal Image Services		\$	19.29	\$ 105,191
EasyTax					
25010B	EasyTax Web Tax Payment	4	\$ 2.00	\$ 8.00	\$ 48,886



Proforma Account Analysis

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Account Analysis & Billing

<u>AFP</u>	<u>Service</u>	<u>Volume</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Collected Balance Required</u>
	Subtotal EasyTax		\$	8.00	\$ 43,636
	ACH Services				
250102	EasyTax ACH Item	4	\$ 0.13	\$ 0.52	\$ 2,836
250202	ACH Received Item	20	\$ 0.085	\$ 1.70	\$ 9,273
250102	SP E ACH-per Item	159	\$ 0.175	\$ 27.83	\$ 151,773
250505	SP E ACH Process Run	2	\$ 0.00	-	
	Subtotal ACH Services		\$	30.05	\$ 163,882
	Branch Coin/Currency Services				
100012	Cash Deposited-per \$100	58	\$ 0.085	\$ 4.93	\$ 26,891
100011	Coin Deposited-per Roll	10	\$ 0.14	\$ 1.40	\$ 7,636
100012	Loose Mixed Coin Dep-per Bag	19	\$ 10.00	\$ 190.00	\$ 1,036,364
100000	Branch Deposit Processing Fee	7	\$ 1.25	\$ 8.75	\$ 47,727
	Subtotal Branch Coin/Currency Services		\$	205.08	\$ 1,118,618
	Electronic Deposit Services				
101300	EDM Monthly Maint - per Acct		\$ 0.00		
101300	For First 1	1	\$ 40.00	\$ 40.00	\$ 218,182
101300	For Next 19		\$ 15.00	\$ -	
101300	For Over 20		\$ 10.00	\$ -	
101300	Web Client Monthly Maintenance		\$ 0.00		
101300	If 1 - 10	1	\$ 19.00	\$ 19.00	\$ 103,636
101300	If 11 - 50		\$ 35.00	\$ -	
101300	If Over 50		\$ 30.00	\$ -	
109999	Deposit Credit	8	\$ 0.50	\$ 4.00	\$ 21,818
101311	Image Check Item - On-Us	22	\$ 0.05	\$ 1.10	\$ 6,000
101310	Image Check Item - Transit		\$ 0.00		
101310	If 1 - 50000	315	\$ 0.07	\$ 22.05	\$ 120,273
101310	If Over 50000		\$ 0.13	\$ -	
	Subtotal Electronic Deposit		\$	86.15	\$ 469,909
	Miscellaneous Services				
010630	Audit Confirms	1	\$ 25.00	\$ 25.00	\$ 136,364
	Subtotal Miscellaneous Services		\$	25.00	\$ 136,364
	Total Service Charges		\$	694.52	\$ 3,788,285

Prices quoted in this proposal are only for those Treasury Management Services requested by the customer. Additional Treasury Management Services will be separately priced at the time of customer's request. Prices quoted are valid for 60 days following customer's receipt, after which they will be subject to change by U.S. Bank. All prices are subject to change, at any time and at Bank's sole discretion, due to changes in business conditions, volumes, quality of work provided by the customer and normal pricing change cycles.

Notwithstanding anything contained herein to the contrary, all Treasury Management Services provided



Account Analysis & Billing

<u>AFP</u>	<u>Service</u>	<u>Volume</u>	<u>Unit</u> <u>Price</u>	<u>Total</u> <u>Price</u>	<u>Collected</u> <u>Balance</u> <u>Required</u>
	to customer are subject to U.S. Bank's Services Terms and Conditions, as the same may be amended from time to time.				



**Town of Paradise
Council Agenda Summary
Date: December 8, 2015**

Agenda Item: 2(h)

Originated by: Gabriela Tazzari-Dineen, Police Chief
Reviewed by: Lauren Gill, Town Manager
Subject: Public Safety Recruitment Incentives

Council Action Requested:

Authorization to extend Public Safety Recruitment Incentives as approved on August 12, 2014 until December 31, 2016.

Alternatives:

An alternative action would be to not extend the recruitment incentives. This option would make it more difficult to recruit qualified candidates and leave important sworn positions in the department unfilled.

Background:

The Paradise Police Department has experienced difficulty in recruiting qualified applicants to fill vacant Public Safety Positions. This trend has not been unique to Paradise but has become a state wide issue wherein law enforcement agencies are seeing a smaller pool of qualified candidates. The recruitment difficulties have been compounded for the Town of Paradise by the fact that larger agencies, in and outside Butte County, attract candidates by offering greater compensation packages that include higher pay and recruitment incentives.

The Town's inability to offer higher wages has left the Town of Paradise at a disadvantage; therefore, on April 8, 2014, Town Council approved the re-instatement of the Police Trainee position which included sponsorship of police recruits as they complete the police academy. In addition to that incentive, the Town has in place the ability to offer experienced applicants a higher starting step on the pay scale by using the different levels within the salary range of the position to recognize valuable and transferable experience.

Although those incentives assisted the Department in attracting a few applicants, it did not have the impact necessary to fill several vacancies. On August 12, 2014, staff requested that the Town offer some short term, affordable recruitment incentives in an attempt to be more competitive in the recruitment and hiring process.

On August 12, 2014, the Town Council approved the following temporary incentives:

Referral Bonus: Town employees would receive a referral bonus for recruiting a police officer or a public safety dispatch candidate. The candidate must pass all examinations and pre-employment conditions and be hired by the Town before the Town employee receives compensation for the recruitment. \$100 for an entry level applicant and \$300 for a lateral applicant.

Applicant Sign-on Bonus: When an applicant successfully completes all of the testing process and is hired by the Town, that applicant would be entitled to a one time sign-on bonus. Entry Level Police Officer \$1,000, Lateral Police Officer \$3,000, Entry Level Dispatcher \$500, Lateral Dispatcher \$1,500.

Lateral Credited Leave Bank: When a lateral police officer or lateral dispatch applicant is hired by the Town they would receive a one-time 80 vacation hours and 80 sick leave hours credited into their leave bank.

Relocation Assistance: A police officer or dispatcher applicant that resides 60 or more miles away from the Town of Paradise is eligible for a one-time relocation assistance payment of \$1,000 if within 30 days of hire date they move to a location within a 20 miles radius of the Town of Paradise. Payment will be made in the first payroll check following submission of relocation documentation

For the purpose of these incentives an entry level police officer is considered someone that has successfully completed the POST Basic Police Academy prior to their hire date with the Town and was not sponsored through the program by the Town of Paradise. A lateral applicant is defined as having previous or current sworn police officer or non-sworn dispatcher experience of no less than one year. The sworn police officer lateral incentives include all ranks.

At the time these new incentives were brought to Town Council, staff understood the Town's financial challenges but believed that the hiring and recruitment environment required the Town to take action and implement additional incentives. Staff recognized that these incentives may not be necessary in the future and therefore recommended that the new incentives sunset on December 31, 2015.

Discussion:

The recruitment incentives that Town Council approved have been beneficial and as a result attracted 3 lateral police officers, 2 entry level police officers, and 2 dispatchers. Unfortunately, medical and service retirements continued to result in unfilled vacancies, particularly with sworn personnel. Recently, the Department held testing for applicants interested in full academy sponsorship. The Department is currently working on completing backgrounds for 4 individuals that if successful in the background process will be fully sponsored through the Butte College Police Academy scheduled to begin January 2016.

If all 4 Police Trainees successfully complete the academy, they will be re-classified/hired as police officers and that would fill all the currently budgeted vacant positions. If someone fails to complete the academy it will result in continued vacant position(s) that will require recruitment. Additionally, the Department has been notified of a pending service retirement at the rank of lieutenant on or about May 2016. The expected future vacancies will require the Town to offer a competitive recruitment package. For these reasons, staff recommends extending the above listed recruitment incentives through December 31, 2016.

Fiscal Impact Analysis:

The Department estimates that extending these incentives through calendar year 2016 could cost the Town anywhere from \$2,200 up to \$7,600 to fill the expected vacancy resulting from the service retirement of the police lieutenant and potentially filling a vacancy if a police trainee fails to complete the academy. There are currently some salary savings being generated by having vacancies, so the savings will lessen the budget impact of these incentives.



**Town of Paradise
Council Agenda Summary
Date: December 8, 2015**

Agenda Item:2(i)

Originated by: Gabriela Tazzari-Dineen, Police Chief
Reviewed by: Lauren Gill, Town Manager
Subject: Employment Services Agreement

Council Action Requested:

Request authorization to approve the position of Temporary Special Investigator, the corresponding salary schedule, and to execute an agreement with Chris Buzzard for services to address an increase in workload for the Police Department.

Alternatives:

Provide Staff with alternative direction.

Background:

The Paradise Police Department has recently seen a substantial increase of critical incidents that require an exorbitant amount of personnel time. The approval of this employment agreement would provide for temporary support in meeting tight deadlines for special investigations.

Fiscal Impact Analysis:

This temporary service is expected to take between 150 to 200 hours to complete, so the expected cost is between \$6,332 to \$8,442. The police department overall has a number of vacancies creating salary savings, but additional overtime is also being incurred to fill shifts. A complete police department personnel budget analysis will be completed and presented as part of the mid-year budget report.

“EXHIBIT A”



JOB TITLE:	Temporary Special Investigator
DEPARTMENT:	Police Department
REVISION DATE:	December 8, 2015
HOURS:	ad-hoc, no standard schedule
CLASSIFICATION:	Non-exempt
REPORTS TO:	Chief of Police
WORKS WITH:	Police Administration

Temporary Special Investigator

DEFINITION

Under the general supervision of the Police Chief, to perform assigned special investigations that are complex in nature and require extensive law enforcement experience; do related work as required.

TYPICAL DUTIES

Administrative services as assigned; including but not limited to internal investigations.

REQUIRED QUALIFICATIONS

Knowledge of: Procedures set forth in Government Code Section 3300 et seq., principles and practices of organization, administration, budget and personnel management; modern police practices, techniques and methods; pertinent federal, state and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, and evidence; departmental rules and regulations; functions and objectives of federal, state and other local law enforcement agencies.

Ability to: Supervise, train and evaluate assigned staff; obtain information through interview and interrogation; analyze situations quickly and objectively and determine proper course of action; communicate clearly and concisely, both orally and in writing; properly interpret and make decisions in accordance with laws, regulations and policies governing the department; work hours as required.

Experience: Equivalent to six years of responsible law enforcement experience including at least four years experience equivalent to that of the Town of Paradise Police Lieutenant position.

Education: Possession of an Associate Arts Degree from an accredited college or university or a substantial effort made toward obtaining a Bachelor of Arts Degree and completion of the Associate Arts Degree within one year of appointment.

Licenses/Certificates: A management certificate issued by the Commission on Peace Officer Standards and Training, State of California or the ability to obtain said certificate within one year from date of appointment. Valid Class C California Driver's License in conformance with established Town employee driving standards.

**TOWN OF PARADISE
SALARY PAY PLAN AMMENDMENT FY15/16**

Title	A Step	B Step	C Step	D Step	E Step	F Step
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POLICE ADMINISTRATION

Temporary Special Investigator

HOURLY	32.60	34.23	35.94	37.74	39.63	41.61
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EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into this 8th day of December 2015, by and between the TOWN OF PARADISE, a municipal corporation of the State of California, hereafter referred to as **TOWN** and Christopher M. Buzzard, hereafter referred to as **RETIREE**, both of whom understand the following:

WITNESSETH:

WHEREAS, the **TOWN** desires to employ the services of **RETIREE** as part-time, temporary Special Investigator for the Town of Paradise from December 8, 2015 until June 30, 2016.

WHEREAS, it is the desire of the **TOWN** to establish certain conditions of employment, and to set working conditions of **RETIREE**; and

WHEREAS, it is the desire of the **TOWN** to:

1. Secure and retain the services of **RETIREE**; and
2. Establish a basis for good working relationships, to avoid possible misunderstandings in recognition of the unique nature of his position; and
3. Provide a just means for terminating **RETIREE'S** services; and

WHEREAS, **RETIREE**, desires to accept such part-time, temporary employment.

NOW, THEREFORE, in consideration of the mutual covenants herein, the parties agree as follows:

SECTION 1: DUTIES AND RESPONSIBILITIES

A. From December 8, 2015 to June 30, 2016, the duties, responsibilities and authority of the **RETIREE** shall be those specified in the Temporary Special Investigator job description attached as Exhibit "A" and such other legally permissible and proper duties and function as the Town Council shall assign. This Agreement may be extended until December 31, 2016 with the mutual written consent of **TOWN** and **RETIREE**.

B. Unless extended under Section 2, from December 8, 2015 to June 30, 2016, RETIREE shall work no more than 960 hours on an as-needed basis relating to a specific special investigation.

C. RETIREE agrees to provide reasonable services based on the above duties and responsibilities.

D. RETIREE hereby agrees that to the best of his ability and experience, he will at all times conscientiously perform the duties and obligations required by the terms of this Agreement.

SECTION 2: TERM OF AGREEMENT

TOWN hereby employs RETIREE and RETIREE hereby accepts part-time employment with the TOWN beginning December 8, 2015, the effective date of this Agreement, and ending June 30, 2016; provided, however, TOWN and RETIREE may mutually extend this Agreement in writing for thirty (30) day time periods until December 31, 2016.

SECTION 3: TERMINATION BY TOWN

A. TOWN may terminate this Agreement only for cause if RETIREE (1) Willfully breaches or habitually neglects the duties which he is required to perform under the terms of this Agreement; or (2) Is convicted by court or by jury trial, for acts of dishonesty, fraud, misrepresentation, or other acts of moral turpitude, that would prevent the effective performance of his duties.

B. If TOWN elects to terminate this Agreement for cause, RETIREE shall not receive any severance pay, and the TOWN shall specify the grounds in writing for the termination supported by a documented statement of all relevant facts.

C. TOWN may terminate this Agreement without cause. If TOWN elects to terminate this Agreement without cause, TOWN shall have the right to separate RETIREE from TOWN service with a thirty (30) day written notice to RETIREE.

SECTION 4: TERMINATION BY RETIREE

RETIREE may terminate his obligations under this Agreement by giving TOWN at least sixty (60) days written notice in advance.

SECTION 5: SALARY, COMPENSATION AND OTHER BENEFITS

A. **SALARY:** From December 8, 2015 to June 30, 2016 and any extension period, **TOWN** agrees to pay **RETIREE** for his services rendered pursuant to this Agreement the amount of \$41.61 per hour payable in installments at the same time that the other management employees of **TOWN** are paid with no benefits other than those required by his status as a retired PERS Town employee.

B. **TOWN** agrees to enroll **RETIREE** into voluntary applicable state or local retirement system and execute all necessary documents and agreements related to the applicable plan (457-Deferred Compensation)

C. **INDEMNIFICATION:** **TOWN** agrees to indemnify and defend **RETIREE** in accordance with the provisions of California Government Code Sections 825, et seq. 995, et seq. and related statutes.

D. **BONDING:** **TOWN** shall bear the full cost of any fidelity or other bonds required of the **RETIREE** under any law or ordinance.

SECTION 6: GENERAL TERMS AND CONDITIONS

A. The text herein shall constitute the entire Agreement between the parties and supersedes all prior agreements whether written or oral.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executor of **RETIREE**.

C. In the event either party to this Agreement institutes legal action to enforce any of its provisions, the prevailing party in such action shall be entitled to reasonable attorney's fees.

D. If any provision contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall remain in full force and effect.

E. Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (1) **TOWN:** Town of Paradise c/o Town Clerk
5555 Skyway, Paradise, California 95969
- (2) **RETIREE:** Christopher M. Buzzard

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of

transmission in the United State Postal Service.

IN WITNESS WHEREOF, the Town of Paradise has caused this Agreement to be signed and executed on its behalf by its Mayor, approved as to form by the Town Attorney, and signed by **RETIREE**, this 8th day of December, 2015.

Christopher M. Buzzard, RETIREE

Mayor

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney

ATTEST:

Joanna Gutierrez, Town Clerk



**Town of Paradise
Council Agenda Summary
Date: December 8, 2015**

Agenda Item: 6(a)

Originated by: Joanna Gutierrez, Town Clerk

Reviewed by: Lauren Gill, Town Manager

Subject: **Council representation on local and county committees and commissions.**

Council Action Requested: Appoint Council representatives and alternates to represent the Town of Paradise on various local and regional boards, committees and commissions.

Alternatives: Consider other actions relating to committee/commission representation.

Background: The Town Council, on an annual basis, appoints Council Members to represent the Town of Paradise on local and regional boards, committees and commissions.

Discussion: Three committees require Mayor representation: the Butte County City Selection Committee, the Butte County Disaster Council and Town's Finance & Investment (Budget) Committee. If the Mayor is unable to attend a City Selection Committee meeting, a letter of authorization from the Mayor is required for an alternate to attend on the Mayor's behalf. The alternate must be a seated council member.

The Butte County Air Quality Management District (BCAQMD) and Butte County Association of Governments (BCAG) boards meet on the same day and in the same location. For this reason, it is recommended that the same Council Member serve on the BCAQMD and BCAG. The Joint Powers Agreement for the Butte County Air Quality Management District (BCAQMD) states that city appointments are for a four-year term, unless the term of office for the representative expires. At the November 10, 2009, regular meeting, council concurred that the council member appointed to serve as alternate to the Butte County Association of Governments (BCAG) would automatically serve as the alternate to the Butte County Air Quality Management District (BCAQMD). Following is a list and description of the committees and commissions, meeting dates and times, and locations.

Butte County Committees/Commissions

1. Butte County Air Quality Management District Governing Board
 - Meets 4th Thursday after Butte County Association of Governments
 - Comprised of five Butte County Supervisors plus **one elected representative** from each of the County's five cities;The Butte County Air Quality Management District board establishes policies & approves new rules to protect people & environment from the effects of air pollution.

2. Butte County Association of Governments

- Meets 4th Thursday of each month at 9:00 a.m. in the Chico City Council Chambers
- Comprised of five Butte County Supervisors plus **one elected representative** from each of the County's five cities/

The Butte County Association of Governments board is responsible for development of federal and state transportation plans and programs that secure transportation funding for the region's highways, transit, streets/roads, and, pedestrian and other transportation system improvements.

3. Butte County City Selection Committee

- Meets twice a year upon notification; **Mayor must be representative.**

The City Selection Committee is comprised of the Mayors from the five incorporated cities and selects two city representatives to serve on the Local Area Formation Commission (*LAFCo).

*Butte County Local Area Formation Commission (LAFCO)

- 1st Thursday at 9:00 am in Oroville; Appointments to LAFCo made by City Selection Committee.

LAFCo is a State mandated local agency composed of seven regular Commissioners: two members from the Butte County Board of Supervisors (selected by the entire Board); two members from the city councils (selected by the mayors of all five incorporated cities); two members who represent special districts (selected by a majority vote of independent special districts); and one public member (selected by the other six LAFCo members).

The LAFCO board oversees boundary changes to cities and special districts, the formation of new agencies including incorporation of new cities, and consolidation of existing agencies.

4. Butte County Disaster Council

- Meets at least once a year in Oroville; **Mayor must be representative.**

The purpose of the Disaster Council is to provide for the preparation and execution of plans for the protection of persons, the environment, and property within the County of Butte in the event of an emergency.

5. Butte County General Plan Planning Process – **Two representatives;**

- Formed to monitor Butte County 2010 General Plan Planning Process.

The Butte County General Plan 2030 was adopted October 26, 2010 and which became effective November 30, 2010. The Butte County Department of Development Services maintains an information website relating to the Butte County General Plan 2030 process at www.buttegeneralplan.net.

6. Butte County Integrated Waste Management Local Task Force
- **One representative and one alternate;** meets as needed in Oroville.

The Local Task Force is a mandated committee formed by the Board of Supervisors; develops goals, policies & procedures which are consistent with guidelines & regulations adopted by the CA Integrated Waste Management Act relating to coordinated & cost effective regional waste management issues/solutions.

7. Butte County Water Advisory Committee – **One representative**
- Meets quarterly or as needed in Oroville.

The Water Advisory Committee assists & advises the Water Commission & Board of Supervisors in establishment & maintenance of Basin Management Objectives to be used to establish criteria for groundwater elevations, groundwater quality & land subsidence.

8. City/County Ad Hoc Committee – **Two representatives**
- Meets upon notification

The City/County Ad Hoc Committee was formed to discuss issues/topics of common concern associated with the Paradise Ridge Area: comprised of two members of the Town Council; two members of the Board of Supervisors and various staff.

9. Lake Oroville Supplemental Benefits Fund (JPA Terminated)
One representative; one citizen alternate.
- Meets 1st Wednesday of every quarter at 5:30 pm in the City of Oroville Council Chambers.

The City of Oroville is designated as the Fund Administrator for funds received from DWR & State Water contractors for the purpose of recreational and economic development to mitigate the Federal Energy Regulatory Commission (FERC) 2100 license for the Oroville facility (the dam, hydro plant, Forebay, and After bay). The committee is composed of five voting members (three Oroville Council Members, two Feather River Recreation & Park District Members) and three advisory members of publicly elected officials. The Town of Paradise is an interested party and the representative receives agendas and staff reports from the SBF/RDA Coordinator Bob Marciniak.

10. 3CORE (formerly known as the Tri County Economic Development Corporation) **One Council representative**
- Meets the 4th Wednesday of every other month at 10:00 a.m. at the 3Core office at 3120 Cohasset. Serves on the Comprehensive Economic Development Strategy (CEDS) Advisory Board for a two-year term.

3CORE is a private, non-profit corporation that works as the economic development planning & coordinating agency for the Tri-County region composed of Butte, Glenn & Tehama counties & the nine member cities located therein and advises and recommends actions to the Board of Directors

Local Committees

1. Paradise Community Village – (formerly known as the Paradise Youth Sports and Family Center) **One representative**

- Meets the 2nd Monday of each month at 4pm in the Paradise Town Council Chambers.

Paradise Community Village (PCV) is a local non-profit corporation formed to oversee the development of the Paradise Community Village project, a mixed use development consisting of affordable and single family housing, parks/recreation, open space & community facilities. Board is comprised of the following members: Town of Paradise (one Council and one staff representative); Youth for Change; Paradise Youth Soccer Club; and, the Community Housing Improvement Program (CHIP).

2. Paradise Irrigation District (PID) Liaison – **Two representatives**

- Meets in Paradise upon notification to discuss issues of common concern.

PID is an Independent Special District governed by a five-member elected board of directors; Formed in 1916 under the laws of the State Water Code to deliver water to municipal residential and commercial customers.

3. Paradise Recreation & Park District (PRPD) Liaison – **Two representatives**

- Meets in Paradise upon notification to discuss issues of common concern.

PRPD is an Independent Special District governed by a five-member elected board of directors; Formed in 1948 to provide recreation and park services within the district.

4. Paradise Solid Waste Committee – **Two representatives**

- Meets in Paradise upon notification

The Paradise Solid Waste Committee discusses solid waste, recyclable materials, and yard waste programs with staff and representative from NRWS, the company franchised by the Town to provide of solid waste collection and disposal services which includes recycling, source reduction, household hazardous waste and vegetative waste disposal services; two council representatives, Town staff.

5. Onsite Ad Hoc Committee – **Two Council representatives**

The Onsite Ad Hoc Committee meets as needed to keep Council representatives informed of issues & long term effects of proposed changes to the Manual for Onsite Treatment of Wastewater (Onsite Manual); Formed by Minute Order on September 3, 2008. Onsite Manual may be viewed at the Town's website at: <http://www.townofparadise.com/index.php/departments/development-services/onsite>

6. Finance & Investment Committee – Members include **Mayor, Vice Mayor, Town Manager, Finance Director/Town Treasurer.**

The Finance & Investment Commission is established by Paradise Municipal Code Section 2.16.030 for the purpose of providing oversight of the town's financial, public financing & investment activities.

7. Oversight Board to the Successor Agency to the Paradise Redevelopment Agency

Meets quarterly on the third Thursday at 3pm. **Two members from the Town of Paradise; the Mayor is the appointing authority**

- One member is to be selected from the largest employee group from the former redevelopment agency. The Town had allocated percentages of management staff to the redevelopment agency.

The purpose of the seven-member Oversight Board is to oversee and approve the activities of the Successor Agency of the Paradise Redevelopment Agency relating to assets of the former RDA. The Town Council was designated as the Successor Agency after the Paradise Redevelopment Agency was eliminated by State law.

Attached is a list of the 2015 representation, along with a blank chart for the 2016 assignments.

Conclusion: It is timely that Council consider appointments to local and county committees/ and commissions.

Fiscal Impact Analysis: None.



2015 TOWN COUNCIL REPRESENTATION

BUTTE COUNTY COMMITTEES/COMMISSIONS

	BUTTE COUNTY	Bolin	Bolin	Culleton	Jones	Lotter	Rawlings
1	Air Quality Management District				Rep		Alt
2	Association of Governments				R		A
3	City Selection Committee (Mayor)	R					
4	Disaster Services Council (Mayor)	R					
5	Local Area Formation Commission (LAFCo) (Lotter through 5/2015 – Appointed by City Selection Committee)					R	
6	Waste Mgt Local Task Force			R		A	
7	Water Advisory Committee (4-year term) Jones thru 12-31-16			R			
8	City/County Ad Hoc Committee	R			R		
9	Lake Oroville Supplemental Benefits Funds- Alternate: Citizen Sam Dresser						R

LOCAL COMMITTEES/COMMISSIONS

	PARADISE	Bolin	Culleton	Jones	Lotter	Rawlings
1	Paradise Community Village				R	
2	Paradise Irrigation District Liaison	R				R
3	Paradise Rec. & Park District Liaison	R	R			
4	Onsite Ad Hoc Committee	R			R	
5	Investment Committee (Mayor & Council Member)	R		R		
6	Oversight Board to Successor Agency (Mayor Appointment)		R			



2016 TOWN COUNCIL REPRESENTATION

BUTTE COUNTY COMMITTEES/COMMISSIONS

BUTTE COUNTY		Bolin	Culleton	Jones	Lotter	Rawlings
1	Air Quality Management District					
2	Association of Governments					
3	City Selection Committee (Mayor)					
4	Disaster Services Council (Mayor)					
5	Local Area Formation Commission (LAFCo) (Lotter through 5/2019 – Appointed by City Selection Committee)				R	
6	Waste Mgt Local Task Force					
7	Water Advisory Committee (4-year term)					
8	City/County Ad Hoc Committee					
9	Lake Oroville Supplemental Benefits Funds- Alternate: Citizen Sam Dresser					
10	3CORE (formerly Tri County Economic Dev Corp) (Two year term as of 1/1/2013)					

LOCAL COMMITTEES/COMMISSIONS

PARADISE		Bolin	Culleton	Jones	Lotter	Rawlings
1	Paradise Community Village					
2	Paradise Irrigation District Liaison					
3	Paradise Rec. & Park District Liaison					
4	Onsite Ad Hoc Committee					
5	Investment Committee (Mayor & Council Member)					
6	Oversight Board to Successor Agency (Mayor Appointment)					



**Town of Paradise
Council Agenda Summary
Date: December 8, 2015**

Agenda Item: 6(b)

Originated by: Colette Curtis, Administrative Analyst

Reviewed by: Lauren Gill, Town Manager

**Subject: Authorizing Resolution for a grant application to the State
Water Resources Control Board**

Council Action Requested:

1. Consider approving Resolution No. 15-__, A Resolution authorizing an application to the Clean Water State Revolving Fund for a \$500,000 Grant.

Background:

Proposition 1(Prop 1) or the Water Quality, Supply and Infrastructure Improvement Act of 2014, authorized \$7.545 billion for water projects. With that funding, the State Water Resources Control Board is offering grants to small disadvantaged communities for water projects including wastewater infrastructure planning projects. Town Staff has identified this grant as a funding source for an environmental study for a proposed community wastewater project.

Discussion:

Town staff has prepared an application for the Clean Water State Revolving Fund Small Community Grant. This application is for planning purposes, specifically for the preparation of an environmental and other studies relating to a Paradise Sewer Project. The environmental study will look at several different options for a wastewater solution, and will be used as a tool for future decisions regarding a community wastewater project. Initiating this study does not commit the Town to any action, but will provide further information regarding viable solutions for wastewater treatment and dispersal. The attached resolution authorizes Town Staff to submit an application for the planning grant on behalf of the Town of Paradise.

Fiscal Impact Analysis:

There is no impact to the General Fund. If awarded, this grant is 100% funded with no matching funds required.

It is important to note that this grant is not expected to cover the entire cost of the environmental study. Staff is looking into other funding options, including applying for a loan to cover any costs above the \$500,000 grant. Staff will bring recommendations for the loan repayment portion to Council after the RFP is returned with solid figures.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE APPROVING A FINANCIAL ASSISTANCE APPLICATION FOR A FINANCING AGREEMENT FROM THE STATE WATER RESOURCES CONTROL BOARD RELATING TO THE PLANNING, DESIGN, AND CONSTRUCTION OF THE PARADISE COMMUNITY WASTEWATER PROJECT

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARADISE AS FOLLOWS:

Section 2. The Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

Section 3. The Authorized Representative, or his/her designee, is designated to represent the Town in carrying out the Town's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Town and compliance with applicable state and federal laws.

PASSED AND ADOPTED by the Town Council of the Town of Paradise on this 8th day of December, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTION:

By: _____, Mayor

ATTEST:

APPROVED AS TO FORM:

Joanna Gutierrez, CMC, Town Clerk

Dwight L. Moore, Town Attorney

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 15-__ duly and regularly adopted at a regular meeting of the Paradise Town Council held on December 8, 2015.

By _____
Joanna Gutierrez, Town Clerk

PLANNING OR DESIGN FINANCIAL ASSISTANCE APPLICATION

I. APPLICANT INFORMATION			
Applicant (Entity) Name: Town of Paradise			
Entity Type: <input checked="" type="checkbox"/> Public - Local <input type="checkbox"/> Public - State <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other: Specify _____			
Charter City/County: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Street Address: 5555 Skyway	City: Paradise	State: CA	Zip+4 Code: 95969-4931
Mailing Address: 5555 Skyway	City: Paradise	State: CA	Zip+4 Code: 95969-4931
Congressional District(s): 1st Congressional District			
State Senate District(s): 4th State Senate District			
State Assembly District(s): 3rd State Assembly District			
County (or Counties): Butte County			
Regional Water Board: <input type="checkbox"/> 1 (North Coast) <input type="checkbox"/> 2 (San Francisco Bay) <input type="checkbox"/> 3 (Central Coast) <input type="checkbox"/> 4 (Los Angeles) <input checked="" type="checkbox"/> 5 (Central Valley) <input type="checkbox"/> 6 (Lahontan) <input type="checkbox"/> 7 (Colorado River) <input type="checkbox"/> 8 (Santa Ana) <input type="checkbox"/> 9 (San Diego)			
Federal ID No.: 94-2621899		Data Universal Numbering System (DUNS) No.: 362314890	
Authorized Representative Name, Title: Lauren Gill, Town Manager			
Phone No.: (530) 872-6291 ext 104		Email Address: lgill@townofparadise.com	
General Contact Person Name: Colette Curtis			
Phone No.: (530) 872-6291 ext 112		Email Address: ccurtis@townofparadise.com	
Financial Contact Person Name: Gina Will			
Phone No.: (530) 872-6291 ext 119		Email Address: gwill@townofparadise.com	
Legal Counsel Name: Dwight L. Moore			
Phone No.: (530) 872-6291 ext 118		Email Address: dmoore@townofparadise.com	
Bond Counsel Name (if applicable): N/A			
Phone No.: () N/A		Email Address: N/A	
II. PROJECT INFORMATION			
Project Title: Town of Paradise Community Wastewater Planning Project			
CWSRF Planning/Design Financing Amount Requested: \$ 500,000			
III. PROJECT SERVICE AREA DEMOGRAPHICS			
Active Service Connections			<input checked="" type="checkbox"/> Not Applicable
Connection Type	Number of Connections	Current Monthly Service Charge	Projected Monthly Service Charge at Planning Completion*
Residential	633	\$ NA	\$ To be determined through proposed study
Commercial	591	\$ NA	\$ To be determined through proposed study
Industrial	6	\$ NA	\$ To be determined through proposed study
Other	28 (includes schools, hospitals etc)	\$ NA	\$ To be determined through proposed study
TOTAL	1258	\$ NA	\$ To be determined through proposed study
*Rate increase effective date for projected monthly service charges: NA			
		State Use Only	
		CWSRF Project #	
		Project Manager	
		Date Received	

Date of the most recent Proposition 218 public hearing: N/A	
Current Year Median Household Income: \$ 40,837	Current Year Estimated Population Served: 4,394 (estimated)
Are less than 50% of residences permanently occupied? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
IV. REGULATORY INFORMATION	
NPDES Permit and/or WDR Order No.: N/A	
Has enforcement action occurred as a result of the water quality problem? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
V. COMPLIANCE WITH URBAN WATER MANAGEMENT AND WATER RIGHTS REQUIREMENTS	
Are you an Urban Water Supplier*? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<ul style="list-style-type: none"> If yes, have you submitted an Urban Water Management Plan to the Department of Water Resources? 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>*An Urban Water Supplier provides water for municipal purposes either directly or indirectly to more than 3,000 customers or supplies more than 3,000 acre-feet of water annually. The Urban Water Management Planning Act, Water Code, Section 10631.5, requires every urban water supplier to prepare and adopt an Urban Water Management Plan that includes specific elements.</p>	
Is your entity a water diverter and subject to section 5103 of the Water Code? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
VI. DISCUSSION OF MATERIAL EVENTS, MATERIAL OBLIGATION CONDITIONS, AND ANY DEBT LIMIT	
Identify any current, prior or pending material events such as bankruptcy, defaults, litigation, grant jury findings, unscheduled draws on reserve funds, substitution of insurers or their failure to perform, unscheduled draws on credit enhancements, actions taken in anticipation of filing Chapter 9, rating changes, relevant conditions in material obligations, and any local debt limit.	
There are no current, prior or pending material events such as those listed.	
VII. ATTACHMENTS	
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> <div> 1 – Plan of Study 2 – Certification for Compliance with Water Metering Form 3 – Regional Water Quality Control Board Requirements 4 – Authorizing Resolution/Ordinance 5 - Relevant Service, Management, Operating or Joint Powers Agreements 6 - Audited Financial Statements 7 – Rate Adoption Resolution/Ordinance </div> </div> <p>The following attachments are not required for Small Disadvantaged Communities applying for 100% grant:</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div> 8 – Pledged Revenues and Fund(s) Resolution/Ordinance 9 – Related Debt </div> </div>	

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE	
To the best of my knowledge and belief, I certify that I am authorized to submit this application; the information provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant; and the entity possesses the legal authority to apply for the financing and enter into a financing agreement with the State Water Resources Control Board and to finance and construct the proposed facilities.	
Name of Authorized Representative: <u>Lauren Gill</u>	Title: <u>Town Manager</u>
Signature of Authorized Representative: _____	Date: _____

CERTIFICATION FOR COMPLIANCE WITH WATER METERING REQUIREMENTS FOR FUNDING APPLICATIONS



Funding Entity name: State Water Resources Control Board

Funding Program name: Clean Water State Revolving Fund

Applicant (Entity name): _____

Please check one of the boxes below and sign and date this form.

☐ As the authorized representative for the applicant Entity, I certify under penalty of perjury that the Entity is not an urban water supplier, as that term is understood pursuant to the provisions of section 529.5 of the Water Code.

☐ As the authorized representative for the applicant Entity, I certify under penalty of perjury that the applicant Entity has fully complied with the provisions of Division 1, Chapter 8, Article 3.5 of the California Water Code (sections 525 through 529.7 inclusive) and that the ordinances, rules, or regulations submitted with this certification as listed below have been duly adopted and are in effect as of this date.

I understand that the Funding Entity will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification Statement may result in loss of all funds awarded to the applicant for its project. Additionally, for the aforementioned reasons, the Funding Entity may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

Lauren Gill

Name of Authorized Representative
(Please print)

Town Manager

Title

Signature of Authorized Representative

Date

AUTHORIZING RESOLUTION/ORDINANCE

RESOLUTION NO: _____

WHEREAS _____ RESOLVED BY THE _____
 (insert appropriate findings) (insert name of Governing Board of the Entity)
 OF THE _____ (the "Entity"), AS FOLLOWS:
 (insert Entity name)

The _____ (the "Authorized Representative") or designee is
(insert Title of Authorized Representative)
hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance
Application for a financing agreement from the State Water Resources Control Board for the planning, design,
and construction of _____ (the "Project").
(insert Project Name)

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the _____ held on _____.

(insert name of Governing Board of the Entity)

(Date)

(Name, Signature, and Seal of the Clerk or Authorized Record Keeper of the Governing Board of the Agency)

RELATED DEBT

The following related debts are senior to the proposed CWSRF financing:

Name of Lender and Title of Debt or Loan Number	Debt Security or Source of Revenue	Debt Service Coverage Requirement	Rating	Original Debt Amount	Current Balance	Payment Amount	Interest Rate	Debt Term & Maturity Date
				\$	\$	\$ 4,394 (estimated future)		/
				\$	\$	\$		/
				\$ NA	\$ To be determined th	\$		/ NA

The following related debts are on parity to the proposed CWSRF financing:

Name of Lender and Title of Debt or Loan Number	Debt Security or Source of Revenue	Debt Service Coverage Requirement	Rating	Original Debt Amount	Current Balance	Payment Amount	Interest Rate	Debt Term & Maturity Date
				\$ To be determined throug	\$ NA	\$		/ To be determ
				\$ NA	\$ To be determined th	\$		/ NA
				\$ To be determined throug	\$	\$		/
				\$	\$	\$		/

The following related debts are subordinate to the proposed CWSRF financing:

Name of Lender and Title of Debt or Loan Number	Debt Security or Source of Revenue	Debt Service Coverage Requirement	Rating	Original Debt Amount	Current Balance	Payment Amount	Interest Rate	Debt Term & Maturity Date
				\$	\$	\$		/
				\$	\$	\$		/
				\$	\$	\$		/
				\$	\$	\$		/

Attach copies of the debt documents associated with the above debt.



Plan of Study

Explanation of Water Quality Problem to be Addressed

The Town of Paradise currently relies on individual septic systems to treat and disperse wastewater. It appears the Town of Paradise is the largest incorporated city west of the Mississippi without a sewer system. High ground water, poor soil, difficult topography and small lots all contribute to the need for advanced sewer treatment in Paradise.

As the town has grown and evolved, the need for a better means of wastewater collection and treatment has become more urgent. This is particularly true within the town's more developed downtown and other areas where septic system failures are increasing and available land for replacement leach fields is constrained, or non-existent. On Skyway, our "main street" alone, there are 27 failed septic systems, 39 additional systems expected to fail within 5 years and 56 more systems expected to fail within 10 years. Many of these parcels do not have adequate replacement areas for leach lines, and would require monthly pumping once their system fails. These failed and failing systems also pose an environmental threat to ground water.

Over the last four decades - even before the town's incorporation - the effects of wastewater from the town's onsite septic systems have been studied as to their impacts on local streams and groundwater. Even the early reports indicated that although carefully monitored and repaired onsite septic systems may represent a solution for most residential areas, the Town's more developed and commercial areas would be severely limited and streams affected. In addition, parcels that would normally be developed into multi-family housing and low income housing have remained undeveloped since the parcels would not support an onsite septic system required. As a result, multi-family and low income housing offerings are very low in Paradise when the need is high in the community.

On November 3, 2015 the Vice Mayor of the Town of Paradise went to the Chico City Council and gained approval to include a connection to the Chico Wastewater Treatment Plant as one of the alternatives to be studied. Other options to be studied include a small Town of Paradise Sewage Treatment Plant and a Non-Sewage Treatment Plant Alternative (such as a cluster system or other). Previous feasibility studies have shown the connection to the City of Chico to be a viable option, and that will be the preferred alternative in the proposed study.

The Town of Paradise is at a critical juncture where action is necessary to protect ground water, local streams and to ensure the future sustainability of our community.



Scope of Planning Work

Project Report	2
Environmental Documents	7
Public Outreach / Technical Advisory Committee	8
Utility District Formation	8

The Town of Paradise will contract with a Consultant that will conduct and coordinate specified tasks related to advancing the Paradise Sewer Project. The selected Consultant will provide all services to complete Environmental Review, Preliminary Engineering & Utility District Formation Services for the Paradise Sewer Project.

Specifically, the selected Consultant will be required to complete the following tasks:

Project Report

A Project Report (Report) will be prepared and submitted for review. A Draft report will be prepared for review by the Town, Butte County, City of Chico and the State Regional Water Quality Control Board review. Comments from such review will be included in a Final Project Report prepared by an engineer licensed to practice in the State of California. The Project Report will contain the following:

1. **Introduction**
 - a. A brief background and overview of the Town of Paradise and the Project Report will be provided including the social and economic demographics of the Town.
2. **Executive Summary**
 - a. Key investigations and findings developed throughout the Project Report will be summarized.
3. **Project Planning Area**
 - a. Location: A revised initial proposed project service area will be provided as well as photographs indicating legal and natural boundaries, major obstacles, elevations, etc.
 - b. A summary of environmental resources present will be provided indicating the location and significance of important land resources (farmland, wetlands and 100/500-year floodplains, including stream crossings), historic sites, endangered species/critical habitats, etc., that must be considered in project planning. This narrative summary will make reference to the CEQA/NEPA document(s).
 - c. Growth Areas and Population Trends. A discussion of the population, flows,



loadings and peaking factors for the proposed project will be made. This discussion must include an estimate of the existing service area characteristics as well as the 20-year and 40-year projections. In addition, economic and social factors of the said area will be identified i.e., median income, residents per household, schools, economy base, age demographics, density etc., as well as the total number of anticipated wastewater service connections including an breakdown by category: residential, industrial, commercial, etc.

- d. **Unallocated Potable Water.** A statement that identifies and discusses available potable water in the project service area. Address whether the amount of available potable water is sufficient to cover the service area growth and operation of the proposed project.

4. **Existing Facilities and Need for Project**

A description of existing onsite septic systems in the proposed district area within the Town of Paradise, property parcel sizes, soil types and Natural Resources Conservation Service evaluation of suitability for wastewater absorption fields will be presented. A description of the existing or potential public health or water quality problem in the Town will be included. Finally, a socio-economic study will be presented to demonstrate the non-public health project needs. The results of the community survey will also be presented.

5. **Wastewater Flows and Loads**

The estimated wastewater flows and loading based on number of dwellings for the proposed district and businesses in community and comparison with flows and loadings per EDU with other similar communities will be prepared. A description of the reasonable growth capacity that is necessary to meet the needs during the planning period will be included.

6. **Waste Discharge and Treatment Requirements**

A summary of key requirements of the anticipated Waste Discharge Requirement from the Central Valley Regional Water Quality Control Board will be prepared.

7. **Development and Screening of Alternatives Considered**

The Report will include an analysis of the various options for wastewater collection, treatment and disposal for systems that could serve the proposed district. The Report will include an evaluation of the cost-effectiveness of alternative solutions to correct the identified problem including cost estimates and design criteria. The Report shall at a minimum consider:

- Direct connection to the City of Chico Water Pollution Control Plant,
- Localized wastewater treatment plant(s)
- Beneficial Reuse/Innovative Technology
- Alternative surface water discharge location(s)

In addition, the alternative analysis will include the following:



Collection system – Sizing of traditional gravity collection system options and location of pumping station(s)

Treatment Plant – Siting of potential community treatment facility

Disposal Facilities – Evaluation of disposal options for a community treatment facility including evaporation/percolation ponds, agricultural irrigation; surface discharge; and evaluation of other disposal facilities for the Town of Paradise. Evaluation of disposal methods and options for sludge material. Reclamation options – Parks, green strip, landscaping, eco-friendly or agricultural reclamation.

The services in this section 7 will provide the following information related to each alternative considered:

- a. The description for each alternative will include the facilities associated with the alternative; feasible wastewater treatment technologies and a comparison of such.
- b. Design Criteria including design parameters used for evaluation purposes.
- c. Map including a schematic layout.
- d. Potential Environmental Impacts (not duplicating CEQA and NEPA documents) describing only those unique direct and indirect impacts on floodplains, wetlands, waterways, other important land resources, endangered species, historical and archaeological properties, etc., as they relate to a specific alternative.
- e. Greenhouse gas emissions evaluation over the useful life of each alternative, including the reduction in GHG by abandoning current practices.
- f. Land Requirements. Identify sites and easements/rights of way required.
- g. Construction Problems anticipated. A discussion of concerns such as limited access, or other conditions which may affect cost of construction or operation of facility.
- h. Cost Estimates. Provide cost estimates for each alternative, including a breakdown of the following costs:
 - i. Construction.
 - ii. Non-Construction.
 - iii. Annual Operations and Maintenance.
- i. Advantages/Disadvantages. Describe how the specific alternative meets the governing entity's needs with respect to financial, managerial, and operational resources. An explanation of how the proposal complies with regulatory requirements and existing comprehensive area-wide development plans. An explanation of how the proposal satisfies public and environmental concerns.

8. Selection of an Alternative

- a. Present Worth (life cycle) cost analysis shall be completed to compare the feasible alternatives. All of the items from the cost estimate will be included in the analysis. The "real" federal discount rate from Appendix C of OMB Circular A- 94



(www.whitehouse.gov/omb/circulars/a094/a94_appx-c.html)) will be used for determining the present worth of the uniform series of O & M values (in today's dollars).

- b. A matrix rating system shall be utilized in displaying the information on each alternative.
- c. Other non-monetary factors shall be considered in determining which alternative should be selected.

9. Proposed Project (Recommended Alternative)

- a. This section 9 will contain a fully developed description of the proposed project based on the preliminary description under the evaluation of alternatives. At a minimum, the following information will be included:
- b. Project Design.
 - i. Collection System Layout. Identify general location of line improvements: Lengths, sizes, and key components.
 - ii. Pumping Stations. Identify size, type, site location, and any special power requirements.
 - iii. Treatment. Describe process in detail and identify location of any treatment units and site of any discharges.
 - iv. Reclamation. Describe process in detail and identify location of disposal area.
- c. Total Project Cost Estimate, including an itemized estimate of the project cost based on the stated period of construction. Include development and construction, land and rights, legal, engineering, interest, equipment, contingencies, refinancing, and other costs associated with the proposed project.
- d. Annual Operating Budget.
 - i. Income. Provide a proposed rate schedule. Project income realistically for proposed new users.
 - ii. Operations and Maintenance (O&M) Costs. Project costs based on actual costs of other existing facilities of similar size, complexity and governance. Include facts in the report to substantiate operation and maintenance cost estimates. Include salaries, benefits, water purchase, taxes, accounting and auditing fees, legal fees, interest, utilities, oil and fuel, insurance, annual repairs and maintenance, supplies, chemicals, office supplies and printing, regulatory fees and miscellaneous items.
 - iii. Debt repayments. Describe proposed financing from all sources.
 - iv. Reserves. Describe proposed loan obligation reserve requirements for the following:
 - Debt Service Reserve - Unless otherwise required by State statute the debt service reserve should be established at one-tenth (1/10) of annual debt repayment requirement (amount of debt that must be repaid to government in a given fiscal year).
 - Short-Lived Asset Reserve - Additional reserve amounts may be needed to provide for timely replacement of short-lived assets.



Town of Paradise Community
Wastewater Project

Prepare a schedule of short-lived assets and a recommended annual reserve deposit recommended to fund replacement of short-lived assets. Examples of short-lived assets include pump/motor overhaul or replacement, painting, and small equipment replacement. Short-lived assets include those items not included under O&M, however, it should not include long-lived assets such as pump station or treatment facility replacement that should be funded with long-term financing.

- e. Cost information on total capital costs, and annual operation and maintenance costs.
- f. Capital Improvement Plan including future replacement costs
- g. A discussion of how potential future deficits, customer non-payments and delinquencies will affect O&M costs and user rates
- h. Proposition 218 requirements
- i. Methods for fee collection, including tax roll and monthly billing.
- j. Responsibility for required monthly 'no spill' reporting to the State of CA shall be discussed. Discussion shall include: capability of handling sewage (hazardous waste) spill, nearby bodies of water, contamination, remediation ability if spill occurs, liability.
- k. A discussion of the type of entities, including commercial entities if any, that will be using the system shall be included. This discussion shall include: acceptable discharge, chemicals from packing houses, etc., hazardous waste, effect on treatment process, number of residents, schools, markets and other commercial entities that will be subscribing to sewer service.
- l. A demonstration that the entity to be formed or altered for construction and operation of the proposed project will have the legal, institutional, managerial, and financial capability to ensure adequate construction and operation and maintenance of the treatment works throughout the project's proposed service life.
- m. A summary of public participation. A noticed public meeting must be held to obtain public input and to discuss alternatives considered as well as environmental factors related to the project as required by CEQA/NEPA.
- n. Compatibility of local planning requirements and/or other agency requirements.
- o. A summary of the anticipated user charges for each local wastewater classification, i.e. residential, commercial, and industrial.
- p. A discussion of the enhanced water quality, both surface and subsurface, and other non-monetary benefits of building the project.
- q. A discussion of any necessary inter-municipal/District service agreements.
- r. A description of how the project addresses each of the state planning priorities defined in Section 65041.1 of the Government Code and sustainable water resource management priorities.
- s. A description and estimate of the Operation and Maintenance (O&M) program for the proposed project including:
 - i. A summary of the O&M requirements for each proposed unit process.



- ii. A discussion of operator needs including the type, number and grade level certification required for plant operations.
- iii. A discussion of the monitoring and laboratory needs.
- iv. An estimate of the O&M budget over the next five years.
- t. An implementation schedule for completion of the project.

10. Conclusions And Recommendations

- a. A presentation of any additional findings and recommendations that should be considered in development of the project will be included. This may include recommendations for the need for special coordination and a recommended plan of action to expedite project development.

Environmental Documents

The Scope of Work will include evaluation and completion of the project environmental review process as required by CEQA and NEPA guidelines. This task will include, but not be limited to the following:

CEQA Requirements:

- Initiate Early Consultation with SWRCB, other State Agencies and Federal Agencies.
- Prepare an Initial Study including Environmental Checklist.
- Assume Environmental Impact Report required.
- Scoping meeting with all pertinent local and state agencies and the public.
- Submit the draft environmental documents to Town for approval and thereafter to the Governor's Office of Planning and Research (State Clearinghouse) and SWRCB for comments.
- Submit Final environmental documents to the Butte County Clerk, State Clearinghouse and SWRCB.
- Resolution(s) approving CEQA documents as approved by the Town Attorney.

CEQA-Plus and NEPA Requirements:

- Assume a full NEPA review
- Federal Endangered Species Act (ESA), Section 7
- Magnuson-Stevens Fishery Conservation and Management Act, Essential Fish Habitat (EFH)
- National Historic Preservation Act (NHPA), Section 106
- Clean Air Act
- Coastal Zone Management Act
- Coastal Barriers Resources Act
- Farmland Protection Policy Act
- Floodplain Management, Executive Order No. 11988
- Migratory Bird Treaty Act (MBTA)
- Protection of Wetlands, Executive Order No. 11990



- Wild and Scenic Rivers Act
- Safe Drinking Water Act, Source Water Protection
- Environmental Justice, Executive Order No. 12898

Additional Tasks:

- Complete and submit SWRCB completed Environmental Package Checklist
- Complete and submit SWRCB completed Evaluation Form for Environmental Review and Federal Coordination
- Complete and submit USDA Rural Development Bulletin 1794A-602 CA RUS Environmental State Supplement
- Prepare submittal packages for all necessary local, state and federal permits

Public Outreach / Technical Advisory Committee

The consultant shall initiate a comprehensive public outreach plan upon contract award. Specific requirements under this task include:

1. Project Kick-off Meeting (1 total)
2. Public Engagement Survey
3. Project Scoping Meeting (2 total, daytime and evening)
4. Public Meetings as required for Environmental Review
5. District Formation Meetings with Property Owners (2 total, daytime and evening)
6. Preparation of project fact sheets, overview presentations for Town staff use
7. Bi-Monthly updates to Paradise Town Council

A Technical Advisory Committee will be formed as part of this task. The Committee shall have public meetings monthly and be tasked with gathering public input and providing regular updates to the status of the overall project effort. Public involvement shall be initiated early in the study phase and shall continue throughout the process. The Committee shall be comprised with representatives from stakeholder agencies such as the Town of Paradise, Butte County, City of Chico and other groups and organizations, as appropriate

As part of this task, public agency participation and approvals shall be obtained. Meetings, conferences, discussions and other correspondences with public agencies and regulatory agencies for issues not specifically outlined in other tasks shall be included in this task.

Total number of public meetings shall be no less than 5 in addition to TAC and regular updates to Town Council.

Special Assessment District Formation

Consultant will research and advance a proposed Wastewater Collection District including the following subtasks:

- a. Study proposed district boundary alternatives and impacts to individual owner costs and potential wastewater flows



- b. Review legal requirements and options for special district formation
- c. Prepare initial documents including district costs per parcel to formally establish collection district
- d. Prepare draft agreement between the proposed district and the Town of Paradise for use when district has been established

Budget

Task	Description	Total Costs
A	Project Administration (Consultant)	\$ 350,000.00
B	Public Outreach / Technical Advisory Committee	\$ 75,000.00
C	Project Report	\$ 250,000.00
D	Environmental Documents	\$ 1,200,000.00
		\$ 1,875,000.00

Schedule

- January 13, 2016 Issue Request for Proposals for Paradise Sewer Project Services
 - March 10, 2016 Written questions due by 5:00 P.M.
 - March 15, 2016 Proposal due by 4:00 P.M.
 - April 6, 2016 Consultant Selected
- April 12, 2016 Town Council Meeting for Contract Award
- May 3, 2016 Agreement Executed / Notice to Proceed Issued
- September 1, 2016 Draft Project Report Due
- December 1, 2016 Final Project Report / Commence Environmental Review for Selected Alternative
- June 1, 2017 Completion of Environmental Processing Phase
- September 1, 2017 Completion of Contract



TOWN OF PARADISE
Council Agenda Summary
Date: December 8, 2015

Agenda No. 6(c)

ORIGINATED BY: Marc Mattox, Public Works Director / Town Engineer

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Sole Source Procurement – RRFB Flashing Crosswalk Beacons

COUNCIL ACTION REQUESTED:

OPTION 1: Pursuant to Paradise Municipal Code section 2.45.070B, authorize the purchase of (3) TAPCO Rapid Rectangular Flashing Beacon Crosswalk systems, ***with audible pedestrian signal message***, from Statewide Safety and Signs of Redding, CA directly without competitive bidding for this specific solicitation at a cost of \$23,700; OR

OPTION 2: Pursuant to Paradise Municipal Code section 2.45.070B, authorize the purchase of (3) TAPCO Rapid Rectangular Flashing Beacon Crosswalk systems, ***without audible pedestrian signal message***, from Statewide Safety and Signs of Redding, CA directly without competitive bidding for this specific solicitation at a cost of \$17,632.

Background:

The Town of Paradise currently has three uncontrolled crosswalks along Skyway at Black Olive Drive, Center Street and south of Bowles Boulevard which each do not have any enhancements to improve communication between motorists and pedestrians. On November 10, 2015, Town Council approved an allocation of Measure C funds to dedicate towards pedestrian safety along Skyway which carries 15,000-25,000 vehicles per day.

Analysis:

The Public Works Department would like to install identical Rectangular Rapid Flashing Beacons (RRFB) assemblies to match systems installed in 2014 along Skyway between Honey Run Road and Wildwood Lane. The RRFB-XL system manufactured by Traffic & Parking Control (TAPCO) represents a proprietary product which has been thoroughly evaluated and proven as appropriate for use in the Town of Paradise. With four systems in place manufactured by TAPCO, introducing a second manufacturer with different parts and maintenance needs could increase costs in operation. Costs for the TAPCO systems have also been evaluated under a separate solicitation as a component of the Downtown Paradise Safety Project. TAPCO systems have been determined as the most cost-effective solution for the unique needs of crosswalk safety. Furthermore, the RRFB-XL system does have proprietary features which are not available through other manufactures. As such, Paradise Municipal Code section 2.45.070B authorizes this purchase without competitive bidding.

The TAPCO RRFB XL system is available for purchase under the US Communities Government Purchasing Alliance. This municipal consortium provides direct discounts to entities purchasing products from approved manufacturers. This consortium membership has provided a \$1,200 discount on the purchase price of the flashing beacons sold by Statewide Safety and Signs of Redding, CA.

Staff has provided two quotations for Town Council to consider. The first option includes utilizing standard pedestrian pushbuttons to activate the crosswalk system. The second option includes audible pedestrian signal (APS) pushbuttons which have advanced features for custom messages to be programmed and activated when a button is pushed. Costs for the two options are shown below:

(3) RRFB-XL with Standard Pedestrian Pushbuttons	\$17,632
(3) RRFB-XL with APS Pushbuttons	\$23,700

APS pushbuttons are typically used at signalized intersections to help the deaf and blind locate pushbuttons while assisting with crossing direction and timing. The buttons are usually programmed with messages such as "WAIT" and "WALK SIGN IS ON, CROSS SECOND STREET".

Staff is presenting the option of using APS to Council as a few California communities have started using APS at yellow flashing beacon crosswalks. The standard message for this application is "YELLOW LIGHTS ARE FLASHING". A final consideration could be to add a short educational message such as "YELLOW LIGHTS ARE FLASHING, USE CAUTION".

Regardless of purchasing option chosen, staff has the ability to procure and install the beacons with own forces within 6-8 weeks, depending on material lead time and weather conditions.

Financial Impact:

On November 10, 2015, Town Council allocated \$25,000 in Measure C funds towards pedestrian safety to enhance the Skyway crosswalks at Black Olive Drive, Center Street and south of Bowles Boulevard. The total project cost will not exceed \$23,000 with the standard pushbuttons and \$29,000 with the APS pushbuttons.

Rectangular Rapid Flash Beacon: RRFB-XL2

Extra-large beacons provide greater visibility, ideal for high-speed and multi-lane pedestrian & school crossings

- Driver yielding rates of 80-90%
- Large LEDs exceed FHWA standards
- Completely modular
- Various mounting options

RRFBs have produced 80% to 90% driver compliance in yielding to pedestrians at high-risk uncontrolled crossings. This is the highest yielding rate of all devices not featuring a red display, and up to 4 times greater than standard round beacons. RRFBs cost less than other devices with similar vehicular yield rates.

RRFB options include:

- Advance RRFB wirelessly linked to Crossing RRFB
- Self-powered remote bollard-mounted pushbutton
- Passively activated systems



Applications

- High-speed and multi-lane crossings
- School crossings
- Pedestrian crossings
- Roundabout crossings

Benefits

- Larger LED arrays provide increased visibility
- Significantly higher driver awareness and compliance

Options

- Passive detection (see below)
- Stand-alone, self-powered remote bollard available



Visit **Traffic and Parking** on YouTube for videos on these products and more.

Front view



Top view



Side view



Standard specifications (subject to change without notice)

Extra Large Rectangular Rapid Flash Beacon RRFB-XL

MUTCD Approval	Interim FHWA Approval Memorandum (1A-11)
Housing	Powder coated aluminum
LED modules: 7" x 3"	2 arrays of 8 amber LEDs, SAE J595 certified
Pedestrian LED module: 1/2" x 1 3/4"	Side-mounted, flash concurrent with Vehicle LEDs
Flash pattern	MUTCD specified 2-4...1
Mounting hardware	

Solar-assisted Battery-powered System

Housing	3R aluminum cabinet with #2 Corbin lock (fiberglass available)
Solar panel: 55 watt	25 1/4"H x 25 3/4"W x 1 1/2"D. Adjustable 40° to 60°. Articulating mount rotates and pivots. Conforms to IP-67 (larger packages for high use in colder climates)
Mounting	Aluminum mounting bracket (fits 4"– 4 1/2" O.D. pole)
Battery (one per assembly)	12V, 48AH sealed gel battery requires no periodic watering. Sealed construction eliminates corrosive acid fumes and spills.
Battery lifespan	Up to 4 years
Control Circuit	IP-67 NEMA rated enclosure: dust proof and waterproof (up to 30 minutes in 3 feet of water)

BlinkerBeam™ Wireless Communication System

Frequency	900 MHz FHSS
Range	For system separation over 900', a site survey is recommended
Connectivity	Crosswalk and optional Advance LEDs flash concurrently
BlinkerBeam™ Wireless Synchronized Activation	Individual units in one system flash in synchronized patterns (avoids light noise of system operation). Ideal for multiple assemblies flashing in the same direction.
Push-button activation*	ADA pushbutton, typical (<120 millisecond)

*Optional remote, stand-alone pushbutton available (includes self-contained, replaceable battery with typical two-year life)

Programming

Windows TAPCO configuration software

Optional web-based cellular communication for monitoring and control available

Optional time clock system available for school zone signs

Warranty

3 year standard warranty

Optional BlinkerBeam® Wireless Communication

Push buttons can activate BlinkerBeam® solar/battery-powered transceiver radios. These compact controllers activate one or more BlinkerSign® LED Signs, BlinkerBeacon® LED Beacons, RRFB and other ITS devices wirelessly within a 1000 ft. range, up to one mile with an external antenna.



Other activation options:



Optional Time Clock Systems

This hardware controller is integrated into TAPCO BlinkerSign® LED signs and stores the schedule uploaded from the included Scheduling Software. In turn, the controller activates the BlinkerSign® according to the stored schedule.



Optional Push Button Activation

Activated with less than 2 lbs. of force. Provides two-tone audible confirmation as well as visual confirmation. Meets ADA, MUTCD and TAC requirements, and housing meets NEMA specifications. Remote mounting available. Audible navigation units are available.



Optional XAV2-LED Push Button Station

The full featured model provides an instructional sign, a push button with directional arrow for activating the flashing lights, a group of 3 LEDs in the sign, a locate tone (optional), and a voice message. The volume of the locate tone and message is automatically adjusted up and down in relation to ambient sounds via a built-in microphone.



Optional Pedestrian Presence Detector

Active infrared and microwave technologies work together to provide precise presence and accuratemotion detection. Mountable between 8' and 16'. Impervious to light, sun, rain and snow. Housing is rated NEMA-4.



Optional Wireless Bollard Activation

Pedestrians and bicyclists can passively trigger flashing BlinkerSign® LED signs, RRFB, BlinkerBeacon™ LED Beacons, in-pavement LEDs and other ITS devices. Actuators are housed in anodized aluminum cabinets that can be secured to concrete or asphalt. Battery operated: no grid wiring required.



1-800-236-0112 • www.tapconet.com • blinkersales@tapconet.com





STATEWIDE REDDING
6479 EASTSIDE ROAD
REDDING, CA 96001-9305

Sales Quotation

QUOTE #	08000901
LOCATION	08
DATE	10/20/15
PAGE	1 of 1

BILL TO

S1176801
TOWN OF PARADISE
5555 SKYWAY
PARADISE, CA 95969

SHIP TO

TOWN OF PARADISE / YARD
5555 SKYWAY
PARADISE, CA 95969

QUOTE DATE 10/20/15	EXPIRE DATE 11/19/15	REQUIRED DATE	REFERENCE NUMBER	PAYMENT TERMS NET 30
WRITTEN BY Jason Milligan		CONTACT SHELLEY HERNANDEZ		SHIP VIA COMMON CARRIER
FREIGHT TERMS PREPAID		JOB NUMBER 998		SALES REP JASON MILLIGAN

PRODUCT/DESCRIPTION	QUANTITY	PRICE	U/M	EXTENSION
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US COMMUNITIES CONTRACT #2013
-100

*SO	3	5467.500	EA	16,402.50
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BIDIRECTIONAL SINGLE LOCATION
TAPCO SOLAR RRFB SYSTEM
4) RRFBXL LIGHT BARS, 2) SOLAR
PACKAGES, 4) W11-2 SIGNS, 2)
W16-7PL SIGNS, 2) W16-7PR
SIGNS.

FOR MORE INFORMATION PLEASE
CONTACT JASON MILLIGAN:
530-949-5990
jmilligan@stssi.com

MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	QUOTE TOTAL
16,402.50	0.00	0.00	1,230.19	0.00	17,632.69

Accepted:

By: _____

Date: _____

90



STATEWIDE REDDING
6479 EASTSIDE ROAD
REDDING, CA 96001-9305

Sales Quotation

QUOTE #	08000981
LOCATION	08
DATE	11/16/15
PAGE	1 of 1

BILL TO

S1176801
TOWN OF PARADISE
5555 SKYWAY
PARADISE, CA 95969

SHIP TO

TOWN OF PARADISE / YARD
5555 SKYWAY
PARADISE, CA 95969

QUOTE DATE 11/16/15	EXPIRE DATE 12/16/15	REQUIRED DATE	REFERENCE NUMBER	PAYMENT TERMS NET 30
WRITTEN BY Jason Milligan		CONTACT SHELLEY HERNANDEZ		SHIP VIA COMMON CARRIER
FREIGHT TERMS PREPAID		JOB NUMBER 998		SALES REP JASON MILLIGAN

PRODUCT/DESCRIPTION	QUANTITY	PRICE	U/M	EXTENSION
---------------------	----------	-------	-----	-----------

US COMMUNITIES CONTRACT #2013
-100

*SO BIDIRECTIONAL SINGLE LOCATION TAPCO SOLAR RRFB SYSTEM CUSTOM WITH AUDIBLE PED STATION.	3	7348.837	EA	22,046.51
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PLEASE SEE ATTACHED FOR PARTS
LIST.

FOR MORE INFORMATION PLEASE
CONTACT JASON MILLIGAN:

530-949-5990
jmilligan@stssi.com

MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	QUOTE TOTAL
22,046.51	0.00	0.00	1,653.49	0.00	23,700.00

Accepted:

By: _____

Date: _____

91

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>UM</u>
RRFBXL2-NA1	RRFB XL2 Light Bar, One Ped Indicator Banding Mount w Snap Locks, for 2.375+ Inch OD	12	EA
RRFB-1DERAXWNNAA	RRFB Controller Kit, 55W/48Ah, XAV ,Wireless, 4-1/2" Top of Pole Solar	6	EA
C-RRFB-1BDRPXWNNAA	RRFB Controller, 48Ah Max, 108045-PEM, Hollow,	6	Each
SLR-55-B	55W/12V Solar Panel Package,	6	Each
101494	Battery, DEKA Solar 12V 48Ah VRLA	6	Each
2180-BRKT-R	Cabinet Bracket Set, Fits Round Poles 2-3/8 & Up,	6	Each
106506	Model X2 Audible Ped Station w/LED (cable not included, use 126200 if required)	6	EA
126200	Cable, 8C 18AWG, Outdoor/Burial Suitable, BC Conductors, esp. for XAV	210	FT
373-05075	W11-2,30"x30"x.080 DG3 FYG,Pedestrian Crossing (Symbol) Fed Spec - Fluorescent Yellow-Green Sign	12	EA
373-01759	W16-7PL,24"x12" DG3 FYG,Down Diagonal Left Arrow (Fed Spec) Sign	6	EA
373-01757	W16-7PR,24"x12" DG3 FYG,Down Diagonal Right Arrow (Fed Spec) Sign Furnish only quote. Installation is not included.	6	EA



TOWN OF PARADISE
Council Agenda Summary
Date: December 8, 2015

Agenda No. 6(d)

ORIGINATED BY: Marc Mattox, Public Works Director / Town Engineer

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Paradise Police Department Emergency Siding Repairs

COUNCIL ACTION REQUESTED:

1. No action requested, report for information update only.

Background:

Paradise Police Department, located at 5595 Black Olive Drive has been needing repairs to the exterior siding for many years. Indigenous woodpeckers have progressively damaged and penetrated the siding causing potential for dry rot, mold, leaks and further damage. In previous years, due to budget shortfalls, repairs and mitigation had been deferred.

In the 2015/2016 Operating Budget, the Measure C Committee recommended and Council approved an appropriation of \$21,000 for repairs to the Police Department exterior siding.

Following approval of fund allocation, the construction of the Police Department Siding Repairs was scheduled for spring 2016. However, a recent inspection of the current conditions revealed the south and west exterior building walls may not last through another wet season, let alone a predicted heavy rainfall year.

On September 8, 2015, Town Council declared an emergency to rehabilitate the southern and western exterior portions of the Paradise Police Department. This declaration is critical to avoid a catastrophic loss or further exacerbation of the current conditions. Using this action, staff could forgo the formal competitive bidding process which can take an additional 30 days. With this declaration, Council authorized the Town Manager to executed agreements necessary to complete the rehabilitation efforts.

Following the emergency declaration on September 8, staff coordinated with multiple contractors. Specifically, the Town received bids from Barron Plastering, Modern Building, ProFrame Construction, and Ginno Construction. The quotation provided by Ginno Construction was determined to be by far the most cost effective and appropriate solution for the Paradise Police Department.

Contract No. 15-17, Paradise Police Department Siding Project was fully executed on September 28, 2015 between the Town of Paradise and Ginno Construction.

Analysis:

Ginno Construction crews have fully completed the removal and replacement of failed siding on the south wall and portions of the east wall. The original scope of work called for 12 sheets of plywood to be reinstalled for the project and this amount was exceeded on the south wall after learning sheets which appeared to be salvageable were in fact experiencing dry rot from water intrusion. Removal and replacement of plywood siding sheets on the east wall are considered as extra work and are being tracked accordingly.

As work progressed along the east wall, Town staff began preparing their scope of work on the columns supporting the Paradise Police Department entryway. Originally some minor work was anticipated until the siding was removed and discovered that the entire columns were in hazardous conditions, with imminent failure expected. Load bearing materials had been completely rotten at the top and bottom of the columns. Portions of the awning header and joists could be penetrated easily using only bare hands. This change in conditions required an immediate reassessment to determine the best method to proceed.

The cause of the column and awning failure is due to the design, construction and lack of maintenance to the facilities. The flat-roof awning has little to no slope while the edges of the structure have warped and degraded causing severe water intrusion. Removal of the soffit confirmed these conclusions requiring additional consideration to fixing the cause of the damage as opposed to only fixing the damage. Photos of the damage discovered are included in this report as Attachment 1.

After consulting with the Chief Building Official, Public Works and independent opinions, all recommendations were the same – to fix the whole problem. Staff immediately requested a proposal from Ginno Construction to remove and replace the awning, a critical work area for the Paradise Police Department. Their scope of work and executed Contract Change Order is included in this report as Attachment 2.

Work is expected to be fully complete in mid-December with the final installation of HardieBacker overlay and painting. When complete, the two walls most susceptible to damage will be sound for the next forty years.

Financial Impact:

Contract costs for Ginno Construction, including executed change orders are \$83,520.00. An additional contract change order is expected to account for the additional removal and replacement of plywood sheets exceeding the original 12 scoped in the contract. On November 10, 2015, Paradise Town Council approved a recommendation to allocate \$45,000 in Measure C Funds to cover the emergency project costs. With the described urgent scope changes, \$48,000 in additional funds are needed to complete the project.



GINNO CONSTRUCTION, INC.
General Building Contractor

CHANGE ORDER #1

DATE: 11/23/2015

PROJECT TITLE: Paradise Police Station

TO: Town of Paradise
5555 Skyway
Paradise, CA 95969

CONTRACT: 574

You are hereby authorized and directed to make the changes to your contract covering the above project as described below:

DEMOLISH EXISTING PORCH OVERHANG ON SOUTH WALL. STICK FRAME NEW GABLE ROOF WITH 3.5"X13.5" GLULAM BEAMS, CUT & STACK ROOF 2"X8" DOUG FIR RAFTERS AND JOISTS. 5/8" CDX PLYWOOD ROOF SHEATHING. MATCH EXISTING GABLE ROOF PITCH. 5/8" PLY SAWN SOFFIT. TRIM AND SIDING TO MATCH. 40 YR. COMP SHINGLE WITH 4 LOW PROFILE EYEBROW VENTS. PAINT TO MATCH. 30' OF BLACK POWDER COATED METAL RAILING. GUTTERS & DOWNSPOUTS ON NEW STRUCTURE ONLY. SEE EXHIBIT A FOR COST BREAKDOWN.

EXCLUSIONS: ELECTRICAL WORK, INSPECTIONS, PERMITS & FEES, DRY ROT REPAIR.

Total Change Order: \$45,673.00

Additional Contract days (if none, state "NONE"): 30 DAYS

For the labor, and material or any other necessary costs to make the change or for omitting labor and material and any other costs. You will be allowed the additions or deductions to the amount of your contract as follows:

CONTRACT AMOUNT TO DATE: \$37,847.00

ADDITION TO CONTRACT: \$45,673.00

DEDUCTION FROM CONTRACT:

NET CONTRACT AMOUNT: \$83,520.00

It is hereby understood that the Net Contract Amount has changed as stated above and the provisions of the contract will not be changed or affected by this Change Order.

RECOMMENDED BY: Bryan Ginno, President

ACCEPTED BY:


Signature


Signature

297 Convair Ave., Suite 2
Chico, CA 95973
530-894-6859 phone
530-894-6061 fax

License 921238

96

600	WOOD & PLASTIC						
61116	SIDING	3,840	990				4,830
61000	FRAMING	14,280	4,000				18,280
							-
							-
							-
	SUB TOTAL	18,120	4,990	-	-	-	\$ 23,110
700	MOISTURE PROTECTION						
73100	ROOFING			1,500			1,500
76200	GUTTERS & DOWNSPOUTS			350			350
							-
							-
							-
	SUB TOTAL	-	-	1,850	-	-	\$ 1,850
800	DOORS & WINDOWS						
							-
							-
							-
							-
							-
							-
							-
	SUB TOTAL	-	-	-	-	-	\$ -
900	FINISHES						
99000	PAINTING			1,100			1,100
							-
							-
							-
							-
							-
							-
							-
	SUB TOTAL	-	-	1,100	-	-	\$ 1,100
1000	SPECIALTIES						
104000	SIGNAGE			NIC			-
							-
							-
							-
							-
	SUB TOTAL	-	-	-	-	-	\$ -
1100	EQUIPMENT						
							-
							-
							-
	SUB TOTAL	-	-	-	-	-	\$ -
1200	FURNISHINGS						
							-
							-
	SUB TOTAL	-	-	-	-	-	\$ -
1300	SPECIAL CONSTRUCTION						
							-
							-
	SUB TOTAL	-	-	-	-	-	\$ -
1400	CONVEYING SYSTEMS						
							-
							-

	SUB TOTAL	-	-	-	-	-	\$	-
<i>DIV.</i>	<i>DESCRIPTION</i>	<i>LAB.</i>	<i>MAT.</i>	<i>SUB.</i>	<i>RENT</i>	<i>OTR.</i>	<i>S.TOT</i>	<i>D.TOT</i>
1500	MECHANICAL						-	
							-	
							-	
							-	
							-	
							-	
	SUB TOTAL	-	-	-	-	-	\$	-
1600	ELECTRICAL						-	
							-	
							-	
							-	
	SUB TOTAL	-	-	-	-	-	\$	-
	HARD COST						\$	38,601
	CONTINGENCY						\$	-
	OVERHEAD						4%	\$ 1,544
	PROFIT						12.00%	\$ 4,632
	BOND							
	SUB TOTAL						\$	44,777
	INSURANCE						\$	896
	GRAND TOTAL						\$	45,673