



# Town of Paradise Town Council Meeting Amended Agenda

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6:00 pm - July 12, 2016

Date/Time: 2<sup>nd</sup> Tuesday of each month at 6:00 p.m.

Location: Town Hall Council Chamber, 5555 Skyway, Paradise, CA

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

Town Manager, Lauren Gill  
Town Attorney, Dwight L. Moore  
Acting Town Clerk, Dina Volenski  
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.

**1. OPENING**

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

- Presentation - Yellowstone Kelly - Bill Hartley

**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. p5 Approve Minutes of the Regular June 14 Town Council meeting and the June 20, 2016 Regular Adjourned Town Council/Successor Agency meeting.

2b. p17 Approve June 2016 cash disbursements in the amount of \$1,006,526.27.

2c. p24 Waive second reading of the entire Town Ordinance No.562 and approve reading by title only; and Adopt Town Ordinance No. 562, an Ordinance of the Town of Paradise relating to Butane Resale Regulations.

2d. p31 Authorize the Town Manager to enter into an agreement with Meyer's Police Canine Training for monthly K9 maintenance training.

2e. p42 Adopt Resolution 16-39, A Resolution of the Town Council of the Town of Paradise Amending Chapters 4 and 8 of the Town of Paradise Manual for the Onsite Treatment of Wastewater, which shall take effect Immediately.

**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. p46 Consider re-appointing two Planning Commissioners, Stephanie Neumann and James Clarkson whose terms have expired on June 30, 2016 for two 4-year terms effective July 1, 2016 through June 30, 2020; or,

ALTERNATE ACTION:

Approve the Notice of Vacancies and application and authorize staff to advertise the existing vacancies on the Planning Commission, which will include a legal notice, posting on the Town's Website and a press release.

- a. Set an application deadline of July 21, 2016 at 5:00 p.m.;
- b. Designate two Town Council Members to serve as an interview panel for the Planning Commission interview process;
- c. Direct staff to assist the interview panel by providing suggested questions and a scoring matrix for candidates, and coordinating the date(s) and time(s) for the interviews during the week of July 25th;
- d. Schedule appointment to the vacancies for the August 9, 2016, regular meeting with appointment to become effective immediately.

**(ROLL CALL VOTE)**

6b. p48 Consider 1. Adopting Resolution No. 16-\_\_\_\_, "A Resolution of the Town Council of the Town of Paradise Declaring an Emergency and Authorizing Repair or Replacement of the Paradise Police Building Primary & Backup Power Supply Infrastructure Without Observance of Public Bidding Requirements"; and 2. Authorizing the Town Manager to execute agreements for a contractor and/or materials for the subject project. **(ROLL CALL VOTE)**

6c. pp51 Consider adopting Resolution No. 16-\_\_\_, A Resolution approving the plans and specifications for the Maxwell Dr SR2S Project and authorizing advertisement for bids on the project. **(ROLL CALL VOTE)**

6d. p54 Consider the following:

1. Approving the Program Supplement Agreement No. O31 to Administering Agency-State Agreement No. 00449S specific to State-Aid Project ATPL-5425 (031) to assure receipt of \$3,429,000 in state funds for the Almond St Multi-Modal Improvements Project; and,
2. Approving the Program Supplement Agreement No. O32 to Administering Agency-State Agreement No. 00449S specific to State-Aid Project ATPL-5425 (034) to assure receipt of \$539,000 in state funds for the Downtown Paradise Equal Mobility Project; and,
3. Approving the Program Supplement Agreement No. O33 to Administering Agency-State Agreement No. 00449S specific to State-Aid Project ATPL-5425 (033) to assure receipt of \$1,504,000 in state funds for the Ponderosa Elementary SR2S Project; and,
4. Approving the Program Supplement Agreement No. O34 to Administering Agency-State Agreement No. 00449S specific to State-Aid Project ATPL-5425 (032) to assure receipt of \$1,356,000 in state funds for the Memorial Trailway Class I Enhancements; and,
5. Adopting resolutions authorizing the Town Manager, or her designee, to sign the Program Supplement Agreement Nos. O31, O32, O33, and O34 to Administering Agency-State Agreement for State-Funded Projects No. 00449S. **(ROLL CALL VOTE)**

6e. p84 Review and file the financial information provided by staff concerning the 2015/16 and 2016/17 operating and capital budget status update. **(ROLL CALL VOTE)**

6f. p113 Consider (1) Waiving the second reading of the entire Town Ordinance No. 561 and approve reading by title only; and, (2) Adopting Town of Paradise Ordinance No. 561 Amending Sections 2.10.010 and 2.10.040 and Repealing Sections 2.10.070, 2.10.080 and 2.10.090 of the Paradise Municipal Code Relating to Town Clerk. **(ROLL CALL VOTE)**

6g. p116 Consider authorization to execute an Employment Services Agreement with Steve Rowe in the capacity of retired annuitant limited duration Police Lieutenant to deal with immediate staffing shortage within the Police Department. **(ROLL CALL VOTE)**

**7. COUNCIL INITIATED ITEMS AND REPORTS**

7a. p 123 Consider designating a voting delegate and alternate(s) and providing direction to the Town's voting delegate regarding the League of California Cities proposed resolution for the 2016 annual conference.

7b. Council reports on committee representation

7c. Future Agenda Items

**8. STAFF COMMUNICATION**

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

**9. CLOSED SESSION**

9a. Pursuant to Government Code Section 54957.6, the Town Council will hold a closed session to meet with Lauren Gill, Gina Will and Crystal Peters, its designated representatives, regarding labor relations between the Town of Paradise and the General Employees Unit.

The Town Council will reconvene to consider the following:

- 1. Consider adopting Resolution No. 16-\_\_\_, A Resolution of The Town Council of The Town of Paradise Approving The Memorandum of Understanding Between The Town of Paradise and The Town of Paradise General Employees Unit Relating To Employment Covering The Period From July 1, 2016 To June 30, 2019. **(ROLL CALL VOTE)**

**10. ADJOURNMENT**

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

**MINUTES  
PARADISE TOWN COUNCIL  
REGULAR MEETING – 6:00 PM – June 14, 2016**

**1. OPENING**

The Regular Meeting of the Paradise Town Council was called to order by Mayor Jody Jones at 6:00 p.m. in the Town Council Chamber located at 5555 Skyway, Paradise, California, who led the Pledge of Allegiance to the Flag of the United States of America. An invocation was offered by Council Member Steve “Woody” Culleton.

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

**COUNCIL MEMBERS ABSENT:** None.

**STAFF PRESENT:** Business and Housing Services Director Kate Anderson, Finance Director/Town Treasurer Gina Will, Assistant Town Clerk Dina Volenski, Town Clerk Joanna Gutierrez, Human Resources Manager Crystal Peters, Town Manager Lauren Gill, Public Works Director/Town Engineer Marc Mattox, Community Development Services Director/Planning Director Craig Baker, Information/Technology Manager Josh Marquis, Police Chief Gabriela Tazzari-Dineen and Battalion Chief Curtis Lawrie.

- 1a. Mayor Jones declared June as Alzheimer's and Brain Awareness Month and presented a proclamation to Jane Furrier, representative of the Chico Chapter of Alzheimers Awareness.
- 1b. Update on Paradise Sewer Project by Warren Bennett, Bennett Engineering.
- 1c. Presentation by Jim Broshears pertaining to the Emergency Evacuation Practice Drill and One-Way Evacuation planned for June 22, 2016.

**2. CONSENT CALENDAR**

**MOTION by Lotter, seconded by Rawlings,** approved all consent calendar items 2a – 2j as presented **by unanimous roll call vote.**

- 2a. Approved the minutes of the May 10, 2016 Regular Council Meeting.
- 2b. Approved the Cash Disbursements for May 2016 in the amount of \$1,726,545.72.
- 2c. Adopted Resolution No. 16-20, A Resolution of the Town Council of the Town of Paradise Rescinding the Agreement with the County of Butte Relating to the Collection of Development Impact Fees for County Jail Facilities.

- 2d. Authorized the Mayor and Town Manager to execute the Ninth Amendment to Dismissal and Tolling Agreement between the Town of Paradise and Oak Creek Estates.
- 2e. Adopted Resolution No. 16-21, A Resolution Authorizing Disposal of Certain Town Records Maintained in the Town Clerk Department Pursuant to Government Code Section 34090.
- 2f. Adopted Resolution No. 16-22, 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.
- 2g. Authorized the Town Manager to enter into two (2) agreements with Inland Business Systems to provide the following equipment and services for a cost of \$1,179.45 per month:
  - (1) Delivery of five (5) new Konica Minolta Bizhub multifunction devices (Bizhubs) as described in the attached exhibits titled "TOP – Work Order" and "TOP – Addendum to Work Order". Relocation of two (2) existing Bizhubs to alternate locations at Town Hall and remove four (4) existing Bizhubs as described in the attached exhibit titled "TOP – Work Order".
  - (2) Service Maintenance for Seven (7) Bizhubs as described in the attached exhibits titled "TOP – Service Agreement" and "TOP – Addendum to Service Agreement".
- 2h. Authorized the Town Manager to execute the 2016/2017 FY GIS maintenance agreement with the CSU, Chico Research Foundation for an annual cost of \$10,000.
- 2i. Adopted Resolution No. 16-23, A Resolution of the Town Council of the Town of Paradise authorizing an investment strategy option for OPEB funds being invested in the SISC OPEB Trust (formerly the SISC GASB 45 trust).
- 2j. Approved an in-kind match from the Town of Paradise pertaining to permit fees and associated building inspection relating to the Hazard Mitigation Grant Program Ember Ignition Grant; and, authorized the Mayor to sign the letter addressed to the California Office of Emergency Services (Cal OES). FISCAL IMPACT: The in-kind match from the Town would include the waiver of permit fees and subsequent inspection fees relative the vent retrofit on the aforementioned homes. There are minimal fiscal impacts to the Town, through the loss of permit fees estimated at \$105.84 per household or \$2,116.80 for an estimated 20 homes in Paradise.

**3. ITEMS REMOVED FROM CONSENT CALENDAR – None.**

#### 4. PUBLIC COMMUNICATION

1. Ward Habriel informed the Council that the revenue from the Paradise Garden Tour will provide four \$1,000 scholarships for the Butte College Foundation to award to students interested in horticulture, that the northern region led the State in water conservation efforts, and the Garden Club will be celebrating 25 years of service.

2. Dennis Therien addressed the Council regarding the high volume of traffic on Scottwood between Buschmann and Pearson that he believes is the result of motorists avoiding travel on Skyway, that the motorists are traveling at very high rates of speed making it difficult for residents to get out of their driveways, and that he would like an officer dedicated for traffic control as soon as possible.

3. Bill Hartley and Mark Thorp stated that they are representing the Gold Nugget Yellowstone Kelly Committee and the Chamber of Commerce, provided background on Luther Sage "Yellowstone" Kelly, a Paradise resident of national prominence, and requested an opportunity to present information to the Town Council that would educate and inspire an appreciation for Luther Sage "Yellowstone" Kelly and perhaps lead to the designation of the Trailway as the Yellowstone Kelly Heritage Trail.

Council concurred to direct the Town Manager to schedule this presentation on the July 12, 2016 Council agenda.

4. Representatives from Boy Scout Troop 316 informed the Town Council that they are attending the Council meeting to earn the "Citizen in the Community" merit badge and asked that their individual names be entered into the record. The following boy scouts either introduced themselves to the Council or signed their name for the Town Clerk to record: A.J. Fabris, Austin Ladd, Sean Mookley, Andy Linville, Atticus R. Sprague, Levi L. Sprague, Geoffrey Seidenglanz, Trent Cissna and Xavier Peck.

#### 5. PUBLIC HEARINGS – None.

#### 6. COUNCIL CONSIDERATION

6a. **MOTION by Bolin, seconded by Lotter,** (1) Concurred with staff's recommendation of Mark Thomas & Company to perform engineering services for the Almond St Multi-Modal Improvements Project; (2) Approved a Professional Services Agreement with Mark Thomas & Company and authorized the Town Manager and Town Mayor to execute; and, (3) Authorized the Town Manager to execute additional work orders up to 10% of the contract amount. **FISCAL IMPACT:** The professional services agreement and respective services will be 97.5% funded by the State Active Transportation Program. The budgeted grant amount for Preliminary Engineering is \$235,000 and Right of Way is \$100,000. The estimated total contract cost for Mark Thomas & Company is \$265,361 (\$222,786 Preliminary Engineering and \$30,472 Right of Way). The local

matching portion of the contract (\$6,634) will be paid from local gas tax funds. Roll call vote was unanimous.

6b. Following a report by Public Works Director/Town Engineer Marc Mattox on the engineering services for the Ponderosa Elementary Safe Routes to School project, Mayor Jones opened the matter for public comment.

1. Ward Habriel stated that he is concerned about traffic as he lives in the neighborhood near the project, would like to know statistics of accidents and injuries on this road, and stated perhaps there are other areas that could better benefit from this grant.

Staff explained that the grant funding for this project is very specific and must be used for active transportation improvement such as bike and walkways and that this area is very dangerous for students traveling to school and need improvement.

2. Atticus Sprague, Boy Scout Troop 316, stated that he has never walked to school but has seen other students walking and is very nervous for them and is in favor of the project.

3. Ellen Michaels, Butte County Public Health, is very pleased to hear about this grant and the inclusion of an education piece and that she would be happy to partner with the town.

**MOTION by Bolin, seconded by Lotter,** (1) Concurred with staff's recommendation of NorthStar Engineering to perform engineering services for the Ponderosa Elementary SR2S Project; (2) Approved a Professional Services Agreement with NorthStar Engineering and authorized the Town Manager and Town Mayor to execute; and, (3) Authorized the Town Manager to execute additional work orders up to 10% of the contract amount. FISCAL IMPACT: The professional services agreement and respective services will be 88% funded by the State Active Transportation Program. The budgeted grant amount for the pre-construction phases of the project is \$250,000. The estimated total contract cost is \$171,222.96. The local matching portion of the contract (20,546) will be paid from local gas tax funds. (ROLL CALL VOTE)

6c. Following a report from Public Works Director/Town Engineer Marc Mattox regarding the Safe Routes to School Pearson Road Connectivity Project, Mayor Jones opened the matter for public input.

1. Jay Shepard asked if a retaining wall is necessary for this project as he would like to see the nature rock formation left intact.



Staff explained that the wall will be molded to match the existing rock and that the plan is to complement and improve the existing post rock formation.

**MOTION by Lotter, seconded by Culleton**, adopted Resolution No. 16-24, A Resolution Approving the Plans and Specifications for the Pearson Rd SR2S Connectivity Project and Authorizing Advertisement for Bids on the Project. The construction of the Pearson Rd SR2S Connectivity Project will be 100% funded from the Active Transportation Program. The project engineer's estimate and grant budget for construction is \$1,100,000. Roll call vote was unanimous.

- 6d. **MOTION by Rawlings, seconded by Bolin**, adopted Resolution No. 16–25, “A Resolution of the Town Council of the Town of Paradise Adopting the HOME Tenant Based Rental Assistance Program Guidelines.” Roll call vote was unanimous.
- 6e. **MOTION by Culleton, seconded by Lotter**, adopted Resolution No. 16 – 26, “A Resolution of the Town Council of the Town of Paradise Authorizing the Town Manager to execute the Agreement Between the Town of Paradise and the Housing Authority of the County of Butte for Use of Home investment Partnership Program (HOME) Funds for the Town's Tenant Based Rental Assistance Program.” Roll call vote was unanimous.
- 6f. Reviewed and acknowledged receipt of the financial information provided by Finance Director/Town Treasurer Gina Will concerning (1)The 2015/16 Operating and Capital Budget Update; (2) Measure C Citizen Oversight Committee recent meeting; and, (3) Budget planning process for fiscal year 2016/17.
- 6g. **MOTION by Rawlings, seconded by Lotter**, authorized the Town Manager to enter into an agreement to purchase from HLP, Inc. the Web Licensing add-on to our existing Chameleon/CMS product to provide for an online licensing option for dog owners. Roll call vote was unanimous.

Mayor Jones called for a ten minute recess at 7:50 p.m. and reconvened the meeting at 8:00 p.m.

## 7. COUNCIL INITIATED ITEMS AND REPORTS

Council initiated agenda items

- 7a. Council Member Rawlings reported to the Council that he would like the Town Council to reconsider Town Council priorities relating to animal control services and requested that Council re-prioritize the revenues generated by the sales tax measure (Measure C funds) related to animal control services and allocate funding in a total amount \$170,000 from Measure C Funds in the 2016/2017 budget to upgrade the animal control facility, specifically, the construction of a 900 square foot building to sit immediately adjacent to the existing animal control facility in order to

improve the animal control services department (17% of total Measure C Funds for one year). Council Member Rawlings read a letter from a Paradise citizen who shared how he has benefited from two cats he adopted from the Paradise shelter during his treatments for cancer.

Mayor Jones opened the matter for public input.

1. Rick McCormick stated that he is the current president of the Paradise Animal Shelter Helpers (PASH) and on behalf of the PASH Board of Directors stated that they support Council Member Rawlings' proposal for use of Measure C Funds to improve the animal shelter.
2. Ellen Michels stated that she is a longtime PASH volunteer, that she is in support of a separate cat structure, thanked Council Member Rawlings for reading the letter that supports comfort animals and shared pictures of the condition of the animal shelter.
3. Jay Shepard, stated that animals are also taken in from the County, neighboring cities have superior facilities, and thinks the current Paradise facility is a dangerous place for the animals and for the people that work there, and that he would like to see a facility built that the community can be proud of.
4. Ward Habriel stated that he thinks the real problem is the irresponsible pet owners, that there should be more enforcement and, although he appreciates the compassion of John Rawlings and the work of the volunteers, that Measure C funds should not be used for the animal shelter, that the money should come from the pet owners.

Mayor Jones invited Police Chief Gabriela Tazzari-Dineen to speak to the Council regarding priorities she has set for the Police Department. Chief Tazzari-Dineen stated that an animal facility is not a critical need, that current budgeted funds to sustain the current shelter will be expended within two years, Measure C revenue will cease in five years and the Measure N revenue is not sufficient to sustain the operation. Chief Gabby further advised that she takes issue with the information provided by the PASH volunteers relating to the conditions of the shelter, that she evaluated data over the past five years that shows a significant decrease in the euthanizing of animals, that purchase of isolation units as proposed in the budget will also continue to improve the processing of animals, and that all town buildings have outgrown the intended capacity but are still functional. The online licensing approved by Council will improve operations whereas an additional facility will only add to the cost of operations. Chief Tazzari-Dineen stated that state mandates for animal control services are being met, that shelters are not required, that rabies control and pickup of dead animals is required, and that the Town provides animal control, not animal protection.

The MOTION by Rawlings to approve Measure C funding to improve the animal control facility died for lack of a second.

b. Council reports on committee representation:

Vice Mayor Lotter attended the LCC Public Safety Policy Committee meeting and reported on pending legislation that will not be beneficial to cities such as mandated entitlement for projects that provide low income housing, discussed the Adult Use of Marijuana Act which the league opposes, and the legislation requiring a background check for citizens prior to purchase of ammunition and the eight pages of new crimes that will no longer be considered as violent including sex trafficking of minors.

Council Member Culleton reported on the swear-in of four new police officers, as well as a lieutenant and dispatcher.

Mayor Jones attend the LCC Transportation Policy Committee meeting, that the League is opposing the allocations proposed for transportation; attended the swear-in of the police officers and noted that three of the four officers were sponsored through the academy by Measure C Funds.

c. Future Agenda Items: None.

**8. STAFF COMMUNICATION**

- a. Town Manager Report – None.
- b. Community Development Director Craig Baker reported on the progress of the following projects: Carousel remodel, Eye Life Institute, Safeway, Lynn's Paradise Plaza, Verizon cell tower, Mountain Terrace Subdivision map extension, Paradise Community Village pending map extension, Hunter/Hanosh dental facility, Feather River Brew Pub potential location to the downtown and M-F expansion at property next to town hall at 5571 Skyway.

**9. CLOSED SESSION**

At 9:12 p.m. Mayor Jones announced that the Town Council would adjourn to hold the following closed sessions:

- 9a. Pursuant to Government Code Section 54957.6, the Town Council will hold a closed session to meet with Lauren Gill, Gina Will and Crystal Peters, its designated representatives, regarding labor relations between the Town of Paradise and the Confidential/Mid-Management Association, General Employees Unit, Management Group, Police Mid-Management and the Paradise Police Officers Association.

- 9b. 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 litigation as follows: Town of Paradise vs. Brandy L. Braun, Butte County Superior Court Case No. 164611.
- 9c. Pursuant to Government Code section 54956.9(d)(e)(3), the Town Council will hold a closed session with the Town Legal Counsel and Town Manager relating to significant exposure to litigation based on a Tort Claim from Edward Thomas against the Town of Paradise.
- 9d. Pursuant to Government Code Section 54957 the Town Council will hold a closed session to review amending and restating of the agreement between the Town of Paradise and Dwight L. Moore for Town Attorney services.

At 10:00 p.m., the Mayor Jones reconvened the Town Council meeting.

- (1) **MOTION by Lotter, seconded by Bolin**, approved the amended and restated agreement between the Town of Paradise and Dwight Moore relating to Town Attorney legal services. Roll call vote was unanimous.
- (2) **MOTION by Lotter, seconded by Rawlings, adopted the following resolutions by unanimous roll call vote:**

(1) Resolution No. 16-27, A Resolution of the Town Council of the Town of Paradise Approving the Memorandum of Understanding Between the Town of Paradise and the Town of Paradise Police Officers Association relating to Employment Covering the Period from July 1, 2016 to June 30, 2019.

(2) Resolution No. 16-28, A Resolution of the Town Council of the Town of Paradise Approving a Memorandum of Understanding Between the Town of Paradise and the Town of Paradise Management Group Relating to Employment Covering the Period from July 1, 2016 to June 30, 2019.

(3) Resolution No. 16-29, A Resolution of the Town Council of the Town of Paradise Approving a Memorandum of Understanding Between the Town of Paradise and the Town of Paradise Confidential Mid-Management Group Relating to Employment Covering the Period from July 1, 2016 to June 30, 2019.

(4) Resolution No. 16-30, A Resolution of the Town Council of the Town of Paradise Approving a Memorandum of Understanding Between the Town of Paradise and the Town of Paradise Police Management and Mid-Management Group Relating to Employment Covering the Period from July 1, 2016 to June 30, 2019.

Mayor Jones announced that direction was given; no action was taken, relating to the closed sessions listed as 9a, 9b and 9c.

**10. ADJOURNMENT**

10a. Mayor Jones adjourned the meeting to June 20, 2016 at 3:00 p.m. for the purpose of holding a regular adjourned meeting to consider approving a final budget for the Town of Paradise for fiscal year 2016/2017.

Date approved:

By: \_\_\_\_\_  
Jody Jones, Mayor

Attest: \_\_\_\_\_  
Dina Volenski, Acting Town Clerk

**MINUTES**  
**PARADISE TOWN COUNCIL/SUCCESSOR AGENCY**  
**REGULAR MEETING – 3:00 PM – June 20, 2016**

**1. OPENING**

The regular adjourned meeting of the Paradise Town Council and the Successor Agency was called to order at 3:07 p.m. by Mayor/Chair Jody Jones in the Council Chamber located at 5555 Skyway, Paradise, California, who led the Pledge of Allegiance to the Flag of the United States of America. The Invocation was offered by Council Member Greg Bolin.

**COUNCIL MEMBERS PRESENT:** Greg Bolin, Steve “Woody” Culleton, Scott Lotter, John J. Rawlings and Jody Jones, Mayor. No Council Members were absent.

**STAFF PRESENT:** Town Clerk Joanna Gutierrez, Town Manager Lauren Gill, Town Attorney Dwight L. Moore, Finance Director/Town Treasurer Gina Will, Human Resources Manager Crystal Peters, Community Development Director Craig Baker, Assistant Town Clerk Dina Volenski, Police Chief Gabriel Tazzari-Dineen, Police Lieutenant Anthony Borgman and North Division Chief David Hawks.

**2. CONSENT CALENDAR – None**

**3. ITEMS REMOVED FROM CONSENT CALENDAR – N/A**

**4. PUBLIC COMMUNICATION - None**

**5. PUBLIC HEARINGS - None**

**6. COUNCIL CONSIDERATION**

6a. Budget Presentation by Finance Director/Town Treasurer Gina Will.

6b. **MOTION by Culleton, seconded by Bolin**, waived reading of entire Ordinance No. 561 and approved reading by title only; and, introduced Ordinance No. 561 Amending the Paradise Municipal Code relating to appointment of the Town Clerk. Ayes of Bolin, Culleton, Lotter and Mayor Jones; no of Rawlings.

6c. **MOTION by Culleton, seconded by Bolin**, adopted Resolution No. 16-31, A Resolution Approving Job Descriptions and Revising the Personnel Structure for Certain Town of Paradise Positions for the Fiscal Year 2016/2017. Ayes of Bolin, Culleton, Lotter and Mayor Jones; no of Rawlings.

- 6d. **MOTION by Culleton, seconded by Bolin**, adopted Resolution No. 16-32, A Resolution Adopting the Final Budget for the Town of Paradise Including All Attachments, Appendices and other related documents for the 2016/-2017 Fiscal year ending June 30, 2017, with the stipulation that the Council will receive a status update on the projected deficit in three months and intends to take some type of action depending on the budget status report at that time. Ayes of Bolin, Culleton, Lotter and Mayor Jones; no of Rawlings.
- 6e. **MOTION by Culleton, seconded by Bolin**, adopted Resolution No. 16-33, A Resolution Approving and Adopting the Annual Appropriation Limit for Fiscal Year 2016/2017. Ayes of Bolin, Culleton, Lotter and Mayor Jones; no of Rawlings.
- 6f. **MOTION by Culleton, seconded by Bolin**, adopted Resolution No. 16-34, A Resolution Amending the General Fund Reserves for Fiscal Year 2016/2017, as amended, to include a statement that the goal is to achieve an amount of 10% of the total budget in the general fund reserve in four years. Ayes of Bolin, Culleton, Lotter and Mayor Jones; no of Rawlings.
- 6g. **MOTION by Culleton, seconded by Bolin**, adopted Resolution No. 16-35, A Resolution Approving and Adopting the Town of Paradise Capital Improvement Plan for the 2016/2017 Fiscal Year. Ayes of Bolin, Culleton, Lotter and Mayor Jones; no of Rawlings.
- 6h. **MOTION by Culleton, seconded by Bolin**, adopted Resolution No. 16-36, A Resolution Approving and Adopting the Amended Salary Pay Plan for Town of Paradise Employees for the Fiscal Year 2016/2017. Ayes of Bolin, Culleton, Lotter and Mayor Jones; no of Rawlings.
- 6i. At 3:45 p.m. Mayor Jones adjourned the Town Council meeting and convened the Successor Agency Meeting.

**MOTION by Culleton, seconded by Lotter**, adopted Resolution No. 16-01, A Resolution of the Successor Agency Adopting the Fiscal Year 2016/2017 Successor Agency Budgets. Roll call vote was unanimous.

Chair Jones adjourned the Successor Agency meeting and reconvened the Town Council meeting at 3:53 p.m.

**7. COUNCIL INITIATED ITEMS AND REPORTS - None**

**8. STAFF COMMUNICATION – None**

**9. CLOSED SESSION**

At 3:54 p.m. Mayor Jones announced that pursuant to Government Code Section 54957.6, the Town Council would hold a closed session to meeting with Lauren

Gill, Gina Will and Crystal Peters, its designated representatives, regarding labor relations between the Town of Paradise and the General Employees Unit.

Mayor Jones reconvened the meeting at 4:25 p.m. and announced that direction was given and no action was taken in closed session.

**10. ADJOURNMENT**

Mayor Jones adjourned the Council Meeting at 4:25 p.m.

Date Approved:

By: \_\_\_\_\_  
Jody Jones, Mayor

Attest:

\_\_\_\_\_  
Dina A. Volenski, CMC, Acting Town Clerk



# **TOWN OF PARADISE**

## **CASH DISBURSEMENTS REPORT**

FOR THE PERIOD OF  
**JUNE 1, 2016 - JUNE 30, 2016**

June 1, 2016 - June 30, 2016

Check Date	Pay Period End	DESCRIPTION	AMOUNT
06/03/16	05/29/16	Net Payroll - Direct Deposits & Checks	\$155,158.08
06/17/16	06/12/16	Net Payroll - Direct Deposits & Checks	\$113,531.10
<b>TOTAL NET WAGES PAYROLL</b>			<b>\$268,689.18</b>

**Accounts Payable**

PAYROLL VENDORS: TAXES, PERS, DUES, INSURANCE, ETC.	\$270,560.08
OPERATIONS VENDORS: SUPPLIES, CONTRACTS, UTILITIES, ETC.	\$467,277.01
<b>TOTAL CASH DISBURSEMENTS - ACCOUNTS PAYABLE</b> (Detail attached)	<u><b>\$737,837.09</b></u>
<b>GRAND TOTAL CASH DISBURSEMENTS</b>	<u><u><b>\$1,006,526.27</b></u></u>

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

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

TOWN OF PARADISE

# CASH DISBURSEMENTS REPORT

From Payment Date: 6/1/2016 - To Payment Date: 6/30/2016

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - US Bank TOP AP Checking									
Check									
64830	06/02/2016	Open			Accounts Payable	BRUNO, SHERRY	\$226.40		
64831	06/02/2016	Open			Accounts Payable	BUZZARD , CHRIS	\$446.23		
64832	06/02/2016	Open			Accounts Payable	GALLAGHER, CRAIG	\$390.71		
64833	06/02/2016	Open			Accounts Payable	HAUNSCHILD, MARK	\$531.55		
64834	06/02/2016	Open			Accounts Payable	HONEYWELL, JANICE, J.	\$955.41		
64835	06/02/2016	Open			Accounts Payable	HOUSEWORTH, JERILYN	\$194.85		
64836	06/02/2016	Open			Accounts Payable	JEFFORDS, ROBERT, D.	\$478.07		
64837	06/02/2016	Open			Accounts Payable	MOORE, DWIGHT, L.	\$13,800.00		
64838	06/02/2016	Open			Accounts Payable	PILGRIM, CHRIS	\$478.21		
64839	06/02/2016	Open			Accounts Payable	SBA Monarch Towers III LLC	\$126.53		
64840	06/02/2016	Open			Accounts Payable	WESTAMERICA BANK	\$8,584.61		
64841	06/03/2016	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$50.00		
64842	06/03/2016	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$314.76		
64843	06/08/2016	Open			Accounts Payable	Aflac	\$261.56		
64844	06/08/2016	Open			Accounts Payable	BLOOD SOURCE	\$55.00		
64845	06/08/2016	Open			Accounts Payable	Met Life	\$7,814.58		
64846	06/08/2016	Open			Accounts Payable	OPERATING ENGINEERS	\$630.00		
64847	06/08/2016	Open			Accounts Payable	PARADISE POLICE OFFICERS ASSOCIATION	\$1,913.14		
64848	06/08/2016	Open			Accounts Payable	SUN LIFE INSURANCE	\$3,748.71		
64849	06/08/2016	Open			Accounts Payable	SUPERIOR VISION SVC NGLIC	\$608.96		
64850	06/08/2016	Open			Accounts Payable	TOP CONFIDENTIAL MID MGMT ASSOCIATION	\$110.00		
64851	06/09/2016	Open			Accounts Payable	A Stitich Above Embroidery & Shirt Printing	\$164.08		
64852	06/09/2016	Open			Accounts Payable	AIRGAS SAFETY, INC.	\$257.42		
64853	06/09/2016	Open			Accounts Payable	ALHAMBRA	\$36.82		
64854	06/09/2016	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$59.01		
64855	06/09/2016	Open			Accounts Payable	AT&T & CALNET3 - CIRCUIT LINES	\$109.80		
64856	06/09/2016	Open			Accounts Payable	AT&T MOBILITY	\$54.00		
64857	06/09/2016	Open			Accounts Payable	AT&T/CALNET3 - REPEATER LINES	\$298.71		
64858	06/09/2016	Open			Accounts Payable	AT&T/CALNET3 - COMMUNITY PARK	\$19.18		
64859	06/09/2016	Open			Accounts Payable	AT&T/CALNET3 - Summary	\$2,434.95		
64860	06/09/2016	Open			Accounts Payable	AT&T/CALNET3 - TH/FDPD FIBER LINES	\$1,122.16		
64861	06/09/2016	Open			Accounts Payable	BASIC LABORATORY	\$876.00		
64862	06/09/2016	Open			Accounts Payable	Bear Electric Solutions	\$1,425.00		
64863	06/09/2016	Open			Accounts Payable	Biometrics4ALL, Inc	\$26.25		
64864	06/09/2016	Open			Accounts Payable	BUTTE REGIONAL TRANSIT	\$1,600.50		
64865	06/09/2016	Open			Accounts Payable	Cal Signal Corp	\$426.60		
64866	06/09/2016	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$96.00		
64867	06/09/2016	Open			Accounts Payable	Cordova Veterinary Hospital	\$336.00		
64868	06/09/2016	Open			Accounts Payable	Cummins West Inc	\$44.83		
64869	06/09/2016	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$1,270.00		
64870	06/09/2016	Open			Accounts Payable	ENTENMANN-ROVIN COMPANY	\$427.23		
64871	06/09/2016	Open			Accounts Payable	FEATHER RIVER HOSPITAL	\$88.00		

TOWN OF PARADISE

# CASH DISBURSEMENTS REPORT

From Payment Date: 6/1/2016 - To Payment Date: 6/30/2016

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
64872	06/09/2016	Open			Accounts Payable	FERGUSON ENTERPRISES INC	\$115.56		
64873	06/09/2016	Open			Accounts Payable	FRANKLIN CONSTRUCTION COMPANY	\$256,171.83		
64874	06/09/2016	Open			Accounts Payable	GENESIS SOCIETY	\$500.00		
64875	06/09/2016	Open			Accounts Payable	Goodyear Tire & Rubber Company	\$718.98		
64876	06/09/2016	Open			Accounts Payable	HELENA SPECIALTY PRODUCTS	\$463.60		
64877	06/09/2016	Open			Accounts Payable	HINDERLITER, DE LLAMAS & ASSOCIATES INC.	\$496.77		
64878	06/09/2016	Open			Accounts Payable	Huggins, Jeannette	\$179.30		
64879	06/09/2016	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$2,724.11		
64880	06/09/2016	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$278.83		
64881	06/09/2016	Open			Accounts Payable	KOEFRAN INDUSTRIES	\$500.00		
64882	06/09/2016	Open			Accounts Payable	LIFE ASSIST INC	\$840.22		
64883	06/09/2016	Open			Accounts Payable	NORTH STATE RENDERING INC	\$120.00		
64884	06/09/2016	Open			Accounts Payable	NORTHERN RECYCLING & WASTE SERVICES, INC.	\$435.35		
64885	06/09/2016	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$27.15		
64886	06/09/2016	Open			Accounts Payable	O'REILLY AUTO PARTS	\$977.07		
64887	06/09/2016	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$206.23		
64888	06/09/2016	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$149.53		
64889	06/09/2016	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$151.27		
64890	06/09/2016	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$672.69		
64891	06/09/2016	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$80.62		
64892	06/09/2016	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$880.00		
64893	06/09/2016	Open			Accounts Payable	R & R Construction	\$1,462.50		
64894	06/09/2016	Open			Accounts Payable	RE CONSTRUCTION	\$400.00		
64895	06/09/2016	Open			Accounts Payable	Rolls Anderson & Rolls Civil Engineers	\$16,759.68		
64896	06/09/2016	Open			Accounts Payable	SINCLAIR'S AUTOMOTIVE & TOWING	\$60.00		
64897	06/09/2016	Open			Accounts Payable	Smith, Susan	\$283.06		
64898	06/09/2016	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$76.81		
64899	06/09/2016	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$3.86		
64900	06/09/2016	Open			Accounts Payable	THOMAS ACE HARDWARE - MOTORPOOL	\$44.03		
64901	06/09/2016	Open			Accounts Payable	TUCKER PEST CONTROL INC	\$126.00		
64902	06/09/2016	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$2,532.75		
64903	06/09/2016	Open			Accounts Payable	VALLEY CLINICAL & CONSULTING SERVICES	\$450.00		
64904	06/09/2016	Open			Accounts Payable	WGR Southwest Inc	\$2,175.00		
64905	06/09/2016	Open			Accounts Payable	WITTMEIER AUTO CENTER	\$146.02		
64906	06/09/2016	Open			Accounts Payable	WSROP Graphic Communications	\$80.00		
64907	06/14/2016	Open			Accounts Payable	MID VALLEY TITLE & ESCROW	\$40,000.00		
64908	06/17/2016	Open			Accounts Payable	ICMA 457 - VANTAGEPOINT	\$50.00		
64909	06/17/2016	Open			Accounts Payable	STATE DISBURSEMENT UNIT	\$314.76		
64910	06/23/2016	Open			Accounts Payable	ACCESS INFORMATION PROTECTED	\$89.82		
64911	06/23/2016	Open			Accounts Payable	ACI ENTERPRISES, INC.	\$463.32		

## TOWN OF PARADISE

**CASH DISBURSEMENTS REPORT**

From Payment Date: 6/1/2016 - To Payment Date: 6/30/2016

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
64912	06/23/2016	Open			Accounts Payable	ANTIQUE & UNIQUE UPHOLSTERY	\$108.00		
64913	06/23/2016	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$59.01		
64914	06/23/2016	Open			Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	\$135.00		
64915	06/23/2016	Open			Accounts Payable	AT&T & CALNET3 - CIRCUIT LINES	\$1,049.97		
64916	06/23/2016	Open			Accounts Payable	BACKGROUNDS & MORE	\$325.00		
64917	06/23/2016	Open			Accounts Payable	BATTERIES PLUS	\$603.72		
64918	06/23/2016	Open			Accounts Payable	Big O Tires	\$195.78		
64919	06/23/2016	Open			Accounts Payable	BUTTE CO RECORDER	\$74.00		
64920	06/23/2016	Open			Accounts Payable	Cal Signal Corp	\$233.28		
64921	06/23/2016	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$1,143.00		
64922	06/23/2016	Open			Accounts Payable	Chalmers, Ora	\$25,260.00		
64923	06/23/2016	Open			Accounts Payable	COMCAST CABLE	\$86.05		
64924	06/23/2016	Open			Accounts Payable	COMCAST CABLE	\$306.05		
64925	06/23/2016	Open			Accounts Payable	COMCAST CABLE	\$291.05		
64926	06/23/2016	Open			Accounts Payable	CRAIG DREBERTS AUTOMOTIVE	\$533.99		
64927	06/23/2016	Open			Accounts Payable	CSU, CHICO RESEARCH FOUNDATION	\$150.30		
64928	06/23/2016	Open			Accounts Payable	DEL JOHNSON A/C & HEATING, INC.	\$5,017.50		
64929	06/23/2016	Open			Accounts Payable	Detailing to Go	\$250.00		
64930	06/23/2016	Open			Accounts Payable	Eagle Security Systems	\$193.50		
64931	06/23/2016	Open			Accounts Payable	Entersect	\$84.95		
64932	06/23/2016	Open			Accounts Payable	FEATHER RIVER HOSPITAL	\$352.00		
64933	06/23/2016	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$129.61		
64934	06/23/2016	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$491.58		
64935	06/23/2016	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$1,135.52		
64936	06/23/2016	Open			Accounts Payable	INTERSTATE OIL COMPANY	\$489.43		
64937	06/23/2016	Open			Accounts Payable	JOHN REGH INLAND LEASING	\$427.85		
64938	06/23/2016	Open			Accounts Payable	KEN'S HITCH & WELDING	\$15.00		
64939	06/23/2016	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$681.16		
64940	06/23/2016	Open			Accounts Payable	L.N. CURTIS & SONS	\$1,493.96		
64941	06/23/2016	Open			Accounts Payable	LEAGUE OF CALIFORNIA CITIES	\$50.00		
64942	06/23/2016	Open			Accounts Payable	LOCATE PLUS CORPORATION	\$25.00		
64943	06/23/2016	Open			Accounts Payable	MARK THOMAS & COMPANY INC	\$3,809.25		
64944	06/23/2016	Open			Accounts Payable	MID VALLEY TITLE & ESCROW	\$2,042.66		
64945	06/23/2016	Open			Accounts Payable	MYERS STEVENS TOOHEY & COMPANY	\$64.80		
64946	06/23/2016	Open			Accounts Payable	NORTH STATE RENDERING INC	\$280.00		
64947	06/23/2016	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$5,995.24		
64948	06/23/2016	Open			Accounts Payable	NORTHSTAR ENGINEERING INC	\$5,154.78		
64949	06/23/2016	Open			Accounts Payable	O'REILLY AUTO PARTS	\$279.94		
64950	06/23/2016	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$51.30		
64951	06/23/2016	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$10,607.01		
64952	06/23/2016	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$36.30		
64953	06/23/2016	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$560.00		
64954	06/23/2016	Open			Accounts Payable	PETERS RUSH HABIB & MCKENNA	\$80.00		
64955	06/23/2016	Open			Accounts Payable	PETTY CASH CUSTODIAN, SHIRLEY KAMM	\$136.43		



# CASH DISBURSEMENTS REPORT

From Payment Date: 6/1/2016 - To Payment Date: 6/30/2016

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Open	154	\$483,148.48	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					<b>Total</b>	<b>154</b>	<b>\$483,148.48</b>	<b>\$0.00</b>	
<b>EFTs</b>									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	9	\$254,688.61	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					<b>Total</b>	<b>9</b>	<b>\$254,688.61</b>	<b>\$0.00</b>	
<b>All</b>									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	163	\$737,837.09	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					<b>Total</b>	<b>163</b>	<b>\$737,837.09</b>	<b>\$0.00</b>	
<b>Grand Totals:</b>									
<b>Checks</b>									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	154	\$483,148.48	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					<b>Total</b>	<b>154</b>	<b>\$483,148.48</b>	<b>\$0.00</b>	
<b>EFTs</b>									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	9	\$254,688.61	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					<b>Total</b>	<b>9</b>	<b>\$254,688.61</b>	<b>\$0.00</b>	
<b>All</b>									
					Status	Count	Transaction Amount	Reconciled Amount	
					Open	163	\$737,837.09	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Voided	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					<b>Total</b>	<b>163</b>	<b>\$737,837.09</b>	<b>\$0.00</b>	



**Town of Paradise  
Council Agenda Summary  
Date: July 12, 2016**

**Agenda Item: 2(c)**

**Originated by:** Gabriela Tazzari-Dineen, Chief of Police  
**Reviewed by:** Lauren Gill, Town Manager  
**Subject:** Adoption of Town Ordinance No. 562

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

- (1) Waive second reading of the entire Town Ordinance No.562 and approve reading by title only; AND
- (2) Adopt Town Ordinance No. 562, an Ordinance of the Town of Paradise relating to Butane Resale Regulations.

**Background:**

On June 27, 2016, the Town Council approved the first reading of the proposed Butane Resale Regulations Ordinance.

**Discussion:**

Butte County has experienced an increase in Butane “Honey Oil” (BHO) laboratories. The manufacture of honey oil uses extremely volatile butane as a solvent to strip the oils from the marijuana. During this process the butane quickly evaporates leaving behind an extremely volatile vapor that will ignite given an ignition source. In 2015 Butte County has dismantled 56 BHO labs, 4 of which resulted in explosion or injuries.

The resale of large quantities of butane is a level that is only relevant to the manufacturing of honey oils. Such sales and possession of butane should be regulated to prevent the use of butane in the manufacture of honey oil where such activity presents grave dangers and adverse health risks to residents of the Town of Paradise and first responders.

Ordinance 562 regulates the amount of butane that can be sold, purchased or possessed within the Town of Paradise. The same ordinance is, or has been, presented to all City Councils and Board of Supervisors within Butte County in an effort to have a unified approach to the regulation of butane resale.

Town Staff recommends that the Town Council adopt the motion waiving the second reading of this entire ordinance, read it by title only and formally adopt Town Ordinance No. 562. Once adopted, the provisions of this ordinance will be effective thirty days thereafter.



**Fiscal Impact Analysis:**

A cost of approximately \$95 per printed page to publish the adopted ordinance within the local newspaper. In addition, an approximate cost of \$17 per page will be borne by the Town for codification of the ordinance.

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

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
ADDING CHAPTER 8.57 TO THE PARADISE MUNICIPAL CODE  
RELATING TO BUTANE RESALE REGULATIONS**

**WHEREAS**, the northern region of the State of California has experienced a recent increase in explosions caused from the manufacturing of honey oil (also known as hash oil) in clandestine labs using extremely volatile butane as a solvent to strip the oils from the marijuana. These incidents have caused considerable property damage, personal injury and even incidents of death to those participating in the manufacturing process, as well as innocent bystanders; and

**WHEREAS**, the use of butane breaks down and dissolves the Tetrahydrocannabinol (THC) from marijuana plants, creating concentrated form of marijuana. This process creates inherent dangers as the butane quickly evaporates during the process leaving behind an extremely volatile vapor that will ignite given an ignition source. Butane is also odorless, colorless and its vapors are heavier than air and will therefore pool in low-lying areas seeking out ignition sources. Studies suggest 99.5% of the butane used to extract the THC will volatilize into the immediate area and remain in a form that is odorless and latent to the human eye and can only be detected through a combustible gas instrument; and

**WHEREAS**, honey oil labs using butane as the solvent to extract the THC from marijuana present serious hazards to both property and persons, including first responders and innocent bystanders, and that such conditions present grave risk of loss where any form of ignition sources are capable of igniting the gas resulting in an explosion and/or flash fire. Some examples of these ignition sources are wall switches, thermostatic switches, refrigerator/freezer motors, wall outlets, cigarettes, torches, electric pumps, and even static electricity; and

**WHEREAS**, the resale of butane occurs at levels that are only relevant to the manufacturing of honey oils. Such sales and possession of butane should be regulated to prevent the use of butane in the manufacture of honey oil where such activity presents grave dangers and adverse health risks to the occupants of the Town of Paradise (the “Town”) and the first responders therein.

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Paradise:

**SECTION 1.** Findings and Purpose. The Town Council finds and declares that the above recitals are true and correct and hereby incorporate them herein by this reference.

**SECTION 2.** Authority. This ordinance is adopted pursuant to the authority granted by the California Constitution and State law, including but not limited to Article XI, Section 7 of the California Constitution and California Government Code Sections 36900 and 36901.

**SECTION 3.** Chapter 8.57 is hereby added to the Paradise Municipal Code to read as follows:

## Chapter 8.57

### REGULATION OF BUTANE RESALE

#### Section:

- 8.57.010**      **Definitions.**
- 8.57.020**      **Unlawful Sale, Purchase and Handling of Butane.**
- 8.57.030**      **Tracking of Butane Sales.**
- 8.57.040**      **Penalties, Strict Liability, and Nuisance.**
- 8.57.050**      **Cumulative Remedy.**

#### **8.57.010 Definitions.**

For the purpose of this chapter, the following definitions shall apply:

- A. “Butane” means iso-butane, n-butane, and refined butane of any power.
- B. “Canister” means a single container designed or used for the storage of butane under pressure.
- C. “Code” means the Town of Paradise Municipal Code.
- D. “Count” means the number of canisters of butane.
- E. “Customer” means any person who is sold or acquires during a transaction products from any retail store.
- F. “Day” means calendar day.
- G. “Person” means a corporation, co-partnership, or association as well as a natural person.
- H. “Reseller” means any business, company, corporation, person, employee or associate selling products to any customer within the Town of Paradise. It does not include any wholesaler engaged in a wholesale transaction.
- I. “Sell” means to furnish, give away, exchange, transfer, deliver, surrender, distribute or supply, whether for monetary gain or other consideration.
- J. “Transaction” means a purchase, sale, trade, loan, pledge, investment, gift, transfer, transmission, delivery, deposit, withdrawal, payment, exchange of currency, extension of credit, purchase or sale of any monetary instrument, or an electronic, magnetic or manual transfer between accounts or any other acquisition or disposition of property by whatever means effected.

K. “Wholesaler” means a person whose business is the selling of goods in gross to retail stores for purposes of resale.

### **8.57.020 Unlawful Sale, Purchase and Handling of Butane.**

A. It is unlawful for any reseller or other person to sell, offer to sell, or otherwise provide to a customer any number of butane canisters that exceed a combined total storage of 600 ml of butane during any single transaction.

B. It is unlawful for any customer to purchase or acquire any number of butane canisters that exceed a combined total storage capacity of 600 ml of butane during any 30-day period.

C. It is unlawful for any person to have in their possession, custody, or control any number of butane canisters that exceed a combined total storage capacity of 600 ml of butane at any one time. The limitation in this subsection shall not apply to the following:

1. butane canisters possessed by wholesalers or resellers solely for the purposes of resale;  
or
2. butane canisters possessed by persons solely for the purposes of furthering their ongoing, lawful, commercial operations which require butane quantities greater than 600 ml.
3. butane canisters containing a sulfur-containing odorant, such as ethyl mercaptan.

### **8.57.030 Tracking of Butane Sales.**

A. For every sale of butane, the reseller shall prepare a bill of sale that identifies the date of sale, quantity of butane purchased, and the purchaser’s identification. Purchaser’s identification as used herein shall mean a person’s first and last name as verified from a valid driver’s license or other official and valid state-issued identification that contains a photograph of the purchaser and a residential or mailing address. Reseller shall retain a copy of the bill of sale in readable form for a period of two years.

B. It shall be unlawful for any reseller to sell butane to any customer without complying with Section 8.57.030(A) of this chapter.

#### **8.57.040 Penalties, Strict Liability, and Nuisance.**

A. Any violation of this chapter is a misdemeanor and subject to a \$1,000 penalty and/or six months in the county jail; provided, however, the Town shall have the discretion to reduce the misdemeanor to an infraction. A separate offense shall exist for every single violation of this chapter. The criminal prosecution of any violation of this chapter does not preclude the Town from the further initiation of any other civil or administrative proceeding which may be available as a remedy for such violation in accordance with this Code.

B. This chapter is a regulatory provision necessary for the protection of the public health, welfare and safety. In any criminal prosecution for a violation of this chapter, it is not necessary to prove knowledge or criminal intent.

C. A violation of any provision of this chapter constitutes a public nuisance.

#### **8.57.050 Cumulative Remedy.**

Nothing herein is intended to limit the Town of Paradise from pursuing any other remedy available at law or in equity against any person or entity maintaining, committing, or causing a public nuisance or any other violation of the Code or state or federal law.

**SECTION 4.** This ordinance is exempt from CEQA pursuant to section 15061(b)(3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. This ordinance has no impact on the physical environment as it will not result in any changes.

**SECTION 5.** If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

**SECTION 6.** This ordinance shall take effect thirty (30) days after the date of its passage. Before the expiration of fifteen (15) days after its passage, this ordinance or a summary thereof shall be published in a newspaper of general circulation published and circulated within the Town of Paradise along with the names of the members of the Town Council of Paradise voting for and against same.

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise, County of Butte, State of California, on this 12<sup>th</sup> day of July, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jody Jones, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Dina A. Volenski, CMC Acting Town Clerk

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



**Town of Paradise  
Council Agenda Summary  
Date: July 12, 2016**

**Agenda Item: 2(d)**

**Originated by:** Gabriela Tazzari-Dineen, Chief of Police  
**Reviewed by:** Lauren Gill, Town Manager  
**Subject:** General Service Agreement with Meyer's Police Canine Training

---

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

- (1) Authorize the Town Manager to enter into an agreement with Meyer's Police Canine Training for monthly K9 maintenance training

**Background:**

For several years, the Paradise Police Department has worked with Vigilant Canine Services International (VCSi) for the purchase and training of the Police Department's K9s. On June 1, 2016, VCSi sent a written Notice of Termination of the Professional Service Agreement regarding monthly maintenance training. The letter states that, effective immediately, they will no longer provide maintenance training in the USA.

The Police Department immediately researched options for canine training providers and discovered that in the north region (north of Sacramento) the only local provider is Meyer's Police Canine Training. This provider is known to the Department because the owner and trainer is a former VCSi employee/trainer that branched out and opened his own canine training service.

Meyer's Police Canine Training currently provides maintenance training for Butte County Sheriff's Department and Oroville Police Department. A contract with Chico Police Department is pending.

**Discussion:**

The recommended minimum training from Peace Officer Standards and Training (POST) is that each K9 receive 16 hours of maintenance training per K9, per month. In the contract with VCSi, Paradise Police K9s were provided 8 hours of formal training per month and each K9 handler was responsible to conduct 8 hours of in-house training per month to comply with the recommendation from POST.

Meyer's Police Canine Training offers a contract with no less than 16 hours of formal training per month, per K9. Although the company believes in, and encourages in-house training, the Company's strict policy of offering no less than 16 hours is based on the perspective of liability and risk management.

**Fiscal Impact Analysis:**

VCSi provided the Police Department with one 8 hour training day per month at a cost of \$175.00 per K9 (\$350 per month or \$4,200 per year for both K9s). Meyer's Police Canine Training offers a contract with no less than 16 hours of training per month, per K9 at a cost of \$150.00 per session per dog (\$600 per month or \$7,200 per year for both K9s).

On June 20, 2016, the Town Council approved the FY 16/17 budget that includes an allocation of \$4,200 for K9 training paid for by Measure C. The proposed new contract with Meyer's Police Canine Training increases the training cost by \$3,000 for the fiscal year. Staff will present this additional expense to the Measure C committee at a future date in hopes that additional Measure C funds will be allocated for this training. If for some reason Measure C is unable to allocate any additional funds to this training, the Police Department will use funds from the approved FY16/17 training budget. Either funding sources will have no impact on the General Fund.





**Vigilant Canine Services International, LLC**

5601 Echo Ave.  
Nevada, NV 89506  
530-528-8364

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

## **NOTICE OF TERMINATION**

**PROFESSIONAL SERVICES AGREEMENT**

**POLICE CANINE TRAINING SERVICES**

June 1, 2016

Paradise Police Department  
5595 Black Olive Dr.  
Paradise, CA 95969

To whom it may concern,

Effective immediately, Vigilant Canine Services International, LLC (VCSi) will no longer be providing maintenance services in the USA. VCSi's commitment to international efforts serving the security interests for the DOS and DOD around the world will once again be our core focus.

VCSi will continue to provide specialized courses to include: Basic and Advanced Tracking Classes, 2 Day Canine Agitator Courses and K-9 Basic Handler Courses.

Thank you,

Buckley Dikes  
CEO/VCSi

## GENERAL SERVICE AGREEMENT

### THIS GENERAL SERVICE AGREEMENT (the "Agreement")

dated this \_\_\_\_\_ day of \_\_\_\_\_

Town of Paradise Police Department  
5555 Skyway Paradise,  
California (the "Customer")

- AND -

Meyer's Police Canine Training of 10 Via Los Arboles, Chico, California  
(the "Service Provider").

#### BACKGROUND:

- A. The Customer has been informed by the Service Provider that it has the necessary qualifications, experience and abilities to provide services to the Customer.
- B. The Service Provider agrees to provide such services to the Customer on the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Customer and the Service Provider (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

#### Services Provided

1. The Customer hereby agrees to engage the Service Provider to provide the Customer with services (the "Services") consisting of:
  - o The Service Provider will provide sixteen hours of monthly Police Canine Training for the Paradise Police Department. The dates and times for the monthly training will be agreed upon by both the Customer and Service Provider prior to the training days. The Customer will provide the training venues necessary for the scheduled maintenance training. Training locations will be within the surrounding areas of Butte County, Tehama County, Glenn County, Shasta County, or within a two-hour drive from the Police Department. The locations will be agreed upon between both the Service Provider and Customer prior to training. Each canine training group should consist of no more than seven canine teams. The Service Provider will provide a Lead Training Instructor who will provide the sixteen hours of monthly training to the Customer. If scheduling conflicts were to arise and the Lead Training Instructor was unavailable, an Assistant Trainer will be provided at no extra cost to the Customer. A "canine team", will consist of a handler and dog, provided by the Customer. The instructor will provide up to date and advanced canine training for the canine team. The Service Provider will provide introduction to new disciplines and advanced training in SWAT Tactics for Canines, Tracking, Article Searches, EOD Training, Narcotics Searching, Advanced Obedience, Problem Solving and Live Fire Drills at no extra cost to the Customer. Any other disciplines not listed can be discussed, upon request from the Customer. The provider will provide expert testimony as needed and requested in writing by the Customer at no extra cost. The provider will provide case law updates as necessary at no extra cost as requested by the Customer. The provider will provide an outside source for yearly POST certification at no extra cost to the Customer.

yearly POST evaluator will be a valid California POST evaluator at time of certification.

2. The Services will also include any other tasks which the Parties may mutually agree on. The Service Provider hereby agrees to provide such Services to the Customer.

### **Term of Agreement**

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect for 2 years, subject to earlier termination as provided in this Agreement. The Term of this Agreement may be extended by mutual written agreement of the Parties.
4. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 30 days written notice to the other Party.

### **Performance**

5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

### **Currency**

6. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

### **Compensation**

7. For the services rendered by the Service Provider as required by this Agreement, the Customer will provide compensation (the "Compensation") to the Service Provider of \$300.00 per month, per canine team.
8. The Compensation will be payable on a monthly basis, while this Agreement is in force.

### **Additional Compensation**

9. In addition to the Compensation, the Service Provider will be entitled to the following additional compensation for performing the Services:
  - o \$300.00 for one canine team per month. The Customer will make payment on each such invoice within 30 days of receipt. Each such invoice will be forwarded to the Customer by the 15th of each month.

A decoy will be provided by the Service Provider at no extra charge to the Customer.

### **Provision of Extras**

10. The Customer agrees to provide, for the use of the Service Provider in providing the Services, the following extras:
  - o The Customer will provide a training location for its assigned training day, agreed upon by both the Customer and Service Provider.

### **Reimbursement of Expenses**

11. The Service Provider will not be reimbursed for any expenses incurred by the Service Provider in connection with providing the Services of this Agreement.

### **Payment Penalties**

12. No late payment penalty will be charged if the Customer does not comply with the rates, amounts, or payment dates provided in this Agreement.

### **Performance Penalties**

13. No performance penalty will be charged if the Service Provider does not perform the Services within the time frame provided by this Agreement.
14. The Service Provider agrees that, during the Term of this Agreement, the Service Provider will not in any way directly or indirectly:
- A. induce or attempt to induce any employee or other service provider of the Customer to quit employment or retainer with the Customer;
  - B. otherwise interfere with or disrupt the Customer's relationship with its employees or other service providers;
  - C. discuss employment opportunities or provide information about competitive employment to any of the Customer's employees or other service providers; or
  - D. solicit, entice, or hire away any employee or other service provider of the Customer.

### **Return of Property**

15. Upon the expiry or termination of this Agreement, the Service Provider will return to the Customer any property, documentation, records, or confidential information which is the property of the Customer.

### **Capacity Customer/Independent Contractor**

16. In providing the Services under this Agreement it is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

### **Notice**

17. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:
- a. Paradise Police Department 5595 Black Olive Dr. Paradise, California, 95969 Fax: 530-872-4950  
Email: \_\_\_\_\_

b. Meyer's Police Canine Training 10 Via Los Arboles  
Chico , California, 95928 Email:  
[k9zeke@hotmail.com](mailto:k9zeke@hotmail.com)

or to such other address as any Party may from time to time notify the other.

### **Insurance**

18. The Service Provider will be required to maintain general liability insurance including coverage for bodily injury and property damage at a level, shown in Exhibit A. All insurance policies will remain materially unchanged for the duration of this Agreement. Service Provider will hold harmless and indemnify Customer from all costs associated with Service Provider's action or omissions relating to this Agreement.

### **Dispute Resolution**

19. In the event a dispute arises out of or in connection with this Agreement, the Parties will first attempt to resolve the dispute through friendly consultation.
20. If the dispute is not resolved within a reasonable period then any or all outstanding issues may be submitted to mediation in accordance with any statutory rules of mediation. If mediation is unavailable or is not successful in resolving the entire dispute, any outstanding issues will be submitted to final and binding arbitration in accordance with the laws of the State of California. The arbitrator's award will be final, and judgment may be entered upon it by any court having jurisdiction within the State of California.

### **Modification of Agreement**

21. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if first approved in writing signed by each Party. Time of the Essence
22. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

### **Assignment**

23. The Service Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

### **Entire Agreement**

24. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

### **Enurement**

25. This Agreement will ensure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors and permitted assigns.

**Titles/Headings**

26. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

**Gender**

27. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

**Governing Law**

28. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement will be in the County of Butte and be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of California.

**Severability**

29. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

**Waiver**

30. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

**IN WITNESS WHEREOF** the Parties have duly affixed their signatures under hand and seal on this \_\_ day of \_\_\_\_\_

Town of Paradise (Customer)  
Per: \_\_\_\_\_ (SEAL)

SIGNED, SEALED, AND DELIVERED

In the presence of:

Meyer's Police Canine Training  
(Service Provider)

Witness: \_\_\_\_\_ (Sign)

Per: \_\_\_\_\_ (SEAL)

Witness Name: \_\_\_\_\_

Meyers Police Canine Training  
10 Via Los Arboles  
Chico, CA 95928  
Phone - 530-260-7933  
Meyerspolicecanine.com  
Email - k9zeke@hotmail.com  
Business License# 58622



Phone-530-260-7933

meyerspolicek9.com

Email- k9zeke@hotmail.com

Business License #-58622





-NOT TRANSFERABLE-

## BUSINESS LICENSE CERTIFICATE

Business must comply with all provisions of the Chico Municipal Code.

PLEASE POST IN A  
CONSPICUOUS PLACE

BUSINESS LICENSE NO: BL 15-  
058622

FOR PERIOD: 05/01/2016 TO 04/30/2017

LOCATION: 10 VIA LOS ARBOLES  
CHICO , CA 95928

MEYERS POLICE CANINE TRAINING  
10 VIA LOS ARBOLES  
CHICO CA 95928

NAICS: 6116: Other Schools &  
Instruction



**TOWN OF PARADISE  
Council Agenda Summary  
July 12, 2016**

**Agenda No. 2 (e)**

**ORIGINATED BY:** Doug Danz, Onsite Sanitary Official  
**REVIEWED BY:** Lauren Gill, Town Manager  
**SUBJECT:** Consider adopting Resolution 16-\_\_\_\_\_

**COUNCIL ACTION REQUESTED:**

- 1) Adopt Resolution 16-\_\_\_\_\_, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE AMENDING CHAPTERS 4 AND 8 OF THE TOWN OF PARADISE MANUAL FOR THE ONSITE TREATMENT OF WASTEWATER, WHICH SHALL TAKE EFFECTIVE IMMEDIATELY; OR,
- 2) Provide alternative direction to staff.

**BACKGROUND and DISCUSSION:**

On June 19, 2012, the California State Water Resources Control Board (State Board) adopted Water Quality Control Policy for Siting, Design, Operation, and Maintenance of Onsite Wastewater Treatment Systems (State Policy). The State Policy requires all onsite wastewater jurisdictions in the State of California to implement a prescribed body of regulations known as Tier I requirements upon all onsite wastewater treatment system construction, repair and maintenance; or, to propose their own set of prescribed requirements under the Tier II provision of the Policy. Tier II requirements must be approved by the State Board as a Local Agency Management Program (LAMP).

In April and May of 2016, the Town Council approved changes to all the chapters and appendixes of the Town of Paradise Manual for the Onsite Treatment of Wastewater Manual for the primary reason of providing compliance with the State Policy for the onsite treatment of wastewater. The revised Manual makes up the majority of the Town of Paradise LAMP, consisting of 200 pages.

The Town of Paradise LAMP was submitted to the Central Valley Regional Water Quality Control Board on May 13 2016. Since that time it has undergone a preliminary review by this Board and they have asked that a few small revisions be made. In all, three sentences have been added to three different sections of the Manual so as to provide the desired clarity and to satisfy the State Board's requests.

Once these proposed amendments are made the LAMP will be ready for further review by the the State Water Quality Control Board.

**DISCUSSION:**

The following revisions are proposed to the Manual;

Section 4.1.E of Chapter 4 describes the use of leachfield chambers in absorption fields and how they are sized. [Leachfield chambers are typically plastic 'domes' that are used instead of a leachrock in a dispersal field]. The State Policy prescribes that local regulation address any reduction factor allowed in absorption field sizing when leachfield chambers are used. The Town of Paradise Manual has never allowed a reduction in sizing when chambers are used. To alleviate any misunderstanding, an additional sentence is proposed to this section stating, "No reduction in the required absorptive area is given for the use of leachfield chambers." There is no change in the existing regulation with the addition of this sentence.

Section 9.2.5 of Chapter 8 describes the education efforts to be made by the Town in our public outreach program. The State has asked that information be also provided on our website of service providers who can assist septic system owners in emergency repairs. The inclusion of this on our website would allow this information to be obtained from the public after normal working hours and on weekends when Town Hall is closed. The addition of the sentence, "Professional septic system service provider contact information will also be provided on the website", is proposed.

Section 9.3.2 of Chapter 8 briefly describes the requirement for the Town to maintain a Water Quality Assessment Program. This section describes the groundwater and surface water sampling programs that provide data for this program. Other sources of groundwater and surface water sampling data are suggested by the State Board for the assessment program. The State has requested that one of these information sources be specifically mentioned in the Manual. Therefore, a sentence is revised to state, "Other sources of groundwater data may be used depending on efficacy, including the Geo Tracker GAMA Groundwater Information System and other sources listed in the State Policy."

**FINANCIAL IMPACT:**

There is no financial impact associated with the adoption this resolution to amend the Manual.

**ATTACHMENTS:**

Attachment A: Resolution of the Town Council of the Town of Paradise Amending Chapters 4 and 8 of the Town of Paradise Manual for the Onsite Treatment of Wastewater which shall take effect immediately.

**Attachment A**

**TOWN OF PARADISE  
RESOLUTION NO. 16-\_\_**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
AMENDING CHAPTERS 4 AND 8 OF THE TOWN OF PARADISE MANUAL  
FOR THE ONSITE TREATMENT OF WASTEWATER WHICH SHALL TAKE  
EFFECT IMMEDIATELY**

**WHEREAS,** The Town Council of the Town of Paradise adopted Resolution No. 99-37 that readopted the Town of Paradise Manual for the Onsite Treatment of Wastewater Manual; and

**WHEREAS,** The Town of Paradise Onsite Sanitation Division, under direction of Council, and in accordance with State law, has formulated changes and additions to the Manual for submission to the California State Water Resources Control Board as a Local Agency Management Program (LAMP).

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

Section 1        The amendments and additions to Chapter 4, Section 4.1.E Gravity-fed dispersal field and Chapter 8, Sections 9.2.5 and 9.3.2 Local Agency Management Program of the Town of Paradise Manual for the Onsite Treatment of Wastewater, attached as Exhibit "A", are approved and adopted.

Section 2        A copy of this resolution may be submitted to the State Water Resources Control Board, along with the revised Town of Paradise Manual for the Onsite Treatment of Wastewater.

Section 3        This resolution shall take effect immediately.

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise this 12<sup>th</sup> day of July, 2016 by the following vote:

AYES:  
NOES:  
ABSENT:  
NOT VOTING:

\_\_\_\_\_  
Jody Jones, Mayor

**ATTEST:**

By: \_\_\_\_\_  
Dina A. Volenski, CMC, Acting Town Clerk

**APPROVED AS TO FORM:**

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

**EXHIBIT A**

**Proposed additions/revisions to these sections of the Town of Paradise Manual for the Onsite Treatment of Wastewater are in RED.**

**MANUAL Ch 4: DESCRIPTION OF ONSITE SYSTEMS**

-----  
4.1 Standard Systems  
-----

**E. Gravity-fed dispersal field**

A "standard" system will use a gravity-fed dispersal field, as described below.

- The absorptive area of a trench is calculated by counting soil sidewall area only. The soil sidewall that is in contact with the gravel up to two inches above the distribution pipe is considered absorptive area. In the case where leachfield chambers are used instead of leachrock the sidewall area of the chambers that has slots or louvers is regarded as the sidewall absorptive area. No reduction in the required absorptive area is given for the use of leachfield chambers. The bottom area of a dispersal trench is not counted as absorptive area unless the septic system provides advanced treatment to the wastewater effluent prior to it being discharged.

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**MANUAL Ch 8: LOCAL AGENCY MANAGEMENT PROGRAM**

9.2.5. Education and Outreach. General operations and maintenance guidelines for standard onsite wastewater treatment systems will be made available on the Town website for all interested parties. Emergency repair service provider information will also be provided on the website for after-hour contact information. All advanced treatment systems are required to have operation, maintenance and monitoring instructions before being issued an operating permit per Section 1.4.A of this Manual. Information pertaining to individual sewage disposal systems design, construction and location are available to the public at the Town of Paradise Onsite Sanitation Division during normal business hours.

-----  
9.3.2. The Town of Paradise will continue conducting its Water Quality Assessment Program by semiannually sampling surface water locations in up to 30 sampling points throughout the Town and sampling the ten designated groundwater monitoring wells in the Town on a semiannual basis. An annual report containing this data will be provided to the Regional Water Board as per State Policy requirements (historically this information has been submitted to the Regional Water Board on an annual basis). In addition to the designated 10 groundwater monitoring wells, sampling data may also be obtained from individual groundwater monitoring wells constructed around several large commercial onsite systems that are required to be sampled on an annual basis. (If usable data is obtained, typically these wells are dry). Other sources of groundwater data may be used depending on may be reviewed for efficacy, including the Geo Tracker GAMA Groundwater Information System and other sources listed ~~various examples provided~~ in the State Policy.

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**TOWN OF PARADISE  
Council Agenda Summary  
July 12, 2016**

**AGENDA NO. 6(a)**

**ORIGINATED BY:** Craig Baker, CDD Director

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

**SUBJECT:** Planning Commissioner Vacancies due to expiration of terms of office on June 30, 2016.

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**COUNCIL ACTION REQUESTED:** Consider re-appointing two Planning Commissioners, Stephanie Neumann and James Clarkson whose terms have expired on June 30, 2016 for two 4-year terms effective July 1, 2016 through June 30, 2020.

**ALTERNATIVE ACTION:**

Approve the Notice of Vacancies and application and authorize staff to advertise the existing vacancies on the Planning Commission, which will include a legal notice, posting on the Town's website and a press release.

- a. Set an application deadline of July 21, 2016 at 5:00 p.m.;
- b. Designate two Town Council Members to serve as an interview panel for the Planning Commission interview process;
- c. Direct staff to assist the interview panel by providing suggested questions and a scoring matrix for candidates, and coordinating the date(s) and time(s) for the interviews during the week of July 25th;
- d. Schedule appointment to the vacancies for the August 9, 2016, regular meeting with appointment to become effective immediately.

**BACKGROUND:** The Paradise Planning Commission consists of a five member board that was established by ordinance (Paradise Municipal Code Sections 2.12.030 through 2-12-039) to serve as an advisory board to the Paradise Town Council. The Commission meets once a month on the third Tuesday of the month at 6:00 pm.

The Town Council generally appoints citizens to vacancies of boards and commission by authorizing recruitment by application and scheduling appointments at a regular meeting. The Town Council has also utilized an interview process where two Council Members serve as an interview panel and make recommendations for appointment to the Council.

MEMBERS	DATE APPOINTED	TERM OF OFFICE
CLARKSON, James Chair	06/05/12 1 <sup>st</sup> Appointment	07/01/12 to 06/30/16 07/17/12 Sworn In
GROOM, Raymond	06/09/15 1 <sup>st</sup> Appointment	07/01/15 to 06/30/19 07/21/15 Sworn In
NEUMANN, Stephanie	02/12/13 1 <sup>st</sup> Appointment Replaces Greg Bolin	02/12/13 to 06/30/16 02/19/13 Sworn In
NICHOLS, Martin Vice Chair	07/08/13 1 <sup>st</sup> Appointment Replaces Jody Jones App'd to Council 01/16/14	07/08/14 to 06/30/17
TOWSLEE, Anita	06/09/15 1 <sup>st</sup> Appointment	07/01/15 to 06/30/19 07/21/15 Sworn In

**DISCUSSION:** Commissioners James Clarkson and Stephanie Neumann have both informed the Community Development Director that they would like to serve another term on the Paradise Planning Commission.

**RECOMMENDATION:** Consider appointment process for Planning Commission vacancies and reappoint the two sitting Planning Commissioners, Stephanie Neumann and James Clarkson for another four-year term effective July 1, 2016 through June 30, 2020.

**FISCAL IMPACT:** None



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: July 12, 2016**

**Agenda No. 6(b)**

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

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

**SUBJECT:** Paradise Police Building Primary & Backup Power Supply  
Emergency

**COUNCIL ACTION REQUESTED:**

1. Adopt the attached Resolution No. 16-\_\_\_, "A Resolution of the Town Council of the Town of Paradise Declaring an Emergency and Authorizing Repair or Replacement of the Paradise Police Building Primary & Backup Power Supply Infrastructure Without Observance of Public Bidding Requirements"; and
2. Authorize the Town Manager to execute agreements for a contractor and/or materials for the subject project.

**Background:**

On June 29 at Paradise Police Department, located at 5595 Black Olive Drive, an officer reported a burning smell coupled with several electrical surges in the building. Upon investigation, it was discovered that the transfer switch for the building had melted and been destroyed. This transfer switch is a dedicated piece of equipment which will automatically switch standard power from PG&E to emergency backup power from the standby generator during power outages. This switch is vital to the safety of the general public as the Paradise Police Department building must have constant power for the 911-dispatch center to perform their services.

During the initial work performed by Town staff to remove the immediate fire danger, power was manually transferred to the backup generator. Shortly after this was done, another failure occurred and power was completely lost to the building. Following a 10-minute outage, non-critical cooling systems were turned off and power was restored using the backup generator.

With the internal building temperatures steadily rising, staff was directed to hard-wire the power supply directly to the building, turning off the generator and bypassing the melted transfer switch. This present condition is extremely dangerous as the building has no immediate backup power if an outage were to occur. Staff is prepared to re-wire the building back to the generator to serve only dispatch and IT, however, with response times this could take 1-2 hours – an unacceptable permanent condition. Lastly, should an outage occur and power not restored by generator within two hours, the building's IT infrastructure is threatened.

**Analysis:**

Staff is recommending Council declare an emergency to repair or replace the building's primary and backup power supply infrastructure. This declaration is critical to shorten the amount of time whereas our emergency response building is in such a vulnerable state, compromising public safety. Using this action, staff can forgo the formal competitive bidding process which can take an additional 30 days.



The expected scope of work includes the following to be performed by experienced licensed electrical engineer(s) and contractor(s):

- Detailed analysis and testing of existing conditions, including power usage and capacity of the building and backup generator
- Specification of required repairs or new infrastructure, including by not limited to the transfer switch and backup generator
- Construction of repairs or replacements

Staff will continue to provide updates on the subject item until full remediation on the emergency is complete.

**Financial Impact:**

The cost of the repairs and replacements is to be determined. Understanding that after the transfer switch had failed, the backup generator also failed, meaning the building likely is drawing more energy than can be supplied – a replacement or new generator to solely serve the Paradise Police Department should be anticipated in addition to the new appropriately sized transfer switch. Staff will be working with various engineers and contractors in advance of the Council meeting and will provide more information on expected costs during this agenda item consideration. Lastly, staff is coordinating with the Town’s self-insurance fund to determine coverage and limits eligibility for this issue.

**TOWN OF PARADISE  
RESOLUTION NO. 16-\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE  
DECLARING AN EMERGENCY AND AUTHORIZING REPAIR OR  
REPLACEMENT OF THE PARADISE POLICE DEPARTMENT BUILDING PRIMARY AND  
BACKUP POWER SUPPLY WITHOUT OBSERVANCE OF PUBLIC BIDDING  
REQUIREMENTS.**

**WHEREAS**, a recent power outage of the Paradise Police Department at 5595 Black Olive Drive revealed the primary and backup electrical power supply have failed to varying degrees; and,

**WHEREAS**, based on the staff report attached hereto, the damage to the electrical infrastructure must be repaired or replaced, or mitigated immediately to prevent a lapse in emergency response services to the general public; and,

**WHEREAS**, to continue to provide police services to protect the health and safety of the public, the Town must take swift action to immediately repair the primary and backup electrical supply to the Police Department Building.

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

**Section 1.** The above statements are true and correct.

**Section 2.** The above facts constitute an emergency situation.

**Section 3.** Based upon California Public Contract Code sections 20168 and 22050 and the above facts, the Council finds that competitive solicitation for material bids to repair the Police Department Building would result in delaying the repairs to the building. Any delays further increase the likelihood of an unplanned power outage, causing a lapse in emergency services provided by the Police Department.

**Section 4.** The Town Manager is authorized to execute contracts, make purchases with contractors and suppliers to repair the Paradise Police Department primary and backup electrical supply in accordance with the Town's guidelines and to take whatever actions are necessary to implement this resolution.

**PASSED AND ADOPTED** by the Paradise Town Council of the Town of Paradise, County of Butte, State of California, on this 12th day of July, 2016, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

\_\_\_\_\_  
JODY JONES, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
DINA VOLENSKI, CMC Acting Town Clerk

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



**TOWN OF PARADISE  
Council Agenda Summary  
Date: July 12, 2016**

**Agenda No. 6(c)**

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

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

**SUBJECT:** Maxwell Dr SR2S Project Approval of Plans, Specifications & Estimates and Advertisement for Bids

**COUNCIL ACTION REQUESTED:**

1. Adopt a resolution approving the plans and specifications for the Maxwell Dr SR2S Project and authorizing advertisement for bids on the project.

**Background:**

On September 26, 2013, Governor Brown signed legislation creating the Active Transportation Program (ATP) in the Department of Transportation (Senate Bill 99, Chapter 359 and Assembly Bill 101, Chapter 354). The ATP consolidates existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and State Safe Routes to School (SR2S), into a single program with a focus to make California a national leader in active transportation. The ATP administered by the Division of Local Assistance, Office of Active Transportation and Special Programs. The objective of the ATP is to achieve the following objectives:

- Increase the proportion of biking and walking trips,
- Increase safety for non-motorized users,
- Increase mobility for non-motorized users,
- Advance the efforts of regional agencies to achieve greenhouse gas reduction goals,
- Enhance public health, including the reduction of childhood obesity through the use of projects eligible for Safe Routes to Schools Program funding,
- Ensure disadvantaged communities fully share in program benefits, and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

On March 20, 2014, Caltrans announced the first Call-for-Projects for the Active Transportation Program. By May 21, 2014 the Town of Paradise had submitted three complete grant applications for funding, including: (1) Pearson Rd SR2S Connectivity Project; (2) Maxwell Dr SR2S Project; and, (3) Downtown Paradise Equal Mobility Project.

On August 20, 2014, the California Transportation Committee announced the adoption of Statewide and Small Urban and Rural components of the program. A total of 772 applications were received during Cycle 1 from local agencies throughout the State. Of which, 265 projects have been funded, totaling approximately \$311 million in federal and state funds. The Town of Paradise was awarded two of three projects submitted, totaling nearly \$2.35 million at 100% state funded.

On August 11, 2015, Paradise Town Council awarded a contract to Rolls Anderson & Rolls to perform necessary preliminary engineering work to bring the Maxwell Dr SR2S Project to construction before the June 30, 2016 funding deadline.

**Analysis:**

Rolls Anderson & Rolls, in coordination with Town staff, has prepared the plans, specifications, and cost estimate for the Maxwell Dr SR2S Project. The proposed project will construct sidewalks and drainage features along the west side of Maxwell Drive in addition to Class II Bicycle Lanes along both sides of Maxwell Drive between Skyway and Elliott Road.

With Council approval of the plans and specifications and authorization to advertise for bids, staff proposes the following schedule:

Approve PS&E:	July 12, 2016
Advertise for bid:	July - August 2016
Award Contract:	September 13, 2016
Construction:	Summer 2017

The plans and specifications for the project are on file in the Public Works office for review.

**Financial Impact:**

The estimated construction cost of the Maxwell Dr SR2S Project will is \$732,228.00. The Active Transportation Program participating costs are \$654,407.50 and are covered 100% through the allocated grant. A local commitment from an unidentified funding source is needed in the amount of \$77,820.50 to leverage roadway paving. As construction will not start before June 2017, this local portion can be identified during the 17/18 budget process, or sooner.

**TOWN OF PARADISE  
RESOLUTION NO. 16\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
PARADISE APPROVING THE PLANS, SPECIFICATIONS AND  
ESTIMATES FOR MAXWELL DR SR2S PROJECT AND AUTHORIZING  
ADVERTISEMENT FOR BIDS ON THE PROJECT.**

**WHEREAS,** the Town of Paradise has received a \$968,000 allocation of Active Transportation Program funds; and,

**WHEREAS,** the purpose of this program is to:

- Increase the proportion of biking and walking trips,
- Increase safety for non-motorized users,
- Increase mobility for non-motorized users,
- Advance the efforts of regional agencies to achieve greenhouse gas reduction goals,
- Enhance public health, including the reduction of childhood obesity through the use of projects eligible for Safe Routes to Schools Program funding,
- Ensure disadvantaged communities fully share in program benefits,
- Provide a broad spectrum of projects to benefit many types of active transportation users.

**WHEREAS,** the Maxwell Dr SR2S Project is consistent in scope with the approved grant award by constructing safe sidewalk facilities and bicycle lanes along Maxwell Drive between Elliott Road and Skyway in Paradise.

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

**Section 1.** The design, plans, specifications and estimates for Maxwell Dr SR2S Project described in the Town Council Agenda Summary for this Resolution dated July 12, 2016 are hereby approved.

**Section 2.** The Public Works Department is authorized to advertise for bids relating to the Maxwell Dr SR2S Project.

PASSED AND ADOPTED by the Town Council of the Town of Paradise on this 12<sup>th</sup> day of July, 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

By: \_\_\_\_\_

Jody Jones, Mayor  
APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Dina Volenski, CMC, Acting Town Clerk

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



**TOWN OF PARADISE**  
**Council Agenda Summary**  
**Date: July 12, 2016**

**Agenda No. 6(d)**

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

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

**SUBJECT:** Active Transportation Program Grant Agreements

**COUNCIL ACTION REQUESTED:**

1. Approve the Program Supplement Agreement No. O31 to Administering Agency-State Agreement No. 00449S specific to State-Aid Project ATPL-5425 (031) to assure receipt of \$3,429,000 in state funds for the Almond St Multi-Modal Improvements Project.
2. Approve the Program Supplement Agreement No. O32 to Administering Agency-State Agreement No. 00449S specific to State-Aid Project ATPL-5425 (034) to assure receipt of \$539,000 in state funds for the Downtown Paradise Equal Mobility Project.
3. Approve the Program Supplement Agreement No. O33 to Administering Agency-State Agreement No. 00449S specific to State-Aid Project ATPL-5425 (033) to assure receipt of \$1,504,000 in state funds for the Ponderosa Elementary SR2S Project.
4. Approve the Program Supplement Agreement No. O34 to Administering Agency-State Agreement No. 00449S specific to State-Aid Project ATPL-5425 (032) to assure receipt of \$1,356,000 in state funds for the Memorial Trailway Class I Enhancements.
5. Adopt resolutions authorizing the Town Manager, or her designee, to sign the Program Supplement Agreement Nos. O31, O32, O33, and O34 to Administering Agency-State Agreement for State-Funded Projects No. 00449S.

**Background:**

On September 26, 2013, Governor Brown signed legislation creating the Active Transportation Program (ATP) in the Department of Transportation (Senate Bill 99, Chapter 359 and Assembly Bill 101, Chapter 354). The ATP consolidates existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and State Safe Routes to School (SR2S), into a single program with a focus to make California a national leader in active transportation. The ATP administered by the Division of Local Assistance, Office of Active Transportation and Special Programs. The objective of the ATP is to achieve the following objectives:

- Increase the proportion of biking and walking trips,
- Increase safety for non-motorized users,
- Increase mobility for non-motorized users,
- Advance the efforts of regional agencies to achieve greenhouse gas reduction goals,
- Enhance public health, including the reduction of childhood obesity through the use of projects eligible for Safe Routes to Schools Program funding,
- Ensure disadvantaged communities fully share in program benefits, and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

In spring 2015, Caltrans announced the second Call-for-Projects for the Active Transportation Program. In June 2015 the Town of Paradise had submitted five complete grant applications for funding, including: (1) Almond St Multi-Modal Improvements, (2) Ponderosa Elementary SR2S

Project, (3) Memorial Trailway Class I Enhancements, (4) Downtown Paradise Equal Mobility Project, and (5) Paradise Active Transportation Plan (planning document).

On October 22, 2015, the California Transportation Committee announced the adoption of Statewide and Small Urban and Rural components of the program, including all four of the Town’s infrastructure applications – totaling over \$7.5 million.

The four awarded projects and their full descriptions are provided below.

State Project No.	Project Title	Project Limits	Description	Project Cost
ATPL 5425 (031)	Almond St Multi-Modal Improvements	Almond St. between Pearson Road and Elliott Road	Construction of sidewalks, curbs, gutters, and bike lanes. Leveraging funds needed for road rehab	\$3,905,000
ATPL 5425 (032)	Memorial Trailway Class I Enhancements	Memorial Trailway between Princeton Road and Pentz Road	Construction of ADA ramps, flashing beacons, LED lights	\$1,391,000
ATPL 5425 (033)	Ponderosa Elementary SR2S Project	Pentz Road between Bille Road and Wagstaff Road	Construction of sidewalks, curbs, gutters, and bike lanes. Leveraging funds needed for road rehab	\$1,736,000
ATPL 5425 (034)	Downtown Paradise Equal Mobility Project	Skyway between Pearson Road and Elliott Road	Construction of ADA sidewalks and driveways	\$554,000

All four projects include costs for preliminary engineering, construction and construction engineering.

**Analysis:**

To remain eligible for the allocated grant funding, the Town of Paradise is required to execute Program Supplement Agreements to the Administering Agency-State Agreement for State-Funded Projects (Agreement No. 00449S). These supplement agreements serve as a contract between the Town of Paradise and California Department of Transportation, binding each to certain responsibilities to process State funded projects. The attached agreements must be approved by the Town to continue receipt of State funds. In addition, the Town is required to adopt resolutions identifying the newly awarded projects and designate an official authorized to execute Program Supplement Agreements.

**Financial Impact:**

The estimated funding breakdown for each project and appropriate phases is shown on the next page:

<b>Project Title</b>	<b>State / Local Share FY 16-17</b>	<b>State / Local Share FY 17-18</b>	<b>State / Local Share FY 18-19</b>	<b>State / Local Share TOTAL</b>
Almond St Multi-Modal Improvements	\$195,000 \$5,000	\$229,000 \$6,000	\$3,005,000 \$465,000	\$3,429,000 \$476,000
Memorial Trailway Class I Enhancements	\$48,000 \$2,000	\$1,308,000 \$33,000	\$0 \$0	\$1,356,000 \$35,000
Ponderosa Elementary SR2S Project	\$155,000 \$20,000	\$146,000 \$19,000	\$1,203,000 \$193,000	\$1,504,000 \$232,000
Downtown Paradise Equal Mobility Project	\$48,000 \$2,000	\$49,000 \$1,000	\$442,000 \$12,000	\$539,000 \$15,000
<b>Total State Total Local</b>	\$446,000 \$29,000	\$1,732,000 \$59,000	\$4,650,000 \$670,000	\$6,828,000 \$758,000

**Attachments:**

1. Attachment 1 – Program Supplement Agreement No. OM31 Rev 000 and Resolution
2. Attachment 2 – Program Supplement Agreement No. OM32 Rev 000 and Resolution
3. Attachment 3 – Program Supplement Agreement No. OM33 Rev 000 and Resolution
4. Attachment 4 – Program Supplement Agreement No. OM34 Rev 000 and Resolution



PROGRAM SUPPLEMENT NO. O31  
to  
ADMINISTERING AGENCY-STATE AGREEMENT  
FOR STATE FUNDED PROJECTS NO 00449S

Adv Project ID                      Date: June 10, 2016  
0316000095                      Location: 03-BUT-0-PRDS  
Project Number: ATPL-5425(031)  
E.A. Number:  
Locode: 5425

This Program Supplement, effective \_\_\_\_\_, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00449S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 03/13/15 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. \_\_\_\_\_ approved by the ADMINISTERING AGENCY on \_\_\_\_\_ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

**PROJECT LOCATION:**

Almond Street between Pearson and Elliott Rds.

**TYPE OF WORK:** Pedestrian Walkway, curb, gutter, sidewalk, ADA, lighting, signing, striping for bike and transit.

Estimated Cost	State Funds		Matching Funds	
	STATE	LOCAL	OTHER	
\$85,000.00	\$83,000.00	\$2,000.00		\$0.00

TOWN OF PARADISE

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Attest \_\_\_\_\_

STATE OF CALIFORNIA  
Department of Transportation

By \_\_\_\_\_  
Chief, Office of Project Implementation  
Division of Local Assistance  
Date \_\_\_\_\_

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer  Date 6/14/16 \$83,000.00



SPECIAL COVENANTS OR REMARKS

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

SPECIAL COVENANTS OR REMARKS

1. A. This PROJECT will be administered in accordance with the applicable CTC STIP guidelines and the Active Transportation Program guidelines as adopted or amended, the Local Assistance Procedures Manual (LAPM), the Local Assistance Program Guidelines (LAPG), and this PROGRAM SUPPLEMENT.

B. This PROJECT is programmed to receive State funds from the Active Transportation Program (ATP). Funding may be provided under one or more components. A component(s) specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the component(s) identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per component(s).

This PROGRAM SUPPLEMENT has been prepared to allow reimbursement of eligible PROJECT expenditures for the component(s) allocated. Unless otherwise determined, the effective date of the component specific allocation will constitute the start of reimbursable expenditures.

C. STATE and ADMINISTERING AGENCY agree that any additional funds made available by future allocations will be encumbered on this PROJECT by use of a STATE-approved Allocation Letter and STATE Finance Letter. ADMINISTERING AGENCY agrees that STATE funds available for reimbursement will be limited to the amount allocated by the California Transportation Commission (CTC) and/or the STATE.

D. Upon ADMINISTERING AGENCY request, the CTC and/or STATE may approve supplementary allocations, time extensions, and fund transfers between components. Funds transferred between allocated project components retain their original timely use of funds deadlines, but an approved time extension will revise the timely use of funds criteria for the component(s) and allocation(s) requested. Approved supplementary allocations, time extensions, and fund transfers between components made after the execution of this PROGRAM SUPPLEMENT will be documented and considered subject to the terms and conditions thereof. Documentation will consist of a STATE approved Allocation Letter, Fund Transfer Letter, Time Extension Letter, and Finance Letter, as appropriate.

E. This PROJECT is subject to the timely use of funds provisions enacted by the Active Transportation Program guidelines, as adopted or amended, and by approved CTC and State procedures as outlined below.

Funds allocated for the environmental & permits (E&P), plan specifications & estimate (PS&E), and right-of-way components are available for expenditure until the end of the second fiscal year following the year in which the funds were allocated.

Funds allocated for the construction component are subject to an award deadline and contract completion deadline. ADMINISTERING AGENCY agrees to award the contract within 6 months of the construction fund allocation and to complete and accept the construction within 36 months of award.

F. Award information shall be submitted by the ADMINISTERING AGENCY to the District

**SPECIAL COVENANTS OR REMARKS**

Local Assistance Engineer immediately after project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract. Failure to do so will cause a delay in the State processing of invoices for the construction phase.

G. The ADMINISTERING AGENCY shall invoice STATE for environmental & permits (E&P), plans specifications & estimate (PS&E), and right-of-way costs no later than 180 days after the end of last eligible fiscal year of expenditure. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion or contract acceptance to make the final payment to the contractor prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and payment.

H. ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current LAPM and the Active Transportation Program (ATP) Guidelines.

I. ADMINISTERING AGENCY agrees to comply with Office of Management and Budget (OMB) Circular A-87, Cost Principles for State and Local Governments, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Notwithstanding the foregoing, ADMINISTERING AGENCY will not be required to comply with 49 CFR, Part 18.36 (i), subsections (3), (4), (5), (6), (8), (9), (12), and (13).

J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to comply with all reporting requirements in accordance with the Active Transportation Program guidelines, as adopted or amended.

**TOWN OF PARADISE  
RESOLUTION NO. 16-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
PARADISE AUTHORIZING THE TOWN MANAGER OF THE TOWN OF  
PARADISE OR HER DESIGNEE TO SIGN PROGRAM SUPPLEMENT  
AGREEMENT NO. O31 TO THE ADMINISTERING AGENCY-STATE  
AGREEMENT FOR STATE FUNDED PROJECTS CORRESPONDING  
TO PROJECT NO. ATPL 5425 (031).**

**WHEREAS,** the Town of Paradise has received and will continue to receive federal funds for various transportation projects and has entered into an Agency-State Agreement for State Funded Projects with the California Department of Transportation; and,

**WHEREAS,** the State of California through its Department of Transportation (Caltrans) administers the Active Transportation Program (ATP) and selects projects for funding; and,

**WHEREAS,** the Almond St Multi-Modal Improvements currently has \$3,429,000 of state funds allocated to the Project; and,

**WHEREAS,** Caltrans provides Program Supplement Agreements in accordance with Administering Agency-State Agreement for State-Funded Projects, Agreement No. 0049S (Master Agreement), which upon full execution enables the Town of Paradise to request and receive State funds for certain street projects; and,

**WHEREAS,** Caltrans requires the Town of Paradise to execute the Program Supplement Agreement No. O31 for the Almond St Multi-Modal Improvements, in order to be eligible to receive State-Aid for eligible project costs; and,

**WHEREAS,** these funds will require that they are managed in accordance with the Caltrans Local Assistance Procedures Manual; and,

**WHEREAS,** the Town Council of the Town of Paradise has approved and agreed to the Program Supplement Agreement.

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

**Section 1.** That the Town Manager of the Town of Paradise, or her designee, is hereby authorized to sign the Program Supplement Agreement on behalf of the Town.

**Section 2.** The Town Clerk shall certify to the passage and adoption of this resolution.

PASSED AND ADOPTED by the Town Council of the Town of Paradise on this 12<sup>th</sup> day of July, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: \_\_\_\_\_  
Jody Jones, Mayor

ATTEST:

\_\_\_\_\_  
Dina Volenski, CMC, Acting Town Clerk

APPROVED AS TO FORM:

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

PROGRAM SUPPLEMENT NO. O32  
to  
ADMINISTERING AGENCY-STATE AGREEMENT  
FOR STATE FUNDED PROJECTS NO 00449S

Adv Project ID                      Date: June 10, 2016  
0316000100                      Location: 03-BUT-0-PRDS  
Project Number: ATPL-5425(034)  
E.A. Number:  
Locode: 5425

This Program Supplement, effective \_\_\_\_\_, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00449S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 03/13/15 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. \_\_\_\_\_ approved by the ADMINISTERING AGENCY on \_\_\_\_\_ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

**PROJECT LOCATION:**

Along Skyway between Pearson and Elliot Roads.

**TYPE OF WORK:** Remove barriers, construct ADA-compliant pedestrian facility

Estimated Cost	State Funds		Matching Funds	
	STATE	LOCAL	LOCAL	OTHER
\$25,000.00	\$24,000.00	\$1,000.00		\$0.00

**TOWN OF PARADISE**

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Attest \_\_\_\_\_

**STATE OF CALIFORNIA**  
Department of Transportation

By \_\_\_\_\_  
Chief, Office of Project Implementation  
Division of Local Assistance  
Date \_\_\_\_\_

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer  Date 6/14/16 \$24,000.00





SPECIAL COVENANTS OR REMARKS

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

**SPECIAL COVENANTS OR REMARKS**

Local Assistance Engineer immediately after project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract. Failure to do so will cause a delay in the State processing of invoices for the construction phase.

G. The ADMINISTERING AGENCY shall invoice STATE for environmental & permits (E&P), plans specifications & estimate (PS&E), and right-of-way costs no later than 180 days after the end of last eligible fiscal year of expenditure. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion or contract acceptance to make the final payment to the contractor prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and payment.

H. ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current LAPM and the Active Transportation Program (ATP) Guidelines.

I. ADMINISTERING AGENCY agrees to comply with Office of Management and Budget (OMB) Circular A-87, Cost Principles for State and Local Governments, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Notwithstanding the foregoing, ADMINISTERING AGENCY will not be required to comply with 49 CFR, Part 18.36 (i), subsections (3), (4), (5), (6), (8), (9), (12), and (13).

J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to comply with all reporting requirements in accordance with the Active Transportation Program guidelines, as adopted or amended.

**TOWN OF PARADISE  
RESOLUTION NO. 16-\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
PARADISE AUTHORIZING THE TOWN MANAGER OF THE TOWN OF  
PARADISE OR HER DESIGNEE TO SIGN PROGRAM SUPPLEMENT  
AGREEMENT NO. O32 TO THE ADMINISTERING AGENCY-STATE  
AGREEMENT FOR STATE FUNDED PROJECTS CORRESPONDING  
TO PROJECT NO. ATPL 5425 (034).**

**WHEREAS**, the Town of Paradise has received and will continue to receive federal funds for various transportation projects and has entered into an Agency-State Agreement for State Funded Projects with the California Department of Transportation; and,

**WHEREAS**, the State of California through its Department of Transportation (Caltrans) administers the Active Transportation Program (ATP) and selects projects for funding; and,

**WHEREAS**, the Downtown Paradise Equal Mobility Project currently has \$539,000 of state funds allocated to the Project; and,

**WHEREAS**, Caltrans provides Program Supplement Agreements in accordance with Administering Agency-State Agreement for State-Funded Projects, Agreement No. 0049S (Master Agreement), which upon full execution enables the Town of Paradise to request and receive State funds for certain street projects; and,

**WHEREAS**, Caltrans requires the Town of Paradise to execute the Program Supplement Agreement No. O32 for the Downtown Paradise Equal Mobility Project, in order to be eligible to receive State-Aid for eligible project costs; and,

**WHEREAS**, these funds will require that they are managed in accordance with the Caltrans Local Assistance Procedures Manual; and,

**WHEREAS**, the Town Council of the Town of Paradise has approved and agreed to the Program Supplement Agreement.

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

**Section 1.** That the Town Manager of the Town of Paradise, or her designee, is hereby authorized to sign the Program Supplement Agreement on behalf of the Town.

**Section 2.** The Town Clerk shall certify to the passage and adoption of this resolution.

PASSED AND ADOPTED by the Town Council of the Town of Paradise on this 12<sup>th</sup> day of July, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: \_\_\_\_\_  
Jody Jones, Mayor

ATTEST:

\_\_\_\_\_  
Dina A. Volenski, CMC, Acting Town Clerk

APPROVED AS TO FORM:

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

**PROGRAM SUPPLEMENT NO. 033**  
to  
**ADMINISTERING AGENCY-STATE AGREEMENT**  
**FOR STATE FUNDED PROJECTS NO 00449S**

**Adv Project ID**                      **Date:** June 8, 2016  
0316000099                      **Location:** 03-BUT-0-PRDS  
**Project Number:** ATPL-5425(033)  
**E.A. Number:**  
**Locode:** 5425

This Program Supplement, effective \_\_\_\_\_, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00449S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 03/13/15 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. \_\_\_\_\_ approved by the ADMINISTERING AGENCY on \_\_\_\_\_ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

**PROJECT LOCATION:**

Pentz Road between Billie and 300ft north of Wagstaff Roads.  
Ponderosa Elementary School

**TYPE OF WORK:** Pedestrian Walkway, curb gutter, ADA ramps

Estimated Cost	State Funds		Matching Funds	
	STATE		LOCAL	OTHER
\$75,000.00	\$66,000.00		\$9,000.00	\$0.00

**TOWN OF PARADISE**

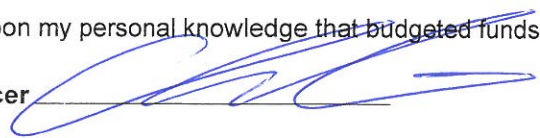
By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Attest \_\_\_\_\_

**STATE OF CALIFORNIA**  
Department of Transportation

By \_\_\_\_\_  
Chief, Office of Project Implementation  
Division of Local Assistance  
Date \_\_\_\_\_

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer \_\_\_\_\_



Date \_\_\_\_\_

6/9/16

\$66,000.00



SPECIAL COVENANTS OR REMARKS

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT



SPECIAL COVENANTS OR REMARKS

1. A. This PROJECT will be administered in accordance with the applicable CTC STIP guidelines and the Active Transportation Program guidelines as adopted or amended, the Local Assistance Procedures Manual (LAPM), the Local Assistance Program Guidelines (LAPG), and this PROGRAM SUPPLEMENT.

B. This PROJECT is programmed to receive State funds from the Active Transportation Program (ATP). Funding may be provided under one or more components. A component(s) specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the component(s) identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per component(s).

This PROGRAM SUPPLEMENT has been prepared to allow reimbursement of eligible PROJECT expenditures for the component(s) allocated. Unless otherwise determined, the effective date of the component specific allocation will constitute the start of reimbursable expenditures.

C. STATE and ADMINISTERING AGENCY agree that any additional funds made available by future allocations will be encumbered on this PROJECT by use of a STATE-approved Allocation Letter and STATE Finance Letter. ADMINISTERING AGENCY agrees that STATE funds available for reimbursement will be limited to the amount allocated by the California Transportation Commission (CTC) and/or the STATE.

D. Upon ADMINISTERING AGENCY request, the CTC and/or STATE may approve supplementary allocations, time extensions, and fund transfers between components. Funds transferred between allocated project components retain their original timely use of funds deadlines, but an approved time extension will revise the timely use of funds criteria for the component(s) and allocation(s) requested. Approved supplementary allocations, time extensions, and fund transfers between components made after the execution of this PROGRAM SUPPLEMENT will be documented and considered subject to the terms and conditions thereof. Documentation will consist of a STATE approved Allocation Letter, Fund Transfer Letter, Time Extension Letter, and Finance Letter, as appropriate.

E. This PROJECT is subject to the timely use of funds provisions enacted by the Active Transportation Program guidelines, as adopted or amended, and by approved CTC and State procedures as outlined below.

Funds allocated for the environmental & permits (E&P), plan specifications & estimate (PS&E), and right-of-way components are available for expenditure until the end of the second fiscal year following the year in which the funds were allocated.

Funds allocated for the construction component are subject to an award deadline and contract completion deadline. ADMINISTERING AGENCY agrees to award the contract within 6 months of the construction fund allocation and to complete and accept the construction within 36 months of award.

F. Award information shall be submitted by the ADMINISTERING AGENCY to the District

SPECIAL COVENANTS OR REMARKS

Local Assistance Engineer immediately after project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract. Failure to do so will cause a delay in the State processing of invoices for the construction phase.

G. The ADMINISTERING AGENCY shall invoice STATE for environmental & permits (E&P), plans specifications & estimate (PS&E), and right-of-way costs no later than 180 days after the end of last eligible fiscal year of expenditure. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion or contract acceptance to make the final payment to the contractor prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and payment.

H. ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current LAPM and the Active Transportation Program (ATP) Guidelines.

I. ADMINISTERING AGENCY agrees to comply with Office of Management and Budget (OMB) Circular A-87, Cost Principles for State and Local Governments, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Notwithstanding the foregoing, ADMINISTERING AGENCY will not be required to comply with 49 CFR, Part 18.36 (i), subsections (3), (4), (5), (6), (8), (9), (12), and (13).

J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to comply with all reporting requirements in accordance with the Active Transportation Program guidelines, as adopted or amended.

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

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
PARADISE AUTHORIZING THE TOWN MANAGER OF THE TOWN OF  
PARADISE OR HER DESIGNEE TO SIGN PROGRAM SUPPLEMENT  
AGREEMENT NO. O33 TO THE ADMINISTERING AGENCY-STATE  
AGREEMENT FOR STATE FUNDED PROJECTS CORRESPONDING  
TO PROJECT NO. ATPL 5425 (033).**

**WHEREAS,** the Town of Paradise has received and will continue to receive federal funds for various transportation projects and has entered into an Agency-State Agreement for State Funded Projects with the California Department of Transportation; and,

**WHEREAS,** the State of California through its Department of Transportation (Caltrans) administers the Active Transportation Program (ATP) and selects projects for funding; and,

**WHEREAS,** the Ponderosa Elementary SR2S Project currently has \$1,504,000 of state funds allocated to the Project; and,

**WHEREAS,** Caltrans provides Program Supplement Agreements in accordance with Administering Agency-State Agreement for State-Funded Projects, Agreement No. 0049S (Master Agreement), which upon full execution enables the Town of Paradise to request and receive State funds for certain street projects; and,

**WHEREAS,** Caltrans requires the Town of Paradise to execute the Program Supplement Agreement No. O33 for the Ponderosa Elementary SR2S Project, in order to be eligible to receive State-Aid for eligible project costs; and,

**WHEREAS,** these funds will require that they are managed in accordance with the Caltrans Local Assistance Procedures Manual; and,

**WHEREAS,** the Town Council of the Town of Paradise has approved and agreed to the Program Supplement Agreement.

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

**Section 1.** That the Town Manager of the Town of Paradise, or her designee, is hereby authorized to sign the Program Supplement Agreement on behalf of the Town.

**Section 2.** The Town Clerk shall certify to the passage and adoption of this resolution.

PASSED AND ADOPTED by the Town Council of the Town of Paradise on this 12<sup>th</sup> day of July, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: \_\_\_\_\_  
Jody Jones, Mayor

ATTEST:

\_\_\_\_\_  
Dina A. Volenski, CMC, Acting Town Clerk

APPROVED AS TO FORM:

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

**PROGRAM SUPPLEMENT NO. O34**  
to  
**ADMINISTERING AGENCY-STATE AGREEMENT**  
**FOR STATE FUNDED PROJECTS NO 00449S**

**Adv Project ID**                      **Date:** June 10, 2016  
0316000096                      **Location:** 03-BUT-0-PRDS  
   **Project Number:** ATPL-5425(032)  
   **E.A. Number:**  
   **Locode:** 5425

This Program Supplement, effective \_\_\_\_\_, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00449S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 03/13/15 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. \_\_\_\_\_ approved by the ADMINISTERING AGENCY on \_\_\_\_\_ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

**PROJECT LOCATION:**

Memorial Trailway in Town of Paradise

**TYPE OF WORK:** Pedestrian and Bike Path including crosswalk enhancements at five arterial intersections

Estimated Cost	State Funds		Matching Funds	
	STATE	LOCAL	LOCAL	OTHER
\$20,000.00	\$19,000.00	\$1,000.00		\$0.00

**TOWN OF PARADISE**

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Attest \_\_\_\_\_

**STATE OF CALIFORNIA**  
Department of Transportation

By \_\_\_\_\_  
Chief, Office of Project Implementation  
Division of Local Assistance  
Date \_\_\_\_\_

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer  Date 6/14/16 \$19,000.00



SPECIAL COVENANTS OR REMARKS

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

SPECIAL COVENANTS OR REMARKS

1. A. This PROJECT will be administered in accordance with the applicable CTC STIP guidelines and the Active Transportation Program guidelines as adopted or amended, the Local Assistance Procedures Manual (LAPM), the Local Assistance Program Guidelines (LAPG), and this PROGRAM SUPPLEMENT.

B. This PROJECT is programmed to receive State funds from the Active Transportation Program (ATP). Funding may be provided under one or more components. A component(s) specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the component(s) identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per component(s).

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C. STATE and ADMINISTERING AGENCY agree that any additional funds made available by future allocations will be encumbered on this PROJECT by use of a STATE-approved Allocation Letter and STATE Finance Letter. ADMINISTERING AGENCY agrees that STATE funds available for reimbursement will be limited to the amount allocated by the California Transportation Commission (CTC) and/or the STATE.

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F. Award information shall be submitted by the ADMINISTERING AGENCY to the District



**SPECIAL COVENANTS OR REMARKS**

Local Assistance Engineer immediately after project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract. Failure to do so will cause a delay in the State processing of invoices for the construction phase.

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J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to comply with all reporting requirements in accordance with the Active Transportation Program guidelines, as adopted or amended.

**TOWN OF PARADISE  
RESOLUTION NO. 16-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
PARADISE AUTHORIZING THE TOWN MANAGER OF THE TOWN OF  
PARADISE OR HER DESIGNEE TO SIGN PROGRAM SUPPLEMENT  
AGREEMENT NO. O34 TO THE ADMINISTERING AGENCY-STATE  
AGREEMENT FOR STATE FUNDED PROJECTS CORRESPONDING  
TO PROJECT NO. ATPL 5425 (032).**

**WHEREAS,** the Town of Paradise has received and will continue to receive federal funds for various transportation projects and has entered into an Agency-State Agreement for State Funded Projects with the California Department of Transportation; and,

**WHEREAS,** the State of California through its Department of Transportation (Caltrans) administers the Active Transportation Program (ATP) and selects projects for funding; and,

**WHEREAS,** the Memorial Trailway Class I Enhancements currently has \$1,356,000 of state funds allocated to the Project; and,

**WHEREAS,** Caltrans provides Program Supplement Agreements in accordance with Administering Agency-State Agreement for State-Funded Projects, Agreement No. 0049S (Master Agreement), which upon full execution enables the Town of Paradise to request and receive State funds for certain street projects; and,

**WHEREAS,** Caltrans requires the Town of Paradise to execute the Program Supplement Agreement No. O34 for the Memorial Trailway Class I Enhancements, in order to be eligible to receive State-Aid for eligible project costs; and,

**WHEREAS,** these funds will require that they are managed in accordance with the Caltrans Local Assistance Procedures Manual; and,

**WHEREAS,** the Town Council of the Town of Paradise has approved and agreed to the Program Supplement Agreement.

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

**Section 1.** That the Town Manager of the Town of Paradise, or her designee, is hereby authorized to sign the Program Supplement Agreement on behalf of the Town.

**Section 2.** The Town Clerk shall certify to the passage and adoption of this resolution.

PASSED AND ADOPTED by the Town Council of the Town of Paradise on this 12<sup>th</sup> day of July, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: \_\_\_\_\_  
Jody Jones, Mayor

ATTEST:

\_\_\_\_\_  
Dina A. Volenski, CMC, Acting Town Clerk

APPROVED AS TO FORM:

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



**Town of Paradise  
Council Agenda Summary  
Date: July 12, 2016**

**Agenda Item: 6(e)**

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

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

**Subject:** 2015/16 and 2016/17 Operating and Capital Budget Status Update

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**Council Action Requested:**

Review and file the financial information provided by staff concerning the 2015/16 and 2016/17 operating and capital budget status update.

**Background:**

The 2015/16 operating and capital budgets were adopted June 29, 2015, currently about 90% of all related transactions have been recorded. Transactions will continue to be recorded as final invoices for products and services come in and as receipts for revenues earned continue to come in through September 2016.

The 2016-17 operating and capital budgets were recently adopted June 20, 2016. Currently very few transactions have been recorded. The General Fund was adopted with a \$34,496 deficit that Town Council has given direction to remain informed on the progress to cure. In addition, the Gas Tax and Animal Control funds are being extraordinarily scrutinized as both funds are within a few years of unsustainable services from lack of appropriate revenues.

**Discussion:**

A budget performance report was ran and analyzed on all key funds for 2015/16. Generally it reflects revenues and expenses reported as estimated actual for year 2015/16 as part of the budget adoption process to remain an accurate estimate of the 2015/16 fiscal year financials. As expected, some accounts may be a bit more or less than estimated, but analyzed in aggregate, fund balances are as expected. A couple changes and developments have been identified which are described more completely below:

*General Fund (1010):*

- The Town has recently received the Measure C receipt for the 3<sup>rd</sup> quarter of 2015/16. One more quarter of revenues is needed to complete the 2015/16 fiscal

year; however, since Measure C started effective April 1, 2015, that first quarter has been used to estimate a full year for 2015/16. The total receipts for 2015/16 are expected to be \$1.19 million or about \$23,000 more than estimated a month ago. As receipts for 2016/17 are expected to be at least as much as 2015/16, \$23,000 more is expected for 2016/17 also.

- As has been reported through a separate agenda item this month, a critical electrical issue has been identified at the police department. The complete financial impact is yet unknown; however, either some of the Measure C contingency funds will need to be used to correct this problem, or the Town will have to cut from the general fund budget to afford the repair. A full financial report will be presented to Town Council once more specifics are known.

*Building Safety and Wastewater Services (2030):*

No material change.

*Animal Control Services (2070):*

No material change

*Gas Tax/Street Maintenance (2120):*

No material change

**Fiscal Impact:**

As indicated above, \$23,000 will be added to Measure C contingency reserves for both 2015/16 and 2016/17. Additional expenses related to the Canine Program and Police Department Electrical Emergency Issue will also be included in the Measure C budget if approved.



# Budget Performance Report

Fiscal Year to Date 06/30/16  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
REVENUE										
Department 00 - Non Department Activity										
Program 0000 - Non Program Activity										
3110.311	Property Tax Current Secured	4,260,523.00	69,656.00	4,330,179.00	.00	.00	4,191,845.53	138,333.47	97	4,165,560.36
3110.312	Property Tax Current Unsecured	230,784.00	(5,729.00)	225,055.00	3,205.72	.00	227,200.78	(2,145.78)	101	217,677.76
3110.315	Property Tax Prior Secured/Unsecured	7,344.00	(1,344.00)	6,000.00	4,000.17	.00	8,273.32	(2,273.32)	138	5,534.33
3110.320	Property Tax General Supplemental	47,891.00	7,121.00	55,012.00	10,658.57	.00	38,236.01	16,775.99	70	50,010.80
3130.325	General Sales and Use Tax Sales and Use Tax	1,822,260.00	(10,059.00)	1,812,201.00	157,960.20	.00	1,342,103.81	470,097.19	74	1,805,853.30
3167.330	Real Property Transfer Tax Real Property Transfer Tax	63,246.00	15,093.00	78,339.00	7,066.35	.00	67,149.02	11,189.98	86	63,701.61
3182.335	Franchise Taxes Franchise Taxes	865,679.00	6,391.00	872,070.00	.00	.00	741,113.01	130,956.99	85	855,689.39
3185.340	Transient Occupancy Tax Transient Occupancy Tax	200,430.00	(194.00)	200,236.00	28,865.84	.00	177,998.79	22,237.21	89	197,509.23
3210.110	Business Licenses and Permits Business Regulation	3,800.00	400.00	4,200.00	352.00	.00	3,847.18	352.82	92	5,022.15
3210.120	Business Licenses and Permits Bingo Regulation	132.00	.00	132.00	66.00	.00	66.00	66.00	50	132.00
3215.100	DOJ/FBI Fees Fingerprinting/Processing	.00	.00	.00	356.00	.00	198.28	(198.28)	+++	.00
3345.100	State Revenues - Other Refunds & Reimbursements	1,000.00	12,369.00	13,369.00	.00	.00	13,369.00	.00	100	44,670.00
3345.200	State Revenues - Other Miscellaneous	24,000.00	(24,000.00)	.00	.00	.00	.00	.00	+++	.00
3351.001	Property Tax Homeowners Apportionment	69,455.00	(3,800.00)	65,655.00	32,827.40	.00	65,654.80	.20	100	67,508.14
3356.001	State Motor Vehicle In Lieu Motor Vehicle In Lieu Tax	2,198,994.00	(55,976.00)	2,143,018.00	.00	.00	2,132,432.68	10,585.32	100	2,283,615.18
3356.003	State Motor Vehicle In Lieu Section 11001.5 Prior Year	.00	.00	.00	.00	.00	10,585.41	(10,585.41)	+++	10,952.07
3410.101	Administrative Services General Administrative Fees	45.00	.00	45.00	2.64	.00	53.17	(8.17)	118	60.01
3410.104	Administrative Services Returned Check Processing	200.00	.00	200.00	.00	.00	106.71	93.29	53	153.42
3410.106	Administrative Services Building Rental	.00	.00	.00	.00	.00	1,336.00	(1,336.00)	+++	511.56
3410.107	Administrative Services Electronic Audio Reproduction	10.00	.00	10.00	.00	.00	.00	10.00	0	14.86
3410.112	Administrative Services Printed Material Production/Sale	550.00	.00	550.00	.00	.00	1,693.76	(1,143.76)	308	591.00
3410.113	Administrative Services Document Copying	300.00	.00	300.00	20.00	.00	353.25	(53.25)	118	504.25
3410.114	Administrative Services Document Certification	170.00	.00	170.00	.00	.00	120.00	50.00	71	270.00
3410.150	Administrative Services Late Fees	.00	31.00	31.00	.00	.00	48.67	(17.67)	157	78.11
3610.100	Interest Revenue Investments	5,000.00	(1,000.00)	4,000.00	.00	.00	1,202.84	2,797.16	30	3,642.31
3610.150	Interest Revenue Interfund Loans	.00	.00	.00	.00	.00	.00	.00	+++	5,941.96
3630.200	Rents and Royalties Billboard Rents and Leases	440.00	.00	440.00	.00	.00	453.00	(13.00)	103	440.00
3901.100	Refunds & Reimbursements Miscellaneous	5,000.00	(2,500.00)	2,500.00	.00	.00	15.16	2,484.84	1	135.51
3902.100	Miscellaneous Revenue General	500.00	275.00	775.00	480.66	.00	5,661.89	(4,886.89)	731	35,468.31
3902.110	Miscellaneous Revenue Cash Over and Short	.00	.00	.00	(1.00)	.00	(1.00)	1.00	+++	5.00
3910.030	Transfers In From Development Services Fund	160,436.00	7,546.00	167,982.00	.00	.00	78,307.00	89,675.00	47	137,713.00
3910.070	Transfers In From Animal Control	38,933.00	(321.00)	38,612.00	.00	.00	19,353.00	19,259.00	50	29,199.00
3910.110	Transfers In From Local Transportation Fund	.00	.00	.00	.00	.00	396.00	(396.00)	+++	.00
3910.120	Transfers In From State Gas Tax Fund	167,031.00	(832.00)	166,199.00	.00	.00	89,614.00	76,585.00	54	166,681.00
3910.140	Transfers In From Traffic Safety Fund	30,000.00	.00	30,000.00	.00	.00	27,500.00	2,500.00	92	30,000.00
3910.160	Transfers In From BHS Development Svcs Fund	34,780.00	1,143.00	35,923.00	.00	.00	15,000.00	20,923.00	42	97.00



# Budget Performance Report

Fiscal Year to Date 06/30/16  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>REVENUE</b>										
Department <b>00 - Non Department Activity</b>										
Program <b>0000 - Non Program Activity</b>										
3910.215	Transfers In From Aband Vehicle Abate Fund	5,000.00	.00	5,000.00	.00	.00	2,536.26	2,463.74	51	3,269.32
3910.650	Transfers In From Successor Agency to RDA NH	13,212.00	.00	13,212.00	.00	.00	10,523.85	2,688.15	80	5,827.82
3910.710	Transfers In Equipment Replacement Fund	4,405.00	.00	4,405.00	.00	.00	3,657.64	747.36	83	.00
3910.900	Transfers In From Transit Fund	4,428.00	179.00	4,607.00	.00	.00	1,445.00	3,162.00	31	4,708.00
3910.970	Transfers In From Self Insurance Trust Fund	26,806.00	.00	26,806.00	.00	.00	26,805.75	.25	100	.00
Program <b>0000 - Non Program Activity Totals</b>		<b>\$10,292,784.00</b>	<b>\$14,449.00</b>	<b>\$10,307,233.00</b>	<b>\$245,860.55</b>	<b>\$0.00</b>	<b>\$9,306,255.57</b>	<b>\$1,000,977.43</b>	<b>90%</b>	<b>\$10,230,047.76</b>
Department <b>00 - Non Department Activity Totals</b>		<b>\$10,292,784.00</b>	<b>\$14,449.00</b>	<b>\$10,307,233.00</b>	<b>\$245,860.55</b>	<b>\$0.00</b>	<b>\$9,306,255.57</b>	<b>\$1,000,977.43</b>	<b>90%</b>	<b>\$10,230,047.76</b>
Department <b>25 - Finance</b>										
Program <b>4420 - Measure C TUT</b>										
3130.326	General Sales and Use Tax Transactions and Use Tax (TUT)	850,000.00	221,000.00	1,071,000.00	181,762.37	.00	983,142.97	87,857.03	92	291,665.76
Program <b>4420 - Measure C TUT Totals</b>		<b>\$850,000.00</b>	<b>\$221,000.00</b>	<b>\$1,071,000.00</b>	<b>\$181,762.37</b>	<b>\$0.00</b>	<b>\$983,142.97</b>	<b>\$87,857.03</b>	<b>92%</b>	<b>\$291,665.76</b>
Program <b>5005 - Rental Properties</b>										
3630.100	Rents and Royalties Commercial Prop Rents & Leases	18,000.00	.00	18,000.00	1,500.00	.00	16,500.00	1,500.00	92	11,129.07
3901.100	Refunds & Reimbursements Miscellaneous	2,100.00	.00	2,100.00	177.52	.00	2,348.71	(248.71)	112	2,324.98
Program <b>5005 - Rental Properties Totals</b>		<b>\$20,100.00</b>	<b>\$0.00</b>	<b>\$20,100.00</b>	<b>\$1,677.52</b>	<b>\$0.00</b>	<b>\$18,848.71</b>	<b>\$1,251.29</b>	<b>94%</b>	<b>\$13,454.05</b>
Department <b>25 - Finance Totals</b>		<b>\$870,100.00</b>	<b>\$221,000.00</b>	<b>\$1,091,100.00</b>	<b>\$183,439.89</b>	<b>\$0.00</b>	<b>\$1,001,991.68</b>	<b>\$89,108.32</b>	<b>92%</b>	<b>\$305,119.81</b>
Department <b>30 - Police</b>										
Program <b>0000 - Non Program Activity</b>										
3320.100	Federal Revenue - Other Refunds and Reimbursements	3,000.00	.00	3,000.00	.00	.00	2,378.30	621.70	79	4,280.94
3345.004	State Revenues - Other POST Reimbursements	10,000.00	.00	10,000.00	.00	.00	4,976.00	5,024.00	50	2,164.97
3345.100	State Revenues - Other Refunds & Reimbursements	16,000.00	4,205.00	20,205.00	.00	.00	20,595.62	(390.62)	102	68,830.00
3380.100	Local Government Revenue Fines and Forfeitures	20,000.00	.00	20,000.00	3,242.80	.00	17,384.89	2,615.11	87	21,167.80
3380.106	Local Government Revenue Administrative Citations Police	.00	.00	.00	.00	.00	100.00	(100.00)	+++	100.00
3410.113	Administrative Services Document Copying	.00	.00	.00	.00	.00	110.50	(110.50)	+++	.00
3410.150	Administrative Services Late Fees	.00	.00	.00	.00	.00	2,240.71	(2,240.71)	+++	.00
3421.100	Police Vehicle Repossession	200.00	.00	200.00	.00	.00	189.00	11.00	94	252.00
3421.103	Police Weapons Storage Fee	150.00	.00	150.00	.00	.00	.00	150.00	0	.00
3421.105	Police Cite Sign Off / VIN Verification	1,000.00	.00	1,000.00	40.70	.00	610.50	389.50	61	1,019.94
3421.110	Police DUI Accident & Arrest Processing	2,300.00	.00	2,300.00	.00	.00	1,943.75	356.25	85	4,157.09
3421.111	Police Vehicle Impound Fee	1,200.00	.00	1,200.00	.00	.00	336.00	864.00	28	1,008.00
3421.115	Police Police Report (Copy)	7,000.00	.00	7,000.00	574.64	.00	8,755.71	(1,755.71)	125	7,622.09
3421.120	Police Fingerprint Processing	6,000.00	(500.00)	5,500.00	317.00	.00	4,117.00	1,383.00	75	5,724.00
3421.122	Police Visa/Clearance Letter	64.00	.00	64.00	16.07	.00	128.56	(64.56)	201	112.49
3421.128	Police Statutory Registration	500.00	.00	500.00	.00	.00	240.00	260.00	48	480.00
3421.130	Police Reproduce/Sale of Tapes & Photos	150.00	.00	150.00	.00	.00	112.49	37.51	75	199.47
3421.140	Police Alarm System Registration	1,800.00	1,000.00	2,800.00	56.00	.00	2,916.80	(116.80)	104	1,665.00



# Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>REVENUE</b>										
Department <b>30 - Police</b>										
Program <b>0000 - Non Program Activity</b>										
3421.141	Police False Alarm Response	1,500.00	500.00	2,000.00	.00	.00	1,636.98	363.02	82	2,829.10
3421.180	Police Special Services	1,000.00	415.00	1,415.00	447.65	.00	1,862.15	(447.15)	132	1,375.00
3421.185	Police Bicycle License	7.00	.00	7.00	3.75	.00	15.00	(8.00)	214	11.25
3421.187	Police Subpoena Duces Tecum	100.00	.00	100.00	.00	.00	15.00	85.00	15	670.00
3901.100	Refunds & Reimbursements Miscellaneous	1,000.00	(500.00)	500.00	.00	.00	716.91	(216.91)	143	162.78
3901.125	Refunds & Reimbursements OJI and Disability	.00	.00	.00	.00	.00	264.70	(264.70)	+++	.00
3901.140	Refunds & Reimbursements Negligence Cost Recovery Fees	200.00	10.00	210.00	.00	.00	210.00	.00	100	581.70
3902.100	Miscellaneous Revenue General	50.00	.00	50.00	85.32	.00	986.03	(936.03)	1972	19.57
Program <b>0000 - Non Program Activity Totals</b>		<b>\$73,221.00</b>	<b>\$5,130.00</b>	<b>\$78,351.00</b>	<b>\$4,783.93</b>	<b>\$0.00</b>	<b>\$72,842.60</b>	<b>\$5,508.40</b>	<b>93%</b>	<b>\$125,504.84</b>
Department <b>30 - Police Totals</b>		<b>\$73,221.00</b>	<b>\$5,130.00</b>	<b>\$78,351.00</b>	<b>\$4,783.93</b>	<b>\$0.00</b>	<b>\$72,842.60</b>	<b>\$5,508.40</b>	<b>93%</b>	<b>\$125,504.84</b>
Department <b>35 - Fire</b>										
Program <b>0000 - Non Program Activity</b>										
3345.100	State Revenues - Other Refunds & Reimbursements	75,000.00	10,000.00	85,000.00	.00	.00	89,635.35	(4,635.35)	105	174,163.05
3380.103	Local Government Revenue Fines and Citations Fire	.00	220.00	220.00	.00	.00	690.00	(470.00)	314	.00
3410.150	Administrative Services Late Fees	.00	.00	.00	.00	.00	67.62	(67.62)	+++	.00
3422.303	Fire Out Of Hours Burning Response	250.00	123.00	373.00	.00	.00	373.12	(.12)	100	176.00
3422.304	Fire Fuel Reduction Burn Permit	600.00	.00	600.00	.00	.00	1,437.99	(837.99)	240	874.00
3422.310	Fire Report Copying	40.00	.00	40.00	.00	.00	.00	40.00	0	.00
3422.315	Fire Residential Burning Regulation	7,000.00	(1,000.00)	6,000.00	.00	.00	6,509.36	(509.36)	108	5,725.92
3422.330	Fire Campfire/Special Activity Permit	.00	.00	.00	.00	.00	.00	.00	+++	22.00
3422.335	Fire Land Clearing Fire Regulation	75.00	.00	75.00	.00	.00	75.00	.00	100	.00
3422.344	Fire Negligent/Reckless Cost Recovery	.00	.00	.00	.00	.00	.00	.00	+++	372.29
3650.100	Donations Private Sources	.00	.00	.00	.00	.00	.00	.00	+++	1,500.00
3901.100	Refunds & Reimbursements Miscellaneous	500.00	.00	500.00	.00	.00	84.77	415.23	17	91.68
3902.100	Miscellaneous Revenue General	.00	.00	.00	.00	.00	.00	.00	+++	.36
Program <b>0000 - Non Program Activity Totals</b>		<b>\$83,465.00</b>	<b>\$9,343.00</b>	<b>\$92,808.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$98,873.21</b>	<b>(\$6,065.21)</b>	<b>107%</b>	<b>\$182,925.30</b>
Department <b>35 - Fire Totals</b>		<b>\$83,465.00</b>	<b>\$9,343.00</b>	<b>\$92,808.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$98,873.21</b>	<b>(\$6,065.21)</b>	<b>107%</b>	<b>\$182,925.30</b>
Department <b>40 - Community Development</b>										
Program <b>4720 - CDD Planning</b>										
3380.101	Local Government Revenue Fines and Citations Comm Develop	22,000.00	.00	22,000.00	.00	.00	12,144.32	9,855.68	55	12,767.47
3400.101	CDD Planning Appeals Review	.00	.00	.00	.00	.00	.00	.00	+++	(79.90)
3400.102	CDD Planning Time Extension Review	.00	344.00	344.00	344.29	.00	1,377.13	(1,033.13)	400	.00
3400.104	CDD Planning Tentative Parcel Map	3,500.00	.00	3,500.00	.00	.00	1,754.50	1,745.50	50	1,754.50
3400.106	CDD Planning Minor Map Modificaiton Review	.00	320.00	320.00	.00	.00	319.60	.40	100	.00
3400.108	CDD Planning Road Name Review	.00	.00	.00	.00	.00	.00	.00	+++	168.90
3400.109	CDD Planning Street Address Change Review	200.00	.00	200.00	.00	.00	.01	199.99	0	7.80





# Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>1010 - General Fund</b>										
REVENUE										
Department <b>40 - Community Development</b>										
Program <b>4720 - CDD Planning</b>										
3400.110	CDD Planning Street Name Change Review	.00	.00	.00	.00	.00	.00	.00	+++	408.15
3400.111	CDD Planning Landscape Plan	500.00	(250.00)	250.00	481.20	.00	481.20	(231.20)	192	240.60
3400.123	CDD Planning Tree Pres/Protect Plan Review	80.00	.00	80.00	.00	.00	.00	80.00	0	.00
3400.130	CDD Planning General Plan Amend and Rezoning	1,000.00	(500.00)	500.00	.00	.00	.00	500.00	0	.00
3400.138	CDD Planning Development Agreement	.00	.00	.00	.00	.00	.00	.00	+++	1,181.94
3400.139	CDD Planning Research on Request	400.00	.00	400.00	.00	.00	320.80	79.20	80	561.40
3400.149	CDD Planning DIF Adjust/Waiver Application	.00	.00	.00	.00	.00	159.80	(159.80)	+++	.00
3400.150	CDD Planning Code Compliance Enforcement Fee	.00	.00	.00	.00	.00	.00	.00	+++	531.67
3400.170	CDD Planning Use Permit Class A	600.00	.00	600.00	598.13	.00	1,794.39	(1,194.39)	299	1,196.27
3400.171	CDD Planning Use Permit Class B	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
3400.173	CDD Planning Temporary Use Permit	450.00	1,147.00	1,597.00	.00	.00	477.73	1,119.27	30	79.63
3400.174	CDD Planning Administrative Permit	2,500.00	.00	2,500.00	.00	.00	1,438.21	1,061.79	58	1,917.60
3400.176	CDD Planning Home Occupation Permit	1,000.00	.00	1,000.00	.00	.00	435.54	564.46	44	1,088.85
3400.177	CDD Planning Site Plan/Use Permit Mod Class A	319.00	.00	319.00	.00	.00	.00	319.00	0	638.00
3400.178	CDD Planning Site Plan/Use Permit Mod Class B	.00	.00	.00	.00	.00	1,118.92	(1,118.92)	+++	.00
3400.184	CDD Planning Site Plan Review Class A	1,000.00	.00	1,000.00	.00	.00	3,140.35	(2,140.35)	314	1,721.41
3400.185	CDD Planning Site Plan Review Class B	430.00	(215.00)	215.00	.00	.00	.00	215.00	0	.00
3400.190	CDD Planning Admin Variance-Noise Ordinance	.00	.00	.00	.00	.00	.00	.00	+++	533.16
3400.200	CDD Planning Tree Felling Permit	20,000.00	.00	20,000.00	1,701.45	.00	22,335.84	(2,335.84)	112	22,752.19
3400.307	CDD Planning Design Review Application	1,500.00	.00	1,500.00	76.53	.00	1,951.52	(451.52)	130	2,525.53
Program <b>4720 - CDD Planning Totals</b>		\$56,479.00	\$846.00	\$57,325.00	\$3,201.60	\$0.00	\$49,249.86	\$8,075.14	86%	\$50,325.17
Program <b>4780 - CDD - Waste Management</b>										
3182.335	Franchise Taxes Franchise Taxes	38,373.00	220.00	38,593.00	.00	.00	20,217.26	18,375.74	52	37,789.01
3340.400	State Funding - Grants Waste Mgmt	.00	.00	.00	.00	.00	.00	.00	+++	2,286.95
3345.200	State Revenues - Other Miscellaneous	.00	.00	.00	.00	.00	12,106.98	(12,106.98)	+++	6,948.00
3380.104	Local Government Revenue Fines and Citations Waste Mgmt	12,000.00	.00	12,000.00	355.78	.00	43,276.41	(31,276.41)	361	13,615.96
Program <b>4780 - CDD - Waste Management Totals</b>		\$50,373.00	\$220.00	\$50,593.00	\$355.78	\$0.00	\$75,600.65	(\$25,007.65)	149%	\$60,639.92
Department <b>40 - Community Development Totals</b>		\$106,852.00	\$1,066.00	\$107,918.00	\$3,557.38	\$0.00	\$124,850.51	(\$16,932.51)	116%	\$110,965.09
Department <b>45 - Public Works</b>										
Program <b>4740 - Public Works - Engineering</b>										
3402.201	PW Engineering Final Parcel Map	500.00	379.00	879.00	.00	.00	1,758.60	(879.60)	200	.00
3402.220	PW Engineering Land Divisn/Pvt Develop Projects	10,000.00	.00	10,000.00	.00	.00	13,421.03	(3,421.03)	134	8,714.28
3402.223	PW Engineering Engineering Site Plan	300.00	(150.00)	150.00	.00	.00	703.44	(553.44)	469	.00
3402.224	PW Engineering Grading Check/Inspection	1,000.00	779.00	1,779.00	.00	.00	3,261.28	(1,482.28)	183	1,185.92
3402.226	PW Engineering Cert of Correction with Hearing	.00	528.00	528.00	.00	.00	527.58	.42	100	527.58
3402.227	PW Engineering Lot Merger Review	700.00	(350.00)	350.00	.00	.00	.00	350.00	0	5.13



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>1010 - General Fund</b>										
<b>REVENUE</b>										
Department <b>45 - Public Works</b>										
Program <b>4740 - Public Works - Engineering</b>										
3402.228	PW Engineering Lot Line Adjustment	1,600.00	.00	1,600.00	.00	.00	1,231.02	368.98	77	3,327.55
3402.229	PW Engineering Cert of Compliance Review w/Hear	.00	.00	.00	.00	.00	.00	.00	+++	527.58
3402.230	PW Engineering Engineer Drain Plan/Calc Review	5,000.00	(2,500.00)	2,500.00	.00	.00	1,758.60	741.40	70	827.17
3402.232	PW Engineering Erosion Control Plan Review	800.00	.00	800.00	.00	.00	879.30	(79.30)	110	674.28
3402.250	PW Engineering Oversized Vehicle Regulation	600.00	74.00	674.00	64.00	.00	1,466.00	(792.00)	218	1,004.00
3402.270	PW Engineering Encroachment Permit Fees	19,000.00	.00	19,000.00	370.60	.00	9,435.20	9,564.80	50	24,419.65
Program <b>4740 - Public Works - Engineering Totals</b>		\$39,500.00	(\$1,240.00)	\$38,260.00	\$434.60	\$0.00	\$34,442.05	\$3,817.95	90%	\$42,263.14
Program <b>4745 - Paradise Community Park</b>										
3470.251	Parks & Recreation Space Rental	2,500.00	.00	2,500.00	1,350.00	.00	2,340.00	160.00	94	2,590.00
3470.258	Parks & Recreation Miscellaneous	.00	.00	.00	.00	.00	250.00	(250.00)	+++	80.00
Program <b>4745 - Paradise Community Park Totals</b>		\$2,500.00	\$0.00	\$2,500.00	\$1,350.00	\$0.00	\$2,590.00	(\$90.00)	104%	\$2,670.00
Department <b>45 - Public Works Totals</b>		\$42,000.00	(\$1,240.00)	\$40,760.00	\$1,784.60	\$0.00	\$37,032.05	\$3,727.95	91%	\$44,933.14
<b>REVENUE TOTALS</b>		\$11,468,422.00	\$249,748.00	\$11,718,170.00	\$439,426.35	\$0.00	\$10,641,845.62	\$1,076,324.38	91%	\$10,999,495.94
<b>EXPENSE</b>										
Department <b>00 - Non Department Activity</b>										
Program <b>0000 - Non Program Activity</b>										
5225	Bank Fees and Charges	4,500.00	4,245.00	8,745.00	.00	.00	8,089.96	655.04	93	7,214.36
5280.100	Bad Debt Write Off Expense	.00	227.00	227.00	.00	.00	226.58	.42	100	2,032.14
5501	Debt Service Payment - Principal	570,929.00	.00	570,929.00	.00	.00	.00	570,929.00	0	580,547.00
5502	Debt Service Payment - Interest	354,071.00	.00	354,071.00	.00	.00	.00	354,071.00	0	309,453.00
5502.150	Debt Service Payment - Interest Interfund Loans	376.00	.00	376.00	.00	.00	376.48	(.48)	100	970.90
5502.201	Debt Service Payment - Interest Tax Anticipation Notes	22,500.00	1,171.00	23,671.00	.00	.00	.00	23,671.00	0	21,768.75
5510.201	Bond Payments - Issuance Costs Tax Anticipation Notes	7,850.00	(200.00)	7,650.00	.00	.00	7,650.00	.00	100	7,850.00
5910.611	Transfers Out GASB 45 Retiree Medical Trust	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
5910.923	Transfers Out To TOP Housing Loan Fund	.00	3,566.00	3,566.00	.00	.00	3,566.00	.00	100	.00
Program <b>0000 - Non Program Activity Totals</b>		\$967,726.00	\$9,009.00	\$976,735.00	\$0.00	\$0.00	\$19,909.02	\$956,825.98	2%	\$929,836.15
Department <b>00 - Non Department Activity Totals</b>		\$967,726.00	\$9,009.00	\$976,735.00	\$0.00	\$0.00	\$19,909.02	\$956,825.98	2%	\$929,836.15
Department <b>10 - Legislative</b>										
Program <b>4000 - Town Council</b>										
5101	Salaries - Permanent	18,000.00	.00	18,000.00	1,470.00	.00	17,640.00	360.00	98	17,640.00
5107	Car Allowance/Mileage	5,400.00	.00	5,400.00	450.00	.00	5,400.00	.00	100	5,400.00
5111	Medicare	339.00	.00	339.00	28.25	.00	339.30	(.30)	100	339.30
5112.102	Retirement Contribution Social Security	1,451.00	.00	1,451.00	120.90	.00	1,450.80	.20	100	1,450.80
5113	Worker's Compensation	140.00	.00	140.00	.00	.00	140.16	(.16)	100	165.66
5202.100	Operating Supplies General	50.00	.00	50.00	.00	.00	36.71	13.29	73	7.52
5219.100	Printing General	50.00	.00	50.00	.00	.00	46.12	3.88	92	.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>10 - Legislative</b>										
Program <b>4000 - Town Council</b>										
5220.100	Employee Development General	12,365.00	(500.00)	11,865.00	.00	.00	11,775.00	90.00	99	10,334.00
5223.105	Meals and Refreshments Emergencies and Meetings	.00	.00	.00	.00	.00	.00	.00	+++	48.57
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	932.01
Program <b>4000 - Town Council Totals</b>		<b>\$37,795.00</b>	<b>(\$500.00)</b>	<b>\$37,295.00</b>	<b>\$2,069.15</b>	<b>\$0.00</b>	<b>\$36,828.09</b>	<b>\$466.91</b>	<b>99%</b>	<b>\$36,317.86</b>
Department <b>10 - Legislative Totals</b>		<b>\$37,795.00</b>	<b>(\$500.00)</b>	<b>\$37,295.00</b>	<b>\$2,069.15</b>	<b>\$0.00</b>	<b>\$36,828.09</b>	<b>\$466.91</b>	<b>99%</b>	<b>\$36,317.86</b>
Department <b>15 - Town Clerk</b>										
Program <b>4100 - Town Clerk</b>										
5101	Salaries - Permanent	173,898.00	(1,641.00)	172,257.00	12,984.37	.00	160,843.85	11,413.15	93	169,926.09
5106.100	Incentives & Admin Leave Administrative Leave	8,916.00	.00	8,916.00	6,586.41	.00	6,586.41	2,329.59	74	8,621.54
5106.200	Incentives & Admin Leave Gym Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	89.10
5107	Car Allowance/Mileage	2,382.00	.00	2,382.00	198.00	.00	2,376.00	6.00	100	2,386.75
5111	Medicare	2,685.00	(38.00)	2,647.00	271.70	.00	2,348.89	298.11	89	2,571.19
5112.101	Retirement Contribution PERS	31,349.00	.00	31,349.00	1,105.24	.00	30,501.98	847.02	97	21,078.44
5113	Worker's Compensation	1,353.00	2.00	1,355.00	.00	.00	1,355.32	(.32)	100	1,559.09
5114.101	Health Insurance Medical	18,319.00	(79.00)	18,240.00	1,296.86	.00	15,561.99	2,678.01	85	15,585.99
5114.102	Health Insurance Dental	.00	.00	.00	253.44	.00	2,675.18	(2,675.18)	+++	2,105.94
5114.103	Health Insurance Vision	.00	.00	.00	20.86	.00	248.72	(248.72)	+++	266.50
5115	Unemployment Compensation	.00	.00	.00	119.92	.00	1,087.65	(1,087.65)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	1,711.00	86.00	1,797.00	47.22	.00	566.64	1,230.36	32	568.16
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	110.13	.00	1,113.62	(1,113.62)	+++	834.26
5119.100	Retiree Costs Medical Insurance	20,009.00	(2,479.00)	17,530.00	.00	.00	13,993.17	3,536.83	80	19,663.66
5201.100	Office Supplies General	175.00	.00	175.00	.00	.00	110.11	64.89	63	113.75
5202.100	Operating Supplies General	348.00	10.00	358.00	.00	352.22	212.57	(206.79)	158	44.56
5204	Subscriptions and Code Books	140.00	.00	140.00	.00	.00	133.38	6.62	95	133.02
5210.100	Postage General	175.00	(15.00)	160.00	.00	.00	55.57	104.43	35	151.40
5213.100	Professional/Contract Services General	8,597.00	.00	8,597.00	.00	.00	7,143.92	1,453.08	83	10,108.15
5218.100	Advertising General	3,410.00	.00	3,410.00	.00	.00	1,446.99	1,963.01	42	3,821.47
5221	Election-County Services	.00	.00	.00	.00	.00	.00	.00	+++	27,416.54
5304	Furniture & Equipment	.00	1,756.00	1,756.00	.00	.00	1,755.63	.37	100	.00
5501	Debt Service Payment - Principal	187.00	(187.00)	.00	.00	.00	.00	.00	+++	.00
Program <b>4100 - Town Clerk Totals</b>		<b>\$273,654.00</b>	<b>(\$2,585.00)</b>	<b>\$271,069.00</b>	<b>\$22,994.15</b>	<b>\$352.22</b>	<b>\$250,117.59</b>	<b>\$20,599.19</b>	<b>92%</b>	<b>\$287,045.60</b>
Department <b>15 - Town Clerk Totals</b>		<b>\$273,654.00</b>	<b>(\$2,585.00)</b>	<b>\$271,069.00</b>	<b>\$22,994.15</b>	<b>\$352.22</b>	<b>\$250,117.59</b>	<b>\$20,599.19</b>	<b>92%</b>	<b>\$287,045.60</b>
Department <b>20 - Administrative Services</b>										
Program <b>4001 - Tourism</b>										
5213.100	Professional/Contract Services General	.00	.00	.00	(5,773.17)	.00	(5,773.17)	5,773.17	+++	.00
Program <b>4001 - Tourism Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5,773.17)</b>	<b>\$0.00</b>	<b>(\$5,773.17)</b>	<b>\$5,773.17</b>	<b>+++</b>	<b>\$0.00</b>



# Budget Performance Report

Fiscal Year to Date 06/30/16

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>1010 - General Fund</b>										
EXPENSE										
Department <b>20 - Administrative Services</b>										
Program <b>4200 - Town Manager</b>										
5101	Salaries - Permanent	101,670.00	.00	101,670.00	7,776.50	.00	95,490.33	6,179.67	94	92,336.09
5106.100	Incentives & Admin Leave Administrative Leave	5,053.00	.00	5,053.00	5,020.08	.00	5,020.08	32.92	99	4,482.82
5107	Car Allowance/Mileage	1,570.00	.00	1,570.00	130.00	.00	1,559.00	11.00	99	1,544.75
5111	Medicare	204.00	6.00	210.00	17.70	.00	198.40	11.60	94	173.26
5112.101	Retirement Contribution PERS	19,001.00	.00	19,001.00	637.30	.00	18,610.06	390.94	98	10,593.61
5113	Worker's Compensation	790.00	1.00	791.00	.00	.00	791.36	(.36)	100	886.94
5114.101	Health Insurance Medical	9,221.00	(26.00)	9,195.00	433.74	.00	6,173.98	3,021.02	67	8,086.79
5114.102	Health Insurance Dental	.00	.00	.00	88.24	.00	1,037.75	(1,037.75)	+++	978.86
5114.103	Health Insurance Vision	.00	.00	.00	3.18	.00	37.94	(37.94)	+++	37.74
5115	Unemployment Compensation	.00	.00	.00	81.69	.00	660.76	(660.76)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	782.00	39.00	821.00	25.16	.00	301.90	519.10	37	300.03
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	65.97	.00	723.79	(723.79)	+++	568.17
5119.100	Retiree Costs Medical Insurance	41,572.00	(517.00)	41,055.00	226.40	.00	37,199.32	3,855.68	91	40,277.77
5201.100	Office Supplies General	50.00	.00	50.00	.00	.00	.00	50.00	0	.00
5202.100	Operating Supplies General	50.00	.00	50.00	.00	.00	143.51	(93.51)	287	.00
5210.100	Postage General	20.00	.00	20.00	.00	.00	3.79	16.21	19	17.32
5213.100	Professional/Contract Services General	8,370.00	.00	8,370.00	.00	.00	3,500.00	4,870.00	42	3,390.73
5220.100	Employee Development General	.00	.00	.00	.00	.00	40.19	(40.19)	+++	.00
5260	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	4.50
5304	Furniture & Equipment	.00	1,756.00	1,756.00	.00	.00	1,755.63	.37	100	.00
5501	Debt Service Payment - Principal	187.00	(187.00)	.00	.00	.00	.00	.00	+++	.00
Program <b>4200 - Town Manager Totals</b>		\$188,540.00	\$1,072.00	\$189,612.00	\$14,505.96	\$0.00	\$173,247.79	\$16,364.21	91%	\$163,679.38
Program <b>4201 - Central Services</b>										
5101	Salaries - Permanent	34,847.00	.00	34,847.00	2,439.07	.00	31,141.93	3,705.07	89	122,460.30
5106.100	Incentives & Admin Leave Administrative Leave	.00	.00	.00	.00	.00	.00	.00	+++	3,763.76
5111	Medicare	505.00	.00	505.00	27.29	.00	377.19	127.81	75	1,844.92
5112.101	Retirement Contribution PERS	2,178.00	.00	2,178.00	152.12	.00	2,079.94	98.06	95	13,153.57
5113	Worker's Compensation	271.00	.00	271.00	.00	.00	271.48	(.48)	100	1,109.56
5114.101	Health Insurance Medical	10,607.00	(179.00)	10,428.00	780.72	.00	9,368.64	1,059.36	90	15,978.60
5114.102	Health Insurance Dental	.00	.00	.00	85.60	.00	1,005.08	(1,005.08)	+++	1,291.65
5114.103	Health Insurance Vision	.00	.00	.00	9.44	.00	109.82	(109.82)	+++	132.48
5115	Unemployment Compensation	.00	.00	.00	12.04	.00	170.08	(170.08)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	504.00	25.00	529.00	17.10	.00	205.20	323.80	39	433.20
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	20.69	.00	255.32	(255.32)	+++	620.54
5199.199	Other Fund Support IT-Serv from Tech Fee	.00	.00	.00	.00	.00	.00	.00	+++	(58,000.00)
5201.100	Office Supplies General	.00	.00	.00	.00	.00	5.39	(5.39)	+++	.00



# Budget Performance Report

Fiscal Year to Date 06/30/16  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>1010 - General Fund</b>										
EXPENSE										
Department <b>20 - Administrative Services</b>										
Program <b>4201 - Central Services</b>										
5202.100	Operating Supplies General	2,000.00	.00	2,000.00	.00	.00	1,839.05	160.95	92	11,837.09
5203.100	Repairs and Maint Supplies General	1,630.00	.00	1,630.00	2.57	.00	1,035.76	594.24	64	2,762.32
5209.101	Auto Fuel Expense Town Vehicles	.00	400.00	400.00	35.67	.00	282.62	117.38	71	149.71
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	.00	.00	.00	.00	.00	.00	.00	+++	112.00
5210.100	Postage General	.00	.00	.00	.00	.00	.00	.00	+++	210.50
5211.135	Utilities Water and Sewer	720.00	.00	720.00	.00	.00	584.19	135.81	81	700.02
5211.137	Utilities Electric and Gas	22,500.00	1,000.00	23,500.00	(266.91)	.00	23,210.91	289.09	99	23,292.40
5212.100	Insurance General	172,540.00	.00	172,540.00	.00	.00	172,379.00	161.00	100	198,446.00
5213.100	Professional/Contract Services General	36,151.00	.00	36,151.00	496.77	.00	41,288.67	(5,137.67)	114	52,444.21
5214.100	Repair and Maint Service General	12,664.00	628.00	13,292.00	.00	.00	10,239.38	3,052.62	77	66,497.82
5215.100	Rents and Leases Miscellaneous	1,784.00	216.00	2,000.00	129.61	.00	1,900.84	99.16	95	1,785.23
5215.106	Rents and Leases Copiers	.00	.00	.00	.00	.00	.00	.00	+++	5,134.20
5216.100	Communications General Services	.00	.00	.00	.00	.00	.00	.00	+++	31,641.98
5218.100	Advertising General	.00	168.00	168.00	.00	.00	167.68	.32	100	70.54
5219.100	Printing General	1,010.00	.00	1,010.00	.00	.00	1,690.23	(680.23)	167	1,357.19
5220.100	Employee Development General	.00	.00	.00	.00	.00	.00	.00	+++	78.26
5225	Bank Fees and Charges	.00	.00	.00	.00	.00	.00	.00	+++	65.00
5260	Miscellaneous	26,362.00	28.00	26,390.00	595.44	.00	26,384.21	5.79	100	25,161.52
5303	Improvements	10,000.00	.00	10,000.00	.00	.00	1,744.75	8,255.25	17	1,229.55
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	942.08
5500	Bond Payments - Fiscal Agent	2,500.00	1,831.00	4,331.00	.00	.00	4,331.26	(.26)	100	2,793.73
5501	Debt Service Payment - Principal	.00	.00	.00	.00	.00	.00	.00	+++	8,910.94
Program <b>4201 - Central Services Totals</b>		\$338,773.00	\$4,117.00	\$342,890.00	\$4,537.22	\$0.00	\$332,068.62	\$10,821.38	97%	\$538,410.87
Program <b>4202 - Information Technology</b>										
5101	Salaries - Permanent	88,962.00	.00	88,962.00	6,843.20	.00	84,599.07	4,362.93	95	.00
5106.100	Incentives & Admin Leave Administrative Leave	3,764.00	.00	3,764.00	3,763.76	.00	3,763.76	.24	100	.00
5111	Medicare	1,345.00	.00	1,345.00	161.68	.00	1,364.04	(19.04)	101	.00
5112.101	Retirement Contribution PERS	15,012.00	.00	15,012.00	582.50	.00	14,641.15	370.85	98	.00
5113	Worker's Compensation	692.00	1.00	693.00	.00	.00	693.20	(.20)	100	.00
5114.101	Health Insurance Medical	5,205.00	111.00	5,316.00	433.74	.00	5,204.88	111.12	98	.00
5115	Unemployment Compensation	.00	.00	.00	71.37	.00	636.51	(636.51)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	829.00	42.00	871.00	19.00	.00	228.00	643.00	26	.00
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	58.03	.00	563.04	(563.04)	+++	.00
5199.199	Other Fund Support IT-Serv from Tech Fee	(80,000.00)	.00	(80,000.00)	.00	.00	(73,335.00)	(6,665.00)	92	.00
5202.100	Operating Supplies General	4,290.00	.00	4,290.00	.00	.00	7,407.67	(3,117.67)	173	.00
5209.101	Auto Fuel Expense Town Vehicles	150.00	.00	150.00	.00	.00	246.92	(96.92)	165	.00



# Budget Performance Report

Fiscal Year to Date 06/30/16  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>1010 - General Fund</b>										
EXPENSE										
Department <b>20 - Administrative Services</b>										
Program <b>4202 - Information Technology</b>										
5210.100	Postage General	.00	300.00	300.00	.00	.00	226.26	73.74	75	.00
5213.100	Professional/Contract Services General	11,500.00	.00	11,500.00	.00	.00	2,912.33	8,587.67	25	.00
5214.100	Repair and Maint Service General	59,360.00	(3,127.00)	56,233.00	696.65	.00	58,156.75	(1,923.75)	103	.00
5215.106	Rents and Leases Copiers	5,201.00	(66.00)	5,135.00	427.85	.00	5,134.20	.80	100	.00
5216.100	Communications General Services	41,091.00	(3,453.00)	37,638.00	1,025.52	1,120.00	38,859.33	(2,341.33)	106	.00
5218.100	Advertising General	100.00	68.00	168.00	.00	.00	167.68	.32	100	.00
5220.100	Employee Development General	2,000.00	.00	2,000.00	.00	.00	200.10	1,799.90	10	.00
5225	Bank Fees and Charges	200.00	.00	200.00	.00	.00	65.00	135.00	32	.00
5304	Furniture & Equipment	2,250.00	11,064.00	13,314.00	.00	.00	12,314.31	999.69	92	.00
5501	Debt Service Payment - Principal	37,953.00	(886.00)	37,067.00	9,157.75	.00	36,740.11	326.89	99	.00
Program <b>4202 - Information Technology Totals</b>		\$199,904.00	\$4,054.00	\$203,958.00	\$23,241.05	\$1,120.00	\$200,789.31	\$2,048.69	99%	\$0.00
Program <b>4203 - HR and Risk Management</b>										
5101	Salaries - Permanent	54,249.00	.00	54,249.00	4,240.81	.00	51,497.12	2,751.88	95	51,827.73
5106.100	Incentives & Admin Leave Administrative Leave	2,592.00	.00	2,592.00	1,531.40	.00	1,531.40	1,060.60	59	2,468.40
5111	Medicare	824.00	.00	824.00	71.88	.00	642.61	181.39	78	688.93
5112.101	Retirement Contribution PERS	9,155.00	.00	9,155.00	360.98	.00	9,002.85	152.15	98	6,425.20
5113	Worker's Compensation	422.00	1.00	423.00	.00	.00	422.72	.28	100	475.40
5114.101	Health Insurance Medical	15,660.00	(26.00)	15,634.00	1,127.70	.00	13,532.40	2,101.60	87	13,532.40
5114.102	Health Insurance Dental	.00	.00	.00	165.94	.00	1,951.78	(1,951.78)	+++	1,841.18
5114.103	Health Insurance Vision	.00	.00	.00	14.44	.00	172.18	(172.18)	+++	170.64
5115	Unemployment Compensation	.00	.00	.00	31.72	.00	299.78	(299.78)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	693.00	35.00	728.00	19.00	.00	228.00	500.00	31	228.00
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	35.98	.00	421.60	(421.60)	+++	306.21
5119.120	Retiree Costs PERS 1959 Survivor Benefits	2,500.00	.00	2,500.00	.00	.00	2,646.00	(146.00)	106	2,520.00
5202.100	Operating Supplies General	345.00	.00	345.00	.00	.00	291.91	53.09	85	255.42
5210.100	Postage General	50.00	(25.00)	25.00	.00	.00	17.92	7.08	72	27.24
5213.100	Professional/Contract Services General	1,900.00	(47.00)	1,853.00	463.32	.00	1,853.28	(.28)	100	1,853.28
5218.100	Advertising General	.00	.00	.00	.00	.00	.00	.00	+++	20.00
5223.105	Meals and Refreshments Emergencies and Meetings	.00	.00	.00	.00	.00	.00	.00	+++	41.13
5304	Furniture & Equipment	.00	786.00	786.00	.00	.00	786.34	(.34)	100	.00
Program <b>4203 - HR and Risk Management Totals</b>		\$88,390.00	\$724.00	\$89,114.00	\$8,063.17	\$0.00	\$85,297.89	\$3,816.11	96%	\$82,681.16
Program <b>4300 - Legal Services</b>										
5210.100	Postage General	20.00	.00	20.00	.00	.00	6.72	13.28	34	42.72
5213.100	Professional/Contract Services General	176,400.00	2,300.00	178,700.00	.00	.00	165,763.00	12,937.00	93	194,834.95
Program <b>4300 - Legal Services Totals</b>		\$176,420.00	\$2,300.00	\$178,720.00	\$0.00	\$0.00	\$165,769.72	\$12,950.28	93%	\$194,877.67
Department <b>20 - Administrative Services Totals</b>		\$992,027.00	\$12,267.00	\$1,004,294.00	\$44,574.23	\$1,120.00	\$951,400.16	\$51,773.84	95%	\$909,000.00



# Budget Performance Report

Fiscal Year to Date 06/30/16  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>1010 - General Fund</b>										
EXPENSE										
Department <b>25 - Finance</b>										
Program <b>4400 - Finance</b>										
5101	Salaries - Permanent	144,997.00	.00	144,997.00	11,188.01	.00	138,599.73	6,397.27	96	148,007.56
5106.100	Incentives & Admin Leave Administrative Leave	7,369.00	466.00	7,835.00	7,394.72	.00	7,394.72	440.28	94	7,339.96
5106.200	Incentives & Admin Leave Gym Reimbursement	299.00	.00	299.00	.00	.00	149.40	149.60	50	224.10
5107	Car Allowance/Mileage	2,028.00	.00	2,028.00	170.00	.00	2,039.00	(11.00)	101	2,092.50
5111	Medicare	2,239.00	145.00	2,384.00	271.08	.00	2,143.22	240.78	90	2,286.69
5112.101	Retirement Contribution PERS	26,472.00	255.00	26,727.00	952.32	.00	26,154.26	572.74	98	18,365.62
5113	Worker's Compensation	1,128.00	2.00	1,130.00	.00	.00	1,129.92	.08	100	1,358.83
5114.101	Health Insurance Medical	9,369.00	1,574.00	10,943.00	728.68	.00	8,741.52	2,201.48	80	8,858.16
5114.102	Health Insurance Dental	.00	.00	.00	174.46	.00	2,050.06	(2,050.06)	+++	1,961.29
5114.103	Health Insurance Vision	.00	.00	.00	16.34	.00	194.81	(194.81)	+++	196.72
5115	Unemployment Compensation	.00	.00	.00	119.66	.00	989.67	(989.67)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	1,439.00	72.00	1,511.00	39.99	.00	479.66	1,031.34	32	487.24
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	94.90	.00	919.02	(919.02)	+++	688.58
5119.100	Retiree Costs Medical Insurance	14,624.00	112.00	14,736.00	.00	.00	13,500.24	1,235.76	92	16,542.29
5201.100	Office Supplies General	50.00	.00	50.00	.00	.00	40.93	9.07	82	41.12
5202.100	Operating Supplies General	150.00	.00	150.00	.00	.00	.00	150.00	0	322.12
5210.100	Postage General	1,550.00	250.00	1,800.00	.00	.00	1,263.57	536.43	70	1,571.30
5213.100	Professional/Contract Services General	636.00	.00	636.00	.00	.00	534.70	101.30	84	907.26
5219.100	Printing General	600.00	.00	600.00	.00	.00	573.14	26.86	96	906.46
5220.100	Employee Development General	110.00	.00	110.00	.00	.00	110.00	.00	100	110.00
5304	Furniture & Equipment	.00	786.00	786.00	.00	.00	786.34	(.34)	100	.00
5501	Debt Service Payment - Principal	218.00	.00	218.00	52.98	.00	213.51	4.49	98	158.92
Program <b>4400 - Finance Totals</b>		\$213,278.00	\$3,662.00	\$216,940.00	\$21,203.14	\$0.00	\$208,007.42	\$8,932.58	96%	\$212,426.72
Program <b>4420 - Measure C TUT</b>										
5213.100	Professional/Contract Services General	8,500.00	(8,500.00)	.00	.00	.00	.00	.00	+++	8,392.04
Cost Center Activity <b>300 - Police Administration</b>										
5101	Salaries - Permanent	.00	8,488.00	8,488.00	.00	.00	.00	8,488.00	0	.00
5104	Wages - PS Holiday Pay	.00	410.00	410.00	.00	.00	.00	410.00	0	.00
5106.101	Incentives & Admin Leave School Incentive	.00	564.00	564.00	.00	.00	.00	564.00	0	.00
5109.100	Allowances Uniform Allowance	.00	504.00	504.00	.00	.00	.00	504.00	0	.00
5112.101	Retirement Contribution PERS	.00	1,491.00	1,491.00	.00	.00	.00	1,491.00	0	.00
5114.101	Health Insurance Medical	.00	1,299.00	1,299.00	.00	.00	.00	1,299.00	0	.00
5116.101	Life and Disability Insurance Life & Disab.	.00	72.00	72.00	.00	.00	.00	72.00	0	.00
5303	Improvements	21,000.00	75,000.00	96,000.00	.00	.00	97,251.44	(1,251.44)	101	.00
5304	Furniture & Equipment	12,000.00	(330.00)	11,670.00	.00	.00	11,670.00	.00	100	.00
Cost Center Activity <b>300 - Police Administration Totals</b>		\$33,000.00	\$87,498.00	\$120,498.00	\$0.00	\$0.00	\$108,921.44	\$11,576.56	90%	\$0.00



# Budget Performance Report

Fiscal Year to Date 06/30/16

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>1010 - General Fund</b>										
EXPENSE										
Department <b>25 - Finance</b>										
Program <b>4420 - Measure C TUT</b>										
Cost Center Activity <b>301 - Police Operations</b>										
5101	Salaries - Permanent	61,453.00	30,580.00	92,033.00	5,182.40	.00	44,050.40	47,982.60	48	.00
5102	Salaries - Temporary	.00	.00	.00	6,505.92	.00	40,481.28	(40,481.28)	+++	.00
5104	Wages - PS Holiday Pay	3,192.00	(641.00)	2,551.00	283.52	.00	2,409.92	141.08	94	.00
5105	Salaries - Overtime/FLSA	.00	11,000.00	11,000.00	2,578.26	.00	16,284.86	(5,284.86)	148	.00
5106.101	Incentives & Admin Leave School Incentive	2,386.00	(166.00)	2,220.00	247.86	.00	1,982.88	237.12	89	.00
5106.103	Incentives & Admin Leave Team Pay	.00	.00	.00	259.12	.00	2,202.52	(2,202.52)	+++	.00
5109.100	Allowances Uniform Allowance	775.00	(116.00)	659.00	77.50	.00	620.00	39.00	94	.00
5111	Medicare	983.00	496.00	1,479.00	226.03	.00	1,619.05	(140.05)	109	.00
5112.101	Retirement Contribution PERS	39,840.00	(7,879.00)	31,961.00	1,120.78	.00	27,688.49	4,272.51	87	.00
5112.102	Retirement Contribution Social Security	.00	.00	.00	403.38	.00	2,675.12	(2,675.12)	+++	.00
5113	Worker's Compensation	4,639.00	8.00	4,647.00	.00	.00	4,646.92	.08	100	.00
5114.101	Health Insurance Medical	14,819.00	(9,079.00)	5,740.00	504.16	.00	4,033.28	1,706.72	70	.00
5114.102	Health Insurance Dental	.00	.00	.00	159.94	.00	1,271.62	(1,271.62)	+++	.00
5114.103	Health Insurance Vision	.00	.00	.00	14.44	.00	115.30	(115.30)	+++	.00
5115	Unemployment Compensation	.00	.00	.00	99.75	.00	714.62	(714.62)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	691.00	(110.00)	581.00	19.00	.00	152.00	429.00	26	.00
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	46.15	.00	350.23	(350.23)	+++	.00
5202.100	Operating Supplies General	2,800.00	1,902.00	4,702.00	.00	76.78	4,736.03	(110.81)	102	.00
5213.100	Professional/Contract Services General	3,000.00	3,240.00	6,240.00	.00	.00	7,269.88	(1,029.88)	117	.00
5220.100	Employee Development General	19,200.00	5,169.00	24,369.00	474.50	1,637.58	21,229.94	1,501.48	94	.00
5304	Furniture & Equipment	10,000.00	(1,884.00)	8,116.00	.00	.00	8,869.08	(753.08)	109	.00
5501	Debt Service Payment - Principal	106,584.00	(666.00)	105,918.00	4,878.58	.00	19,514.32	86,403.68	18	.00
Cost Center Activity <b>301 - Police Operations Totals</b>		\$270,362.00	\$31,854.00	\$302,216.00	\$23,081.29	\$1,714.36	\$212,917.74	\$87,583.90	71%	\$0.00
Cost Center Activity <b>303 - Animal Control</b>										
5101	Salaries - Permanent	23,691.00	(9,683.00)	14,008.00	1,419.72	.00	12,838.82	1,169.18	92	.00
5104	Wages - PS Holiday Pay	805.00	277.00	1,082.00	87.68	.00	1,044.84	37.16	97	.00
5105	Salaries - Overtime/FLSA	.00	1,000.00	1,000.00	.00	.00	508.44	491.56	51	.00
5109.100	Allowances Uniform Allowance	311.00	79.00	390.00	42.62	.00	368.99	21.01	95	.00
5111	Medicare	360.00	(124.00)	236.00	19.11	.00	185.70	50.30	79	.00
5112.101	Retirement Contribution PERS	2,136.00	(1,180.00)	956.00	94.02	.00	865.92	90.08	91	.00
5113	Worker's Compensation	2,498.00	4.00	2,502.00	.00	.00	2,502.28	(.28)	100	.00
5114.101	Health Insurance Medical	4,895.00	(1,559.00)	3,336.00	325.30	.00	2,927.71	408.29	88	.00
5114.102	Health Insurance Dental	.00	.00	.00	34.80	.00	309.89	(309.89)	+++	.00
5114.103	Health Insurance Vision	.00	.00	.00	3.68	.00	33.01	(33.01)	+++	.00
5115	Unemployment Compensation	.00	.00	.00	8.43	.00	81.96	(81.96)	+++	.00





# Budget Performance Report

Fiscal Year to Date 06/30/16

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>25 - Finance</b>										
Program <b>4420 - Measure C TUT</b>										
Cost Center Activity <b>303 - Animal Control</b>										
5116.101	Life and Disability Insurance Life & Disab.	304.00	(83.00)	221.00	14.24	.00	121.05	99.95	55	.00
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	12.00	.00	93.63	(93.63)	+++	.00
5220.100	Employee Development General	3,000.00	.00	3,000.00	.00	.00	2,257.99	742.01	75	.00
5223.101	Meals and Refreshments Employee Meals-MOU Overtime	.00	20.00	20.00	.00	.00	11.25	8.75	56	.00
5304	Furniture & Equipment	3,000.00	2,200.00	5,200.00	.00	.00	5,404.72	(204.72)	104	.00
Cost Center Activity <b>303 - Animal Control Totals</b>		<b>\$41,000.00</b>	<b>(\$9,049.00)</b>	<b>\$31,951.00</b>	<b>\$2,061.60</b>	<b>\$0.00</b>	<b>\$29,556.20</b>	<b>\$2,394.80</b>	<b>93%</b>	<b>\$0.00</b>
Cost Center Activity <b>325 - Fire Administration</b>										
5303	Improvements	20,500.00	11.00	20,511.00	.00	.00	21,673.58	(1,162.58)	106	.00
Cost Center Activity <b>325 - Fire Administration Totals</b>		<b>\$20,500.00</b>	<b>\$11.00</b>	<b>\$20,511.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,673.58</b>	<b>(\$1,162.58)</b>	<b>106%</b>	<b>\$0.00</b>
Cost Center Activity <b>326 - Fire Suppression</b>										
5213.100	Professional/Contract Services General	150,000.00	.00	150,000.00	.00	.00	144,124.09	5,875.91	96	.00
5304	Furniture & Equipment	25,000.00	7,500.00	32,500.00	.00	.00	.00	32,500.00	0	.00
5501	Debt Service Payment - Principal	75,000.00	11,632.00	86,632.00	21,657.93	.00	86,631.72	.28	100	.00
Cost Center Activity <b>326 - Fire Suppression Totals</b>		<b>\$250,000.00</b>	<b>\$19,132.00</b>	<b>\$269,132.00</b>	<b>\$21,657.93</b>	<b>\$0.00</b>	<b>\$230,755.81</b>	<b>\$38,376.19</b>	<b>86%</b>	<b>\$0.00</b>
Cost Center Activity <b>350 - Public Works Streets</b>										
5303	Improvements	.00	25,000.00	25,000.00	.00	.00	25,498.30	(498.30)	102	.00
5910.100	Transfers Out To Capital Projects	200,000.00	.00	200,000.00	.00	.00	20,722.12	179,277.88	10	.00
Cost Center Activity <b>350 - Public Works Streets Totals</b>		<b>\$200,000.00</b>	<b>\$25,000.00</b>	<b>\$225,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,220.42</b>	<b>\$178,779.58</b>	<b>21%</b>	<b>\$0.00</b>
Program <b>4420 - Measure C TUT Totals</b>		<b>\$823,362.00</b>	<b>\$145,946.00</b>	<b>\$969,308.00</b>	<b>\$46,800.82</b>	<b>\$1,714.36</b>	<b>\$650,045.19</b>	<b>\$317,548.45</b>	<b>67%</b>	<b>\$8,392.04</b>
Program <b>5005 - Rental Properties</b>										
5203.100	Repairs and Maint Supplies General	.00	.00	.00	.00	.00	63.96	(63.96)	+++	.00
5211.175	Utilities Rental Properties	2,300.00	.00	2,300.00	.00	.00	2,201.48	98.52	96	2,096.16
5213.100	Professional/Contract Services General	.00	.00	.00	.00	.00	900.00	(900.00)	+++	597.00
5214.100	Repair and Maint Service General	480.00	.00	480.00	40.00	.00	930.00	(450.00)	194	474.92
5501	Debt Service Payment - Principal	17,202.00	.00	17,202.00	1,433.48	.00	17,201.76	.24	100	8,600.88
Program <b>5005 - Rental Properties Totals</b>		<b>\$19,982.00</b>	<b>\$0.00</b>	<b>\$19,982.00</b>	<b>\$1,473.48</b>	<b>\$0.00</b>	<b>\$21,297.20</b>	<b>(\$1,315.20)</b>	<b>107%</b>	<b>\$11,768.96</b>
Department <b>25 - Finance Totals</b>		<b>\$1,056,622.00</b>	<b>\$149,608.00</b>	<b>\$1,206,230.00</b>	<b>\$69,477.44</b>	<b>\$1,714.36</b>	<b>\$879,349.81</b>	<b>\$325,165.83</b>	<b>73%</b>	<b>\$232,587.72</b>
Department <b>30 - Police</b>										
Program <b>0000 - Non Program Activity</b>										
5280.100	Bad Debt Write Off Expense	.00	714.00	714.00	.00	.00	714.43	(.43)	100	.00
Program <b>0000 - Non Program Activity Totals</b>		<b>\$0.00</b>	<b>\$714.00</b>	<b>\$714.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$714.43</b>	<b>(\$0.43)</b>	<b>100%</b>	<b>\$0.00</b>
Program <b>4510 - Police Administration</b>										
5101	Salaries - Permanent	336,515.00	(8,997.00)	327,518.00	25,842.34	.00	316,582.21	10,935.79	97	326,219.32
5102	Salaries - Temporary	.00	3,578.00	3,578.00	.00	.00	.00	3,578.00	0	.00
5103.102	Differential Pay Out of Class	.00	.00	.00	.00	.00	187.25	(187.25)	+++	8.86



# Budget Performance Report

Fiscal Year to Date 06/30/16

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 30 - Police										
Program 4510 - Police Administration										
5104	Wages - PS Holiday Pay	15,785.00	(410.00)	15,375.00	1,207.70	.00	13,950.45	1,424.55	91	14,356.60
5105	Salaries - Overtime/FLSA	100.00	(50.00)	50.00	.00	.00	.00	50.00	0	26.16
5106.100	Incentives & Admin Leave Administrative Leave	19,169.00	(466.00)	18,703.00	9,928.55	.00	15,296.15	3,406.85	82	9,514.52
5106.101	Incentives & Admin Leave School Incentive	19,652.00	(564.00)	19,088.00	1,852.06	.00	18,573.40	514.60	97	8,100.00
5106.200	Incentives & Admin Leave Gym Reimbursement	360.00	.00	360.00	.00	.00	270.00	90.00	75	.00
5106.205	Incentives & Admin Leave PS Recruitment Incentive	.00	.00	.00	3,300.00	.00	3,300.00	(3,300.00)	+++	.00
5109.100	Allowances Uniform Allowance	2,790.00	(143.00)	2,647.00	273.30	.00	3,617.02	(970.02)	137	2,359.92
5111	Medicare	6,049.00	(145.00)	5,904.00	589.52	.00	5,505.33	398.67	93	5,284.94
5112.101	Retirement Contribution PERS	206,280.00	(1,491.00)	204,789.00	4,829.01	.00	203,990.64	798.36	100	95,399.20
5113	Worker's Compensation	25,499.00	44.00	25,543.00	.00	.00	25,542.52	.48	100	25,628.18
5114.101	Health Insurance Medical	44,458.00	(1,454.00)	43,004.00	4,250.58	.00	37,473.82	5,530.18	87	37,475.12
5114.102	Health Insurance Dental	.00	.00	.00	574.92	.00	3,843.96	(3,843.96)	+++	3,165.06
5114.103	Health Insurance Vision	.00	.00	.00	53.80	.00	435.38	(435.38)	+++	418.32
5115	Unemployment Compensation	.00	.00	.00	260.20	.00	2,532.65	(2,532.65)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	3,088.00	82.00	3,170.00	97.86	.00	927.32	2,242.68	29	946.32
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	215.64	.00	1,949.02	(1,949.02)	+++	1,528.82
5119.100	Retiree Costs Medical Insurance	49,170.00	(3,426.00)	45,744.00	446.23	.00	42,853.40	2,890.60	94	54,900.47
5119.120	Retiree Costs PERS 1959 Survivor Benefits	.00	.00	.00	.00	.00	.00	.00	+++	240.00
5122	Accrual Bank Payoff	23,168.00	(1,492.00)	21,676.00	.00	.00	19,272.01	2,403.99	89	10,485.60
5201.100	Office Supplies General	2,300.00	.00	2,300.00	.00	(86.93)	2,286.58	100.35	96	2,068.22
5202.100	Operating Supplies General	6,879.00	.00	6,879.00	.00	127.49	6,118.51	633.00	91	5,998.82
5203.100	Repairs and Maint Supplies General	2,050.00	.00	2,050.00	.00	.00	1,476.38	573.62	72	1,620.12
5204	Subscriptions and Code Books	100.00	(14.00)	86.00	.00	.00	85.25	.75	99	84.86
5210.100	Postage General	2,200.00	(200.00)	2,000.00	.00	14.08	1,906.18	79.74	96	2,071.47
5211.135	Utilities Water and Sewer	850.00	.00	850.00	.00	.00	702.14	147.86	83	848.82
5211.137	Utilities Electric and Gas	25,000.00	.00	25,000.00	(143.61)	.00	24,402.71	597.29	98	27,100.72
5211.139	Utilities Propane	500.00	300.00	800.00	32.79	.00	483.28	316.72	60	548.39
5213.100	Professional/Contract Services General	31,270.00	.00	31,270.00	.00	32.00	27,403.70	3,834.30	88	27,013.05
5214.100	Repair and Maint Service General	33,978.00	.00	33,978.00	59.01	(68.79)	29,645.68	4,401.11	87	30,695.91
5215.100	Rents and Leases Miscellaneous	419.00	500.00	919.00	.00	.00	561.99	357.01	61	417.44
5215.106	Rents and Leases Copiers	2,468.00	.00	2,468.00	.00	.00	1,182.50	1,285.50	48	107.50
5216.100	Communications General Services	6,000.00	(500.00)	5,500.00	.00	.00	4,881.91	618.09	89	5,040.64
5218.100	Advertising General	100.00	.00	100.00	.00	.00	109.47	(9.47)	109	.00
5219.100	Printing General	800.00	1,200.00	2,000.00	.00	.00	2,275.17	(275.17)	114	1,530.53
5220.100	Employee Development General	1,380.00	.00	1,380.00	.00	.00	689.00	691.00	50	1,262.50
5223.105	Meals and Refreshments Emergencies and Meetings	400.00	.00	400.00	.00	(10.99)	426.21	(15.22)	104	6.99



# Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 30 - Police										
Program 4510 - Police Administration										
5225	Bank Fees and Charges	600.00	200.00	800.00	.00	.00	722.37	77.63	90	507.08
5501	Debt Service Payment - Principal	4,068.00	.00	4,068.00	408.50	.00	4,057.70	10.30	100	3,948.54
Program 4510 - Police Administration Totals		\$873,445.00	(\$13,448.00)	\$859,997.00	\$54,078.40	\$6.86	\$825,519.26	\$34,470.88	96%	\$707,559.01
Program 4520 - Police Operations										
5101	Salaries - Permanent	1,098,880.00	(130,135.00)	968,745.00	60,958.25	.00	842,998.98	125,746.02	87	943,677.57
5102	Salaries - Temporary	.00	.00	.00	356.64	.00	10,254.25	(10,254.25)	+++	1,204.80
5103.102	Differential Pay Out of Class	.00	.00	.00	156.65	.00	3,122.88	(3,122.88)	+++	4,348.79
5103.105	Differential Pay Swing/Graveyard Shift	.00	.00	.00	2,125.35	.00	27,738.05	(27,738.05)	+++	30,261.76
5103.108	Differential Pay Canine Maintenance	.00	.00	.00	559.80	.00	6,589.58	(6,589.58)	+++	3,651.98
5104	Wages - PS Holiday Pay	52,708.00	(10,059.00)	42,649.00	3,014.88	.00	42,382.27	266.73	99	51,864.23
5105	Salaries - Overtime/FLSA	220,000.00	56,815.00	276,815.00	25,537.68	.00	284,282.71	(7,467.71)	103	236,197.70
5106.101	Incentives & Admin Leave School Incentive	42,211.00	(7,269.00)	34,942.00	2,802.18	.00	36,686.20	(1,744.20)	105	40,253.05
5106.103	Incentives & Admin Leave Team Pay	.00	.00	.00	219.84	.00	2,891.97	(2,891.97)	+++	4,417.08
5106.200	Incentives & Admin Leave Gym Reimbursement	540.00	(2,180.00)	(1,640.00)	.00	.00	180.00	(1,820.00)	-11	540.00
5106.205	Incentives & Admin Leave PS Recruitment Incentive	5,000.00	.00	5,000.00	.00	.00	1,100.00	3,900.00	22	10,300.00
5109.100	Allowances Uniform Allowance	21,142.00	(2,998.00)	18,144.00	1,967.23	.00	17,637.88	506.12	97	19,682.01
5111	Medicare	20,761.00	(713.00)	20,048.00	1,319.67	.00	18,380.38	1,667.62	92	18,499.62
5112.101	Retirement Contribution PERS	446,331.00	(19,617.00)	426,714.00	11,277.83	.00	425,098.19	1,615.81	100	274,886.83
5112.102	Retirement Contribution Social Security	.00	.00	.00	.00	.00	420.88	(420.88)	+++	91.50
5113	Worker's Compensation	88,905.00	154.00	89,059.00	.00	.00	89,058.80	.20	100	102,464.66
5114.101	Health Insurance Medical	285,159.00	(49,024.00)	236,135.00	16,252.32	.00	207,525.87	28,609.13	88	241,190.52
5114.102	Health Insurance Dental	.00	.00	.00	1,996.88	.00	24,758.36	(24,758.36)	+++	24,938.40
5114.103	Health Insurance Vision	.00	.00	.00	174.30	.00	2,210.56	(2,210.56)	+++	2,334.38
5115	Unemployment Compensation	3,500.00	.00	3,500.00	582.45	.00	8,525.67	(5,025.67)	244	.00
5116.101	Life and Disability Insurance Life & Disab.	13,357.00	(1,643.00)	11,714.00	266.00	.00	3,496.00	8,218.00	30	3,800.00
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	518.84	.00	7,071.50	(7,071.50)	+++	5,942.53
5119.100	Retiree Costs Medical Insurance	147,748.00	19,830.00	167,578.00	868.92	.00	153,255.55	14,322.45	91	128,230.19
5122	Accrual Bank Payoff	.00	54,756.00	54,756.00	.00	.00	55,566.03	(810.03)	101	11,166.71
5199.130	Other Payroll Expenses Interfund Payroll Transfers	(127,901.00)	74,715.00	(53,186.00)	.00	.00	(41,292.86)	(11,893.14)	78	(49,813.42)
5202.100	Operating Supplies General	22,000.00	1,956.00	23,956.00	1,241.11	4,207.79	16,350.34	3,397.87	86	8,733.92
5204	Subscriptions and Code Books	500.00	.00	500.00	.00	.00	352.08	147.92	70	.00
5209.101	Auto Fuel Expense Town Vehicles	58,000.00	(5,000.00)	53,000.00	3,372.15	.00	41,750.01	11,249.99	79	53,789.23
5213.100	Professional/Contract Services General	8,700.00	1,349.00	10,049.00	325.00	46.14	10,718.45	(715.59)	107	14,985.55
5214.100	Repair and Maint Service General	1,500.00	500.00	2,000.00	.00	.00	1,781.99	218.01	89	.00
5216.100	Communications General Services	6,525.00	(1,525.00)	5,000.00	.00	.00	4,055.41	944.59	81	5,825.42
5217	Extradition/Transportation Expen	.00	31.00	31.00	.00	657.35	31.17	(657.52)	2221	.00



# Budget Performance Report

Fiscal Year to Date 06/30/16  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 30 - Police										
Program 4520 - Police Operations										
5218.100	Advertising General	200.00	200.00	400.00	.00	.00	325.84	74.16	81	65.37
5220.100	Employee Development General	20,150.00	1,723.00	21,873.00	.00	(418.80)	16,861.12	5,430.68	75	9,002.28
5220.110	Employee Development Education Reimb MOU Program	1,650.00	.00	1,650.00	.00	.00	401.50	1,248.50	24	.00
5220.120	Employee Development PD Cadet Tuition Reimb Program	.00	.00	.00	.00	.00	.00	.00	+++	2,381.76
5260	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	5,565.83
5304	Furniture & Equipment	.00	.00	.00	.00	.00	3,098.60	(3,098.60)	+++	.00
Program 4520 - Police Operations Totals		\$2,437,566.00	(\$18,134.00)	\$2,419,432.00	\$135,893.97	\$4,492.48	\$2,325,666.21	\$89,273.31	96%	\$2,210,480.25
Program 4530 - Public Safety Communications										
5101	Salaries - Permanent	320,255.00	(199.00)	320,056.00	22,515.48	.00	270,434.72	49,621.28	84	244,705.12
5102	Salaries - Temporary	65,158.00	(18,395.00)	46,763.00	2,165.76	.00	41,488.08	5,274.92	89	63,043.55
5103.102	Differential Pay Out of Class	.00	.00	.00	158.46	.00	890.32	(890.32)	+++	2,032.09
5103.105	Differential Pay Swing/Graveyard Shift	.00	.00	.00	825.41	.00	9,620.81	(9,620.81)	+++	9,184.50
5104	Wages - PS Holiday Pay	13,928.00	(84.00)	13,844.00	1,167.12	.00	13,548.17	295.83	98	11,916.16
5105	Salaries - Overtime/FLSA	45,000.00	7,880.00	52,880.00	3,985.07	.00	49,715.65	3,164.35	94	44,333.39
5106.101	Incentives & Admin Leave School Incentive	9,754.00	909.00	10,663.00	984.49	.00	10,512.12	150.88	99	8,621.62
5106.200	Incentives & Admin Leave Gym Reimbursement	180.00	.00	180.00	.00	.00	360.00	(180.00)	200	270.00
5106.205	Incentives & Admin Leave PS Recruitment Incentive	500.00	.00	500.00	600.00	.00	1,100.00	(600.00)	220	500.00
5109.100	Allowances Uniform Allowance	5,456.00	994.00	6,450.00	484.64	.00	6,253.29	196.71	97	6,586.02
5111	Medicare	6,662.00	.00	6,662.00	475.75	.00	5,679.61	982.39	85	5,622.46
5112.101	Retirement Contribution PERS	42,356.00	247.00	42,603.00	1,864.42	.00	38,806.72	3,796.28	91	28,519.93
5113	Worker's Compensation	14,727.00	25.00	14,752.00	.00	.00	14,752.16	(.16)	100	18,764.14
5114.101	Health Insurance Medical	83,202.00	7,488.00	90,690.00	8,026.46	.00	80,989.41	9,700.59	89	61,431.07
5114.102	Health Insurance Dental	.00	.00	.00	710.20	.00	8,379.84	(8,379.84)	+++	5,572.16
5114.103	Health Insurance Vision	.00	.00	.00	60.04	.00	689.03	(689.03)	+++	458.40
5115	Unemployment Compensation	3,000.00	(1,500.00)	1,500.00	210.00	.00	2,618.89	(1,118.89)	175	.00
5116.101	Life and Disability Insurance Life & Disab.	4,426.00	149.00	4,575.00	157.70	.00	1,710.98	2,864.02	37	1,413.72
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	175.72	.00	2,373.57	(2,373.57)	+++	1,516.73
5119.100	Retiree Costs Medical Insurance	74,453.00	(12,788.00)	61,665.00	194.85	.00	54,629.73	7,035.27	89	69,842.91
5122	Accrual Bank Payoff	.00	.00	.00	1,864.30	.00	1,864.30	(1,864.30)	+++	.00
5199.130	Other Payroll Expenses Interfund Payroll Transfers	(50,000.00)	.00	(50,000.00)	.00	.00	(45,834.00)	(4,166.00)	92	(50,000.00)
5202.100	Operating Supplies General	2,750.00	.00	2,750.00	.00	.00	2,768.76	(18.76)	101	1,493.10
5204	Subscriptions and Code Books	150.00	.00	150.00	.00	.00	144.00	6.00	96	144.00
5213.100	Professional/Contract Services General	.00	3,400.00	3,400.00	6.75	206.98	953.87	2,239.15	34	3,876.74
5214.100	Repair and Maint Service General	35,243.00	.00	35,243.00	.00	.00	34,172.00	1,071.00	97	33,504.00
5216.100	Communications General Services	20,394.00	.00	20,394.00	135.20	.00	20,183.59	210.41	99	7.36



# Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 1010 - General Fund										
EXPENSE										
Department 30 - Police										
Program 4530 - Public Safety Communications										
5218.100	Advertising General	100.00	.00	100.00	.00	.00	113.23	(13.23)	113	112.89
5220.100	Employee Development General	7,530.00	.00	7,530.00	.00	.00	1,439.11	6,090.89	19	6,732.11
5220.110	Employee Development Education Reimb MOU Program	550.00	.00	550.00	217.00	.00	217.00	333.00	39	.00
5304	Furniture & Equipment	1,000.00	550.00	1,550.00	.00	.00	1,260.16	289.84	81	896.36
5501	Debt Service Payment - Principal	66,476.00	.00	66,476.00	907.01	.00	66,523.72	(47.72)	100	66,100.89
Program 4530 - Public Safety Communications Totals		\$773,250.00	(\$11,324.00)	\$761,926.00	\$47,891.83	\$206.98	\$698,358.84	\$63,360.18	92%	\$668,541.42
Program 4550 - Fleet Management										
5101	Salaries - Permanent	48,880.00	(4,337.00)	44,543.00	3,761.60	.00	42,318.00	2,225.00	95	55,974.58
5105	Salaries - Overtime/FLSA	.00	720.00	720.00	35.27	.00	1,516.43	(796.43)	211	.00
5106.100	Incentives & Admin Leave Administrative Leave	.00	.00	.00	.00	.00	.00	.00	+++	2,531.44
5109.100	Allowances Uniform Allowance	500.00	.00	500.00	41.66	.00	456.33	43.67	91	422.08
5109.102	Allowances Tool Allowance	1,000.00	.00	1,000.00	.00	.00	1,000.00	.00	100	1,000.00
5111	Medicare	731.00	(85.00)	646.00	47.76	.00	572.79	73.21	89	866.68
5112.101	Retirement Contribution PERS	4,716.00	(388.00)	4,328.00	252.36	.00	4,175.05	152.95	96	7,104.02
5113	Worker's Compensation	1,431.00	2.00	1,433.00	.00	.00	1,433.44	(.44)	100	2,455.30
5114.101	Health Insurance Medical	11,786.00	(1,021.00)	10,765.00	867.46	.00	9,542.05	1,222.95	89	12,404.99
5114.102	Health Insurance Dental	.00	.00	.00	106.18	.00	1,147.74	(1,147.74)	+++	1,525.10
5114.103	Health Insurance Vision	.00	.00	.00	4.90	.00	53.66	(53.66)	+++	142.20
5115	Unemployment Compensation	.00	.00	.00	21.07	.00	252.81	(252.81)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	647.00	(27.00)	620.00	19.00	.00	209.00	411.00	34	190.00
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	31.91	.00	351.06	(351.06)	+++	336.22
5119.100	Retiree Costs Medical Insurance	22,182.00	1,014.00	23,196.00	.00	.00	21,468.02	1,727.98	93	9,080.67
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	.00	.00	+++	9,796.49
5202.100	Operating Supplies General	200.00	1,400.00	1,600.00	29.14	.00	3,712.19	(2,112.19)	232	209.71
5203.100	Repairs and Maint Supplies General	46,600.00	16,400.00	63,000.00	522.84	.00	82,522.37	(19,522.37)	131	64,826.82
5204	Subscriptions and Code Books	2,400.00	(900.00)	1,500.00	.00	1,500.00	1,836.20	(1,836.20)	222	.00
5209.101	Auto Fuel Expense Town Vehicles	.00	350.00	350.00	94.96	.00	516.13	(166.13)	147	562.92
5210.100	Postage General	.00	.00	.00	.00	.00	93.48	(93.48)	+++	10.43
5213.100	Professional/Contract Services General	2,300.00	2,200.00	4,500.00	31.50	.00	5,743.00	(1,243.00)	128	12,992.64
5214.100	Repair and Maint Service General	27,200.00	7,800.00	35,000.00	630.00	62.90	30,420.93	4,516.17	87	35,162.53
5216.100	Communications General Services	900.00	(100.00)	800.00	75.00	.00	706.04	93.96	88	603.86
5218.100	Advertising General	.00	.00	.00	.00	.00	.00	.00	+++	81.82
5220.100	Employee Development General	.00	1,800.00	1,800.00	600.00	.00	1,966.03	(166.03)	109	.00
5303	Improvements	5,000.00	(1,739.00)	3,261.00	.00	.00	3,261.49	(.49)	100	.00
5304	Furniture & Equipment	.00	.00	.00	.00	.00	1,078.92	(1,078.92)	+++	.00
5501	Debt Service Payment - Principal	.00	.00	.00	.00	.00	.00	.00	+++	9.56



# Budget Performance Report

Fiscal Year to Date 06/30/16  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>1010 - General Fund</b>										
EXPENSE										
Department <b>30 - Police</b>										
Program <b>4550 - Fleet Management</b>										
5910.611	Transfers Out GASB 45 Retiree Medical Trust	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
Program <b>4550 - Fleet Management</b> Totals		\$186,473.00	\$23,089.00	\$209,562.00	\$7,172.61	\$1,562.90	\$216,353.16	(\$8,354.06)	104%	\$222,460.06
Department <b>30 - Police</b> Totals		\$4,270,734.00	(\$19,103.00)	\$4,251,631.00	\$245,036.81	\$6,269.22	\$4,066,611.90	\$178,749.88	96%	\$3,809,040.74
Department <b>35 - Fire</b>										
Program <b>0000 - Non Program Activity</b>										
5280.100	Bad Debt Write Off Expense	.00	192.00	192.00	.00	.00	192.44	(.44)	100	5,914.56
Program <b>0000 - Non Program Activity</b> Totals		\$0.00	\$192.00	\$192.00	\$0.00	\$0.00	\$192.44	(\$0.44)	100%	\$5,914.56
Program <b>4610 - Fire - Administrative</b>										
5101	Salaries - Permanent	23,650.00	(4,550.00)	19,100.00	1,496.65	.00	18,094.23	1,005.77	95	23,793.41
5102	Salaries - Temporary	12,121.00	.00	12,121.00	932.40	.00	11,538.45	582.55	95	11,969.91
5111	Medicare	519.00	(19.00)	500.00	38.99	.00	503.03	(3.03)	101	563.85
5112.101	Retirement Contribution PERS	17,795.00	(619.00)	17,176.00	93.34	.00	16,371.43	804.57	95	2,948.51
5112.102	Retirement Contribution Social Security	.00	.00	.00	57.81	.00	715.38	(715.38)	+++	742.82
5113	Worker's Compensation	539.00	1.00	540.00	.00	.00	539.92	.08	100	617.52
5114.101	Health Insurance Medical	3,123.00	(390.00)	2,733.00	260.24	.00	2,862.64	(129.64)	105	3,122.88
5115	Unemployment Compensation	.00	.00	.00	17.22	.00	233.15	(233.15)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	339.00	23.00	362.00	11.40	.00	108.30	253.70	30	136.80
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	12.70	.00	155.67	(155.67)	+++	142.58
5119.100	Retiree Costs Medical Insurance	62,602.00	1,217.00	63,819.00	531.55	.00	61,003.36	2,815.64	96	63,129.77
5122	Accrual Bank Payoff	.00	2,195.00	2,195.00	.00	.00	2,195.24	(.24)	100	.00
5201.100	Office Supplies General	1,000.00	.00	1,000.00	.00	.00	196.84	803.16	20	1,105.98
5202.100	Operating Supplies General	4,505.00	.00	4,505.00	.00	.00	4,011.10	493.90	89	1,336.72
5203.100	Repairs and Maint Supplies General	4,500.00	.00	4,500.00	748.49	.00	4,792.28	(292.28)	106	5,048.42
5210.100	Postage General	345.00	(95.00)	250.00	46.75	.00	124.09	125.91	50	253.89
5211.135	Utilities Water and Sewer	2,300.00	2,900.00	5,200.00	.00	.00	1,640.67	3,559.33	32	2,148.73
5211.137	Utilities Electric and Gas	21,000.00	.00	21,000.00	(517.15)	.00	18,429.84	2,570.16	88	21,363.19
5211.139	Utilities Propane	500.00	.00	500.00	.00	.00	176.79	323.21	35	358.08
5213.100	Professional/Contract Services General	4,672.00	.00	4,672.00	4,050.00	.00	5,207.82	(535.82)	111	4,259.60
5214.100	Repair and Maint Service General	5,597.00	.00	5,597.00	86.00	.00	7,601.55	(2,004.55)	136	7,935.76
5215.106	Rents and Leases Copiers	2,350.00	.00	2,350.00	109.38	.00	2,276.58	73.42	97	7,287.57
5216.100	Communications General Services	10,850.00	.00	10,850.00	632.41	.00	11,593.97	(743.97)	107	11,100.14
5218.100	Advertising General	.00	459.00	459.00	.00	.00	466.53	(7.53)	102	.00
5219.100	Printing General	150.00	.00	150.00	.00	.00	.00	150.00	0	197.96
5223.105	Meals and Refreshments Emergencies and Meetings	.00	87.00	87.00	.00	.00	87.36	(.36)	100	87.20
5225	Bank Fees and Charges	.00	.00	.00	.00	.00	.00	.00	+++	215.38
5303	Improvements	6,980.00	2,731.00	9,711.00	.00	786.43	2,229.62	6,694.95	31	13,373.37



# Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>1010 - General Fund</b>										
EXPENSE										
Department <b>35 - Fire</b>										
Program <b>4610 - Fire - Administrative</b>										
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	1,669.30
5501	Debt Service Payment - Principal	1,196.00	.00	1,196.00	292.45	.00	1,176.24	19.76	98	771.41
Program <b>4610 - Fire - Administrative Totals</b>		\$186,633.00	\$3,940.00	\$190,573.00	\$8,900.63	\$786.43	\$174,332.08	\$15,454.49	92%	\$239,170.75
Program <b>4615 - Fire - EOC</b>										
5202.100	Operating Supplies General	50.00	.00	50.00	.00	.00	.00	50.00	0	119.31
5203.100	Repairs and Maint Supplies General	.00	.00	.00	.00	.00	.00	.00	+++	185.87
5213.100	Professional/Contract Services General	120.00	.00	120.00	.00	.00	.00	120.00	0	.00
5214.100	Repair and Maint Service General	5,260.00	.00	5,260.00	.00	.00	7,013.33	(1,753.33)	133	.00
5216.100	Communications General Services	4,141.00	.00	4,141.00	126.53	.00	5,006.57	(865.57)	121	4,312.98
5304	Furniture & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	1,682.45
Program <b>4615 - Fire - EOC Totals</b>		\$9,571.00	\$0.00	\$9,571.00	\$126.53	\$0.00	\$12,019.90	(\$2,448.90)	126%	\$6,300.61
Program <b>4630 - Fire - Suppression</b>										
5112.101	Retirement Contribution PERS	69,443.00	.00	69,443.00	.00	.00	69,443.00	.00	100	.00
5119.100	Retiree Costs Medical Insurance	197,951.00	(2,610.00)	195,341.00	.00	.00	177,922.79	17,418.21	91	197,569.53
5202.100	Operating Supplies General	14,200.00	.00	14,200.00	603.72	.00	11,152.15	3,047.85	79	11,670.65
5203.100	Repairs and Maint Supplies General	3,500.00	.00	3,500.00	38.92	.00	2,305.14	1,194.86	66	1,805.72
5209.101	Auto Fuel Expense Town Vehicles	27,000.00	(1,000.00)	26,000.00	1,191.86	.00	15,758.37	10,241.63	61	24,632.67
5213.100	Professional/Contract Services General	2,965,374.00	.00	2,965,374.00	.00	.00	2,830,657.94	134,716.06	95	2,815,570.75
5214.100	Repair and Maint Service General	13,960.00	.00	13,960.00	108.00	.00	4,399.85	9,560.15	32	7,860.24
5220.100	Employee Development General	1,000.00	.00	1,000.00	.00	.00	540.00	460.00	54	650.00
5223.105	Meals and Refreshments Emergencies and Meetings	.00	.00	.00	.00	.00	32.70	(32.70)	+++	.00
5269.135	Emergency Incident Costs Fire Related	1,500.00	.00	1,500.00	.00	.00	244.08	1,255.92	16	271.32
5304	Furniture & Equipment	27,010.00	(2,731.00)	24,279.00	.00	.00	28,421.44	(4,142.44)	117	30,034.88
5501	Debt Service Payment - Principal	114,265.00	.00	114,265.00	.00	.00	114,264.53	.47	100	114,264.53
Program <b>4630 - Fire - Suppression Totals</b>		\$3,435,203.00	(\$6,341.00)	\$3,428,862.00	\$1,942.50	\$0.00	\$3,255,141.99	\$173,720.01	95%	\$3,204,330.29
Program <b>4640 - Fire - Volunteer Program</b>										
5118	Volunteer Benefits	9,567.00	.00	9,567.00	.00	.00	5,498.16	4,068.84	57	9,033.35
5202.100	Operating Supplies General	1,680.00	.00	1,680.00	.00	.00	934.25	745.75	56	537.22
5213.100	Professional/Contract Services General	5,500.00	.00	5,500.00	.00	.00	5,142.00	358.00	93	4,112.00
5220.100	Employee Development General	500.00	.00	500.00	.00	.00	65.00	435.00	13	65.00
5223.105	Meals and Refreshments Emergencies and Meetings	.00	.00	.00	.00	.00	.00	.00	+++	35.00
Program <b>4640 - Fire - Volunteer Program Totals</b>		\$17,247.00	\$0.00	\$17,247.00	\$0.00	\$0.00	\$11,639.41	\$5,607.59	67%	\$13,782.57
Department <b>35 - Fire Totals</b>		\$3,648,654.00	(\$2,209.00)	\$3,646,445.00	\$10,969.66	\$786.43	\$3,453,325.82	\$192,332.75	95%	\$3,469,498.78
Department <b>40 - Community Development</b>										
Program <b>4720 - CDD Planning</b>										
5101	Salaries - Permanent	73,608.00	.00	73,608.00	5,728.33	.00	70,070.60	3,537.40	95	59,485.37
5102	Salaries - Temporary	.00	.00	.00	.00	.00	85.32	(85.32)	+++	0.06



# Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>1010 - General Fund</b>										
EXPENSE										
Department <b>40 - Community Development</b>										
Program <b>4720 - CDD Planning</b>										
5106.100	Incentives & Admin Leave Administrative Leave	1,354.00	.00	1,354.00	1,353.78	.00	1,353.78	.22	100	1,471.50
5106.200	Incentives & Admin Leave Gym Reimbursement	50.00	.00	50.00	.00	.00	50.40	(.40)	101	18.00
5107	Car Allowance/Mileage	552.00	.00	552.00	46.00	.00	554.00	(2.00)	100	600.00
5109.101	Allowances Boot Allowance	300.00	150.00	450.00	.00	.00	450.00	.00	100	300.00
5111	Medicare	1,095.00	.00	1,095.00	98.65	.00	907.99	187.01	83	868.53
5112.101	Retirement Contribution PERS	7,927.00	.00	7,927.00	412.06	.00	7,720.17	206.83	97	5,510.59
5113	Worker's Compensation	1,482.00	3.00	1,485.00	.00	.00	1,484.52	.48	100	1,707.42
5114.101	Health Insurance Medical	10,464.00	5,065.00	15,529.00	380.81	.00	12,944.17	2,584.83	83	15,949.80
5114.102	Health Insurance Dental	.00	.00	.00	145.66	.00	1,664.21	(1,664.21)	+++	1,954.22
5114.103	Health Insurance Vision	.00	.00	.00	11.98	.00	137.52	(137.52)	+++	180.10
5115	Unemployment Compensation	.00	.00	.00	43.55	.00	423.37	(423.37)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	871.00	43.00	914.00	26.32	.00	316.35	597.65	35	269.13
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	48.57	.00	400.93	(400.93)	+++	225.75
5119.100	Retiree Costs Medical Insurance	15,354.00	(187.00)	15,167.00	.00	.00	13,888.51	1,278.49	92	14,686.90
5201.100	Office Supplies General	.00	100.00	100.00	.00	.00	163.96	(63.96)	164	78.61
5202.100	Operating Supplies General	.00	200.00	200.00	.00	.00	286.27	(86.27)	143	180.64
5209.101	Auto Fuel Expense Town Vehicles	.00	800.00	800.00	70.61	.00	695.58	104.42	87	885.25
5210.100	Postage General	.00	700.00	700.00	.00	.00	385.56	314.44	55	696.97
5213.100	Professional/Contract Services General	.00	100.00	100.00	.00	.00	.00	100.00	0	53.55
5214.100	Repair and Maint Service General	.00	6,533.00	6,533.00	.00	.00	6,533.42	(.42)	100	7,124.44
5216.100	Communications General Services	.00	.00	.00	67.50	.00	337.50	(337.50)	+++	.00
5218.100	Advertising General	.00	605.00	605.00	.00	.00	603.40	1.60	100	604.88
Program <b>4720 - CDD Planning Totals</b>		\$113,057.00	\$14,112.00	\$127,169.00	\$8,433.82	\$0.00	\$121,457.53	\$5,711.47	96%	\$118,381.71
Program <b>4780 - CDD - Waste Management</b>										
5101	Salaries - Permanent	30,778.00	.00	30,778.00	2,367.24	.00	29,323.79	1,454.21	95	31,749.29
5106.100	Incentives & Admin Leave Administrative Leave	1,001.00	.00	1,001.00	1,000.62	.00	1,000.62	.38	100	1,000.62
5106.200	Incentives & Admin Leave Gym Reimbursement	86.00	.00	86.00	.00	.00	86.40	(.40)	100	72.90
5107	Car Allowance/Mileage	408.00	.00	408.00	34.00	.00	408.00	.00	100	408.00
5111	Medicare	467.00	.00	467.00	44.17	.00	390.25	76.75	84	434.38
5112.101	Retirement Contribution PERS	5,194.00	.00	5,194.00	201.52	.00	5,118.15	75.85	99	3,939.39
5113	Worker's Compensation	239.00	.00	239.00	.00	.00	239.40	(.40)	100	281.32
5114.101	Health Insurance Medical	5,478.00	1.00	5,479.00	399.91	.00	4,804.00	675.00	88	5,054.51
5114.102	Health Insurance Dental	.00	.00	.00	50.00	.00	588.44	(588.44)	+++	579.51
5114.103	Health Insurance Vision	.00	.00	.00	4.98	.00	59.42	(59.42)	+++	61.76
5115	Unemployment Compensation	.00	.00	.00	19.50	.00	181.46	(181.46)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	321.00	.00	321.00	9.40	.00	112.91	208.09	35	8.53





# Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 1010 - General Fund</b>										
<b>EXPENSE</b>										
Department <b>40 - Community Development</b>										
Program <b>4780 - CDD - Waste Management</b>										
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	20.07	.00	227.67	(227.67)	+++	205.47
5211.135	Utilities Water and Sewer	2,300.00	.00	2,300.00	.00	.00	1,743.85	556.15	76	2,030.00
Program <b>4780 - CDD - Waste Management Totals</b>		<b>\$46,272.00</b>	<b>\$1.00</b>	<b>\$46,273.00</b>	<b>\$4,151.41</b>	<b>\$0.00</b>	<b>\$44,284.36</b>	<b>\$1,988.64</b>	<b>96%</b>	<b>\$45,935.68</b>
Department <b>40 - Community Development Totals</b>		<b>\$159,329.00</b>	<b>\$14,113.00</b>	<b>\$173,442.00</b>	<b>\$12,585.23</b>	<b>\$0.00</b>	<b>\$165,741.89</b>	<b>\$7,700.11</b>	<b>96%</b>	<b>\$164,317.39</b>
Department <b>45 - Public Works</b>										
Program <b>4740 - Public Works - Engineering</b>										
5119.100	Retiree Costs Medical Insurance	12,814.00	(493.00)	12,321.00	.00	.00	11,309.77	1,011.23	92	11,871.56
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	3,366.78
5202.100	Operating Supplies General	.00	.00	.00	.00	.00	166.00	(166.00)	+++	.00
5210.100	Postage General	150.00	.00	150.00	.00	.00	47.47	102.53	32	133.23
5213.100	Professional/Contract Services General	3,000.00	.00	3,000.00	.00	.00	5,275.00	(2,275.00)	176	3,514.00
5214.100	Repair and Maint Service General	2,177.00	125.00	2,302.00	.00	.00	2,301.91	.09	100	3,780.93
5218.100	Advertising General	.00	145.00	145.00	.00	.00	144.96	.04	100	.00
5220.100	Employee Development General	.00	.00	.00	.00	.00	.00	.00	+++	116.00
Program <b>4740 - Public Works - Engineering Totals</b>		<b>\$18,141.00</b>	<b>(\$223.00)</b>	<b>\$17,918.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,245.11</b>	<b>(\$1,327.11)</b>	<b>107%</b>	<b>\$22,782.50</b>
Program <b>4745 - Paradise Community Park</b>										
5202.100	Operating Supplies General	2,375.00	.00	2,375.00	2.91	.00	1,345.55	1,029.45	57	2,769.69
5203.100	Repairs and Maint Supplies General	400.00	.00	400.00	34.56	.00	294.36	105.64	74	826.07
5211.135	Utilities Water and Sewer	3,150.00	.00	3,150.00	.00	.00	2,167.89	982.11	69	2,768.38
5211.137	Utilities Electric and Gas	3,700.00	(100.00)	3,600.00	.00	.00	3,252.25	347.75	90	3,556.84
5213.100	Professional/Contract Services General	.00	.00	.00	.00	.00	150.00	(150.00)	+++	.00
5214.100	Repair and Maint Service General	685.00	.00	685.00	.00	.00	80.00	605.00	12	380.00
5216.100	Communications General Services	205.00	.00	205.00	.00	.00	206.53	(1.53)	101	202.16
Program <b>4745 - Paradise Community Park Totals</b>		<b>\$10,515.00</b>	<b>(\$100.00)</b>	<b>\$10,415.00</b>	<b>\$37.47</b>	<b>\$0.00</b>	<b>\$7,496.58</b>	<b>\$2,918.42</b>	<b>72%</b>	<b>\$10,503.14</b>
Program <b>4747 - Public Facilities</b>										
5203.100	Repairs and Maint Supplies General	250.00	.00	250.00	.00	.00	.00	250.00	0	220.84
5211.135	Utilities Water and Sewer	4,800.00	(100.00)	4,700.00	.00	.00	3,355.87	1,344.13	71	4,467.17
5214.100	Repair and Maint Service General	300.00	.00	300.00	.00	.00	.00	300.00	0	200.00
Program <b>4747 - Public Facilities Totals</b>		<b>\$5,350.00</b>	<b>(\$100.00)</b>	<b>\$5,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,355.87</b>	<b>\$1,894.13</b>	<b>64%</b>	<b>\$4,888.01</b>
Department <b>45 - Public Works Totals</b>		<b>\$34,006.00</b>	<b>(\$423.00)</b>	<b>\$33,583.00</b>	<b>\$37.47</b>	<b>\$0.00</b>	<b>\$30,097.56</b>	<b>\$3,485.44</b>	<b>90%</b>	<b>\$38,173.65</b>
<b>EXPENSE TOTALS</b>		<b>\$11,440,547.00</b>	<b>\$160,177.00</b>	<b>\$11,600,724.00</b>	<b>\$407,744.14</b>	<b>\$10,242.23</b>	<b>\$9,853,381.84</b>	<b>\$1,737,099.93</b>	<b>85%</b>	<b>\$9,946,466.97</b>
Fund <b>1010 - General Fund Totals</b>										
<b>REVENUE TOTALS</b>		<b>11,468,422.00</b>	<b>249,748.00</b>	<b>11,718,170.00</b>	<b>439,426.35</b>	<b>.00</b>	<b>10,641,845.62</b>	<b>1,076,324.38</b>	<b>91</b>	<b>10,999,495.94</b>
<b>EXPENSE TOTALS</b>		<b>11,440,547.00</b>	<b>160,177.00</b>	<b>11,600,724.00</b>	<b>407,744.14</b>	<b>10,242.23</b>	<b>9,853,381.84</b>	<b>1,737,099.93</b>	<b>85</b>	<b>9,946,466.97</b>
Fund <b>1010 - General Fund Totals</b>		<b>\$27,875.00</b>	<b>\$89,571.00</b>	<b>\$117,446.00</b>	<b>\$31,682.21</b>	<b>(\$10,242.23)</b>	<b>\$788,463.78</b>	<b>(\$660,775.55)</b>		<b>28.97</b>



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 2030 - Building Safety & Waste Wtr Svcs										
REVENUE										
Department 40 - Community Development										
Program 4730 - Building and Onsite Inspections										
3380.102	Local Government Revenue Fines and Citations Onsite	15,000.00	(1,000.00)	14,000.00	725.00	.00	24,217.75	(10,217.75)	173	21,508.90
3380.103	Local Government Revenue Fines and Citations Fire	.00	1,000.00	1,000.00	.00	.00	269.00	731.00	27	3,000.00
3380.107	Local Government Revenue Building Safety	.00	5,000.00	5,000.00	.00	.00	6,244.00	(1,244.00)	125	16,055.00
3401.301	CDD Building Plan Check Fees	45,080.00	19,920.00	65,000.00	4,049.84	.00	85,685.59	(20,685.59)	132	67,321.07
3401.302	CDD Building Construction Review-Bldg Permit	172,822.00	27,178.00	200,000.00	25,226.30	.00	243,937.22	(43,937.22)	122	243,732.58
3401.306	CDD Building Development Permit/DIF Est Req	170.00	.00	170.00	.00	.00	339.08	(169.08)	199	423.85
3401.320	CDD Building Permit Valuation Surcharge	50.00	130.00	180.00	67.00	.00	247.00	(67.00)	137	182.00
3404.116	Onsite Land Use Review	7,500.00	(500.00)	7,000.00	230.06	.00	7,110.46	(110.46)	102	8,446.50
3404.117	Onsite Repairs to Maintain Existing Use	80,000.00	(5,000.00)	75,000.00	6,080.97	.00	74,135.73	864.27	99	92,089.55
3404.118	Onsite New Installation Standard System	5,000.00	(200.00)	4,800.00	470.78	.00	5,649.36	(849.36)	118	5,178.58
3404.119	Onsite Permit: Alteration/Expanded Use	1,000.00	(100.00)	900.00	.00	.00	1,890.75	(990.75)	210	519.48
3404.120	Onsite Review for Land Division	500.00	20.00	520.00	.00	.00	588.60	(68.60)	113	235.38
3404.125	Onsite Escrow Clearance	49,000.00	.00	49,000.00	4,562.46	.00	49,342.16	(342.16)	101	46,141.68
3404.126	Onsite Building Permit Clearance	4,000.00	1,000.00	5,000.00	439.39	.00	6,590.94	(1,590.94)	132	4,770.71
3404.127	Onsite Operating Permit/Annual	394,000.00	.00	394,000.00	7,343.76	.00	377,176.25	16,823.75	96	396,148.12
3404.128	Onsite Construct Install Permit Renewal	.00	255.00	255.00	.00	.00	254.60	.40	100	543.20
3404.137	Onsite Alternative Systems Review	3,000.00	1,000.00	4,000.00	1,056.08	.00	9,095.99	(5,095.99)	227	3,095.38
3404.138	Onsite Abandonment of Septic System	1,800.00	(600.00)	1,200.00	204.03	.00	723.51	476.49	60	1,168.83
3404.150	Onsite Annual Evaluator License Fee	.00	.00	.00	34.35	.00	34.35	(34.35)	+++	1,231.22
3404.151	Onsite Extension Req for Eval or Repair	1,300.00	.00	1,300.00	173.16	.00	1,529.58	(229.58)	118	1,327.56
3410.150	Administrative Services Late Fees	.00	3.00	3.00	.00	.00	2.70	.30	90	.75
3422.337	Fire Code Enforcement Inspection	5,000.00	3,500.00	8,500.00	1,348.12	.00	15,567.44	(7,067.44)	183	10,213.56
3422.346	Fire Administrative Fees	.00	.00	.00	.00	.00	.00	.00	+++	468.00
3422.368	Fire Permit Fees	2,500.00	500.00	3,000.00	195.00	.00	4,290.00	(1,290.00)	143	5,247.00
3610.100	Interest Revenue Investments	.00	.00	.00	.00	.00	.00	.00	+++	574.31
3610.150	Interest Revenue Interfund Loans	.00	.00	.00	.00	.00	376.48	(376.48)	+++	970.90
3902.100	Miscellaneous Revenue General	.00	1.00	1.00	.00	.00	1.65	(.65)	165	4,944.45
3902.110	Miscellaneous Revenue Cash Over and Short	.00	1.00	1.00	.00	.00	1.11	(.11)	111	(.01)
Program 4730 - Building and Onsite Inspections Totals		\$787,722.00	\$52,108.00	\$839,830.00	\$52,206.30	\$0.00	\$915,301.30	(\$75,471.30)	109%	\$935,538.55
Department 40 - Community Development Totals		\$787,722.00	\$52,108.00	\$839,830.00	\$52,206.30	\$0.00	\$915,301.30	(\$75,471.30)	109%	\$935,538.55
REVENUE TOTALS		\$787,722.00	\$52,108.00	\$839,830.00	\$52,206.30	\$0.00	\$915,301.30	(\$75,471.30)	109%	\$935,538.55
EXPENSE										
Department 40 - Community Development										
Program 4730 - Building and Onsite Inspections										
5101	Salaries - Permanent	389,480.00	600.00	390,080.00	29,333.06	.00	367,523.11	22,556.89	94	369,706.23
5106.100	Incentives & Admin Leave Administrative Leave	12,950.00	.00	12,950.00	12,949.33	.00	12,949.33	.67	100	12,360.00
5106.200	Incentives & Admin Leave Gym Reimbursement	1,509.00	(633.00)	876.00	90.00	.00	561.60	314.40	64	2.20



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Fund 2030 - Building Safety & Waste Wtr Svcs										
EXPENSE										
Department 40 - Community Development										
Program 4730 - Building and Onsite Inspections										
5107	Car Allowance/Mileage	1,536.00	.00	1,536.00	128.00	.00	1,530.00	6.00	100	1,392.00
5109.101	Allowances Boot Allowance	600.00	50.00	650.00	.00	.00	650.00	.00	100	300.00
5111	Medicare	5,230.00	133.00	5,363.00	602.71	.00	5,394.41	(31.41)	101	5,353.57
5112.101	Retirement Contribution PERS	66,554.00	382.00	66,936.00	2,452.38	.00	65,303.82	1,632.18	98	43,987.87
5113	Worker's Compensation	8,474.00	15.00	8,489.00	.00	.00	8,489.48	(.48)	100	6,946.39
5114.101	Health Insurance Medical	73,987.00	(8,582.00)	65,405.00	4,042.39	.00	51,094.79	14,310.21	78	55,451.82
5114.102	Health Insurance Dental	.00	.00	.00	805.55	.00	9,889.61	(9,889.61)	+++	9,101.51
5114.103	Health Insurance Vision	.00	.00	.00	45.72	.00	561.36	(561.36)	+++	542.00
5115	Unemployment Compensation	.00	.00	.00	266.01	.00	2,492.81	(2,492.81)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	4,315.00	216.00	4,531.00	145.16	.00	1,493.01	3,037.99	33	1,473.26
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	249.20	.00	2,841.91	(2,841.91)	+++	2,190.92
5119.100	Retiree Costs Medical Insurance	43,862.00	(10,125.00)	33,737.00	.00	.00	30,900.55	2,836.45	92	43,163.97
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	1,636.24	(1,636.24)	+++	.00
5201.100	Office Supplies General	350.00	.00	350.00	.00	.00	296.32	53.68	85	221.70
5202.100	Operating Supplies General	1,500.00	.00	1,500.00	.00	.00	1,052.65	447.35	70	1,574.76
5204	Subscriptions and Code Books	2,500.00	.00	2,500.00	.00	.00	2,383.52	116.48	95	2,505.03
5209.101	Auto Fuel Expense Town Vehicles	2,700.00	(200.00)	2,500.00	184.99	.00	2,075.26	424.74	83	2,564.26
5210.100	Postage General	2,100.00	2,781.00	4,881.00	.00	.00	1,255.59	3,625.41	26	2,166.87
5213.100	Professional/Contract Services General	5,500.00	.00	5,500.00	.00	.00	4,070.00	1,430.00	74	5,276.00
5214.100	Repair and Maint Service General	29,686.00	.00	29,686.00	.00	.00	32,667.46	(2,981.46)	110	29,685.16
5216.100	Communications General Services	2,350.00	.00	2,350.00	157.50	.00	2,427.59	(77.59)	103	2,022.05
5218.100	Advertising General	.00	46.00	46.00	.00	.00	52.67	(6.67)	114	.00
5220.100	Employee Development General	2,650.00	.00	2,650.00	.00	.00	1,029.00	1,621.00	39	1,675.00
5223.105	Meals and Refreshments Emergencies and Meetings	.00	26.00	26.00	.00	.00	25.96	.04	100	.00
5280.100	Bad Debt Write Off Expense	.00	.00	.00	.00	.00	.00	.00	+++	209.95
5304	Furniture & Equipment	.00	2,359.00	2,359.00	.00	.00	6,049.84	(3,690.84)	256	.00
5501	Debt Service Payment - Principal	1,215.00	(560.00)	655.00	158.91	.00	640.47	14.53	98	582.67
5910.010	Transfers Out To General Fund	160,436.00	7,546.00	167,982.00	.00	.00	78,307.00	89,675.00	47	137,713.00
5910.611	Transfers Out GASB 45 Retiree Medical Trust	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
Program 4730 - Building and Onsite Inspections Totals		\$824,484.00	(\$5,946.00)	\$818,538.00	\$51,610.91	\$0.00	\$695,645.36	\$122,892.64	85%	\$738,488.19
Department 40 - Community Development Totals		\$824,484.00	(\$5,946.00)	\$818,538.00	\$51,610.91	\$0.00	\$695,645.36	\$122,892.64	85%	\$738,488.19
EXPENSE TOTALS		\$824,484.00	(\$5,946.00)	\$818,538.00	\$51,610.91	\$0.00	\$695,645.36	\$122,892.64	85%	\$738,488.19
Fund 2030 - Building Safety & Waste Wtr Svcs Totals										
REVENUE TOTALS		787,722.00	52,108.00	839,830.00	52,206.30	.00	915,301.30	(75,471.30)	109	935,538.55
EXPENSE TOTALS		824,484.00	(5,946.00)	818,538.00	51,610.91	.00	695,645.36	122,892.64	85	88.19



# Budget Performance Report

Fiscal Year to Date 06/30/16  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 2030 - Building Safety & Waste Wtr Svcs Totals		(\$36,762.00)	\$58,054.00	\$21,292.00	\$595.39	\$0.00	\$219,655.94	(\$198,363.94)		\$197,050.36
Fund 2070 - Animal Control										
REVENUE										
Department 30 - Police										
Program 4540 - Police - Animal Control										
3120.330	Other Taxes Voter Appointed Parcel Tax	132,362.00	.00	132,362.00	.00	.00	125,344.20	7,017.80	95	132,361.50
3380.105	Local Government Revenue Fines and Citations Animal Cntrl	8,500.00	3,500.00	12,000.00	500.00	.00	13,215.91	(1,215.91)	110	13,563.00
3410.113	Administrative Services Document Copying	25.00	.00	25.00	.00	.00	11.75	13.25	47	80.25
3410.150	Administrative Services Late Fees	1,100.00	.00	1,100.00	52.85	.00	1,128.75	(28.75)	103	1,161.23
3455.200	Animal Control Adoption Fees	4,500.00	.00	4,500.00	148.00	.00	3,730.00	770.00	83	4,195.00
3455.205	Animal Control Surrender/Euth/Disp Fees	1,500.00	(200.00)	1,300.00	31.30	.00	1,222.62	77.38	94	1,354.56
3455.210	Animal Control Dog Licenses	22,000.00	(500.00)	21,500.00	1,046.11	.00	20,330.45	1,169.55	95	22,005.71
3455.215	Animal Control Dangerous/Wild Animal Permit	71.00	.00	71.00	.00	.00	.00	71.00	0	213.63
3455.225	Animal Control Impound/Quarantine Fees	7,000.00	(500.00)	6,500.00	156.88	.00	5,225.08	1,274.92	80	12,160.98
3455.226	Animal Control Impound Unaltered State Fee	500.00	100.00	600.00	105.00	.00	770.00	(170.00)	128	1,125.00
3610.100	Interest Revenue Investments	.00	.00	.00	.00	.00	.00	.00	+++	25.11
3901.100	Refunds & Reimbursements Miscellaneous	11,900.00	.00	11,900.00	.00	.00	7,070.48	4,829.52	59	9,754.02
3902.100	Miscellaneous Revenue General	.00	.00	.00	.00	.00	1.72	(1.72)	+++	(.38)
3910.811	Transfers In From Animal Control Donations	15,817.00	(1,796.00)	14,021.00	.00	.00	14,021.00	.00	100	.00
Program 4540 - Police - Animal Control Totals		\$205,275.00	\$604.00	\$205,879.00	\$2,040.14	\$0.00	\$192,071.96	\$13,807.04	93%	\$197,999.61
Department 30 - Police Totals		\$205,275.00	\$604.00	\$205,879.00	\$2,040.14	\$0.00	\$192,071.96	\$13,807.04	93%	\$197,999.61
REVENUE TOTALS		\$205,275.00	\$604.00	\$205,879.00	\$2,040.14	\$0.00	\$192,071.96	\$13,807.04	93%	\$197,999.61
EXPENSE										
Department 30 - Police										
Program 4540 - Police - Animal Control										
5101	Salaries - Permanent	63,078.00	(2,076.00)	61,002.00	5,153.24	.00	60,844.16	157.84	100	56,924.50
5102	Salaries - Temporary	21,382.00	138.00	21,520.00	1,575.34	.00	18,833.03	2,686.97	88	23,392.24
5103.102	Differential Pay Out of Class	.00	.00	.00	.00	.00	.00	.00	+++	293.05
5104	Wages - PS Holiday Pay	2,893.00	(1,086.00)	1,807.00	185.84	.00	2,177.70	(370.70)	121	1,666.17
5105	Salaries - Overtime/FLSA	500.00	6,212.00	6,712.00	92.14	.00	6,757.71	(45.71)	101	7,047.82
5106.200	Incentives & Admin Leave Gym Reimbursement	.00	540.00	540.00	.00	.00	360.00	180.00	67	180.00
5109.100	Allowances Uniform Allowance	1,565.00	312.00	1,877.00	113.70	.00	1,990.04	(113.04)	106	1,193.76
5111	Medicare	1,293.00	33.00	1,326.00	101.16	.00	1,299.68	26.32	98	1,335.24
5112.101	Retirement Contribution PERS	9,057.00	413.00	9,470.00	379.22	.00	7,972.63	1,497.37	84	5,329.34
5112.102	Retirement Contribution Social Security	.00	.00	.00	97.68	.00	1,170.73	(1,170.73)	+++	1,484.93
5113	Worker's Compensation	6,253.00	12.00	6,265.00	.00	.00	6,264.68	.32	100	7,565.84
5114.101	Health Insurance Medical	16,604.00	(5,218.00)	11,386.00	867.50	.00	10,084.55	1,301.45	89	9,152.29
5114.102	Health Insurance Dental	.00	.00	.00	182.46	.00	2,231.55	(2,231.55)	+++	514.90
5114.103	Health Insurance Vision	.00	.00	.00	6.12	.00	69.47	(69.47)	+++	57.77
5115	Unemployment Compensation	.00	.00	.00	44.65	.00	598.74	(598.74)	+++	94.00



# Budget Performance Report

Fiscal Year to Date 06/30/16  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>2070 - Animal Control</b>										
EXPENSE										
Department <b>30 - Police</b>										
Program <b>4540 - Police - Animal Control</b>										
5116.101	Life and Disability Insurance Life & Disab.	1,052.00	(43.00)	1,009.00	38.02	.00	439.57	569.43	44	398.17
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	43.70	.00	516.55	(516.55)	+++	333.37
5119.100	Retiree Costs Medical Insurance	14,622.00	(2,943.00)	11,679.00	.00	.00	10,882.36	796.64	93	14,386.79
5201.100	Office Supplies General	250.00	.00	250.00	.00	.00	149.26	100.74	60	167.94
5202.100	Operating Supplies General	7,290.00	.00	7,290.00	6.79	54.69	3,585.07	3,650.24	50	5,293.37
5203.100	Repairs and Maint Supplies General	400.00	.00	400.00	29.18	.00	464.57	(64.57)	116	665.55
5204	Subscriptions and Code Books	180.00	.00	180.00	.00	.00	90.00	90.00	50	90.00
5209.101	Auto Fuel Expense Town Vehicles	3,500.00	(700.00)	2,800.00	204.18	.00	1,791.34	1,008.66	64	2,354.75
5210.100	Postage General	100.00	(50.00)	50.00	.00	.00	5.07	44.93	10	73.09
5211.135	Utilities Water and Sewer	700.00	200.00	900.00	.00	.00	668.91	231.09	74	714.77
5211.137	Utilities Electric and Gas	4,000.00	.00	4,000.00	.00	.00	3,388.33	611.67	85	3,461.84
5211.139	Utilities Propane	1,070.00	.00	1,070.00	.00	.00	833.81	236.19	78	741.62
5213.100	Professional/Contract Services General	9,668.00	4,800.00	14,468.00	.00	250.00	9,782.36	4,435.64	69	9,305.95
5214.100	Repair and Maint Service General	980.00	.00	980.00	.00	.00	1,067.43	(87.43)	109	1,535.24
5215.100	Rents and Leases Miscellaneous	1.00	.00	1.00	.00	.00	1.00	.00	100	1.00
5216.100	Communications General Services	1,620.00	.00	1,620.00	.00	.00	1,641.41	(21.41)	101	1,430.01
5218.100	Advertising General	100.00	.00	100.00	.00	.00	21.21	78.79	21	43.79
5219.100	Printing General	395.00	.00	395.00	.00	.00	.00	395.00	0	318.47
5220.100	Employee Development General	2,280.00	.00	2,280.00	.00	.00	1,881.55	398.45	83	255.00
5223.101	Meals and Refreshments Employee Meals-MOU Overtime	.00	500.00	500.00	.00	.00	438.75	61.25	88	.00
5225	Bank Fees and Charges	950.00	250.00	1,200.00	.00	.00	1,178.52	21.48	98	926.74
5280.100	Bad Debt Write Off Expense	.00	.00	.00	.00	.00	.00	.00	+++	1,979.11
5303	Improvements	.00	.00	.00	.00	.00	4,545.19	(4,545.19)	+++	.00
5304	Furniture & Equipment	.00	786.00	786.00	.00	.00	786.34	(.34)	100	.00
5501	Debt Service Payment - Principal	187.00	(187.00)	.00	.00	.00	.00	.00	+++	.00
5910.010	Transfers Out To General Fund	38,933.00	(321.00)	38,612.00	.00	.00	19,353.00	19,259.00	50	29,199.00
Program <b>4540 - Police - Animal Control Totals</b>		\$210,903.00	\$1,572.00	\$212,475.00	\$9,120.92	\$304.69	\$184,166.27	\$28,004.04	87%	\$192,907.42
Department <b>30 - Police Totals</b>		\$210,903.00	\$1,572.00	\$212,475.00	\$9,120.92	\$304.69	\$184,166.27	\$28,004.04	87%	\$192,907.42
<b>EXPENSE TOTALS</b>		\$210,903.00	\$1,572.00	\$212,475.00	\$9,120.92	\$304.69	\$184,166.27	\$28,004.04	87%	\$192,907.42
Fund <b>2070 - Animal Control Totals</b>										
<b>REVENUE TOTALS</b>		205,275.00	604.00	205,879.00	2,040.14	.00	192,071.96	13,807.04	93	197,999.61
<b>EXPENSE TOTALS</b>		210,903.00	1,572.00	212,475.00	9,120.92	304.69	184,166.27	28,004.04	87	192,907.42
Fund <b>2070 - Animal Control Totals</b>		(\$5,628.00)	(\$968.00)	(\$6,596.00)	(\$7,080.78)	(\$304.69)	\$7,905.69	(\$14,197.00)		\$5,092.19



# Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 2120 - State Gas Tax										
REVENUE										
Department 45 - Public Works										
Program 4750 - Public Works - Streets Maint.										
3355.001	State Gas Tax Section 2106	83,519.00	(1,236.00)	82,283.00	9,480.84	.00	100,878.40	(18,595.40)	123	122,873.43
3355.002	State Gas Tax Section 2107	241,166.00	11,701.00	252,867.00	16,895.36	.00	173,854.26	79,012.74	69	216,951.46
3355.003	State Gas Tax Section 2107.5	6,000.00	.00	6,000.00	.00	.00	6,000.00	.00	100	12,000.00
3355.005	State Gas Tax Section 2105	152,686.00	6,247.00	158,933.00	12,386.54	.00	134,249.79	24,683.21	84	158,419.25
3355.007	State Gas Tax Section 2103	121,053.00	1,290.00	122,343.00	11,270.26	.00	126,951.56	(4,608.56)	104	282,779.45
3410.150	Administrative Services Late Fees	150.00	200.00	350.00	.00	.00	333.26	16.74	95	246.13
3610.100	Interest Revenue Investments	.00	100.00	100.00	.00	.00	.00	100.00	0	288.67
3901.100	Refunds & Reimbursements Miscellaneous	2,000.00	106.00	2,106.00	.00	.00	2,105.59	.41	100	4,208.66
3901.140	Refunds & Reimbursements Negligence Cost Recovery Fees	4,500.00	(1,000.00)	3,500.00	.00	.00	2,471.31	1,028.69	71	3,141.32
3902.100	Miscellaneous Revenue General	500.00	(250.00)	250.00	.00	.00	.00	250.00	0	808.84
3910.121	Transfers In From RSTP Fund	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	0	298,180.93
3910.130	Transfers In From State Water Board Prop 1	.00	.00	.00	.00	.00	2,062.88	(2,062.88)	+++	.00
3910.132	Transfers In From HSIP Grant	51,624.00	.00	51,624.00	.00	.00	19,163.02	32,460.98	37	52,194.45
3910.133	Transfers In From ATP Grant	61,000.00	.00	61,000.00	.00	.00	36,679.02	24,320.98	60	11,710.26
Program 4750 - Public Works - Streets Maint. Totals		\$1,024,198.00	\$17,158.00	\$1,041,356.00	\$50,033.00	\$0.00	\$604,749.09	\$436,606.91	58%	\$1,163,802.85
Department 45 - Public Works Totals		\$1,024,198.00	\$17,158.00	\$1,041,356.00	\$50,033.00	\$0.00	\$604,749.09	\$436,606.91	58%	\$1,163,802.85
REVENUE TOTALS		\$1,024,198.00	\$17,158.00	\$1,041,356.00	\$50,033.00	\$0.00	\$604,749.09	\$436,606.91	58%	\$1,163,802.85
EXPENSE										
Department 45 - Public Works										
Program 4750 - Public Works - Streets Maint.										
5101	Salaries - Permanent	465,470.00	(47,391.00)	418,079.00	31,624.46	.00	371,413.63	46,665.37	89	450,421.84
5102	Salaries - Temporary	.00	27,977.00	27,977.00	.00	.00	19,956.82	8,020.18	71	.00
5103.101	Differential Pay On Call	.00	.00	.00	1,563.00	.00	19,370.82	(19,370.82)	+++	20,595.00
5103.102	Differential Pay Out of Class	.00	.00	.00	.00	.00	926.62	(926.62)	+++	.00
5105	Salaries - Overtime/FLSA	7,500.00	(1,342.00)	6,158.00	978.53	.00	5,210.05	947.95	85	8,107.50
5106.100	Incentives & Admin Leave Administrative Leave	9,458.00	.00	9,458.00	9,456.66	.00	9,456.66	1.34	100	5,821.61
5106.200	Incentives & Admin Leave Gym Reimbursement	250.00	200.00	450.00	.00	.00	316.80	133.20	70	233.10
5107	Car Allowance/Mileage	2,664.00	.00	2,664.00	222.00	.00	2,671.00	(7.00)	100	1,366.25
5109.101	Allowances Boot Allowance	2,079.00	1,221.00	3,300.00	.00	.00	3,300.00	.00	100	2,100.00
5111	Medicare	6,116.00	(2.00)	6,114.00	573.79	.00	5,485.87	628.13	90	5,810.76
5112.101	Retirement Contribution PERS	62,502.00	(4,117.00)	58,385.00	2,431.19	.00	56,781.71	1,603.29	97	49,706.07
5112.102	Retirement Contribution Social Security	.00	.00	.00	.00	.00	1,252.54	(1,252.54)	+++	.00
5113	Worker's Compensation	49,696.00	59.00	49,755.00	.00	.00	49,754.80	.20	100	60,067.96
5114.101	Health Insurance Medical	73,235.00	(2,753.00)	70,482.00	5,386.98	.00	61,373.51	9,108.49	87	68,162.74
5114.102	Health Insurance Dental	.00	.00	.00	619.40	.00	7,922.03	(7,922.03)	+++	10,750.67
5114.103	Health Insurance Vision	.00	.00	.00	63.84	.00	822.43	(822.43)	+++	16.61



# Budget Performance Report

Fiscal Year to Date 06/30/16

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 2120 - State Gas Tax										
EXPENSE										
Department 45 - Public Works										
Program 4750 - Public Works - Streets Maint.										
5115	Unemployment Compensation	.00	.00	.00	266.87	.00	2,765.05	(2,765.05)	+++	.00
5116.101	Life and Disability Insurance Life & Disab.	5,168.00	90.00	5,258.00	166.73	.00	1,850.41	3,407.59	35	1,952.72
5116.102	Life and Disability Insurance Long Term/Short Term Disability	.00	.00	.00	268.69	.00	3,072.41	(3,072.41)	+++	2,616.07
5119.100	Retiree Costs Medical Insurance	31,360.00	(2,277.00)	29,083.00	.00	.00	24,996.86	4,086.14	86	21,784.67
5122	Accrual Bank Payoff	.00	.00	.00	.00	.00	.00	.00	+++	3,383.05
5199.130	Other Payroll Expenses Interfund Payroll Transfers	.00	.00	.00	.00	.00	.00	.00	+++	(3,366.78)
5201.100	Office Supplies General	50.00	100.00	150.00	.00	.00	173.51	(23.51)	116	167.93
5202.100	Operating Supplies General	1,700.00	1,700.00	3,400.00	.00	.00	4,051.02	(651.02)	119	3,400.60
5203.100	Repairs and Maint Supplies General	73,450.00	(3,450.00)	70,000.00	1,056.12	(254.84)	59,070.59	11,184.25	84	33,821.99
5204	Subscriptions and Code Books	300.00	714.00	1,014.00	.00	.00	1,014.03	(.03)	100	240.95
5209.101	Auto Fuel Expense Town Vehicles	22,000.00	(2,000.00)	20,000.00	840.82	.00	13,050.95	6,949.05	65	20,041.55
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	.00	208.00	208.00	.00	.00	208.38	(.38)	100	.00
5210.100	Postage General	10.00	19.00	29.00	.00	.00	125.57	(96.57)	433	241.06
5211.137	Utilities Electric and Gas	28,000.00	3,500.00	31,500.00	.00	.00	32,354.87	(854.87)	103	33,222.76
5211.139	Utilities Propane	1,000.00	(900.00)	100.00	117.07	.00	447.78	(347.78)	448	84.06
5213.100	Professional/Contract Services General	2,100.00	1,400.00	3,500.00	189.00	.00	4,378.50	(878.50)	125	1,132.75
5214.100	Repair and Maint Service General	99,400.00	(12,400.00)	87,000.00	.00	.00	73,168.40	13,831.60	84	84,077.07
5215.100	Rents and Leases Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	2,919.28
5215.131	Rents and Leases Street Maintenance Equipment	.00	2,888.00	2,888.00	.00	.00	8,336.47	(5,448.47)	289	.00
5216.100	Communications General Services	4,695.00	.00	4,695.00	169.50	.00	4,997.72	(302.72)	106	4,438.64
5218.100	Advertising General	700.00	.00	700.00	.00	.00	1,055.39	(355.39)	151	1,258.13
5219.100	Printing General	500.00	.00	500.00	.00	.00	868.82	(368.82)	174	1,008.33
5220.100	Employee Development General	3,000.00	.00	3,000.00	.00	.00	3,875.02	(875.02)	129	1,270.87
5223.101	Meals and Refreshments Employee Meals-MOU Overtime	75.00	.00	75.00	.00	.00	.00	75.00	0	.00
5280.100	Bad Debt Write Off Expense	.00	1,652.00	1,652.00	.00	.00	1,651.72	.28	100	2,712.43
5301	Land	.00	.00	.00	.00	.00	15,801.95	(15,801.95)	+++	.00
5304	Furniture & Equipment	2,000.00	6,287.00	8,287.00	.00	.00	11,848.27	(3,561.27)	143	4,940.13
5501	Debt Service Payment - Principal	27,678.00	(10,070.00)	17,608.00	887.08	.00	17,935.88	(327.88)	102	32,794.90
5910.010	Transfers Out To General Fund	167,031.00	(832.00)	166,199.00	.00	.00	89,614.00	76,585.00	54	166,681.00
5910.100	Transfers Out To Capital Projects	69,004.00	.00	69,004.00	.00	.00	11,969.44	57,034.56	17	40,134.84
Program 4750 - Public Works - Streets Maint. Totals		\$1,218,191.00	(\$39,519.00)	\$1,178,672.00	\$56,881.73	(\$254.84)	\$1,004,698.30	\$174,228.54	85%	\$1,145,169.11
Department 45 - Public Works Totals		\$1,218,191.00	(\$39,519.00)	\$1,178,672.00	\$56,881.73	(\$254.84)	\$1,004,698.30	\$174,228.54	85%	\$1,145,169.11
EXPENSE TOTALS		\$1,218,191.00	(\$39,519.00)	\$1,178,672.00	\$56,881.73	(\$254.84)	\$1,004,698.30	\$174,228.54	85%	\$1,145,169.11
Fund 2120 - State Gas Tax Totals										
REVENUE TOTALS		1,024,198.00	17,158.00	1,041,356.00	50,033.00	.00	604,749.09	436,606.91	58	2.85



# Budget Performance Report

Fiscal Year to Date 06/30/16  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
	<b>EXPENSE TOTALS</b>	1,218,191.00	(39,519.00)	1,178,672.00	56,881.73	(254.84)	1,004,698.30	174,228.54	85	1,145,169.11
Fund	<b>2120 - State Gas Tax</b> Totals	(\$193,993.00)	\$56,677.00	(\$137,316.00)	(\$6,848.73)	\$254.84	(\$399,949.21)	\$262,378.37		\$18,633.74
	Grand Totals									
	<b>REVENUE TOTALS</b>	13,485,617.00	319,618.00	13,805,235.00	543,705.79	.00	12,353,967.97	1,451,267.03	89	13,296,836.95
	<b>EXPENSE TOTALS</b>	13,694,125.00	116,284.00	13,810,409.00	525,357.70	10,292.08	11,737,891.77	2,062,225.15	85	12,023,031.69
	Grand Totals	(\$208,508.00)	\$203,334.00	(\$5,174.00)	\$18,348.09	(\$10,292.08)	\$616,076.20	(\$610,958.12)		\$1,273,805.26





**TOWN OF PARADISE**  
**Council Agenda Summary**  
**July 12, 2016**

**AGENDA NO. 6(f)**

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

**SUBJECT:** Adopt Ordinance No. 561 Relating to Town Clerk

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**COUNCIL ACTION REQUESTED:** Consider (1) Waive the second reading of the entire Town Ordinance No. 561 and approve reading by title only; and, (2) Adopt Town of Paradise Ordinance No. 561 Amending Sections 2.10.010 and 2.10.040 and Repealing Sections 2.10.070, 2.10.080 and 2.10.090 of the Paradise Municipal Code Relating to Town Clerk

**BACKGROUND:** At the June 20, 2016 Town Council meeting the Town Council approved the introduction of Ordinance No. 561 relating to the restructuring of the Organizational structure, specifically the Town Clerk

**DISCUSSION:** The Ordinance needs to be considered by the Council due to the fact that it was not unanimously approved at the June 20, 2016 Regular Adjourned Budget meeting.

**RECOMMENDATION:** Waive the second Reading of Ordinance No. 561 and approve reading by title only.

**FISCAL IMPACT:** An estimated savings of \$81,000 to General Fund and a cost of approximately \$95 per printed page to publish the adopted ordinance within the local newspaper. In addition, an approximate cost of \$17 per page will be borne by the Town for codification of the ordinance.

**TOWN OF PARADISE  
ORDINANCE NO. 561**

**AN ORDINANCE OF THE TOWN OF PARADISE  
AMENDING SECTIONS 2.10.010 AND 2.10.040 AND REPEALING SECTIONS 2.10.070,  
2.10.080 AND 2.10.090 OF THE PARADISE MUNICIPAL CODE RELATING TO  
TOWN CLERK**

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

**SECTION 1.** Paradise Municipal Code section 2.10.010 is hereby amended to read as follows:

**2.10.010 Establishment and appointment.** The office of the town clerk is created and established. The town clerk shall be appointed by the town manager wholly on the basis of ability and qualifications.

**SECTION 2.** Paradise Municipal Code section 2.10.040 is hereby amended to read as follows:

**2.10.040 Duties.** Under the direction of the town manager, the town clerk shall have those powers, duties and limitations granted by California Government Code Sections 36501 and 40801, et seq., and amendments, and specifically the following powers and duties:

- A. Plan, direct, supervise and coordinate all activities of the town clerk's office;
- B. Facilitate the job of the town council including, but not limited to, processing and safekeeping of legislative actions and approved documents by the town council such as contracts, resolutions, ordinances, etc.;
- C. Plan, direct and conduct municipal elections; serve as filing officer for town council candidates and political action committees and for disclosure statements as required by the Fair Political Practices Commission; and receive petitions and administer recall, initiative or referendum proceedings;
- D. Prepare and maintain town clerk department and town council department budgets;
- F. Maintain and administer ordinance codification for the Paradise Municipal Code;
- G. Serve as agent for service of process for litigation matters and oversee statute requirements and notices regarding claims against the town;
- H. Oversee the preparation, distribution and legal requirements of the town council meeting agendas and official minutes of the proceedings and actions of the town council.

**SECTION 3.** Paradise Municipal Code section 2.10.070 is hereby repealed.

**SECTION 4.** Paradise Municipal Code section 2.10.080 is hereby repealed.

**SECTION 5.** Paradise Municipal Code section 2.10.090 is hereby repealed.

**SECTION 6.** This ordinance shall take effect thirty (30) days after the date of its passage. Before the expiration of fifteen (15) days after its passage, this ordinance or a summary thereof shall be published in a newspaper of general circulation published and circulated within the Town of Paradise along with the names of the members of the Town Council of Paradise voting for and against same.

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise, County of Butte, State of California, on this 12<sup>th</sup> day of July, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jody Jones, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Dina A. Volenski, CMC, Acting Town Clerk

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



**Town of Paradise  
Council Agenda Summary  
Date: July 12, 2016**

**Agenda Item:6(g)**

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

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**Council Action Requested:**

Request authorization to execute an Employment Services Agreement with Steve Rowe in the capacity of retired annuitant limited duration Police Lieutenant to deal with immediate staffing shortage within the Police Department.

**Alternatives:**

Provide Staff with alternative direction.

**Background:**

Due to a state-wide police officer shortage, combined with recent unexpected turnover in the Paradise Police Department, staffing has reached a critical point. The good news is that the Town recently hired four new police officers. However, these new officers are in the process of their field training and are on track to be available for inclusion in the regular staffing schedule at the end of November. In the meantime, the willingness of the current Police Lieutenant Rowe to consider working as a retired annuitant on a limited duration to help the Town through this critical period is much appreciated.

**Fiscal Impact Analysis:**

The 2016/17 general fund budget anticipated this action and includes 860 hours (Lieutenant Rowe will use part of his available 960 hours to assist another agency) at the top step of a Police Lieutenant pay range for a total of \$39,802 to fund this arrangement. It has been approved that Measure C is budgeted to pay \$15,000 towards the agreement.



JOB TITLE: Police Lieutenant  
 DEPARTMENT: Police Department  
 REVISION DATE: January 10, 2012  
 HOURS: 40 hours per week  
 CLASSIFICATION: Exempt  
 REPORTS TO: Chief of Police  
 WORKS WITH: Police Personnel, Police Administration, General Public  
 SUPERVISES: Police Personnel

## **Police Lieutenant**

### **DEFINITION**

Under general supervision, to perform responsible administrative, supervisory and technical police work in commanding an assigned division, and directing other police investigative and/or operational activities; do related work as required.

### **TYPICAL DUTIES**

Plan, direct, and supervise activities involving patrol, crime prevention, criminal investigation, and administrative services as assigned; receive complaints or reports of emergencies and determine need for police action; review the work of subordinates to insure compliance with departmental policies and procedures; correct, supervise and participate in the preparation and maintenance of reports and records; provide overall technical and administrative direction to line supervisors and personnel; assist in administrative responsibilities involving the department's budgeting, purchasing and personnel functions; conduct special studies of department functions; conduct training programs in the various phases of police activities; coordinate police activities with other Town departments and divisions and with outside agencies; respond to difficult citizen complaints and requests for information; supervise, train, and evaluate assigned staff; serve as Acting Police Chief as assigned.

### **REQUIRED QUALIFICATIONS**

**Knowledge of:** 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 two years experience equivalent to that of the Town of Paradise Police Sergeant position.

Physical Standards: Must be free from any physical, emotional, or mental condition which might adversely affect the exercise of police officer powers as stated in California Government Code Section 1031.

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

Possess or be eligible to possess a Supervisory Certificate issued by the Commission on Peace Officer Standards and Training, State of California.

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

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT** made and entered into this 12th day of July 2016, by and between the TOWN OF PARADISE, a municipal corporation of the State of California, hereafter referred to as **TOWN** and Steve Rowe, hereafter referred to as **EMPLOYEE**, both of whom understand the following:

### WITNESSETH:

**WHEREAS**, the **TOWN** desires to employ the services of **EMPLOYEE** as retired annuitant limited term Police Lieutenant of the Town of Paradise from July 29<sup>th</sup>, 2016 until December 30, 2016.

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

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

1. Secure and retain the services of **EMPLOYEE**; 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 date certain for terminating **EMPLOYEE'S** services; and

**WHEREAS**, **EMPLOYEE**, desires to accept such limited term employment.

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

### **SECTION 1: DUTIES AND RESPONSIBILITIES**

A. From July 29, 2016 to December 30, 2016, the duties, responsibilities and authority of the **EMPLOYEE** shall be those specified in the Police Lieutenant job description attached as Exhibit "A" and such other legally permissible and proper duties and function as the Town Council shall assign.

B. During the term of this Agreement, **EMPLOYEE** shall work no more than 960 hours with the approximate schedule of 40 hours per week unless **EMPLOYEE** and the Town Council agree otherwise, and which could be flexible depending on the week; provided such schedule may be revised if there is a TOWN authorized EOC activation. In the event that a scheduled pre-approved leave or an unscheduled illness or emergency interferes with such scheduled work, **EMPLOYEE** will make up the hours during weeks prior to the leave or subsequent to the leave or illness.

C. **EMPLOYEE** agrees to provide reasonable services based on the above schedule.

D. **EMPLOYEE** 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 **EMPLOYEE** and **EMPLOYEE** hereby accepts retired annuitant limited employment with the **TOWN** beginning July 29, 2016, the effective date of this Agreement, and ending December 30, 2016; provided, however, **TOWN** and **RETIREE** may mutually extend this Agreement in writing for thirty (30) day time periods until June 30, 2017; provided in any event **EMPLOYEE** shall not exceed 960 hours.

## **SECTION 3: TERMINATION BY TOWN**

A. **TOWN** may terminate this Agreement only for cause if **EMPLOYEE** (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, **EMPLOYEE** 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 **EMPLOYEE** from TOWN service with a thirty (30) day written notice to **EMPLOYEE**.

## **SECTION 4: TERMINATION BY EMPLOYEE**

**EMPLOYEE** 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 July 29, 2016 to December 30, 2016 and any extension period, **TOWN** agrees to pay **EMPLOYEE** for his services rendered pursuant to this Agreement the amount of \$42.04 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**; provided, however, **EMPLOYEE** shall have the use of a Town Police Vehicle and a Town-issued Cell Phone at no cost to him.

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

C. **INDEMNIFICATION:** **TOWN** agrees to indemnify and defend **EMPLOYEE** 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 **EMPLOYEE** 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 **EMPLOYEE**.

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) **EMPLOYEE:** Steve Rowe c/o Paradise Police Dept.  
5595 Black Olive Drive, Paradise, CA 95969

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 **EMPLOYEE**, this 12th day of July, 2016.

\_\_\_\_\_  
Steve Rowe, Employee

\_\_\_\_\_  
Jody Jones, Mayor

APPROVED AS TO FORM:

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

ATTEST:

\_\_\_\_\_  
Dina Volenski, Acting Town Clerk



1400 K Street, Suite 400 • Sacramento, California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
[www.cacities.org](http://www.cacities.org)

**Council Action Advised by July 31, 2016**

June 10, 2016

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference – October 5 – 7, Long Beach**

The League's 2016 Annual Conference is scheduled for October 5 – 7 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for noon on Friday, October 7, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 23, 2016. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 5, 8:00 a.m. – 6:00 p.m.; Thursday, October 6, 7:00 a.m. – 4:00 p.m.; and Friday, October 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 23. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: \_\_\_\_\_

**2016 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Friday, September 23, 2016. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.**

**OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_  
(circle one) (signature)

Date: \_\_\_\_\_

**Please complete and return by Friday, September 23, 2016**

League of California Cities  
**ATTN: Kayla Gibson**  
1400 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**FAX: (916) 658-8240**  
E-mail: kgibson@cacities.org  
(916) 658-8247