



TOWN OF PARADISE

5555 SKYWAY • PARADISE, CALIFORNIA 95969-4931

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

www.townofparadise.com

Management Staff:

Charles L. Rough, Jr., Town Manager
Dwight L. Moore, Town Attorney
Joanna Gutierrez, Town Clerk
Lauren Gill, Assistant Town Manager
Craig Baker, Community Development Director
Chris Buzzard, Police Chief
Rob Cone, Interim Fire Chief
Gina Will, Finance Director/Town Treasurer

Town Council:

Steve "Woody" Culleton, Mayor
Tim Titus, Vice Mayor
Joe DiDuca, Council Member
Scott Lotter, Council Member
Alan White, Council Member

TOWN COUNCIL AGENDA

REGULAR MEETING – 6:00 PM – March 06, 2012

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

Members of the public may address the Town Council on any agenda item, including closed session. If you wish to address the Town Council on any matter on the Agenda, it is requested that you complete a "Request to Address Council" card and give it to the Town Clerk prior to the beginning of the Council Meeting.

All writings or documents which are related to any item on an open session agenda and which are distributed to a majority of the Town Council within 72 hours of a Regular Meeting will be available for public inspection at the Town Hall in the Town Clerk Department located at 5555 Skyway, Room 3, at the time the subject writing or document is distributed to a majority of the subject body. Regular business hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m.

1. OPENING

- a. Call to Order
- b. Pledge of Allegiance to the Flag of the United States of America
The pledge will be led by the Girls Scouts of Northern California
- c. Invocation
- d. Roll Call
- e. Proclamations:

- (1) Girls Scouts of America 100 Year Anniversary
- (2) 2012 Town Council Employee Recognitions for 5, 10, 15, 20, 25 & 30 Years of Service

Presentation by Mayor Steve "Woody" Culleton

Five-Year Employees:

Christopher Pilgrim, Police Officer
Wesley Dinsmore, Fleet Manager
Kay Manley, Criminal Records Technician
Joanne Nichols, Criminal Records Technician
Wendy Brown, Administrative Assistant II
Joshua Fisher, Fire Engineer
Douglas Danz, Onsite Sanitary Official
Keith Albertson, Firefighter
Brian Van Iderstine, Fire Engineer
Robert Wright, Police Officer

Ten-Year Employees:

Phillip Rose, Fire Engineer
Karen Braun, Public Safety Dispatcher
Robert Grignon, Jr., Public works Maintenance Worker II
Jason Maxson, Fire Captain
Alejandro Saise, Fire Captain
Brian Youngblood, Fire Captain
Brandon Resendez, Fire Engineer
Allan Billington, Police Lieutenant
Valerie Lynch, Administrative Assistant II
Charles Rollo, Community Services Officer - Property Evidence

Fifteen-Year Employee:

Charles L. Rough, Jr., Town Manager

Twenty-Year Employees:

Craig Baker, Community Development Director
Chris Main, Fire Captain

Twenty-Five Year Employees:

Joanna Gutierrez, Town Clerk

Thirty-Year Employee:

Ron Morris, Public Works Maintenance Worker III

2. ITEMS DEFERRED FROM PREVIOUS MEETINGS

2a. None.

3. CONSENT CALENDAR

3a. Approve the Town Council Minutes of the 1/30/12 Special Meeting; the 2/7/12 Regular Meeting; and, the 2/22/12 Special Meeting.

3b. Approve Cash Disbursements in the Amount of \$1,244,269.22.

3c. Review Bids received on February 23, 2012 for the South Libby Overlay Project, AND (1) Accept the Low Bid of \$190,599.00 from Granite Construction for the South Libby Overlay project; (2) Award the contract for the South Libby Overlay Project to Granite Construction and authorize the Town Manager to sign the contract; AND, (3) Authorize the Town Manager to approve change orders up to 10% contingency limit on this project.

3d. Authorize the Town Manager to: (1) Accept transfer of 130 KW Portable Generator and related equipment, Daniel UHF Radio Receiver and related equipment, and (8) ION Eclipse model IEO3828 in-car video equipment from Butte County Emergency Services Division which were received and accepted by Butte County OES on the Town's behalf from Federal Homeland Security Grant funds; and, (2) Enter into an agreement with Butte County to "Transfer Property for Homeland Security Grant Program Purposes".

3e. Authorize the Police Department to award the Police/Fire Audio Logger/Recorder Bid to J.E. I., 3087 Alhambra Drive, Cameron Park, California 95682 for a total amount of \$15,924.75, which includes a three year service agreement. Approved as five-year lease purchase in FY 2011/12 budget.

3f. Authorize the Town Manager to Execute Amendment No. 2 to Professional Services Agreement with Lumos & Associates dated April 5, 2010. Amendment extends term of agreement for one year and adds \$60,000 to the not-to-exceed cost. (Funded by various Capital Improvements contracts).

3g. Ratify a contract in the amount of \$6,750.00 between the Town of Paradise and Spota Engineering for Third Party Reviews on Construction Easements for the Pearson Road/Recreation Drive Intersection Project.

4. PUBLIC HEARING PROCEDURE

- a. Staff report (15 minutes total maximum)
- b. Open hearing to the public
 - 1. Project proponents or in favor of (15 minutes total maximum)
 - 2. Project opponents or against (15 minutes total maximum)

- 3. Rebuttals - when requested (15 minutes total maximum or 3 minutes maximum per speaker)
- c. Close hearing to the public
- d. Council discussion
- e. Motion
- f. Vote

5. PUBLIC HEARINGS

5a. (1) Conduct the second public hearing on the Community Development Block Grant Program 2012-2013 Annual Action Plan; and (2) Review the DRAFT 2012-2013 Annual Plan. The Annual Plan outlines how the community will use its CDBG funds for activities that further community and economic development; provide improved community facilities and services; and, provide affordable housing opportunities to low and disadvantaged residents to meet the CDBG program's three broad national objectives: benefit low and moderate incomes persons, aid in the prevention or elimination of slums or blight, or meet community development needs having a particular urgency. Action on the final plan is scheduled for the first Council Meeting in May.

5b. Conduct a public hearing to solicit public comment on the proposed Town of Paradise Master Bicycle and Pedestrian Plan dated March, 2012 and consider adopting Resolution No. 12-___, A Resolution of the Town Council of the Town of Paradise Rescinding Resolution No. 06-53 and Adopting the Town of Paradise Master Bicycle and Pedestrian Plan, March 2012.
(ROLL CALL VOTE)

6. PUBLIC COMMUNICATION

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

7. COUNCIL CONSIDERATION

7a. Consider authorizing the Town Clerk to advertise for applicants to fill the vacancies on the Access Appeals Board with an application deadline of Thursday, March 22, 2012 at 5:00 p.m.; and, schedule appointments to the vacancies on the April 3, 2012, Town Council regular meeting agenda.
(ROLL CALL VOTE)

7b. Review the Valuation of Retiree Health Benefits as of July 1, 2011, [the Governmental Accounting Standards Board (GASB 45) Actuary Report] and acknowledge receipt of the report as submitted.

7c. Consider (1) Approving budget adjustments for the following funds: 1010 - General Fund, 2030 - Building Safety & Waste Water Services, 2070 - Animal Control, 2120 - Gas Tax, and 5900 Transit; and consider, (2)

Authorizing the Town Manager to administratively freeze spending from some general fund purchasing and operating accounts to further reduce the general fund deficit. **(ROLL CALL VOTE)**

8. COUNCIL COMMUNICATION (Council Initiatives)

8a. Council oral reports relating to representation on Committees/Commissions.

9. STAFF/COMMISSION/COMMITTEE COMMUNICATION

9a. Town Manager oral report.

10. CLOSED SESSION

- 10a. Pursuant to Government Code Section 54956.9(c), the Town Council will hold a closed session with the Town Attorney to consider initiating litigation, one potential case.
- 10b. Pursuant to Government Code Section 54957.6, the Town Council will hold a closed session to meet with Charles L. Rough, Jr., Lauren Gill, Gina Will and Crystal Peters, its designated representatives, regarding labor relations between the Town of Paradise and the Paradise Firefighters Association and the Paradise Police Officers Association.

11. ADJOURNMENT

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

Town of Paradise, California

PROCLAMATION

WHEREAS, on March 12, 1912, the First Girl Scout meeting was held in Savannah, Georgia; and, this first meeting was led by Juliette Gordon Low, the founder of Girl Scouts of the USA after visiting the founders of both Boy Scouts and Girl Guides in England; and,

WHEREAS, since this first meeting, more than 50 million girls have participated in the Girl Scout movement during their childhood; and, that number continues to grow as Girl Scouts of the USA continues to inspire, challenge, and empower girls everywhere; and,

WHEREAS, there are currently 47,000 girl and 32,000 adult members in the Northern California Council and 3.2 million members in the USA; and, through its membership in the World Association of Girl Guides and Girl Scouts (WAGGGS), Girl Scouts of the USA is part of a worldwide family of 10 million girls and adults in 145 countries; and,

WHEREAS, Girls Scouts is the largest, longest running and most effective leadership program for girls in not only the nation, but the world; and,

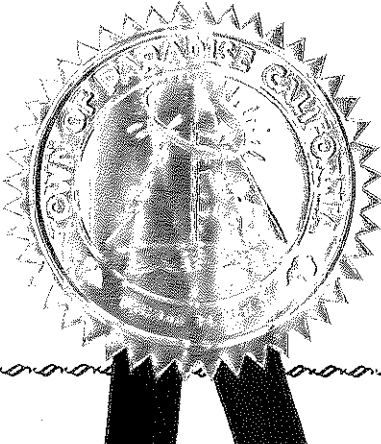
WHEREAS, 69% of current women US Senators and 65% of women in the House of Representatives were Girl Scouts when they were girls; 55% of all women astronauts are former Girl Scouts and have flown in over 1/3 of all space shuttle missions; an estimated 80% of women business executives and business owners were once Girl Scouts; countless women educators, scientists, and women in the media and performing arts discovered their passions and talents as Girl Scouts; and, 64% of today's female leaders listed in *Who's Who of American Women* in the United States were once Girl Scouts; and,

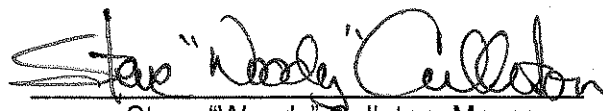
WHEREAS, Girl Scouts in the 1900's developed the same core values while learning housekeeping and forestry badges as girls today learn while earning computer technology and financial literacy; and,

WHEREAS, we know that Girl Scouts develops girls of Courage, Confidence and Character who make the world a better place;

NOW, THEREFORE, I, Steve "Woody" Culleton, Mayor of the Town of Paradise, am proud to join the Girl Scouts of Northern California in recognizing the 100th Anniversary of Girl Scouts of the USA.

IN WITNESS WHEREOF I have hereunto set my hand and caused the official seal of the Town of Paradise to be affixed hereto this 6th day of March, 2012.




Steve "Woody" Culleton, Mayor

**PARADISE TOWN COUNCIL
5555 Skyway, Paradise, CA 95969
SPECIAL MEETING MINUTES**

January 30, 2012

**Immediately following the 3:00 pm Paradise Redevelopment Agency
Special Meeting**

1. OPENING

- a. Called to order by Mayor Culleton at 3:10 pm.
- b. Pledge of Allegiance to the Flag of the United States of America
- c. Roll Call

COUNCIL MEMBERS PRESENT: Joe DiDuca, Alan White and Steve "Woody" Culleton, Mayor.

COUNCIL MEMBERS ABSENT: Scott Lotter and Tim Titus.

2. COUNCIL CONSIDERATION

7a. **(1) MOTION by DiDuca, seconded by White,** approved Resolution No.12-09 of the Town Council of the Town of Paradise as the Successor Agency of the Paradise Redevelopment Agency Establishing the Redevelopment Obligation Retirement Fund and Adopting the Enforceable Obligation Payment Schedule. Roll call vote was unanimous; Lotter and Titus absent and not voting.

(2) MOTION by DiDuca, seconded by White, approved Resolution No. 12-10 of the Town Council of the Town of Paradise Establishing a Budgetary Fund as Housing Successor Agency of the Paradise Redevelopment Agency. Roll call vote was unanimous; Lotter and Titus absent and not voting.

3. ADJOURNMENT

Mayor Culleton adjourned the meeting at 3:14 pm.

DATE APPROVED:

By: _____
Steve "Woody" Culleton, Mayor

Joanna Gutierrez, CMC, Town Clerk

**MINUTES
PARADISE TOWN COUNCIL
REGULAR MEETING – 6:00 PM – February 07, 2012**

1. OPENING

- a. Call to Order by Mayor Culleton at 6:03 p.m.
- b. Pledge of Allegiance to the Flag of the United States of America
- c. Invocation: Vice Mayor Titus
- d. Roll Call

COUNCIL MEMBERS PRESENT: Joe DiDuca, Tim Titus and Steve "Woody" Culleton, Mayor.

COUNCIL MEMEBERS ABSENT: Scott Lotter and Alan White.

STAFF MEMBERS PRESENT: Assistant Town Clerk Volenski, Assistant Town Manager Gill, Town Attorney Moore, Community Development Director Baker, Police Chief Buzzard, Interim Fire Chief Cone, Finance Director Will, Public Works Manager Derr, Police Lieutenant Tazzari

e. Proclamations/Presentations:

- (1) The Teen Dating Violence Prevention and Awareness Month Proclamation was presented to Anastacia Snyder from Catalyst Domestic Violence.
- (2) Recognitions were presented by Police Chief Buzzard and Interim Fire Chief Cone:
 - Police Officer of the Year – Eric Reinbold
 - Public Safety Dispatcher of the Year – Meghan McGee
 - Volunteer in Police Services of the Year – Doug Runkle
 - Paradise Animal Shelter Helper(s) of the Year – Beth Michels and Ellen Michels
 - Firefighter of the Year - Matt Palade
 - Volunteer Firefighter of the Year - Jim Lung
- (3) Chief Buzzard presented the VIPS Annual 2011 Report
- (4) Jim Broshears from the Butte County Fire Safe Council presented an Award recognizing the Town's support of the Fire Safe Council and the Town's contribution to wildland fire safety.

2. ITEMS DEFERRED FROM PREVIOUS MEETINGS

None.

3. CONSENT CALENDAR

Following a **MOTION by Titus, seconded by DiDuca**, the following Consent Calendar items were adopted unanimously with Lotter and White absent and not voting.

- 3a. Approved the Minutes of the January 10, 2012 Regular Meeting and the January 18, 2012 Special Meeting.
- 3b. Approved Cash Disbursements in the Amount of \$1,000,920.15.
- 3c. 1) Authorized the Town Manager to execute a contract with NoRTEC for the EECBG Grant Project; AND, 2) Accepted bids from Castro Electric for Fluorescent Lighting Conversion in the amount of \$11,942.00, from Republic ITS, Inc. for Safety Lighting Conversion in the amount of \$44,005, and proposal from Sierra Refrigeration Heating and Cooling for HVAC Replacement in the amount of \$42,609.40; AND, 3) Authorized the Town Manager to execute contracts with all contractors.

4. PUBLIC HEARING PROCEDURE

Mayor Culleton informed the public of the public hearing procedure.

5. PUBLIC HEARINGS

- 5a. Assistant Town Manager Gill reported to Council regarding the Town of Paradise Community Development Block Grant Program (CDBG) Annual Action Plan for Program Year 2012/2013 that establishes priorities and provides information on activities that are funded with the Town's CDBG allocation, and stated that based on current estimates, approximately \$157,935 will be allocated from the Department of Housing and Urban Development (HUD), which represents a 21% reduction from last year's funding and may significantly impact the Town's ability to fund programs and services. Ms. Gill also discussed that the purpose of forming a subcommittee consisting of two Council members and two staff members is to meet with the sub recipients prior to a formal recommendation to the Town Council at the next public hearing on March 6, 2012. With the anticipated 21% reduction in CDBG funding, the subcommittee will be asked to consider whether to recommend a change in funding levels to the agencies for this fiscal year.

5a(1) Mayor Culleton opened the public hearing at 6:37 p.m.:

1. Tom Kelly, Paradise resident, thanked staff for the work done on this funding and asked that the list be prioritized from the most important to the least important.
2. Anastacia Snyder, Catalyst Representative, asked that the funding to Catalyst be continued because it provides over 200 individuals with services; and that the CDBG funding provides approximately 2/3 of the Paradise budget for Catalyst.

Mayor Culleton closed the public hearing at 6:43 p.m.

5a(2) Council concurred to appoint Mayor Culleton and Vice Mayor Titus to serve on a subcommittee to consider input and requests for public services funding; and to determine whether or not to recommend changes to the levels of funding for the 2012-2013 program year.

6. PUBLIC COMMUNICATION

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1. Tom Kelly stated that the Paradise Post only publishing twice a week is harder for the Town to advertise meeting notices; at the next Town Council meeting he would like to get an update on the CalFire contract and Town Engineer contract; and asked that the traffic on Skyway be slowed to 25 mph because he thinks no one can cross the street.

7. COUNCIL CONSIDERATION

- 7a. Jim Broshears, EOC Coordinator, presented the Emergency Operations Plan (EOP) completed in November, 2011. The plan was created due to a grant acquired by the Butte County Office of Emergency Management through Homeland Security/Cal EMA. This plan meets all SEMS and NIMS requirement and maintains the Town's eligibility for emergency management and mitigation grants and funding programs. EOC Training is currently being done once a month on different subject matters.

1. Tom Kelly, works with the Red Cross, shared that the Town has 57 trained volunteers, thanked Jim Broshears for all his work with the Town of Paradise and stated that the town is the most prepared town in Northern California.

Motion by DiDuca, seconded by Titus to adopt the Town of Paradise Emergency Operations Plan (EOP) completed in November, 2011 and directed staff to post the EOP on the Town's Internet Website. Council vote was unanimous with Lotter and White absent and not voting.

- 7b. Community Development Director Baker reported that two applications were submitted for the Tree Advisory committee, one by Tom Cole who is currently on the committee and a late application submitted by Stephanie Neumann who is a professional in the construction trade which is a position that has never been filled on the committee. The terms will expire on August 11, 2014

Motion by Titus, seconded by DiDuca, accepted the application received after the deadline and appointed Tom Cole and Stephanie Neumann to the vacancies on the Tree Advisory Committee. Vote was unanimous with Lotter and White absent and not voting.

- 7c. Community Development Director Baker reported on the Draft Paradise Master Bicycle and Pedestrian Plan and requested approval of the plan to be submitted to Butte County Association of Government (BCAG) for review. Upon approval from BCAG the plan would be forwarded to CalTrans. CDD Director Baker requested Council to authorize staff to notice a public hearing to solicit public input prior to submittal of the plan to CalTrans. The purpose of an updated plan is to be eligible to compete for potential Bicycle Transportation Account (BTA) funding, which states the plan must not be older than five years beyond its date of adoption.

Mayor Culleton opened the matter for public comment.

1. Lauren Harvey reminded Town Council that Town money was used for the bike path between Pacifica and Neal Road, that the economy is not coming back soon, grants are good but not if we have to match money.

Motion by DiDuca, seconded by Titus, directed staff to forward the Draft Paradise Master Bicycle and Pedestrian Plan to Butte County Association of Governments Staff for Transportation Agency Review and authorized staff to advertise for a Public Hearing to solicit public input for the March Town Council meeting. Roll call vote was unanimous with Lotter and White absent and not voting.

- 7d. Chief Buzzard reported on the request to authorize the contribution of the 25% matching funds for the Interoperability Emergency Communication Grant Program (IECGP) for the purchase of the Police/Fire Radio Console. The \$100,000 grant was approved last year, which pays for 75% or \$75,000 toward the purchase of the radio console and the match from the town is \$25,000, and, requested authorization to go out for bid on the Police and Fire Voice Logger/Recorder. The device records all 911 calls, incoming and outgoing police/fire dispatch business telephone lines and Police/Fire radio traffic and stated that on June 28, 2011, Council approved the FY 2011/12 budget that included a 5-year lease purchase

amount of \$3,542 (per year) toward the anticipated \$16,000 replacement cost of a new system.

The total lease payment costs for the grant funded Police/Fire Radio console (\$5,534) and the voice logger/recorder (\$3,542) per year would be approximately \$9,126.16 which is only \$100 more than the budgeted amount and is less than the maintenance agreement would cost.

Mayor Culleton opened the matter for public comment.

1. Tom Kelly stated that the department can't operate with obsolete equipment, this is more important than roads and they need to be able to communicate during emergencies, if necessary take the funds out of the road budget.
2. Lauren Harvey stated that if it is only \$100 more than the budget, then we need to purchase the system.
3. Jon Remalia, asked how old the current system is and suggested that the service contract be for seven (7) years instead of five (5) for the same price.

Motion by DiDuca, seconded by Titus, (1) Authorized the Town to contribute the 25% matching funds of the IECGP Grant (approximately \$24,875.00) for the purchase of the Police/Fire Radio Console; (2) Authorized the Police Chief to go out to bid for the purchase of a Police and Fire Voice Logger / Recorder system previously approved in the current year budget; AND, (3) Authorized the Town Manager to enter into a five year lease purchase for the above projects. Roll call vote was unanimous with Lotter and White absent and not voting.

- 7e. Assistant Town Clerk Volenski presented the benefits of implementing an electronic automated agenda/meeting solution and the time efficiencies acknowledged by staff.

Council discussed the importance of using technology with the reduction of Town staff, the investment in time savings, paper reductions and overall efficiencies that will be recognized throughout the organization.

MOTION by Titus, seconded by DiDuca, (1) Authorized a budget allocation in the amount of \$1,995 for continued use of the solution provided by Agenda Pal through the end of the fiscal year (\$399 mo); (2) Directed the Town Attorney to review the master subscription agreement with Agenda Pal; and, (3) Upon approval of the agreement by the Town Attorney, authorized the Mayor to execute the agreement with Agenda

Pal. Roll Call Vote was unanimous with Lotter and White absent and not voting.

8. COUNCIL COMMUNICATION (Council Initiatives)

- 8a. Council orals reports relating to their representation on Committees/Commissions.

Vice Mayor Titus deferred his comments to Council Member DiDuca.

Council Member DiDuca attended the Butte County Association of Government and Butte County Air Quality Management District meetings as the alternate Board Member and attended the VFW dinner.

Mayor Culleton attended the VFW dinner, there were no committee meetings and also attended the Chocolate Fest meeting.

9. STAFF/COMMISSION/COMMITTEE COMMUNICATION

- 9a. Town Manager Oral Report

None.

10. CLOSED SESSION

- 10a. At 7:48 p.m. pursuant to Government Code Section 54956.9(c), the Town Council recessed to a closed session with the Town Attorney to consider initiating litigation, one potential case.

Mayor Culleton reconvened the Town Council at 8:34 p.m. and announced that direction was given and no action was taken in closed session.

11. ADJOURNMENT

The Town Council meeting was adjourned at 8:34 p.m.

DATE APPROVED:

Steve "Woody" Culleton, Mayor

Dina Volenski, Assistant Town Clerk

**MINUTES
PARADISE TOWN COUNCIL
5555 Skyway, Paradise, CA 95969
SPECIAL MEETING – 2:00 PM – February 22, 2012**

1. OPENING

The Special Meeting of the Town Council was called to order at 2:02 p.m. by Mayor Culleton in the Town Council Chambers at 5555 Skyway, Paradise, CA. Following the pledge of allegiance, the roll was called.

COUNCIL MEMBERS PRESENT: Joe DiDuca, Scott Lotter, Alan White and Steve "Woody" Culleton, Mayor.

COUNCIL MEMBERS ABSENT: Tim Titus (not present at roll call; joined closed session at 2:11 pm.)

STAFF PRESENT: Town Clerk Gutierrez, Town Manager Rough, Town Attorney Moore, Assistant Town Manager Gill, Finance Director Will, HR/Risk Management Analyst Peters and Police Chief Buzzard.

2. CLOSED SESSION

At 2:05 pm, Mayor Culleton announced that pursuant to Government Code Section 54957.6, the Town Council would hold a closed session to meet with Charles L. Rough, Jr., Lauren Gill, Gina Will and Crystal Peters, its designated representatives, regarding labor relations between the Town of Paradise and the Paradise Firefighters Association and the Paradise Police Officers Association.

At 2:11 pm, Vice Mayor Titus joined the closed session.

At 2:45 pm, Mayor Culleton reconvened the meeting and announced that direction was given and no action was taken in closed session.

3. ADJOURNMENT

Mayor Culleton adjourned the Council Meeting at 2:45 p.m.

DATE APPROVED:

By: _____
Steve "Woody" Culleton, Mayor

Joanna Gutierrez, CMC, Town Clerk

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

FOR THE PERIOD OF
JANUARY 21, 2011 - FEBRUARY 20, 2012

January 21, 2012 - February 20, 2012

Check Date	Pay Period End	DESCRIPTION	AMOUNT
2/3/2012	1/29/2012	Net Payroll - Direct Deposits & Checks	\$161,774.67
2/17/2012	2/12/2012	Net Payroll - Direct Deposits & Checks	\$160,460.76
		TOTAL NET WAGES PAYROLL	<u>\$322,235.43</u>
		PR VENDORS: TAXES, PERS, DUES, INSURANCE, ETC.	<u>\$339,577.14</u>
		TOTAL CASH DISBURSEMENTS - PAYROLL	<u>\$661,812.57</u>
		TOTAL CASH DISBURSEMENTS - ACCOUNTS PAYABLE (Detail attached)	<u>\$582,456.65</u>
		GRAND TOTAL CASH DISBURSEMENTS	<u><u>\$1,244,269.22</u></u>

APPROVED BY: _____
CHARLES L. ROUGH, TOWN MANAGER

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

CASH DISBURSEMENTS REPORT

From Payment Date: 1/21/2012 - To Payment Date: 2/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Wells Fargo AP Checking									
Check									
55435	01/26/2012	Open			Accounts Payable	ACCESS INFORMATION MANAGEMENT	\$33.86		
55436	01/26/2012	Open			Accounts Payable	AIRGAS SAFETY, INC.	\$18.07		
55437	01/26/2012	Open			Accounts Payable	AMERIGAS	\$269.32		
55438	01/26/2012	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$377.67		
55439	01/26/2012	Open			Accounts Payable	AT&T	\$959.49		
55440	01/26/2012	Open			Accounts Payable	Big O Tires	\$53.00		
55441	01/26/2012	Open			Accounts Payable	BOOTH, LILLIAN	\$177.50		
55442	01/26/2012	Open			Accounts Payable	BUTOLPH, TIMOTHY	\$52.44		
55443	01/26/2012	Open			Accounts Payable	BUTTE CO PUBLIC WORKS	\$6,711.50		
55444	01/26/2012	Open			Accounts Payable	BUTTE CO RECORDER	\$30.00		
55445	01/26/2012	Open			Accounts Payable	BUTTE COLLEGE, PUBLIC SERVICE CENTER	\$146.00		
55446	01/26/2012	Open			Accounts Payable	BUTTE COUNTY CREDIT BUREAU	\$14.00		
55447	01/26/2012	Open			Accounts Payable	BUTTE REGIONAL TRANSIT	\$205,060.65		
55448	01/26/2012	Open			Accounts Payable	BUTTE/GLENN TRAINING OFFICERS ASSOCIATION	\$900.00		
55449	01/26/2012	Open			Accounts Payable	California Society of Municipal Finance Officers	\$110.00		
55450	01/26/2012	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF CONSERVATION	\$333.97		
55451	01/26/2012	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$1,170.00		
55452	01/26/2012	Open			Accounts Payable	CERTIFION CORPORATION D.B.A. ENTERSECT	\$84.95		
55453	01/26/2012	Open			Accounts Payable	CHICO IMMEDIATE CARE	\$64.00		
55454	01/26/2012	Open			Accounts Payable	CITY OF CHICO	\$2,118.19		
55455	01/26/2012	Open			Accounts Payable	COMCAST CABLE	\$72.79		
55456	01/26/2012	Open			Accounts Payable	COMCAST CABLE	\$87.79		
55457	01/26/2012	Open			Accounts Payable	COMPLETE ASPHALT SERVICE CO. INC. (CASCO)	\$105.69		
55458	01/26/2012	Open			Accounts Payable	CORBIN WILLITS SYS. INC.	\$696.00		
55459	01/26/2012	Open			Accounts Payable	CRITICAL REACH, INC	\$265.00		
55460	01/26/2012	Open			Accounts Payable	DAPPER TIRE COMPANY INC.	\$951.48		
55461	01/26/2012	Open			Accounts Payable	ED JONES COMPANY, INC.	\$112.89		
55462	01/26/2012	Open			Accounts Payable	ENTENMANN-ROVIN COMPANY	\$54.56		
55463	01/26/2012	Open			Accounts Payable	FISHER, JOSH	\$20.20		
55464	01/26/2012	Open			Accounts Payable	FP/FRANCOTYP-POSTALIA MAILING SOLUTIONS	\$103.86		
55465	01/26/2012	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$4,191.83		
55466	01/26/2012	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$360.91		
55467	01/26/2012	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$335.00		
55468	01/26/2012	Open			Accounts Payable	JC NELSON SUPPLY COMPANY	\$288.95		
55469	01/26/2012	Open			Accounts Payable	KEN'S HITCH & WELDING	\$10.00		
55470	01/26/2012	Open			Accounts Payable	Larson, Tiffany	\$231.00		
55471	01/26/2012	Open			Accounts Payable	LOCATE PLUS CORPORATION	\$25.00		
55472	01/26/2012	Open			Accounts Payable	MRO ENGINEERS, INC.	\$35,250.81		
55473	01/26/2012	Open			Accounts Payable	NCCSIF TREASURER	\$94,826.75		

CASH DISBURSEMENTS REPORT

From Payment Date: 1/21/2012 - To Payment Date: 2/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
55474	01/26/2012	Open			Accounts Payable	NEWMAN TRAFFIC SIGNS	\$1,051.20		
55475	01/26/2012	Open			Accounts Payable	NORTH STATE RENDERING INC	\$60.00		
55476	01/26/2012	Reconciled		01/31/2012	Accounts Payable	NORTHGATE PETROLEUM CO	\$9,115.91	\$9,115.91	\$0.00
55477	01/26/2012	Open			Accounts Payable	NORTHSTATE AGGREGATE, INC.	\$424.38		
55478	01/26/2012	Open			Accounts Payable	O'Hern, Casey	\$231.00		
55479	01/26/2012	Open			Accounts Payable	O'REILLY AUTO PARTS	\$56.44		
55480	01/26/2012	Open			Accounts Payable	O'REILLY AUTO PARTS	\$52.68		
55481	01/26/2012	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$245.17		
55482	01/26/2012	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$13,979.27		
55483	01/26/2012	Reconciled		01/31/2012	Accounts Payable	PARADISE DIVE CENTER	\$130.40	\$130.40	\$0.00
55484	01/26/2012	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$625.36		
55485	01/26/2012	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$442.60		
55486	01/26/2012	Open			Accounts Payable	Peters, Crystal	\$637.00		
55487	01/26/2012	Open			Accounts Payable	PETTY CASH CUSTODIAN, PEGGY MUTHS	\$160.14		
55488	01/26/2012	Open			Accounts Payable	PICKERING, ROBERT	\$270.50		
55489	01/26/2012	Reconciled		01/31/2012	Accounts Payable	REINBOLD, ERIC	\$34.50	\$34.50	\$0.00
55490	01/26/2012	Open			Accounts Payable	Rick Wright Construction	\$75.00		
55491	01/26/2012	Open			Accounts Payable	RIEBES AUTO PARTS	\$235.86		
55492	01/26/2012	Open			Accounts Payable	ROGER NICHOLS INVESTIGATIONS	\$250.00		
55493	01/26/2012	Open			Accounts Payable	Rolls Anderson & Rolls Civil Engineers	\$5,316.25		
55494	01/26/2012	Open			Accounts Payable	SANTA ROSA JR COLLEGE	\$241.00		
55495	01/26/2012	Open			Accounts Payable	SIERRA HEATING & AIR CONDITIONING	\$240.00		
55496	01/26/2012	Open			Accounts Payable	SINCLAIR'S AUTOMOTIVE & TOWING	\$175.00		
55497	01/26/2012	Open			Accounts Payable	SKYWAY AUTO TUNE	\$915.00		
55498	01/26/2012	Open			Accounts Payable	SKYWAY PET HOSPITAL,	\$88.22		
55499	01/26/2012	Open			Accounts Payable	Smith, Jake	\$57.50		
55500	01/26/2012	Open			Accounts Payable	STERICYCLE, INC.	\$203.28		
55501	01/26/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$20.30		
55502	01/26/2012	Open			Accounts Payable	THOMAS HYDRAULIC & HARDWARE SUPPLY, INC.	\$79.10		
55503	01/26/2012	Reconciled		01/31/2012	Accounts Payable	VALLEY TOXICOLOGY SERVICE	\$1,275.00	\$1,275.00	\$0.00
55504	01/26/2012	Open			Accounts Payable	VERIZON WIRELESS	\$494.13		
55505	01/26/2012	Open			Accounts Payable	VERIZON WIRELESS	\$692.17		
55506	01/26/2012	Open			Accounts Payable	Vigilant Canine Services	\$8,576.25		
55507	01/26/2012	Reconciled		01/31/2012	Accounts Payable	VILLAGE PRINTER, INC.	\$267.68	\$267.68	\$0.00
55508	01/26/2012	Open			Accounts Payable	Wells Fargo Bank	\$220.00		
55509	01/26/2012	Reconciled		01/31/2012	Accounts Payable	WESTAMERICA BANK	\$38,719.67	\$38,719.67	\$0.00
55510	01/26/2012	Open			Accounts Payable	WITTMEIER AUTO CENTER	\$485.42		
55511	01/26/2012	Open			Accounts Payable	ZOLL DATA SYSTEMS, INC.	\$4,750.00		
55512	01/26/2012	Open			Accounts Payable	GALLAGHER'S HEATING & AIR CONDITIONING	\$94.24		
55513	01/26/2012	Open			Accounts Payable	KOUSA, ANNELI	\$100.00		
55514	02/01/2012	Open			Accounts Payable	BUZZARD, CHRIS	\$652.97		
55515	02/01/2012	Open			Accounts Payable	DHABOLT, OTIS	\$161.14		
55516	02/01/2012	Open			Accounts Payable	EUROTAS, KARI	\$243.20		

CASH DISBURSEMENTS REPORT

From Payment Date: 1/21/2012 - To Payment Date: 2/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
55517	02/01/2012	Open			Accounts Payable	HAUNSCHILD, MARK	\$284.59		
55518	02/01/2012	Open			Accounts Payable	HEGENBART, PAUL	\$72.21		
55519	02/01/2012	Open			Accounts Payable	HONEYWELL, JANICE, J.	\$955.41		
55520	02/01/2012	Open			Accounts Payable	ICMA RETIREMENT #107773	\$287.17		
55521	02/01/2012	Open			Accounts Payable	JEFFORDS, ROBERT, D.	\$478.07		
55522	02/01/2012	Open			Accounts Payable	MOBILITIE INVESTMENTS II, LLC	\$100.00		
55523	02/01/2012	Open			Accounts Payable	MOORE, DWIGHT, L.	\$12,650.00		
55524	02/01/2012	Open			Accounts Payable	ROUGH JR., CHARLES L.	\$193.07		
55525	02/01/2012	Open			Accounts Payable	WHALEN, SUZANNE	\$76.63		
55526	02/02/2012	Open			Accounts Payable	ALBERTSON, KEITH	\$87.57		
55527	02/02/2012	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$141.27		
55528	02/02/2012	Open			Accounts Payable	Big O Tires	\$73.50		
55529	02/02/2012	Open			Accounts Payable	BOOTH, LILLIAN	\$34.07		
55530	02/02/2012	Open			Accounts Payable	BUTTE CO SHERIFF'S OFFICE	\$1,779.68		
55531	02/02/2012	Open			Accounts Payable	BUTTE/GLENN TRAINING	\$300.00		
55532	02/02/2012	Open			Accounts Payable	OFFICERS ASSOCIATION			
						CALIFORNIA POLICE CHIEFS	\$300.00		
						ASSOCIATION			
55533	02/02/2012	Voided	Incorrect Vendor	02/21/2012	Accounts Payable	CHPD/SACRAMENTO FBI	\$450.00		
55534	02/02/2012	Open			Accounts Payable	COMCAST CABLE	\$117.79		
55535	02/02/2012	Open			Accounts Payable	DAY WIRELESS SYSTEMS -	\$675.00		
						MILWAUKIE, OR			
55536	02/02/2012	Open			Accounts Payable	DEPARTMENT OF FORESTRY &	\$39,366.60		
						FIRE PROTECTION			
55537	02/02/2012	Open			Accounts Payable	DOOR COMPANY INC	\$370.00		
55538	02/02/2012	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY,	\$144.59		
						INC.			
55539	02/02/2012	Open			Accounts Payable	Glock Professional, Inc.	\$390.00		
55540	02/02/2012	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$117.98		
55541	02/02/2012	Open			Accounts Payable	HLP, INC / CHAMELEON	\$2,059.20		
						SOFTWARE PRODUCTS			
55542	02/02/2012	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$124.27		
55543	02/02/2012	Open			Accounts Payable	JOBS AVAILABLE	\$756.00		
55544	02/02/2012	Open			Accounts Payable	LIFE ASSIST INC	\$534.59		
55545	02/02/2012	Open			Accounts Payable	O'REILLY AUTO PARTS	\$11.79		
55546	02/02/2012	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$343.88		
55547	02/02/2012	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$106.52		
55548	02/02/2012	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$68.04		
55549	02/02/2012	Open			Accounts Payable	PARADISE POST/NORTH VALLEY	\$425.00		
						COMMTY MEDIA			
55550	02/02/2012	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$562.90		
55551	02/02/2012	Open			Accounts Payable	PERKINS MOBILE AUTO GLASS	\$223.01		
55552	02/02/2012	Open			Accounts Payable	PETERS RUSH HABIB & MCKENNA	\$45.00		
55553	02/02/2012	Open			Accounts Payable	PMAM CORPORATION	\$444.50		
55554	02/02/2012	Open			Accounts Payable	ROGER NICHOLS INVESTIGATIONS	\$250.00		
55555	02/02/2012	Open			Accounts Payable	Sacramento Sheriff Department	\$1,785.00		
						Training Trust Fund			
55556	02/02/2012	Open			Accounts Payable	Schwede, Peter	\$1.11		
55557	02/02/2012	Open			Accounts Payable	STOEL RIVES, LLP	\$938.70		
55558	02/02/2012	Open			Accounts Payable	SWEENEY, BRYCE	\$287.13		
55559	02/02/2012	Open			Accounts Payable	THOMAS ACE HARDWARE	\$3.02		

CASH DISBURSEMENTS REPORT

From Payment Date: 1/21/2012 - To Payment Date: 2/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
55560	02/02/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$136.86		
55561	02/02/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$248.13		
55562	02/02/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - POLICE DEPT.	\$49.75		
55563	02/02/2012	Open			Accounts Payable	TUCKER PEST CONTROL INC	\$126.00		
55564	02/02/2012	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$1,042.71		
55565	02/02/2012	Open			Accounts Payable	WEBSTER, DON	\$95.00		
55566	02/02/2012	Open			Accounts Payable	Wegener, Barbara	\$15.22		
55567	02/09/2012	Open			Accounts Payable	AIRGAS SAFETY, INC.	\$94.83		
55568	02/09/2012	Open			Accounts Payable	ALERT LOCK & KEY	\$50.00		
55569	02/09/2012	Open			Accounts Payable	AMERIGAS	\$392.73		
55570	02/09/2012	Open			Accounts Payable	AMERIGAS	\$471.82		
55571	02/09/2012	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$398.72		
55572	02/09/2012	Open			Accounts Payable	AT&T	\$108.86		
55573	02/09/2012	Open			Accounts Payable	AT&T CALNET 2-REPEATER LINES	\$203.76		
55574	02/09/2012	Open			Accounts Payable	AT&T-COMMUNITY PARK	\$15.47		
55575	02/09/2012	Open			Accounts Payable	AT&T/CAL NET 2	\$4,067.14		
55576	02/09/2012	Open			Accounts Payable	BURTON'S FIRE, INC.	\$148.98		
55577	02/09/2012	Open			Accounts Payable	CALIFORNIA BUILDING STANDARDS COMMISSION	\$101.00		
55578	02/09/2012	Open			Accounts Payable	CASCADE FIRE EQUIPMENT COMPANY	\$2,464.89		
55579	02/09/2012	Open			Accounts Payable	CHICO IMMEDIATE CARE	\$70.00		
55580	02/09/2012	Voided	Duplicate Payment	02/09/2012	Accounts Payable	CHICO POWER EQUIPMENT	\$83.48		
55581	02/09/2012	Open			Accounts Payable	CITY OF OROVILLE	\$818.56		
55582	02/09/2012	Open			Accounts Payable	DAY-TIMERS, INC.	\$38.59		
55583	02/09/2012	Open			Accounts Payable	DON'S SAW & MOWER	\$7.19		
55584	02/09/2012	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$24,460.00		
55585	02/09/2012	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$588.00		
55586	02/09/2012	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY, INC.	\$178.19		
55587	02/09/2012	Open			Accounts Payable	Freye, Susan	\$1,005.00		
55588	02/09/2012	Open			Accounts Payable	GRAPHIC IMPRESSIONS	\$23.49		
55589	02/09/2012	Open			Accounts Payable	GRIDLEY, CITY OF	\$259.54		
55590	02/09/2012	Open			Accounts Payable	HI-TECH EMERGENCY VEHICLE SERV. INC.	\$42.31		
55591	02/09/2012	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$4,381.72		
55592	02/09/2012	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$604.07		
55593	02/09/2012	Open			Accounts Payable	JOBS AVAILABLE	\$420.00		
55594	02/09/2012	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$428.96		
55595	02/09/2012	Open			Accounts Payable	KOEFRAN INDUSTRIES	\$250.00		
55596	02/09/2012	Open			Accounts Payable	LEHR AUTO ELECTRIC STOMMEL, INC.	\$103.23		
55597	02/09/2012	Open			Accounts Payable	LINDHOLM CONSTRUCTION, INC	\$741.20		
55598	02/09/2012	Open			Accounts Payable	MCDONALD CONSTRUCTION	\$3,301.50		
55599	02/09/2012	Open			Accounts Payable	MID VALLEY TITLE & ESCROW	\$25.00		
55600	02/09/2012	Open			Accounts Payable	NORTHERN STAR MILLS	\$188.52		

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 1/21/2012 - To Payment Date: 2/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
55601	02/09/2012	Open			Accounts Payable	O'REILLY AUTO PARTS	\$217.94		
55602	02/09/2012	Open			Accounts Payable	O'REILLY AUTO PARTS	\$35.38		
55603	02/09/2012	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$299.11		
55604	02/09/2012	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$104.33		
55605	02/09/2012	Open			Accounts Payable	PACIFICOM	\$80.00		
55606	02/09/2012	Open			Accounts Payable	PALADE, MATTHEW, L.	\$130.43		
55607	02/09/2012	Open			Accounts Payable	PARADISE AUTO BODY	\$507.25		
55608	02/09/2012	Open			Accounts Payable	PARADISE DIVE CENTER	\$138.25		
55609	02/09/2012	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$401.40		
55610	02/09/2012	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$1,450.55		
55611	02/09/2012	Open			Accounts Payable	RAPP, ERIC	\$308.24		
55612	02/09/2012	Open			Accounts Payable	REPUBLIC ITS, INC.	\$4,830.62		
55613	02/09/2012	Open			Accounts Payable	RIEBES AUTO PARTS	\$196.94		
55614	02/09/2012	Open			Accounts Payable	ROSENBAUER SOUTH DAKOTA LLC	\$217.82		
55615	02/09/2012	Open			Accounts Payable	SINCLAIR'S AUTOMOTIVE & TOWING	\$55.00		
55616	02/09/2012	Open			Accounts Payable	SUTPHEN CORPORATION	\$238.25		
55617	02/09/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$103.36		
55618	02/09/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$46.19		
55619	02/09/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - MOTORPOOL	\$23.99		
55620	02/09/2012	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$139.80		
55621	02/09/2012	Open			Accounts Payable	US BANCORP OFFICE EQUIP FINANCE SERVICES	\$526.49		
55622	02/09/2012	Open			Accounts Payable	VERIZON WIRELESS	\$50.80		
55623	02/09/2012	Open			Accounts Payable	VERIZON WIRELESS	\$38.01		
55624	02/09/2012	Open			Accounts Payable	VERIZON WIRELESS	\$480.18		
55625	02/09/2012	Open			Accounts Payable	VILLAGE PRINTER, INC.	\$110.47		
55626	02/09/2012	Open			Accounts Payable	WITTMER AUTO CENTER	\$259.76		
55627	02/09/2012	Open			Accounts Payable	SOLAR UNIVERSE NETWORK	\$44.09		
55628	02/09/2012	Open			Accounts Payable	A-BETTER PEST CONTROL CO.	\$95.00		
55629	02/09/2012	Open			Accounts Payable	BUTTE CO RECORDER	\$246.00		
55630	02/09/2012	Open			Accounts Payable	CAROLYN'S OFFICE SUPPLIES	\$26.69		
55631	02/09/2012	Open			Accounts Payable	CERTIFIED SECURITY SYSTEM INCORPORATED	\$240.00		
55632	02/09/2012	Open			Accounts Payable	MARQUIS, JOSH	\$278.95		
55633	02/09/2012	Open			Accounts Payable	NORTHSTAR ENGINEERING INC	\$4,493.75		
55634	02/09/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$3.02		
55635	02/13/2012	Open			Accounts Payable	CHICO POWER EQUIPMENT	\$41.74		
55636	02/15/2012	Open			Accounts Payable	SANTA CLARA CO. CENTRAL FIRE PROTECTION DISTRICT	\$295.00		
Type Check Totals:					202 Transactions		\$582,240.13	\$49,543.16	\$0.00
EFT									
31	02/09/2012	Open			Accounts Payable	FP/FRANCOTYP-POSTALIA MAILING SOLUTIONS	\$750.00		
Type EFT Totals:					1 Transactions		\$750.00		

CASH DISBURSEMENTS REPORT

From Payment Date: 1/21/2012 - To Payment Date: 2/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Wells Fargo AP Checking Totals									
Checks									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		194		\$532,163.49		\$0.00	
		Reconciled		6		\$49,543.16		\$49,543.16	
		Voided		2		\$533.48		\$0.00	
		Stopped		0		\$0.00		\$0.00	
		Total		202		\$582,240.13		\$49,543.16	
EFTs									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		1		\$750.00		\$0.00	
		Reconciled		0		\$0.00		\$0.00	
		Voided		0		\$0.00		\$0.00	
		Total		1		\$750.00		\$0.00	
All									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		195		\$532,913.49		\$0.00	
		Reconciled		6		\$49,543.16		\$49,543.16	
		Voided		2		\$533.48		\$0.00	
		Stopped		0		\$0.00		\$0.00	
		Total		203		\$582,990.13		\$49,543.16	
Grand Totals:									
Checks									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		194		\$532,163.49		\$0.00	
		Reconciled		6		\$49,543.16		\$49,543.16	
		Voided		2		\$533.48		\$0.00	
		Stopped		0		\$0.00		\$0.00	
		Total		202		\$582,240.13		\$49,543.16	
EFTs									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		1		\$750.00		\$0.00	
		Reconciled		0		\$0.00		\$0.00	
		Voided		0		\$0.00		\$0.00	
		Total		1		\$750.00		\$0.00	
All									
		Status		Count		Transaction Amount		Reconciled Amount	
		Open		195		\$532,913.49		\$0.00	
		Reconciled		6		\$49,543.16		\$49,543.16	
		Voided		2		\$533.48		\$0.00	
		Stopped		0		\$0.00		\$0.00	
		Total		203		\$582,990.13		\$49,543.16	



**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
MARCH 6, 2012**

Agenda No. 3(c)

ORIGINATED BY: Lauren Gill, Assistant Town Manager
Paul T. Derr, Public Works Manager

REVIEWED BY: Charles Rough Jr., Town Manager

SUBJECT: Review Bids received on February 23, 2012 for the South Libby Overlay Project and Authorize the Development Services staff to prepare contract to award to Granite Construction, Watsonville, CA.

COUNCIL ACTION REQUESTED:

- 1) Accept the Low Bid of \$190,599.00 from Granite Construction for the South Libby Overlay project;
AND
- 2) Award the contract for the South Libby Overlay Project to Granite Construction and authorize the Town Manager to sign the contract;
AND
- 3) Authorize the Town Manager to approve change orders up to 10% contingency limit on this project.
OR
- 4) Provide alternative direction to staff

Background:

The condition of South Libby Road is seriously deteriorated and has been identified as a priority road improvement project for some time. Because this needed road improvement did not qualify for state or federal funding, it took the Town several years to accumulate sufficient local streets funds to make the necessary road improvements.

However, the actual project was moved back to this fiscal year when federal stimulus monies became available for quick, qualifying, turnaround projects on Skyway, Clark Road, Pentz Road and Pearson Road. Now that these projects are completed, the South Libby project is slated to begin this current fiscal year.

For benefit of additional background information, the Paradise Irrigation District completed a water main replacement project on South Libby in June, 2006. The initial internal engineering and estimates for the project involved the complete reconstruction of the

road, but this approach turned out to be cost prohibitive and would have exhausted all discretionary local streets funding.

A different approach was taken to ensure that the project was both affordable and could be completed this year. It involves preliminary road preparation and a 2-inch overlay similar to what has been done effectively on other roads and streets to extend their life and that have held up well over time.

Discussion:

The project was approved by Council to advertise for bids in January, 2012. The project was advertised for two weeks in the Paradise Post on February 8, and 15, 2012. Bids were opened on February 23, 2012. Five bids were submitted (summary attached), the lowest bidder being Granite Construction, Watsonville, CA. with a bid of \$190,599.00. Their bid of \$190,599.00 was 30% below the Engineers estimate. Four of the five bids received were below the Engineers Construction Estimate of \$250,790.00 with an average bid of \$224,925.60. The highest bid submitted was approximately 15% over the engineers estimate and had some bidding irregularities. With a contingency of 10%, the estimated cost of the project is not expected to exceed the \$242,717, as compared to the budget of \$300,950.00 that was approved by Council at the January, 2012 Council meeting.

FINANCIAL IMPACT

The South Libby Road Rehabilitation Project is in the adopted 2011/2012 Capital Improvement Plan (CIP) Budget for \$300,950.00. However, with the low bid that came in from Granite Construction, the **new project total estimate** will break down as follows:

Construction bid	\$190,599
Construction Contingency Amount:	\$19,960
Plans, Specs., and Engineering *	\$25,079
Soils*	<u>\$25,079</u>
	\$242,717

(*Note the PS&E's and Soils are estimates based off the original engineer's estimates. These numbers represent high-end estimations and will be reduced down at project close-out.)

STAFF RECOMMENDATION

Staff recommends that Town Council approve the Low Bid of \$190,599.00 by Granite Construction and authorize the Town Manager to execute the contract with a 10% contingency limit.

**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: March 6, 2012**

**ORIGINATED BY: Chris M. Buzzard,
Chief of Police**

AGENDA ITEM No. 3(d)

**REVIEWED BY: Charles L. Rough, Jr.
Town Manager**

Legal Review __Yes __No __N/A

SUBJECT:

Approve and Accept, by Agreement, Receipt of: 130 KW Portable Generator and related equipment, Radio Receiver and related equipment, and (8) In-Car Video Equipment Obtained by Homeland Security Funds to Enhance Emergency Preparedness and Interoperability of the Police and Fire Departments.

RECOMMENDATION:

Authorize the Town Manager to:

1. Accept transfer 130 KW Portable Generator and related equipment, Daniel UHF Radio Receiver and related equipment, and (8) ION Eclipse model IEO3828 in-car video equipment from Butte County; Emergency Services Division which received and accepted by Butte County OES on the Town's behalf from Federal Homeland Security Grant funds.
2. Enter into agreement (attached) with Butte County to "Transfer Property for Homeland Security Grant Program Purposes".

ALTERNATIVES:

Refer the matter back to staff for further development.

BACKGROUND:

By annual recommendations of multi-agency Approval Committee in which the Town is represented, Butte County Emergency Services Division seeks and secures Homeland Security Grants to meet operational area needs which will improve emergency preparedness.

DISCUSSION/ANALYSIS:

Butte County Emergency Services Division, in its capacity as lead agency for the Butte county Operational Area, applied for and accepted an annual grant from the State of California, acting through its Office of Homeland Security, to enhance county-wide emergency preparedness, as set forth in the FY 2011 Homeland Security Grant Program. These grant monies have been used to purchase the 130 KW Portable Generator and related equipment, Radio Receiver and related equipment, and (8) In-Car Video Equipment for use in the Operational Area Police and Fire Departments; including the Town of Paradise. By agreement (attachment A), the aforementioned equipment (as described in attachment B) are to be used by the Town of Paradise to enhance county-wide emergency preparedness and interoperability. As this equipment has been delivered to the Town, and placed into service, the Town is required to acknowledge and enter into an agreement with Butte County OES to formally transfer the listed Homeland Security grant property as described in the grant terms.

FINANCIAL IMPACT:

There will be no impact to the Town Funds.

1
2 **AGREEMENT TO TRANSFER PROPERTY OR FUNDS**
3 **FOR HOMELAND SECURITY GRANT PROGRAM PURPOSES**
4

5 **THIS AGREEMENT** is entered into this _____ day of _____ 2012, which
6 date is enumerated for purposes of reference only, by and between the COUNTY OF BUTTE, a political
7 subdivision of the State of California, hereinafter referred to as "COUNTY", and The Town of Paradise,
8 a municipal corporation, hereinafter referred to as "SUBGRANTEE."

9 **WHEREAS**, COUNTY, acting through its Emergency Management Division in its capacity as
10 the lead agency for the Butte County Operational Area, has applied for, received and accepted a grant
11 from the State of California, acting through its Emergency Management Agency, to enhance county-
12 wide emergency preparedness, hereinafter referred to as "the grant", as set forth in the grant documents
13 that are attached hereto as Attachment A (California Emergency Management Agency Grant Guidelines)
14 and Attachment B (Approved Equipment Purchases) and incorporated herein by reference.

15 **WHEREAS**, the terms of the grant require that COUNTY use certain grant funds to purchase
16 equipment, technology, services or funds that will be transferred to SUBGRANTEE to be used for grant
17 purposes.

18 **NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:**

19 1. COUNTY shall transfer to SUBGRANTEE the equipment, technology, services or funds
20 as specified in Attachment B hereto, which is incorporated herein by reference. If the grant requires
21 COUNTY to transfer to SUBGRANTEE equipment, technology, services or funds that COUNTY has
22 not yet acquired, COUNTY shall transfer said equipment, technology, services or funds to
23 SUBGRANTEE as soon after acquisition by COUNTY as is reasonably practicable.

24 2. If COUNTY transfers grant funds to SUBGRANTEE, SUBGRANTEE shall use said
25 grant funds only to acquire equipment, technology, services or funds as set forth in Attachment B hereto
26 and/or to perform such other grant functions, if any, for which Attachments A and B permit
27 SUBGRANTEE to expend grant funds. SUBGRANTEE shall provide COUNTY with a budget
28 breakdown signed by the authorized agent.

1 3. Throughout its useful life, SUBGRANTEE shall use any equipment, technology, services
2 or funds acquired with grant funds only for those purposes permitted under the terms of the grant, and
3 shall make it available for mutual aid response.

4 4. SUBGRANTEE shall exercise due care to preserve and safeguard equipment acquired
5 with grant funds from damage or destruction and shall provide regular maintenance and repairs for said
6 equipment as are necessary, in order to keep said equipment in continually good working order. Such
7 maintenance and servicing shall be the sole responsibility of the SUBGRANTEE, who shall pay for
8 material and labor costs for any maintenance and repair of the said equipment throughout the life of the
9 said equipment.

10 5. SUBGRANTEE shall assume all continuation costs of said equipment, technologies
11 and/or services to include but not limited to upgrades, licenses and renewals of said equipment,
12 technologies and/or services.

13 6. If equipment acquired with grant funds becomes obsolete or unusable, SUBGRANTEE
14 shall notify COUNTY of such condition. SUBGRANTEE shall transfer or dispose of grant-funded
15 equipment only in accordance with the instructions of COUNTY.

16 7. SUBGRANTEE agrees to indemnify, defend and save harmless COUNTY and their
17 elected and appointed officials, officers, agents and employees from any and all claims and losses
18 accruing or resulting to any and all contractors, subcontractors, laborers, and any other person, firm or
19 corporation furnishing or supplying work services, materials or supplies in connection with
20 SUBGRANTEE's performance of this Agreement, including Attachments A and B hereto, and from any
21 and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or
22 damaged by SUBGRANTEE in the performance of this Agreement, including Attachments A and B
23 hereto.

24 8. By executing this Agreement, SUBGRANTEE agrees to comply with and be fully bound
25 by all applicable provisions of Attachments A and B hereto. SUBGRANTEE shall notify COUNTY
26 immediately upon discovery that it has not abided or no longer will abide by any applicable provision of
27 Attachments A and B hereto. Said notice to COUNTY shall not act as or result in a waiver by
28

COUNTY of any of the terms and provisions of this Agreement. COUNTY reserves all of its rights and remedies both under the terms of this Agreement and those available at law.

//

9. SUBGRANTEE and COUNTY shall be subject to examination and audit by the State Auditor General with respect to this Agreement for a period of three years after final grant closeout hereunder.

10. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

11. SUBGRANTEE may not assign this Agreement in whole or in part without the express written consent of COUNTY.

12. For a period of three years after final grant closeout hereunder or until all claims related to this Agreement are finally settled, whichever is later, SUBGRANTEE shall preserve and maintain all documents, papers and records relevant to the work performed or property or equipment acquired in accordance with this Agreement, including Attachments A and B hereto. For the same time period, SUBGRANTEE shall make said documents, papers and records available to COUNTY and the agency from which COUNTY received grant funds or their duly authorized representative(s), for examination, copying, or mechanical reproduction on or off the premises of SUBGRANTEE, upon request during usual working hours.

13. SUBGRANTEE shall provide to COUNTY all records and information requested by COUNTY for inclusion in quarterly reports and such other reports or records as COUNTY may be required to provide to the agency from which COUNTY received grant funds or other persons or agencies.

14. COUNTY may terminate this Agreement and be relieved of the payment of any consideration to SUBGRANTEE if a) SUBGRANTEE fails to perform any of the covenants contained in this Agreement, including Attachments A and B hereto, at the time and in the matter herein provided, or b) COUNTY loses funding under the grant. In the event of termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY.

15. SUBGRANTEE and its agents and employees shall act in an independent capacity in the performance of this Agreement, including Attachments A and B hereto, and shall not be considered officers, agents or employees of COUNTY or of the agency from which COUNTY received grant funds.

IN WITNESS WHEREOF, the parties have executed this Agreement in the County of Butte,
State of California.

DATED: _____ COUNTY OF BUTTE, a political
subdivision of the State of California

By Nancy Weston

Contracts Manager

APPROVED AS TO FORM:

COUNTY COUNSEL

By _

DATED: _____

DATED: _____ SUBGRANTEE _____

By: _____

By: _____

APPROVED AS TO FORM:

TOWN COUNSEL

By_____

DATED: _____

ATTACHMENT A

Governor's Office of Homeland Security



ATTACHMENT A

FY08 Homeland Security Grant Program

California Supplement to Federal Program Guidance and Application Kit

May 7, 2008

STATE OF CALIFORNIA

Arnold Schwarzenegger, Governor

Governor's Office of Homeland Security

**Matthew R. Bettenhausen, Director
Gary Winuk, Chief Deputy Director**

Grants Management Division

**Larry Davis, Deputy Director
John Isaacson, Division Chief**

Fiscal and Reporting Unit

Kris Whitty, Program Manager

Homeland Security Grant Unit

Ursula Harelson, Program Manager

Fiscal Program Staff

Inam Ali
Sabra Bowen
Gina Joaquin

Homeland Security Grant Staff

Cameron Bardwell
Maybel Garing
Sarah Knight
Leo LaMattina
Rachel Magana

Table of Contents

ATTACHMENT A

	Page
State of California- Office of Homeland Security	2
Foreward- Director's Message	4
Section One – Overview	5
Federal Program Guidance and Updates	5
Purpose of the California Supplement	5
Eligible Subgrantees	5
Approval Authority Body (SHSP only)	5
Subgrantee Allocations	6
Tribal Governments and Native American Allocation	6
Public and Private Organizations	6
Management and Administrative Costs	6
State Contact Information	6
Section 2 – Subgrant Timeline	8
Timeline Chart	8
Section 3 – Key Federal and State Changes & Initiatives	9
Key Federal Changes	9
Key State Changes and Initiatives	10
Section 4 – Subgrant Applications	13
State Application Components	13
Regional Approach	13
Applications Due	14
Application Approval	14
Governing Body Resolution	14
Grant Assurances	14
State Agencies	15
Section 5 – Post Subgrant Award	16
Post Award Modifications	16
Subgrantee Performance Reports	16
Monitoring Subgrantee Performance	16
Suspension or Termination	17
Closeout	17
Advances and Interest Earned on Advances	18
Payment Request Process	18
Non-G&T Developed Training Courses	18
Authorized Equipment List	18
Appendix	19
Governing Body Resolution – OA and UASI	20
Governing Body Resolution Instructions	22
Signature Authority – State Agency	23
State Agency Project Description Template	24

Foreward: Director's Message

The Governor's Office of Homeland Security (OHS) has had another successful year working with our partners in enhancing the four mission areas of the National Preparedness Goals of prevent, protect, respond, and recover. To continue that progress, we are releasing the FY2008 Homeland Security Grant Program (HSGP) guidance. As you review the guide, you will see that there have been several changes this year.

FY2008 HSGP will focus on three objectives as its highest priorities:

1. Measuring progress in achieving the National Preparedness Guidelines
2. Strengthening improvised explosive device (IED) attack deterrence, prevention, detection and protection capabilities
3. Strengthening preparedness planning

At least 25% of HSGP (State Homeland Security Program [SHSP], Urban Area Security Initiative [UASI], Metropolitan Medical Response System [MMRS], and Citizen Corps Program [CCP]) funds must be collectively allocated to objectives two and three as required by the federal grant guidelines.

In past years, the federal Department of Homeland Security has consolidated the administration of programs into one application package. They have once again consolidated the grant programs, however, because of changes in federal law (Implementing Recommendations of the 9/11 Commission Act of 2007 and FY2008 Consolidated Appropriations Act, FY2008 HSGP) there was not a separate budget line-item for the Law Enforcement Terrorism Prevention Program (LETPP). The LETPP grants are now funded as a percentage of the SHSP and UASI allocations. We are required to ensure that at least 25 percent of the SHSP and UASI funds are dedicated towards law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities.

Of course, our grant staff is available to assist you with any questions. They are here to serve you, our customer. I also want to take this opportunity to thank them for all their hard work and dedication.

While the federal grant rules, guidance and requirements require a lot of effort by all of us, I especially appreciate all the work that each of you do to make sure we meet these requirements and wisely invest these important funds to better prepare California and the nation. I am amazed everyday by the hard work and dedication by each of you across this great State.

We look forward to another successful year of working with you to better prepare California and make our communities safer.

MATTHEW R. BETTENHAUSEN

Director

Governor's Office of Homeland Security

Section 1 - Overview ATTACHMENT A

Federal Program Guidance and Updates	<p>The U.S. Department of Homeland Security (US DHS) published the <i>FY 2008 Homeland Security Grant Program, Program Guidance and Application Kit</i> on February 1, 2008.</p> <p>The <i>Guidance and Application Kit</i> may be obtained at: http://www.ohs.ca.gov/FY2008_HSGP.html</p>
Information Bulletins	<p>US DHS also issues information bulletins that provide grant updates, information, clarification, and requirements throughout the life of the grant.</p> <p>Information Bulletins: http://www.ojp.usdoj.gov/odp/docs/bulletins.htm</p>
Purpose of the California Supplement	<p>The <i>California Supplement</i> to the Federal Program Guidance is intended to complement, rather than replace, the Guidance published by the US DHS, Office of Grants and Training. The <i>Supplement</i> will emphasize differences between the FY 07 and FY 08 Homeland Security Grant Programs, and will include additional California policies and requirements applicable to FY 08 HSGP.</p>
Eligible Subgrantees	<p>Eligible subgrant recipients, referred to as subgrantees, differ for each program. Generally, eligible subgrant recipients for FY 08:</p> <ul style="list-style-type: none">- Operational Areas (OA)<ul style="list-style-type: none">- includes Metropolitan Medical Response (MMRS)- Native American tribes- Urban Area Security Initiative Jurisdictions (UASI)- State Agencies (SA)
Approval Authority Body (SHSP only)	<p>Operational Areas must appoint an Anti-Terrorism Approval Body (Approval Authority) to have final approval of the OA's application for SHSP funds. The Approval Authority shall consist of the following representatives, and additional voting members may be added by a simple majority vote of the following standing members:</p> <ul style="list-style-type: none">• County Public Health Officer or designee responsible for Emergency Medical Services• County Fire Chief or Chief of Fire Authority• Municipal Fire Chief (selected by the Operational Area Fire Chiefs)• County Sheriff• Chief of Police (selected by the Operational Area Police Chiefs) <p>Each member of the Approval Authority must provide written agreement with the OA's application for SHSP funds.</p> <p>NOTE: A list of the Approval Authority Body members, and associated contact information, must be submitted with the FY08 HSGP application.</p>

Subgrantee Allocations	Subsequent to US DHS's announcement of funding to California on approximately July 28, 2008 , subgrantee allocation information will be made available via an OHS Grant Management Memorandum (GMM)
Tribal Governments	NOTE: All subgrantees are encouraged to coordinate with Tribal Governments to ensure that Tribal needs are considered in the subgrantees' applications.
Native American Allocation	Federal FY08 grant guidance requires OHS to designate a portion of the SHSGP funds to Native American tribes in California. In order to implement this requirement, OHS will be awarding California tribes a share of this funding equivalent to a 59 th Operational Area on a base plus population basis. In order to submit an application for funding, California's 108 tribes shall develop a coordinating group that represents all or substantially all of the tribes. The coordinating group shall have 180 days to submit to OHS its membership, organizational structure and plan for developing coordinated funding priorities among all or substantially all of the California tribes.
Public and Private Organizations	NOTE: Subgrantees may contract with any other public or private organizations to perform eligible activities on approved projects.
Management and Administrative Costs	The subgrantee Management and Administrative (M&A) allowance is a maximum of 3% of the subgrant award on all FY 08 HSGP programs. (The 3% cap was set by federal law.)
State Contact Information	<p>All subgrantee application materials, related questions, comments and correspondence should be directed to the address below.</p> <p>Governor's Office of Homeland Security ATTN: Grants Management Division State Capitol Sacramento, CA 95814-4900 (916) 324-8908 (916) 324-5902 Fax</p> <p>OHS Regional Representatives may be located on the regional map at: http://www.ohs.ca.gov/pdf/OHS_Regional_Map.pdf</p>
Important Note:	HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED
OHS website	Governor's Office of Homeland Security Website http://www.ohs.ca.gov/

**Access to
Secure portal**

Office for Domestic Preparedness Secure Portal
<https://odp.esportals.com/index.cfm>

ATTACHMENT A

To obtain access to the ODP Secure Portal, please contact BJ Bjornson, Secure Portal Administrator, Office of Homeland Security, Training and Exercise Program (T&E)
Bj.Bjornson@ohs.ca.gov Phone (916) 826-4488

**Grants
Reporting
Tool**

To obtain access to the Grants Reporting Tool (GRT), please click on the link below and follow the instructions that read, "If you need to register for an account please click here."

For additional assistance in the GRT, please contact Inam Ali (916-324-6054 or Inam.Ali@ohs.ca.gov) or Sabra Bowen (916-324-6779 or Sabra.bowen@ohs.ca.gov)

**Federal Emergency Management Agency (FEMA),
Grant Reporting Tool (GRT)**
<https://www.reporting.odp.dhs.gov>

Section 2 - Subgrant Timelines

ATTACHMENT A

FY 08 HSGP Subgrantee Timeline

US DHS Announcement of FY 08 HSGP	February 1, 2008
SAA application due	May 1, 2008
FY 08 HSGP California Supplement release	May 5, 2008
Subgrantee application workshops	June, 2008
US DHS Award	July 28, 2008*
OHS release of Suballocations	August 1, 2008*
Subgrantee applications due to OHS	August 15, 2008*
Subgrantee awards (45 days from US DHS award)	September 10, 2008*
Subgrantee performance period begins	September 10, 2008*
Subgrantee performance period ends	March 31, 2011
Final requests for reimbursement due	April 10, 2011
SAA Performance Period Ends	June 30, 2011

* Date approximate depending on US DHS award date

Section 3 – Key Federal and State Changes and Initiatives

Key Federal Changes and Initiatives

FEDERAL

Overarching HSGP Priorities

Funding priorities for this year continue and further narrow the focus on risk-based funding and capability-based planning that the Department of Homeland Security (DHS) began three years ago. FY 2008 HSGP will focus on three objectives as its highest priorities. These three objectives are:

1. Measuring progress in achieving the National Preparedness Guidelines
2. Strengthening improvised explosive device (IED) attack deterrence, prevention, and protection capabilities
3. Strengthening preparedness planning

Post-award Analysis

To ensure that the HSGP funding is allocated to address the nation's highest risks and support the capability-based planning process, the Department will conduct a post-award analysis to identify trends that can better inform and guide future policy decisions supporting national preparedness. Grantees may be asked to cooperate in FEMA's post-award analysis.

Potential for Future Match Requirements

Grantees are not required to engage in cash or in-kind match for FY 2008 HSGP funds. However, there is the potential for future grant programs to be impacted by cash match requirements as early as FY 2009. Accordingly, grantees should anticipate and plan for future homeland security programs to require cash or in-kind matches at cost-share levels comparable to other FEMA-administered grant programs.

STATE

Terrorism Liaison Officer (TLO) - In an effort to continue to build towards a comprehensive, integrated prevention network of information sharing, all recipients of FY 08 Homeland Security Grant funds will be required to designate a trained TLO within their organization. **An initial roster must be submitted at the time of application. Subgrantees must require documentation for their subrecipients prior to the subaward of Homeland Security Grant funds.**

To request a waiver of this requirement, please contact OHS Information Sharing Division's, Deputy Director, William Hipsley at Bill.Hipsley@ohs.ca.gov.

CAL JRIES - The State Terrorism Threat Assessment Center (STTAC) and Regional Terrorism Threat Assessment Centers (RTTAC) are all linked by a common information sharing system, the California Joint Regional Information Exchange System (CAL JRIES), which provides data sharing capabilities throughout the state. The JRIES is an integral component in the information sharing network throughout the state. **Applicants shall document CAL JRIES access or an application for access to CAL JRIES in their grant application to be eligible for funding. Access or an application for access will be confirmed with the STTAC prior to final application approval.**

Native American Allocation - Federal FY08 grant guidance requires OHS to designate a portion of the SHSGP funds to Native American tribes in California. In order to implement this requirement, OHS will be awarding California tribes a share of this funding equivalent to a 59th Operational Area on a base plus population basis. In order to submit an application for funding, California's 108 tribes shall develop a coordinating group that represents all or substantially all of the tribes. The coordinating group shall have 180 days to submit to OHS its membership, organizational structure and plan for developing coordinated funding priorities among all or substantially all of the California tribes.

Tactical Interoperable Communications Plans (TICP) and CALSIEC

Participation - In FY07 participation in the California Statewide Interoperability Executive Committee (CalSIEC) and the development of a Tactical Interoperable Communications plans was strongly suggested. As a condition of FY 08 HSGP funding, subgrantees shall show completion or demonstrate progress (to include a completion timeline) for the development of a TICP. Technical assistance in developing a TICP is available. TICPs may be completed regionally or at the Operational Area level. Subgrantees are again encouraged to participate in CalSIEC and the CalSIEC planning areas.

Failure to Submit Required Reports - Many subgrantees fail to fulfill the periodic reporting requirements as required by the grant. Subgrantees who miss a single reporting deadline will receive a letter addressed to their Board of Supervisors informing them of the failure to report. County Operational Areas and Tribal Native Americans who fail to report twice in a row will have subsequent awards reduced by ten percent (10%) until timely reporting is reestablished. UASIs shall have a "hold" placed on any future reimbursements.

Corrective Action Plans – The Monitoring and Audits Unit (MAU) is actively conducting monitoring visits, both desk review and on-site, among subgrantees. Many of these jurisdictions receive “findings” which necessitate a Corrective Action Plan (CAP) on their part. Those subgrantees who fail to submit a CAP as required shall have a “hold” placed on any future reimbursements until the ‘finding’ is resolved.

“On Behalf Of” – Consistent with the federal guidelines, the OHS may, in conjunction with local approval authorities, designate funds “on behalf of” local entities that choose to decline or fail to utilize their homeland security award in a timely manner.

CONOPS - State Terrorism Threat Assessment System (STTAS) grant funding is currently provided by the US Department of Homeland Security through the Governor's Office of Homeland Security (OHS) -- Grants Management Division. The State Terrorism Threat Assessment Center (STTAC), Regional Terrorism Threat Assessment Center (RTTAC), and Intelligence Nodes receiving Homeland Security grant funding through the OHS are required to comply with the California STTAC Concept of Operations. Noncompliance with the California STTAC Concept of Operations may result in the loss of eligibility for future grant funds or the rescission of funds previously allocated.

Investment Justification Planning Conference – OHS will conduct its annual Investment Justification Planning Conference to receive statewide input across all disciplines. The conference will be held **September 2-3, 2008**. This conference is an eligible planning activity. Please be sure to include the cost to attend this conference in your FY 08 HSGP application.

State Initiative Funding – In FY 08 HSGP, the OHS shall retain twenty percent (20%) of the SHSP, UASI funding awarded to California for state initiatives. The State will pass 100% of the MMRS and CCP funding to eligible subgrantees.

10% Training Requirement - Not less than ten percent (10%) of all subgrantee applications must be allocated to Grants and Training (G&T) approved Training activities. However, training on equipment will be allowed as part of the 10%. Subgrantees will put this in writing and submit to OHS Program Representative. This does not apply for Exercises. Generally, there are not state restrictions or preferences on how subgrantees allocate funds across eligible program activities.

Exercises - Subgrantees must conduct threat- and performance-based exercises in accordance with G&T's Homeland Security Exercise and Evaluation Program (HSEEP) manuals. Once an exercise paid for with grant funds has been scheduled, subgrantees **must** notify the Office of Homeland Security, Training and Exercise Program (T&E) of the exercise date, time, location, and point of contact information. T&E will maintain a web-based master schedule of all exercises occurring throughout the state, to increase communication and coordination of all exercises.

**Key State Changes
and Initiatives
(cont)**

Important Note:

Exercise After Action Reports (AAR) and Improvement Plans (IP) **must be provided to G&T within 60 days** following the completion of each exercise. Delivery to G&T is accomplished by posting the AAR and IP in the appropriate portion of the G&T secure portal. **Exercise costs will not be reimbursed until an after action report has been posted on the secure portal.**

**Golden Guardian
Costs**

Subgrantees scheduled to participate in Golden Guardian (GG) exercise activities should program FY 08 HSGP funds into their subgrant application. OHS program representatives will be checking applications from subgrantees scheduled to participate GG activities within the FY 08 HSGP grant performance period for adequate exercise funding.

T&E is the subgrantee's point of contact for exercise related issues and questions. Subgrantees may contact the T&E at (916) 826-4488, or by e-mail to Bj.Bjornson@ohs.ca.gov.

CAL METRICS

Applicants are strongly encouraged to functionally integrate their efforts by participating in the California Metrics Project, a Statewide standardized resource typing and capabilities inventory and assessment effort. The CA Metrics Project, in collaboration with Federally coordinated National efforts, seeks to develop a systematic method for identifying gaps in prevention, planning and emergency response capabilities in order to more effectively allocate economic and human resources in support of achieving preparedness goals. The Metrics Project has associated eligible planning costs. Subgrantees should coordinate with their Operational Area, Urban Area or State agency to ensure the costs of participating in the project are reflected in their respective applications. For more information about the CA Metrics Project, contact the California Governor's Office of Homeland Security.

PERSONNEL

Personnel Costs – In FY 08 HSGP the fifteen percent (15%) cap on personnel costs is not applicable to the Metropolitan Medical Response System (MMRS) or Citizen Corps Program (CCP) funding.

Grant Management Capabilities – Applicants will be required to document their grant management capabilities and include this information with their application.

Performance Bond – Many subgrantees were unable to procure large equipment items due to problems with vendor delivery scheduled to occur after the federal reporting period had expired. To assist with this issue, US DHS allowed purchase of a “performance bond” wherein subgrantees procured the item(s) in question, paid the money up front, and purchased a performance bond to ensure delivery of the item after the grant period had expired. Subgrantees **must** obtain a performance bond for any equipment item over \$250,000 or any vehicle (aircraft or watercraft) financed with homeland security dollars.

Financial Management Forms Workbook – an electronic copy of the OHS Financial Management Forms Workbook V 1.08 must be submitted to the ODP Secure Portal via email. Documents requiring an original signature will need to be sent in hardcopy.

Late or Incomplete Applications - Late or incomplete applications will be reviewed and/or denied at the sole discretion of the OHS.

Section 4- Subgrant Applications

ATTACHMENT A

State Required Application Components

A completed application will include all of the following components.

- **Completed OHS Financial Management Forms Workbook V 1.08**
 - Submitted electronically via email on the ODP Secure Portal

Application Cover Sheet

Grant Management Roster

Project Ledger

Project Description

Project – A thru T

- Investment Justification – Goals and Objectives
- Project Description
- Need for Project
- Status of Project

Equipment Inventory Ledger

Training Roster with course approved numbers

Exercise Roster

Terrorism Liaison Officer (TLO) Roster

CAL JRIES Access

Authorized Agent form with appropriate signatures

- **Governing Body Resolution – Mailed**

State Agency Project Narrative

- **Project Narrative – (State Agency Only) – Mailed**
 - Template available in Appendix A - Forms
- **Signature Authority - Mailed**
- **Signed Original Grant Assurances – Mailed**
 - Available only in PDF format on the OHS website

The **Financial Management Forms Workbook V 1.08** can be found at

http://www.ohs.ca.gov/FY2008_HSGP.html

NOTE: Subgrant awards will not be made until all required application components have been approved by the state.

Regional Approach

Subgrantees must take a regional approach when determining the best use of FY 08 HSGP funds. Subgrantees must consider the needs of local units of government and applicable volunteer organizations in the projects and activities included in their FY 08 HSGP application.

ATTACHMENT A

Applications Due Completed financial management forms workbooks **must submitted electronically to the ODP secure portal**. Place workbook in the folder named, "FY08 HSGP Application". Detailed instructions on the electronic submittal process will be issued in a Governor's Office of Homeland Security (OHS) Grant Management Memo prior to application due date. Project description narratives and original grant assurances must be mailed to the address below.

All application materials are due no later than **Friday, August 22, 2008***. Only applications postmarked by the due date will be accepted. Additional information will be requested or accepted from subgrantees at the sole discretion of OHS. Applications lost in transit are the responsibility of the applicant and will not be considered for funding.

The mailing address for all applications is:

Governor's Office of Homeland Security
ATTN: Grant Management Division
State Capitol
Sacramento, CA 95814

ODP Secure Portal

<https://odp.esportals.com/index.cfm>

Application Approval The subgrantee will receive written notice of the state's approval of the subgrant application no later than 45 days after the federal grant award.

Governing Body Resolution The *Governing Body Resolution* appoints agents authorized to execute any actions necessary for each application and subgrant.

NOTE: All applicants will be required to submit a new Governing Body Resolution with their FY 08 HSGP application. A sample Resolution can be found in Appendix A- Forms.

Grant Assurances The *Grant Assurances* form lists the requirements to which the subgrantees will be held accountable.

NOTE: All applicants will be required to submit new Grant Assurances with their FY 08 HSGP application. The required Grant Assurances form can be found only in PDF format on the OHS website and available no later than 14 days after the Federal award.

Important note: **Self created grant assurances forms will not be accepted.**

* Date approximate depending on US DHS award date

State Agencies ATTACHMENT A

Which State organizations may apply?	<p>Any state agency, department, commission, board, etc., may apply for FY 2008 Homeland Security Grant Program (HSGP 08) funding, as long as the organization:</p> <ul style="list-style-type: none">• Has, or can obtain, appropriate state Department of Finance budget authority for awarded funds; and,• Will comply with all grant requirements contained in the federal and state grant guidance documents, and in the Grant Assurances form.
Who may sign the Application for a State Agency?	<p>The application cover sheet must be signed by the highest-level person at the state organization, or their designee. If a designee, the highest-level person at the state organization must execute and submit a Signature Authority form with the Application Package.</p> <p>NOTE: The requirement for the creation of an Approval Authority Body does not apply to state organizations.</p>
For which Programs may State Organizations Apply?	<p>State organizations may apply for;</p> <ul style="list-style-type: none">- State Homeland Security Program (SHSP)- Urban Areas Security Initiative (UASI)
Use of UASI funding by State Agencies	<p>If a state organization applies for any of the UASI state allocation, the funds must be used to directly support one or more pre-selected urban area(s). The application's UASI project description must describe the project AND identify the urban area(s) that will be supported by the project.</p>
What are the State Priorities for FY 08 HSGP?	<p>While the State Homeland Security Strategy broadly describes goals, objectives and implementation steps, the state's priorities for FY 08 HSGP are:</p> <ol style="list-style-type: none">(1) Interoperable Communications(2) Catastrophic Planning(3) Medical Surge(4) Citizen Preparedness and Participation(5) Mass Prophylaxis(6) Critical Infrastructure Protection(7) Training for First Responders
Project Narrative	<p>In addition to the project description in the Financial Management Forms Workbook, a detailed project narrative is required.</p> <p>Project Narrative is included in Appendix A - Forms</p>

Section 5- Post Award Requirements ATTACHMENT A

Post Award Modifications

Post award budget, scope and time modifications must be requested using the **OHS Financial Management Forms Workbook V 1.08**, by the subgrantee's Authorized Agent, and submitted to the subgrantee's Program Representative in the Homeland Security Grant Unit at OHS. Upon approval the subgrantee will be instructed to make the required changes in the Office for Domestic Preparedness (ODP), Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov> . The subgrantee may implement the modifications, and incur associated expenses, **after** receiving **written final approval** of the modification from the State.

NOTE: Modifications can be requested once per quarter during the grant performance period. Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

Subgrantee Performance Reports

Subgrantees must prepare and submit performance reports to the state for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed by OHS. Subgrantees must complete a Biannual Strategy Implementation Report (BSIR) using the Office for Domestic Preparedness (ODP), Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov> , and will also be required to submit additional information and data requested by the state.

Subgrantees who miss a single reporting deadline will receive a letter addressed to their Board of Supervisors informing them of the failure to report. Subgrantees who fail to report twice in a row will have subsequent awards reduced by ten percent (10%) until timely reporting is reestablished.

Monitoring Subgrantee Performance

The state is currently conducting a program of sub-grantee monitoring. The monitoring will be conducted on the subgrantees administrative, programmatic and fiscal management of the grant(s).

These reviews may include, but are not limited to:

- Eligibility of expenditures
- Comparing actual subgrantee activities to those approved in the subgrant application and subsequent modifications, if any.
- Ensuring that advances have been disbursed in accordance with applicable guidelines.
- Confirming compliance with:
 - Grant Assurances.
 - Information provided on performance reports and payment requests.
 - Needs and threat assessments and strategies.

Important note: It is the responsibility of all subgrantees to monitor and audit the grant activities of their subrecipients. This requirement includes, but is not limited, to on site verification of grant activities as required.

ATTACHMENT A

Suspension or Termination

The State may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in the application or other report or document.
- Failing to adequately manage, monitor or direct the grant funding activities of their subrecipients.

Before taking action, the state will provide the subgrantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

Closeout

The State will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information; and
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- Is owed additional funds, the state will send the final payment automatically to the subgrantee.
- Did not use all funds received, the state will issue an Invoice or Grant Modification letter to recover unused funds.

In the **Grant Closeout letter**, the state will notify the subgrantee of the start of the record retention period for all programmatic and financial grant related records.

NOTE: Failure to maintain all grant records for the required retention period could result in a reduction of eligible grant activities, and an invoice to return costs associated with the unsupported activities.

Advances and Interest Earned on Advances

The US DHS allows subgrantees to request FY 08 HSGP funds up to 15 days prior to expenditure/disbursement, or on a reimbursement basis. The federal guide requires that advances **must be deposited in interest-bearing accounts**, and describes how interest earned should be returned quarterly to the federal government.

In addition to returning interest in accordance with the prescribed federal guidance, subgrantees must also inform the grantee's Program Representative in the Homeland Security Grant Unit at the Governor's Office of Homeland Security of any interest returned on program funds.

Payment Request Process

To request advance or reimbursement payment of FY 08 HSGP funds, complete a payment request form using the OHS Financial Management Forms Workbook and return it to the appropriate Program Representative in the Homeland Security Grant Unit at the Governor's Office of Homeland Security.

OHS Financial Management Forms Workbook V 1.08

http://www.ohs.ca.gov/FY2008_HSGP.html

NOTE: Payments can only be made if the subgrantee has an approved application, valid Governing Body Resolution and valid Grant Assurance form.

Non-G&T Developed Training Courses

When seeking US DHS approval of non-G&T developed courses, the most notable changes:

- Course materials must be submitted with the approval request; and
- Conditional approvals are no longer offered.

The Office of Homeland Security Training and Exercise and Evaluation Program (HSTEPP) will release additional training related information at a later date.

OHS Training Website:

<http://www.ohs.ca.gov/hseep/TrainingHome.html>

Authorized Equipment List

The FY 08 Authorized Equipment List (AEL) may now be found on the web at

<http://www.rkb.us>.

ATTACHMENT A

California Emergency Management Agency

ATTACHMENT A



FY09 Homeland Security Grant Program

California Supplement to Federal Program Guidance and Application Kit

May 14, 2009

STATE OF CALIFORNIA

Arnold Schwarzenegger, Governor

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Matthew R. Bettenhausen, Secretary
Frank McCarton, Undersecretary
Peggy Okabayashi, Assistant Secretary

GRANTS MANAGEMENT DIVISION

Brendan Murphy, Director

HOMELAND SECURITY GRANTS

John Isaacson, Division Chief

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Maybel Garing, Program Representative
Sarah Knight, Program Representative
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Rachel Magaña, Program Representative

FISCAL AND REPORTING STAFF

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Sabra Bowen, Program Representative
Michael Cheng, Program Representative
Gina Joaquin, Staff Service Analyst
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Akira Yamamoto, Program Representative

FOREWORD: SECRETARY’S MESSAGE	4
SECTION 1 – OVERVIEW	5
Federal Program Guidance	5
Purpose of the California Supplement	5
Eligible Subgrantees	5
Native American Allocation	5
Subgrantee Allocations	6
CalEMA Contact Information.....	6
DHS Websites	7
SECTION 2 – KEY CHANGES AND INITIATIVES	8
Federal Changes and Initiatives	8
State Changes and Initiatives	9
SECTION 3 – SUBGRANTEE APPLICATIONS	12
State Application Components	12
Operational Area Approval Authority Body.....	13
Application Submittal	13
Application Approval.....	13
State Agency Information	14
SECTION 4 – POST AWARD REQUIREMENTS.....	15
Post Award Modifications	15
Payment Request Process	15
Advances	15
Subgrantee Performance Reports.....	16
Monitoring Subgrantee Performance	16
Suspension and Termination.....	17
Closeout	17
SECTION 5 – APPENDICES	18
A- FY09 HSGP Timeline.....	19
B- Governing Body Resolution	20
C- State Agency Forms	22
D- Subgrantee Application Checklist.....	24

I wanted to take this opportunity to introduce you to California's newest state agency, the California Emergency Management Agency (CalEMA). California continues to be a national leader in homeland security and emergency management and the fusion of the talents, capabilities and resources of the Office of Emergency Services (OES) and the Office of Homeland Security (OHS) has been a long time coming. Each of us around the state, with our different roles in California's emergency management, are partners in this new endeavor and I look forward to working with everyone again this year.

Despite changes within our agency, we remain steadfast to the four mission areas of the Homeland Security Grant Program: prevent, prepare, respond and recover. I am pleased to report major progress across the board – from developing training courses and strengthening information sharing capabilities to assessing security and bolstering response capabilities. The work we have done with this program has made significant progress to ensure the security of our citizens, critical infrastructure, and key resources. To continue that progress, I am pleased to present the FY2009 California Supplement to the Federal Guidance.

As you review the guide, you will see that there are various changes while several aspects remain the same. I realize that the changes in the rules and guidance require a lot of effort, but in the end this program is an important and integral component in the safety of California. Throughout the duration of the grant, CalEMA program representatives will be available to assist you in enhancing your homeland security programs. Please don't hesitate to contact them with any questions or concerns.

Let me close by thanking all of you involved in this program for the work that you do to make sure we wisely invest these valuable funds. It is your excellent contributions and achievement of objectives that have made California a better place to live and do business; California communities are safer, we have more trained and equipped first responders, and we continue to move forward with a number of important initiatives. The people of California owe you a debt of gratitude for your tireless efforts and I know they can count on you to continue to utilize the opportunities that come with the FY2009 HSGP.



MATTHEW R. BETTENHAUSEN
Secretary
California Emergency Management Agency

Federal Program Guidance	<p>The U.S. Department of Homeland Security (DHS) published the <i>FY09 Homeland Security Grant Program, Program Guidance and Application Kit</i> on November 5, 2008. The Guidance and Application Kit may be obtained at:</p> <p>http://www.ohs.ca.gov/pdf/fy09_fed_guidance.pdf</p>
Information Bulletins	<p>DHS also issues Information Bulletins that provide updates, clarification, and requirements throughout the life of the grant. Information Bulletins may be obtained at:</p> <p>http://www.ojp.usdoj.gov/odp/docs/bulletins.htm</p>
Purpose of the California Supplement	<p>The <i>California Supplement to the Federal Program Guidance</i> is intended to complement, rather than replace, the Guidance published by DHS. The Supplement will emphasize the differences between the FY08 and FY09 Homeland Security Grant Programs (HSGP), and will include additional California policies and requirements applicable to the FY09 HSGP.</p>
Grant Management Memos	<p>CalEMA also issues Grant Management Memos (GMM) that provide additional information. GMMs can be located at:</p> <p>http://homeland.ca.gov/grants_management_memo.html</p>
Eligible Subgrantees	<p>Eligible subgrant recipients, referred to as Subgrantees, differ for each program. Generally, eligible subgrant recipients include:</p> <ul style="list-style-type: none"> • Operational Areas (OA) <ul style="list-style-type: none"> ○ Includes the Metropolitan Medical Response System (MMRS) ○ Native American Tribes – represented by a single coordinating group • Urban Area Security Initiative Jurisdictions (UASI) • State Agencies (SA) <ul style="list-style-type: none"> ○ Includes the Citizen Corps Program (CCP)
Native American Allocation	<p>Federal FY09 grant guidance requires CalEMA to provide access to the SHSGP funds directly to Native American Tribes in California. In order for CalEMA to implement this requirement, a single coordinating group representing the California tribes will be eligible to receive a share of this funding on a base plus population basis. In order to submit an application for funding, California's 108 tribes shall develop a single coordinating group that represents all or substantially all of the tribes. The single coordinating group shall have until November 7, 2009 to submit to CalEMA its membership, organizational structure and plan for developing coordinated funding priorities among all or substantially all of the California Tribes. All subgrantees are encouraged to coordinate with Tribal Governments to ensure that Tribal needs are considered in the subgrantees applications.</p>

ATTACHMENT A

Subgrantee Allocations It is anticipated that DHS's announcement of funding to California will be made on June 17, 2009. Subgrantee allocation information will be made available afterwards via a CalEMA Grant Management Memo (GMM).

Supplanting Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Subgrantees will be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

Public/Private Organizations Subgrantees may contract with any other public or private organizations to perform eligible activities on approved projects

Debarred/Suspended Parties Subgrantees must not make or permit any award (subgrant or contract) at any tier to any party that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in Federal assistance programs. Subgrantees must obtain documentation of eligibility prior to any subaward of HSGP funds and be prepared to present supporting documentation to monitors.

CalEMA Contact Information All subgrantee application materials, related questions, comments and correspondence should be directed to:

California Emergency Management Agency
ATTN: Grants Management Division
State Capitol
Sacramento, CA 95814

CalEMA Main Phone Line: (916) 245-8510
Fax: (916) 324-5902

California Emergency Management Website:
<http://www.calema.ca.gov>

For additional assistance, please contact your regional representative:
Cameron Bardwell at cameron.bardwell@ohs.ca.gov or (916) 322-8740
Tracey Frazier at tracey.frazier@ohs.ca.gov or (916) 324-6342
Maybel Garing at maybel.garing@ohs.ca.gov or (916) 324-9312
Sarah Knight at sarah.knight@ohs.ca.gov or (916) 322-9067
Leo LaMattina at leo.lamattina@ohs.ca.gov or (916) 324-6347
Rachel Magaña at rachel.magana@ohs.ca.gov or (916) 324-9314

CalEMA regional representatives may be located on the regional map at:
http://www.ohs.ca.gov/pdf/homeland_security_regional_map.pdf

ATTACHMENT A

CalEMA Contact Information (Cont.)

CalEMA Training Website:
<http://www.ohs.ca.gov/hseep/traininghome.html>

The 2009 HSGP Financial Management Forms Workbook (FMFW)
Version 1.09:
http://www.ohs.ca.gov/FY2009_HSGP.html

ODP Secure Portal

To obtain access to the Office of Domestic Preparedness (ODP) secure portal, please contact BJ Bjornson, Secure Portal Administrator, CalEMA, Training and Exercise Program (T&E) at bj.bjornson@ohs.ca.gov or (916) 826-4488.

The ODP Secure Portal may be obtained at:
<http://preparednessportal.dhs.gov/>

Grants Reporting Tool

To obtain access to the online Grants Reporting Tool (GRT), please log on to their website at www.reporting.odp.dhs.gov. To create a new account, follow the instructions that read, "If you need to register for an account, please click here."

For additional assistance with the GRT, please contact:
Inam Ali at inam.ali@ohs.ca.gov or (916) 324-6054
Sabra Bowen at sabra.bowen@ohs.ca.gov or (916) 324-9315
Rose Nguyen at rose.nguyen@ohs.ca.gov or (916) 322-2607
Akira Yamamoto at akira.yamamoto@ohs.ca.gov or (916) 322-2643

Federal Changes and Initiatives

FEDERAL

HSGP Priorities

Priorities for this year continue to further narrow the focus through the risk-based funding and the capability-based planning process. FY09 HSGP (State Homeland Security Program [SHSP], Urban Areas Security Initiative [UASI], Metropolitan Medical Response System [MMRS], and Citizen Corps Program [CCP]) will focus on the following objectives as highest priorities:

- Addressing Capability Requirements and Measuring Progress in Achieving the National Preparedness Guidelines
- Strengthen Preparedness Planning and Citizen Preparedness Capabilities
- Strengthen Chemical, Biological, Radiological/Nuclear, and Explosive (CBRNE) Detection, Response, and Decontamination Capabilities:
- Strengthen Information Sharing and Collaboration Capabilities via the National Network of Fusion Centers
- Strengthen Medical Surge and Mass Prophylaxis

At least 25% of FY09 HSGP funding, must be collectively allocated to the Strengthening Preparedness Planning Priority through planning, training and exercise activities (see Part I of the DHS FY09 HSGP Guidance for additional information).

At least 25% of FY09 HSGP funding must be dedicated to law enforcement-oriented planning, organization, training, exercise, and equipment activities(see Part I of the DHS FY09 HSGP Guidance for additional information).

Personnel Costs – As directed by the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act*, all personnel and personnel-related costs, including those for intelligence analysts and consultants, are allowed up to 50% of SHSP and UASI funding without time limitation placed on the period of time that such personnel can serve under the grant. These guidelines are not retroactive to previous fiscal years of HSGP funding (see Part IV.E.4 of the DHS FY09 HSGP Guidance for additional information).

Critical Emergency Supplies – In furtherance of DHS’s mission, critical emergency supplies, such as shelf stable food products, water, and basic medical supplies are an allowable expense under FY09 SHSP. Subgrantees must provide CalEMA with a viable inventory management plan, an effective distribution strategy, sustainment costs for such an effort, and logistics expertise to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning.

ATTACHMENT A

State Changes and Initiatives

STATE

State Initiative Funding – In FY09 HSGP, CalEMA shall retain 20% of the SHSP, UASI funding awarded to California for state initiatives. The State will pass 100% of the MMRS and CCP funding to eligible subgrantees.

"On Behalf Of" – Consistent with the federal guidelines, the CalEMA may, in conjunction with local approval authorities, designate funds "on behalf of" local entities that choose to decline or fail to utilize their homeland security award in a timely manner.

Regional Approach – Subgrantees must take a regional approach when determining the best use of FY09 HSGP funds. Subgrantees must consider the needs of local units of government and applicable volunteer organizations in the projects and activities included in their FY09 HSGP application.

Grant Management Capabilities – FY09 Applicants will be required to document their grant management capabilities and include this information with their application.

Special Needs Population – Populations whose members may have additional access and functional needs before, during, and after an incident must be included in planning, response and recovery documents. As a new requirement for FY09 funding, subgrantees are required to provide the name, title and contact information for their local person responsible for coordinating access and functional needs of these populations in planning, response and recovery, and submit the information as part of their application for HSGP funding.

Planning Projects – Subgrantees conducting major planning projects (including, but not limited to: Evacuation, Mass Care and Shelter, Disaster Recovery, etc.) will be required to address access and functional needs within their planning documents in order to maintain eligibility for HSGP funding. For more information, the following link is provided:
[Guidance on Planning and Responding to the Needs of People with Disabilities and Older Adults](#)

Strategy, Planning, and Metrics Conference – CalEMA will conduct its annual Investment Justification Planning Conference to receive statewide input across all disciplines. The conference will be held in the Fall of 2009. This conference is an eligible planning activity. Please be sure to include the cost to attend this conference in your FY09 HSGP application.

ATTACHMENT A

State Changes and Initiatives (Cont.)

Training Requirement – Not less than 10% of all subgrantee applications must be allocated to FEMA approved training activities.

However, training on equipment will continue to be allowed as part of the 10%. Further, per the Federal Guidance, training conducted using HSGP funds should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise. Subgrantees will explain in a narrative the gap identified, provide access to the AAR or details of the upcoming exercise, and submit to their CalEMA Program Representative.

Note: This does not apply to State Agencies.

Non-DHS/FEMA Developed Training Courses

When seeking DHS approval of non-DHS/FEMA developed courses, the most notable changes are:

- Course materials must be submitted with the approval requests; and
- Conditional approvals are no longer offered.

The CalEMA Training and Exercise Program (T&E) will release additional training related information at a later date.

Exercises – Subgrantees must conduct threat and performance-based exercises in accordance with DHS Homeland Security Exercise and Evaluation Program (HSEEP) manuals. Once a grant funded exercise has been scheduled, subgrantees **must** notify the CalEMA T&E of the exercise date, time, location, and point of contact information. T&E will maintain a web-based master schedule of all exercises occurring throughout the state, to increase communication and coordination of all exercises. Exercise AAR/IPs must be posted to the Corrective Action Plan System (CAPS) within 60 days following the completion of each exercise.

For more information on this process, please contact:

Kevin Chan at (916) 324-6736 or kevin.chan@ohs.ca.gov.

Exercise costs will not be reimbursed until an AAR has been posted and access to the AAR has been granted to Rachel Magaña.

Rachel can be reached at (916) 324-9314 or rachel.magana@ohs.ca.gov.

Note: Urban Areas are required to develop a Multi-year Training and Exercise Plan and submit it to FEMA on an annual basis. Subgrantees must provide a copy to their CalEMA Program Representative.

ATTACHMENT A

State Changes and Initiatives (Cont.)

Golden Guardian – Subgrantees scheduled to participate in Golden Guardian (GG) exercise activities should program FY09 HSGP funds into their subgrant application. CalEMA Program Representatives will be checking applications from subgrantees scheduled to participate in GG activities within the FY09 HSGP grant performance period for adequate exercise funding. T&E is the subgrantee's point of contact for exercise related issues and questions.

Subgrantees may contact T&E at (916) 826-4488 or bj.bjornson@ohs.ca.gov.

Terrorism Liaison Officer (TLO) – In an effort to continue to build towards a comprehensive integrated prevention network of information sharing, all recipients of FY09 Homeland Security Grant funds will be required to designate a trained TLO within their organization. An initial roster must be submitted at the time of application. Subgrantees must require documentation for their subrecipients prior to the subaward of Homeland Security Grant funds, which needs to be available during a monitoring.

CAL JRIES – The State Terrorism Threat Assessment Center (STTAC) and Regional Terrorism Threat Assessment Centers (RTTAC) are all linked by a common information sharing system, the California Joint Regional Information Exchange System (CAL JRIES), which provides data sharing capabilities throughout the state. The JRIES is an integral component in the information sharing network throughout the state. Applicants shall document CAL JRIES access, or an application for access to CAL JRIES, in their grant application to be eligible for funding. Access or an application for access will be confirmed with the STTAC prior to final application approval.

M&A Costs – The subgrantee Management and Administrative (M&A) allowance is a maximum of 3% of the subgrant award on all FY09 HSGP programs (The cap was set by federal law).

Required State Application Components

A completed application will include all of the following components:

- The CalEMA Financial Management Forms Workbook (FMFW) Version 1.09 including:
 - Application Cover Sheet
 - Grant Management Roster
 - Project Descriptions
 - Investment Justification - Goals and Objectives
 - Project Description
 - Need for Project
 - Status of Project
 - Project Ledger
 - Equipment Inventory Ledger
 - Authorized Equipment List (AEL) numbers found on the web at <http://www.rkb.us>
 - Training Roster
 - Course approved feedback numbers
 - Exercise Roster
 - Planning Ledger
 - Final product identified
 - Authorized Agent form with appropriate signatures
 - Terrorism Liaison Officer (TLO) Roster
 - CAL JRIES Access
 - Narrative Explanation of 25% Preparedness Planning
 - Narrative Explanation of 25% Law Enforcement
 - Narrative of Training with AAR/Exercise Detail
 - Narrative of Special Needs Populations
 - Certified Copy of the Governing Body Resolution
 - Signed Original Grant Assurances
- (A checklist for application completeness can be found in the appendix)

Governing Body Resolution

The *Governing Body Resolution* appoints agents authorized to execute any actions necessary for each application and subgrant. All applicants will be required to submit a certified copy of a new Governing Body Resolution with their FY09 HSGP application. A sample Resolution can be found in the Appendix.

Grant Assurances

The *Grant Assurances* list the requirements to which the subgrantees will be held accountable. All applicants will be required to submit new Grant Assurances with their FY09 HSGP application. The required Grant Assurances form can be found only in PDF format on the CalEMA website and will be available within 14 days of the Federal award.

Note: Self created Grant Assurances will not be accepted.

ATTACHMENT A

Approval Authority Body (OA only)

Operational Areas must appoint an Anti-Terrorism Approval Body (Approval Authority) to have final approval of the OA's application for SHSGP funds. The Approval Authority shall consist of the following representatives, and additional voting members may be added by a simple majority vote of the following standing members:

- County Public Health Officer or designee responsible for Emergency Medical Services
- County Fire Chief or Chief of Fire Authority
- Municipal Fire Chief (selected by the Operational Area Fire Chiefs)
- County Sheriff
- Chief of Police (selected by the Operational Area Police Chief)

Each member of the Approval Authority must provide written agreement with the OA's application for SHSGP funds.

Note: A list of the Approval Authority Body members, and associated contact information must be submitted with the FY09 HSGP application. Contact your program representative for more information.

Application Submittal

The completed FMFW V 1.09 must be submitted electronically via posting to the ODP Secure Portal (<http://preparednessportal.dhs.gov/>) marked "FY09 HSGP Application". Detailed instructions on the electronic submittal process will be issued in a CalEMA Grant Management Memo prior to application due date.

Documents requiring an original signature will need to be mailed in hardcopy. [Signatures will need to be in blue ink only.](#)

HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED

Late or Incomplete Applications

All application materials are due no later than **Friday, July 17, 2009***. Only applications postmarked by the due date will be accepted. Applications lost in transit are the responsibility of the applicant and will not be considered for funding. Late or incomplete applications will be reviewed and/or denied, and additional information will be requested and/or accepted from subgrantees, at the sole discretion of CalEMA.

Application Approval

The subgrantee will receive written notice of the state's approval of the subgrant application no later than 45 days after the federal grant award. Subgrantee reimbursements will not be made until all required application components have been approved by the state and all conditional holds removed.

* See Timeline in Appendix

State Agencies

Which State organizations may apply?

Any state agency, department, commission, board, etc., may apply for FY09 HSGP funding, as long as the organization:

- Has, or can obtain, appropriate state Department of Finance budget authority for awarded funds; and,
- Will comply with all grant requirements contained in the federal and state grant guidance documents, and in the Grant Assurances form.

Who may sign the Application for a State Agency?

The application cover sheet must be signed, [in blue ink](#), by the highest-level person at the state organization, or their designee. If a designee is signing, the highest-level person at the state organization must execute and submit a Signature Authority form with the Application Package.

Note: The requirement for the creation of an Approval Authority body or a Governing Body Resolution does not apply to state organizations.

What are the State Priorities for FY09 HSGP?

While the State Homeland Security Strategy broadly describes goals, objectives and implementation steps, the State's priorities for FY09 HSGP are:

- (1) Interoperable Communications
- (2) Catastrophic Planning
- (3) Medical Surge
- (4) Citizen Preparedness and Participation
- (5) Mass Prophylaxis
- (6) Critical Infrastructure Protection
- (7) Training for First Responders
- (8) Food and Agricultural Safety

Project Narrative – In addition to the project description in the Financial Management Forms Workbook, a detailed project narrative (included in the Appendix) is required.

**Post Award
Modifications**

Post award budget, scope and time modifications must be requested using the CalEMA Financial Management Forms Workbook V 1.09, signed by the subgrantee's Authorized Agent, and submitted to the subgrantee's Program Representative in the Homeland Security Grant Unit at CalEMA.

The subgrantee may implement the modifications, and incur associated expenses, only after receiving written final approval of the modification from the State. Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

Note: Modifications can be requested once per quarter during the grant performance period.

**Payment
Request
Process**

To request advance or reimbursement payment of FY09 HSGP funds, complete a payment request form using the CalEMA Financial Management Forms Workbook and return it to the appropriate Program Representative in the Homeland Security Grant Unit at the CalEMA. Subgrantees who fail to follow the workbook instructions will experience delays in processing.

Note: Payments can only be made if the subgrantee has submitted an approved application, including the Financial Management Forms Workbook (FMFW), a certified copy of the Governing Body Resolution, and valid Grant Assurances form.

**Advances and
Interest Earned
on Advances**

DHS allows subgrantees to request FY09 HSGP funds up to 120 days prior to expenditure/disbursement, or on a reimbursement basis. The federal guide requires that advances must be deposited in interest-bearing accounts, and describes how interest earned should be returned quarterly to the federal government.

In addition to returning interest in accordance with the prescribed federal guidance, subgrantees must also inform the grantee's Program Representative in the Homeland Security Grant Unit at the CalEMA of any interest returned on program funds.

**Performance
Bond**

Many subgrantees were unable to procure large equipment items due to problems with vendor delivery scheduled to occur after the federal reporting period had expired. To assist with this issue, DHS allowed subgrantees to obtain a "performance bond" wherein subgrantees procured the item(s) in question, paid the money up front, and obtained a performance bond to ensure delivery of the item within 90 days of the subgrantees performance period. Subgrantees **must** obtain a performance bond for any equipment item over \$250,000 or any vehicle, aircraft or watercraft, financed with homeland security dollars.

ATTACHMENT A

Subgrantee Performance Reports

Subgrantees must prepare and submit performance reports to the state for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed by CalEMA. Subgrantees must complete a Biannual Strategy Implementation Report (BSIR) using the DHS/FEMA Grants Reporting Tool (GRT)
<http://www.reporting.odp.dhs.gov>.

Failure to Submit Required Reports

Periodic reporting is required by the grant. Subgrantees who miss a single reporting deadline may receive a letter addressed to their Board of Supervisors informing them of the failure to report. County Operational Areas and Tribal Native Americans who fail to report twice in a row may have subsequent awards reduced by 10% until timely reporting is reestablished. UASI's shall have a "hold" placed on any future reimbursements.

Monitoring Subgrantee Performance

Corrective Action Plans – The Monitoring and Audits Unit (MAU) is actively conducting monitoring visits, both desk review and on-site, among subgrantees. Many of these jurisdictions receive "findings" that necessitate a Corrective Action Plan (CAP) on their part. Those subgrantees who fail to submit a CAP as required shall have a "hold" placed on any future reimbursements until the "finding" is resolved.

The state is currently conducting a program of sub-grantee monitoring. The monitoring will be conducted on the subgrantees administrative, programmatic and fiscal management of the grant(s).

These reviews may include, but are not limited to:

- Eligibility of expenditures.
- Comparing actual subgrantee activities to those approved in the subgrant application and subsequent modifications, if any.
- Ensuring that advances have been disbursed in accordance with applicable guidelines.
- Confirming compliance with:
 - Grant Assurances; Information provided on performance reports and payment requests; and Needs and threat assessment and strategies.

Note: It is the responsibility of all subgrantees to monitor and audit the grant activities of their subrecipients. This requirement includes, but is not limited to, on site verification of grant activities as required.

ATTACHMENT A

Suspension/ Termination

The State may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- False certification in the application or other report or document.
- Failing to adequately manage, monitor or direct the grant funding activities of their subrecipients.

Before taking action, the state will provide the subgrantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

Closeout

The State will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information;
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- is owed additional funds, the State will send the final payment automatically to the subgrantee.
- did not use all funds received, the state will issue an Invoice or Grant Modification letter to recover unused funds.

In the Grant Closeout Letter, the State will notify the subgrantee of the start of the record retention period for all programmatic and financial grant related records.

Note: Failure to maintain all grant records for the required retention period could result in a reduction of grant funds, and an invoice to return costs associated with the unsupported activities.



***Cal* E·M·A**
CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

Fiscal Year 2010

HOMELAND SECURITY GRANT PROGRAM

*California Supplement to the
Federal Program Guidance and Application Kit*

ATTACHMENT A

STATE OF CALIFORNIA

Arnold Schwarzenegger, Governor

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Matthew R. Bettenhausen, Secretary
Frank McCarton, Undersecretary
Peggy Okabayashi, Assistant Secretary

OFFICE OF GRANTS MANAGEMENT

Brendan Murphy, Director
Gina Buccieri-Harrington, Assistant Director

**HOMELAND SECURITY, PROP 1B &
EMERGENCY MANAGEMENT BRANCH**

Kris Whitty, Chief

HOMELAND SECURITY GRANT UNIT

Ursula Harelson, Program Manager
Darlene Arambula, Office Assistant
Cameron Bardwell, Program Representative
Maybel Garing-Espilla, Program Representative
Casey Granados, Program Representative
Bryant Hard, Program Representative
Leo LaMattina, Program Representative
Rachel Magaña, Program Representative

GRANTS PROCESSING BRANCH

John Isaacson, Chief

FISCAL AND REPORTING UNIT

Michael Cheng, Program Representative
Gina Joaquin, Staff Service Analyst
Rose Nguyen, Program Representative
Christopher Sampang, Office Assistant

FOREWORD: SECRETARY’S MESSAGE	4
SECTION 1 – OVERVIEW	5
Federal Program Guidance	5
Purpose of the California Supplement.....	5
Eligible Subgrantees.....	5
Subgrantee Allocations.....	6
Cal EMA Contact Information	6
SECTION 2 – FEDERAL CHANGES AND INITIATIVES	7
FY 10 HSGP Priorities	7
M&A Limits	7
Personnel Cap.....	7
EHP	8
Operation Stonegarden	9
ODP Secure Portal.....	9
SECTION 3 – STATE CHANGES AND INITIATIVES	10
FY 10 SHSP Priorities.....	10
State Initiative Funding	10
Training	10
TLO	11
CAL JRIES	11
SECTION 4 – REQUIRED STATE APPLICATION COMPONENTS	12
Financial Management Forms Workbook	12
Narrative Attachments.....	13
Grant Assurances.....	13
Operational Areas Only.....	14
State Agencies Only	14
SECTION 5 – THE STATE APPLICATION PROCESS	15
Application Submittal.....	15
Application Approval	15
SECTION 6 – POST AWARD REQUIREMENTS.....	16
Post Award Modifications.....	16
Payment Request Process	16
Advances	16
Subgrantee Performance Reports	17
Monitoring Subgrantee Performance	17
Suspension and Termination	18
Closeout.....	18
ATTACHMENTS	
A- FY10 HSGP Allocations.....	19
B- FY10 HSGP Timeline.....	22
C- Sample Governing Body Resolution	23
D- State Agency Signature Authority Form.....	24
E- State Agency Project Narrative.....	25
F- FY10 HSGP Application Checklist	26

The California Emergency Management Agency (Cal EMA) is the agency vested with the duties, powers, purposes, responsibilities, and jurisdictions previously held within the Governor's Offices of Homeland Security (OHS) and Emergency Services (OES). Specifically, Cal EMA is responsible for designing and implementing homeland security initiatives and ensuring the state's readiness is at its maximum potential to respond to and recover from the effects of all crises. Through these efforts, Cal EMA remains committed to the four mission areas of the Homeland Security Grant Program (HSGP) – to prevent, prepare, respond and recover.

In the past year, we have made significant progress and have achieved a number of objectives that continue to make California a better place to live, work, and thrive. We have developed strategies that outline the principles, priorities, initiatives, and objectives which are critical to protecting lives and property through the continuous enhancement of our homeland security programs. Cal EMA will continue to work conscientiously, deliberately, and with a steadfast commitment to enlist, entrust, empower, and encourage our partners; to foster and promote a customer-service-driven program at the center of all activities; and to build and maintain opportunities for growth – both personally and professionally. We will also venture, whenever possible, to make wise investments in those resources that capitalize on multi-use capabilities and that promote greater efficiency in our short- and long-term operations. To further our progress, I am pleased to present the Fiscal Year 2010 State Supplement to the Federal Program Guidance.

We have much work ahead of us as we continue to plan for both the expected and the unexpected. California continues to be recognized as a national leader in homeland security and emergency management and therefore, the dedicated staff at Cal EMA will continue to work tirelessly to advance our efforts which we believe will provide the greatest benefits for our state. Throughout the duration of the grant, Cal EMA program representatives will continue to be available to assist you in enhancing your homeland security programs and I encourage you to call upon them for their guidance and expertise.

Because of your excellent contributions and achievements, California is a better place to live and do business; California communities are safer, have the best trained and equipped first responders, and continue to move forward with a number of important initiatives. I thank you for your continued support of the HSGP and for your extraordinary efforts.

Sincerely,



MATTHEW R. BETTENHAUSEN
Secretary

Federal Program Guidance	The U.S. Department of Homeland Security (DHS) published the <i>Fiscal Year 2010 (FY10) Homeland Security Grant Program, Program Guidance and Application Kit</i> in December, 2009 and may be obtained at: http://www.fema.gov/pdf/government/grant/2010/fy10_hsgp_kit.pdf
Information Bulletins	DHS also issues Information Bulletins that provide updates, clarification, and requirements throughout the life of the grant. Information Bulletins may be obtained at: http://www.ojp.usdoj.gov/odp/docs/bulletins.htm
Purpose of the California Supplement	The <i>California Supplement to the Federal Program Guidance</i> is intended to complement, rather than replace, the Guidance published by DHS. The Supplement will emphasize the differences between the FY09 and FY10 Homeland Security Grant Programs (HSGP), and will include additional California policies and requirements applicable to the FY10 HSGP.
Grant Management Memos	Cal EMA also issues Grant Management Memos (GMMs) that provide additional information. GMMs can be located at: http://homeland.ca.gov/grants_management_memo.html
Eligible Subgrantees	<p>Eligible subgrant recipients, referred to as Subgrantees, differ for each program. Generally, eligible Subgrantees include:</p> <ul style="list-style-type: none"> • Operational Areas (OA) <ul style="list-style-type: none"> ○ Includes the Metropolitan Medical Response System (MMRS) ○ Native American Tribes – represented by a single coordinating group • Urban Areas Security Initiative (UASI) Jurisdictions • State Agencies, Departments, Commissions, Boards, etc. (SA) who have, or can obtain, appropriate state Department of Finance budget authority for awarded funds <ul style="list-style-type: none"> ○ Includes the Citizen Corps Program (CCP) <p>Note: All Subgrantees must comply with requirements contained in the federal and state guidance documents, and in the Grant Assurances form.</p>
Native American Allocation	Federal FY10 grant guidance strongly encourages Cal EMA to provide access to HSGP funds directly to Native American Tribes in California. In order for Cal EMA to implement this requirement, a single coordinating group representing the California tribes will be eligible to receive a share of this funding on a base plus population basis. In order to submit an application for funding, California's 108 tribes shall develop a single coordinating group that represents all or substantially all of the tribes. The single coordinating group shall have until October 1, 2010 to submit to Cal EMA its membership, organizational structure and plan for developing coordinated funding priorities among all or substantially all of the California Tribes. All subgrantees are encouraged to coordinate with Tribal Governments to ensure that Tribal needs are considered in the subgrantees applications. ¹

¹ U.S. Department of Homeland Security, *Fiscal Year 2010 Homeland Security Grant Program Guidance and Application Kit*. Page 10.

Subgrantee Allocations	FY10 Homeland Security Grant Program (HSGP) subgrantee allocations are included in Appendix A.
Supplanting	Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Subgrantees will be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. ²
Public/Private Organizations	Subgrantees may contract with any other public or private organizations to perform eligible activities on approved projects.
Debarred/ Suspended Parties	Subgrantees must not make or permit any award (subgrant or contract) at any tier to any party that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in Federal assistance programs. Subgrantees must obtain documentation of eligibility prior to any subaward of HSGP funds and be prepared to present supporting documentation to monitors. ³
Cal EMA Contact Information	<p>All subgrantee application materials, related questions, comments and correspondence should be directed to:</p> <p style="text-align: center;">California Emergency Management Agency ATTN: Office of Grants Management, HSGU 3650 Shriever Ave Mather, CA 95655</p> <p>Cal EMA Main Phone Line: (916) 845-8510 Homeland Security Grant Unit (HSGU) Fax: (916) 324-5902</p> <p>Website: http://www.calema.ca.gov</p>
HSGU Program Representatives	<p>Cameron Bardwell at cameron.bardwell@ohs.ca.gov or (916) 322-8740 Maybel Garing-Espilla at maybel.garing@ohs.ca.gov or (916) 324-9312 Casey Granados at casey.granados@ohs.ca.gov or (916) 322-2643 Bryant Hard at Bryant.hard@calema.ca.gov or (916) 324-9067 Leo LaMattina at leo.lamattina@ohs.ca.gov or (916) 324-6347 Rachel Magaña at rachel.magana@ohs.ca.gov or (916) 324-9314</p> <p>Cal EMA representatives may be located on the regional map at: http://www.calema.ca.gov/WebPage/oeswebsite.nsf/ClientOESFileLibrary/Homeland%20Security%20Files/\$file/HSGPmap12-28-09.pdf</p>

² *Ibid.*, page 41.

³ *Ibid.*, page 57.

SECTION 2 – FEDERAL CHANGES AND INITIATIVES ATTACHMENT A

HSGP Priorities	<p>The Federal FY10 HSGP (State Homeland Security Program [SHSP], Urban Areas Security Initiative [UASI], Metropolitan Medical Response System [MMRS], and Citizen Corps Program [CCP]) will focus on the following eight National Priorities⁴:</p> <ul style="list-style-type: none">• Expand Regional Collaboration• Implement the National Incident Management System and <i>National Response Framework</i>• Implement the National Infrastructure Protection Plan• Strengthen Information Sharing and Collaboration Capabilities• Strengthen Interoperable and Operable Communications Capabilities• Strengthen CBRNE Detection, Response, and Decontamination Capabilities• Strengthen Medical Surge and Mass Prophylaxis Capabilities• Community Preparedness: Strengthening Planning and Citizen Capabilities• Strengthen CBRNE Detection, Response, and Decontamination Capabilities• Strengthen Medical Surge and Mass Prophylaxis Capabilities• Community Preparedness: Strengthening Planning and Citizen Capabilities
25% Planning	<p>The 25% planning priority requirement has been removed from the FY10 HSGP Guidance.⁵</p>
25% Law Enforcement	<p>As in past years, at least 25% of FY10 HSGP funding for SHSP and UASI recipients must be dedicated to law enforcement-oriented planning, organization, training, exercise, and equipment activities.⁶</p>
M&A Limits	<p>The subgrantee Management and Administrative (M&A) allowance has been raised from 3% to 5% for the FY10 HSGP.⁷</p>
Personnel Cap	<p>MMRS and CCP recipients no longer have a personnel cap. UASI and SHSP recipients still have a personnel cap of 50%.⁸</p>
Interoperable Equipment	<p>Subgrantees that are using FY10 funds to purchase interoperable communication equipment must consult SAFECOM's coordinated grant guidance, which outlines standards and equipment information to enhance interoperable communication.⁹ The SAFECOM guidance can be found at http://www.safecomprogram.gov.</p>
Equipment Maintenance/Sustainment	<p>HSGP funds may be used for maintenance contracts, warranties, repair or replacement costs, upgrades and user fees under all active and future awards, unless otherwise noted. The equipment must have been purchased with HSGP funds.¹⁰</p>

⁴ *Ibid.*, pages 5-6.

⁵ *Ibid.*, pages i, 36.

⁶ *Ibid.*, pages 10, 21, 35.

⁷ *Ibid.*, page i.

⁸ *Ibid.*, page 40.

⁹ *Ibid.*, page 38.

¹⁰ *Ibid.*, pages i, 44-46.

SECTION 2 – FEDERAL CHANGES AND INITIATIVES ATTACHMENT A

Special Needs Populations

Populations whose members may have additional access and functional needs before, during, and after an incident must be included in planning, response and recovery documents.¹¹

Subgrantees conducting major planning projects (including, but not limited to: Evacuation, Mass Care and Shelter, Disaster Recovery, etc.) will be required to address access and functional needs within their planning documents in order to maintain eligibility for HSGP.

EHP

Any project with the potential to impact natural or biological resources or historic properties cannot be initiated until FEMA has completed the required Environmental Planning and Historic Preservation (EHP) review.

Subgrantees who are proposing communication tower projects are encouraged to complete their Federal Communication Commission (FCC) EHP process prior to preparing their EHP review materials for Grants Program Directorate (GPD), and to include their FCC EHP materials with their submission to GPD.¹²

Critical Emergency Supplies

In furtherance of DHS's mission, critical emergency supplies, such as shelf stable food products, water, and basic medical supplies are an allowable expense under FY10 SHSP. Prior to expending funds on these supplies, Subgrantees must provide Cal EMA with a viable inventory management plan, an effective distribution strategy, sustainment costs for such an effort, and logistics expertise to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning.

Exercises

Subgrantees must conduct threat and performance-based exercises in accordance with DHS Homeland Security Exercise and Evaluation Program (HSEEP) manuals. Grant recipients must report on scheduled exercises at <https://hseep.dhs.gov>.

For each exercise conducted with FEMA support (grant funds or direct support), subgrantees must submit an After Action Report (AAR) and Improvement Plan (IP) to the FEMA Grants and Preparedness Community of interest (COI) on the Homeland Security information Network (HSIN) within 90 days following the completion of the exercise.¹³ For more information on this process, please contact Kevin Chan at (916) 324-6736 or kevin.chan@ohs.ca.gov.

Note: Urban Areas are required to develop a Multi-year Training and Exercise Plan and submit it to FEMA on an annual basis. Subgrantees must provide a copy to their Cal EMA Program Representative.

¹¹ *Ibid.*, pages 58-59.

¹² *Ibid.*, pages 59-61.

¹³ *Ibid.*, pages 63-64.

**Operation
Stonegarden**

In FY10, FEMA added Operation Stonegarden (OPSG) as a fifth sub-program under The Homeland Security Grant Program (HSGP) suite.¹⁴ However, the OPSG program will still be maintained by the Infrastructure Protection Grant Unit at Cal EMA and, as such, a separate state supplemental guidance was issued.

The Cal EMA OPSG supplement was posted to the Cal EMA website at 1:30pm (PST) on February 1, 2010 and can be located at:
[http://www.calema.ca.gov/WebPage/oeswebsite.nsf/ClientOESfilelibrary/homeland%20Security%20files/\\$file/FY2010_OPSG_State_Supplement_Guidance.pdf](http://www.calema.ca.gov/WebPage/oeswebsite.nsf/ClientOESfilelibrary/homeland%20Security%20files/$file/FY2010_OPSG_State_Supplement_Guidance.pdf)

For further information regarding the OPSG, please contact Scott Sano at (916)324-6119 or scott.sano@ohs.ca.gov.

**ODP Secure
Portal**

The Office of Domestic Preparedness (ODP) secure portal has been migrated to the Homeland Security Information Network (HSIN). To obtain access, please contact BJ Bjornson, Cal EMA's Secure Portal Administrator, at (916) 826-4488 or bj.bjornson@ohs.ca.gov

The new "Portal" may be accessed at: <https://portal.hsin.gov>

More information regarding the HSIN, please see Information Bulletin 335 at: <http://www.fema.gov/pdf/government/grant/bulletins/info335.pdf>

¹⁴ *Ibid.*, page i.

SECTION 3 – STATE CHANGES AND INITIATIVES ATTACHMENT A

SHSP Priorities	<p>While the State Homeland Security Strategy broadly describes goals, objectives, and implementation steps, the State's priorities for FY10 HSGP are:</p> <ol style="list-style-type: none">(1) Interoperable Communications(2) Catastrophic Planning(3) Medical Surge(4) Citizen Preparedness and Participation(5) Mass Prophylaxis(6) Critical Infrastructure Protection(7) Training for First Responders(8) Food and Agricultural Safety
State Initiative Funding	<p>In FY10, Cal EMA shall retain 20% of the SHSP and UASI funding for state initiatives. The State will pass through 100% of the MMRS and CCP.</p>
"On Behalf Of"	<p>Cal EMA may, in conjunction with local approval authorities, designate funds "on behalf of" local entities that choose to decline or fail to utilize their homeland security award in a timely manner.</p>
Regional Approach	<p>Subgrantees must take a regional approach when determining the best use of FY10 HSGP funds. Subgrantees must consider the needs of local units of government and applicable volunteer organizations in the projects and activities included in their FY10 HSGP application.</p>
Strategy, Planning, and Metrics Workshop	<p>Cal EMA will conduct its annual Investment Justification Planning Workshop to receive statewide input across all disciplines. The workshop will be held in the Fall of 2010. This workshop is an eligible planning activity. Please be sure to include the cost to attend this workshop in your FY10 HSGP Application.</p>
Training	<p>The State 10% training requirement has been removed from the FY10 HSGP.</p>
Non-DHS/ FEMA Developed Training Courses	<p>When seeking approval of non-DHS/FEMA developed courses, course materials must be submitted with the approval requests. Conditional approvals are no longer offered. For further information on this or other training related inquiries, please contact the Cal EMA Training Division at (916) 324-9128.</p> <p>Cal EMA Training Website: http://www.calema.ca.gov/WebPage/oeswebsite.nsf/content/2FB71BECDCB0C03D88257678005DDEED?OpenDocument</p>

SECTION 3 – STATE CHANGES AND INITIATIVES ATTACHMENT A

- Golden Guardian** Subgrantees scheduled to participate in Golden Guardian (GG) exercise activities should program FY10 HSGP funds into their subgrant application. Cal EMA Program Representatives will be checking applications from subgrantees scheduled to participate in GG activities within the FY10 HSGP grant performance period for adequate exercise funding. For exercise related issues and/or questions, please contact BJ Bjornson at (916) 826-4488 or bj.bjornson@ohs.ca.gov.
- Terrorism Liaison Officer** In an effort to continue to build towards a comprehensive integrated prevention network of information sharing, all recipients of FY10 Homeland Security Grant funds will be required to designate a trained Terrorism Liaison Officer (TLO) within their organization. Subgrantees must require documentation for their subrecipients prior to the subaward of Homeland Security Grant funds, which needs to be available during a monitoring visit.
- CAL JRIES** The State Terrorism Threat Assessment Center (STTAC) and Regional Terrorism Threat Assessment Centers (RTTAC) are all linked by a common information sharing system, the California Joint Regional Information Exchange System (CAL JRIES), which provides data sharing capabilities throughout the state. The JRIES is an integral component in the information sharing network throughout the state.

SECTION 4 – REQUIRED STATE APPLICATION COMPONENTS

ATTACHMENT A

(A checklist for application completeness can be found in Appendix E)

Financial Management Forms Workbook

The Cal EMA Financial Management Forms Workbook (FMFW) includes:

Application Cover Sheet – Use the Cover Sheet to apply for grant programs. Each grant program requires its own separate cover sheet. The application cover sheet must be signed [in blue ink](#).

Grant Management Roster – List the names and details of employees and/or contractors currently managing grants.

Project Descriptions – Describe the various details of each Project (letter/name, IJs/Goals and Objectives, brief description, need/status, milestones). A maximum of 20 projects are allowed.

Project Ledger –The project ledger is used in the application process to submit funding information and is used in the post-award phase for submitting Cash Requests, Modifications, and Advances.

Equipment Inventory Ledger –Provide detailed information on grant funded Equipment including the Authorized Equipment List (AEL) numbers. All AEL information can be found on the web at <http://www.rkb.us>

Training Roster –Provide detailed information on training courses including the Cal EMA course approved feedback numbers for each activity.

Exercise Roster –Provide detailed information on Exercise activities.

Planning Ledger –Provide detailed information on Planning activities with a final product identified.

Authorized Agent Sheet – The Authorized Agent Sheet must be submitted with the application, and all Cash Requests, Modifications, or Advances, with appropriate signatures.

2010 HSGP FMFW Version 1.10 can be accessed at:

<http://www.calema.ca.gov/WebPage/oeswebsite.nsf/Content/2AD14C38229F5F03882575610081917F?OpenDocument>

SECTION 4 – REQUIRED STATE APPLICATION COMPONENTS

ATTACHMENT A

Narrative Attachments

Explanation of 25% Law Enforcement (SHSP and UASI only) – Describe how the Subgrantee will meet the minimum federal requirement for funding Law Enforcement-oriented activities.

Management and Administrative (M&A) Cap – Describe how the Subgrantee will not surpass the federally mandated 5% cap on M&A.

Personnel Cap (SHSP and UASI only) – Describe how the Subgrantee will not surpass the federally mandated 50% personnel cap.

Special Needs Populations – Provide the name, title and contact information for the Subgrantee's local person(s) responsible for coordinating access and functional needs of special needs populations in planning, response and recovery.

Terrorism Liaison Officer (TLO) Roster – The Subgrantee must identify certified TLOs and provide an initial roster with the application.

California Joint Regional Information Exchange System (CAL JRIES) Access – Applicants must document access to CAL JRIES, or submit an application for access to CAL JRIES, in their grant application to be eligible for funding. Access or an application for access will be confirmed with the State Terrorism Threat Assessment Center (STTAC) prior to final application approval.

Training with AAR/Exercise Detail – Per the Federal Guidance, training conducted using HSGP funds should address a performance gap identified through an After Action Report/ Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise.

Subgrantees will explain in a narrative the gap identified, provide access to the AAR or details of the upcoming exercise, and submit to their CalEMA Program Representative.

Grant Assurances

The Grant Assurances list the requirements to which the subgrantees will be held accountable.

All applicants will be required to submit a signed, **original** copy of the FY10 Grant Assurances with their FY10 HSGP application. The required Grant Assurances form can be found only in PDF format on the Cal EMA website and will be available within 14 days of the Federal award.

Note: Self created Grant Assurances will not be accepted.

Operational Areas Only

Approval Authority Body – Operational Areas must appoint an Anti-Terrorism Approval Body (Approval Authority) to have final approval of the OA's application for SHSP funds. The Approval Authority shall consist of the following representatives, and additional voting members may be added by a simple majority vote of the following standing members:

- County Public Health Officer or designee responsible for Emergency Medical Services
- County Fire Chief or Chief of Fire Authority
- Municipal Fire Chief (selected by the Operational Area Fire Chiefs)
- County Sheriff
- Chief of Police (selected by the Operational Area Police Chief)

Note: A list of the Approval Authority Body members and their associated contact information, as well as a written agreement from each member, must be submitted with the FY10 HSGP application. Contact your program representative for more information.

Governing Body Resolution – The Governing Body Resolution appoints Authorized Agents (identified by the individual's name or by a position title) to act on behalf of the governing body and the applicant by executing any actions necessary for each application and subgrant. All applicants will be required to submit a **certified** copy of their FY10 Governing Body Resolution with their FY10 HSGP application. A sample Resolution can be found in Appendix C.

Authorized Agent Information Form – For each person or position appointed by the governing body, submit the following information to Cal EMA, along with the Resolution, **on the applicant's letterhead**:

- | | |
|------------------------------------|------------------|
| • Name | • Title |
| • Jurisdiction | • Grant Program |
| • Phone & Fax Number(s) | • E-Mail Address |
| • Street Address, City, & Zip Code | |

Note: Changes can be made to the Authorized Agent if and when necessary. If the Governing Body Resolution identifies the Authorized Agent by name, a new Resolution and corresponding Authorized Agent Information Sheet are needed when any changes are made. If the Governing Body Resolution identified the Authorized Agents by position and/or title, changes can be made by submitting a new Authorized Agent Information Sheet.

State Agencies Only

Project Narrative – In addition to the FMFW Project Descriptions, State Agencies must complete a Project Narrative form (included in Appendix D).

Signature Authority– State Agency applications must be signed by the highest-level person, or their designee. If a designee is signing, the highest-level person must execute and submit a Signature Authority form with the Application (included in Appendix D).

SECTION 5 –THE STATE APPLICATION PROCESS ATTACHMENT A

Application Submittal

The completed FMFW V 1.10 must be mailed in hard copy with original signatures and also submitted electronically via posting to the new “Portal” (<https://portal.hsin.gov>) marked "FY10 HSGP Application". Detailed instructions on the electronic submittal process will be issued in a Cal EMA Grant Management Memo prior to application due date.

Documents requiring an original signature will need to be mailed in hardcopy. Signatures must be in *blue ink* only.

HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED

Late or Incomplete Applications

All application materials are due no later than **Friday, August 13, 2010 (see Timeline in Appendix B)**. Only applications postmarked by the due date will be accepted. Applications lost in transit are the responsibility of the applicant and will not be considered for funding. Late or incomplete applications will be reviewed and/or denied, and additional information will be requested and/or accepted from subgrantees, at the sole discretion of Cal EMA

Application Approval

The subgrantee will receive written notice of the state's approval of the subgrant application no later than 45 days after the federal grant award. Subgrantee reimbursements will not be made until all required application components have been approved by the state and all conditional holds removed.

Post Award Modifications

Post award budget, scope and time modifications must be requested using the Cal EMA Financial Management Forms Workbook V 1.10, signed by the subgrantee's Authorized Agent, and submitted to the subgrantee's Program Representative in the Homeland Security Grant Unit at Cal EMA.

The subgrantee may implement the modifications, and incur associated expenses, only after receiving written final approval of the modification from the State. Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

Note: Modifications can be requested once per quarter during the grant performance period.

Payment Request Process

To request advance or reimbursement payment of FY10 HSGP funds, complete a payment request form using the Cal EMA Financial Management Forms Workbook and return it to the appropriate Program Representative in the Homeland Security Grant Unit at the Cal EMA. Subgrantees who fail to follow the workbook instructions may experience delays in processing.

Payments can only be made if the subgrantee has submitted a completed an approved application. **Exercise costs will not be reimbursed until an AAR has been posted and access to the AAR has been granted to Rachel Magaña.**

Rachel can be reached at (916) 324-9314 or rachel.magana@ohs.ca.gov.

Advances and Interest Earned on Advances

DHS allows subgrantees to request FY10 HSGP funds up to 120 days prior to expenditure/disbursement, or on a reimbursement basis. The federal guide requires that advances must be deposited in interest-bearing accounts, and describes how interest earned should be returned quarterly to the federal government.

In addition to returning interest in accordance with the prescribed federal guidance, subgrantees must also inform the grantee's Program Representative in the Homeland Security Grant Unit at the Cal EMA of any interest returned on program funds.

Performance Bond

Many subgrantees were unable to procure large equipment items due to problems with vendor delivery scheduled to occur after the federal reporting period had expired. To assist with this issue, DHS allowed subgrantees to obtain a "performance bond" wherein subgrantees procured the item(s) in question, paid the money up front, and obtained a performance bond to ensure delivery of the item within 90 days of the subgrantees performance period. Subgrantees **must** obtain a performance bond for any equipment item over \$250,000 or any vehicle, aircraft or watercraft, financed with homeland security dollars.

**Subgrantee
Performance
Reports**

Subgrantees must prepare and submit performance reports to the state for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed by Cal EMA. Subgrantees must complete a Biannual Strategy Implementation Report (BSIR) using the DHS/FEMA Grants Reporting Tool (GRT). To obtain access to the online GRT, please log on to their website at www.reporting.odp.dhs.gov. To create a new account, follow the instructions that read, "If you need to register for an account, please click here."

For additional assistance with the GRT, please contact:

Rose Nguyen at rose.nguyen@ohs.ca.gov or (916) 322-2607

Michael Cheng at michael.cheng@ohs.ca.gov or (916) 324-6779

**Failure to Submit
Required Reports**

Periodic reporting is required by the grant. Subgrantees who miss a single reporting deadline may receive a letter addressed to their Board of Supervisors informing them of the failure to report. County Operational Areas and Tribal Native Americans who fail to report twice in a row may have subsequent awards reduced by 10% until timely reporting is reestablished. UASI's shall have a "hold" placed on any future reimbursements.

**Monitoring
Subgrantee
Performance**

Corrective Action Plans – The Monitoring and Audits Unit (MAU) is actively conducting monitoring visits, both desk review and on-site, among subgrantees. Many of these jurisdictions receive "findings" that necessitate a Corrective Action Plan (CAP) on their part. Those subgrantees who fail to submit a CAP as required shall have a "hold" placed on any future reimbursements until the "finding" is resolved.

The state is currently conducting a program of sub-grantee monitoring. The monitoring will be conducted on the subgrantees administrative, programmatic and fiscal management of the grant(s).

These reviews may include, but are not limited to:

- Eligibility of expenditures.
- Comparing actual subgrantee activities to those approved in the subgrant application and subsequent modifications, if any.
- Ensuring that advances have been disbursed in accordance with applicable guidelines.
- Confirming compliance with:
 - Grant Assurances; Information provided on performance reports and payment requests; and Needs and threat assessment and strategies.

Note: It is the responsibility of all subgrantees to monitor and audit the grant activities of their subrecipients. This requirement includes, but is not limited to, on site verification of grant activities as required.

**Suspension/
Termination**

The State may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- False certification in the application or other report or document.
- Failing to adequately manage, monitor or direct the grant funding activities of their subrecipients.

Before taking action, the state will provide the subgrantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

Closeout

The State will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information;
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- is owed additional funds, the State will send the final payment automatically to the subgrantee.
- did not use all funds received, the state will issue an Invoice or Grant Modification letter to recover unused funds.

In the Grant Closeout Letter, the State will notify the subgrantee of the start of the record retention period for all programmatic and financial grant related records.

Note: Failure to maintain all grant records for the required retention period could result in a reduction of grant funds, and an invoice to return costs associated with the unsupported activities.

ATTACHMENT A

ATTACHMENT B - TOWN OF PARADISE				
Equipment Description	Serial #	ID Tag #	Deployed Location	Grant Year
Portable Generator on Trailer	Trailer VIN 5FTGE1229A1034296 , Generator S/N M09B392501	n/a	Paradise PD, 5595 Black Olive Dr., Paradise	FY08
Electric Cable		n/a	Paradise PD, 5595 Black Olive Dr., Paradise	FY08
Tire Covers		n/a	Paradise PD, 5595 Black Olive Dr., Paradise	FY08
3/8 Ratchet		n/a	Paradise PD, 5595 Black Olive Dr., Paradise	FY08
8D Battery		n/a	Paradise PD, 5595 Black Olive Dr., Paradise	FY08
Sawmill Peak Upgrade VHF Receivers & Subrack	Recievers S/N 132795, 134375; Subrack S/N 134330		Paradise Fire Dept., 767 Birch St., Paradise	PFD FY08
Sawmill Peak Upgrade UHF Receivers	S/N 134379, 134377		Paradise Fire Dept., 767 Birch St., Paradise	PFD FY08
Sawmill Peak Upgrade Daniels Monitors	S/N 32096, 134334		Paradise Fire Dept., 767 Birch St., Paradise	PFD FY08
Sawmill Peak Upgrade Motherboard Subrack	S/N 134331		Paradise Fire Dept., 767 Birch St., Paradise	PFD FY08
Sawmill Peak Upgrade Analog Transmitter	S/N 133977, 134004		Paradise Fire Dept., 767 Birch St., Paradise	PFD FY08
In Car Video Surveillance - 2	ION Eclipse S/N IE03590, IE03591	n/a	Paradise PD Patrol Cars	FY09
In Car Video Surveillance-8	Unit #11: IEO3828, WAP DR9V3A3000863 Unit #12: IEO3829, WAP DR9V3A3000862 Unit #19: IEO3832, WAP DR9V3A3000859 Unit #14: IEO3831, WAP DR93A3000860, Unit #4: IEO3827, WAP DR9V3A3000864 Unit #13: IEO3830, WAP DR9V3A3000858 Unit #1: IEO3826, WAP DR9V3A3000865 Unit #17: IEO 3825, WAP DR9V3A3000865	n/a	Paradise PD Patrol Cars	FY10

**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: March 6, 2012**

ORIGINATED BY: Chris M. Buzzard, Chief of Police **AGENDA ITEM:** 3 (e)

REVIEWED BY: Charles Rough, Jr., Town Manager

SUBJECT: Award Bid for Purchase of the Public Safety Audio Logger/Recorder.

COUNCIL ACTION REQUESTED: Adopt a Motion to:

- (1) Authorize the Police Department to award the Public Safety Audio Logger/Recorder Bid to J.E. I., 3087 Alhambra Drive, Cameron Park, CA 95682; or**
- (2) Return to staff for additional information.**

BACKGROUND:

On June 28, 2011, Council approved the FY 2011/12 budget, which contained allocations for the lease purchase of the Police/Fire Audio Logger/Recorder. On February 7, 2012, the Council authorized the Police Chief to seek bids for this equipment. Requests for Proposals were distributed and advertised with an ending date of February 21, 2012, at 1:00pm. On February 21, 2012, at 1:00pm the bids were opened by the Town Clerk. The results of the bid process are attached.

The three lowest bids were from Revco, VPI, and JEI. The equipment bid provided by Revco did not meet the minimum specifications of the RFP by proposing a 16 channel recording ability instead of the required 28 channel recorder. Although the VPI bid was \$175.93 below the JEI bid, the operating cost of the VPI unit, due to the maintenance agreement costs (about \$2500 for the second year and increasing in year 3,4, and 5) over a five year period, far exceeded the operational cost of the JEI unit. JEI included a 3 year warranty on the equipment and lifetime phone support at no additional cost. See attached JEI's maintenance agreement statement for further information.

Staff recommends council approve the RFP / Bid process and award the Public Safety Logger / Recorder system to JEI Corp. This system meets the minimum required specifications at the overall lowest cost to the town.

FINANCIAL IMPACT: The total cost of the JEI equipment is \$15,924.75 and includes a three year service agreement. As currently authorized and beginning this fiscal year, the annual cost of the proposed 5 year lease is \$3,542.



TOWN OF PARADISE

POLICE DEPARTMENT

5595 Black Olive Drive, Paradise, CA 95969 (530) 872-6241 FAX (530) 872-4950

Chris M. Buzzard, Chief of Police

Notice to Contractors

The Town Council of the Town of Paradise, State of California invites sealed proposals or bids for the purchase of one **Public Safety Audio Logger/Recorder**. Detailed specifications, including form of proposal are attached.

All proposals or bids must be in a sealed envelope marked **POLICE AUDIO LOGGER/RECORDER BID** and be delivered to the Town of Paradise, Town Clerk's Office, 5555 Skyway, Paradise, CA 95969 by February 21, 2012 up to the hour of 1:00 p.m., at which time they will be opened and read aloud. A recommended award of contract, along with all bids submitted, will be presented to the Town Council of the Town of Paradise.

The Town of Paradise reserves the right to reject any or all bids and to waive any informality in any bid.

Dated: February 9, 2012

Chris M. Buzzard
Chief of Police

AUDIO LOGGER/RECORDER

Minimum Requirements:

28 channel (ability to add channels as needed) DVR-FT Digital Voice Recording System (with FREE Client Software, no licensing required)

- Industrial Tower Computer Chassis
- Records analog telephone, radio and microphone signals
- Voice Activated or Manual Recording
- Real Time Monitoring and Playback
- Record on Demand with Special Remote Channel Software
- MPEG-3 Compression Algorithm
- Saves Initial Recordings to main Hard Drive
- Archives to Removable SATA Drive or LAN
- Recordings are Date and Time Stamped
- Search by Date, Time, Notes, caller ID
- Remote Access via LAN & WAN with Client Software (TCP/IP)
- Password Access Protection
- Multiple Options for Recording Triggering
- Visual and Audio Alarms
 - Optional: External Speaker Kit
 - Intel Core 2 Duo CPU
 - Minimum 1 GB RAM
 - Windows 7
- Minimum 160GB SATA System Hard Drive (prefer 500GB – this is what we will use)
 - Standard internal sound card(s) for playing audio files
 - Input Connections: Per Customer Requirements

Ethernet Network Connection: RJ45

Installation and Training included

Annual maintenance agreement quote included

BID SUMMARY GENERAL

PROJECT NAME: PUBLIC SAFETY AUDIO LOGGER/RECORDER

OPENING DATE: FEBRUARY 21, 2012 @ 1:00 P.M.

LOCATION: TOWN CLERK'S OFFICE

CONTRACTOR Name of Bidder	BASE BID	Alternate 1 (If Applicable)	Alternate 2 (If Applicable)
<i>Higher Ground Capture 911 Canoga Park, CA</i>	<i>22,694.55</i>	<i>⊖</i>	<i>⊖</i>
<i>j.e.i. Cameron Park, CA</i>	<i>15,924.75</i>	<i>⊖</i>	<i>⊖</i>
<i>REVCORD Houston, TX</i>	<i>9,721.00</i>	<i>⊖</i>	<i>⊖</i>
<i>VPI Camarillo, CA</i>	<i>15,748.82</i>	<i>⊖</i>	<i>⊖</i>
<i>DSS Corporation San Diego, CA</i>	<i>20,813.³³₀</i>		

*Opened by Lillian Booth, Records Comm. Supervisor, Paradise Police Rep't
Present at opening: Joanna Gutierrez, Paradise Town Clerk*

- 2/21/2012 -

Documents retained by Lillian - P.D. -



US Mfg Since 1967

3087 Alhambra Dr

Cameron Park

CA

95682

JEI Maintenance Statement

JEI Digital Voice Recorders were designed to be 'in the field' with no need for 'babysitting'.

JEI can train on-site technicians to easily handle any service related issues. *see DHS Endorsement below.

- JEI does not require our customers to pay licensing fees of any kind related to the sale and upkeep of any JEI products. Our JEI Client Software is FREE.
- There are no yearly fees associated with this sale.
- Maintenance is minor on our JEI recording systems and it consists of mostly cleaning and minor adjustments.
- All software updates and "bug" fixes are FREE for the life of the product.
- JEI provides FREE phone support for the life of the product
- The hardware has many extended warranties at no additional charge on many of the internal parts of the system.

Optional Maintenance Programs:

General Maintenance: 1 x per year for cleaning, adjustment, critical software updates and performance testing. \$395.00 shipped to JEI manufacturer in California. * No need to ship recorders in Northern CA- JEI will do 'on-site' service.

Extended Warranties: No Charge

Motherboard: 3 years

CPU: 3 years

Memory: Lifetime

Main Drive: 5 Years

SATA Archive Drive: 5 Years

Spare Main Drive: 5 Years

Phone Support: Lifetime

The JEI recording solution is delivered as a fully integrated assembly with the embedded Windows Operating System, JEI Recording Application and JEI communication cards. The system price includes the Tower Model recording chassis and speaker panel plus all necessary hardware and software to complete the assembly. Everything is included there are no additional equipment or software required.

All the hardware is available for purchase directly except the communication cards which can be purchased directly from JEI. There is a very low cost of ownership associated with JEI recorder installations.

***We put in a JEI recording system a year ago for the FEMA Operations Center to replace an ancient Dictaphone device. I must tell you that “plug and play” does not do it justice! It is the simplest and least cost solution that I have ever seen. Plug it in, turn it on, run a RJ-11 line for one of the ports over to a phone and it is working. Nothing to configure at all. **JEI feels as I do that an annual maintenance contract is a waste of money. The JEI Recorder works great, does not break and does not require software upgrades.** We have since put in a second system for our E911 PSAP at the Mount Weather Fire Department. I recommend this product highly as well as JEI and their excellent support.*

Please email or call me anytime (540-542-5353) if you would like to follow up.

[John Hempe- DHS/FEMA Mt Weather, VA](#)



**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
MARCH 6, 2012**

AGENDA NO.

ORIGINATED BY: Lauren Gill, Assistant Town Manager *leg*
Matt Gilbert, Construction Inspector *mg*

REVIEWED BY: Charles L. Rough, Jr., Town Manager *clr*

SUBJECT: Amendment to Professional Services Agreement with Lumos & Associates for Materials Testing, Inspection, and Geotechnical Consultant Services

COUNCIL ACTION REQUESTED:

Approve the Town Manager to Execute Attached Amendment No. 2 to Professional Services Agreement with Lumos & Associates dated April 5, 2010

BACKGROUND:

The Town of Paradise is required to perform materials testing, materials inspection, and geotechnical services on all Town construction projects that use federal funding. Construction material testing is not only essential to meeting regulatory and project specifications and requirements; but also ensures safety and reliability of construction materials. Therefore, the Town performs materials testing to some degree for any type of construction job, regardless of the funding source. A reputable, experienced and certified professional materials testing consultant will ensure that all contract specific construction materials are tested and meet the design specifications. The Town generally has at least one "on-call" materials testing contract to cover situations that call for this type of service.

On April 5, 2010, the Town Council approved an "on-call" Professional Services Agreement with Lumos & Associates for a one year term; with a stipulation providing that the Town may elect to extend the services for two (2) additional one-year periods (for a total of three years.) Lumos & Associates performed materials testing for the 2009 Overlay project, and has provided design assistance and materials testing for the Pearson Road Park & Ride Project.

On May 3, 2011, the Town Council approved Contract Amendment No. 1, extending the contract to April 5, 2012, with a stipulation providing that the Town may elect to extend the Agreement for one additional year.

DISCUSSION

The Town is currently working on two projects that will require some level of materials acceptance testing over the next year. Those projects are the South Libby Overlay and Pearson Road/Recreation Drive traffic signal installation and Safe Routes to School project.

Lumos & Associates has shown to be a well qualified, efficient and thorough Geotechnical and Acceptance Testing firm during the past two years and staff would like to retain their services throughout the next year. Staff is requesting that the Council approve Contract Amendment No. 2, which extends the contract into its third and final year. The agreement will continue to be on an "as-needed" basis, and the consultant will be required to provide a cost estimate for any project or task on which the consultant is called to work.

The first year of the Lumos contract had a not to exceed amount of \$60,000 and the Town actually used \$52,465 worth of services under this contract for several different projects such as the Pearson Park and Ride and the ARRA Overlay projects. The second year of the contract also held a not to exceed placeholder of \$60,000, of which we utilized \$17,406. It is important to note that this is not a budgeted line item, but a cost that is already included in a Capital Improvements Project budget. It is also important to note that these costs are borne by the federal grant or other funding source that is funding the construction project. As stated earlier, the two main jobs on the schedule are South Libby and Pearson/Recreation Intersection. The Person/Recreation project is a very large job and will require extensive materials testing and will most likely account for lion's share of this contract.

FINANCIAL IMPACT

The attached amendment essentially extends the agreement duration for one year and increases the not-to-exceed cost by an additional \$60,000, to cover any costs that may occur during this "on-call" contract. Also, because the Town is committed to asking all contractors to reduce their contracts where possible, staff asked the contractor directly to review his price sheet to see if there were any opportunities to reduce current prices. The contractor agreed and lowered his last year's prices by approximately 10% across the board.

The services associated with this agreement will be funded by the construction engineering components of the various capital improvement contracts. For instance, the South Libby Overlay Project is funded by Development Impact fees and the Pearson/Recreation Drive Project is funded with federal CMAQ funds.

ATTACHMENTS:

Amendment No. 2 to Professional Services Agreement

ATTACHMENT 1

AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT WITH LUMOS & ASSOCIATES DATED APRIL 5, 2010

AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES
(Contract Amendment No. 2)

This Amendment made on March 6, 2012, to the Original Agreement dated April 5, 2010, is between the Town of Paradise ("Town") and Lumos & Associates ("Consultant").

WHEREAS, the Town and the Consultant wish to amend the Agreement to extend it for one year. NOW, THEREFORE, the Town and the Consultant hereby agree that the Agreement shall be amended as follows:

- 1) The Agreement shall be amended to provide the Time of Performance be extended for one year until March 6, 2013.
- 2) Section 3 of the Agreement shall be amended to allow for an additional \$60,000 of services for the following year, thus the compensation for all services shall not exceed \$180,000.
- 3) The Agreement shall be amended to allow Tom Hall to manage and approve the work of all persons performing professional services under this Agreement. Additionally, Notices to the Consultant shall be sent to Tom Hall, Lumos & Associates, 3259 Esplanade, Suite 102, Chico, CA 95973.
- 4) Exhibit "A" Scope of Services of the Agreement shall be amended to reflect change in Consultant's personnel, as set forth in Exhibit 1A to this Amendment.
- 5) Exhibit "B" of the Agreement shall be amended for the Consultant's Costs and Fees Schedule, as set forth in Exhibit IB to this Amendment.
- 6) Any conflicts between the Agreement and this Amendment shall be controlled by this Amendment.

TOWN OF PARADISE

LUMOS & ASSOCIATES

Charles L. Rough, Jr.,
Town Manager

Tom Hall,
Location Manager

Steve "Woody" Culleton, Mayor

APPROVED AS TO FORM:

ATTEST:

Dwight L. Moore, Town Attorney

Joanna Gutierrez, Town Clerk

EXHIBIT 1A

AMENDMENT TO CONSULTANT'S PERSONNEL- UPDATED PROPOSAL CONTENTS FOR SCOPE OF WORK



*On-Call Materials Testing and Geotechnical Consultant Services
Town of Paradise*



February 29, 2012

Town of Paradise
5555 Skyway
Paradise, CA 95969

Attn: Matt Gilbert

RE: On-Call Materials Testing and Geotechnical Consulting Services – 2012 - 2013

Dear Matt,

Enclosed please find an updated proposal package from Lumos & Associates, Inc. to provide On-Call Materials Testing and Geotechnical Consulting Services for the Town of Paradise for the year 2012 - 2013.

Lumos will continue to utilize Summit Associates to meet any UDBE requirements.

The contact information of the person authorized to represent Lumos is as follows:

Tom Hall, P.E.
Location Manager
3259 Esplanade, Suite 102
Chico, California 95973

Phone: 530-899-9503
Fax: 530-899-9649
Email: thall@lumosengineering.com

Should you have any questions or require any additional information, please do not hesitate to contact me at your convenience.

Sincerely,

Lumos & Associates, Inc.

Tom Hall, P.E.
Location Manager

3259 Esplanade, Suite 102, Chico, CA 95973 / Tel: 530-899-9503 / www.lumosengineering.com





On-Call Materials Testing and Geotechnical Consultant Services
Town of Paradise

Table of Contents

Firm Qualifications	3
Assigned Personnel	6
Resumes of Key Personnel	8
Materials Testing Accreditation / Independent Assurance	13
Certifications and Accreditations	14
Insurance Requirements	21
Federal Aid Contract Provisions	21
Fee Schedule	22



Firm Qualifications

Description of Firm

Lumos and Associates, Inc. is a regionally recognized, interdisciplinary consulting firm founded in 1978 that provides transportation and land-use planning, civil engineering, landscape architecture, surveying, geotechnical engineering, GIS, materials testing, environmental, and construction administration services to clients throughout Northern California and Nevada. Lumos currently has a staff of 80, with primary offices in Chico, California and Carson City, Reno and Fallon, Nevada, and Lake Tahoe (Stateline, NV). The Carson City, Reno, Fallon, and Chico offices have fully equipped material testing laboratories, and all offices offer a complete range of engineering services.

Location of Offices

Project Office:

3259 Esplanade, Suite 102
Chico, California 95973
Tel 530.899.9503
Fax 530.899.9649
chico@lumosengineering.com

Company Headquarters:

800 East College Parkway
Carson City, Nevada 89706
Tel 775.883.7077
Fax 775.883.7114
cc@lumosengineering.com

Tahoe Office:

225 Kingsbury Grade, Suite A
Stateline, NV 89449
Tel 775.588.6490
Fax 775.588.6947
cc@lumosengineering.com

Reno:

9222 Prototype Drive
Reno, Nevada 89521
Tel 775.827.6111
Fax 775.827.6122
reno@lumosengineering.com

Fallon Office:

178 S. Maine Street
Fallon, Nevada 89406
Tel 775.423.2188
Fax 775.423.5657
fallon@lumosengineering.com

Age, Capacity and Range of Services

Whenever possible, Lumos and Associates utilizes Disadvantaged Business Enterprises (DBE) when securing supplies, equipment, and/or services. We are proud to be an Equal Opportunity Employer.

Lumos & Associates, Inc. began its Materials Testing discipline in 1981 in response to our clients' need for improved response time and cost control. The first laboratory was opened in Carson City, NV. The success of these services was so resounding that we added materials testing laboratories and personnel to our Reno and Fallon, NV and Chico, CA locations.

The laboratories at Lumos are AASHTO and Caltrans accredited/certified for asphalt, aggregate, soils and concrete. Our staff consists of Caltrans, NAQTC, ICBO, ACI and NICET certified technicians.

The Chico Materials and Geotechnical Lab is prepared to provide a full range of geotechnical testing as well as subsurface exploration for the investigation of soil and rock properties and make recommendations on the use of those materials for structures normally associated with transportation and facility improvements.



On-Call Materials Testing and Geotechnical Consultant Services Town of Paradise

To augment the Lumos team and meet the UDBE goal, **Summit Associates** has been invited to assist with these important projects. Lumos has had **Summit Associates** on our team for various projects in the past and we have an excellent working relationship. **Summit Associates** is a program, construction management and materials testing firm established in 2000. **Summit Associates** has an extensive experience on highway, bridge, rail transit, heavy freight rail, multi-story buildings, and water resource construction programs/projects.

For nearly 12 years, **Summit Associates** has successfully worked on construction projects with the California Department of Transportation (Caltrans), Nevada Department of Transportation (NDOT), US Department of Homeland Security - US Coast Guard, US Environmental Protection Agency (EPA), Contra Costa County Public Works Department, Contra Costa Transportation Authority, San Francisco Municipal Railway, San Francisco Bay Area Rapid Transit (BART), Santa Clara Valley Transportation Authority, San Francisco International Airport, Washoe County RTC, Washoe County Public Works Department, and Public Works Department for the Cities of Concord, Milpitas, San Mateo, Rocklin, and San Francisco, California.

Geotechnical Capabilities

From soil mechanics topics to geological issues, we have an in-depth understanding of the latest construction practices in the Town of Paradise. Whether your project is a transportation, flood control, sewer project, or public facility, the Lumos team has the requisite education and background to execute a thorough and accurate geotechnical investigation. Our staff takes pride in providing clients with **geotechnical investigation reports** that include straightforward recommendations that address cost savings, sustainability, and levels of safety. Our services include:

- Pavement Investigations and Innovative Design
- Geologic Hazard Investigations
- Soils and Foundation Investigations
- Soil Stabilization
- Soil Sampling
- Soil Testing Specifications

We have completed many geotechnical investigations and provided materials testing on numerous transportation, public facilities, and roadway reconstruction projects for public sites. Our roadway reconstruction projects have included a geotechnical investigation, design and construction recommendations, and ongoing materials sampling and testing.

Laboratory Testing Capabilities

Below is a chart that illustrates the testing capabilities of Lumos' laboratories, including Soils, Concrete, Asphalt Concrete, ICBO Special Inspections, and Non-Destructive Testing services.

The testing capabilities of our labs include, but are not limited to:

- **Soils (AMRL and Caltrans Certified)**
 - Moisture density curves
 - R Value
 - Consolidation
 - Plastic index
 - Liquid Limit
 - Plastic Limit
 - Sand equivalent
 - Specific gravity
 - Hydrometer analysis
 - Sieve analysis
 - Wash
- **Aggregate (AMRL and Caltrans Certified)**
 - Unit weight
 - Organic impurities
 - Sieve analysis – course aggregates
 - Specific gravity
 - Sulphate Soundness
 - LA Abrasion
 - Sieve analysis – fine aggregates



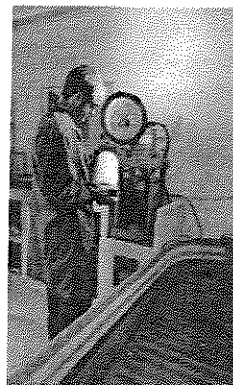
On-Call Materials Testing and Geotechnical Consultant Services Town of Paradise

- **Concrete (CCRL and Caltrans Certified)**
 - Compressive strength of concrete, grout and mortar
 - Flexural strength of beams
 - Compressive strength of concrete cores
 - Slump/Kelley Ball
 - Mix design
 - Unit weight
 - Temperature
 - Cylinders
 - % Air (pressure volume method)
 - Capping (bonded, unbonded)
- **Asphalt Concrete (AMRL and Caltrans Certified)**
 - Bituminous content
 - Aggregate gradation
 - Maximum density of asphalt concrete
 - Asphalt stability and flow (Marshall Method)
 - Specific gravity theoretical max (Rice)
 - Unit weight of asphalt core (Marshall Method)
 - Air voids in AC cores

Field Testing Capabilities

In addition to lab testing, our technicians are trained and certified in **field-testing** and sampling of materials and can provide the following field testing:

- **Soils**
 - Nuclear density testing and sand cone density testing of subgrade and aggregate base materials at production plant or job site
 - Sampling of subgrade and aggregate base materials at production plant and jobsite
- **Concrete**
 - Field Sampling
 - Slump Testing
 - Air Content
 - Temperature
 - Unit Weight
- **Asphalt**
 - Field observation and field sampling
 - Temperatures
 - Mat thickness
 - Nuclear density testing / Compaction
 - Profilograph



For more remote or major projects, additional office and test equipment is available to set up portable testing facilities onsite. In addition to materials testing, our organization provides construction inspection and contract administration services. We provide these services on both projects designed in-house and those originated by outside clients.



Assigned Personnel

The Chico office will be responsible for providing ***On-Call Materials Testing and Geotechnical Consultant Services to the Town of Paradise***. Throughout the company's growth, Lumos has remained committed to our public works projects and our public clients. We have focused our services intentionally on the local communities of Northern California and Nevada, and concentrated our efforts on helping these communities enhance their positive attributes and resolve their less positive ones. Lumos and its employees do not just work in Northern California and Nevada, we live, work, and play in the same region where we do business.

Lumos is recognized for thorough and responsive service to public agencies throughout California and Nevada

The cross-section of professionals working for Lumos average more than 19 years of individual experience, providing the firm with a broad range of professional qualifications to draw upon. Each of the principals of the firm takes an active role in project management, including coordination with municipal entities. Our previous professional experience in state and local government provides us with the knowledge of procedural requirements that in turn allows close working relationships with agency personnel.

Lumos is committing the following experienced professionals to its Town of Paradise team:

TOM HALL, P.E. — Location Manager, Project Manager

Tom has over 20 years of civil engineering experience in civil site design, construction management, soil stabilization, construction inspection and materials testing. He started his engineering career as a Lab Technician with Lumos working his way up through the various levels of responsibility to include project designer, project engineer, project manager and eventually started and operated his own business. Tom's strong technical design abilities combined with his construction experience and communication skills ensures that all projects are managed with detail and care, delivering a quality product that is within scope, schedule and budget.

MITCH BURNS — Construction Services / Geotechnical

Mitch has over 19 years of geotechnical engineering experience. He has served as a materials technician, special inspector, project engineer, project manager, and department manager. Mitch has authored numerous geotechnical reports for schools, roadways, airports, pipelines, buildings, mines, and site developments across Nevada, and also oversees the Lumos Carson City materials testing laboratory. He has experience in slope stability analysis, fault evaluations, and a variety of roadway rehabilitation methods that include pulverizing and reusing existing roadway sections, lime and cement treatments, rock stabilization, geogrids, and geotextile fabrics.

ZACK MASON — TESTING TECHNICIAN

Zack has over six years of construction/special inspector and materials testing experience. He has worked on a variety of projects performing a number of testing procedures both in the field and in the materials testing laboratory. Zack is a Caltrans Certified testing technician and is capable of administering field and lab testing procedures. He is customer service oriented and is focused on the quality control needs of our clients.

LEWIS JONES — TESTING TECHNICIAN

Lewis brings over 11 years of experience in laboratory materials testing. His expertise includes asphalt concrete and aggregate in the lab, developing asphalt mix designs and maintaining test databases. He is CalTrans, ODOT, and WAQTC certified in aggregate, asphalt, soils and compaction methods.



On-Call Materials Testing and Geotechnical Consultant Services
Town of Paradise

DANIEL HANSEN, SUMMIT ASSOCIATES (DBE) – *Inspection / Materials Testing*

Mr. Hansen has over 12 years of strong skills in construction testing, engineering and administration on various projects. He currently serves as the Assistant Resident Engineer and Construction Materials Tester for various Caltrans District 2 On-Call projects located in Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties. He has overseen quality control, contract specification adherence, labor compliance and OSHA issues. His responsibilities have also included reviewing and approving inspection documents, maintaining daily documentation of project activity and conducting final inspection and certification of phase completion.



*On-Call Materials Testing and Geotechnical Consultant Services
Town of Paradise*

Resumes of Key Personnel



Tom Hall, P.E.
Location Manager /
Project Manager

thall@lumosengineering.com

Tom has over 20 years of civil engineering experience in civil site design, construction management, soil stabilization, construction inspection and materials testing. He started his engineering career as a Lab Technician with Lumos working his way up through the various levels of responsibility to include project designer, project engineer, project manager and eventually started and operated his own business. Tom's strong technical design abilities combined with his construction experience and communication skills ensures that all projects are managed with detail and care, delivering a quality product that is within scope, schedule and budget.

TRANSPORTATION DESIGN

Stead Blvd. Improvements, Stead, NV
Well's Avenue Intersection Relocation, Reno, NV
Industrial Way, Truckee, CA
South Virginia Street Widening, Reno, NV

CONSTRUCTION MANAGEMENT

Well's Avenue Intersection Relocation, Reno, NV
Industrial Way, Truckee, CA
South Virginia Street Widening, Reno, NV
Avenida Pico Expansion, San Clemente, CA
OSO Parkway Rehabilitation, Aliso Viejo, CA
S. Harbor Widening, Anaheim, CA
Stead Blvd. Improvements, Stead, NV
Leucadia Blvd. Improvements, Carlsbad, CA

PUBLIC WORKS

Mineral Manor, Reno, NV
Downtown Revitalization, Reno, NV
Kings Beach Erosion Control – Kings Beach, CA

RESIDENTIAL/COMMERCIAL

Lewis Homes, Snead, NV
Round Mountain Mobile Home Park – Round Mountain, NV
Western Nevada Supply, Truckee, CA
Paint Mart, Truckee, CA
Paradise Pier, Anaheim, CA

AIRPORTS

Stead Airport Expansion, Stead, NV
Orange County Airport, Santa Ana, CA
North Island Navel Complex, Coronado, CA

Education

B.S. in Civil Engineering
University of Nevada, Reno, 1991

Professional Data

Registered Civil Engineer
California — 57311

Employment History

Lumos & Associates, Inc.
Construction Services Engineer
2011-Present

TECC
Owner, 2001-2011

PSR Contractors
District Manager, 1998-2001

Chemical Lime Company
Account Representative, 1995-1998

Lumos & Associates, Inc.
Engineering in Training, 1991-1995

Lumos & Associates, Inc.
Lab Technician, 1998-1991

Hall's Excavating
Labor/Equipment Operator 1981-1989



On-Call Materials Testing and Geotechnical Consultant Services Town of Paradise



Mitchell T. Burns, P.E., M.S.
**Construction Services Engineer &
Geotechnical**

mburns@lumosenengineering.com

Mitch has over 19 years of geotechnical engineering experience. He has served as a materials technician, special inspector, project engineer, project manager, and department manager. Mitch has authored numerous geotechnical reports for schools, roadways, airports, pipelines, buildings, mines, and site developments across Nevada, and also oversees the Lumos Carson City materials testing laboratory. He has experience in slope stability analysis, fault evaluations, and a variety of roadway rehabilitation methods that include pulverizing and reusing existing roadway sections, lime and cement treatments, rock stabilization, geogrids, and geotextile fabrics.

SELECTED PROJECT EXPERIENCE: PUBLIC WORKS

Lyon County School District Phase 1-A Projects, Lyon County, NV
Parking Area Rehabilitation, Washoe County School District, Washoe County, NV
New Lund School, Lund, NV
New Lincoln County High School Building, Panaca, NV
Round Mountain School Addition, Round Mountain, NV
Hickey Elementary School, Las Vegas, NV
Bailey Middle School, Las Vegas, NV
Eldorado High School Addition, Las Vegas, NV
Rocky Point Erosion Control Project, South Lake Tahoe, CA
N. Lake Tahoe Fire Protection District Building, Incline Village, NV
Elko County Jail Addition, Elko, NV
Cold Springs Fire Station, Cold Springs, NV
William B. Riery Hospital Addition, Ely, NV
Las Vegas Academy of the Arts Theatre Building, Las Vegas, NV
Eureka Volunteer Fire Station, Eureka, NV

SELECTED PROJECT EXPERIENCE: HIGHWAYS

Galena Bridge/I-580 Freeway Extension, Fisher Industries/NDOT, Washoe County, NV
Carson City Bypass Contractor Quality Control Services, RHB Construction, Carson City, NV
Fairview Drive Widening, CM Works, Carson City, NV
Old U.S. 40 Rehabilitation, Lovelock, NV
Midas Road Rehabilitation, Golconda, NV
I-80 Rehabilitation, Elko, NV
I-80 Rehabilitation, Interchange Construction, Wendover, NV
East Idaho Street, Elko, NV (Old U.S. 40)
Y.S.I.R. Roadways, Yomba Indian Reservation, Ione, NV
Cold Springs Highway, Reno, NV
Long Valley Road, Gardnerville, NV

Education

B.S. in Civil Engineering
University of Nevada, Reno, 1992
M.S. in Civil Engineering
University of Nevada, Reno, 1996

Professional Data

Registered Civil Engineer
Nevada — 15001
California — C72704

ICC Certifications:

Reinforced Concrete Special
Inspector, #0874465-88, 2004

Prestressed Concrete Special
Inspector, #0874465-89, 2005

Structural Masonry Special
Inspector, #0874465-84, 2006

Spray-Applied Fireproofing Special
Inspector, #087445-86, 2003

ACI Grade I Field Testing
Technician, #00927626, 1995

CPN Nuclear Density Gauge
Operator

CPN Radiation Safety Officer

10-Hour OSHA Construction
Safety Class, 2009

Employment History

Lumos & Associates, Inc.
Construction Services Engineer
2005-Present

Summit Engineering
Project Manager, 2000-2005

Frehner Construction
Project Engineer, 1998-2000

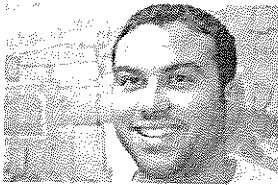
Geotechnical and Environment
Services
Elko Area Manager, 1997-1998

Summit Engineering
Engineering Intern, 1996-1997

S.H.B./AGRA
Lab/Field Materials Testing
Technician, 1992-1995



On-Call Materials Testing and Geotechnical Consultant Services Town of Paradise



Zack Mason

Testing Technician

zmason@lumosengineering.com

Zack has over six (6) years of construction /special inspector and materials testing experience. He has worked on a variety of project as well as performing a number of testing procedures both in the field and in the materials testing laboratory. Zack is customer service oriented and is focused on the quality control needs of our clients.

CONSTRUCTION PROJECTS CALTRANS TEST METHODS

Forest Hwy. 171AT&T Trench Compaction – Butte County, CA Quality assurance testing to include soil trench compaction in conformance with ASTM test methods.

Hagen Lane – Butte County CA: Quality assurance testing of HMA per Caltrans test methods.

SR 99 Skyway Interchange – Chico CA: Quality assurance testing to include PCC and HMA sampling and testing in conformance with Caltrans test methods.

City of Napa Public Works Projects: Various transportation projects including AC coring of existing pavements, soil sampling, Dynamic Cone Penetrometer testing, Testing of HMA per Caltrans test method 125 and 375.

CONSTRUCTION PROJECTS

Pearson Park & Ride – Paradise, CA

Quality assurance testing to include soil, aggregate, PCC and HMA sampling and testing in conformance with Caltrans test methods.

B-Line Transit Center – Oroville, CA

Quality assurance testing to include soil, aggregate, PCC and HMA sampling and testing in conformance with Caltrans test methods.

Live Oak High School: Inspection and construction observation of site grading and lime and cement soil stabilization process. Monitored chemical spread weights and sampled for r-value testing.

Harrison Stadium Renovations, Oroville, CA: Construction observation of grading and soil stabilization, sampling for curve data and density testing.

Car Wash Building, Beale Air Force Base: Inspection of masonry block, rebar and grout placement. Soil sampling and moisture/density testing, Asphalt concrete density testing.

Bridge Improvements, Beale Air Force Base: Sampling and testing of structural backfill material for bridge abutments. Concrete testing including air entrainment and slump. Sampling of concrete and testing for compressive strength.

Metro Airpark Lift Station, Sacramento: Concrete testing to include air entrainment and slump. Sampling of concrete and testing for compressive strength.

Education

Special/Construction Inspection
Preparatory Education – Wilrick
Institute of Technology, 2005

Construction Management –
California State University, Chico,
2004 - 2005

CERTIFICATIONS

ICC Structural Masonry Special
Inspection – No. 5257975

ACI Concrete Field Testing
Technician – Grade 1 –
No. 01096322

Moisture/Density Nuclear Gauge
Certification

Caltrans Test Method

Sampling: 105, 125

HMA: 304, 308, 309, 366, 370, 375,
382, 504, 518, 521, 533, 539,
540, 556, 557

Employment History

Lumos & Associates, Inc.

Lab / Field Tech
2011-Present

Raney Geotechnical, Inc.

Construction Inspector / Special
Inspector
2005 - 2011



*On-Call Materials Testing and Geotechnical Consultant Services
Town of Paradise*



Lewis Jones

Testing Technical

ljones@lumosengineering.com

Lewis brings over 11 years of experience in laboratory materials testing. His expertise includes asphalt concrete and aggregate in the lab, developing asphalt mix designs and maintaining test databases. He is CalTrans, ODOT, and WAQTC certified in aggregate, asphalt, soils and compaction methods.

CONSTRUCTION PROJECTS

Orangewood Road Realignment – Tehama County, CA

Offsite soil sampling and testing.

DWR Maintenance Center Garage – Oroville, CA

Quality assurance lab testing of concrete, soils and aggregate.

Forest Hwy. 171 AT&T Trench Compaction – Butte County, CA

Quality assurance testing to include soil trench compaction in conformance with ASTM and CalTrans test methods.

Loma Rica Bridge – Butte County CA: Quality assurance testing of HMA per Caltrans test methods.

Pearson Park & Ride – Paradise, CA

Quality assurance testing to include soil, aggregate, PCC and HMA sampling and testing in conformance with Caltrans test methods.

B-Line Transit Center – Oroville, CA

Quality assurance testing to include soil, aggregate, PCC and HMA sampling and testing in conformance with Caltrans test methods.

CALIFORNIA TEST METHODS

- 105 – Calculations Pertaining to Gradings and Specific Gravities
- 125 – Sampling Highway Materials and Products
- 201 – Soil and Aggregate Sample Preparation
- 202 – Sieve Analysis of Fine and Coarse Aggregates
- 205 – Determining Percentage of Crushed Particles
- 206 – Specific Gravity (Rock)
- 207 – Specific Gravity (Sand)
- 216 – Compaction (Maximum Density)
- 217 – Sand Equivalent
- 226 – Determination of Moisture Content by Oven Drying
- 227 – Evaluating Cleanness of Coarse Aggregate
- 308 – Specific Gravity of Compressed AC Mixtures
- 309 – Theoretical Maximum Specific Gravity & Density of Bituminous Paving Mixture
- 370 – Determining Moisture Content of Asphalt Mixtures or Mineral Aggregate Using Microwave Ovens
- 382 – Determination of Asphalt Content of Bituminous Mixtures by the Ignition Method
- 521 – Compressive Strength of Molded Concrete Cylinders

EDUCATION

Butte College – 1997 - 1998

PROFESSIONAL DATA

Caltrans Certified

ODOT Certified

WAQTC Certified

EMPLOYMENT HISTORY

Lumos and Associates, Inc.

Laboratory / Field Tech

2011-Present

Granite Construction

Quality Control Technician

2002 - 2011

Houck Construction

Quality Control Technician

2000 - 2002



On-Call Materials Testing and Geotechnical Consultant Services Town of Paradise

SUMMIT ASSOCIATES (DBE)

12. NAME	13. ROLE ON THIS CONTRACT	14. YEARS OF EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Daniel Hansen	Materials Tester/Inspector	11	1

15. FIRM NAME AND LOCATION (CITY AND STATE)



SUMMIT ASSOCIATES, CONCORD, CA

16. EDUCATION (DEGREE AND SPECIALIZATION)

BUSINESS MANAGEMENT, BUTTE COLLEGE, OROVILLE, CA

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

VARIOUS CALTRANS TEST METHOD CERTIFICATION
NUCLEAR GAUGE CERTIFICATION

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training Awards, etc.)

Mr. Hansen has over 11 years of strong skills in inspection, materials testing, construction engineering and administration on various projects. His highway experience includes extensive knowledge of Caltrans policies and procedures, as well as Caltrans construction standards, specifications, plans, and special provisions. He is certified with California Department of Transportation in specialized laboratory and field testing methods for concrete, asphalt, and aggregate. He has overseen quality control, installing utilities, mass grading, paving, roadway excavation and utility relocation. He has overseen quality control, contract specification adherence, labor compliance and OSHA issues. His responsibilities have also included reviewing and approving inspection documents, maintaining daily documentation of project activity and conducting final inspection and certification of phase completion. Mr. Hansen is a motivated, goal oriented person, with well rounded knowledge of construction management, inspection and materials testing for all phases of construction and transportation projects.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (CITY AND STATE)	(2) YEAR COMPLETED	
	Caltrans District 2 On-Call Construction Engineering Services, CA	PROFESSIONAL SERVICES	CONSTRUCTION
		2009	
A.	(3) BRIEF DESCRIPTION (BRIEF SCOPE, SIZE, COST, ETC.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Mr. Hansen currently serves as the Assistant Resident Engineer and Construction Materials Tester for various Caltrans District 2 On-Call projects located in Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity counties. He is responsible for assisting the resident engineer in all aspects of field and office construction engineering work, including construction inspection, quantity calculations, checking grade and alignment, materials sampling and control, safeguarding and assuring compliance with project plans and specifications. He is also responsible for the inspection of traffic control system compliance, Critical Path Method schedule analysis, and Water Pollution Control Program (Storm Water Pollution Prevention Plan enforcement).		
	(1) TITLE AND LOCATION (CITY AND STATE)	(2) YEAR COMPLETED	
	Caltrans District 2 On-Call Project, Redding, CA	PROFESSIONAL SERVICES	CONSTRUCTION
		2008	
B.	(3) BRIEF DESCRIPTION (BRIEF SCOPE, SIZE, COST, ETC.) AND SPECIFIC ROLE	<input type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Mr. Hansen served as a Certified Acceptance Tester and Materials Tester for Caltrans District 2. His responsibilities included maintaining detailed records, preparing daily, weekly and monthly inspection reports, and ensuring compliance with contract plans and specification.		
	(1) TITLE AND LOCATION (CITY AND STATE)	(2) YEAR COMPLETED	
	Sousa Ready Mix, Redding, CA	PROFESSIONAL SERVICES	CONSTRUCTION
		2007	
C.	(3) BRIEF DESCRIPTION (BRIEF SCOPE, SIZE, COST, ETC.) AND SPECIFIC ROLE	<input type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Mr. Hansen was responsible for the quality control procedures, including aggregate and concrete testing for Sousa Ready Mix. In addition, he also administered all plant operations including sales, job bidding, accounting, bookkeeping, customer service, employee relations and human resources.		



Materials Testing Accreditation/Independent Assurance

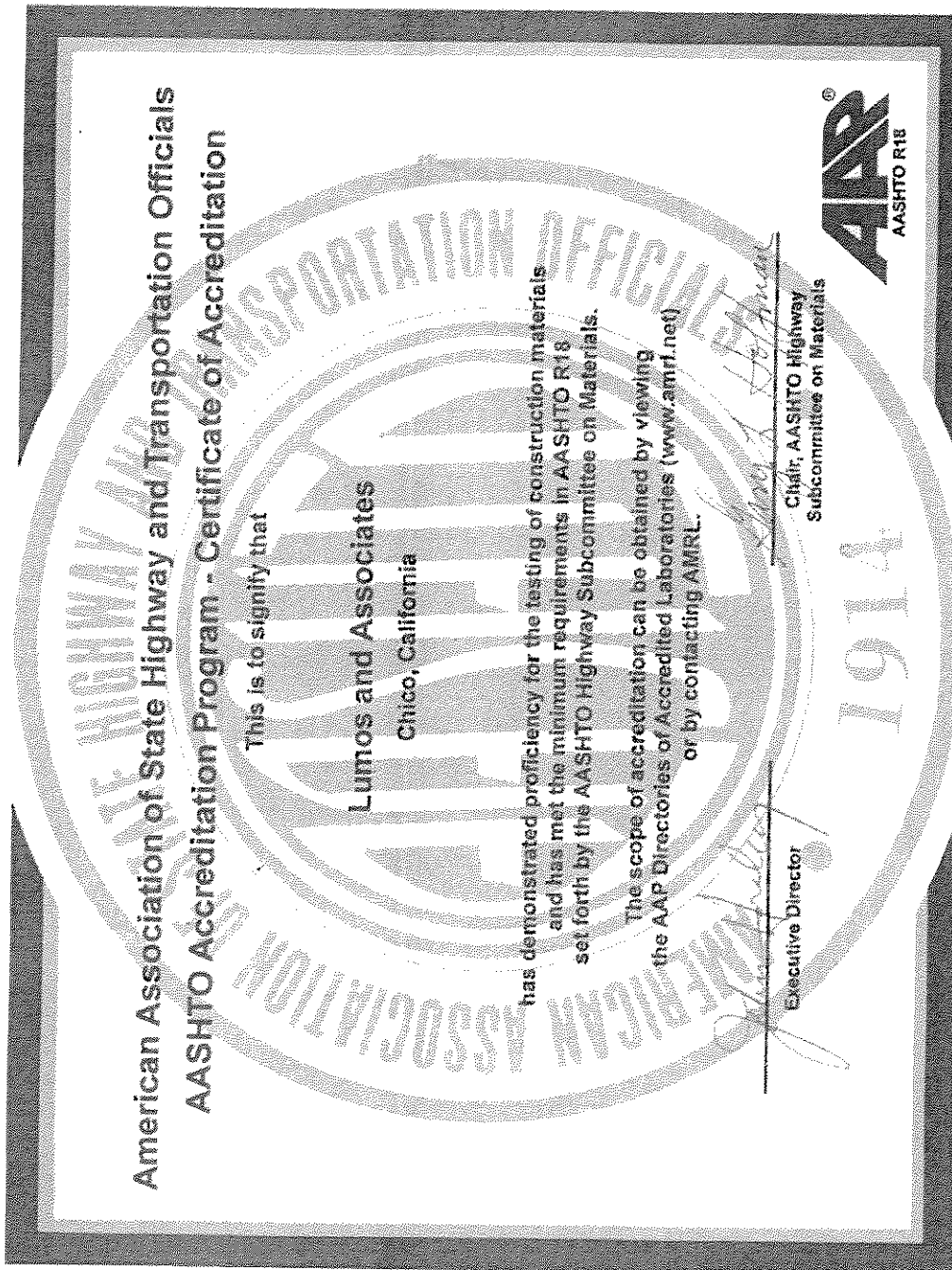
Independent Assurance

Lumos has several facets to our Independent Assurance Program. The item is having properly calibrated equipment that is verified by an outside consultant as shown in the calibration section. Laboratory testing using proficiency samples through AASHTO Materials Reference Laboratory (AMRL), Caltrans, and AMRL accreditation allow us to compare our laboratory results to multiple laboratories across the nation and state, and determine if we are properly conducting the tests. Our personnel receive Independent Assurance testing through programs such as NAQTC, ACI, and Caltrans for various test methods. For specific projects, it is not uncommon for us to utilize independent Assurance on specific tests if it is a specialized design (cement treated and recycled base, etc.).

Lumos' laboratories have numerous certifications and accreditations. These certificates are attached on the following pages:



Certifications and Accreditations





On-Call Materials Testing and Geotechnical Consultant Services Town of Paradise

02/08/2010 14:49 9162277075

PAGE 02/02

State of California Department of Transportation
QUALIFYING LABORATORIES
Form TL-0113

Expiration date: Feb 4 2011
Inspected by: Ignacio Herrera
IA No.: #095
Phone: (916) 227-7192
File: Materials Category 500

Laboratory: Lumos & Associates Inc.
Address: 609 Entler Avenue, Suite 4
City: Chico State: California Zip: 95973
Lab QC Mgr.: Jacob Hannon e-mail:
Telephone: (530) 893-2181 Fax #: (530) 893-4647

A certified Independent Assurance (IA) visited this laboratory on (Date) February 4, 2010
Only the equipment to be used on Caltrans construction projects and/or local construction projects on the
National Highway System was checked for qualification.

At the time of qualification, this laboratory had all necessary equipment to perform the California Tests (CT)
indicated below. Sampling/Testing personnel shall possess current Caltrans Form TL-0111.
"Certificate of Proficiency" prior to performing any sampling or testing.

<u>CT 105</u>	<u>CT 206</u>	<u>CT 304</u>	<u>CT 504</u>	<u>CT 557</u>
<u>CT125 AGG</u>	<u>CT 207</u>	<u>CT 308</u>	<u>CT 518</u>	<u>CT 370</u>
<u>CT 125 AC,PCC</u>	<u>CT 216</u>	<u>CT 309</u>	<u>CT 621</u>	<u>CT 231</u>
<u>CT 201</u>	<u>CT 217</u>	<u>CT 366</u>	<u>CT 533</u>	
<u>CT 202</u>	<u>CT 226</u>	<u>CT 367</u>	<u>CT 539</u>	
<u>CT 204</u>	<u>CT 227</u>	<u>CT 375</u>	<u>CT 540</u>	
<u>CT 205</u>	<u>CT 228</u>	<u>CT 382</u>	<u>CT 556</u>	

A visual check was performed and documents provided as necessary for the following items:

☒ A written in-house Safety Program
☒ A written in-house Quality Control Program
☒ Copies of current (applicable) test procedures
☒ Verification that the laboratory participates in Caltrans RSP correlation program
☒ Test equipment summary for calibration/service of equipment
☒ Calibration stickers affixed to test equipment (dated within the 12 months)
☒ Summaries of training records
☒ Personnel certifications/qualifications
☒ Work experience summaries
☒ Nuclear gage license

On February 4, 2010 this laboratory was qualified by Ignacio Herrera
Date (Printed name of IA person)
Ignacio Herrera
(Signature of IA person)

**Recertification performed February, 2012. Have not received new certification form as of this date.



TL-011 (REV. 06/00)

CALIFORNIA DEPARTMENT OF TRANSPORTATION

Presents this

CERTIFICATE OF PROFICIENCY

to

Zack Mason

Lumos and Associates

who is qualified to perform the following tests:

CT-105	No Expiration	CT-539	EXP: 8/10/12
CT-201	EXP: 8/10/12	CT-540	EXP: 8/10/12
CT-202	EXP: 8/10/12	CT-556	EXP: 8/10/12
CT-308	EXP: 8/10/12	CT-557	EXP: 8/10/12
CT-521	EXP: 8/10/12		
CT-504	EXP: 8/10/12		
CT-518	EXP: 8/10/12		
CT-533	EXP: 8/10/12		

Ignacio Herrera #095

Ignacio Herrera

Certified Independent Assurance (IA):

Date Issued: 8/19/2011

Note: This certificate is valid as long as the Acceptance Tester complies with applicable requirements in California's Independent Assurance Program Manual.



TL-0111 (REV. 06/00)

CALIFORNIA DEPARTMENT OF TRANSPORTATION

Presents this

CERTIFICATE OF PROFICIENCY

to

Zack Mason

Lumos and Associates

who is qualified to perform the following tests:

CT-125AGG	EXP: 5/12	
CT-125AC	EXP: 5/12	
CT-304	EXP: 6/17/12	
CT-309	EXP: 6/17/12	
CT-366	EXP: 6/17/12	
CT-370	EXP: 6/17/12	
CT-382	EXP: 6/17/12	

Ignacio Herrera #095

Ignacio Herrera

Certified Independent Assurance (IA):

Date Issued: 6/27/2011

Note: This certificate is valid as long as the Acceptance Tester complies with applicable requirements in Caltrans' Independent Assurance Program Manual.



TL-0111 (REV. 06/00)

CALIFORNIA DEPARTMENT OF TRANSPORTATION

Presents this

CERTIFICATE OF PROFICIENCY

to

Lewis Jones

Lumos and Associates

who is qualified to perform the following tests:

CT-216	EXP: 8/10/12	
CT-217	EXP: 8/10/12	
CT-231	EXP: 8/10/12	
CT-234	EXP: 8/10/12	
CT-521	EXP: 8/10/12	

Ignocencio Herrera #095

Ignocencio Herrera

Certified Independent Assurance (IA)

Date Issued: 8/10/2011

Note: This certificate is valid as long as the Acceptance Tester complies with applicable requirements in Caltrans' Independent Assurance Program Manual.



On-Call Materials Testing and Geotechnical Consultant Services
Town of Paradise

APP-19-2011 05:38A PROJECT 02 NAT LAB

530 741 5401

TD:019145554550

P. 7-7

CALIFORNIA DEPARTMENT OF TRANSPORTATION

CERTIFICATE OF PROFICIENCY
for an ACCEPTANCE TESTER

This certifies that

Lewis Jones

(Print name)

Granite 0311-03122

(Print agency)

Is qualified to perform the following tests:

Calif. Test Method	Cert. Date	Recert. Date	Calif. Test Method	Cert. Date	Recert. Date
<input checked="" type="checkbox"/> DT105	8/10	8/11	<input type="checkbox"/> 371 - Moisture Sensitivity		
<input checked="" type="checkbox"/> 125-Sampling	8/10	8/11	<input checked="" type="checkbox"/> 368 - Specific Gravity	4/11	4/12
<input checked="" type="checkbox"/> 201-Sampling	8/10	8/11	<input checked="" type="checkbox"/> 382 - Ignition Oven	4/11	4/12
<input checked="" type="checkbox"/> 202-Sieve Analysis	8/10	8/11	<input type="checkbox"/> 364 - Prop. of Fill (Rocks)		
<input type="checkbox"/> 216 Relative Compaction (Soil)			<input type="checkbox"/> 356 - Stabilometer		
<input checked="" type="checkbox"/> 217-Bend Equivalent	8/10	8/11	<input type="checkbox"/> 378 - AC Content Gauge		
<input checked="" type="checkbox"/> 225-Moisture Content	8/10	8/11	<input checked="" type="checkbox"/> 305 - Flac	4/11	4/12
<input checked="" type="checkbox"/> 227-Degradation Value	8/10	8/11			
<input checked="" type="checkbox"/> 228-Durability	8/10	8/11			
<input type="checkbox"/> 231-Relative Compaction (Soil)					
<input checked="" type="checkbox"/> 370-Moisture Content (Asphalt)	4/11	4/12			
<input type="checkbox"/> 375-LTMV/Relative Compaction					

X CTM 205 4/7/2011

All test methods expire 1 year from date shown

JOSEPH PETERSON

District Materials Engineer

#16/#80

Terry Stratford

Terry Stratford or Del Courtney

Certified Independent Assurance Sampler and Tester

IAST Certificate No.

Date issued: April 18, 2011

Note: This certificate is valid as long as the Acceptance Tester complies with applicable requirements in Caltrans Quality Assurance Programs Manual.



On-Call Materials Testing and Geotechnical Consultant Services
Town of Paradise

JUL-19-2011 09:17H FAX/CT 03.MET L49

539 741 5401

TD191916455-090

P.1

CALIFORNIA DEPARTMENT OF TRANSPORTATION

CERTIFICATE OF PROFICIENCY
for an ACCEPTANCE TESTER

This certifies that

Lewis Jones

(Print name)

Granite 0311-03122

(Print agency)

Is qualified to perform the following tests:

Calif. Test Method	Cert. Date	Recert. Date	Calif. Test Method	Cert. Date	Recert. Date
<input checked="" type="checkbox"/> 105-Calculations	4/11	4/12	<input type="checkbox"/> 504-Air Content(PCC)		
<input checked="" type="checkbox"/> 195-Sampling	4/11	4/12	<input type="checkbox"/> 518-Unit Weight(PCC)		
<input checked="" type="checkbox"/> 201-Sampling	4/11	4/12	<input type="checkbox"/> 521-Cylinder Break		
<input checked="" type="checkbox"/> 202-Sieve Analysis	4/11	4/12	<input type="checkbox"/> 559-Ball Penetration(PCC)		
<input type="checkbox"/> 216-Relative Compaction(Soils)			<input type="checkbox"/> 598-Sampling		
<input type="checkbox"/> 217-Sand Equivalent	4/11	4/12	<input type="checkbox"/> 540-Concrete Spallmeters		
<input checked="" type="checkbox"/> 226-Moisture Content	4/11	4/12	<input type="checkbox"/> 529/524-Split Breaking		
<input checked="" type="checkbox"/> 227-Cleanliness Value	4/11	4/12			
<input type="checkbox"/> 209-Crushed Particle					
<input type="checkbox"/> 331-Relative Compaction(Soil)					
<input checked="" type="checkbox"/> 225-Durability	4/11	4/12			
<input type="checkbox"/> 375-Relative Compaction (AC)					

All test methods expire 1 year from date shown.

Terry L. Stratford
Terry L. Stratford / Del S. Courtney

Certified Independent Assurance
District 5, Marysville, CA

JOSEPH PETERSON

District 05 Materials Engineer

16 / #80

IAST Certificate No.

Issue April 18, 2011

Note: This certificate is valid as long as the Acceptance Tester complies with applicable requirements in Caltrans Quality Assurance Programs Manual.



On-Call Materials Testing and Geotechnical Consultant Services Town of Paradise

Insurance Requirements

Lumos and Associates, Inc. will name the Town of Paradise as an additional insured.

Federal Aid Contract Provisions

Lumos and Associates will follow all federal aid contract provisions, such as DEB procedures, forms and reporting requirements.

EXHIBIT 1B

CONSULTANT'S COST AND FEE SCHEDULE

Lumos & Associates			Per Hour
Principal			\$170.00
Project Manager			145.00
Senior Engineer			140.00
Professional Geologist			140.00
Geotechnical Manager			155.00
Construction Services Engineer/Resident Engineer			150.00
Construction Services Supervisor			100.00
Senior Inspector (includes nuclear gauge)			95.00
Senior Inspector – Prevailing Wage			95.00
Senior Inspector – Prevailing Wage OT			135.00
Field Technician – Prevailing Wage			95.00
Field Technician – Prevailing Wage OT			135.00
Administrator			70.00

Particle Size Testing			Each
Sieve Analysis/Wash	(CT 202)	(ASTM C-136/C-117)	\$115.00
Sieve Analysis/Wash (coarse combined)		(ASTM C-136/C-117)	145.00
Wash		(ASTM C-117)	65.00
Hydrometer Analysis		(ASTM D-422)	180.00
Percentage of Crushed Particles	(CT 205)		70.00

Soils & Aggregate Testing			Each
Specific Gravity & Absorption – Coarse or Fine Aggregate	(CT 206/CT 207)	(ASTM C-127/C-128)	\$70.00
Sand Equivalent	(CT 217)	(ASTM D-2419)	90.00
Dry Unit Weight of Aggregate		(ASTM C-29)	60.00
Organic Impurities		(ASTM C-40)	55.00
L.A. Abrasion		(ASTM C-131)	160.00
Sodium Sulphate Soundness (5 cycles)		(ASTM C-88)	405.00
Moisture Content	(CT 217)	(ASTM C-566)	20.00
Moisture Content and Unit Density		(ASTM D-2937)	35.00
Plastic Index	(CT 204)	(ASTM D-4318)	145.00
Expansion Index		(ASTM D-4829)	135.00
R-Value	(CT 301)	(ASTM D-2844)	245.00
California Bearing Ratio		(ASTM D-1883)	Quote on request
Direct Shear		(ASTM D-3080)	250.00
Unconfined Compression		(ASTM D-2166)	Quote on request
Consolidation		(ASTM D-2435)	450.00
Permeability (4-inch Rigid Wall, Falling head)		(ASTM D-4491)	Quote on request
Soluble Sulfates			Quote on request
PH		(ASTM D-4972)	Quote on request
Resistivity			Quote on request
Clay Lumps / Friable Parts		(ASTM C-142)	90.00
Cement Treated Base Mix Design			Quote on request
Cement Treated Base Compression Test			45.00
Durability Index	(CT 229)	(ASTM D-3744)	130.00
Cleanliness of Coarse Aggregate	(CT 227)		90.00
% Crushed / Angularity / Flat Elog. (CT205; T304; D4791)			55.00

Moisture Density Testing			Per Test
Compaction			
a) Method A or B (4-inch Mold)	(ASTM D-698 or ASTM D-1557)		\$190.00
b) Method C (6-inch Mold)	(ASTM D-698 or ASTM D-1557)		210.00
Rock Correction	(ASTM D-4718)		70.00

Check Point	(ASTM D-1557)	75.00
California Impact	(CT 216)	180.00

Concrete Testing	Each
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Compression Concrete Cylinders	(CT 521)	(ASTM C-39)	\$25.00
Hold Cylinder (Cured but not tested)	(CT 540)		25.00
Compression, Concrete Core		(ASTM C-42)	68.00
Flexural Strength of Concrete Beams		(ASTM C-78/C-293)	80.00
Compression, Grout Cylinder		(UBC 24-28)	25.00
Compression, Mortar Cylinder		(UBC 24-28)	25.00
Masonry Block Absorption and Moisture		(ASTM C-140)	Quote on request
Shrinkage		(ASTM C-426)	Quote on request
Compression, Concrete Masonry Units		(ASTM C-140)	Quote on request
Compression, Concrete Masonry Prisms		(ASTM C-1314)	Quote on request
Density of Spray Applied Fireproofing			Quote on request
Concrete Mix Design, including Mixing and Casting of Cylinders			Quote on request

Asphalt Concrete Testing	Each
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Sieve Analysis	(CT 202)	(ASTM D-5444)	\$115.00
Specific Gravity on Core		(ASTM D-2726)	70.00
Marshall Stability & Flow		(ASTM D-1559)	45.00
Max. Theoretical Specs. Gravity	(CT 309)	(ASTM D-2041)	115.00
Bitumen Content (Ignition)	(CT 382)	(ASTM D-6307)	150.00
Moisture Content - Asphalt Mixtures or Mineral Agg.	(CT 370)		20.00
Asphalt Concrete Mix Design			Quote on request
Stabilometer Value	(CT 304,366)		240.00

Special processing or preparation will be by hourly rates. Reproduction, shipping, sub-consultant, and other fees paid by the office on behalf of the client shall be billed at cost plus fifteen percent (15%). Samples (excluding compression) will be discarded 30 days after completion of the subject laboratory testing unless a storage fee is negotiated.

Invoices are due upon receipt and considered to be past due after thirty days.
This fee schedule applies to services provided from March 1, 2011 until further notice.



**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
MARCH 6, 2012**

AGENDA NO.

ORIGINATED BY: Lauren Gill, Assistant Town Manager *LG*
REVIEWED BY: Charles L. Rough, Jr., Town Manager *CR*
SUBJECT: Ratify Town Manager's Decision to Proceed with a Contract for Spota Engineering for Third Party Reviews on Construction Easements for the Pearson Road/Recreation Drive Intersection Project

COUNCIL ACTION REQUESTED:

Ratify the contract between the Town of Paradise and Spota Engineering

BACKGROUND:

The Town of Paradise has begun the process of obtaining rights-of-way and temporary construction easements for the Pearson Road/Recreation Drive project). One of the initial steps in the process was to obtain appraisals for any land that the Town will require as a right-of-way and/or temporary construction easement. This phase was completed by Pattison and Associates, Inc. as part of our MRO contract.

The next step, which is a Caltrans requirement, is a third party review of the appraisals. The third party reviewer is a licensed, certified appraisal who is qualified, or at least well-versed, in the Caltrans requirements.

DISCUSSION

In keeping with the Town's procurement policy, and also to move the process as quickly as possible, staff contacted six appraisers/firms for price quotes. As there is a lot of work, and not much compensation involved with the third party review, four of the six firms were not interested in the assignment. (See chart on next page.)

Two qualified firms did respond, Evans Appraisals out of Chico, and Henry Spoto of El Macero, California. Although Evans was the low bidder, he was not agreeable to a "not to exceed" estimate, which is not acceptable for Town contracts. Also, there was a large discrepancy in the turn-around times between the two proposals. Because time is of the essence in the right-of-way process, and because the cost for the reviews are funded out of federal CMAQ funds, the Town Manager signed the contract with Henry Spoto and staff is now requesting that Council ratify the contracts.

Evans, Michael	Evans Appraisal Service 1014 Sheridan Ave. Chico, CA 95927	Rural, Ag, other	Proposal = Estimated at \$6,000.00. 30 days to complete
Hamm, Scott	Scott S. Hamm, MAI 1280 E. 9th Street, Suite. B Chico, CA 95927	Ag, Commercial, subdivisions, industrial, special use.	Not interested
Spoto, Henry	Henry Spoto 44652 Country Club Drive El Macero, CA 95618	R/W Services Review Appraisal Services	Proposal = Not to exceed \$6,750.00. 12 days to complete
Tom Riled	Tom Riled Appraisal Services	Appraisal Services	Not interested
	Azevedo and Associates 2315 Lincoln Blvd. Oroville, CA 95966	Appraisal Services	Not interested
Peters, Greg T.	North Valley Land Service 220 W. 6th Street Chico, CA 95928	Appraisals, Acquisitions	Not interested

FINANCIAL IMPACT

The contract amount is \$6,750.00 to be taken out of CMAQ funding. There is no impact to the General Fund.

ATTACHMENTS:

Contract between the Town of Paradise and Henry Spoto.

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into on February 16, 2012, by and between the Town of Paradise, a municipal corporation ("Town") and Henry Spoto Jr. (Consultant).

RECITALS

- A. Consultant is specially trained, experienced and competent to perform the special real property appraisal services which will be required by this Agreement; and
- B. Consultant possesses the skill, experience, ability, background, certification, and knowledge to provide the services described in this Agreement on the terms and conditions described herein.
- C. Town desires to retain Consultant to render professional appraisal services as set forth in this Agreement.

AGREEMENT

1 SCOPE OF SERVICES.

The Consultant shall furnish the following services in a professional manner under this Agreement:

Consultant shall perform all professional appraisal services under this Agreement as directed by Town's Assistant Town Manager. Consultant's services and any of its Town-approved sub-consultants shall perform all services in accordance with Exhibit "A" that is attached hereto and incorporated herein by reference. Consultant shall provide the services at the place and in the manner specified in Exhibit "A", subject to the direction of the Town through its staff that it may provide from time to time.

1.1 Town Obligations

All data applicable to the project and in possession of the Town are to be made available

to the Consultant.

2 TIME OF PERFORMANCE.

The services of Consultant shall commence on February 21, 2012, and shall be completed by March 8, 2012. However, Consultant is not responsible for delay from causes beyond his control.

3 COMPENSATION.

Consultant's compensation for all services under this Agreement shall not exceed \$6,750.00 and shall be in accordance with the charges set forth in Exhibit "B". In no event shall Consultant's compensation exceed Costs and Fees set forth in Exhibit "B" without the prior approval of the Town Council. .

4 METHOD OF PAYMENT.

Consultant shall submit monthly billings, or progress invoices to Town describing the work performed during the preceding month. Consultant's bills, or invoices shall include a brief description of the services performed, the date the services were performed, the number of hours spent and by whom, and a description of any reimbursable expenditures and segregated by test methods or by specific tasks. Town shall pay Consultant progress payments no later than 30 days after approval of the monthly invoice by Town staff. Approval of the monthly invoice requires the submittal of certified payrolls when prevailing wages rates are in effect for work done during applicable month. Certified payrolls are to be submitted on a weekly basis and within ten days after the week in question.

4.1 Retention Of Payment

When payments made by Town equal 95% of the maximum fee provided for in this Agreement, no further payments shall be made until the final work under this Agreement,

or for each individual project relating to the consultant's services has been accepted by the Town.

4.2 Contingent Fee

The Consultant warrants, by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Consultant for the purpose of securing business. For breach or violation of this warranty, the State has the right to annul this Agreement without liability, pay on the value of the work actually performed, or in its discretion, to deduct from the agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

4.3 Retention Of Records/Audit

4.3.a For the purpose of determining compliance with Public Contract Code Section 10115, et seq. And Title 21, California Code of Regulations, Chapter 21, Section 2500 et. seq., when applicable, and other matters connected with the performance of the Agreement pursuant to Government Code Section 8546.7, the Consultant, subconsultants, and the State shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the performance of the Agreement, including but not limited to, the costs of administering the agreement. All parties shall make such materials available at their respective offices at all reasonable times during the Agreement period and for three years from the date of final payment under the Agreement. The State, the State Auditor, FHWA, or any

duly authorized representative of the Federal government having jurisdiction under Federal laws or regulations (including the basis of Federal funding in whole or in part) shall have access to any books, records, and documents of the Consultant that are pertinent to the Agreement from audits, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

4.3.a Any subcontract in excess of \$25,000, entered into as a result of this Agreement, shall contain all the provisions of this Section.

5 EXTRA WORK.

At any time during the term of this Agreement, Town may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by Town to be necessary for the proper completion of Consultant's services, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without prior written authorization from Town.

6 TERMINATION.

This Agreement may be terminated by the Town immediately for cause or by either party without cause upon fifteen (15) days written notice of termination. Upon termination, Consultant shall be entitled to compensation for services properly performed up to the effective date of termination.

7 OWNERSHIP OF DOCUMENTS.

All reports, plans, studies, documents, and other writings prepared by and for Consultant, in the course of implementing this Agreement, except working notes and internal documents, shall become the property of the Town upon payment to Consultant for such work, and the Town shall have the sole right to use such materials in its discretion

without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents, and other writings to Town within three (3) days after written request. Consultant shall not be responsible for liabilities, losses, or claims resulting from unauthorized modifications, or reuse other than original intended purpose.

8 LICENSING OF INTELLECTUAL PROPERTY.

This Agreement creates a nonexclusive and perpetual license for Town to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in documents or works of authorship fixed in any tangible medium of expression, including, but not limited to, data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents and Data"). Consultant represents and warrants that Consultant has the legal right to license any and all Documents and Data. Consultant makes no such representation and warranty in regard to Documents and Data which may be provided to Consultant by Town. Town shall not be limited in any way in its use of the Documents and Data at any time.

8.1 Confidentiality.

All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of Town, be used by Consultant for any purposes other than the performance of the services under this Agreement. Nor shall such materials be disclosed to any person or entity not connected with the performance of the services

5 of 14

under this Agreement. Nothing furnished to Consultant, which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use Town's name, seal, or photographs relating to project for which Consultant's services are rendered, or participate in any publicity pertaining to the Consultant's services under this Agreement in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of Town.

8.2 Consultant's Books and Records.

- 8.2.a Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, expenditures and disbursements charged to Town for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant to this Agreement.
- 8.2.b Consultant shall maintain all documents and records which demonstrate performance under this Agreement for a minimum of **three (3) years**, or for any longer period required by law, from the date of termination or completion of this Agreement.
- 8.2.c Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the Town Manager, Town Attorney, Town Finance Director, or a designated representative of these officers. Copies of such documents shall be provided to the Town for inspection at Town Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the

records shall be available at Consultant's address indicated for receipt of notices in this Agreement.

8.2.d Where Town has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, Town may, by written request by any of the above named officers, require that custody of the records be given to the Town and that the records and documents be maintained by Town Hall.

9 INDEPENDENT CONTRACTOR.

It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the Town. Consultant shall obtain no rights to retirement benefits or other benefits which accrue to Town's employees, and Consultant hereby expressly waives any claim he may have to any such rights.

10 INTEREST OF CONSULTANT.

Consultant (including principals, associates, and professional employees and subcontractors) covenants and represents that he does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further covenants and represents that in the performance of his duties hereunder no person having any such interest shall perform any services under this Agreement.

Consultant is not a designated employee within the meaning of the Political Reform Act because

Consultant:

- a. will conduct research and arrive at conclusions with respect to his rendition of information, advice, recommendation, or counsel independent of the control and direction of the Town or any Town official, other than normal agreement monitoring; and
- b. possesses no authority with respect to any Town decision beyond rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)

11 PROFESSIONAL ABILITY OF CONSULTANT.

Town has relied upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall have Henry Spoto manage and approve the work of all persons performing professional services under this Agreement. All work performed by Consultant under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

12 COMPLIANCE WITH LAWS.

Consultant shall use the standard of care in his profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations.

13 LICENSES.

Consultant represents and warrants to Town that he has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature, which are legally required of Consultant to practice his profession. Consultant represents and warrants to Town that Consultant shall, at his sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, certifications, insurance and approvals

which are required by the Town for its business.

14 INDEMNITY.

Consultant agrees to defend, indemnify and hold harmless the Town, its officers, officials, employees and volunteers from and against any and all claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all costs and expenses in connection therein), arising from his negligent performance, misconduct or omissions relating to the services under this Agreement or his failure to comply with any of his obligations contained in this Agreement, except for any such claim arising from the sole negligence or willful misconduct of the Town, its officers, agents, employees or volunteers.

15 INSURANCE REQUIREMENTS.

Consultant, at Town's own cost and expense, shall procure and maintain, for the duration of the Agreement, the insurance coverage and policies as set forth in Exhibit "C" attached hereto.

16 NOTICES.

Any notice required to be given under this Agreement shall be in writing and will either be served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to Town: Lauren Gill
 Assistant Town Manager
 Town of Paradise
 5555 Skyway
 Paradise, CA 95969

If to Consultant: Henry Spoto

Spoto & Spoto
44652 Country Club Drive
El Macero, Ca. 95618

17 ENTIRE AGREEMENT.

This Agreement constitutes the complete and exclusive statement of Agreement between the Town and Consultant. All prior written and oral communications, including correspondence, drafts, memoranda, and representations are superseded in total by this Agreement.

18 AMENDMENTS.

This Agreement may be modified or amended only by a written document executed by both Consultant and Town and approved as to form by the Town Attorney.

19 ASSIGNMENT AND SUBCONTRACTING.

The parties recognize that a substantial inducement to Town for entering into this Agreement is the professional reputation, experience, and competence of Consultant. Assignments of any or all rights, duties, or obligations of the Consultant under this Agreement will be permitted only with the express prior written consent of the Town. No subcontractors shall work under this Agreement without the prior written authorization of the Town. If Town consents to such subcontract, Consultant shall be fully responsible to Town for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between Town and a subcontractor of the Consultant nor shall he create any obligation on the part of the Town to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise required by law. Subcontracts shall physically contain the provisions contained in Federal Form 1273.

20 WAIVER.

Waiver of a breach or default under this Agreement shall not constitute a continuing

waiver of a subsequent breach of the same or any other provision under this Agreement.

21 SEVERABILITY.

If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

22 CONTROLLING LAW VENUE.

This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Agreement shall be held exclusively in a state court in the County of Butte.

23 LITIGATION EXPENSES AND ATTORNEY'S FEES.

If either party to this Agreement commences any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

24 MEDIATION.

The parties agree to make a good faith attempt to resolve any disputes arising out of this Agreement through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and shall divide the costs of mediation equally. If the parties are unable to agree upon a mediator, the dispute shall be submitted to American Arbitration Association (AAA) or his successor in interest. AAA shall provide the parties with the names of five qualified

25 MEDIATORS.

The Town and Consultant shall meet to select a mediator by each striking the names of two different proposed mediators and thereafter the mediator remaining shall hear the

dispute. If the dispute remains unresolved after mediation, either party may commence litigation.

26 EXECUTION.

This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

27 AUTHORITY TO ENTER AGREEMENT.

Consultant has all requisite power and authority to conduct his business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

28 PROHIBITED INTERESTS.

Consultant maintains and warrants that he has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that he has not paid nor has he agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, Town shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of Town, during the term of his or her service with Town, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising there from.

29 EQUAL OPPORTUNITY EMPLOYMENT.

Consultant represents that he is an equal opportunity employer and he shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, disability, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

IN WITNESS WHEREOF the parties have cause this Agreement to be executed on the date first written above.

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TOWN OF PARADISE

Name of Consultant's Firm/Business

By: _____

Charles L. Rough, Jr., Town Manager

By: _____

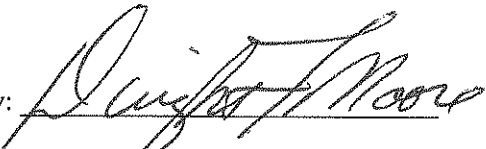
Title: _____

By: _____

Steve, "Woody" Culleton, Town Mayor

APPROVED AS TO FORM:

ATTEST:

By: 
Dwight L. Moore, Town Attorney

By: _____

Joanna Gutierrez, Town Clerk

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EXHIBIT "A"

Scope of Services

Exhibit A

EXHIBIT "A"

Consultant shall perform the following services:

Third party review of the appraisal report submitted by Pattison & Associates, INC using the various standards prescribed by the Federal and State Uniform Acts, FHWA, FTA, Caltrans appraisal procedures, USPAP & California Eminent Domain codes.

Complete a check list that lists the various requirements of the appraisal report to be used as a review the report.

Supply the Town of Paradise with a summary of the appraisal process and written comments regarding any omissions or problems with the appraisal report such as lack of reasonable support for the appraisal conclusions.

EXHIBIT "B"

Compensation

Exhibit B

EXHIBIT "B"

Consultant shall receive compensation for appraisal review work as follows:

Hourly rate \$150.00 for appraisal review work including field reviews, meetings, appraisal review memos and discussion with the appraisers and final appraisal review reports that include Review Certificates. Fee based on the hourly rate of \$150.00 for the review of 12 real estate appraisals on this project is not to exceed \$6,750.00.

EXHIBIT "C"

Insurance Coverage Requirements

EXHIBIT "C"

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) Coverage Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance if consultant has employ (s).
4. Errors and Omissions liability insurance appropriate to the consultants profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and omissions liability: \$1,000,000 per claim & \$1,000,000 aggregate.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions exceeding \$25,000 must be declared to and approved by the Town. At the option of the Town, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the Town guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Town, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance respects the Town, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Town, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Town.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than A: VII, unless otherwise acceptable to the Town.

Verification of Coverage

Consultant shall furnish the Town with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the Town or on other than the Town's forms provided, those endorsements conform to Town requirements. All certificates and endorsements are to be received and approved by the Town before work commences. The Town on reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required.



**Town of Paradise
Council Agenda Summary
Date: March 6, 2011**

Agenda Item: 5(a)

Originated by: Lauren Gill, Assistant Town Manager

Reviewed by: Charles L. Rough, Jr., Town Manager

Subject: **2nd Public Hearing and review of the DRAFT CDBG
2012-2013 Annual Action Plan**

Council Action Requested:

1. Conduct 2nd public hearing on the Community Development Block Grant Program's 2012-2013 Annual Action Plan; AND
 2. Review the DRAFT 2012-2013 Annual Plan
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Background:

As a HUD established entitlement community, the Town of Paradise receives annual Community Development Block Grant (CDBG) funding from the Department of Housing and Urban Development (HUD). HUD determines the amount of each entitlement grant by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing and population growth lag, in relationship to other metropolitan areas. The Town has not yet received official notification of its funding allocation for the 2012-2013 program year, but it is estimated that HUD will allocate approximately \$157,935, to the Town of Paradise.

As a condition of funding, the Town must establish an Annual Plan outlining how the community will use its CDBG funds. The public review process requires two public hearings to be held during the course of the Annual Plan process to solicit public input and comments into the budget process.

Since 1994, the Town of Paradise has received CDBG funding for activities that further community and economic development; provide improved community facilities and services; and provide affordable housing opportunities to low and disadvantaged residents. Each activity except planning and administrative activities, must meet one of the CDBG program's three broad National Objectives:

1. Benefit low and moderate income persons,
2. Aid in the prevention or elimination of slums or blight, or
3. Meet community development needs having a particular urgency.

The types of activities that meet the national objective will encompass the following

basic qualifiers:

Area benefit activities: An activity can be area-wide meaning that the benefits are available to all the residents of a particular area where at least 51 percent of the residents are low and moderate income persons. The service area must be primarily residential, and the activity must meet the identified needs of low-and-moderate income persons.

Limited clientele activities: An activity can be “limited clientele,” which means that the activity benefits a certain, limited clientele that is at least 51 percent low income. An example of this would be our housing programs. We have to document and verify income to ensure that each client is eligible.

Housing activities: An activity carried out for the purpose of providing or improving permanent residential structures, which upon completion, will be principally occupied by low and moderate income households.

Job creation or retention activities: An activity designed to create or retain permanent jobs where at least 51% of that, computed on a full-time equivalent (FTE) basis, involves the employment of low and moderate income persons. Potentially eligible activities include: construction of a business incubator designed to offer space and assistance to new firms to help them become viable small businesses; loans to pay for expansion. Special conditions apply to use the funds for this purpose and usually require extensive records, limiting stipulations placed on the business concern, and heavy monitoring by the agency.

Slum Blight Removal. Activities under this category must meet ALL of the following criteria: (1) The area delineated by the grantee must meet a definition of a slum, blighted, deteriorated or deteriorating area under state or local law; (2) there must be a substantial number of deteriorated buildings through the area; and (3) the activity must address one or more conditions that contributed to the deterioration of the area. Boundaries, designations, inspections and detailed rehabilitation records must be kept.

On top of the above qualifiers, there is a list of basic eligible activities and ineligible activities that can be carried out using CDBG funds. (Government Code Section 570.201)

Basic Eligible Activities include: Acquisition/disposition of real property; public facilities acquisition, construction and rehabilitation; Public Services; Payment of costs in support of activities eligible for funding under the HOME program; Housing Assistance for low/mod income families; and micro-enterprise assistance.

Discussion:

We currently do not have in the final funding allocations from HUD and this is intended purely as a draft. The final annual plan will include the subrecipient determinations and

all final funding allocations.

Annual Action Plan and Public Meetings:

Over the next several weeks, staff will draft the Annual Action Plan outlining the spending plan for the upcoming fiscal year. Residents are encouraged to participate in the plan's development. In addition, the plan will be available for public comment prior to its adoption by Council and submission to the U.S. Department of Housing and Urban Development. The dates of the comment period and public hearings are as follows:

- **Public Hearing:** Tuesday, March 6, 2012 at 6:00 p.m., or as soon thereafter as possible, in the Town Hall Council Chambers at 5555 Skyway, Paradise, California. This public hearing is to solicit suggestions and/or comments from the public regarding the 2012-2013 CDBG funding priorities and outlines general information about the CDBG program. The public is encouraged to submit written comments on any aspect of the CDBG funding to Lauren Gill, 5555 Skyway, and Paradise, CA 95969.
- **The Draft Annual Plan** will be available to the public on March 6, 2012. The public comment period is from March 6th through April 6, 2012. Written comments should be addressed to Lauren Gill, 5555 Skyway, Paradise, CA 95969.
- **Town Council on the final Annual Plan:** Tuesday, May 1, 2012, at 6:00 p.m., or as soon thereafter as possible, in the Town Hall Council Chambers at 5555 Skyway, Paradise, California. The Council will adopt the final 2012-2013 Annual Plan and receive additional public comment at this time.

Financial Impact:

The impact of this agenda item and subsequent actions related to the CDBG Program is positive, as it will result in the award of approximately \$157,935 in federal funds. There is no impact to the General Fund.

Staff Recommendation:

Conduct 2nd public hearing on the Community Development Block Grant Program's 2012-2013 Annual Action Plan and review the DRAFT 2012-2013 Annual Plan.



Third Program Year **DRAFT** Action Plan – 2012-2013

The CPMP Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

The Town of Paradise, through its Community Development Block Grant (CDBG) program, has developed a strategy that focuses on cultivating Paradise as a viable community by providing decent housing, a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons.

As decent and safe, affordable housing is an important component of a communities' housing stock, the Town is working in conjunction with several Town agencies on the Paradise Community Village project. This development will provide 36 affordable rental housing units. The project applicant has received a HOME grant and will begin the infrastructure portion of this important collaborative project. The project will include soccer fields, a skate park, and some market rate housing units. CDBG funds are slated as viable and important aspects of this much needed community facility.

This year the Town will also support low and moderate income homeowners who need repairs to their home, and low income first-time homebuyers who are seeking downpayment assistance to purchase a home.

2012-2013 Staff Recommended Funding Breakdown:

Program Administration	20%
Public Facilities	30%
Housing	35%
Public Services	up to 15%
TOTAL:	\$157,935

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.

The Town of Paradise is a small mountain community with a mixture of uses and socioeconomic levels. Racial/minority and economic concentrations are not found in Paradise, as families tend to locate socio-economically, rather than racially. Affordability sets the pattern for population concentrations in Paradise. Primarily the two canyons bounding Paradise on the east and west contain the wealthiest constituents and low-to-moderate income families are located throughout Town.

Funds in the Town's housing programs are spent Town-wide and serve low-to-moderate income families. The sluggish housing economy has created a need in all aspects of the housing industry. Homeowners, homebuyers, contractors, lenders, realtors, etc. will benefit by the investment in housing repairs and mortgage assistance programs.

The two commercial corridors which follow the two main arterials through Town contain mainly micro-businesses. Historically, the Town's economic base has been low and extremely underserved. In Program Year 2008-2009, the Town allocated approximately 45% of its CDBG funds to stimulating and grow the economy by investing in a micro-business incubator program with a matching loan from the USDA Regional Business Enterprise Grant Program. Unfortunately, the Town was unable to secure USDA Grant Funds. The Town Council will be considering whether to move these funds to another high priority project.

Last year the Town proposed investing CDBG dollars for commercial rehabilitation, as building infrastructure is very old, unsafe, and not environmentally sound. Due to the economy and the struggling commercial real estate market, there have not been many businesses financially able to participate in this program. Because the Town must ensure that funds are spent in a timely manner, the Town Council may consider moving these funds to a more pressing, high priority project.

2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.

The Town of Paradise is a very eclectic community. The assorted housing types and conditions scattered throughout the community make it difficult and counter-productive to concentrate efforts into one or two specific neighborhoods. The Town's neighborhoods are not that well defined. Therefore, providing housing funds on a town-wide basis is the best approach.

Community groups that receive subrecipient funding, operate throughout the Town; therefore, their funding must also be available to serve client needs on a Town-wide basis. The Ridge Family Resource Center is centrally located on the Town's main street. It's location is such that most residents drive by there on their way to or from almost any destination.

3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

Although the Town has been receiving CDBG funds since 1994, there is still a need for affordable housing, better jobs, and a support system that can help underserved needs of residents from a position of need to one of self-sufficiency. There are still unmet needs in Paradise especially related to elder care, affordable housing, and support for at-risk youth. Another obstacle facing this area is the lack of an efficient public transportation system. The local community will also experience a cut in services from local non-profit agencies, as they are dealing with major reductions from the state and other sources in their budgets (Community Needs Stakeholder Meeting, 2010).

4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

The Town applied for and received a \$800,000 HOME grant in 2010, which will also be used to support owner-occupied housing rehabilitation and first time homebuyer programs. In addition, we applied for a \$1,000,000 Cal-HOME grant in late 2011 and are expecting to hear on approval status by May 2012. A \$700,000 grant for HOME will have an open application period in the summer 2012 and we also intend to apply for these funds.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.

The Town of Paradise is the lead agency responsible for administering the programs covered by the consolidated plan.

2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.

The annual plan process is a public process coordinated by the Town staff. The Town follows the prescribed citizen participation process when developing the Annual Plan. Town staff held stakeholder meetings, public hearings, conducted surveys and met with individuals and groups to collaborate and coordinate efforts and resources. As a relatively small community, it is easy to stay connected with other groups and citizens.

3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

The Town will focus on collaboration between government agencies; local non-profits; community needs organizations, and local businesses. The town will continue to work with stakeholder and other community service agencies, and organizations.

Town staff is also currently in partnership with the Paradise Community Village in the development of a 45+ acre parcel. The Town of Paradise has made a financial commitment to the wastewater treatment facility component of the overall affordable housing development. Thirty six affordable housing units will be constructed by CHIP-Community Housing Improvement Program in Phase I.

The Town of Paradise holds an annual forum for lenders/realtors to promote and educate community stakeholders regarding the first time homebuyers program. This ensures that all agencies and individuals involved with the Town's housing programs follow the guidelines set forth by HUD and Housing and Community Development (HCD).

The Town collaborates with the Chamber of Commerce in many ways to share information, provide services and support, and initiates programs and policies that benefit the local business community.

Citizen Participation

1. Provide a summary of the citizen participation process.

A public notice was published in the Paradise Post on February 4, 2012 outlining the noticing requirements of the Citizen Participation Plan and Annual Plan. The public notice announced the two public hearings that allowed citizens the opportunity to comment and make suggestions on the development of the 2012-2013 Annual Action Plan.

- **1st Public Hearing:** Tuesday, February 7, 2012 at 6:00 p.m. The public hearing was held to solicit suggestions and/or comments from the public regarding the 2012-2013 Annual Plan funding priorities.

- **2nd Public Hearing:** Tuesday, March 6, 2012 at 6:00 p.m. The Draft Annual Action plan was available for review by the Council and the public on this date. The hearing initiated a 30-day public comment period.
- **30-Day Public Comment Period:** March 6th-April 6th, 2012. The Draft Annual Action Plan was available for public review at the following locations, Paradise Public Library, Senior Center, Family Resource Center, Paradise Chamber of Commerce, Town Hall and on the Town's website, www.townofparadise.com.
- **Council Meeting:** Tuesday, Provide a summary of efforts made to broaden public participation, including outreach May 8, 2012, at 6:00 p.m. The Council reviewed the final draft of the 2012-2013 Annual Plan, adopted the Plan and approved submission to HUD.

2. Provide a summary of citizen comments or views on the plan.

No public comments were received on the 2012-2013 Annual Plan.

3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.

The Town posted the public hearing notice in the Paradise Post and made it available on the Town's website. Community Service organizations were given information about the Annual Plan process and were encouraged to discuss these projects with individuals who visit their organizations. The draft plan was made available for review at the above mentioned locations, all of which are accessible to persons with disabilities.

4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

The Town Institutional Structure is as follows:

5 member Town Council

- Holds public hearings on Consolidated Plan, Annual Plans and CAPER reports
- Approves funding for Public Service Agencies

The Town of Paradise, Business and Housing Services staff provides the main administrative and project management duties over the CDBG program. The

BHS Staff is under the management of the Town Manager. Staff prepares the Consolidated Plan, Annual Plans and Consolidated Annual Performance Evaluation Reports (CAPER) for each CDBG program year. The oversight of the CDBG program is provided by the five-member Town Council whom are elected officials voted in by the citizens of Paradise. All reports and plans are reviewed by Council before submitted to HUD.

The Paradise Community Village rental housing project united several organizations that are working cooperatively for the betterment of the community. The degree of commitment and cooperation needed to move this project forward establishes a new paradigm in institutional structure and brings community resources together in a whole new way.

The Town works closely with non-profit organizations in the area that provide specific programs to the citizens of Paradise. These organizations provide services to very low-, low- and moderate-income residents, including the frail and elderly, mentally disabled, physically disabled, homeless, and at-risk youth. These organizations submit funding requests to the Town to qualify for money that comes out of the Community Needs Category. Up to 15% of annual funding is set-aside for these organizations. Once applications for grant funding are received and reviewed by staff, they go through a competitive review process and recommendations are decided by a funding committee and forwarded to the Town Council for final approval.

Once funding decisions are made, organizations are required to sign a contract with the Town outlining the rules and regulations of public service funds. They are required to submit the required documents and reference material related to grant funding. After the contract is signed, the organizations submit quarterly and year end reports for staff review. Organizations are audited and staff performs site visits on a yearly basis. If organizations are not submitting reports on-time or are unable to follow through with program requirements, staff will monitor the organizations to make sure that HUD regulations are being met, or funding is relinquished.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Staff works closely with sub-grantees to ensure program compliance. Town staff will be meeting with sub-grantees on a quarterly basis to work through the performance measurement requirements and to ensure their compliance with program regulations.

The Town also cooperates in annual independent audits and receives monitoring visits from the State. These audits and monitoring visits educate and inform the Town on its processes and procedures and help to ensure long term compliance with program requirements.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

The Town's mortgage subsidy program and residential rehabilitation program comply with federal regulations regarding lead testing, containment, and abatement.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Although the housing prices have fallen over the past four years, affordability for low income persons is still an issue.

The decline in property values will prevent many low income persons from being able to afford major home repairs. Deferred maintenance becomes an issue, especially in the Town's older housing stock which tends to need more attention. The Town will continue to fund home repair programs for low and moderate income families. These funds benefit homeowners as well as local contractors, building suppliers and others related to the housing industry.

The Town will also continue to fund a mortgage assistance program for low-to-moderate income home buyers. These funds benefit those involved in the housing industry, including lenders, realtors, etc.

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

The Butte County Housing Authority provides Section 8 vouchers and public housing assistance to the residents of Butte County. At this time the Town has one public housing apartment building. This public housing complex is supported by Housing Authority funds.

The Town and Housing Authority share information on needs and works collaboratively, when needed, to address the needs of the community. The Housing Authority holds public meetings for their clients. These meetings are well attended and comments and needs are recorded and prioritized.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

The Town of Paradise updated its Housing Element, which was completed in 2010 and submitted to the California Housing and Community Development Department. As a part of that process, the Town identified both barriers and deficiencies in the Town's housing efforts. The Town also looked at current policies, available land, citizen needs and demands to assist the Town in addressing any barriers to affordable housing that may exist.

The development of the Paradise Community Village, Phase I project has been a marked step towards providing affordable housing for residents of the Town of Paradise.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.

3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
 - a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

The Town of Paradise submitted an application for HOME funds in 2010, and was awarded the contract.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.

1. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
2. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
3. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
4. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

In 2009, the Butte County Continuum of Care coalition received \$105,000. This funding will support a coordinator who will coordinate the efforts to serve homelessness in the County. A 2010 homeless survey was completed through this effort. The total funding for the Chico/Paradise area is listed below:

**CA-519 - Chico/Paradise/Butte County
CoC**

Butte County CoC HMIS Project	SHPR	\$105,000
Esplanade House Phase 2 - Permanent Housing SHP	SHPR	\$45,880
Esplanade House Transitional Housing SHP	SHPR	\$53,946
Total:		\$204,826

The Town will continue to supporting the efforts of the Butte County Continuum of Care. The Continuum of Care program works with the local homeless population and facilitates the coordination of services to these individuals. They identify the gaps in services and apply for additional funding resources to meet these needs. The Town will continue to help fund the Family Resource Center's Self Sufficiency Fund which provides interim assistance for residents of Paradise that are in danger of losing their homes or need assistance paying for food and rent. This program has assisted 596 individuals and/or families during the 2011-2012 program year. The Town also supports the Community Housing Improvement Program's Credit Counseling Program which provides residents of Paradise with information

about improving credit and finding ways to insure that those who may be losing their home- find a means to help them stay in their home.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

N/A

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

The town's non-housing community development needs are as follows:

1. Economic development
2. Public facilities
3. Public services
4. Public improvements

The Town of Paradise has adopted program objectives that mirror HUD's primary objectives of decent housing, expanded economic opportunities, and achieving a suitable living environment. The Town will focus funding towards needed infrastructure in the downtown area, which will go a long way towards business growth and job creation. Needed infrastructure includes a wastewater treatment facility, improved streets, pedestrian improvements, parking and other amenities conducive to a successful downtown. Additionally, Town staff will continue to work closely with the Paradise Community Village partnership to ensure the construction of 36 affordable housing units in Phase I, as well as the other aspects of the development that assist or benefit low and moderate-income residents.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

The Town's non-profits work with social service agencies to address needs of low and very low income individuals and families. The Town collaborates with these groups to provide assistance in the form of subrecipient funding and to ensure that services are available to help reduce poverty and the effects of poverty.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

The Town intends to continue to work with local care providers, to provide social, employment, recreational and health care opportunity for our special needs population. The Town will also support local efforts to obtain other funds that support the special needs community.

TOWN OF PARADISE
Council Agenda Summary
Date: March 6, 2012

AGENDA ITEM 5(b)

ORIGINATED BY: Craig Baker, Community Development Director

REVIEWED BY: Charles L. Rough, Jr., Town Manager

SUBJECT: Public Hearing: Council Consideration of a Resolution Adopting the Town of Paradise Master Bicycle and Pedestrian Plan, March, 2012

COUNCIL ACTION REQUESTED: Upon conclusion of the public hearing, adopt a **MOTION TO:**

1. Adopt Town Resolution No. 12-____, "A Resolution of the Town Council of the Town of Paradise Rescinding Resolution No. 06-53 and Adopting the Town of Paradise Master Bicycle and Pedestrian Plan, March 2012"; **OR**
2. Adopt an alternative directive to town staff.

BACKGROUND: On February 7, 2012 the Town Council directed staff to transmit a Draft Town of Paradise Master Bicycle and Pedestrian Plan to The Butte County Association of Governments (BCAG) for review. On February 9, 2012, BCAG staff indicated to Town staff that the content of the draft plan was in compliance with California State Streets and Highways Code Section 891.2 and with the BCAG Regional Transportation plan. BCAG staff further indicated that written certification of such compliance would be provided to the Town upon formal adoption of the plan by the Town Council.

The Town of Paradise Master Bicycle and Pedestrian Plan was last adopted by Town Council resolution action on October 24, 2006. The Town of Paradise needs a current (no more than five years old) and comprehensive "bicycle transportation plan" in order to be eligible to compete for State of California funds for local bicycle facilities projects.

DISCUSSION: The purpose of this agenda item is for you to consider adoption, via the attached Town Council resolution document, of the final proposed Town of Paradise Master Bicycle and Pedestrian Plan. Town Council adoption of the updated plan will establish eligibility for the Town to seek State of California Bicycle Transportation Account (BTA) funding to help to improve safety and convenience for local bicycle commuters as well as recreational users of local bicycle facilities.

BTA funding applications for the 2012/13 funding cycle are due for submittal to CalTrans' District Local Assistance offices by April 27, 2012 and must include the following elements:

1. A copy of the final adopted Town of Paradise Master Bicycle and Pedestrian Plan accompanied by the associated Town Council resolution document.
2. Evidence of BCAG certification that the “plan” complies with the Streets and Highways Code Section 891.2 and the BCAG regional transportation plan.

Attached with this council agenda summary for your review and recommended adoption via Town Council resolution adoption is a copy of a proposed Town of Paradise Master Bicycle and Pedestrian Plan in its final form.

FINANCIAL IMPACT: Adoption of the proposed final Town of Paradise Master Bicycle and Pedestrian Plan will have no direct nor immediate impact upon the Town’s general fund.

Attachments

J:\.....cdd\agn-sum\bike2012.sum

TOWN OF PARADISE

RESOLUTION 12-_____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
RESCINDING RESOLUTION NO. 06-53 AND ADOPTING THE TOWN OF
PARADISE MASTER BICYCLE AND PEDESTRIAN PLAN, MARCH, 2012**

WHEREAS, Resolution No. 06-53, establishing a “Town of Paradise Master Bicycle and Pedestrian Plan” was adopted on October 24, 2006; and

WHEREAS, the Town of Paradise needs a current and comprehensive adopted “bicycle transportation plan” in order to be eligible to compete for State of California funds for local projects that improve safety and convenience for local bicyclists; and

WHEREAS, an objective of the Town adopted 1994 Paradise General Plan directs efforts to revise and update the Paradise “bicycle transportation plan” as necessary, and

WHEREAS, a comprehensively revised and updated “Town of Paradise Master Bicycle and Pedestrian Plan” dated March 2012 has been generated and proposed for formal adoption by the Town of Paradise, and

WHEREAS, on March 6, 2012, the Town Council held a duly noticed public hearing concerning the proposed “Town of Paradise Master Bicycle and Pedestrian Plan,” dated March 2012.

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

Section 1. In accordance with the California Environmental Quality Act (CEQA), it has been determined that implementation of the proposed Town of Paradise Master Bicycle and Pedestrian Plan is categorically exempt from environmental review pursuant to CEQA Guidelines section 15304(h) and will not have a significantly adverse environmental impact.

Section 2. Town Resolution No. 06-53 is hereby rescinded.

Section 3. The “Town of Paradise Master Bicycle and Pedestrian Plan, March 2012,” on file in the office of the Town Clerk and incorporated herein by reference and made a part hereof this resolution is hereby adopted.

RESOLUTION NO. 12-_____

Section 4. The adopted "Town of Paradise Master Bicycle and Pedestrian Plan, March 2012" is hereby certified to be in compliance with Streets and Highways Code Section 891.2 and the BCAG Regional Transportation Plan.

PASSED AND ADOPTED by the town council of the Town of Paradise this 6th day of March, 2012, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Steve "Woody" Culleton, Mayor

ATTEST:

By: _____
Joanna Gutierrez, Town Clerk

APPROVED AS TO FORM:

By: _____
Dwight L. Moore, Town Attorney

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: _____

From: (Public Agency): Town of Paradise
5555 Skyway

Paradise, CA 95969

(Address)

Project Title: Town of Paradise Master Bicycle and Pedestrian Plan

Project Applicant: Town of Paradise

Project Location - Specific:

Within the Town of Paradise jurisdictional boundaries.

Project Location - City: Paradise Project Location - County: Butte

Description of Nature, Purpose and Beneficiaries of Project:

Town Council adoption by resolution of the Town of Paradise Master Bicycle and Pedestrian Plan intended to guide the development of bicycle and pedestrian facilities within the Town of Paradise.

Name of Public Agency Approving Project: Town of Paradise

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

Exempt Status: (check one):

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☒ Categorical Exemption. State type and section number: Class 4, section 15304(h)
- ☐ Statutory Exemptions. State code number: _____

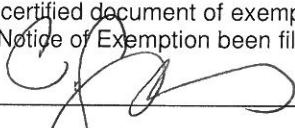
Reasons why project is exempt:

All proposed bicycle paths are located within existing rights-of-way. Any activity promoted by the plan and determined not to be exempt will be reviewed in the context of the California Environmental Quality Act.

Lead Agency
Contact Person: Craig Baker Area Code/Telephone/Extension: 530-872-6291

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature:  Date: 2/28/12 Title: CDD Director

☒ Signed by Lead Agency ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Revised 2011

TOWN OF PARADISE

MASTER BICYCLE AND PEDESTRIAN PLAN



March, 2012

TOWN OF PARADISE MASTER BICYCLE AND PEDESTRIAN PLAN

Table of Contents

INTRODUCTION	1
PREVIOUS PLANNING EFFORTS.....	1
DEFINITIONS	2
PUBLIC PARTICIPATION PROCESS -.....	2
SETTING	3
LAND USE PATTERNS	3
<i>Figure 1 - Paradise Area Location</i>	4
COMMUTE PATTERNS	6
<i>Figure 2 - Land Use and Bicycle Support Facilities</i>	7
REGIONAL CONTEXT.....	8
ISSUES	10
EXISTING FACILITIES	10
PLANNED FACILITIES	11
<i>Figure 3 Paradise Area Bikeway Facilities</i>	13
BICYCLE PARKING.....	15
<i>Table I Bicycle Parking Inventory</i>	15
SHOWER AND LOCKER FACILITIES	16

Table of Contents

INTERMODAL CONNECTIONS	16
BICYCLE SAFETY AND EDUCATION.....	16
GOALS, OBJECTIVES, POLICIES, AND IMPLEMENTATION	17
CURRENT FUNDING SOURCES	19
POTENTIAL FUNDING SOURCES	21

APPENDICES

Appendix "A" Bikeway Design

Appendix "B" Bikeway Cost Reference Data Appendix

"C" Bicycle Transportation Plan Checklist

INTRODUCTION

Bicycling has become an increasingly popular method of travel throughout the local region. Many residents are attracted to its energy savings, environmental benefits, and health advantages, while others who are not able to drive due to age or finances use bicycles as a primary means of transportation. The Paradise Urban Area is attractive to bicyclists due to its beautiful landscape and favorable climate.

Local transportation planning within the region has been sensitive to the attributes necessary to promote and encourage bicycling and walking. The adopted 1994 Paradise General Plan includes discussion of bicycling and walking as a component of its Circulation and the Open Space Elements. The centerpiece of Paradise's bicycle system is the Paradise Memorial Trailway, which runs in a northeast-southwest direction through the center of the community. The General Plan describes the Trailway as "one of the town's greatest amenities. It provides open space and recreation opportunities for walkers, bicyclists, runners, bird watchers, equestrians, etc. It is occasionally referred to as 'the lifeblood' of Paradise."

Expanding and upgrading the bicycle circulation system is, nevertheless, a challenging proposal. The town's rolling terrain coupled with busy and sometimes narrow roadways can inhibit bicyclists from making direct connections to their destinations. As a result, overcoming these barriers is one of the chief issues facing bicycle circulation in the Paradise area.

Depending on the location, overall development of non-motorized facilities may be a responsibility of local, state, or federal government. The Town of Paradise plans bikeways within the environs of its assigned "Sphere of Influence" land area. The town is responsible for development of bikeways within its corporate limits, while Butte County is responsible for the remainder of the unincorporated urban area. The town and county have traditionally cooperated on bikeway projects in the Paradise Urban Area. Caltrans is responsible for the development and maintenance of bikeways along state highways or where established bikeways are interrupted by state highway construction. The federal government would be responsible for funding bikeways on federal lands, such as national forests, or along interstate highways if their provision will enhance safety.

It should be noted that the planning and implementation of bikeways is not a mandated activity, but one undertaken by communities at their discretion. Funding programs have become increasingly flexible about how the transportation monies may be spent, expanding project eligibility to include bicycle and pedestrian paths. However, many discretionary funding sources require that bikeway projects must be part of a bicycle transportation plan in order to be eligible for funding. It is the responsibility of the individual jurisdiction to either propose bikeway projects for these funding sources, or decide to use transportation allocations for bikeways.

PREVIOUS PLANNING EFFORTS

The Town of Paradise adopted a Bicycle Master Plan in 1982, 1999 and again in 2006. The central purpose of this plan was the designation and design of the Paradise Memorial Trailway. The Trailway was intended to serve bicyclists and pedestrians and eventually, equestrian use on a parallel trail. The Town applied for and received funding from the State Bicycle Lane Account in 1982/83 to construct the first phase of the Memorial Trailway. Subsequent funding from

various federal, state and local sources has resulted in the completion of several phased-improvements to this Class I bike path.

This Master Bicycle Plan addresses only the bicycle use and facilities within the Town of Paradise. The Town's commitment to the completion of the Trailway is expressed through the 1994 Paradise General Plan. The General Plan, which was adopted after extensive public input, provides a number of specific goals and policies related to bicycle and pedestrian paths. These goals and policies form the core of the policy element of this new and updated bicycle plan.

DEFINITIONS

The Town of Paradise uses the most recent Caltrans' and the Manual on Uniform Traffic Control Devices (MUTCD) design standards. There may be cases where the Town's design standards may vary from those used by Caltrans or specified within the MUTCD. A careful evaluation of conditions for a specific bikeway may justify an easing of some design requirement, or necessitate a more stringent requirement, as appropriate. For purposes of implementation of this bicycle plan, a list of defined bikeway classification standards is noted as follows:

Class I Bike Path: A completely separated facility designed for the exclusive use of bicycles and pedestrians with minimal crossflows by motorists. Caltrans standards call for Class I bikeways to have 8 feet of pavement with 2 foot graded shoulders on either side, for a total right-of-way of 12 feet. These bikeways must also be separated at least 5 feet from the edge of a paved roadway.

Class II Bike Lane: A restricted right-of-way designated for the exclusive or semi-exclusive use of bicycles within which through travel by motor vehicles or pedestrians is prohibited, but with vehicle parking and crossflows by pedestrians and motorists permitted. Caltrans standards generally require a 4-foot bike lane with a 6-inch white stripe separating the roadway from the bike lane.

Class III Bike Route: A right-of-way designated by signs or permanent markings and shared with pedestrians and motorists. Roadways designated as Class III bike routes should have sufficient width to accommodate motorists, bicyclists, and pedestrians. Other than a street sign, there are no special markings required for a Class III bike route.

NOTE: Appendix "A" illustrates each defined bikeway classification.

PUBLIC PARTICIPATION PROCESS

The Town of Paradise Master Bicycle Plan was initially drafted by the Butte County Association of Governments for the Town of Paradise. A cornerstone to the plan's ingredients is the Paradise General Plan, which was adopted after extensive citizen participation.

The draft Paradise Urban Area Bicycle Transportation Plan prepared by the Butte County Association of Governments (BCAG) in 1995 was made available for public review and forwarded to interested agencies such as the Paradise Recreation and Park District for review and

comment. Corrections, revisions and additions were made to the draft document after completion of this review process.

Additional citizen input will be obtained through the public hearing process prior to the adoption of this bikeway plan. A public hearing will be held by the Town as part of the consideration of this document.

SETTING

LOCATION

The Paradise Urban Area is located in the northeastern portion of Butte County, in the foothills of the Cascade-Sierra Nevada mountain range (Figure 1). Paradise is the county's second largest urban area; the town has an estimated 2006 population of approximately 26,218 (2010 Census). The Paradise Urban Area is characterized by rolling terrain, with elevations ranging from 1200 feet at the southernmost planning boundary to about 2200 feet near Magalia. The town, however, gently slopes to the southwest with averages slopes of about four to six percent. While steeper areas are found in peripheral areas, such as in canyons and stream incisions, the town is generally situated on slopes less than thirty percent.

CLIMATE

Paradise's climate, like that of the rest of the northern Sacramento Valley, is generally categorized as Mediterranean, with hot, dry summers and cool, wet winters. Due to its foothill location, annual precipitation that is predominately rainfall is higher than that of the valley floor, with averages about 52 inches per year. Annualized average temperatures are 59.5°F, with recorded minimums of 10.8°F and maximum of 110°F. In addition, due to its elevation, snowfall often occurs during the winter months.

CHARACTER

Paradise boasts a diversity of land uses and attributes. One of the characteristics that sets Paradise apart from other Butte County communities is its location on an elevated ridge. Beautiful vistas and thick stands of pine trees contribute to its scenic and rural character. Paradise also serves as a minor shopping area, particularly for residents of the Upper Ridge, with major grocery chains, restaurants, and services located along Clark Road and the Skyway.

LAND USE PATTERNS

Land use defines trip origins and destinations, thereby providing the traffic generation patterns which delineate the need for bikeways and footpaths. Specific examples of the land use patterns that warrant bikeways in particular are as follows:

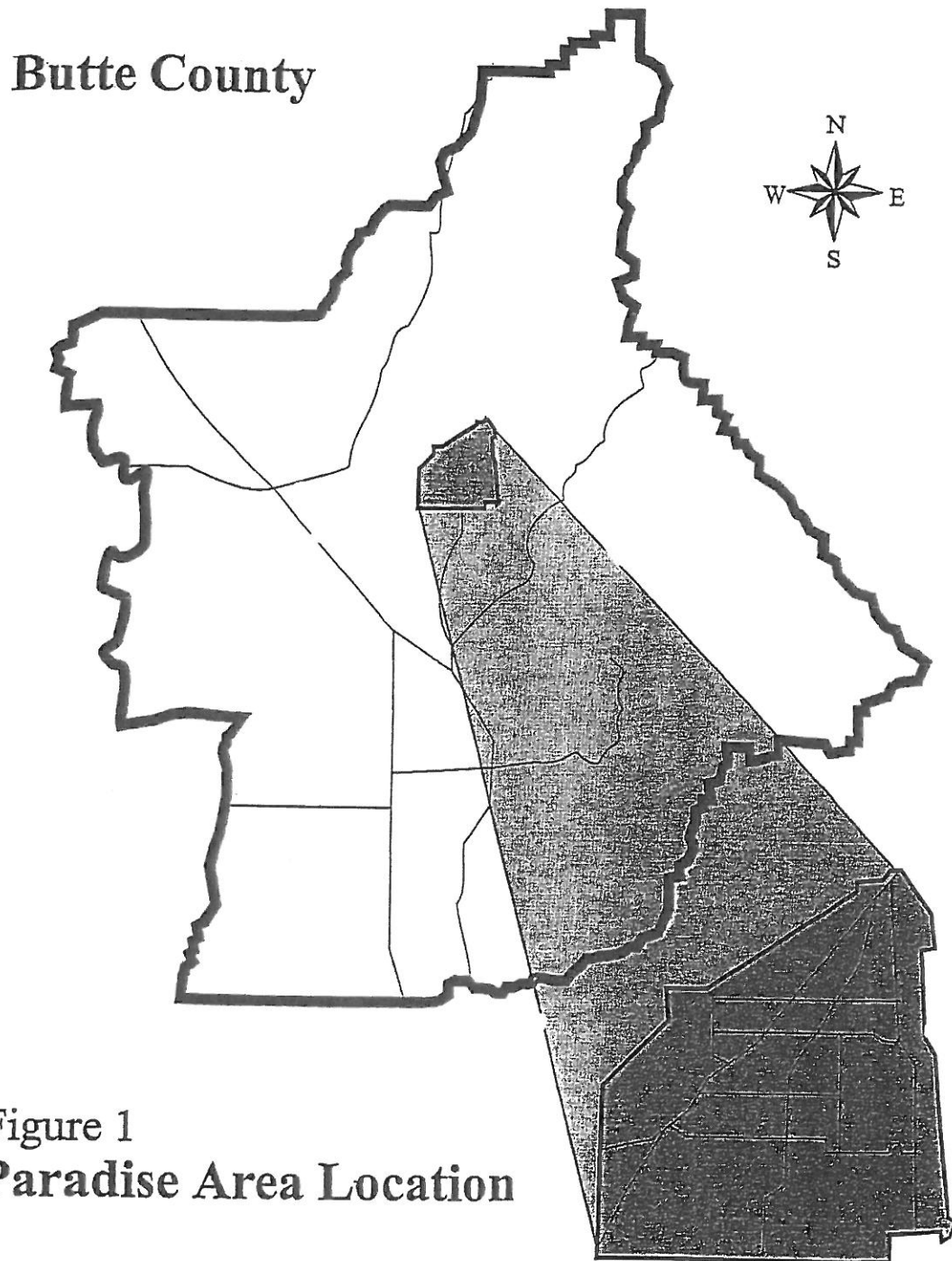


Figure 1
Paradise Area Location

RESIDENTIAL AREAS

Large or concentrated residential areas are both the origin and destinations of large numbers of bicycle trips. Major residential areas are dispersed throughout the Town of Paradise.

SCHOOLS

Bicycling is a primary form of transportation for many schoolchildren. Safe routes between schools and the adjacent residential areas are important not only for the student's safety, but can reduce overall vehicular trips by decreasing the need for parents to drive children to and from school. These issues apply to all grade schools K-12, including charter schools.

SHOPPING AREAS AND RESTAURANTS

Shopping areas and restaurants provide destinations for bicyclists. The Clark Road and Skyway corridors between Pearson and Wagstaff Roads encompasses the major shopping and dining areas of the town, including our two major shopping centers. Pearson Road between Skyway and Clark Road is another major corridor, as well as the Downtown Revitalization Area.

PUBLIC BUILDINGS

Public buildings include city, county, and state offices. The town's administrative offices are located on the Skyway. The police station is located on Black Olive Drive. There are currently two active fire stations, located on Birch Street and Wagstaff Road, respectively. The county library branch is located on Clark Road. A few state offices are also located in the Paradise area, including the Department of Motor Vehicles and two California Department of Forestry and Fire Protection stations in Magalia and Paradise.

MAJOR EMPLOYMENT CENTERS

In addition to retail sales and education that comprise the largest employment segments in Paradise, hospital services, newspaper/magazine publishing, light manufacturing, motel/hotel business, and collectively a number of retail and service outlets are major local employers. These land uses comprise most of the major employers.

RECREATIONAL AREAS

The Town of Paradise enjoys many recreational facilities. Hiking trails are emphasized to take advantage of the natural beauty and tourism potential of the area. The largest and/or most notable recreational attractions include the Terry Ashe Recreation Center, Bille Park, Paradise Community Park, Aquatic Park, the Moore Road Park and Baseball Fields and the Paradise Memorial Trailway. Within our Spheres of Influence, Lake Oroville's Lime Saddle Marina lies just south of the town off of Pentz Road. On each side of Paradise's ridge are canyons with streams and flumes. Farther up Skyway past Magalia, Stirling City, and Inskip, each an aesthetic and historic destination, are high lakes and many beautiful trails that are also popular routes for hikers and bicyclists.

NOTE: A map of land use patterns within the Town of Paradise is provided as Figure 2.

COMMUTE PATTERNS

The existing commute patterns for travel within the Paradise area favors automobiles. A major reason for this phenomenon can be found in the 2006-2010 American Community Survey 5-Year Estimate, which indicates 46% of the town's workers sixteen years of age and older were employed in Paradise; nearly 54% worked elsewhere in the county. This is correlated by the mean work commute time of 20.0 minutes (2010 U.S. Census).

Aside from distances, the lack of safe routes to destinations and rolling terrain can make bicycle travel a challenge for the commuter. On the other hand, the health benefits of bicycling, the beautiful natural settings of many local roads, and mild temperatures for all but midsummer afternoons also provide inducements to bicycle commuting.

The 2010 U.S. Census does not provide stand-alone data regarding the numbers of people using the bicycle as a means of travel to work. In the Paradise Urban Area, about 32 people, or only about 0.3% of the workforce biked to work as of the 2000 Census. However, the census figures specifically exclude bicycle to school trips as part of its reporting.

Estimates of numbers of bicycle to school commuters are more difficult to calculate, as there are no official sources of this type of data. Elementary, junior high and high schools all generate bicycle traffic. Caltrans' 1991 Statewide Travel Survey estimates that 8.5% of Butte County students bicycle to school on a regular basis. Bicycle racks at local schools have a cumulative storage capacity for approximately 135 bicycles. However, it appears that very few Paradise students bicycle to school on a regular basis. Field surveys of bicycle racks at Paradise schools in November, 2011 and January, 2012 revealed a cumulative total of fewer than twenty bicycles on school grounds during school hours. Based on total Paradise public school enrollment in 2012 of 3,459, twenty students represents less than 0.6% of the local student body.

In recent years it is clearly evident that a higher percentage of parents drive their children to school than ever before. It also seems likely that, due to topographical considerations in Paradise and safety concerns due to the general lack of adequate shoulder width on Paradise streets, students attending schools in Sacramento Valley locations within Butte County would be more inclined to bicycle to school than students attending Paradise schools. The absence of current stand-alone census data regarding members of the local work force who bicycle to work makes it difficult to estimate the combined percentage of bicycle commuters, though it is likely to be close to 0.5% of all commute trips.

According to the 1994 Paradise General Plan, the population of the town was expected to increase to approximately 31,114 people by the year 2008. However, the Town's population increase has been significantly slower than expected, having reached a total population in 2010 of only 26,218 people. The overall urban area, including Magalia, is approximately 37,528 people. With the implementation of the policies of the General Plan, as well as those contained in this document, it can be expected that bicycle commuting will increase at the same rate as the population. Bicycle to school commuting can be expected to increase as well. Total public school enrollment was expected to grow to 4,431 in

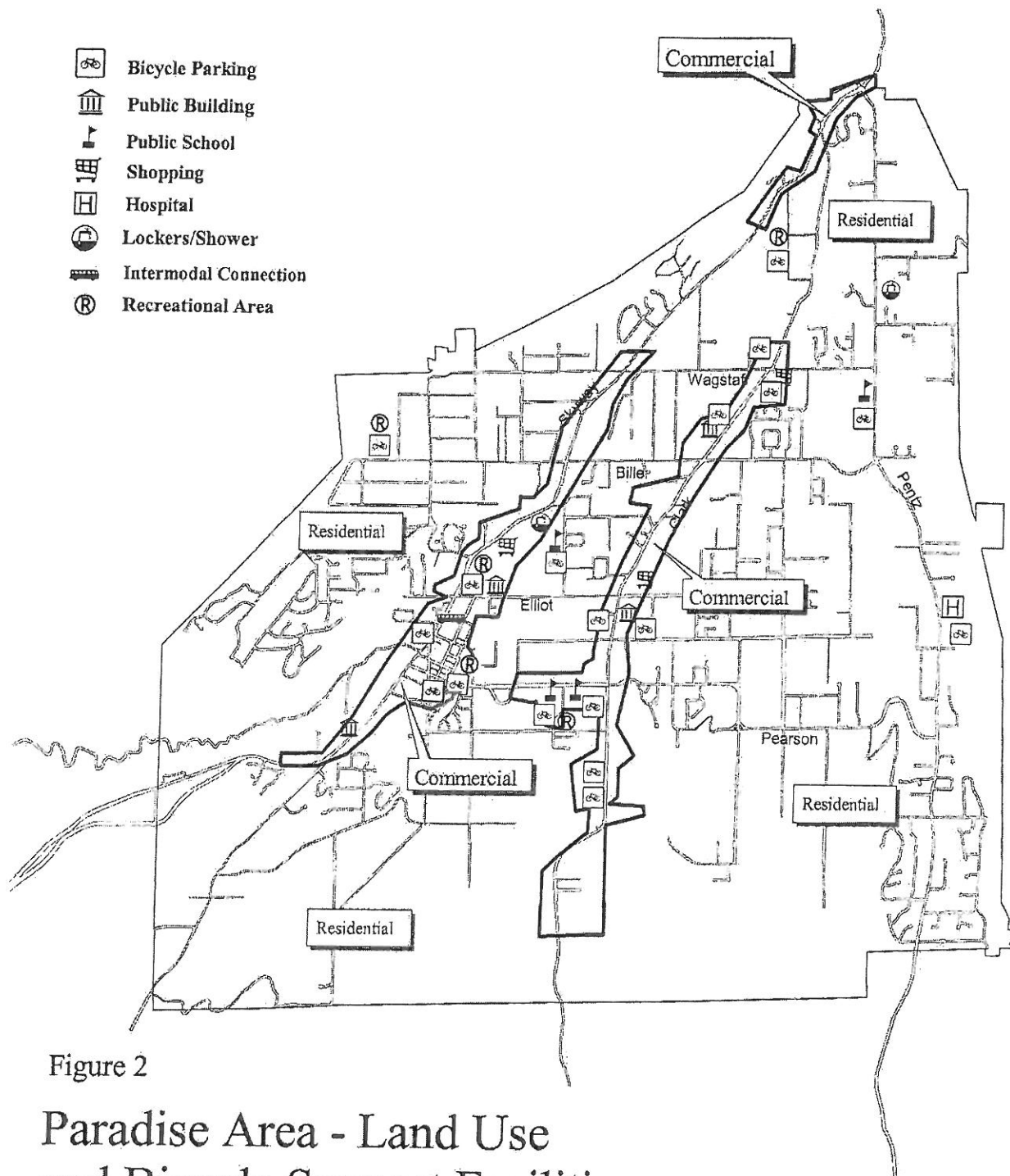


Figure 2

Paradise Area - Land Use and Bicycle Support Facilities

FY 2008-09, thus adding another 4 or 5 bicyclists. However, enrollment has actually decreased by more than 400 students in recent years. Combined with a slight decrease in the Town's population over the last decade and local impediments to bicycle commuting, the total amount of bicycle commuters is not expected to increase notably during the five year term of this plan.

REGIONAL CONTEXT

An important consideration in planning bikeways in the Paradise area is their possible linkage to regional bikeway facilities. These linkages are critical to the development of a comprehensive bicycle transportation system for Paradise and Butte County. Linear measurements and cost estimates for these regional bikeways are contained in the "2011 Butte County Bicycle Plan." Planned regional bikeways linking with the Town of Paradise are as follows:

- Class I bike lane on Skyway from the Paradise Memorial Trailway (western Town limit) to Potter Road in Chico; includes 5' lane width due to grade. It should be noted the Paradise Memorial Trailway is located on the former Southern Pacific railroad easement. Some of the original Southern Pacific Railroad grade between Paradise and Chico still exists and, while in disrepair, may well present an alternative or additional opportunity for linkage between the two communities. In coordination with intergovernmental agencies, the town, the county and the City of Chico should pursue right-of-way as property is developed adjacent to the old rail lines and/or the Skyway thereby extending the Class I bike path westerly to Chico (or be used for alternative forms of transportation in the future).

Status: Not currently scheduled.

- Class II bike lanes on Neal Road from Paradise Memorial Trailway to SR 99. Class II bike lane on future overpass, with the Class II bike lane continuing to the Oroville Chico Highway and along Oroville Chico Highway to Midway.

Status: Not currently scheduled. Included as high priority in 2011 Butte County Bicycle Plan.

- Class II bike lanes on Old Magalia Road from Coutolenc Road to Paradise Memorial Trailway

Status: Not currently scheduled.

- Class II bike lanes on Humboldt Road (at Lomo) from SR 32 to the Skyway

Status: Not currently scheduled.

- Class II bike lanes on the Skyway from Humboldt Road (at Butte Meadows) to Coutolenc Road (at Lovelock)

Status: Not currently scheduled.

- Class II bike lanes on Coutolenc Road.

Status: Not currently scheduled.

- Class II bike lanes on Honey Run Road from Skyway to Centerville Road.

Status: Not currently scheduled.

- Class III bike route along Pentz Road from the south Town limit to Durham Pentz Road.

Status: Not currently scheduled.

ISSUES

BICYCLE/AUTOMOTIVE CONFLICTS

The roadway system of Paradise presents the primary challenge facing area bicyclists. Most roadways, including many arterials, do not have infrastructure conditions that encourage bicycle use. The combined effect of these conditions, particularly on roadways with heavier traffic, may intimidate many bicyclists. There are several specific aspects to this problem.

Substandard Street Width

Many of the town's roads, including some arterials, have substandard pavement widths, with little or no shoulders. When shoulders are available, they often include obstructions, including overgrown vegetation and mailboxes. These situations leave little or no room for bicyclists to ride safely alongside fast moving traffic.

Drainage

Many streets do not have curbs and gutters, using roadside ditches for drainage. This presents two problems. First, the ditches are obstacles, sharply reducing any shoulder width and creating the potential of an abrupt fall for the bicyclist. Second, the ditches are sometimes filled with leaves and debris, and cause on-street flooding during heavier rains.

Conflicting Movements

Many roads have numerous driveways and private roads that create conflicts with bicyclists. Motorists from these side streets and driveways may not see bicyclists and pull out abruptly in front of them, particularly where there are shoulder obstructions to block their views.

Terrain

Another issue facing the planning and implementation of bikeways in the Paradise area is the terrain. Although slopes are fairly moderate, rarely exceeding four to six percent in much of the planning area, such terrain may still present a challenge for many bicyclists.

As a result of previous planning efforts, the Town of Paradise has already constructed or designated a number of bikeways within the urban area. Current planning efforts center on the

completion of the Paradise Memorial Trailway and in providing bicycle paths and lanes that will increase safety and ease conflicts between bicyclists and motorists.

NOTE: Existing and planned bikeways are shown in Figure 3.

EXISTING FACILITIES

The Paradise Urban Area features a number of hiking trails suitable for use by mountain bikes. These trails are, however, primarily hiking trails and are not considered bikeways.

Existing bicycle paths/lanes within Paradise are listed below:

- Class I bike path situated within an abandoned railroad right-of-way (Paradise Memorial Trailway) from Pacific Drive to Pentz Road.
- Class II bike lane along Pearson Road from Recreation Drive to just west of Clark Road.
- Class II bike lane along Pearson Road from Stearns Road to Pentz Road.

PLANNED FACILITIES

Listed below are planned bike path/lane improvements with location, description of bike class, linear feet (LF) of path/lanes and estimated cost.

- Class I bike path (with portions Class II route if necessary) situated within the Paradise Memorial Trailway from Pacific Drive westerly to the Town limits and the Skyway crossroad

Status: Not currently scheduled.

Length: 3900 LF (Class I)

Estimated

- Class I and/or II bike path/lane(s) from Paradise Community Village east along Village Parkway to Clark Road.

Status: Not currently scheduled.

Length: 950 LF

Estimated cost: \$27,901 to \$52,804

- Class I and/or II bike path/lane(s) from Village Parkway north along Clark Road to Nunneley Road.

Status: Not currently scheduled.

Length: 3,550 LF

Estimated cost: \$104,262 to \$197,320

- Class I and/or II bike path/lane(s) from Paloma Avenue east along Buschmann Road to Clark Road.

Status: Not currently scheduled.

Length: 1,550 LF

Estimated cost: \$45,523 to \$86,154

- Class I bike path(s) from Paradise Memorial Trailway behind Paradise High School to Maxwell, incorporating a Class II Bike lane where the road currently exists, in coordination with the Paradise Unified School District.

Status: Not currently scheduled.

Length: 1,590 LF

Estimated cost: \$88,378

- Class II bike lanes and an extension of Class I bike path on Forest Service Road from Clark Road to the Paradise Memorial Trailway

Status: Not currently scheduled.

Length: 1500 LF (Class I) 750 LF (Class II)

Estimated cost: \$158,454

- Class II bike lanes on Pearson Road from the Skyway to Pentz Road

Status: Not currently scheduled.

Length: 18,500 LF

Estimated cost: \$543,345

- Class II bike lanes on Pentz Road from Pearson to the Skyway

Status: Not currently scheduled.

Length: 20,450 LF

Estimated cost: \$600,618

- Class II bike lanes on Bille Road from the Paradise Memorial Trailway to Bille Park.

Status: Design fiscal year 2000-2001; construct FY 2001-2002. Not currently scheduled.

Length: 7100 LF

Estimated cost: \$208,527

- Class II bike lanes on Bille Road from Clark Road to the Paradise Memorial Trailway.

Status: Not currently scheduled.

Length: 3,250 LF

Estimated cost: \$95,452

- Class II bike lanes on Bille Road from Pentz Road to Clark Road

Status: Not currently scheduled.

Length: 5500 LF

Estimated cost: \$281,502

- Class II bike lanes on Neal Road from the Paradise Memorial Trailway to Wayland Road

Status: Not currently scheduled.

Length: 8900 LF

Estimated cost: \$261,393

- Class II bike lanes on Wagstaff Road from the Paradise Memorial Trailway to Oliver Road and southerly on Oliver Road to Bille Road

Status: Not currently scheduled.

Length: 8900 LF

Estimated cost: \$261,393

- Class II bike lanes on Sawmill Road from Pearson Road northerly to Bille Road

Status: Not currently scheduled.

Length: 8300 LF

Estimated cost: \$243,771

- Class II bike lanes on Rocky Lane from the Paradise Memorial Trailway to Wagstaff Road and easterly on Wagstaff Road to Clark Road

Status: Not currently scheduled

Length: 3700 LF

Estimated cost: \$108,669

- Class II bike lanes on Wagstaff Road from the Paradise Memorial Trailway to Rocky Lane.

Status: Not currently scheduled

Length: 1,800 LF

Estimated cost: \$52,866

- Class II bike lanes on Recreation Drive from Buschmann Road to Pearson Road

Status: Not currently scheduled.

Length: 1,500 LF

Estimated cost: \$600

- Class II bike lanes on Maxwell Drive from the Skyway to Elliott Road

Status: Establish prior to fiscal year 2010-2011.

Length: 3100 LF

Estimated cost: \$91,047

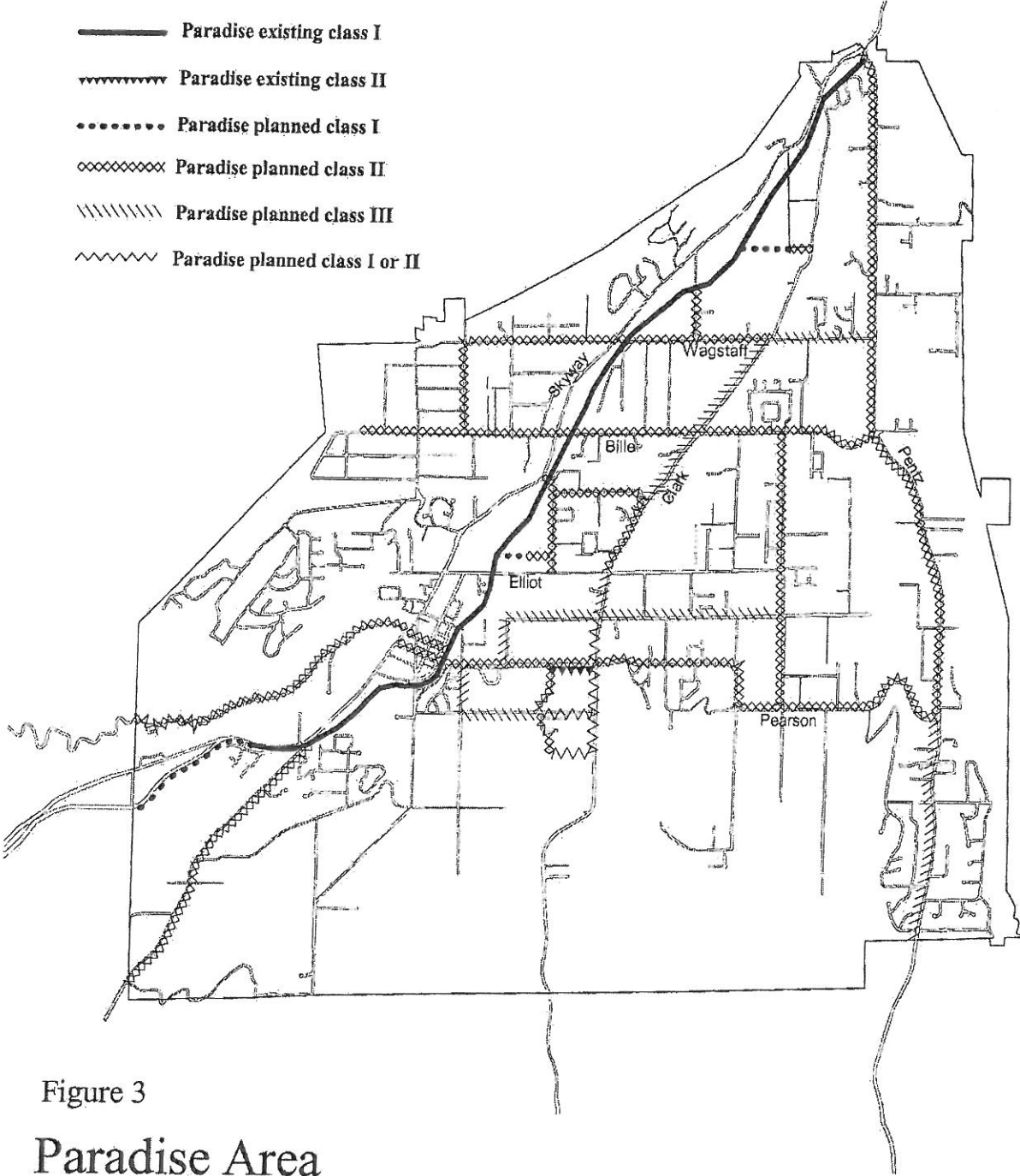


Figure 3

Paradise Area Bikeway Facilities

1 0 1 Mile



- Class II bike lanes on Central Park Drive from Maxwell Drive to Clark Road and southerly to Elliott Road.
Status: Establish during fiscal year 2000-2001 Not currently scheduled.
Length: 5900 Estimated cost: \$173,283
- Class II bike route on Honey Run Road from Skyway to the town limit.
Status: Not currently scheduled.
Length: 9300 LF Estimated cost: \$3,900
- Class II bike route on Birch Street from Skyway to Black Olive Drive.
Status: Not currently scheduled.
Length: 1,100 LF Estimated cost: \$34,914
- Class II bike route on Paloma Avenue from Buschmann Road to Paradise Community Village.
Status: Establish prior to availability of youth-oriented facilities within Paradise Community Village.
Length: 850 LF Estimated cost: \$24,225
- Class III bike route on Scottwood Road from Pearson Road to Buschmann Road
Status: Not currently scheduled.
Length: 1400 LF Estimated cost: \$600
- Class III bike route on Buschmann Road from Scottwood Road to Paloma Avenue.
Status: Not currently scheduled.
Length: 2400 Estimated cost: \$900
- Class III bike route on Academy Drive from Pearson Road to Nunneley Road
Status: Not currently scheduled.
Length: 1450 LF Estimated cost: \$600
- Class III bike route on Nunneley Road from Academy Drive to Sawmill Road2
Status: Not currently scheduled.
Length: 8100 LF Estimated cost: \$3,600
- Class III bike route on Clark Road from Nunneley Road to Wagstaff Road
Status: Not currently scheduled.
Length: 9700 LF Estimated cost: \$4,800
- Class III bike route on Wagstaff Road from Pentz Road to Clark Road
Status: Not currently scheduled.
Length: 3200 LF Estimated cost: \$1,500
- Class III Bike Route on Pentz Road from Pearson Road southerly to the town limit.
Status: Not currently scheduled.
Length: 6,400 LF Estimated cost: \$3,000

BICYCLE PARKING

A good bicycle is expensive. Because of this circumstance, bicyclists tend to leave their bicycles safe at home unless there is a secure spot to park their bicycle at their destination. Therefore, bicycle parking is a key component in an effective overall bikeway system.

There are a number of different types of bicycle parking. Most common are bicycle racks. These racks may be freestanding, or bolted to the ground or to a structure. Bicycles are secured to the racks with the rider's bicycle lock. Bicycle racks come in a large variety of configurations, with different designs and numbers of parking spaces. Another common, but more expensive, form of bicycle parking are bicycle lockers. These are enclosures that contain the entire bicycle behind a locked door. Bicycle lockers are used for longer-term storage and security of bicycles, such as at park and ride lots.

Bicycle parking requirements vary by jurisdiction. However, neither the Town of Paradise nor Butte County currently have formally established bicycle parking requirements for existing or new development.

A field survey of bicycle parking available at identified land use designations was conducted in November, 2011 and January 2012. In general, bicycle parking is available at many destinations. The specific findings of a recent field survey are indicated below in Table 1. A map of bicycle parking availability is shown on Figure 2.

Bicycle parking is currently unavailable at most of the town's existing intermodal facilities. However, the Town of Paradise has constructed two park-and-ride facilities that include bicycle parking. Likewise, there is no bicycle parking currently available at Butte College bus stops, nor are there bike racks on their buses.

**TABLE 1
BICYCLE PARKING INVENTORY
TOWN OF PARADISE URBAN AREA**

Location	# Spaces	# Locations
Schools:		
Paradise High School	20	1
Paradise Adventist School	8	1
Paradise Intermediate School	7	1
Paradise Elementary School	40	1
Ponderosa Elementary School	48	1
Achieve Charter School	0	0
Children's Community Charter School	0	0
Paradise Charter Middle School	20	1

Parks and Recreational Facilities:		
Terry Ashe Recreation Center*	12	1
Bille Park	8	1
Aquatic Park/Rotary Grove Park**	8	1
Moore Road Park & Ball Fields	8	1
Tall Pines Entertainment Center	6	1
Paradise Cinema 7	10	2
Shopping Centers:		
Paradise Plaza	8	1
Old Town Plaza	0	0
Community Services:		
Feather River Hospital	8	1
Paradise Post Publishing	5	1
Park and Ride	8	2
Government Offices:		
Butte County Library	10	1
Town of Paradise offices	0	0
U.S. Post Office	5	1

*Recently removed during site improvements; proposed to be replaced.

**Bicycle parking is available at the adjacent Paradise Intermediate School

SHOWER AND LOCKER FACILITIES

Shower and locker facilities are not yet available for bicyclists on a widespread basis. Those that are available are private such as those found at the Fit One Athletic Club on Pentz Road and Beyond Fitness on Skyway. The junior and senior high schools have shower, locker, and restroom facilities for students, faculty, and staff to use. However, health club and other athletic facilities may also provide a potential source of bicyclist support facilities. A map of shower and locker facility locations is also shown in Figure 2.

Public restrooms are available for bicyclists at several parks, government offices, and in some shopping areas. Benches are available along the Paradise Memorial Trailway for resting, and fountains are planned.

INTERMODAL CONNECTIONS

The ability of bicyclists to connect to other transportation modes is of great importance to overall mobility. The primary method in which this is accommodated is the bus transit connection. Butte County Transit provides bicycle racks on all of their large fixed route buses, although racks are not available on the smaller buses used on the Magalia/Paradise Pines deviated route service. While charter service is available, there is no regularly scheduled commercial bus service, such as Greyhound, serving Paradise, nor is rail service available.

BICYCLE SAFETY AND EDUCATION

The Paradise Police Department is the law enforcement agency having primary enforcement responsibility for bicycle safety in the Town of Paradise. The police department's only ongoing

bicycle safety program is the enforcement of bicycle laws as part of regular police patrols. Officers issue warnings or citations to bicyclists violating traffic laws. In the past, the Paradise Police Department implemented programs to promote bicycle safety, with an emphasis on education. These programs, including bike rodeos and safety talks at local schools, are no longer being implemented due to department personnel shortages and budget constraints.

The California Highway Patrol, which has jurisdiction over bicycle safety in the county area, has published several educational pamphlets to inform bicyclists about how to ride safely, some geared towards children while others more suitable for adults. The CHP also issues press releases and other media information to spotlight bicycle safety issues.

The State of California keeps records of traffic accidents, including bicycle accidents, within the Town of Paradise as a result of the town's participation in the California Statewide Integrated Traffic Records System (SWITRS). In 2006, there was 1 bicycle accident reported, 2 reported accidents in 2007, 1 accident each in 2008 and 2009, 3 accidents in 2010 and 2004 and 4 bicycle accidents in 2011. It is assumed that, due to the general lack of bike routes in Paradise, most of these accidents occurred on streets without bicycle lanes.

GOALS, OBJECTIVES, POLICIES, AND IMPLEMENTATION MEASURES

Goals, objectives, policies, and implementation measures are an integral part of a bikeway plan, as they provide a clear direction for decision makers in developing a comprehensive bikeway system.

GOAL 1: Enhance and improve pedestrian and bicycle safety and use by establishing additional linkages between areas of town.

GOAL 2: Maintain and improve local and regional air quality.

GOAL 3: Reduce reliance on the automobile by careful land use planning, and encourage the use of non-automobile travel modes through a balanced and integrated set of land use and transportation planning policies.

Objective 1: As necessary, revise and update both the Town of Paradise master bicycle and pedestrian transportation plans; and the Paradise Memorial Trailway master plan.

Objective 2: Complete construction of the yet to be established components and planned recreation features for the Paradise Memorial Trailway.

Objective 3: Discourage establishment and continued usage of non-sanctioned improvements encroaching within the Paradise Memorial Trailway right-of-way.

Objective 4: Encourage efforts to significantly reduce reliance on the private automobile.

Objective 5: Explore the feasibility of establishing a trail system in the outlying urban area.

Objective 6: Encourage efforts to improve and enhance transportation services that meet the recreational, medical, and other needs of the local citizens, particularly senior citizens and children.

Policy 1: Provide safe paths for pedestrians, equestrians, and bicyclists , particularly for school children and the elderly. Institute a sidewalk and pathway development program for selected locations and where feasible link with the Paradise Memorial Trailway.

Policy 2: Promote the development of bicycle paths and trailways with access to schools, creeks, commercial and residential areas, parks, along canyons, and possibly extending from Stirling City to Chico.

Policy 3: Reduce automobile dependency within Paradise for local residents and visitors by implementing congestion management and trip reduction plan programs that decrease the number of vehicle miles traveled which, in turn, reduces air pollution and congestion and saves energy.

Implementation Measures

1. Identify locations for sidewalks and pathways along existing major collector and arterial roadways. Establish standards for requiring sidewalks adjacent to new developments.
2. Strive to establish Class II and/or Class III bike lanes where pavement width is sufficient and vehicle parking is non-existent or eliminated.
3. Require new development to provide a pedestrian pathway on at least one side of new public streets and new private roads.
4. Improve shoulders of some roads to make them safer for pedestrians and bicyclists, and relocate mailboxes from sidewalks.
5. Utilize transportation funds for selected alternative transportation facilities or programs and parking facilities.
6. Establish procedures for requiring all future public, quasi-public and large commercial development projects to provide a suitable number of onsite bicycle parking facilities.
7. Encourage the Paradise Unified School District and the Butte Community College District as well as local public transit authorities to provide adequate bicycle parking facilities along transit/bus routes and provide bicycle racks on busses.

8. Add Bike lane construction to the town's list of infrastructure improvements eligible for funding under the development impact fee (DIF) program.

CURRENT FUNDING SOURCES

There are a variety of sources used to fund transportation projects and programs. Most funding comes from the federal and state programs earmarked for specific types of transportation improvements, although some funds are generated through local programs. There are a few funding sources specifically designed for bicycle and pedestrian facilities; however, at the discretion of the local jurisdiction, most funding available for local streets and roads may also be spent on bikeway improvements.

Funding sources include:

FEDERAL

Safe, Accountable, Flexible, Efficient Transportation Equity Act : A Legacy for Users (SAFETEA-LU)

SAFETEA-LU is a federal program to fund highways, transit and safety programs over the five year period between federal fiscal years 2004/05 (FFY 05) through 2008/09 (FFY 09). Of the many sections that make up SAFETEA-LU, several contain potential funding sources for bicycling and are listed as follows:

Nation Highway System (NHS): May be used to construct bicycle transportation facilities on land adjacent to any highway on the NHS (other than interstate highways).

Surface Transportation Program (STP): May be used for construction of bicycle transportation facilities for carrying out non-construction projects related to safe bicycle use.

Congestion Mitigation and Air Quality (CMAQ): May be used for either construction of bicycle transportation facilities or non-construction projects related to safe bicycle issues.

Scenic Byways Program: May be used to construct bicycle facilities along scenic highways.

National Recreational Trails Fund: May be used for a variety of recreational trails. Projects must be consistent with the Statewide Comprehensive Outdoor Recreation Plan.

Additional SAFETEA-LU information can be viewed at:

<http://www.fhwa.dot.gov/safetealu/legis.htm>

STATE

Bicycle Transportation Account (BTA)

The Bicycle Transportation Account (BTA) provides state funds for city and county projects that improve safety and convenience for bicycle commuters. To be eligible for BTA funds, a city or

county must prepare and adopt a Bicycle Transportation Plan (BTP) that complies with Streets and Highways Code Section 891.2 and the following:

1. The governing body of a city or county must adopt the BTP by resolution or certify that it is current and complies with Streets and Highways Code Section 891.2.
2. The city or county must submit the BTP to the appropriate Metropolitan Planning Organization (MPO) or Regional Transportation Planning Agency (RTPA) for review and approval for compliance with Streets and Highways Code Section 891.2 and the regional transportation plan (RTP).
3. Following regional approval, the city or county must submit the BTP, the resolution adopting the BTP, and the letter of approval from the MPO/RTPA to the Caltrans Bicycle Facilities Unit (BFU) for review and approval.

Additional information concerning this program can be found at Caltrans' website at:
<http://www.dot.ca.gov/hq/LocalPrograms/bta/btaweb%20page.htm>.

Apportioned from fuel tax revenues, eligible projects under this statewide competitive grant program include bikeway and pedestrian projects included in Bicycle Transportation Plans. Priority is given to commuter bikeway projects.

State Transportation Improvement Program (STIP)

The STIP is a biannual process through which the California Transportation Commission allocates the State Highway Account to transportation projects. It is made up of essentially two programs - a local discretionary fund called the Regional Improvement Program and a state discretionary fund called the Interregional Improvement Program.

Additional STIP information can be found at the following Caltrans website:
<http://www.dot.ca.gov/hq/transprog/stip.htm>

Regional Improvement Program: Regions are given a county bid target in which to develop the Regional Transportation Improvement Program (RTIP). The BCAG Board of Directors have the discretion to select and program transportation improvement projects for the region including highways, local roads, transit, bike lanes, etc. Additional RTIP information and the identification of BCAG's regional priorities for RIP funds can be found at: <http://www.bcag.org>.

Transportation Enhancement Program (TE): A portion of the Regional Improvements Program Funds are required to be programmed for transportation enhancement activities. Funds are to be used for transportation related projects that enhance quality-of-life, in or around transportation facilities, including bicycle and pedestrian facilities. Additional information can be found at the Caltrans TE website at: <http://www.dot.ca.gov/hq/TransEnhAct/TransEnact.htm>

Transportation Development Act (TDA)

Passed in 1971, this legislation provides a regular, guaranteed source of funds for local transit. These funds are administered by the Regional Transportation Planning Agency (RTPA) and

apportioned to jurisdictions on a per-capita basis. While there are funding programs provided under TDA, only one can be used for bikeways:

Local Transportation Fund (LTF): One-quarter of one percent (1.0%) of the 7.25% statewide sales tax is returned to the county in which it was generated for use in local transit. The law also provides that if it can be shown, through an annual process, that all unmet transit needs that are reasonable to meet are being provided for, the remaining LTF funds can be used for streets and roads, including bicycle and pedestrian projects. In addition, 2% of the available funds can be directed toward bikeway and pedestrian facilities.

LOCAL

Air Quality Management District (AQMD)

The Butte County Air Quality Management District imposes a motor vehicle registration fee to be used to reduce air pollution from motor vehicles. Although not required to distribute any of these fees to outside agencies, the AQMD annually makes some of these funds available to non-District public agencies, or public agency sponsored programs.

Traffic Mitigation/Impact Fees

Local fees may be assessed on new development projects which, as a result of their construction, are expected to generate additional traffic. Criteria of such fees are set by the local jurisdiction. Most jurisdictions employ some type of traffic mitigation fee. They may be assessed area-wide, only in target sections on a project-by-project basis, or by a combination of these options.

POTENTIAL FUNDING SOURCES

Reliable funding is required before a commitment can be made to individual transportation projects. The largest sources of potential funding, state and federal transportation funds, are generally allocated based on population. As a result, rural areas such as Butte County are at a funding disadvantage relative to the large urban areas of the state and nation. Butte County and its respective municipalities must look to a variety of funding mechanisms, including innovative funding strategies, if the full list of needed bikeway improvements is to be implemented.

Potential methods of enhancing the revenues available for transportation, including bikeways, are discussed below.

Sales Tax Increase

The state legislature has given local jurisdictions the ability to increase the retail transaction use tax, or sales tax, up to 1 percent, which can be earmarked for specific purposes. A super-majority (2/3) vote is required on such an increase. A number of California counties, including Sacramento, San Francisco, Contra Costa, Santa Clara, and Santa Cruz Counties, have voted an increase in the sales tax by 1/2 percent to finance specific transportation improvements. This is an increasing trend in California.

Bond Measures

Cities and counties may issue general obligation bonds payable through increased property taxes by a 2/3 majority vote of the general electorate. These bonds may be used to fund government services, such as transportation improvements.

Assessment Districts

Cities and counties may form benefit assessment districts to provide specific services or facilities to groups of people who would benefit from their availability.

APPENDIX “A”

HIGHWAY DESIGN MANUAL

1000-5
July 1, 1995

Figure 1003.1A

Two-way Bike Path on Separate Right of Way

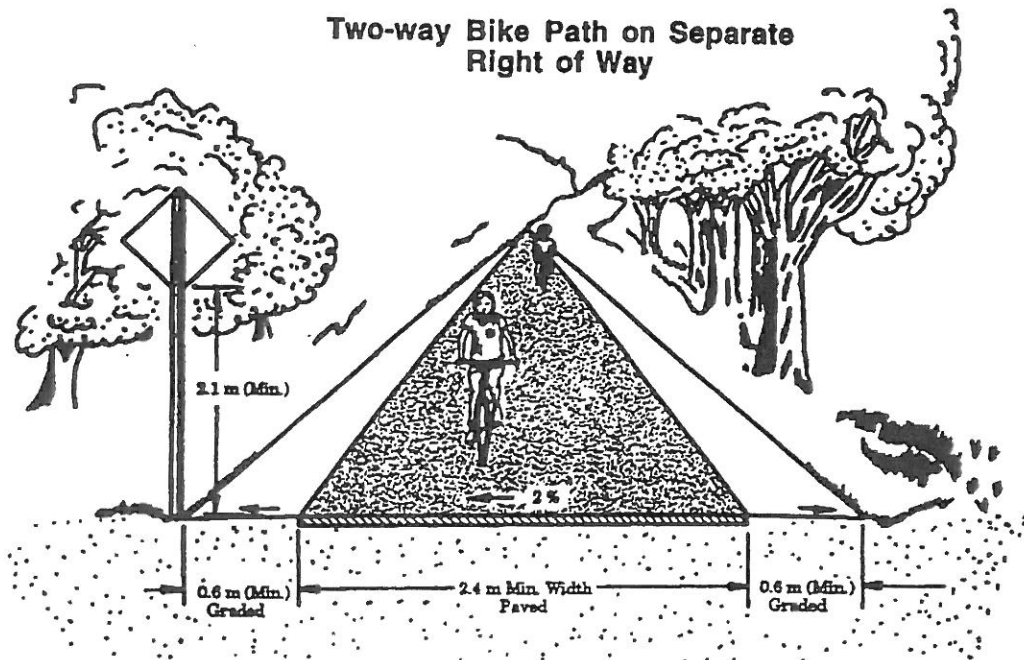
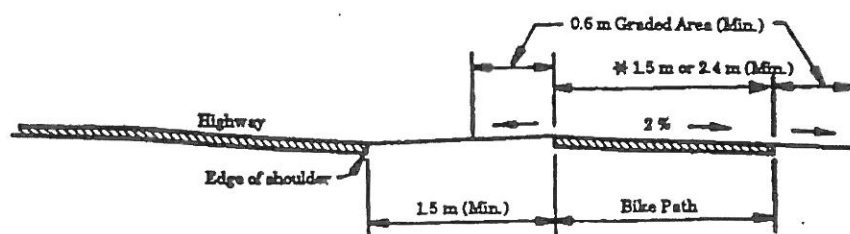


Figure 1003.1B

Typical Cross Section of Bike Path Along Highway



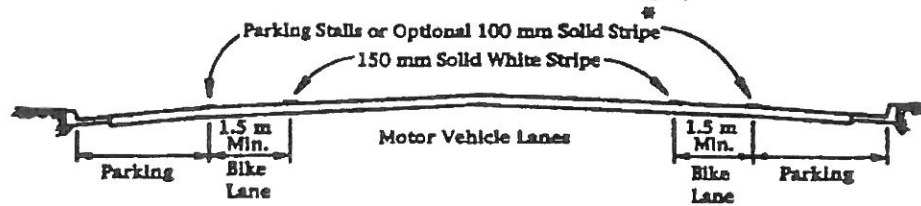
NOTE: See Index 1003.1(5).

* One - Way: 1.5 m Minimum Width
Two - Way: 2.4 m Minimum Width

1000-18
July 1, 1995

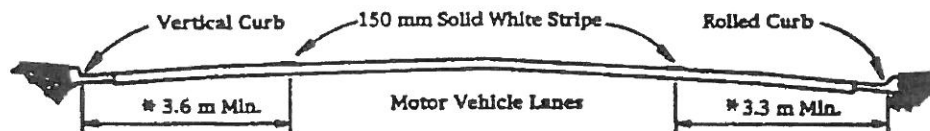
HIGHWAY DESIGN MANUAL

Figure 1003.2A
Typical Bike Lane Cross Sections
(On 2-lane or Multilane Highways)



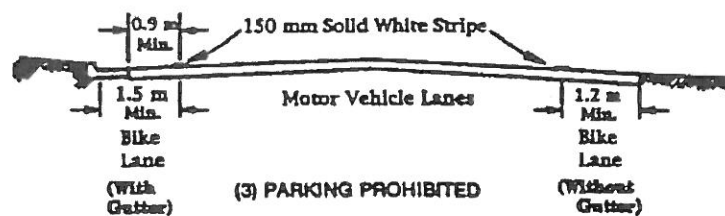
* The optional solid white stripe may be advisable where stalls are unnecessary (because parking is light) but there is concern that motorists may misconstrue the bike lane to be a traffic lane.

(1) STRIPED PARKING

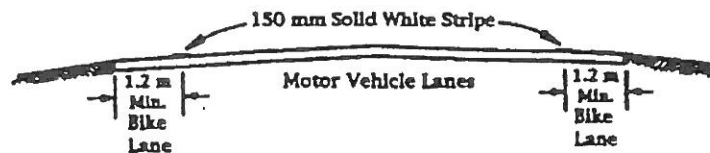


* 3.9 m is recommended where there is substantial parking or turnover of parked cars is high (e.g. commercial areas)

**(2) PARKING PERMITTED WITHOUT
PARKING STRIPE OR STALL**



(3) PARKING PROHIBITED

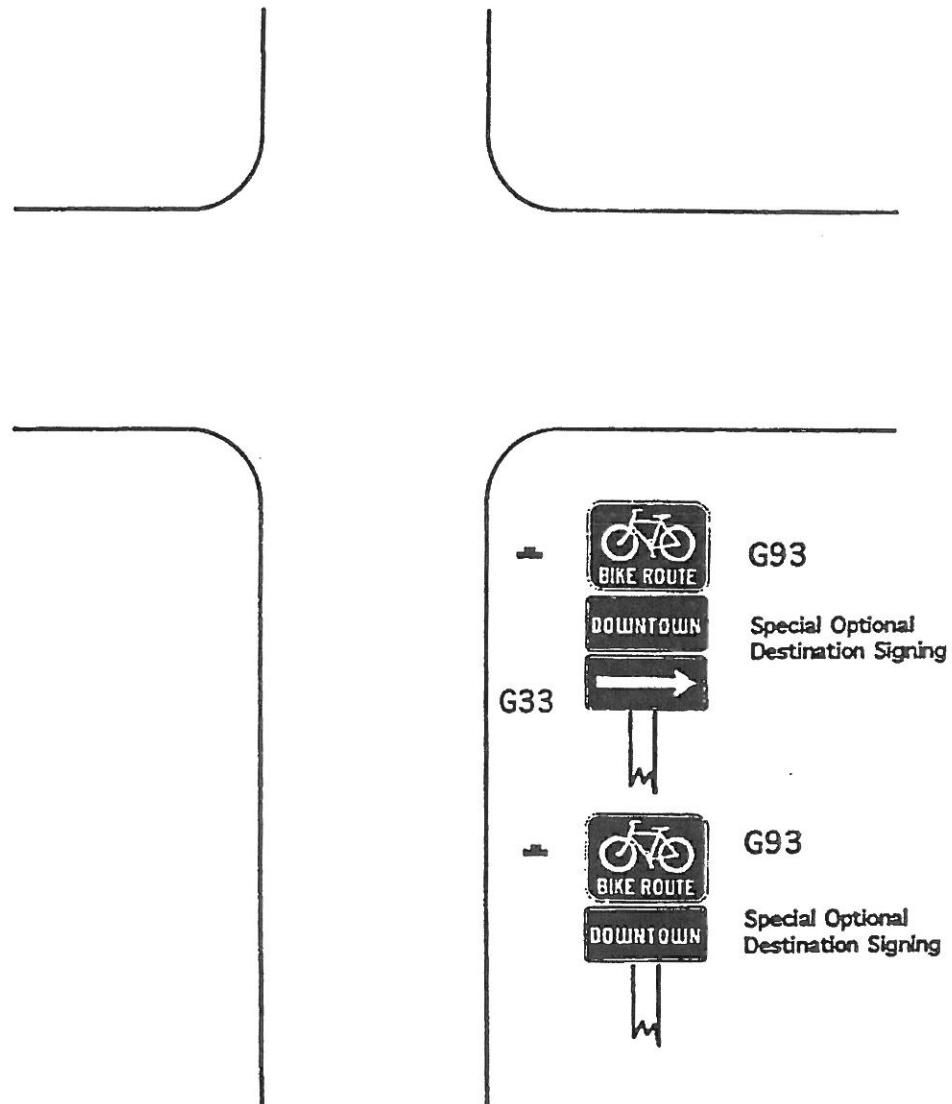


**(4) TYPICAL ROADWAY
IN OUTLYING AREAS
PARKING RESTRICTED**

1000-30
July 1, 1995

HIGHWAY DESIGN MANUAL

Figure 1004.4
Bike Route Signing



NOTES: The G93 Bike Route signs shall be placed at all points where the route changes direction and periodically as necessary.

APPENDIX “B”

Bikeway Cost Reference Data

Bikeway Type	Estimated Cost Range Source*	Estimated Cost per Linear Foot
Class I Bike Path	\$57-\$71.25 per linear foot (Town of Paradise Engineer's estimate)*	\$81.90
Class II Bike Lane signage and striping only	\$1.98-\$2.82 per linear foot (Town of Paradise Engineer's estimate)*	\$3.24
Class II Bike Lane Additional pavement only	\$9.00-\$15.00 per linear foot for 4 foot wide pavement strip on one side of street (Town of Paradise Engineer's estimate)*	\$28.50 (two sides of street)
Class III Bike Route signage only	\$0.21-\$0.27 per linear foot (Town of Paradise Engineer's estimate)*	\$0.33

*Based upon estimated construction costs associated with right-of-way acquisition, tree felling and stump removal, inadequate shoulder widths and topographical constraints characteristic of bicycle path construction and establishment in the Town of Paradise.

APPENDIX “C”

Bicycle Transportation Plan Checklist

BTP TITLE: TOWN OF PARADISE BICYCLE AND PEDESTRIAN PLAN		ADOPTED Y__ N__ DATE: __/__/__	
LOCAL AGENCY: TOWN OF PARADISE		APPROVAL Y__ N__ DATE: __/__/__	
TRANSPORTATION PLANNING AGENCY: BUTTE COUNTY ASSOCIATION OF GOVERNMENTS			
BFU REVIEW: APPROVED _____ DISAPPROVED _____ DATE: __/__/__			

Yes	No	Requirement	Pages	Comments
X		(a) The estimated number of existing bicycle commuters in the plan area and the estimated increase in the number of bicycle commuters resulting from implementation of the plan.	6, 8	See "Commute Patterns" section
X		(b) A map and description of existing and proposed land use and settlement patterns which shall include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, and major employment centers.	3, 7	See "Land Use Patterns" section & Figure 2
X		(c) A map and description of existing and proposed bikeways.	10-14	See "Existing Facilities," "Planned Facilities" sections & Figure 3
X		(d) A map and description of existing and proposed end-of-trip bicycle parking facilities. These shall include, but not be limited to, parking at schools, shopping centers, public buildings, and major employment centers.	7, 15-16	See Figure 2 & "Bicycle Parking" section
X		(e) A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These shall include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.	7, 15-16	See Figure 2 & "Bicycle Parking" section
X		(f) A map and description of existing and proposed facilities for changing and storing clothes and equipment. These shall include, but not be limited to, locker, restroom, and shower facilities near bicycle parking facilities.	7, 15-16	See Figure 2 & "Bicycle Parking" section
X		(g) A description of bicycle safety and education programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the Vehicle Code pertaining to bicycle operation, and the resulting effect on accidents involving bicyclists.	16-17	See "Bicycle Safety and Education" section
X		(h) A description of the extent of citizen and community involvement in development of the plan, including, but not limited to, letters of support.	2-3	See "Public Participation Process" section
X		(i) A description of how the bicycle transportation plan has been coordinated and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, programs that provide incentives for bicycle commuting.	1-2	See "Introduction" & "Previous Planning Efforts" sections
X		(j) A description of the projects proposed in the plan and a listing of their priorities for implementation.	8-9, 11-14	See Fig. 2, Fig. 3 & "Regional Context," "Planned Facilities" sections
X		(k) A description of past expenditures for bicycle facilities and future financial needs for projects that improve safety and convenience for bicycle commuters in the plan area.	12, 14-16	See "Planned Facilities" section, Figure 3



**Town of Paradise
Council Agenda Summary
Date: March 6, 2012**

Agenda Item: 7(a)

Originated by: Joanna Gutierrez, Town Clerk

Reviewed by: Charles L. Rough, Jr., Town Manager
Lauren Gill, Assistant Town Manager
Tony Lindsey, Fire Marshal/Building Official

Subject: Vacancies on the Access Board of Appeals

Council Action Requested: Authorize the Town Clerk to advertise for applicants to fill the vacancies on the Access Board of Appeals with an application deadline of Thursday March 22, 2012 at 5:00 p.m.; and, schedule appointments to the vacancies on the April 3, 2012, Town Council regular meeting agenda.

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

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

At the time of the formation of the board, there was a Council Member with construction knowledge experience interested in serving on this appeal board. In 2003, the Town Attorney opined that a member of the Council may serve on the board in the position having construction knowledge or experience, but not as a member of the public. However, any Council Member applicant(s) should not participate in the membership selection process.

Discussion: It was recently confirmed that there are three vacancies on the Access Board of Appeals. These three members no longer reside within the Town of Paradise. As such, it is necessary for the Town Council to appoint two members with construction knowledge and experience and one member of the public.

Conclusion: In order to convene the Access Board of Appeals, it is necessary to have at least three of the five positions filled to establish a quorum.

Fiscal Impact Analysis: The cost of publication of a legal notice in the amount of \$69.00

TOWN OF PARADISE COMMITTEE/COMMISSION APPLICATION

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

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

Position applying for: Access Board of Appeals
(Please check one)

☐ Construction Experience
☐ Public Member

Application Deadline: Thursday, March 22, 2012 at 5:00 p.m.

Date: _____

Applicant Name _____

Address _____

Contact Information Telephone: _____

Fax: _____

Email: _____

Education: _____

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

Qualifications or past experience: _____

Comments: _____

SIGNATURE: _____

Please return application to:

Joanna Gutierrez, Town Clerk, CMC

Town of Paradise

5555 Skyway, Paradise, CA 95969

M-Th: 8-5 pm

Telephone: 872-6291 ext. 101

jgutierrez@townofparadise.com

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

A RESOLUTION CREATING AN ACCESS BOARD OF APPEALS

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

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

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

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

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

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

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

NOES: None

ABSENT: None

NOT VOTING: None



DANIEL WENTLAND, Mayor

ATTEST:

BY: 

FRANKIE RUTLEDGE, CMC, Town Clerk

APPROVED AS TO FORM:

BY: 

DWIGHT L. MOORE, Town Attorney



**Town of Paradise
Council Agenda Summary
Date: March 6, 2012**

Agenda Item:7(b)

Originated by: Charles L. Rough, Jr., Town Manager
Gina S. Will, Finance Director/Town Treasurer

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

Council Action Requested:

Following Town Council's review of the Valuation of Retiree Health Benefits as of July 1, 2011, staff recommends that the Council receive and file the report as submitted; or

Alternatives:

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

Background:

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

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

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

- Implemented retiree health vesting schedule for new hires which requires five years of service with the Town and ten years of service with a CalPERS agency to be eligible for 50% of retiree health benefits. The vesting schedule requires a full 20 years of CalPERS service credit to be eligible for 100% of retiree health benefits.
- The recession and resulting decrease in revenues coupled with increasing expenses, has made it necessary for the Town to further reduce its workforce during the 2010/11 fiscal year and beyond to the 2011/12 fiscal year thereby further reducing that long term obligation.
- The Town has successfully negotiated health benefit caps with four of its six employee groups. The Town is actively pursuing health benefit caps with the remaining two employee groups.

Valuation of Retiree Health Benefits
March 6, 2012

- An irrevocable trust was implemented and \$50,000 contributed in May 2011. While GASB 45 does not require an agency to pre-fund the long term liability nor to adopt or create an IRS 115 Trust, there are significant policy reasons why it is prudent to do so. It will begin dedicating resources to pay for future promised benefits and will allow the actuary to assume that the Trust will earn interest and that the amount the Town will need to set aside is thereby less.

Discussion:

With Council's approval, the Town contracted to have another actuary study completed to measure the obligation as of July 1, 2011 and to track the progress in reducing the obligation. Considerable progress was made as the actuary report that was just received shows that the obligation has been reduced to \$29,822,237; a 35% reduction in the obligation. A summary comparison is provided below:

July 1, 2010	Safety Employees	Non-Safety Employees	Total Present Value of Projected Benefits	Persons
Current Employees	\$15,942,135	\$14,309,133	\$30,251,268	113
Retired Employees	<u>11,410,044</u>	<u>4,149,278</u>	<u>15,559,322</u>	69
Totals	\$27,352,179	\$18,458,411	\$45,810,590	182

July 1, 2011	Safety Employees	Non-Safety Employees	Total Present Value of Projected Benefits	Persons
Current Employees	\$12,667,483	\$4,459,210	\$17,126,693	99
Retired Employees	<u>10,092,098</u>	<u>2,603,446</u>	<u>12,695,544</u>	72
Totals	\$22,759,581	\$7,062,656	\$29,822,237	171

This reduces the ARC to \$2,185,779 and consequently the amount the Town will be required to record on its balance sheet.

Fiscal Impact Analysis:

While considerable progress has been made according to this most recent actuary report, it is important that the Town continue to reduce this obligation as quickly as possible. At current levels the Town will end up with negative net assets as early as 2011/12. With negative assets it will be nearly impossible to secure critical TRANS financing and enable the Town to meet basic cash flow operational demands within a given fiscal year.

TOWN OF PARADISE

VALUATION OF RETIREE HEALTH BENEFITS

**REPORT OF GASB 45 ACTUARIAL VALUATION
AS OF JULY 1, 2011**

**Prepared by: North Bay Pensions
February 29, 2012**

Contents of This Report

Actuarial Certification		1
Summary of Results		2
Detailed Exhibits		
Exhibit 1	Actuarial Values as of July 1, 2011	4
Exhibit 2	Annual OPEB Cost	5
Exhibit 3	Five-Year Projection of Costs	6
Exhibit 4	Summary of Plan Provisions	7
Exhibit 5	Summary of Actuarial Assumptions	8

Actuarial Certification

This report presents the determination of benefit obligations under **Statement No. 45 of the Governmental Accounting Standards Board (GASB 45)** as of July 1, 2011 for the retiree health and welfare benefits provided by the Town of Paradise. I was retained by the Town to perform these calculations.

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

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

Actuarial computations under GASB 45 are for purposes of fulfilling employer accounting requirements. The calculations reported herein have been made on a basis consistent with my understanding of GASB 45. Determinations for purposes other than meeting employer financial accounting requirements may be significantly different from the results reported herein.

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



2-29-12

Nick Franceschine, F.S.A.

North Bay Pensions

550 DuFranc Avenue
Paradise, CA 95472
1-800-594-4590
FAX 707-823-6189
nick@northbaypensions.com

Summary of Results

Background

The Town maintains a program which pays part of monthly medical insurance premiums on behalf of retired former employees, provided that the employee has satisfied certain requirements. As of July 1, 2011, the Town has funded \$50,059 in a secure trust (SISC) toward the cost of future benefits. The benefits are currently being funded by the Town on a pay-as-you-go basis. The Town has informed me that it intends to continue funding on a pay-as-you-go basis for the near future, and also intends to contribute approximately \$50,000 each year to SISC in the future.

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

The Town has requested this actuarial valuation to determine what its OPEB obligations under the program are, and what the fiscal impact of GASB 45 will be for the 2010-2011 and 2011-2012 fiscal years.

Present Value of Future Benefits

The Actuarial Present Value of Total Projected Benefits (APVTPB) for all current and former employees, as of July 1, 2011, is **\$29,822,237**. This is the amount the Town would theoretically need to set aside at this time to fully fund all those future benefits.

This value is much lower than the \$45,810,590 that was disclosed in the 2010 valuation report. The primary reason for the decrease is that the benefit cap for non-safety employees has been capped and is no longer expected to increase in future years.

The total value of \$29,822,237 is the sum of these amounts:

Future benefits of current employees	\$ 17,126,693
Future benefits of current retirees	<u>12,695,544</u>
Total present value of all future benefits	\$ 29,822,237

These figures are computed by (1) estimating the OPEB benefits that will be paid to each current and former employee and their beneficiaries (if applicable), upon the employee's retirement from the Town, (2) estimating the likelihood that each payment will be made, taking into consideration the likelihood of remaining employed until retirement age and

the likelihood of survival after retirement, and (3) discounting each expected future payment back to the present date at an assumed rate of investment return.

Annual Operating Expense Under GASB 45

GASB 45 requires that the cost of the program be recognized in a systematic manner over the working careers of employees. There are six different budgeting methods, called “actuarial funding methods”, that can be used to determine what the annual operating expense (called the **Annual OPEB Cost**) will be. The Town has elected to use the Entry Age Normal actuarial funding method with a closed 30-year level dollar amortization of the unfunded actuarial accrued liability.

The actuarial funding method is used to compute the **Annual Required Contribution (ARC)**. The ARC is generally equal to the sum of (1) the value of benefits earned by employees in the current year, plus (2) an amortization of the value of benefits earned by employees in prior years. Annual OPEB Cost is equal to the sum of (a) the ARC, and (b) interest on any unfunded OPEB operating expense from prior years, less (c) an adjustment to reflect the amortization of unfunded OPEB which is already included in the ARC.

For the fiscal year ending June 30, 2011, the Town’s Annual OPEB Cost is **\$2,156,863**. For the 2011-2012 fiscal year, Annual OPEB Cost will be **\$2,262,266**. Detailed derivations of these amounts are shown in Exhibit 2.

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

	<u>Expected Benefits</u>	<u>Operating Expense</u>
2011-2012 Fiscal Year	\$ 545,571	\$ 2,262,266
2012-2013 Fiscal Year	606,435	2,369,983
2013-2014 Fiscal Year	649,952	2,481,059

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

Actuarial Assumptions

The calculations of the program’s obligations involve various estimates of future events. These estimates are called “actuarial assumptions”. The assumptions are described in detail in Exhibit 5 of this report. The calculated results are highly dependent on the assumptions selected.

Exhibit 1 - Actuarial Values as of July 1, 2011

The Actuarial Present Value of Total Projected Benefits as of July 1, 2011 of all future benefits from the program, for all current and former employees, is as follows:

	<u>Safety Employees</u>	<u>Non-Safety Employees</u>	<u>Total APVTPB</u>	<u>Number of Persons</u>
Current employees	\$ 12,667,483	\$ 4,459,210	\$ 17,126,693	99
Retired former employees	<u>10,092,098</u>	<u>2,603,446</u>	<u>12,695,544</u>	<u>72</u>
Totals	\$ 22,759,581	\$ 7,062,656	\$ 29,822,237	171

This \$29,822,237 is theoretically the amount that the Town would need to set aside as of July 1, 2011 to fully fund the OPEB promises for all current and former employees. As of July 1, 2011, the Town has accrued and funded \$ 50,059 toward this liability.

Statistical Averages as of July 1, 2011

Active Employees

Number	99 employees
Average Age	44.2 years
Average Service	8.7 years

Retired Former Employees and Surviving Spouses

Number	72 persons
Average Age	64.6 years

Source of Information

A census of all eligible Town employees and retirees as of June 30, 2011 was provided to me by the Town.

Exhibit 2 - Annual OPEB Cost

The cost of each individual's OPEB benefits is amortized on a straight-line basis over his/her working career. For each employee, a "normal cost" is computed, the amount which, if accumulated during each year of employment, will at retirement be sufficient to fund the expected benefits for that individual. The sum of all the individual normal costs for all employees is called the **Normal Cost** of the entire program. The accumulated value of all normal costs attributed to prior years, including the full value of benefits for all currently retired employees, is called the **Actuarial Accrued Liability**. The **Unfunded Actuarial Accrued Liability**, the portion of the Actuarial Accrued Liability which exceeds the plan's assets (if any), is amortized over a period of future years. The **ARC** is the sum of the Normal Cost and the amortization of the Unfunded Actuarial Accrued Liability.

The Annual OPEB Cost for the 2010-2011 and 2011-2012 years is computed in this way:

	<u>2010-2011</u>	<u>2011-2012</u>
1. Normal Cost for the year	\$ 887,486	\$ 922,986
2. Actuarial Accrued Liability	21,286,815	22,612,893
3. Value of Plan Assets	0	50,059
4. Unfunded Actuarial Accrued Liability: 2. minus 3.	21,286,815	22,562,834
5. Amortization of 4. over 30 years from 7-1-2009	1,298,293	1,401,331
6. Annual Required Contribution (ARC): 1. plus 5.	\$ 2,185,779	\$ 2,324,317
7. Net OPEB Obligation at beginning of year	1,607,321	3,247,374
8. One year's interest on 7.	69,115	139,637
9. ARC Adjustment: amortization of 7. over 30 years	(98,031)	(201,688)
10. Annual OPEB Cost: 6. plus 8. plus 9.	\$ 2,156,863	\$ 2,262,266
11. Expected payments to retired employees	466,810	545,571
12. Additional funding sent to SISC	50,000	50,000
13. Increase in Net OPEB Obligation: 10. - 11. - 12.	1,640,053	1,666,695
14. Net OPEB Obligation at end of year: 7. plus 13.	3,247,374	4,914,069

Exhibit 3 - Five-Year Projection of Costs

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

Fiscal Year:	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
ARC					
Normal cost	\$ 887,486	\$ 922,986	\$ 959,905	\$ 998,301	\$ 1,038,233
Amortization	<u>1,298,293</u>	<u>1,401,331</u>	<u>1,509,908</u>	<u>1,626,104</u>	<u>1,752,068</u>
Total ARC	\$ 2,185,779	\$ 2,324,317	\$ 2,469,813	\$ 2,624,405	\$ 2,790,301
Plus interest	69,115	139,637	211,305	284,988	361,575
Less ARC adjustment	<u>(98,031)</u>	<u>(201,688)</u>	<u>(311,135)</u>	<u>(428,334)</u>	<u>(555,471)</u>
Annual OPEB Cost	\$2,156,863	\$2,262,266	\$2,369,983	\$2,481,059	\$2,596,405

Benefits paid to retirees	\$ 466,810	\$ 545,571	\$ 606,435	\$ 649,952	\$ 696,892
Additional funding	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total Funding	\$ 516,810	\$ 595,571	\$ 656,435	\$ 699,952	\$ 746,892

Increase in net OPEB Obligation	1,640,053	1,666,695	1,713,548	1,781,107	1,849,513
Net OPEB Obligation at beginning of year	1,607,321	3,247,374	4,914,069	6,627,617	8,408,724
Net OPEB Obligation at end of year	\$3,247,374	\$4,914,069	\$6,627,617	\$8,408,724	\$10,258,237

How to read this chart:

- Annual OPEB Cost: Each year's operating expense.
- Total Funding: Amount the Town will contribute each year, equal to the amount paid to retired employees plus \$50,000 paid to SISC.
- Net OPEB Obligation at end of year: The amount on the Town's balance sheet at the end of each year, as an unpaid liability.

Exhibit 4 - Summary of Plan Provisions

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

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

	<u>In 2011</u>	<u>In 2012</u>
Employee only	\$ 398.11	\$ 433.73
Employee plus spouse	\$ 796.22	\$ 867.45
Employee plus two persons	\$ 931.58	\$ 1,127.69

For two safety employee groups, the maximum amounts increase each year as CalPERS medical premiums increase. For all other employee groups, these amounts do not increase after 2012.

For employees hired after 2/1/2011, the percentage of CalPERS premiums paid by the Town is subject to the following vesting schedule, in addition to the monthly maximums described above: 50% after 10 years of service, plus 10% for each additional year of service, up to 100% after 20 years of service. Also, only 90% of premiums for dependent spouses/partners are reimbursed.

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

CalPERS administrative fees of 0.45% are paid by the Town.

Exhibit 5 - Summary of Actuarial Assumptions

Actuarial Assumptions: The following assumptions as of July 1, 2011 were selected by the Town in accordance with the requirements of GASB 45. These assumptions are consistent with the 2010 CalPERS OPEB Assumptions Model and, in my opinion, are reasonable and appropriate for purposes of determining OPEB costs under GASB 45.

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

Medical Cost Increases (Trend): CalPERS medical premiums are assumed to increase after 2012 as follows:

2013	7.3 %
2014	7.0 %
2015	6.7 %
2016	6.4 %
2017	6.1 %
2018	5.8 %
2019 and later years	5.5 %

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

Mortality: Mortality rates are taken from the 2010 CalPERS OPEB Assumptions Model, projected using Scale AA 15 years for retirees and 30 years for actives. Sample rates for non-safety employees are:

	<u>Pre-Retirement</u>		<u>Post-Retirement</u>	
	<u>Males</u>	<u>Females</u>	<u>Males</u>	<u>Females</u>
Age 30	0.0456 %	0.0266 %	0.0649 %	0.0267 %
Age 40	0.0684 %	0.0413 %	0.0824 %	0.0494 %
Age 50	0.1021 %	0.0753 %	0.1820 %	0.0967 %
Age 60	0.2435 %	0.2289 %	0.5653 %	0.3998 %
Age 70	0.5808 %	0.5584 %	1.3352 %	1.1539 %

Sample rates for police employees are:

	<u>Pre-Retirement</u>		<u>Post-Retirement</u>	
	<u>Males</u>	<u>Females</u>	<u>Males</u>	<u>Females</u>
Age 30	0.0542 %	0.0340 %	0.0649 %	0.0267 %
Age 40	0.0786 %	0.0496 %	0.0824 %	0.0494 %
Age 50	0.1108 %	0.0843 %	0.1820 %	0.0967 %
Age 60	0.2540 %	0.2435 %	0.5653 %	0.3998 %
Age 70	0.5929 %	0.5747 %	1.3352 %	1.1539 %

Sample rates for fire employees are:

	<u>Pre-Retirement</u>		<u>Post-Retirement</u>	
	<u>Males</u>	<u>Females</u>	<u>Males</u>	<u>Females</u>
Age 30	0.0542 %	0.0340 %	0.0700 %	0.0307 %
Age 40	0.0786 %	0.0496 %	0.0930 %	0.0611 %
Age 50	0.1108 %	0.0843 %	0.2390 %	0.1215 %
Age 60	0.2540 %	0.2435 %	0.7200 %	0.4051 %
Age 70	0.5929 %	0.5747 %	1.6750 %	1.0808 %

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

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

Retirement: Retirement rates for non-safety employees are taken from the 2010 CalPERS OPEB Assumptions Model for “Public Agency Miscellaneous 2.0% at 55”. Sample rates are:

	<u>10 Years Service</u>	<u>20 Years Service</u>	<u>30 Years Service</u>
Age 55	6.4 %	9.4 %	12.7 %
Age 58	6.6 %	9.7 %	13.1 %
Age 61	11.3 %	16.5 %	22.4 %
Age 64	14.8 %	21.6 %	29.4 %
Age 67	16.9 %	24.7 %	33.6 %
Age 70	17.6 %	25.7 %	34.9 %

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

	<u>10 Years Service</u>	<u>20 Years Service</u>	<u>30 Years Service</u>
Age 50	7.0 %	13.1 %	24.9 %
Age 53	6.9 %	13.0 %	24.7 %
Age 56	6.9 %	13.0 %	24.7 %
Age 59	9.0 %	17.0 %	32.3 %
Age 62	11.3 %	21.3 %	40.4 %
Age 65	100 %	100 %	100 %

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

	<u>10 Years Service</u>	<u>20 Years Service</u>	<u>30 Years Service</u>
Age 50	3.4 %	4.8 %	8.0 %
Age 53	8.4 %	11.7 %	19.7 %
Age 56	12.1 %	16.9 %	28.5 %
Age 59	10.0 %	14.0 %	23.6 %
Age 62	12.5 %	17.5 %	29.5 %
Age 65	100 %	100 %	100 %

Family Status: Current retirees are assumed to remain with the current spouse or domestic partner for life. 60% of future retirees are assumed to be married and to cover their spouse at the time they retire. Male spouses are assumed to be 3 years older than females.

Turnover (withdrawal): Likelihood of termination within the next year is taken from the 2010 CalPERS OPEB Assumptions Model. Sample rates for non-safety employees are:

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

For police employees, sample rates are:

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

For firefighters, sample rates are:

	<u>5 Years Service</u>	<u>10 Years Service</u>	<u>15 Years Service</u>
Age 20	2.57 %		
Age 30	2.57 %	0.90 %	0.79 %
Age 40	2.57 %	0.90 %	0.79 %
Age 50	0.95 %	0.29 %	0.21 %

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

CalPERS Administrative Fees: CalPERS administrative fees are assumed to remain 0.45% of premiums in all future years.

Inflation: Assumed to be 3.0% per year.

Benefit Cap Increases: For all but two of the employee groups, the benefit cap is assumed to remain unchanged in all future years. For two safety employee groups, the cap is assumed to increase at the same rates as CalPERS medical premiums.



**Town of Paradise
Council Agenda Summary
Date: March 6, 2012**

Agenda Item: 7(c)

Originated by: Charles L. Rough, Jr., Town Manager
Gina S. Will, Finance Director/Town Treasurer

Subject: 2011/12 Budget Status Update

Council Action Requested:

1. Approve budget adjustments for the following funds; and,
 - a. 1010 – General Fund
 - b. 2030 – Building Safety & Waste Water Services
 - c. 2070 – Animal Control
 - d. 2120 – Gas Tax
 - e. 5900 – Transit
2. As in previous years, authorize the Town Manager to administratively freeze spending from some general fund purchasing and operating accounts to further reduce the general fund deficit; or,

Alternatives:

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

Background:

Town Council adopted the fiscal year 2011/12 operating and capital budget at the June 28, 2011 Town Council meeting. At each subsequent Council meeting following that meeting, Council has approved budget adjustments based on additional information known at that time. Each month staff will propose additional budget adjustments as additional information becomes available. The recommended changes and circumstances for the current proposed 2011/12 budget adjustments are described below.

Discussion:

General Fund

Staff ran and analyzed a number of year to date financial reports in order to review trends or significant swings in budgeted revenues and expenses to date. Further staff completed a thorough position control review which includes a review of every employee's budgeted salary and benefits.

As a starting position, the General Fund, after incorporating all approved budget adjustments to date including all the employee group sacrifice concessions, has a reduced projected deficit of \$304,651. A General Fund Budget Performance Report for the 2nd 2011/12 budget quarter ended December 31, 2011 which includes new recommended budget adjustments is attached for review. The following information was derived from the analysis completed:

- In summary, with 50% of the fiscal year completed it shows that about 13% of the revenues have been received. This is normal and expected given that the first property tax payment is usually not received until the first week of January. And in fact, the Town received its first 2011/12 property tax payment on January 4, 2012.
- Again, with 50% of the fiscal year completed, the report shows that 44% of expenses have been recorded through December 31st for 2011/12. Through the same time period in 2010/11 45% of the expenses had been recorded; virtually the same.
- Staff received its first property tax payment and a report of expected property taxes for 2011/12 from Butte County. This information indicates that the Town can expect an additional 2.02% decrease of property taxes (secured, unsecured, and homeowners apportionment) compared to the prior fiscal year. This quantifies to a decrease in expected property tax revenues of \$116,356 below what was projected in the adopted budget, and clearly reflects continuing declines in housing values in our community.
- After reviewing the budget performance report and receipts through February 2012, sales tax revenues are expected to be about \$5,868 less than budget. While sales taxes received by the state are running at budgeted levels which are about 1% above the prior year, sales tax received through the county is expected to be about 3.2% less than what was received for 2010/11, the Town had budgeted for those revenues to be flat.
- Franchise fees after reviewing the budget performance report and receipts to date, appear to be trending about 1.3% above budget about a 4% increase compared to 2010/11. Staff recommends increasing the budgeted revenues by \$10,334.
- With 2nd quarter 2011/12 taxes received for Transient Occupancy taxes, staff recommends increasing the budget by \$4,133. Receipts are trending about 2.5% above budget.
- As Council is aware and has already been reflected in the budget, the State redirected \$85,500 of Motor Vehicle Fees toward continued payment of the annual COPS grant. Further, staff has been informed that the Motor Vehicle in lieu fees that are received by the county are expected to decline 5.2% compared to 2010/11, thus the \$43,997 recommended reduction in revenues.

Additionally, staff reviewed every general fund department budget account (both revenues and expenses) looking for additional revenues and areas where expenses could be reduced. Each account was analyzed from a five year historical perspective, based on financial transactions recorded to date, and based on known account encumbrances. From that analysis budget recommendations were prepared and sent to departments for further review and consideration. Ultimately, the feedback received was incorporated into the attached report and included in the recommended budget adjustments included in the report. Each department should be commended for their help with this process. The Town started the budget year extremely lean, and through this most recent process every rock has been overturned and every dark corner of the attic reviewed for ways to reduce expenses or increase revenues. Please review the general fund report for specific adjustments, but highlights of significant budget adjustments are indicated as follows:

Town Council/Town Clerk/ Administrative Services and Finance

For the most part, recommended adjustments in these departments are negligible. Revenues and expenses are increasing or decreasing only marginally as summarized below:

- ✓ Town Council (\$1,162)
- ✓ Town Clerk \$868
- ✓ Town Manager \$1,138
- ✓ Central Services \$5,744
- ✓ HR and Risk Management \$3,687
- ✓ Legal Services \$7,447
- ✓ Fleet Management \$704
- ✓ Emergency Operations Center (\$161)
- ✓ Finance (\$249)

Police Department

Cumulatively, Police Department service revenues are expected to increase \$5,982. While Police Administrative expenses are expected to increase \$5,563, Police Operation Expenses can be decreased \$85,531. Much of this savings is due to employee attrition as currently the department has two officer vacancies that are in the process of being filled, and an upcoming Sergeant vacancy. Despite these vacancies, the department, under Chief Buzzard's leadership, has done an exceptional job to date of curtailing overtime costs. In fact, it is expected that overtime costs for both operations and Public Safety Communication will end below budgeted levels and below prior year. Public Safety Communication is expected to come in \$32,000 under budget.

Fire Department

Fire Department revenues are expected to increase \$7,336 which offsets the department's expected increased collective expenses of \$38,169. The department is able to delay or eliminate certain purchases in order to mitigate the expected \$76,000 increase in budgeted overtime. While this increase is substantial, it is understandable given the current staffing levels and frozen positions. Projected overtime will be a little more than \$16,000 less than 2010/11.

Planning/Waste Management

Planning revenues appear to still be declining in areas like administrative permits and rezoning. Further administrative citations related to solid waste and public nuisances are proving to be difficult to collect now that the County's teetering program has been discontinued. Total revenues in Planning and Waste Management are expected to be down \$11,900. Also, expenses, especially related to unemployment benefits, are higher than originally budgeted by a total of \$19,437.

Engineering/Community Park and Public Facilities

Revenues in these areas are now trending at current budgeted levels. However, it appears that we can find additional expense savings of about \$42,717, namely from a review of budgeted salaries and benefits. Also, the Town was able to obtain some needed equipment through grant funds instead of general funds.

In addition, staff thoroughly reviewed other funds that have potential impact on the General Fund and that have personnel costs associated with them. Individual reports that contain the specific recommended budget adjustments for each fund are attached for Council's review

Building Safety and Waste Water Services

The Town has made considerable progress in making this an independent sustainable fund without the need for a General Fund subsidy. Prior year deficits from the Building and Onsite Funds have been eliminated, and whereas there was an \$87,076 General Fund subsidy required for 2010/11, there is no anticipated subsidy required for 2011/12. While the fund is expected to see some increases on requested services compared to the prior fiscal year, it is not increasing as fast as budgeted. Staff recommends decreasing revenues by a collective \$35,556. There is a 20.6% reduction in expenses in this fund compared to the prior fiscal year. Unfortunately, much of that savings is a result of layoffs. Staff is recommending increasing needed expenses by \$34,662 as the Town continues to fine tune staffing and strives to find the equilibrium for the fund. The fund is expected to breakeven with about a \$250 ending fund balance. There is a possibility that the fund could realize some additional revenue through Paradise Community Village activity, but as the timing for this is uncertain, staff recommends moving forward with this conservative budget estimate.

Animal Control

Overall the Animal Control is trending about as expected. Staff recommends a small reduction in budgeted revenues including a reduction in the transfer from the Animal Control Donation fund in order to maintain the fund deficit at the 2010/11 level. It is recommended that budgeted expenses be increased by \$10,686. The ending fund balance deficit will remain at about \$22,305. It is expected that some progress can be made on eliminating this deficit in 2012/13. It is still believed that eventually a long term solution will need to be found in order to sustain the services provided by this program.

State Gas Tax

This fund is presently very healthy and expected to end the fiscal year with a \$128,188 ending fund balance. Based on revised highway user tax estimates received, the fund will receive \$42,286 less in revenues, but with significant personnel savings received by the vacancies of the Public Works Director/Town Engineer and Associate Engineer, it is recommended that expenses can be decreased by \$92,022. The fund will not require a \$26,523 transfer from the transit fund as budgeted.

Transit

This fund also remains healthy with an anticipated ending fund balance of \$1,094,088. This is an increase to the ending fund balance of \$40,976 as a result of slightly increased revenues, decreased expenses because of the engineering staff vacancies, and no required transfer to the State Gas Tax Fund.

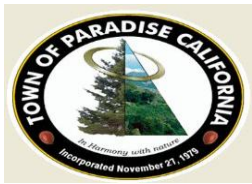
Conclusion:

As a result of this extensive budget review and as a result of additional information received, **General Fund** revenues are expected to further decrease \$149,044. Although, the analysis also reveals that the Town is able to minimize the impact of this loss of revenue by decreasing expenses by \$76,533. Unfortunately, this results in a net increase to the deficit of \$72,511 bringing the total General Fund deficit to \$377,162.

To maintain appropriate reserves and protect the Town's fiscal solvency additional steps are being taken to reduce the General Fund structural deficit of \$377,162 by the end of the 2011/12 fiscal year. Staff will continue to update Council monthly on the progress made in reducing this deficit. Without an unexpected windfall; however, it is doubtful that the entire deficit will be eliminated.

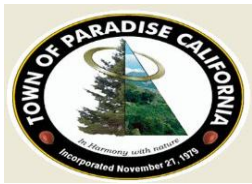
Fiscal Impact Analysis:

These current adjustments increase the General Fund deficit and decrease the General Fund reserves by \$72,511. Based on nearly finalized 2010/11 numbers, the General Fund ending fund balance will be reduced from \$1,652,175 to \$1,275,013. This represents a 12.3% reserve which is less than the Town's 15% reserve goal.



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

		YTD				Recommended	
		Unaudited Actual	Amended Budget	Transactions	%	Budget	Recommended
Account	Account Description	2010/11	2011/12	2011/12	Used/Rec'd	Adjustments	Revised Budget
						2011/12	2011/12
Fund 1010	- General Fund						
REVENUE							
Department 00 - Non Department Activity							
Program 0000 - Non Program Activity							
3110.311	Property Taxes Current Secured	4,106,712	4,156,190	-	0%	(120,797)	4,035,393
3110.312	Property Taxes Current Unsecured	193,795	195,548	181,519	93%	6,084	201,632
3110.315	Property Taxes Prior Secured/Unsecured	9,615	7,344	2,109	29%	-	7,344
3110.320	Property Taxes General Supplemental	20,570	10,000	-	0%	-	10,000
3130.325	General Sales and Use Tax Sales and Use Tax	1,660,578	1,633,347	412,228	25%	(5,868)	1,627,479
3167.330	Real Property Transfer Tax Real Property Transfer Tax	34,063	34,817	18,110	52%	4,235	39,052
3182.335	Franchise Taxes Franchise Taxes	782,601	784,487	132,502	17%	10,334	794,821
3185.340	Transient Occupancy Tax Transient Occupancy Tax	161,990	159,629	32,556	20%	4,133	163,762
3210.110	Business Licenses and Permits Business Regulation	2,927	2,800	1,190	42%	(150)	2,650
3210.120	Business Licenses and Permits Bingo Regulation	132	132	-	0%	(66)	66
3345.100	State Revenues - Other Refunds & Reimbursements	2,257	2,250	-	0%	(2,250)	-
3345.200	State Revenues - Other Miscellaneous	24,537	15,000	-	0%	-	15,000
3351.001	Property Tax Homeowners Apportionment	72,772	73,000	-	0%	(1,643)	71,357
3356.001	State Motor Vehicle In Lieu Motor Vehicle In Lieu Tax	2,071,312	2,006,650	13,222	1%	(43,997)	1,962,653
3356.003	State Motor Vehicle In Lieu Section 11001.5 Prior Year	56,353	-	-	+++	-	-
3410.104	Administrative Services Returned Check Processing	406	400	157	39%	(130)	270
3410.107	Administrative Services Electronic Audio Reproduction	20	10	-	0%	-	10
3410.112	Administrative Services Printed Material Production/Sale	819	500	60	12%	(380)	120
3410.113	Administrative Services Document Copying	334	250	123	49%	-	250
3410.114	Administrative Services Document Certification	104	100	58	58%	-	100
3410.115	Administrative Services Research on Request/Dept Records	456	500	304	61%	-	500
3410.150	Administrative Services Late Fees	(10)	-	-	+++	-	-
3610.100	Interest Revenue Investments	9,251	13,162	2,178	17%	-	13,162
3610.150	Interest Revenue Interfund Loans	3,814	53,124	29,871	56%	-	53,124
3630.200	Rents and Royalties Billboard Rents and Leases	440	440	-	0%	-	440
3901.100	Refunds & Reimbursements Miscellaneous	(44)	19,000	34	0%	-	19,000
3902.100	Miscellaneous Revenue General	1,896	1,000	639	64%	-	1,000
3902.110	Miscellaneous Revenue Cash Over and Short	(4)	-	(1)	+++	-	-



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Recommended

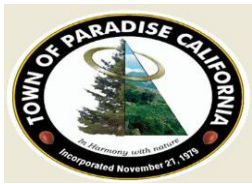
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3910.030	Transfers In From Development Services Fund	88,389	90,160	42,373	47%	10,100	100,260
3910.050	Transfers In From Onsite Wastewater Fund	46,131	-	-	+++	-	-
3910.055	Transfers In From DIF Fire	18,284	-	-	+++	-	-
3910.070	Transfers In From Animal Control	29,897	21,362	11,353	53%	3,817	25,179
3910.080	Transfers In From Code Enforcement Reimb	3,698	-	-	+++	-	-
3910.112	Transfers In From Federal CMAQ Fund	19,615	25,678	23,117	90%	-	25,678
3910.120	Transfers In From State Gas Tax Fund	104,884	122,648	46,136	38%	(20,866)	101,782
3910.126	Transfers In From ARRA Fund	36,894	-	-	+++	-	-
3910.140	Transfers In From Traffic Safety Fund	26,000	26,000	13,100	50%	-	26,000
3910.160	Transfers In From BHS Development Svcs Fund	16,686	25,227	5,000	20%	(685)	24,542
3910.204	Transfers In From State SLESF Grant Fund	45,000	45,000	22,500	50%	-	45,000
3910.215	Transfers In From Aband Vehicle Abate Fund	-	-	691	+++	7,955	7,955
3910.254	Transfers In From BTA Memorial So Ext Fund	8,425	-	-	+++	-	-
3910.308	Transfers In From BHS CDBG 2008 Grant	26,175	-	4,890	+++	4,890	4,890
3910.502	Transfers In From Signal Development Fund	-	8,189	341	4%	-	8,189
3910.503	Transfers In From Drainage Trust	30,000	17,696	8,878	50%	-	17,696
3910.505	Transfers In From Memorial Trailway Fund	-	2,218	2,226	100%	8	2,226
3910.510	Transfers In From Impact Fees Road Imp Fund	-	9,877	1,150	12%	-	9,877
3910.551	Transfers In From Impact Fees Drainage Fund	-	20,000	10,010	50%	-	20,000
3910.807	Transfers In From Dr. Horlic Renovation Donat	-	21,469	10,720	50%	-	21,469
3910.900	Transfers In From Transit Fund	4,116	5,941	841	14%	(3,340)	2,601
3910.920	Transfers In From Successor RDA Non Housing Fund	23,381	3,977	1,876	47%	(1,056)	2,921
3910.921	Transfers In From Housing Fund	4,328	1,714	360	21%	(1,154)	560
3910.970	Transfers In From Self Insurance Trust Fund	377,859	143,646	143,646	100%	-	143,646
Program 0000 - Non Program Activity Totals		10,127,459	9,760,482	1,176,064	12%	(150,827)	9,609,655

Department 25 - Finance

Program 5005 - Rental Properties

3901.100	Refunds & Reimbursements Miscellaneous	2,017	1,840	920	50%	-	1,840
Program 5005 - Rental Properties Totals		2,017	1,840	920	50%	-	1,840

Department 30 - Police



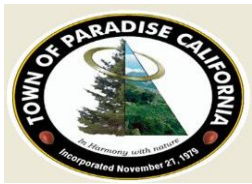
Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Recommended

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	%	Recommended	Recommended
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3320.100	Federal Revenue - Other Refunds and Reimbursements	16,802	-	486	+++	6,400	6,400
3345.004	State Revenues - Other POST Reimbursements	19,319	18,000	8,491	47%	-	18,000
3345.100	State Revenues - Other Refunds & Reimbursements	24,318	15,000	27,146	181%	12,150	27,150
3380.100	Local Government Revenue Fines and Forfeitures	42,931	32,000	7,446	23%	-	32,000
3380.106	Local Government Revenue Administrative Citations Police	200	-	-	+++	-	-
3421.100	Police Vehicle Repossession	315	250	126	50%	-	250
3421.103	Police Weapons Storage Fee	819	800	394	49%	-	800
3421.105	Police Cite Sign Off / VIN Verification	2,524	2,300	898	39%	(600)	1,700
3421.110	Police DUI Accident & Arrest Processing	-	10,000	-	0%	(10,000)	-
3421.111	Police Vehicle Impound Fee	1,456	1,600	1,008	63%	400	2,000
3421.115	Police Report (Copy)	6,877	6,800	2,849	42%	(400)	6,400
3421.120	Police Fingerprint Processing	12,161	12,000	4,617	38%	(3,000)	9,000
3421.122	Police Visa/Clearance Letter	104	78	13	17%	-	78
3421.128	Police Statutory Registration	960	810	510	63%	-	810
3421.130	Police Reproduce/Sale of Tapes & Photos	130	150	76	51%	-	150
3421.140	Police Alarm System Registration	189	100	43	43%	-	100
3421.141	Police False Alarm Response	1,652	2,000	970	49%	-	2,000
3421.180	Police Special Services	1,972	2,000	2,299	115%	1,000	3,000
3421.182	Police Research on Request	30	-	15	+++	15	15
3901.100	Refunds & Reimbursements Miscellaneous	4,635	1,000	698	70%	-	1,000
3901.140	Refunds & Reimbursements Negligence Cost Recovery Fees	10,482	1,000	217	22%	-	1,000
3902.100	Miscellaneous Revenue General	3,880	-	17	+++	17	17
Department 30 - Police Totals		151,756	105,888	58,318	55%	5,982	111,870

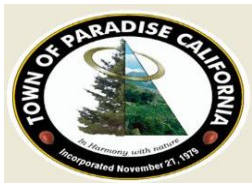
Department 35 - Fire

3345.100	State Revenues - Other Refunds & Reimbursements	-	-	5,609	+++	5,609	5,609
3380.103	Local Government Revenue Fines and Citations Fire	-	3,000	2,600	87%	900	3,900
3410.150	Administrative Services Late Fees	42	-	234	+++	234	234
3422.303	Fire Out Of Hours Burning Response	1,338	500	953	191%	900	1,400
3422.304	Fire Fuel Reduction Burn Permit	510	500	68	14%	(432)	68
3422.310	Fire Report Copying	455	250	54	22%	(100)	150
3422.315	Fire Residential Burning Regulation	10,450	10,000	2,332	23%	-	10,000



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD		Recommended Budget Adjustments 2011/12	Recommended Revised Budget 2011/12
				Transactions 2011/12	% Used/Rec'd		
3422.330	Fire Campfire/Special Activity Permit	132	100	-	0%	-	100
3422.335	Fire Land Clearing Fire Regulation	75	-	75	+++	75	75
3422.344	Fire Negligent/Reckless Cost Recovery	(322)	-	-	+++	-	-
3422.375	Fire Stand By	107	-	-	+++	-	-
3422.380	Fire Response DUI Accident	1,731	-	-	+++	-	-
3422.385	Fire Hazard Material Response	264	-	-	+++	-	-
3901.100	Refunds & Reimbursements Miscellaneous	1,325	500	-	0%	-	500
3902.100	Miscellaneous Revenue General	303	-	150	+++	150	150
3910.810	Transfers In From Fire Donation Fund	104,000	-	-	+++	-	-
Department 35 - Fire Totals		120,409	14,850	12,075	81%	7,336	22,186
 Department 40 - Community Development							
Program 4720 - CDD Planning							
3380.101	Local Government Revenue Fines and Citations Comm Develop	40,393	40,000	12,440	31%	(5,000)	35,000
3400.101	CDD Planning Appeals Review	80	-	-	+++	-	-
3400.104	CDD Planning Tentative Parcel Map	4,950	3,300	1,650	50%	-	3,300
3400.107	CDD Planning Major Map Modification Review	-	-	680	+++	680	680
3400.108	CDD Planning Road Name Review	356	356	-	0%	(178)	178
3400.111	CDD Planning Landscape Plan	-	-	648	+++	648	648
3400.115	CDD Planning CEQA Analysis/Document	298	300	-	0%	(300)	-
3400.123	CDD Planning Tree Pres/Protect Plan Review	-	-	285	+++	285	285
3400.130	CDD Planning General Plan Amend and Rezoning	-	2,000	-	0%	(1,000)	1,000
3400.142	CDD Planning Annexation Application and Fee	-	500	-	0%	(500)	-
3400.146	CDD Planning New Business Check List Review	138	-	-	+++	-	-
3400.150	CDD Planning Code Compliance Enforcement Fee	152	-	-	+++	-	-
3400.170	CDD Planning Use Permit Class A	(302)	576	-	0%	(576)	-
3400.171	CDD Planning Use Permit Class B	1,904	952	952	100%	-	952
3400.173	CDD Planning Temporary Use Permit	488	488	206	42%	-	488
3400.174	CDD Planning Administrative Permit	4,791	4,200	645	15%	(2,200)	2,000
3400.177	CDD Planning Site Plan/Use Permit Mod Class A	-	290	-	0%	(290)	-
3400.178	CDD Planning Site Plan/Use Permit Mod Class B	476	-	952	+++	952	952
3400.184	CDD Planning Site Plan Review Class A	-	510	-	0%	(510)	-



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	Used/Rec'd %	Recommended	Recommended
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3400.185	CDD Planning Site Plan Review Class B	752	750	-	0%	(750)	-
3400.195	CDD Planning Public Convenience/Necessity	88	-	88	+++	88	88
3400.200	CDD Planning Tree Felling Permit	19,417	18,000	9,475	53%	-	18,000
Program 4720 - CDD Planning Totals		73,980	72,222	28,021	39%	(8,651)	63,571
Program 4780 - CDD - Waste Management							
3182.335	Franchise Taxes Franchise Taxes	33,897	33,367	8,858	27%	1,751	35,118
3345.200	State Revenues - Other Miscellaneous	(2,850)	4,500	5,773	128%	-	4,500
3380.104	Local Government Revenue Fines and Citations Waste Mgmt	21,423	20,000	1,720	9%	(5,000)	15,000
Program 4780 - CDD - Waste Management Totals		52,470	57,867	16,351	28%	(3,249)	54,618
Department 40 - Community Development Totals		126,450	130,089	44,372	34%	(11,900)	118,189
Department 45 - Public Works							
Program 4740 - Public Works - Engineering							
3402.201	PW Engineering Final Parcel Map	3,556	3,500	680	19%	(2,140)	1,360
3402.205	PW Engineering Street Abandonment	975	-	-	+++	-	-
3402.220	PW Engineering Land Divisn/Pvt Develop Projects	4,028	31,957	31,544	99%	-	31,957
3402.221	PW Engineering Prepare/Record Covenant Agreement	1	-	1	+++	1	1
3402.223	PW Engineering Site Plan	775	-	-	+++	-	-
3402.224	PW Engineering Grading Check/Inspection	1,040	1,230	1,382	112%	170	1,400
3402.225	PW Engineering Cert of Correct w/out Hearing	305	305	-	0%	(305)	-
3402.226	PW Engineering Cert of Correction with Hearing	443	-	-	+++	-	-
3402.228	PW Engineering Lot Line Adjustment	2,297	2,000	505	25%	(1,000)	1,000
3402.230	PW Engineering Engineer Drain Plan/Calc Review	3,116	11,916	12,262	103%	584	12,500
3402.232	PW Engineering Erosion Control Plan Review	-	576	576	100%	-	576
3402.250	PW Engineering Oversized Vehicle Regulation	36	213	426	200%	213	426
3402.270	PW Engineering Encroachment Permit Fees	5,811	8,308	9,572	115%	2,692	11,000
Program 4740 - Public Works - Engineering Totals		22,382	60,005	56,948	95%	215	60,220
Program 4745 - Paradise Community Park							
3470.251	Parks & Recreation Space Rental	2,670	2,300	1,210	53%	(300)	2,000
3470.255	Parks & Recreation Museum Building Fees		1	-	0%	-	1



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	Used/Rec'd %	Recommended Budget Adjustments 2011/12	Recommended Revised Budget 2011/12
3470.258	Parks & Recreation Miscellaneous	-	-	450	+++	450	450
Program 4745 - Paradise Community Park Totals		2,670	2,301	1,660	72%	150	2,451
Department 45 - Public Works Totals		25,052	62,306	58,608	94%	365	62,671

REVENUE TOTALS	10,553,143	10,075,455	1,350,356	13%	(149,044)	9,926,411
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EXPENSE

Department 00 - Non Department Activity

5225	Bank Fees and Charges	10,441	10,600	5,462	52%	-	10,600
5280.100	Bad Debt Write Off Expense	487	500	-	0%	-	500
5501	Debt Service Payment - Principal	636,297	623,644	-	0%	-	623,644
5502	Debt Service Payment - Interest	148,703	186,357	-	0%	-	186,357
5502.150	Debt Service Payment - Interest Interfund Loans	10,534	5,792	1,415	24%	-	5,792
5502.201	Debt Service Payment - Interest Tax Anticipation Notes	37,892	57,500	-	0%	(5,750)	51,750
5510.201	Bond Payments - Issuance Costs Tax Anticipation Notes	8,922	-	8,150	+++	8,150	8,150
5601	OPEB Prefunding Expense	50,000	-	-	+++	-	-
5910.203	Transfer Out Building Safety & WW Services	87,076	-	-	+++	-	-
Department 00 - Non Department Activity Totals		990,352	884,393	15,027	2%	2,400	886,793

Department 10 - Legislative

Program 4000 - Town Council

5101	Salaries - Permanent	16,770	18,000	8,460	47%	(1,080)	16,920
5107	Car Allowance/Mileage	5,400	5,400	2,700	50%	-	5,400
5111	Medicare	340	339	170	50%	(15)	324
5112.102	Retirement Contribution Social Security	1,330	1,451	725	50%	(67)	1,384
5113	Worker's Compensation	144	141	71	50%	-	141
5202.100	Operating Supplies General	258	375	107	29%	-	375
5220.100	Employee Development General	12,480	11,120	1,588	14%	-	11,120
5223.105	Meals and Refreshments Emergencies and Meetings	46	-	-	+++	-	-
Department 10 - Legislative Totals		36,768	36,826	13,821	38%	(1,162)	35,664



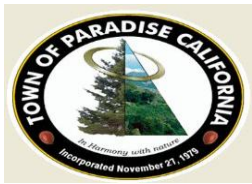
Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

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Department 15 - Town Clerk							
Program 4100 - Town Clerk							
5101	Salaries - Permanent	177,355	153,542	70,790	46%	-	153,542
5106.100	Incentives & Admin Leave Administrative Leave	2,418	7,899	-	0%	-	7,899
5107	Car Allowance/Mileage	4,607	4,800	2,392	50%	(1,100)	3,700
5111	Medicare	2,508	2,411	1,016	42%	(14)	2,397
5112.101	Retirement Contribution PERS	22,096	18,404	8,560	47%	-	18,404
5113	Worker's Compensation	1,400	1,217	610	50%	(18)	1,199
5114.101	Health Insurance M. D. & V.	21,224	18,614	9,474	51%	(26)	18,588
5115	Unemployment Compensation	-	6,448	2,518	39%	(2,690)	3,758
5116.101	Life and Disability Insurance Life & Disab.	1,627	1,302	701	54%	(1)	1,301
5119.100	Retiree Costs Medical Insurance	16,906	17,561	10,801	62%	5,678	23,239
5122	Accrual Bank Payoff	-	-	174	+++	174	174
5201.100	Office Supplies General	557	500	82	16%	-	500
5202.100	Operating Supplies General	808	550	(270)	-49%	(270)	280
5204	Subscriptions and Code Books	1,455	1,425	1,675	118%	305	1,730
5210.100	Postage General	294	600	80	13%	(300)	300
5213.100	Professional/Contract Services General	4,002	5,510	2,574	47%	-	5,510
5214.100	Repair and Maint Service General	986	-	-	+++	-	-
5218.100	Advertising General	4,588	4,370	708	16%	(870)	3,500
5219.100	Printing General	54	50	-	0%	-	50
5220.100	Employee Development General	52	1,280	1,280	100%	-	1,280
5221	Election-County Services	12,551	-	-	+++	-	-
5501	Debt Service Payment - Principal	1,057	193	97	50%	-	193
Department 15 - Town Clerk Totals		276,549	246,676	113,262	46%	868	247,544
Department 20 - Administrative Services							
Program 4200 - Town Manager							
5101	Salaries - Permanent	95,509	137,920	77,822	56%	-	137,920
5106.100	Incentives & Admin Leave Administrative Leave	3,894	-	-	+++	-	-
5107	Car Allowance/Mileage	1,533	-	84	+++	84	84
5111	Medicare	1,233	2,000	1,082	54%	-	2,000



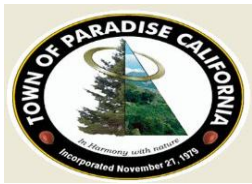
Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	Used/Rec'd %	Recommended	Recommended
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5112.101	Retirement Contribution PERS	11,508	11,091	8,413	76%	-	11,091
5113	Worker's Compensation	808	1,468	736	50%	4	1,472
5114.101	Health Insurance M. D. & V.	12,364	12,273	10,375	85%	(12)	12,261
5115	Unemployment Compensation	-	-	580	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	391	832	539	65%	(1)	831
5119.100	Retiree Costs Medical Insurance	17,443	22,338	9,031	40%	814	23,152
5201.100	Office Supplies General	190	200	401	200%	220	420
5202.100	Operating Supplies General	120	150	44	29%	-	150
5204	Subscriptions and Code Books	-	50	-	0%	(50)	-
5210.100	Postage General	23	50	11	21%	-	50
5214.100	Repair and Maint Service General	65	150	65	43%	-	150
5220.100	Employee Development General	245	160	-	0%	-	160
5223.105	Meals and Refreshments Emergencies and Meetings	104	-	79	+++	79	79
5260	Miscellaneous	24	-	-	+++	-	-
5501	Debt Service Payment - Principal	1,216	193	97	50%	-	193
Program 4200 - Town Manager Totals		146,669	188,875	109,359	58%	1,138	190,013
Program 4201 - Central Services							
5101	Salaries - Permanent	116,433	119,258	55,708	47%	-	119,258
5106.100	Incentives & Admin Leave Administrative Leave	3,526	3,574	-	0%	-	3,574
5111	Medicare	1,687	1,781	785	44%	-	1,781
5112.101	Retirement Contribution PERS	12,807	12,204	5,748	47%	-	12,204
5113	Worker's Compensation	1,217	1,349	677	50%	5	1,354
5114.101	Health Insurance M. D. & V.	13,085	13,178	6,616	50%	31	13,209
5115	Unemployment Compensation	-	-	409	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	1,121	1,073	560	52%	-	1,073
5199.199	Other Fund Support IT-Serv from Tech Fee	(48,000)	(49,500)	(24,750)	50%	(1,500)	(51,000)
5201.100	Office Supplies General	4,485	-	68	+++	68	68
5202.100	Operating Supplies General	8,833	10,306	4,282	42%	(1,006)	9,300
5203.100	Repairs and Maint Supplies General	673	1,100	269	24%	(300)	800
5204	Subscriptions and Code Books	30	-	-	+++	-	-
5209.101	Auto Fuel Expense Town Vehicles	234	295	179	61%	55	350



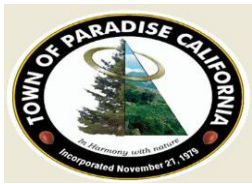
Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

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						Budget Adjustments 2011/12	Revised Budget 2011/12
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	22	-	-	+++	-	-
5210.100	Postage General	234	150	-	0%	-	150
5211.135	Utilities Water and Sewer	692	650	324	50%	-	650
5211.137	Utilities Electric and Gas	24,653	23,690	10,007	42%	-	23,690
5212.100	Insurance General	169,733	169,530	167,652	99%	(1,878)	167,652
5213.100	Professional/Contract Services General	40,683	38,588	26,396	68%	9,057	47,645
5214.100	Repair and Maint Service General	67,511	58,466	49,688	85%	3,034	61,500
5215.100	Rents and Leases Miscellaneous	1,454	1,429	849	59%	-	1,429
5215.106	Rents and Leases Copiers	6,041	5,170	2,532	49%	-	5,170
5216.100	Communications General Services	32,181	34,012	15,048	44%	(1,512)	32,500
5218.100	Advertising General	55	-	-	+++	-	-
5219.100	Printing General	3,623	3,210	1,670	52%	(310)	2,900
5220.100	Employee Development General	2,956	2,180	1,295	59%	-	2,180
5223.105	Meals and Refreshments Emergencies and Meetings	4	-	-	+++	-	-
5260	Miscellaneous	21,202	21,162	21,145	100%	-	21,162
5303	Improvements	3,190	-	-	+++	-	-
5304	Furniture & Equipment	2,392	13,365	8,472	63%	-	13,365
5500	Bond Payments - Fiscal Agent	2,500	2,500	-	0%	-	2,500
5501	Debt Service Payment - Principal	65,840	16,242	5,116	32%	-	16,242
5510	Bond Payments - Issuance Costs	1,939	2,035	1,926	95%	-	2,035
Program 4201 - Central Services Totals		563,036	506,997	362,673	72%	5,744	512,741
Program 4203 - HR and Risk Management							
5101	Salaries - Permanent	76,068	43,094	22,273	52%	13	43,107
5105	Salaries - Overtime/FLSA	547	-	-	+++	-	-
5111	Medicare	1,074	625	309	49%	-	625
5112.101	Retirement Contribution PERS	2,932	4,410	2,290	52%	1	4,411
5113	Worker's Compensation	652	365	183	50%	1	366
5114.101	Health Insurance M. D. & V.	6,410	12,702	9,221	73%	5,348	18,050
5115	Unemployment Compensation	-	-	148	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	(124)	586	275	47%	(1)	585
5119.120	Retiree Costs PERS 1959 Survivor Benefits	3,136	2,064	-	0%	-	2,064



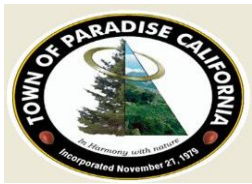
Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	Used/Rec'd %	Recommended	Recommended
						Budget Adjustments 2011/12	Revised Budget 2011/12
5201.100	Office Supplies General	432	740	321	43%	-	740
5202.100	Operating Supplies General	418	550	57	10%	-	550
5204	Subscriptions and Code Books	-	120	-	0%	-	120
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	153	-	-	+++	-	-
5210.100	Postage General	116	250	50	20%	(125)	125
5213.100	Professional/Contract Services General	3,800	3,825	2,070	54%	(825)	3,000
5219.100	Printing General	58	200	-	0%	(100)	100
5220.100	Employee Development General	30	1,500	-	0%	(700)	800
5223.105	Meals and Refreshments Emergencies and Meetings	-	-	-	+++	75	75
Program 4203 - HR and Risk Management Totals		95,702	71,031	37,198	52%	3,687	74,718
Program 4300 - Legal Services							
5210.100	Postage General	6	-	0	+++	(0)	-
5213.100	Professional/Contract Services General	209,008	159,040	85,587	54%	7,447	166,487
Program 4300 - Legal Services Totals		209,014	159,040	85,587	54%	7,447	166,487
Program 4550 - Fleet Management							
5101	Salaries - Permanent	53,493	59,179	27,805	47%	-	59,179
5105	Salaries - Overtime/FLSA	2,129	-	-	+++	-	-
5106.100	Incentives & Admin Leave Administrative Leave	2,321	2,462	-	0%	-	2,462
5109.100	Allowances Uniform Allowance	1,500	1,500	250	17%	(1,000)	500
5109.102	Allowances Tool Allowance	-	-	1,000	+++	1,000	1,000
5111	Medicare	739	916	365	40%	-	916
5112.101	Retirement Contribution PERS	6,148	6,056	2,893	48%	-	6,056
5113	Worker's Compensation	1,733	1,904	955	50%	6	1,910
5114.101	Health Insurance M. D. & V.	14,299	15,026	7,477	50%	16	15,042
5115	Unemployment Compensation	-	-	189	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	578	574	298	52%	-	574
5119.100	Retiree Costs Medical Insurance	8,445	8,903	4,359	49%	448	9,351
5201.100	Office Supplies General	70	150	-	0%	(75)	75
5202.100	Operating Supplies General	379	300	30	10%	(100)	200
5203.100	Repairs and Maint Supplies General	44,684	35,450	18,842	53%	-	35,450



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

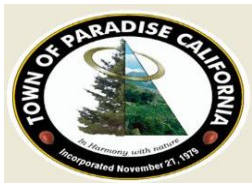
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						Budget Adjustments 2011/12	Revised Budget 2011/12
5204	Subscriptions and Code Books	-	400	-	0%	-	400
5209.101	Auto Fuel Expense Town Vehicles	1,016	750	590	79%	450	1,200
5210.100	Postage General	76	50	-	0%	-	50
5213.100	Professional/Contract Services General	3,482	3,700	1,231	33%	-	3,700
5214.100	Repair and Maint Service General	24,928	22,000	7,221	33%	-	22,000
5216.100	Communications General Services	642	840	504	60%	-	840
5219.100	Printing General	87	-	-	+++	-	-
5220.100	Employee Development General	1,269	1,500	1,459	97%	(41)	1,459
5501	Debt Service Payment - Principal	4,524	4,365	2,183	50%	-	4,365
Program 4550 - Fleet Management Totals		172,541	166,025	77,654	47%	704	166,729
Program 4615 - Fire - EOC							
5202.100	Operating Supplies General	231	200	-	0%	(100)	100
5203.100	Repairs and Maint Supplies General	2,660	500	-	0%	(250)	250
5214.100	Repair and Maint Service General	12,693	12,000	12,000	100%	-	12,000
5216.100	Communications General Services	3,868	3,857	1,886	49%	-	3,857
5219.100	Printing General	34	-	-	+++	-	-
5220.100	Employee Development General	-	-	99	+++	99	99
5223.105	Meals and Refreshments Emergencies and Meetings	1,065	-	65	+++	90	90
Program 4615 - Fire - EOC Totals		20,550	16,557	14,050	85%	(161)	16,396
Department 20 - Administrative Services Totals		1,207,513	1,108,525	686,522	62%	18,559	1,127,084
Department 25 - Finance							
Program 4400 - Finance							
5101	Salaries - Permanent	146,895	146,504	69,756	48%	(879)	145,625
5105	Salaries - Overtime/FLSA	36	-	-	+++	-	-
5106.100	Incentives & Admin Leave Administrative Leave	6,136	7,243	-	0%	-	7,243
5107	Car Allowance/Mileage	4,032	3,352	2,122	63%	(167)	3,185
5111	Medicare	2,193	2,303	978	42%	(36)	2,267
5112.101	Retirement Contribution PERS	17,452	19,784	10,160	51%	(68)	19,716
5113	Worker's Compensation	1,284	1,344	674	50%	4	1,348
5114.101	Health Insurance M. D. & V.	24,164	23,869	12,839	54%	612	24,481



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Recommended

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	%	Recommended	Recommended
						Budget Adjustments 2011/12	Revised Budget 2011/12
					Used/Rec'd		
5115	Unemployment Compensation	2,466	9,316	5,198	56%	(622)	8,694
5116.101	Life and Disability Insurance Life & Disab.	1,412	1,238	654	53%	(5)	1,233
5119.100	Retiree Costs Medical Insurance	9,231	8,903	4,670	52%	577	9,480
5122	Accrual Bank Payoff	2,270	736	-	0%	(428)	308
5201.100	Office Supplies General	106	250	53	21%	(50)	200
5202.100	Operating Supplies General	974	700	129	18%	(200)	500
5203.100	Repairs and Maint Supplies General	1	-	-	+++	-	-
5210.100	Postage General	1,836	1,938	835	43%	(138)	1,800
5213.100	Professional/Contract Services General	10,728	2,865	291	10%	-	2,865
5214.100	Repair and Maint Service General	719	400	200	50%	-	400
5216.100	Communications General Services	687	-	153	+++	153	153
5218.100	Advertising General	846	-	-	+++	-	-
5219.100	Printing General	389	650	1,098	169%	448	1,098
5220.100	Employee Development General	160	364	450	124%	550	914
5260	Miscellaneous	315	-	-	+++	-	-
5304	Furniture & Equipment	828	-	-	+++	-	-
5501	Debt Service Payment - Principal	1,101	-	-	+++	-	-
Program 4400 - Finance Totals		236,261	231,759	110,261	48%	(249)	231,510
Program 5005 - Rental Properties							
5211.175	Utilities Rental Properties	2,040	1,840	1,042	57%	-	1,840
Program 5005 - Rental Properties Totals		2,040	1,840	1,042	57%	-	1,840
Department 25 - Finance Totals		238,301	233,599	111,303	48%	(249)	233,350
Department 30 - Police							
Program 4510 - Police Administration							
5101	Salaries - Permanent	300,293	316,615	148,762	47%	(40,556)	276,059
5102	Salaries - Temporary	-	-	-	+++	36,480	36,480
5104	Wages - PS Holiday Pay	13,974	14,285	6,244	44%	(2,051)	12,234
5106.100	Incentives & Admin Leave Administrative Leave	-	5,332	-	0%	(1,659)	3,673
5106.101	Incentives & Admin Leave School Incentive	8,701	8,400	8,922	106%	(1,000)	7,400
5109.100	Allowances Uniform Allowance	2,360	2,360	1,177	50%	(167)	2,193



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	Used/Rec'd %	Recommended	Recommended
						Budget Adjustments 2011/12	Revised Budget 2011/12
5111	Medicare	3,120	3,284	1,512	46%	1,096	4,380
5112.101	Retirement Contribution PERS	77,159	91,710	42,499	46%	(16,837)	74,873
5113	Worker's Compensation	38,584	39,623	19,873	50%	124	39,747
5114.101	Health Insurance M. D. & V.	36,754	37,590	19,094	51%	(2,823)	34,767
5115	Unemployment Compensation	-	-	1,334	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	2,547	2,469	1,238	50%	(131)	2,338
5119.100	Retiree Costs Medical Insurance	36,552	33,339	18,369	55%	10,351	43,690
5119.120	Retiree Costs PERS 1959 Survivor Benefits	1,217	1,632	-	0%	-	1,632
5122	Accrual Bank Payoff	-	-	15,312	+++	21,498	21,498
5201.100	Office Supplies General	2,679	3,282	2,228	68%	-	3,282
5202.100	Operating Supplies General	8,185	8,156	3,340	41%	-	8,156
5203.100	Repairs and Maint Supplies General	2,050	1,790	1,098	61%	-	1,790
5204	Subscriptions and Code Books	471	300	-	0%	-	300
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	-	50	-	0%	(50)	-
5210.100	Postage General	2,183	2,750	1,163	42%	(250)	2,500
5211.135	Utilities Water and Sewer	908	900	388	43%	-	900
5211.137	Utilities Electric and Gas	27,848	29,500	12,787	43%	(1,000)	28,500
5211.139	Utilities Propane	978	1,250	1,428	114%	928	2,178
5213.100	Professional/Contract Services General	47,403	50,678	20,457	40%	-	50,678
5214.100	Repair and Maint Service General	43,939	54,958	25,995	47%	-	54,958
5215.100	Rents and Leases Miscellaneous	558	710	354	50%	-	710
5215.106	Rents and Leases Copiers	7,411	7,500	3,420	46%	-	7,500
5216.100	Communications General Services	9,027	10,290	3,924	38%	(1,090)	9,200
5218.100	Advertising General	605	100	67	67%	2,700	2,800
5219.100	Printing General	1,943	2,750	1,399	51%	-	2,750
5220.100	Employee Development General	6,769	5,870	4,007	68%	-	5,870
5220.110	Employee Development Education Reimb MOU Program	550	550	550	100%	-	550
5223.105	Meals and Refreshments Emergencies and Meetings	745	400	316	79%	-	400
5225	Bank Fees and Charges	511	560	263	47%	-	560
5260	Miscellaneous	315	-	-	+++	-	-
5304	Furniture & Equipment	4,600	-	-	+++	-	-
5501	Debt Service Payment - Principal	13,171	5,397	3,289	61%	-	5,397



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

				YTD		Recommended	
		Unaudited Actual	Amended Budget	Transactions	%	Budget	Recommended
Account	Account Description	2010/11	2011/12	2011/12	Used/Rec'd	Adjustments	Revised Budget
						2011/12	2011/12
Program	4510 - Police Administration Totals	704,109	744,380	370,808	50%	5,563	749,943
Program	4520 - Police Operations						
5101	Salaries - Permanent	1,209,012	1,187,784	526,614	44%	(71,831)	1,115,953
5104	Wages - PS Holiday Pay	60,904	57,222	24,176	42%	(1,791)	55,431
5105	Salaries - Overtime/FLSA	263,874	224,000	94,433	42%	(5,000)	219,000
5106.101	Incentives & Admin Leave School Incentive	39,160	37,245	17,349	47%	2,084	39,329
5106.200	Incentives & Admin Leave Gym Reimbursement	450	720	270	38%	-	720
5109.100	Allowances Uniform Allowance	22,955	18,740	9,288	50%	(349)	18,391
5111	Medicare	20,977	22,542	9,490	42%	(980)	21,562
5112.101	Retirement Contribution PERS	278,795	300,151	138,162	46%	(11,836)	288,315
5113	Worker's Compensation	108,172	108,010	54,174	50%	338	108,348
5114.101	Health Insurance M. D. & V.	273,722	279,018	131,444	47%	(17,728)	261,290
5115	Unemployment Compensation	3,034	-	8,126	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	12,114	11,161	5,507	49%	(314)	10,847
5119.100	Retiree Costs Medical Insurance	65,418	70,694	38,782	55%	3,715	74,409
5122	Accrual Bank Payoff	4,420	28,926	18,168	63%	9,289	38,215
5199.130	Other Payroll Expenses Interfund Payroll Transfers	(189,337)	(174,895)	(71,156)	41%	6,882	(168,013)
5202.100	Operating Supplies General	24,833	17,800	7,481	42%	-	17,800
5204	Subscriptions and Code Books	520	1,000	-	0%	-	1,000
5209.101	Auto Fuel Expense Town Vehicles	58,681	60,900	33,303	55%	5,600	66,500
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	-	50	-	0%	(50)	-
5213.100	Professional/Contract Services General	32,904	24,100	10,658	44%	-	24,100
5214.100	Repair and Maint Service General	-	5,000	174	3%	(1,000)	4,000
5216.100	Communications General Services	2,607	6,960	2,965	43%	(960)	6,000
5217	Extradition/Transportation Expen	-	1,000	-	0%	(1,000)	-
5220.100	Employee Development General	19,081	41,630	18,892	45%	-	41,630
5220.110	Employee Development Education Reimb MOU Program	550	2,200	-	0%	(600)	1,600
5220.120	Employee Development PD Cadet Tuition Reimb Program	3,500	-	-	+++	-	-
5223.105	Meals and Refreshments Emergencies and Meetings	116	150	12	8%	-	150
5304	Furniture & Equipment	5,127	-	-	+++	-	-
5501	Debt Service Payment - Principal	1,403	193	-	0%	-	193



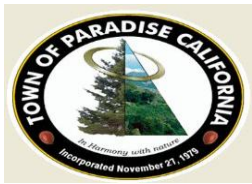
Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

				YTD		Recommended	
		Unaudited Actual	Amended Budget	Transactions	%	Budget	Recommended
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						2011/12	2011/12
Program	4520 - Police Operations Totals	2,322,992	2,332,301	1,078,313	46%	(85,531)	2,246,770
Program	4530 - Public Safety Communications						
5101	Salaries - Permanent	357,073	383,961	182,238	47%	(15,011)	368,950
5102	Salaries - Temporary	81,546	69,158	28,690	41%	-	69,158
5104	Wages - PS Holiday Pay	17,177	17,696	7,917	45%	339	18,035
5105	Salaries - Overtime/FLSA	38,348	36,000	7,734	21%	(11,000)	25,000
5106.101	Incentives & Admin Leave School Incentive	9,496	10,059	4,763	47%	757	10,816
5106.200	Incentives & Admin Leave Gym Reimbursement	90	-	-	+++	-	-
5109.100	Allowances Uniform Allowance	6,647	5,968	3,069	51%	28	5,996
5111	Medicare	6,275	6,735	2,815	42%	(361)	6,374
5112.101	Retirement Contribution PERS	42,201	42,742	20,308	48%	(1,619)	41,123
5113	Worker's Compensation	16,564	16,943	8,499	50%	56	16,999
5114.101	Health Insurance M. D. & V.	100,086	109,976	53,847	49%	(8,894)	101,082
5115	Unemployment Compensation	9,955	-	1,701	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	3,945	4,208	2,083	50%	(111)	4,097
5119.100	Retiree Costs Medical Insurance	28,963	32,988	13,510	41%	730	33,718
5122	Accrual Bank Payoff	-	-	-	+++	6,210	6,210
5202.100	Operating Supplies General	769	2,300	719	31%	(200)	2,100
5204	Subscriptions and Code Books	144	200	144	72%	-	200
5213.100	Professional/Contract Services General	11,894	-	-	+++	-	-
5214.100	Repair and Maint Service General	-	30,191	-	0%	-	30,191
5216.100	Communications General Services	26,105	27,500	12,199	44%	(1,500)	26,000
5220.100	Employee Development General	5,004	12,424	5,297	43%	(1,424)	11,000
5223.105	Meals and Refreshments Emergencies and Meetings	194	100	20	20%	-	100
5501	Debt Service Payment - Principal	73,241	77,631	39,226	51%	-	77,631
Program	4530 - Public Safety Communications Totals	835,717	886,780	394,780	45%	(32,000)	854,780
Department	30 - Police Totals	3,862,818	3,963,461	1,843,901	47%	(111,968)	3,851,493
Department	35 - Fire						
Program	4610 - Fire - Administrative						
5101	Salaries - Permanent	72,239	33,043	9,945	30%	8	33,051



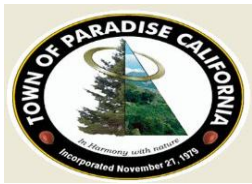
Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

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5102	Salaries - Temporary	-	-	3,366	+++	-	-
5104	Wages - PS Holiday Pay	2,962	-	-	+++	-	-
5106.100	Incentives & Admin Leave Administrative Leave	4,393	-	-	+++	-	-
5109.100	Allowances Uniform Allowance	334	-	-	+++	-	-
5111	Medicare	1,229	479	216	45%	-	479
5112.101	Retirement Contribution PERS	16,181	2,916	1,235	42%	1	2,917
5113	Worker's Compensation	6,732	6,672	3,346	50%	20	6,692
5114.101	Health Insurance M. D. & V.	10,060	3,123	1,561	50%	-	3,123
5115	Unemployment Compensation	-	-	110	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	644	196	134	68%	(2)	194
5119.100	Retiree Costs Medical Insurance	49,948	51,581	26,138	51%	3,257	54,838
5119.120	Retiree Costs PERS 1959 Survivor Benefits	1,170	1,104	-	0%	-	1,104
5122	Accrual Bank Payoff	5,772	-	-	+++	-	-
5201.100	Office Supplies General	1,914	2,000	202	10%	(500)	1,500
5202.100	Operating Supplies General	4,692	5,626	512	9%	(1,026)	4,600
5203.100	Repairs and Maint Supplies General	3,271	2,650	989	37%	(150)	2,500
5204	Subscriptions and Code Books	1,247	1,030	-	0%	(38)	992
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	316	-	-	+++	-	-
5210.100	Postage General	470	500	130	26%	(50)	450
5211.135	Utilities Water and Sewer	2,685	2,626	1,253	48%	-	2,626
5211.137	Utilities Electric and Gas	20,971	22,440	7,962	35%	(1,440)	21,000
5211.139	Utilities Propane	340	500	227	45%	-	500
5213.100	Professional/Contract Services General	43,838	140,032	43,856	31%	24,968	165,000
5214.100	Repair and Maint Service General	19,043	18,621	7,236	39%	-	18,621
5215.100	Rents and Leases Miscellaneous	853	510	40	8%	(160)	350
5215.106	Rents and Leases Copiers	5,300	6,720	3,311	49%	-	6,720
5216.100	Communications General Services	15,775	5,265	7,616	145%	10,235	15,500
5218.100	Advertising General	2,400	250	-	0%	-	250
5219.100	Printing General	256	1,319	4	0%	(619)	700
5220.100	Employee Development General	3,339	2,705	35	1%	(1,205)	1,500
5223.105	Meals and Refreshments Emergencies and Meetings	150	300	-	0%	(150)	150
5260	Miscellaneous	263	300	10	3%	(150)	150



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

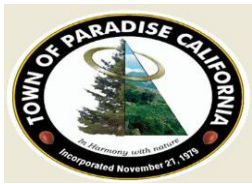
Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD		Recommended Budget Adjustments 2011/12	Recommended Revised Budget 2011/12
				Transactions 2011/12	% Used/Rec'd		
5301	Land	115,691	-	-	+++	-	-
5303	Improvements	15,231	6,720	188	3%	(2,520)	4,200
5304	Furniture & Equipment	7,864	11,500	670	6%	-	11,500
5501	Debt Service Payment - Principal	11,694	10,831	193	2%	-	10,831
Program 4610 - Fire - Administrative Totals		449,265	341,559	120,485	35%	30,479	372,038
Program 4620 - Fire - Prevention							
5501	Debt Service Payment - Principal	4,575	-	-	+++	-	-
Program 4620 - Fire - Prevention Totals		4,575	-	-	+++	-	-
Program 4630 - Fire - Suppression							
5101	Salaries - Permanent	1,255,286	1,346,274	594,526	44%	-	1,346,274
5104	Wages - PS Holiday Pay	79,602	86,088	39,441	46%	-	86,088
5105	Salaries - Overtime/FLSA	394,486	302,181	191,528	63%	76,000	378,181
5106.200	Incentives & Admin Leave Gym Reimbursement	4,590	5,040	2,520	50%	-	5,040
5109.100	Allowances Uniform Allowance	24,298	21,890	10,945	50%	-	21,890
5111	Medicare	23,757	25,611	11,780	46%	1,102	26,713
5112.101	Retirement Contribution PERS	319,824	376,130	164,899	44%	-	376,130
5113	Worker's Compensation	130,396	127,035	63,716	50%	397	127,432
5114.101	Health Insurance M. D. & V.	254,179	261,155	138,061	53%	14,967	276,122
5115	Unemployment Compensation	3,507	9,400	6,154	65%	(9,400)	-
5116.101	Life and Disability Insurance Life & Disab.	24,161	8,444	4,092	48%	-	8,444
5119.100	Retiree Costs Medical Insurance	162,021	185,645	94,959	51%	8,263	193,908
5122	Accrual Bank Payoff	7,502	-	-	+++	-	-
5202.100	Operating Supplies General	29,545	26,331	7,426	28%	(10,642)	15,689
5202.223	Operating Supplies FD Emergency Medical Supplies	353	-	-	+++	-	-
5202.226	Operating Supplies FD Emergency Meals	293	-	-	+++	-	-
5203.100	Repairs and Maint Supplies General	2,262	17,150	361	2%	(11,150)	6,000
5203.116	Repairs and Maint Supplies Communications	73	-	-	+++	-	-
5204	Subscriptions and Code Books	159	1,326	43	3%	(826)	500
5209.101	Auto Fuel Expense Town Vehicles	27,161	30,000	12,461	42%	(2,000)	28,000
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	72	-	-	+++	-	-



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Recommended

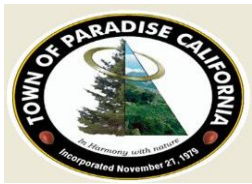
Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD		Budget Adjustments 2011/12	Recommended Revised Budget 2011/12
				Transactions 2011/12	% Used/Rec'd		
5213.100	Professional/Contract Services General	8,960	7,854	860	11%	(2,854)	5,000
5214.100	Repair and Maint Service General	13,646	19,690	1,300	7%	(4,690)	15,000
5214.116	Repair and Maint Service Communication Devices	1,349	-	-	+++	-	-
5216.100	Communications General Services	1,491	3,090	199	6%	(1,530)	1,560
5219.100	Printing General	186	250	-	0%	(100)	150
5220.100	Employee Development General	24,963	24,226	6,949	29%	(4,226)	20,000
5223.105	Meals and Refreshments Emergencies and Meetings	1,026	1,326	216	16%	(326)	1,000
5269.135	Emergency Incident Costs Fire Related	1,984	2,500	548	22%	(500)	2,000
5303	Improvements	3,053	-	-	+++	-	-
5304	Furniture & Equipment	27,446	50,340	-	0%	(20,340)	30,000
5501	Debt Service Payment - Principal	158,451	136,766	111,837	82%	-	136,766
Program 4630 - Fire - Suppression Totals		2,986,079	3,075,742	1,464,819	48%	32,145	3,107,887
Program 4640 - Fire - Volunteer Program							
5118	Volunteer Benefits	28,662	20,127	3,932	20%	(4,127)	16,000
5202.100	Operating Supplies General	5,334	9,867	-	0%	(3,220)	6,647
5202.220	Operating Supplies FD Personal Protective Equipment	1,500	-	-	+++	-	-
5213.100	Professional/Contract Services General	5,648	18,998	1,993	10%	(12,998)	6,000
5214.116	Repair and Maint Service Communication Devices	-	820	-	0%	(820)	-
5220.100	Employee Development General	2,968	5,330	-	0%	(2,830)	2,500
5223.105	Meals and Refreshments Emergencies and Meetings	37	205	-	0%	(205)	-
5260	Miscellaneous	-	255	-	0%	(255)	-
Program 4640 - Fire - Volunteer Program Totals		44,147	55,602	5,925	11%	(24,455)	31,147
Department 35 - Fire Totals		3,484,066	3,472,903	1,591,229	46%	38,169	3,511,072
Department 40 - Community Development							
Program 4720 - CDD Planning							
5101	Salaries - Permanent	204,052	124,749	62,783	50%	6,727	131,476
5105	Salaries - Overtime/FLSA	600	-	-	+++	-	-
5106.100	Incentives & Admin Leave Administrative Leave	3,853	3,479	-	0%	95	3,574
5106.200	Incentives & Admin Leave Gym Reimbursement	270	180	135	75%	-	180
5107	Car Allowance/Mileage	4,208	2,689	1,892	70%	(64)	2,625



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Recommended

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	Used/Rec'd %	Recommended	Recommended
						Budget Adjustments 2011/12	Revised Budget 2011/12
5111	Medicare	3,016	2,096	945	45%	70	2,166
5112.101	Retirement Contribution PERS	16,598	15,306	6,460	42%	649	15,955
5113	Worker's Compensation	3,712	1,958	982	50%	7	1,965
5114.101	Health Insurance M. D. & V.	25,027	17,498	9,588	55%	1,261	18,759
5115	Unemployment Compensation	-	-	5,271	+++	15,190	15,190
5116.101	Life and Disability Insurance Life & Disab.	1,708	1,121	624	56%	63	1,184
5119.100	Retiree Costs Medical Insurance	8,221	14,336	6,690	47%	718	15,054
5122	Accrual Bank Payoff	5,351	12,816	10,837	85%	(1,089)	11,727
5201.100	Office Supplies General	531	500	16	3%	(250)	250
5202.100	Operating Supplies General	1,069	740	127	17%	(340)	400
5203.100	Repairs and Maint Supplies General	-	200	-	0%	(200)	-
5204	Subscriptions and Code Books	105	250	-	0%	(150)	100
5209.101	Auto Fuel Expense Town Vehicles	2,138	2,350	764	33%	(850)	1,500
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	20	-	-	+++	-	-
5210.100	Postage General	1,193	1,200	240	20%	(600)	600
5213.100	Professional/Contract Services General	255	-	-	+++	-	-
5214.100	Repair and Maint Service General	5,930	6,319	6,019	95%	-	6,319
5216.100	Communications General Services	29	300	-	0%	(300)	-
5218.100	Advertising General	727	700	471	67%	200	900
5219.100	Printing General	171	200	-	0%	(200)	-
5220.100	Employee Development General	910	2,000	64	3%	(1,500)	500
5220.110	Employee Development Education Reimb MOU Program	-	150	-	0%	-	150
5304	Furniture & Equipment	698	-	-	+++	-	-
5501	Debt Service Payment - Principal	19,528	13,644	6,785	50%	-	13,644
Program 4720 - CDD Planning Totals		309,921	224,781	120,694	54%	19,437	244,218
Program 4780 - CDD - Waste Management							
5101	Salaries - Permanent	27,692	20,607	9,603	47%	-	20,607
5106.100	Incentives & Admin Leave Administrative Leave	619	572	-	0%	-	572
5106.200	Incentives & Admin Leave Gym Reimbursement	-	79	20	25%	-	79
5107	Car Allowance/Mileage	-	442	240	54%	(22)	420
5111	Medicare	398	315	145	46%	14	329



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

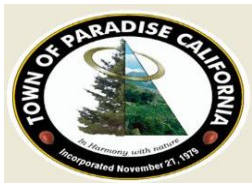
Recommended

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	Used/Rec'd %	Recommended	Recommended
						Budget Adjustments 2011/12	Revised Budget 2011/12
5112.101	Retirement Contribution PERS	2,601	2,707	1,368	51%	-	2,707
5113	Worker's Compensation	244	164	82	50%	-	164
5114.101	Health Insurance M. D. & V.	3,503	3,175	1,659	52%	83	3,258
5115	Unemployment Compensation	-	-	76	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	236	190	109	58%	-	190
5122	Accrual Bank Payoff	770	-	1,006	+++	1,105	1,105
5201.100	Office Supplies General	2	250	-	0%	(250)	-
5202.100	Operating Supplies General	3,988	700	85	12%	(500)	200
5203.100	Repairs and Maint Supplies General	-	200	-	0%	(200)	-
5210.100	Postage General	-	100	-	0%	(100)	-
5211.135	Utilities Water and Sewer	2,143	2,000	-	0%	-	2,000
Program 4780 - CDD - Waste Management Totals		42,196	31,501	14,395	46%	130	31,631
Department 40 - Community Development Totals		352,118	256,282	135,089	53%	19,567	275,849

Department 45 - Public Works

Program 4740 - Public Works - Engineering

5101	Salaries - Permanent	140,478	29,173	13,560	46%	(10,530)	18,643
5105	Salaries - Overtime/FLSA	1,737	-	255	+++	255	255
5106.100	Incentives & Admin Leave Administrative Leave	5,021	2,446	166	7%	(2,158)	288
5106.200	Incentives & Admin Leave Gym Reimbursement	-	11	3	25%	-	11
5107	Car Allowance/Mileage	1,342	379	156	41%	(259)	120
5109.101	Allowances Boot Allowance	90	96	-	0%	-	96
5111	Medicare	2,198	480	343	71%	(101)	379
5112.101	Retirement Contribution PERS	15,946	3,768	1,521	40%	(1,736)	2,032
5113	Worker's Compensation	5,836	5,109	2,562	50%	16	5,125
5114.101	Health Insurance M. D. & V.	16,192	4,342	1,403	32%	(1,385)	2,957
5115	Unemployment Compensation	-	-	202	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	1,233	295	101	34%	(87)	208
5119.100	Retiree Costs Medical Insurance	11,227	13,075	6,340	48%	(401)	12,674
5122	Accrual Bank Payoff	-	4,501	6,608	147%	2,523	7,024
5201.100	Office Supplies General	494	850	11	1%	(550)	300
5202.100	Operating Supplies General	1,393	3,500	206	6%	(2,300)	1,200



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	Used/Rec'd %	Recommended	Recommended
						Budget Adjustments 2011/12	Revised Budget 2011/12
5203.100	Repairs and Maint Supplies General	348	500	-	0%	(250)	250
5209.101	Auto Fuel Expense Town Vehicles	1,507	2,000	-	0%	(1,500)	500
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	47	-	-	+++	-	-
5210.100	Postage General	199	200	43	22%	(50)	150
5213.100	Professional/Contract Services General	6,718	7,500	3,619	48%	10,000	17,500
5214.100	Repair and Maint Service General	6,582	11,902	4,382	37%	(5,402)	6,500
5216.100	Communications General Services	770	850	4	0%	(840)	10
5218.100	Advertising General	40	300	367	122%	67	367
5219.100	Printing General	91	800	-	0%	(700)	100
5220.100	Employee Development General	1,010	1,100	30	3%	(750)	350
5223.105	Meals and Refreshments Emergencies and Meetings	-	-	-	+++	11	11
5260	Miscellaneous	37,185	-	-	+++	-	-
5304	Furniture & Equipment	2,399	20,000	-	0%	(20,000)	-
5501	Debt Service Payment - Principal	17,737	13,451	6,688	50%	-	13,451
Program 4740 - Public Works - Engineering Totals		277,821	126,628	48,571	38%	(36,127)	90,501
Program 4745 - Paradise Community Park							
5101	Salaries - Permanent	18,824	18,117	8,479	47%	-	18,117
5105	Salaries - Overtime/FLSA	294	-	21	+++	21	21
5109.100	Allowances Uniform Allowance	-	150	-	0%	-	150
5111	Medicare	278	265	172	65%	-	265
5112.101	Retirement Contribution PERS	1,816	1,869	804	43%	-	1,869
5113	Worker's Compensation	1,468	1,760	883	50%	5	1,765
5114.101	Health Insurance M. D. & V.	3,083	2,602	1,301	50%	-	2,602
5115	Unemployment Compensation	-	-	88	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	206	220	94	43%	-	220
5202.100	Operating Supplies General	1,580	3,550	451	13%	(1,950)	1,600
5203.100	Repairs and Maint Supplies General	1,226	500	657	131%	800	1,300
5211.135	Utilities Water and Sewer	2,345	2,370	1,134	48%	-	2,370
5211.137	Utilities Electric and Gas	2,157	2,260	996	44%	-	2,260
5213.100	Professional/Contract Services General	204	1,700	-	0%	(1,700)	-
5214.100	Repair and Maint Service General	2,264	3,500	280	8%	(1,000)	2,500



Town of Paradise
Fund 1010 - General Fund
Budget Performance Report
As of December 31, 2011

Recommended

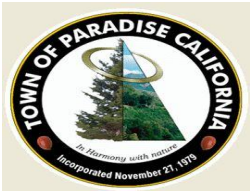
Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	%	Recommended Budget Adjustments 2011/12	Recommended Revised Budget 2011/12
5216.100	Communications General Services	183	-	92	+++	184	184
5218.100	Advertising General	200	250	-	0%	(250)	-
5219.100	Printing General	-	200	-	0%	(200)	-
5223.101	Meals and Refreshments Employee Meals-MOU Overtime	165	-	-	+++	-	-
5260	Miscellaneous	-	500	-	0%	(500)	-
5304	Furniture & Equipment	-	5,500	1,600	29%	(1,000)	4,500
Program 4745 - Paradise Community Park Totals		36,292	45,313	17,052	38%	(5,590)	39,723
Program 4747 - Public Facilities							
5203.100	Repairs and Maint Supplies General	151	1,500	253	17%	(900)	600
5211.135	Utilities Water and Sewer	3,802	4,000	1,770	44%	(100)	3,900
5211.137	Utilities Electric and Gas	4	-	-	+++	-	-
5214.100	Repair and Maint Service General	140	-	-	+++	-	-
Program 4747 - Public Facilities Totals		4,097	5,500	2,023	37%	(1,000)	4,500
Department 45 - Public Works Totals		318,210	177,441	67,646	38%	(42,717)	134,724
EXPENSE TOTALS		10,766,695	10,380,106	4,577,798	44%	(76,533)	10,303,573
REVENUE LESS EXPENSE (NET)		(213,552)	(304,651)	(3,227,442)		(72,511)	(377,162)
ENDING FUND BALANCE		1,652,175	1,347,524				1,275,013

alarm	Mom	Pest	Mat	copiers	janitor	facilities	journyx	barracuda	misc
240	348	95	28.35	201.55	562.9	60	3000	699	209.14
275	348	95	28.35	45.24	562.9	60			118.49
75	348	190	30.34	207.8	562.9	60			327.63
240	348	380	30.34	33.73	562.9	180			
29.15	348		35.56	129.13	4503.2	360			
240	348		35.56	21.99	6754.8				
1099.15	348		34.94	196.88					
	348		34.94	37.35					
	1392		34.94	230.69					
	4176		34.94	14.44					
			34.94	107.28					
			454.22	2146.65					
			817.42	366.6					
				3739.33					

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Accounts to freeze

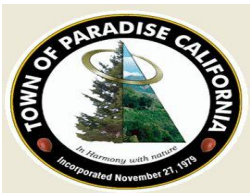
5201.100	Office Supplies
5202.100	Operating Supplies
5204.100	Subscriptions and Code Books
5213.100	Professional/Contract Services
5214.100	Repair & Maint Service
5219.100	Printing
5220.100	Employee Development
5223.105	Meals & Refreshments (Non-emergencies)
5303	Improvements
5304	Furniture and Equipment



Town of Paradise
Fund 2030 - Building Safety & Waste Water Services
Budget Performance Report
As of December 31, 2011

				YTD		Recommended	
		Unaudited Actual	Amended Budget	Transactions	%	Budget	Recommended
Account	Account Description	2010/11	2011/12	2011/12	Used/Rec'd	Adjustments	Revised Budget
						2011/12	2011/12
Fund 2030 - Building Safety & Waste Water Services							
REVENUE							
Department 40 - Community Development							
Program 4730 - Building and Onsite Inspections							
3380.102	Local Government Revenue Fines and Citations Onsite	5,572	3,400	600	18%	2,500	5,900
3380.103	Local Government Revenue Fines and Citations Fire	7,827	3,000		0%	(3,000)	0
3401.301	CDD Building Plan Check Fees	53,325	51,000	40,432	79%	4,000	55,000
3401.302	CDD Building Construction Review-Bldg Permit	145,154	184,000	78,195	42%	(17,000)	167,000
3401.306	CDD Building Development Permit/DIF Est Req	76	76	76	100%	0	76
3401.307	CDD Building Design Review Application	64	300		0%	(150)	150
3401.320	CDD Building Permit Valuation Surcharge	290	302	122	40%	(57)	245
3404.116	Onsite Land Use Review	2,847	3,500	2,405	69%	1,000	4,500
3404.117	Onsite Repairs to Maintain Existing Use	51,210	48,000	31,730	66%	7,000	55,000
3404.118	Onsite New Installation Standard System	4,720	5,000	472	9%	(2,600)	2,400
3404.119	Onsite Permit: Alteration/Expanded Use	1,448	1,500	724	48%	0	1,500
3404.120	Onsite Review for Land Division	1,597	1,200	511	43%	0	1,200
3404.123	Onsite Hourly Service Fee			113	+++	113	113
3404.125	Onsite Escrow Clearance	23,872	23,000	14,200	62%	2,000	25,000
3404.126	Onsite Building Permit Clearance	4,096	3,500	2,506	72%	1,000	4,500
3404.127	Onsite Operating Permit/Annual	361,780	360,000	9,637	3%	900	360,900
3404.128	Onsite Construct Install Permit Renewal	240		240	+++	240	240
3404.130	Onsite Water Well Clearance	80			+++	0	0
3404.132	Onsite Commercial Inspections		27,982		0%	(27,982)	0
3404.137	Onsite Alternative Systems Review	703	500	1,981	396%	2,532	3,032
3404.138	Onsite Abandonment of Septic System	819	700	351	50%	0	700
3404.150	Onsite Annual Evaluator License Fee	928		160	+++	160	160
3410.150	Administrative Services Late Fees	20		15	+++	15	15
3422.337	Fire Code Enforcement Inspection	21,173	13,500	3,831	28%	(6,500)	7,000
3422.339	Fire State Licensed Fire Inspection	1,180	500		0%	(500)	0
3422.368	Fire Permit Fees	1,365	1,500	1,053	70%	3,000	4,500
3422.369	Fire Plan Review			117	+++	117	117
3422.371	Fire Inspections		2,500	156	6%	(2,344)	156
3610.150	Interest Revenue Interfund Loans	10,534	5,792	1,415	24%	0	5,792
3902.100	Miscellaneous Revenue General	58			+++	0	0
3910	Transfer in from General Fund	87					0

247



Town of Paradise
Fund 2030 - Building Safety & Waste Water Services
Budget Performance Report
As of December 31, 2011

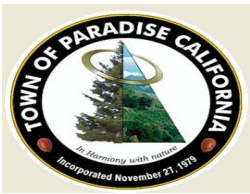
Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD		Recommended Budget Adjustments 2011/12	Recommended Revised Budget 2011/12
				Transactions 2011/12	% Used/Rec'd		
3930.700	Proceeds Long Term Debt Capital Lease Proceeds	1,440			+++	0	0
REVENUE TOTALS		789,494	740,752	191,042	26%	(35,556)	705,196

EXPENSE

Department 40 - Community Development

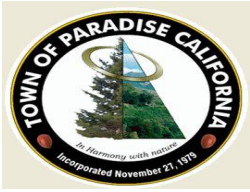
Program 4730 - Building and Onsite Inspections

5101	Salaries - Permanent	413,584	267,267	126,523	47%	1,580	268,847
5102	Salaries - Temporary	11,319	-	3,521	+++	7,944	7,944
5104	Wages - PS Holiday Pay	727	-	-	+++	-	-
5105	Salaries - Overtime/FLSA	1,002	-	-	+++	-	-
5106.100	Incentives & Admin Leave Administrative Leave	8,914	8,152	-	0%	429	8,581
5106.200	Incentives & Admin Leave Gym Reimbursement	-	68	17	25%	-	68
5107	Car Allowance/Mileage	540	589	342	58%	(29)	560
5109.100	Allowances Uniform Allowance	882	-	-	+++	-	-
5109.101	Allowances Boot Allowance	-	300	318	106%	18	318
5111	Medicare	6,026	4,202	1,876	45%	51	4,253
5112.101	Retirement Contribution PERS	48,406	28,450	12,339	43%	206	28,656
5113	Worker's Compensation	16,853	18,050	9,053	50%	57	18,107
5114.101	Health Insurance M. D. & V.	98,048	55,509	29,935	54%	(1,117)	54,392
5115	Unemployment Compensation	3,687	30,732	7,169	23%	-	30,732
5116.101	Life and Disability Insurance Life & Disab.	4,597	2,709	1,269	47%	4	2,713
5119.100	Retiree Costs Medical Insurance	23,609	31,611	19,220	61%	22,355	53,966
5122	Accrual Bank Payoff	-	13,292	6,796	51%	(6,209)	7,083
5201.100	Office Supplies General	598	550	78	14%	(150)	400
5202.100	Operating Supplies General	2,658	3,000	115	4%	(500)	2,500
5203.100	Repairs and Maint Supplies General	78	250	2	1%	-	250
5204	Subscriptions and Code Books	2,416	1,700	94	6%	-	1,700
5209.101	Auto Fuel Expense Town Vehicles	3,519	3,700	1,645	44%	(200)	3,500
5210.100	Postage General	1,825	2,100	578	28%	(300)	1,800
5213.100	Professional/Contract Services General	21,831	31,000	32,769	106%	4,000	35,000
5214.100	Repair and Maint Service General	17,009	17,616	16,748	95%	-	17,616
5216.100	Communications General Services	2,133	1,700	984	58%	200	1,900
5218.100	Advertising General	515	-	473	+++	473	473
5219.100	Printing General		500	-	0%	(250)	250



Town of Paradise
Fund 2030 - Building Safety & Waste Water Services
Budget Performance Report
As of December 31, 2011

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD		Recommended Budget Adjustments 2011/12	Recommended Revised Budget 2011/12
				Transactions 2011/12	% Used/Rec'd		
5220.100	Employee Development General	4,618	4,600	358	8%	(2,600)	2,000
5223.105	Meals and Refreshments Emergencies and Meetings	47	500	39	8%	(400)	100
5501	Debt Service Payment - Principal	57,777	51,977	21,128	41%	-	51,977
5910.010	Transfers Out To General Fund	134,520	90,160	42,373	47%	9,100	99,260
EXPENSE TOTALS		888,127	670,284	335,762	50%	34,662	704,946
REVENUES LESS EXPENSES (NET)		(98,633)	70,468	(144,720)		(70,218)	250
PRIOR PERIOD ADJUSTMENT		98,633	0	0		0	0
ENDING FUND BALANCE		-	70,468				250



Town of Paradise
Fund 2070 - Animal Control
Budget Performance Report
As of December 31, 2011

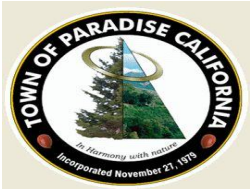
				YTD		Recommended	
		Unaudited Actual	Amended Budget	Transactions	%	Budget	Recommended
Account	Account Description	2010/11	2011/12	2011/12	Used/Rec'd	Adjustments	Revised Budget
						2011/12	2011/12
Fund 2070 - Animal Control							
REVENUE							
Department 30 - Police							
Program 4540 - Police - Animal Control							
3120.330	Other Taxes Voter Appointed Parcel Tax	131,163	131,466	-	0%	(391)	131,075
3380.105	Local Government Revenue Fines and Citations	2,145	1,600	947	59%	100	1,700
3410.150	Administrative Services Late Fees	1,966	1,500	1,202	80%	500	2,000
3455.200	Animal Control Adoption Fees	6,662	7,000	3,121	45%	(500)	6,500
3455.205	Animal Control Surrender/Euth/Disp Fees	4,853	5,000	2,739	55%	-	5,000
3455.210	Animal Control Dog Licenses	23,007	22,000	10,705	49%	-	22,000
3455.220	Animal Control Kennel & Pet Shop License	19	-	-	+++	-	-
3455.225	Animal Control Impound/Quarantine Fees	9,420	9,000	4,121	46%	(500)	8,500
3455.235	Animal Control Deer Validation	12	-	8	+++	8	8
3901.100	Refunds & Reimbursements Miscellaneous	(28)	-	-	+++	-	-
3910.811	Transfers In From Animal Control Donations	59,018	29,120	14,570	50%	(7,535)	21,585
REVENUE TOTALS		238,236	206,686	37,413	18%	(8,318)	198,368

EXPENSE

Department 30 - Police

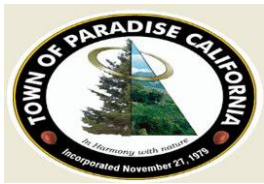
Program 4540 - Police - Animal Control

5101	Salaries - Permanent	90,621	57,706	34,156	59%	6,934	64,640
5102	Salaries - Temporary	16,605	17,678	10,852	61%	-	17,678
5104	Wages - PS Holiday Pay	4,321	1,862	1,581	85%	109	1,971
5105	Salaries - Overtime/FLSA	2,637	2,500	1,157	46%	-	2,500
5106.200	Incentives & Admin Leave Gym Reimbursement	630	540	436	81%	-	540
5109.100	Allowances Uniform Allowance	1,807	1,051	669	64%	(304)	747
5111	Medicare	1,546	1,280	736	58%	79	1,359
5112.101	Retirement Contribution PERS	11,763	6,843	4,460	65%	528	7,371
5113	Worker's Compensation	6,548	6,063	3,041	50%	19	6,082
5114.101	Health Insurance M. D. & V.	26,552	16,213	10,413	64%	682	16,895
5115	Unemployment Compensation	-	-	380	+++	-	-



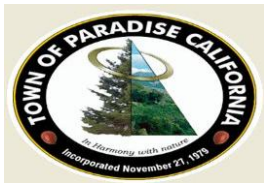
Town of Paradise
Fund 2070 - Animal Control
Budget Performance Report
As of December 31, 2011

				YTD		Recommended	
		Unaudited Actual	Amended Budget	Transactions	%	Budget	Recommended
Account	Account Description	2010/11	2011/12	2011/12	Used/Rec'd	Adjustments	Revised Budget
						2011/12	2011/12
5116.101	Life and Disability Insurance Life & Disab.	1,143	548	401	73%	75	623
5119.100	Retiree Costs Medical Insurance	10,385	17,436	6,144	35%	337	17,773
5122	Accrual Bank Payoff	-	6,873	5,968	87%	-	6,873
5201.100	Office Supplies General	95	250	-	0%	(125)	125
5202.100	Operating Supplies General	2,587	2,650	1,126	42%	-	2,650
5203.100	Repairs and Maint Supplies General	65	800	70	9%	(400)	400
5204	Subscriptions and Code Books	106	150	-	0%	-	150
5209.101	Auto Fuel Expense Town Vehicles	4,430	2,800	2,224	79%	1,500	4,300
5210.100	Postage General	793	1,200	11	1%	(700)	500
5211.135	Utilities Water and Sewer	901	1,000	458	46%	(85)	915
5211.137	Utilities Electric and Gas	3,835	4,600	1,542	34%	(800)	3,800
5211.139	Utilities Propane	2,895	3,600	676	19%	(1,100)	2,500
5213.100	Professional/Contract Services General	7,040	8,010	1,780	22%	-	8,010
5214.100	Repair and Maint Service General	883	1,545	165	11%	-	1,545
5215.100	Rents and Leases Miscellaneous	95	100	-	0%	-	100
5216.100	Communications General Services	2,150	2,030	1,049	52%	70	2,100
5219.100	Printing General	175	150	-	0%	-	150
5220.100	Employee Development General	270	250	-	0%	-	250
5225	Bank Fees and Charges	385	400	227	57%	50	450
5260	Miscellaneous	34	-	-	+++	-	-
5304	Furniture & Equipment	569	-	-	+++	-	-
5501	Debt Service Payment - Principal	6,473	193	97	50%	-	193
5910.010	Transfers Out To General Fund	29,897	21,362	11,353	53%	3,817	25,179
EXPENSE TOTALS		238,236	187,683	101,174	54%	10,686	198,369
REVENUE LESS EXPENSE (NET)		1	19,003	(63,761)		(19,004)	(1)
ENDING FUND BALANCE		(22,305)	(3,302)				(22,305)



Town of Paradise
Fund 2120 - State Gas Tax
Budget Performance Report
As of December 31, 2011

				YTD		Recommended	
		Unaudited Actual	Amended Budget	Transactions	%	Budget	Recommended
Account	Account Description	2010/11	2011/12	2011/12	Used/Rec'd	Adjustments	Revised Budget
						2011/12	2011/12
Fund 2120 - State Gas Tax							
REVENUE							
Department 45 - Public Works							
Program 4750 - Public Works - Streets Maint.							
3355.001	State Gas Tax Section 2106	111,104	117,500	45,804	39%	(25,345)	92,155
3355.002	State Gas Tax Section 2107	184,485	251,332	80,587	32%	(18,087)	233,245
3355.003	State Gas Tax Section 2107.5	6,000	6,000	-	0%	-	6,000
3355.005	State Gas Tax Section 2105	137,110	143,766	52,439	36%	(13,200)	130,566
3355.006	State Gas Tax RSTP Regional Surface Trans Prog	304,877	260,000	-	0%	-	260,000
3355.007	State Gas Tax Section 2103	253,028	267,475	117,945	44%	14,346	281,821
3410.150	Administrative Services Late Fees	56	-	75	+++	75	75
3650.100	Donations Private Sources	-	-	346	+++	346	346
3901.100	Refunds & Reimbursements Miscellaneous	-	-	178	+++	178	178
3901.140	Refunds & Reimbursements Negligence Cost Recovery	4,722	-	-	+++	-	-
3902.100	Miscellaneous Revenue General	398	-	-	+++	-	-
3910.111	Transfers In From Prop 42 AB438 Fund	55,367	55,367	-	0%	-	55,367
3910.502	Transfers In From Signal Development Fund	12,500	-	-	+++	-	-
3910.510	Transfers In From Impact Fees Road Imp Fund	3,828	-	-	+++	-	-
3910.900	Transfers In From Transit Fund	-	26,523	-	0%	(26,523)	-
Program 4750 - Public Works - Streets Maint. Totals		1,073,474	1,127,963	297,374	26%	(68,210)	1,059,753
Program 4755 - Public Works - Maint. Projects							
Cost Center Activity 471 - Overlay							
3910.110	Transfers In From Local Transportation Fund	-	101,075	-	0%	-	101,075
Cost Center Activity 471 - Overlay Totals		-	101,075	-	0%	-	101,075
Cost Center Activity 472 - Digout							
3910.110	Transfers In From Local Transportation Fund	-	25,000	-	0%	-	25,000
Cost Center Activity 472 - Digout Totals		-	25,000	-	0%	-	25,000
Cost Center Activity 473 - Road Markings/Legends							
3910.110	Transfers In From Local Transportation Fund	-	50,350	-	0%	-	50,350
Cost Center Activity 473 - Road Markings/Legends Totals		-	50,350	-	0%	-	50,350
Cost Center Activity 474 - Slurry Seal							
3910.110	Transfers In From Local Transportation Fund	-	25,000	-	0%	-	25,000



Town of Paradise
Fund 2120 - State Gas Tax
Budget Performance Report
As of December 31, 2011

Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD Transactions 2011/12	Used/Rec'd %	Recommended	Recommended
						Budget Adjustments 2011/12	Revised Budget 2011/12
Cost Center Activity	474 - Slurry Seal Totals	-	25,000	-	0%	-	25,000

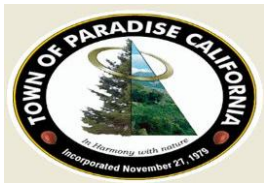
REVENUE TOTALS	1,073,474	1,329,388	297,374	22%	(68,210)	1,261,178
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EXPENSE

Department 45 - Public Works

Program 4750 - Public Works - Streets Maint.

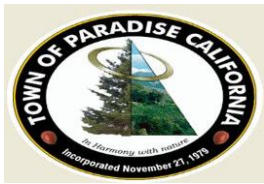
5101	Salaries - Permanent	387,663	383,751	164,891	43%	(56,447)	327,304
5105	Salaries - Overtime/FLSA	8,871	13,000	980	8%	(5,000)	8,000
5106.100	Incentives & Admin Leave Administrative Leave	8,444	7,204	1,033	14%	(2,846)	4,358
5106.200	Incentives & Admin Leave Gym Reimbursement	630	720	-	0%	-	720
5107	Car Allowance/Mileage	3,120	2,951	934	32%	(1,969)	982
5109.101	Allowances Boot Allowance	2,317	1,854	2,304	124%	450	2,304
5111	Medicare	4,660	5,358	2,347	44%	(1,005)	4,353
5112.101	Retirement Contribution PERS	41,480	42,940	17,248	40%	(10,328)	32,612
5113	Worker's Compensation	34,496	29,601	14,847	50%	92	29,693
5114.101	Health Insurance M. D. & V.	77,889	80,621	34,249	42%	(14,883)	65,738
5115	Unemployment Compensation	-	10,212	5,752	56%	3,519	13,731
5116.101	Life and Disability Insurance Life & Disab.	4,093	3,687	1,783	48%	(412)	3,275
5119.100	Retiree Costs Medical Insurance	18,441	18,283	9,166	50%	(4,015)	14,268
5122	Accrual Bank Payoff	-	6,956	25,461	366%	19,198	26,154
5201.100	Office Supplies General	285	400	26	6%	(100)	300
5202.100	Operating Supplies General	5,517	4,645	1,559	34%	-	4,645
5203.100	Repairs and Maint Supplies General	88,077	126,800	59,701	47%	(1,945)	124,855
5204	Subscriptions and Code Books	231	300	-	0%	-	300
5209.101	Auto Fuel Expense Town Vehicles	29,718	31,500	13,795	44%	-	31,500
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	47	100	-	0%	(50)	50
5210.100	Postage General	3	50	1	3%	(40)	10
5211.135	Utilities Water and Sewer	420	460	-	0%	(460)	-
5211.137	Utilities Electric and Gas	28,246	28,500	12,149	43%	-	28,500
5211.139	Utilities Propane	3,518	3,500	1,571	45%	-	3,500
5213.100	Professional/Contract Services General	29,229	3,100	316	10%	6,900	10,000



Town of Paradise
Fund 2120 - State Gas Tax
Budget Performance Report
As of December 31, 2011

Recommended

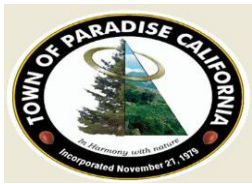
Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	YTD		Budget Adjustments 2011/12	Recommended Revised Budget 2011/12
				Transactions 2011/12	% Used/Rec'd		
5214.100	Repair and Maint Service General	48,288	77,000	27,060	35%	1,945	78,945
5215.100	Rents and Leases Miscellaneous	3,047	18,000	-	0%	(3,141)	14,859
5215.131	Rents and Leases Street Maintenance Equipment	-	-	3,141	+++	3,141	3,141
5216.100	Communications General Services	2,976	5,760	1,681	29%	(1,760)	4,000
5218.100	Advertising General	-	250	1,037	415%	950	1,200
5219.100	Printing General	-	650	-	0%	(450)	200
5220.100	Employee Development General	2,963	4,800	625	13%	(1,300)	3,500
5223.101	Meals and Refreshments Employee Meals-MOU Overtime	(60)	400	-	0%	(200)	200
5223.105	Meals and Refreshments Emergencies and Meetings	173	1,500	-	0%	(1,000)	500
5304	Furniture & Equipment	-	34,950	2,254	6%	-	34,950
5501	Debt Service Payment - Principal	46,981	37,963	29,758	78%	-	37,963
5910.010	Transfers Out To General Fund	104,884	122,648	46,136	38%	(20,866)	101,782
Program 4750 - Public Works - Streets Maint. Totals		986,647	1,110,414	481,805	43%	(92,022)	1,018,392
Program 4755 - Public Works - Maint. Projects							
Cost Center Activity 471 - Overlay							
5210.100	Postage General	-	25	-	0%	-	25
5213.100	Professional/Contract Services General	-	100,000	-	0%	-	100,000
5215.131	Rents and Leases Street Maintenance Equipment	-	500	-	0%	-	500
5218.100	Advertising General	-	300	-	0%	-	300
5219.100	Printing General	-	250	-	0%	-	250
Cost Center Activity 471 - Overlay Totals		-	101,075	-	0%	-	101,075
Cost Center Activity 472 - Digout							
5213.100	Professional/Contract Services General	-	24,700	-	0%	-	24,700
5218.100	Advertising General	-	300	-	0%	-	300
Cost Center Activity 472 - Digout Totals		-	25,000	-	0%	-	25,000
Cost Center Activity 473 - Road Markings/Legends							
5213.100	Professional/Contract Services General	-	50,000	6,712	13%	-	50,000
5218.100	Advertising General	-	250	-	0%	-	250
5219.100	Printing General	-	100	-	0%	-	100
Cost Center Activity 473 - Road Markings/Legends Totals		-	50,350	6,712	13%	-	50,350
Cost Center Activity 474 - Slurry Seal							
5213.100	Professional/Contract Services General		24,725	-	0%	-	24,725



Town of Paradise
Fund 2120 - State Gas Tax
Budget Performance Report
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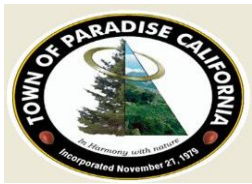
Recommended

Account	Account Description	Unaudited Actual	Amended Budget	YTD Transactions	%	Budget	Recommended
		2010/11	2011/12	2011/12	Used/Rec'd	Adjustments	Revised Budget
						2011/12	2011/12
5218.100	Advertising General	-	250	-	0%	-	250
5219.100	Printing General	-	25	-	0%	-	25
Cost Center Activity 474 - Slurry Seal Totals		-	25,000	-	0%	-	25,000
EXPENSE TOTALS		986,647	1,311,839	488,516	37%	(92,022)	1,219,817
REVENUE LESS EXPENSE (NET)		86,827	17,549	(191,143)		23,812	41,361
ENDING FUND BALANCE		86,827	104,376				128,188



Town of Paradise
Fund 5900 - Transit
Budget Performance Report
As of December 31, 2011

				YTD		Recommended	
		Unaudited Actual	Amended Budget	Transactions	%	Budget	Recommended
Account	Account Description	2010/11	2011/12	2011/12	Used/Rec'd	Adjustments	Revised Budget
						2011/12	2011/12
Fund 5900 - Transit Fund							
REVENUE							
Department 40 - Community Development							
Program 4820 - CDD - Transit Operations							
3345.001	State Revenues - Other LTF - Local Transit Funds	638,542	690,954	135,722	20%	-	690,954
3345.002	State Revenues - Other STA - State Transportation Act	145,398	118,182	-	0%	-	118,182
3610.100	Interest Revenue Investments	3,483	2,603	-	0%	-	2,603
3902.201	Miscellaneous Revenue Paratransit Tickets	18,775	11,000	9,650	88%	7,000	18,000
3902.202	Miscellaneous Revenues BC Transit Tickets	9,869	6,000	5,606	93%	5,000	11,000
REVENUE TOTALS		816,066	828,739	150,978	18%	12,000	840,739
EXPENSE							
Department 40 - Community Development							
Program 4820 - CDD - Transit Operations							
5101	Salaries - Permanent	17,272	22,495	7,337	33%	(10,418)	12,077
5106.100	Incentives & Admin Leave Administrative Leave	589	1,082	172	16%	(583)	499
5106.200	Incentives & Admin Leave Gym Reimbursement	-	22	5	25%	-	22
5107	Car Allowance/Mileage	192	427	236	55%	(119)	308
5111	Medicare	252	354	168	47%	(115)	239
5112.101	Retirement Contribution PERS	1,748	3,498	1,133	32%	(1,887)	1,611
5113	Worker's Compensation	148	481	241	50%	2	483
5114.101	Health Insurance M. D. & V.	2,381	3,534	1,202	34%	(1,535)	1,999
5115	Unemployment Compensation	-	-	85	+++	-	-
5116.101	Life and Disability Insurance Life & Disab.	151	184	71	39%	(73)	111
5122	Accrual Bank Payoff	-	-	3,516	+++	3,615	3,615
5213.100	Professional/Contract Services General	618,865	810,074	397,053	49%	-	810,074
5260	Miscellaneous	28,644	17,000	15,256	90%	12,000	29,000
5910.010	Transfers Out To General Fund	4,116	5,941	841	14%	(3,340)	2,601
5910.100	Transfers Out To Capital Projects	-	36,000	-	0%	-	36,000
5910.120	Transfers Out To State Gas Tax Fund	-	26,523	-	0%	(26,523)	-
EXPENSE TOTALS		674,357	927,615	427,316	46%	(28,976)	898,639



Town of Paradise
Fund 5900 - Transit
Budget Performance Report
As of December 31, 2011

					Recommended			
					YTD	Budget	Recommended	
					Transactions	%	Adjusted	Revised Budget
Account	Account Description	Unaudited Actual 2010/11	Amended Budget 2011/12	2011/12	Used/Rec'd	2011/12	2011/12	
REVENUE LESS EXPENSE (NET)		141,709	(98,876)	(276,338)		40,976	(57,900)	
ENDING FUND BALANCE		1,151,988	1,053,112				1,094,088	