



TOWN OF PARADISE

5555 SKYWAY • PARADISE, CALIFORNIA 95969-4931
TELEPHONE (530) 872-6291 FAX (530) 877-5059
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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
Gabriela Tazzari, Acting 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 – June 05, 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
- c. Invocation
- d. Roll Call
- e. Proclamations/Presentations:

- (1) Presentation by Justin Hampton - Senior Project Completion - Mileage Markers on the Paradise Memorial Trailway
- (2) Presentation by Girl Scout Troop #70084 - Results of the Paradise Memorial Trailway Cleanup for "It's Our Planet - Love It" Leadership Project

2. ITEMS DEFERRED FROM PREVIOUS MEETINGS - None.

3. CONSENT CALENDAR

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

- 3a. Approve the Minutes of the 5/1/2012 Special Meeting and 5/1/2012 Regular Meeting Minutes.
- 3b. Approve Cash Disbursements Report in the amount of \$1,255,072.34.
- 3c. (1) Approve Agreement between the Town of Paradise and the Paradise Irrigation District to fund the water main replacement starting at 5499 Feather River Place to Jensen Court; and, (2) Authorize the Town Manager to sign the attached agreement. (The Hydrant Fund will be responsible for 50% of total project cost or \$63,000).
- 3d. Accept Fluorescent and LED Lighting Conversion Contract with Castro Electric as complete and authorize the Town Clerk to file a Notice of Completion with the County Recorder's Office with release of 100% of security and payment funds in the amount of \$11,942.00 following a 35-day lien period provided no liens are filed.
- 3e. Acknowledge receipt of the 3rd Quarter Investment Report for the Fiscal Year Ended June 30, 2012.
- 3f. Accept the 2011 Annual Report of the Paradise Planning Commission to the Town Council Regarding the Implementation Status of the 1994 Paradise General Plan.
- 3g. Accept the 2011 Annual Report of the Paradise Planning Commission Regarding Progress Toward Implementation of the 1994 Paradise General Plan Housing Element.
- 3h. Award a two-year services contract to Peerless Building Maintenance Company for janitorial services 7/1/2012 to 6/30/2014 for an annual amount of \$17,406.60 and authorize the Town Manager to execute the agreement.

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 - None.

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 oral report from Paradise Planning Commission Interview Panel and concur with recommendation to appoint Greg Bolin and James Clarkson to the two positions on the Paradise Planning Commission which terms of office will commence July 1, 2012 and end June 30, 2016; or, consider alternative direction.
- 7b. Consider setting a special meeting for Thursday, June 28, 2012 or Friday, June 29, 2012, at 9:00 am, for the Town Council's public review of the proposed 2012/13 Budget.
- 7c. Consider setting a special meeting for Thursday, June 14, 2012 or Monday, June 18, 2012, at 6:00 pm, for the Town Council to review and consider the Study Group's analysis and evaluation of CAL FIRE'S proposal for contracted personnel services

8. COUNCIL COMMUNICATION (Council Initiatives)

Council oral reports of their representation on Committees/Commissions.

- 8a. Consider designating a voting delegate and up to two alternates to take action on proposed resolutions that establish League policy that will be presented at the Annual Business Meeting at the League of Cities Annual Conference in San Diego, California, September 5-7, 2012.

9. STAFF/COMMISSION/COMMITTEE COMMUNICATION

Town Manager oral reports

- 9a. Request that Council adjourn the Regular Meeting to July 10, 2012.

10. CLOSED SESSION

10a. 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

Adjourn Regular Meeting to July 10, 2012.

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:	

TOWN/ASSISTANT TOWN CLERK SIGNATURE	

**MINUTES
PARADISE TOWN COUNCIL
SPECIAL MEETING – 5:30 PM – May 01, 2012**

1. OPENING

The Special Meeting of the Paradise Town Council was called to order by Mayor Culleton at 5:32 pm in the Town Council Chambers located at 5555 Skyway, Paradise, California. Mayor Culleton led the Pledge of Allegiance to Flag of the United States of American.

COUNCIL MEMBERS PRESENT: Joe DiDuca, Scott Lotter, Tim Titus, Alan White and Steve “Woody” Culleton, Mayor.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Town Clerk Gutierrez, Town Manager Rough, Town Attorney Moore, Assistant Town Manager Gill and Police Lieutenant Tazzari.

2. CLOSED SESSION

- 2a. At 5:33 pm Mayor Culleton announced that pursuant to Government Code Section 54957(b), the Town Council will hold a closed session to consider the appointment of an Acting Police Chief.

Mayor Culleton reconvened the meeting at 6:05 pm and announced that no action was taken in closed session.

3. ADJOURNMENT

Mayor Culleton adjourned the Special Town Council meeting at 6:05 pm.

DATE APPROVED:

By: _____
Steve “Woody” Culleton, Mayor

Joanna Gutierrez, CMC, Town Clerk

**MINUTES
PARADISE TOWN COUNCIL
REGULAR MEETING – 6:00 PM – May 01, 2012**

1. OPENING

The Regular Town Council meeting was called to order by Mayor Culleton at 6:05 pm in the Town Council Chambers located at 5555 Skyway, Paradise, California. Following the pledge of the allegiance the invocation was offered by Vice Mayor Titus.

COUNCIL MEMBERS PRESENT: Joe DiDuca, Scott Lotter, Tim Titus, Alan White and Steve “Woody” Culleton, Mayor.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Town Clerk Gutierrez, Town Manager Rough, Town Attorney Moore, Assistant Town Manager Gill, Rob Cone, Interim Fire Chief, Finance Director Will, Police Lieutenant Tazzari, Assistant Town Clerk Volenski , Public Works Manager Derr, HR/Risk Management Analyst Peters, and Onsite Official Danz

Proclamations/Presentations:

- (1) Paradise Business Week Proclamation - May 7-11, 2012 was presented to Max Barteau, President, Paradise Chamber of Commerce.
- (2) Chocolate Fest' Proclamation - May 11-12 and May 19, 2012 was presented to each “Chocolate Royale” candidate participating in the Chocolate Fest fundraising for the youth of the community; and, to Sherry Swim, President, Chocolate Fest, Inc.
- (3) Presentation of the Draft State of California Onsite Wastewater Treatment Systems Water Quality Policy (AB 885), proposed effective date, January 1, 2013. Mark Adams RCE, President, NorthStar Engineering and President of California Onsite Wastewater Association, stated that the objective of the legislation is to provide more collaborative and local control relating to wastewater issues, explained the tiered system and requirements for each of the five tiers, that policy approval is expected in June 2012, adoption by August 2012 and an effective date in March 2013. Mr. Adams stated that because Paradise has a local program in place (a LAMP – Local Agency Management Plan) we are a “Tier 2”. A copy of his powerpoint illustrations are on file in the Town Clerk Department.

2. ITEMS DEFERRED FROM PREVIOUS MEETINGS - None.

3. CONSENT CALENDAR

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

MOTION by Lotter, seconded by DiDuca, adopted the following Consent Calendar Items by unanimous vote.

- 3a. Approved Minutes of the 4/3/2012 Regular Meeting, and the 4/3/2012 and 4/9/2012 Special Meetings.
- 3b. Approved Check Register in the amount of \$1,212,375.46. (310-10-28)
- 3c. Authorized Mayor to execute a three-year agreement with Republic Intelligent Transportation Services (ITS), Inc. relating to traffic signal maintenance. (Budgeted annual costs for signals is \$62,000 through the gas tax account.) (96-03)
- 3d. Adopted Resolution No. 12-16, A Resolution of the Town Council of the Town of Paradise Authorizing Disposal/Destruction of Certain Town Records Maintained in the Town Clerk Department Pursuant to Government Code Section 34090. (160-20-13)

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 - None.

6. PUBLIC COMMUNICATION – None.

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7. COUNCIL CONSIDERATION

- 7a. **MOTION by White, seconded by Lotter**, adopted resolutions relating to the November 6, 2012, General Municipal Election: (1) Resolution No. 12-17 Calling and Giving Notice of the Holding of a General Municipal Election to be held on Tuesday, November 6, 2012 for the Election of Certain Officers as Required by the Provisions of the Laws of the State of

California Relating to General Law Cities for the Election of Three Town Council Members; (2) Resolution No. 12-18 Requesting the Board of Supervisors of the County of Butte to Consolidate a General Municipal Election to be held on November 6, 2012, with the Statewide General Election to be Held on That Date for the Election of Three Town Council Members; and, (3) Resolution No. 12-19 Amending & Replacing Resolution No. 10-12 and Adopting Regulations for Candidates for Elective Office Pertaining to Candidate Statements Submitted to the Voters at a General or Special Municipal election. Roll call vote was unanimous. (530-10-44)

- 7b. **MOTION by Lotter, seconded by Titus**, approved the recommended appointment of Paradise Police Lieutenant Gabriela Tazzari as Acting Police Chief at a salary of \$94,794.96/year, effective immediately. Roll call vote was unanimous. (650-60-07)

Mayor Culleton called for a five-minute recess at 7:12 pm and reconvened the meeting at 7:20 pm.

- 7c. **MOTION by White, seconded by Lotter**, authorized the Town Manager to extend the current agreement with Rolls Anderson Rolls for contract engineering services for the Town of Paradise. Fiscal impact: Increases the not-to-exceed amount in the contract by \$20,000. Roll call vote was unanimous. (510-20-38)

- 7d. Council Member White stated for the record that he is on the Board of Directors for Youth for Change and if Council felt it appropriate he would excuse himself from voting on the CDBG funding recommendation. Town Attorney Moore stated that there is no legal reason for Council Member White not to participate. Council concurred that it would not be inappropriate for Council Member White to participate.

MOTION by Titus, seconded by DiDuca (1) Adopted the 2012-2013 Community Development Block Grant (CDBG) Program Subrecipient funding recommendations regarding grant funding for local organizations; and, (2) Adopted the FINAL CDBG Program 2012-2013 Annual Action Plan as submitted; and, (3) Authorized staff to submit the adopted 2012-2013 Annual Action Plan to the U.S. Department of Housing and Urban Development. Roll call vote was unanimous. (710-10-77)

8. COUNCIL COMMUNICATION (Council Initiatives)

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

Council Member White reported on his participation in the Gold Nugget Days Melodrama, The Search for Billy Rhode, a fundraiser for the Gold Nugget Museum; and, relating to the Paradise Community Village project, that the makeup of the Paradise Community Village Board has changed as 4 of the original 8 entities remain: Youth for Change, CHIP, Paradise

Ridge Youth Soccer Club and the Town, that construction on the project has resumed and groundbreaking is scheduled for May 15th; and, he will be participating in an Amgen promotion on Tuesday, a 25-mile bicycle ride.

Vice Mayor Titus reported that the Paradise Dancers gave an excellent performance at their Rhythm & Motion production and commended the organization for providing free ballroom dance lessons to youth of the community.

Council Member Lotter reported on the Gold Nugget Days Parade and Melodrama performance, and that the Terry Ashe frontage improvements provided greater visibility and drew more people to the event.

Mayor Culleton reported on his participation as the Grand Marshal of the Gold Nugget Day Parade and in the Melodrama; attended Arbor Day at Feather Canyon retirement facility with the Police & Fire Chief as community outreach to senior citizens; reported on the "Comcast Cares" Event at Ponderosa Elementary School, a nationwide volunteer movement to work on schools; attended the first Oversight Board of the Successor Agency to the Paradise RDA Meeting and was selected as Chair, and reported that the Oversight Board approved the Recognized Obligation Payment Schedule (ROPS) and directed the schedule be forwarded to the Butte County Auditor.

- 8b. Discuss and consider revising the design of the Pearson/Recreation Drive Signalization Project and the proposed floating sidewalk. **(DiDUCA)**

Council Member DiDuca stated that he has safety concerns about the design of the sidewalk, the proposed bike lanes and ingress and egress that is proposed for this project, and that he would like clarification as to the effect on the businesses that are located along Pearson Road.

Town Manager Rough stated that this project was identified on this fiscal year's capital improvement project list for completion of engineering plans and to obtain temporary construction easements for the project. Assistant Town Manager Gill explained that the project design was recently presented and explained to the school board, discussed the obtaining of right-of-way and temporary construction easements, and displayed a PowerPoint to illustrate the various aspects of the project. Assistant Town Manager Gill explained the evolution of the improvements in the Pearson Road area that began in 2002 using Safe Routes to School grant monies and how it ties into the signal project, that the intersection alignment and signal project will be built using Congestion Management Air Quality grant funding, and that the area improvements are necessary in order to comply with state accessibility requirements. Ms. Gill explained the deadlines that must be met to retain funding for the project, and that the project will be coming to Council in June for approval of a request to put the project out for bid. Interim Engineer Rick Skillman explained that the project must be

designed to CalTrans design standards, discussed his role in reviewing the project design plans (which are being completed by MRO engineering), the meetings that have occurred with the property owner relating to design and the three alternatives that were presented, and explained his concerns relating to the dangerous elements of the current unrestricted access to the area and answered specific questions from Council.

Council Member White stated he has been on the Council since the beginning of this project and explained how it started with Safe Routes to school funding, and discussed the design of the sidewalk location on the south side of the street which is to provide school children safe access to the intermediate and elementary schools that are both located in the project area in light of challenges presented by the private property ownership in the area. He explained that there was a lack of Safe Route to Schools money to do the intersection alignment and signal project, along with all of the pedestrian improvements along Pearson Road, and that when the subsequent Congestion Management Air Quality funds became available (through BCAG) to fund the signal project, the Town had an eligible project "shovel ready" and that it makes sense to design and complete these projects in the area at the same time.

Mayor Culleton opened the matter for public comment.

1. Tom Kelly stated that he agrees with the need to correct the intersection and that there needs to be places for kids to ride their bikes, but he is concerned about the location of the sidewalk.
2. Terry Mallan stated that he owns the property along Pearson Road where businesses are located, that the majority of the business owners are opposed to the sidewalk, that he thinks the open floor design is ideal, and his concern is with the speed of the traffic coming over College Hill and accidents that occur at the intersection of Academy Drive and Pearson Road which is where the main entrance to these businesses is to be located.
3. Mike Greer stated that he is concerned with the construction interfering with the movement of the buses, that he thinks the stop sign at the intersection makes the intersection safer, and that he has been a member of the school board for eight years and has never heard of this project.
4. Rick McGregor stated that he has gotten phone calls about the project as it relates to the annual truck parade and informed Council that the parade will be staged at the Ace Hardware parking lot in the future.
5. Loren Harvey stated that he likes the idea of a traffic signal but doesn't like the design of the sidewalk being driven by the receipt of grant monies.

Town staff and Council further discussed the history of the pedestrian improvements projects in the area that have occurred over the past several years, stated that Paradise school superintendents have always been kept informed about this particular project, that the Pearson/Recreation Drive intersection meets three different warrants that make it eligible for the construction of a traffic signal, that completion of the project will improve traffic control along Pearson Road, alleviate congestion issues when parents pick up their children from school, and will improve air quality by alleviating the “stop and go” of cars when school is not in session. There was discussion that the current engineered plans need to go forward to meet deadlines in order that the allocation of grant monies can occur, and that staff could evaluate whether or not the process would allow contract change orders relating to the possible shifting of ingress and egress to the business sites and relating to the length of the ramp at the curve onto Mallan Lane.

No action was taken on the matter.

9. STAFF/COMMISSION/COMMITTEE COMMUNICATION - None.

10. CLOSED SESSION

At 9:20 pm Mayor Culleton announced that that the Town Council would meet in closed session for the following matters:

- 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.

Mayor Culleton reconvened the regular meeting at 9:47 pm and announced that direction was given and no action was taken in closed session.

11. ADJOURNMENT

Mayor Culleton adjourned the Regular Council Meeting at 9:48 pm.

DATE APPROVED:

By _____
Steve “Woody” Culleton, Mayor

Joanna Gutierrez, CMC, Town Clerk

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

FOR THE PERIOD OF
APRIL 21, 2012 - MAY 20, 2012

April 21, 2012 - May 20, 2012

Check Date	Pay Period End	DESCRIPTION	AMOUNT
4/27/2012	4/22/2012	Net Payroll - Direct Deposits & Checks	\$171,612.68
5/11/2012	5/6/2012	Net Payroll - Direct Deposits & Checks	\$165,456.97
		TOTAL NET WAGES PAYROLL	<u>\$337,069.65</u>
		PR VENDORS: TAXES, PERS, DUES, INSURANCE, ETC.	<u>\$375,078.95</u>
		TOTAL CASH DISBURSEMENTS - PAYROLL	<u>\$712,148.60</u>
		TOTAL CASH DISBURSEMENTS - ACCOUNTS PAYABLE (Detail attached)	<u>\$542,923.74</u>
		GRAND TOTAL CASH DISBURSEMENTS	<u><u>\$1,255,072.34</u></u>

APPROVED BY: _____
CHARLES L. ROUGH, TOWN MANAGER

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

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 4/21/2012 - To Payment Date: 5/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Wells Fargo AP Checking									
Check									
56048	04/23/2012	Open			Accounts Payable	BOYS AND GIRLS CLUB	\$13,075.00		
56049	04/23/2012	Reconciled		04/30/2012	Accounts Payable	BUTTE CO AIR QUALITY MANAGEMENT DISTRICT	\$239.50	\$239.50	\$0.00
56050	04/23/2012	Reconciled		04/30/2012	Accounts Payable	MRO ENGINEERS, INC.	\$25,344.42	\$25,344.42	\$0.00
56051	04/23/2012	Reconciled		04/30/2012	Accounts Payable	VERIZON WIRELESS	\$285.95	\$285.95	\$0.00
56052	04/25/2012	Reconciled		04/30/2012	Accounts Payable	WESTAMERICA BANK	\$4,887.66	\$4,887.66	\$0.00
56053	05/01/2012	Open			Accounts Payable	BUZZARD , CHRIS	\$652.97		
56054	05/01/2012	Open			Accounts Payable	DHABOLT, OTIS	\$161.14		
56055	05/01/2012	Open			Accounts Payable	EUROTAS, KARI	\$125.40		
56056	05/01/2012	Open			Accounts Payable	HAUNSCHILD, MARK	\$201.01		
56057	05/01/2012	Open			Accounts Payable	ICMA RETIREMENT #107773	\$287.17		
56058	05/01/2012	Open			Accounts Payable	MOBILITIE INVESTMENTS II, LLC	\$100.00		
56059	05/01/2012	Open			Accounts Payable	MOORE, DWIGHT, L.	\$12,650.00		
56060	05/01/2012	Open			Accounts Payable	ROUGH JR., CHARLES L.	\$125.40		
56061	05/01/2012	Open			Accounts Payable	WHALEN, SUZANNE	\$76.63		
56062	05/01/2012	Open			Accounts Payable	A-BETTER PEST CONTROL CO.	\$95.00		
56063	05/01/2012	Open			Accounts Payable	ACCESS INFORMATION MANAGEMENT	\$90.36		
56064	05/01/2012	Open			Accounts Payable	AIRGAS SAFETY, INC.	\$51.01		
56065	05/01/2012	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$399.23		
56066	05/01/2012	Open			Accounts Payable	AT&T	\$103.76		
56067	05/01/2012	Open			Accounts Payable	Big O Tires	\$53.00		
56068	05/01/2012	Open			Accounts Payable	BUTTE COUNTY CREDIT BUREAU	\$28.00		
56069	05/01/2012	Open			Accounts Payable	BUTTE REGIONAL TRANSIT	\$202,519.25		
56070	05/01/2012	Open			Accounts Payable	CALIFORNIA STATE DEPARTMENT OF JUSTICE	\$1,875.00		
56071	05/01/2012	Open			Accounts Payable	CDW-GOVT	\$359.10		
56072	05/01/2012	Open			Accounts Payable	CERTIFIED SECURITY SYSTEM INCORPORATED	\$240.00		
56073	05/01/2012	Open			Accounts Payable	CHICO IMMEDIATE CARE	\$80.00		
56074	05/01/2012	Open			Accounts Payable	CITY OF OROVILLE	\$396.35		
56075	05/01/2012	Open			Accounts Payable	CORBIN WILLITS SYS. INC.	\$348.00		
56076	05/01/2012	Open			Accounts Payable	DATCO SERVICES CORPORATION	\$178.50		
56077	05/01/2012	Open			Accounts Payable	DON'S SAW & MOWER	\$18.53		
56078	05/01/2012	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$412.00		
56079	05/01/2012	Open			Accounts Payable	ENTENMANN-ROVIN COMPANY	\$137.98		
56080	05/01/2012	Open			Accounts Payable	FEDERAL EXPRESS	\$18.65		
56081	05/01/2012	Open			Accounts Payable	FP/FRANCOTYP-POSTALIA MAILING SOLUTIONS	\$103.86		
56082	05/01/2012	Open			Accounts Payable	GREAT AMERICA LEASING CORP.	\$117.98		
56083	05/01/2012	Open			Accounts Payable	HARTMAN, SUSAN	\$48.60		
56084	05/01/2012	Open			Accounts Payable	HUNTERS PEST CONTROL	\$55.00		
56085	05/01/2012	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$3,953.49		
56086	05/01/2012	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$360.91		
56087	05/01/2012	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$356.00		
56088	05/01/2012	Open			Accounts Payable	JC NELSON SUPPLY COMPANY	\$157.66		
56089	05/01/2012	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$110.42		

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 4/21/2012 - To Payment Date: 5/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
56090	05/01/2012	Open			Accounts Payable	KOEFRAN INDUSTRIES	\$250.00		
56091	05/01/2012	Voided		05/03/2012	Accounts Payable	MAIN, CHRIS	\$141.42		
56092	05/01/2012	Open			Accounts Payable	MATTHEW D THOMPSON CONSTRUCTION	\$1,945.00		
56093	05/01/2012	Open			Accounts Payable	NEWMAN TRAFFIC SIGNS	\$1,396.90		
56094	05/01/2012	Open			Accounts Payable	NORMAC INC	\$50.92		
56095	05/01/2012	Open			Accounts Payable	NORTH STATE RENDERING INC	\$30.00		
56096	05/01/2012	Open			Accounts Payable	NORTHERN RECYCLING & WASTE SERVICES, INC.	\$3,834.00		
56097	05/01/2012	Open			Accounts Payable	NORTHSTAR ENGINEERING INC	\$2,202.50		
56098	05/01/2012	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$341.49		
56099	05/01/2012	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$7,797.14		
56100	05/01/2012	Open			Accounts Payable	PARADISE GARDEN CENTER	\$173.67		
56101	05/01/2012	Open			Accounts Payable	PARADISE IRRIGATION DIST	\$1,030.84		
56102	05/01/2012	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$324.18		
56103	05/01/2012	Open			Accounts Payable	PARADISE RECREATION & PARK DISTRICT	\$132,257.00		
56104	05/01/2012	Open			Accounts Payable	PARADISE SCREEN PRINT	\$404.87		
56105	05/01/2012	Open			Accounts Payable	PETTY CASH CUSTODIAN, VIRGINIA MARABLE	\$41.90		
56106	05/01/2012	Open			Accounts Payable	PETTY CASH CUSTODIAN, WENDY BROWN	\$79.10		
56107	05/01/2012	Open			Accounts Payable	PMAM CORPORATION	\$231.00		
56108	05/01/2012	Open			Accounts Payable	REPUBLIC ITS, INC.	\$4,732.39		
56109	05/01/2012	Open			Accounts Payable	RIEBES AUTO PARTS	\$69.47		
56110	05/01/2012	Open			Accounts Payable	ROGER NICHOLS INVESTIGATIONS	\$3,835.98		
56111	05/01/2012	Open			Accounts Payable	SAFEWAY INC FILE NO 72905	\$11.24		
56112	05/01/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - ENG. DEPT.	\$216.01		
56113	05/01/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - FIRE DEPT.	\$55.51		
56114	05/01/2012	Open			Accounts Payable	THOMAS ACE HARDWARE - POLICE DEPT.	\$54.66		
56115	05/01/2012	Open			Accounts Payable	Tractor Supply Credit Plan	\$89.99		
56116	05/01/2012	Open			Accounts Payable	TUCKER PEST CONTROL INC	\$126.00		
56117	05/01/2012	Open			Accounts Payable	VALLEY TOXICOLOGY SERVICE	\$1,950.00		
56118	05/01/2012	Open			Accounts Payable	VERIZON WIRELESS	\$972.91		
56119	05/01/2012	Open			Accounts Payable	VERIZON WIRELESS	\$494.13		
56120	05/01/2012	Open			Accounts Payable	VILLAGE PRINTER, INC.	\$482.63		
56121	05/01/2012	Open			Accounts Payable	Wendy Mayo Photographer & Marketing	\$134.06		
56122	05/10/2012	Open			Accounts Payable	JOHN REGH INLAND LEASING	\$426.86		
56123	05/10/2012	Open			Accounts Payable	AIRGAS SAFETY, INC.	\$180.13		
56124	05/10/2012	Open			Accounts Payable	AMERIGAS	\$1,110.07		
56125	05/10/2012	Open			Accounts Payable	ARAMARK UNIFORM SERV. INC.	\$167.41		
56126	05/10/2012	Open			Accounts Payable	AT&T	\$103.76		
56127	05/10/2012	Open			Accounts Payable	AT&T CALNET 2-REPEATER LINES	\$198.66		
56128	05/10/2012	Open			Accounts Payable	AT&T-COMMUNITY PARK	\$15.40		
56129	05/10/2012	Open			Accounts Payable	AT&T/CAL NET 2	\$4,146.35		
56130	05/10/2012	Open			Accounts Payable	B.I.N.T.F.	\$69.02		

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 4/21/2012 - To Payment Date: 5/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
56131	05/10/2012	Open			Accounts Payable	Big O Tires	\$19.00		
56132	05/10/2012	Open			Accounts Payable	BUTTE CO RECORDER	\$17.00		
56133	05/10/2012	Open			Accounts Payable	BUTTE REGIONAL TRANSIT	\$2,776.20		
56134	05/10/2012	Open			Accounts Payable	CDW-GOVT	\$5,596.94		
56135	05/10/2012	Open			Accounts Payable	CLARK ROAD ANIMAL HOSPITAL	\$151.70		
56136	05/10/2012	Open			Accounts Payable	Creative Services of New England	\$172.95		
56137	05/10/2012	Open			Accounts Payable	Credit Bureau Associates	\$42.00		
56138	05/10/2012	Open			Accounts Payable	DON'S SAW & MOWER	\$155.51		
56139	05/10/2012	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$12,461.77		
56140	05/10/2012	Open			Accounts Payable	ENLOE MEDICAL CENTER, INC.	\$360.00		
56141	05/10/2012	Open			Accounts Payable	EVERGREEN JANITORIAL SUPPLY, INC.	\$540.74		
56142	05/10/2012	Open			Accounts Payable	FLEET TRUCK SUPPLY INC	\$561.87		
56143	05/10/2012	Open			Accounts Payable	HELENA SPECIALTY PRODUCTS	\$2,498.91		
56144	05/10/2012	Open			Accounts Payable	I-5 RENTALS	\$375.00		
56145	05/10/2012	Open			Accounts Payable	I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US BANCORP	\$12,790.53		
56146	05/10/2012	Open			Accounts Payable	INLAND BUSINESS MACHINES	\$690.21		
56147	05/10/2012	Open			Accounts Payable	J.E.I.	\$621.00		
56148	05/10/2012	Open			Accounts Payable	JAMES RIOTTO & ASSOCIATES	\$389.00		
56149	05/10/2012	Open			Accounts Payable	JC NELSON SUPPLY COMPANY	\$121.69		
56150	05/10/2012	Open			Accounts Payable	JENKINS, MICHAEL	\$75.00		
56151	05/10/2012	Open			Accounts Payable	KNIFE RIVER CONSTRUCTION	\$739.39		
56152	05/10/2012	Open			Accounts Payable	KOEFRAN INDUSTRIES	\$250.00		
56153	05/10/2012	Open			Accounts Payable	LEHR AUTO ELECTRIC STOMMEL, INC.	\$181.76		
56154	05/10/2012	Open			Accounts Payable	LOCATE PLUS CORPORATION	\$25.00		
56155	05/10/2012	Open			Accounts Payable	MAIN, CHRIS	\$80.00		
56156	05/10/2012	Open			Accounts Payable	MARQUIS, JOSH	\$139.63		
56157	05/10/2012	Open			Accounts Payable	NORTH STATE RENDERING INC	\$30.00		
56158	05/10/2012	Open			Accounts Payable	NORTHGATE PETROLEUM CO	\$9,647.86		
56159	05/10/2012	Open			Accounts Payable	O'REILLY AUTO PARTS	\$126.98		
56160	05/10/2012	Open			Accounts Payable	OFFICE DEPOT ACCT#36233169	\$466.44		
56161	05/10/2012	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	\$66.08		
56162	05/10/2012	Open			Accounts Payable	PARADISE POST/NORTH VALLEY COMMTY MEDIA	\$789.06		
56163	05/10/2012	Open			Accounts Payable	PBM SUPPLY & MFG INC	\$96.75		
56164	05/10/2012	Open			Accounts Payable	PEERLESS BUILDING MAINT	\$1,450.55		
56165	05/10/2012	Open			Accounts Payable	PMAM CORPORATION	\$417.50		
56166	05/10/2012	Open			Accounts Payable	Positive Impressions, LLC	\$79.00		
56167	05/10/2012	Open			Accounts Payable	ROGER NICHOLS INVESTIGATIONS	\$1,643.82		
56168	05/10/2012	Open			Accounts Payable	Rolls Anderson & Rolls Civil Engineers	\$7,325.00		
56169	05/10/2012	Open			Accounts Payable	SUN RIDGE SYSTEMS, INC.	\$31,965.00		
56170	05/10/2012	Open			Accounts Payable	SYIPHERD, DREW	\$842.91		
56171	05/10/2012	Open			Accounts Payable	T.B.S. MOBILE SERVICES	\$320.00		
56172	05/10/2012	Open			Accounts Payable	THRIFTY ROOTER	\$474.00		
56173	05/10/2012	Open			Accounts Payable	Tractor Supply Credit Plan	\$31.99		
56174	05/10/2012	Open			Accounts Payable	UNIFORMS TUXEDOS & MORE	\$1,156.65		

CASH DISBURSEMENTS REPORT

From Payment Date: 4/21/2012 - To Payment Date: 5/20/2012

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
56175	05/10/2012	Open			Accounts Payable	US BANCORP OFFICE EQUIP	\$526.49		
56176	05/10/2012	Open			Accounts Payable	FINANCE SERVICES VILLAGE PRINTER, INC.	\$721.82		
Type Check Totals:							\$543,065.16	\$30,757.53	\$0.00
AP - Wells Fargo AP Checking Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	124	\$512,166.21	\$0.00
	Reconciled	4	\$30,757.53	\$30,757.53
	Voided	1	\$141.42	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	129	\$543,065.16	\$30,757.53

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	0	\$0.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	0	\$0.00	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	124	\$512,166.21	\$0.00
	Reconciled	4	\$30,757.53	\$30,757.53
	Voided	1	\$141.42	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	129	\$543,065.16	\$30,757.53

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	124	\$512,166.21	\$0.00
	Reconciled	4	\$30,757.53	\$30,757.53
	Voided	1	\$141.42	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	129	\$543,065.16	\$30,757.53

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	0	\$0.00	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	0	\$0.00	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	124	\$512,166.21	\$0.00
	Reconciled	4	\$30,757.53	\$30,757.53
	Voided	1	\$141.42	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	129	\$543,065.16	\$30,757.53

**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: June 5, 2012**

ORIGINATED BY: Rob Cone, Interim Fire Chief AGENDA ITEM No. 3(c)

**REVIEWED BY: Dwight Moore, Town Attorney
Charles L. Rough, Jr., Town Manager
Lauren Gill, Assistant Town Manager
Gina Will, Finance Director**

SUBJECT: Adoption of an Agreement between the Town of Paradise and the Paradise Irrigation District to Fund the Water Main Replacement starting at 5499 Feather River Place to Jensen Court.

RECOMMENDATION:

1. Authorize the Town Manager to sign the attached "Agreement to Fund Water Main Replacement on Feather River Place/Jensen Court in the Town of Paradise" on behalf of the Town of Paradise.

ALTERNATIVES:

Adopt an alternative action and provide direction to staff on how to proceed.

BACKGROUND:

On June 5, 1991, the Town of Paradise, (Town) and the Paradise Irrigation District, (District) entered into a cooperative agreement which clarified the ownership of fire hydrants, established a Fire Hydrant Surcharge Account and identifies the roles and responsibilities of the Town and District in regards to repair, replacement installation or relocation of fire hydrants.

Since its inception in 1991, over 700 new hydrants have been installed. While the need to replace, repair, and in some cases, add new hydrants to the system continues, the ability to deliver adequate water to the hydrants is sometimes limited due to the size of the water main. In many cases, the fire hydrant cannot be upgraded until a water main capable of delivering the required fire flow has been installed. This restriction in fire flow is generally associated with water mains that are 4" in diameter or smaller. At this time, there are approximately 90,000 feet of 4" water main in the District.

In October of 1999, this agreement was modified to include the replacement of water mains in areas where the fire flow is inadequate. This generally occurs where water is supplied through 4" diameter water mains that deliver less than 500 gallons per minute (GPM) of water. At that time, a priority list was developed for areas most in need of increased fire flow.

DISCUSSION/ANALYSIS:

This area was selected as the most important low flow area behind Neal Rd and Feather River Place, Woodland Drive, Bennett Road and Storybook Lane, which have all been completed, based on the following criteria:

1. The number of customers served
2. The percent of fire flow below 1000 GPM
3. The Wildland Fire Hazard Severity Rating
4. The threat to adjoining areas

This project is a continuation of improvement to the fire flow to the southeast area of Paradise which will include in future fiscal years the replacement of the 4" main on Country Club Drive from Stearns Road to Royal Canyon Lane.

The Wildland Fire Hazard Severity Rating is an open ended scale based on factors such as the type and density of vegetation, topography, fire history, accessibility, building construction and other wildland risk criteria.

The use of hydrant funds for water main replacement is divided into two programs:

1. Cost sharing projects with the District.
2. Cost sharing projects with individuals.

The water main replacement on Feather River Place to Jensen Court is a cost-sharing project between the Town and the District, each agency is responsible for 50% of the costs.

Feather River Place to Jensen Court, 1200' of 8" Main Total Estimated Cost:
\$126,000

This agreement is a commitment to the project but may be terminated for good cause, which includes a lack of available funds from either agency. The Town's share of the funds will be derived from the Fire Hydrant Surcharge Account. If approved, the project is scheduled for installation during the 2012-2013 fiscal year.

Water Main Replacement Feather River Place/Jensen Court
June 5, 2012
Page 3

FINANCIAL IMPACT:

This change does not increase or decrease the amount of money collected. The Hydrant Fund will be responsible for 50% of total project cost, or \$63,000.

**AGREEMENT TO FUND THE WATER MAIN REPLACEMENT IN
FEATHER RIVER PLACE / JENSEN COURT IN THE TOWN OF PARADISE**

Beginning approximately at the address of 5499 Feather River Place and continuing southerly along Feather River Place, then east for a distance of approximately 1,200 feet to Jensen Court.

THIS AGREEMENT is made and entered into this ___ day of _____, 2012, by and between Paradise Irrigation District (District), a special district of the State of California, and Town of Paradise (Town), a municipal corporation.

R E C I T A L S

WHEREAS, District owns and operates a potable water system that serves the majority of residents, businesses and landowners within the Town of Paradise; and

WHEREAS, Town provides fire protection service to such residents, businesses and landowners; and

WHEREAS, Town and District both recognize that the provision of adequate fire suppression is a town-wide benefit; and

WHEREAS, Town and District both recognize that water mains of adequate size are necessary to provide an adequate water supply to fire hydrants within the Town; and

WHEREAS, on June 5, 1991, Town and District entered into a Fire Hydrant and Ownership Funding Agreement (Funding Agreement) to provide water for Town fire protection services and to provide for a fire hydrant maintenance program; and

WHEREAS, on December 30, 1999, Town and District amended the Funding Agreement to allow fire hydrant surcharge funds to be used for water main replacement projects; and

WHEREAS, the water main extensions are within the identified low flow area pursuant to the amended agreement; and

WHEREAS, Town and District have determined that the replacement of the water main on Feather River Place / Jensen Court beginning approximately at the address of 5499 Feather River Place and continuing southerly along Feather River Place then east on Feather River Drive for a distance of approximately 1,200 feet to Jensen Court in the Town of Paradise as shown on the attached map (Project Location), is necessary to augment the fire flows in the south portion of the Town and District.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby stipulated, the District and Town do hereby agree as follows:

1. The existing water main in the Project Location shall be replaced with a new 8-inch water main by District under the Funding Agreement in fiscal year 2012-2013, but no later than June 30, 2013 (Project).
2. The Total Project Estimated Cost of the 2012-2013 Project is \$126,000.00 including environmental review, engineering, survey work and easement acquisition. It is acknowledged that funding for this project has been provided in each party's 2012-2013 budgets and the District will initiate the Project on the execution of this Agreement.
3. From the date the Project commences, District shall provide Town with a detailed written summary of the cost of the work completed during the preceding thirty (30) days, including any required environmental review. Promptly thereafter, fifty percent (50%) of the cost of the work shall be reimbursed to District from the Fire Hydrant Surcharge Account.
4. It is understood that subsurface conditions along the pipeline may make excavation very difficult or other currently unforeseen events occur that may cause an exceedance of the estimated cost of the Project. If any conditions are encountered that are expected to increase the cost of the Project by more than ten percent (10%), Town and District agree to promptly meet and confer to determine if modification to the scope or characteristics of the Project are available to remain within the budgeted amount, plus ten percent (10%), or provide additional funding to complete the entire Project.
5. The term of this Agreement shall begin on the day it is executed and end when all obligations herein described are completed. The Agreement may be extended upon the written agreement of both parties.
6. The Agreement may be terminated only for good cause. In the event of termination by Town, District will terminate any work in progress as soon as possible at a location reasonably determined by District. Town agrees to pay for all completed work in accordance with Section 3 of this Agreement.
7. If, in the future, Town requires District to relocate the pipeline and appurtenances constructed pursuant to this Agreement, Town agrees that the cost of such relocation shall be paid from the Fire Hydrant Surcharge Account or other Town Funds. Said commitment shall survive the term and termination of this Agreement.
8. If any provision of this Agreement is declared invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect and shall not be affected. This Agreement represents the sole, final and complete expression and statement of the terms of agreement between the parties concerning the subject matter of the Agreement. It may be modified only in writing and only if signed by both parties.
9. Town and District will defend, indemnify and hold harmless the other party, its officers, directors, employees and agents from and against any and all costs, claims, liability, or lawsuits, including attorneys' fees relating to their respective negligence, acts, or omissions under this Agreement, including the construction contemplated herein, except for claims resulting from the indemnifying party's active negligence.

IN WITNESS WHEREOF the parties execute this Agreement on the day and year first herein above written.

TOWN OF PARADISE

PARADISE IRRIGATION DISTRICT

By: _____
Charles L. Rough, Jr., Town Manager

By: _____
Kenneth G. Hunt, President

ATTEST:

ATTEST:

Joanna Gutierrez, Town Clerk

Georgeanna Borrayo, District Secretary

Approved as to form:

Approved as to form:

Dwight L. Moore, Town Attorney

Dustin C. Cooper, District Counsel



**Town of Paradise
Council Agenda Summary
Date: June 5, 2012**

Agenda Item: 3d

Originated by: Lauren Gill, Assistant Town Manager
Paul T. Derr, Public Works Manager
Reviewed by: Charles L. Rough, Jr., Town Manager

Subject: Fluorescent and LED Lighting Conversion Project, EECBG

Council Action Requested:

1. Accept the contract with Castro Electric as complete and authorize the Town Clerk to file a Notice of Completion with the County Recorder's Office with release of 100% of security and payment funds following a 35-day lien period provided no liens are filed.
OR
2. Provide staff with alternative direction.

Background:

Funding for this project is part of the Energy Efficiency and Conservation Block Grant Program (EECBG) which provides funding to eligible small cities within the State of California to install cost effective energy retrofits within their jurisdiction.

On February 7, 2012, Council awarded the Fluorescent and LED Lighting Conversion project to Castro Electric to provide replacement of the T-12 lighting units at various Town facilities. Work commenced on March 26, 2012 and was completed on April 20, 2012.

By switching the T-12 units over to T-8 units the Town will receive 43-45% reduction in energy usage. The original bid amount was \$11,942.00. Both the Security and 100% payment for the full amount of \$11,942.00 will be due and payable after the 35 day lien period.

Conclusion:

Staff recommends accepting the contract with Castro Electric as complete, authorizing Town Clerk to file a Notice of Completion and release of funds following a 35-day lien period provided no liens are filed.

Fiscal Impact Analysis:

The project is funded entirely with EECBG funds. There is no fiscal impact to the General fund.

OFFICIAL BUSINESS :

Acct. No. 2155.55.0000.5213.100

**Recording Requested by and
After Recording
Return to:**

**Town Clerk
Town of Paradise
5555 Skyway
Paradise, CA 95969**

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**NOTICE OF COMPLETION AND ACCEPTANCE
OF PUBLIC WORKS PROJECT**

Notice is hereby given by the Town of Paradise, California, that the Fluorescent and LED Lighting Conversion Project in the Town of Paradise, California, the contract for which was let to Castro Electric, as contractor, was actually completed on April 20, 2012, and was accepted by the Town of Paradise on June 5, 2012. The name and address of the contracting agency is the Town of Paradise, 5555 Skyway, Paradise, California 95969. The locations of the project are 5555 Skyway, 5595 Black Olive Road, 933 American Way, 767 Birch Street and 1250 Wagstaff Road in the Town of Paradise. The nature of the interest or estate of the owner is owner in fee simple.

TOWN OF PARADISE

Joanna Gutierrez, Town Clerk

I, the undersigned, declare that I am the Town Clerk of the Town of Paradise, California, and that I have read the foregoing Notice and know the content thereof and that the same is true to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is true and correct.

Executed at Paradise, California, this 6th day of June, 2012.

TOWN OF PARADISE

Joanna Gutierrez, Town Clerk



**Town of Paradise
Council Agenda Summary
Date: June 5, 2012**

Agenda Item: 3(e)

Originated by: Gina S. Will, Finance Director/Town Treasurer
Reviewed by: Charles L. Rough, Jr., Town Manager
Subject: Quarterly Investment Report

Council Action Requested:

Review and file the 3rd Quarter Investment Report for the Fiscal Year Ended June 30, 2012; or,

Alternatives:

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

Background:

Attached is a report on the Town's cash and investments for the quarter ended March 31, 2012.

The Town is primarily using Rabobank for investment of cash in excess of immediately needed operating capital. As Council is aware, Rabobank has guaranteed a yield of 15 basis points above LAIF for a fully collateralized money market account. The Rabobank account is also highly liquid. All these elements combined qualify it according to the Town's Investment Policy. Funds can be securely transferred via a wire transfer between Rabobank and the Town's operating checking account. Rabobank is a short term solution until LAIF's interest rate improves and/or better options are identified.

The Town has left some funds in the State of California managed Local Agency Investment Fund (LAIF) in order to maintain some account activity to prevent closure and to prepare a fallback position for the Town.

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

A Wells Fargo Bank checking account is currently used for payroll, accounts payable and other operating purposes. Most accounts payable disbursements are drawn through checks, and most payroll disbursements are processed through direct deposit.

The Town establishes escrow funds at the start of each new lease. The escrow fund is drawn down to zero through the process of purchasing equipment against the lease. Interest is accrued on any unspent escrow balance. The "other" investment type represents these available escrow funds as well as petty cash balances.

Conclusion:

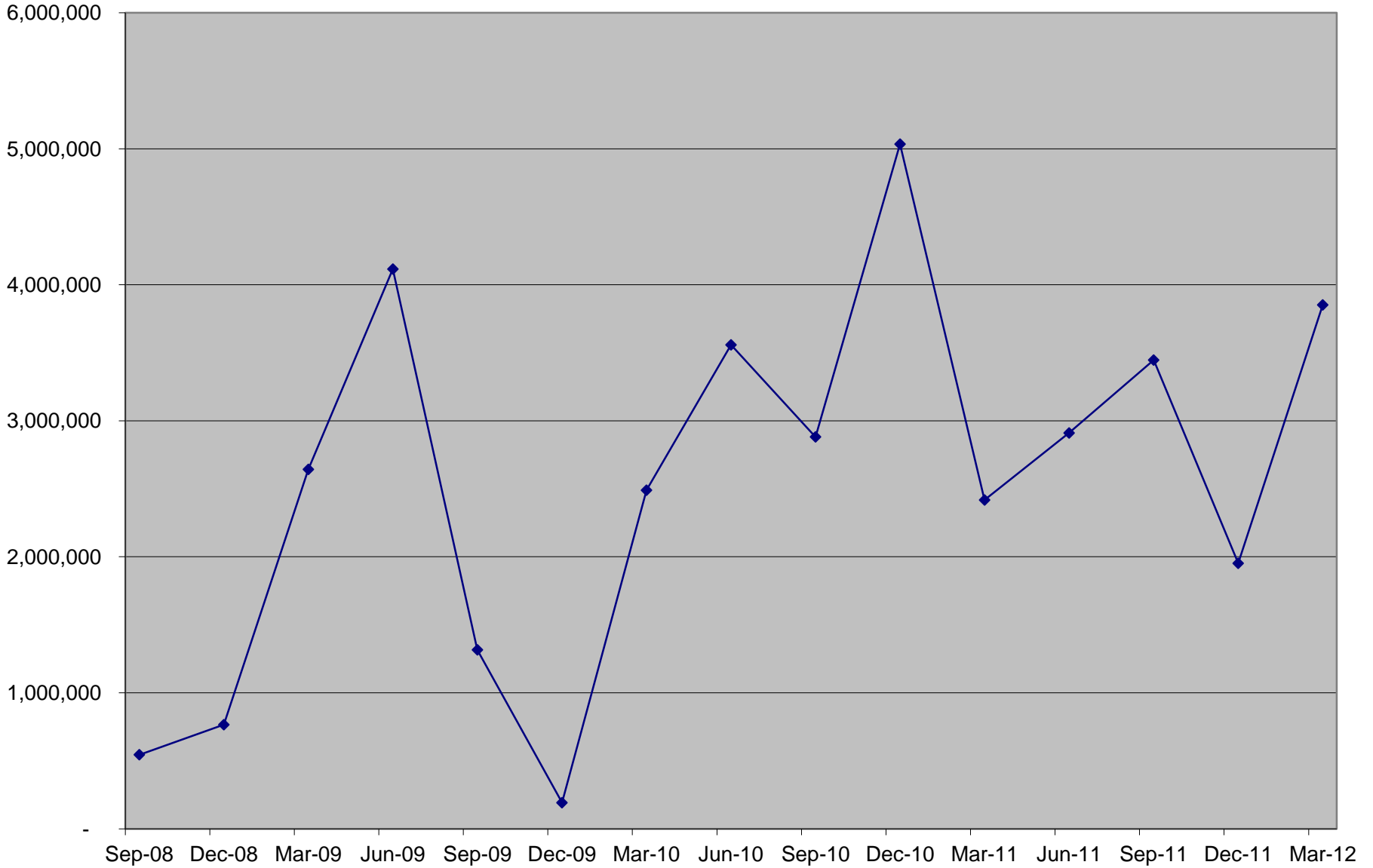
As of March 31, 2012 the Town had used 46% of its General Fund Reserves and had replaced all of its TRAN proceeds. The Town received \$2.997 million on September 7, 2011 as proceeds from the funding of the short term note (TRAN) which was issued to build a cash flow bridge for operations until property tax revenue is received in January and April 2012. As Council is aware, the TRAN was increased this 2011/12 fiscal year in order to counterbalance the trend established the last few years (as illustrated by the attached graph of investment balances) of declining cash balances which has a strong correlation to declining fund balances. With careful spending and budget cutbacks the Town has reduced cash flow usage and with the receipt of property taxes in April 2012 is in a position to repay the TRAN by June 1, 2012.

The GASB 45 trust investment managed by SISC did well during the 3rd quarter of 2011/12 with a return of 9.33%. As of late markets have performed well as unemployment numbers seem to be improving and the national economy is slowly rebounding in many sectors. Long term, SISC has been successful with its allocation model of approximately 60% equity and 40% fixed income.

Fiscal Impact Analysis:

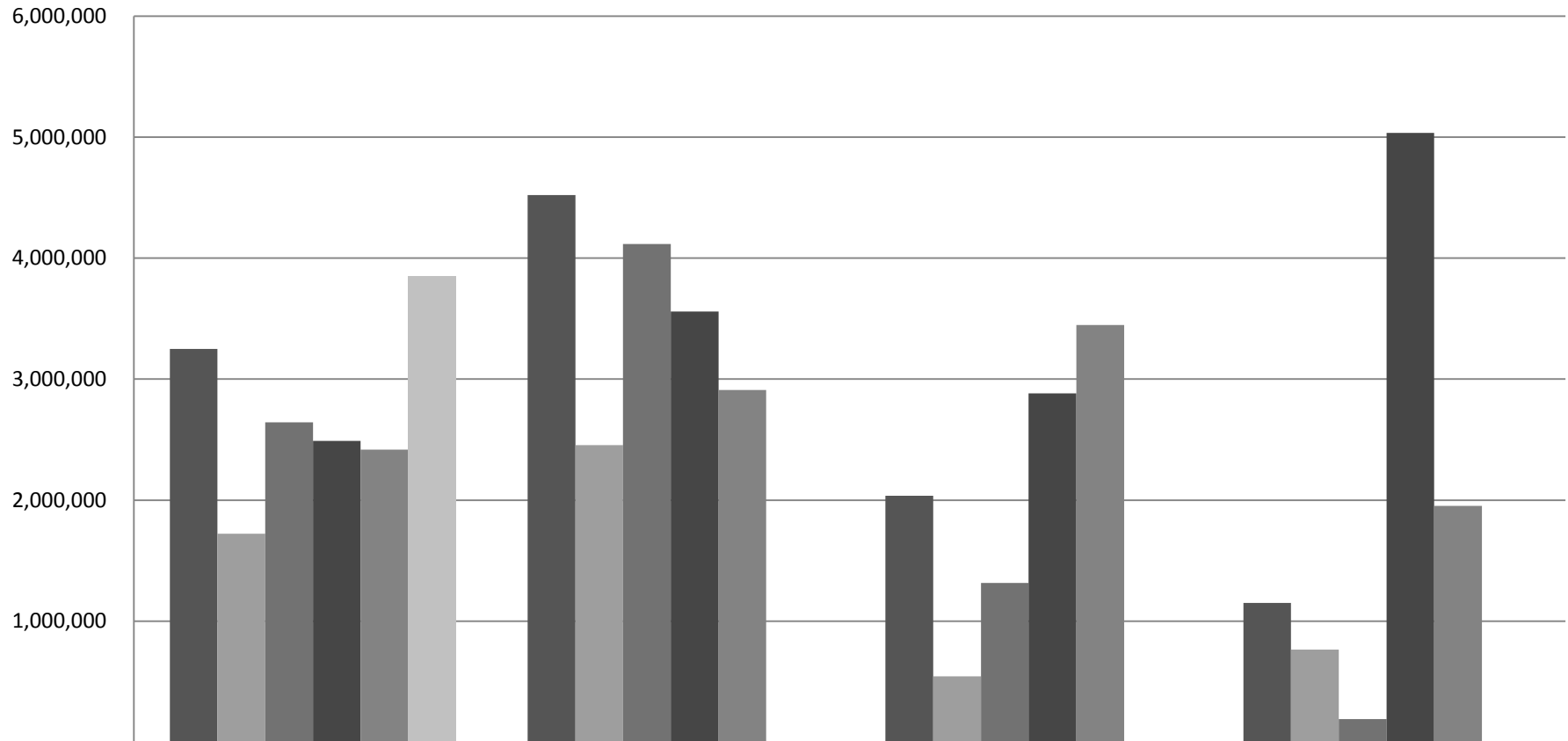
Isolating the gain from the GASB 45 trust, the Town earned \$4,393.74 for the quarter ended March 31, 2012. That is compared to \$4,452.16 for the quarter ended March 31, 2011. Again, isolating the GASB 45 gain, the Town realized about 15 basis points less in yield, but because over the three month quarter there were larger average balances invested it results in similar earnings for the 2011/12 quarter. Year to date, isolating GASB 45 trust activity, the Town has earned \$9,972.68 during 2011/12 and \$10,504.86 during 2010/11.

**Town of Paradise
Investment Balances
September 2008 - March 2012**



	Sep-08	Dec-08	Mar-09	Jun-09	Sep-09	Dec-09	Mar-10	Jun-10	Sep-10	Dec-10	Mar-11	Jun-11	Sep-11	Dec-11	Mar-12
Series1	544,749	765,446	2,642,871	4,115,703	1,315,739	191,774	2,489,668	3,558,461	2,881,720	5,034,579	2,417,553	2,910,472	3,446,611	1,952,141	3,852,176

**Town of Paradise
Investment Balances
March 2007 - March 2012**



	March 31st	June 30th	Sept. 30th	Dec. 31st
■ 2007	3,250,553	4,521,735	2,035,863	1,152,033
■ 2008	1,721,649	2,454,193	544,749	765,446
■ 2009	2,642,871	4,115,703	1,315,739	191,774
■ 2010	2,489,668	3,558,461	2,881,720	5,034,579
■ 2011	2,417,553	2,910,472	3,446,611	1,952,141
■ 2012	3,852,176			

TOWN OF PARADISE
 QUARTERLY SUMMARY OF INVESTMENTS
 For Quarter Ended March 31, 2012

<u>Investment</u>	<u>Type</u>	<u>For Quarter Ended March 31, 2012</u>			<u>For Quarter Ended March 31, 2011</u>			<u>Net Change</u>
		<u>Yield</u>	<u>Book Value</u>	<u>Market Value*</u>	<u>Yield</u>	<u>Book Value</u>	<u>Market Value*</u>	
Wells Fargo Bank	Checking		112,431.92	112,431.92		198,967.59	198,967.59	(86,535.67)
Local Agency Investment Fund (LAIF)	Savings	0.39%	14,158.33	14,175.48	0.52%	13,810.50	13,827.93	347.83
Rabobank	Money Market	0.49%	3,669,574.74	3,669,574.74	0.64%	1,704,306.42	1,704,306.42	1,965,268.32
SISC GASB 45 Trust B	Various	9.33%	50,893.92	50,893.92				50,893.92
Fiscal Agents & Petty Cash	Other	0.02%	5,117.50	5,117.50	0.41%	500,468.52	500,468.52	(495,351.02)
	Totals		3,852,176.41	3,852,193.56		2,417,553.03	2,417,570.46	1,434,623.38
Total Quarterly Earnings on accrual basis			8,738.17		4,452.16			
Year-to-Date Earnings (July 1st - March 31st)			17,756.62		10,504.86			

* Market Value determined by LAIF

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

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

Respectfully submitted,

Gina S. Will
 Finance Director/Town Treasurer

TOWN OF PARADISE
Council Agenda Summary
Date: June 5, 2012

AGENDA ITEM 3(f)

ORIGINATED BY: Craig Baker, Community Development Director

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

SUBJECT: Acceptance of the 2011 Annual Report of the Paradise Planning Commission to the Town Council Regarding the Implementation Status of the 1994 Paradise General Plan

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

1. Acknowledge receipt and file of the Planning Commission's 2011 annual report concerning implementation status of the 1994 Paradise General Plan.

BACKGROUND: California Government Code Section 65400 requires a local planning agency (Paradise Planning Commission and staff) to annually review and provide a report to the local legislative body (i.e. the Town Council) concerning progress achieved toward the implementation of its General Plan. The wording of the Government Code Section is as follows:

Provide an annual report to the Town Council on the status of the "General Plan" and progress in its implementation, including the progress in meeting its share of regional housing needs determined pursuant to section 65584 and local efforts to remove governmental constraints to the maintenance, improvement and development of housing...

On behalf of the Paradise Planning Commission, town staff is pleased to officially submit to the Town Council its annual "Calendar Year 2011 1994 Paradise General Plan Implementation Status Report" dated May 2012 (NOTE: Refer to attached copy of the report). The content of this report reflects General Plan implementation progress made during the 2011 calendar year. The report is a culmination of a work effort of the staff and Planning Commissioners.

Similar to the contents of prior annual reports, the attached annual report is submitted in a format that is directly linked with the 1994 Paradise General Plan Volume I - Policy Document. The report specifically lists individual General Plan policies and implementation measures, their respective text page number where located within the General Plan Volume I - Policy Document, and their respective implementation status.

In order for the attached report to be meaningful, each Town Council member should refer to their individual copy of the 1994 Paradise General Plan Volume I - Policy Document to read the actual text of each General Plan policy or implementation measure corresponding to the comments within the report.

During the 2010 calendar year and over the last several years, the Town of Paradise achieved additional progress toward implementation of the 1994 Paradise General Plan. As you read the attached annual report in regards to the implementation status of our Paradise General Plan you should note that those items that received special emphasis by staff and the Planning Commission are shown in "**BOLD**" text. "**SHADED**" text indicates a new or revised comment.

It should be noted that, due to new and specific Housing Element implementation reporting requirements adopted by the State of California that are not applicable to other General Plan elements, a separate report exclusively detailing implementation of the Paradise General Plan Housing Element has been prepared by staff, has been reviewed by the Planning Commission and is agendaized in tandem with this agenda item.

FINANCIAL IMPACT: Acceptance of this March, 2011 annual report concerning the implementation status of the 1994 Paradise General Plan shall have no financial impact upon the Town of Paradise.

Attachment

CALENDAR YEAR 2011
1994 PARADISE GENERAL PLAN
IMPLEMENTATION STATUS REPORT

Presented by
Paradise Planning Commission

May, 2012

REPORT OF THE PLANNING COMMISSION

**1994 PARADISE GENERAL PLAN
IMPLEMENTATION STATUS REPORT**

FOR CALENDAR YEAR 2011

LAND USE ELEMENT:

GROWTH AND LAND USE DEVELOPMENT:

<u>Policy/ Implementation Measure</u>	<u>Text Page</u>	<u>Implementation Status</u>
LUP-1	(6-3)	Implemented and ongoing.
LUP-2	(6-3)	Implemented and ongoing.
LUP-3 (6-3)		Implementation ongoing as opportunity so afforded.
LUP-4	(6-3)	Not yet implemented. Private work effort was initiated in 2006 for a portion of the secondary planning area south of town limits, but has slowed due to funding and staffing shortages. New Butte County General Plan adopted October 2010 includes directive to develop a specific plan for a portion of this area, for which the Town will provide input.
LUP-5	(6-3)	Implemented.
LUP-6	(6-3)	Ongoing directive that will be implemented as opportunities arise. (Note: Reference to Lime Saddle Community Services District is outdated.)
LUP-7	(6-3)	Implemented and ongoing.
LUP-8	(6-3)	Required by law; implemented and ongoing.
LUP-9	(6-3)	Implemented and ongoing.
LUP-10	(6-3)	Ongoing directive; implemented as opportunities arise.
LUP-11	(6-3)	Implemented and ongoing.
LUI-1	(6-4)	Implemented and ongoing.
LUI-2	(6-4)	Not implemented. See LUP-4, above.
LUI-3	(6-4)	Largely implemented via Town adoption of the 2010 California Green Building Standards Code.
LUI-4	(6-4)	Fully implemented (1997).

PUBLIC SERVICES AND INFRASTRUCTURE:

LUP-12; 13; 14	(6-4)	Implemented via planning process reforms; an ongoing directive.
LUP-15	(6-5)	Implemented and an ongoing directive.
LUP-16	(6-5)	Implemented and ongoing.
LUP-17	(6-5)	Partially implemented and ongoing as opportunities arise.
LUP-18	(6-5)	The last joint Town Council/P.I.D. meeting was held on May 30, 2006.
LUP-19	(6-5)	Implemented and ongoing.
LUP-20	(6-5)	Implemented and ongoing.
LUP-21	(6-5)	Partially implemented, ongoing as needed.
LUP-22	(6-5)	Partially implemented via the Town's development impact fee program.
LUP-23	(6-5)	Implemented and an ongoing directive.
LUP-24	(6-5)	The development of feasibility studies has been tabled by the Town Council pending adequate funding and other factors.
LUP-25	(6-5)	Fully implemented.
LUP-26	(6-6)	Implemented and ongoing.
LUI-5	(6-6)	Implemented. The Town successfully developed and adopted a 5 year capital improvements program in the summer of 2011.
LUI-6 thru 13	(6-6)	Partially implemented and ongoing.

LAND USE DISTRIBUTION AND LOCATION

LUP-27; LUP-28	(6-7)	Implemented via Town Council adoption of Town Resolution No. 01-37 in November, 2001.
LUP-29	(6-7)	Implemented and ongoing.
LUP-30	(6-7)	Ongoing Directive. A number of pedestrian, park, signal and other infrastructure improvement projects completed within downtown and former RDA areas in recent years. Construction of an additional Park & Ride facility was completed in 2011.
LUP-31	(6-7)	Partially implemented and ongoing as opportunities arise.
LUP-32	(6-7)	Ongoing directive.
LUP-33; 34; 35	(6-8)	Ongoing directive.
LUP-36	(6-8)	Town efforts to acquire/develop additional business or industrial park property continue as opportunities arise.
LUP-37; 38	(6-8)	Implemented.
LUP-39	(6-8)	Ongoing directive and implemented.
LUP-40; 41	(6-8)	Ongoing directive.
LUP-42; 43; 44	(6-8)	Implemented.

LUI-14; 15; 16	(6-8)	Implemented.
LUI-17	(6-8)	Implemented. See comment for LUI-5.
LUI-18	(6-8)	Largely implemented via adoption of town-wide design standards in March, 2010.

LAND USE DENSITIES

LUP-45	(6-9)	Ongoing directive.
LUP-46	(6-9)	Partially implemented and ongoing.
LUP-47	(6-9)	Ongoing implementation.
LUP-48	(6-9)	Partially implemented and ongoing.
LUP-49	(6-9)	Ongoing directive, implemented as opportunities are afforded.
LUP-50	(6-9)	Ongoing directive and partially implemented.
LUI-19	(6-9)	Implemented and ongoing directive.
LUI-20	(6-9)	Implemented and ongoing.
LUI-21	(6-9)	Implemented.
LUI-22	(6-9)	Implemented and ongoing.

ECONOMIC DEVELOPMENT/REDEVELOPMENT

LUP-51	(6-10)	Partially implemented; target industry study completed. Additional implementation as new opportunities arise.
LUP-52	(6-10)	Ongoing directive, however, dissolution of RDAs has eliminated a primary funding source for the façade renovation program, which targets reuse of existing buildings.
LUP-53, 54	(6-11)	Implemented. Town-wide Design Standards are adopted. Various PMC sign regulation changes adopted in 2010 have assisted as well.
LUP-55	(6-11)	Implemented and ongoing.
LUP-56	(6-11)	Ongoing directive; implemented.
LUP-57	(6-11)	Chamber of Commerce and the Paradise Art Association continue to sponsor cultural events.
LUP-58	(6-11)	Ongoing directive; partially implemented.
LUP-59	(6-11)	Ongoing directive.
LUP-60	(6-11)	Implemented via PMC zoning code text amendments and adoption of design standards in 2010.
LUP-61	(6-11)	Ongoing directive.
LUP-62; 63	(6-11)	Ongoing and partially implemented.

- LUP-64 (6-11) This directive is implemented via Town’s zoning regulations.
- LUP-65 (6-11) Ongoing directive.
- LUP-66 (6-11) Plan is adopted and implementation is promoted via 2010 adoption of Design Standards.
- LUP-67 (6-12) Partially implemented. See LUP-51.

- LUI-23 (6-12) Functionally Implemented. “Main Street” concepts/components are incorporated within the adopted Downtown Revitalization Plan and the 2010 Design Standards.

- LUI-24; 25 (6-12) Ongoing implementation.
- LUI-26 (6-12) Implemented.
- LUI-27 (6-12) Implemented.
- LUI-28;29 (6-12) Same comment as LUI-26.
- LUI-30 (6-12) Implemented via adoption of scenic highway corridor zoning regulations and 2010 adoption of Design Standards specific to gateway areas.

- LUI-31 (6-12) Partially implemented as opportunities arise.
- LUI-32 (6-12) Partially implemented; private efforts have assisted.
- LUI-33 (6-12) Ongoing directive and implemented.
- LUI-34 (6-12) Implemented.
- LUI-35 (6-12) Implementation ongoing.
- LUI-36 (6-12) Ongoing directive as part of the Downtown Revitalization Master Plan.

- LUI-37 (6-12) Implemented and ongoing as funds permit.
- LUI-38 (6-12) Partially implemented (see LUI-37).
- LUI-39 (6-13) Ongoing directive.

INTERGOVERNMENTAL COORDINATION

- LUP-68; 69; 70; 71 (6-13) Ongoing and partially implemented as opportunities are afforded.

- LUI-40; 41; 42 (6-13) Ongoing and partially implemented as opportunities are afforded.

LAND USE CONTROLS

- LUP-72 (6-14) Ongoing directive.
- LUP-73 (6-14) Implemented and ongoing as opportunities are afforded.
- LUP-74 (6-14) Partially implemented. Economic conditions affecting General Fund revenues have resulted in a reduction in Code Enforcement staff.

LUP-75 (6-14) Ongoing and implemented.
 LUP-76 (6-14) Implemented.
 LUI-43; 44 (6-14) Implemented and ongoing.
 LUI-45 (6-14) Implemented and ongoing.

TERTIARY PLANNING AREA

LUP-77; 78; 79 (6-15) Partially implemented and ongoing directive.
 LUP-80; 81; 82 (6-15) Partially implemented and ongoing as opportunities are afforded.
 LUI-46; 47 (6-15) Implemented and ongoing. Town staff provided input for the new Butte County General Plan adopted October, 2010.
 LUI-48; 49 (6-15) Partially implemented.

CIRCULATION ELEMENT:

CP-1 (6-18) Partially implemented and ongoing.
 CP-2 (6-18) Circulation problems have been formally prioritized for elimination as funding permits via BCAG adoption of Regional Transportation Plan.
 CP-3 (6-18) Ongoing directive and implemented.
 CP-4 (6-19) Ongoing and implemented on case by case basis.
 CP-5 (6-19) Partially implemented and ongoing. Butte County collects development impact fees for upper ridge development, a portion of which is earmarked for Paradise portions of Skyway and Clark Roads.
 CP-6 (6-19) Ongoing directive with little progress due to limited opportunities, constraints.
 CP-7 (6-19) Not implemented due to existing spatial distribution of signaled intersections, resource limitations, etc.
 CP-8 (6-19) Implemented and ongoing.
 CP-9 (6-19) Ongoing, partially implemented and in process.
CP-10 (6-19) Ongoing directive. Pearson, Foster Roads sidewalk improvements completed. Additional Pearson Road improvements/signalization at Recreation Drive are scheduled for Summer Of 2012.
CP-11 (6-19) Ongoing directive; partially implemented. A Master Bicycle Plan is adopted and current through March, 2017. A BTA grant funding application has been recently filed by the Town with Caltrans and has been accepted as complete for processing.
 CP-12 (6-19) Implemented. Butte County and the Town have adopted

- compatible road standards for the Town's Sphere of Influence.
- CP-13 (6-19) Partially implemented and ongoing.
 - CP-14 (6-19) Ongoing directive; partially implemented via Paradise Express service.
 - CP-15 (6-19) Consolidation of County-wide transit services has helped promote implementation.
 - CP-16 (6-19) Ongoing directive implemented as opportunities arise. Construction of an additional Park & Ride facility in the Central Commercial area was completed in 2011.**
 - CP-17 (6-19) Ongoing and partially implemented.
 - CP-18 (6-20) Ongoing and partially implemented.
 - CP-19 (6-20) The component regarding children has not been implemented due to lack of available funding.
 - CP-20 (6-20) Not being implemented due to lack of resources and staff.

 - CI-1 (6-20) Ongoing directive.
 - CI-2 (6-20) Not being implemented due to lack of resources, staff and opportunities.
 - CI-3 (6-20) Implemented and ongoing.
 - CI-4; 5; 6 (6-20) Ongoing and partially implemented.
 - CI-7 (6-20) Ongoing directive; partially implemented by covenant agreements.
 - CI-8 (6-20) Ongoing implementation continuing via various small scale public infrastructure projects.
 - CI-9 (6-20) Ongoing directive.
 - CI-10 (6-21) Ongoing implementation as funds permit.
 - CI-11 (6-21) Refer to comment for CP-5.

HOUSING ELEMENT:

NOTE: A separate report detailing implementation of the Town of Paradise Housing Element is attached to this report. The format and contents of the Housing Element report is dictated by the California Department of Housing and Urban Development and is therefore generated as a stand-alone, but related document.

NOISE ELEMENT:

- NP-1 thru NP-7 (6-33) Ongoing implementation as needed.
- NP-8 (6-33) Ongoing directive.
- NP-9 (6-33) Ongoing implementation in accordance with noise

- regulations of Paradise Municipal Code.
- NP-10 (6-34) Ongoing implementation as needed.
- NI-1; 2 (6-34) Ongoing implementation as needed.
 NI-3 (6-34) Implemented and ongoing.
 NI-4; 5 (6-34) Ongoing implementation as required.
 NI-6 (6-34) Implemented and ongoing.
 NI-7 (6-34) Implemented.

SAFETY ELEMENT:

- SP-1 (6-41) Ongoing implementation as needed.
 SP-2 (6-42) Ongoing implementation as needed.
 SP-3 (6-42) Implemented and ongoing.
 SP-4 (6-42) Ongoing implementation at staff level. See note for LUP-6.
 SP-5; 6; 7 (6-42) Implemented and ongoing.
 SP-8 (6-42) Ongoing directive.
 SP-9 (6-42) Implemented and ongoing.
 SP-10; 11; 12 (6-42) Implemented and ongoing.
 SP-13 (6-42) Ongoing implementation as needed.
 SP-14 (6-42) Ongoing implementation via regulatory efforts of the Town's Onsite Sanitation Division, the County Dept. of Public Health Services and RWQCB.
 SP-15; 16; 17 (6-43) Ongoing implementation as needed.
- SI-1 (6-43) Implemented and ongoing.
 SI-2 (6-43) Ongoing directive.
 SI-3 (6-43) Implemented and ongoing.
 SI-4 (6-43) Not implemented at this time due to legal (Prop.218) constraints.
 SI-5; 6; 7 (6-43) Implemented and ongoing.
 SI-8 (6-43) Ongoing and partially implemented.
 SI-9 (6-43) Ongoing as opportunities arise and funding sources become available.
 SI-10 (6-43) Implemented.
 SI-11 (6-43) Ongoing implementation as needed.
- SP-18; 19 (6-45) Functionally implemented and ongoing as a result of establishment and successful operation of the Town's HHW facility.
 SP-20; 21; 22 (6-45) Ongoing. See County Hazardous Waste Management Plan.
 SP-23; 24 (6-45) Implemented.

SI-12 thru SI-19 (6-46) Ongoing implementation as needed.
 SI-20; 21; 22 (6-46) Ongoing and implemented.

OPEN SPACE/CONSERVATION ELEMENT:

OCEP-1 (6-49) Implemented.
 OCEP-2; 3; 4 (6-49) Implemented and ongoing.
 OCEP-5; 6 (6-49) Ongoing implementation as needed.

OCEI-1 (6-50) Implemented via Town adoption of scenic highway land use regulations.
 OCEI-2 (6-50) Implemented as needed.
 OCEI-3 (6-50) Implemented and ongoing.

OCEP-7 (6-51) Partially implemented, ongoing directive.
 OCEP-8 (6-51) Ongoing and partially implemented as needed; Memorial Trailway extension completed in 2010 indicates progress.
 OCEP-9 (6-51) Implemented. Butte County has completed the first phase of significant public access improvements for Lookout Point.
 OCEP-10 (6-51) Partially implemented and ongoing via Paradise Memorial Trailway Plan.
 OCEP-11 (6-51) Implemented and ongoing.
 OCEP-12 (6-51) Ongoing directive.

OCEI-4; (6-51) The PRPD adopted a revised and updated 15 year District Master Plan during 2010 that will assist in implementation of this directive.
OCEI-5 (6-51) Implemented and ongoing. Recent Terry Ashe Recreation Center facilities improvements has assisted and additional improvements are planned, including the PCV project, etc.

OCEI-6 (6-51) Not implemented due to lack of resources, necessity and direction.
 OCEI-7 (6-51) Partially implemented as an ongoing directive.

OCEP-13 (6-52) Ongoing directive.
 OCEP-14; 15; 16 (6-52) Partially implemented and ongoing.
 OCEP-17 (6-52) Ongoing directive.
 OCEP-18; 19; 20; 21 (6-53) Ongoing and partially implemented.
 OCEP-22 (6-53) Partially implemented and ongoing.
 OCEP-23 (6-53) Implemented and ongoing.
 OCEP-24; 25 (6-53) Implemented and ongoing.
 OCEP-26 (6-53) Partially implemented and ongoing via case by case analysis.
 OCEP-27 (6-53) Implemented and ongoing.
 OCEP-28 (6-53) Partially implemented and ongoing. Adoption of 2010 California Green Building Standards Code has assisted.

OCEP-29	(6-53) Ongoing directive.
OCEP-30	(6-53) Partially implemented and ongoing.
OCEP-31	(6-53) Ongoing partial implementation.
OCEP-32	(6-53) Implemented and ongoing.
OCEP-33	(6-54) Implemented.
OCEP-34; 35	(6-54) Implemented/ongoing via execution of a solid waste franchise agreement with NRWS.
OCEP-36	(6-54) Implemented and ongoing.
OCEI-8	(6-54) Implemented and ongoing.
OCEI-9	(6-54) Implemented and ongoing.
OCEI-10	(6-54) Implemented and ongoing via RWQCB and the Town's Wastewater Management District.
OCEI-11	(6-54) Partially implemented and ongoing as opportunity affords itself.
OCEI-12	(6-54) Largely implemented via tree ordinance regulations.
OCEI-13	(6-54) Ongoing directive.
OCEI-14	(6-54) Implemented and ongoing.
OCEI-15	(6-54) Partially implemented and ongoing.
OCEI-16	(6-54) Not implemented; lack of funding.
OCEI-17	(6-54) Not implemented; lack of local opportunities.
OCEI-18	(6-55) Implemented and ongoing directive.
OCEI-19; 20	(6-55) Implemented and ongoing.
OCEI-21; 22; 23; 24	(6-55) Implemented and ongoing. See comments for OCEP-34; 35 and SP-18; 19.
OCEI-25	(6-55) Progress toward implementation has been achieved; Town Council has adopted regulations resulting in a reduction in leaf burning.
OCEI-26	(6-55) Partial implementation and ongoing. See note for LUP-6.
OCEI-27	(6-55) Implemented and ongoing.
OCEP-37	(6-56) Not implemented; Opportunities for implementation have not been available.
OCEP-38	(6-56) Implemented.
OCEP-39	(6-56) Ongoing directive.
OCEP-40	(6-56) Implemented by Town-wide Design Standards adopted in 2010.
OCEP-41	(6-57) Implemented and ongoing.
OCEP-42	(6-57) Ongoing and partially implemented on a case by case basis.
OCEP-43	(6-57) Limited implementation due to lack of resources, staff, etc.
OCEI-28	(6-57) Partially implemented and ongoing.
OCEI-29	(6-57) Not implemented at this time due to lack of staff, resources

OCEI-30 and competing priorities.
(6-57) Ongoing directive.

EDUCATION AND SOCIAL SERVICES ELEMENT:

SOCIAL SERVICES ELEMENT - (Education and Schools)

ESP-1 thru ESP-7 (6-59) Ongoing directives; implemented as opportunities arise.
ESP-8 (6-60) Ongoing directive.
ESP-9; 10 (6-60) Implemented and ongoing.

ESI-1 (6-60) Implemented and ongoing.
ESI-2; 3; 4 (6-60) Ongoing directives implemented as opportunities arise.
ESI-5 (6-61) Not implemented.
ESI-6 (6-61) Not implemented; prohibited by California State law.

SOCIAL SERVICES ELEMENT - (Senior Services):

ESP-11; 12; 13 (6-62) Partially implemented and ongoing.
ESP-14; 15; 16 (6-62) Partially implemented and ongoing.

ESI-7 (6-62) Partially implemented and ongoing but no formally established liaison activity.
ESI-8; 9 (6-62) Implemented.
ESI-10 (6-62) Partially implemented via federal funded Town housing programs.

SOCIAL SERVICES ELEMENT - (Child Day Care):

ESP-17; 18; 19 (6-63) Implemented.

ESI-11 (6-63) Implemented.

SOCIAL SERVICES ELEMENT - (The Arts)

ESP-20 (6-64) Partially implemented and ongoing as opportunities are afforded.

ESP-21	(6-64) Implemented and ongoing.
ESP-22	(6-64) Implementation ongoing.
ESP-23	(6-64) Partially implemented and ongoing.
ESI-12	(6-64) Partially implemented.
ESI-13	(6-64) Not being implemented by local government efforts but via private sector (Paradise Ridge Chamber, etc.).
ESI-14	(6-64) Partially implemented and ongoing.
ESP-24	(6-65) Limited implementation effort.
ESP-25	(6-65) Not implemented. Such opportunities have yet to materialize.
ESP-26	(6-65) Limited implementation effort.

SOCIAL SERVICES ELEMENT - (Library Services)

ESI-15	(6-65) Limited implementation effort.
ESI-16	(6-65) Not implemented. No advocacy nor demand for implementation currently exists.

SOCIAL SERVICES ELEMENT - (Activities for Teenagers):

ESP-27; 28	(6-66) Implemented and ongoing. Boys and Girls Club, PRPD programs/activities contribute greatly.
ESP-29	(6-66) Limited implementation as opportunities are afforded.
ESI-17; 18	(6-66) Implemented as the opportunity arises.
ESI-19	(6-66) Limited implementation.

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TOWN OF PARADISE
Council Agenda Summary
Date: June 5, 2012

AGENDA ITEM 3(g)

ORIGINATED BY: Craig Baker, Community Development Director
Susan Hartman, Assistant Planner

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

SUBJECT: Acceptance of the 2011 Annual Report of the Paradise Planning Commission Regarding Progress Toward Implementation of the 1994 Paradise General Plan Housing Element

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

1. Acknowledge receipt of the Planning Commission's Annual 1994 Paradise General Plan Housing Element Progress Report for the 2011 calendar year.

BACKGROUND: Government Code Section 65400 requires each local jurisdiction to prepare an annual report on the status and progress in implementing its General Plan Housing Element using forms and definitions adopted by the California State Department of Housing and Community Development (HCD). The annual progress report should to be submitted to HCD and the Governor's Office of Planning and Research (OPR) each year for the prior calendar year.

Section 65400 further states that the annual Housing Element progress report "shall be at an annual public meeting before the legislative body where members of the public shall be allowed to provide oral testimony and written comments." In order to provide an opportunity for members of the public to provide this input, staff desires to provide the progress report for Town Council consideration during their regularly-scheduled June 5, 2012 meeting, thereby facilitating its submittal to HCD and OPR as required.

The attached annual Housing Element progress report reveals that, of a total of four new dwelling units, all building permits issued during calendar year 2011 were fore affordable to moderate or above-moderate dwelling units. The remaining units needed for the 2009-2014 planning period, by income level are: 412 affordable to very low income households; 188 affordable to low income households; 168 affordable to moderate income households and 360 affordable to above moderate income households.

Since the Housing Element was adopted on December 8, 2009 (Resolution 09-67), relatively few of the housing element programs were fully implemented during calendar year 2011, other

than those programs where implementation involves ongoing directives to promote affordable housing through various means. The report contains a detailed enumeration of each program and its implementation status as of December 31, 2011.

FINANCIAL IMPACT: Acceptance of this annual Housing Element Progress report and its submittal to OPR and HCD shall have no financial impact upon the Town of Paradise.

Attachment

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation (CCR Title 25 §6202)

Jurisdiction Town of Paradise
Reporting Period 1/1/2011 - 12/31/2011

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information						Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions			
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development See Instructions	Deed Restricted Units See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income					
(9) Total of Moderate and Above Moderate from Table A3			▶	▶	0	0	0				
(10) Total by income Table A/A3			▶	▶	0	0	0				
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Paradise
Reporting Period 1/1/2011 - 12/31/2011

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meets the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity	0	0	0	0	
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	3					3	
No. of Units Permitted for Above Moderate	1					1	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Paradise
Reporting Period 1/1/2011 - 12/31/2011

Table B
Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2007	2008	2009	2010	2011						Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9			
Very Low	Deed Restricted	412											412
	Non-deed restricted												
Low	Deed Restricted	189				1						1	188
	Non-deed restricted												
Moderate	Deed Restricted	174				3	3					6	168
	Non-deed restricted												
Above Moderate		465	51	27	23	3	1					105	360
Total RHNA by COG. Enter allocation number:		1,240											
Total Units ▶ ▶ ▶			51	27	23	7	4					112	1,128
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Paradise

Reporting Period 1/1/2011 - 12/31/2011

Table C
Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
HI-1: Reduce infrastructure constraints to development	Reduce constraints associated with wastewater disposal.	Dec. 2012	In discussion with the City of Chico for the conveyance of wastewater from commercial areas in Paradise to the Chico City sewer system and treatment plan.
HI-2: Affordable housing resources	Promote affordable housing through work with developers.	2008-2014	Development Impact Fee deferral program has been implemented for development applications, including those building affordable and/or multifamily housing.
HI-3: Affordable housing incentives	Reduction in development standards to promote affordable housing.	Mar. 2010	Affordable housing incentives regulations are in place, promoting density bonuses for housing projects that include affordable housing units.
HI-4: Density bonus	Compliance with Government Code Sections 65915 & 65917.	Feb. 2010	Zoning ordinance amendment consistent with GC Sections 65915 & 65917 is tentatively scheduled for FY 2012/13. Density Bonus brochure will be developed accordingly. See comment for HI-3 above.
HI-5: Publicly owned lands inventory	Develop and maintain inventory of land within Town limits and its sphere of influence for potential housing sites.	Nov. 2009	No new public lands acquired resulting in new housing opportunities since an inventory was compiled in 2009. On-going development of Paradise Community Village in partnership with CHIP affordable housing.
HI-6: Housing authority	Support the Housing Authority's role in Public Housing Rental Program and Section 8 housing.	2008-2014	On-going directive; on-going implementation.
HI-7: Small lot consolidation and development	Encourage consolidation of small parcels for residential use.	May. 2010	On-going directive. Opportunities for small lot consolidation did not present themselves during 2011.
HI-8: Promote second units	Encourage development of affordable second units.	Dec. 2010	Second units are promoted through the use of administrative permits acted upon by staff as opposed to site plan review permits which previously required a public hearing. Reduction of 200' stream setbacks to 100' for sewage disposal promotes second unit density previously unavailable.
HI-9: Address discrimination	Provide filing information for discrimination complaints.	2008-2014	On-going directive. Fair housing/non-discrimination requirements are posted at Paradise Town Hall. No fair housing complaints were filed with the Town during 2011.
HI-10: Annual report	Provide annual report to Town Council and Planning Commission	Annually	Implemented and on-going. Report for 2011 presented to Planning Commission during May 2012, Town Council during June 2012.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Paradise
Reporting Period 1/1/2011 - 12/31/2011

HI-11: Housing rehabilitation and improvement	Provide rehab and repair opportunités.	2008-2014	Continuing to aggressively promote and provide housing rehabilitation through CalHOME and HOME funds.
HI-12: Condominium and mobile home conversions	Revise Chapter 16.10 of the Paradise Municipal Code to address conversions.	June. 2011	Not yet implemented, but work effort is underway.
HI-13: Down payment assistance	Pursue housing program grants to fund down payment assistance.	2008-2014	On-going program administered by Business & Housing for payment assistance to lower income first time home buyers.
HI-14: Enforce housing codes	Provide a safe and decent living environment.	2008-2014	Procedure in place through building division for the thorough investigation of housing complaints and the prompt abatement of resulting violations.
HI-15: Conversion of at-risk units	Reduce potential conversion of affordable housing to market-rate.	2008-2014	The Town is notified as a party on title to assisted affordable housing units. Coordination with Butte County Housing Authority is on-going.
HI-16: Removal of constraints	Update town codes to reduce/remove constraints.	2008-2014	Town allows for the application of planned developments to accommodate smaller lot sizes while providing open space for constrained areas, also clustered wastewater treatment facilities for the development. Reductions in sewage disposal setbacks assist development. Deferral of frontage improvements (through covenants) for projects to help encourage the development of special needs housing.
HI-17: Reduce standards for seniors and disabled housing	Revise Zoning Ordinance to provide reduced standards	Dec. 2009	Paradise Municipal Code revised April 2010 to allow for handicapped and/or disabled parking space facilities to be located within a yard setback area subject to the issuance of an administrative permit.
HI-18: Emergency shelters and transitional/supportive housing	Revise zoning code to be consistent with requirements of state law.	Aug. 2010	PMC revised October 2010 to include emergency shelters as a land use allowed by right in the Community Services zoning district.
HI-19: Housing for persons with disabilities	Ensure projects for disabled accessibility are reasonably accommodated.	May. 2010	Housing Rehabilitation Program administered through Business & Housing includes projects involving improvements necessary to ensure accessibility for disabled persons.
HI-20: Special needs housing	Provide incentives for development of housing for persons with special needs.	Feb. 2010	Deferral of Development Impact Fees and increased density through the use of a clustered wastewater treatment system are available for interested developers.
HI-21: Energy conservation and efficiency	Promote energy conservation and efficiency in residential development.	July. 2011	PMC revised December 2010 to include the adoption of the state green building standards. 2010 adopted Design Standards include energy efficiency recommendations for development considerations such as solar access, water conservation, and landscaping.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction Town of Paradise
Reporting Period 1/1/2011 - 12/31/2011

General Comments:

The Town of Paradise continues to see a reduction in building activity in this poor economy. However, Paradise remains committed to providing housing at all income levels and works diligently within the limited budget resources that remain to assist owners with rehabilitation and renovation of existing homes. In addition, building construction permits for the Community Housing Improvement Program (CHIP) project for 36 affordable dwelling units are scheduled to be issued June 2012.

HOUSING ELEMENT – IMPLEMENTATION PROGRAMS:

- HI-1: REDUCE INFRASTRUCTURE CONSTRAINTS TO DEVELOPMENT:
- In discussion with the City of Chico for the conveyance of wastewater from commercial areas in Paradise to the City of Chico sewer system and treatment plant.
- HI-2: AFFORDABLE HOUSING RESOURCES:
- Development Impact Fee deferral program has been implemented for development applications, including those building affordable and/or multifamily housing.
- HI-3: AFFORDABLE HOUSING INCENTIVES:
- Affordable housing incentives regulations are in place, promoting density bonuses for housing projects that include affordable housing units.
- HI-4: DENSITY BONUS:
- Zoning ordinance amendment consistent with GC Sections 65915 and 65917 is tentatively scheduled for FY 2012/13. Density Bonus brochure will be developed accordingly.
 - See comment for HI-3 above.
- HI-5: PUBLICLY OWNED LANDS INVENTORY:
- No new public lands acquired resulting in new housing opportunities since an inventory was compiled in 2009.
 - On-going development of Paradise Community Village in partnership with CHIP affordable housing.
- HI-6: HOUSING AUTHORITY:
- Ongoing directive; ongoing implementation.
- HI-7: SMALL LOT CONSOLIDATION AND DEVELOPMENT:
- Ongoing directive. Opportunities for small lot consolidation did not present themselves during 2011.
- HI-8: PROMOTE SECOND UNITS:
- Second units are promoted through the use of administrative permits acted upon by staff as opposed to site plan review permits which previously required a public hearing.
 - Reduction of 200' stream setbacks to 100' for sewage disposal promotes second unit density previously unavailable.
- HI-9: ADDRESS DISCRIMINATION:
- Ongoing directive. Fair housing/non-discrimination requirements are posted at Paradise Town Hall. No fair housing complaints were filed with the Town during 2011.
- HI-10: ANNUAL REPORT:
- Implemented and on-going. Report for 2011 presented to Planning Commission during May, 2012, Town Council during June, 2012.
- HI-11: HOUSING REHABILITATION AND IMPROVEMENT:

- Continuing to aggressively promote and provide housing rehabilitation through CalHOME and HOME funds.
- HI-12: CONDOMINIUM & MOBILE HOME CONVERSIONS:
- Not yet implemented, but work effort is underway.
- HI-13: DOWN PAYMENT ASSISTANCE:
- On-going program administered by Business & Housing for payment assistance to lower income first time home buyers.
- HI-14: ENFORCE HOUSING CODES:
- Procedure in place through building division for the thorough investigation of housing complaints and the prompt abatement of resulting violations.
- HI-15: CONVERSION OF AT-RISK UNITS:
- The Town is notified as a party on title to assisted affordable housing units. Coordination with Butte County Housing Authority is ongoing.
- HI-16: REMOVAL OF CONSTRAINTS:
- Town allows for the application of planned developments to accommodate smaller lot sizes while providing open space for constrained areas, also clustered wastewater treatment facilities for the development. Reductions in sewage disposal setbacks assist development.
 - Deferral of frontage improvements (through covenants) for projects to help encourage the development of special needs housing.
- HI-17: REDUCE STANDARDS FOR SENIORS AND DISABLED HOUSING:
- PMC revised (4/10) to allow for handicapped and/or disabled parking space facilities to be located within a yard setback area subject to the issuance of an administrative permit.
- HI-18: EMERGENCY SHELTERS AND TRANSITIONAL/SUPPORTIVE HOUSING:
- PMC revised (10/10) to include emergency shelters as a land use allowed by right in the Community Services (C-S) zoning district.
- HI-19: HOUSING FOR PERSONS WITH DISABILITIES:
- Housing Rehabilitation Program administered through Business & Housing includes projects involving improvements necessary to ensure accessibility for disabled persons.
- HI-20: SPECIAL NEEDS HOUSING:
- Deferral of Development Impact Fees and increased density through the use of a clustered wastewater treatment system are available for interested developers.
- HI-21: ENERGY CONSERVATION AND EFFICIENCY:
- PMC revised (12/10) to include the adoption of the state green building standards.
 - 2010 adopted Design Standards include energy efficiency recommendations for development considerations such as solar access, water conservation, and landscaping.

Department of Housing and Community Development

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: Town of Paradise

Mailing Address: 5555 Skyway, Paradise CA 95969

Contact Person: Craig Baker Title: Community Development Director

Phone: (530) 872-6993 Fax: (530) 877-5059 E-mail: cbaker@townofparadise.com

Reporting Period by Calendar Year: from Jan. 2011 to Dec. 2011

These forms and tables, (see sample – next page) must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1, of each year for the prior calendar year; submit separate reports directly to both HCD and OPR (Government Code Section 65400) at the addresses listed below:

Department of Housing and Community Development
Division of Housing Policy Development
P.O. Box 952053
Sacramento, CA 94252-2053

-and-

Governor's Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044



**Town of Paradise
Council Agenda Summary
Date: June 5, 2012**

Agenda Item: 3 (h)

Originated by: Paul T. Derr, Assistant Public Works Director
Lauren Gill, Assistant Town Manager

Reviewed by: Charles L. Rough, Jr., Town Manager
Dwight Moore, Town Attorney

Subject: Approve new agreement with Peerless Building Maintenance Company for Janitorial Services at the Town Hall and the Town Police Department Facility.

Council Action Requested:

1. Approve a new agreement between Town of Paradise and Peerless Building Maintenance Company for janitorial services and authorize the Town Manager to execute the agreement with the following; OR,
2. Provide alternative direction to staff

Background:

The current two year, extended agreement for janitorial services, expires on June 30, 2012. On May 2, 2012, a Request for Proposals/Bids was approved to be sent out for advertising for Town of Paradise Contract Janitorial Service. On May 9 and May 16, 2012 advertising was placed in the Paradise Post. The contract includes a two-year period of performance for janitorial service for Town Hall and The Police Station. On May 23, 2012 only one bid was received. Peerless Building Maintenance presented a bid at \$1,450.55 per month. That includes 4 hours of service, three times weekly for the Police Station and 4 hours of service two times weekly for Town Hall. Peerless Building Maintenance was the low bidder on the previous agreement and their work has been applauded by both staff at Town Hall as well as the Police Department. Staff is recommending that the Town Council authorize the Town Manager to execute a new a two-year agreement with Peerless Building Maintenance Company effective from July 1, 2012 to June 30, 2014. A copy of the agreement is attached to this staff report

Fiscal Impact Analysis:

This new contract represents no additional cost to the Town above the previous 4 years of service with Peerless. The previous contract with Peerless Building Maintenance Company was \$1,450.55 per month or \$17,406.60 per year for both facilities as is the current bid proposed. This amount is currently budgeted in the 2012/2013 budget.

JANITORIAL SERVICE AGREEMENT

This Agreement, made and entered into this 1st Day of July, 2012, by and between the Town of Paradise, hereinafter called "**TOWN**" and **Peerless Building Maintenance Company** hereinafter called "**CONTRACTOR.**"

WITNESSETH:

Whereas, it is necessary for TOWN to contract for janitorial services; and

Whereas, CONTRACTOR has agreed to perform the janitorial services as per Exhibit "A" and "C" for a period beginning July 1, 2012 through June 30, 2014 and to comply with Exhibit "B" insurance requirements

Now, therefore, it hereby is agreed between the TOWN and CONTRACTOR as follows:

1. CONTRACTOR shall perform the janitorial services for the TOWN at the Town Hall and the Town Police Facility for a period commencing July 1, 2012 and ending on June 30, 2014, as set forth in Exhibit "A" and in accordance with this Agreement.
2. CONTRACTOR agrees to comply with the following provisions:
 - a. CONTRACTOR shall perform the janitorial tasks in accordance with frequency shown on Exhibit "A" and "C".
 - b. CONTRACTOR shall supply all equipment required in the performance of the janitorial services shown on Exhibit "A" and "C" at their own expense.
 - c. CONTRACTOR shall be available for emergency cleaning call outs between the hours of 7:30 a.m. to 12:00 p.m. at an hourly cost of **\$25.00** plus the cost of the necessary materials.
 - d. This Agreement may be terminated without cause by either party after a thirty (30) day written notice. The TOWN shall have the right to terminate this Agreement immediately for cause. Cause shall include any conviction of CONTRACTOR or CONTRACTOR'S employees of a misdemeanor or felony involving dishonesty, illegal substances or moral turpitude. In any event, this agreement will automatically terminate at the end of the Interim Period described as July 1, 2012 through June 30, 2014.
3. TOWN agrees to compensate CONTRACTOR **\$ 1,450.55 per month** for the janitorial services under this Agreement plus the costs for paper and other products not exceeding \$1,400 per year. All products purchased by the Town of Paradise will be guaranteed by CONTRACTOR to be "Green Seal approved."

4. The parties intend that CONTRACTOR in performing services herein specified shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONTRACTOR shall be free to contract for similar work to be performed for other employers while CONTRACTOR is providing services under this Agreement. CONTRACTOR is not to be considered an agent or employee of TOWN and is not entitled to participate in any of the benefits that TOWN provides for its employees.
5. CONTRACTOR shall indemnify and hold TOWN, its officers, boards thereof, its employees and agents harmless of and free from any and all claims, liability, or costs which might arise out of or relating to Contractor's tortuous conduct under this AGREEMENT. Should TOWN, or any of its officers, boards and commissions, and members thereof, its employees or agents, be named in any suit, or should any claim be made against it or any of them by suit or otherwise, whether the same may be groundless or not, arising out of or relating to this AGREEMENT, CONTRACTOR shall defend TOWN and said officers, boards, and commissions, and members thereof, its employees and agents, and shall indemnify them for attorney's fees, court costs, and any judgment rendered against them of any sums paid out in settlement or otherwise.

In accordance with Exhibit "B" (attached hereto) CONTRACTOR shall procure and maintain for the duration of the contract insurance coverage 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 CONTRACTOR, CONTRACTOR's agents, representatives, employees or subcontractors.

6. CONTRACTOR and his employees that enter Town facilities must be cleared through a Live Scan fingerprint process at the Paradise Police Department facility. CONTRACTOR must pay for Live Scans for all employees that will be entering either premises under the contract. CONTRACTOR will not allow persons unauthorized by the Paradise Police Department through the Live Scan background check process to enter either facility at any time.
7. Neither Party shall assign this Agreement without first obtaining the other party's written consent.
8. This is an integrated Agreement which incorporates the entire agreement between the parties. It shall not be modified by the parties except by a written mutual amendment.

IN WITNESS WHEREOF, the parties herto have herunder affixed their hands and seals the day and year first above written.

TOWN OF PARADISE

Charles L. Rough, Jr., Town Manager

Owner

Dwight L. Moore, Town Attorney

ATTEST

Joanna Gutierrez, Town Clerk

EXHIBIT "A"

1. All required equipment and cleaning supplies (cleaners, disinfectants, wax, etc.) shall be supplied by the contractor.
2. All restroom supplies, (hand towels, toilet tissue, lotion, soap, trash liners, large trash bags, etc.) shall be purchased on an "as needed" basis by the contractor and billed separately to the Town of Paradise and the Paradise Police Department. For any reason and at any time during the contract, the Town of Paradise and/or the Paradise Police Department may choose to purchase these products separately and directly from a vendor of their choice.
3. All contractor employees that enter the facilities must be cleared through a Live Scan fingerprint process at the Paradise Police Department facility.
4. Contractor must pay for Live Scans for all employees that will be entering either premises under the contract.
5. Contractor must be available to meet with a Town representative at a time convenient to said representative to discuss level of service.
6. Contractor will not allow persons unauthorized by the Paradise Police Department through the Live Scan background check process to enter either facility at any time.
7. Contractor will turn off lights that were off when entering the facility and leave lights on that were already on when entering the facility, except as otherwise instructed (Does not apply at Police Department facility)
8. Contractor will check that all outside doors are locked (Does not apply at Police Department facility)
9. Contractor will lock all office doors that were originally locked prior to cleaning (Does not apply at Police Department facility)
10. Contractor will fill out the Checklist and submit each week before payment will be made by Town. An incomplete or incorrect checklist may result in penalties according to the Janitorial Services Contract
11. The location and frequency of services to be performed are as follows:
 - A. Contracted janitorial services to the Town shall be performed at:
 - (1) Town Hall, 5555 Skyway, Paradise, California, 95969
 - (2) Town Police Facility, 5595 Black Olive Drive, Paradise, California, 95969
 - B. Contracted janitorial services required for **Town Hall** are 8 hours per week, split equally between two visits on Monday and Wednesday evenings after 5:30PM. The following items are the minimum requirements for each visit during the time allocated:

1. Empty wastebaskets, change liners if necessary and place for disposal
2. Check for and remove cobwebs
3. Dust all horizontal surfaces from hand height down, including picture frames, ledges, bookshelves, etc.
4. Vacuum carpeted areas
5. Damp wipe and sanitize lunchroom or break room counter tops and tables
6. Dust and/or damp wipe exposed areas of counters and desktops
7. Dust computer screens
8. Clean and sanitize restroom fixtures
9. Refill all paper and soap dispenser in restrooms
10. Clean entrance door glass
11. Clean and treat (if stainless steel) drinking fountains
12. Spot clean doorjamb and around doorknobs and light switches
13. Spot clean carpets

At least one time weekly:

1. Spot clean restroom stall walls and walls around urinals
2. Dust window ledges

At least one time monthly:

1. Spray buff hard surface floors
2. Dust base boards

At least quarterly:

1. Vacuum/dust air vents
2. Dust venetian blinds

Will Call:

1. Clean carpets using a truck mounted hot water extractor
2. Strip and wax all hard surface floors
3. Wash exterior windows inside and out

C. Contracted janitorial services required for Town **Police Department** Facility are 12 hours per week, split equally between three visits weekly on Sunday, Tuesday and Thursday evenings. The following items are the minimum requirements for each visit during the time allocated:

1. Damp mop anti-static tile floor in dispatch center
2. Empty trash receptacles, change liners if needed and place for disposal
3. Dust all horizontal surfaces from hand height down, including picture frames, ledges, bookshelves, etc.

4. Vacuum carpeted areas
5. Damp wipe and sanitize lunchroom or break room counter tops and tables
6. Dust and/or damp wipe exposed areas of counter and desktops
7. Dust computer screens
8. Clean and sanitize restroom fixtures
9. Refill all paper and soap dispensers in restrooms
10. Clean entrance door glass
11. Clean and treat (if stainless steel) drinking fountains
12. Spot clean door jambs and around door knobs and light switches
14. Spot clean carpets
15. Empty exterior ash trays

At least one time weekly:

1. Spot clean restroom stall walls and walls around urinals
2. Dust window ledges

At least one time monthly:

1. Spray and buff hard surface floors
2. Dust base boards
3. Wash exterior ash trays

At least quarterly:

1. Vacuum/dust air vents
2. Dust venetian blinds

Contractor will be asked to give separate price quotes on an "as needed" basis for certain services that may be required by the Town during the year, such as:

1. Clean carpets using a truck mounted hot water extractor
2. Strip and wax all hard surface floors
3. Wash exterior windows inside and out
4. Clean Police Department Holding Cells

EXHIBIT "B"

INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor 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 Contractor, his 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 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Janitorial Bond

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- | | |
|---|---|
| 1. General Liability:

(Including operations products and completed operations, as applicable.) | \$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 for any employees. |
| 4. Fidelity Bond | \$10,000 |

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Town of Paradise. 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 Contractor shall provide a financial guarantee satisfactory to the Town guaranteeing payment of losses and related investigations, claim administration and defense expenses.

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's as respects: liability arising out of work or operations performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by or on behalf of the Contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance, or as a separate owner's policy (CG 20 10 11 85).
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as 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 in excess of the Contractor'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.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

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

Contractor 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 reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

EXHIBIT "C"
TOWN OF PARADISE CONTRACT FOR JANITORIAL SERVICES
WORK SPECIFICATIONS CHECKLIST

The location, type and frequency of services to be performed are as follows. This completed checklist must be submitted each week before payment will be processed.

TOWN HALL, 5555 SKYWAY (lower and upper floors). **SERVICES REQUIRED TWICE WEEKLY (MONDAYS AND WEDNESDAYS)**

	<i>Date</i>	<i>Date</i>
1. Emptied wastebaskets, changed liners, if necessary and placed		
2. Checked for and removed cobwebs		
3. Dusted all horizontal surfaces from hand height down		
4. Damp wiped break room counter tops and tables		
5. Dusted and/damp wiped exposed counters and desktops		
6. Vacuumed carpeted areas		
7. Cleaned and sanitized restroom fixtures		
8. Refilled all paper and soap dispensers in restrooms		
9. Cleaned entrance door glass		
10. Cleaned and treated drinking fountains		
11. Spot cleaned doorjambes and around door knobs and light		
12. Spot cleaned carpets		
13. Dusted Computer Screens		
WEEKLY:		
1. Spot clean restroom stall walls and walls around urinals		
2. Dust window ledges		
MONTHLY:		
1. Spray buff hard surface floors		
2. Dusted baseboards		
QUARTERLY:		
1. Vacuumed/dusted air vents		
2. Dusted venetian blinds		

EXHIBIT "C"
TOWN OF PARADISE CONTRACT FOR JANITORIAL SERVICES
WORK SPECIFICATIONS CHECKLIST

The location, type and frequency of services to be performed are as follows. This completed checklist must be submitted each week before payment will be processed.

TOWN POLICE DEPARTMENT, 5595 BLACK OLIVE DRIVE HALL, (lower and upper floors). SERVICES REQUIRED THREE TIMES WEEKLY (SUNDAYS, TUESDAYS AND THURSDAYS)

	Date	Date	Date
1. Damp mopped anti-static tile floor in dispatch center			
2. Emptied trash receptacles, changed liner if needed and replace			
3. Dusted all horizontal surfaces			
4. Damp wiped and sanitized break room counter tops and tables			
5. Dusted and/or damp wiped exposed areas of counter and desktops			
6. Dusted computer screens			
7. Cleaned and sanitized restroom fixtures			
8. Refilled all paper and soap dispensers in restrooms			
9. Cleaned entrance door glass			
10. Cleaned and treated drinking fountains			
11. Spot cleaned doorjambs and around door knobs and light			
12. Vacuumed and spot cleaned carpets			
13. Emptied exterior ash trays			
WEEKLY:			
1. Spot cleaned restroom stall walls and walls around urinals			
2. Dusted window ledges			
MONTHLY:			
1. Spray and buff hard surface floors			
2. Dusted baseboards			
QUARTERLY:			
1. Vacuumed/dusted air vents			
2. Dusted venetian blinds			



**Town of Paradise
Council Agenda Summary
Date: June 5, 2012**

Agenda Item: 7a

Originated by: Joanna Gutierrez, Town Clerk
Reviewed by: Gina Will, Finance Director
Dwight Moore, Town Attorney
Charles L. Rough, Jr., Town Manager
Lauren Gill, Assistant Town Manager

Subject: Town Council Appointment to fill two, upcoming vacancies to four-year positions on the Paradise Planning Commission due to expiration of terms of office on June 30, 2012. New terms will be from July 1, 2012 through June 30, 2016

Council Action Requested: Consider oral report from Paradise Planning Commission Interview Panel and concur with recommendation to appoint Greg Bolin and James Clarkson to the two positions on the Paradise Planning Commission which terms of office will commence July 1, 2012 and end June 30, 2016; or, consider alternative direction below.

Alternatives: (1) Not concurring with the recommendation of the Planning Commission Interview Panel and appointing other applicants than those recommended to the upcoming vacancies; (2) Directing staff to re-advertise the vacancies on the Planning Commission; or, (3) Consider other direction from Town Council to staff.

BACKGROUND: On April 3, 2012, the Town Council authorized the Town Clerk to advertise the two upcoming vacancies on the Paradise Planning Commission which included a published legal notice, posting on the Town's internet website, press release to local media, email notification to service groups and a posted notice at the Paradise Branch of the Butte County Library. The Town Council concurred to change the makeup of the Interview Panel to consist of two Council Members, confirmed that the meeting did not need to comply with the open meeting laws known as the Brown Act, and appointed Council Members Joe DiDuca and Vice Mayor Tim Titus to the Planning Commission Interview Panel.

Discussion: Three (3) applications were received from the following citizens: Greg Bolin, James Clarkson and William Meseke. Interviews were scheduled for May 14, 2012. Mr. Meseke was unavailable on that date and, as such, was not interviewed.

Conclusion: It is appropriate that the Town Council make appointments to the upcoming vacancies on the Planning Commission due to the upcoming expiration of terms of office on June 30, 2012. The two applicants who were interviewed meet the requirements for the position.

Fiscal Impact Analysis: Publication cost if positions are re-advertised in the amount of \$97.00.

TOWN OF PARADISE COMMITTEE/COMMISSION APPLICATION

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

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 will be required to file an annual financial disclosure, a Statement of Economic Interest Form 700 and complete an ethics training every two years. Information on the financial disclosure and ethics training may be viewed at the following website: www.fppc.ca.gov. Applications must bear an original signature.

Position applying for: **Planning Commissioner – Term of office 7/1/12 through 6/30/16**
Two terms of office expire on June 30, 2012

Application Deadline: May 3, 2012 at 5:00 pm. Submit to the Town Clerk Department, Room 3, 5555 Skyway, Paradise.

Date: 4/30/12

Applicant Name

GREG BOLIN

Address

PARADISE CA 95969

Contact Information

Telephone:

Fax:

Email:

Education:

HIGH SCHOOL

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

I'VE LIVED IN PARADISE SINCE 1967, RAISED MY FAMILY HERE AND I'M NOW FINISHING MY 1ST TERM AS A PLANNING COMMISSIONER

Qualifications or past experience:

Comments:

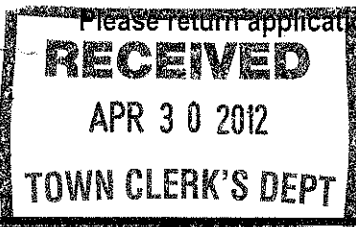
JUST WOULD LIKE TO THANK YOU FOR THE OPPORTUNITY TO SERVE ON THE PLANNING COMMISSION THESE PAST 4 YEARS, AND IF YOU SEE FIT TO ALLOW ME TO SERVE ANOTHER 4 YEARS I WILL GIVE THE JOB MY BEST.

SIGNATURE:

[Redacted Signature]

Please return application to:

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



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Position applying for: Planning Commissioner – Term of office 7/1/12 through 6/30/16
Two terms of office expire on June 30, 2012

Application Deadline: May 3, 2012 at 5:00 pm. Submit to the Town Clerk Department, Room 3, 5555 Skyway, Paradise.
Date: _____

Applicant Name JAMES CLARKSON
Address _____
PARADISE, CA 95969

Contact Information Telephone: _____ Fax: _____
Email: _____

Education: TWO YEARS AT SIERRA COLLEGE, ROCKLIN, CA,
FOCUS ON BUSINESS AND COMPUTER SCIENCE, STUDIED
ENVIRONMENT HEALTH AS MY M.O.S. IN THE U.S. ARMY.
15 YEARS OF LOCAL BUSINESS DEVELOPMENT.

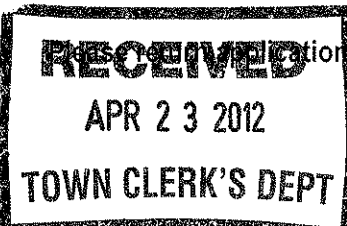
Biographical Sketch (what you would like the Council and public to know about you and your ability to serve in this position):

I HAVE LIVED IN THE TOWN OF PARADISE FOR NEARLY 27 YEARS.
I AM A MEMBER OF ROTARY CLUB OF PARADISE. I WAS THE
IMPLEMENTOR OF THE REDEVELOPMENT PROJECT OF THE WEST SIDE
DEVELOPMENT AT DELL'S PLAZA. I AM INTERESTED IN A LEVEL-HEADED
COMMON SENSE APPROACH TO COMMUNITY DEVELOPMENT. PARADISE
IS MY HOME. MY DESIRE IS TO ASSIST IN MAKING PARADISE
A WONDERFUL PLACE FOR ALL ITS RESIDENTS TO LIVE,

Qualifications or past experience: MY COMMITMENT TO THE SAFEGUARDING
OF PROPERTY RIGHTS, COUPLED WITH MY COMMUNITY BASED
PARADIGM ALLOWS ME TO REMAIN OPEN MINDED AND
DETERMINED TO SEARCH FOR "WIN-WIN" SOLUTIONS.

Comments: MY BROTHER, BILL CLARKSON, IS THE CURRENT MAYOR OF
THE CITY OF SAN RAMON, CALIFORNIA. HIS ADVISE AND
INSIGHTS WOULD BE VERY HELPFUL WITH EXPANDING MY UNDERSTANDING
OF THE LONG TERM EFFECTS OF COMMUNITY PLANNING.

SIGNATURE: _____



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Joanna Gutierrez, Town Clerk, CMC
Town of Paradise
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Telephone: 872-6291 Extension 101 or 102
jgutierrez@townofparadise.com

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Position applying for: **Planning Commissioner – Term of office 7/1/12 through 6/30/16**
Two terms of office expire on June 30, 2012

Application Deadline: May 3, 2012 at 5:00 pm. Submit to the Town Clerk Department, Room 3, 5555 Skyway, Paradise.

Date: May 3, 2012

Applicant Name
Address

William V. Meseke

Paradise, CA 95967-4104

Contact Information

Telephone:

Fax:

Email:

Education:

B. S. Degree / Physical Science
California State University Chico

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

My family established residence in Paradise in 1955. My wife and I moved here in 1997 and have participated in many town events and activities over the past 15 years. We have enjoyed living in Paradise and I care about all aspects of its growth and development.

Qualifications or past experience:

I worked in the construction field from 1958-1997 and have management experience as Vice President of a large Bay Area construction company. I was responsible for managing approximately 150 million dollars in contracts per year.

Comments:

Thank you for considering me for this position

SIGNATURE: _____

Please return application to:

RECEIVED

MAY 03 2012

TOWN CLERK'S DEPT

Joanna Gutierrez, Town Clerk, CMC

Town of Paradise

5555 Skyway, Paradise, CA 95969 M-Th: 8-5 pm

Telephone: 872-6291 Extension 101 or 102

jgutierrez@townofparadise.com

**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: JUNE 5, 2012**

AGENDA NO. 7(b)

**ORIGINATED &
APPROVED BY: Charles Rough, Town Manager**

**SUBJECT: ESTABLISHING DATE AND TIME FOR THE TOWN
COUNCIL'S PUBLIC REVIEW AND CONSIDERATION OF
THE PROPOSED 2012/2013 BUDGET**

COUNCIL REQUESTED ACTION:

Set Thursday, June 28, or Friday, June 29, 2012, at 9:00 am, for the Town Council's public review of the proposed 2012/13 Budget

BACKGROUND:

Staff is requesting that the Town Council set Thursday, June 28, or Friday, June 29, 2012 as the Town Council's public review and consideration of the proposed 2012/2013 Town of Paradise Budget. The actual proposed budget document will be distributed to the Town Council and the public at least a week in advance of the date the Town Council decides on.

The requested dates for the Council budget review session are admittedly as late as possible, in June, because of the number of significant projects and issues, some of which are directly related to next year's proposed budget, that our limited staff has been directly involved with during recent months.

These include contract negotiations with the police and fire employee associations, the wastewater project, the dissolution of redevelopment, the analysis and evaluation of the CAL FIRE proposal, a series of time consuming but important budget working sessions with the departments, and accordingly, developing a proposed balanced budget with various possible scenarios.

Therefore, the Council's appreciation and understanding of this huge work effort in setting one of the two proposed dates for your budget review will be greatly appreciated.

**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY
DATE: JUNE 5, 2012**

AGENDA NO.7(c)

**ORIGINATED &
REVIEWED BY: Charles Rough, Town Manager**

**SUBJECT: SETTING DATE AND TIME FOR SPECIAL TOWN COUNCIL MEETING
TO REVIEW AND CONSIDER THE ANALYSIS & EVALUATION OF
CAL FIRE'S PROPOSAL FOR CONTRACTED FIRE PERSONNEL
SERVICES**

COUNCIL ACTION REQUESTED:

Consider setting either Thursday, June 14 or Monday, June 18, 2012, at 6:00 pm, for the special Town Council meeting to review and consider the Study Group's analysis and evaluation of CAL FIRE'S proposal for contracted personnel services

BACKGROUND:

The Town Council is aware of the tremendous task that the Council-designated study group undertook in evaluating CAL FIRE's proposal for contracted fire personnel services, and in performing its due diligence to make sure that the Council has the relevant information necessary to make an informed decision on this very important public policy issue.

The final report is in the process of being finalized for presentation to the Town Council. It is our hope to schedule a special Town Council meeting either on Thursday, June 14, or Monday, June 18, 2012, to review our analysis and evaluation of the CAL FIRE proposal so that we have a final Town Council decision on this issue, and then can accurately reflect the Council's final decision in the proposed 2012/2013 Budget that comes out days later.

Council Action Advised by August 3, 2012



May 3, 2012

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 5 - 7, San Diego**

The League's 2012 Annual Conference is scheduled for September 5 - 7 in San Diego. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 7, at the San Diego Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

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

Please complete the attached Voting Delegate form and return it to the League's office no later than Wednesday, August 15, 2012. This will allow us time to establish voting delegate/alternates' records prior to the conference.

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

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

the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

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

The Voting Delegate Desk, located in the conference registration area of the San Diego Convention Center, will be open at the following times: Wednesday, September 5, 9:00 a.m. – 6:30 p.m.; Thursday, September 6, 7:00 a.m. – 4:00 p.m.; and September 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but not during a roll call vote, should one be undertaken.

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

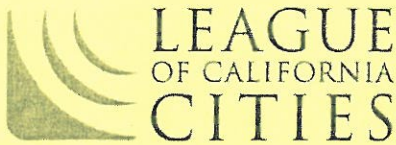
Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Wednesday, August 15. If you have questions, please call Mary McCullough at (916) 658-8247.

Attachments:

- 2012 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures 2012 Annual Conference

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



CITY: _____

2012 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Wednesday, August 15, 2012. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

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

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

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

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

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Wednesday, August 15th, to:

League of California Cities
ATTN: Mary McCullough
1400 K Street
Sacramento, CA 95814

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