



Town of Paradise

Town Council Meeting Agenda

6:00 PM – April 14, 2020

Town of Paradise Council Chamber – 5555 Skyway, Paradise, CA

Mayor, Greg Bolin
Vice Mayor, Mike Zuccolillo
Council Member, Steve Crowder
Council Member, Jody Jones
Council Member, Melissa Schuster

Town Manager, Lauren Gill
Town Attorney, Dwight L. Moore
Town Clerk, Dina Volenski
Community Development Director, Susan Hartman
Administrative Services Director/Town Treasurer, Gina Will
Public Works Director/Town Engineer, Marc Mattox
Division Chief, CAL FIRE/Paradise Fire, John Messina
Chief of Police, Eric Reinbold

- I. The Mayor is the Presiding Chair and is responsible for maintaining an orderly meeting. The Mayor calls the meeting to order and introduces each item on the agenda.
- II. The Town staff then provides a report to Council and answers questions from the Council.
- III. Citizens are encouraged to participate in the meeting process and are provided several opportunities to address Council. Any speaker addressing the Council is limited to three minutes per speaker - fifteen minutes per agenda item

Public Participation

In accordance with Governor Newsom's Executive Order N-29-20, remote public participation is allowed in the following ways:

Town Council meetings are available to be viewed on live-streamed at
<https://livestream.com/townofparadise/events/9075953>

Public comment will be accepted by email with the subject line PUBLIC COMMENT ITEM ____ to dvolenski@townofparadise.com prior to 5:30 p.m. on the day of the meeting and will be read into the record during public comment. Written comments are subject to the regular time limitations of three minutes per speaker, please limit to 200 words or less. If you are unable to provide your comments in writing, please contact the Town Clerk's office for assistance at (530) 872-6291.

Public comment may be submitted by telephone during the meeting, prior to the close of public comment on an item by calling (530) 872-6146 at the time indicated by the Mayor. Alternately you may send an email with the subject line:

TELEPHONE PUBLIC COMMENT ITEM ____ to the Town Clerk and include your telephone number and the Mayor will call you during public comment.

Disabled persons may request reasonable modifications or accommodations relating to the use of telephonic or electronic observation and participation prior to the Council meeting by contacting the Town Clerk at (530) 872-6291 ext. 102.

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

1. OPENING

- 1a. Call to Order
- 1b. Pledge of Allegiance to the Flag of the United States of America
- 1c. Invocation
- 1d. Roll Call

2. CONSENT CALENDAR

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

- 2a. p4 Approve minutes of the January 10, 2020, February 11, 2020, February 18, 2020 and March 10, 2020 Town Council Regular meetings and March 23, 2020 Special meeting.
- 2b. p22 Approve March 2020 Cash Disbursements in the amount of \$1,858,111.08
- 2c. p29 Consider Adopting Resolution No. 20-04, A Resolution of The Town Council of The Town of Paradise Accepting the Work Performed Under the Emergency Culvert Repairs Project; and, 2. Formally close the emergency relating to culvert repairs at identified locations caused by the Camp Fire.
- 2d. p32 Adopt Resolution No. 20-05, A Resolution of the Town Council of the Town of Paradise Amending and Re-Adopting Conflict of Interest Code for the Agencies and Departments of the Town of Paradise Which Incorporate by Reference the Fair Political Practices Commission's Standard Model Conflict of Interest.
- 2e. p38 1. Waive second reading of the entire Town Ordinance No. 594 and approve reading by title only; and, 2. Adopt Town Ordinance No. 594, "An Ordinance Amending Text Regulations within Paradise Municipal Code Title 17 [Zoning] Relative to Accessory Dwelling Units Regulations Consistent with New State Law Requirements".
- 2f. p43 Consider appointing Linda Dye, an alternate, to fill a vacancy on the Measure C Citizen Oversight Committee due to the resignation of the committee Vice Chair, Kirk Trostle.
- 2g. p45 Adopt Resolution No. 20-06, "A Resolution of the Town Council of the Town of Paradise authorizing entering into a funding agreement with the State Water Resources Control Board and authorizing and designating representative for the Camp Fire Septic Tank Replacement Pilot Program."
- 2h. p50 Adopt Resolution No. 20-07, a Resolution of the Town Council of the Town of Paradise Adopting a List of Projects for Fiscal Year 2020-21 Funded By SB 1: The Road Repair and Accountability Act of 2017.
- 2i. p56 Authorize the Town Manager, Administrative Services Director and Town Attorney to negotiate a service extension with Ernst & Young LLP for Disaster Recovery Management Services; and Authorize the Town Manager to execute the appropriate documents.

3. ITEMS REMOVED FROM CONSENT CALENDAR

4. PUBLIC COMMUNICATION

For matters that are not on the Council business agenda, speakers are allowed three (3) minutes to address the Council. The Town Council is prohibited from taking action on matters that are not listed on the public agenda. The Council may briefly respond for clarification and may refer the matter to the Town staff. **Please refer to Public Participation on the first page for ways to participate before or during the meeting**

5. PUBLIC HEARINGS - None

6. COUNCIL CONSIDERATION

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

6a. p60 Consider approving the amended North Valley Community Foundation Permit Reduction Grant that will add \$1 Million dollars in funding to assist citizen who are rebuilding with permit fees, retroactive to February 19, 2020. (ROLL CALL VOTE)

6b. p65 Consider approving the following items:
1. Review and approve Town Manager recruitment flyer; and, 2. Review and approve recruitment advertising list; and, 3. Review and approve tentative recruitment timeline; and, 4. Nominate two Council Members to a Town Manager Recruitment Process subcommittee; or providing alternative direction to staff. (ROLL CALL VOTE)

7. COUNCIL INITIATED ITEMS AND REPORTS

- 7a. Council initiated agenda items
- 7b. Council reports on committee representation
- 7c. Future Agenda Items

8. STAFF COMMUNICATION

- 8a. Town Manager Report
 - COVID-19 Response Update
- 8b. Community Development Director Update

9. CLOSED SESSION - None

10. ADJOURNMENT

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

MINUTES
PARADISE TOWN COUNCIL
REGULAR MEETING – 6:00 PM – January 14, 2020

1. OPENING

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

COUNCIL MEMBERS PRESENT: Greg Bolin, Steve Crowder, Melissa Schuster and Jody Jones, Mayor

COUNCIL MEMBERS ABSENT: None

STAFF PRESENT: Town Manager Lauren Gill, Town Attorney Dwight Moore, Town Clerk Dina Volenski, Administrative Services Director Gina Will, Senior Management Analyst Colette Curtis, Community Development Director Susan Hartman, Police Chief Eric Reinbold, Battalion Chief Jason Morris, Disaster Recover Director Laura Page, and Consulting Engineer James Pangburn.

- 1e. Presentation - Update on Red Cross Recovery by Amanda Ree.
- 1f. Presentation - PG&E Vegetation Management Program- Dan Blair
- 1g. Presentation - CalOES Tree Update – Tina Walker
- 1h. Presentation - Town of Paradise Hazard Mitigation Tree Program – Greg Eaton
- 1. Ward Habriel stated that the Town should be taking out the trees.
- 2. Michael MacCarthy shared that the neighbors trees were being taken down and he asked the contractors to stop.

2. CONSENT CALENDAR

MOTION by Jones, seconded by Schuster, approved consent calendar Items 2a through 2i as presented on the consent calendar. Roll call vote was unanimous.

- 2a. Approved minutes of the October 22, 2019 Special Town Council meeting.
- 2b. Approved December 2019 cash disbursements in the amount of \$1,359,533.06. (310-10-33)
- 2c. Reviewed and filed the 1st Quarter Investment Report for the Fiscal Year ending June 30, 2020. (340-40-16)
- 2d. Accepted Ray Morgan Company donation of \$20,000 to the Town of Paradise. The donation will be used to purchase 2 printers and an interactive whiteboard for the Building Resiliency Center (BRC). (395-50-024)

- 2e. Waived second reading of the entire Town Ordinance No. 589 and approved reading by title only; and, 2. Adopted Town Ordinance No. 589, "An Ordinance Rezoning Certain Real Property From "AR-1" (Agricultural Residential, 1-Acre Minimum) to a "RR-1/2" (Rural Residential, 1/2-Acre Minimum) Zone Pursuant to Paradise Municipal Code Sections 17.45.500 Et. Seq. (MCAFEE: PL19-00227)". (540-16-158)
- 2f. Adopted Resolution No. 20-01, A Resolution of the Town Council of the Town of Paradise Authorizing Destruction of Certain Town Records Maintained in the Finance Division Pursuant to Government Code Section 34090. The records listed in Exhibit B of the resolution have been retained for four or more years and are eligible for destruction. (160-20-16, 160-20-17)
- 2g. Received and filed the 2019/20 NCCSIF annual report. (520-10-004)
- 2h. Approved the USDA Community Facilities Program grant award; and, 2. Authorized town staff to commence with the process to purchase a Type 3 fire engine in accordance with Paradise Municipal Code Chapter 2.45; and, 3. Authorized the Town Manager to award a contract to purchase same up to \$427,942. (440-91-001)
- 2i. Received and filed an update on emergency culvert repairs. (910-30-004)

3. ITEMS REMOVED FROM CONSENT CALENDAR - None

4. PUBLIC COMMUNICATION:

1. Ward Habriel informed the Town Council about the property located at 7104 Pentz Road and that it continues to be a problem even after the Camp Fire.

5. PUBLIC HEARINGS - None

6. COUNCIL CONSIDERATION

6a. At 6:47 Mayor Bolin and Vice Mayor Zuccolillo recused themselves from the dais due to potential conflicts of interest

Consulting Engineer James Pangburn gave an overview of staff's recommendation to hire HDR Engineering to perform Preliminary engineering and environmental services for the Town of Paradise Sewer Project.

- 1. Ward Habriel stated that the public thinks this is a lot of money for this project and the money should be used for other things.

MOTION by Schuster, seconded by Crowder, 1. Concurred with staff's recommendation of HDR Engineering to perform preliminary engineering and environmental services for the Paradise Sewer Project at a cost of \$1,252,444 and, 2. Approved the Professional Services Agreement for the Phase 1 Scope of Work for the Paradise Sewer Project with HDR Engineering and authorized the Town Manager to execute; and, 3. Approved the Professional Services Agreement for the Phase 2 Scope of Work for the Paradise Sewer Project with HDR

Engineering and authorized the Town Manager to execute, contingent on the receipt of additional state funds discussed in the agenda summary. Roll call vote was unanimous with Vice Mayor Zuccolillo and Mayor Bolin absent. (510-20-254, 960-70-004).

At 6:53 Mayor Bolin and Vice Mayor Zuccolillo returned to the dais.

- 6b. Administrative Services Director Gina Will gave an overview of the Budget, proposed Salary pay plan and announced that after 11 ½ years, she would be leaving employment with the Town of Paradise within the next few months. Ms. Will also stated that after 35 years of service, Town Manager Lauren Gill will be retiring and requested Council to approve the use of an outside agency to recruit for the two positions.
1. Alan Hinman commented on Lauren Gill's 35 years of service to the Town of Paradise and congratulated Gina Will on her decision.

MOTION by Zuccolillo, seconded by Schuster, 1. Approved job classification description and salary pay plan for Assistant to the Town Manager and Grants Administrator; and, 2. Approved recommended budget and position control adjustments, with direction to staff to hire an outside agency to recruit Town Manager and Administrative Services Director. Roll call vote was unanimous (610-10-17, 340-40-016).

- 6c. At 7:05 Jody Jones Recused herself from the dais due to a potential conflict of interest.

Community Development Director Susan Hartman gave an overview of proposed Ordinance 591 relating to interim housing and accessory buildings inside the Camp Fire area.

- 1.Kyla Awalt supports the ordinance, stated that enforcement is critical and that crime is a concern.
- 2.Aaron Klemenok asked Council to consider adding temporary housing in an RV to commercial property.
- 3.Ward Habriel supports the ordinance and stated that the court system is not easy to use when trying to eliminate public nuisances.

Attorney Moore added a new Section 13 to the Ordinance, with language to say: "It shall be a public nuisance to violate this ordinance."

4. Alan Hinman asked how many RV permits there were at this time and thinks the Council should err on the side of compassion for the elderly and the younger families.
5. Mike MacCarthy suggested making it simply by providing a permit to current residents who have RV's on their property.

6. Roxanne Fields is allowing a Veteran to live on her property in her RV to watch the property. Doesn't think she should have to pay to park trailer on her property.

7. Michael Renney asked if person in RV had rebuild permit submitted by December 2020 could stay in their property through the rebuild. Yes.

MOTION by Zuccolillo, seconded by Crowder, with Town Attorney changes, waived the reading of entire Town of Paradise Urgency Ordinance No. 591 and adopting Town of Paradise Urgency Ordinance No.591, "An Amendment to Urgency Ordinance No. 578 Relating to Interim Housing and Accessory Building (s) inside the Camp Fire Area, with allowance for RVs on commercial properties that previously had a residence and language waiving the fee for permits allowing the storage of RVs on properties. Roll call vote was unanimous with Jones absent and not voting. (No fees with storage of RV on property, but permit required) (540-16-147)

At 8:12 Jody Jones returned to the dais.

7. COUNCIL INITIATED ITEMS AND REPORTS

7a. Council initiated agenda items - None

7b. Council reports on committee representation

Council Member Shuster attended the North State Economic Conference.

Council Member Jones served on sewer selection panel and attended BCAG

Mayor Bolin attended the open optics fiber meeting and Mobile Home Park Owner Meeting.

7c. Future Agenda Items

Vice Mayor Zuccolillo asked for Code Enforcement Officer Trent to attend the next meeting and discuss Code Enforcement issues.

Council Member Jones asked for a Code Enforcement action item to be on the next meeting agenda and for options to increase code enforcement and speed up the citation process.

8. STAFF COMMUNICATION

8a. Town Manager Report – Town Manager Gill and the Disaster Recovery Manager Page went to Santa Rosa and met with the Assistant Secretary of Economic Development Administration.

Community Development Director Hartman –High Angle Driveline Rebuild, Wilson Marine Rebuild, AM PM to put a self-serve kiosk, CHIP rebuild submitted, Villa Monterey

Apartments Build, RV Temporary Use Notifications will go out, receiving phone calls regarding neighboring Hazard Trees on parcels.

9. CLOSED SESSION - None

10. ADJOURNMENT

Mayor Bolin adjourned the Council meeting at 8:22 p.m.

Date Approved:

By: _____
Greg Bolin, Mayor

Attest:

Dina Volenski, CMC, Town Clerk

**MINUTES
PARADISE TOWN COUNCIL
REGULAR MEETING – 6:00 PM – February 11, 2020**

1. OPENING

The Regular meeting of the Paradise Town Council was called to order by Mayor Bolin at 6:00 p.m. in the Town Council Chamber located at 5555 Skyway, Paradise, California who led the Pledge of Allegiance to the Flag of the United States of America. An invocation was offered by Vice Mayor Zuccolillo.

COUNCIL MEMBER PRESENT: Steve Crowder, Jody Jones, Melissa Schuster, Mike Zuccolillo and Greg Bolin, Mayor.

COUNCIL MEMBER ABSENT: None

STAFF PRESENT: Town Manager Lauren Gill, Town Attorney Dwight Moore, Town Clerk Dina Volenski, Administrative Services Director Gina Will, Public Works Director/Town Engineer Marc Mattox, Assistant to the Town Manager Colette Curtis, Police Chief Eric Reinbold, Police Lieutenant Anthony Borgman, Community Development Director Susan Hartman

- 1a. Mayor Bolin presented a Proclamation recognizing February as Teen Domestic Violence Awareness Month; the proclamation was accepted by Justin Cantalupo, Catalyst Board Member.(180-40-27)

- 1b. Chief Reinbold presented the Police departments yearly awards and Assemblyman Gallagher's representative also provided Certificates of Appreciation to the awardees.

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|--------------------------------|-------------------------------------|
| Police Officer of the year: | Officer David Akin |
| Dispatcher of the year: | Dispatcher Martha Besseghini |
| Civilian employee of the year: | AC Officer Mollie St John |
| VIP of the year: | "All 2019 Volunteers" |
| PASH Volunteer of the year: | Huibert Venema |

(Paradise Animal Shelter Helper)

PASH President, Ellen Michels also presented a plaque to retiring Veterinarian Dr. Art Colyer recognizing the years of service he has provided to the Paradise Animal Shelter.

- 1c. Mayor Bolin presented Town Council Recognition of Employees Service to the Town of Paradise for 2018 & 2019.

2018

10 Years

Shawn Jordan - Police Department

Carol Ladrini – Police Department

Dina Volenski – Clerk Department

John Wilkey – Police Department

Gina Will – Finance Department

5 Years

Helen Cheung - Finance Department

Colette Curtis – Town Manager and Business & Housing Departments

Rick Trent – Community Development Department

2019

35 years

Lauren Gill – Town Manager

20 Years

Robert Pickering – Police Department

15 Years

Deborah Cook – Community Development Department

Susan Hartman – Community Development Department

Robert Larson – Community Development Department

Kevin Peppas – Public Works and Engineering Department

5 years

David Akin – Police Department

John Alvies – Police Department

Matthew Gates – Police Department

Michael Houdek – Public Works

Jennifer Robbins – Animal control

Andrea Lui – Police Department

- 1d. Greg Eaton, Recovery Advisor, gave an update on The Hazard Tree Removal Program.

Fire Chief John Messina provided an update on Burning in the Town of Paradise.

2. CONSENT CALENDAR

1. Ward Habriel commented on the culvert repairs and the significance of having the culverts cleaned out and ready for rain.

MOTION by Zuccolillo, seconded by Schuster, approved consent calendar items 2a-2c as presented. Roll Call vote was unanimous.

- 2a. Approved minutes of the November 12, 2019 Regular Town Council meeting.
- 2b. Approved January 2020 Cash Disbursements in the amount of \$2,408,070.27. (310-10-034)
- 2c. Received and filed an update on emergency culvert repairs. (910-30-004)

3. ITEMS REMOVED FROM CONSENT CALENDAR -None

4. PUBLIC COMMUNICATION

1. Ellen Michels was dismayed to see the new smoke shop in Town and does not support flavored tobacco products in Town.
2. Ward Habriel stated that he had a positive experience at the Building Resiliency Center and that there are still improvements that need to be made on properties in Town.
3. John Miller-George stated that he was not happy with the Town Council, it is not affordable for senior citizens to live in Paradise; the population is not coming back to live in Town and businesses will not have any business with the lack of population.
4. Bruce Lawrence appreciates the hard work the Town Council has done for the Town and asked for a policy to be put in place to save as many living trees as possible or start a tree planting program.

5. PUBLIC HEARINGS – None

6. COUNCIL CONSIDERATION

6a. Consider approving the following budget recommendations:

Administrative Services Director Gina Will gave a comprehensive overview of the budget and the proposed recommendations to the Town Council.

MOTION by Jones, seconded by Crowder to approve the following:

1. Reviewed and approved the 2019/20 mid-year budget report and budget adjustments; and (340-40-016)
2. Approved recommended personnel changes; and
3. Approved job classification descriptions for Capital Projects Manager and Surveyor; and (610-10-17)
4. Approved updated salary pay plan with revised position control authorized positions, and, (610-10-18)
5. Conditionally approved North Valley Community Foundation grant for Grants Administrator position accepting first year funding and conditionally accepting second and third year funding if the Town has enough funding available to cover the match requirement, and, (530-10-259, 395-25-006)
6. Authorized the Town Manager and Town Attorney to enter into an agreement with Community Housing Improvement Program (CHIP) and others that protects the Town's interest in the insurance proceeds for the Paradise Community Village rebuild. (510-20-260) Roll call vote was unanimous.

Mayor Bolin recessed the meeting for a five minute break at 7:51 p.m.

Mayor Bolin reconvened the meeting at 7:56 p.m.

- 6b. Community Development Director Susan Hartman and Code Enforcement Officer Rick Trent presented an overview of proposed Ordinance No. 592 and Code Enforcement issues that are happening in Town. Chief Reinbold commented on the Police Departments ability to address non permitted RVs.

1. Mark Fallon stated that he has followed all regulations, but is not in compliance because he has three RV's on his 20 acre piece of property, all family members; asked that Council look at issues on a case by case basis.

2. Brandy Ventara Kristiansen, Zone 11 representative, asked Town Council to consider safety, need laws and ordinances that work. Have repeated offenders in the area, in last six weeks have seen a shift in Town. Suggest property owners fill out "No Trespassing" paperwork that would help Police Department save time.

3. Ward Habriel has spoken with individuals that have paid \$75 and think they can do whatever they want on their property and there's nothing the Town can do about it.

4. Michael MacCarthy is part of Zone 11 and agrees with everything the representative stated and is concerned with unauthorized individuals living on property and how Police Department can enforce.

6. Jed Bear just purchased property in Paradise thinking he could live on property in RV while builds home, was not impacted by the fire and is concerned with changes in the ordinance. He brings his RV up on weekends and does not live there full time, is just doing until he can build.

7. Pamela Moseley lives next door to Jed Bear who is camping there with no water, no power, no septic, no building permit, cutting down trees, rides dirt bikes and also lives across the street from a horder who will not clean up their property. She doesn't think it's fair that she had to pay for everything to begin the rebuild process and that someone else can come in and not pay for anything; may leave Paradise.

8. Cass Stevens thinks this is a difficult situation, can't make everyone happy, but need to embrace people trying to stay in Paradise.

MOTION by Crowder, seconded by Jones, 1.Waived the reading of entire Town of Paradise Urgency Ordinance No. 592 and Adopted Town of Paradise Ordinance No.592 "An Urgency Ordinance Relating to Interim Housing and Accessory Building(s) Inside the Camp Fire Area"; with Council directing staff to make changes regarding electrical and septic hook ups. Roll call vote was unanimous.

Council was informed that there is \$20,000 in an established abatement fund.

7. COUNCIL INITIATED ITEMS AND REPORTS

7a. Council initiated agenda items – None

7b. Council reports on committee representation

Council Member Crowder joined the Chamber of Commerce on a business walk stated he received positive feedback from the businesses.

Council Member Shuster announced that a presentation will be made at the March Council meeting regarding a plaque on the Mars Rovers and that Star Wars Toys have been donated to the children of Paradise and will be distributed after the March Town Council meeting.

Vice Mayor Zuccolillo attended the PID Liaison meeting.

7c. Future Agenda Items – Councilmember Schuster asked that a proposed vaping ordinance be placed on the March meeting agenda.

8. STAFF COMMUNICATION

Town Manager Report – None

Community Development Director – Two applications have been submitted for temporary use permits for private tree processing at Skyway & Clark Rd and are currently being reviewed by commenting agencies, Debbie's Restaurant will reopening. Community Events: Gold Nugget Days, Wildflower Bike Ride, Chocolate Fest and Party in Park. The Town and NRWS received a grant to replace recycling and garbage cans throughout Town.

9. CLOSED SESSION - None

10. ADJOURNMENT

10a. Adjourn to February 18, 2020 at 1:00 p.m., Paradise Town Hall, 5555 Skyway, Paradise, California 95969 for the purpose of holding a Regular Adjourned meeting pursuant to Government Code Section 54955.

Mayor Bolin adjourned the Council meeting at 9:16 p.m.

Date Approved:

By: _____
Greg Bolin, Mayor

Attest:

Dina Volenski, CMC, Town Clerk

MINUTES
PARADISE TOWN COUNCIL
REGULAR ADJOURNED MEETING – 1:00 PM – February 18, 2020

1. OPENING

The Regular Adjourned meeting of the Paradise Town Council was called to order by Mayor Bolin at 1:02 p.m. in the Town Council Chamber located at 5555 Skyway, Paradise, California who led the Pledge of Allegiance to the Flag of the United States of America. An invocation was offered by Council member Jones.

COUNCIL MEMBER PRESENT: Steve Crowder, Jody Jones, Melissa Schuster and Greg Bolin, Mayor.

COUNCIL MEMBER ABSENT: Mike Zuccolillo

STAFF PRESENT: Town Manager Lauren Gill, Town Attorney Dwight Moore, Town Clerk Dina Volenski, Administrative Services Director Gina Will, Public Works Director/Town Engineer Marc Mattox, Assistant to the Town Manager Colette Curtis, Human Resources and Risk Manager Crystal Peters, Police Chief Eric Reinbold, Lieutenant Anthony Borgman, Assistant Fire Chief North Division John Messina and Recovery Advisor Greg Eaton.

2. CONSENT CALENDAR

MOTION by Jones, seconded by Crowder, approved consent calendar item 2a as presented. Roll call vote was unanimous with Zuccolillo absent and not voting.

- 2a. Considered authorizing General Fund or other financial resources to secure two additional code enforcement officers and administrative support staff for enforcement and nuisance abatement activities with the Town of Paradise.

3. ITEMS REMOVED FROM CONSENT CALENDAR - None

4. PUBLIC COMMUNICATION - None

5. PUBLIC HEARINGS - None

6. COUNCIL CONSIDERATION

- 6a. Changes to Ordinance No. 593 were explained by Town Manager Gill.

MOTION by Jones, seconded by Shuster, waived the reading of entire Town of Paradise Urgency Ordinance No. 593 and Adopted Town of Paradise Ordinance No. 593 "An Urgency Ordinance Relating to Interim Housing and Accessory Building(s) Inside the Camp Fire Area", The only change to the Ordinance is in Section 8. Standards, Item A. Roll call vote was unanimous with Zuccolillo absent and not voting.

- 6b. Manager Gill gave an overview of the accomplishments of the Town post Camp Fire and what the long-term goals are. Updates were given by Marc Mattox Town Engineer/Public Works Director, Recovery Advisor Greg Eaton, Fire Chief John Messina, Community Development Director Susan Hartman and Police Chief Eric Reinbold.

Proposed Priorities for 2020 include:

- Emergency Notification System
- Fuels Management Plan
- Economic Development/Business Growth & Promotion
- Enhanced Code Enforcement/Continue Police Enforcement to keep Town safe
- Continue work on Recovery Projects from 2019
- Work with CSLB to eradicate unscrupulous contractor activity
- Data Collection of Housing Issues to ensure Housing Solutions Meet Needs

MOTION by Jones, seconded by Shuster, provided direction to staff related to setting priorities for the Long-Term Recovery Plan Projects. Roll call vote was unanimous with Zuccolillo absent and not voting.

7. COUNCIL INITIATED ITEMS AND REPORTS

7a. Council initiated agenda items -None

7b. Council reports on committee representation

Council Member Jones, Town Manager Gill and Town Engineer Mattox had a meeting with the State Water Board and the potential for the Town to receive funding for the sewer projected seemed promising.

7c. Future Agenda Items - None

8. STAFF COMMUNICATION - None

9. CLOSED SESSION - None

10. ADJOURNMENT

Mayor Bolin adjourned the Council meeting at 2:56 p.m.

Date Approved:

By: _____
Greg Bolin, Mayor

Attest:

Dina Volenski, CMC, Town Clerk

**MINUTES
PARADISE TOWN COUNCIL
REGULAR MEETING – 6:00 PM – March 10, 2020**

1. OPENING

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

COUNCIL MEMBERS PRESENT: Steve Crowder, Jody Jones, Melissa Schuster, Mike Zuccolillo and Greg Bolin, Mayor

COUNCIL MEMBERS ABSENT: None

STAFF PRESENT: Town Manager Lauren Gill, Town Attorney Dwight Moore, Town Clerk Dina Volenski, Administrative Services Director Gina Will, Public Works Director/Town Engineer Marc Mattox, Assistant to the Town Manager Colette Curtis, Police Chief Eric Reinbold, Community Development Director Susan Hartman and Fire Chief John Messina.

- 1a. Presentation by Jerry Stoces - NASA Plaque celebrating the Mars Rover.
- 1b. Presentation by Shawn Jordan - Volunteers in Police Service (VIPS) – 2019 Annual Report
- 1c. Presentation by Charles Brooks, Rebuild Paradise Foundation
- 1d. Presentation by Marcus Johnson, Director of Jurisdictional Services- update from 4Leaf, Inc.

2. CONSENT CALENDAR

- 1. Ward Habriel commented on Agenda item 2e. Mr. Habriel stated that the public did not know if this was a short term or long term investment of a generator at the Building Resiliency Center.

MOTION by Schuster, seconded by Crowder, approved consent calendar items 2a through 2g as presented. Roll call vote was unanimous.

- 2a. Approved minutes from the May 14, 2019 and June 25, 2019 Special meetings and December 10, 2019 Regular meeting.
- 2b. Approved February 2020 cash disbursements in the amount of \$2,628,906.41.
- 2c. 1. Concurred with staff's recommendation and authorized the grant of two (2) public utility easements to Pacific Gas and Electric Company (PG&E) relating to the underground facilities within District 16-2.

- 2d. Received and filed update on emergency culvert repairs.
- 2e. 1. Awarded Contract BRC-02 to Converse Construction in the amount of their bid, \$95,678.00 for the installation of a commercial generator at the Building Resiliency Center.
- 2f. 1. Approved Accountant job classification modified to include procurement duties; and, 2. Approved change of allocation from Associate Planner to Assistant Planner; and, 3. Adopted Resolution 20-02 approving the amended position control and salary pay plan for the 2019/20 fiscal year.
- 2g. Town Council reviewed the Fiscal year 2018/19 financial statement and audit report and concurred with staff's recommendation to receive and file the Report as submitted.

3. ITEMS REMOVED FROM CONSENT CALENDAR - None

4. PUBLIC COMMUNICATION

- 1. Ward Habriel complained about three properties in Town that he highlighted at the last Council meeting not being addressed that are safety hazards and public nuisances.

5. PUBLIC HEARINGS

- 5a. Mayor Bolin announced that the Town Council would conduct the duly noticed and scheduled public hearing concerning Accessory Dwelling Units regulations and upon conclusion of the public hearing consider adopting the following recommended action:

- 1. Concur with the project "CEQA determination" finding presented and considered by the Planning Commission on February 18, 2020, and embodied within Planning Commission Resolution No. 20-01; and, 2. Waive the first reading of Town Ordinance No. 594 and read by title only; and, 3. Introduce Town Ordinance No. 594, "An Ordinance Amending Text Regulations within Paradise Municipal Code Title 17 [Zoning] Relative to Accessory Dwelling Units Regulations Consistent with New State Law Requirements" (Roll Call Vote)

Community Development Director Susan Hartman provided an update on the proposed ordinance relating to Accessory Dwelling Unit regulations.

Mayor Bolin opened the public hearing at 7:02 p.m.

- 1. Ward Habriel stated that if you are four feet away from a property line how can defensible space be maintained.

Mayor Bolin closed the public hearing at 7:03 p.m.

MOTION by Jones, seconded by Zuccolillo, concurred with the project “CEQA determination” finding presented and considered by the Planning Commission on February 18, 2020, and embodied within Planning Commission Resolution No. 20-01; and, 2. Waived the first reading of Town Ordinance No. 594 and read by title only; and, 3. Introduced Town Ordinance No. 594, “An Ordinance Amending Text Regulations within Paradise Municipal Code Title 17 [Zoning] Relative to Accessory Dwelling Units Regulations Consistent with New State Law Requirements.” Roll call vote was unanimous.

6. COUNCIL CONSIDERATION

6a. Ellen Michels and Megan Armstrong from the Butte County Health Department provided a presentation on flavored tobacco, the consequences of tobacco use and the effects it has on our youth.

1. Steve Rodowick lost his father to cancer and supports a ban on flavored tobacco.
2. Larry Johnson thinks vaping is an epidemic in the schools and supports banning flavored tobacco.
3. Shelly Bantley shared that surrounding communities are banning flavored tobacco and supports a ban.
4. Cliff Jacobson supports a ban on flavored tobacco and suggested making the Ordinance in Paradise equal to or greater than the other jurisdictions.
5. Ronald Lassonde shared that people can buy flavored tobacco on Amazon and supports a ban on flavored tobacco.

Chief Reinbold stated that flavored tobacco is a problem among the youth, people can buy flavored tobacco online and suggests supporting an ordinance banning flavored tobacco.

Town Council discussed and provide direction to staff to research other jurisdictions and to prepare a draft ordinance for the Town Council to consider and introduce at the April 14, 2020 Town Council meeting.

6b. Consider repealing Ordinance No. 588 and adopting a new revised Town of Paradise Urgency Ordinance No. 595, Establishing the Requirements of a Mandatory Hazard Tree Removal Program.

Greg Eaton from Ernest and Young provided an overview of the proposed ordinance that allows property owners to have their own arborist certify trees on private property and trees on private roads are now eligible for the government tree removal program.

1. Ron Lassonde asked the ROE why someone has to access the property and was told nobody needs to be on the property, they will drive by and view from the vehicle.

MOTION by Jones, seconded by Schuster, repealed Ordinance No. 588 and adopted a new revised Town of Paradise Urgency Ordinance No. 595, Establishing the Requirements of a Mandatory Hazard Tree Removal Program, with suggested

changes to page 19 of the ordinance. (include the following statement on line 7 “to the Butte County Right of Entry (ROE) Center”. Roll call vote was unanimous.

7. COUNCIL INITIATED ITEMS AND REPORTS

7a. Council initiated agenda items

7a. Consider discussion and authorizing a letter of support for AB 1957 sponsored by Assemblyman Gallagher regarding the Paradise Irrigation District pipeline from Paradise to Chico. [CROWDER]

Council Member Crowder asked a representative from Assemblyman Gallagher’s office to present information on AB 1957 for the benefit of the Council.

1. Ward Habriel stated that CalWater knows how to make money and if PID no longer owns the water company then rates would be raised by a new agency.
2. Cliff Jacobson is not against the water line, but is concerned with how long it will take to install a water line and that the consolidation study is not being addressed.

After discussion Council agreed to support the letter with proposed changes. The last two paragraphs would read as follows:

PID’s reservoirs and treatment plant were largely undamaged by the Camp Fire, and expanding distribution pipelines would allow treated water to be delivered to other areas within Butte County that are currently groundwater dependent. ~~The district could also transfer untreated water to agricultural users in the county.~~ Authorizing the use of the design-build procurement method would help ensure high quality work, cost certainty, and greater flexibility in contracting if the district **chooses** to proceed with a pipeline project.

As the Town of Paradise recovers from the devastating impacts of the Camp Fire, it is essential that **the Paradise Irrigation District be financially sustainable**. This is why The Town of Paradise supports AB 1957, which will help PID as it evaluates options to remain financially viable and positioned to provide a safe and affordable drinking water supply for Paradise.

MOTION by Zuccolillo, seconded by Crowder, authorized a letter of support, with changes, for AB 1957 sponsored by Assemblyman Gallagher regarding the Paradise Irrigation District pipeline from Paradise to Chico. Roll call vote was unanimous.

7b. Council reports on committee representation

Council Member Jones reported on the meeting with the California State Water Board, CAL OES and HDR regarding the Sewer Project.

7c. Future Agenda Items - None

8. STAFF COMMUNICATION

8a. Town Manager Report

Town Manager Gill reported that Congressman LaMalfa will be at the Building Resiliency Center on March 16, 2020 at 3:30 p.m. to award several USDA Grants to the Town of Paradise and other local agencies.

8b. Community Development Director Report

Susan Hartman provided an update on the log storage and processing applications that have been submitted and informed the Council that the first application for a Temporary Commercial Use Permit has been received.

9. CLOSED SESSION

At 8:46 p.m. Mayor Bolin announced that the Town Council would go into closed session for the following item:

- 9a. Pursuant to Government Code section 54957(b)(1), the Town Council will hold a closed session to consider an agreement relating to Town Attorney services.

At 9:19 p.m. Mayor Bolin reconvened the meeting and announced that the Council discussed about the Town Attorney agreement in the future, no action taken.

10. ADJOURNMENT

Mayor Bolin adjourned the meeting at 9:19 p.m.

Date Approved:

By: _____
Greg Bolin, Mayor

Attest:

Dina Volenski, CMC, Town Clerk

**MINUTES
PARADISE TOWN COUNCIL
SPECIAL MEETING – 2:0 PM – March 23, 2020**

1. OPENING

Following the pledge of allegiance, the Special Meeting of the Town Council of the Town of Paradise was called to order in the Paradise Town Council Chamber located at 5555 Skyway, Paradise, California, at 2:00 p.m. by Mayor Bolin.

COUNCIL MEMBERS PRESENT: Steve Crowder, Jody Jones (via phone), Melissa Schuster, Mike Zuccolillo and Greg Bolin Mayor.

COUNCIL MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Town Manager Lauren Gill, Town Clerk Dina Volenski, Town Attorney Dwight Moore, Assistant to the Town Manager Colette Curtis and Community Development Director Susan Hartman.

2. COUNCIL CONSIDERATION

Town Manager Gill provided an update to the Council regarding Governor Newsom declaring a State of Emergency and the need for the Town Manager to Proclaim an existing Local Emergency on March 20, 2020 and asked Town Council to Ratify and Confirm the Proclamation.

MOTION by Zuccolillo, seconded by Crowder, approved Resolution No. 20-03, A Resolution of the Town Council of the Town of Paradise Ratifying and Confirming the Town Manager/Director of Emergency Services Proclamation of Existence of Local Emergency on March 20, 2020 relating to COVID-19 and Authorizing the Expenditure of Public Money. Roll call vote was unanimous.

Manager Gill announced that Town Hall would be closed to the public beginning March 24, 2020, but that staff would still be working and answering phones. The Building Resiliency Center (BRC) will remain open at this time by appointment only for the safety of citizens and staff.

3. ADJOURNMENT

The Town Council meeting was adjourned at 2:09 p.m.

DATE APPROVED:

By:

Greg Bolin, Mayor

Attest:

Dina Volenski, CMC, Town Clerk

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

**FOR THE PERIOD OF
MARCH 1, 2020 - MARCH 31, 2020**

March 1, 2020 - March 31, 2020

| Check Date | Pay Period End | DESCRIPTION | AMOUNT |
|-------------------------|----------------|--|--------------|
| | | | |
| 03/06/20 | 03/01/20 | Net Payroll - Direct Deposits & Checks | \$116,811.67 |
| 03/20/20 | 03/15/20 | Net Payroll - Direct Deposits & Checks | \$116,220.79 |
| TOTAL NET WAGES PAYROLL | | | \$233,032.46 |

Accounts Payable

| | |
|--|------------------------------|
| PAYROLL VENDORS: TAXES, PERS, DUES, INSURANCE, ETC. | \$238,975.85 |
| OPERATIONS VENDORS: SUPPLIES, CONTRACTS, UTILITIES, ETC. | \$1,386,102.77 |
| TOTAL CASH DISBURSEMENTS - ACCOUNTS PAYABLE (Detail attached) | <u>\$1,625,078.62</u> |
| GRAND TOTAL CASH DISBURSEMENTS | <u><u>\$1,858,111.08</u></u> |

APPROVED BY: _____
LAUREN GILL, TOWN MANAGER

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

TOWN OF PARADISE

CASH DISBURSEMENTS REPORT

From Payment Date: 3/1/2020 - To Payment Date: 3/31/2020

| Number | Date | Status | Void Reason | Reconciled/ Voided Date | Source | Payee Name | Transaction Amount | Reconciled Amount | Difference |
|------------------------------|------------|--------|-------------|----------------------------|------------------|---------------------------------------|-----------------------|----------------------|------------|
| AP - US Bank TOP AP Checking | | | | | | | | | |
| <u>Check</u> | | | | | | | | | |
| 75571 | 03/02/2020 | Open | | | Accounts Payable | ENTERPRISE FM TRUST | \$1,073.32 | | |
| 75572 | 03/02/2020 | Open | | | Accounts Payable | MOORE, DWIGHT, L. | \$18,579.00 | | |
| 75573 | 03/02/2020 | Open | | | Accounts Payable | Santander Leasing LLC | \$43,842.21 | | |
| 75574 | 03/02/2020 | Open | | | Accounts Payable | SBA Monarch Towers III LLC | \$148.01 | | |
| 75575 | 03/02/2020 | Open | | | Accounts Payable | TIAA COMMERCIAL FINANCE, INC | \$906.47 | | |
| 75576 | 03/05/2020 | Open | | | Accounts Payable | Aflac | \$146.92 | | |
| 75577 | 03/05/2020 | Open | | | Accounts Payable | Met Life | \$6,548.40 | | |
| 75578 | 03/05/2020 | Open | | | Accounts Payable | OPERATING ENGINEERS | \$848.00 | | |
| 75579 | 03/05/2020 | Open | | | Accounts Payable | PARADISE POLICE OFFICERS ASSOCIATION | \$1,603.76 | | |
| 75580 | 03/05/2020 | Open | | | Accounts Payable | SUN LIFE INSURANCE | \$3,849.41 | | |
| 75581 | 03/05/2020 | Open | | | Accounts Payable | SUPERIOR VISION SVC NGLIC | \$529.01 | | |
| 75582 | 03/05/2020 | Open | | | Accounts Payable | TOP CONFIDENTIAL MID MGMT ASSOCIATION | \$70.00 | | |
| 75583 | 03/06/2020 | Open | | | Accounts Payable | ICMA 457 - VANTAGEPOINT | \$750.00 | | |
| 75584 | 03/06/2020 | Open | | | Accounts Payable | STATE DISBURSEMENT UNIT | \$194.76 | | |
| 75585 | 03/12/2020 | Open | | | Accounts Payable | ACCESS INFORMATION PROTECTED | \$39.27 | | |
| 75586 | 03/12/2020 | Open | | | Accounts Payable | AIRGAS SAFETY, INC. | \$494.81 | | |
| 75587 | 03/12/2020 | Open | | | Accounts Payable | American River Benefit Administrators | \$16.80 | | |
| 75588 | 03/12/2020 | Open | | | Accounts Payable | AT&T & CALNET3 - CIRCUIT LINES | \$108.98 | | |
| 75589 | 03/12/2020 | Open | | | Accounts Payable | AT&T/CALNET3 - REPEATER LINES | \$296.45 | | |
| 75590 | 03/12/2020 | Open | | | Accounts Payable | AT&T/CALNET3 - COMMUNITY PARK | \$21.04 | | |
| 75591 | 03/12/2020 | Open | | | Accounts Payable | AT&T/CALNET3 - Summary | \$3,039.64 | | |
| 75592 | 03/12/2020 | Open | | | Accounts Payable | AT&T/CALNET3 - TH/FDPD FIBER LINES | \$1,105.56 | | |
| 75593 | 03/12/2020 | Open | | | Accounts Payable | AWARDS COMPANY | \$337.08 | | |
| 75594 | 03/12/2020 | Open | | | Accounts Payable | Bear Electric Solutions | \$4,725.00 | | |
| 75595 | 03/12/2020 | Open | | | Accounts Payable | Big O Tires | \$40.00 | | |
| 75596 | 03/12/2020 | Open | | | Accounts Payable | Bug Smart | \$83.00 | | |
| 75597 | 03/12/2020 | Open | | | Accounts Payable | BUTTE REGIONAL TRANSIT | \$57.50 | | |
| 75598 | 03/12/2020 | Open | | | Accounts Payable | C4 Polygraph, LLC | \$350.00 | | |
| 75599 | 03/12/2020 | Open | | | Accounts Payable | COMCAST CABLE | \$289.56 | | |
| 75600 | 03/12/2020 | Open | | | Accounts Payable | COMCAST CABLE | \$244.78 | | |
| 75601 | 03/12/2020 | Open | | | Accounts Payable | Down Range Indoor Training Center | \$69.70 | | |
| 75602 | 03/12/2020 | Open | | | Accounts Payable | Free Style Embroidery | \$287.97 | | |
| 75603 | 03/12/2020 | Open | | | Accounts Payable | GREEN RIDGE LANDSCAPING | \$4,846.00 | | |
| 75604 | 03/12/2020 | Open | | | Accounts Payable | Herc Rentals Inc. | \$5,299.33 | | |
| 75605 | 03/12/2020 | Open | | | Accounts Payable | I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US | \$8,592.23 | | |

TOWN OF PARADISE
CASH DISBURSEMENTS REPORT

From Payment Date: 3/1/2020 - To Payment Date: 3/31/2020

| | | | | | |
|-------|------------|------|------------------|--------------------------------------|-------------|
| 75606 | 03/12/2020 | Open | Accounts Payable | INLAND BUSINESS MACHINES | \$450.21 |
| 75607 | 03/12/2020 | Open | Accounts Payable | JAMES RIOTTO & ASSOCIATES | \$875.00 |
| 75608 | 03/12/2020 | Open | Accounts Payable | Jennifer Arbuckle | \$5,773.46 |
| 75609 | 03/12/2020 | Open | Accounts Payable | JESSEE HEATING AND AIR CONDITIONING, | \$3,325.00 |
| 75610 | 03/12/2020 | Open | Accounts Payable | KNIFE RIVER CONSTRUCTION | \$362.08 |
| 75611 | 03/12/2020 | Open | Accounts Payable | KOEFRAN INDUSTRIES | \$500.00 |
| 75612 | 03/12/2020 | Open | Accounts Payable | LES SCHWAB TIRE CENTER - MOTORPOOL | \$89.99 |
| 75613 | 03/12/2020 | Open | Accounts Payable | LOCATE PLUS CORPORATION | \$39.95 |
| 75614 | 03/12/2020 | Open | Accounts Payable | Mark Thomas & Company Inc | \$45,171.97 |
| 75615 | 03/12/2020 | Open | Accounts Payable | MUNICIPAL CODE CORP | \$462.00 |
| 75616 | 03/12/2020 | Open | Accounts Payable | MUNIMETRIX SYSTEMS CORP | \$79.98 |
| 75617 | 03/12/2020 | Open | Accounts Payable | NORTHGATE PETROLEUM CO | \$14,536.94 |
| 75618 | 03/12/2020 | Open | Accounts Payable | Nutrien | \$1,939.40 |
| 75619 | 03/12/2020 | Open | Accounts Payable | O'REILLY AUTO PARTS | \$357.38 |
| 75620 | 03/12/2020 | Open | Accounts Payable | Oakley, Amanda | \$164.99 |
| 75621 | 03/12/2020 | Open | Accounts Payable | OFFICE DEPOT ACCT#36233169 | \$361.12 |
| 75622 | 03/12/2020 | Open | Accounts Payable | PACIFIC GAS & ELECTRIC | \$584.02 |
| 75623 | 03/12/2020 | Open | Accounts Payable | PARADISE ALLIANCE CHURCH | \$475.00 |
| 75624 | 03/12/2020 | Open | Accounts Payable | PARADISE POST/NORTH VALLEY COMMTY | \$316.55 |
| 75625 | 03/12/2020 | Open | Accounts Payable | PBM SUPPLY & MFG INC | \$673.79 |
| 75626 | 03/12/2020 | Open | Accounts Payable | PEERLESS BUILDING MAINT | \$1,510.00 |
| 75627 | 03/12/2020 | Open | Accounts Payable | PETERSON TRACTOR CO | \$175.72 |
| 75628 | 03/12/2020 | Open | Accounts Payable | BHS LOAN/BALANCE OF INSURANCE | \$5,796.11 |
| 75629 | 03/12/2020 | Open | Accounts Payable | Robinson, Lisa | \$110.45 |
| 75630 | 03/12/2020 | Open | Accounts Payable | ServiceMaster Restore | \$498.86 |
| 75631 | 03/12/2020 | Open | Accounts Payable | Spherion Staffing | \$7,406.04 |
| 75632 | 03/12/2020 | Open | Accounts Payable | Stratti | \$36,094.98 |
| 75633 | 03/12/2020 | Open | Accounts Payable | THOMAS ACE HARDWARE - ENG. DEPT. | \$401.81 |
| 75634 | 03/12/2020 | Open | Accounts Payable | THOMAS ACE HARDWARE - FIRE DEPT. | \$59.69 |
| 75635 | 03/12/2020 | Open | Accounts Payable | THOMAS ACE HARDWARE - MOTORPOOL | \$151.64 |
| 75636 | 03/12/2020 | Open | Accounts Payable | Tri Flame Propane | \$229.66 |
| 75637 | 03/12/2020 | Open | Accounts Payable | UNITED RENTALS, INC. | \$2,049.73 |
| 75638 | 03/12/2020 | Open | Accounts Payable | VALLEY TOXICOLOGY SERVICE | \$184.00 |
| 75639 | 03/12/2020 | Open | Accounts Payable | VERIZON WIRELESS | \$3,368.72 |
| 75640 | 03/12/2020 | Open | Accounts Payable | VOLENSKI, DINA | \$1,550.00 |
| 75641 | 03/12/2020 | Open | Accounts Payable | WILGUS FIRE CONTROL INC | \$1,068.34 |
| 75642 | 03/12/2020 | Open | Accounts Payable | WILSON PRINTING | \$337.84 |
| 75643 | 03/20/2020 | Open | Accounts Payable | ICMA 457 - VANTAGEPOINT | \$750.00 |
| 75644 | 03/20/2020 | Open | Accounts Payable | STATE DISBURSEMENT UNIT | \$194.76 |

TOWN OF PARADISE
CASH DISBURSEMENTS REPORT

From Payment Date: 3/1/2020 - To Payment Date: 3/31/2020

| | | | | | |
|-------|------------|------|------------------|--|--------------|
| 75645 | 03/26/2020 | Open | Accounts Payable | ACCESS INFORMATION PROTECTED | \$55.67 |
| 75646 | 03/26/2020 | Open | Accounts Payable | ACI ENTERPRISES, INC. | \$463.32 |
| 75647 | 03/26/2020 | Open | Accounts Payable | AT&T & CALNET3 - CIRCUIT LINES | \$1,041.78 |
| 75648 | 03/26/2020 | Open | Accounts Payable | AT&T & CALNET3 - CIRCUIT LINES | \$1,774.55 |
| 75649 | 03/26/2020 | Open | Accounts Payable | AT&T MOBILITY | \$172.34 |
| 75650 | 03/26/2020 | Open | Accounts Payable | Baker, Lisa, Menefee | \$19,160.60 |
| 75651 | 03/26/2020 | Open | Accounts Payable | BASIC LABORATORY | \$1,587.00 |
| 75652 | 03/26/2020 | Open | Accounts Payable | Bear Electric Solutions | \$2,800.00 |
| 75653 | 03/26/2020 | Open | Accounts Payable | Big O Tires | \$145.00 |
| 75654 | 03/26/2020 | Open | Accounts Payable | Biometrics4ALL, Inc | \$13.50 |
| 75655 | 03/26/2020 | Open | Accounts Payable | CALIFORNIA STATE DEPARTMENT OF JUSTICE | \$270.00 |
| 75656 | 03/26/2020 | Open | Accounts Payable | COMCAST CABLE | \$389.78 |
| 75657 | 03/26/2020 | Open | Accounts Payable | COMCAST CABLE | \$259.78 |
| 75658 | 03/26/2020 | Open | Accounts Payable | CRAIG DREBERTS AUTOMOTIVE | \$1,137.02 |
| 75659 | 03/26/2020 | Open | Accounts Payable | Creative Composition Inc | \$75.08 |
| 75660 | 03/26/2020 | Open | Accounts Payable | DEPARTMENT OF FORESTRY & FIRE PROTECTION | \$937,881.55 |
| 75661 | 03/26/2020 | Open | Accounts Payable | Down Range Indoor Training Center | \$3,863.92 |
| 75662 | 03/26/2020 | Open | Accounts Payable | DURHAM PENTZ TRUCK CENTER | \$2,713.67 |
| 75663 | 03/26/2020 | Open | Accounts Payable | Eagle Security Systems | \$2,202.50 |
| 75664 | 03/26/2020 | Open | Accounts Payable | Entersect | \$109.95 |
| 75665 | 03/26/2020 | Open | Accounts Payable | BHS LOAN/BALANCE OF INSURANCE | \$8,334.86 |
| 75666 | 03/26/2020 | Open | Accounts Payable | GREAT AMERICA LEASING CORP. | \$129.31 |
| 75667 | 03/26/2020 | Open | Accounts Payable | HUDSON'S APPLIANCE CENTER | \$322.17 |
| 75668 | 03/26/2020 | Open | Accounts Payable | I.M.P.A.C. PAYMENTS IMPAC GOV SVCS/US | \$2,140.37 |
| 75669 | 03/26/2020 | Open | Accounts Payable | JAMES RIOTTO & ASSOCIATES | \$100.00 |
| 75670 | 03/26/2020 | Open | Accounts Payable | Jennifer Arbuckle | \$6,131.75 |
| 75671 | 03/26/2020 | Open | Accounts Payable | JOHNNY ON THE SPOT PORTABLES | \$1,025.15 |
| 75672 | 03/26/2020 | Open | Accounts Payable | KNIFE RIVER CONSTRUCTION | \$323.20 |
| 75673 | 03/26/2020 | Open | Accounts Payable | Meyers Police K-9 Training, LLC | \$70.00 |
| 75674 | 03/26/2020 | Open | Accounts Payable | Mt Shasta Spring Water Co., Inc | \$120.00 |
| 75675 | 03/26/2020 | Open | Accounts Payable | North State Tire Co. Inc. | \$885.35 |
| 75676 | 03/26/2020 | Open | Accounts Payable | O'REILLY AUTO PARTS | \$396.92 |
| 75677 | 03/26/2020 | Open | Accounts Payable | OFFICE DEPOT ACCT#36233169 | \$529.70 |
| 75678 | 03/26/2020 | Open | Accounts Payable | PACIFIC GAS & ELECTRIC | \$8,575.49 |
| 75679 | 03/26/2020 | Open | Accounts Payable | PARADISE AUTO BODY | \$578.77 |
| 75680 | 03/26/2020 | Open | Accounts Payable | PARADISE IRRIGATION DIST | \$131.94 |
| 75681 | 03/26/2020 | Open | Accounts Payable | PARADISE POST/NORTH VALLEY COMMTY | \$1,127.25 |
| 75682 | 03/26/2020 | Open | Accounts Payable | PEERLESS BUILDING MAINT | \$1,200.00 |
| 75683 | 03/26/2020 | Open | Accounts Payable | Shasta Builders' Exchange | \$150.00 |

TOWN OF PARADISE
CASH DISBURSEMENTS REPORT

From Payment Date: 3/1/2020 - To Payment Date: 3/31/2020

| | | | | | |
|-------|------------|------|------------------|---------------------------------------|------------|
| 75684 | 03/26/2020 | Open | Accounts Payable | Smith, Ursula | \$944.79 |
| 75685 | 03/26/2020 | Open | Accounts Payable | Spherion Staffing | \$7,759.51 |
| 75686 | 03/26/2020 | Open | Accounts Payable | SUTTER BUTTES COMMUNICATIONS, INC. | \$439.00 |
| 75687 | 03/26/2020 | Open | Accounts Payable | Tahoe Pure Water Co. | \$52.50 |
| 75688 | 03/26/2020 | Open | Accounts Payable | THOMAS ACE HARDWARE - ENG. DEPT. | \$551.36 |
| 75689 | 03/26/2020 | Open | Accounts Payable | THOMAS ACE HARDWARE - FIRE DEPT. | \$154.84 |
| 75690 | 03/26/2020 | Open | Accounts Payable | THOMAS ACE HARDWARE - MOTORPOOL | \$12.65 |
| 75691 | 03/26/2020 | Open | Accounts Payable | THOMAS ACE HARDWARE - POLICE DEPT. | \$37.34 |
| 75692 | 03/26/2020 | Open | Accounts Payable | Tri Flame Propane | \$131.20 |
| 75693 | 03/26/2020 | Open | Accounts Payable | TUCKER PEST CONTROL INC | \$86.00 |
| 75694 | 03/26/2020 | Open | Accounts Payable | UNITED RENTALS, INC. | \$2,049.73 |
| 75695 | 03/26/2020 | Open | Accounts Payable | VALLEY CLINICAL & CONSULTING SERVICES | \$450.00 |
| 75696 | 03/26/2020 | Open | Accounts Payable | VERIZON WIRELESS | \$406.72 |
| 75697 | 03/26/2020 | Open | Accounts Payable | VistaNet Inc. | \$7,504.23 |
| 75698 | 03/26/2020 | Open | Accounts Payable | WILGUS FIRE CONTROL INC | \$935.45 |
| 75699 | 03/26/2020 | Open | Accounts Payable | WILSON PRINTING | \$182.33 |

Type Check Totals:

129 Transactions \$1,277,998.04

EFT

| | | | | | |
|-----|------------|------|------------------|-----------------------------------|--------------|
| 976 | 03/05/2020 | Open | Accounts Payable | CALPERS | \$96,051.31 |
| 977 | 03/06/2020 | Open | Accounts Payable | CALPERS - RETIREMENT | \$30,150.89 |
| 978 | 03/06/2020 | Open | Accounts Payable | EMPLOYMENT DEVELOPMENT DEPARTMENT | \$5,697.71 |
| 979 | 03/06/2020 | Open | Accounts Payable | ING LIFE INS & ANNUITY COMPANY | \$7,178.62 |
| 980 | 03/06/2020 | Open | Accounts Payable | INTERNAL REVENUE SERVICE | \$20,677.64 |
| 982 | 03/20/2020 | Open | Accounts Payable | CALPERS - RETIREMENT | \$30,137.09 |
| 983 | 03/20/2020 | Open | Accounts Payable | EMPLOYMENT DEVELOPMENT DEPARTMENT | \$5,827.56 |
| 984 | 03/20/2020 | Open | Accounts Payable | ING LIFE INS & ANNUITY COMPANY | \$7,128.62 |
| 985 | 03/20/2020 | Open | Accounts Payable | INTERNAL REVENUE SERVICE | \$20,641.39 |
| 986 | 03/23/2020 | Open | Accounts Payable | STATE BOARD OF EQUALIZATION | \$558.90 |
| 987 | 03/26/2020 | Open | Accounts Payable | CALPERS - RETIREMENT | \$123,030.85 |

Type EFT Totals:

11 Transactions \$347,080.58

AP - US Bank TOP AP Checking Totals

| Checks | Status | Count | Transaction Amount | Reconciled Amount |
|--------|------------|-------|--------------------|-------------------|
| | Open | 129 | \$1,277,998.04 | \$0.00 |
| | Reconciled | 0 | \$0.00 | \$0.00 |
| | Voided | 0 | \$0.00 | \$0.00 |
| | Stopped | 0 | \$0.00 | \$0.00 |
| | Total | 129 | \$1,277,998.04 | \$0.00 |

TOWN OF PARADISE
CASH DISBURSEMENTS REPORT

From Payment Date: 3/1/2020 - To Payment Date: 3/31/2020

| EFTs | Status | Count | Transaction Amount | Reconciled Amount |
|------|------------|-------|--------------------|-------------------|
| | Open | 11 | \$347,080.58 | \$0.00 |
| | Reconciled | 0 | \$0.00 | \$0.00 |
| | Voided | 0 | \$0.00 | \$0.00 |
| | Total | 11 | \$347,080.58 | \$0.00 |

| All | Status | Count | Transaction Amount | Reconciled Amount |
|-----|------------|-------|--------------------|-------------------|
| | Open | 140 | \$1,625,078.62 | \$0.00 |
| | Reconciled | 0 | \$0.00 | \$0.00 |
| | Voided | 0 | \$0.00 | \$0.00 |
| | Stopped | 0 | \$0.00 | \$0.00 |
| | Total | 140 | \$1,625,078.62 | \$0.00 |

Grand Totals:

| Checks | Status | Count | Transaction Amount | Reconciled Amount |
|--------|------------|-------|--------------------|-------------------|
| | Open | 129 | \$1,277,998.04 | \$0.00 |
| | Reconciled | 0 | \$0.00 | \$0.00 |
| | Voided | 0 | \$0.00 | \$0.00 |
| | Stopped | 0 | \$0.00 | \$0.00 |
| | Total | 129 | \$1,277,998.04 | \$0.00 |

| EFTs | Status | Count | Transaction Amount | Reconciled Amount |
|------|------------|-------|--------------------|-------------------|
| | Open | 11 | \$347,080.58 | \$0.00 |
| | Reconciled | 0 | \$0.00 | \$0.00 |
| | Voided | 0 | \$0.00 | \$0.00 |
| | Total | 11 | \$347,080.58 | \$0.00 |

| All | Status | Count | Transaction Amount | Reconciled Amount |
|-----|------------|-------|--------------------|-------------------|
| | Open | 140 | \$1,625,078.62 | \$0.00 |
| | Reconciled | 0 | \$0.00 | \$0.00 |
| | Voided | 0 | \$0.00 | \$0.00 |
| | Stopped | 0 | \$0.00 | \$0.00 |
| | Total | 140 | \$1,625,078.62 | \$0.00 |



**Town of Paradise
Council Agenda Summary
Date: April 14, 2020**

Agenda Item: 2(c)

Originated by: Mattox, Public Works Director
Gina Will, Administrative Services Director

Reviewed by: Lauren Gill, Town Manager

Subject: Emergency Culvert Repairs Project Acceptance

Council Action Requested:

1. Consider Adopting Resolution No. 20-__ A Resolution of The Town Council of The Town of Paradise Accepting the Work Performed Under the Emergency Culvert Repairs Project; and, 2. Formally close the emergency relating to culvert repairs at identified locations caused by the Camp Fire.

Background:

When the Camp Fire of November 2018 swept through the Town of Paradise destroying homes and businesses, it also damaged or destroyed public infrastructure including culverts as burning debris melted pipes or burned through storm drains. Burned and weakened culverts were then further damaged or destroyed by the heavy trucks used during the debris removal operations.

Nine culverts have been identified as needing permanent repairs as soon as possible. The first big rain storm, during Thanksgiving week 2019, intensified the urgency to repair the culverts quickly. Roads became dangerous and, in some cases, impassable during heavy rain. Each subsequent storm will further deteriorate roads and present unsafe driving conditions until the repairs are complete.

At the December 10, 2019 Council meeting, the Town Council declared an emergency and authorized repair or replacement of the nine culverts without observance of public bidding requirements. Three local vendors capable of completing the work were contacted for bids. Awarded contracts were listed as follows:

Emergency Culvert Repairs Update
April 14, 2020

| | | |
|-----------------------------|----------|----------|
| Merrill Road | Visinoni | \$14,425 |
| Parkwood Way | Visinoni | \$36,700 |
| Pearson at Recreation Drive | Visinoni | \$10,405 |
| Pentz at Stark | Visinoni | \$22,830 |
| Pentz at Sterns Rd #1 | Visinoni | \$14,495 |
| Pentz at Sterns Rd #2 | Visinoni | \$12,315 |
| Pentz at Vineyard Drive | Visinoni | \$14,375 |
| Pentz at Whitaker Road | Visinoni | \$22,470 |
| Valley View Drive | Omni | \$40,345 |

Following award, Omni declined to execute the agreement for Valley View Drive. As a result, staff requested Visinoni to complete this project.

Discussion:

Visinoni Brothers has successfully completed all assigned work and no further action is required at these identified locations.

Fiscal Analysis:

The cost of these repairs will be accounted for in fund 2090 Camp Fire Recovery, and the funding source will be insurance or FEMA public assistance. Any matching requirements will come from the Gas Tax/Street Maintenance Fund. A breakdown of final project costs by location is provided below:

| Project Location | Final Cost of Repair/Replacement |
|------------------------------------|---|
| Merrill Road | \$14,425.00 |
| Parkwood Way | \$36,700.00 |
| Pearson Road at Recreation Drive | \$10,405.00 |
| Pentz Road at Stark | \$22,830.00 |
| Pentz Road at Stearns 1 | \$14,495.00 |
| Pentz Road at Stearns 2 | \$12,315.00 |
| Pentz Road at Vineyard | \$14,375.00 |
| Pentz Road at Whitaker | \$20,670.00 |
| Valley View Drive | \$43,380.00 |
| Clark Road Drain Inlet Replacement | \$4,225.00 |

**TOWN OF PARADISE
RESOLUTION NO. 20-____**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
PARADISE ACCEPTING THE WORK PERFORMED UNDER THE
EMERGENCY CULVERT REPAIRS PROJECT.**

WHEREAS, on December 10, 2019, the Town Council of the Town of Paradise adopted Resolution No. 19-40 formally declared an emergency necessitating repairs to Camp Fire-damaged culverts at identified locations; and

WHEREAS, the Town of Paradise has heretofore contracted with Visinoni Brothers for certain work performed under that certain project known as the Emergency Culvert Repairs Project, being Contract Nos. 121019 (1-10); and

WHEREAS, the work of improvements, as called for by the contract between the Town of Paradise and Visinoni Brothers, referred to as the project was substantially completed on March 30, 2020 to the satisfaction of the Town; and

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

SECTION 1. The Town of Paradise hereby accepts the work performed on those certain improvements, the subject of a contract between the Town of Paradise and Visinoni Brothers, known as the Emergency Culvert Repairs Project.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 14th day of April, 2020, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Greg Bolin, Mayor

ATTEST:

By: _____
Dina Volenski, CMC, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney



**TOWN OF PARADISE
COUNCIL AGENDA SUMMARY**
April 14, 2020

ORIGINATED BY: Dina Volenski, Town Clerk

AGENDA ITEM: 2(d)

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Amendment to positions listed in the Town of Paradise Conflict of Interest Code

COUNCIL ACTION REQUESTED: Adopt Resolution No. 20-___, A Resolution of the Town Council of the Town of Paradise Amending and Re-Adopting Conflict of Interest Code for the Agencies and Departments of the Town of Paradise Which Incorporate by Reference the Fair Political Practices Commission's Standard Model Conflict of Interest.

BACKGROUND: Government Code Section 87300, et seq., requires every local government agency to adopt and promulgate a Conflict of Interest Code that sets forth Town officials/employees who make decisions that might benefit them financially and, as such, must publicly disclose certain financial interests. The proposed resolution incorporates by reference the Fair Political Practices Commission adopted regulation (2 Cal. Code of Reg., Section 18730) which contains the terms of a standard model Conflict of Interest Code.

DISCUSSION: Upon review, it was determined that Appendix B to the Town Conflict of Interest Code needs to be amended to update several positions/titles due to the Classification and Total Compensation Study that was completed in September 2019 and also update the appropriate disclosure categories.

FINANCIAL IMPACT: None

**TOWN OF PARADISE
RESOLUTION NO. 20-__**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE AMENDING AND RE-ADOPTING CONFLICT OF INTEREST CODE FOR THE AGENCIES AND DEPARTMENTS OF THE TOWN OF PARADISE WHICH INCORPORATE BY REFERENCE THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD MODEL CONFLICT OF INTEREST

WHEREAS, the Political Reform Act, Government Code Section 87300, et seq., requires every local government agency to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Reg., Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the Political Reform Act; and

WHEREAS, this Town Council has determined that the attached Appendices A, B and C accurately set forth those positions which should be designated and the categories of financial interests which should be made reportable;

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

1. The provisions of Title 2 of the California Code of Regulations Section 18730 and any amendment to it duly adopted by the Fair Political Practices Commission along with the attached Appendices in which Town officials and employees are designated and disclosure categories are set forth, are hereby amended and re-adopted and incorporated by reference and constitute the Conflict of Interest Codes of the Town of Paradise.

2. Persons holding designated positions shall file statements of economic interest pursuant to Section 18730. All designated employees shall file their statement with the Paradise Town Clerk to whom the Town Council hereby delegates the authority to carry out the duties of filing officer.

3. Statements of economic interest for members of the Town Council, Planning Commission Town Manager, Town Attorney, ~~Director of Finance~~ **Administrative Services Director**/Town Treasurer shall be filed with the Town Clerk who shall make and retain a copy and forward the original of these statements to the Fair Political Practices Commission.

"AMENDS RESOLUTION 18-22"

**TOWN OF PARADISE
RESOLUTION NO. 20-**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE AMENDING AND RE-ADOPTING
CONFLICT OF INTEREST CODE FOR THE AGENCIES AND DEPARTMENTS OF THE TOWN OF PARADISE WHICH
INCORPORATE BY REFERENCE THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD MODEL
CONFLICT OF INTEREST**

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 14th day of April,
2020, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

Greg Bolin, Mayor

ATTEST:

Dina Volenski, CMC, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney

"AMENDS RESOLUTION 18-22"

APPENDIX A RESOLUTION NO. 20-

GENERAL PROVISIONS

When a designated employee is required to disclose investments and sources of incomes, he/she need only disclose investments in business entities and sources of income which do business in the Town of Paradise, plan to do business in the Town of Paradise or have done business in the Town of Paradise within the past two years. In addition to other activities, a business entity is doing business within the Town of Paradise if it owns real property within the Town limits. When a designated employee is required to disclose interests in real property, he need only disclose real property which is located in whole or in part within, or no more than two miles outside, the boundaries of the Town of Paradise or within two miles of any land owned or used by the Town of Paradise.

Designated employees shall disclose their financial interest pursuant to the appropriate disclosure category as indicated in Appendix B.

DISCLOSURE CATEGORIES

Category 1: Designated Employees Whose Duties are Broad and Indefinable

All sources of income, interests in real property, and investments and business positions in business entities.

Category 2: Designated Employees Whose Duties Involve Contracting or Purchasing

Contracts or makes purchases for entire agency: Investments and business positions in business entities and sources of income which provide services, supplies, materials, machinery or equipment of the type utilized by the agency.

Contracts or makes purchases for specific department within the agency: Investments and business positions in business entities and sources of income which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

Category 3: Designated Employees Whose Duties Involve Regulatory, Permit, or Licensing Powers

All investments and business positions in business entities and sources of income which are subject to the regulatory permit or licensing authority of the Town.

Category 4: Designated Employees Whose Decisions May Affect Real Property Interests

Investments and business positions in business entities and sources of income which engage in land development, construction or the acquisition or sale of real property, and all interests in real property.

"AMENDS RESOLUTION 18-22"

APPENDIX B RESOLUTION 20-

| | |
|---|--------------|
| Town Council | 1 |
| Successor Agency to Paradise Redevelopment Agency Director | 1 |
| Planning Commissioners | 1 |
| Oversight Board to the Successor Agency to the Paradise Redevelopment Agency | 1 |
| Town Manager/Successor Agency Manager | 1 |
| Assistant Town Manager | 1 |
| Assistant to the Town Manager | 1 |
| Town Attorney/Successor Agency Counsel | 1 |
| Administrative Services Director / Town Treasurer Finance Director/Successor | |
| Agency Administrative Services/ Finance Director | 1 |
| Town Clerk/Successor Agency/ Oversight Board Clerk | 1 |
| Disaster Recovery Director | 1 |
| Housing Coordinator Housing Program Manager | 4 |
| Information Technology (IT) Manager | 2 |
| Fleet Shop Maintenance Foreman Senior Mechanic | 2 |
| Chief of Police | 1 |
| Police Lieutenant | 2 |
| Fire Chief | 1 |
| Building Official/ Onsite Sanitary Official Fire Marshall | 3 |
| Fire Battalion Chief | 2 |
| Community Development Department (CDD) Director | 1 |
| Assistant Planner/CDD Manager Community Development Manager | 2 |
| Assistant/Associate Planner | 1 |
| Code Enforcement Officer | 3 |
| Public Works Director/Town Engineer | 1 |
| Assistant/Associate Engineer | 3 |
| Capital Projects Manager | 1 |
| Construction Inspector | 3 |
| Building/Onsite Inspector | 3 |
| Assistant Onsite Sanitary Official | 3 |
| Senior Building/Onsite Inspector | 3 |
| Senior Accountant | 3 |
| Public Works Manager | 2 |
| Town Engineer | 1 |

"AMENDS RESOLUTION 18-22"

**APPENDIX C
RESOLUTION NO. 20-**

Consultant/Contract Employee Disclosure Category

Consultants/contract employees shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Town Attorney may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's/contractor's duties and, based upon that description, a statement of the extent of disclosure requirements. The Town Attorney's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.



Town of Paradise
Council Agenda Summary
Date: April 14, 2020

Agenda Item: 2 (e)

ORIGINATED BY: Susan Hartman, Community Development Director

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Adoption of Town Ordinance No. 594

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

1. Waive second reading of the entire Town Ordinance No. 594 and approve reading by title only (roll call vote); **AND**
2. Adopt Town Ordinance No. 594, "An Ordinance Amending Text Regulations within Paradise Municipal Code Title 17 [Zoning] Relative to Accessory Dwelling Units Regulations Consistent with New State Law Requirements".

BACKGROUND: On March 10, 2020, the Town Council introduced the above-noted Town ordinance for purposes of eventual adoption. If adopted, the intent of the proposed ordinance is to amend and create statutes within Paradise Municipal Code Title 17 [Zoning] that relate to accessory dwelling unit residential development, such as increased maximum square footages, in a manner that complies with new State law(s).

DISCUSSION: Town staff recommends that the Town Council waive the second reading of this entire ordinance; read it by title only; and formally adopt Town Ordinance No. 594 [copy attached]. Once adopted, the provisions of this ordinance will be effective thirty days thereafter.

FINANCIAL IMPACT: A nominal cost for publication of the ordinance within the local newspaper and for codification will be borne by the Town of Paradise.

Attachment

**TOWN OF PARADISE
ORDINANCE NO. 594**

**AN ORDINANCE AMENDING TEXT REGULATIONS WITHIN
PARADISE MUNICIPAL CODE TITLE 17 [ZONING] RELATIVE TO ACCESSORY DWELLING UNITS
REGULATIONS CONSISTENT WITH NEW STATE LAW REQUIREMENTS**

SECTION 1. The definitions of the terms “Agricultural building”, “Accessory dwelling”, “Secondary dwelling” and “Single-family residential” in Paradise Municipal Code Chapter 17.04 shall be amended to read as follows:

“Accessory dwelling” means a DWELLING UNIT accessory to a nonresidential PRINCIPAL USE on the same SITE, intended for occupancy by the landowner or a person employed on the site for security, maintenance or management purposes.

“Agricultural building” means a structure designed and constructed to house agricultural equipment, farm implements, hay, grain, poultry, livestock, or horticultural products and which is not designed for human habitation.

“Secondary dwelling” means an attached or detached residential DWELLING UNIT that provides complete independent living facilities for one or more persons and which is located on a SITE with a proposed or existing PRIMARY DWELLING (residence).

“Single-family residence” means USE of a SITE for only one PRIMARY DWELLING and its allowed ACCESSORY USES, or for one PRIMARY DWELLING and one SECONDARY DWELLING and allowed ACCESSORY USES.

SECTION 2. A new Section 17.06.990 shall be added to Paradise Municipal Code Chapter 17.06 [General Site Development Regulations] to read as follows:

Section 17.06.990 Secondary Dwelling Unit(s) in areas Zoned to allow Single-Family or Multiple Family Residential Use

- A) Where zoned as allowed, a “secondary dwelling” shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multiple-family dwelling is located or will be situated. A secondary dwelling also includes the following:
 - 1. An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.
 - 2. A manufactured home, as defined in Section 18007 of the Health and Safety Code.

B) Compliance Requirements/Standards: a permissible secondary dwelling is subject to the provisions of Section 65852.2 of the Government Code, including, but not limited to:

1. The secondary dwelling may be rented separate from the primary residence but may not be sold or otherwise conveyed separate from the primary residence.
2. The lot is zoned to allow single-family or multifamily dwelling residential use and includes a proposed or existing primary dwelling.
3. Review and approval by the Onsite Sanitary Official relative to the sewage disposal requirements of Paradise Municipal Code Chapter 13.04 where a private sewage disposal system is being used and/or proposed.
4. The secondary dwelling is either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure or detached from the proposed or existing primary dwelling.
5. If there is an existing primary dwelling, the total floor area of an **attached secondary dwelling** shall not exceed 50 percent net floor area of the existing primary dwelling, but in no case exceed eight hundred fifty (850) square feet or one-thousand (1,000) square feet if the secondary dwelling contains more than one bedroom.
6. The total floor area for a **detached secondary dwelling** shall not exceed eight hundred fifty (850) square feet or one thousand (1,000) square feet if the secondary dwelling contains more than one bedroom.
7. No passageway shall be required in conjunction with the construction of a secondary dwelling.
8. Parking requirements for secondary dwellings shall not exceed one parking space per secondary dwelling or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.
9. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of a secondary dwelling or converted to a secondary dwelling the Town shall not require that those off-street parking spaces be replaced.
10. Not more than two secondary dwellings that are located on a lot that has an existing multifamily dwelling but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four feet rear yard and side yard setbacks.
11. The Town, special district, or water corporation shall not impose any impact fee upon the development of a secondary dwelling less than 750 square feet.

SECTION 3. Amend the land use listing of “Dwelling, accessory” to be a permitted “P” land use in the AR-1; AR-3; AR-5 zones within Section 17.11.200 [Permitted and conditional uses].

SECTION 4. Amend the land use listing of “Multiple-family residence” in Section 17.17.200 [Permitted and conditional uses] to read: Multiple-family residential.

SECTION 5. Add a new item “D” to Section 17.20.300 [Accessory Uses] to read as follows: D. Secondary dwelling. [Refer to Section 17.06.990.B.10]

SECTION 6. Amend the land use listing of “Multiple-family residence” in Section 17.26.200 [Permitted and conditional uses] to read: Multiple-family residential.

SECTION 7. Amend the land use listing of “Secondary Dwelling” in Sections 17.17.200 & 17.26.200 [Permitted and conditional uses] to read: Dwelling, Secondary.

SECTION 8. Amend the minimum requirements for the land use listing of “Secondary dwelling” in Section 17.38.1000 [Off-street parking requirements] to read: 1/dwelling or 1/bedroom (whichever is less).

SECTION 9. CEQA COMPLIANCE. The Town Council finds and determines that the enactment of this Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines section 15061(b)(3) (General Rule Exemption).

SECTION 10. This ordinance shall take effect thirty (30) days after the date of its passage. Before the expiration of fifteen (15) days after its passage, this ordinance or a summary thereof shall be published in a newspaper of general circulation published and circulated within the Town of Paradise along with the names of the members of the Town Council of Paradise voting for and against same.

PASSED AND ADOPTED by the Town Council of the Town of Paradise, County of Butte, State of California, on this _____ day of April, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Greg Bolin, Mayor

ATTEST:

Dina Volenski, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney



**TOWN OF PARADISE
Council Agenda Summary
April 14, 2020**

Agenda No. 2(f)

ORIGINATED BY: Dina Volenski, CMC, Town Clerk

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: Vacancy on the Measure C Oversight Committee

COUNCIL ACTION REQUESTED: Consider appointing Linda Dye to fill the vacancy on the Measure C Oversight Committee created by the resignation of Kirk Trostle.

Discussion: Due to the resignation of Kirk Trostle from the Measure C Oversight Committee, the Town Council is being asked to select one of the alternates to be appointed to serve as a permanent standing member of the committee.

According to Town Council Resolution No. 15-04, the adopted by-laws for the Measure C Oversight Committee, vacancies are to be filled as follows:

“When a seat of the Measure C-Citizen Oversight Committee becomes vacant, Town staff will inform the Town Council and schedule appointment to the vacancy at a regular or special meeting. Such appointments are to take place within 60 days of the creation of the vacancy.”

The Measure C Citizen Oversight Committee appointed alternates are:

- Linda Dye
- Stacy Poliquin

Linda Dye has attended a majority of the committee meetings to date. Stacy Poliquin has not attended any of the meetings or replied to any correspondence.

Fiscal Impact Analysis: None

Kirk Trostle
545 Wirths Way
Paradise, CA 95969
February 27, 2020



Greg Bolin
Mayor
Town of Paradise
5555 Skyway
Paradise, CA 95969

Mayor Greg Bolin:

It is with regret that I tender my resignation from the Measure C Committee effective March 15, 2020.

I am grateful for having been appointed to the committee on February 24, 2015. Serving as a member, a chairperson, and as vice-chair has been a valued experience. I greatly respect my fellow members, Town staff, and each counsel member in looking out for the best interest of our community. Post Camp Fire has been challenging for all and has shifted our way of life around for everyone. Unfortunately, family matters and/or other obligations have taken precedence over my ability to continue my commitment to the Measure C Committee. It is in the best interest of the committee and community to have a member who can fulfill it. Thus, I must tender my resignation but offer my continued support and best wishes for its continued success.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Trostle". The signature is fluid and cursive, with a large initial "K" and a stylized "T".

Kirk Trostle
Vice-chair



Town of Paradise
Council Agenda Summary
April 14, 2020

Agenda Item: 2(g)

Originated By: Kate Anderson, Housing Program Manager

Reviewed By: Lauren M. Gill, Town Manager

Subject: Adopt a new resolution authorizing entering into a funding agreement with the State Water Resources Control Board and designating representatives for the Camp Fire Septic Tank Replacement Pilot Program

Council Action Requested:

Adopt Resolution No. 20-___, "A Resolution of the Town Council of the Town of Paradise authorizing entering into a funding agreement with the State Water Resources Control Board and authorizing and designating representative for the Camp Fire Septic Tank Replacement Pilot Program."

Background:

In response to the Camp Fire, Senate Bill 862 amended the Budget Act of 2018 to include in section 3940-101-0001 – For local assistance, State Water Resources Control Board Schedule (1) 3560 Water Quality, the following provisions:

6. (a) Of the amounts appropriated in this item, \$10,000,000 shall be used for the State Water Resources Control Board to provide emergency relief grants to households to fund well replacement, septic system replacement, permanent connections to public systems, well or septic abandonment, point-of-use and point-of-entry treatment systems, and debt relief for households who have financed well replacement as a result of the drought emergency.

(b) Of the amount described in subdivision (a) of this Provision 6, \$750,000 shall be used for the board to create a pilot program to provide grants for wells and septic replacements in households affected by the wildfire and not covered by insurance. To the extent there is a greater demand for this pilot program, upon approval from the Department of Finance, the board may authorize a higher amount of funding, from the amount described in subdivision (a) of this Provision 6, for this purpose.

The challenge of recovery from the Camp Fire is daunting. With debris clean up predominantly complete and the removal of standing burnt trees beginning, homeowners are focused on recovery and re-building in the community. Since the fire, the Town of Paradise has received 889 building permit applications, compared to the pre-fire permit applications of approximately 10 per year. Many of the septic systems throughout the Town were damaged during the fire or debris clean up, in addition to being inactive for over one year. This program targets assistance in septic replacement funding for uninsured and under-insured homeowners, which will assist the most challenged in recovery to rebuild their homes.

Discussion and Analysis:

Eligible participants in the septic replacement grant program:

- Lost their home in the Camp fire, including a transfer of title to a home where the resident lived prior to the fire (homeowner who purchased the property after the fire is not eligible; however, a resident who lived in the home prior to the fire and title was transferred post-fire is eligible for the program).
- Home must be in the Camp Fire burn area (Town of Paradise or Butte County).
- Homeowner has submitted an application for a septic permit to repair/replace their septic system, in conjunction with a previously or concurrently submitted rebuild building permit application, after the grant agreement is executed (i.e. no reimbursement for those who have already applied to repair/replace their septic).
- Homeowner is not insured or is underinsured: the intent would be to cover septic replacement costs for a homeowner if they didn't have insurance or were underinsured to cover the cost of replacing septic and the home.
- Eligible for replacement cost that corresponds to original home size or approved increased system capacity septic

Based on funding of \$750,000, approximately \$570,000 has been set-aside for properties within Town of Paradise limits. Approximately 20% of the Town total, \$114,000, will be used for administration, planning and implementation.

The estimated need would be based on a program that will supplement uninsured and underinsured homeowner's septic replacement costs, of which an estimated 95% of the septic systems would be a standard system with an estimated cost of \$8,000 per unit and 5% are estimated for pressure dosed systems with an estimated cost of \$14,000 per unit. Based on this estimate, the \$456,000 would include assistance for 54 projects with standard systems and 2 projects with pressure dosed systems. Engineered Systems are not be included at this time.

In prioritizing grant funding, the grant would be used for Camp Fire Survivors with the following priorities: (1) uninsured homeowners (2) underinsured homeowners. Upgrading of home size and septic would be permitted up to the system limits of \$8,000 for a Standard System and \$14,000 for a Pressure Dosed system. The grants for septic replacement is limited to primary homes only,

The grants to homeowners could be paid to homeowner or directly to the contractor, based on approved applications and a signed program agreement with the homeowner. The process will be developed during the planning and design phase of the program.

Alternatives:

There are no apparent alternatives for funding this project at this time.

Financial Impact:

The funding agreement submittal has no financial impact on the General Fund and will add an additional \$570,000 in grant funding that will support the Town's rebuilding efforts. There is no match requirement associated with this grant.

**TOWN OF PARADISE
RESOLUTION NO. 20-_____**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
AUTHORIZING ENTERING INTO A FUNDING AGREEMENT WITH THE STATE WATER
RESOURCES CONTROL BOARD AND AUTHORIZING AND DESIGNATING
REPRESENTATIVES FOR THE CAMP FIRE SEPTIC TANK REPLACEMENT PILOT
PROGRAM**

WHEREAS, the Town of Paradise (Town) has submitted an application to the State Water Resources Control Board for funding for the Camp Fire Septic Tank Replacement Pilot Program (Project); and

WHEREAS, prior to the State Water Resources Control Board's executing a funding agreement, the Town is required to adopt resolution authorizing an agent, or representative, to sign the funding agreement, amendments, and requests for reimbursement on behalf of the Town, and to carry out other necessary Project-related activities;

NOW, THEREFORE BE IT RESOLVED BY the Town Council of the Town of Paradise:

SECTION 1. The Town Council is hereby authorized to carry out the Project, enter into a funding agreement with the State Water Resources Control Board, and accept and expend State funds for the Project; and

SECTION 2. The Town Manager, or designee, is hereby authorized and designated to sign, for and on behalf of the Town, the funding agreement for the Project and any amendments thereto; and

SECTION 3. The Town Manager, or designee, is hereby authorized and designated to represent the Town in carrying out the Town's responsibilities under the funding agreement, including approving and signing invoices and requests for reimbursement of Project costs.

SECTION 4., That any and all actions, whether previously or subsequently taken by the Town, which are consistent with the intent and purposes of this resolution, shall be, and hereby are, in all respects, ratified, approved and confirmed.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF PARADISE THIS 14TH DAY OF APRIL, 2020, BY THE FOLLOWING VOTE:

AYES: _____
NOES: _____
ABSENT: _____
NOT VOTING: _____

Greg Bolin, Mayor

ATTEST:

Dina Volenski, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney



TOWN OF PARADISE
Council Agenda Summary
Date: April 14, 2020

Agenda No. 2(h)

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

REVIEWED BY: Lauren Gill, Town Manager

SUBJECT: SB-1 Road Maintenance and Rehabilitation Account Project List

COUNCIL ACTION REQUESTED:

1. Adopt Resolution No. 20-___, a Resolution of the Town Council of the Town of Paradise Adopting a List of Projects for Fiscal Year 2020-21 Funded By SB 1: The Road Repair and Accountability Act of 2017.

Background:

On April 28, 2017, Governor Brown signed Senate Bill 1, the Road Repair and Accountability Act of 2017, increasing per gallon fuel excise taxes, diesel fuel sales taxes, and vehicle registration fees with inflationary adjustments to tax rates in the future for the purpose of addressing road maintenance, rehabilitation, and roadway safety needs. The State Controller will deposit portions of the new funding into the Road Maintenance & Rehabilitation Account (RMRA), which will be apportioned by formula to eligible cities and counties. Funds are anticipated to apportion to cities and counties beginning January 2018.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs and, therefore, requires cities and counties to provide basic RMRA project reporting to the California Transportation Commission (CTC). Per the program's requirements, jurisdictions are required to submit a project list to the CTC with locations, schedule, and estimated useful life of the project before they can receive RMRA funds.

Analysis:

The Town is required to submit a proposed project list for the 2020-2021 Fiscal Year to the CTC by May 1, 2020 in order to receive RMRA funds. The Town will continue to receive apportionments monthly. The League of California Cities estimates that the Town of Paradise will receive \$483,000 of RMRA funds in the 2020/2021 Fiscal Year.

Due to the Camp Fire, the fiscal year 2020-2021 revenues from SB 1 are proposed to be used for ongoing maintenance of public roadways with majority of funds to be held indefinitely due to the uncertain future of the Town's transportation network. The recommended strategy for the Town is to hold all transportation funding revenues until the Town's repair efforts can be properly planned.

The Town will report any use of SB 1 revenues within the 2020-2021 Fiscal Year, as well as update project in the annual Expenditure Report, that is due to the Commission by October 1st, each year.

Financial Impact:

The Town of Paradise anticipates receiving \$483,000 of RMRA funds in the 2020/2021 fiscal year. The funds must be utilized to repair, rehabilitate, or maintain roadways within the Town.

**TOWN OF PARADISE
RESOLUTION NO. _____**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2020-2021
FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our Town are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the Town must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the Town will receive and estimated \$483,000 in RMRA funding in Fiscal Year 2020-2021 from SB 1; and

WHEREAS, this is the third year in which the Town is receiving SB 1 funding and will enable the Town to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the Town has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the Town used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the Town maintain and rehabilitate 100 miles of our publicly owned roadways, which in light of the 2018 Camp Fire are in need of additional repairs and improvements; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets

infrastructure, and using cutting-edge technology, materials and practices will have significant positive co-benefits statewide.

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

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with fiscal year 2019-20 Road Maintenance and Rehabilitation Account revenues:

Town Transportation Related Infrastructure Repair and Rehabilitation

Due to the Camp Fire, the fiscal year 2019-20 revenues from SB 1 are proposed to be used for ongoing maintenance of public roadways with majority of funds to be held indefinitely due to the uncertain future of the Town's transportation network. The recommended strategy for the Town is to hold all transportation funding revenues until the Town's repair efforts can be properly planned.

The Town will report any use of SB 1 revenues within the 2019-20 Fiscal Year, as well as update project in the annual Expenditure Report, that is due to the Commission by October 1st, each year.

PASSED AND ADOPTED by the Town Council of the Town of Paradise, State of California this 14th day of April, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Greg Bolin, Mayor

ATTEST:

Dina Volenski, CMC, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney

**TOWN OF PARADISE
RESOLUTION NO. 20-__**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2020-2021
FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our Town are aware of the projects proposed for funding in the Town of Paradise and which projects have been completed each fiscal year; and

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WHEREAS, the Town will receive an estimated \$483,000 in RMRA funding in Fiscal Year 2020-2021 from SB 1; and

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WHEREAS, the Town has undergone a robust public process to ensure public input into the Town's transportation priorities/the project list; and

WHEREAS, the Town used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the Town maintain and rehabilitate 100 miles of our publicly owned roadways, which in light of the 2018 Camp Fire are in need of additional repairs and improvements; and

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infrastructure, and using cutting-edge technology, materials and practices will have significant positive co-benefits statewide.

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Town Transportation Related Infrastructure Repair and Rehabilitation

Due to the Camp Fire, the fiscal year 2019-20 revenues from SB 1 are proposed to be used for ongoing maintenance of Town public roadways with majority of funds to be held indefinitely due to the uncertain future of the Town's transportation network. The recommended strategy for the Town is to hold all transportation funding revenues until the Town's repair efforts can be properly planned.

The Town will report any use of SB 1 revenues within the 2019-20 Fiscal Year, as well as update project in the annual Expenditure Report, that is due to the Commission by October 1st, each year.

PASSED AND ADOPTED by the Town Council of the Town of Paradise, State of California this 14th day of April, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Greg Bolin, Mayor

ATTEST:

Dina Volenski, CMC, Town Clerk

APPROVED AS TO FORM:

Dwight L. Moore, Town Attorney



**Town of Paradise
Council Agenda Summary
Date: April 14, 2020**

Agenda Item: 2(i)

Originated by: Gina S. Will, Administrative Services Director/Town Treasurer
Reviewed by: Lauren Gill, Town Manager
Subject: Disaster Recovery Management Services

Council Action Requested:

1. Authorize the Town Manager, Administrative Services Director and Town Attorney to negotiate an extension with Ernst & Young LLP for Disaster Recovery Management Services; and
2. Authorize the Town Manager to execute the appropriate documents.

Alternatives:

Decline to authorize staff to enter an agreement with Ernst & Young, and direct staff to explore other means for completing the work necessary to continue financial recovery.

Background:

On November 8, 2018, the most destructive wildfire in California history began in Butte County, California and quickly spread to the Town of Paradise. The fire ultimately destroyed most residences and businesses within Paradise which significantly impacts the Town's revenue sources and ability to provide services. In addition, the Town sustained loss of public infrastructure, facilities and equipment.

After going through a comprehensive procurement review process, the Town of Paradise entered into an agreement with Ernst & Young LLP (EY) on January 15, 2019, to assist with insurance and FEMA claim preparation and financial recovery. The agreement was for an amount not to exceed \$500,000. In addition, Town Council has granted two extensions, each for \$500,000, in May 2019 and another in November 2019.

Discussion:

To date, Greg Eaton (former FEMA Region 6 Recovery Division Director) and his EY team, have navigated a very complex insurance and FEMA public assistance claim process. The framework for the claims and the damage assessment details have been cataloged and entered into comprehensive spreadsheets and the FEMA grant portal. All but five FEMA public assistance projects have been submitted. The second insurance estimate has been provided to the insurance company as well as all eligible

insurance expenses through June 2019. Hazard Mitigation Grant Program applications have been completed and most of the ones approved by Cal OES have been submitted to FEMA. Continued discussions are occurring with Cal OES and FEMA to fine tune the applications into awardable projects.

In addition, Greg and team have coordinated and attended countless meetings and explored numerous funding opportunities in order to help develop a financial recovery strategy. Greg and team have also been instrumental in developing a strategy for the most cost-effective way of removing standing burnt trees from the community. This has resulted in approval of many trees being removed through another State program. Finally, EY has supported Administrative leadership including the Town Manager, Disaster Recovery Director, and Administrative Services Director and provided depth and experience that would not have been possible without the support. With the current vacancy of the Disaster Recovery Director, Greg has assumed some of those responsibilities when others could not.

It is estimated that mid-April 2020, the Town will have expended the current agreement extension. The Town will have ongoing negotiations and claim issues with insurance until all facilities have been rebuilt and equipment has been replaced. Also, the remaining FEMA PA projects should be wrapped up as we begin transitioning to project development and project management. In order to get through that transition and finish the claim preparation process, additional support from EY is needed. Staff simply does not have the hours or bandwidth to complete the transition without support. Staff recommends an extension of \$500,000 with the expectation that this will provide the needed assistance through November 2020.

Fiscal Analysis:

The Town will be charged an hourly rate ranging from \$298.00 from Project Executive to \$133.00 for Staff Consultant per hour depending on the expertise and assignment of the individual on the engagement. Many of the hours will be reimbursable through the administrative fees allowed under the public assistance FEMA/Cal OES grant claim. The remaining fees will be recouped through the insurance settlement and through other funding sources identified by the consultants. Some fees may be an investment toward Town recovery and need to come from general fund sources.

AMENDMENT THREE TO AGREEMENT

This Amendment dated April 14, 2020, is between the Town of Paradise ("Town") and Ernest & Young, a Limited Liability Partnership ("Contractor").

WHEREAS, on January 15, 2019 the Town and the Contractor entered into an Agreement relating to Contractor providing post disaster recovery management.

WHEREAS, on May 14, 2019, the Town authorized an extension of the Agreement.

WHEREAS, on November 12, 2019, the Town and the Contractor amended the Agreement to increase the amount for Contractor's services.

WHEREAS, the Town and the Contractor wish to amend the Agreement so that the costs for the Contractor's professional services in Section 2c of the Agreement be changed to not exceed the sum of \$2,000,000.

NOW, THEREFORE, the Town and the Contractor hereby agree that the Agreement shall be amended as follows:

1. Section 2c of the Agreement shall be amended to read:

c. Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all services to be performed hereunder shall in no event exceed the sum of two million dollars (\$2,000,000.00). Contractor acknowledges and agrees that it exceeds the maximum compensation under this Agreement at its own risk. The Town's Administrative Services Director is authorized to pay all proper claims.

2. Any conflicts between the Agreement and this Amendment shall be controlled by this Amendment.

3. All the other provisions of this Agreement shall remain in full force and effect.

TOWN OF PARADISE

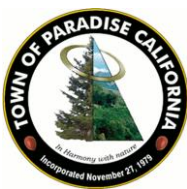
Ernst & Young LLP

By: _____
Lauren M. Gill, Town Manager

By: _____
Allen Melton, Partner

APPROVED AS TO FORM

By: _____
Dwight L. Moore, Town Attorney



**Town of Paradise
Council Agenda Summary
Date: April 14, 2020**

Agenda Item: 6(a)

Originated by: Gina S. Will, Administrative Services Director/Town Treasurer
Susan Hartman, Community Development Director

Reviewed by: Lauren Gill, Town Manager

Subject: North Valley Community Foundation Permit Reduction Grant

Council Action Requested:

Consider approving the amended North Valley Community Foundation Permit Reduction Grant that will add \$1 Million dollars in funding to assist citizen who are rebuilding with permit fees, retroactive to February 19, 2020.

Alternatives:

1. The grant amendment is being considered by the entire North Valley Community Foundation (NVCF) committee on Friday, April 10, 2020. If the committee doesn't approve the amendment on that date, the item could be pulled until NVCF approval is granted.
2. If NVCF approves the amendment with minor modifications, Town Council should discuss and consider the modifications, and approve a modified Permit Reduction Grant amendment.
3. Town Council could discuss, propose and approve an entirely different Permit Reduction Grant amendment. However, there is no guarantee that NVCF will approve it, and it could delay citizens from receiving grant monies.

Background:

On April 9, 2019 the Town Council accepted a \$1 million grant from North Valley Community Foundation to reduce the amount of permit fees that citizens pay. The action was as follows:

"Northern Valley Community Foundation has donated \$1,000,000 to the Town of Paradise to deploy the Butte Strong Rebuilding Incentive Program. A program that would provide a permit fee reduction of 50%, up to \$3500 until initial funds are exhausted, or February 28, 2021 (whichever is first).

MOTION by Zuccolillo, seconded by Crowder, approved the Butte Strong fund rebuild incentive program. Roll call vote was unanimous."

The grant was hugely successful and by February 2020 grants were issued for 563 building permits at an average of \$1,776 per permit, and the entire \$1 million grant was administered.

Discussion:

Staff began discussions with NVCF staff in January 2020 with the objective of extending the grant and continuing the program to incentivize rebuilding. While everyone agreed that an amendment to extend the grant was desired, there was also a wish to provide some additional incentives for rebuilding. Town staff had no position on these modifications except to ensure that the proposed amendment could be administered consistently and effectively. Following is a summary of the proposed amendments for Town Council discussion and approval:

1. The amended program will be retroactive to 2/19/2020 (when the first \$1 million grant was exhausted) and run until 2/18/2022 or until the next \$1 million is exhausted.
2. The grant will pay 50% of the building permit fee (excluding plan check fees) for a single residence (1 unit per parcel) up to \$3,500 at the time of permit issuance.

This is not a change from the original grant. However, as there were many discussions about this point, it is worth highlighting. First, staff administered the grant literally based on “building permit” fees. Permit fees at the time of permit issuance are very different and distinct from the “plan check” fees charged at the time that building plans are submitted for review. There can be months between when plans are submitted and when a building permit is issued. Also, plans submitted don’t always result in a building permit being issued. To truly incentivize rebuilding, applying the grant at the time of permit issuance is important. Also, to include the plan check fees as part of the grant calculation at permit issuance creates an additional administrative burden to Town’s already strained staff.

Staff administered the first \$1 million grant consistently and equitably except for the first two permits issued under the grant. Those two permits were granted the full \$3,500. This was before staff had the full grant scope and guidelines available. NVCF staff signed off on these exceptions and the rest of the grant was administered as noted above.

Because some believe that “building permit” fees should be more broadly applied to all Town rebuilding fees, there were discussions about how that could be accomplished without making the administration too difficult. The compromise discussed was to have the grant pay 100% of the building permit fees up to \$3,500. This would be roughly equivalent to paying 50% of plan check fees and 50% of building permit fees. Ultimately, however, this was not supported by

some NVCF committee members who wanted to reach as many citizens as possible with the grant.

3. Grants for Rebuild Paradise Master Planned residences will be in the amount of 100% of the permit fees (excluding plan check fees), up to \$3,500.
4. Grants for garages (up to 700 square feet; square footage above 700 square feet is paid by the permittee) associated with a MH Advantage Manufactured Homes will be in the amount of 100% of the permit fees (excluding plan check fees).
5. Grants for multiple dwellings (2 or more units per parcel) will be in the amount of 50% of the permit fees (excluding plan check fees), up to \$10,000 total, with a \$2,500 per door maximum.
6. To give priority to rebuilding primary residences, only \$250,000 of the \$1 million extension can be used for second residences or multi-family structures. Also, to qualify for a grant for a second residence or multi-family structure, the property must have been in Town limits before the fire and restored within Town limits after the fire.

Fiscal Analysis:

As 100% of this grant is awarded to residents rebuilding, there is no financial impact to this acceptance. It should be noted however, that there are no dollars allocated for the administration of this grant. Staff time taken to administer, track and report on this grant are paid by the Town.

Exhibit A

Scope of Work and Timelines

Part 1:

- The Town of Paradise has been awarded \$1,000,000 to be used to pay a portion of the permit fees associated with rebuilding, for survivors who are rebuilding in communities where fire destruction occurred.
- The Town of Paradise will draw \$100,000 initially and will provide NVCF a monthly statement showing how the funds were distributed. Once these funds are exhausted, an additional draw of \$100,000 will be requested.
- The program will go for one year (3/1/2019 through 2/28/2020) or until the funds are exhausted.
- The grant is being awarded to incentivize rebuilding in the communities where direct destruction took place.
- Grant eligibility:
 - Grants will be awarded to survivors who had their homes completely destroyed.
 - Grants will be in the amount of 50% of the permit fees (excluding plan check fees), up to \$3,500.
 - Survivors are only eligible for one grant.
 - Survivors must be the original property owners where their home was destroyed. Eligible survivors may rebuild anywhere within the burned communities (need not rebuild on their original property).
 - Those survivors meeting all the criteria listed above who have paid permit fees, are eligible (including those survivors who have already paid fees).

Part 2:

- The Town of Paradise has been awarded \$1,000,000 to be used to pay a portion of the permit fees associated with rebuilding, for survivors who are rebuilding in communities where fire destruction occurred.
- The Town of Paradise will draw \$100,000 initially and will provide NVCF a monthly statement showing how the funds were distributed. Once these funds are exhausted, an additional draw of \$100,000 will be requested.
- The program will go for two years (2/19/2020 through 2/18/2022) or until the funds are exhausted.
- The grant is being awarded to incentivize rebuilding in the communities where direct destruction took place.
- Grant eligibility:
 - Grants will be awarded to survivors who had their homes or residential property completely destroyed or were damaged to the degree that they require permits to rehabilitate the property.
 - Grants for a single residence (1 unit per parcel) will be in the amount of 50% of the permit fees (excluding plan check fees), up to \$3,500.

- Grants for Rebuild Paradise Master Planned residences will be in the amount of 100% of the permit fees (excluding plan check fees), up to \$3,500.
- Grants for garages (up to 700 square feet; square footage above 700 square feet is paid by the permittee) associated with a MH Advantage Manufactured Homes will be in the amount of 100% of the permit fees (excluding plan check fees).
- Grants for multiple dwellings (2 or more units per parcel) will be in the amount of 50% of the permit fees (excluding plan check fees), up to \$10,000 total, with a \$2,500 per door maximum.
- Survivors must be the original property owners where the home or residential property was destroyed. Eligible survivors may rebuild anywhere within the burned communities (need not rebuild on their original property).
- Those survivors meeting all the criteria listed above who have paid permit fees, are awarded the grant at the time of permit issuance.
- Priority is given to survivors who are replacing their primary residence. As such, only up to \$250,000 of the grant may be awarded to survivors for more than a single residence (more than 1 unit per parcel) or for multi-family dwellings (2 or more units per parcel). Further, to qualify for this category, the residential unit must have been destroyed or damaged within Paradise Town Limits and will be restored within Paradise Town Limits.



**Town of Paradise
Council Agenda Summary
Date: April 14, 2020**

Agenda Item:6(b)

Originated by: Gina S. Will, Administrative Services Director/Town Treasurer
Crystal Peters, Human Resources & Risk Manager

Approved by: Lauren Gill, Town Manager

Subject: Town Manager Recruitment

Council Action Requested:

Consider the following items:

1. Review and approve Town Manager recruitment flyer; and
2. Review and approve recruitment advertising list; and
3. Review and approve tentative recruitment timeline; and
4. Appoint two Council Members to a Town Manager Recruitment Process Subcommittee; or

Alternatives:

Suggest edits to the flyer, advertising list, timeline and/or decide against nominating a subcommittee.

Background:

Town Council approved the use of a Professional Recruiter from Koff & Associates to facilitate the recruitment process for hiring the next Town Manager. Richard O'Donnell with K&A Recruiting has submitted the draft recruitment flyer that has been prepared along with documents outlining the recommended advertising list and tentative recruitment timeline for Town Council review.

Discussion:

This discussion item provides an opportunity for the full council to receive an update on the process and provide feedback to the consultant. It is recommended that a sub-committee, composed solely of Council members, be appointed so that if there are recruitment process questions that arise, those decisions can be made more nimbly. It is important to emphasize that the full Council will be involved in the final candidate selection.

Fiscal Impact:

None. Recruitment costs have already been budgeted and approved.

AN EXCITING EMPLOYMENT OPPORTUNITY



Town of Paradise **TOWN MANAGER**



THE COMMUNITY

THE TOWN OF PARADISE is nestled in Butte County, in the Sierra Nevada foothills. As of 2010, the Town population was 26,218. Paradise offers breathtaking hiking, biking, fishing, and countless fun for the outdoor adventurer. Residents enjoy, cooler summertime temperatures, occasional winter snowfalls, and an engaging environment. Rich in history, innate beauty, and friendly people, Paradise is a welcoming rural community and is a fantastic place to raise a family.

On November 8, 2018, the Camp Fire wildfire destroyed much of the Town of Paradise. As a result, Paradise lost close to 12,000 dwelling units, with about 1,400 surviving the disaster. Thanks to a coordinated response by the Town of Paradise leadership and a heroic supporting effort from their team and volunteers, rebuilding efforts are exceeding expectations.

The first two building permits were reissued five months after the fire on March 28, 2019. Fifteen months after the Campfire wildfires, there has been a surge in applications, with 883 building permits requested, 694 permits issued, and 81 homes rebuilt. Before the fire, the Town of Paradise processed on average 20 permits per year.

Although the Camp Fire wildfire recovery efforts

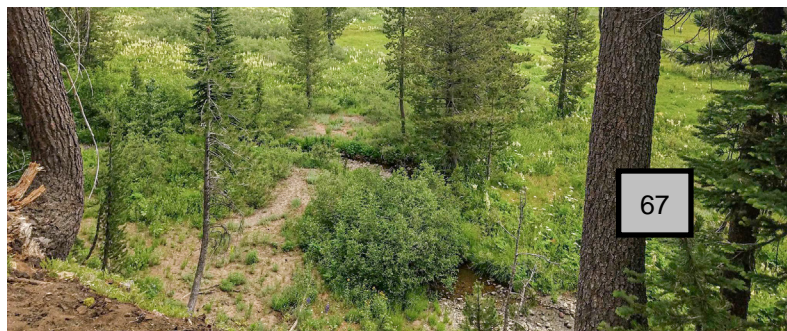
have had many successes, there are still hurdles to overcome. Policymakers are taking this time to rebuild with higher standards and fire-resistant strategies.

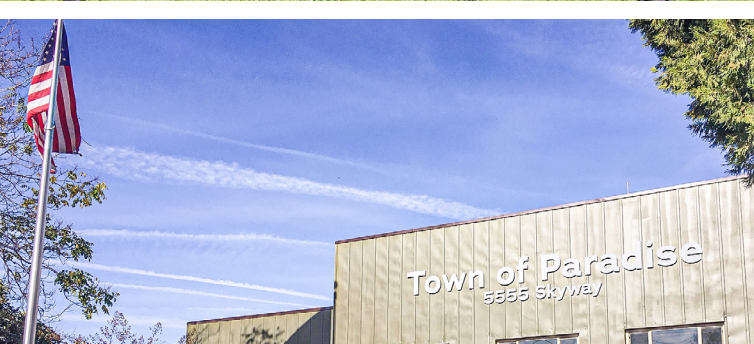
IN A RECENT SETTLEMENT, PG&E committed to paying \$13.5 billion to Camp Fire wildfire victims, with about \$270 million going directly to the Town of Paradise to maintain operations and fund services until rebuilding is complete. In a separate decision, the judge overseeing PG&E's bankruptcy approved the company's proposal to set up a \$105 million housing fund for survivors of the wildfire.

While the Town of Paradise has been through a lot in the wake of the Camp Fire wildfires, the Town leadership has determinedly guided its community with clear direction, setting up an excellent platform for a new Town Manager to lead the team forward.

The Town of Paradise remains resilient and determined to "Make it Paradise" again.

For a weekly update on the recovery:
www.townofparadise.com/index.php/17-news-events/294-weekly-recovery-update





THE ORGANIZATION

FOUNDED IN NOVEMBER 1979, the Town of Paradise is a full-service municipality offering police protection, fire prevention, suppression and medical aid; community development, planning, and building safety; public works, capital improvements, and street maintenance; and housing and business development programs. The Town Council of The Town of Paradise is the chief policy-making body comprised of five members elected at large by the community to four-year staggered terms of office. The Town Manager leads staff in executing the vision and priorities established by the Town Council.



THE POSITION

THE TOWN MANAGER position with Paradise will require a strong work ethic. It offers a unique and rewarding opportunity for the right candidate to be part of the rebuilding of the Town of Paradise. The position also offers an opportunity to reshape a strong, resilient, charming community, well-suited for raising families and growing small business enterprises.

The Town Manager supervises and directs the administration of the various departments; presents recommendations and information to enable the Town Council to make decisions on matters of policy; coordinates the Town of Paradise's working relationship with external agencies and organizations; oversees the planning and funding of major Town projects; serves as a liaison to improve communications between the Town Administration, community organizations and citizens; and works to maximize efficiency and customer satisfaction with Town services.

The incoming Town Manager plans, directs, manages and oversees all the activities and operations of the Town of Paradise including its operating departments, public safety contracts and provide complex administrative support to the Town Council.

Essential responsibilities and duties may include, but are not limited to, the following:

- Management and responsibility for all Town departments, including functions of Finance and Administration, Public Safety, Building, Code Enforcement, Animal Control, Engineering, and Public Works.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Town Council and the Town as appropriate; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual budget for the Town; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the Town Council.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, projects, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to Town Council.
- Advises the Town Council on legal, social, and economic issues, programs, and financial status;
- prepares and recommends long- and short-term plans for Town service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future Town needs.
- Represents the Town and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the Town government.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the Town; has responsibility for enforcement of all Town codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of Town staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Directs the maintenance of working and official Town records. Monitors changes in law, regulations, and technology that may affect

THE IDEAL CANDIDATE

THE TOWN OF PARADISE SEEKS a Town Manager that is excited about the many opportunities for grant from Federal, State, and private funding agencies such as FEMA, CAL OES, Community foundations, etc.. Someone experienced with putting together multimillion-dollar projects, who is comfortable with a public facing presence, and someone who has a skillset in economic development.

The Town Manager will need to have sound management theory and practice; must be an experienced administrator, a forward-thinking visionary who is business-friendly and capable of handling economic development while ensuring the long-term financial stability of the Town.

The ideal candidate will have exceptional interpersonal and communication skills. They will be a public sector executive with a record of demonstrated leadership in successfully guiding a full-service local government under a Council. The candidate should have the tenacity to work through complex, long-term, and ongoing difficult issues and projects and the courage to make tough decisions when necessary. This role is pivotal to the success of the Town of Paradise to not only recover from the devastation of the fires, but to bring the Town up to par with neighboring cities and municipalities.

The ideal candidate should be a proactive collaborator who can think analytically and act strategically — an energetic individual who communicates openly and values the experience and knowledge of the Town's staff. The ideal candidate must be flexible and able to adapt to change. An individual with strong financial acumen who is politically astute, yet apolitical, is sought.



Minimum Qualifications

Qualified candidates must possess equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, public policy, finance, or a related field and ten (10) years of management or administrative experience in a public agency comparable to a Town Manager, Assistant Town Manager, or in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation.

In accordance with Town Municipal Code, Residence in the town at the time of appointment of a town manager is not required as a condition of the appointment, but within ninety days after reporting for work, the town manager must become a resident of the town. (Ord. 58 §3, 1982)



THE COMPENSATION

The salary range for this position is **\$137,530–\$175,552 annually**, depending on qualifications. Additionally, effective July 6, 2020, the range will increase by 3%.

PERS retirement 2%@62 for new member, 2%@60 for classic member T-2

Retiree Medical Equal to active EE contribution

Admin Leave 120 hrs/yr.

Longevity 5%@10yrs, up to 7.5%@15yrs

Sick Leave 96 hrs/yr.

Vacation Leave 0–4 years = 120 hrs/yr
5–9 years = 135 hrs/yr
10–14 years = 176 hrs/yr
15 & over = 200 hrs/yr

Holidays 11 days/yr. & 28 hrs Floating

Medical Plan* PERS Medical Plan* MetLife

* Some employee costs apply to health plans

** Deferred compensation in lieu of medical is an option

Short-Term & Long Term Disability Plan

Life Insurance \$150,000

TO APPLY

To apply for this position, please visit Koff & Associates' website at www.koffassociates.com/jobs/ and submit a cover letter and resume.

As an alternative, you can mail your cover letter, employment application form, and resume to this address:



Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

For any questions, please contact K&A Recruiting at:
recruiting@koffassociates.com

The deadline to apply for this position is **MONDAY, MAY 18.**

The Town of Paradise is an equal opportunity employer encouraging workforce diversity.

Town of Paradise - Town Manager

| Publication/Site Name | Website |
|--|---|
| Careers in Government | https://www.careersingovernment.com/ |
| Government Jobs.com | https://www.governmentjobs.com/ |
| www.govtjobs.com | https://www.govtjobs.com/ |
| Linkedin | https://www.linkedin.com/?trk=public_jobs_nav-header-logo |
| Jobs Available | https://www.jobsavailable.net/ |
| Western City - League of California Cities | https://westerncitymagazine.jobboard.io/ |
| American Planning Association | https://www.planning.org/ |
| Public CEO | https://www.publicceo.com/ |
| Next City | https://nextcity.org/ |
| California City News | https://www.californiacitynews.org/ |
| Municipal Managers of Northern California | https://www.mmanc.org/ |
| Municipal Managers of Southern California | https://www.mmasc.org/ |
| ICMA | https://icma.org/ |
| Government Finance Officers Association | https://www.gfoa.org/ |
| American Public Works Association | https://www.apwa.net/ |
| Free Job Boards (x21) | - |
| Internal Network Email Marketing | |
| Physical Mailers | - |

K& A Recruiting Tentative Timeline with Subcommittee:

| | |
|----------------------------------|---|
| Tuesday, April 14th | Council Meeting Virtually: Council Designates Town Manager Recruitment Subcommittee |
| Friday, April 17th | Posting of Position: 30 Day Window of Application Opens |
| Monday, May 18th | 30 Day Window of Application Closes |
| May 18th - May 29th | K&A Recruiting Conducts Candidate Screens |
| Friday, May 29th | Submission of Applicant Materials Binder with Summary and Recommendations |
| Tuesday, June 2nd | <u>Subcommittee Meeting:</u> Discuss Recommendations, confirm which candidates will be invited for Panel Interviews |
| Thursday, June 11th | 1st Round Panel Interviews - Council and Town Stakeholders Disbursed between two panels. |
| Week of June 15th | Background Investigation Including Online Presence |
| Tuesday, June 23rd | 2nd Round Hiring Interviews with Council <ul style="list-style-type: none">• Council Debriefs and Decides on Which Candidate They Would Like to Move Forward to Offer |
| Week of June 22nd | Criminal Background Check and References |
| <u>Tuesday, June 30th</u> | <u>Subcommittee Meeting:</u> Finalize offer in negotiation with candidate |
| Tuesday, July 14th | Announce Publicly in Regularly Scheduled Meeting |
| Late July - Early August | Candidate Starts |